

VECTO

MEMORITE III

Primer

MEMORITE III

Version 1.1

PRIMER

Revision A
February 1, 1981
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This manual was prepared on a Vector VIP system using Memorite III. It was printed on a Sprint 3 printer using a 10PT proportionally spaced printwheel called "TITLE".

BEFORE YOU START

Welcome to the world of Vector's Memorite III word processing. This Primer will take you through all the features and methods of word processing with Memorite III. You will learn by doing, not just by reading.

Though you will eventually work through the entire Primer, you do not have to finish it before you begin using Memorite III. The Primer is divided into three major levels - Basic, Intermediate, and Advanced. Within each level, there is a section dealing with editing (typing and correcting errors), printing, and disk storage (saving and recalling documents.)

When you finish the Basic section you will know enough about all aspects of the system to use the system to type, print and store short letters and documents.

The Intermediate section takes you further, giving you additional skills for typing and correcting errors even more rapidly, and giving you a number of techniques for printing, such as automatic underlining and centering.

Then the Advanced section completes the course. Here you learn more specialized techniques that you may or may not use at this time, such as writing footnotes and printing the same letter addressed to a large number of different individuals ("direct mail advertising.")

The appendix consists of several sections. The initial one shows a picture of a Vector 3 keyboard. During your first few lessons, this will prove an invaluable tool in helping you learn the location of the important keys.

Following the keyboard display you will find instructions for using the automatic spelling verification feature of the system. It is a good idea not to use the spelling verification feature until you have finished the Intermediate section. You can then turn to the appendix and try it out. You will find it very useful for proofreading, particularly long documents.

In the appendix you will also find a segment called "What to Do If..." Refer to this section if at any time you cannot make the system work at all, before you call for help.

The last section contains a list of the Reference displays that you can bring onto the system's video screen to help you along. Each Reference display describes a certain command or feature of the system. The list in the appendix describes each display and gives the command you give to the system to make the display appear. You will learn how to do this in the Primer.

(Continued on next page...)

The Primer will from time to time tell you to bring onto the screen a specific Reference display and to read it. Not every lesson asks you to do this. Please take the initiative anyways to review the Reference display dealing with the topic of each lesson, after you finish the lesson. This will teach you how to use the Reference displays in everyday work.

A separate manual is included with Memorite III covering the creation and maintenance of a mailing list -- an electronically stored list of names, addresses, phone numbers and other information about the members of the list. This is the list from which Memorite can take names and addresses to insert into letters for direct mail campaigns. We recommend you wait until you finish the entire Primer before you take up this area.

The Primer assumes that your supervisor or Vector dealer has already shown you how to turn your system on, and off, and get Memorite started. Your supervisor or dealer also has to show you how to load paper, change ribbons, and generally work with the printer hardware, how to take care of your system, and how to handle diskettes, if your system uses them. Do not begin the Primer until you have had these areas explained.

You'll work through the Primer while sitting at your system. Every lesson involves practice using the system. This is essential to fast learning.

All information within the brackets [] indicates the type of key to be pressed. As you proceed to the advanced chapters certain abbreviations of these symbols will be discussed and utilized.

So, set aside at least an hour a day with the system. Then begin going through the Primer one lesson after another, without skipping around. If you wish to save a newly created document, it will be necessary for you to review the lessons through the "Basic Disk Storage" section.

It is a good idea to practice each lesson until you feel you understand it, before going ahead to the next one. You will find it enjoyable and rewarding as you become increasingly skilled.

For your convenience, Vector has provided a list of practice documents. These can be found in the disk directory and used to help you understand the many features of MEMORITE III.

A world of remarkable time savings and beautiful results is waiting for you.

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LESSON 1

BASIC TYPING

New features

<u>Name</u>	<u>Keys Used</u>
1. Edit Mode	[ESC]
2. Typing	All typewriter-like keys
3. Carriage Return	[RETURN]
4. Upper-case letters	[SHIFT], [LOCK] and [ALL CAPS]
5. Automatic repeating	All keys

Activity

1. At this moment, your system should be on and you should see a large "MEMORITE III" on the screen.
2. Press the [ESC] ("escape") key one time. When you press it, you should just tap it like a typewriter key or a calculator key. This is how you should depress all keys on your system, unless there is a specific reason to hold a key down.
3. Notice that the screen is now blank except for some black-on-white lettering at the bottom. This black-on-white area is called the status line. You will learn about it a little later.
4. Now press the [ESC] ("escape") key again in the same way.
5. Notice that the status line disappeared and that all you can see on the screen is a small line blinking on and off in the upper left-hand corner. This blinking line is called the cursor. The system is now waiting for you to type. This is called being in the editing mode.
6. Type the following, indented text as you would on an ordinary typewriter, but do NOT press the [RETURN] key yet. Also, do not try to correct your mistakes yet. Just keep typing to the edge of the screen and don't stop at the edge. Keep on typing and watch what happens:

We want to share with you as one of our clients, a very useful tool which we have made an important part of our office operation. It is word processing using an integrated information system.

7. Notice first of all that the cursor always tells you where the next letter is going to appear.
8. Also, notice that when you reach the edge of the screen the cursor jumps to part way through a word, the whole word moves to the new line. This is called wrap around.
9. Now depress the [RETURN] key. Notice what happens. A small black-on-white < character appears on the right edge of the screen, and the cursor moves down to the beginning of the next line. Depress the [RETURN] key again.
10. Continue typing the following:

Word processing allows us to edit our typing on the screen, and only print it when it is really done.
11. Depress the [RETURN] key again. Depress it a fourth time. Watch what happens each time. You are simply moving the typing area down leaving blank lines. This is just like hitting the Carriage Return on a typewriter.

Points to remember

1. When you can see the cursor blinking somewhere on the screen, and the status line is not visible, your system is in the editing mode. This means that it is waiting for you to type something, or for you to change something you have already typed.
2. While typing, you do not have to press [RETURN] when you reach the edge of the screen. Just keep typing. The system will go to the next line automatically. This is called wrap around. The system will not break a word automatically but will move the whole word to the next line. Remember, just type continuously. Do not press [RETURN] when you reach the edge of the screen.
3. The only time you should press [RETURN] is when you want to FORCE the system to begin a new line. So press [RETURN] at the end of each paragraph. Also press [RETURN] when you want to move the typing area down so that there are some blank lines.

LESSON 2

NUMBERS, CAPITALS, REPEAT KEYS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Numbers	Number/symbol keys
2.	Rapid entry of numbers	Numeric key pad
3.	Symbols, capital letters	[SHIFT], [LOCK]
4.	Capital letters only	[ALL CAPS]
5.	Automatic repeating	All keys

Activity

1. If you just turned your system on and you have loaded and started Memorite (indicated by a large "MEMORITE" on the screen), get the system into the editing mode as you learned in Lesson 1 (depress [ESC] twice.) But if you just finished Lesson 1, just continue typing where you left off.
2. Press several of the number keys along the top row of the keyboard. As expected, the numbers appear on the screen. Now, press several of the number keys in the "10-key pad" on the right side of the keyboard. Notice that they have exactly the same effect. Also, press the period key in the "10-key pad" area to see that it produces a normal period or decimal point.
3. In Lesson 1, you used the [SHIFT] key to capitalize letters at the beginning of sentences. Now, depress the [LOCK] key. Notice that the red light on the key goes on. Depress the [SHIFT] key and notice that it goes off. Depress the [LOCK] key again to turn the light on. Type a few letters to show that it is typing in capital letters.
4. Type a few of the number/symbol keys at the top of the keyboard. Notice that the symbols on the keys appear on the screen instead of numbers. Try depressing all of the symbol keys on the keyboard to see that the symbols on the screen are exactly the same as the upper symbol on the keys.
5. Leave the [LOCK] key lit and depress several of the number keys in the 10 key pad. Notice that they produce numbers even though the other number keys produce symbols with the [LOCK] key lit.

6. Depress the [SHIFT] key to disable the [LOCK] key. Then, depress the [ALL CAPS] key, and notice that its light goes on. Depress several letter keys to see that they do come out capitalized just like the [LOCK] key. Now depress several of the number keys along the top of the keyboard. Notice that they produce numbers even though letters are capitalized.
7. Depress the [ALL CAPS] key again. Notice that the light goes out. Press it again to turn it on and again to turn it off, and leave it off.
8. Press any letter key and HOLD IT DOWN. Notice that the letter repeats rapidly, as if you pressed the key rapidly. Try holding down the period key to produce a row of dots.

Points to remember

1. Use the [ALL CAPS] key to type capital letters and at the same time use the number keys at the top of the keyboard to type numbers instead of symbols. Most typewriters do not have an [ALL CAPS] key.
2. All the keys on the keyboard, without exception, are repeat keys. If you hold any key down, the character (letter, number, or symbol) will repeat itself until you let go. To keep from accidentally producing repeated characters, you should use short tapping motions to depress the keys most of the time.
3. Use the 10-key number pad on the right side of the keyboard for rapid entry of numbers, like using an adding machine, or use it whenever it seems easier. The numbers are exactly the same as the ones on the top row of keys.
4. From now on in this Primer, we will assume that you are working straight through without turning off the system, because we cannot tell when you actually will take breaks. If you do take a break and turn the system off, follow the same procedure you learned in Lesson 1 to get into the editing mode after you start Memorite up (indicated by "MEMORITE III" on the screen).

LESSON 3

MOVING THE CURSOR, BACKSPACE AND OVERTYPING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Moving the cursor one space	Arrow keys
2.	Moving the cursor to edge	[LF]
3.	Overtyping	All keys
4.	Backspacing	[BACK SPACE]

Activity

1. If you do not have at least 3 lines of text on the screen from previous lessons, then type any material at hand.
2. Try depressing each of the arrow keys (next to the 10-key pad) several times. Notice that they simply move the cursor around the screen. Use them a few more times until you have a good feel for this. (Note: Cursor will not move below level of text or [RETURN] <.)
3. Depress the [LF] key (next to the 0 in the 10-key pad). Notice that the cursor moves immediately to the left edge of the screen on the same line. Now press it again. This causes the cursor to move to the right edge on the same line. Press the [LF] key several times more to see that it moves the cursor instantly from one side of the screen to the other.
4. Using the arrow keys, move the cursor so that it is in the middle of one of the lines you typed before, on top of one of the characters. Now, type a few more words. Notice that the new typing completely replaces the previous typing. This is called overtyping, because you are typing over old material. Keep overtyping until you reach the edge of the screen and don't stop. Notice that overtyping continues on the next line just like new typing does.
5. Depress the [BACK SPACE] key several times. Notice that it backs over and eliminates the text just typed. Type one word, then use the [BACK SPACE] key to back over it. Retype the word. Now use the [LEFT ARROW] key (the arrow key at the top of the 4 arrow keys) to back over the word. Notice that it does NOT erase the typing, but only moves the cursor.

Points to remember

1. Use the arrow keys and the [LF] key to move the cursor around the screen to edit (correct errors) in your text.
2. If the cursor is in the middle of a line, and you want to move it to the right edge or near the right edge, depress [LF] twice. To move the cursor to the left edge, just depress [LF] once.
3. The [BACK SPACE] key is used mainly to correct an error if you notice it immediately after typing it, like the "correcting back space" key on some typewriters. [BACK SPACE] is not like the regular back space key on typewriters because [BACK SPACE] erases the character at the same time it backs over it. However, the [LEFT ARROW] key IS the same as a typewriter back space key.

LESSON 4

INSERTING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Control keys	[CTRL] (pronounced "control")
2.	Insert mode	[CTRL V] (pronounced "control-V")
3.	Cancel insert mode	[ESC] (pronounced "escape")
4.	Back spacing in insert mode	[BACK SPACES]
5.	Insert line	[CTRL O] (pronounced "control-O")

Activity

1. If you do not have at least 3 lines of text on the screen from previous lessons, then type at least 3 lines using any material at hand.
2. On the bottom left hand corner of the keyboard is a key marked [CTRL]. Press this key (pronounced "control key") and HOLD IT DOWN. While you are holding it down, depress the [V] key in the normal way. After you hit the [V] key, let go of the [CTRL] key. Notice that the regular cursor is replaced by a blinking > symbol. The system is now in the insert mode. The blinking > is called the "insert cursor."
3. Depress the [ESC] key (pronounced "escape key"). Notice that the regular cursor comes back. Depress [CTRL V] again (hold down the [CTRL] key and at the same time press the [V] key, and then let go of the [CTRL] key). The system is now back in the insert mode. Practice a few more times, first depressing [ESC] to cancel the insert mode, and then depressing [CTRL V] to get back into the insert mode. Get used to the idea of pressing the [V] key while you are holding down the [CTRL] ("control") key.
4. Using the arrow keys and [LF] key, move the insert cursor to the upper left hand corner of the screen. Make sure the system is in the insert mode (indicated by the blinking insert cursor >). Begin typing a sentence, using any text you have at hand. Notice that the system inserts the new text before the text already on the screen. It pushes the old text to the right to make room for it. You can see why it is called the "insert mode." Keep typing and watch how all the following text is moved horizontally and downward in a wrap around type of

motion.

5. Keep typing while the system is in the insert mode until you type past the edge of the screen and the cursor jumps to the beginning of the next line. Notice that the system remains in the insert mode. Type a few more words.
6. While still in the insert mode (indicated by the insert cursor >), depress the [BACK SPACE] key several times. Notice that in addition to backing over and erasing the text you just typed it also pulls the following text to the right.
7. Using the arrow keys and the [LF] key, move the cursor to the beginning of the second line on the screen. Depress the [ESC] ("escape") key to cancel the insert mode. Depress [CTRL O] (pronounced "control-oh") in the same way you depressed [CTRL V]. In other words, hold down the [CTRL] ("control") key while you depress the letter [O] key. Notice that this opens up a new line on the screen between the first and second lines.
8. Begin typing in this new line, and type only half way across the screen (again, it does not matter what material you choose to type). Then depress the [DOWN ARROW] key to move the cursor down to the next line. Notice that the system moves the following text up to fill in the blank space at the end of the inserted line.

Points to remember

1. If you hold down the [CTRL] ("control") key and at the same time depress one of the letter keys, the system takes this action as a command rather than as a letter key. As you will see, most of the letter keys can be used for commands in this way. When you use a letter key in this way, it is called a control key.

LESSON 5

DELETING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Delete character	[CTRL D]
2.	Delete line	[CTRL K]
3.	Delete to end of line	[CTRL X]

Activity

1. If you do not have at least 10 lines of text on the screen from previous lessons, then type, using any text at hand, until you have at least 10 lines.
2. Using the arrow keys and the [LF] key, move the cursor to the top left corner of the screen. Depress [CTRL D] (pronounced "control-D"). (Remember, press [D] while you are holding down the [CTRL] ("control") key.) Notice that the first character disappears and the remaining text moves in. Depress [CTRL D] about 5 times, watching the effect on the screen. Then, hold both the [CTRL] and the [D] key down at the same time for a few seconds. Watch how text is pulled in and deleted continuously.
3. Depress [CTRL K] ("control-K"). Notice that the entire line is deleted. Press it a few times (but leave at least 3 lines on the screen.)
4. Now, move the cursor to the middle of the top line. (It doesn't matter exactly where.) Note which character the cursor is on. Depress [CTRL X] ("control-X"). Notice that only the part of the line to the right of the cursor is deleted. Then, depress [CTRL D] once. Watch how the rest of the text moves up to fill in the space. Depress [CTRL X] once again for practice.
5. Spend some time now using the various commands and keys you have already learned. Use them to make changes to the text already on the screen. (Type a few new lines if there is not enough left). Try deleting a word, inserting a word, replacing a shorter word with a longer word, replacing a longer word with a shorter word, and so on. Notice that there is more than one way to do most things.

Points to remember

1. By holding the [CTRL] key and a letter key at the same time, the corresponding command repeats automatically, because all keys (except [CTRL X]) automatically repeat if you hold them down.
2. Most editing can be done in more than one way using combinations of the various commands available to you. As you get more experienced, you will naturally find the shortest, easiest way to do any desired action.

LESSON 6

REMOVING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>R</u> emove word	[CTRL R] [SPACE]
2.	<u>R</u> emove sentence	[CTRL R] [.]
3.	<u>R</u> emove paragraph	[CTRL R] [RETURN]
4.	<u>R</u> emove to any character	[CTRL R] [the desired character]

Activity

1. If you do not have at least 10 lines of text on the screen from previous lessons, then type, using any text at hand, until you have at least 10 lines.
2. Move the cursor to the first character of any word on the screen. Depress [CTRL R] ("control-R"). Notice that the cursor is replaced by a blinking question mark (?). Now depress the [SPACE]. Watch how the entire word is removed and the adjacent text is moved left. Try it again by moving the cursor onto the first character of another word and depressing [CTRL R] followed by [SPACE]. Do it several times in a row to remove several words.
3. If there is no complete sentence on the screen, ending in a period, then type one. Move the cursor to the beginning of the spaces just preceding the first word of the sentence. If there are two spaces before the beginning of the sentence, then move the cursor to the first of those two spaces. Then, Depress [CTRL R] followed by [.] (the period key). Notice how the entire sentence is removed, including the spaces at the beginning and the period at the end. Try moving the cursor to the MIDDLE of a sentence and doing the same sequence again. Watch how everything disappears beginning with the cursor up to the end of the sentence.
4. Move the cursor to the right end of the last line on the screen. Depress [RETURN], making that the end of a paragraph. Type a few more words below that paragraph. Then, move the cursor back to the first character of the paragraph. Depress [CTRL-R] followed by [RETURN]. Notice that the entire paragraph is removed, leaving the words you typed after it.

Points to remember

1. [CTRL R] followed by any particular character key removes all the text up to and including the first occurrence of that character in the text.

LESSON 7

REMOVING ALL TEXT BEFORE OR AFTER CURSOR

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>A</u> uxiliary command mode	[CTRL A]
2.	<u>R</u> emove all <u>b</u> efore cursor	RB (auxiliary command)
3.	<u>R</u> emove all <u>a</u> fter cursor	RA (auxiliary command)
4.	Return to editing mode	[ESC]

Activity

1. If you do not have at least 5 lines of text on the screen from previous lessons, then type at least 5 lines using any material at hand. Move the cursor to the beginning of the third line on the screen.
2. Depress [CTRL A] ("control-A"). Notice that a block of black-on-white lettering appears at the bottom of the screen, and that there is a cursor below this. The system is now in the "auxiliary command mode." Depress the [ESC] ("escape") key and watch the system go back to editing mode. Notice that the cursor is back where you left it. Depress [CTRL A] again to go into auxiliary command mode again, and [ESC] again to go back to editing mode. You can go back and forth, as often as needed.
3. Get the system into the auxiliary command mode. (Depress [CTRL A].) Type the letters "rb" on the bottom line. (Depress [R] then [B].) The line you are typing on is called the command line. If you make a mistake, you can edit it just like any normal text by moving the cursor, inserting and deleting as needed.
4. After you have typed "rb" on the command line, depress [RETURN]. Notice that everything before the third line on the screen is removed and the text moves up to fill in the space. Remember that the cursor was at the beginning of the third line on the screen. The RB command removes everything from the beginning of the text up to the place you left the cursor in the editing mode.
5. Depress [ESC] ("escape") to return the system to editing mode. You can see that the cursor is in the upper left hand corner of the screen, positioned within the sentence as you left it.

6. Move the cursor down one line so that it is at the beginning of the second line on the screen. Go back to the auxiliary command mode (depress [CTRL A].) Type "ra" on the command line. Then depress [RETURN]. Notice that all the text disappears AFTER the place you left the cursor in the editing mode, including the character right at the cursor location. Depress [ESC] to go back to editing mode. You can see that the cursor is now at the bottom of the remaining text on the screen.

Points to remember

1. The auxiliary command mode is used to enter many different commands, such as RA and RB. These types of commands are called auxiliary commands. You will be learning these commands throughout this primer.
2. In the auxiliary command mode you can type commands either in lower case or capital letters. It does not make any difference. However, we will always TALK about the commands using capital letters for ease of understanding.
3. To carry out any auxiliary command, type the command and then depress [RETURN]. After the command is done, the system will remain in the auxiliary command mode. You can then enter another auxiliary command if needed. Or you can depress [ESC] ("escape") to return to editing mode.

