OLIWORD

olivetti L1

PREFACE

This manual describes the OLIWORD word processing package for the OLIVETTI M20 System.

The first chapter introduces the main features of OLIWORD and is followed by a chapter describing the Editor in detail. Chapter 3 details the utility routines provided with OLIWORD.

Appendix A lists the special symbols used by OLIWORD.

Appendix B provides a glossary of commonly used word processing terms.

The various national keyboards are illustrated in Appendix C.

Related Publications

- L1 M20
  BASIC Language Reference Guide
  3982430 P

- L1 M20
  Professional Computer Operating System (PCOS) Reference Guide
  3987590 U

CONTENTS

CONTENTS

1. INTRODUCTION

ABOUT THIS CHAPTER

This chapter describes OLIWORD's major characteristics, the minimum M20 configuration required by OLIWORD and, finally, how to load OLIWORD.

CONTENTS

INTRODUCTION

OLIWORD

OLIWORD is Olivetti's word processing package for the M20 microcomputer system. This word processing system, designed, written and marketed by Olivetti, incorporates functions and utilities derived from decades of experience in supplying the most advanced solutions to business requirements.

OLIWORD SERVICES

OLIWORD provides the following basic text management services:

- Creation

- Storage

- Retrieval

- Amendment

- Formatting

- Printing

These services are enhanced through the inclusion of a set of commands, functions and facilities usually found only on large dedicated word processing systems.

These additional features include:

- The Glossary: this is a special file where commonly used pieces of text can be stored and later accessed for insertion into a document

- File Insertion: as the M20 is a powerful and proven data processing system files created either by user written programs, or by other Olivetti supplied application packages can be incorporated into texts

- Text Movement: OLIWORD includes a versatile text manipulator. This facility allows text to be cut (deleted) from a document or moved elsewhere within the document. In addition a section of text can be stored in a user file or stored in the Glossary

- Search & Replace: portions of text can be searched for by OLIWORD and, if located, be replaced with a different set of characters.

When these facilities are combined OLIWORD provides a powerful set of services. For example, using a standard newsletter from the Glossary and inserting into it the latest parts/price list file, a company's management and salesforce can be kept up to date with product news with the minimum of effort.

"HELP" FACILITY

Despite its power and flexibility OLIWORD is very easy to use. A "Help" facility displays all the commands and functions available and how to access them; this facility is described in Chapter 2 - see **COMMAND** **6**.

"LEARN" FACILITY

A "Learn" routine enables new users of OLIWORD to become familiar with the system and understand the full range of its commands and functions. This facility is described in Chapter 2 - see **COMMAND** **/ CTRL** **—**.

TEXT SIZE

OLIWORD allows the creation of texts of up to 24,000 characters in length; if larger printed documents are required separate texts can be combined at output time by means of a text collection routine. This is described in Chapter 2 - see **COMMAND** **3**.

FORMATTING OPTIONS

Within a text the OLIWORD user can specify his own values for, among other things, line width, page length and, subject to the type of printer attached, character pitch. These options are described in Chapter 2 - see **CTRL** **3** and **CTRL** **6**.

INTRODUCTION

OLIWORD M20 CONFIGURATION

OLIWORD requires the following minimum M20 configuration:

- central unit with black and white screen

- 2 x 320K byte floppy disk units plus one of the following printers:

        . PR 1450 ⎫
        . PR 2400 ⎬ draft printers
        . PR 1471 ⎭

        . PR 430   ⎫
        . ET 121   ⎪
        . ET 231   ⎬ quality printers
        . ET 351   ⎪
        . PRAXIS 41 ⎭

LOADING OLIWORD

Switch on the M20. Place the OLIWORD system disk in drive Ø. When PCOS is loaded type:

oliword

and press **CR**.

```
L1.M20 System Configuration
   Total memory size   128 Kbytes.
   User memory size   41818 Bytes.
   Display Type: Black and White.
   Disk drive(s)   2 Ready.

L1.M20 PCOS-8860 Rev. 1.1.0d
COPYRIGHT (C) by Olivetti, 1982. all rights reserved
> oliword
```

Figure 1-1   Loading OLIWORD

INTRODUCTION

After a few seconds OLIWORD's main selection screen will be displayed.
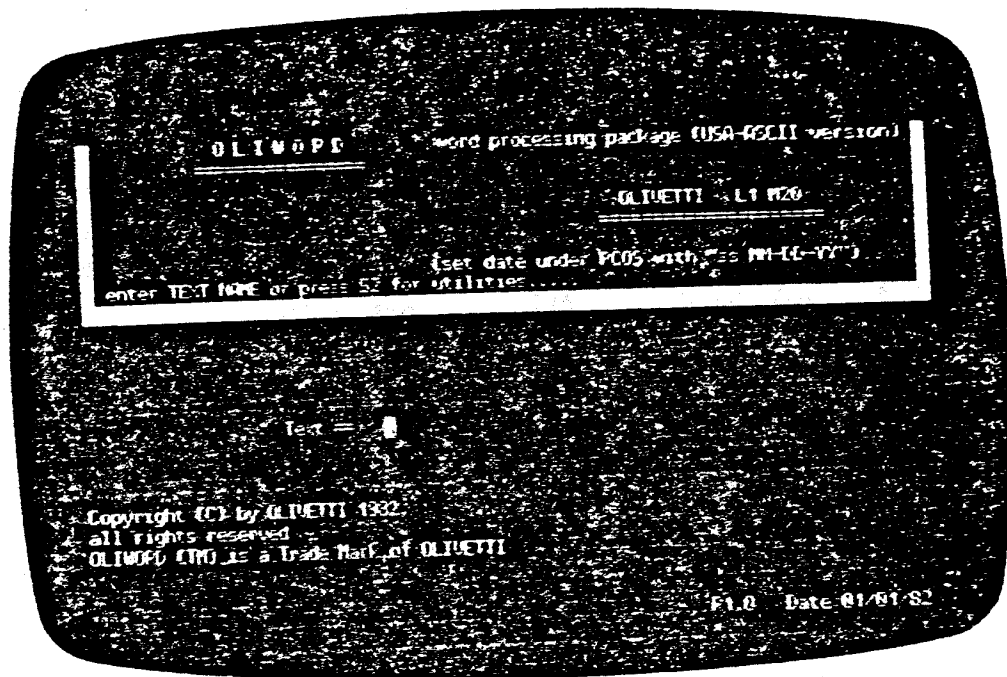
Figure 1-2 OLIWORD Main Selection Screen

At this point one of three options can be selected:

- a new text name can be entered (text create)

- an existing text name can be entered (text modify)

- an OLIWORD utility can be requested (**S2** key).

All the commands, functions and facilities for text creation and modification are described in Chapter 2. OLIWORD utilities are described in Chapter 3.

2. TEXT EDITOR & AUXILIARY EDITOR

ABOUT THIS CHAPTER

This chapter firstly describes the 24 Editor commands and functions; this is followed by an explanation of the 16 Auxialiary Editor functions.

CONTENTS

TEXT EDITOR & AUXILIARY EDITOR

TEXT EDITOR

Text Editor provides a set of commands and functions that enable text to be:

- Created

- Stored

- Retrieved

- Amended

- Formatted

In addition to these operations OLIWORD's Text Editor allows texts to be printed, in part or in whole.

TEXT NAMES

To call Text Editor from the main selection screen, enter a text name. Certain rules must be followed when specifying text names.

RULES FOR FORMING TEXT NAMES

- The name must not exceed 10 characters in length.

- The name may be qualified by a password; the password must not exceed 9 characters in length (see File Location below, for a special case).

- If a password is specified it is separated from the text name by a slash (/) character.

- No space characters are allowed, either within the text name or password. Blank characters preceding a text name are ignored.

- Any of the M20 keyboard characters can be used for a text or password name except:

    SPACE **/** **✱** **?**

    or a tab character.

- When a text is saved at the end of an editor session, the system adds a suffix to the name ".txt" to identify it as a text. This suffix is not used when specifying text names within OLIWORD for storing or retrieving texts.

Example: MYFILE.txt

- Upper and lower case characters are not treated by OLIWORD as being equivalent, e.g. MYFILE and myfile are treated by OLIWORD as being two separate texts.

