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AtariWriter 80™

Owner's Manual

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Atari Proofreader was developed by Atari Corporation in conjunction with R. Stanley Kistler.

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AtariWriter 80

Owner's Manual

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INTRODUCTION

Whether you are a student facing a term paper, a professional with frequent reports to write, or an aspiring novelist, AtariWriter 80 makes writing faster and easier.

Gone are the days of tediously typing and retyping drafts. AtariWriter 80 lets you edit and reorganize your writing until it is just right. The program's built-in spelling-checker, Atari Proofreader, virtually eliminates misspellings and typos in your work. With AtariWriter 80's wealth of print formatting options, you can style your work just the way you like it.

AtariWriter and AtariWriter Plus Users If you have worked with AtariWriter before, you will find AtariWriter 80 a similar, but far more powerful and versatile, program. If you have worked with AtariWriter Plus before, you will find that AtariWriter 80 has all the same features -- and it lets you display a full 80-column text screen (80 characters per line). Converting an AtariWriter or AtariWriter Plus file to an AtariWriter 80 file is as easy as loading the file (see **Compatibility with Other Word Processors** in **Chapter 3**).

Important: There are two versions of AtariWriter 80. Both versions are on the AtariWriter 80 disk you received, one on each side. The side labeled "AtariWriter 80 Program Disk" contains the version for Atari 800, 800XL, 1200XL, XE Game System, and 65XE personal computers. The other side of the disk is labeled "AtariWriter 80 Program Disk 130XE Version." Use this side of the disk only if you have an Atari 130XE personal computer.

OVERVIEW OF THIS MANUAL

This manual guides you step-by-step through everything you need to know to use AtariWriter 80. The manual is arranged to meet your needs quickly and efficiently, whether you are a novice or a seasoned word-processor.

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Here is a brief outline of the manual's contents:

Chapter 1, Getting Started, shows you how to load AtariWriter 80 and explains the program's basic features.

Chapter 2, Writing, Editing, and Printing, explains the basics of word processing with AtariWriter 80, then goes on to show you how to store and retrieve what you write.

Chapter 3, Advanced Editing, shows you how to perform operations on whole blocks of text and how to search and replace with AtariWriter 80. The chapter also explains certain disk-related features of the program, how to write computer programs with AtariWriter 80, and also discusses the program's compatibility with other word processing or terminal programs.

Chapter 4, Print Formatting and Styling, explains how to format your text file for printing. It discusses the Global Format screen and how to insert special print formatting commands in your file so you can uniquely format and style your written work. The chapter concludes with information about printing with AtariWriter 80, no matter what printer you use.

Chapter 5, Atari Proofreader, explains how to use AtariWriter 80's built-in spelling checker, Atari Proofreader.

Chapter 6, Atari Mail Merge, explains how to use AtariWriter 80's built-in data base program, Atari Mail Merge.

Appendix A, DOS Error Messages, lists and explains those numbered DOS error messages that appear in AtariWriter 80, which are otherwise not self-explanatory.

Appendix B, Mail Merge Sorting Sequence, is a convenient resource for determining the sorting sequence of the Mail Merge function.

The last section, **Customer Support,** provides you with information about how to get your questions and comments about AtariWriter 80 answered, should they arise.

The **Index** at the back of this manual lists important terms and procedures to help you locate specific information.

The manual also includes a **Quick Reference** card that lists all the AtariWriter 80 commands and what they do. Once you have worked with the program for awhile, this card may be all you need.

130XE Note: Throughout this manual, you will see paragraphs like this one that contain information specific to the 130XE version of AtariWriter 80. Be sure to read these paragraphs carefully if you are using the 130XE version of the program. They contain information not covered in, and sometimes contrary to, the main body of the manual.

CHAPTER 1
GETTING STARTED

If you have not already set up your Atari personal computer system, now is the time to do so. You will find complete setup instructions in the owner's manuals that came with your system.

Important: To use the AtariWriter 80 program, your system should include the following equipment:

• An Atari personal computer with a minimum of 48K of memory

• An Atari 810, 1050, or XF551 disk drive

• A composite video monitor (monochrome recommended)

• An Atari (or Atari-compatible) printer

• An XEP80 Interface Module

LOADING ATARIWRITER 80

To load the AtariWriter 80 word processing program into your computer:

1. Remove any program cartridge from your computer. With your computer off, switch on your monitor. Now switch on your disk drive(s) and wait for the busy light to go out. Switch on the XEP80 Interface Module.

2. Insert the AtariWriter 80 program disk label side up into your disk drive (drive 1 if you have more than one drive). Close the disk drive latch.

   Note: Make sure that the AtariWriter 80 disk is not write protected.

130XE Note: To load the 130XE version, insert your program disk with the 130XE version label side up. The 130XE version will not work with any other computer. However, the non-130XE version will work with a 130XE, though it will not be able to access the 130XE's extra memory.

3. Now switch on your computer. The program takes about 30 seconds to load (a little longer if you are using the 130XE version). After the program has loaded, the AtariWriter 80 main menu appears.

THE MAIN MENU

When the main menu is displayed, take a minute to look over the options available. Notice that the first character of each option is highlighted. You select a menu option by pressing the first character of its name on your computer keyboard. Below, you will find short descriptions of the main menu options and where to look for further information.

```
              ATARIWRITER 80
          COPYRIGHT 1988 ATARI CORP.

      Create File        Index Drive 1
      Edit File          Index Drive 2
      Verify Spelling    Load File
      Print File         Save File
      Global Format      Delete File
      Mail Merge         Format Disk

      SELECT ITEM
```
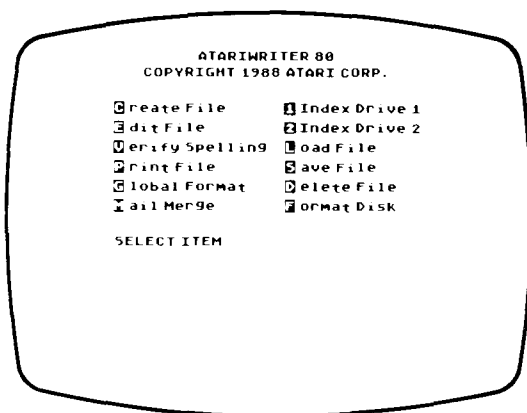
Create File starts a new text file. (See **Creating a File** in **Chapter** 2.)

Edit File allows you to revise a text file. (See **Editing a File** in **Chapter** 2).

Verify Spelling loads Atari Proofreader. (See **Loading Proofreader** in **Chapter** 5.)

Print File prints a text file. (See **Printing a File** in **Chapter** 2.)

Global Format displays (and allows you to vary) the print formatting values. (See **The Global Format Screen** in **Chapter** 4).

Mail Merge loads Mail Merge (See **Loading Mail Merge** in **Chapter** 6.)

1 Index Drive 1 lists the files on the disk in drive 1. (See **Indexing Files** in **Chapter** 2.)

2 Index Drive 2 lists the files on the disk in drive 2.

Load File loads a file from a disk. (See **Loading a File** in **Chapter** 2.)

Save File stores a file on a disk. (See **Saving a File** in **Chapter** 2.)

Delete File erases a file stored on a disk. (See **Deleting a File** in **Chapter** 2.)

Format Disk formats a disk. (See **Formatting Disks** in **Chapter** 2).

Once you load AtariWriter 80, the program remains in memory until you switch your computer off. When you remove the AtariWriter 80 program disk from your drive, all main menu options remain available except Verify Spelling and Mail Merge, both of which require that you first insert the program disk in your drive.

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THE TEXT SCREEN

Select Create File from the AtariWriter 80 main menu.
Take a moment to become familiar with the text screen
elements.

```
  15872 BYTES FREE    INSERT MODE    LOWERCASE

↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓ ↓
```
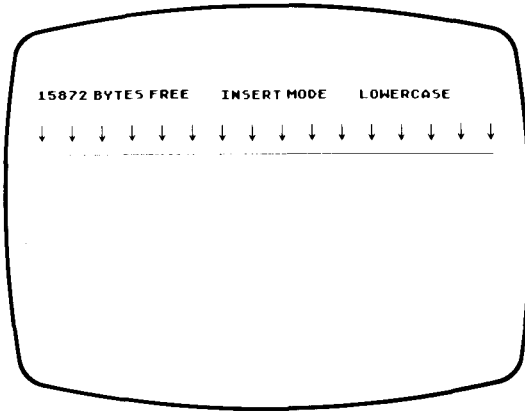
Cursor is the blinking white box that marks your place on
the screen; it is the point at which typed letters appear on
the monitor.

Message Window displays questions, prompts, error
messages, and other information at the top of your screen.

Tab Stops default settings are indicated by 16 arrows
near the top of your screen. (See **Tabs** in **Chapter 4**.)

Note: The word "default," as used throughout this manual,
describes a mode, value, or feature of the program selec-
ted automatically by AtariWriter 80. To say that the Insert
mode, for example, is the default edit mode, is to say that
the program selects that mode when you first load
AtariWriter 80. Default modes and values can be altered.

Insert Mode is the default edit mode. (See **Replacement**
in **Chapter 2**.)

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15,872 Bytes Free indicates the amount of memory available, as expressed in bytes. (See **How Much Can You Write?** in **Chapter 2**.)

Lowercase is the default text entry mode, which works like a typewriter. (See **Upper- and Lowercase Characters** in **Chapter 2**).

Error Messages

If AtariWriter 80 finds a mistake in one of your responses or commands, or if it detects a problem within your computer system, the program displays an error message in the message window. Most of these are self-explanatory, informing you in simple terms just what has gone wrong. The other error messages you may encounter are numbered DOS error messages. For a complete list and explanation of those DOS error messages included in the program, see **Appendix A**.

Whenever the program prompts you to perform some critical action, or when it detects that something has gone wrong, a beep sounds from your television or monitor's speaker.

You can switch the beep off and on, except in the case of error messages, by pressing **[Control] [B]** when the main menu is displayed.

Leaving the Program

You can return to the main menu at any time by pressing **[Esc]**, located in the upper-left corner of your keyboard.

Pressing **[Reset]** resets the program. Any text currently in your computer's memory will be retained.

Important: No text is erased from memory unless you tell the program to erase it, or you switch the computer off.

Finally, that blank space below the cursor is there for you to write in. So turn the page and start writing!

CHAPTER 2
WRITING, EDITING, AND PRINTING

Now it is time for you to write, edit, and print. Before beginning, however, you need to understand a few of the program's basic features.

KEYSTROKE COMMANDS

In order to get AtariWriter 80 to do anything, you must first tell it what you want it to do. To do so, type in the relevant command. Each keystroke command results in an action, or the promise of some action, by the program.

When you enter one of these commands into a text file, the program displays a special character that stands in for the command requested. These characters will not print out when you print your written work.

In this manual, boldface type enclosed by brackets ([ ]) represents keys on your keyboard. Throughout the manual you will find instructions such as "press [Return]" or "press [Esc]." These instructions ask you to press that key.

Several commands in AtariWriter 80 require keystroke combinations. For instance, the manual will instruct you to "press [Control] [P]" or "press [Select] [T]." To execute these keystroke combinations, hold down the first key while typing the second.

[Return]

With AtariWriter 80, you do not use [Return] on your computer keyboard the way you do on a conventional typewriter. When you type in a word that overflows the right margin of your screen, the program automatically moves the word--to the beginning of the next screen line. This feature, called word wrap, is an invaluable advantage over a conventional typewriter.

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Use [Return] at the end of each paragraph or at the end
of a line you want to stand alone (for example, a title or
section heading). You should also use [Return] when you
want to insert blank lines within your text (for instance,
between a title and the main body of text).

When you press [Return], AtariWriter 80 inserts a ⊂⊐ symbol
at that point and moves the cursor to the left margin of the
next screen line. The ⊂⊐ symbol will not print out.

Paragraphs

To mark the beginning of a paragraph, press [Control] [P].
The program automatically instructs your printer to indent
that line during printing. You do not have to separate para-
graphs with a [Return]. The program automatically spaces
between paragraphs when printing, provided you marked
your paragraphs with [Control] [P].

When you press [Control] [P], the program inserts an
inverse P symbol at that point. The symbol will not print
out.

Upper- and Lowercase Characters

The program's default text entry mode is LOWERCASE,
as indicated in the message window. To enter a single
uppercase character, hold down the [Shift] key while
typing the character--just like on a conventional typewriter.

If you want to type only uppercase letters, press [Caps]
([Shift] [Caps] if you have an Atari 800); the message
window displays UPPERCASE. This is nearly equivalent
to [Shift] [Lock] on a conventional typewriter, except that it
works with alphabetic characters only. For all other "shift"
characters, you still need to hold down [Shift] and type the
character. Press [Caps] to return to Lowercase mode.

With AtariWriter 80 you can also change letters that you
have already entered from lower- to uppercase or vice
versa. To do this, position the cursor on the letter you want
to change and press [Control] [Caps].

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CREATING A FILE

Select Create File from the AtariWriter 80 main menu.
Now type a few test paragraphs. When you reach the
bottom of the screen, keep typing--the program automat-
ically makes room for more text on the screen. Do not
worry about typos; you will be able to fix them quickly
when you edit with AtariWriter 80. When you are finished
with your file, press **[Return]**.

Important: A file must always end with a **[Return]**.

EDITING A FILE

Now that you have created your first AtariWriter 80 text
file, you can go back and fix any typos you made.

If you have already gone back to the main menu, select
Edit File. Otherwise, you can edit your file while in the
Create File mode. You can also get to the text screen at
any time by pressing **[Break]**.

Cursor Movement

In order to edit a file, you must be able to move from point to
point within it. The following keystrokes allow you to move
the cursor around and about a file.

Press **[Select] [T]** to go to the top of your file; **[Select] [B]**
moves you instantly to the bottom of the file.