LESSON 8

QUITTING FROM MEMORITE AND RETURN TO MEMORITE

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Quit to <u>C</u> P/M	QC (auxiliary command)
2.	<u>R</u> eturn to Memorite	MEMORITE
3.	<u>I</u> nitialize <u>M</u> emorite	IM (auxiliary command)

Activity

1. Type a few words on the screen (anything that comes to mind.)
2. Put the system into the auxiliary command mode. (Depress [CTRL A].)
3. While the system is in the auxiliary command mode, give the QC command (type [Q] [C] [RETURN].) Notice the following error message appears: "NEW REVISION OF DOCUMENT IN TEXT AREA HAS NOT BEEN SAVED TO DISK."
4. Let's assume that you don't want to save the text you just typed on the screen. So, depress [ESC] once. This returns the system to auxiliary command mode.
5. Now, give the QC command again, as in step 3.
6. This time notice that everything disappears from the screen, leaving only a letter followed by a ">" character. In most systems, this should be "A>". If anything else happens, go back to the beginning of this lesson and start over. (You may have to depress [ESC] several times to get back to the editing mode.) When you see the "A>" (or some other letter followed by ">") on the screen, the system is said to be "in CP/M" (pronounced "in c-p-m"). Memorite is no longer in control of the system.
7. Following the ">" symbol on the screen, type the word "memorite" and then press the [RETURN] key to put Memorite back in control of the system. Do it and you will see the MEMORITE III title appear on the screen in a second or two. Press [ESC] twice to get back to the editing mode.
8. Now type a few lines on the freshly cleared screen. Depress [CTRL A] and type the "IM" auxiliary command. Notice the

flashing message on the bottom of the screen. Now hit the [ESC] key and do the "IM" command again. Notice that the program initializes (goes to banner) after giving you a chance to save the text.

Points to remember

1. Always use the QC command as instructed in this lesson before you turn the system off. When you see the "A>" (or other letter followed by ">") on the screen, you may then turn the system off. Remember - first dismount all floppy diskettes (if your system uses diskettes) before you flip the power switch.
2. Later on, in the disk storage sections, you will learn how to save the text you have typed. The error message is there for a purpose, to keep you from forgetting to save your work on the disk before you quit. If you don't save it, it will be erased when you quit.
3. Notice that after the error message appeared once, it did not appear a again after you gave the QC command a second time. This is the way the system is supposed to work. It assumes that you really don't want to save the text if you give the QC command twice in quick succession.
4. There are several important procedures which you can do only when the system is "in CP/M". These are: backup a disk, format a disk, process with the mailing list program and check spelling with the spelling module. These procedures are discussed later in this manual.
5. Using the IM command is the same as quitting the system by turning off the computer and then turning it back on immediately. All material shown in the text area will be removed and lost, unless specific retention measures were taken.
6. Use the RA auxiliary command if you don't want to disturb the format settings but you do want to clear the text area. Use the IM command to reset all.

LESSON 9

RECOVERY FROM AN ERROR

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Error messages	none
2.	Recovery from errors	[ESC]

Activity

1. Go into the auxiliary command mode (depress [CTRL A] if you are in the editing mode; depress [ESC] if the MEMORITE III title is on the screen.)
2. Type the letters "raa". (There is no such command.) Then depress [RETURN]. The system responds with a message "UNRECOGNIZED COMMAND". This is an example of an error message.
3. Let's assume that you actually wanted to type the RA command. How do you correct your error now? Simply depress the [ESC] key once. The error message disappears and the system is back in the auxiliary command mode. You can now edit your command. In this case, move the cursor to the second "a" by pressing the [RIGHT ARROW] key twice. Then depress [CTRL D] to delete the extra "a". Finally, depress [RETURN] to carry out the corrected command.
4. After the auxiliary command is executed, the system stays in the auxiliary command mode waiting for another command. Type "raa" again, and then press [RETURN]. Look at the error message, and then this time press [ESC] twice. Notice that the entire command disappears and allows you to begin entering it from scratch. You should still be in the auxiliary command mode.
5. Type the erroneous command "raa" again. Let's assume this time you decide not to carry out any command at all. Simply depress the [ESC] key. Notice the system returns directly to the editing mode.

Points to remember

1. Memorite has a large number of error messages to handle most mistakes a user might make. With care, you should not run into them very often, but they are designed to help you correct your mistakes quickly.

LESSON 10

GETTING HELP

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>H</u> elp in <u>A</u> uxiliary commands	HA (auxiliary command)
2. <u>H</u> elp in a specific auxiliary command	HA R (for example)
3. <u>H</u> elp in Editing commands	HE (auxiliary command)
4. <u>H</u> elp in getting help	? (auxiliary command)
5. <u>R</u> eturning to auxiliary command mode from one of the help references	<u>[ESC]</u>

Activity

1. Type a few words on the screen (anything that comes to mind.) Assume at this point you want to remove a section of text from the screen using one auxiliary command, but you don't remember the right command. Do as follows:
2. Go into the auxiliary command mode. (Depress [CTRL A].) Give the command HA R. (Type [H] [A] [SPACE] [R].) Then depress [RETURN]. Watch what happens. After at most a second or two, the screen displays a reference display explaining the particular group of commands you had asked for. The command HA R meant that you want Help with Auxiliary commands that Remove text.
3. Read the first reference display that comes up. It deals with the RA command that you have already learned.
4. When you've finished reading it, press the [DOWN ARROW] key once. Watch the screen flip to the next reference display dealing with the same subject. This time it is the RB command. Look it over.
5. Then depress the [DOWN ARROW] once again. The display then flips to another reference display, this time dealing with a command you have not studied yet -- the RS command.
6. Now press the [UP ARROW] key once. Watch the display return to the RB command.

7. Press the [UP ARROW] key again and it returns to the first display, about the RA command.
8. Practice flipping back and forth between these three reference displays by pressing the [UP ARROW] and [DOWN ARROW] keys several times each.
9. When you have a good feel for flipping the "pages" of the reference guide, return to the auxiliary command mode (depress [ESC]). Notice that the original text is back on the screen and the system is exactly how you left it.
10. Assume now that you don't know what kind of auxiliary command you need. You just want a list of ALL auxiliary commands. So give the auxiliary command HA. (Type [H] [A] [RETURN].) Notice you get exactly what you want - a list of auxiliary commands, as well as some instructions on using them. .
11. Flip to all of the following pages in this reference guide by depressing the [DOWN ARROW] key several times. Notice that on one of the pages you find the R auxiliary commands (RA, RB, AND RS).
12. Now, look up the reference display dealing with EDITING commands. To do this, first return to the auxiliary command mode (depress [ESC]). Then give the command HE (type [H] [E] [RETURN].) The screen will fill with the desired reference display. You can see there are more commands than the ones you have learned. But you have in fact learned quite a few of them.
14. This reference display also has several "pages." Flip back and forth just as before using the [DOWN ARROW] and [UP ARROW] keys. Then return to auxiliary command mode (depress [ESC].)
15. What do you do if you can't remember the help commands themselves, such as HE, HA, or HA R? Simply type a question mark [?] on the command line in auxiliary command mode and then press [RETURN]. Try it now.
16. Flip through all the pages in this reference guide using the arrow keys as before. Read the first one (on auxiliary commands) and the third one (on editing commands). Notice they describe what you have learned in this lesson.
17. When you are done looking through these reference displays, return to editing mode (depress [ESC] [ESC].)

Points to remember

1. There are a great many reference displays you can call upon for help. If you don't remember how to use them at all, just type

[RETURN] in the auxiliary command mode, and it will help you get started.

2. You can get a list of all auxiliary command groups (by using the HA command) or you can get more detailed help on a small group of auxiliary commands by using the command HA followed by a letter identifying that specific group of commands.
3. You can get a list of all editing commands by using the HE command. This is the only help screen available for the editing commands.
4. You can get help from the reference displays ANYTIME you need it, and then return to the editing mode. None of your typing will be lost or will change.

SP SPRB
 P P
 HA P

PX / P

LESSON 1

FIRST PRINTING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Alignment of paper	None
2.	<u>P</u> rint <u>T</u> ext	PT (auxiliary command)
3.	<u>A</u> dvance <u>P</u> aper	PA (auxiliary command)
4.	<u>H</u> elp in <u>P</u> rinting commands	HA P (auxiliary command)

Activity

1. Choose a short business letter or a paragraph about 5 lines long from the work you normally do. Type it on the system now.
2. Roll a single sheet of paper into your printer, like a normal typewriter. Line the left edge up with the 0 mark on the printer's ruler, or with the center line of the card guide or print-head.
3. Roll the paper up so that the top edge is even with the LOWEST horizontal line on the card guide. In other words, set the paper so that the printer would print just ABOVE the top edge of the paper.
4. Using commands you learned in Basic Editing, move the cursor back to the top left-hand corner of the screen.
5. Go into the auxiliary command mode. Give the auxiliary command PT and press [RETURN] to activate it.
6. Watch the printer print your letter. When it is done, DO NOT roll the paper up by hand. DO NOT press the Top-Form or Paper Advance button on the printer to roll the paper either.

If there is anything obviously wrong with the way the letter is printed, ask your dealer or supervisor for assistance.
7. Notice that after printing is done, the system is in the auxiliary command mode. Give the auxiliary command PA, which stands for Paper Advance. Watch the printer roll the paper out.
9. Give the auxiliary command HA P. (On the auxiliary command line, type [H] [A] [SPACE] [P] [RETURN].) Notice that a help reference dealing with the Paper Advance command comes on the

screen.

10. Flip through the rest of the reference pages on printing by using the [DOWN ARROW] AND [UP ARROW] keys. You can read them now. You will learn the new procedures described there soon.
11. When you are done reading, return to the auxiliary command mode (depress [ESC]).

Points to remember

1. Notice that the system automatically lays out your printed material in standard business letter format - with 1-inch margins on all sides, and the proper spacing between letters and lines. The only problem may be that it is not centered top to bottom on the page. You will soon learn how to fix this easily.
2. Never roll the paper up manually (using the platen knobs on the printer) and do not use the Top-Form button or Paper Advance button on your printer (if there is one). If you do these things, the printer may not advance the paper automatically at the right time. You will learn how to use that Top-Form or Paper Advance button properly later. For the time being, do not use it at all.

LESSON 2

DISPLAY LAYOUT FORMATS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Display Layout formats	DL (auxiliary command)
2.	<u>H</u> elp in <u>D</u> isplay commands	HA D (auxiliary command)

Activity

1. Repeat steps 1 to 7 of the previous lesson (Basic Printing Lesson 1), except don't bother to retype the letter if it is still in the system. This time, however, watch the screen while the letter is printing, instead of watching the printer.
2. Notice that while it is printing, there are three lines of black-on-white text at the bottom of the screen. Then as soon as printing is over, this display disappears again.
3. With the system in auxiliary command mode, give the command DL (depress [D] [L] [RETURN].) DL stands for Display Layout. Notice that this brings back to the screen the first two lines of black-on-white text you saw during printing. Each of these abbreviations describes a certain aspect of the layout of the document you just printed. At this moment they probably seem mysterious.
4. Since you just gave the DL command, the system is still in the auxiliary command mode. To obtain a description of each item, give the auxiliary command HA D. The help reference for various Display commands appears on the screen. Do not bother reading the first two pages of this.
5. Depress [DOWN] [ARROW] twice to flip to the third page of this reference display. Here you find a brief description of each item. You will learn how to use each one within this Primer.
6. Now depress [ESC]. Notice this returns you to the auxiliary command mode, but with the layout format display still on the screen instead of the usual status display.
7. Practice going back and forth between the auxiliary command mode and the help reference, using the HA D command and [ESC] alternately. Each time you see the help reference, flip to the

third page to view the descriptions of the layout format abbreviations.

8. When the system is in auxiliary command mode, depress [RETURN]. Notice that the basic status display reappears.
9. Give the auxiliary command DL. Notice that the layout format display comes back, as expected.
10. Finally, while still in the auxiliary command mode, depress [ESC]. The system returns to the editing mode.

Points to remember

1. The layout format display that appears on the screen during printing shows the size of the margins and other aspects of the layout of the document being printed.
2. If you don't ask for any special formatting, the layout format which the system uses is that of a standard business letter.
3. After printing a document, you can recall the layout format used in that document by giving the DL auxiliary command.
4. You can use the HA D auxiliary command to obtain a description of what each format abbreviation stands for.

LESSON 3

CHANGING THE MARGINS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Layout line	[DEL] [L]
2.	Left margin	MRL (layout command)
3.	Right margin	MRR (layout command)
4.	Top margin	MRT (layout command)
5.	Bottom margin	MRB (layout command)

Activity

1. If the letter you typed in the Lesson 1 of Basic Printing is not still in the system, retype it now (or anything similar no longer than about 10 lines).
2. Print it as described in Lesson 1 (unless you have a copy in front of you. Don't forget to put paper in the printer.)
3. Go back to the editing mode (depress [ESC].) Move the cursor to the to the top left-hand corner of the screen. Depress [CTRL O] to open up a line at the top.
4. Depress the [DEL] key (on the left edge of the keyboard.) Notice that the cursor is blinking much more rapidly now.
5. Now depress [L]. Notice that a black-on-white L appeared at the cursor location.
6. Right after the L, type [M] [R] [L] [SPACE] [3] [0] [RETURN]. The top line should read "LMRL 30", with the first L in black-on-white.
7. Next, move the cursor back to the upper left-hand corner, and print the document again, as in Lesson 1.
8. Look at the document. Can you see that the left margin is now 3 inches from the left edge of the paper instead of 1? Notice that the right margin stays in the same place, so that the text is squeezed into a longer column.
9. Go back to editing mode, and position the cursor one space after the "MRL 30" in the top line. Type [M] [R] [R] [SPACE] [2]

- [0]. The top line should now read "LMRL 30 MRR 20". Then return the cursor back to the left edge (press [LF].) Make sure the cursor is in the upper left-hand corner.
10. Print the document again. Can you see that the right margin has moved in to 2 inches from the right, and that the text is even more squeezed?
 11. Go back to the editing mode once again. Move the cursor to the end of the typing on the top line and add on MRT 40 so that the line reads "LMRL 30 MRR 20 MRT 40". After typing, depress [LF] again to move the cursor to the upper left-hand corner. Go into the auxiliary mode and advance the paper to the top of the page by typing PA.
 12. Print the document again. Notice that the printing starts 4 inches from the top of the paper instead of the previous one inch.
 13. Go back to the editing mode one more time. Add MRB 50 to the end of the top line so that it reads "LMRL 30 MRR 20 MRT 40 MRB 50". Depress [LF] to move the cursor to the upper left-hand corner.
 14. Print the document. It should stop printing no more than 5 inches from the bottom of the paper. If you typed enough text, it will cut off the printing at exactly that point, waiting for you to insert other sheet. But don't insert any more paper.
 15. Return to the edit mode. (Depress [ESC] [ESC].)
 16. You may at this time try changing any of the numbers in the layout line to different values, then reprinting the document to see the effect.
 17. Look at the help reference for layout format lines. (In the auxiliary command mode, give the command HF L).
 18. Return to the auxiliary command mode, and look at the main help reference display. (Type [?] [RETURN].) Flip to the last page of this reference and you will see the command HF L described.
 19. Return to the edit mode. (Depress [ESC] [ESC].)

Points to remember

1. You can change any aspect of the layout by putting the appropriate command in a layout format line. The layout line becomes part of the document so that you don't have to tell the system what format you want each time you print the document.

2. If you don't change a particular aspect, it will be printing in the normal ("default") way.
3. It is easy to change the layout and reprint the document, until you have a layout that is satisfactory to you.
4. The numbers you use in a format line are measured in tenths of an inch. In other words, "MRL 10" means put the left margin 1 inch from the left edge of the paper, because 10 tenths of an inch is 1 inch. "MRR 20" means put the right margin 2 inches from right edge of the paper because 20 tenths is 2 inches. (Notice you can just ignore the 0 to get the number of inches). "MRR 25" means 2 1/2 inches (that is 2 and 5/10)."
5. The left margin must never be further to the right than the right margin, and the top margin must never be below the bottom margin, or the system will give you a message "Error in layout line." Also, the total area left for printing must never be smaller than two inches vertically and one inches horizontally.

LESSON 4

CLEAR LAYOUT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>C</u> lear Layout	CLR (layout command)

Activity

1. If the document you used in that last few lessons is not still in the system, retype it (or something similar) now. If it is still in the system, move the cursor to the layout line at the top and delete that line (depress [CTRL K]). Also delete any other layout lines you may have inserted in the text.
2. Leave the cursor at the left edge of the top line. Depress [DEL] [L]. Following the black-on-white L type [C] [L] [R] [RETURN]. The top line should now be a layout line and should read "LCLR".
3. Now move the cursor down to about half-way through the letter. Depress [DEL] [L]. Notice how this opens up a new line.
4. Following the black-on-white L, type [M] [R] [L] [SPACE] [2] [0] [RETURN].
(In other words, make the left margin 2 inches wide, beginning halfway down the text.)
5. Move the cursor back to the top left-hand corner of the screen, and print the document. Notice that left starts out 1 inch wide and then changes to 2 inches wide, as you expected.
6. Next, print the document again, with no changes. It should come out exactly the same.
7. Now, delete the layout line at the top of the document. (With the cursor on the top line, depress [CTRL K].)
8. Print the document again. Can you see that the left margin is 2 inches all the way down?
9. Now, put a "CLR" format line at the beginning of the document again. (With the cursor on the top line, depress [DEL] [L] [C] [L] [R] [RETURN].) This is how the first 4 characters of all

document should look.

10. Print the document one last time. Notice that the left margin is again 1 inch halfway down and 2 inches the rest.

Points to remember

1. The first line of all documents should normally be a layout line beginning with "CLR". Other format commands may follow the "CLR" on the same line. In other words, the first thing you should type when you begin a new document is [DEL] [C] [L] [R]
2. The "CLR" at the beginning of the first layout line cancels all non-normal layout format commands left over from any documents printed earlier. It makes sure that all aspects of the layout are set back to their "default" (that is, normal) values.
3. That is why you only have to include layout commands that you want DIFFERENT from normal.
4. Notice that you did not have to use the "CLR" layout line earlier in this Primer. The documents printed correctly anyways because when you turn Memorite on, the system assumes that all aspects of the layout are normal, until you tell it otherwise. But from now on, to be safe, you should always put "CLR" at the beginning of a layout line at the top of every document.

LESSON 1

STORING A DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>I</u> nitialize Document	ID (auxiliary command)
2.	<u>W</u> rite Document	WD (auxiliary command)

Activity

1. If a document you typed in earlier lessons is not still in the system, type one now. Just 2 or 3 lines will be enough at this time.
2. Go into the auxiliary command mode. Notice that in the status display at the bottom of the screen there is no document name or author. Now, give the auxiliary command ID. (Depress [I] [D] [RETURN].)
3. The following statement appears on the bottom line of the screen: "ENTER DOCUMENT NAME (1 TO 8 CHARACTERS):" Type the name "myown" then press the [RETURN] key. If you make a mistake, move the cursor back and edit it like usual.
4. Now you should see the statement "ENTER DOCUMENT AUTHOR (1 TO 10 CHARACTERS):" Type your name, in lower case letters, then depress [RETURN].
5. Then you see "ENTER COMMENT (25 CHAR'S MAX., RETURN TO SKIP:" Type the following "First document saved" then press [RETURN].
6. The message "ENTER PASSWORD (8 CHAR'S MAX., RETURN TO SKIP:" Don't type anything, just press [RETURN]. (You will learn about this later.)
7. Notice that the title "MYOWN" and your name appeared in the status line at the bottom of the screen. Notice that they are both in capital letters, even though you typed them in lower case letters.
8. Give the auxiliary command WD (type [W] [D] [RETURN].)
9. The statement "ENTER CURRENT DATE (DD/MM/YY):" appears. Type today's date in the normal way, separating each section by

slashes or dashes. If the date is July 4, 1986, type "7/4/86" or type "7-4-86". Then press [RETURN].