FILE LOCATION

OLIWORD will normally search the disk in drive 1 for the specified text. When **CR** is pressed to show that the text name is complete, OLIWORD places 1: in front of the text name, thus generating a standard M20 file descriptor for a file in drive 1.

If a text is to be stored on a disk loaded in drive Ø, then the text name must be preceded by Ø:. In order to store texts on a disk in drive Ø, the system disk will have to be removed and replaced with a user disk. If this option is used drive Ø remains the storage drive for all subsequent texts until either the user enters a 1: prefix, or OLIWORD is reloaded.

Note: A maximum of 2Ø characters can be used to specify the file descriptor; if the drive number is supplied by the user then only 18 characters remain for text name, password and separator. In this case, if the maximum number of characters (1Ø) is used for the text name then the password's maximum length drops from nine to seven characters.

EXISTING TEXT

The disk on the specified drive is searched for the text, if found it is loaded into the M20's memory and the Editor screen is displayed.

NEW TEXT

If no text is found corresponding to the specified name, OLIWORD assumes that a text with that name is to be created. It is possible that a mistake was made when entering the text name, so rather than creating the new text immediately a message is displayed for a few seconds, allowing the name just entered to be cancelled.

2-2

TEXT EDITOR & AUXILIARY EDITOR

THE EDITOR SCREEN

Having specified the text name and pressed **CR** the Editor screen is displayed.
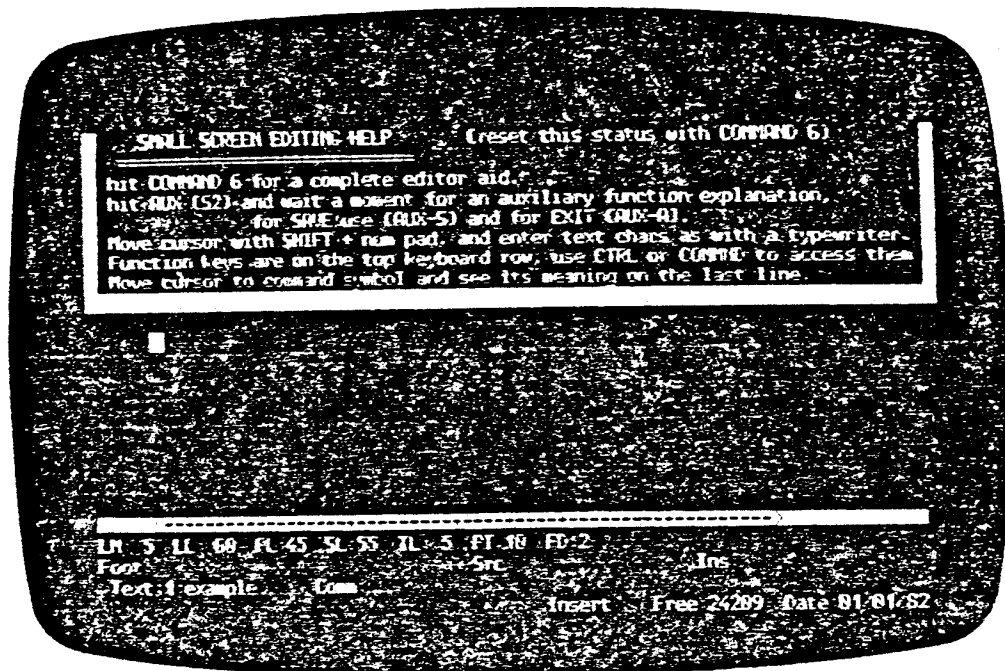
Figure 2-1 The Editor Screen

"HELP" AREA

The top part of the screen displays information which explains how to access a complete description of all the function keys (the Editor aid) and how to obtain a display of the auxiliary editor functions. This "Small Screen Editing Help" also explains how to enter text, save it (write it to disk for future access) and how to leave Editor.

TEXT AREA

Beneath this "help" screen is the text area. If an existing text was called, the first nine lines will be displayed in this area. The text area contains 10 lines, but existing texts are displayed with the top line blank, allowing the insertion of text before the current first

characters. If a new text is to be created, this area will be blank with
the cursor in the top left hand corner of the text entry area.

FORMAT AREA

Below the text area is the ruler which shows the current tabulation
stops. These values can be altered by issuing a "Modify Ruler" command,
which is described later in this chapter.

Below the ruler, certain format information is displayed:

- LM Left Margin (tenths of an inch)

- LL Line Length (tenths of an inch)

- PL Page Length (number of lines)- *logical*

- SL Sheet Length (number of lines)- *physical*

- TL Top Margin   (number of lines)

- PT Pitch   (1Ø, 12, 15 or Proportional Spacing)

- FD Line Feed   (half lines)

The initial setting of these values, and how to change them, is described
later in this chapter - see the "Modify Ruler" command.

SYSTEM AREA

The system area is used by OLIWORD:

- to allow certain information to be entered:

  . Foot: - Footer
  . Src: - Search string
  . Ins: - Replace string
  . Comm: - Comment

  The rules for entering values into these fields are described later in
  this chapter

- to display information relevant to the current session:

  . Text title
  . Editor mode (Insert/Overlap)
  . Free space remaining for current text
  . Current date (set at the beginning of work with the PCOS command SSYS
    in a MM/DD/YY format)

- to display messages.

THE KEYBOARD

The M20 keyboard is used not only for the entry of text, but also to
issue commands to OLIWORD and exercise control over the cursor.

The following diagram shows the main functional areas of the keyboard:
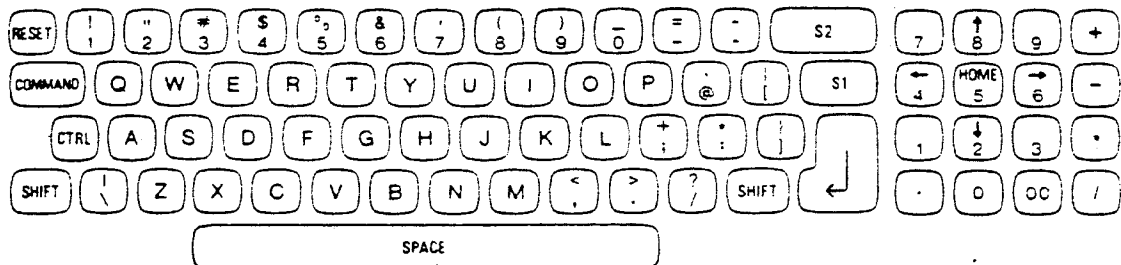
Figure 2-2   OLIWORD M20 Keyboard

SPECIAL COMMAND/FUNCTION KEYS

CTRL / **COMMAND** keys when used in conjunction with a key from the top
row of the keyboard allow commands to be issued to OLIWORD and functions
requested from it. All commands, functions and the key combinations to
access them are described later in this chapter.

S2 (Auxiliary). This key, when used within Editor replaces the "help" area with a list of the 16 Auxiliary Editor functions and how to access them; these are described later in this chapter. (It was noted in Chapter 1 that **S2** accesses OLIWORD utilities, if pressed when the main selection screen is displayed.)

S1 (Cancel). This key is used to cancel characters during text entry and to terminate certain OLIWORD functions. OLIWORD displays a message whenever it is permissible to use **S1** to terminate functions.

Note: If a large, continuous portion of text is to be cancelled, consider using the "cut" option of the Cut and Paste Command - see **COMMAND** **7** later in this chapter.

CURSOR CONTROL

When working with texts displayed on the screen, proper control of the cursor is important.

The numeric keypad on the right hand side of the M20's keyboard provides the cursor control functions within OLIWORD. To move the cursor around the screen, a numeric key and the **SHIFT** key are depressed together. The following specifies the cursor control functions:

- **SHIFT** **1**   previous paragraph

- **SHIFT** **2**   move down one line in the same column

- **SHIFT** **3**   next paragraph

- **SHIFT** **4**   move one character position to the left

- **SHIFT** **5**   end of text

- **SHIFT** **6**   move one character position to the right

- **SHIFT** **7**   roll-up

- **SHIFT** **8**   move up one line in the same column

- **SHIFT** **9**   roll-down

Note: Only the numeric keypad is used for cursor control. The numeric section on the top line of the keyboard cannot be used for cursor control.

