Congratulations! You have purchased HomeWord Plus, the second updated version of the award-winning HomeWord word processor. HomeWord, named "Best Word Processor for the Home" by Software Buyer's Guide and "Software Product of the Year" by Classroom Computer Learning, is "for people who want to work with their computers without having to learn how their computers work." -- Byte magazine.

Additions to HomeWord Plus since the previous update of HomeWord include: an optional 80-column full-screen display; a built-in spelling checker; support of hard-disk, mouse, the new memory expansion card, and the new UniDisk 3.5 disk drive; a new manual with Advanced Features never before referenced in previous versions; new ProDOS system for faster drive access and directory filing.

To use this manual, read through the first few sections. Follow along on your computer as you read. Follow the instructions to load the program. Examine the Menu Area and the Typing Area as you come to them in the manual. Experiment with the Important Keys.

When you've learned how to get around in the program, read through the sections which describe each Main Menu feature, and its family of related features. In Customize and Utilities, follow the guidelines for customizing your disk for your preferred options and printer setup, and creating a data disk.

If you are new to word processing, pay especially close attention to the File section. While other features (Edit, Layout) have their rough (sometimes very rough) equivalent in the typewriter you left behind, File is something new and different. As you'll soon find out, it's one of the main reasons you traded in that typewriter for a computer.

When you get to the Advanced chapters, STOP. Work with HomeWord Plus awhile. Begin new files on your newly created document disk. Type in text, erase and move text, play with the margins and type styles. Find misspelled words, save

files, and print them out on your printer. Only after you are really comfortable with the basics should you venture forth into HomeWord Plus's advanced sections (they assume a minimum knowledge of how HomeWord Plus works).

If you get lost, there is plenty of help available. Look in the Index to quickly find specific features. If you are having problems and are stuck for an answer, turn to the Help section toward the back of the manual.

BACK-UP YOUR PROGRAM DISKS

Before you begin, make a copy of the HomeWord Plus word processor and speller disks. Then you can put away the original program disks and just use the copies. This protects you in case of disaster -- a spilled coffee cup, baby's sticky fingers, etc. Also, your master disk will last much longer if you operate only from copies.

Refer to Appendix C at the end of this manual for detailed instructions on copying HomeWord Plus to a 5 1/4" floppy disk, hard disk, 3.5" disk, or Memory Expansion card.

LOADING INSTRUCTIONS

To load HomeWord Plus, hold the word processor program disk with your thumb on the label side up, and slide it into the drive. Close the drive door, then turn on your computer and monitor.

Now the red light on the disk drive is on, and there is a whirring noise. The computer is busy loading information. Wait until it stops, then, when instructed on the screen, press RETURN to enter HomeWord Plus.

You are now in what's called the main "menu" area. It's called a "menu" because it offers several choices. The choices are represented by pictures, which we call "icons." The words on the screen describe the functions of the pictures. You can use the left and right arrow keys to view the various choices on the menu, and the RETURN key to choose one.
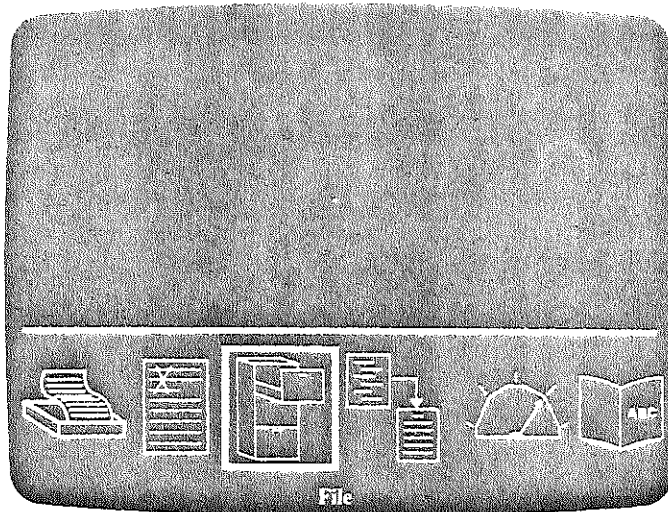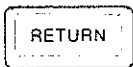
This is the area of choices, which is why it's called the "menu area." These choices are represented by pictures, called "icons."

The frame around an icon is called an "**icon cursor**."
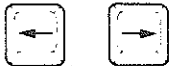
Use the right and left arrow keys to "frame" whichever icon you want to choose.

Press this key to choose the icon that is "framed."

From the main menu, press ESC to go to the typing area (and back again).

Each icon in the main menu represents a "family" of icons that perform related functions. When you "frame" an icon with the icon cursor and press RETURN to select it, you will then view the related icons.

Sometimes the icons in the level just "under" the main menu perform the function you are looking for. At other times you have to go through several levels to get to the icon that actually does the job. For instance, to change from Normal type to Boldface type, you must select "Layout" from the main menu, "Print style" from the Layout menu, then "Boldface text" from the Print style menu. The lowest level icon is always the one to do the work -- the higher levels only point the way.

In general, you press RETURN to go down one level and press ESC to go up a level. Explore all the icon families to see how many levels there are and what they do.

To see all the icon family trees in detail, look at your Icon Family Tree reference card.

Pressing ESC in the main menu takes you to the "Typing Area." Here you may type a memo, a letter, a term paper, or whatever else you need.
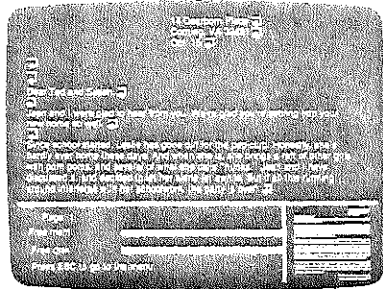
What you type appears here on the screen. The cursor, a blinking square, shows where you are on the screen.

In the lower left-hand corner of the **typing area**, the computer gives you information about the amount of storage space available in the computer and on the disk.
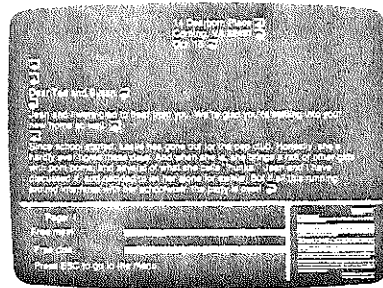
"**Free mem**" stands for "Free memory." The length of the line tells you how much memory is left for your document in the computer's memory. When the line gets very short, it means you should save everything you've written, or else the computer will be unable to hold it.

"**Free disk**" tells you how much room is left on your disk for storing files. When the line gets very short, it means you're running out of room. Then it's time to make a new document disk, or erase some files that you no longer need in order to make room for new ones.

"**Press ESC to go to the menu**" is a message from the computer telling you that when you press this key, you go to the menu area.
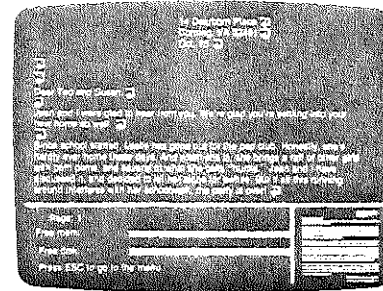
In the lower right-hand corner, there is the **Page Sketch** section. You see a sketch of what the printed page will look like with the margins and spacing you've chosen.

If you look closely in the Page Sketch Section after you've typed something, you can see a replica of the blinking cursor, so that you always can tell where you are on the printed page.

You can easily move your cursor through the text you've already written by using your arrow keys. You do this to delete a word, or to "paint" part of the text you want to erase, or move, etc. But you cannot get your cursor past the last letter you typed by using your arrow keys. It's as if the cursor marks an invisible wall that surrounds the text you are typing. The only way you can break through the invisible wall is to add a character. A character can be either a letter or a space; they are the same thing in the computer's way of thinking. So if you want to move the cursor to the right of the last letter you typed in your file, press your space bar.

If you've never used a word procesor before, refer to Appendix B for step-by-step instructions on creating, editing, and saving a document.

ESC

takes you from the typing area to the menu area, or from the menu area to the typing area. It also lets you back up a menu level, or cancel a message you've given the computer.
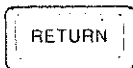
RETURN

begins a new line in the typing area (just like a carriage return on a typewriter). In the menu area, press RETURN to select the menu choice "framed" by the icon cursor.

→

moves the cursor or the icon cursor to the right.

←

moves the cursor or the icon cursor to the left.

↑

moves the cursor up one line.

↓

moves the cursor down one line.

DELETE

erases the character just before the cursor in the typing area.

A "mouse" is a small computer device you roll around on a flat surface next to your computer. When you move the mouse, the cursor on the screen moves accordingly. HomeWord Plus supports use of a mouse in the following ways:

In the menu area...

Moving the mouse left or right moves the icon cursor left or right.

A single click is like pressing RETURN -- it selects the icon framed by the icon cursor.

A double click is like pressing ESC -- it "escapes" to the typing area or to the next highest icon menu.
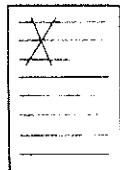
In the typing area...

Moving the mouse left, right, up, down, or diagonally moves the cursor left, right, up, down, or diagonally.

A single click is like pressing RETURN to continue, in response to a prompt. (It does not perform carriage returns.)
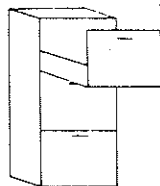
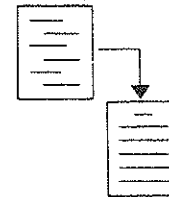A double click is like pressing ESC -- it "escapes" to the main menu area.

PRINT to specify paper type, type short notes and envelopes, print, preview your text, choose beginning page number, or print a portion of your text.

LAYOUT to set spacing, start a new page, set temporary new margins, align text, make an outline, boldface or underline your text, or to make headings and/or footings on your document.
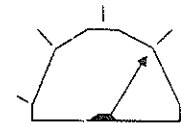
EDIT to erase, put an erased part back, move or copy part of the text, find a word or a phrase, or to find a word or a phrase and replace it with something else.

CUSTOMIZE AND UTILITIES to lay down some general specifications for your word processing: change the "permanent" margins, "prepare" a document disk, choose a standard outline form, let the computer know what kind of printer card you are using, specify format of screen display, choose to make back-up copies to have on file, and tell the computer to "save" your choices on the HomeWord Plus disk, or exit the program.

FILE to insert something from one document into another, get a document out of the file, save a document, begin a new document, include another document when it's time to print, or erase a document.

FIND MISSPELLINGS to identify misspelled words or typos to be corrected in a document.

We will examine the six main menu icons and their "families" in the order in which you should use them.

When you're in the main menu, put your icon cursor around the "Customize and Utilities" icon.
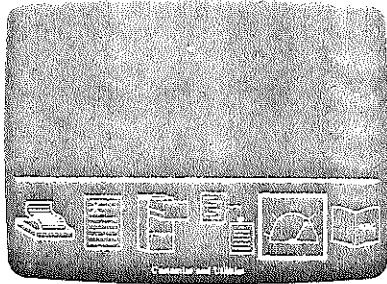
Press RETURN to let the computer know that this is the icon you're choosing.

Now six new icons appear in the Customize and Utilities menu:

- Save customize choices
- Change preset margins
- ProDOS utilities
- Set outline labels
- Type of printer card
- Options

Save customize choices

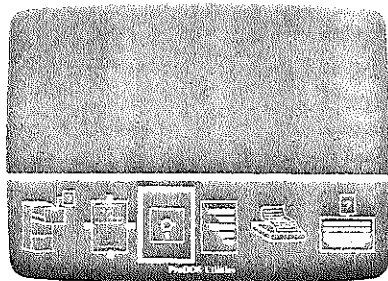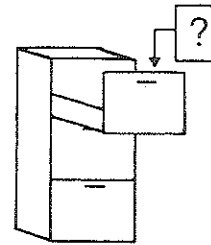This icon shows a question mark with an arrow pointing from it to a drawer in a file cabinet. Choose this icon to save what you chose in the customize section onto your HomeWord Plus disk. Your saved choices will remain unless you tell the computer otherwise. Any choices you don't save are temporary -- they will be gone the next time you start HomeWord Plus.

Change preset margins
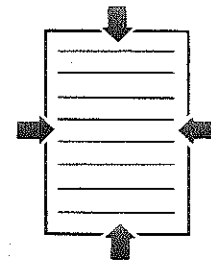
This icon shows a page with arrows pointing to the margins. It allows you to choose the line spacing, margins, tab stops, and the size of paper you will use when it's time to print your document. Some of these same choices are in the Layout menu. The choices you make here are the "normal" settings and can be changed for individual documents by "Layout" choices. (You can change your customize choices at any time.)

Set top/bottom margins   Set left/right margins   Set line spacing   Set tab stops   Set physical page length   Set physical page width
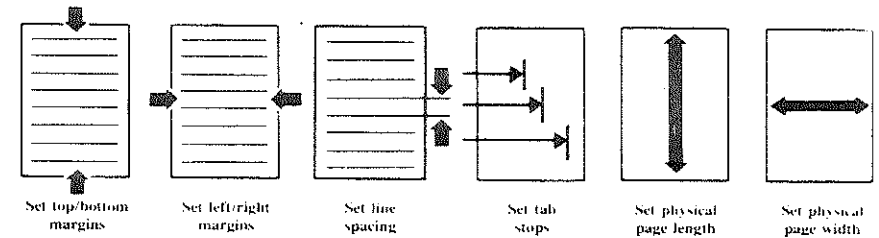
There are six icons in the "Change preset margins" menu: "Set top/bottom margins," "Set left/right margins," "Set line spacing," "Set tab stops," "Set physical page length," and "Set physical page width." Put your icon cursor around the icon you are choosing, and press RETURN to let the computer know your choice. Then just follow the directions the computer gives and you will be able to change the margins, tabs, and spacing; and you will be able to tell the computer what length and width of paper you are going to use when it's time to print.
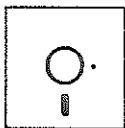
ProDOS utilities

This icon shows a floppy disk. Choose this icon when you want to exit the HomeWord Plus program or prepare a document disk to be used with HomeWord Plus or enter Apple's ProDOS utilities to make a directory, convert files, etc. When you choose this icon, you'll see three more:
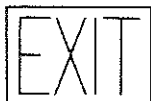
EXIT

This icon shows an exit sign. Choose this icon when you want to leave HomeWord Plus so you can put in another program or game.

Enter Apple's ProDOS utilities

This icon shows an apple. Choose this icon when you want to leave HomeWord Plus to go to Apple's ProDOS Filer.

Prepare document disk

This icon shows a disk with X's in each corner. There isn't much room left on the HomeWord Plus disk, so documents should be saved on a separate disk. Choose this icon to prepare a document disk.

Following the prompts, insert a blank disk (or one with information you no longer want) into any drive. If you have two or more drives, choose "initialize." If you have only one drive, choose "initialize and prepare."

When prompted to "enter the name of the new volume," you may type in up to 15 characters. Try to give each disk a unique name, that will i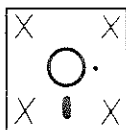ndicate what files will be stored on the disk. Press RETURN, then indicate the slot and drive the disk to be initialized is in. Press RETURN again, and voila, you've prepared a document disk!

Set outline labels

This icon shows a page with indented lines on it. Choose this icon when you want to tell the computer how you want your outlines labeled. You can label your points with decimal, roman or arabic numbers, upper or lower case letters, or a point-symbol ("bullet") of your own choice. See the "Advanced Layout" chapter for examples and more information.

Type of printer card

This icon shows a printer. Choose this icon to tell the computer what brand of printer card you are using. You have to do this before you print a document. Save this customize choice once and you won't have to concern yourself with it again -- unless you change printer cards.

If you have a printer card not specifically supported by HomeWord Plus, choose "Other." Apple IIc owners, whose printer card is built into the computer, choose "Apple IIc." For more information on how your printer setup can affect printing, refer to Appendix D.
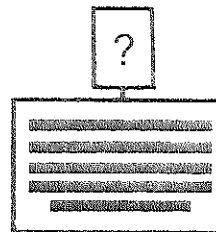
Options

This icon shows a computer with a question mark. Choose this icon to specify three options. You may omit the page display and "free mem" and "free disk" indicators for a full screen display. You may choose to have either 80 or 40 columns displayed on the screen. You may also choose to make a back-up document each time you save a file. Note: the previously saved version of a document is saved as your back-up document.

When you're in the main menu, put your icon cursor around the "File" icon.
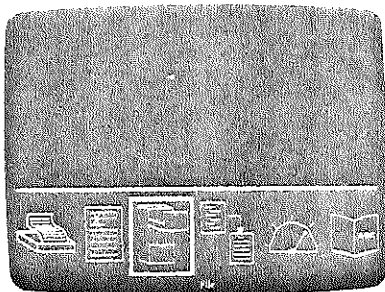
Press RETURN to let the computer know that this is the icon you're choosing.