10. After a short pause, the "WD" disappears from the command line. Your document is now stored safely on the disk. Notice that the system is back in the auxiliary command mode.

Points to remember

1. You can type the document title and your name in any combination of upper and lower case letters. The system will convert them all to upper case anyway. However, you should type the comment exactly the way you want it to be - for example, the first letter capitalized and the rest lower case.
2. The system will only ask for the date if you did not already enter it earlier in the same session with Memorite.
3. The above procedure is how you save a document on disk so that you can turn system off or work on another document. It is usually called saving the document, but sometimes it is called writing the document.
4. If you are typing a long document (more than 30 minutes), carry out this simple procedure after the first 30 minutes, then continue working on the document. This protects you from losing most of your work if there is a power outage.
5. If your document is very long, it may take several seconds to save the document. Do not remove the diskette (if your system uses diskettes) until the WD disappears. This is very important.

LESSON 2

DISPLAYING DISK DIRECTORY AND RECALLING A DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>Display Disk Directory</u>	DD (auxiliary command)
2.	<u>Recall document</u>	R (directory command)

Activity

1. Following your dealer's or supervisor's instructions, dismount all floppy diskettes and turn your system off (you can leave the printer on.) Then turn the system on again and remount the floppy diskette(s) in the same positions as before. Get Memorite started in the usual way. Depress [ESC] to get the system into the auxiliary command mode.
2. Give the auxiliary command DD. (Depress [D] [D] [RETURN].)
3. The directory of documents stored on the disk appears on the screen. Notice that the documents are in alphabetic order, for ease of use. The second column, entitled "RE" gives the number of times each document has been revised. Notice that two dates are given -- the date each document was first created and the date it was last revised. The size of the document is simply the number of characters (letters, numbers, and symbols, including spaces) in the document. The column labelled "ST" means "STATUS." This tells you if the document is protected or secure. (You will learn about these later.)
4. Find the document entitled "MYOWN" in the list. Notice that the comment is the same as you entered it and that the date is correct.
5. Depress [DOWN ARROW]. Notice that the lighted square on the left side (also called a "cursor") moves down the list. Press it several times until the cursor reaches the bottom. Try pressing it one more time. Depress [UP ARROW] several times and move the cursor back up the list. Notice the white line at the bottom of the screen and that the document number shown there changes to correspond to the document next to the cursor.
6. Now, use the arrow keys to move the cursor next to "MYOWN."

7. Depress [SPACE]. Read the line which appears at the bottom of the screen. It gives the various single letter commands which you can enter at this particular time. You will learn all of them soon.
8. Depress [R] (which stands for Recall.) Notice that the "R" appears inside the blinking cursor and that the entire line lights up.
9. Depress [DOWN ARROW]. Notice that the Recall command is cancelled and the cursor moves to the next document.
9. Depress [UP ARROW]. Then depress [R] [RETURN]. This time the command takes effect. Notice that after a second or two, the "R" disappears. At that moment, your document is successfully recalled.
10. Depress [ESC]. Notice you are back in the auxiliary command mode and your document is there. Notice that the name of the document, your name, and other information about the document is in the status display.
11. Notice on the second line of the status display it says "TEXT INACTIVE." This means that the document in disk storage is exactly the same as the document in the text area, because you have not done any work on it since recalling it.
12. Depress [ESC] to go into the editing mode. Move the cursor down into the middle of the document. Then depress one letter key, say [A]. Notice immediately that the status display now says "TEXT ACTIVE." This is because you have begun working on the document.

Points to remember

1. Storing a document on disk is like storing a paper document in a file cabinet -- you cannot use it until you retrieve it. When you recall a document from disk, using the procedure in this lesson, it is like taking a document out of a file cabinet and putting it on your desk. It is then ready to be worked on.
2. When a document is stored on disk, we say it is saved in disk storage, or area or in memory. Take note of this terminology because you will hear it very often. Disk storage is like a file cabinet. Text area is like the surface of your desk. You can only work on a document when it is in the text area, but it is only SAFE when it is on the disk.
3. There is a difference between your electronic system and a desk and file cabinet. That is, when you recall a document

from disk storage into the text area, only a "carbon copy" is recalled. This original is still saved in disk storage for safe keeping. In other words, if you recall a document and turn the system off immediately, then turn it on again and recall it again, it will still be available.

4. When you type a new document for the first time, it is only in the text area. If the power goes off then, you will lose your work. But when you save it in disk storage the first time, then it is safe.
5. When the status display says "TEXT INACTIVE" it means the document in the text area is also safely stored on disk. (Either you just saved it, or you just recalled it.) When the status display says "TEXT ACTIVE" it means that the document in the text area is new, or it is different than the version stored on the disk because you have made changes to it. Whenever you see "TEXT ACTIVE," the system is reminding you to save the document on disk before leaving.

LESSON 3

SAVING A REVISION IN DISK STORAGE

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Saving a revision	<u>WD</u> (auxiliary command)

Activity

1. If the document "MYOWN" is not in the text area, go through the procedure of the previous lesson to recall it. Then go into the editing mode and make a small change as described in the previous lesson.
2. Depress [CTRL A] in order to see the status display. Note that it says "TEXT ACTIVE," indicating you have made a revision since you recalled the document from disk storage.
3. Give the auxiliary command WD. (Type [W] [D] [RETURN].) If the system asks you for the date, give it and then press [RETURN]. Notice that the status display now says "TEXT INACTIVE."
4. Get back into editing mode. (Depress [ESC].)

Points to remember

1. Unlike the first time you used the WD command, in Lesson 1, you did not have to use the ID command. This is because the document already had a name and other identifying information.
2. Use the WD command learned in this lesson after you recall a previously written document and work on it further. That is, use the WD command to update the version stored on disk, making it the latest revision. This is called updating.
3. Also, you should use the WD command every half hour or so when you are typing a long document. This puts the work you have done in the last half hour on disk. If there should be a power outage, the most amount of work you can lose is a half hour's worth.
4. You can use the ID command at any time to change the name or any other information of a document which is in the text area. If

you change the name, however, the name of the document will remain the same in disk storage. So if you save the document using the WD command, it will be stored separately on the disk under the new name. You will then have two copies, with different names.

5. Occasionally, while updating a file, you may see the error message "Disk or Directory is Full". When this happens it is necessary to reevaluate your storage requirements. In later lessons certain methods will be discussed which can alleviate this problem. In particular, they will include forms of "Back-up Disc Storage."

LESSON 4

RECALLING A SECOND DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Response to error message	[ESC] or [ESC] [ESC]

Activity

1. If the document "MYOWN" is not in the text area, recall it.
2. As in the previous two lessons, make a small change in the document.
3. Then go into the auxiliary command mode. Make sure that the status display says "TEXT ACTIVE."
4. Now, give the auxiliary command, DD. (Type [D] [D] [RETURN].)
5. After the disk directory appears, move the cursor in the directory down to the document entitled "LETTER."
6. Depress [R] [RETURN]. Notice the resulting error message: "NEW REVISION OF DOCUMENT IN TEXT AREA HAS NOT BEEN SAVED TO DISK."
7. Depress [ESC] [ESC]. This puts the system back into auxiliary command mode. Then give the WD command in order to properly save the revision of "MYOWN." (Type [W] [D] [RETURN].)
8. After the WD disappears from the command line, give the command DD. (Depress [D] [D] [RETURN].)
9. Now move the cursor down to "LETTER" and try to recall it as before. (Depress [R] [RETURN].) When the "R" disappears, return to the auxiliary command mode. (Depress [ESC] once.) Notice that "LETTER" is in the system.

Points to remember

1. In this exercise, we asked you to do something which is deliberately wrong -- recalling a second document before saving the first one you were working on. When you recall a second

document into the text area, any document already in the text area will be replaced by the new one. You can see that the system stops you from recalling the second document until you have saved the first one.

2. After any error message appears, you must always depress [ESC]. This puts the system back the way it was before you made your mistake.
3. If you immediately try again to recall the second document, without saving the first one, the system will allow you to do it. It will only give you the error message once. This allows you to leave the original version on the disk instead of updating it with the changes you made, if you don't like those changes.

LESSON 1

CANCEL NEW TYPING ON LINE

New features

<u>Name</u>	<u>Keys Used</u>
1. Cancel typing	[CTRL Q]

Activity

1. Start up your Memorite system or type an "IM" auxiliary command to clear out your text area.
2. Type a few [RETURN]'s and then one line of text, whatever comes to mind. Move the cursor off this line and observe that what you typed is now fixed in the text area.
3. Now move your cursor to the middle of that line and type "Vector Graphic Computers!". Notice that what you are typing replaces the text which you previously keyed in.
4. Now depress [CTRL Q]. Notice that the second phrase disappears and the original material is restored.

Points to remember

1. You can restore overtyped material by using [CTRL Q] provided you have not moved the cursor off the line.

LESSON 2

SCANNING THROUGH TEXT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Set Scanning to <u>S</u> croll	[CTRL S]
2.	Set Scanning to <u>S</u> creen <u>P</u> age	[CTRL P]
3.	Change Speed of Scrolling	Up and Down Arrow Keys
4.	Stop Scrolling	[ESC]

Activity

1. Recall the document "CONTRACT" from your directory using the "DD" command from the auxiliary command mode.
2. Press the [ESC] ("escape") key one time. Now depress [CTRL P], this sets the paging mode. Start the screen paging through the text by holding the [SHIFT] key down while pressing the [DOWN ARROW] or [UP ARROW] keys. Notice that the screen jumps through the text an entire screen at a time. See that the paging action stops when you release the keys. Using this method, you can flip through your document rapidly.
3. Now depress [CTRL S] to set the scrolling mode. Start the screen scrolling through the text by depressing the [SHIFT] and [DOWN ARROW] key. Notice that the text now scrolls past you rather than jumping past you as it did in the previous exercise. You can change the direction of the scrolling motion by depressing the [SHIFT] and the [UP ARROW] key. Notice that the scrolling motion does not stop when you release the keys. It does stop when you reach either end of the editing area.
4. Now with the text scrolling past you in either direction, press the [ESC] ("escape") key. Notice how the scrolling motion stops immediately.
5. Start the scrolling action again by using the [SHIFT] and the [DOWN or UP ARROW] keys. This time, instead of releasing the arrow, hold it down. Notice that the speed of scrolling slows down significantly after just a few seconds.

Points to remember

1. A screen page is not the same as a printed page.

2. Scanning by screen page is an excellent way to proof read a letter or document.
3. Every time you reinitialize the system or use the "IM" auxiliary command, scanning is reset to scroll.

LESSON 3

MOVING THROUGH TEXT RAPIDLY

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Jump to <u>E</u> nd of Screen	[CTRL E]
2.	Jump to <u>E</u> nd of Text	[CTRL E] [CTRL E]
3.	Jump to <u>B</u> eginning of Screen	[CTRL B]
4.	Jump to <u>B</u> eginning of Text	[CTRL B] [CTRL B]
5.	Save Cursor <u>L</u> ocation	[CTRL L]

Activity

1. Unless you have some text already in your editing area, recall "CONTRACT" using the "DD" command. Now go to the edit mode. Move your cursor with the arrow keys until it is in the middle of the screen. Depress [CTRL E]. Observe that the cursor immediately goes to the lower left hand corner of the screen.
2. Now press [CTRL E] again. The screen will jump and you will find that the cursor has moved one line past the last line of the text. Notice that you can always get to the end of your text by doing two consecutive [CTRL E]'s.
3. Now press [CTRL B]. You will see that the cursor has now jumped to the upper left hand corner of the screen. Note that you can always go to the upper left hand corner ("home") position of your screen with one [CTRL B].
4. Now press [CTRL B] again. The cursor has now returned to the first line of the text, in the left hand corner. You can always get to the start of your text with two consecutive [CTRL B]'s.
5. Now try moving back and forth several times in your text by means of the [CTRL B] and the [CTRL E] commands.
6. Finally, position your cursor in the middle of your text area, down on the second or third page. Notice where you are and depress [CTRL L]. Now go to the end of the text area by means of the [CTRL E] command. Hit the [ESC] key and you will find yourself back where you placed the [CTRL L] marker. You can mark your position in text with [CTRL L], go to any other place

in text and return to your marked position instantly by hitting the [ESC] key.

Points to remember

1. Use [CTRL B] and [CTRL E] to rapidly move to the beginning or the end of your text area.
2. Use [CTRL L] to mark your position in the text area and [ESC] to return to it. This can be done for saving one cursor location at a time.

LESSON 4

TAB FUNCTIONS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>S</u> et <u>T</u> abs	ST /n (auxiliary command)
2.	<u>S</u> et <u>T</u> abs Clear Tabs	[CTRL T]
3.	Display Tab Ruler <u>T</u> AB function	[TAB] key

Activity

1. Recall "LETTER" from your directory and place it in the text area.
2. Go into the edit mode by depressing the [ESC] key once. Depress [CTRL T] twice. See a line extend across the screen. This is the tab ruler and indicates tab positions that have been set.
3. Go into the auxiliary command [CTRL A] mode, type "st 4" and press [RETURN].
4. Now go into the edit mode and look at the tab ruler again. See that there are tabs evenly spaced across the ruler. Depress the [ESC] key and depress the [TAB] key to try them.
5. Go back into the auxiliary command mode and depress "st" [return].
6. Return to the edit mode. Move the cursor to the left edge and look at the tab ruler again. The line should have no vertical markers on it.
7. Now, using your [RIGHT ARROW] key, move your cursor to the right several spaces and depress [CTRL T] once. Move the cursor further to the right using the [RIGHT ARROW] key and depress [CTRL T] several more times as you go.
8. Move the cursor to the left edge of the screen using the [LF] key and depress [CTRL T] twice. Notice that the positions you marked with [CTRL T] now have tabs on them. Try them using

the [TAB] key.

9. Now move the cursor over to one of these marks and press [CTRL T] again. Look at the tab ruler and you will find that the tab has been cleared. You can use the [CTRL T] command to set and clear tabs.
10. Save "LETTER" with the "WD" auxiliary command.
11. Clear the system by using the "IM" command. Use the [TAB] key. Notice that no tabs are set.
12. Recall "LETTER" from the directory again. Go into the edit mode.
13. Use the [TAB] key. Notice how the TAB stops which were saved with the document are now back.

Points to remember

1. You can set an even row of tabs across the screen with the ST /N auxiliary command (N means any number.)
2. You can clear out your tabs using the ST command.
3. You can set, clear and view tabs using the [CTRL T] command.
4. Tab stops are stored with each document. This enables you to set up tabs needed for special layouts within a particular document and save them automatically with that document. Each time you recall that document, the same tab settings will be in effect. This means that you only have to set tabs the first time you work on a particular document.

LESSON 5

COPY OR REMOVE SECTIONS OF TEXT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>C</u> o <u>p</u> y <u>S</u> ection Command	CS /n (auxiliary command) n=number of times
2.	<u>R</u> emove <u>S</u> ection Command	RS (auxiliary command)
3.	<u>S</u> ection <u>D</u> elimiter Command	[DEL] ["]

Activity

1. Recall the practice document "CONTRACT" from the directory area.
2. Delimit (mark off) the first paragraph using the [DEL] ["] command at the beginning and the end.
3. Move the cursor to the end of the document by using the [CTRL E] command twice.
4. Get into the auxiliary command [CTRL A] mode and input "CS" [RETURN]. The program will ask you a question: "REMOVE SOURCE SECTION?(Y/N):". Respond by typing "N" [RETURN]. It will then ask: "REMOVE SECTION DELIMITERS?(Y/N):". Type "N" [RETURN]. Notice that the program inserts the marked off section into the text area beginning at where the cursor was placed. You can place the cursor anywhere within the text area.
5. Now go into the auxiliary command mode and type "CS 2" [RETURN]. Notice that the first paragraph is copied two more times at the end of the document.
6. Now, again from the auxiliary command mode, type "RS". Notice that the first paragraph has now been removed.
7. See the "HA C" Reference Screen for additional information.

Points to remember

1. You have the choice of leaving or erasing the source section with the Copy Section command.

2. Remove the section delimiters if you are not going to use them immediately.
3. Notice how the Copy Section command prompts you for choices. Notice speed of operation.

LESSON 6

FIND AND REPLACE ITEM

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>F</u> ind <u>I</u> tem	FI (auxiliary command)

Activity

1. Recall the practice text "CONTRACT" from the directory.
2. Go into the auxiliary command [CTRL A] mode and enter FI [return].
3. See "ENTER SEARCH ITEM:" at the bottom of the screen. Enter "buyer"
4. See "ENTER REPLACEMENT OPTION:" and just hit [return].
5. See at the bottom of the screen a flashing bar with the following:
NOTE: [CTRL F]=SEARCH FORWARD, [CTRL G]=SEARCH BACKWARD, [CTRL C]=SUBSTITUTE
There is an additional command available, not mentioned. Use [CTRL N] to display the bar when in the edit mode.
6. Search through the text by using [CTRL F] and [CTRL G].
7. Use the [ESC] key and do the FI command again. This time type "xxxx" when the program asks for a replacement item. You will see the text area change as the replacements are made and there will be a message displayed on the bottom: "SEARCH ITEM FOUND AND REPLACED xx TIMES.
8. For additional information see the HA F reference (help) screen.

Points to remember

1. This command can be use to go to a particular spot in memory.
2. This command can also be used to replace items automatically or one at a time using the [CTRL F] and the [CTRL C] commands.

LESSON 1

CENTERING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>DEL</u> key	[DEL]
2.	<u>Center</u>	[DEL][C]

Activity

1. Go into the directory by using the "DD" command while in the auxiliary command mode. Recall "SAMPLE" by placing the cursor next to the title and depressing "R" [RETURN]. Print a copy if you don't already have one.
2. Notice the word SAMPLE is centered. But on the screen it is on the left edge preceded by a C and B. These two letters are shown in a reverse video image. (Black letter on a white background)
3. To do this yourself, move the cursor to "Some of the features are:". Press [DEL]. Note the cursor flashing rapidly. Press it again to turn it off (see it flashing at the normal rate) and again to turn it on. Now put a [DEL][C] there. Note that the [DEL][C] is an auto insert function, that is, you do not have to go into the insert [CTRL V] mode in order to put it into text already typed. Now move cursor to the top of the document and print it again.
4. Notice what happened. The phrase "Some of the features are:" is now centered.

Points to remember

1. Embedded commands do not function until printed.
2. The Center command centers relative to the margins that are set on MRR and MRL commands. You'll learn more about that later.
3. Notice that the [DEL] key produces rapid flashing of cursor underline or arrow (if in insert mode.).
4. [DEL] key automatically produces the space needed to insert commands. It also causes the next character to be placed in the

text in reverse video.

5. You can hit the [ESC] key to cancel a DEL.
6. Notice the P at the end of the text. It is responsible for causing the printer to advance, to "push" your page "out", so you don't have to use the PA command.

LESSON 2

UNDERLINING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Underlining	[DEL][U]
2.	Double Underlining	[DEL][V]

Activity

1. Type a line. Underline a word by surrounding it with U's. Print it.
2. Type a short paragraph and underline all of it by typing a [DEL][U] at the beginning of it and a [RETURN] at the end. Follow it with another short line that is not underlined. Print them both. Notice that no closing U needed).
3. Type an underlined blank area . Print it.
4. Try a double underlined word if you have an appropriate printwheel. (An appropriate printwheel is one which has a double underline as the last character [or 7F] position on the chart.) Print it and then do a "PA" command from the auxiliary command mode.