Pressing **CTRL** **↑** places the numeric keypad in upper-case lock; the cursor control keys are then activated without having to press **SHIFT**. To return to normal status press **CTRL** **↓**.

EDITING COMMANDS AND FUNCTIONS

Twenty four editing and formatting functions can be accessed using a combination of a key from the top row of the keyboard and either the **COMMAND** or **CTRL** key. A template is provided with OLIWORD which summarizes these command keys, as shown in Figure 2-3. Throughout this chapter the key symbols of the USA ASCII keyboard are used. Appendix C contains illustrations of all the national keyboard layouts.

| FORCED BLANK | CENTER | TEXT COLLECT | TAB | NEW PAGE | HELP | CUT & PASTE | SUPS | HYPHEN | UNDER- LINE | LEARN | DELETE LINE |
| INDENT | FLUSH RIGHT | NEW RULER | DEC TAB | HARD NEW LINE | MODIFY RULER | INSERT/ OVERLAP | SUBS | SUPER- IMPOSE | BOLD FACE | EXECUTE | CANCEL ATTRIB. |

Figure 2-3 OLIWORD Template

Some of the OLIWORD commands cause special symbols to appear on the screen; these symbols and their associated commands are described in Appendix A.

CTRL **1** INDENT

Pressing this key causes the current line and any following lines to be indented by one character position. Repeated pressing of these two keys causes successive levels of indentation to be set. Indentation cannot be set within the last (rightmost) 19 characters of a line. Indentation is cancelled by the key combination **CTRL** **5**.

COMMAND **1** FORCED BLANK

Causes a blank to be inserted into a text at the position indicated by the cursor. This position (or successive positions if a series of **COMMAND** **1**'s is issued) cannot be expanded (or contracted) when the line is justified by OLIWORD.

CTRL 2 FLUSH RIGHT

Text to the left of the current cursor position is moved to the right hand margin. If there is text to the right of the cursor when this command is executed it is moved to the beginning of the next line.

COMMAND 2 CENTER

Text to the left of the current cursor position is moved to the center of the line. If there is text to the right of the cursor when this command is executed it is moved to the beginning of the next line.

CTRL 3 NEW RULER

This command is used in conjunction with **CTRL 6**. The new ruler command places the special symbol   at the beginning of the line in which the command was issued. This line cannot contain text, it is the dividing line between screen portions having different formats.

A text can contain more than one new ruler command. Once a new ruler command has been issued the modify ruler command (**CTRL 6**) is used to define the new format.

COMMAND 3 TEXT COLLECTION

This command works in connunction with the batch print utility. Its general function is to allow different pieces of text to be assembled into one document at print time. Specifically text collection provides the following facilities

Text Collection

When **COMMAND 3** is pressed, a special symbol appears in the text; when batch print is called and a text name is entered in the collect field, that text will be printed at the point where the symbol appears. If no name is entered then the text collect symbol will be treated as a forced blank (see **COMMAND 1**).

The called text will be printed either in its entirety, or until the first hard new line command is encountered (see **CTRL 5** for a description of the hard new line command).

More than one text collect command can be inserted, up to 12 per text are allowed. Texts called via collect fields specified to the batch print utility are printed in the order specified i.e. the first named text at the first text collect mark, the second text at the second mark and so on.

Text Insertion

To specify a text for inclusion press **COMMAND** **3**, then

! **i** **"** **t** **e** **x** **t** **-** **n** **a** **m** **e** **"** **!**

where text-name is the name of the text to be collected by the print utility.

Record Insertion

This facility allows variable information to be inserted in a standard document, in the production of personalized letters for example.

The standard document is contained in one file; the variable records in another. A variable record is defined by a hard new line command (**CTRL** **5**) placed after the last character of the record. The point at which a record is to be inserted in the standard text is defined by a text collection command.

For the first copy of the printed document, the first variable record will be used; the second copy will contain the second variable record and so on.

More than one variable record can be copied into a standard document. If two text collection commands are issued within the standard document then the first two variable records will be inserted; the first variable (e.g. name) at the first text collection mark, the second (e.g. address) at the second text collection mark.

The name of the file containing the variable records is defined at the start of the batch print utility in the print collect field.

Get System Date

At points in the output document where the current date (as held in PCOS) is required, press **COMMAND** **3** and then enter the following:

! **D** **!**

Keyboard Data Entry

To allow data entry from the keyboard at print time press `COMMAND` `3` at the point where that data is to appear in the final document. Then enter the following:

`!` `K` `:` `p` `r` `o` `m` `p` `t` `!`

where prompt is the message to appear on the screen requesting data entry. Up to 80 characters can be entered from the keyboard when the batch print utility is loaded.

Aide Memoire

Up to 80 characters can be entered after a text collection command in the following format:

`COMMAND` `3` `!` `s` `t` `r` `i` `n` `g` `!`

The string is a comment concerning the previously entered text collect command and it will not be printed providing a text is defined in the collect field of the batch print utility.

`CTRL` `4` DECIMAL TABULATION

Numeric values are arranged around a fixed (tabulated) decimal point. Press the command keys before entering the number. This command can also be used within the Modify Ruler command (see below) to set decimal tabulation stops.

`COMMAND` `4` TABULATION

The cursor is moved to the next tabulation stop. This command can also be used within a Modify Ruler command (see below) to set new tabulation stops.

`CTRL` `5` HARD NEW LINE

The cursor is moved from its current position to the left hand margin of the next line. Indentation settings are cleared.

COMMAND **5** NEW PAGE

A special symbol will appear on the screen at the point where this command is entered. When the text is printed the printer will advance the stationery to the next page, when this point is reached, before continuing printing. The special symbol is not printed.

CTRL **6** MODIFY RULER

This command allows the tab settings to be altered and new values to be assigned to:

- Left Margin (LM)   in tenths of an inch

- Line Length (LL)   in tenths of an inch

- Logical Page Length (PL)   number of lines

- Physical Page Length (SL) number of lines

- Top Margin (TL)   number of lines

- Pitch (PT)   10, 12, 15 or Proportional Spacing

- Line Feed (FD)   half lines

When this command is called OLIWORD moves a special cursor to the left most position of the ruler. Using the cursor control keys the new cursor can be moved to any point in the ruler, either to set a tab (**COMMAND** **4** or **CTRL** **◄**) or to cancel a tab **S**.

The cursor can be moved to the line below the ruler to allow any or all of the seven values to be altered:

- Left Margin (LM) and Line Length (LL) are specified in tenths of an inch

- Logical Page Length (PL) and Physical Page Length (SL) and Top Margin (TL) are specified as a number of lines

- Pitch (PT); the settings for this field depend on the type of printer attached to the M20 and apply only to the quality printers; the valid pitch values are:

2-11

. 10 for tenths of an inch spacing
: 12 for twelfths of an inch spacing
. 15 for fifteenths of an inch spacing
. PS for Proportional spacing

- Line Feed (FD) is expressed as a number of half lines.

Guidance information is displayed in the "help" area at the top of the screen.

Note: LL+LM must not exceed 132
      PL+TL must not exceed the value specified for SL.

COMMAND **6.** HELP

This command causes OLIWORD to display a complete list of the Command/ Function keys, cursor control keys, and special keys with a brief description of their purpose. To return to normal editing mode enter the command sequence again.