Now six new icons appear in the File menu:
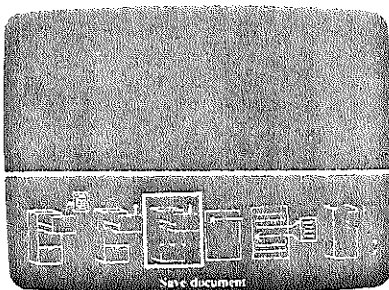
- Insert document
- Get document
- Save document
- Begin new document
- Include document
- Erase document
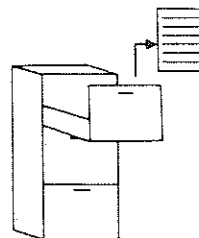
Insert document

This icon shows an arrow going from a file cabinet to the middle of a page. Choose this icon when you want to put two separate documents together to make a brand new one. You insert a previously saved file into the document that shows on your screen. Note: you must first specify the "root" directory (disk name) followed by a slash, before you type the name of the file to be inserted. For more information on directory filing, see "Advanced Filing."
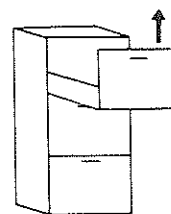
Get document

This icon shows an arrow coming out of the drawer of a file cabinet. Choose this icon when you want to get a document out of a disk's file. The file you choose will then be displayed on your monitor. Note: you must first specify the "root" directory (name of the disk on which the file you want to get is stored) followed by a slash, before you type the name of the file to get. For more information on directory filing, see "Advanced Filing."
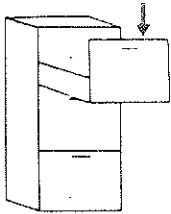
Save document

This icon shows an arrow pointing into the drawer of a file cabinet. Choose this icon when you want to put something in a disk's file. If you change a document after you file it, you will want to file it again. Otherwise the changes will not be remembered. It's good to save often. Note: you must first specify the "root" directory (name of the disk on which you want to store the file) followed by a slash before you type the name of the file to be saved. For more information on directory filing, see "Advanced Filing."

Include document

This icon shows two pages with arrows going from one the other and back again. Choose this icon when you wa to include a different document inside, or immediate before or after, the document you're creating. Li chapters in a book, this feature allows you to combine ma separate, small files to form one large printed documen The included document will not appear in the typing are However, when you print the document you're working the included document will be printed too. Note: you mu first specify the "root" directory (name of the disk which the file to be included is stored) followed by a slas before you type the name of the file to be included. F more information on directory filing, see "Advanc Filing."

Begin new document

This icon shows a blank page. Choose this icon to clear the screen and begin something new.
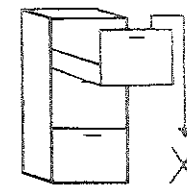
Erase document

This icon shows a file cabinet with an arrow pointing t large X. Choose this icon when you want to permanent erase a document you have on a disk. Note: you must fi specify the "root" directory (name of the disk on which t document you no longer want is stored) followed by slash, before you type the name of the file to be erased.

When you're in the main menu, put your icon cursor around the "Layout" icon.
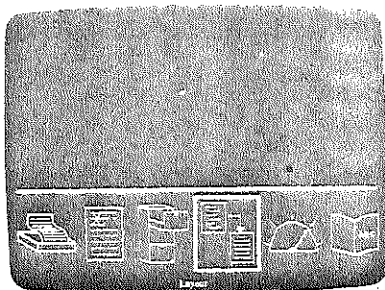
Press RETURN to let the computer know that this is the icon you're choosing.

Now six icons appear in the layout menu:
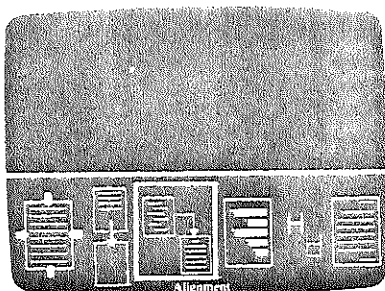
- Set spacing
- Start new page
- Alignment
- Outline point
- Print style
- Headings/footings
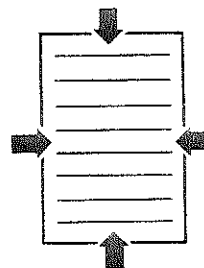
Set spacing

This icon shows a page with arrows pointing to the margins. Choose this icon when you want to change the to or bottom margins, or the right or left ones for an individual document. (To change "default" margins and line spacing go to "Change preset margins" in "Customize"). You can also choose what kind of spacing you want between your typed lines. You may choose single, double or triple spacing.

There are three icons in the set spacing menu: "Set top/bottom margins," "Set left/right margins," and "Set line spacing." Put your icon cursor around the one you are choosing, and press RETURN to let the computer know your choice. Then just follow the directions the computer gives, and you will be able to set your margins and choose the spacing you want.
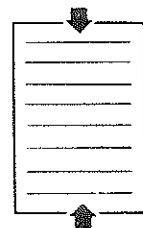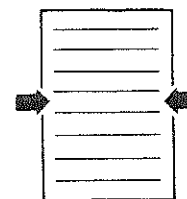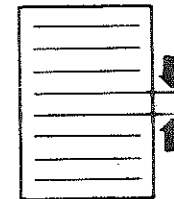
Set top/bottom margins   Set left/right margins   Set line spacing
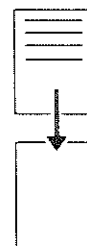
Start new page

This icon shows a page of text with an arrow pointing from it to a blank page. Choose this icon when you want the page you're typing on to come to an end, and a new page to begin.
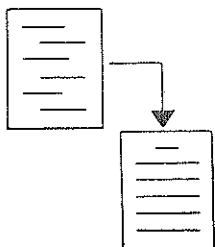
Alignment

This icon shows two pages with the text lined up evenly against the margins of the second page. Choose this icon when you want either the right or left margins to be even, or both the right and left margins to be even. Also when you choose this icon, you can center a line on the page. Press RETURN to let the computer know this is the icon you are choosing.

Now four new icons appear in the alignment menu: "Align right," "Align left," "Center next line," and "Even margins." Choose the icon you want, press RETURN to let the computer know your choice, and then follow the computer's directions.
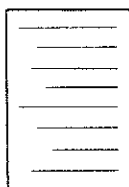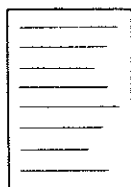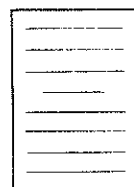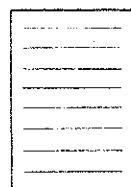
Align right   Align left   Center next line   Even margins
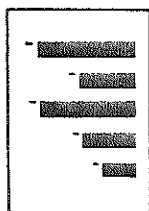
Outline point

This icon shows a page with indented lines on it. Choose this icon when you want to make an outline or a list. If you want to rearrange the order in which your point labels appear (decimals, roman and arabic numerals, capital and small letters, and a "bullet" which you may specify), go to Customize.

See the "Advanced Layout" section for more information on automatic outlining, and examples of some of your options.

Print style

This icon shows two "H's": one is in boldface type, the other is underlined. Choose this icon when you want underline words or make words appear in boldface ty Press RETURN to let the computer know that this is icon you're choosing.

Now three new icons appear in the print style menu: "Boldface text," "Nor text," and "Underline text." Move your cursor to frame the icon you're choosi press RETURN to let the computer know your choice, and then follow computer's directions.

Boldface text   Normal text   Underline text

Insert a "Normal text" command when you are finished underlinin boldfacing. Otherwise, underlining or boldfacing will remain in eff throughout the rest of your document.

Heading/footing

This icon shows a page that has both a heading an footing. Choose this icon when you want a heading and footing to appear on the pages of your document. You also turn page numbering off or on, or change the loca of the page numbers. When you are setting up p numbering, the symbol # will tell the computer where to the actual numbers.

For more information on formatting page numbering and step-by-s examples, turn to the "Advanced Layout" section.

When you're in the main menu, put your icon cursor around the "Edit" icon.
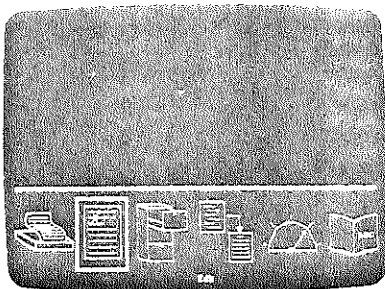
Press RETURN to let the computer know that this is the icon you're choosing.

Now six new icons appear in the edit menu:
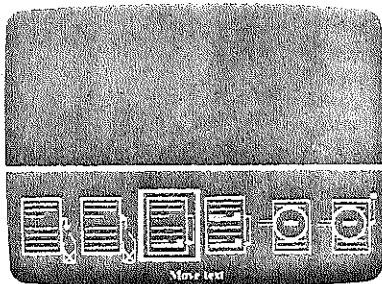
- Erase text
- Insert erased text
- Move text
- Copy text
- Find
- Find and Replace
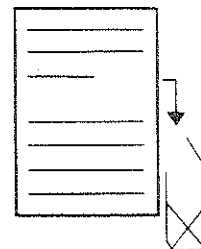
Erase text

This icon shows a page with an arrow pointing into a tra can. Choose this icon when you want to erase part of you document from the typing area.
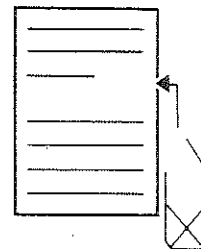
Insert erased text

This icon shows a trash can with an arrow pointing to a page. Choose this icon when you want to put something you erased back into your text. It only works for the text most recently erased with the "Erase text" icon. This function can be used to move text from one file into another, as long as there is enough space in memory for both the document you're working on and the most recently erased text.
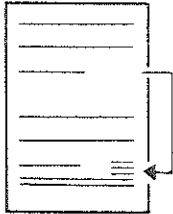
Move text

This icon shows a page with an arrow pointing from a blank area where there once was text to the place where the text was moved. Choose this icon when you want to move part of your text to another place in your document.
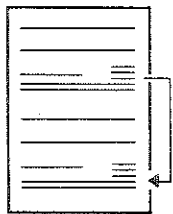
Copy text

This icon shows a page with an arrow pointing from one line of text to another place on the document where that same line was copied. Choose this icon when you want to copy part of your text to another part of your document.
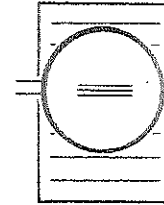
Find

This icon shows a page with a magnifying glass over one the words. Choose this icon when you want to find a wo or a phrase that you've used in your document. You find every occurrence of that word or phrase throughout whole document or press ESC once you've found the you want. If you type the word you want to find in cap letters, HomeWord Plus will find that word through your document only when it is typed in capital letters you type the word in small letters, it will find the w whenever it occurs in either capital or small letters.
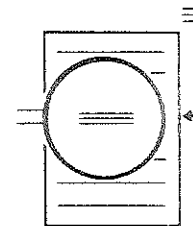
Find and replace

This icon shows once again a page with a magnifying gl over one of the words. This time there is also an arr pointing to the "found word." Choose this icon when want to find a word or phrase in your document and repl it with another word or phrase. You can find a word o phrase and replace it throughout the text. If you only wan few occurrences of the word or phrase to be replaced, can stop at each appearance of the word to decide.

When you're in the main menu area, put your icon cursor around the "Find misspellings" icon.
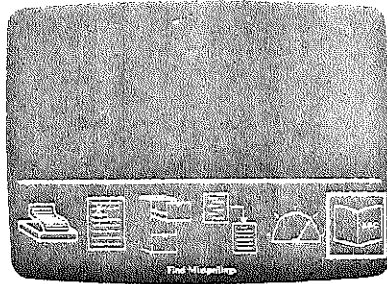
Press RETURN to let the computer know that this is the icon you're choosing.

Now the computer tells you to insert your HomeWord Plus speller disk into any. available drive and press RETURN. If you have two drives, it is recommended that you remove your document disk and leave the HomeWord Plus program disk in (the entire document you are checking is in the computer's memory).

When the speller has finished checking the document, you will be returned to th main menu of the word processor. All words not recognized by the speller (a words not in its wordbook) will be underlined for easy identification. You ma change these words, or leave them as they are. The underlines will disappear whe you save the file. But even if you go immediately to print, these underlines will n print -- they are merely screen prompts to remind you of words that might h misspelled.

Special keys allow you to look through "misspelled" words in a file quickly:

    🍎 E moves you forward to the next underlined word

    🍎 W moves you backward to the previous underlined word

When you're in the main menu, put your icon cursor around the "Print" icon.
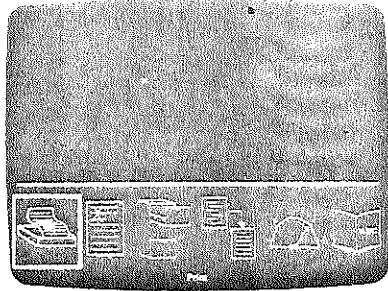
Press RETURN to let the computer know that this is the icon you're choosing.

Now six new icons appear in the print menu:
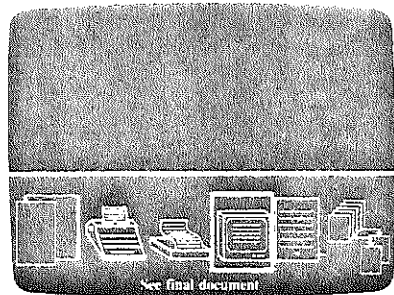
See final document

- Type of paper
- Typewriter
- Print document
- See final document
- Starting page number
- Selected pages
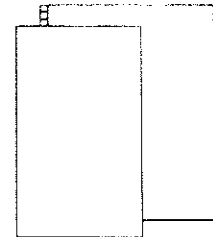
Type of paper

This icon shows two kinds of paper: the one with ho the side is "continuous feed" paper; the plain one is r paper. HomeWord Plus is set to go with continuou paper, so if that's the kind you're using, you don't h tell the computer anything. However, if you have r single sheet paper, this is where you tell the compu you choose single sheet paper, the printer will pause end of each page to allow you to insert the next page might want to save that choice permanently on your d using the "Save Customize Choices" icon in the Cust menu.
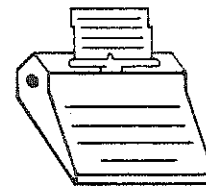
Typewriter

This icon shows a picture of a typewriter. Choose th when you want to turn your computer into a typewrit type short notes or envelopes directly onto your p Type in each line as you want it to appear, and RETURN to print it.

Before you can print anything, you must tell the computer what kind of print you have. To do that, go to Customize and follow the computer's directions save this Customize choice, you only have to do it once.

Print document

This icon shows a printer. Choose this icon when you want a printed copy of the document you wrote in the typing area.

Before you can print anything, you must tell the computer what kind of printer card you have. To do that, go to Customize and follow the computer's directions. If you save this Customize choice, you only have to do it once.
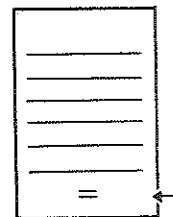
Starting page number

This icon shows a page with an arrow pointing to the number at the bottom. Choose this icon when you wa first page number of your document to be something than 1.
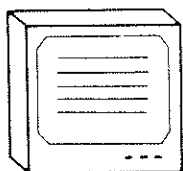
See final document

This icon shows a computer monitor screen. Choose this icon when you want to see the final document on the screen before you print it on paper. It will show you how it will look on the printed page.
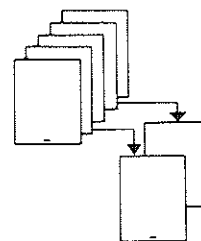
Selected pages

This icon shows a number of pages with two pages selected from them. Choose this icon when you w print only selected pages of your document. Hom Plus will ask you to enter the page numbers to be p You may list the pages individually (example: 1, 3, range (example: 2-4), or as a combination of th (example: 1-3, 6, 8).

ADVANCED
FEATURES
SECTION

ADVANCED
TYPING
AND EDITI

ADVANCED
FEATURES
SECTION

Typing in the Change mode

HomeWord Plus is preset to type in the INSERT mode. When you positi
cursor in the middle of a line and then type in more letters. the other word
letters are pushed out of the way.

By pressing **CONTROL-C** you can toggle from the INSERT to the CHA
mode and back again. In the CHANGE mode, if you place the cursor in the n
of a line and start typing, you will type over or replace the characters and
that are already there.