Points to remember

1. Automatic insert like other [DEL] key commands.
2. No closing [DEL][U] command needed with [RETURN].

LESSON 3

BOLDFACING AND EXTRA STRIKING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>B</u> oldface Command	[DEL][B]
2.	<u>E</u> xtra Strike	[DEL][E]

Activity

1. Recall "SAMPLE" from the directory if not on the screen. Go into the edit mode.
2. Notice the B at the beginning of lines that are boldfaced and the E at the beginning and end of the extra strike line. Notice that the RETURN arrow (on the extreme right edge of the screen) turns off boldface but that a second E is needed to turn off overstrike.
3. Using the arrow keys, go to the sentence beginning with "Suggested hyphen" and insert a B ([DEL][B]) at both ends of the phrase. Notice once again the auto insert feature of the [DEL] key.
4. Space down to the sentence which begins with "Non-breaking spaces" and place an E ([DEL] [E]) at the start of "Non".
5. Print the document. Notice that the phrase "Suggested hyphen" is boldfaced. The material beginning with "Non breaking spaces" and everything following are heavier but not boldfaced.

Points to remember

1. Use of the Boldface and Extra strike commands switch the commands on and off.
2. A carriage return will turn the Boldface command off but not the Extra strike command.
3. Use the Extra strike command to make a whole document or section crisper. It is not turned off until a second [DEL][E] is reached.

4. **Boldface has precedence over Extra strike. Both cannot be done at the same time.**

LESSON 4

INDENTING

New features

<u>Name</u>	<u>Keys Used</u>
1. Multiple Left Margin Indents	[DEL][n] (n=1 to 10)
2. Indentation Line	[DEL][1] (5 10 15 20 25 30)
3. Indentation Change	
4. <u>D</u> isplay <u>I</u> ndents	DI (auxiliary command)

Activity

1. Go into the directory mode (DD from the auxiliary command mode) and recall the document "SAMPLE".
2. Notice the indentation line and the indent characters. The indent characters are reverse video numbers 0-9. Notice the 1 next to "boldfacing of Text." Notice 2 next to "Margin #2" and 3 and 4 next to the next two lines.
3. Change the first occurrence to [DEL][2] by depressing the [DEL] key and then the [2] key. Notice that since [DEL] functions automatically insert rather than replace, the 1 just moves over. Remove it with the delete command [CTRL D]. Now print the document and observe what happens.
4. Now change the second indent margin value to 18 and print the document again and notice the changes.
5. Print it again a third time and this time, observe the Display of Indents on the last line and how the asterisk jumps from value to value to tell you the current indent margin. After you are done printing, type a "DI" from the auxiliary command mode. Notice that the line of indent margin settings return to the bottom line of the screen.
6. Access the Help with Formating Indents help screen by depressing "HF I" from the auxiliary command mode. Read this material.

Points to remember

1. You can change the indentation of a particular line one of two ways:

- a. You can change the actual command from [DEL][3] to [DEL][4], for example or b. You can change the indentation line.
2. An indentation line need not be complete. However, any time you wish to change any indent, you must restate all the ones you want to use. If you redeclare the first indent, for example, you must also redeclare all those which follow or their values will be changed to zero.
 3. The value for [DEL][0] is always 0 (the left margin), it cannot be changed.
 4. All margin values are expressed in 1/10 of an inch. Thus, MRR 10 means a right margin of 1 inch.
 5. The indent value is added to the left margin setting (MRL).
 6. The numbers within the indentation line are distances expressed in 1/10ths of an inch that are added to the left margin setting.

LESSON 5

ASCEND, DESCEND AND OVERSTRIKE

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>A</u> scend	[DEL][A]
2.	<u>D</u> escend	[DEL][D]
3.	<u>O</u> verstrike	[DEL][O]

Activity

1. Recall "SAMPLE" from the directory if it is not in your text area. Take out your printed copy of it.
2. Notice the line "Text can Ascend and Descend near the end.
Observe the use of A and D to shift printing up and down by 1/4 line. Type another [DEL][A] in front of "within" and another [DEL][D] before "text".
3. Notice the line "Special effects..." and the use of the O to cause printing on top of the previous letter. Insert three more [DEL][O] commands and hyphens in the word strikeout, after the letters "o", "u" and "t". Now print the document and see the results.

Points to remember

1. Interesting effects can be obtained using the Ascend, Descend and Overstrike commands.
2. If you are using a tractor feed mechanism on your printer, you may have to disengage it and use the friction roller to get your text to come out right.

LESSON 6**PAGE BREAKS AND PAGE STOPS****New features**

	<u>Name</u>	<u>Keys Used</u>
1.	<u>P</u> age Breaks	[DEL][P]

Activity

1. Recall "SAMPLE" from the directory. Look at the end of the document. A reverse video P causes the program to advance the paper to the top of the next page.
2. Put a [DEL][P] in the middle of SAMPLE, right before the words "Suggested-hyphen". Do this by placing the cursor right before the "S" and typing [DEL][P].
3. Now print it using the "PT" auxiliary command.
4. Notice how the printing stops after "pushing" the end of the page out.
5. Load another sheet of paper. Press the space bar and the program prints the second page.
6. Notice how the page number goes up to 2.

Points to remember

1. [DEL][P] causes a page break to occur wherever it is placed.
2. Use the [SPACE BAR] to start printing on the next sheet.

LESSON 7

AUTOMATIC PAGE BREAKS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	None	

Activity

1. Recall "CONTRACT" from the directory into your text area. When you try to do this, you may get a "NEW REVISION OF DOCUMENT IN TEXT AREA HAS NOT BEEN SAVED" error message. Since you not want to save the practice material from the last lesson, hit the [ESC] key and recall it again. Notice on the second attempt the system lets you recall another document.
2. Now print "CONTRACT" using the [SPACE BAR] to run each page after loading the sheet. Notice that the system decides itself where to break the pages.
3. Put some page breaks [DEL][P]'s where you want to and print the document again. Notice how you can override the automatic page breaking action.

Points to remember

1. The system sets its own page breaks based upon the margin setting.
2. You can override these automatic page breaks by inserting a [DEL][P] at the point where you want to force the page to end.

LESSON 8

DETAIL LINES ON MULTIPLE PAGE DOCUMENTS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Header Detail line	[DEL][H]
2.	Trailer Detail line	[DEL][T]
3.	Detail Marker	[DEL][']
4.	Page Marker	[DEL][#]

Activity

1. Recall "SAMPLE" into the text area.
2. Put a [DEL][P] in the text just before the words "Suggested-hyphen" as you did in a previous lesson. If you didn't save your copy of the document in two pages, print it out again at this time.
3. Now compare the detail lines on the top of the screen and how they appear on the two printed pages.
5. Now, go into the auxiliary command mode and look at the Help for Format-Detail Reference screen by using the "HF D" command.
6. Note that the letters and numbers in the detail lines have the following functions:

[DEL][H] or [T]n v h p [DEL]['] text [RETURN]

Where H or T is for Header or Trailer.
 n is the number of that specific detail line from 1-10.
 v is the vertical position from the top if a header or from the bottom if a trailer in 1/10" increments.
 h is the horizontal position: [L]eft, [R]ight or [] center.
 p is the page placement: [O]dd, [E]ven or [] all pages.

7. Now go back into the edit mode. Find Trailer detail line number 6. It starts with T 6 10 Change the 10 to a 5 so the line looks like T 6 5..... Print the page and notice that the line containing the page number in the bottom center of the page is now lined up with all the other bottom lines.

8. Now move the cursor to the line just below the P, the page break symbol. Depress [CTRL O] to open up a new line. Type [DEL][T] [6][] [1][0] [DEL]['] "CENTER PAGE #" [RETURN]. Print both pages again. Notice that you can redefine any detail line on a subsequent page. You can even cancel a detail line in a later page by just typing the first two characters of the line followed by a [RETURN]. The detail line will be cancelled from that point onward.
9. Now make the following changes:

Make the Right Header print only on even pages
the Left Header print only on odd pages
the Right Trailer print only on odd pages and
the Left Trailer print only on even pages

Here's the key:

```
H1 5 L O 'LEFT HEADER 1/2" DOWN
H2 5 R E 'RIGHT HEADER 1/2" DOWN
H3 10 'CENTERED HEADER 1" DOWN
T9 5 L E 'LEFT TRAILER 1/2" DOWN
T7 5 R O 'RIGHT TRAILER 1/2" DOWN
T6 10 'CENTER PAGE #
```

10. Now print both pages and observe the changes in the header and trailers.

Points to remember

1. You can make the detail lines as fancy or as simple as you want.
2. Detail lines may be as long as the page is wide. Any excess material will be cut off automatically.
3. It is not necessary to have a space allocated for the h or p portions of the detail line. When these areas are left blank the appropriate line placement (default value) is typed.

LESSON 9

BREAKING WORDS AND NON-BREAKING SPACES

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Suggested hyphen	[DEL][-]
2.	Non-break space	[DEL][SPACEBAR]

Activity

1. Initialize Memorite using the "IM" auxiliary command. Go into the edit mode. At the top of the screen type [DEL][L] MRR 40 [RETURN] to set the right margin at 4 inches.
2. Type "A long word needing a hyphen is 'antidis[DEL][-]establish[DEL][-]mentarianism.'" [RETURN].
3. Type "Herr[DEL][]General[DEL][]Heinrich[DEL][]Alfred[DEL][]Hermann[DEL][]Walther[DEL][]von[DEL][]Brauchitsch was born in 1881."
4. Place a [DEL][P] at the end of the second sentence and print the page using the "PT" auxiliary command.
5. Notice that the hyphenation was used and that the non breaking spaces cause the name to be printed as one line.
6. Now change the LMRR 40 line to LMRR 10 and print the page again. Notice that the hyphenation disappears.

Points to remember

1. Suggested hyphenation on long words will give the printer more choices in typing a good looking line.
2. Non break spaces keep words together on the same line.

LESSON 10

INITIALIZING PRINTER

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>I</u> nitialize <u>P</u> rinter	IP (auxiliary command)

Activity

1. This command will only apply to you if your printer has a separate ON/OFF switch. If your printer turns on when the computer is turned on, you will probably never use this command.
2. If your printer has an ON/OFF switch, turn your printer off, then on.
3. Go into the auxiliary command mode. Type "IP" [RETURN]. Note the sound that the printer makes when it initializes.
4. Roll a sheet of paper into the printer and line it up at the usual place.
5. Look at the "HA I" reference screen.

Points to remember

1. The "IP" command tells the printer that Memorite is connected to it. It also sets all of the format settings back to their default values, just as "CLR" at the beginning of a document does.
2. If you turn your printer on after Memorite is initialized, the printer will have to be initialized by this command. If you forget to do this, you will be reminded by a message flashing at the bottom of your screen.
3. One of the things "IP" does is to tell the printer that the paper is rolled to the top of a sheet. Therefore, just before or after you use "IP", adjust the paper to the proper position.

LESSON 11

STOPPING THE PRINTER MANUALLY

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Stopping Printer Temporarily	[SPACE BAR]
2.	Cancelling Print Out	[ESC]

Activity

1. Recall the document "SAMPLE" from the document directory.
2. Begin printing the document using the "PT" command.
3. Stop the printing temporarily several times by depressing the [Space Bar] and watching the printer halt as it finishes the current line. See the flashing message on the bottom of the screen: "PRINTING PAUSED BY USER". Press the [SPACE BAR] again to make the printer resume printing.
4. When the document is finished printing for the first time, begin printing the document again. But this time, instead of depressing the [SPACE BAR] and halting temporarily, wait until the document is halfway printed out and hit the [ESC] key and observe that the printer stops at the end of the next line. There is no recovery from this command, that is, you cannot start again where you left off automatically. Note also that the page is now rolled halfway into the printer.
5. Now use the "PA" auxiliary command to reset the printer to the top of the page. Do not roll it through by hand. This will confuse the system. Use the "PA" command so the computer and printer are counting the same number of lines. Also do not use the Top of Form button on the printer as this will reset the top of form setting halfway through your sheet of paper.

Points to remember

1. The printer can be stopped temporarily by using the [SPACE BAR] (to answer the phone, for example).
2. The print function can be stopped permanently by hitting the [ESC] key.

LESSON 12

STOPPING THE PRINTER AUTOMATICALLY

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Stop Temporarily	[DEL][S]
2.	<u>Quit</u> Printing	[DEL][Q]

Activity

1. Go into the document directory and re Name Keys Used

1. Remark [DEL] [R]

Activity

1. Recall "SAMPLE" and print it if you do not have a copy from previous lessons.
2. Go to the edit mode and look at the document. Notice there are several lines in it preceded with a black-on-white "R". Notice that these lines do not print when the document is printed.

Points to remember

1. Non-printing remark lines are strictly for the user's convenience. They do not take up any space in the printed version.

LESSON 13

RIGHT MARGIN JUSTIFICATION

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>E</u> n <u>a</u> b <u>l</u> e <u>J</u> ustify <u>T</u> ext	EJT (layout command)
2.	<u>D</u> is <u>a</u> bl <u>e</u> <u>J</u> ustify <u>T</u> ext	DJT (layout command)

Activity

1. Recall "SAMPLE" from the document directory. Notice the "EJT" command in the layout line at the beginning. This causes the printed right margin to be evenly lined up, as opposed to "ragged right."
2. Put the cursor on the "N" in "Non-breaking spaces" and type [DEL][L]. Notice how the line opens up. Then type "DJT" [RETURN]. Move the cursor to the beginning of the text and print it. Notice how the "Non-breaking spaces" paragraph is no longer justified on the right edge.
3. Move the cursor to the top of the text and delete (using [CTRL D]) the "EJT" on the first layout line. Now reprint. Notice there is no justification on the entire document.
4. Bring up the reference screen for layout format using the "HF L" auxiliary command. The EJT and DJT commands are listed on the second page. (Press [DOWN ARROW] once to get to it.)

Points to remember

1. Unless specified in a layout line, printing will not be justified.
2. Right justification can be turned on and off during the printing of a text from embedded EJT or DJT commands.

LESSON 14

CHANGING THE NEXT PAGE NUMBER

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Page <u>NUMBER</u>	NUM (layout command)

Activity

1. Recall the document "SAMPLE" into your text area.
2. Insert 2 page breaks ([DEL][P]'s) in the text, one just above "Suggested Hyphen" and one just above "Non-Breaking Spaces".
3. Find the detail line that reads "T6 10 'CENTER PAGE # of 2" and move the cursor to the "C" of Center and type "SECTION 1 - PAGE [DEL][#] [RETURN]). It should read "T6 10'SECTION 1 - PAGE #.
4. Move the cursor to the 2 before "non-breaking spaces" (just below the second page break) and type [DEL][L] NUM 1 [RETURN].
5. Just below this, insert a detail line that reads T6 10'SECTION 2 - PAGE #.
6. Now print the text. It will consist of 3 pages. Press the [SPACE BAR] when it stops at the end of each page to continue to the next. Observe the numbering on the pages.
7. Look at the Help Reference pages for Format Layout by using the "HF L" auxiliary command.

Points to remember

1. This is how to start numbering over in the middle of a document if you want to begin a new section.
2. You can also use it to skip a page number (or numbers) if you want to insert the missing page(s) later. This is handy if you want to include drawings or charts in your final copy.
3. Notice the section and page numbers at the bottom of each page.

LESSON 15

LINE SPACING AND CHARACTER SPACING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	SPacing for <u>C</u> haracters	SPC (layout command)
2.	<u>S</u> Pacing for <u>L</u> ines	SPL (layout command)

Activity

1. Recall "SAMPLE" from the directory and print out a copy.
2. Notice that the spacing between characters of the title "SAMPLE" and the following line are more than double the normal character spacing, but the rest of the document looks normal. Look at this area on the screen to see how this is done. Below the line that reads "SET CHARACTER SPACING..." find the line "LSPC 8. This sets the spacing between characters at 8/120's of an inch. Normal character spacing is 3/120's of an inch. Look down a few lines on the screen and find the layout line "LSPC 3". Here the character spacing is set back to normal.
3. Move the cursor down to the first character of the line "Suggested Hyphen..." and depress DEL L. Notice how a line opens up automatically. Change the character spacing to 2/120's of an inch by typing "SPC 2" [RETURN] after the L. Then move the cursor to the beginning of the document and print it again to see the effect.
4. Now notice that in the printed copy, there is a space between the first two title lines, but there are no blank lines on the screen between the first two title lines. The space in the printed copy is caused by the layout line command SPL 3, which means 3 lines to the inch, above "SAMPLE". The normal spacing is 6 lines per inch and the "SPL 3" command reduces it to 3 lines per inch. Try changing line spacing to 4 lines per inch ("SPL 4") and reprint the document. Then eliminate the SPL layout line altogether (using the [CTRL K] command) and reprint the document to see that the entire document is normally spaced.

Points to remember

1. Normal character spacing (SPC) is 3.
2. Normal line spacing is 6 lines per inch.

LESSON 16

VECTOR SHEET FEEDER (BDT 140) OPERATION

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>E</u> nable <u>S</u> heet <u>F</u> eeder	ESF (layout command)
2.	<u>D</u> isable <u>S</u> heet <u>F</u> eeder	DSF (layout command)

Activity

Skip this section if you do not have a Vector Sheet Feeder.

1. Mount the sheet feeder on the printer as instructed by your dealer or supervisor and load a stack of paper into the sheet feeder. Note: paper cartridge must be pushed back enough to click into place after being inserted into the feeder.
2. Go into the auxiliary command mode and type the command "SL ESF". This will be explained in the Advanced Printing Section.
3. Now type a "PA" (Paper Advance) auxiliary command. Watch the pages feed into place.
4. Recall a fresh copy of "SAMPLE" into your editing area. Put an "ESF" command at the end of the initial layout line. Now print the entire text. Watch how the next sheet feeds in automatically.
5. Delete the P at the end of the document. Print it again.
6. Notice that the next sheet did not feed in. Be sure to push the pages out with the [DEL][P] command at the end of any text being used with sheet feeder. The "PA" auxiliary command can also be used to do this manually.
7. Find the ESF and DSF layout commands in the Help Reference for Layout Format. Use the "HF L" auxiliary command.

Points to remember

1. Every document printed with the sheet feeder must begin with a layout statement containing ESF. (You can make this permanent so that it is no longer necessary to type it. See the Advanced Disk Section.)
2. There has to be a P at the end of a document in order to feed in the next sheet.

LESSON 17

CONTINUOUS PRINTING PAPER FORMS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>D</u> isable <u>P</u> age <u>S</u> top	DPS (layout command)
2.	<u>E</u> nable <u>P</u> age <u>S</u> top	EPS (layout command)

Activity

Skip this lesson if you do not have continuous form (fan-fold) type paper or are not using an automatic sheet feeder.

1. Begin with either the continuous form paper loaded in the printer or the sheet feeder set up and loaded with paper. If you don't know how to do this yet, contact your dealer or supervisor.
2. Recall the document "SAMPLE" from the disk into your edit area.
3. As taught in previous lessons, the printer will stop after completing each page; and depressing the spacebar will begin the next page. Since there is no need for this with continuous paper or a sheet feeder, you can enable your system to print without stopping.
4. Move the cursor to the end of the layout line at the top of the page and add DPS to the end (leaving a space between). Now put several page break characters [CTRL P]'s at various places in the text. (Move the cursor where desired and depress [DEL][P]. Now print the document and notice that the printer prints each page without stopping.
5. Move the cursor to the second-to-last P and type the layout line L EPS then print the document again. Notice that printing occurs automatically until the last page.
6. Find the EPS and DPS layout commands in the Help Reference for Layout Format. Use the "HF L" auxiliary command.

Points to remember

1. The EPS command enables page stop after each page until it has been disabled by a DPS command.
2. Use the "DPS" command in a layout line to cancel the effect of an earlier "EPS".

LESSON 18

PAGE WIDTH AND LENGTH

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>Pa</u> <u>Ge</u> <u>W</u> <u>id</u> <u>th</u>	PGW (layout command)
2.	<u>Pa</u> <u>Ge</u> <u>L</u> <u>en</u> <u>g</u> <u>th</u>	PGL (layout command)

Activity

1. Go into the auxiliary command mode and type a "DL" (display layouts) command.
2. Notice the settings for "PGW" and "PGL" in the lower right hand corner of the status line.
3. You can change these settings by putting new "PGL" and "PGW" commands followed by the new dimensions desired (expressed in 1/10's of inches.)
4. Recall "SAMPLE" again. Make the following additions at the end of the top layout line: "PGL 100 PGW 70."
5. Print the document and observe the changes. The program assumes it is typing on smaller paper and changes the print area accordingly but notice how the margins and indents remain the same.