Figure 2-4 Help Screen

2-12
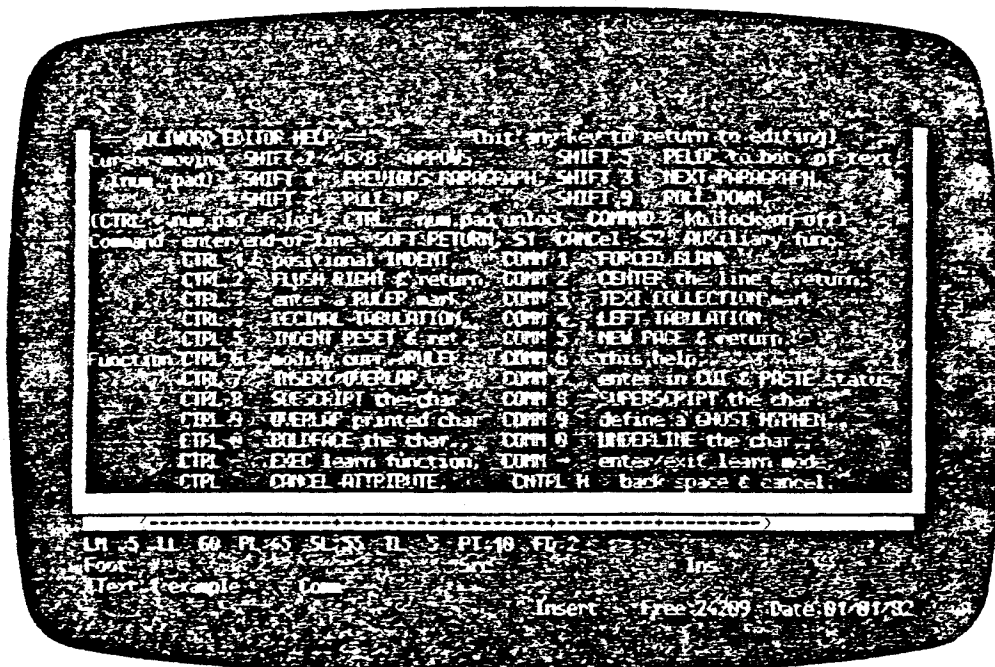
CTRL **7** INSERT/OVERLAP

Editor's normal state is INSERT; this command allows text to be over-
written. Pressing the command keys a second time switches Editor back to
INSERT state.

COMMAND **7** CUT & PASTE

Allows a section of text to be either:

- deleted (cut option)

- moved to another part of the document

- written to the glossary

- written to a user file (the file is created by this command if it does
  not already exist).

When the command keys are pressed, a special symbol appears at the point
previously occupied by the cursor (the cursor moves one position to the
right). This symbol marks the beginning of the section to be handled. A
message appears in the system area requesting the end of the section to
be defined. This is done by moving the cursor to the end of the section
and pressing the command keys again. A special symbol appears to mark the
end of the section.

The system area now displays a message requesting the type of operation
to be defined:

- C = cut the section

- G = write the section to the glossary

- P = place the section elsewhere within the document

- F = write the section to a user file.

Cut

To cut the section simply press the **C** key and the section will dis-
appear from the screen. If the text was loaded from a user file it will
still exist on that file; it will only be deleted from that file when the
current text is written back to the file using either the **F** option of
Cut & Paste or the Save function (**S2** **S**).

Glossary

The glossary is designed to hold relatively small pieces of text, up to 2,ØØØ characters; for larger pieces of text, or complete texts use the **F** option (File option) described below. If the section is to be written to the Glossary press the **G** key. Before the section is written to the Glossary a special cursor is placed in the system area by OLIWORD to allow a Glossary entry number to be assigned to the section. This entry number allows the section to be identified and called from the Glossary for inclusion in other texts. If the number corresponds to an existing entry in the Glossary, the first 4Ø characters will be displayed in the system area, in the space previously occupied by the COMM field.

Paste

To move the section to another point within the text, move the cursor to the first character position of that area and press **P**. The section will then be displayed in its new position and disappears from its original position.

File

To write the section to a user file, press the **F** key. The system moves the cursor to the system area where a text (file) name must be entered. The name can be that of an existing file or one that the system will create to store the section; having entered the text name, press **CR** and the section will then be written to the file.

CTRL **8** SUBSCRIPT

This function is available only with quality printers. It allows a character to be printed half a line lower than normal text, thus allowing such expressions as chemical formulae to be printed correctly. If more than one character is to be subscripted, then the **CTRL** **8** command has to be used for each additional character.

COMMAND **8** SUPERSCRIPT

This function is available only with quality printers. It allows a character to be printed one half line above the normal text, thus allowing such expressions as numerical powers and footnote references to be printed correctly. If more than one character is to be superscripted the **COMMAND** **8** command has to be used for each additional character.

2-14

CTRL **9** SUPERIMPOSE

This function is available only with quality printers. This function allows the current character to be superimposed on the previously entered character. The superimposition cannot be seen on the screen, only when the text is printed does it become visible.

COMMAND **9** HYPHEN

A hyphen is inserted at the point where this command is issued. The hyphen does not appear on the screen, only when the text is printed does it become visible; for this reason it is referred to as a "ghost hyphen".

CTRL **[]** BOLDFACE

This function is only available with quality printers. Characters defined between **CTRL** **[]** entries will be printed in boldface rather than normal typeface. The characters displayed on the screen are shown in reverse (black on white background).

COMMAND **[]** UNDERLINE

Move the cursor to the beginning of the string of characters to be under-lined; then press **COMMAND** **[]** until the required characters are under-lined.

CTRL **⌐** & **COMMAND** **⌐** LEARN/EXECUTE

The **COMMAND** **⌐** command allows up to 80 characters to be entered, including cursor control commands. This string of characters may include embedded commands, which will be executed at normal speed as they are issued. When learn mode is entered a message appears in the system area at the bottom of the screen. To signal completion of the character string press **COMMAND** **⌐** again.

Pressing **CTRL** **⌐** causes the previously entered learn string to be redisplayed and all imbedded commands to be executed in slow motion.

The execute command can be issued anywhere within the current text.

CTRL ▪▪ CANCEL ATTRIBUTE

Cancels an attribute assigned to a character. The character attributes available under OLIWORD are:

- Underline

- Superimpose

- Boldface

- Superscript

- Subscript

- Hyphen

COMMAND ▪▪ DELETE LINE

This command deletes the entire line in which the cursor is positioned.

—   —

AUXILIARY EDITOR

There are 16 auxiliary Editor functions available to assist in text creation or modification. The complete list of functions and the control keys used to activate them is displayed when the **S2** key is depressed during an Editor session.

The following photo shows the OLIWORD screen as it appears after the **S2** key has been pressed during an Editor session.
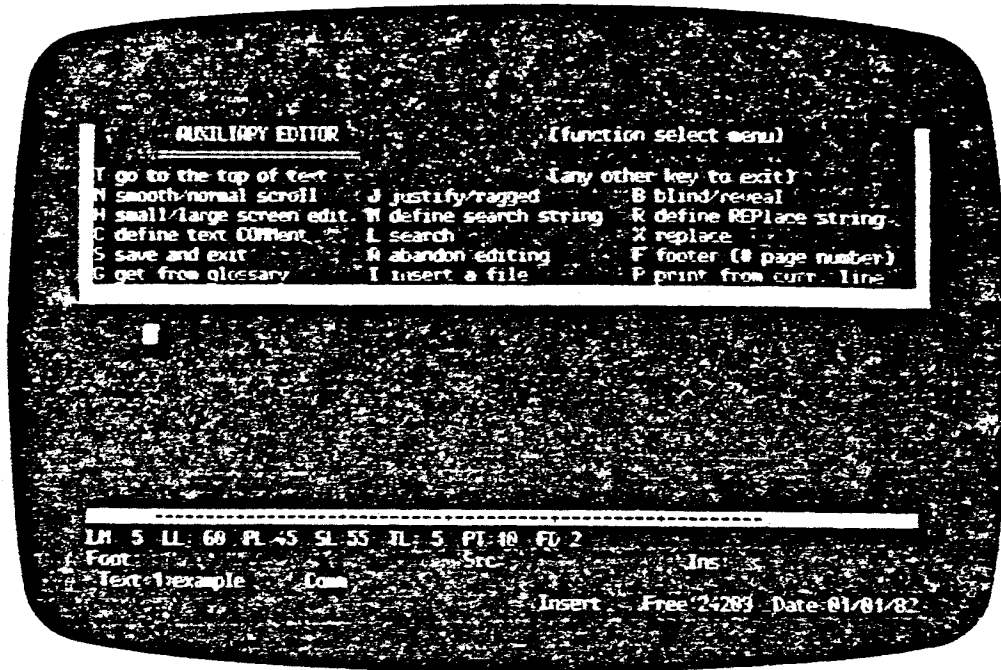
Figure 2-5 The Auxiliary Editor Screen

The Auxiliary Editor functions are called by pressing the associated key, while the Auxiliary Editor screen is displayed.