When you are in CHANGE mode, the word "CHANGE" will appear
window at the bottom of your screen:
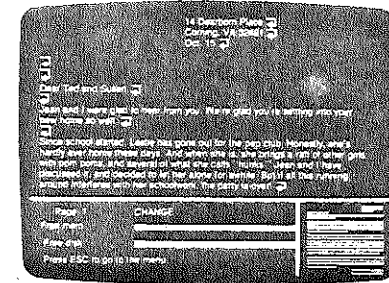
High-speed editing keys

The HomeWord Plus Reference Card lists two kinds of "Speed" keys. The first kind of "Speed" keys are icon replacement keys. Each uses either the OPEN APPLE key or the CLOSED APPLE key together with a letter key to perform the same function as a specific icon.

As an example, to change from 40 to 80 columns you must press ESC to go to the main menu, press the right arrow key twice to frame "Customize and Utilities," press RETURN to choose it, press the right arrow key three times to choose "Options," press RETURN to choose it, then answer the several questions, including the 40/80 column option. With the icon replacement keys you can simply press CLOSED APPLE - 8 (CLOSED APPLE - 4 toggles back to 40 columns) in the typing area to perform the same function.

For easy reference, icon replacement keys are listed in the Icon Family Tree reference card, just beneath the icon they replace. The keys are also shown on the screen below the icons when the icon cursor frames an icon that has a replacement key.

The second kind of "Speed" keys listed on the Reference Card are editing keys. These allow you to move your cursor by character, word, line, screen page, printed page, or whole document. They allow erasing by character, word, and line.

Take a look at the Reference Card to get an idea of the things you can do. To maximize your productivity with HomeWord Plus, refer to your cards often.

High-speed editing using find and replace

Anyone who creates long files with HomeWord Plus can become a more eff editor with "Find" and "Find and replace."

If, for instance you are reviewing a hard copy of a document and discover a l worded sentence on page 4 beginning with the words "We must realize tha is...." you COULD use your cursor keys to page forward from the beginning file and scan page 4. But by using "Find" you can go directly to your destin almost instantly. Just press OPEN APPLE-F and type in the "string" you w "Find."

If in checking your file you find that you have made the same spelling error s times, you can correct all the occurrences of the error using "Find and rep Press OPEN APPLE-R and follow the prompts to replace an incorrect wo phrase) with the correct one.

If while performing a "Find" or a "Find and replace" you ESC to n correction, you may return to your search for the same word or string by pl CLOSED APPLE-F or CLOSED APPLE-R. CLOSED APPLE-F will also a "Find" for character sets identical to the last "misspelled word" you l with CLOSED APPLE-E or CLOSED APPLE-W (see "Find Misspelling

Directory filing

The directory system of filing lets you get documents from and save them to any drive you have hooked up to your system. That means you can "Get" a file from the disk in drive 1 and "Save" it to the disk in drive 2 (or drive 3 or 4, if you have that many). For those unfamiliar with directory filing, let's take it one step at a time.

First press OPEN APPLE-G for "Get document." You will be asked to type in the name of the document you want. But let's pretend you don't know the exact name of the document, or even which disk it might be on. Press CLOSED APPLE-← until the cursor is just to the right of the first slash. Then press the down arrow key to scroll through your choices.

First, the "root" directories are displayed. These are the disk names. If you have your HomeWord Plus disk in drive 1, then the first root directory will be "/HW." Press RETURN to get a file from that disk.

Now a slash appears and you have to choose another file name. For your first try, let's choose the file called "ERRATA." Press the down arrow key until that file name is displayed, press RETURN, and the file appears on the screen.

Practice getting other documents from the HomeWord Plus disk. You may type the name of the file you wish to "get," or use the down arrow key to scroll through the choices in a given directory level. If you can remember part of a file name, may type what you know and let an "=" sign represent what you can't remember. Then when you press the down arrow key you will see only those files which those criteria. For example, if you know the file you are looking for is on "DISK1" disk, and that the file ends with ".RPT" then you can type:

/DISK1/=.RPT

When you press the down arrow key several times, you might view these names:

/DISK1/LIT.RPT
/DISK1/HIST.RPT
/DISK1/BIO.RPT

When the file you want is displayed, press RETURN to get it.
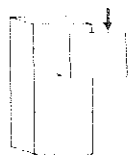
Any document you have typed that you want to keep must be saved before you get another document or turn your computer off, otherwise it will be gone forever. When you "Save document," you can either save it under an existing directory or create a new directory.

To save under an existing directory, press OPEN APPLE-S. When prompted for the name of the file you want to save, type "/DISKNAME/FILENAME." If you cannot remember the name of the disk you want to store the file on, press the down arrow key until it is displayed. Then press RETURN or CLOSED APPLE→ to accept that root directory and type your file name after the second slash which then appears. (If you cannot remember the filename, again press the down arrow key to scroll through the list of files and directories at that hierarchical level. Press RETURN when the one you want is displayed.)

If you want to create a new directory, go to the "Customize and Utilities" menu, select "ProDOS Utilities," then select "Enter Apple's ProDOS utilities," or just press CLOSED APPLE-A from the typing area. You will be prompted to insert your ProDOS filer disk (the ProDOS filer is on Side B of your original HomeWord Plus disk. At the main menu of the ProDOS filer, press "F" for File commands. At the File menu press "M" for Make directory.

Let's walk through the process of creating directory files. Pretend you want to two categories of files on one document disk: business and personal. You n make two directories. At the prompt, type:

/DISK1/BUSINESS

and press RETURN. One directory has been created. To make the second, type at the prompt:

/DISK1/PERSONAL

and press RETURN. Now press ESC twice to return to the ProDOS Filer menu, turn your HomeWord Plus disk over, and choose "Q" to reload HomeW Plus. Now you can create files to save under the "business" and "perso directories.

You may create as many directories with as many directory levels as you w Here is an example of how files on a disk can be organized into directorie efficient retrieval.

```
                            /DISK.1
            ┌──────────────────┴──────────────────┐
        /PERSONAL                              /BUSINESS
    ┌───────┼────────┐                      ┌──────┴──────┐
/RESUME /ECON.PAPER /XMAS.LETTER        /MEMOS    /BUDGET.RPT
                                    ┌──────┼──────┐
                                /FRED.5.19 /SUSAN.5.23 /JB.6.2
```
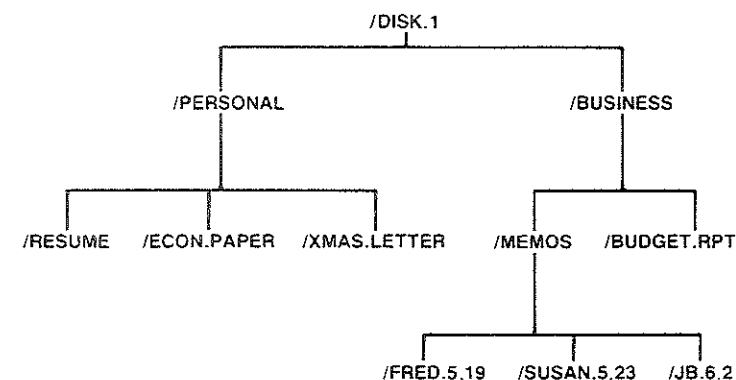
Transferring files

Since ProDOS allows you to designate the disk from which you are getting a file or to which you are saving it, you can easily transfer files from one disk to another. You may have a document disk filled with many miscellaneous files, some that you want to keep and some you no longer need. Follow the steps below to move the files you want to keep to a new disk, arrange them in logical order, and even give them new file names.

1. Using the standard procedure for getting documents, GET the first file that you want to move to the new disk.
2. Press OPEN APPLE-S to start the "save" procedure.
3. Place an initialized document disk (called NEWDISK), with the directories you need already defined (see "Directory Filing") in any drive.
4. You are now ready to accept the original file name or type in a new name with a new directory path. Even if you want the file name to be the same, you must still change the "root" directory (disk name) to save the file to the document disk NEWDISK, and then type the file name.
5. Press RETURN and the file will be saved onto the document disk with the name NEWDISK.

Two-drive file transfer

Note: If you have two drives and have several files to transfer at one sitting, you can avoid having to reinsert the HomeWord Plus program disk for each file. Press CLOSED APPLE-A and turn the program disk over to "Enter Apple's ProDOS Utilities." Press "F" for File commands. Press "M" to Make any directories needed. Then ESCAPE back to the File commands menu and press "C" for Copy files. Insert the disk with the files you want to copy, and a formatted data disk. At the first pathname, type a slash followed by the directory path and file name of the file you want to copy. Press RETURN. At the second pathname, type a slash followed by the directory path and file name on the new disk. Press RETURN. Repeat the copy procedure as many times as you need to copy the files you want.

Insert and Include

Although INSERT and INCLUDE have similar definitions in the dictionary, in HomeWord Plus "Insert document" and "Include document" are two entirely different functions.

Insert document

When a document is INSERTED into a file, it is actually transferred from the d into the document currently in memory (in the typing area). You can INSER document anywhere in the file in memory -- at the beginning or at the end, betw words, between paragraphs, etc.

If you frequently create files that contain a series of identical commands (special layout commands, ASCII codes, company address, etc.), you may save repeating portion to a file. Then whenever you create a document that uses th commands, you can use "Insert document" to quickly pull the command file of the disk and into the document in memory.

Include document

The "Include document" command is used to link separate files together du printing. When you INCLUDE a file, it will not appear in the typing area. Inst the following message appears on the screen (let's assume that you are typing (document called "PART.I." and the name of the INCLUDED file is "PART.II

INCL:/DISKNAME/PART.II

This message may be inserted anywhere in the document. Then, during the prin process when the computer reaches the "Include document" command, INCLUDED file is loaded into the computer and printed.

"Include document" enables you to print out very long documents made up several files. It allows you to go beyond your computer's memory limitation produce files of 30, 60, 90 pages or even more!

Notice that you must type the full file name, including the "root" directory (d name). Thus you may include a file from a disk other than the one containing document in memory.

Possible error messages using Insert document:

Not enough memory for this request.

Problem: The file in memory and the file you want to INSERT, when combined, are too long to fit into the computer's memory. Try using INCLUDE instead.

Document not found.

Problem: The disk you specified with your "root" directory does not contain the file you need -- try another disk. OR you forgot to save the file to be INSERTED before you loaded the current file, so it doesn't even exist. OR you typed in the name of the file to be INSERTED, and you didn't type it exactly right. Use the down arrow keys to scroll through the directories and files on the disk to find the correct file name.

Possible error messages using Include document:

WARNING! This document does not exist!

Problem: This could be because you didn't type the disk name or file name right (in which case you should press the down arrow key to scroll through the list of which case you should press the down arrow key to scroll through the list of directories and files on the disk). OR the file to be included may be on a disk not currently in a drive (it may not even be created yet). If this last is the case, don't hesitate to proceed -- but make absolutely certain that you do have the entire file name correct, and that during the printing process, the required disk with the file on it is in one of the drives when the "Include" command is activated.

The document in memory was changed. To process the "Include" command, the document in memory will be lost. Please "Save" your document.

Problem: When an "Included" file is pulled from a disk into the computer's memory during printing, the original file is temporarily removed. Then after the included portion is printed, the original file is taken from the disk and put back into memory. You must save the most current version of the file in which you use "Include" before you attempt to print it.

Linking files to make documents of unlimited length

One way to link parts of a long document together during printing is to tie separate parts together in a short file that consists only of INCLUDE command. Create a file that looks something like this:
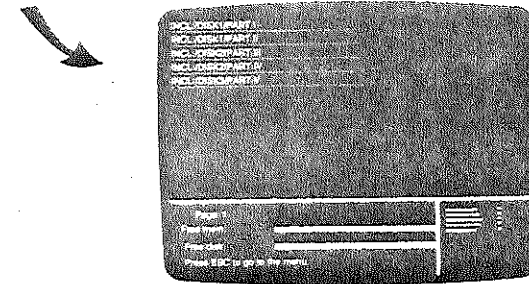
After creating and saving this special file, you can PRINT it. The end product be one long document consisting of five smaller files. This method of linking fil sometimes less confusing than putting separate INCLUDE commands w individual documents.

You may use as many disks as you need, to create documents of unlimited len But if you are using more disks than you have drives, make sure you keep an ey the printing process so you can put the extra disk into a drive BEFORE the prog needs to load it into memory. If you have more than one drive, try to leave the n document (the one with all the INCLUDE commands in it) in a drive throughou printing process. If you have only one drive, make sure you put the disk with main document back into the drive BEFORE the INCLUDED file has fini printing.

Effect of "Include" on format commands (margins, outline points, etc.):

When you link files together using "Include," all of the format commands in effect when you leave one file carry over into the next file. For instance, if there is a left margin of 15 in effect when you leave PART.I, PART.II (which has no margin specified, and when printed alone defaults to a left margin of 10), will also have a left margin of 15 spaces during the printing process. If you use the POINT LEVEL commands in PART.I without ENDING ALL POINTS, PART.II will have the indented left margin established by the POINT LEVEL command, and any additional POINT LEVEL 1 commands in the second file will start where the numbering in the first file left off.

If you cannot keep track of the margins that might be in other files, there is still a way to ensure that each file has the appropriate format. At the beginning of each file to be INCLUDED, insert all layout commands even if they are the same as the defaults. Insert NORMAL TEXT, END ALL POINTS, alignment, margin, and line spacing commands. That is, unless you want the margins (or other layout features) to be the same throughout the printed document.

Maximizing disk storage

Storage space on a 5 1/4" document disk is limited to around 30 pages of m.. There is a way to optimize the use of this storage space, and even to incre.. available storage space on a data disk.

Turn off automatic backup files

HomeWord Plus has an automatic backup feature, which is automatically se you buy the program. Every time you revise and save a document under th. name, the previous version of it is also saved as a backup file, "DISKNAME/FILENAME.BAK" (substitute your file for DISKN FILENAME).

The backup feature is especially handy for new HomeWord Plus users bec. ensures that if the file is accidentally erased or erroneously altered and then the previously saved version of the document will remain intact. However, files can quickly fill up a document disk. When you decide you no longer m want .BAK files on your disk, you can maximize disk storage space by going "Customize" area of HomeWord Plus and turning off the automatic b feature in the "Options" section.

Printing out a disk catalog

Sometimes when you have several projects in progress or when a number of users are sharing the same document disks, the only way to tell what files are on each disk is to print out a catalog (list of documents on file) and tape the printout to the front of the disk envelope.

Load the ProDOS System Utilities disk. A copy is on Side B of your original HomeWord Plus disk. At the main menu, press "B" for Applesoft Basic. When the "]" prompt appears, make sure your printer is on and type:

        PR#1

Your printer will give a little hiccup. Put the disk to be cataloged in any drive and type:

        CAT/DISKNAME

(Substitute the actual name of your disk.) This will print out a list of all the files and directories at the "root" level. To print a list of files in another directory, type:

        CAT/DISKNAME/DIRECTORY

(Substitute the actual name of your disk and the directory you want printed.)

Note: If you don't know the disk name, specify the slot and drive. For instance, if the drive card is in the standard slot 6 and the disk to be cataloged is in drive 2, type CAT,S6,D2.

Dating your files

If you edit your files frequently, you may wish to use the HomeWord SETDATE program to keep track of the last date each file was worked on. later you can use the ProDOS filer to see an extended catalog of your files, show file name, type, size, and last date modified.

To use the HomeWord Plus SETDATE program, follow these steps:

1. Load the ProDOS System Utilities disk, and choose B (for Applesoft B. from the main menu.

2. Put your HomeWord Plus word processor disk in any available disk drive the] prompt, type: **PREFIX /HW/HWSYS**. Press RETURN.

3. When the] prompt appears again, type: **-SETDATE**. Press RETURN. Y. be asked if you want to "Update System Date?". Press Y.

4. Enter the current date. Type the day, then the month, then the y (05-JAN-86). When asked if the date is correct, press Y.

5. The system date will be set, and HomeWord Plus will automatically load. as if you had inserted the HomeWord Plus disk and turned on the compu

Now use HomeWord Plus in the normal manner. Whenever you save a file, the you set will automatically be recorded with the file name. It won't look different in HomeWord Plus. You will only see a difference when you catalog disk in BASIC or within ProDOS filer utilities.

Changing tab settings

The default TAB settings for HomeWord Plus are at 5, 10, 15, 20, 25, 30, 35 and 40. At the edge of the left margin, you are at space 1. If you press the TAB key once, the cursor will jump over 4 spaces to space 5. The second time you hit the TAB key, the cursor will jump 5 more spaces to space 10, and so on.

You may change each of HomeWord Plus's TAB stops to any number from 1 to 80. No tab stop may exceed the 80 column width of the typing area.