Points to remember

1. All print positioning in Memorite III is done with respect to the page length and width. For example, if the same text is printed on a wider page, then more text will print on each line, so that the margins turn out the same.
2. The normal ("default") page size is 8 1/2 by 11 inches.

LESSON 19
POSITION COMMAND

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>POS</u> ition	POS (layout command)

Activity

1. Recall "LETTER" from the directory and print it.
2. Notice that it is printed too high on the page so type the following on the top line [DEL][L] "CLR POS 20".
3. Move the cursor to the top left hand corner of the screen and print the text.
4. Observe that the printer skips down 2 inches before it starts to print.

Points to remember

1. It's easier than filling in blank lines.
2. The position number is expressed in 1/10's of an inch.
3. The "POS" command may be used at any place in a document, not just the first layout line. However, it should be remembered that the measurements used in this command are absolute and don't reflect the distance from a "set margin".

LESSON 1

BACK UP AND FORMATTING DISKS

Points to remember

1. Your dealer or supervisor will teach you how to back up and format disks for your particular system.
2. Always back up every diskette. How often? The answer is how many hours of work can you afford to lose?
3. Always have at least two formatted disks on hand, particularly for these exercises.

LESSON 2

APPEND DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>A</u> ppend Command	A (directory command)

Activity

1. Recall the practice file "CONTRACT" from your directory.
2. Press the [ESC] key two times and look at the document in the text area. Look particularly at the end of the text using the [CTRL E] command twice.
3. Go back into the directory mode using the "DD" auxiliary command. Move the cursor down until it is over the document titled "LETTER". Depress the "A" key and notice how it is entered at the left of the flashing bar. Now depress the "R" key and notice how the display letter changes from A to R. Now depress the "A" key again followed by the [RETURN] key. Note that while in the directory mode, commands are not executed until the [RETURN] key is pressed.
5. Move the cursor down to "SAMPLE" and append that to the text.
6. Move the cursor now to "MYLETTER" and append that to the text.
7. Now, depress the [ESC] key twice to get into the editing mode and examine the text in the text area. Scroll through it and observe that all the documents which you have appended are there, in the order in which you appended them.

Points to remember

1. Use the Append command to combine documents or to build a document from segments written at different times or by different people.

LESSON 3

INSERT DOCUMENT

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>I</u> nsert Document	I (directory command)

Activity

1. Recall the practice document "CONTRACT" from the document directory to bring it into the edit area. Depress the [ESC] key twice to get to the edit mode.
2. Move the cursor to the middle of the first page to "WAREN".
3. Go back into the directory mode using the "DD" command from the auxiliary command mode. After the directory displays, move the cursor down to the title "NUMJUST" and depress the "I" key followed by [RETURN]. Go into the edit mode.
4. Look at the document in the text area. Notice how "NUMJUST" was inserted beginning at the cursor location.

Points to remember

1. The Insert command operates much the same way as the Append command, except it inserts the second document at the cursor position rather than at the end of the text.

LESSON 4

DOCUMENT ERASE COMMAND

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>E</u> rase Command	E (directory command)

Activity

1. Create a new document by means of the ID command. Call it "TEST".
2. Type some text, it doesn't matter what.
3. Write the document to disk using the WD auxiliary command.
4. Now go to the directory using the "DD" command.
5. Observe the newly created title "TEST" on the disk.
6. Depress the [ESC] key to get back into the auxiliary command mode and type "IM" to initialize Memorite and clear working memory.
7. Press any key to get into the auxiliary command mode and type a "DD" to display the directory. Move the cursor down over "TEST" and press "E" followed by a [RETURN].
8. The program will question you "CONFIRMING ERASURE OF SELECTED DOCUMENT?(Y/N):". Type "Y" and the document will be removed from the directory and the disk.

Points to remember

1. Notice that the program double checks to make sure you really want to erase the document.
2. Even if you erase the document, a backup copy of it may be on the disk.

LESSON 5

SET DISK DRIVES

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>S</u> et <u>D</u> rive	SD (auxiliary command)

Activity

1. Obtain a second Memorite diskette from your dealer or supervisor. Start up your Memorite diskette in the normal way and recall a document from the directory.
2. Now switch disks. Take out the first disk and mount the second in the same drive. Now go into the auxiliary command [CTRL A] mode and type "WD" [RETURN].
3. Notice what happens. A message flashes on the bottom line "DISK IS READ ONLY". Now hit the [ESC] key.
4. From the auxiliary command mode type "SD" [RETURN]. This sets the program to allow for a change of disk. Now repeat the "WD" [RETURN] command. Observe that the document is successfully placed on the second. See that the status line changes from text active to text inactive.
5. Now put your original disk back in and without typing the Set Drive command, look at the document directory with the "DD" command. Observe that the command works.

Points to remember

1. If you switch disks, you must perform an "SD" auxiliary command before you can write a document on it.
2. Always perform an "SD" command when switching disks.

LESSON 1

ADVANCED FIND OPTIONS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>F</u> ind and <u>P</u> ause	FI P (auxiliary command)
2.	<u>F</u> ind and <u>R</u> epeat	FI R (auxiliary command)
3.	<u>F</u> ind from <u>C</u> ursor	FI C (auxiliary command)
4.	<u>F</u> ind and <u>T</u> ranslate	FI T (auxiliary command)

Activity

1. Recall one of the documents you have been using for practice.
2. First try the Find and Pause command by typing "FI P" while in the auxiliary command mode. Notice that like the simple Find command (which you practiced on in the intermediate section) it asks for a search item (input "the") and a replacement item (input "xxx"). If the search item is not in the document in the typing area then "SEARCH ITEM NOT FOUND" will be displayed in the flashing line on the bottom. If the item does exist in the typing area, directions will be displayed in the flashing line at the bottom. (Note that these instructions disappear when you begin the actual editing. They can be recalled at any time by depressing [CTRL N]). Try using this command by depressing [CTRL F]. The cursor will stop at the first occurrence of the word "the". You have three options at this point, you can replace the word (with our "xxx" replacement item) by depressing [CTRL C], or continue forward or backwards using [CTRL F] or [CTRL G] respectively. Replace at least six of the "the"s.
3. Now try the Find and Repeat command. This is essentially the same as the simple find command as explained in the intermediate section except that it prompts you for the number of times that you wish to replace the item and will only replace that many though it will replace a lesser number if only that many of them are found. Depress "FI R" from the auxiliary command mode and answer "xxx" and "yyy" to the first two questions and 5 to the replacement number. The program will then replace 5 of your "xxx"s with "yyy"s.
4. Now try the Find from Cursor command. This is essentially the same as the simple find command except that it searches and replaces all occurrences of a word from the cursor position onwards to the end of the document. Move the cursor down in the document you have been practicing on so that it is below the

first "yyy" you created in the exercise above. Input "FI C" from the auxiliary command mode and enter "yyy" for the search item and "zzz" for the replacement item. The command will replace the "yyy"s with "zzz"s and will tell you how many times it was replaced. Observe that the first occurrence of the search item was left unchanged.

5. Now for the Find and Translate command. This command finds and replaces words according to their spelling, not to how they are displayed (upper case, lower case, initial capitals, etc.). It will replace the found word with the replacement word and capitalize it exactly as the found word was. You may have noticed on the exercises above that only the lower case "the"s were replaced, the "The"s were left untouched. Recall another document with a lot of "the"s in it. Now go into the auxiliary command mode and input "FI T". It will ask you the same search and replacement questions it has asked you many times before. Input "the" and "aaa" respectively. Replacement items should always be entered in lower case letters. Notice now they when they are replaced, all initial caps are there if they were with the original.

Points To Remember

1. FI R only replaces the number of times specified.
2. FI T replaces irrespective of case.
3. You may use a "wild card" character [DEL][?] in place of any specific character. It will allow any character in that place.

LESSON 2
QUIT TO MONITOR

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>Quit to Monitor</u>	QM (auxiliary command)

Activity

1. First go into the auxiliary command mode and check the status of text. If you have active text that you wish to save, do so now.
2. Type the auxiliary command Quit to Monitor "QM". Notice that the Monitor banner appears. This is the message that you see whenever you turn the computer on for the first time.
3. With your Memorite program diskette in Drive A:, depress the [B] key. If your disk has been configured for auto boot, the Memorite III banner will soon appear. If not, follow your usual start-up procedure.

Points to remember

1. The Quit to Monitor command is the same as turning the system off, then on.

LESSON 3

SETTING UP A MERGE PHRASE LIBRARY

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Merge Phrase Identifier Delimiter	[DEL][*]

Activity

1. If you have the file called LPHRASE on your document diskette, recall it now and take a look at it. This is an example of how a merge phrase library can be set up. Notice the use of the reverse video asterisk to mark off the 1-5 letter identifier. Note that the identifiers are chosen to act as mnemonic aids to remembering what the identifiers stand for. Also see that some of the phrases end with a carriage return mark (on the right hand side of the screen.) and that some of them don't. This allows the latter to be merged in the middle of a paragraph.
2. Now we will create a small phrase library that we will use in the next practice session. Please be aware that you may have several phrase libraries on a disk dedicated to different uses and that they may all be used in conjunction with a working document.
3. Clear out the typing area by using the IM auxiliary command. Next, using the ID command, declare the name of your test phrase library (MPTEST) and go through the rest of the usual procedure. If you have some standard phrases (ie. boilerplate material) that you use in your work, you may wish to input it at this time. If you are going to use your own material in this exercise, chose a 1 to 5 alphanumeric (numbers and letters) identifier that makes sense to you. In the upper left hand corner type a [DEL][*] followed by the 1-5 character identifier. If your identifier is less than five characters long, it must be followed by the delimiter character, a [DEL][']. If your identifier is exactly five characters long, the delimiter is optional. Now type in the desired material immediately following the identifier. If you don't have material of your own you would like to input at this time, input the following:

```
[DEL][*]ART1[DEL][']ARTICLE I-Congress shall make no
law respecting an establishment of religion or prohibiting
the free exercise thereof; or abridging the freedom of
speech or of the press; or the right of the people
peaceably to assemble and to petition the Government for a
redress of grievances.
```

[DEL][*]ART2[DEL][']ARTICLE II-A well-regulated militia being necessary to the security of a free State, the right of the people to bear arms shall not be infringed.

[DEL][*]ART3[DEL][']ARTICLE III-No soldier shall, in time of peace, be quartered in any house without the consent of the owner, nor in time of war, but in a manner to be prescribed by law.

4. Save the document using the WD command. It will be used in the next lesson.

Points To Remember

1. Multiple phrase libraries may be created and used on a single document.
2. A maximum of 100 phrases may be stored in any particular library.

LESSON 4

USING A MERGE PHRASE LIBRARY

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Merge Phrase	MP (auxiliary command)
2.	Insert Phrase	[CTRL F]
3.	Global Replace	[CTRL G]
4.	Phrase Directory	[CTRL C]
5.	View Commands	[CTRL N]

Activity

1. Clear the typing area using the IM command.
2. Now link up our previously created merge phrase library "MPTEST" (or another one if you wish) by the following auxiliary command sequence: "MP MPTTEST" [RETURN].
3. After typing in this command, a flashing banner will appear showing you the following alternatives: Insert Phrase, Global Replace, Phrase Directory or View Directory.
4. View the directory of available phrases by depressing [CTRL C]. Observe that you see the name of the phrases available, the number of times they have been used (in the current session) and the number of characters long they are.
5. Depress the [ESC] key to get back into the edit mode.
6. Type [CTRL N] and see the control commands available.
7. Type the following on the top line of the typing area: "Amendments to the Constitution:".
8. Position the cursor on the second line and type a [CTRL F]. The program will ask "ENTER PHRASE NAME:". Type "ART1" [RETURN]. Notice that the phrase is instantly written on the lines following as soon as you depress [RETURN].
9. Now type the following a few lines down:

"[DEL][+]ART2[DEL]['] [RETURN]" and
 "[DEL][+]ART3[DEL]['] [RETURN]" on the line just

below.

10. Now bring the cursor to the beginning of text and do a [CTRL G] and notice how all the requested phrases are brought in simultaneously.

Points To Remember

1. The Merge Phrase command can be used to bring in a single available phrase at the time the document is created.
2. The Merge Phrase command can be used to bring in all phrases specified in a document at one time.
3. Global search and replace works from cursor position on.
4. Phrases within the library may themselves contain phrase requests, provided that those requests are from the same library.

LESSON 5

SPELLING MODULE

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Run <u>SPELL</u>	SPELL <document name> (CP/M command)
2.	Stop Spell	[CTRL S] (Spell command)
3.	<u>EXit</u> Spell	[CTRL X] (Spell command)

Activity

1. To use the spell you must first exit Memorite and return to CP/M. To do this, use the "QC" auxiliary command.
2. You will know when you are in CP/M when you have a prompt such as "A>" on the screen.
3. If the document is on the same disk that the SPELL file is on, start the spell by typing "SPELL" "<document name>" [RETURN]. If your document is not on the same disk that the SPELL file is on you must prefix the document name with the letter of the drive the document is on separated with a colon. Thus, if the SPELL file is on your Memorite disk in drive A: and your document is called "REPORT" and is on a separate disk which is on drive B: you would start the spell by typing "SPELL B:REPORT".
4. Now for a real test. Quit to CP/M as instructed in 1. above. When you have the "A>" prompt on the screen type "SPELL SAMPLE" [RETURN] You will notice that a white bar appears on the bottom of the screen and that a line which reads "Vector Graphic Spelling Module" will appear directly above it and scroll upwards. You will see the text scroll by and the scrolling will stop when 11 lines have rolled past and you will see the "CLR" blinking on and off from normal to reverse video and back. The program blinks "CLR" because it has not found it in it's list of 30,000 words. (For further information on how the spelling module works and the theory behind its operation, see the appendix.)
5. Since we want to retain CLR and all our other format settings on the layout line, depress [RETURN] to accept it and move on to

the next one. An interesting thing happens when you accept a word. The program stores it in its memory that the word is accepted and won't ask you to look at it again.

6. After the layout format commands, the next word that the program will stop and blink on is "Memorite". This is because proper names and trade names are not part of its vocabulary. Keep hitting the [RETURN] key until you reach the first genuinely misspelled word in the document which is "outling"(sic). To correct this word just type "outlining" and notice that it appears to the left of the white bar on the bottom. Notice that you can use the [BACK SPACE] key to back up and correct an improper entry. When you have typed the word properly to your satisfaction, continue on by depressing the [RETURN] key.
7. You will soon come upon the second misspelled word cleverly hidden in this document "seperated". You can correct it by typing "separated" [RETURN]. When the spelling module finishes and corrects your document on the disk, it will return control back to CP/M.
8. You can cancel the spelling module at any time by depressing [CTRL X]. Your original document will be unaltered.
9. You can stop the spelling module temporarily by depressing [CTRL S]. Hitting any key will make it continue.

Points to remember

1. You can cancel the current session of the spelling module by depressing [CTRL X] and stop it temporarily with [CTRL S].
2. More information about the spelling module is included in the appendix
3. If your document is on a different disk, you will have to precede the document name with the drive prefix followed by a colon.

LESSON 1

SETTING PAGE BREAKS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>S</u> et <u>P</u> age <u>B</u> reaks	SB (auxiliary command)

Activity

1. Recall the document "CONTRACT" from the disk.
2. Make sure the cursor is at the top left-hand corner at the beginning of the document. Go into the auxiliary command mode and give the "SB" command.
3. Watch the bottom of the screen and notice that it tells you "Processing Page 1" then Page 2, then Page 3, and so on until it is finished. Wait for it to finish.
4. When it is finished, go back to the editing mode.
5. Set scanning to the page mode (depress [CTRL] [P]) and scan through the document (by depressing the [SHIFT] and [DOWN ARROW].) Notice that there are black-on-white caret marks scattered throughout the document along the left edge.
6. Print the document without making any changes to it.
7. Notice that each page ends exactly where a caret mark is located in the text. Also notice that the caret marks themselves do not print. They only show on the screen.
8. Move the cursor to the first paragraph you find that is split one half on one page and one half on the next. (Remember that the caret marks tell you where the page breaks are.) Move the cursor to the beginning of the first line of that paragraph. Depress [DEL] [P] to insert a page break at this point.
9. Don't move the cursor. Go to auxiliary command mode and give the "SB" command again.
10. Next, go back to the editing mode and scan through the document again. Notice that after the page break you inserted, the carets are in different locations. This happens because the page break you inserted moved all the text down somewhat.

11. Beginning at the page break you inserted, scan through the document for the next paragraph that is split. Insert another page break at the beginning of that paragraph.
12. Repeat steps 9 to 11 until you have worked all the way through the document.
13. Finally go to auxiliary command mode and print the document again. Notice that the page breaks occur exactly where you wanted them, and no paragraphs are split.

Points to remember

1. The "SB" command is like printing a rough draft in order to tell where the page breaks will be. It makes rough draft printing for this purpose unnecessary. In fact, the first time you printed the document in this lesson was actually not necessary. We only did it for teaching purposes.
2. Normally of course, you do not worry about every paragraph that is split. You will more usually be concerned with section titles that get left alone at the bottom of pages, and paragraphs that are split with only one line on a page and the rest on another page. These situations are called widow lines.
3. The "SB" command starts working at the location of the cursor. If you want to set page breaks from the beginning of the document, you first move the cursor to the top left-hand corner at the beginning (by depressing [CTRL] [B], [CTRL] [B].)

LESSON 2

MANUAL LAYOUT SETTINGS

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>S</u> et <u>L</u> ayout	SL (followed by a layout setting) (auxiliary command)

Activity

1. Recall the document "LETTER" from the disk.
2. Delete the layout line at the top of the letter.
3. Go to the auxiliary command mode and give the command "SL CLR".
4. Print the letter. Notice that it prints out normally.
5. Now, give the auxiliary command "SL MRL 20".
6. Print the letter again. Notice that it prints with a 2-inch left margin, just as if you had put a layout format line with "MRL 20" at the beginning of the letter.
7. Try giving the auxiliary command "SL SPL 4", then print the letter. Notice that the left margin is still 2 inches, and now the line spacing is 4 per inch.
8. Give the auxiliary command "SL CLR" again. Then give the command "SL SPC 6". Print the letter again. Notice that the margin and the line spacing are back to normal (because you did the "SL CLR" command) but now the character spacing is 6/120 instead of the usual 3/120 (the characters are spaced wider apart.)

Points to remember

1. Use the "SL" command to change any of the layout settings, just like putting a layout format line in the document. The main difference is that when you use "SL" the layout settings are not saved with the document. Thus, the next time you recall and print that document, you will have to enter the layout settings again.

2. That is why you should use the "SL" command mainly to experiment with layouts. You can print a document many times with different layouts until you are satisfied. Then you can type the layout you want as a layout format line at the beginning of the document.
3. Notice that the system does remember the layout settings you entered earlier. But they return to the default settings when you give the "SL CLR" command or when you print a document with a "CLR" command in a layout format line. (The "IP" and "IM" commands also do this.)
4. When using this command it is important to realize that only one change can be put on the layout line at a time. If not, the error message "unrecognized or extra item found on line" will appear.

LESSON 3

REPRINTING FROM THE MIDDLE OF A DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	More about <u>S</u> et Page	SB /p (auxiliary command) p=number of printed page
2.	<u>I</u> nitialize <u>T</u> op of Page	IT (auxiliary command)

Activity

1. Recall the document "SAMPLE".
2. Go to the editing mode and move the cursor to the beginning of the line that reads "Non breaking spaces."
3. Depress [DEL] [P] to insert a page break at that spot. You are just creating the second page for the purposes of this lesson, as if the document already had one.