The functions and their associated keys are described below.

T TOP OF PAGE

This command places the cursor on the first character of the current text.

N SMOOTH/NORMAL SCROLL

If the cursor control keys **SHIFT** **2** or **SHIFT** **8** are pressed continuously, the screen image moves up or down in one line jumps. With this function the screen movement (scrolling) is smoothed. To return to normal scrolling press **S2** **N** again.

H SMALL/LARGE SCREEN EDIT

Selecting this function causes the "help" information displayed at the top of the screen to disappear and allows the whole of the screen, above the ruler, to be used for the display of text. To return the screen display to its original status simply press the **S2** key followed by the **H** key.

C DEFINE TEXT COMMENT

Allows a comment to be associated with a text. This comment will be displayed in the system area at the bottom of the screen whenever that text is accessed; it is also displayed whenever the text index is printed or displayed using the text utilities. A maximum of 48 characters (including spaces) are allowed for the comment.

S SAVE AND EXIT

This command allows the current text to be saved. It is normally written to the disk loaded on drive 1, unless drive Ø was previously specified and not reset (see File Location earlier in this chapter). A message is displayed while this transfer is taking place warning against attempting any other operations until the save is completed. On successful completion of the text save, OLIWORD displays the prime selection screen, allowing another text to be specified or the text utilities to be accessed.

G GET FROM GLOSSARY

This command causes the insertion into the current text, at the position indicated by the cursor, of a glossary item. The item is specified by supplying the Glossary entry number. OLIWORD moves the cursor to the correct position for the specification of the Glossary entry number. This number must be in the range Ø-99. The first 4Ø characters of the requested Glossary entry are displayed in the system area.

J JUSTIFIED/RAGGED

This command specifies to OLIWORD whether the current text is to have a justified or ragged format. OLIWORD will normally justify text until directed to adopt a ragged format. After issuing this command the text is reformatted immediately and displayed in its new format on the screen. To return to the previous formatting mode repeat the **S2** **J** command.

2-18

■M■ DEFINE SEARCH STRING

OLIWORD moves the cursor to the system area of the screen to allow the string of characters to be searched for to be defined; a maximum of 16 characters is allowed. Having defined the search string, press ■CR■ and position the cursor at the point from which the search is to begin.

■L■ LOOK/SEARCH

To initiate the search the ■L■ command is used, OLIWORD will search for a defined string of characters, starting from the current cursor position to the end of the text. OLIWORD displays a message in the system area while the search is taking place. If the search is successful the cursor will be placed on the first character of the string within the text. To search for further occurrences of the string repeat the ■S2■ ■L■ command sequence. If the defined string of characters does not exist in the area of text to be searched, then OLIWORD will display a message stating that no match was found.

■A■ ABANDON EDITOR

This command causes the prime selection screen to be displayed, allowing another text to be selected, or the text utilities to be accessed. If the current text has been modified in any way during the Editor session, then OLIWORD displays a warning message seeking confirmation that the modified text is to be scrapped.

■I■ INSERT A FILE

This command allows a file to be inserted into the current text at the position indicated by the cursor. OLIWORD moves the cursor to the system area of the screen to allow the file name to be entered. If an invalid or non-existent file name is specified, an error message is issued.

■B■ BLIND/REVEAL

As text is being entered, OLIWORD inserts special characters and symbols (see Appendix A). For example, spaces within a text are shown as dots and line-feeds by arrows pointing down and to the left. To see the text without these special characters and symbols press ■S2■ followed by ■B■. To return to the original OLIWORD display issue the ■S2■ ■B■ command sequence again.

2-19

R DEFINE REPLACE STRING

This command allows a string of characters to be defined, which will replace another defined set of characters when the Replace command S2 X is issued. The set of characters to be replaced and the substituting set do not have to be of the same length, but neither may be longer than 16 characters. OLIWORD moves the cursor to the system area of the screen to allow the replace string to be specified.

X REPLACE

This command can be executed in two different ways; either in conjunction with a search command or on its own. With the search command the text is searched for the specified string of characters and, once found, positions the cursor on the first character of the string. The Replace command then substitutes the strings. When used on its own, this command inserts the string at the current cursor position. Search and replace strings do not have to be of the same length, but neither string may be more than 16 characters long.

F FOOTER

This command allows the definition of a piece of text which will be printed at the bottom of every page. OLIWORD positions the cursor in the system area to allow the footer to be entered. A maximum of 30 characters is allowed for the footer. If the # symbol is included in the footer, OLIWORD will replace it with a page number when the text is printed.

The footer, with or without page number will only be printed if there are at least six free lines at the bottom of the page. The amount of free lines at the bottom of the page can be calculated very easily from the values shown in the Format Area of the screen:

if $SL-(PL+TL) \geqslant 6$

then the footer is printed.

If the value is less than 6 and a footer is required, use the Modify Ruler command to set suitable SL, PL and TL values.

P PRINT

This command causes the current text to be printed from the line containing the cursor to the end of the text. A message is displayed in the system area requesting that the printer stationery be checked. Press any key to start the print. Pressing **S1** will terminate printing at that point.

3. TEXT UTILITIES

ABOUT THIS CHAPTER

This chapter describes the seven text utility programs that can be loaded via OLIWORD's main selection screen.

CONTENTS

TEXT UTILITIES

UTILITY PROGRAMS

There are seven utility programs which can be called via the Text Utility selection screen. This screen is displayed by pressing **S2** while the OLIWORD main selection screen is present. The main selection screen is displayed:

- when OLIWORD is first loaded

- when an Abandon Editor command is issued (**S2** **A**)

- when a text Save command is issued (**S2** **S**).

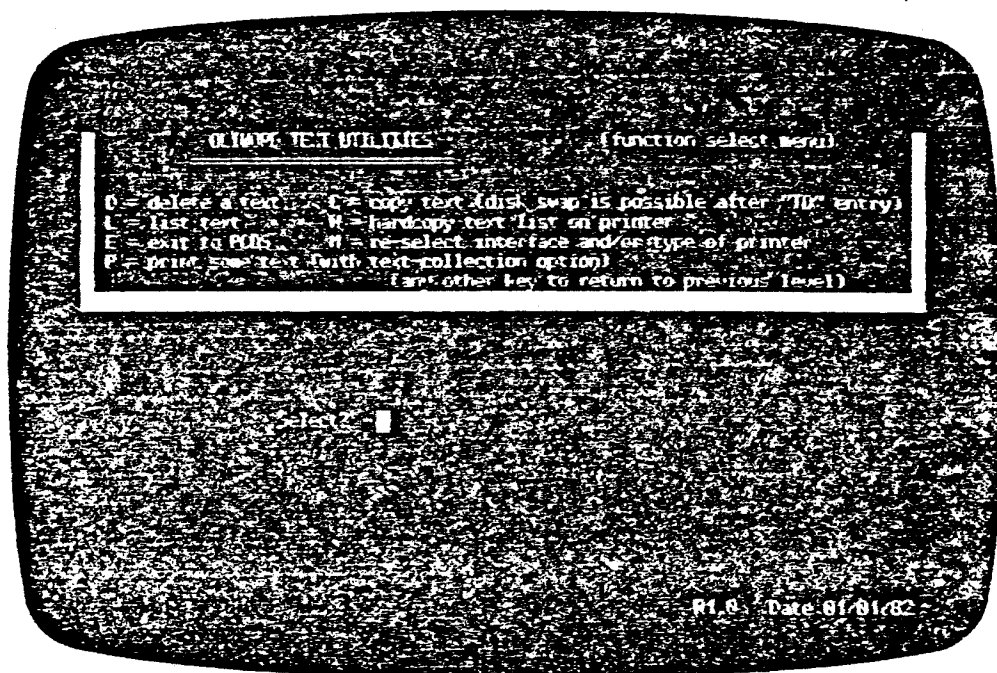The following photograph shows the Text Utility selection screen:

Figure 3-1   Text Utility Selection Screen

The seven utilities and their associated call keys are described below.