To customize TAB stops, first highlight "Customize and Utilities" on the main menu and press RETURN. Next, select "Change preset margins." Finally, choose "Set tab stops." This screen display will now appear:
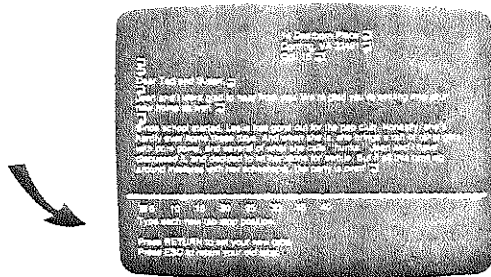
TABS may be set as little as 0 spaces or as many as 79 spaces apart, but they must be set in ascending order from left to right.

Remember that when you customize TAB settings, the change applies only to the current session at the computer unless you "Save customize choices" in "Customize and Utilities."

Heading and Footing -- how to turn page numbering off

HomeWord Plus is automatically set up to print footings displaying the current number at the bottom center of every page after Page 1. There are, however, Heading/footing options available to you:

1. The footing showing the page number may be turned off for all or part document, leaving no headings or footings on the page.
2. An 18 character (maximum) header may be printed at the top left, cente right of each page (in addition to or instead of a footing).
3. An 18 character (maximum) footer may be printed instead of the page nu footing, at the bottom left, center, or right of each page (in addition instead of a heading).

Turning the page numbering off

Press ESC to go to the main menu. In the main menu, select "Layout." In Layout menu, select "Heading/footing." (To shortcut these steps, OPEN APPLE-T.)

Press either the right or left arrow key to highlight "Footing." Press RETU The following choices should now appear on your screen:

Left   Center   Right   Off

Use the right and left arrow keys to move the highlight bar. Since we want to our Footing (the page number) off, highlight "Off." Press RETURN.

You are now instructed to "move the cursor to the place you want the ch. (Footing off) to begin." You could actually place the cursor anywhere before end of the page, press RETURN, and the numbering would be turned off. But simplest just to put the command at the beginning of the page. Move the curs the top of your page and press RETURN. Page numbering is now off.

Repositioning and/or changing the page number heading or footing

HomeWord Plus allows you not only to turn page numbering off and on, but to place it at the top or bottom, left, right or center of the page, in any format up to 18 characters.

For practice, let's define a different format for page numbering. Turn off the normal bottom centered page number by following the instructions on the previous page. Then follow the steps below:

1. Press OPEN APPLE-T, to go to "Headings/footings."
2. Highlight "Heading" and press RETURN.
3. Let's make this heading appear on the right side of the page. Highlight "Right" and press RETURN.
4. You are asked to type in the desired heading. Type your last name, followed by a "/" and "#" as shown in the example•below.
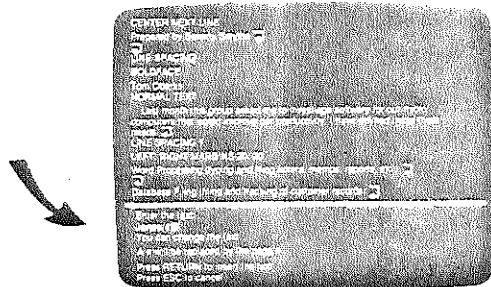
5. Press RETURN.
6. As instructed, move the cursor to the place you want the change to begin. In most cases, you will place the cursor at the top of the file. Then press RETURN. You will see this information printed at the top of your screen:

HEADER RIGHT: JONES/#

Your document will now have your last name followed by a slash and the page number at the top right of every page.

Starting numbering on a page other than Page 2

If you want page numbering to start on Page 1, insert your new page command (i.e. HEADER RIGHT: JONES/#) at the beginning of your file.

If you want to start numbering beyond Page 2 (where it normally begins), to HomeWord Plus's center bottom page numbering and insert your new page command at the top of the page on which you want the first page number to a.

Defining other headings and footings

You can insert an almost unlimited variety of headings and footings a HomeWord Plus documents, within these limitations. You may have on heading and one footing on each page (although you may have many different headings and footings within a single document -- the insertion of a new h will replace a previously defined heading). And the length of each headi footing can be no longer than 18 characters.

Remember to insert the heading command BEFORE the beginning of the pa want it to start appearing. Insert the footing command BEFORE the end of the you want it to begin.

Any headings or footings you define will apply only to the document you them for. There is no way to permanently redefine headings or footings.

Outline points -- automatic outlining and numbering

The OUTLINE POINTS feature allows you to automatically number or letter lines or blocks of type. If, for instance, you are typing a memo and wish to number a list of items within the text, "outline point" provides a quick, easy way to accomplish this (example below).

> FROM: ARNOLD
> TO: BERT
> SUBJECT: HOMEWORD'S OUTLINE POINT FUNCTION
> DATE: DECEMBER 15
>
> This is an example of how HomeWord Plus's outline point function can be used to neatly align numbered blocks of type within the text.
>
> 1. This is the first in a list of three illustrative items. Notice that an Arabic number 1 automatically precedes this block of text.
>
> 2. Also notice that the text of each numbered or lettered item is aligned along a new left margin that is automatically set when the outline point function is used.
>
> 3 All three of these entries are at POINT LEVEL 1, which is the leftmost point level in HomeWord Plus.

Four point levels

Up to four POINT LEVELS can be used in combination to create an outli labels for the different levels may follow the traditional Roman N Uppercase Letter, Arabic Number, Lowercase Letter format. If you like, y rearrange the labels in any order, and even substitute a BULLET CHAR (any character on the keyboard) to mark one of the outline levels. Or you ma outline levels with decimal numbers (i.e. 1, 1.1, 1.1.1, 1.1.1.1).

When you first purchase your HomeWord Plus master disk it will be set up t

1. Arabic numerals at POINT LEVEL 1;
   A. uppercase letters at POINT LEVEL 2;
      a. lowercase letters at POINT LEVEL 3;
         * the BULLET character (which is preset as "." at POINT LEVEL 4.

These keystrokes are required to set a POINT LEVEL label:

1. While holding the OPEN APPLE key down, press "P." The following will appear on your screen:
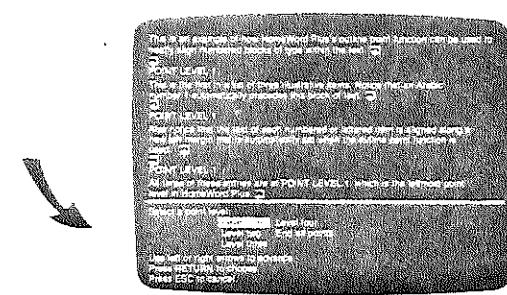
2. Notice that Level One is already highlighted. To select a different point level, press either the up or down arrow key until your choice is highlighted. Press RETURN.

3. You will be instructed to move the cursor to the place you want the change to begin. If you are creating the outline as you go, the cursor will usually be where you want the point level label to appear. If it is not, use your arrow keys to move the cursor to the point you wish to place the number, letter or bullet. Press RETURN.

A POINT LEVEL message will appear on the screen. You can see how the POINT LEVEL command is affecting your margins in the Page Sketch in the lower right hand corner of the screen.

VERY IMPORTANT!! When you use OUTLINE POINT, two things automatically happen:

1. A NEW LEFT MARGIN IS SET. This new left margin will stay in effect until you either type an item at a different POINT LEVEL or until you END ALL POINTS.

2. A NUMBER, LETTER, OR BULLET CHARACTER WILL BE PLACED IN FRONT OF THE TEXT YOU TYPE AFTER SETTING THE POINT LEVEL. You do not have to type the point level label (number, letter, etc.), or the space following the POINT LEVEL label.

End all points

The END ALL POINTS option accomplishes two things:

1. It resets the left margin to its normal width.

2. It starts numbering and lettering over at I, 1, A, or an a. (Bullets are same, so END ALL POINTS makes no difference to them).

If you have used the Outline Points function to set off items within you and then wish to return to your normal left margin, you must END ALL PO or your text will continue to be aligned at the left margin established by the recently used point level.

If you want to make two or more lists of numbered or lettered items within the file, and you want your numbering or lettering to start at the beginning again must END ALL POINTS.

The END ALL POINTS command is given the same way as all other point labels. Press OPEN APPLE-P, then choose END ALL POINTS.

Here is an actual screen display of a file in which extensive use of the Home Plus's OUTLINE POINTS is made. On the next page is a printout of the fil

This file makes extensive use of HomeWord Plus's outline points, or automatic outlining feature.
1. This item is at POINT LEVEL 1, and is preceded by an Arabic numeral.
   A. This second entry is at POINT LEVEL 2, and is marked by an uppercase letter.
      a. Then comes an item at POINT LEVEL 3, marked by a lowercase letter.
      b. When you put another item at POINT LEVEL 3, it is also preceded by a lowercase letter. Since it is the second in a series, the letter is "b."
         * This point is at POINT LEVEL 4, which uses the bullet character as a label. In this case, the bullet character is set to be an asterisk.
      c. Note that since no POINT LEVEL 1 or POINT LEVEL 2 commands have come in between this and the last POINT LEVEL 3 command, this is the third in the POINT LEVEL 3 series.
   B. This interrupts all the POINT LEVEL 3 (and 4) series above.
      a. Since this point is under the new POINT LEVEL 2, it is a new series, and begins again at "a."
Now, assuming you want to stop numbering and lettering items and return to the normal left margin, you must insert an END ALL POINTS command under the last POINT LEVEL command.
1. If, later on in the text, you want to again number items, you can insert more POINT LEVEL commands.
2. Notice that the numbering was reset to begin at 1 again, by the END ALL POINTS command.

Using decimal numbers in an outline

An outline which uses decimal numbers will look like this:

A DECIMAL OUTLINE
1 This item is at POINT LEVEL 1
2 This is the second item at POINT LEVEL 1. Notice what happens to the left margin when there is more than one line of text in an item in a decimal outline.
2.1 This item is at POINT LEVEL 2.
2.1.1 Here is an entry at POINT LEVEL 3
2.1.1.1 This one is at POINT LEVEL 4
3 Now back to POINT LEVEL 1 again.

Here are the steps to follow if you wish to use the decimal number outline style in a document:

1. From the main menu, choose "Customize and Utilities" and press RETURN.
2. In the Customize menu, highlight "Set outline labels" and press RETURN. The following message will appear on your screen:
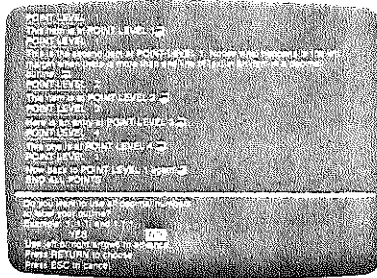
3. Since NO is currently highlighted, press the left or right arrow key to highlight YES, and press RETURN. Now whenever you print anything out during this session at the computer any POINT LEVEL labels will use decimal numbers only.

If you wish to do decimal outlining every time you use HomeWord Plus, you must SAVE the change you just made with "Save customize choices."

Using Roman numerals in an outline:

1. To use the traditional Roman numeral outline form, go to "Customize and Utilities" and select "Set outline labels."
2. When asked if you want to "use all decimal numbers to label your outline," press RETURN to answer "NO."
3. A new prompt will appear:

> Enter new bullet character.
> Current character is: .
>
> Press RETURN to continue.
> Press ESC to cancel.

This prompt gives you the option of changing the BULLET label to any character on the keyboard. More on the BULLET later, but since we will not use it in the Roman numeral outline, just press RETURN to continue.

4. You are now shown the current arrangement of POINT LEVEL labels:
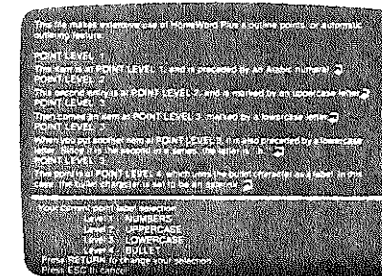
5. There is no mention of Roman numerals yet, but now if you press RETURN you will be given the opportunity to include Roman numbers in your outline:
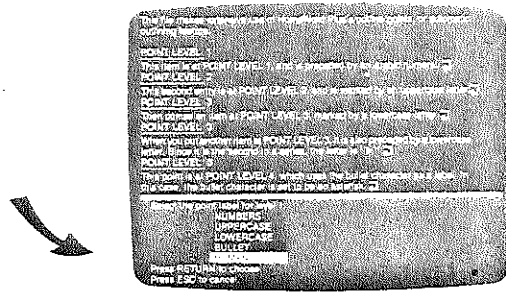
6. Use your right arrow key to highlight **ROMAN**, then press RETURN. ROMAN is now designated as the LEVEL 1 label.

7. Select the remaining POINT LABELS in the same way. Your final order should be ROMAN, UPPERCASE, NUMBERS, LOWERCASE.

8. When all POINT LABELS for a Roman numeral outline are accurately displayed on the screen, press RETURN one last time to "SET SELECTION." You will then be returned to the Customize menu.

The Roman numeral outline will now be in effect for the rest of this session at the computer. If, however, you want to save this change so that the next time you use HomeWord Plus you will have Roman numerals at POINT LEVEL 1, use the "Save customize choices" icon to save the changed POINT LEVEL arrangement to your master disk.

Starting point level labeling at something other than I, 1 or A:

If you want your POINT LEVEL LABELS to start at something other than 1 (or "A"), you can set the starting number anywhere you want simply by putting POINT LEVEL labels on screen but not following them with returns. For instance, if you want to start numbering at 3, your screen display must look like this:
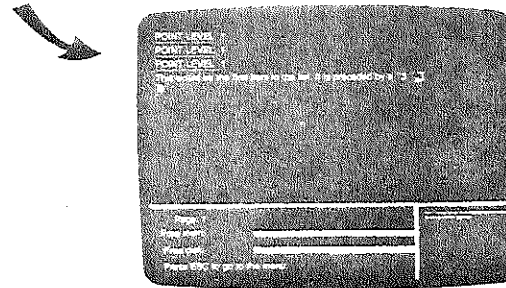
Changing the bullet character:

The BULLET CHARACTER is originally set to be a period (.), but you may change it to any single character on keyboard. For instance, you might want to make your BULLET an asterisk (*) or a dash (-) to mark items set at a particular POINT LEVEL. You can even set the BULLET to be a space so that a block of text is offset from the left margin, but no point level label appears.

To change the bullet character, go to "Customize and Utilities" and choose "Set outline labels." When you are prompted to "Enter new bullet character," press the key for the character you have chosen for your bullet. Then go completely through the rest of the procedure for customizing POINT LEVEL LABELS, even though you may not be changing any other labels at this time. The next file you print will use your new bullet character. (Remember to "Save customize choices" if you want your new bullet setting to last beyond the current day.)

Printing special characters and type styles with ASCII codes

Knowing how to use ASCII numbers puts a much longer list of print styles at your fingertips. Depending on your printer brand and type (dot matrix printers can perform many more kinds of type styles than can letter-quality printers), you can print in italics, double-sized, compressed, and many other print styles.

ASCII is an acronym that stands for the American Standard Code of Information Interchange. Almost all microcomputers understand it. An ASCII code is a numerical value for a keyboard character -- for instance, the ASCII code for an uppercase "A" is 65.

Your printer also understands ASCII. Sending certain sequences of ASCII codes to a printer will cause it to do wonderous things like print in different type styles and sizes. In your printer manual is a table of decimal and/or hexadecimal control codes that instruct the printer to perform special functions. HomeWord Plus reads decimal ASCII codes. (If your printer only has hexidecimal codes, you need to convert them to decimal. Refer to the hexadecimal to decimal conversion chart in Appendix E.)

Note: Some printers understand "lower range" ASCII codes, that is, numbers between 0 and 127. Others use the "upper range" ASCII codes between 128 and 255. Try the lower range numbers from your printer manual first. If they don't work add 128 to the number and try again (i.e., 74 + 128 equals 202).

Standard procedure for sending ASCII codes to printers

Each printer needs a unique set of control codes to perform special ASCII functions. For the sake of example, though, let's assume you are using an Apple Imagewriter dot matrix printer. If you wanted to print a title in double-sized headline type, you would first look at your chart of printer control codes in your printer manual. There you would find that a **CONTROL-N**, with a decimal ASCII value of 14 instructs the printer to use headline type.

To send this ASCII instruction to your printer from within a HomeWord Plus file, press CONTROL-X. Then, as prompted, enter the ASCII value (14) of the character you want to insert, and press RETURN. Now type the text you want to be set in headline-sized lettering. You won't see any change in the size of the letters on the typing screen or when you "See final document," but when you send the file to the printer everything followed by the ASCII code will be printed in headline-sized type.

You wouldn't normally want to print an entire file in headline type, so after typing in the text you want displayed in the special typestyle, you need to press CONTROL-X again when the cursor is positioned after the last word you want in headline type, to send the code for turning off this typestyle to the printer. When you look in your printer manual you see that ASCII (15) turns off this print style. So type 15 after pressing CONTROL-X.