130XE Note: Pressing **[Select] [T]** or **[Select] [B]** moves
the cursor to the top or bottom, respectively, of the current
memory bank. (See the last two notes on the 130XE at
the end of this chapter.)

Use **[Control] [Down Arrow]** or **[Control] [Up Arrow]** to scroll
line by line through what you have typed.

[Control] [Right Arrow] and **[Control] [Left Arrow]** move the
cursor to the right or to the left, respectively, on any given
line.

[Select] [Right Arrow] moves the cursor to the beginning of the next word on the right; [Select] [Left Arrow] moves the cursor to the beginning of the next word on the left.

[Control] [A] moves the cursor to the beginning of the current line; [Control] [Z] moves the cursor to the end of the current line.

[Tab] moves the cursor to the next tab stop.

When you reach the last line of text on the current screen, keep moving the cursor down--the text will scroll up to show more of what you have written.

You can also page through your text file, up or down, by pressing [Option] [Up Arrow] or [Option] [Down Arrow].

When you reach the last line of your file, you can return to the top of the file using [Select] [T]; or you may scroll back through the file using the cursor controls just described.

Deletion

To correct a typo or replace a word or phrase, you must delete the misplaced or misspelled characters or words.

To delete one character at a time, place the cursor over the character to be deleted. Press [Control] [Delete/Bk Sp]. Continuing to press [Control] [Delete/Bk Sp] deletes characters repeatedly.

[Delete/Bk Sp]--when used alone--also deletes characters one at a time. Like the [Backspace] key on a typewriter, [Delete/Bk Sp] backspaces one character; but unlike a typewriter, it erases characters as it moves backward.

Use **[Shift] [Delete/Bk Sp]** to delete text from the position of the cursor to the end of the screen line. If you decide not to delete, or delete a line by accident, press **[Shift] [Insert]** to restore the last line deleted. The program inserts the line at the current position of the cursor.

Other keystroke commands allow you to delete whole blocks of text at once. (See **Operations on Blocks of Text** in **Chapter 3**.)

Replacement

AtariWriter 80's default edit mode is Insert mode, as displayed in the message window. After deleting what you want, type in your correction or change. The program automatically makes room for as much new material as you want to add. To insert a whole new sentence, paragraph, or more, position the cursor where you want to add text and type in the new material.

You can switch from Insert mode to Type-over mode by pressing **[Control] [Insert]**. In Type-over mode, the program does not make room for new material. Instead, the old text is replaced by the new as you type it in.

PRINTING A FILE

Now that you have typed and edited your test paragraphs, try printing them out. To do so:

1. Make sure that your printer is online and switched on. Press **[Esc]** to return to the AtariWriter 80 main menu and select Print File.

2. The program asks PRINT TO PRINTER, Y/N? When you answer **[Y]**, it asks if you are using the XEP 80 printer port. Answer **[Y]** or **[N]**, then the Printer Selection menu appears.

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```
WHAT KIND OF PRINTER?

A = ATARI 825
B = ATARI 1025
C = ATARI 1027
D = ATARI 1020
E = ATARI 1029
F = ATARI XMM 801
G = ATARI XDM 121
H = EPSON FX-80
I = IDS MICROPRISM 480
J = JUKI 6100
K = OTHER