L DISPLAY TEXT INDEX

This program displays the names of all stored (saved) texts, together
with their creation dates, the date on which they were last updated and
the amount of free space available for each text. The central column
displays header and footer insertions (if any) for each text. The amount
of free space available on the disk(s) currently loaded is displayed in
the top right hand corner of the screen. The screen displays information
about five texts at a time. If there are more texts stored on the disk, a
message is displayed with a request to press any key to continue the
listing of text information.

H HARDCOPY TEXT INDEX

This utility provides the same information as the **L** option, but pro-
duces a hardcopy listing on the printer, rather than a screen display.
Twelve items will be listed and then a message is displayed asking for
any key to be pressed, if more items exist to be listed. This pause
allows single sheet stationery to be replaced before continuing the
listing.

D DELETE A TEXT

When this utility is called it displays a message requesting the name of
the text to be deleted. Enter the name and press the **CR** key. OLIWORD
will then delete the specified text and free the space it previously
occupied for use by new texts.

C COPY A TEXT

When this utility is loaded it requests the name of the text to be
copied; enter the name of an existing text and press **CR**. The name of
the file into which it is to be copied is then requested. The name
entered here can either be that of an existing text, in which case a
warning message is displayed requesting confirmation that an existing
text is to be over-written; or a next text name can be entered. OLIWORD
will then create the file into which the original text will be copied. In
either case **CR** must be pressed to indicate completion of the text name.

E EXIT TO PCOS

This utility causes control to pass from OLIWORD to PCOS. If, during the
current OLIWORD session, any Glossary entries have been created, a
message is displayed requesting whether or not they are to be saved.
Press **CR** to save Glossary entries or CANCEL (**S1**) to abandon them.

M RE-DEFINE PRINTER OR INTERFACE

If the type of printer attached to the M20 is changed, or the type of
stationery to be used is altered, it may be necessary to re-define values
used by OLIWORD to access the printer and control printing. Having
selected this utility, three columns of information are displayed:
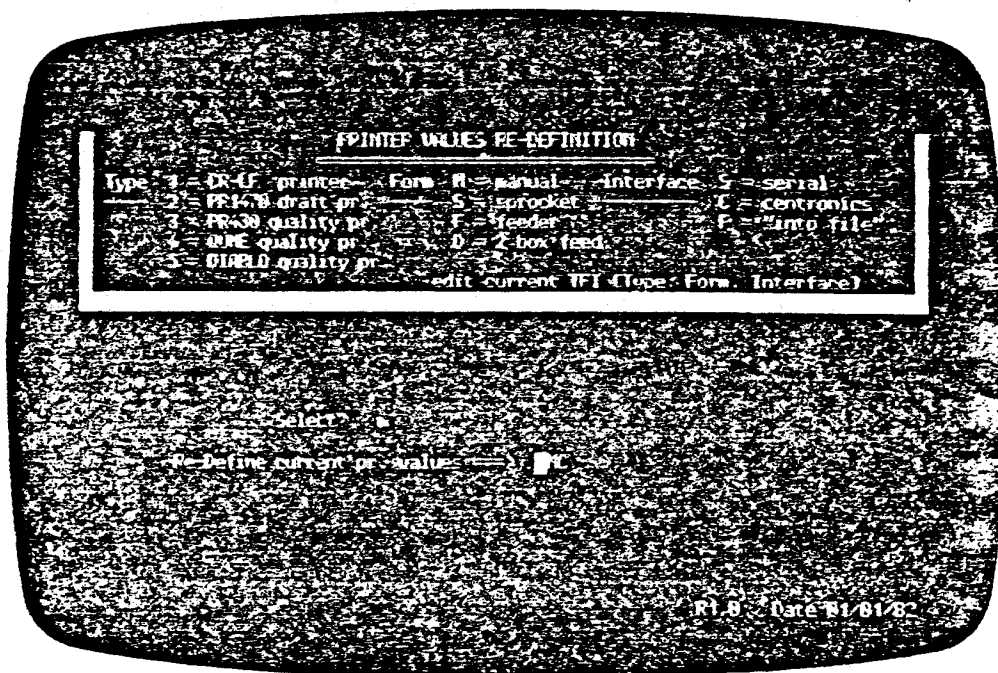

Figure 3-2 Printer/Interface Definition Screen

The first column displays the printer codes; the second column lists the
codes for the various types of stationery usage, and the third column
lists the codes for the interfaces supported by the M20.

Underneath this display a message requests the new value(s) to be
entered.

P PRINT

This batch print utility allows a text, or a series of texts to be printed. When loaded the print utility issues a "help" display at the top of the screen.
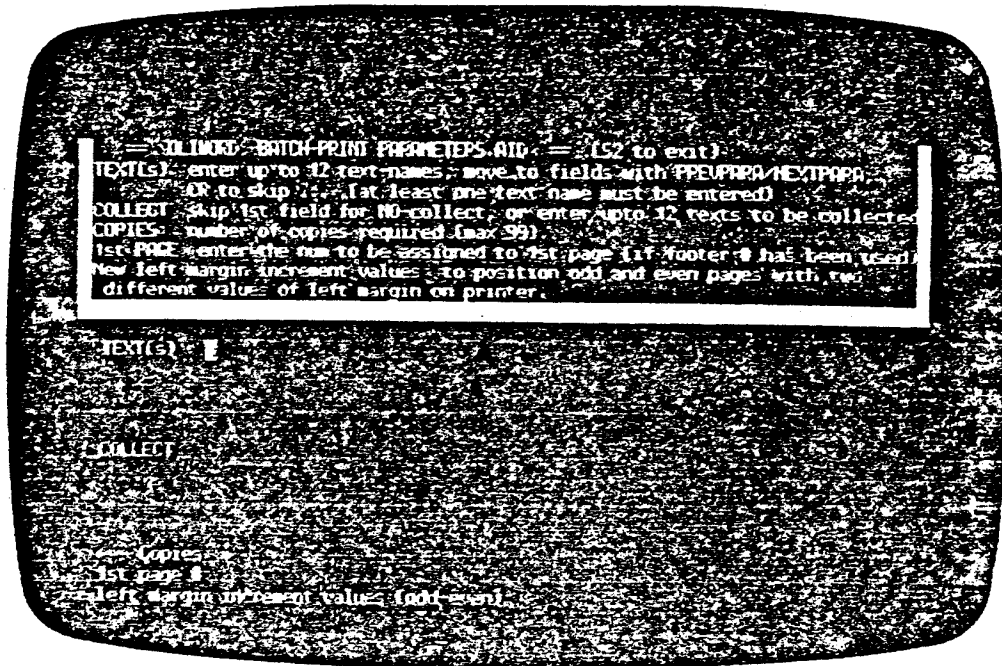

Figure 3-3 Batch Print Utility Screen

Up to 12 text names can be entered, the texts will be printed in the same sequence as the text names. Where more than one text name is to be entered, move the cursor to successive fields using the "next paragraph" (**SHIFT** **3**) keys. When the list of text names is complete press **CR**, the cursor will move to the first field of the text collection area (see **COMMAND** **3** description in the previous chapter). Up to 12 text names can be entered. Move the cursor to successive fields using the "next paragraph" (**SHIFT** **3**) keys; pressing **CR** terminates the entry of text collection names and places the cursor in position to receive the number of copies to be printed. The maximum number of copies is 99, the utility assumes a value of one. If more than one copy is required, enter a value in the range 2 to 99, press **CR** and the cursor is positioned to receive the number to be assigned to the first printed page. This value will only be displayed if a footer has been defined containing a # symbol; the maximum value allowed is 99. The last message on the screen applies mainly to the printing of side by side pages of text.

Figure 3-4 Margin Values

The values entered here define the left hand margin of the left hand
page, in tenths of an inch. The second value is the distance from that
margin to the left hand margin of the right hand page, again in tenths of
an inch. To adjust the left hand margin for normal printing, simply enter
Ø for the second value. Pressing CR causes the print utility to start.

The "help" window disappears from the top of the screen and is replaced
with the name of the first text to be printed. If a keyboard data entry
request is encountered in the text, the associated prompt is displayed
and up to 8Ø characters of information and commands can be entered.