Printer control codes preceded by escape

Many printers require that some ASCII commands sent to them be preceded by an ESC (ESCAPE) command. The ASCII value for ESCAPE is 27 (in decimal), so whenever you want to send a command to the printer that must be preceded by the ESC message, press CONTROL-X to insert ASCII 27 (ESCAPE) into your text. Then, immediately after, type the letter or number which gives the printer the desired special instruction.

On the Apple Imagewriter, for example, the special code for ultracondensed (very small) type is ESCAPE followed by the letter Q. Therefore, to print in ultracondensed type, you would press CONTROL-X and type 27 to send the ESC command to the printer. Then directly following the ASCII CHARACTER 27 notation on the screen, Type a "Q." The Q will not be printed, and everything beyond the Q will be in ultracondensed type. The screen display should look like this:
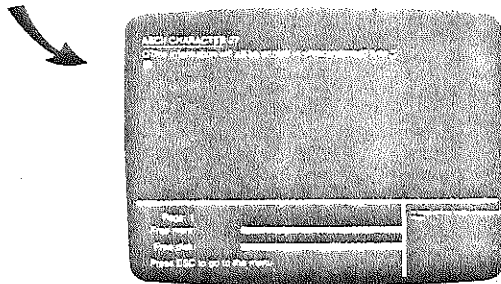
The best way to find out how ASCII codes are used, and to determine what your printer will and will not do, is to experiment. Examine your printer manual to determine the ASCII codes that enable your printer to perform special functions, then attempt to use these codes.

TWO POINTS OF CAUTION

When using ASCII ESCAPE control codes, **do not type a RETURN between the ASCII CHARACTER 27 command on the screen and the letter or number that completes the command.** A RETURN between the ASCII 27 and the rest of the control code will cancel the effect of the ESCAPE.

The use of different type sizes may affect margins, line spacing, and special text positioning commands like tabs and centering. For example, if you attempt to use HomeWord Plus's OPEN APPLE-O centering command while printing in double sized headline type, you will find that your headline will be far to the right of center because HomeWord Plus is inserting spaces based upon the standard type size it thinks it is using. More on the relationship between margins and special type sizes later on in this next section.

Determining the ASCII value of a character

The sole purpose of the CONTROL-V command is to provide a means of determining the ASCII value of a keyboard character. If, for instance, you find that the code for creating italics is the ASCII value for "J" (not preceded by an ESCAPE), you could determine the ASCII number for "J" by typing "J" (no quotation marks), positioning the cursor directly over the "J", and pressing CONTROL-V. The ASCII value of "J" (74) would then appear on the screen.

Letterhead Sample

Here are three items that may help you better understand the use of special ASCII printer control codes. First there is an example of a Printer Control Code Chart for the Apple Imagewriter printer. Following that is the screen display of a file in which special control codes are used to print a personalized letterhead with different type styles. Finally, there is a reproduction of the actual printout of that letterhead.

In order to produce the actual letterhead printout (pictured below), the page width setting was customized to 130 characters.
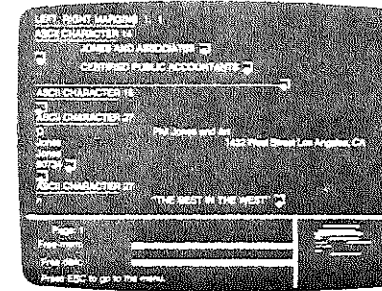
Code	Decimal		Hex		Effect
CONTROL-N	14			$0E	Begins headline mode
CONTROL-O	15			$0F	Returns to normal mode
ESCAPE n	27	110	$1B	$6E	Extended (9 characters per inch)
ESCAPE N	27	78	$1B	$4E	Pica (10 characters per inch)
ESCAPE E	27	69	$1B	$45	Elite (12 characters per inch)
ESCAPE p	27	112	$1B	$70	Pica proportional (144 dots per inch)
ESCAPE P	27	80	$1B	$50	Elite proportional (160 dots per inch
ESCAPE e	27	101	$1B	$65	Semicondensed (13.4 characters per inch)
ESCAPE q	27	113	$1B	$71	Condensed (15 characters per inch)
ESCAPE Q	27	81	$1B	$51	Ultracondensed (17 characters per inch)

A final note about the use of special printer control codes

Some printer control codes require the use of letters followed directly by numerical values to define such things as line spacing or character size. For this type of command, the chart of printer control codes will usually show a letter followed by a lowercase "n", which represents a variable numerical value (Cn, or Cn,n,n where a series of numbers might be required). It is not possible to insert these kinds of commands into HomeWord Plus files using CONTROL-X.

It is not possible to discuss all printers and their specific ASCII functions here. Follow the guidelines set down in the Apple Imagewriter examples and Epson FX-80 example in experimenting with your own printer, to determine which special codes you can use with HomeWord Plus files.

Effect of special print styles on margins

When you send an ASCII control code to your printer to produce a nonstandard type size, you are also telling your printer to print different size spaces, including the spaces in the left and right margins. If, for instance, you tell your printer to produce ultracondensed (very small) type, that means there will be 15 characters or spaces in an inch. If your left margin is set at 10 spaces, which would be one inch in normal-sized type, that margin will now be 10/15 or 2/3 of an inch in width, because each space now occupies 1/15 of an inch instead of 1/10.

Your right margin will show a more drastic change. Because HomeWord Plus's automatic setting for page width is 80 characters, with the right and left margins set at 10 spaces, the maximum number of characters that can be printed on a line is 60. Printing in ultracondensed type at 15 characters per inch, the longest line would extend less than just over halfway across the page: [60 characters plus 10 characters (the left margin)] divided by 15 characters per inch equals (60 + 10)/15 = 70/15 = 4 2/3 inches.

Using large type styles affects the margins too. A 10-space margin can grow to twice its size in normal type when the printer is producing double-sized (or larger) characters. And on the right side, the type runs off the edge of the page.

To practice compensating for the "margin crashing" effects of special type styles, let's pretend you want to print in ultracondensed type, which is 15 characters per inch. To maintain left and right margins of one inch, reset the margins to 15 characters using HomeWord Plus's either the "Set left/right margins" icon in Layout.

Now we'll adjust the page width for the new type size. Go to "Set physical page width" in Customize. Since your paper is 8 1/2 inches wide, and the ultracondensed type style prints at a rate of 15 characters per inch, multiply 8.5 times 15 to get your new page width. The result is 127.5. Since you cannot have a non-integer as a page width set the new page width at 128.

Press CONTROL-X to insert ASCII codes for ultracondensed type. Now you are all set to print all the way across the page in very small letters.

ootnoting with HomeWord

.lthough HomeWord Plus does not have a predefined footnote function, it is still
,ossible to use footnotes in your files with a little creative formatting.

acement of footnotes

iomeWord Plus's PAGE SKETCH area (lower right corner of screen) makes
,roper placement of footnotes at the bottom of the page a simple matter. When you
,re typing a page that has a footnote on it:

1. Type to the point in your text at which the footnote occurs, insert a few extra
   RETURNS, then type the text of the footnote exactly as you wish it to appear at
   the bottom of the page.

2. Go back to your regular text and continue typing. Your footnote will gradually
   be pushed to the bottom of the page. Watch the PAGE SKETCH area. When
   the footnote reaches the bottom of the page, move your cursor just below it,
   insert a "NEW PAGE" command (OPEN APPLE-D), and begin work on the
   next page of your report.

Superscript numbers with footnotes

Printing superscript (or subscript) numbers requires the use of ASCII printer
control codes. If you don't know how to insert ASCII codes into your HomeWord
Plus documents, see the section of this manual titled "Printing special characters
and type styles with ASCII codes." Once you understand how to insert special
printer commands into your text using CONTROL-X, check your printer manual to
see if your printer can print superscript or subscript numbers.

Of those printers that will print superscript and subscript numbers, some require
one command to perform the entire operation. Others require a series of
commands:

1. Perform a negative 1/2 line feed (roll the carriage up half a line).

2. Print a number in a small type style.

3. Do a positive line feed (roll the carriage back down again) to continue printing
   on the same line as before.

Unfortunately, some printers do not have any kind of superscript or subscript
capability, or require that a series of numbers be inserted along with ASCII
commands to define the size and direction of line feeds. You will not be able to use
superscript numbers on these printers.

Here is an example of how to insert a superscript number for a footnote using an Epson FX-80. Again, the specific commands are different for almost every printer, but this example will at least demonstrate the general procedure to use.

1. Look up the ASCII code for superscripting in your printer manual. You find that it is **ESCAPE S0**.
2. Type to the place in your text you want the superscript number to appear. With the cursor just after your quote, press **CONTROL-X**. Then type 155 (which is the upper range ASCII code for ESCAPE for your printer).
3. Type "S0" (no quotes), followed directly by the number of the footnote.
4. Immediately after typing the number to be superscripted, insert the ASCII command to turn off superscripting in the right place. The code for this is **ESCAPE-T**. Your final screen display should look like this:
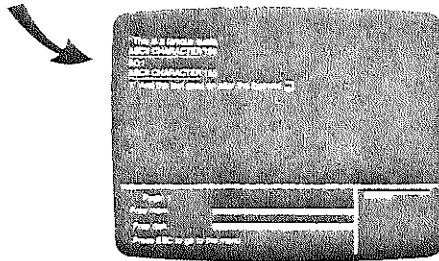
The actual printed line will appear as follows:

"This is a famous quote."[1]   And the text goes on after the footnote.

A fast way to insert a series of ASCII codes for footnotes

Repeatedly inserting a series of ASCII codes for each footnote can get very tedious. To shortcut, save the commands for printing a superscript number in a file called FN (for footnote). Then, whenever you need to place the codes in your text, just use INSERT DOCUMENT (OPEN APPLE-A) to insert the superscript codes into the file. You only have to add the correct number to be superscripted, and you're done!

An even faster way to call the superscript commands to the screen is to type them once, then use the OPEN APPLE-E command to erase them. Wherever you want the codes to reappear in your text, simply use the INSERT ERASED TEXT command (OPEN APPLE-M). Then add the number to be superscripted -- it's that easy! Of course, this method will only work until you put something else in the ERASE buffer, or until you turn the computer off. When you turn it on again, the string of codes will no longer be in memory.

Adding words to the user wordbook

To identify misspelled words, HomeWord Plus compares the words in your document with almost 30,000 of the most commonly-used words in the English language. These words are listed in a file (inaccessible to you) on the speller disk. When you check a document for "misspelled words," any words not on the speller disk are underlined to label them as misspelled. (These underlines are not actually in the file -- they will not show up when you print. The next time you save the file the underlines will disappear.)

Because you are almost certain to have a working vocabulary which extends beyond this basic word list, you may add other words of your choice to a file called "/HS/HWSYS/USER.BOOK." When there are words in this file, the document being checked for misspelled words is compared against it as well as the basic speller list.

If your profession uses a great many technical terms that are not widely used by other people, you can add them to /HS/HWSYS/USER.BOOK. Load the file into memory with "Get document," then type in words that are not in the basic list. Be sure to "Save document" (under the same name please, since this is the only file besides the basic word list the speller is set up to check) when you have added the words you want.

Words from the latest document checked that are not recognized as being in the speller word file or in /HS/HWSYS/USER.BOOK are inserted into a file called /HS/HWSYS/MISSPELLINGS. It is easy to add those words that are not actually misspellings, but just words not in the speller word file, to /HS/HWSYS/USER.BOOK. Just "Get" the file /HS/HWSYS/USER.BOOK, and "Insert" the file /HS/HWSYS/MISSPELLINGS. Remember to "Save" /HS/HWSYS/USER.BOOK when you're through adding new words.

Alphabetizing the user wordbook

HomeWord Plus doesn't care if the words in /HS/HWSYS/USER.BOOK are in alphabetical order or not. But you might, especially when the user wordbook gets very large. The speller disk has a program on it, called /HS/HWSYS/SORTBOOK, that alphabetizes the user wordbook.

To run the sort program, load the ProDOS System Utilities disk. At the main menu, press "B" for Applesoft Basic. Then, at the] prompt,

Type: RUN /HS/HWSYS/SORTBOOK and press RETURN.

The program will save the sorted file to a new file name, /HS/HWSYS/USER.NEW. But to be as useful as possible, you want the sorted words in the file /HS/HWSYS/USER.BOOK.

At the] prompt, type: DELETE /HS/HWSYS/USER.BOOK and press RETURN.

When the] prompt reappears, type:
RENAME /HS/HWSYS/USER.NEW, /HS/HWSYS/USER.BOOK and press RETURN.

Your user book is now alphabetized.

Creating a larger user wordbook

There is a limited amount of space on the speller disk. If /HS/HWSYS/USER.BOOK gets very big, you won't be able to add any more words. You can remove words from the file to make room for others. Or, if you have two drives, you can move the file to another document disk where you'll have room to make a much larger file. Here's how:

1. Create a new document disk, and call it anything but /HW or /HS (you cannot have two disks with the same name in the drives at the same time). For demonstration purposes, let's call the disk /WORDBOOK.

2. Load the ProDOS Filer (on Side B of your original HomeWord Plus disk) and choose F for File Commands, M for Make Directory, and type /WORDBOOK/HWSYS. Then press ESC.

3. Now press C for Copy Files. At Pathname, type /HS/HWSYS/USER.BOOK and press RETURN. At the next Pathname, type /WORDBOOK/HWSYS/USER.BOOK and press RETURN. Press ESC when the process is complete.

4. Now press D for Delete Files to erase /HS/HWSYS/USER.BOOK from the original speller disk. At Pathname, type /HS/HWSYS/USER.BOOK and press RETURN.

From now on, when you check a document, you must insert BOTH speller disks into the drives, so the document can be checked against the original speller word list and the large /WORDBOOK/HWSYS/USER.BOOK.

Printing on envelopes

1. Using the OPEN APPLE-Q command, set your top margin to 1 and your bottom margin to 30.

2. Type your return address. Then press RETURN five or six times.

3. Using OPEN APPLE-K, set the left margin to 35, and the right margin to 10.

4. Type in the mailing address.

5. Go to the Print menu, select the "Type of paper" icon, and tell HomeWord Plus that you **do not** have continuous form paper.

6. Position the top edge of your envelope in the printer just as you would a normal piece of paper, then start printing.

If you don't need to save the addresses in a file, you might want to use the Typewriter icon to print envelopes quickly.

Your printer as a typewriter — direct printing:

One of HomeWord's unique options is that of sending information directly from the keyboard to the printer. It is handy when you are typing quick notes that you don't want to save, filling in blanks on forms, or addressing a few envelopes.

To type on the Typewriter, first make sure your printer is turned on (if the printer isn't on and you choose the "Typewriter" icon, the program will hang). Go to the Print icon menu, highlight the "Typewriter" icon and press RETURN. The following screen display will appear:
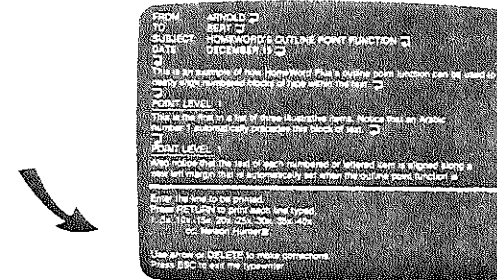
Start typing. Every time you press RETURN the line shown will be printed.

The best way to learn to use the typewriter option is to experiment with it. Here are some things you will notice.

Normal left and right margins are not in effect when you are printing directly from the keyboard to the paper. Position the starting point of each line with the tab key, and press RETURN when you want the line to end. If you want to print a memo with left/right margins of 10 and 10 and a line length of 60 characters, TAB to 10 at the beginning of each line and press RETURN when the second line of typing on the screen reaches 30 on the scale.

Either the LEFT ARROW key or the DELETE key will backspace to correct mistakes before you press RETURN. No other editing keys work when you are using the typewriter function.

Disks are fragile and easily damaged. They contain hours of your work or programs you bought. They'll work for you as long as you give them a little tender loving care.

What a disk likes

- Room temperature (if a disk has been exposed to extreme temperature, return it to room temperature before you use it)
- To be stored vertically, like record albums
- To be mailed in commercially designed disk mailers
- Reinforcing center rings
- To be gently inserted into the disk drive
- To have the disk drive closed gently
- Clear and accurate labels, so you'll know where you stored your data
- "Write protect tab" on a commercially produced product to protect it from being erased
- A disk storage case
- To be copied onto another disk, for safekeeping. Then if something happens to your original disk (you get it near a magnetic source, or spill coffee on it), you have a backup copy

What a disk doesn't like

- To be bent or folded
- Static electricity, because it attracts dust (so ground yourself by touching something metal before you touch your disk)
- Extreme temperatures
- To be touched on its surface by fingers, tissues, liquids or solvents of any kind
- Magnetic fields such as magnets, TV sets, telephones, or audio speakers
- To have you write on the disk label or envelope while they are on the disk (do it separately, then affix to the disk)
- Cigarette, cigar, or pipe smoke
- To be left in the drive when the computer is not in use

If you have no picture on your screen...

make sure that your monitor's "on/off" switch is "on," the monitor is plugged into an electrical socket, and the connector wire from the computer to the monitor is securely inserted.