SELECT ITEM
```
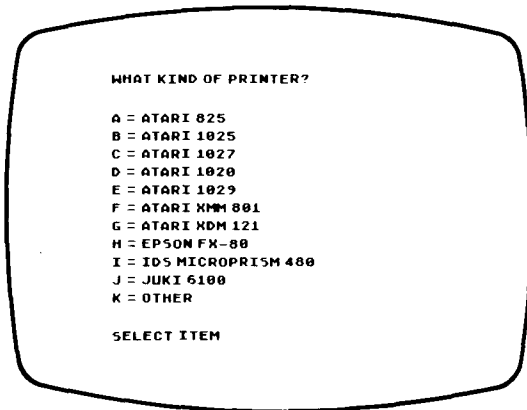
3. Enter the appropriate response, according to the printer model you have. (If you have a printer other than the models listed, type **[K]** and refer to **Custom Printer Driver** under **Special Printer Controls** in **Chapter 4**.)

    Important: Though your printer's name is not on the Printer Selection menu, it may nonetheless have been coded by the manufacturer to look or act like either a standard Atari printer or one of the other printers listed. In the case of Atari look-alikes, the Atari 825 (**A**) or Atari XMM801 (**F**) selections will most likely work fine.

4. Now the program asks PRINT WHOLE DOCUMENT, Y/N? Type **[Y]**.

5. Lastly, AtariWriter 80 prompts you to enter the number of copies you want to print. You can ask for up to 99 copies, but for now, type **[1]** and press **[Return]**. Pressing **[Return]** alone also prints one copy.

AtariWriter 80 takes it from there, first internally formatting and then printing your file.

You can also print selected pages from a file of several pages. To do this, type **[N]** in response to PRINT WHOLE DOCUMENT, Y/N?. Then type in the starting and ending page numbers to be printed, pressing **[Return]** after each entry. (Pressing **[Return]** for the ending page defaults to the last page of the file.)

To halt printing at any time, press **[Break]**.

You may have to experiment a bit, adjusting the paper in your printer before printing your files, to get the correct top margin on your printed pages. The top margin of the file you have just printed should be one inch.

Using the program's Print Preview function, you can preview a file on screen much as it will appear when printed. (See **Print Preview** in **Chapter 4.**)

You can also print to devices other than your printer. (See **Printing to Other Devices** in **Chapter 4.**)

Finally, you are in no way bound by the program's default print formatting values. You are free to vary the print formatting values AtariWriter 80 uses when it prints your file. (See **The Global Format Screen** in **Chapter 4**).

SAVING A FILE

The ability to save a text file means that you can store the file on disk for later reference, revision, or printing.

1. Remove the AtariWriter 80 program disk and insert a data disk formatted to DOS 2.OS or 2.5. If your disk is not formatted, you can have AtariWriter 80 format it for you (see **Formatting Disks** in this chapter).

2. Return to the AtariWriter 80 main menu and select Save File. The program prompts you to enter the FILE TO SAVE. Type **D1:** or **D2:** followed by a **filename** (see **Filenames** below) for your file. (If you save to drive 1, you may leave the **D1:** out.) After entering the filename, press **[Return]**.

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If your file already has a filename associated with it (you have reloaded it for revision, for example), and you want to save the file under the same name, you can simply press [Return] to save the file--without typing in the filename.

3. Once the process is complete, the message SELECT ITEM appears.

Whenever you save a file using a filename already on disk, the program asks REPLACE EXISTING FILE, Y/N?. When you type [Y], the program writes over the existing file and saves the new or revised file under that name.

Important: Be certain that you want to replace the existing file on disk before you save the new file under the same name.

If AtariWriter 80 finds that there is not enough room on disk to accommodate the file, the program saves as much of the file as will fit on the disk, then returns the message DISK FULL. (You will probably want to erase the partial save on disk.) Insert a new formatted disk with enough free sectors to accommodate the file.

With Two Disk Drives

If you want to save a file to drive 2, you must type the number of the drive immediately after the **D** (for example, **D2:MYFILE**). If you do not specify a drive number, the program automatically saves to drive 1. AtariWriter 80 can only save to drives 1 and 2.

Filenames

Filenames may be up to eight characters in length, plus an optional period and an extension of up to three characters. For example, you might give your test paragraphs filenames such as "MYFILE" or "MYFILE.001."

Important: The letters A through Z and the numbers 0 through 9 are the only characters that can be used in AtariWriter 80 filenames. If a number is the first character in a filename, you must use **D:** or **D2:** or **D1:** before the filename.

It is always a good idea to make a backup copy of your text files so you will have a duplicate in the event that something happens to your original disk. To copy an entire disk, or to copy a single file on disk, you must use DOS. See your DOS manual for complete instructions.

If you want to lock an AtariWriter 80 file which you have saved to disk, you must also use DOS. Refer to your DOS manual.

Saving Long Documents

Anything that will exceed your computer's memory must be created and saved in segments, with each segment assigned a different filename. This is where filename extensions come in handy. You can relate the segments of a long piece by giving them each a common filename, but assigning each segment a different extension.

As you save the segments of a long document named "REPORT," for example, you could name successive segments "REPORT.001," "REPORT.002," and so forth. Then you can print the segments of such a document in any order you wish. (See **Chaining Print Files** under **Print Formatting Variations within a File** in **Chapter 4.**)

130XE Note: The program will save all three banks of memory as one file. Unless your document is unusually long, you will not normally have to break a file into smaller ones. Only if you fill all three banks with one document are you required to save the file and begin again with a clean slate. (See the last two notes on the 130XE at the end of this chapter.)

LOADING A FILE

Using AtariWriter 80 to load a text file from your disk drive into your computer's memory is similar to saving a file, but you send the file in the opposite direction.

Though you save text files to disk, they remain in memory until you erase them or you switch the computer off. If you want to load your test file from your drive as if you were beginning a work session, first return to the main menu and select Create File. The program asks if you want to ERASE FILE IN MEMORY, Y/N? Type [Y]. The program erases the paragraphs from memory and presents you with a blank text screen.

Here is the procedure for loading a file. Try it now with a test file.

1. Remove the AtariWriter 80 program disk and insert the data disk containing the file you want to load.

2. Select Load File from the AtariWriter 80 main menu. The program prompts you to enter the FILE TO LOAD. Type D1: or D2: followed by the filename for the file you want to load. (If you load from drive 1, you may leave the D1: out.) After entering the filename, press [Return].

3. Once the process is complete, the message SELECT ITEM appears. Select Edit File to view or edit the file.

If there is already a file in memory and you select Load File, the program asks ERASE FILE IN MEMORY, Y/N?. When you type [Y], the program prompts you to enter the FILE TO LOAD and erases the resident file from memory as it loads the new file.

Important: Be certain to save the resident file before you load a new file into memory.

With Two Disk Drives

If you want to load a file from drive 2, you must type the number of the drive you want to load from after the **D** (**D2:MYFILE**, for example). If you do not enter a drive number, the program will load from drive 1. AtariWriter 80 can only load from drives 1 and 2.

Loading Long Documents

If a file overflows your computer's free memory when loading, the loading process is halted and the message 0 BYTES FREE appears in the message window. That part of the file successfully loaded remains in memory.

130XE Note: When loading a long document, the program automatically spills the file into the next memory bank evenly distributing the file between consecutive memory banks. (See the last two notes on the 130XE at the end of this chapter.)

INDEXING FILES

AtariWriter 80 allows you to display on screen an index, or directory, of the files on a disk.

To view a disk's index, insert the disk in your drive. Select either 1 Index Drive 1 or 2 Index Drive 2, depending on which drive you want to index. AtariWriter 80 displays a directory of every file on the disk, listed alphabetically.

Also shown are the number of disk sectors occupied by each file, as well as the free sectors on the disk. Any file you lock (using DOS) is noted with an asterisk (*).

While viewing a file directory, AtariWriter 80 allows you to print out a copy of the directory. Select Print Directory You may also select Delete File, Load File, or Save File while viewing the index.

Note: You cannot view the AtariWriter 80 program disk's index

DELETING A FILE

To delete, or erase, a file on disk, follow much the same procedure as when you save or load a file to or from disk. Here is the procedure:

1. Remove the AtariWriter 80 program disk and insert the data disk containing the file you want to delete.

2. Go to the AtariWriter 80 main menu and select Delete File. The program prompts you to enter the FILE TO DELETE. Type **D1:** or **D2:** followed by the filename for the file you want to delete. (If you delete from drive 1, you may leave the D1: out.) After entering the filename, press **[Return]**.

3. As a safety precaution, the program displays DELETE FILE, Y/N? Type **[Y]** to delete the file from disk (**[N]**, or any other key, aborts the process). Once the file is erased, the message SELECT ITEM appears.

Now check the disk's index for the file you just deleted. You will see that the filename no longer appears.

Important: Be absolutely certain that you want to delete the designated file. There is no getting a file back once it has been erased from disk.

FORMATTING DISKS

In order to store your text files, disks must be formatted to Atari DOS 2.0S or 2.5, but you need not write DOS files on the disks. As a part of the program itself, AtariWriter 80 already contains DOS 2.5.

While it is always a good idea to keep an extra formatted disk on hand, you can also have AtariWriter 80 format a disk during a work session. Here's the procedure:

1. Insert the disk you want to format in your disk drive (drive 1 or 2 only) and select Format Disk from the main menu.

2. The program asks you to enter the FORMAT DRIVE #.
   Type in the drive number.

3. As a safety precaution, the program asks ARE YOU
   SURE, Y/N? Type [Y] to format the disk ([N], or any
   other key, aborts the process).

If you have an Atari 1050 or XF551 disk drive, the program
formats disks in enhanced-density. If you have an Atari 810
disk drive, the program formats in single-density. An 810
cannot read enhanced-density disks, but a 1050 or XF551
can read and write to disks formatted in single-density.

Important: Be absolutely certain that the drive you use
contains the disk you want to format. Formatting erases
all files that may already be on the disk.

Write-protecting Disks

Write-protect tabs are included with every package of disks.
To prevent the accidental erasure of your files on disk, at-
tach a write-protect tab to disks that contain important files.
Once a disk is write-protected, it cannot be reformatted, nor
can you save to, or delete from, the disk.

Your Atari Proofreader Dictionary disk is permanently
write-protected.

HOW MUCH CAN YOU WRITE?

The amount of text you can enter into your computer
before it becomes full depends on how much free memory
remains, and this in turn depends on how much RAM
(Random Access Memory) your computer is equipped
with.

While creating or editing a file, you can check the amount
of memory available by noting the number of BYTES FREE
displayed in the message window. As you type in text, this
number decreases.

With an Atari 800, 800XL, 1200XL, XE Game System, or 65XE Computer, AtariWriter 80 provides about 11,000 bytes of memory for any given text file.

130XE Note: The 130XE version provides three memory banks. Each bank contains 15,872 bytes, for a total of over 47,600 bytes of available memory.

One byte is roughly equivalent to one typed character. You can figure on about 1500 bytes for each standard double-spaced page. It is always a good idea to leave yourself some margin of free memory, in case you want to add to a file later on.

If your computer's free memory becomes full, the message 0 BYTES FREE appears. When this happens, you must stop writing, save the file, and start a new file with which to continue your document.

130XE and Bank-Switching note: When the message 0 BYTES FREE appears, go to the next memory bank to continue your document. Press **[Start] [B]** to go to the next bank. If you fill all three banks, you must save the file and continue the document with a clean slate. (For more information on memory banks, see **130XE Memory Banks** in **Chapter 3**.)

CHAPTER 3
ADVANCED EDITING

To show you more of what you can do with AtariWriter 80, this chapter covers the program's advanced and powerful features that do not directly involve printing (those will be covered in **Chapter 4**).

OPERATIONS ON BLOCKS OF TEXT

You will inevitably be faced with whole passages of text that you want to delete, move, or duplicate. AtariWriter 80 allows you to perform these operations on blocks of text without having to erase or retype them letter by letter or line by line. You can also alphabetize a list of words or count the number of words in a given text block or file.

Operations on blocks of text typically require that you mark the block you want to work with. How to define a text block and execute an operation on that block are explained below for each particular operation.

Important: When marking the beginning and end of a text block, always be sure the cursor is positioned on top of the last character in the block you have marked off before you press the key that executes the command.

130XE Note: You cannot define text blocks across memory bank boundaries.

Whenever you delete, move, or duplicate a text block, that text is stored in the program's failsafe buffer.

The capacity of the failsafe buffer is the number of BYTES FREE, as displayed in the message window. If you try to define a block that is larger than available memory for the failsafe buffer, the message FAILSAFE BUFFER OVER-FLOWED is displayed and the program will not allow you to perform an operation on that block.

130XE Note: The capacity of the failsafe buffer is about 13K, approximately 13,000 bytes.

The failsafe buffer is changed each time you delete, move, or duplicate a block of text. To erase the contents of the failsafe buffer, press **[Start] [E]**. This will free-up available memory (except on the 130XE version, which does not use editing space for the failsafe buffer).

Deleting Blocks of Text

To delete a block of text, position the cursor on top of the first character of the passage you want to delete and press **[Option] [B]**. The program displays the message BEGINNING MARKED. Next, move the cursor down to the end of the block you want to delete. Now press **[Option] [Delete Bk/Sp]**.

As a safety precaution, you are asked, DELETE BLOCK Y/N? When you type **[Y]**, AtariWriter 80 deletes that block of text. If you change your mind about deleting a block of text, type **[N]**.

Important: If you make a mistake and delete a text block you want to keep, you can recover the text from the failsafe buffer: Position the cursor at the point you want to restore the text and press **[Option] [X]**.

Deleting to the End of a File

To delete all text from the current position of the cursor to the end of the file, press **[Select] [Delete/Bk Sp]**. You are asked, DELETE TO END OF FILE, Y/N? Type **[Y]** to delete the material.

Important: When you use **[Select] [Delete Bk/Sp]**, the deleted text is not stored in the failsafe buffer. Once you delete the text there is no recovering it.

130XE Note: **[Select] [Delete Bk/Sp]** deletes everything from the current cursor position to the end of the current memory bank **only**.

Moving (Pasting) Blocks of Text

The procedure for moving a block of text is much like that for deleting a block of text. Press **[Option] [B]** at the beginning of what you want to move and **[Option] [Delete Bk/Sp]** at the end. Type **[Y]** when asked, DELETE BLOCK, Y/N?

AtariWriter 80 now deletes the specified text block from its old place, but stores the block in the failsafe buffer.

Next, place the cursor where you want to position the text and press **[Option] [X]**. The program inserts it at that point and displays the message PASTING COMPLETE.

130XE Note: You can move a block of text from one memory bank to another. After deleting the block, press **[Start] [B]** to go to the desired bank. Place the cursor where you want the block moved to, then press **[Option] [X]**. Just remember that the failsafe buffer will only hold about 13K. If you try to define a block of more than 13K, the program returns the message BLOCK TOO LONG.

Duplicating (Pasting) Blocks of Text

Duplicating a block of text is a little different from deleting or moving a block of text. Press **[Option] [B]** at the beginning of the block and **[Option] [E]** at the end. The program displays the message, BLOCK DEFINED. AtariWriter 80 puts a copy of the defined text in the failsafe buffer.

Next, position the cursor where you want to insert the duplicate text and press **[Option] [X]**. The program inserts the text and displays the message PASTING COMPLETE.

130XE Note: You can duplicate a block of text from one memory bank to another. After defining the block as shown above, press **[Start] [B]** to go to the desired bank. Position the cursor where you want the block duplicated, then press **[Option] [X]**.

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Alphabetizing Lists

To alphabetize a list of words or phrases, place a **[Return]** after each word or phrase to be alphabetized. Mark the beginning of the list with **[Option] [B]**. Move the cursor to the end of the list and press **[Option] [A]** to alphabetize the list. The cursor must be on a carriage return when you press **[Option] [A]**.

The message ALPHABETIZING appears in the message window and disappears when the process is complete. This process takes time when alphabetizing long blocks, so be patient.

Important: Strings of alphabetized characters cannot be more than 250 characters in length. Also, the program sequences numbers before it alphabetizes words.

Counting the Number of Words

To count the number of words in a file, press **[Option] [W]**. The number of words appears in the message window. The program defines a word as any string of characters separated from the next string with spaces.

To count the number of words in only part of a file, mark the beginning of the block with **[Option] [B]**. Position the cursor at the end of the block and press **[Option] [W]**.

SEARCH AND REPLACE

AtariWriter 80 will search out and replace any string of characters up to 37 characters in length wherever it appears in a text file.

To use the search-and-replace function, first position the cursor at the top of your text file, then press **[Start] [S]**. The program prompts you to enter the SEARCH STRING. Type in the word or phrase and press **[Return]**.

Now press **[Start] [R]**. At this point, AtariWriter 80 prompts you to enter the REPLACE STRING, which may be up to 37 characters in length. Type in the word or phrase and press **[Return]**.

Next press **[Select] [S]**. The cursor moves to the first occurrence of the string in your file and displays the message STRING FOUND.

Finally, press **[Select] [R]** to replace the old string with the new one.

The program remembers your search-and-replace strings until you define new ones.

There are two ways to search and replace on a case-by-case basis: first, you can view, then replace, the old string with the new by pressing **[Select] [S]** and **[Select] [R]** as described above; or, you can simply press **[Select] [R]** to replace each occurrence, one at a time.

Additionally, you can search for a string from any point in your file back through to the the top of the file by pressing **[Select] [U]**.

130XE Note: To do a search-and-replace into the next memory bank, simply go to the next bank. You do not have to redefine your original search-and-replace strings.

Global Replace

You need not replace a string on a case-by-case basis only. Once you have defined the search-and-replace strings, press **[Option] [G]**. The program will search and replace globally--from the current position of the cursor to the end of your file.

When the process is complete, the program displays the message GLOBAL SEARCH/REPLACE COMPLETE.

130XE Note: A global replace operation will not continue across memory bank boundaries. To continue a global replace in the next bank, you must go to the next bank. You do not have to redefine the search-and-replace strings when you move to the next bank.

Notes on Search-and-Replace

The search-and-replace function is an extremely useful tool, but it must be used precisely. Look over the four uses of this function listed below:

1. When you enter a SEARCH STRING, you must type it exactly as it appears in the text file. When the string is a single short word, like "son," which might appear in your file as part of longer words, it is a good idea to type in blank spaces before and after it. If you do this, however, be sure to include the same blank spaces before and after your REPLACE STRING.

2. The program will search and replace control characters.

3. As in DOS, AtariWriter 80 allows you to use the question mark (?) as a stand-in, or wildcard, for any character.

4. You can also use the search-and-replace function as a search-and-delete tool. To do this, press [Return] when AtariWriter 80 asks for the REPLACE STRING.

ADVANCED DISK OPERATIONS
Merging Files

This feature allows you to merge a file you have previously saved with the file in memory. Keep in mind that you run the risk of overflowing your computer's free memory.

To merge one file with another, first position the cursor where you want the merged file to appear. Now press **[Option] [L]**. The program prompts you to enter the FILE TO MERGE. This prompt works just like Load File on the main menu--type in the filename and press **[Return]**.

Important: If AtariWriter 80 finds that your computer's free memory has been used up in the process, the messages MEMORY FULL and 0 BYTES FREE appear in the message window. At this point, merging is halted. Always be certain there is enough free memory to accommodate the file you wish to merge.

130XE Note: You cannot merge a file across memory bank boundaries. Whenever merging a file, make certain there is enough memory in the current bank to contain the file.

Saving a Portion of a File

To save only a portion of the file you are working on, mark the beginning of the block with **[Option] [B]**. Position the cursor at the end of the block and press **[Option] [S]**. The program prompts you to enter the FILE TO SAVE. This prompt works just like the Save File option on the main menu--type in a filename and press **[Return]**.

130XE MEMORY BANKS

Here are some notes and reminders about the 130XE's three memory banks.

1. While writing or editing a file, press **[Start] [B]** to go to the next bank.

2. When returning to a bank, the cursor is positioned at the point at which you last exited the bank.

3. Free Memory Clean-Up: Use **[Option] [F]** to evenly redistribute free memory. The command takes all the text in all the banks and redistributes it equally among the three banks.

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This command is especially useful if you have filled, say, bank 1 but would like more memory in bank 1 with which to add text. The cursor position may otherwise be lost during redistribution, so the clean-up should be done at the top of bank 1.

PROGRAMMING CAPABILITY

You can use AtariWriter 80 to write and edit computer pro-grams, which gives you greater editing power than within a programming language. Writing a program is as easy as selecting Create File, then typing in your program.

Save ASCII

To save the program, go to the main menu and press **[Control] [S]**. (You must have the main menu displayed.) This will save the file as ASCII characters only, omitting AtariWriter 80's global print formatting commands.

Now load a programming language such as Atari BASIC or the Atari Macro Assembler and Program-Text Editor into your computer. Then ENTER rather than LOAD the program file from disk, and compile or run it as you wish. Particularly if you plan to edit or add to the file later on, LIST rather than SAVE it when you have finished compiling or running it.

COMPATIBILITY WITH OTHER WORD PROCESSORS

AtariWriter 80 can read any Atari DOS 2.0S or 2.5 file from disk. It is compatible with AtariWriter and AtariWriter Plus, as well as with non Atari programs that are com-patible with DOS 2.0S or 2.5.

AtariWriter

You can load an AtariWriter or AtariWriter Plus file directly into your computer using AtariWriter 80. All AtariWriter print formatting commands have been retained, so there is no need to delete a print formatting command within a file. However, you must delete the AtariWriter print formatting line at the top of the file. All of the global format commands are included within the Global Format screen (accessed from the main menu) in AtariWriter 80.

Reading a Non Atari File

You can load a file written using non Atari word processing programs (provided the file is compatibly formatted to Atari DOS 2.0S or 2.5), then edit, reformat, print, and save it using AtariWriter 80.

Creating a Non Atari File

To go from AtariWriter 80 to non Atari files (either word processing programs that read Atari DOS 2.0S or 2.5 files, or non Atari terminal programs), you must save your AtariWriter 80 file using the Save ASCII (**[Control] [S]**) command as described above. This will save the file without including AtariWriter 80's global print formatting values. However, the Save ASCII command will not prevent any formatting commands entered within the file itself from being saved. (These formatting commands are most likely incompatible with, and possibly disruptive to, the non Atari word processor or terminal program.) Delete these commands before using the Save ASCII command.

CHAPTER 4
PRINT FORMATTING
AND STYLING

AtariWriter 80 prints any given file according to a set of print formatting values. These are entered with the program's print formatting commands. The formatting commands allow you to print your written work in just about any shape you wish. Some of these commands, which are present on the Global Format screen, control the overall format of your text file. Others must be entered within your text file while you are writing or editing it, and are used to specify variations from the overall format.

In the next several pages, you will find instructions for using all the program's formatting commands, along with some suggestions for using most of them in shaping up and styling your written work.

PRINT PREVIEW

As you experiment with various formatting commands, try printing several copies of a file, formatted in different ways, to see the results on paper. Use the Print Preview option at any time while writing or editing a document. This feature of the program allows you to examine a file on the screen much as it will appear on paper.

Here is how to preview a file. With a file in memory, the text screen displayed, and the cursor at the top of the file, press **[Option] [P]** for Print Preview. You see the message NOW ON PAGE NUMBER 1.

The upper-left corner of your first page, formatted as if printed, now appears on screen. Use the cursor movement controls to scroll down and to the right to view the rest of the page.

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All four cursor controls (**[Control] [Arrow Keys]**) are valid in Print Preview. By default, they move the cursor nine spaces in the specified direction. Press **[1]** through **[9]** (while in Print Preview only) to change the number of spaces these controls move the cursor.

In addition, Print Preview has a few special cursor controls that are valid only when previewing a file. They are:

[Option] [Left Arrow]   28 spaces to the left

[Option] [Right Arrow]   28 spaces to the right

[Return]   Left margin

```
LINE = 9   COLUMN = 11    PRESS SPACE TO CONTINUE
               NOW ON PAGE NUMBER 1

↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓  ↓
_____
-- --------------