Now, imagine that you had earlier printed this document and you found a mistake on page 2 and corrected it. You don't want to print page 1 again, just page 2. But then, how does the system find out about the layout and indentation information at the beginning of the document? To print just page 2 (and any additional pages, do as follows:

4. Leave the cursor where it is and go into the auxiliary mode. Type SB 2.
5. Give the PT auxiliary command and observe that printing starts at page 2 with all the appropriate layout values of the initial page.
6. Occasionally, when manipulating pages with the the SB command, you may get the paper out of alignment. If this occurs, the paper top can be initialized by utilizing the IT auxiliary command. Unlike the IP (Initialize Printer) command it only affects the specific top of page value. For more information about this command, refer to the IT help screen.

Points to remember

1. As an alternative to using the "SB" command as described in this lesson, you can use the "SL" command (discussed earlier) to set

the layout format the way you want it at a particular spot in a document, then start printing at that spot. But the "SL" command does not effect the indentations, headers, and trailers, and is also more difficult to use if there are a lot of layout changes throughout the document.

LESSON 4

NON-PRINTING REMARKS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>R</u> emark	[DEL] [R]

Activity

1. Recall "SAMPLE" and print it if you do not have a copy from previous lessons.
2. Go to the edit mode and look at the document. Notice there are several lines in it preceded with a black-on-white "R". Notice that these lines do not print when the document is printed.

Points to remember

1. Non-printing remark lines are strictly for the user's convenience. They do not take up any space in the printed version.

LESSON 5

PRINT FROM KEYBOARD

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Print from Keyboard	PK (auxiliary command)
2.	Print from Keyboard with proportional print wheel	PK P (auxiliary command)

Activity

1. Go into the auxiliary command mode. If your printer has a proportional spacing printwheel, give the command "PK P". If your printer has a non-proportional spacing printwheel, or if you want to print non-proportionally with a proportional wheel, give the command "PK".
2. Make sure your printer is on and loaded with a piece of paper. Simply start typing. Notice that every key stroke is immediately printed on the printer. Notice also that the keystrokes appear on the command line. Look at the right edge of the command line. Notice that the character position on the paper (left to right) is displayed, and increases as you type across the page.
3. Use the [RETURN] key. Notice that it functions just like a typewriter carriage return.
4. Use the [LF] key. Notice that it returns the print head to the left edge without spacing down, just like it does with the cursor on the screen.
5. Try the [BACK SPACE] key and the arrow keys. Notice that they do not have any effect. Use [SPACE] to move the cursor to the right.
6. Type across the entire width of the page. Notice how the characters scroll across the bottom of the screen.
7. Depress [ESC] to return to auxiliary command mode.
8. If you had given the "PK P" command, now give the "PK" command. Then type a few lines to see the difference in printing.

Points to remember

1. Use printing from the keyboard to fill out forms or type quick memos on the spot.

LESSON 6

TEMPORARY DISABLING PROPORTIONAL SPACING

Skip this lesson if you do not have proportionally spacing printwheel.

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Disable proportional spacing	[DEL] [[]]
1.	Enable proportional spacing	[DEL] []]

Activity

1. Recall "SAMPLE".
2. Go to the editing mode. Move the cursor to the beginning of the line that reads "Suggested-hyphen..."
3. Depress [DEL] [[]] ([DEL] followed by the bracket key).
4. Move the cursor to the beginning of the line that reads "Non-breaking spaces..."
5. Depress [DEL] []] ([DEL] followed by the bracket key with the [SHIFT] key held down).
6. Move the cursor to the beginning of the document.
7. Print it. Notice that the "Suggested-hyphen..." paragraph is printed in uniform (not proportional) spacing.

Points to remember

1. Use the disable proportional spacing command within a document just before text that you want to be printed with uniform spacing, such as columnar material that is not spaced using multiple indentations. The paragraph used in this lesson is not really a good example of one that calls for disabling proportional spacing.
2. Enable proportional spacing at the end of such a block of text.

LESSON 7

NUMERIC JUSTIFICATION

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Enable Numeric justification	[DEL] [N]

Activity

1. Recall the document "NUMJUST".
2. Print it.
3. Look at the indent settings. Look at the use of the [DEL] [N] character.
4. Notice that there is a second [DEL] [N] character at the end of the numerical data.
5. Notice the use of non-break spaces (produced by [DEL] [SPACE]) to help center the titles over the columns.
6. Now go into the edit mode and remove the second [DEL] [N].
7. Print the document. Observe the results. The system thinks that you want to numerically justify the non-numeric text as well.
7. Put the second [DEL] [N] back in.
8. Change the first number next to "Jones" to "9,999,999.99".
9. Print the document again. Notice that the number is too big to fit in the columnar arrangement, so the rest of the line is moved over.

Points to remember

1. Numeric justification can actually be used on any kind of characters - alphabetic, numeric or mixed.
2. After a numeric justification command within the text, the column positions are defined by the most recent indentation line (a line beginning with [DEL] [I]). Each column is right justified according to the indentations given in the indentation line. The

printer goes to the next column at each space in the line. Unlike normal indentation, black-on-white numbers are not used within the line to go to the next column.

3. To type a phrase that has spaces in it, use the non-break space ([DEL] [SPACE] for the spaces.
4. If the text to print in any one column is larger than the width of the column, the text will be printed in its entirety.
5. The column spacing is very easy to redefine without retyping the text or inserting spaces. Simply change the numbers in the indentation line.

LESSON 8

MULTIPLE COLUMN PRINTING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Roll paper to top of second column	POS (in layout line)

Activity

1. If you are using a tractor feed mechanism or a sheet feeder, remove them from the printer for this lesson.
2. Recall the document "TWOCOL"
3. Print the document.
4. Notice how it prints two columns and that the columns are exactly even at the top.
5. Go into the editing mode and look at the document. Notice the use of "POS" in a layout line twice within the document. "POS" causes the printer to roll exactly to the top of each column.
6. Notice the use of different left and right margin settings within the two layout lines. These settings correspond exactly to the desired left and right margins of each column. Notice that the right margin settings are measured from the right side of the paper and the left margin settings are measured from the left side of the paper.
7. Notice that in the second layout line, the right margin setting comes first. This is very important. Try changing that layout line, putting the "MRL..." BEFORE the "MRR..." in the same line.
8. Then print the document again. Note that the system does not print it, but tells you there is a mistake in the layout line. The mistake is that the left margin setting appears BEFORE the right margin setting in the same line. Normally this is OK, but why not here? Because the system reads the line from left to right. At the moment it reads the new left margin setting, the PREVIOUS right margin setting is still set as it was to print the LEFT-HAND column. The system thinks at that moment that you want the right margin further left than the left margin, an

impossibility of course. So you get an error.

Points to remember

1. Use "POS" and various margin settings to print multiple columns. More than two columns can be printed per page.
2. "POS" must appear in a layout line at the top of EACH column.
3. Since blocks of text to appear in each column are typed one after the other, you can exchange columns (for example, put the contents of the right column on the left side, and vice versa) by simply moving the sections of text on the screen using the "CS" (Copy Section) command.
4. You can easily change the space between the columns, the width of the columns, and the size of the margins by adjusting the margin settings in the layout lines.
5. Remember that in the layout lines for the second and subsequent columns, the "MRR" must come BEFORE the "MRL", or else the system will not accept it. Also, don't forget that this command reflects the absolute distance from the top of the paper. This must be taken into consideration when adjusting the top line of each column.

LESSON 9

FOOTNOTES

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>F</u> ootnote	[DEL] [F] n ls lm rm [DEL] ['] footnote text [DEL] [']

Activity

1. Recall the document "FOOTNOTE".
2. Print it. It is two pages. Notice the footnotes at the bottom of the page, corresponding to the footnote numbers in the text. Notice the line separating the footnotes from the text, and that all the footnote numbers are below the line, as they should be. Notice that the footnotes begin, in this example at number 3 and continue sequentially.
3. Go to the editing mode and look at the text on the screen. Notice that at each footnote location in the text, there is a black-on-white F character followed by a few numbers followed by a ' character, followed by the footnote text, followed by another ' character. These are called footnote declarations.
4. Notice that the first number in the first footnote declaration is 3 and that the first number in the second footnote declaration is a 0. Compare these with the printed footnote numbers (3 and 4).
5. Notice that the three other numbers in the footnote declaration correspond in order with the line spacing of the footnote, the left margin of the footnote, and the right margin of the footnote.
6. Delete all of the numbers following the F in the second footnote.
6. Print the document again. Notice that the line spacing and margins of the footnote are now the same as that of the regular text.

Points to remember

1. Up to 5 footnotes may be used on one page. The F character, produced by depressing [DEL] [F] marks the location in the text of the footnote.

2. Immediately following the [DEL] [F], there are up to 4 numbers, separated by spaces. The first number is the footnote number. It can be as high as 255. If this is omitted or is 0, then the system simply increases the previous number by 1. The second number is the line spacing of the footnote, which can be different than the main body of text. It is measured in the number of lines per inch. If it is omitted, then the same spacing as the main text is used. The third number is the left margin of the footnote. The fourth number is the right margin of the footnote. If they are omitted, then the margins of the footnote are the same as the main body of text. Margins are measured in tenths of an inch, as usual.
3. If you want to include one of those 4 numbers, than you must include all of the numbers that are supposed to be written to the LEFT of the number you want. For example, if you want to specify a left margin for the footnote, then you must also specify a number for the footnote, and a line spacing, but you can omit the right margin. As in the example document, the footnote number can just be 0, which causes the system to increase the actual number by 1 from the previous footnote.
4. After the numbers, if any, type [DEL ['] to produce the black-on-white 'character. Then type the footnote text itself. Finally, close the footnote with another [DEL] [']. You can then continue typing the main body of text.
5. Notice that the Memorite way of handling footnotes allows you to type the footnotes as you think of them, in the body of the text itself. The system takes care of moving them to the bottom of the page automatically.

LESSON 10

LINKING DOCUMENTS TOGETHER WHEN PRINTING

New features

<u>Name</u>	<u>Keys Used</u>
1. <u>G</u> o to Next Document	[DEL] [G] followed by name of next document

Activity

1. Clear the system using an "IM" command.
2. Type a few lines.
3. At the end, type [DEL] [P].
4. Then type [DEL] [G] followed by "letter".
5. Using "ID" give the document a name, and then using "WD" save it on the disk.
6. Now, print the document. Depress [SPACE BAR] after each page. Notice that the document "LETTER" prints out automatically after printing the first page.
7. Repeat the lesson, but omit step 5 (that is, don't save the document on the disk.) Notice that the system does not let you print the document. Depress [ESC] to get back to auxiliary command mode.

Points to remember

1. [DEL] [G] at the end of a document, followed by the name of another document on the disk, causes the second document to be printed automatically after the first.
2. Before printing the first document, you must save it on disk. Otherwise, the system will not allow you to print the first document.

LESSON 11

TOP-FORM AND MANUAL PAPER ROLLING

New features

	<u>Name</u>	<u>Keys Used</u>
1.	None	

Activity

None

Points to remember

1. It is convenient to roll the paper manually or use the Top-Form button on the printer if you are using the tractor feed mechanism with continuous fan-fold paper. You may walk over to the printer to remove your printing, only find that the end of the last page is still in the tractor feed mechanism. Yet we taught you earlier that you must go back to the system and use the "PA" command.
2. In other words, you were taught to never to use the Top-Form or Paper Advance key on your printer, if there is one, nor to manually roll the paper in the printer. However, there is one time when this is allowable. You may do it immediately after the printer has AUTOMATICALLY moved to the top of a sheet, in response to a "PA" command or when it finishes typing a page in the document. In other words, you may do it when the printer is already at the top of a sheet, waiting to type more text. This will usually be true when the printer is stopped.
3. To make sure it is true at the end of documents, end every document with a Page Break character [DEL] [P].
4. You may also roll the paper by hand or use the Paper Advance key on the printer IF the next page you are going to print has a layout line at the very beginning with a "CLR" in it. This is because the "CLR" informs Memorite that the printer is at the top of a page.
5. You should use the "PA" command after you deliberately stop the printing in the middle of a page by depressing [ESC]. Why? Because if you roll the paper by hand or using the Paper Advance key on the printer, Memorite still thinks the printer is

in the middle of a page. When you go to print another page, or reprint the one you were printing before, Memorite will print part of the page and then space down to the top of the next sheet.

LESSON 12

SPECIAL CHARACTERS NOT ON THE KEYBOARD

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Vertical bar	[CTRL U]
2.	Back quote	[CTRL Y]
3.	Back slash	[CTRL [] ([CTRL] with the bracket key)
4.	Tilde	[CTRL]] ([CTRL] and [SHIFT] with the bracket key)
5.	Special	[DEL] [(
6.	Special	[DEL] [)]
7.	Special	[DEL] [{}]
8.	Special	[DEL] [}]

Activity

1. First clear the system with an "IM" command.
2. Try typing the first 6 characters listed above. In other words, in the editing mode, depress [CTRL U], [CTRL Y], [CTRL [] and [CTRL]]. Then depress [DEL] followed by [(] and then [DEL] followed by [)].
3. Notice that the first four generate the characters listed above. The last two generate black-on-white parenthesis.
4. Now print out the text. Notice what you get.
5. If you have an ASCII printwheel, put it on the printer. Then print out the text again. Notice that the first 4 characters print out exactly as they appear on the screen. That is because Memorite uses the so-called "ASCII" characters on the screen. "ASCII" stands for "American Standard Code for Information Interchange."
6. Notice how the last two characters print out. What they look like depends on the particular print wheel you used, even if it is ASCII.
7. If you have a "NEC SPINWRITER" printer, the commands [DEL] [{}] and [DEL] [}] will allow you to utilize its additional character set. By inserting a [DEL] [{}] at the beginning of a sentence, the extra characters on the thimble become accessible. This feature is terminated by typing in the [DEL] [}] command.

8. In order to effectively type the thimbles superset, it will be necessary to "relearn" the keyboard. This can be done by creating and using a character-reference table.
9. First, clear the editing area (IM command) and position the cursor in the upper left hand corner of the screen. Using the appropriate layout commands, type the title of the table, "Character-Reference Table for Thimble # (your thimble number)", inserting your thimbles identifying number. Move down the screen several spaces and lock the [SHIFT] key. Start typing from the left margin with the [@] key. Follow this by 6 spaces and depression of the [A] key. Depress [RETURN] twice and type [B], followed by 6 spaces and [C]. Continue this procedure through the alphabet. After entering [Z] type [[], [\], []], [^], and [_]. With the columns (representing your keyboard) established, you can place the thimbles superset next to their keyboard counterparts.
10. Print the completed table and save it for quick referencing. Other tables can be constructed in this same manner if you decide to use different thimbles or possibly initialize your own keyboard.

Points to remember

1. Different printwheels have different characters corresponding to these 8 characters on the screen. The ASCII printwheels match the first 4, but the last 4 are unpredictable.
2. If you want to print some of the special characters available on various printwheels, including other characters than the ones discussed above, do as follows. Find a brochure that shows the characters on an ASCII printwheel and also shows the characters on the printwheel YOU want. (Printwheel suppliers have these brochures, as do many Vector dealers.) Then simply find the ASCII character that corresponds exactly with the character you want. All you have to do is produce that ASCII character on the screen, and use the printwheel you want that has the actual character you want. It will print as you desire, though the character you want will not be on the screen.

LESSON 13

MERGE DOCUMENT WITH MAILING LIST

New features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>M</u> erge item into text	[DEL] [M]
2.	<u>M</u> erge Document with <u>L</u> ist	ML followed by name of list and then optionally followed by starting member number (auxiliary command)
3.	<u>M</u> erge Document with <u>L</u> ist, <u>P</u> ausing before printing each member	ML followed by name of list and then followed by starting member number, then followed by [P] (auxiliary command)

Activity

1. In auxiliary command mode, type the command "dd t .ml". Note that a short directory appears containing the single item "PEOPLE". "PEOPLE" is a mailing list contained on your disk, consisting of the names, addresses, and other information for a fictitious group of people. Each member of this list is called simply a member.
2. Return to the auxiliary command mode (depress [ESC]) and recall the document "MLETTER".
3. In editing mode, look over this document. Notice the presence of several black-on-white M characters in place of name, address, and so on, and also in the body of the letter. Notice that there is a two digit number following each M.
4. Make sure there is a sheet of paper in your printer and that the printer is on. (Remember, if you turn the printer on now, do an "IP" command to initialize it before going ahead.)
5. Go to auxiliary command mode and type "ml" followed by [RETURN]. When the system asks for the name of the list, type "people" followed by [RETURN]. Then when the system asks for the starting member, type "1" followed by [RETURN].
6. Observe that the system prints the letter. Look at the screen while it is printing and notice that it displays the information on the first member of the list. It also gives the member's number and also the name of the list, highlighted in black-on-white.

7. When the printer stops at the end of the page, look through the printed letter. Notice that the name, address, and other information is automatically inserted into it. Notice that information is inserted within the body of the text as well, and that the text is moved to make room for it, automatically. Notice that the name is used several times within the letter.
8. Load another sheet of paper in the printer.
9. Then press the space bar. Watch it print the letter, again, this time with the information of the next member of the list.
10. Depress [ESC] to return to the auxiliary command mode.
11. Load another sheet of paper in the printer.
12. Now, type on the command line "ml people 2". Then depress [RETURN].
13. Notice that the printer prints the letter as before, but it begins with the second member of the list, because you put a 2 in the command.
14. Depress [ESC] when the printer stops at the end of the letter.
15. Load another sheet of paper in the printer.
16. Type on the command line "ml people 1 p". (The "p" stands for "Pause".) Then depress [RETURN].
17. Notice the system pauses before it prints anything, and displays the information for member 1 on the screen. Depress [S] (which means "Skip".) Notice that the information for member 2 appears on the screen.
18. Depress [S] again. Notice that the information for member 3 appears on the screen.
19. Now depress [P]. ("P" stands for "Print".) This time it prints the letter, merging in the information for member 3. Then it stops again, displaying "PAUSE AT THE END OF PAGE", as usual.
20. Depress the space bar. Member 4 appears on the screen.
21. Depress [S]. Member 5 appears, not printing (that is, skipping) member 4.
22. Load another sheet of paper in the printer.
23. Depress [P]. The letter prints with member 5 merged into it.

24. Depress the space bar. Member 6 appears on the screen.
25. Load another sheet of paper. Depress [K] (meaning "Keyboard"). Notice that the information for member 6 disappears from the screen, but the label for each line remains. Notice that the label for the first line appears at the bottom of the screen as well.
26. Begin filling in information on the screen on the bottom line. For example, after "NAME" type a made-up name. Make up any information you like. After you type each line, depress [RETURN] to go to the next line. Notice that after you finish the last line, the letter prints out, with the information you made up inserted in the appropriate places.
28. Depress the space bar when it is done.
29. Member 6 comes back to the screen. Load a sheet of paper in the printer.
30. Depress [D]. (This "Disables" the special "Pause" features that began at step 16.) Watch the printer print the letter with member 6 merged in.
31. Load another sheet of paper in the printer.
32. Depress the space bar. Watch it print the letter with member 7 merged in. It no longer gives you the option of depressing [P], [K], [S] and so on.
33. When it is finished, you may print more letters for practice, or depress [ESC] to return to the auxiliary command mode.

Points to Remember

1. Before you can use the "ML" command, you have to set up a mailing list and put information into it. These procedures are handled by a program separate from Memorite, known as the Mailing List Program. To start up the Mailing List Program, you first use the "QC" command to put the system in CP/M. Refer to the separate manual on the Mailing List Program for further information. The Mailing List Program and its manual are included with Memorite III.
2. The "ML" command merges a mailing list on the disk into the document currently on the screen. The name of the list follows the "ml" on the command line. You can also type on the same line the number of the mailing list member you want to start with. If you omit this number, it begins with number 1. For example, you can simply type "ml people" and then depress [RETURN]. If you forget to type the name of the list, the system will ask you for it, and it will also ask you for the member you want to start

with. You will want to enter a starting member other than 1, for example, if you turn the system off and leave for the night, and then return to continue printing letters.