If you try to move your cursor, but instead you're getting nothing but spaces added between your words...

you're probably hitting the space bar instead of the directional arrows. The cursor only moves left or right, up or down when you press the right keys. Look on your reference card or press the Help key (OPEN APPLE-H) to see what keys you should be using.

If the lines in your typing area are becoming shorter and shorter until finally the computer is putting only one word on each line...

you have extra spaces at the end of your file that are "pushed along" by your cursor. Since they are at the end of your file, you can't see them. You may even have inserted them accidentally, by hitting the space bar a few times when you didn't mean to. To get rid of these extra spaces, press CONTROL-B to move your cursor to the bottom of the file. Then hold down the DELETE key until your cursor "eats up" all the extra space and arrives back at the last letter you typed.

A periodic check for extra spaces at the end of your file will prevent what HomeWord users call the Broken Line Syndrome from happening again. Also, using CONTROL-C to type in the CHANGE typing mode prevents extra spaces from accumulating after the cursor.

When the "Free disk" line at the bottom of your screen starts to shrink...

that means that the available space left to store documents on the disk is getting smaller -- it is time to think about creating a new data disk. The smaller the line gets, the more critical this becomes.

Don't be alarmed if the "Free disk" line appears to be dangerously short right after you boot HomeWord Plus into the computer, because the length of the line at that point reflects the amount of storage space available on your master disk (not on your document disk). As soon as you "Begin new document," "Get," or "Save" a document the "Free disk" line will register the space on your document disk.

When the "Free mem" line at the bottom of your screen starts to shrink...

HomeWord Plus is telling you that the file is pushing the limits of your computer's memory. It is a good idea not to let the line get much shorter than 3/4" for a particular file, to leave room for later corrections and additions.

If you need a document to be longer than you can fit in the computer's memory, use "Include document" to perform file linking. You'll be able to create documents of hundreds of pages out of many smaller files, and not be able to tell where one file leaves off and the next begins.

If the "Free mem" line is getting short and you don't think your file is that long...

you probably used the "Erase text" function, which stores the most recent text erased (in case you want to "Insert erased text" later). Since the erased text is stored in the same area of memory that holds your document, the use of this feature reduces the available memory.

You can release memory occupied by the erased text by using OPEN APPLE-E again to erase one single letter or space. This will clear the larger block of erased material out of memory and make more room for your file.

When the "Free mem" line disappears completely and there's nowhere for the computer to put anything else...

the HomeWord Plus will warn you, "Not enough memory to complete request." DON'T PANIC!! Just erase a few words or lines, save the portion of the file that remains, and start a new file for the rest of the text. It is always better, though, to anticipate the full memory situation and to "Begin new document" before the "Free mem" line disappears entirely.

Help files on the master disk

On the HomeWord Plus master disk there are several files that provide helpful information and instruction in the use of two special HomeWord Plus functions:

/HW/HWSYS/HELP

The /HW/HWSYS/HELP file is a listing of all of HomeWord Plus's OPEN-APPLE, CLOSED-APPLE and CONTROL functions. This file can be brought instantly to the screen by typing OPEN APPLE-H from the typing area. You can also "Get" it as a regular document and print it out on paper. The same information is provided on the reference card that comes with your new HomeWord Plus program, but if you misplace the reference card, you can print out /HW/HWSYS/HELP for easy reference.

/HW/HWSYS/CUSTOM.DRIVERS

Computer experts who wish to write their own program for controlling their printer will find the necessary technical specifications in this file.

PRINTER HELP

If your printer is not printing...

Make sure you have paper in the printer, and that the printer is plugged into the wall. Check to see that the cable from the interface card to the printer is secure and that the power is on. Make sure that the printer card is securely locked in its slot. Did you tell the computer what kind of printer card you are using and which slot it is in? To do that, go to the "Type of Printer Card" icon in the "Customize and Utilities" menu.

If your printer prints all on one line, or double spaces where it should single space...

Go to the "Customize and Utilities" menu. Did you tell the computer what type of printer card you have, and save your choice using the "Save Customize Choices" icon? If you chose "Other," change your response to the question "Do you want to use underline or boldface?" Then try printing again.

If your printer won't underline or boldface...

Look in your printer manual to be certain you have responded correctly to the prompts in the "Type of Printer Card" icon. Experiment with different settings. Unless you have a printer that must send line feeds **and** a printer that does not backspace, you should be able to perform these functions.

If the printer is producing strange heiroglyphics instead of desired text...

HomeWord Plus may not be properly "Customized" for your specific printer interface. Try different interface settings. Remember to turn the printer off and on again each time you make a customize change.

If you are getting strange results when you print, it is also possible that the connection between your computer and your printer may be bad. A loose or damaged cord or connector may send inconsistent signals to the printer.

If you have a IIc and your printer isn't working properly...

Check to make sure you specified the standard type IIc printer port in the "Type of Printer Card" icon (the nonstandard port is only for those printers that need to be plugged into the modem port). If you followed all the default selections, turn to Appendix D.

OTHER PRINTER PROBLEMS

Wrong printer card type

There are two main types of printer interfaces, serial and parallel. If you have a serial printer interface but your printer requires a parallel one, your printer will not function. Check with your hardware dealer to obtain the correct printer interface for your printer.

Dip switches set incorrectly:

On almost all printers and printer interfaces, there are banks of tiny switches that can be set in a variety of different ways depending upon the kind of equipment you have and the kind of printing you want to do. These little breakers, called DIP SWITCHES, are often hidden in obscure places on the printer or printer interface, and they look too small to be of much importance. However, one incorrectly set switch can determine whether your printer will work properly or just sit there and stare at you when you try to print.

Somewhere in the manuals for your printer and for your printer interface, there are charts showing standard dip switch settings. If your printer won't print, if it produces characters or spaces not present in the files you created, or if your lines aren't printing all the way across the page, check your dip switches to make sure they are set correctly. **Be sure to check the dip switch settings on both the printer and the printer interface.**

If you can't make sense out of your manuals, try to find somebody else who has a printer like yours that is working properly, and write down their dip switch settings so you can check them against yours. Or contact your local computer store or service center for advice. As a last resort, call (or write) the manufacturer of your printer, printer interface, or computer.

If your printer isn't working right, and you can't find out what the proper switch settings are for your printer and printer interface, leave them alone. Chances are they are set correctly. Arbitrarily flipping switches can result in major problems.

Important note!!

When you are trying to solve printer problems, always turn the printer off and then back on again after you make any changes in dip switch or customize settings. If you don't the printer may retain a memory of previous settings.

APPENDIX A

Converting from the old HomeWord to HomeWord Plus

To use old files created with the DOS 3.3 HomeWord, you must convert them to the ProDOS operating system. For this you need a ProDOS Systems Utilities disk. A copy is on Side B of your original HomeWord Plus disk. You also need a disk formatted with HomeWord Plus in the ProDOS language.

Insert your ProDOS System Utilities disk and turn on your computer and monitor.

At the ProDOS main menu, press C to Convert DOS 3.3 files to ProDOS.

Press P to Set the Prefix -- then press P again to indicate the pathname of your ProDOS disk and type in the name of the ProDOS disk you'll be transferring the DOS files to. Insert the DOS disk and ProDOS disk into the drives indicated (you can change the drives if you want to, but for now let's just accept the defaults). Then press T to Transfer (or List) Files.

You can now choose to have all files on the DOS disk transferred to the ProDOS disk, by just pressing the equal (=) key. Or you can press RETURN to see a list of files on the DOS disk, and select some or all of them to be transferred to the ProDOS disk.

If you press RETURN to see a list of files on the DOS disk, use the arrow keys to scroll up and down. Press the spacebar to select and deselect files to be transferred. When you're ready to transfer the files selected, press RETURN. And you're done!

APPENDIX B

Creating and saving a document

If you've never worked with a word processor before, go through this step by step to learn how to create, edit and save a document.

You want to start in the typing area. If you are in a menu area, press ESC one or more times, until you get to the typing area. The top 2/3 of the screen will be blank, except for the small blinking square, called a cursor, in the upper left corner of the screen.

Let's try typing a short letter. If you make a few typos (mistakes), don't worry -- a little later, you'll find out how to correct them. For now, just keep going.

Type: Dear Debbie,

See what the cursor is doing? It's one space after what you just typed. The cursor always marks the space where the next will be typed.

Now you want to go to the next line. To do that you must perform a "carriage return," so press the key labeled RETURN. A crooked arrow appears, signifying a carriage return, and the cursor jumps down to the beginning of the next line. Press RETURN again to create a blank line in between the address (Dear Debbie) and the body of the letter.

Now type: Thank you for your offer to bake three cakes for the PTA fundraiser next Monday.

What if you say to yourself, "Oh no, the fundraiser is Tuesday, not Monday." How can you erase the mistake? Very simple. Find the DELETE key on the upper right corner of the keyboard. It erases the letter just behind the cursor. Press DELETE once, and the period vanishes. Press it again, and the "y" disappears, and so on. Keep pressing DELETE until the word "Monday" is gone.

Now type: Tuesday.

You've fixed your mistake. The sentence now reads, "Thank you for your offer to bake three cakes for the PTA fundraiser next Tuesday."

But how do you fix a mistake that's up a few lines, or back a paragraph? You wouldn't want to erase everything you've written. Let's say you decided it was a mistake to have called her Debbie -- that sounds too informal. So let's change "Debbie" to "Mrs. Hoffman." Use your arrow keys, in the lower right corner of the keyboard, to get your cursor up to the first line. Then, starting with your cursor blinking on the comma, press DELETE until "Debbie" is erased.

Now type: Mrs. Hoffman

Let's continue typing the letter. Press the down arrow key to get the cursor to the end of the letter. Press the RETURN key twice to begin a new paragraph. Finish it as shown:

```
                          3490 Morningside Ln.
                          Sharik, MD 73065
                          May 7

Dear Mrs. Hoffman,

Thank you for your offer to bake three cakes for the PTA
fundraiser next Tuesday.

I need to have all cakes delivered to me at the school by
3:00 on Tuesday. If you come by before I arrive, please
leave your cakes with Miss Olsen in the main office

Let's hope this is our most successful fundraiser ever. We
have a chance to purchase several microcomputers at a large
discount, and we want to get as many as we can.

Sincerely,

Katie Rogers
```

The screen display when you are finished should look like this:
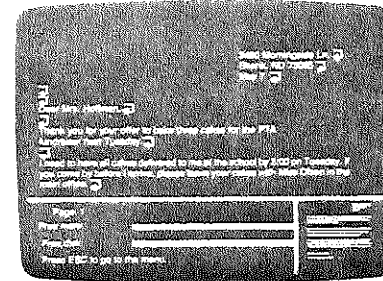
Notice that a miniature overview of the page as it will look like when printed appears in the lower right hand corner of the screen. This is called the page sketch.

Now that you have finished the letter, you want to save it. You want it on file. When you want to do something other than type, press ESC to go to the menu area.

In the main menu, the icon cursor is framing the "File" icon. You want to file your letter, so press RETURN to choose that icon.

In the File menu, you see six more icons. The icon cursor is framing the "Save Document" icon. Since that's exactly what you want to do, press RETURN again.

Now you must give your file a name, which will be in two parts. The first part of the name refers to the disk the document is to be filed on. Unless you have already created a document disk with the "Prepare document disk" icon, save this file on your HomeWord Plus disk. The next part of the name refers to the specific file. Let's call this file "HOFFMAN.LTR" (you are not allowed to put spaces in filenames, so if you want to separate two words or phrases, a period works best).

After the slash, type: HW/HOFFMAN.LTR

Press RETURN. Now you've got the letter written and filed. What if you want to write a similar letter to another person, who cannot deliver her cakes? How do you change something on a letter that's already typed and filed?

Press ESC to go to the main menu. Press the left arrow key once to frame the "Edit" icon, then press RETURN. In the Edit menu, press the left arrow key twice to frame the "Erase text" icon, and press RETURN.

You are prompted to move the cursor to the beginning of the text you want to erase. Use the arrow keys to move the cursor to the beginning of the sentence "I need to have all cakes delivered to me at the school by 3:00 on Tuesday." Press RETURN.

Now you are prompted to paint the text by moving the cursor. "Painting" is like using a highlighter pen. Press the right arrow key to move the cursor along the text you want to erase. When you get to the end of the paragraph, stop. If you've painted more than you want, back the cursor up with the left arrow key. Press RETURN when you're finished painting, and the paragraph will disappear.

Type: I know it's hard for you to drive with your broken leg. I would be happy to pick up your cakes around 2:00 on Tuesday.

Since this letter is addressed to a different person, practice using either of the methods described above to change "Mrs. Hoffman" to "Mrs. Arnovick."

So far, whenever we've discussed changing something, we've erased text then typed in the new text. But there are several other ways to edit text. Let's practice another one of them now.

Say you wanted to rephrase the sentence "I would be happy to pick up your cakes **around 2:00 on Tuesday.**" to "I would be happy to pick up your cakes **on Tuesday around 2:00.**" You could erase "on Tuesday" and type it in the new place. Or you could move the text.

Press ESC to go to the menu area, then choose Edit. In the Edit menu, your icon cursor is framing "Move text," which is what you want, so press RETURN.

You are prompted to move the cursor to the beginning of the text you want to move. Use the arrow keys to move the cursor to the space before "on." Press RETURN.

Now you are prompted to paint the text by moving the cursor. Press the right arrow key to move the cursor along the text you want to move. When the cursor is on the period, stop. If you've painted more than you want, back the cursor up with the left arrow key. Press RETURN when you're finished painting.

Now you are prompted to move the cursor to the place you want to move the text. Use the arrow keys to move the cursor to the space before "around." Press RETURN, and you're done!

Of course, you could probably have erased and retyped this small amount of text in the time it took you to move it. But the move feature is exceptionally handy when you need to rearrange larger blocks of text. You can even move whole pages at a time!

Now you want to file this new version of the letter. Press ESC to go to the main menu, press RETURN once to choose "File," then again to choose "Save document."

You could save this letter under the same name, replacing the letter to Mrs. Hoffman, by just pressing RETURN. But you want to keep both letters on file. Notice that the cursor is on the "H" in Hoffman and that the disk name (/HW) is still there. After the "/HW/" type: ARNOVICK.LTR

If you later want to get the first letter out of the file and look at it, go to the File menu and choose "Get document." Now you can type the name of the document and press RETURN. Or, if you can't remember the exact name of the document you can press the down arrow key to see what's on file. Let's try it.

The default disk name you see is "/HW/." This is the name of the disk the letter is filed on. Keep pressing the down arrow key, until the whole file name, /HW/HOFFMAN.LTR. is displayed. Press RETURN. and the letter is displayed on your screen.

You may keep both of these letters on file for future use. If your printer is connected you may print them out. To print out the file in the typing area, press ESC to go to the main menu. Press the left arrow key twice to frame the "Print" icon, and press RETURN. In the Print menu, press the left arrow key once to frame "Print document," then press RETURN. Follow the prompts to begin printing. (If you haven't customized for your printer yet, choose the "See final document" icon to do a test print instead.)

To create any more documents and save them, you will need to prepare a document disk. Even before that, you should customize your HomeWord Plus program disk. See the "Customize and Utilities" section in this manual for guidelines on customizing your program disk and preparing a data disk.

APPENDIX C - Copying HomeWord Plus

Copying HomeWord Plus to an Apple 5 1/4" disk drive

Every program disk has a limited life -- if you use HomeWord Plus a lot, the disk will wear faster. Of course, when your disk wears out, you can send to Sierra to replace it for a minimal fee. But if you've made a copy of the master disk and the copy wears out, you can make another copy from the original disk. Your program disk should last for many years if you take care of it.

To make a back-up copy of the HomeWord Plus master disks, first load the ProDOS Systems Utilities on side B of your original HomeWord Plus disk. At the Filer Utility menu, type "V" for Volume Commands. Finally, type "C" for Copy a Volume.

At the copy screen, press return to accept the default slot and drive values, or type other numbers to input your own. When prompted, insert the HomeWord Plus master disk in drive 1 (if you are following the defaults) and the disk that will be a copy of the master disk in drive 2. Press RETURN. The name of the master disk will be shown -- press RETURN again to keep the same name for your copy, since the program will need to look for that disk name when accessing specific files. If the copy disk is a ProDOS disk, you will be prompted to press "Y" to "destroy" it. Go ahead, and the copy routine will begin.