For example, text that is elongated will be
displayed with an extra character space
between the characters and words. This is
because when printed, the elongated characters
will be twice as wide as normal. This is
how it will look.
```
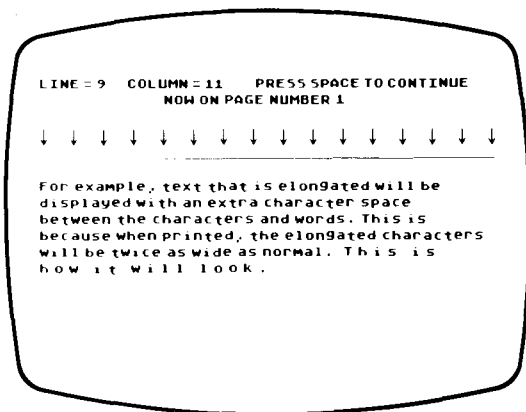
During Print Preview, the line number and column number of the cursor, noted in the message window, show you where your cursor is on the formatted page.

To preview the next page of your file, press **[Space Bar]** to continue.

You can also preview selected pages of a file. While in the edit mode, position the cursor where you want to begin previewing. As the program formats the document for previewing, the message NOW ON PAGE NUMBER--is displayed until the program reaches the point where you want to begin previewing. then the specified formatted page comes up on your screen.

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You cannot edit a file during Print Preview. After you pre-
view the last page in your file, the program returns to the
main menu when you press **[Space Bar]** to continue. You
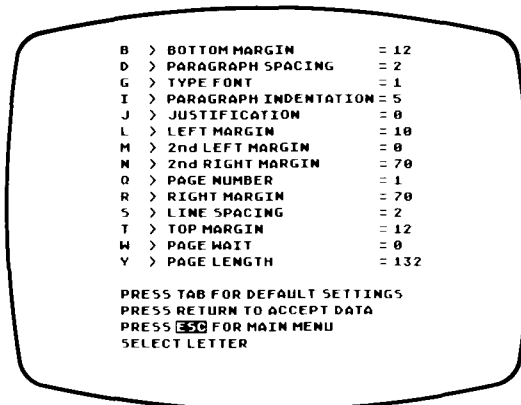can also return to the main menu at any time by pressing
[Esc] in Print Preview.

Important: Print Preview requires about 1500 bytes for
previewing standard double-spaced pages, and 3000
bytes for previewing single-spaced pages. When you are
writing a long file, be sure to leave an adequate margin of
free memory if you plan to preview the file later. Also, with
certain print styles and line or paragraph spacing, pages
do not appear in Print Preview precisely as they will be
printed. These are noted below.

THE GLOBAL FORMAT SCREEN

Those print formatting commands and values that affect
the overall format of a printed page are contained on the
Global Format screen. To look at them, select Global
Format from the AtariWriter 80 main menu. Take a minute
to study the screen below.

```
B  >  BOTTOM MARGIN            = 12
D  >  PARAGRAPH SPACING        = 2
G  >  TYPE FONT                = 1
I  >  PARAGRAPH INDENTATION    = 5        •
J  >  JUSTIFICATION            = 0
L  >  LEFT MARGIN              = 10
M  >  2nd LEFT MARGIN          = 0
N  >  2nd RIGHT MARGIN         = 70
O  >  PAGE NUMBER              = 1
R  >  RIGHT MARGIN             = 70
S  >  LINE SPACING             = 2
T  >  TOP MARGIN               = 12
W  >  PAGE WAIT                = 0
Y  >  PAGE LENGTH              = 132

PRESS TAB FOR DEFAULT SETTINGS
PRESS RETURN TO ACCEPT DATA
PRESS ESC FOR MAIN MENU
SELECT LETTER
```

Each letter on the left represents a print formatting com-
mand that affects the overall format of a printed file. The
number to the right of a command's name is the print
formatting value for that command.

Below are short descriptions of the formatting commands,
along with the program's default values for overall for-
matting. AtariWriter 80 will use these default values when
it prints your file unless you change them.

To change the default formatting values on the Global
Format screen, select the letter that represents the
formatting command you want to modify. The cursor will
then jump to the value for that command, where you can
type in a new value. After you type in the new value, press
[Return] to enter the value.

If you want to return the Global Format screen to its
default values, press [Tab].

The values displayed on the Global Format screen are
saved along with the file on disk. But the Global Format
screen values are not refreshed when you select Create
File to begin a new file. If you change the print formatting
values for a given file and then start a new file, you must
go back to the Global Format screen if you want to format
the new file differently or according to the default values.

Here is a description of each Global Format command:

LINE SPACING, S

Spacing is set in terms of half-lines. For double spacing,
replace 2 with 4. For triple spacing, set this value at 6.

Because AtariWriter 80 measures line spacing in half-
lines, you can also specify one-and-a-half line spacing
by setting this value at 3. However, your computer
cannot display text in half-lines. Line spacing set at 3, for
example, will appear single-spaced in Print Preview.
Check your printer manual to see if it can print in half-
lines.

PARAGRAPH SPACING, D

Paragraph spacing is set in terms of blank half-lines between paragraphs. The default value is 2--single spacing. For double spacing between paragraphs, delete 2 and type in [4].

TOP and BOTTOM MARGINS, T and B

Top and bottom margins are measured from the top and bottom, respectively, of each page. To change them both from their default of one inch (12 half-lines) to one and a half inches, for example, set them both at 18.

To print out a text file continuously without page breaks, set your top and bottom margins at [0].

LEFT and RIGHT MARGINS, L and R

Left and right margins are both measured from the left edge of the page, and their values represent character spaces. For narrower margins, try substituting 15 for 10 as the value for L, and 65 for 70 as the value for R.

You will probably want to experiment a bit to find the left and right margins you prefer, depending on the type font you select (see below) and the kind of printer you have.

AtariWriter 80 will accept values 1 through 130 for the left margin and 2 through 132 for the right margin. If you have a 40-column printer, be sure to set your right margin within the range of 2 through 40.

2nd LEFT MARGIN and 2nd RIGHT MARGIN, M and N

Second margins carry values for double-column printing. These values control the margins of the second (right-hand) column of the printed page.

To set the left margin for the second column, press M, then type the number of the margin setting you want (measured from the far left edge of the page). To set the right margin for the second column, press N and type the margin setting you want.

You will also have to adjust your settings for **L** and **R**, which control the margins for the first (left-hand) column of print in double-column printing. Always be sure that your first-column right margin and second-column left margin do not overlap.

AtariWriter 80 knows that the Atari 825, XMM801, and XDM121 printers handle double-column printing by first printing the left-hand column, then reversing to the top of the page and printing the right-hand column.

If you have a printer that cannot do reverse line feeds, the program still allows you to use double-column printing. The program prints both columns, line by line, with one pass of the print head on a given line. Because the program must first format a page before printing it, you need to leave a cushion of approximately 4000 bytes of free text memory.

To view a file formatted for double-column printing, use the Print Preview option. The two columns will be displayed side by side, just as they will be printed.

For an important note on double-column printing, see **Print Formatting Variations within a File** in this chapter.

TYPE FONT, G

Type font, also known as character pitch or print style, determines the sort of characters your printer will print. The default is pica, or 10 CPI (10 characters per inch), represented by the default value of **[1]**. To format for condensed print, enter **[2]**; for proportional spacing, type **[3]**; for elite print, enter **[6]**. (Values **4** and **5** are for superscripts and subscripts. See **Print Formatting Variations within a File** in this chapter.)

Refer to the manual that came with your printer to see which of these fonts are available to you.

Although the fonts you select are not represented as such on your screen in Print Preview, the number of characters displayed per line is normally the same as it will be in your printed file.

PARAGRAPH INDENTATION, I

Indentation is measured in character spaces from the left margin. For more or less indentation than the default value, delete the **5** and type in the value you want. For block-style paragraphs without any indentation of the first line, enter the number **[0]** (and make sure that your paragraph spacing is greater than your line spacing).

JUSTIFICATION, J

Justification works like a simple on/off switch. The default value of **0** gives you unjustified (ragged) right margins. For justified right margins, delete the **0** and type **[1]**. Do not justify your right margins when using proportional spacing or when centering or blocking text right.

PAGE NUMBER, Q

This option determines the starting page number if you request numbered pages when printing. (See **Print Formatting Variations within a File** in this chapter.)

PAGE WAIT, W

Page Wait works like an on/off switch. The default value is **0**, which means that the page wait function is off. To switch it on, replace the **0** with **[1]**. When the page wait command is active, the program stops printing at the bottom of each page. Insert a fresh sheet of paper in your printer, then press **[Return]** to print the next page.

Use this command when you want to print a text file on single sheets of paper--for example, on bond, letterhead, or your personal stationery.

PAGE LENGTH, Y

This command does not determine the number of lines printed on a page (set by your top and bottom margins). Rather, AtariWriter 80 uses the page length setting to determine where the next printed page will begin. So you should keep your page length at **132** for 8 1/2 by 11-inch paper, or **168** if you're printing on 8 1/2 by 14-inch paper.

PRINT FORMATTING VARIATIONS WITHIN A FILE

You can specify variations from the Global Format values wherever you want within a file by entering the commands in your text. In addition, AtariWriter 80 offers several other formatting commands which you must enter directly in your text.

You can enter commands within your file singly or in combination. Just insert them where you want as if you were adding letters or words to your text.

To specify variations from the overall formatting values displayed on the Global Format screen, use the commands shown on the next page.

AtariWriter 80 displays the appropriate control character wherever you enter one of these commands. Type in the new value immediately after the control character. (These characters will not appear on your printed pages; however, if you place a **[Return]** after the control command, a blank line will be inserted when printing.)

Bottom Margin	**[Control] [B]**
Paragraph Spacing	**[Control] [D]**
Type Font	**[Control] [G]**
Paragraph Indentation	**[Control] [I]**
Justification	**[Control] [J]**
Left Margin	**[Control] [L]**
2nd Left Margin	**[Control] [M]**
2nd Right Margin	**[Control] [N]**
Right Margin	**[Control] [R]**
Line Spacing	**[Control] [S]**
Top Margin	**[Control] [T]**
Page Wait	**[Control] [W]**
Page Length	**[Control] [Y]**

At the end of the varied text, use the same command to reenter the original formatting value, or whatever new value you wish for the text that follows.

Important: When switching from double-column printing to standard printing within a file, be certain you halt double-column printing at the end of a full printed page. If not, the printer will overprint the first left column. (Inserting a page eject before going back to standard printing is a good way to insure against such overprinting. See **Page Eject** in this section.)

The other print formatting features of the program require that you enter the commands directly into your file. Again, you can enter these commands singly or in combination with other formatting commands, while writing or editing a file. AtariWriter 80 displays an appropriate letter or symbol wherever you enter one of these commands.

Bold Print

If your printer supports bold print, AtariWriter 80 enables you to print text in bold characters. If your printer can backspace but cannot print bold characters, you can still use this command to print boldface characters.

To format a portion of text for bold print, press **[Select] [.]** at the beginning of that portion of text and **[Select] [.]** again at the end. The program inserts a Left Arrow at those points. The Left Arrow represents the start and finish of bold print and will not print out.

When you examine a formatted text file in Print Preview, bold characters are displayed as normal screen characters.

Elongated Print

If your printer supports elongated (double-width) print, AtariWriter 80 enables you to print text in elongated characters which are twice normal width. Any type can be elongated.

To format a portion of text for elongated print, press
[Select] [E] at the beginning of that portion of text and
[Select] [E] again at the end. The program inserts an E
symbol at those points. The E symbol represents the start
and finish of elongated print and will not print out.

When you examine a formatted text file in Print Preview,
elongated text is displayed with an extra character space
between characters and words, because they will be twice
as wide as normal when they are printed. Remember that
anything more than half a line of normal text will run over
to the next line, if elongated.

Underlining

To underline a word or more of text, press ▱ (or ▱ on
the 800) before typing the material you want underlined.
The characters to be underlined are highlighted in inverse
video on your screen. To go back to nonunderlined char-
acters, press ▱ or ▱ again.

To underline words you have already typed, or cancel the
underlining of words you have entered as underlined,
place the cursor on the first character of what you want to
change, then press [Control] [U] until you have changed as
much text as you want either to inverse video or back to
normal video.

If your printer can backspace but cannot underline, you
can still use the underline command. Check the manual
that came with your printer to see if it has underlining
capability.

Important: You cannot use the [Control] [U] command
while still in inverse video (underline) mode. (See the
important note under **International Characters** in this
chapter.)

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Subscripts and Superscripts

Printed slightly below or above the line, subscripts and superscripts are useful when you use chemical or mathematical formulas, or when footnoting your text.

To specify a subscript, press **[Select] [Down Arrow]** before typing the text to be subscribed and **[Select] [Up Arrow]** after.

To specify a superscript, press **[Select] [Up Arrow]** before and **[Select] [Down Arrow]** after the material to be superscribed.

AtariWriter 80 displays the Up Arrow and Down Arrow where these commands are entered. The arrows represent the start and finish of subscripts and superscripts and will not print out.

Check your printer manual to see if it is capable of forward and reverse half line feed, which is how the program prints subscripts and superscripts.

If you have an Atari XMM801 printer, you can use an alternate method to print subscripts and superscripts. The XMM801 printer has a font which will print miniature characters for subscripts and superscripts (either slightly below or above the center line, respectively). Enter **[Control] [G]** and type **[4]** (superscripts) or **[Control] [G]** and type **[5]** (subscripts) at the point where you want the superscript or subscript, then type the characters to be superscribed or subscribed. Enter **[Control] [G]** and type **[1]**, **[2]**, **[3]**, or **[6]**, depending on which font you were using prior to the super- or subscribed characters.

International Characters

If your printer supports the Atari International Character Set, you can insert these characters into your text.

Press the ▰ (or ⌊Å⌋ on the 800), then type the control character that returns the international character you want printed.

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Consult your printer manual for a complete listing of inter-national characters and their control character codes.

Important: Be certain to take the program out of inverse video (underline) mode after typing the international control character; otherwise, the noninternational text you type next will be underlined.

Blocking Text Right

To block a line of text flush with the right margin of the printed page, press **[Control] [C]** twice in succession at the beginning of the line to be blocked right. Each line to be blocked right must end with a **[Return]**. Always be sure that no line of text to be blocked right exceeds your overall margins. Do not block text right with proportional character spacing.

Centering Text

To center lines of text (titles or headings, for example), press **[Control] [C]** at the beginning of each line to be centered. At the end of the line, press **[Return]**.

Always be sure that no line of centered text exceeds the overall line length determined by the left and right margins you set. Do not center text with proportional character spacing.

Headers, Footers, and Page Numbering

AtariWriter 80 will place one-line or two-line headers or footers on each of your printed pages. By using a page numbering command in combination with a header or footer command, you can also have the program number your printed pages.

To specify a header, press **[Control] [H]**, then type the text of the header and press **[Return]**. You must press **[Control] [H]**, type the header text, then press **[Return]** for each separate line of a two-line header.

To specify a footer, press **[Control] [F]**, then type the text of the footer and press **[Return]**. Press **[Control] [F]**, type the footer text, then press **[Return]** for each separate line of a two-line footer.

Headers appear two half-lines below the top of the printed page, and footers two half-lines above the bottom of the page. By default, headers and footers are aligned to the left margin of the page. You can center or block them right by entering the center text command, **[Control] [C]**, or block text right command, **[Control] [C] [Control] [C]**, before or after your header or footer commands. Then type the header or footer text and press **[Return]**.

If you want headers or footers on every page, beginning with the first page, enter the commands and text as the first line(s) of your file.

If you want headers or footers to begin on a page other than the first page, or if you want to change the text of a header or footer within a file (for example, for a multisection document where you want headers or footers for each section), enter the commands and text within the file. In this case, however, be sure to enter the commands and text as the only material on a screen line.

No header or footer text line should exceed the overall page margins that you set. Any header or footer that exceeds your page margins is dropped when the program formats and prints your file.

To number printed pages, type the "@" symbol (**[Shift] [8]**), at that point within your header or footer text that you want page numbers to appear. AtariWriter 80 displays an "@" symbol to show you where your page numbers will be printed. If you want page numbers as the only text in your header or footer, enter **[@]** as your entire header or footer text.

AtariWriter 80 begins numbering pages with 1. To specify
a different starting page number (a useful option when you
combine several text files into a larger document), change
the Page number value on the Global Format screen, or
press **[Control] [Q]** on the screen line immediately after the
header or footer text, then enter the starting page number
and press **[Return]**. AtariWriter 80 accepts starting page
numbers of 1 through 256.

The **[Control] [Q]** command is not considered one of the
two header or footer lines.

Chaining Print Files

AtariWriter 80 allows you to link any number of files, in
any order you wish, to be printed as if they were one file.
This is especially useful when you want to print a long
document you have written and saved in segments.

Here is how to chain two files named REPORT.001 and
REPORT.002. While writing or editing REPORT.001, posi-
tion the cursor at the end of the file and press **[Control] [V]**.
Then type **D1:** or **D2:** followed by **REPORT.002** and press
[Return]. (If your file resides in drive 1, you may leave **D1:**
out).

Each file in a chain is formatted according to the global
print formatting values for the first file in the chain. Be
certain the values on the Global Format screen are those
you want for every file. However, any special formatting
commands entered within specific files of a chain will be
obeyed, even when they differ from the values on the
Global Format screen of the first file.

A header or footer entered in the first file in a chain will be
carried through subsequent files, unless you modify it
within other chained files. Likewise, a page numbering
command entered in the first file numbers pages consec-
utively throughout the chain.

You can use the Print Preview option to preview a chain
of files.

Page Eject

Use this command when you want AtariWriter 80 to halt printing at a given point in a text file and space to the top of the next page before printing resumes. For example, in a multisection document you might want each section to begin on a new page.

To enter the Page Eject command, position the cursor where you want the page eject to take place and press **[Control] [E]** then **[Return]**.

Tabs

With AtariWriter 80 you can set and use tabs much as you do with a conventional typewriter. Tabs are especially useful when setting up columns or tables in a document.

The series of arrows that appear every five spaces along the top of your text screen each time you begin a work session are the default tab settings.

While editing a document, press **[Tab]** to move the cursor to the next tab stop.

To change tab settings, first press **[Control] [Tab]** to clear all present tab settings. To establish new settings, position the cursor wherever you want a new setting and press **[Select] [Tab]**. To clear one tab, position the cursor directly below the tab you want to clear and press **[Start] [Tab]**.

If you save a file for which you have set your own tabs, then load it during a later work session with AtariWriter 80, your custom tab settings will reappear.

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Section Headings

Use this feature of AtariWriter 80 to number section and subsection headings in the body of a text file. The easiest way to explain its use is with an example.

Suppose you are writing a text file about nutrition. In outline, it includes the following sections and subsections:

```
Fruits and Vegetables
    Fruits
        Fresh Fruits
        Preserves
    Vegetables
Dairy Products
```

To number each section and subsection heading when entering them in your file, press [Select] [H] and type the number of the section level of that heading, then the text of the heading and [Return].

In this case, "Fruits and Vegetables" is the highest level of headings, so you type [1] after [Select] [H]. The section level for both "Fruits" and "Vegetables" is 2, and 3 for both "Fresh Fruits" and "Preserves." For "Dairy Products," you return to section level 1.

You can specify section levels of 1 through 9. Wherever you enter a section heading command and number, AtariWriter 80 displays an inverse capital "H" followed by the section level number.

When it formats and prints your file, the program numbers your section headings, raising the numbers for each occurrence of a section heading command at a given level. In other words, the section headings in your file on nutrition would be numbered as follows:

```
1       Fruits and vegetables
1.1     Fruits
1.1.1   Fresh fruits
1.1.2   Preserves
1.2     Vegetables
2       Dairy products
```

Add as many spaces between each section level number and heading as you want. Use paragraph markers, the center or block text right commands, and print style commands in combination with your section heading commands to format and style your headings the way you want them.

To restart your numbering of section headings--say, in a large document where you want a numbered system of headings in each chapter--press **[Select] [H]**, and type the number **[0]**. (This will not affect the line you type this on when printing.) Then press **[Select] [H]** again and the desired level number when you enter your next heading.

Form Printing

Especially handy for business or form letters, this feature lets you leave blanks in a text file--for names, addresses, account numbers, and the like--and fill them in with specifics each time AtariWriter 80 prints the file.

Wherever you want to leave a blank, press **[Option] [Insert]**. The inverse "Z" symbol appears at that point on your screen. Repeat the command for each entry which you fill in later.

When AtariWriter 80 prints the file, it stops at each such command and prompts you to MAKE ENTRY, PRESS RETURN. Type what you want to fill in the blank--up to 34 characters per blank--and press **[Return]**. After you complete each entry, the program continues printing the file until the next blank, if there is one.

When you place a number of blanks in a file, it is a good idea to jot them down, because you can not view the file on the screen when the program prompts you to fill in the blanks during printing.

SPECIAL PRINTER CONTROLS

Printer Control Codes

AtariWriter 80 does not support every feature of every printer. You can take advantage of those features the program does not support by sending special decimal-code commands to your printer. You enter them directly in your text files.

Wherever you want to enter a printer control code, press [Control] [O], then type in the decimal equivalent of the printer control code understood by your printer. You should be able to find a listing of printer control codes and decimal equivalents in your printer manual. You must type [Control] [O] before each value of the printer control code.

Printing to Other Devices

AtariWriter 80 allows you to print to devices other than your printer. After selecting Print File from the main menu, answer [N] to the prompt PRINT TO PRINTER, Y/N? The program asks for the device and filename you want to print to. Enter the device and filename (for example, D2:MYFILE) and press [Return]. The valid devices are disk drives (D1: and D2:) and RS232 ports (R1: through R4:).

If this is the first time you have selected Print File, the program displays the Printer Selection menu so it can format and print the file according to the printer of your choice.

Custom Printer Driver

With AtariWriter 80 you can print your files even though you do not have any of the printers listed on the Printer Selection menu. The program allows you to create your own set of instructions that the program will use to drive your printer whenever it prints your files.

To create a custom printer driver, you need to enter the
decimal equivalents of the control codes that your printer
uses for each of a variety of functions. Therefore, you
should have your printer manual on hand.

First, insert the AtariWriter 80 program disk in drive 1.
(If you have an Atari 800, you must first insert a BASIC
cartridge.) Then switch on your computer and hold down
[Select]. Keep [Select] held down until the Custom Printer
Driver Editor title comes up on your screen.

The title screen displays three options (loading a printer
driver, saving a printer driver, and returning to the
AtariWriter 80 program) which you will normally use after
you have created a custom printer driver. These options,
which can only be used from the printer driver editor, are
described at the end of this chapter.

When the Custom Printer Driver Editor title screen is
displayed, press [Space Bar] to enter the printer driver
editor. A list of printer functions appears on your screen.
To select a function, press [Arrow Key] to move the cursor
arrow down or up to the function you want and press
[Return].
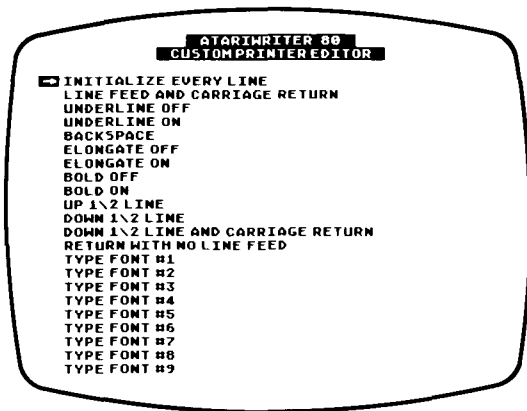
You will be prompted to enter the decimal equivalent of the control code that your printer uses for the function you selected. (If you have loaded an existing printer driver, the decimal equivalent you have already entered will be displayed at the top of the screen.)

Refer to your printer manual to enter the code for the function you selected and press **[Return]**. Enter each element of the code on a separate line. For example, the escape code **27, *nn*** must be entered as **27 [Return]** *nn* **[Return]**.

Press **[Return]** to go back to the list of printer functions.

The following is a complete list of the printer functions in the printer driver editor in the order they appear, and a brief explanation of how they are used.

INITIALIZE EVERY LINE

Some printers require initialization at the beginning of every printed line (most, however, do not). Enter the code for the initialization of every line. Press **[Return]** twice.

LINE FEED AND CARRIAGE RETURN

Enter the code for a line feed on the first line and press **[Return]**. Enter the code for a carriage return on the next line and press **[Return]** twice. Some printers may have one code that combines both carriage return and line feed.

UNDERLINE OFF

If your printer can underline, enter the code that halts underlining. Press **[Return]** twice.

UNDERLINE ON

If your printer can underline, enter the code that starts
underlining. Press **[Return]** twice.

BACKSPACE

If your printer can backspace but cannot print underlined
or boldface characters, enter the backspace code. Press
[Return] twice. (If you format for either style, AtariWriter
80 will use backspacing to print underlined or boldface
characters--even though your printer does not have
these features built-in.)

ELONGATE OFF

If your printer can elongate characters, enter the code
that halts elongated (double-width) characters. Press
[Return] twice.

ELONGATE ON

If your printer can elongate characters, enter the code
for elongated (double-width) characters. Press **[Return]**
twice.

BOLD OFF

If your printer can print boldface characters, enter the
code that halts boldface print. Press **[Return]** twice.

BOLD ON

If your printer can print boldface characters, enter the
code for boldface print. Press **[Return]** twice.

UP 1/2 LINE (superscripts)

If your printer can do reverse half line feeds, enter that code here. Press [Return] twice.

DOWN 1/2 LINE (subscripts)

If your printer can do forward half line feeds, enter that code here. Press [Return] twice.

DOWN 1/2 LINE AND CARRIAGE RETURN

Your printer may have two special fonts for subscripts and superscripts which probably print out as very small characters below or above the center line. If you think you might ever want to print an entire document in one of these fonts, enter the code for forward half line feed on the first line, then press [Return]. Enter the code for carriage return on the next line. Press [Return] twice.

RETURN WITH NO LINE FEED

If you think you might want to set your line spacing at 0 for a given line in your document, enter the carriage return code here. Press [Return] twice.

TYPE FONT 1 - 9

You can define up to nine type fonts. Enter one font control code for each of the type fonts 1 to 9. If your printer has fewer than nine fonts or if you want to define fewer than nine, define as many as you like. (To format your file for any type font you define, use the G option on the Global Format screen; or, within your text file, type [Control] [G] then the type font number.)

Loading a Printer Driver

When you are in the printer driver editor, you can load a printer driver you have already created. Then you can view or edit the decimal equivalents of the printer control codes you entered.

Type [L] to load an existing printer driver. The program prompts you to enter the FILE TO LOAD. Type D1: or D2: followed by the filename of the printer driver you want to view or edit. After entering the filename, press [Return]. When you select a printer function, the decimal equivalents you entered appear at the top of the screen.

Saving a Printer Driver

When you are in the printer driver editor, type [S] to save the printer driver you created. The program prompts you to enter the FILE TO SAVE. Insert a formatted disk into the disk drive and type D1: or D2: followed by the filename for your printer driver. After entering the filename, press [Return].

Important: Filenames for printer drivers must not be followed by a period and a three-character "extension" (such as "PRINTER.001"). AtariWriter 80 automatically assigns its own extension to the printer driver filename.

Leaving the Printer Driver Editor

Type [R] when you want to leave the printer driver editor and return to the AtariWriter 80 program. You will be prompted LOAD ATARIWRITER 80? Type [Y] for yes and press [Return]. (Typing [N] returns you to the printer driver editor.)

Next, insert the program disk and press [Start]. AtariWriter 80 now loads. (If you had to insert a BASIC cartridge to run the driver editor, first switch off your computer and remove the cartridge, then reload AtariWriter 80.)

Whenever you select Print File from the main menu and
you want to use your custom printer driver, select **K** (Other)
from the Printer Selection menu. The program will prompt
you to enter the PRINTER DRIVER filename. Type either
D1: or **D2:** followed by the filename and press **[Return]**.
The disk with the custom printer driver you created must
be in the disk drive you tell the program to access.

Once you load the driver, it remains in memory until you
switch the computer off.

CHAPTER 5
ATARI PROOFREADER

In a publishing house, a proofreader is someone who reads galleys--text that has been set in type--word for word to check for and correct typographical errors. This process, logically enough, is called "proofreading," or "proofing" for short.

The Atari Proofreader program has been integrated into AtariWriter 80 to give you extra word-processing capability. Because Proofreader uses the same command style as AtariWriter 80, you will find it very easy to use.

Drawing on a dictionary of over 36,000 words, Proofreader can check the spelling of virtually every word in your AtariWriter 80 text files. It puts this electronic dictionary at your command, so you can look up words right on your screen.

In addition, Proofreader lets you create your own personal dictionary of words that do not appear in Proofreader's basic dictionary--for example, foreign words, legal or medical terms, brand names, proper names, or other expressions that you often use in your writing.

This chapter shows you how to use all the features of Atari Proofreader: how to highlight and correct spelling errors, print a list of misspelled words, and search through Proofreader's dictionary when you are unsure of a spelling. You will also learn how to create, save, and load your own personal dictionary files.

LOADING PROOFREADER

The Atari Proofreader program is included on the AtariWriter 80 program disk. The other disk that came with the package is the Proofreader Dictionary disk.

Important: Before you begin using Proofreader, it is strongly recommended that you make a back-up copy of the Proofreader Dictionary disk. For instructions on duplicating a disk, see your DOS manual.

To load Proofreader:

1. Select Verify Spelling from the AtariWriter 80 main menu. The AtariWriter 80 program disk must be in drive 1.

2. The message LOADING PROOFREADER appears at the bottom of the screen. After a few moments, the Atari Proofreader menu comes up.

THE PROOFREADER MENU

You select a Proofreader option by typing the highlighted first character of its name, just like you do on the main menu. Take a minute to study the Proofreader menu. Below, you will find short descriptions of the Proofreader menu options.