3. The positions in the text where items are inserted are marked with [DEL] [M] followed by a two digit number. The number indicates which data item of each member goes at that location. The number can be from 01 to 15. For a number less than 10, the number must begin with 0 to make it two digits. The kind of data referred to by each data item, and the label for each data item, can be changed. This is done by the Mailing List Program, as described in its separate manual.
4. If you include a "p" on the command line along with the "ml", the name of the list, and the starting member number, the system will pause before printing each member. (You have to type all this information on the same line, because the system will not ask you for the "p" otherwise.) When the system pauses before printing each member, you can depress:

[S] to skip to the next member in the list,
[P] to print the document merged with member on the screen,
[K] to enter the merge information from the keyboard, or
[D] to cancel the pause option and just print one letter after another.
5. Use the [S] option repeatedly to scan throughout the mailing list member by member.
6. You can use the [P] option just once if you want to print just one letter, addressed to a particular member.
7. Use the [K] option to print a letter for a member not found in the list.

LESSON 14

MERGE DOCUMENT WITH KEYBOARD ENTRY

New Features

<u>Name</u>	<u>Keys Used</u>
1. Merge Item from Keyboard into text	[DEL] [M] followed by 90 to 99 followed by [DEL] ['] followed by the item label followed by [DEL] [']

Activity

1. Recall the document "MLETTER2".
2. Go into editing mode and look over the letter. Notice that two of the black-on-white M characters are followed by the number 90. Following the first occurrence of "M 90" there is a black-on-white ' character, then the words "PRODUCT NAME:" then another ' character.
3. Load a sheet of paper in the printer.
4. Make sure the cursor is at the beginning of the document. Go to the auxiliary command mode and type the command "ml people", followed by [RETURN], as did in the previous lesson.
5. Notice that before the letter prints, the system stops, and on the screen the system asks you for "PRODUCT NAME:" Type the words "Memorite III" and then depress [RETURN].
6. Watch the printer finish the letter. When done, note that "Memorite III" is inserted in the text at the both locations of "M90" in the text on the screen.
7. Load another sheet of paper.
8. Depress the space bar.
9. The letter prints again, and the same events take place. Type the word "ExecuPlan" in response to the request for "PRODUCT NAME:" on the screen, and then press [RETURN].
10. After the letter is finished, depress [ESC] to return to the

command mode.

Points To Remember

1. A merge item numbered between 90 and 99 in a document causes the system to ask you for information directly, while printing the document (if you gave the "ML" command, not the "PT" command to print it). The label for the information you are supposed to enter follows the item number within the document. You type a [DEL] ['] both before and after this label in the document.
2. There can be up to 10 different merge items for keyboard entry in the document. However, the same numbered item can be used more than once. For example, you can have M94 appear twice in the document. You only should type a label following the number the FIRST time it appears in the document.
3. The document can also have merge items for information to be merged from the mailing list, as in the sample letter used in this lesson. However, you might create a document that only has items with numbers between 90 and 99. You can use this as a way of filling in a standard form.

LESSON 15

SET PRINTER TYPE

New Features

	<u>Name</u>	<u>Keys Used</u>
1.	<u>S</u> et <u>P</u> rinter Type	SP followed by printer type (auxiliary command)
2.	CHAN a /b	CHAN followed by data, port locations (auxiliary command)

Activity

1. Go to the auxiliary command mode. Unless you just started up Memorite III, initialize the system by giving the command "IM".
2. Then, give the command "HP". This reference display lists exactly what printer types your copy of Memorite III can print on. Find the kind of printer you are currently using. Take note of its "Memorite Name" in the chart. For example, the Sprint 3 printer is referred to as "SPR3". With a proportional spacing printwheel, the same printer is referred to as "SPR3P". Make sure you know whether your printer is using the proportional spacing printwheel or not, and take note of the correct name with this in mind.
3. Return to the auxiliary command mode. (Depress [ESC].)
4. Type "sp" on the command line, followed by [SPACE] followed by the Memorite Name for the printer you are using. Then depress [RETURN]. This tells Memorite which kind of printer you are using (and whether you are using the proportional spacing printwheel.) However, it will only have effect until you quit Memorite III or do another "IM" command.
5. Notice that the name you typed appears on the status line next to the word "PRINTER", if not already there.
6. Now give the auxiliary command "IP". This puts your choice of printer onto the particular Memorite disk in the system, so that everytime you start up Memorite, you will not have to give the "SP" command again.
7. The CHAN command is utilized when it is necessary to attach two "non-system" printers to your Memorite system. This usually occurs with the use of serial, "daisy-wheel" and "draft" type

printers.

8. In the auxiliary mode type in the CHAN command. Follow this by the decimal, data, port addresses of the daisy-wheel and draft printers. Depress the [RETURN] to confirm your entry. This is all the initialization process involves. You can now specify the particular printer you wish to use by entering the appropriate SP auxiliary command.

Points To Remember

1. Steps 3 and 4 are essential before the system can be used with a printer. The "SI" command puts your printer choice on the Memorite disk, so that you do not have to give the "SP" command each day.
2. You can switch between proportional spacing and non-proportional spacing in mid-day, or switch between one kind of printer and another, simply by giving the appropriate printer type with an "SP" command. If you do not follow this with an "SI" command, then the change will only last as long as you don't quit Memorite, give another "SP" command, or give an "IM" command.
3. It is important to begin the procedure by giving an "IM" command, as done in step 1 (unless Memorite III was just started), IF you are planning to make the printer choice permanent by giving an "SI" command. The reason is that the "SI" command also saves on the disk the layout settings, indentation settings, and tab stops that happen to be in effect at that moment. In other words, these become new normal ("default") settings. You would not begin the procedure with an "IM" command only if you WANT to change the these defaults in addition to specifying the printer type.
4. If you wish to maintain a particular port configuration, utilize the "C" option of the SI auxiliary command. This procedure is described on page 121 of the Advanced Disk Storage Section.

LESSON 1

PROTECTING AND UNPROTECTING A DOCUMENT

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Protect document	P (in directory mode)
2.	Unprotect document	U (in directory mode)
3.	Secure document	ID and give a password (auxiliary command)

Activity

1. Go into the directory mode (give the "DD" command in the auxiliary command mode.)
2. Move the cursor down to "LPHRASE". Give the "P" command (depress [P] [RETURN].) Notice that a "P" appears in the "ST" (status) column.
3. Now, try to erase "LPHRASE". (Make sure the cursor is still next to "LPHRASE". Then, give the "E" command by depressing [E] [RETURN].)
4. The system asks "CONFIRMING ERASURE OF SELECTED DOCUMENT (Y/N):" as usual. Depress [Y] [RETURN].
5. Notice the message appear on the bottom of the screen "DOCUMENT IS PROTECTED."
6. Depress [ESC]. Then give the "U" command (depress [U] [RETURN].) Notice that the "P" in the Status column disappears.
7. Now, with the cursor still next to "LPHRASE", give the "E" command again. When the system asks "CONFIRMING ERASURE OF SELECTED DOCUMENT (Y/N):," depress [N] [RETURN]. If you depressed [Y] the document would be erased, because it is no longer protected.
8. Go back to editing mode. (Depress [ESC] twice.)
9. Type a few lines on the screen.
10. Go to auxiliary command mode and give the "ID" command. Go through the various questions as discussed in Beginning Disk

Storage. Give it the title "SECRET", use your own name for author, and skip the comment by depress [RETURN]. You then see the message "ENTER PASSWORD (8 CHAR'S MAX., RETURN TO SKIP):".

11. Now type the word "remember" and then press [RETURN]. Notice that nothing appears on the screen.
12. Next, save the document in disk storage. (Use the "WD" command in auxiliary command mode.)
13. Go to the disk directory mode. (Use the "DD" command in auxiliary command mode.) Notice that "SECRET" has an "S" in the status column of the directory, indicating it is "Secured."
14. Try to recall the document "SECRET" (using the "R" command.) When the system asks for the password, type the word "xxxx". Notice that the letters do not appear on the screen. Then press [RETURN]. The system displays the message "UNRECOGNIZED PASSWORD" because you did not type the correct password -- "remember".
15. Depress [ESC]. The system is now in directory mode. Try to recall the document "SECRET" again. This time when the system asks for the password, type "remember" and then press [RETURN]. When the "R" disappears from the screen next to "SECRET" you know that your document has been recalled successfully. Depress [ESC] twice to go back to editing mode.

Points to remember

1. Protecting a document using the "P" command makes it harder to accidentally erase a document. You should use it after a document has been edited and is in final form. If you use it for a rough draft, you will have to unprotect it each time you use the "WD" command to save the latest version on disk.
2. Securing a document with a password is a much stronger method. It makes it harder to erase or change the document (because you have to give the password each time.) More important, no one can recall or change the document unless they know the password. Use a password that you know you won't forget. Use the same password for all of your confidential documents.
3. A password makes the document absolutely safe from all attempts to read it or change it. It can be used for the most confidential material. When you use a password, the system "scrambles" the document using a unique coding system. It is extremely difficult and very time-consuming for the most experienced computer experts to recall or read the document once you have saved it with a password, unless he knows the password. It is impossible

for anyone else. Editing programs such as Vector's SCOPE will not be able to recall the document either.

4. There is also no fast way to eliminate the password once you have saved a secured document. If you want to, first recall the document, use the "ID" command to give it a different name and no password, then save it using the "WD" command. Then erase the original.

LESSON 2

ADVANCED DISK DIRECTORY USAGE

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Short Disk Directory	DD S (auxiliary command)
2.	Disk Directory by Title	DD T (auxiliary command)
3.	Disk Directory by Author	DD A (auxiliary command)
4.	Print Disk Directory	DD P (auxiliary command)
5.	Scroll Disk Directory	[UP ARROW] and [DOWN ARROW]

Activity

1. Go into the auxiliary command mode and give the "DD" command. Look over the directory. Then [ESC] to go back to auxiliary command mode.
2. Give the "DD S" command. (In auxiliary command mode, type [D] [D] [SPACE] [S] [RETURN].) Notice that an abbreviated directory appears on the screen, listing titles only. This list is only for quickly seeing what documents are on the disk. You cannot recall them using this method.
3. Depress [ESC] to return to the auxiliary command mode. Give the "DD T" command. You get the message "ENTER TITLE / EXTENSION DESCRIPTION (title.extension):" Type "mletter" and depress [RETURN]. The single document "MLETTER" appears in a directory.
4. Return to the auxiliary command mode (depress [ESC].) Give the "DD T" command again. This time, respond to the message by typing "m*" followed by [RETURN]. Notice that a directory with all documents beginning with "m" appears.
5. Repeat step 4 several more times, each time typing a different one of the following responses after the "ENTER TITLE..." message appears: "le?????", "??tter", "con??act", "co*", and "??ntr*". In each case, the document "LETTER" or "CONTRACT" should appear in the directory. Do you see that the "?" substitutes for ANY character? Do you see that the "*" substitutes for any GROUP of characters.
6. Repeat step 4 again, and this time respond to the message by

typing ".bak". (type [.] [B] [A] [K].) Notice you get a short disk directory showing any backup documents on this particular disk.

7. Return to the auxiliary command mode. Give the "DD A" command. After the message "ENTER AUTHOR DESCRIPTION", type "vector" and then press [RETURN]. Notice you get a directory showing only the documents that have "VECTOR" as their author.
8. Repeat step 7 several more times, responding to the "ENTER AUTHOR..." message by typing a different one of the following each time: "v*", "ve????", and "?ec*". Notice that each time you get the same list of documents authored by "VECTOR." Here you are using "?" and "*" the same as before.
9. Return to the auxiliary command mode. Give the command "DD AT". Notice what happens.
10. Make sure your printer is on and it has paper. Return to the auxiliary command mode. If you just turned the printer on, give the "IP" command. Then give the "DD P" command. Watch as the system prints the directory.
11. Return to the auxiliary command mode. Load paper in the printer. Give the command "DD ATP". Notice what happens this time.
12. Return to the auxiliary command mode. Type the command "DD T" but do not depress [RETURN]. After the T, type [SPACE] then the title "letter" then depress [RETURN]. Notice that this works exactly the same as waiting for the system to ask you for the title. You can do the same with "DD A" and even "DD AT", typing a space between the author and the title.

Points to remember

1. The "DD T" and "DD A" commands are used to list a part of the whole directory. They are useful mainly if there are a great many documents on the disk, particularly if you have a high-capacity hard disk system. "DD T" is also used to quickly recall a document whose name you already know.
2. The symbol "?" is called a wild card character. It is the same as saying "any character will be acceptable in this position." The symbol "*" is the same as typing enough "?" characters to make 8 characters altogether.
3. The main purpose of the wild card characters is to simplify very long directories, having a great many documents. For example, you can group your documents in categories, each category

- beginning with the same letter. To get a directory of only one of these categories, say the category beginning with "a", you use the command "DD T" and ask for the title "a*".
4. Memorite can only display a directory of up to 128 documents, no more. If you have a large hard disk system, it may be able to store more documents that will fit in Memorite's directory at one time. In this case, the ONLY way to access all of them is to divide them into categories using the first character or characters of the title, and to use the "DD T" command. You CANNOT use the "DD A" command for this purpose even if the documents on the disk come from a number of different authors.
 5. Notice that you can combine these commands in various ways. For example, "DD AT" displays documents chosen both by title and author. "DD TP" prints a directory chosen by title. "DD ATP" prints a directory chosen by both title and author. You CANNOT print a "short" directory, however, using a command such as "DD SP".
 6. The quickest way to recall a document whose title you know is to use the command "DD T" and to type the name of the document immediately following a space on the same line as the command.
 7. As with several other commands in Memorite, once you learn the questions that Memorite will ask you, you can type the answers right after the command on the same line. It is of course faster once you can do it.
 8. Use [UP ARROW] and [DOWN ARROW] to scroll a directory with more documents than will fit on the screen.

LESSON 3

FAST ID COMMAND

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Giving the ID command fast	ID name author comment (auxiliary command)

Activity

1. Go to the editing mode. Type a few words on the screen.
2. Go to the auxiliary command mode. Type "id a b c" then press [RETURN]. The system then asks for the password. Press [RETURN] again. Notice that the name of the document becomes "A", the author becomes "B" and the comment is "c". (You can look at the comment by getting the disk directory with the "DD" command.
3. In the auxiliary command mode, type "id d e" then press [RETURN]. This time the system asks for the comment. Type "f" and then press [RETURN]. Bypass the password again (press [RETURN]) and you see that the command works again.
4. In the auxiliary command mode, type "id g" then press [RETURN]. Go through the various questions again, using any response you want.

Points to remember

1. The "ID" commands is similar to most other commands in Memorite that ask questions. Once you know the questions, you can type the answers on the same line as the command. Type the answers in the same order as the questions would be. You can type some or all of the answers. The system will ask you for whatever you left out.

LESSON 4

BACKUP DOCUMENTS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Retrieve backup	XB (auxiliary command)
2.	Compact diskette	XC (auxiliary command)

Activity

1. Type a few words in the editing mode. Then use the "ID" auxiliary command. Give this document the name "XXX". (It actually doesn't matter what name you use.) Save it using the "WD" command.
 2. Go back to the editing mode and make some small change to the document. Take note of what that change is. Then use the "WD" command to save the revision.
 3. Next, give the auxiliary command "DD T". When the system asks for the title, type "*.bak" followed by [RETURN]. Notice the screen shows a short directory having at least one document. The document you named in step 1 is there. This indicates that the system has automatically saved the earlier version of "XXX" as a backup precaution.
 4. Go back to the auxiliary command mode and give the command "XB", but do not depress [RETURN] yet. Continue typing on the same line [SPACE], then type "xxx" (the name you used in step 1), then type another [SPACE], then type "yyy". Then depress [RETURN]. What you are doing is giving the earliest version of "XXX" a different name ("YYY") so that you can recall it as a separate document.
- Next, display the disk directory using the "DD" command. Notice that both "XXX" and "YYY" are there.
7. Recall "YYY". Notice that it is the same as the earliest version you created in step 1. So you can see that the system allows you to retrieve the previous version of your document, if you every need it.
 8. Now recall "XXX". Notice it is the same as the most recent

revision you made in step 2.

9. Make another small change to the text currently in the text area.
10. Go into auxiliary command mode and save it using the "WD" command.
11. Next, give the auxiliary command "DD T". When the system asks for the title, type "*.bak" followed by [RETURN]. As before, the screen shows a short directory showing that there is a backup version of "XXX".
12. Go back to auxiliary command mode. This time, give the command "XC".
13. Now, repeat step 11. Notice that there are no longer any backup documents listed. "XC" removes them all.

Points to remember

1. The previous version of each document is stored on the disk, though it is not listed in the normal directory. If you should make a mistake and accidentally erase the latest revision of a document, or if for some reason you should need a copy of the previous version, the above procedure allows you to recall the previous version. We call the previous version the backup document. The "XB" command gives the backup document its own name, and makes it recallable.
2. The backup document does take up space on your disk. After you produce a final draft of a particular document, you may erase the backup document. To do this, follow the above procedure to give the backup document its own name. Then go into the disk directory mode, find that new name, and erase it.
3. You can also use the "XC" command to remove all backup documents from the disk at once.

LESSON 5

CHANGING THE DEFAULT SETTINGS

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Set Initial defaults	SI (auxiliary command)
2.	Set Initial defaults Layout	SI L (auxiliary command)
3.	Set Initial defaults Tabs	SI T (auxiliary command)
4.	Set Initial defaults Indent	SI I (auxiliary command)
5.	Set Initial default Printer	SI P (auxiliary command)
6.	Set Initial defaults Reset	SI R (auxiliary command)
7.	Set Initial defaults Channels	SI C (auxiliary command)
8.	Set Initial defaults Keys	SI K (auxiliary command)

Activity

1. Go into the auxiliary command mode and clear the system with the "IM" command (unless you just turned it on.)
2. Go into the editing mode. Use the TAB key several times to see that the default (normal) tab settings are 8 spaces apart.
3. Set several special tab stops. (Move the cursor across the screen and depress [CTRL T] at two or three locations.) Test them out with the TAB key.
4. Go to the auxiliary command mode and give the command "SI T".
5. Now clear out the system again by giving the "IM" command. Go to the editing mode and depress [TAB] several times. Notice that the special tab stops you created in step 3 are in effect instead of the default settings you would expect. The special tab stops have now become the default settings.
6. Go to the auxiliary command mode and give the command "SI RT".
7. Clear the system again using the "IM" command.
8. Go back to the editing mode and try the [TAB] key several times. Notice that it is back to the original default settings.

Points to remember

1. The "SI" command allows you to define you own default settings

for the layout format, indentations, and tab stops. It sets the default settings to the values they have at the moment you give the command. Once you use the "SI" command, each time you start up Memorite, or use the "IM" command, the new default settings take effect.

2. If you include a "P" among the letters following the "SI" command, then it sets the default printer type to the type of printer you were using at that time. The printer type is set by using the "SP" command. If you don't use the "SI" command, then you have to use the "SP" command every time you turn the system on or start up Memorite. But once you have used the "SI" command to set the default printer type, you don't have to use the "SP" command again unless you want to change printer types. From then on, each time you start Memorite or clear it using "IM", the system will be ready to print with that kind of printer. If you purchased your system from a dealer with a particular kind of printer, the dealer probably provided you with Memorite already set up for that kind of printer. The dealer used the "SI" command for this.
3. To change layout or indentation default settings, you first have to print a document using the desired layout and indentation settings, and the desired settings have to be in effect when the printing is done. You may have to create a special document consisting only of layout and indentation lines for this purpose. This is not necessary to set tab stops, however.
4. If you use the "SI" command without typing any other letters on the command line, then it will effect all default settings -- layout, tabs, indentations, and printer type. However, as you did in the activity, if you follow it by a [SPACE] and then one or more of the letters [L], [T], [I], [C], [K] or [P], then only the settings identified by the letters will be effected. The settings corresponding to each letter are listed at the beginning of the lesson. For example, "SI LI" sets the defaults for layout and indentation, but not tabs or printer type.
5. Type an "R" after the "SI" command to reset the default settings to the original settings that came from Vector, in case you no longer want to use your new default settings. If you also type one or more of the other letters, then ONLY those settings will be reset. For example, since Vector does not set the system up for any particular printer, "SI RP" will eliminate the ability to print altogether until you do another "SP" command.
6. The "SI" command only effects the diskette currently in the system. All other diskettes are unaffected. For example, you can have one Memorite diskette with one kind of default settings and another diskette with different settings, for different purposes. (To be more accurate, the "SI" command affects only

the diskette in the drive declared as the program drive, or if you have a hard disk system, it effects only the particular "logical-drive" that was declared as the program drive. The "SD" command, explained elsewhere, is used to declare which drive or "logical-drive" is the program drive.)