A. SPECIAL SCREEN SYMBOLS

ABOUT THIS APPENDIX

This appendix lists the special symbols that OLIWORD places on the screen
to indicate that a particular function or command has been entered at
that point.

SPECIAL SCREEN SYMBOLS

These symbols appear on the screen when the associated function or command is entered:

-                      blank

-                      forced blank

-                      normal **CR** (soft end of line)

-                      hard end of line (indents cancelled)

-                      centered text

-                      right flush

-                      new ruler

-                      text collection

-                      cut and paste

-                      new page

-                      left indent

-                      tabulation

-                      decimal tabulation

Note: The Auxiliary Editor command **S2** **B** (Blind/Reveal) removes all special symbols from the screen, thereby presenting a print image of the text. To restore the special symbols enter **S2** **B** again.

B. GLOSSARY OF WORD PROCESSING TERMS

ABOUT THIS APPENDIX

This appendix provides definitions for the more frequently used word processing terms.

CONTENTS

GLOSSARY OF WORD PROCESSING TERMS

ATTRIBUTE

A particular characteristic assigned to a character. Character attributes
with OLIWORD are:

- underline/underscore

- boldface

- superscript

- subscript

- hyphen

AUTOMATIC REPEAT KEY

A key which continually repeats the associated character or function for
as long as it is depressed. All M20 keys provide the automatic repeat
facility.

BI-DIRECTIONAL PRINTING

The production of hardcopy using a printer that can print from left to
right and from right to left.

BLOCK

Within OLIWORD a block is a piece of text to be handled by a cut & paste
command. The beginning and end of a block are defined using `COMMAND`
`7`.

BOILERPLATE

The insertion of a frequently used piece of text into a document. OLIWORD
supports this function by maintaining a glossary, in which up to a
hundred entries can be stored, for insertion into texts.

BOLDFACE

This character attribute allows characters to be printed in a heavier and thicker form than normal character output. Within OLIWORD boldface characters are displayed on the screen in reverse.

CENTERING

The action of moving a defined part of a line to the center of the line.

CHARACTER SET

The complete collection of characters that can be used in a word processing system, including all alphabetic, numeric and special characters. If upper and lower case characters are provided they are considered as different elements within the character set.

CURSOR

An illuminated rectangle, slightly larger than a screen character, indicating the current position for text operations.

CUT & PASTE

The action of defining a block of text prior to deleting it (cut), or moving it to another place within the text (paste). OLIWORD provides additional facilities with this function, texts, or portions of text, can be stored in the Glossary or written to a file.

EDITOR

The name given to the set of functions that allow text to be created, stored, modified and formatted.

ELITE

12 character per inch print spacing, also known as 12 pitch.

GLOSSARY OF WORD PROCESSING TERMS

END-OF-LINE - HARD

A command that positions the cursor on the absolute leftmost position of the next line; all indents are cancelled.

END-OF-LINE - SOFT

A command that positions the cursor on the leftmost position of the next line at the current indentation point.

FONT

A particular character set with its own unique typeface, size and style.

FORMAT

The way in which a text is displayed or printed, conditioned by such variables as line length, tabulation stops, margin settings and levels of indentation.

FUNCTION KEYS

Keys that, when pressed on their own, or in combination, direct the word processing system to perform particular operations.

GLOSSARY

Within OLIWORD the Glossary provides storage for up to 100 entries of frequently used text. These entries can be called during editing operations and inserted into a text.

HARD COPY

A printed or typed version of a text.

INDENT

An increase in the length of the left hand margin. Text is therefore printed further to the right of the page. OLIWORD supports multiple levels of indentation.

JUSTIFICATION

The production of text with even left and right margins. OL1WORD produces justified text automatically, although the option does exist (**S2** **J**) to produce "ragged" text, that is text with an uneven right margin.

PASSWORD

A file protection facility. Once assigned to a file (text), future access to the file is blocked until the password is specified.

PICA

1Ø character per inch print spacing, also known as 1Ø pitch.

PITCH

The number of print characters per inch.

REPLACE

The action of substituting one set of characters with another set.

RULER

The line underneath the OL1WORD text area where current tabulation settings are displayed.

SCROLLING

Texts can be much larger than the screen, scrolling allows the video to display the hidden part of the text by moving the text up or down. In cases where a text is wider than a screen line horizontal scrolling is possible.

SEARCH

A function that allows a specified string of characters to be looked for within a text. If located the cursor is positioned on the first character of the located string.

GLOSSARY OF WORD PROCESSING TERMS

STRING

A continuous series of characters.

SUBSCRIPT

Characters printed half a line below standard printing allowing, for example, a chemical formula to be presented correctly.

SUPERSCRIPT

Characters printed half a line above standard printing, allowing mathematical expressions and footnote references to be displayed correctly.

TABULATION

Horizontal movement to a preset point in a line.

TEXT

Within OLIWORD a text is a file created by Text Editor. A text may be of any size, up to a maximum of 24,209 characters. The amount of space available for text expansion is always displayed in the bottom right hand corner of the Editor screen.

UNDERLINE/UNDERSCORE

A line placed underneath a character or series of characters.

UTILITY

One of a set of programs providing text management facilities. OLIWORD provides seven such utilities, which are accessed by pressing **S2** when the main selection screen is displayed.

WRAP-AROUND

An automatic function under OLIWORD whereby words are moved between lines to allow justified text to be produced.

C. NATIONAL KEYBOARD LAYOUTS

ABOUT THIS APPENDIX

The individual national M20 keyboard layouts form a series of figures forming this appendix.

CONTENTS

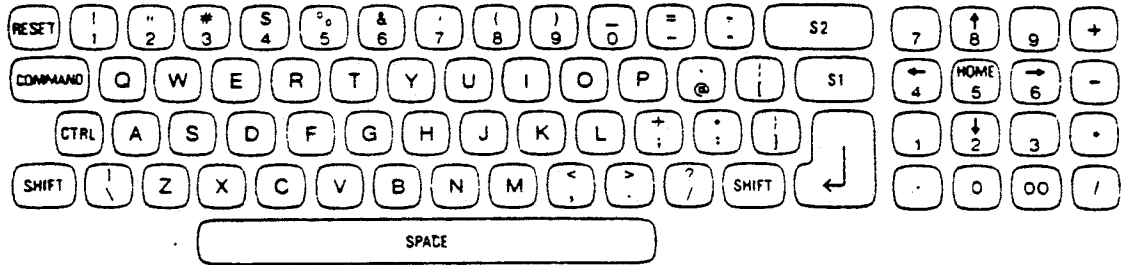# NATIONAL KEYBOARD LAYOUTS

Figure C-1   USA ASCII Keyboard
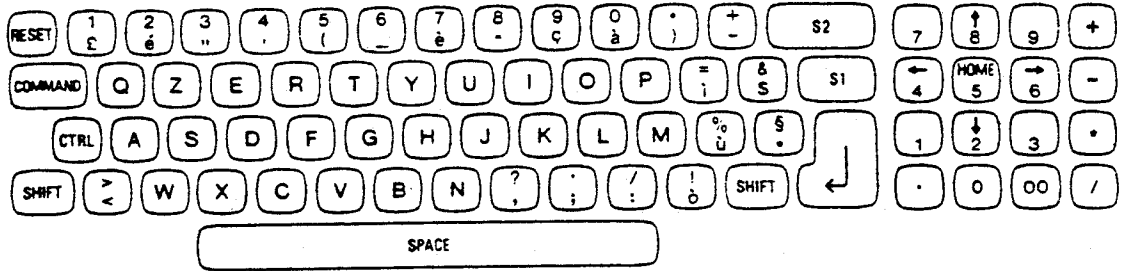
Figure C-2   Italy Keyboard