```
              A T A R I   P R O O F R E A D E R

  ⬛ orrect Errors              ⬛ Index Drive 1

  ⬛ ighlight Errors            ⬛ Index Drive 2

  ⬛ rint Errors                ⬛ oad File

  ⬛ ictionary Search           ⬛ ave File

  ⬛ dd Personal Dictionary     ⬛ eturn to AtariWriter 80

  ⬛ ile Personal Dictionary

  SELECT ITEM
```
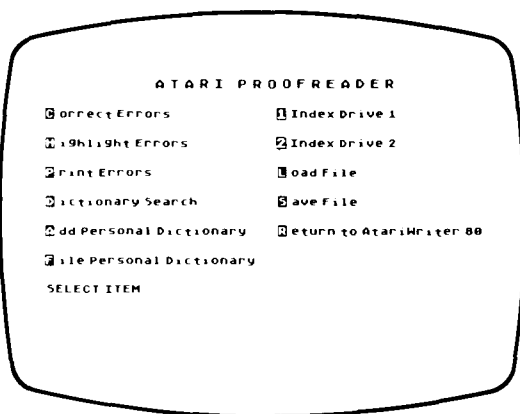
Correct Errors proofreads a file as you correct errors, word by word.

Highlight Errors proofreads a file and highlights errors in inverse video.

Print Errors proofreads a file and simultaneously prints a list of errors found.

Dictionary Search searches the Proofreader dictionary for the correct spelling of a word.

Add Personal Dictionary loads your personal dictionary from a disk.

File Personal Dictionary saves a personal dictionary to a disk.

1 Index Drive 1 lists the files on the disk in drive 1.

2 Index Drive 2 lists the files on the disk in drive 2.

Load File loads a file for proofing.

Save File saves a proofed file.

Return to AtariWriter 80 returns you to the AtariWriter 80 main menu (the program disk must be in drive 1).

While working with the Proofreader, you can return to the Proofreader menu at any time by pressing **[Esc]**.

HOW PROOFREADER WORKS

When you select one of the proofreading options, the program displays the text on your screen almost exactly as it appears when you are editing it with AtariWriter 80, scrolling the text upward and checking the spelling of each word.

Proofreader displays all correct words in normal video. Incorrect words appear in inverse video. While you are proofing a file, any words that you have underlined with AtariWriter 80--which normally appear in inverse video-- appear in normal video as long as they are spelled cor- rectly.

Proofreader checks your spelling only against words in its
own dictionary or in a dictionary that you have created. If
it does not recognize a word, it highlights the word as in-
correctly spelled, whether it is or not.

Proofreader is not an editor. It cannot tell you if you have
used a word out of context or if your phrasing is ungram-
matical. Nor will it correct your spelling for capitalization.
In other words, it will not tell you to write "loose" instead of
"lose," "Florida" instead of "florida," or "none is" instead of
"none are."

HIGHLIGHTING ERRORS

The Highlight Errors option on the Proofreader menu
gives you an overview of the misspelled words in a file
without stopping to correct misspellings. To highlight
errors:

1. Load a file from a disk using the Load File option on the
   Proofreader menu (it works just like the one on the
   AtariWriter 80 main menu).

2. Select Highlight Errors from the Proofreader menu.

3. Follow Proofreader's prompt to INSERT PROOF-
   READER DICTIONARY DISKETTE IN DISK DRIVE 1,
   THEN PRESS [RETURN]. (If you have two disk drives,
   see **With Two Disk Drives** under **Correcting Errors** in this
   chapter.)

When Proofreader has identified all the errors in your file,
the Proofreader menu reappears, and the program reports
the number of words checked.

To halt highlighting errors at any time, press **[Esc]**.

To highlight the errors within a specific section of your file,
see **Proofreading Specific Passages** under **Correcting
Errors** in this chapter.

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PRINTING ERRORS

Like Highlight Errors, the Print Errors option on the
Proofreader menu gives you an overview of spelling
errors on your screen, but it also prints out each
misspelled word it identifies. To print errors:

1. Load a file from a disk using the Load File option on the
   Proofreader menu.

2. Make sure that your printer is switched on and on-line
   and that your interface module (if you have one) is
   switched on. (If you have previously printed something
   in AtariWriter 80 during this work session, switch your
   printer off then on again to reinitialize it.)

3. Select Print Errors from the Proofreader menu.

4. Follow Proofreader's prompt to INSERT PROOF-
   READER DICTIONARY DISK IN DISK DRIVE 1, THEN
   PRESS [RETURN]. (If you have two disk drives, see **With
   Two Disk Drives** under **Correcting Errors** in this chapter.)

When Proofreader has printed all the errors in your file,
the Proofreader menu reappears and the program reports
the number of words checked.

To halt the printing of errors at any time, press **[Esc]**.

To print the errors within a specific section of your file, see
Proofreading Specific Passages under **Correcting Errors** in
this chapter.

CORRECTING ERRORS

When you select the Correct Errors option on the Proof-reader menu, the program stops at each misspelled word and allows you to correct it.

To search the basic dictionary for the proper spelling of a word while proofing a file:

1. Load a file from a disk using the Load File option on the Proofreader menu.

2. Select Correct Errors from the Proofreader menu.

3. Follow Proofreader's prompt to INSERT PROOF-READER DICTIONARY DISK IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see **With Two Disk Drives** in this section.)

When Proofreader begins checking your file, it stops at the first error it finds and offers you a Correction menu at the top of your screen. The Correction Menu consists of three choices: CORRECT WORD, SEARCH DICTIONARY, and KEEP THIS SPELLING. Below, you will find an explanation of these three options.
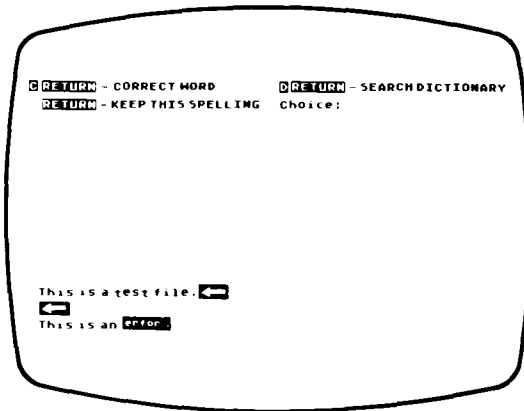
CORRECT WORD

Type **[C]** for CORRECT WORD, then press **[Return]**.

Proofreader asks you to ENTER CORRECTED WORD OR JUST [RETURN]. Press **[Return]** if you want to keep the spelling as shown, and Proofreader will return you to the Correction menu.

Otherwise, type the word exactly as you want it to appear in your text, using upper- and lowercase letters. You can use the underlining feature of AtariWriter 80 when correcting your text, in which case the corrected spelling appears in inverse video as you type it in. And you can use **[Delete/Bk Sp]** to correct typos as you are entering the correct spelling.

When you have finished typing in the corrected word, press **[Return]**.

As a final check, Proofreader asks, ARE YOU SURE, Y/N? If you typed the word as you intended, type **[Y]**. If you made a mistake and want to retype the word, type **[N]** and retype the word correctly.

Important: Do not type in any special characters during the Correct Word operation. Type letters or numbers only.

SEARCH DICTIONARY

Suppose you do not know exactly how the next incorrect word in your file should be spelled. The SEARCH DIC-TIONARY option on the Correction menu lets you look through Proofreader's dictionary (as well as your own personal dictionary, if you have loaded one) for the proper spelling.

Type **[D]**, then press **[Return]**. Proofreader asks you what you want to search for. Type in as much of the word as you can, entering at least the first two letters.

Proofreader searches its dictionary for all words that start with these letters and displays them at the top of your screen, usually 18 at a time.

If the dictionary has less than 18 words beginning with the letters you typed in, you may either search for another spelling, or press **[Return]** to go back to the Correction menu.

If the dictionary has more words beginning with those letters, Proofreader prompts you to press [RETURN] TO CONTINUE SEARCH, C TO CANCEL. If you press **[Return]**, 18 more words appear on your screen. If you type **[C]**, the program prompts you to search for another spelling.

Now that you know the correct spelling, type **[C]** on the Correction menu to correct the word. Notice that the dictionary list is still at the top of your screen, so you will not forget how the word is spelled.

KEEP THIS SPELLING

Proofreader highlights every word that it cannot find in its dictionary, even though you may have spelled many of them correctly.

When you want to keep the word as is, simply press **[Return]** to keep this spelling. Proofreader goes on to check the rest of the file.

Whenever you use KEEP THIS SPELLING, Proofreader memorizes the word. If the same word appears again in the file during this session, Proofreader won't highlight it.

You can store the words the program has learned in a dictionary file for later use. (See **Filing Personal Dictionaries** under **Creating Personal Dictionary Files** in this chapter.)

When the program finishes proofing the file, the menu appears and reports the number of words checked. Now you can select Save File to store the newly-proofed file or Load File to load another file for proofing. Or you can select Return to AtariWriter 80, where you can continue editing or print your corrected file.

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Proofreading Specific Passages

To proofread only a specific passage in a file, load the file from the AtariWriter 80 menu, then select Edit File from the main menu. Position the cursor at the point in the file where you want to begin proofing, and go back to the main menu.

Next, select Verify Spelling to load Proofreader. Once the Proofreader menu appears, you may start proofing. When Proofreader asks, PROOFREAD ENTIRE FILE, Y/N?, type **[N]** and press **[Return]**. The program will proof from the point you left the cursor to the end of the file. Press **[Esc]** to halt proofing before the end.

With Two Disk Drives

If you have two disk drives, you can use Proofreader with a minimum of disk swapping. When loading AtariWriter 80, turn on both drives, and insert the AtariWriter 80 program disk in drive 1 and your Proofreader dictionary disk in drive 2.

Select Verify Spelling. Once the Proofreader menu comes up on your screen, remove the AtariWriter 80 program disk and insert your text file disk in drive 1. Press **[Return]** when the program prompts you to INSERT PROOF-READER DICTIONARY DISK IN DISK DRIVE 2, THEN PRESS [RETURN].

DICTIONARY SEARCH

With the Dictionary Search option, you can look up words in Proofreader's basic dictionary (including any words that you have added that are still in memory) without first selecting the Correct Errors option. Dictionary Search is handy when you want to double-check a spelling while you are writing or editing with AtariWriter 80.

The procedure for using Dictionary Search is much like that for using the Search Dictionary option on the Correction menu:

1. Load a file from a disk using the Load File option on the Proofreader menu.

2. Select Dictionary Search from the Proofreader menu.

3. Follow Proofreader's prompt to INSERT PROOF-READER DICTIONARY DISK IN DISK DRIVE 1, THEN PRESS [RETURN]. (If you have two disk drives, see **With Two Disk Drives** in the previous section.)

Proofreader then asks you for the word you want to SEARCH FOR. Type in at least the first two letters of the word, then press **[Return]**

Proofreader displays all the words in its dictionary that begin with the letters you typed in, up to 126 words at a time on one screen.

If the dictionary contains more than 126 words beginning with the letters you specified, Proofreader will prompt you to press [RETURN] TO CONTINUE SEARCH, C TO CANCEL.

If you have not yet found the word you are looking for, press **[Return]**. The program displays more words beginning with the specified letters, until it reaches the end of its file of such words. If you press **[Return]** again, the Proof-reader menu reappears.

If you do not see the word you are looking for before the end of the dictionary's file of requested words, type **[C]** and renew your search with a different combination of letters.

CREATING PERSONAL DICTIONARY FILES

Atari Proofreader's basic dictionary, with its 36,000 entries, includes most commonly used words. However, chances are that your writing projects will involve the use of unique or specialized words that are not included in the basic dictionary. Proofreader enables you to supplement its dictionary by creating, saving, and loading your own word lists in the form of personal dictionary files.

A personal dictionary file is a list of words of that you choose. It is a good idea to organize your dictionary files according to subject or project. For example, you might have separate files for each subject in school or for each short story that contains specific characters and place names.

You can create and save a personal dictionary file in two ways--either with Proofreader's File Personal Dictionary option (saving learned words from a file that you proofed), or by creating and saving word lists using AtariWriter 80.

Filing Personal Dictionaries

Each time you tell Proofreader to KEEP THIS SPELLING, the program memorizes the word. When you finish correcting a file, you can save all such learned words as a personal dictionary file to be used later, when you proof the same or similar text files.

To file a personal dictionary of learned words, follow these steps:

1. After correcting a file, select File Personal Dictionary from the Proofreader menu.

2. As long as there is at least one new word to save, Proofreader asks, PERSONAL DICTIONARY SAVE FILE NAME? Enter a filename for this personal dictionary file, insert a formatted disk in your disk drive, then press **[Return]**.

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3. Proofreader checks to see if there is a file on the disk with the same filename you specified for your personal dictionary. If there is, the program asks if it should REPLACE EXISTING FILE Y/N? Type **[Y]** and press **[Return]** if you want to delete the existing file from disk and replace it with your new personal dictionary file. Otherwise type **[N]**, select File Personal Dictionary again, and give your dictionary a new, unique filename.

4. Next, the program asks if you want to SELECT WHICH WORDS TO STORE, Y/N? Type **[N]** if you want to save all the new words from the file you corrected. Otherwise, type **[Y]**. Proofreader displays all new words from your corrected files on your screen, one at a time, and asks if it should STORE WORD Y/N? as each one appears. Type **[Y]** or **[N]** for each word, as you wish.

5. When you finish selecting your personal dictionary file, Proofreader prompts you to PRESS [RETURN] TO CONTINUE. When you press **[Return]**, Proofreader saves your new personal dictionary file, then the Proofreader menu appears.

Important: The maximum number of words Proofreader can save as a personal dictionary at any one time is 256 words. If you entered more than 256 words during any one proofing session, Proofreader will only save the last 256 words you entered.

Creating and Saving a Personal Dictionary

You will probably know in advance if your file includes words not contained in Proofreader's basic dictionary. For instance, you may use proper names or uncommon, technical terms in your writing. However, with AtariWriter 80 you can create and save personal dictionary files before proofing, which the program will then use to proof your file.

Here is the procedure:

1. Select Create File from the AtariWriter 80 main menu.

2. Type in the words you want your dictionary file to contain. (See **Rules for Creating Word Lists** below.) You may either press **[Return]** after each word, or leave at least one space between words.

3. When you finish creating your list, press **[Esc]** to return to the AtariWriter 80 menu, then save your personal dictionary file on disk like any AtariWriter 80 text file.

Rules for Creating Word Lists

You can enter a word in any of its grammatical forms within a personal dictionary file, as long as you follow these guidelines:

1. Begin each word with a letter.

2. Do not include punctuation marks, parentheses, or other nonalphabetical characters, except for the single quotation mark (') used in contractions like "can't" and "she'll."

3. For hyphenated compound words, like "mass-produce," enter each word (**mass** and **produce**) separately.

4. Do not enter the possessive of nouns (words that end with 's). Just enter the noun itself.

5. You can load up to 8,400 bytes of personal dictionary into to your computer when proofing a file. Therefore, a personal dictionary file cannot be more than 8,400 bytes in length. Each character in a word is equal to one byte, and each word in the dictionary requires a one byte overhead. 8400 bytes of personal dictionary averages out to 1200 six-letter words.

   130XE Note: You can load up to 4,396 bytes of personal dictionary at any one time. That averages out to 628 six-letter words.

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PROOFREADING WITH PERSONAL DICTIONARY FILES

To proof a file with a personal dictionary file:

1. Load the file to be proofed.

2. Insert the disk containing your dictionary file in your disk drive. Select Add Personal Dictionary from the Proofreader menu.

3. The program prompts you to ENTER PERSONAL DICTIONARY FILE NAME. Type in the name of the dictionary file you want to load, then press **[Return]**. Proofreader loads the dictionary.

When Proofreader has loaded your dictionary file, it tells you how many words it has loaded and prompts you to make another menu selection.

You can load more than one personal dictionary at the same time, provided you do not exceed available personal dictionary memory. Select Add Personal Dictionary from the Proofreader menu again and repeat the procedure.

If your dictionary file is too large, or if you load multiple dictionary files and exceed available memory, the message MEMORY FULL--INCOMPLETE LOAD appears.

When you finish loading your personal dictionary files, select the item you want from the Proofreader menu and begin proofing. The program will use both the Proofreader Dictionary disk and your newly-loaded personal dictionary to proof the file.

Important: You can go back and forth between Atari-Writer 80 and Proofreader as much as you like. But keep these rules in mind as you use the two programs together to create and use personal dictionary files:

1. When you leave Proofreader, be certain to insert the same version of AtariWriter 80 in your drive that you used when you entered Proofreader.

2. All words that Proofreader has memorized while you were using the Correct Errors option will be erased when you return to AtariWriter 80 from Proofreader. Be sure to save any words you might need for future use before you return to AtariWriter 80.

3. A personal dictionary file that you have loaded into your computer's memory while using Proofreader will be erased from memory when you return to AtariWriter 80. You will have to load the dictionary file again if you want to proof another file.

CHAPTER 6
ATARI MAIL MERGE

Atari Mail Merge is a database program that allows you to compile and manage data files which you set up. You can then integrate your information into AtariWriter 80.

A database is a pool of information which you can create, update, and consult as necessary. For example, you can create your own electronic address book, keeping an up-to-date record of names and addresses of family, friends, and business associates. Or you might maintain a database listing your favorite restaurants—organized by house specialties and price.

This chapter shows you how to use all the features of Atari Mail Merge: how to create, edit, print, save, and load a Mail Merge file; how to append files and build subsets; and finally how to integrate, or merge, the database with your AtariWriter 80 files.

LOADING MAIL MERGE

The Atari Mail Merge program is included on the AtariWriter 80 program disk. To load Mail Merge:

1. Select Mail Merge from the AtariWriter 80 main menu. The AtariWriter 80 program disk must be in drive 1.

2. The message LOADING MAIL MERGE appears at the bottom of the screen. After a few moments, the Mail Merge menu comes up.

THE MAIL MERGE MENU

As with the AtariWriter 80 main menu, you select a Mail Merge option by typing the highlighted first character of its name. Take a moment to study the menu. You will find short descriptions of the Mail Merge menu options listed on the next page.