LESSON 6

USING MORE THAN ONE DISK DRIVE

Skip this lesson if you have a VIP with only one floppy diskette drive.

New features

<u>Name</u>	<u>Keys Used</u>
1. Set Disk drive assignments	SD (auxiliary command)

Activity

1. Find out from your supervisor or dealer what the labels are for the various logical-drives in your system. For example, in a System B, the right-hand drive is called "drive A" and the left-hand drive is called "drive B". These are each called "logical-drives." These letter labels are different in different systems. In a 2800, each side of each drive is a different "logical-drive" with a different label. In a hard disk system, there may be different names for different sections of the hard disk unit. In other words, the hard disk may be divided up into several "logical-drives."
2. If your system uses two floppy diskette drives, mount a formatted diskette in the second drive. This will be your "second logical-drive." If you are using a 2800, you can instead format the back side of the same diskette you have been using, and then use the backside as your second logical-drive. In other Vector systems, choose an available logical-drive to use as the second logical-drive and make sure it is formatted -- ask your supervisor or dealer if you don't know.
3. Go into the disk directory mode and recall "LETTER".
4. In the auxiliary command mode, type [S] [D] [SPACE] and then type the letter label for the second logical-drive you chose in step 2. Most often this is [B]. Then depress [RETURN]. Look at the right side of the status display at the bottom of the screen. Notice that the label in front of the word "PROGRAM" now shows the label for the second logical-drive.
5. In the auxiliary command mode, give the command "WD"

6. Now, display the directory using the "DD" command. Notice that there is only one document in the directory -- "LETTER".
7. Go back to the auxiliary command mode and give the command "SD A". Watch the letter before the word "PROGRAM" in the status display.
8. Again, display the directory. Notice that the full directory is there.

Points to remember

1. You can use a second logical disk drive to hold documents. The Memorite program does not have to be on that drive, only on the first drive. Therefore, there is more room on the second drive for documents than on the first drive.
2. It is a good idea to use the first drive only for the Memorite program and demonstration documents supplied with it. Use the second drive for your own documents. When future enhancements to the Memorite program become available, you will only have to get a new program disk. You will not have to update the copy of the program on every disk you have.
3. Every day when you begin work, simply use the "SD" command to tell the system that your documents are in the second logical-drive. With most Vector systems you would type "SD B".
4. If you change the document diskette in the second drive in the middle of a session, don't forget to do an "SD" command. You don't have to type "SD B", just "SD" will do.
5. FOR TIME-SHARE MULTI-USER SYSTEMS ONLY: You can also use the "SD" command to change the logical-drive that the Memorite program itself is in, as well as the document drive. This allows one user to do all his work in one or more logical-drives other than drive A, leaving drive A to another user. To do this, enter the command "SD x y", where "x" is the desired document drive and "y" is the desired program drive. You will see both identified on the status line when in auxiliary command mode.

LESSON 7

TRANSFERRING DOCUMENTS FROM MEMORITE II

This lesson is only needed if you have been using Memorite II and want to use Memorite III to further edit or print the documents created with Memorite II.

New features

	<u>Name</u>	<u>Keys Used</u>
1.	Copy from Memorite II	CX (auxiliary command)

Activity

1. Save all documents on disk. Clear the system with the "IM" command unless you just started Memorite.
2. Go into the auxiliary command mode and give the command "CX". The system asks you to enter the "SOURCE DRIVE NUMBER (1-4):"
3. Put your Memorite II diskette into a drive other than the drive you are using to hold documents. If you are using drive B to hold documents, you can take the Memorite III program diskette out of drive A and put your Memorite II document diskette there.
4. Type the number of the drive you put the Memorite II document diskette in. Here you use the Memorite II identifying number, 1, 2, 3 or 4. 1 is drive A and 2 is drive B.
6. Depress [RETURN]. The system then displays a list of the documents on the Memorite II diskette. It asks you to give the name of the document you want to use.
7. Pick any document name and type it, then depress [RETURN]. Notice that the number of characters in the text area, shown on the status line, changes. This is because the Memorite II document is now recalled into the text area.
8. Go to the editing mode and look at the document. It now looks something like a Memorite III document. However, you have to do some work on it to make all the printing commands and layouts correct for the format you want. If you removed the Memorite III program diskette in step 3, put it back before working on the document.

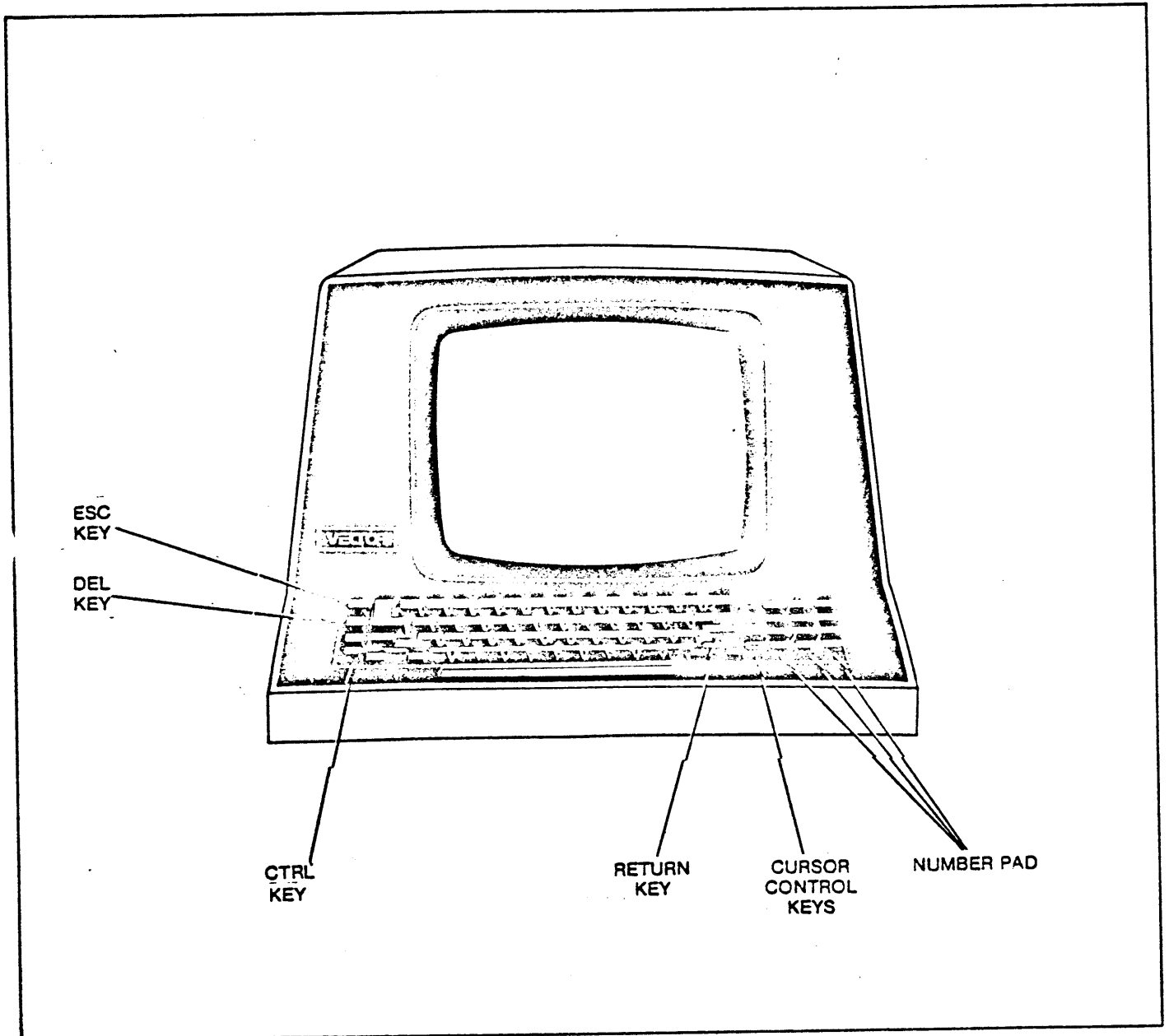
9. When you are done working on the new document, use the "ID" and "WD" commands to initialize and save it on the Memorite III disk.

Points to remember

1. You use this simple procedure on every Memorite II document you want to transfer to Memorite III.
2. Notice that the procedure does a lot of the translation work for you, making it as easy as possible.

APPENDIX

KEYBOARD DISPLAY



SPELLING MODULE

A. BACKGROUND

1. The Spelling Verification Module represents a significant advance in the state of the art of word processing systems. Not only does the program have the capability of verifying the spelling of approximately 30,000 common English words, but it has the ability to automatically add to this vocabulary as the operator scans through a text file.
2. The standard dictionary is loaded into memory in a highly compressed form. Statistical studies of English words resulted in an efficient compression algorithm. For example, the words "FILL, FILLED, FILLER, FILLERS, FILLING, FILLS" can all be represented in memory by only two characters, allowing a large practical vocabulary size and a rapid look-up capability.
3. The selection of words was based on the Thorndike and Lorge "Teacher's Word Book of 30,000 Words" representing the most common English words, plus 5,000 spelling "demons".

B. HOW IT OPERATES

1. As the operator displays a text file using the verification program, words not found in either the standard or the learned vocabulary lists are flashed on the screen. The operator has the choice of editing the word on the screen, or by just pressing return, the word is added automatically to the learned list, so that the word will be recognized the next time it's encountered in that text.
2. The Spelling Module is started from CP/M. After the "A>" prompt, type "SPELL" followed by a space and the name of the program you wish to verify. The extension, "MEM", is not required on the file name, this is assumed. The only files which can be run are ones with a "MEM" extension.
3. The program scrolls 11 lines of text onto the screen. At that time the words are verified against the vocabulary list. Errors are flagged by alternately flashing positive and reverse video on that word.
4. When a word is flagged as an error, there are two options:
 - A. The word can be accepted by typing [RETURN].

This causes the word to be put into a temporary buffer automatically. Exceptions to this are, when there are already 255 words in the buffer or the word

will not fit in the remaining buffer space. This also causes the word to be accepted as if it had been in the vocabulary list all the time.

- B. The word can be edited by typing what should have been typed onto the bottom line.

The editor is always in "change" mode and only 78 characters will fit on the line. The contents of the line can be deleted with the [DEL] key or by typing a [CTRL S] followed by any key. A [BACKSPACE] deletes the last character typed and a [SPACE] moves the cursor forward. It should be mentioned that the cursor can't be seen on the bottom line. The only characters that show up on the edit line are A-Z, a-z, <'>. One should double check any changes on the bottom line before typing [RETURN], because this causes the edited word to be accepted and there is no backing up at that point. In any case, the [RETURN] key will cause one option or the other to be irrevocably accepted.

5. At any time during the program certain control sequences can be typed to effect execution.

A. [CTRL S] will cause temporary halt of the program at any point and for any reason. Hitting any key will resume execution of the program.

B. [CTRL X] will cause an immediate program cancellation. All changes will be lost and the file will remain as it was before it was run.

6. Upon termination of the program, control is returned to CP/M.
7. During your interaction with the Module, certain words may have been "learned" by the Spell file. In order to permanently save these words for your spelling "dictionary", it is necessary to create a Spelsave file in CP/M. This is done by typing SPELSAVE followed by a new filename. The complete format should look like this:

A>SPELSAVE Filename.File Extension

8. The filename can be a maximum of 8 characters long and have either MEM or SPL as a file extension. If SPL is used the filename can be the same as the Memorite file it was derived from. However, as a SPL file, it cannot be edited within the Memorite system. On the other hand, by labelling the file extension MEM, the file must have a unique title. If this is not done your original document will be written over with the new Spelsave File.

In order to prevent this from inadvertently happening, Vector recommends you leave the extension blank so that the default SPL value will be used by the Spelsave File.

9. Two options are available if you wish to maintain a SPL file. These include either renaming the file using the REN CP/M command or utilizing the SCOPE editor. Both of these are described in detail within the CP/M USERS MANUAL.
10. Once the Spelsave File has been created, it can be used to complement any spelling module exercise. The complete format, utilizing drive A, is as follows:

A>SPELL Filename Filename

The first filename represents the file to be checked, while the second name indicates the file housing the particular group of newly "learned" words.

11. Occasionally, you may want to create a list of words for your "Dictionary". This can be done by using Memorite or the SCOPE editor. In either case, the words should be typed in upper case with a space separating them. No carriage returns are necessary. The rules for labeling the filename and extension are the same as those discussed in sections 7-8.
12. As with most software written for CP/M systems, SPELL and SPELSAVE use the same drive designation system that CP/M uses. That is, files on different drives may be accessed by preceding their names with the drive letter and a colon. For example, suppose you had the Memorite disk with the SPELL module on drive A and you wish to verify the spelling of SMITHLET.MEM which is on the disk which is in drive B. You would type, in response to the "A>" CP/M prompt the following: SPELL B:SMITHLET. This procedure may apply to three different files on three different drives. You could have SPELL.COM on drive A, SMITHLET.MEM on drive B and a user created spelling verification file (WORDS.SPL) on drive C. You would then type: SPELL B:SMITHLET C:WORDS.

What to Do If...

The arrow keys do not work as expected.

Make sure the [LOCK] key is not lit. If it is, depress [SHIFT] to release it.

You give a command that uses a diskette drive, but nothing happens.

Make sure there is a diskette in the drive. If the red light is on, simply insert the diskette. Check for the red light on all diskette drives. Find the one that is on and insert the diskette in that drive. Then, if this is not the drive you wanted on, use the "SD" command followed by the desired drive letter to name the drive you want to use.

You use the "DD" command to display the disk directory, but the system cannot recall the entire directory, and the document you want is among the documents it cannot recall.

First, try to use the "DD T" command to recall just the one document you want (type "DD T" then a [SPACE] then the name.) If this doesn't work, then rename the backup for that document, using the "XB" command followed by a name for the backup, then recall this document.

While printing or after you give a "PT" command, the printer freezes and nothing on the keyboard, including [ESC], has any effect.

If the printer has a "RESET" key, depress it. Then try [ESC] again on the keyboard. If this does not work, depress the "RESET" key on the Vector system (not on the keyboard). The screen will return to the way it looks when you turn the system on. Type "G0100". (The system automatically spaces over after the "G". Note, use the zero key, not the letter O.) This will return the system to the typing/editing mode.

You try to save a document on a diskette, and the system tells you that the Directory or the Disk is filled up.

Obtain a fresh FORMATTED diskette. It MUST be formatted already. Take out the filled diskette and insert the freshly formatted one in the drive. Then give the auxiliary command "SD", to tell Memorite that there is a new diskette in the system. Then try to save the document again.

This is why it is so important to have 2 fresh formatted diskettes on hand at all times. Note that when a disk first comes out of its box, it is NOT formatted. Only you or your dealer can format a disk for the system.

If you have no formatted diskettes, then give the "XC" command. This erases all the backup documents from the diskette. This should give sufficient space to hold the document you wanted to save. Then try to save the document again.

You try to save a document, and get the message "DOCUMENT DISK IS WRITE PROTECTED", but it is not.

Do the "SD" command. Then try to save the document again.

The system completely freezes, and no keys on the keyboard have any effect.

Depress the RESET key on the Vector system. The screen will return to the way it looks when you turn the system on. Type "G0100". (The system automatically spaces over after the "G". Use the zero key, not the letter O.) This should return the system to the typing/editing mode. If it does not, remove all diskettes from drives, turn the system off, wait a few seconds, then turn it back on again, and start from scratch.

A black-on-white character in the text has no effect on the printing, but it is supposed to have a definite effect.

Check whether the letter is lower case instead of a capital letter. If it is lower case, then delete it and type it again. Note that you do not have to type a capital letter. It will come out capital on the screen, unless you depress the [DEL] key twice accidentally. This is probably what you did. You may have simply held the [DEL] key down long enough for it to repeat automatically (remember all the keys repeat if held down.)

REFERENCE SCREENS

The following is a listing of all the reference screens in Memorite III, the subjects they cover and the auxiliary ([CTRL]-A) commands that access them.

- ? GENERAL REFERENCE SCREEN-Shows you how to find all the other reference screens. Also explains the system status line which appears whenever the auxiliary command mode is entered.
- HA REFERENCE FOR AUXILIARY COMMANDS-Explains use of auxiliary command mode and provides a listing of all auxiliary commands and what they do.
- HA C REFERENCE FOR "COPY" AUXILIARY COMMANDS-Explains the use of the "CS" command which is used to move a section of text from one area of a document to another and the "CX" command which allows you to copy a document over from Memorite II files.
- HA D REFERENCE FOR "DISPLAY" AUXILIARY COMMANDS-Explains the commands which let you see the directory, display indent settings and display the print formats (layouts.)
- HA F REFERENCE FOR "FIND" AUXILIARY COMMANDS-Tells the operation of the find command which replaces the Memorite II search command.
- HA H REFERENCE FOR "HELP" AUXILIARY COMMANDS-Details the listing of all help screens.
- HA I REFERENCE FOR "INITIALIZE" AUXILIARY COMMANDS-Shows you how to initialize a document, the top of a printed page, the printer and the Memorite program. (Useful for clearing an unwanted document from memory.)
- HA M REFERENCE FOR "MERGE" AUXILIARY COMMANDS-Explains how to use the merge list command for merging documents and mailing lists, and how to use a merge phrase file from which you can call standard phrases during the preparation of a document.
- HA P REFERENCE FOR "PRINT" AUXILIARY

COMMANDS-This reference screen will show you how to put your documents down on paper.

- HA Q REFERENCE FOR "QUIT" AUXILIARY
COMMANDS-Shows you how to get to the system (CP/M) level to run the mailing list program or spelling verification routine. Also shows you the proper way to get back to the Monitor program.
- HA R REFERENCE FOR "REMOVE" AUXILIARY
COMMANDS-Explains the commands which remove portions or all of the text.
- HA S REFERENCE FOR "SET" AUXILIARY COMMANDS-Shows you how to find where printed pages will break, how to set drive assignments and how to enter layout (print format) items dynamically from the auxiliary command mode. You will also learn how to declare your printer type and set tabs.
- HA W REFERENCE FOR "WRITE" AUXILIARY
COMMANDS-This will tell you how to save and update a document once you've created it.
- HA X REFERENCE FOR "MISCELLANEOUS" AUXILIARY
COMMANDS-This will show you how to recover a document which has been altered.
- HD REFERENCE AID FOR DOCUMENT DIRECTORY
COMMANDS-Explains the various options available while in the directory mode.
- HE REFERENCE AID FOR EDITOR-Review and explains the commands which can be accessed while in the edit mode including all embedded control commands.
- HF D REFERENCE AID FOR REVIEW OF FORMAT LINES
WITHIN TEXT (DETAIL LINES)-Shows how to set up header and trailer lines and how to make them alternate from odd to even pages.
- HF I REFERENCE FOR REVIEW OF FORMAT LINE WITHIN
TEXT-(INDENT MARGINS) This screen shows how to set up an indent line which will automatically switch indent margins while printing.
- HF F REFERENCE FOR REVIEW OF FORMAT LINES WITHIN
TEXT-(FOOTNOTES)-Shows you how to set up footnotes automatically within the text that will automatically print out properly at the foot of the page.

- HF P REFERENCE FOR REVIEW OF FORMAT LINES WITHIN
TEXT (PAGE FORMATS)-Shows the commands available
that allow you to set up a page.
- HD REFERENCE FOR DOCUMENT DIRECTORY
COMMANDS-Explains the makeup of the document
directory and the commands available.

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