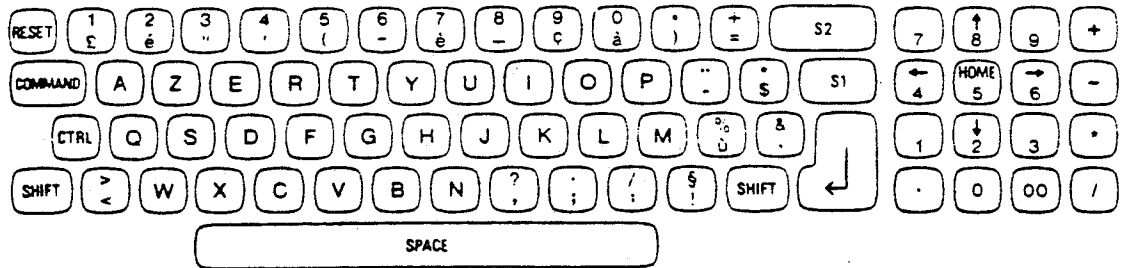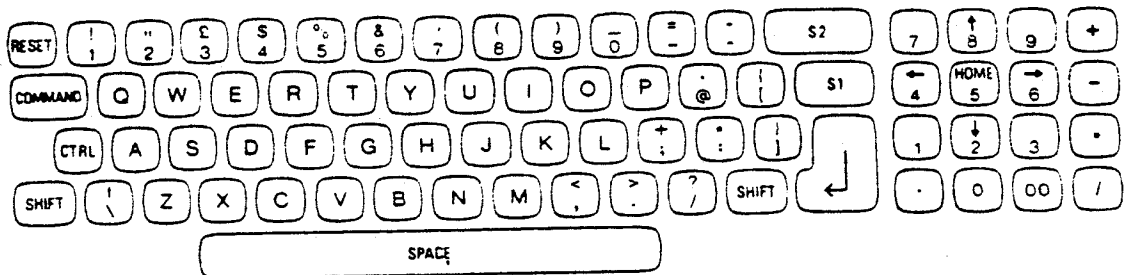Figure C-3   France Keyboard

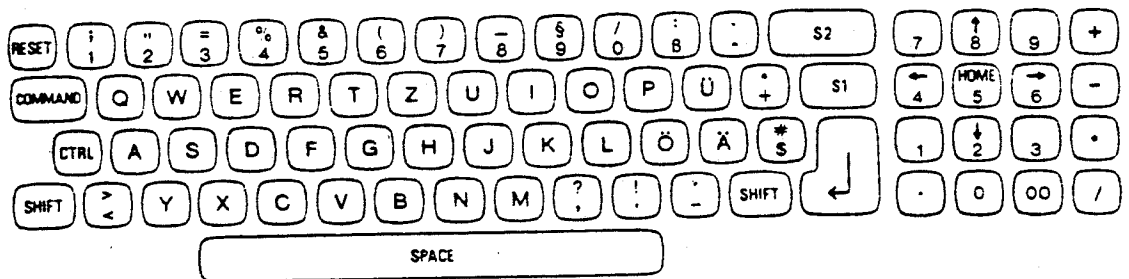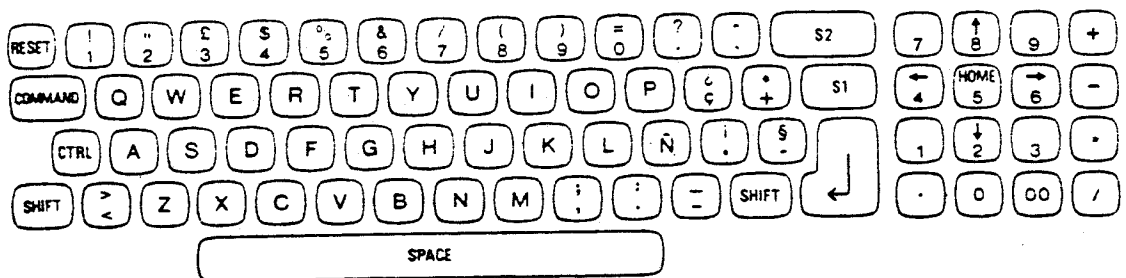Figure C-4 Great Britain Keyboard

Figure C-5 Germany Keyboard
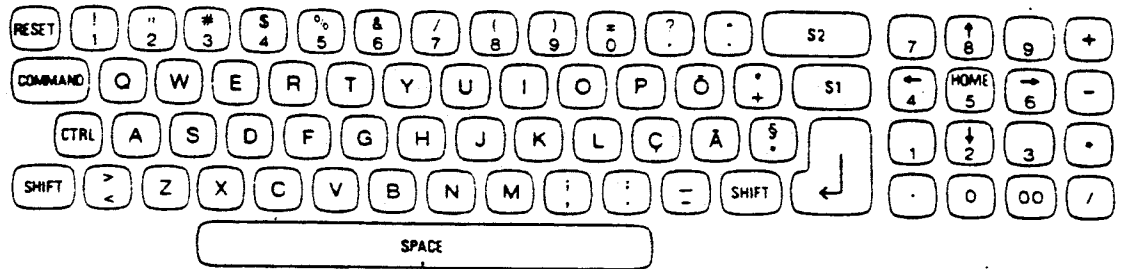

Figure C-6 Spain Keyboard

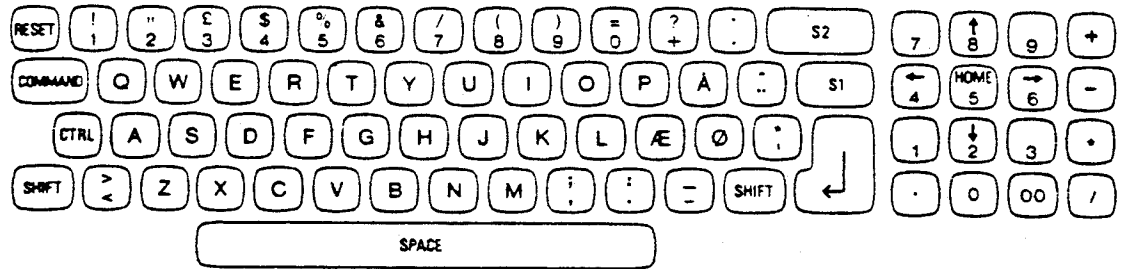# NATIONAL KEYBOARD LAYOUTS

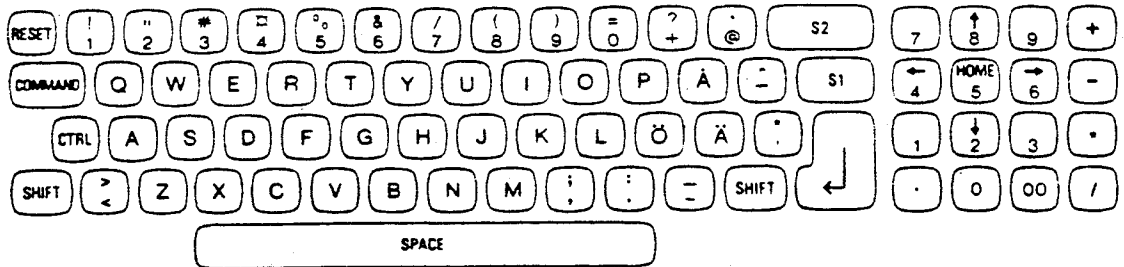Figure C-7 Portugal Keyboard

Figure C-8 Norway/Denmark Keyboard
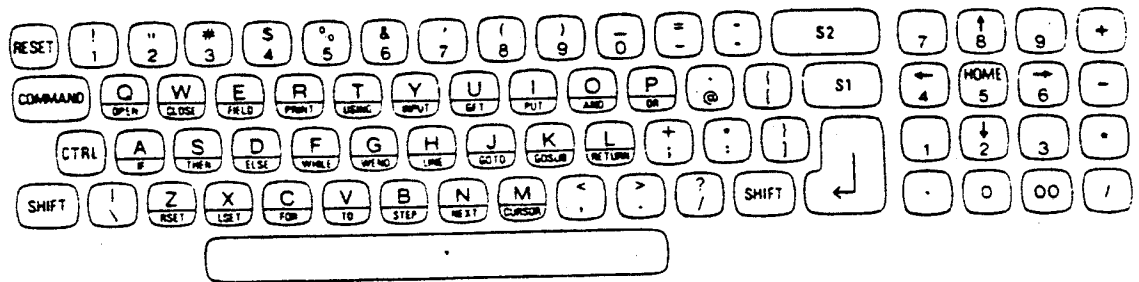
Figure C-9 Sweden/Finland Keyboard

Figure C-10   USA ASCII + BASIC Keyboard

NOTICE

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