```
                    MAIL MERGE

     19688 BYTES FREE      255 RECORDS FREE

     Create File          1 Index Drive 1
     Edit File            2 Index Drive 2
     Build Subset         Load File
     Append File          Save File
     Print File           Return to
                             AtariWriter 80


     SELECT ITEM
```
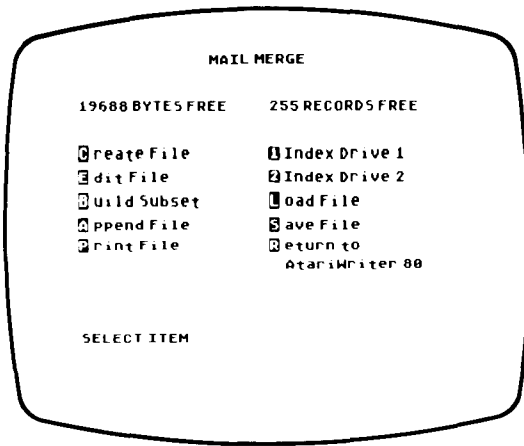
19,688 BYTES FREE reports the amount of memory available for a given file.

255 RECORDS FREE reports the number of records available for a given file.

Create File starts a new Mail Merge file.

Edit File allows you to enter and update records within a file.

Build Subset indexes records within a file.

Append File allows you to append a file on a disk to the file currently in memory.

Print File prints a file.

1 Index Drive 1 lists the files on the disk in drive 1.

2 Index Drive 2 lists the files on the disk in drive 2.

Load File loads a file from a disk.

Save File stores a file on a disk.

Return to AtariWriter 80 returns you to the AtariWriter 80 main menu (the program disk must be in drive 1).

CREATING A FILE

Mail Merge files are composed of individual records, each conforming to a certain format. Creating a file in Mail Merge is not quite like creating a file in AtariWriter 80. Mail Merge's Create File option allows you to define the record format you will use within the file.

Select Create File from the Mail Merge menu. The default record format appears on your screen. Take a moment to become familiar with it.

```
LAST NAME  □- - - - - - - - - - - - - - - - - -  20
FIRST NAME  - - - - - - - - - - - - - - - - - - -  20
COMPANY     - - - - - - - - - - - - - - - - - - -  20
TITLE       - - - - - - - - - - - - - - - - - - -  20
ADDRESS     - - - - - - - - - - - - - - - - - - -  20
            - - - - - - - - - - - - - - - - - - -  20
            - - - - - - - - - - - - - - - - - - -  20
            - - - - - - - - - - - - - - - - - - -  20
CITY        - - - - - - - - - - - - - - - -       16
STATE       - -                                   02
ZIPCODE     - - - - -                             05
WORK ACODE  - - -                                 03
WORK PHONE  - - - - - - -                         07
HOME ACODE  - - -                                 03
HOME PHONE  - - - - - - -                         07

PRESS ESC TO RETURN TO MENU
WARNING: NEW DATA WILL BE LOST
```

The default record format presents you with an example of the kind of record format you can create for any given file. Each line of dashes is a field. Later, you will learn how to enter information into these fields.

The default record format is organized as an electronic address book. The first eight fields (LAST NAME, FIRST NAME, COMPANY, TITLE, ADDRESS, and three user-definable fields) default to 20-character (20-byte) fields.

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The next seven fields (CITY, STATE, ZIPCODE, WORK ACODE, WORK PHONE, HOME ACODE, HOME PHONE) default to varying numbers of characters, depending on how many characters are typically required to enter such information.

For present purposes, we will assume you want to create your own electronic address book, using the default record format. (You will soon learn to create your own record formats. See **Creating Your Own Record Format** in this chapter.)

To create a file with the default record format, follow these steps:

1. When the default record format is displayed, press **[Return]** fifteen times until the message DEFINITIONS COMPLETE, Y/N? appears on the screen.

2. Type **[Y]** to answer the question DEFINITIONS COM-PLETE, Y/N? The default record format is now placed in memory, and the program switches you to the Mail Merge menu.

Important: You cannot begin entering individual records into a file until a record format for that file is placed into memory.

EDITING A FILE

To begin entering records, select Edit File. The default record format comes up on screen, just as it did above, but this time you can enter information within the fields. This is the record edit/entry screen you defined for your current work session with Mail Merge.

Enter a LAST NAME, press **[Return]**; the cursor moves to the next field; now type a FIRST NAME, press **[Return]**, and so on.

After you enter information in the last field, HOME
PHONE, press **[Return]**. The program now asks,
DEFINITIONS COMPLETE, Y/N? Type **[Y]**. The program
places this first record in memory, and returns you to the
Mail Merge menu.

Try repeating the Edit File procedure until you have
entered a few test records.

While entering records, you can use the four **[Control]**
[Arrow Key] cursor controls and **[Tab]** to move the cursor
from point to point within the record. Use **[Delete Bk/Sp]** to
correct typos.

You need not enter information in every available field.
Empty fields will remain blank.

Important: If you do not complete a record entry by
typing **[Y]** when the program asks DEFINITIONS COM-
PLETE, Y/N?, any data you typed in will be lost. Be sure
that you always complete your current record entry by
responding to this prompt.

PRINTING A FILE

To print a Mail Merge file, make sure that your printer is
switched on and on-line and that your interface module
(if you have one) is switched on. Then select Print File.

You are prompted to select 1= XEP80 PRINTER PORT or
2= SERIAL PRINTER. Make the selection which fits your
printer.

The file begins to print, in the order the records were
entered. You are not presented with a Printer Selection
menu because Mail Merge cannot make use of special
fonts or print styling. Also, Mail Merge cannot print to
other devices.

SAVING AND LOADING FILES

As you enter individual records, they are kept in memory. To save a file of records you enter, press [Esc] to return to the Mail Merge menu and select Save File. This option works like the AtariWriter 80 option of the same name.

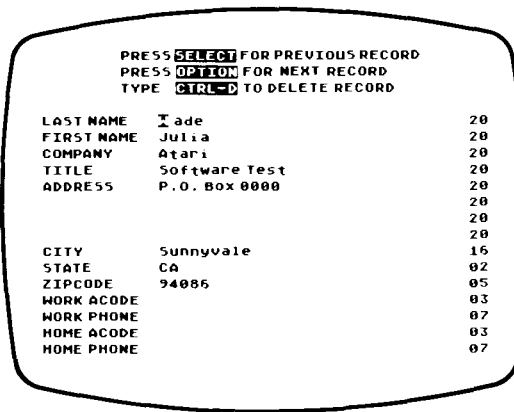To load a file from a disk, select Load File from the Mail Merge menu.

Important: Save and load Mail Merge files only. Never save or load an AtariWriter 80 file while in Mail Merge. Also, never save or load a Mail Merge file while in AtariWriter 80.

UPDATING RECORDS

At the top of the record edit/entry screen, you see the prompt PRESS [START] TO UPDATE RECORDS. This option allows you to thumb through, edit, or delete records already present in memory.

When you press [Start], the Update menu appears at the top of the screen. There must be a file in memory when you press [Start] to update records. The Update menu consists of three options, explained on the next page.