Repeat the Copy a Volume process to copy the ProDOS System Utilities disk onto side B of your HomeWord Plus working disk. Also copy the HomeWord Plus speller disk onto a second disk to use as your working copy.

Note: it is illegal to copy the HomeWord Plus master disks to give or sell to another party. If you do so you are in violation of copyright laws, and may be prosecuted. You may only copy the master disks for your own personal use.

Installing HomeWord Plus on a hard disk

Follow these steps to install HomeWord Plus on The Sider by First Class Peripherals (most hard disk installation requires similar steps -- modify these instructions to suit your particular equipment). It is assumed that (1) the Sider ProDOS partition is called /HARD1/, that (2) the Sider controller card is in slot 7, and that (3) a floppy disk controller card is in slot 6.

1. Boot the Sider. Choose the ProDOS partition. Load the ProDOS System Utilities program. Choose F for File Commands, then M for Make Directories.
2. Create the directory: /HARD1/HWSYS/.
3. Press ESC to return to the File Commands menu. Choose P for Set Prefix. At NEW PREFIX, type: /HW/ and press RETURN.
4. Press ESC to go back to the File Commands menu. Press C for Copy Files. Put the HomeWord Plus word processor disk in the floppy drive.
5. At PATHNAME, type: = then press RETURN. At TO PATHNAME, type: /HARD1/= and press RETURN.
6. At PATHNAME, type: HWSYS/= then press RETURN. At TO PATHNAME, type: /HARD1/HWSYS/= and press RETURN.
7. Now put the HomeWord Plus spelling checker in the floppy drive. At PATHNAME, type: /HS/HWSYS/= then press RETURN. At TO PATHNAME, type: /HARD1/HWSYS/= and press RETURN.
8. Press ESC to return to the File Commands menu. Choose P for Set Prefix. At NEW PREFIX, type: /HARD1/ and press RETURN.
9. Press ESC to return to the System Utilities menu. Choose Q for Quit. To start up HomeWord Plus, remove all disks from your floppy drives. At PATHNAME, type: /HARD1/HWSYS.SYSTEM and press RETURN.

Copying HomeWord Plus to the Apple UniDisk 3.5" drive

If you have an Apple UniDisk 3.5" drive, you can copy both the word processor and the spelling checker to one 3.5" disk, to save time and disk swapping.

1. Load the ProDOS System Utilities from Side B of your original HomeWord Plus disk. Press F for ProDOS Filer Utilities, then V for Volume Commands, then F for Format a Volume. Put a blank disk into your UniDisk drive and set the slot and drive values to match the UniDisk controller card location in your computer.

2. At NEW VOLUME NAME, type: COPY. Press RETURN. When the disk is formatted, press ESC twice to return to the System Utilities menu.

3. Press F for File Commands, then M for Make Directory.

4. At PATHNAME, type: /COPY/HWSYS/. Press RETURN. When the directory is made, press ESC to return to the File command menu.

5. Press C for Copy Files. Insert your HomeWord Plus word procesor disk into any available drive.

6. At PATHNAME, type: /HW/=. Press RETURN. At TO PATHNAME, type: /COPY/=. Press RETURN.

7. At PATHNAME, type: /HW/HWSYS/=. Press RETURN. At TO PATHNAME, type: /COPY/HWSYS/=. Press RETURN.

8. Remove the word processor disk and put the spelling checker disk into the drive. At PATHNAME, type: /HS/HWSYS/=. Press RETURN. At TO PATHNAME, type: /COPY/HWSYS/=. Press RETURN.

9. Press ESC twice until you are back at the System Utilities menu. Press V for Volume Commands, then R for Rename a Volume. Indicate the slot/drive values for your UniDisk controller card.

10. At NEW VOLUME NAME, type: HW. Press RETURN. The copy process is complete.

11. If your UniDisk controller card is in the highest boot slot in your computer, at this point type ◀CONTROL-OPEN APPLE-RESET▶ will get you into the HomeWord program. If this is not the case, you will need to get back to the System Utilities menu - type Q for Quit, load Basic.System. Then type B to get into Basic. At the prompt type: Prefix /HW. Press RETURN, then: -HWSYS.SYSTEM. Press RETURN.

You now have both the word processor and spelling checker on one 3.5" disk, called /HW. You can still add large numbers of words to the speller's USER.BOOK file. You can also add more directories to the disk and store files on the same disk the programs are on -- there are some 1,100 blocks left.

NOTE: This copy procedure works with one standard drive and one UniDisk 3.5" drive. If you don't have a standard drive (only UniDisk drives), send your HomeWord Plus disks back to Sierra On-Line, along with $5.00 for postage and handling. Sierra will send you a copy of the HomeWord Plus word processor and spelling checker on a 3.5" disk.

Using HomeWord Plus with the Apple Memory Expansion card

HomeWord Plus supports the Memory Expansion card made by Apple Computers, Inc. (If you have an memory expansion card made by another company, and it follows Apple's protocol, chances are it will work with HomeWord Plus. Reference the manual that came with the card to adapt these instructions to suit your card.)

You can load both the HomeWord Plus word processor and the spelling checker into a 256K (or greater) memory expansion card and utilitize its "lightning speed." It is not recommended that you put documents on the card, since they will be gone forever once the power goes off (unless you copy them to a floppy disk first). To install HomeWord Plus on the Apple Memory Expansion card, follow these steps:

1. Load the ProDOS System Utilities disk on Side B of your original HomeWord Plus disk. From the Systems Utilities menu, press F for ProDOS Filer Utilities, then F for File Commands, and M for Make Directories.

2. Assuming your memory card is in slot 5, create the directory /RAM5/HWSYS/. Then press ESC to return to the File Commands menu.

3. Press C for Copy Files. Insert your HomeWord Plus word processor disk into any available drive.

4. At PATHNAME, type: /HW/= and press RETURN. At TO PATHNAME, type: /RAM5/= and press RETURN.

5. At PATHNAME, type: /HW/HWSYS/= and press RETURN. At TO PATHNAME, type: /RAM5/HWSYS/= and press RETURN.

6. Now remove the word processor disk and insert the spelling checker disk into the drive. At PATHNAME, type: /HS/HWSYS/= and press RETURN. At TO PATHNAME, type: /RAM5/HWSYS/= and press RETURN.

7. Press ESC twice until you are back at the System Utilities menu. Choose Q for Quit. To start up HomeWord Plus, remove all disks from your disk drives. At PATHNAME, type: /RAM5/HWSYS.SYSTEM and press RETURN.

Use the word processor and speller as you would normally with one exception: if you add words to the speller's USER.BOOK, you MUST copy that file onto a data disk when you're through for the day.

APPENDIX D

Customizing for your printer card: Apple IIc and "other"

Apple IIc

If you have an Apple IIc computer, you won't have to worry about what kind of printer card you have -- it has a built-in serial interface. However, you still must tell the HomeWord Plus program that you have a IIc. The program will then ask you a series of questions which pertain to your printer.

The first time you Customize for your printer setup, you should accept all defaults (95% of all serial printers will work with these defaults). If your printer isn't working, look up each value one by one in your printer manual (if you can't find your printer manual, call the printer manufacturer).

1. The standard printer port is the place most printers plug into the computer. A very few are made to plug into the modem port. See your printer manual.
2. The baud rate is the rate at which the printer processes information and produces output (the printed page). HomeWord Plus needs to send information at the same rate the printer processes it. See your printer manual.
3. The data format is the number of signals (bits) that make up a complete character, and the signal that tells the printer that one character has ended and another will begin (stop bit). See your printer manual.
4. The parity is a bit that acts as an error check. See your printer manual.
5. For the last question(s) referring to underlining and boldfacing, refer to the section on Customizing for "Other" printer cards, on the following page.

"Other" or "Custom" Printer Cards

If you have a printer card other than those specifically supported by HomeWord Plus, you can choose "Other" or "Custom." If you want to choose Custom, first print out the data file /HW/HWSYS/CUSTOM.DRIVER on the HomeWord Plus master program disk. It contains detailed guidelines for programming a custom printer driver.

It is recommended that most people who have a printer card other than those supported by HomeWord Plus choose the "Other" printer card. You must then respond to one or two other questions regarding the operation of your hardware.

1. If you want to use underline or boldface type, you must specify that HomeWord Plus sends line feeds (similar to carriage returns on a typewriter). This allows HomeWord Plus to send a message to go back over a line with the same characters (which produces boldfacing) or the underline character. If your printer card is the kind that sends line feeds, choosing "Yes" to this question will cause an extra line feed (like a typewriter's carriage return) at the end of each line. Single-spaced documents will print in double spacing, and double-spaced documents will print in quadruple spacing. If you get this result, go back and choose "No." But take heart. Another question will appear when you press RETURN, which may allow you to do underlining and boldfacing after all.
2. If you answered "No" to the question above, HomeWord Plus will ask if your printer does backspacing. You can look in your printer manual for the answer to this question, or you can experiment with different answers until you find out what works. If your printer does backspacing, you will be able to underline and boldface. Only if your printer card sends line feeds and your printer won't backspace, will you not be able to underline and boldface with HomeWord Plus.

APPENDIX E

Converting hexadecimal ASCII printer codes to decimal

Your printer manual will give you the ASCII code that needs to be sent to the printer, either in decimal or hexadecimal (sometimes it lists both). Industry standards dictate that if the number is given in hexadecimal it will be preceded by a "$." For example: $10 and 10 are two completely different numbers. HomeWord Plus uses the decimal codes. If your printer manual says that it needs an ASCII 27 as its Escape code, it is referring to a decimal 27. However, if it refers to the escape code as an ASCII $1B, it is using a Hexadecimal code. You will need to convert this to decimal in order to tell HomeWord Plus what to send.

Let's use this as an example to show you how to use the conversion table. You need to convert the $1B into a decimal value. Take the first digit of the hexadecimal number, which is a 1. Go down the left-hand column until you locate the 1. Now take the second digit of the hexadecimal number, which is a B. Go across the columns until you find the column labeled B. The number shown in the box where these two columns meet is 27. That is the decimal equivalent of a hexadecimal $1B. Note that a decimal 27 and a hexadecimal $1B are exactly the same.

Conversion Table
Hexadecimal Code to Decimal Code

2nd Hexadecimal ($) Character

1st Hex	0	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F
0	00	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15
1	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
2	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
3	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63
4	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79
5	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95
6	96	97	98	99	100	101	102	103	104	105	106	107	108	109	110	111
7	112	113	114	115	116	117	118	119	120	121	122	123	124	125	126	127
8	128	129	130	131	132	133	134	135	136	137	138	139	140	141	142	143
9	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158	159
A	160	161	162	163	164	165	166	167	168	169	170	171	172	173	174	175
B	176	177	178	179	180	181	182	183	184	185	186	187	188	189	190	191
C	192	193	194	195	196	197	198	199	200	201	202	203	204	205	206	207
D	208	209	210	211	212	213	214	215	216	217	218	219	220	221	222	223
E	224	225	226	227	228	229	230	231	232	233	234	235	236	237	238	239
F	240	241	242	243	244	245	246	247	248	249	250	251	252	253	254	255

Example: Hexadecimal Code $1B = Decimal Code 27

APPENDIX F

Default settings

When you first purchase HomeWord Plus, it has certain built-in (default) values for layout functions, system configuration, and print options. These default settings can be changed for all or individual documents within the Customize, Layout, or Print menus.

Here is a list of HomeWord Plus's adjustable settings:

TOP/BOTTOM MARGINS 5
LEFT/RIGHT MARGINS 10
PAGE WIDTH . . . . 80 COLUMNS
PAGE LENGTH . . . . 66 LINES
TABS 5   10   15   20   25   30   35   40
LINE SPACING . . . . SINGLE
ALIGNMENT . . . . LEFT

OUTLINE POINT . . . . DECIMAL NUMBERS NOT SET
                                                    BULLET CHARACTER = .
                                                    LEVEL 1 = ARABIC NUMBERS
                                                    LEVEL 2 = UPPERCASE
                                                    LEVEL 3 = LOWERCASE
                                                    LEVEL 4 = BULLET
HEADINGS/FOOTINGS . . . . HEADER OFF
                                         FOOTER: PAGE # (STARTING PAGE 2)
TYPE OF PRINTER CARD . . . . OTHER
SCREEN DISPLAY OPTIONS . . . . 80 COLUMNS WIDE
                                         15 ROWS LONG (PAGE SKETCH ON)
MAKE BACKUP DOCUMENTS? . . . . YES
TYPE OF PAPER . . . . CONTINUOUS FORM FEED
STARTING PAGE NUMBER 1

ASCII code	The computer industry standard that designates how a computer is to interpret a specific electronic signal.
Bullet	Any symbol you want to choose to designate a point level in an outline (preset by HomeWord to be a dot).
CAPS lock	The key that makes all letters uppercase.
Change mode	The mode that allows you to overwrite (replace) text instead of erasing it and then inserting it.
Character	Any letter, number, punctuation mark, space or special character that you can type.
Command	What you tell the computer to do by pressing certain keys or typing certain messages.
Configure	To set up, to specify.
CONTROL	The key that you press simultaneously with another key to make various cursor moves and to get specific jobs done.
Conversion table	A table that shows you how to convert a value -- you may need to convert hexadecimal numbers into decimal numbers if you want to print special characters.
Convert	To change.

Decimal	What you usually mean by ''number,'' a number which only contains the digits 0-9.
Default	The way HomeWord is set up to work, unless you tell it otherwise.
Delete	To erase .
DELETE key	The key that erases the character to the left of the cursor.
Document	Any text you type using HomeWord
Document disk	The disk on which you file (save) your own documents (it must be prepared -- ''initialized'' -- before you can use it).
Drive	The component of your computer system that reads and transmits to the computer the information magnetically recorded on a disk.
Footing	A subtitle or label that appears at the bottom of your printed page.
Heading	A subtitle or label that appears at the top of your printed page.
Help document	A file stored on your HomeWord disk that lists text editing keys and icon replacement keys.

Icon	A picture of a command.
Icon cursor	The picture frame that surrounds an icon.
Initialize	To prepare your own document disk.
Interface card	A card in your computer connected to your printer by cables. It takes what the computer says and translates it into language that your printer -- or another component of your computer system -- can understand.
K	A computer's way of saying "one thousand" bytes (actually 1,024) of memory: 48K means approximately 48,000 bytes of memory and 64K means approximately 64,000 bytes of memory.
Load, Loading	The process that takes place when the disk drive reads and transmits to the computer the information magnetically recorded on the disk.
Lowercase	Small letters.
Menu	The area on the screen which displays your choices.
Overwrite	To write over words in the text, to replace them.
Paint	(Verb) to highlight a part of the text, either to erase it, to move it, copy it, or to make a choice; (noun) a highlighted portion of text or of selections.
Preset	To inform the computer about specifics -- size of paper, spacing, outline form, etc. -- prior to your use. You may change these values by using the appropriate icons (most of them in the Customize section).
Printed page	The page as it appears on paper. Unless you change the margins, it is 66 lines long, and 80 characters wide.

Screen line	One line of text as it appears on the screen, up to 4? characters to a line, and up to 15 lines to a screen page.
Screen page	The typing area of your screen.
Shift key	The key that makes a capital (uppercase) letter.
TAB key	The key that indents the text.
Uppercase	Capital letters
Write protect tab	The silver adhesive piece that covers the upper right squar? notch on your original HomeWord program disk to prote? it against accidental erasing.
ProDOS	Apple's Professional Disk Operating System
ProDOS System Utilities disk	Contains all the utility programs available from Apple fo? use in ProDOS. These utility programs are on the back o? your HomeWord Plus program disk, and can be loaded jus? like any other program.
ProDOS Filer	Selected utility programs from the ProDOS System Utilitie? disk, which can be loaded from HomeWord Plus or from the main menu of the System Utilities disk.

A quick way to begin HomeWord Plus:

1. Read "Getting Started" (pages 4-5), "The Menu Area" (pages 6-7), and "The Typing Area" (pages 8-9).
2. Go through the step-by-step tutorial in Appendix B (pages 93-99), on creating and saving a document.
3. Read "Customize and Utilities" (pages 14-17), to customize your HomeWord Plus word processor disk so that you can print, and to prepare a document disk.
4. Begin using HomeWord Plus to create letters, memos, reports, etc. Read "File" (pages 18-21) for guidelines to saving documents on your newly created document disk.

If you have trouble loading HomeWord Plus, here are some solutions to common hardware-related problems.
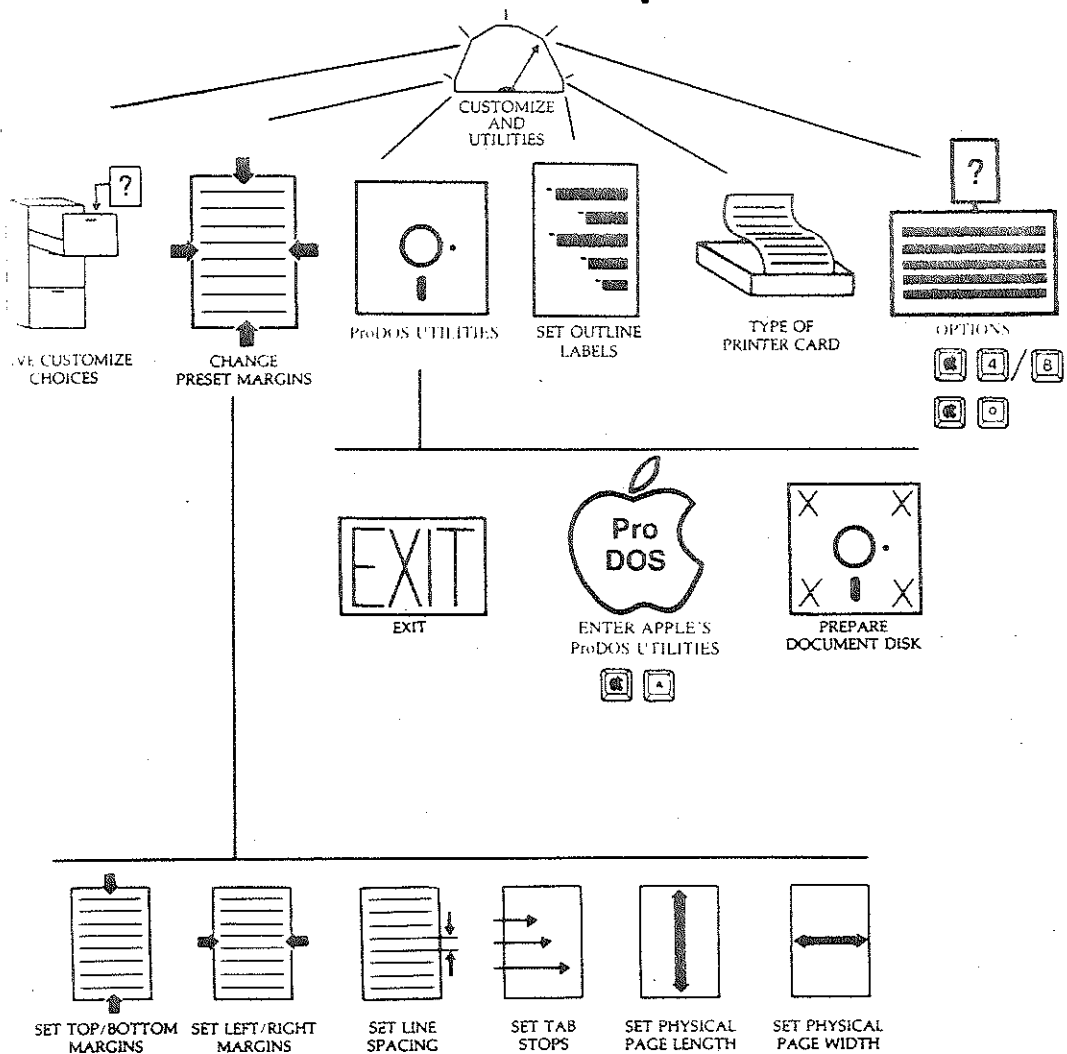
IIe only:
If words and icons on the screen are only partially drawn, you could have one of two problems.
- If you bought one of the early Apple IIe's, you may still have a Revision A motherboard. This board (the large green horizontal board inside your computer) will not generate double hi-res graphics used by HomeWord Plus and many other newer programs. Look for the serial number of the motherboard at the center back of the board. If the number ends in A, contact an authorized Apple dealer for free replacement. If the number ends in B, chances are the motherboard is OK.

- If you see two exposed prongs in the lower left corner of your 80-column card, these need to be connected. (Some 80-column cards have three prongs, two of which need to be connected -- refer to instructions that came with your card.) If you cannot find the tiny jumper that came with the card, purchase one at your local Apple dealer, or improvise a jumper by connecting the prongs with a short piece of copper wire.

IIc only:
If the cursor is moving without your input, unplug your joystick and reload HomeWord.

For other problems, consult the Help section at the back of the user's guide, or load the file /HW/ERRATA, which covers questions arising since the most recent revision of the user's guide.

CUSTOMIZE
AND
UTILITIES

.VE CUSTOMIZE
CHOICES

CHANGE
PRESET MARGINS

ProDOS UTILITIES

SET OUTLINE
LABELS

TYPE OF
PRINTER CARD

OPTIONS

EXIT

ENTER APPLE'S
ProDOS UTILITIES

PREPARE
DOCUMENT DISK

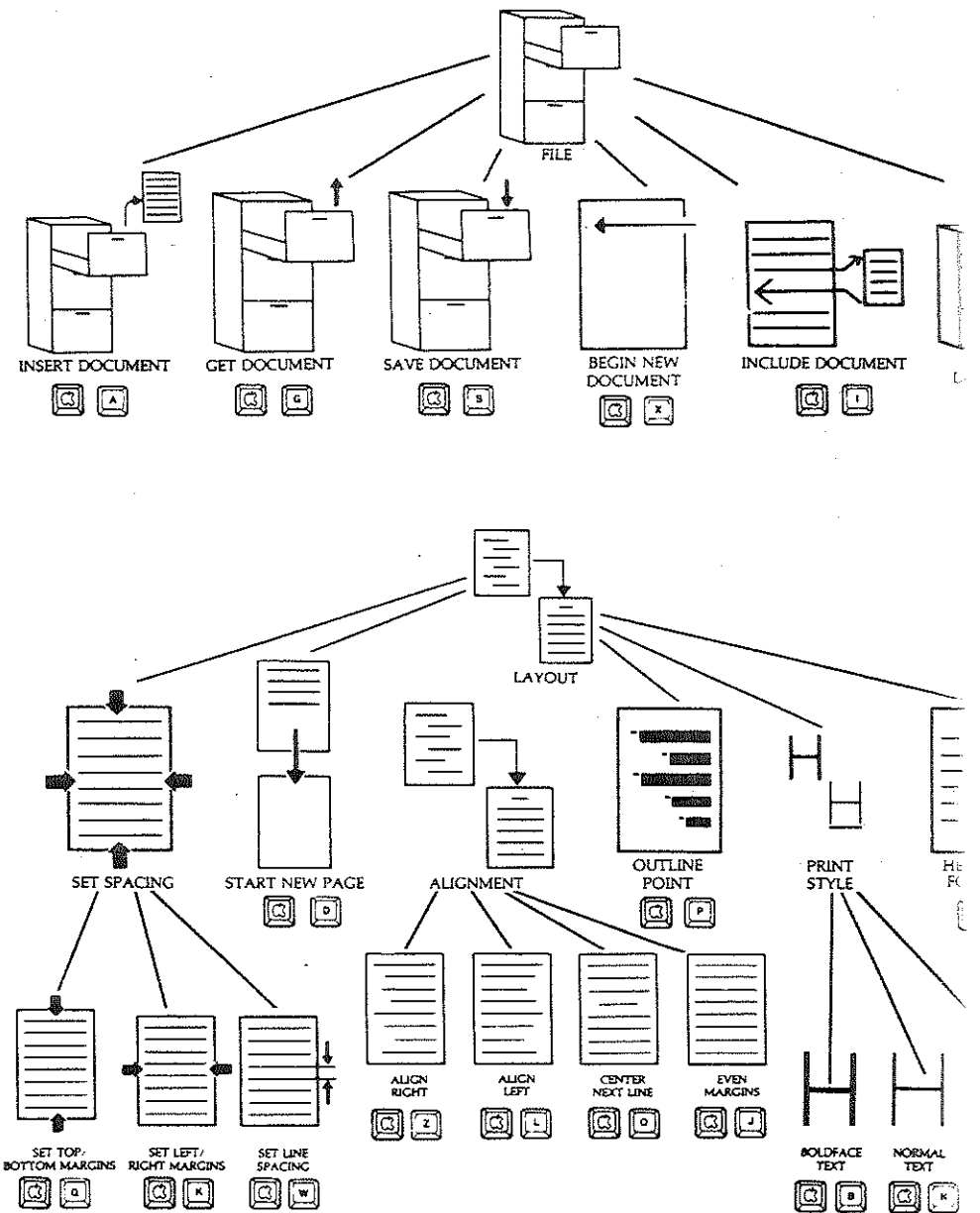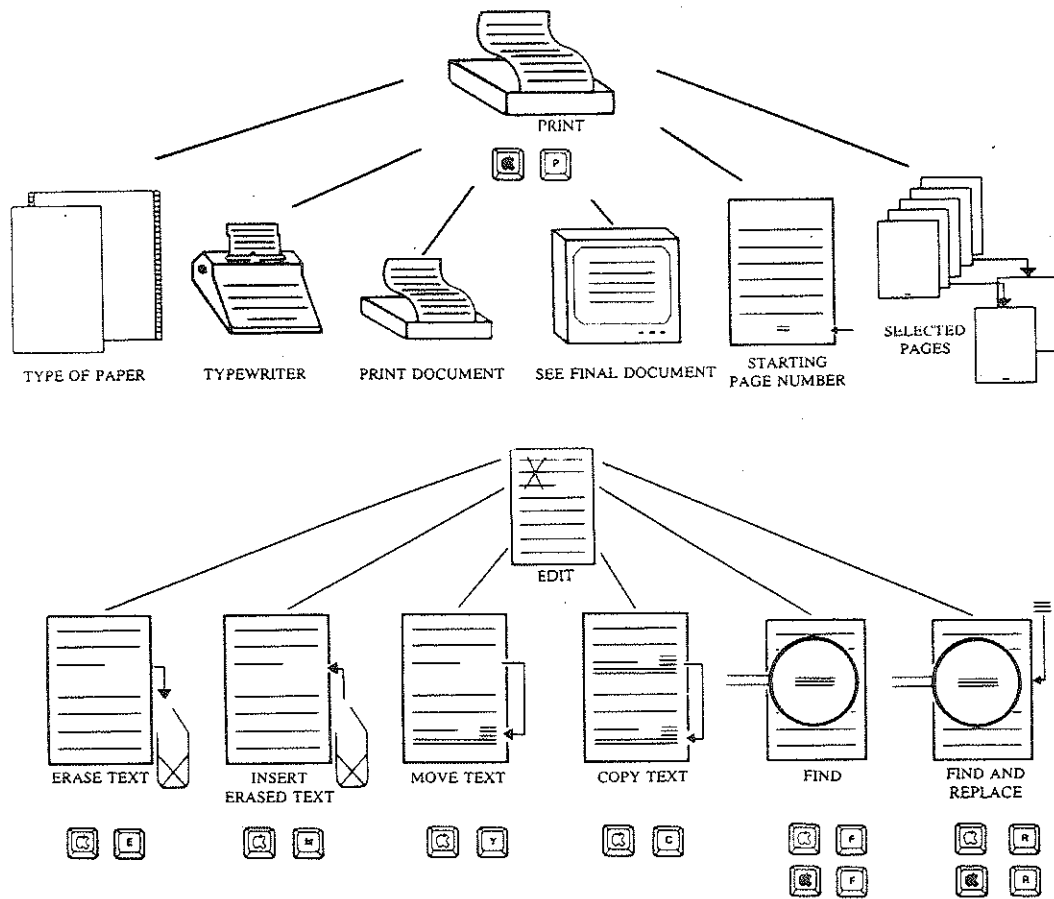| SET TOP/BOTTOM MARGINS	SET LEFT/RIGHT MARGINS	SET LINE SPACING	SET TAB STOPS	SET PHYSICAL PAGE LENGTH	SET PHYSICAL PAGE WIDTH

HomeWord plus

REFERENCE CARD

A handy reminder of frequently used commands.

HPD-002

The icons represent various capabilities of HomeWord Plus. All word processing icons (except Find Misspellings) are grouped together in "families" which indicate their general functions (Print, Edit, File, Layout, Customize and Utilities). Use the icon "family trees" to locate each icon.

When you get comfortable with the HomeWord program, you might want to speed things up a bit. You don't always have to use the icons -- you can duplicate the most commonly used icon functions by simply pressing the 🄲 or 🍎 key and the designated letter on the keyboard.

ICON FAMILY TREE

PRINT

TYPE OF PAPER   TYPEWRITER   PRINT DOCUMENT   SEE FINAL DOCUMENT   STARTING PAGE NUMBER   SELECTED PAGES

EDIT

ERASE TEXT   INSERT ERASED TEXT   MOVE TEXT   COPY TEXT   FIND   FIND AND REPLACE

FILE

INSERT DOCUMENT   GET DOCUMENT   SAVE DOCUMENT   BEGIN NEW DOCUMENT   INCLUDE DOCUMENT

LAYOUT

SET SPACING   START NEW PAGE   ALIGNMENT   OUTLINE POINT   PRINT STYLE

SET TOP/BOTTOM MARGINS   SET LEFT/RIGHT MARGINS   SET LINE SPACING

ALIGN RIGHT   ALIGN LEFT   CENTER NEXT LINE   EVEN MARGINS

BOLDFACE TEXT   NORMAL TEXT

CURSOR MOVEMENT KEYS
in Typing Area

By Character

→	right
←	left

By Word

CONTROL E	forward
CONTROL W	back
Closed Apple E	forward by underlined (misspelled) word
Closed Apple W	back by underlined (misspelled) word

By Line

↑	up within text
↓	down within text
Open Apple ↑	straight up
Open Apple ↓	straight down
CONTROL A	beginning of current line
CONTROL Q	end of current line
CONTROL Z	beginning of next line

By Page

CONTROL P	forward one screen page
CONTROL O	back one screen page
CONTROL G	forward one printed page
CONTROL F	back one printed page

By File

CONTROL T	top (beginning) of file
CONTROL B	bottom (end) of file

TEXT EDITING KEYS

CONTROL D	deletes character under cursor
DELETE	deletes character in front of the cursor (backspace delete)
CONTROL N	deletes next word
CONTROL L	deletes screen line the cursor is on
CONTROL S	switches case of character under cursor
SHIFT	types uppercase letter or character (in combination with other key)
CAPS LOCK	types all uppercase letters until released
TAB	tabs out to next tab position
CONTROL C	toggles insert/change mode

MISCELLANEOUS KEYS

Open Apple H	Help
CONTROL V	displays ASCII value of character under cursor
CONTROL X	inserts ASCII value

CURSOR MOVES
in FILE icons

→	right one character
←	left one character
Closed Apple →	right to next /
TAB	right to next /
Closed Apple ←	left to previous /
↑	(after /) scrolls up through filenames
↓	(after /) scrolls down through filenames

When you get comfortable with the HomeWord program, you might want to speed things up a bit. You don't always have to use the icons -- you can duplicate the most commonly used icon functions (in the Edit, File and Layout families) by simply pressing the ⌘ or ⌘ key and the designated letter on the keyboard.

ICON-RELATED FUNCTION KEYS

FILE functions

Open Apple A	Insert document into text
Open Apple G	Get (load) document
Open Apple I	Include file
Open Apple S	Save document
Open Apple X	Begin a new document
Open Apple V	Erase document

EDIT functions

Open Apple C	Copy text
Open Apple E	Erase text
Open Apple M	Insert erased text
Open Apple F	Find text
Closed Apple F	Repeat previous Find operation from current position
Open Apple R	Find and replace text
Closed Apple R	Repeat previous Find and Replace operation from current position
Open Apple Y	Move text

LAYOUT functions

Open Apple B	Boldface text
Open Apple D	Start new page
Open Apple J	Even margins
Open Apple K	Set left/right margins
Open Apple L	Align text to the left
Open Apple N	Normal text (boldface/underline off)
Open Apple O	Center next line
Open Apple P	Outline point
Open Apple Q	Set top/bottom margins
Open Apple T	Headings/footings
Open Apple U	Underline text
Open Apple W	Set line spacing
Open Apple Z	Align text to the right

PRINT functions

Closed Apple P	Print menu

SPELLER functions

Closed Apple S	Spell check the document in memory
Closed Apple E	Forward to next misspelled (underlined) word
Closed Apple W	Backward to previous misspelled (underlined) word
Closed Apple F	Find the next occurrence of the same misspelled (underlined) word

CUSTOMIZE AND UTILITIES functions

Closed Apple A	Enter the Apple ProDOS Filer
Closed Apple 4	Switch to 40 column screen
Closed Apple 8	Switch to 80 column screen
Closed Apple O	Toggles page sketch on/off for 24-line display