```
PRESS SELECT FOR PREVIOUS RECORD
PRESS OPTION FOR NEXT RECORD
TYPE CTRL-D TO DELETE RECORD

LAST NAME    Iade           20
FIRST NAME   Julia          20
COMPANY      Atari          20
TITLE        Software Test  20
ADDRESS      P.O. Box 0000  20
                            20
                            20
                            20
CITY         Sunnyvale      16
STATE        CA             02
ZIPCODE      94086          05
WORK ACODE                  03
WORK PHONE                  07
HOME ACODE                  03
HOME PHONE                  07
```

PRESS [SELECT] FOR PREVIOUS RECORD

When you press **[Select]**, the previous record comes up on your screen.

PRESS [OPTION] FOR NEXT RECORD

When you press **[Option]**, the next record comes up on your screen.

TYPE [CONTROL] [D] TO DELETE RECORD

Press **[Control] [D]** to delete the current record on screen. Type **[Y]** in response to the failsafe prompt ARE YOU SURE, Y/N? The current record is then deleted.

APPENDING FILES

The Append File function on the Mail Merge menu is much like the Merge File function (**[Option] [L]**) in AtariWriter 80. To append one Mail Merge file to another is to take one Mail Merge file from disk and merge it with the Mail Merge file currently in memory.

Here is the procedure:

1. Select Append File from the Mail Merge menu.

2. The program prompts you to enter the FILE TO APPEND. Type the name of the file you wish to append and press **[Return]**.

3. The specified file loads into memory.

There are a couple of important restrictions to keep in mind when using the Append File option in Mail Merge:

First, the file you wish to append must have the same number of fields, as well as identical field lengths, as the file currently in memory. Only field names may differ between the two files (however, only the field names currently in memory will be used for the newly appended file).

Second, if the file you want to append is too large to fit into available memory, or will overflow the 255 record limit, the file will not load.

Third, never try to append an AtariWriter 80 file to a Mail Merge file.

CREATING YOUR OWN RECORD FORMAT

The default record format may be useful for keeping track of addresses and telephone numbers, but beyond that it is obviously limited. You will no doubt want to create files with entirely different record formats. Atari Mail Merge gives you this option as well.

To design your own record format, follow these steps:

1. Select Create File from the Mail Merge menu. The default record format again appears on your screen.

2. Press [Shift] [Delete/Bk Sp] to delete the field at the current position of the cursor. Continue to press [Shift] [Delete/Bk Sp] until you see the message MINIMUM FIELDS REACHED, which is one. The last field, still displayed, is HOME PHONE.

3. Press [Shift] [Insert] to insert a 20-character field at the cursor's current position. After you enter the field, you may delete HOME PHONE using [Shift] [Delete/Bk Sp].

4. You can insert as many as 15 fields. Some of them, however, may not require a 20-character capacity. To delete character spaces from a field, position the cursor at the first dash in the field and press [Control] [Delete/Bk Sp].

5. To insert character spaces one at a time, position the cursor at the first dash of the field and press [Control] [Insert].

6. Position the cursor at the left margin of the first field. Type in the field name and press **[Return]**; type in the next field name, and so on. When you have entered the last field name, press **[Return]** and answer **[Y]** to the question DEFINITIONS COMPLETE, Y/N?

Your record format is now in memory. You can enter as many records as you wish using Edit File, provided your file does not exceed the number of BYTES FREE or 255 RECORDS, whichever comes first. Then go on to save the file once you complete your work session with Mail Merge.

When setting up your own record format, you may find that editing the default record format is easier than deleting all fields and beginning from scratch. Use your cursor controls, **[Tab]**, and **[Return]** to move around the record format. Use your field deletion and replacement controls to edit individual fields. When editing a default record format field name, you need only type over the name (Mail Merge is always in type-over mode).

Important: A record format can hold a maximum of 15 fields. No field name (on a single line) can exceed 12 characters. Each field can hold a maximum of 20 characters (20 bytes).

BUILDING A SUBSET

Building a subset is one way to organize records within a file, a way to index or isolate certain records according to the values you select. Building a subset separates some part of your file, some number of records, from the whole according to a particular criterion you select.

Here is the procedure:

1. First you must create a file, which means picking out the record format you wish to use for the file. For present purposes, use the default record format, creating the file according to the instructions above.

2. When the Mail Merge menu is displayed, select Build
   Subset. The Build Subset screen comes up. Take a
   moment to familiarize yourself with it.

```
FIELD NAME        LOW VALUE        HIGH VALUE

0 = ERASE INDEX
 1  LAST NAME    [-]- - - - - - - -    - - - - - - - - - -
 2  FIRST NAME    - - - - - - - - -    - - - - - - - - - -
 3  COMPANY       - - - - - - - - -    - - - - - - - - - -
 4  TITLE         - - - - - - - - -    - - - - - - - - - -
 5  ADDRESS       - - - - - - - - -    - - - - - - - - - -
 6                - - - - - - - - -    - - - - - - - - - -
 7                - - - - - - - - -    - - - - - - - - - -
 8                - - - - - - - - -    - - - - - - - - - -
 9  CITY          - - - - - - - - -    - - - - - - - - - -
10  STATE         - -                 - -
11  ZIPCODE       - - - - -           - - - - -
12  WORD ACODE    - - -               - - -
13  WORK PHONE    - - - - - - -       - - -
14  HOME ACODE    - - -               - - -
15  HOME PHONE    - - - - - - -       - - - - - -

    SEQUENCE BY FIELD NUMBER - -
    PRESS [ESC] TO ACCEPT DATA
```

3. Notice that the field names take their place on screen,
   numbered 1 through 15. The columns LOW VALUE
   and HIGH VALUE on the right are where you define
   the range of records you want to include in your subset.

   Defining the LOW and HIGH VALUES is similar to
   setting an alphabetic range. The LOW VALUE defines
   the first character(s) the program will use in building the
   subset. The HIGH VALUE defines the upper limit.

   The program builds subsets according to the ASCII
   hierarchy, except that the process is not sensitive to
   upper- and lowercase letters. For example, to build a
   subset of all first names beginning with A and including
   all first names beginning with B, C, and D, you would
   type [A] for the LOW VALUE and [E] for the HIGH
   VALUE. The subset would include all names such as
   Allen, Bob, Charlie, and David. However, the name
   Earl would not be included unless the HIGH VALUE
   was changed to F. (You may want to experiment with
   entering different LOW and HIGH VALUES to fine-tune
   your subsets.) For more information, see **Appendix B**.

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4. Once you define your LOW and HIGH VALUES, press
   [Return] until the cursor is next to SEQUENCE BY
   FIELD NUMBER. Type the field number of the field
   you want to build the subset with and press **[Esc]**. (For
   example, if you want to build a subset with the FIRST
   NAME field, type **02**--the number of this field.) The
   program now displays all fields within the file that fall
   into that range.

Important: If you build a subset, only those records that
fall into the subset will be available when updating records.
To erase the subset, enter **00** for the SEQUENCE BY
FIELD NUMBER.

DATABASE MERGE CHARACTER

You can merge records, or parts of records, into an
AtariWriter 80 file. This feature is especially handy when
printing form letters.

Wherever you want a certain record's field inserted into an
AtariWriter 80 file, press **[Option] [M]**. The program puts an
inverse "@" symbol at that point in the file. This is the data-
base merge character. Type the field number for the field
you want printed (1 through 15) immediately after the "@"
symbol and press **[Return]**.

For each field you want included in your AtariWriter 80
file, press **[Option] [M]** and type the field number. You may
include more than one field on a screen line, but you must
press **[Option] [M]** before each field number. At the end of
the screen line press **[Return]**.

Important: If you are making labels or printing subsets in
AtariWriter 80, make sure that a **[Return]** appears some-
where on the line with the database character; otherwise,
that Mail Merge field will not be printed.

When printing an AtariWriter 80 file in which the database
merge character appears, the program will stop at the first
occurrence of the character and prompt you to enter the
DATABASE FILENAME: Enter the filename of the appro-
priate Mail Merge file and press **[Return]**.

Suppose you want to send a form letter to ten different people. You can create your form letter in AtariWriter 80, inserting the database merge character and relevant field numbers where you want each name and address to appear. The program will automatically print the file ten times, using a different name and address each time. You can request more than one copy of each letter, as you can with any AtariWriter 80 file.

If you have built a subset, the database merge character is tied to the subset only--not to the entire file. For example, you may want to address a form letter to only three of the ten people within your file. You would then build a subset that includes only those three, save that file, return to AtariWriter 80, then use the database merge character in AtariWriter 80 to print out the three form letters.

APPENDIX A
DOS ERROR MESSAGES

Error Code No.	Error Code Message
20	Device Number Larger Than 7 or Equal to 0
128	BREAK Abort
130	Nonexistent Device Specified
133	Device or File Not Open
138	Device Timeout
139	Device NAK (not acknowledged)
142	Serial Bus Data Frame Overrun
143	Serial Bus Data Frame Checksum Error
144	Device Done Error (invalid "done" byte)
160	Drive Number Error
162	Disk Full (no free sectors)
164	File Number Mismatch

APPENDIX B
MAIL MERGE SORTING
SEQUENCE

Mail Merge sorts subsets according to the ASCII hierarchy. However, Mail Merge does not read control characters and will not include the control characters in the sorting sequence. The following chart shows the order in which subsets are sorted. The Decimal Code and Keystroke combination for each printed character are shown.

Note: ATASCII stands for Atari ASCII. Letters and numbers have the same values as those in ASCII but some of the special characters are different.

Decimal Code	ATASCII Character	Keystrokes	Decimal Code	ATASCII Character	Keystrokes
32	☐	Space bar	51	3	3
33	!	Shift 1	52	4	4
34	"	Shift 2	53	5	5
35	#	Shift 3	54	6	6
36	$	Shift 4	55	7	7
37	%	Shift 5	56	8	8
38	&	Shift 6	57	9	9
39	'	Shift 7	58	:	Shift ;
40	(	Shift 9	59	;	;
41	)	Shift 0	60	<	<
42	*	*	61	=	=
43	+	+	62	>	>
44	,	,	63	?	Shift /
45	-	-	64	@	Shift 8
46	.	.	65	A	Shift A
47	/	/	66	B	Shift B
48	0	0	67	C	Shift C
49	1	1	68	D	Shift D
50	2	2	69	E	Shift E

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Decimal Code	ATASCII Character	Keystrokes
70	F	Shift F
71	G	Shift G
72	H	Shift H
73	I	Shift I
74	J	Shift J
75	K	Shift K
76	L	Shift L
77	M	Shift M
78	N	Shift N
79	O	Shift O
80	P	Shift P
81	Q	Shift Q
82	R	Shift R
83	S	Shift S
84	T	Shift T
85	U	Shift U
86	V	Shift V
87	W	Shift W
88	X	Shift X
89	Y	Shift Y
90	Z	Shift Z
91	[	Shift ,
92	\	Shift +
93	]	Shift .
94	^	Shift *
95	_	Shift -
97	a	A
98	b	B
99	c	C

Decimal Code	ATASCII Character	Keystrokes
100	d	D
101	e	E
102	f	F
103	g	G
104	h	H
105	i	I
106	j	J
107	k	K
108	l	L
109	m	M
110	n	N
111	o	O
112	p	P
113	q	Q
114	r	R
115	s	S
116	t	T
117	u	U
118	v	V
119	w	W
120	x	X
121	y	Y
122	z	Z
124	|	Shift =
160	■	Space bar
161	!	Shift 1
162	"	Shift 2
163	#	Shift 3
164	$	Shift 4

Decimal Code	ATASCII Character	Keystrokes	Decimal Code	ATASCII Character	Keystrokes
165	▓	Shift 5	194	B	Shift B
166	▓	Shift 6	195	C	Shift C
167	▪	Shift 7	196	D	Shift D
168	(	Shift 9	197	E	Shift E
169	)	Shift 0	198	F	Shift F
170	✳	*	199	G	Shift G
171	+	+	200	H	Shift H
172	,	,	201	I	Shift I
173	▬	-	202	J	Shift J
174	♦	.	203	K	Shift K
175	/	/	204	L	Shift L
176	0	0	205	M	Shift M
177	1	1	206	N	Shift N
178	2	2	207	O	Shift O
179	3	3	208	P	Shift P
180	4	4	209	Q	Shift Q
181	5	5	210	R	Shift R
182	6	6	211	S	Shift S
183	7	7	212	T	Shift T
184	8	8	213	U	Shift U
185	9	9	214	V	Shift V
186	:	Shift ;	215	W	Shift W
187	;	;	216	X	Shift X
188	<	<	217	Y	Shift Y
189	⊞	=	218	Z	Shift Z
190	>	>	219	[	Shift ,
191	?	Shift /	220	◥	Shift +
192	@	Shift 8	221	]	Shift .
193	A	Shift A	222	^	Shift *

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Decimal Code	ATASCII Character	Keystrokes
223	▪	◥ Shift -
225	a	◥ A
226	b	◥ B
227	c	◥ C
228	d	◥ D
229	e	◥ E
230	f	◥ F
231	g	◥ G
232	h	◥ H
233	i	◥ I
234	j	◥ J
235	k	◥ K
236	l	◥ L
237	m	◥ M
238	n	◥ N
239	o	◥ O
240	p	◥ P
241	q	◥ Q
242	r	◥ R
243	s	◥ S
244	t	◥ T
245	u	◥ U
246	v	◥ V
247	w	◥ W
248	x	◥ X
249	y	◥ Y
250	z	◥ Z
252	▌	◥ Shift =

CUSTOMER SUPPORT

Atari Corporation welcomes inquiries about your Atari computer products. We also provide technical assistance. Write to **Customer Relations** at the address below.

Atari user groups also provide outstanding assistance. To receive a list of Atari user groups in your area, send a self-addressed, stamped envelope to an address below.

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P.O. Box 61657
Sunnyvale, CA 94088

In Canada, write to:

Atari (Canada) Corp.
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Markham, Ontario
Canada L3R 5V5

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