

POWER WORD INSTRUCTIONS

This document explains the features and commands of your Melody Hall 64 Power Pack. Please read and print this file, and use it as a quick reference guide.

HELP SCREEN Press CTRL h to see help screen.

TEXT EDITING KEYS

HOME Places the cursor at the top left corner of the screen.

SHIFT/CLR/HOME Moves the cursor to the top of your document.

SHIFT/INST/DEL Inserts one blank space into your text.

INST/DEL Deletes one character from text.

CRSR KEYS Move cursor up, down, left and right on screen.

RETURN Advances the cursor to the left margin of the next line.

RUN/STOP Resets PowerWord by clearing your screen in preparation for a new document. After pressing RUN/STOP, you will be asked to verify that you want to reset PowerWord. If so, press Y, and the document currently in the computer will be erased.

This key also operates as an ESCAPE key. When are using a function, press RUN/STOP to return to the text editing mode.

SHIFT/RUN/STOP Exits to BASIC. When you press SHIFT RUN/STOP, you will be asked to verify that you want to exit to BASIC. If so, press Y. Both the word processor and your current document will be erased from the computer's memory, so BE SURE YOU HAVE SAVED THE DOCUMENT ON DISK.

FUNCTION KEYS

The function keys are the keys on the right side of your keyboard which are labelled f1 through f8. Even numbered keys are accessed by pressing SHIFT and an odd-numbered key. For example, to use the f2 key, you would press SHIFT f1. These keys serve a variety of functions in this program.

f1--Inserts a blank line into your text. The cursor must be in column one (C-01) for this function to work.

f2--Deletes a line of text. If the cursor is in column 1, this key will delete the entire line. If the cursor is in the middle of a line, f2 deletes everything to the right of the cursor.

f3--Used for saving or loading a document, cataloging a disk, or printing a document. After pressing f3, you will see the prompt SAVE, LOAD, CATALOG, OR PRINT?. Press the first letter of the word that corresponds to your choice. SAVE will write a document on a properly formatted disk.

LOAD will recall a document from a data disk.

CATALOG will display a list of the files on a disk. PRINT will send the document that is currently in the computer's memory to your printer. If you select this option, see the section of this document called "Print Options".

f4--Used to select display colors for the text, status (the top two lines of the screen), and background areas of your screen.

f5--Used to move the cursor to tab locations on the screen. Tabs are displayed as indentations in the solid line at the top of your screen.

f6--Used to set or clear tabs. Move the cursor to the location for the tab and press f6. A new indentation will appear in the status area. To delete the tab, move the cursor back to that location, and press f6 again.

f7--Moves the cursor to the top of the next page of the document, if one exists.

f8--Moves the cursor to the top of the previous page of the document.

TEXT FORMATTING COMMANDS

PowerWord offers you three ways to format your text. These methods allow you to tell the program what margins you would like to use for a document and help you keep your document's margins aligned.

1. Check Marks. Check marks allow you to insert margin and line length instructions at any point in your document. Just place the cursor in column 1 and press the arrow key at the top left corner of your keyboard. A checkmark will appear on your screen. Now enter a number of characters for your left margin. For example, if you want a 10-space left margin, enter 10. Then type a comma, and enter a second number representing the line length you want for your document. If your printer paper is 80 characters across, you may want to use a 10-space left margin and a 60-character line length. Then your document will be centered on your paper. If you do this, your check mark line will look like this:

THIS LINE WILL NOT APPEAR IN YOUR PRINTED DOCUMENT. You can enter as many check mark lines as you wish throughout your document.

2. Hard and Soft Returns. At the end of each paragraph, and on any blank lines, you should place a HARD return. These appear on your screen as a left-pointing arrow. They tell the word processor that you want it to make a break there when it formats your text (see option 3 below). If you neglect to place a hard return between paragraphs, the computer may run the two paragraphs together when it formats the document. Soft returns are invisible returns that the computer disregards when formatting text. To enter a hard return, move the cursor to the location beside the return and press SHIFT RETURN. An arrow will appear on your screen. To convert a hard return to a soft return, move the cursor to the space just left of the arrow, and press SHIFT RETURN again.

3. Formatting Text. The format function will rearrange your document so that it complies with the margin and line length amounts you entered with your check mark lines. To format text, move the cursor to the line just above the area to be

formatted. Then press the commodore key (C=) and the "R" key together.

PRINT OPTIONS

When you press the f3 key and press P for print, you will see the following options on your screen:

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1 OPEN 4,4,?   7
2 NUMBER PAGES N
3 JUSTIFY TEXT N
4 DOUBLE SPACE N
5 SHEET FEED   N
6 NORMAL ASCII N
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1. Open 4,4,? refers to your secondary address. For Commodore printer users, the secondary address is 7. If your printer interface requires a different value, press the 1 key until the number you need appears on your screen.

2. Number Pages. To number pages of a document, press 2, and the letter across from this option will change to Y for yes. (If you change your mind, just press 2 again and the Y will change to N.) When you press RETURN to print, you will be asked to enter the first page number you want to use.

3. Justify Text. To align the right margin of a document, press 3 to change the letter across from this option to Y for yes. (If you change your mind, press 3 again and the Y will change to N.)

4. Double Space. To double space your document, press 4 to change the letter across from this option to Y for yes.

5. Sheet Feed. If you are printing on single sheets of paper, press 5 to use this option.

6. Normal Ascii. If you are not using a Commodore printer, press 6 to select Y for this option. Then set your interface for the "Transparent" (sometimes called "Graphics") mode. See your interface manual for information on the "Transparent" mode.

PROOFREADING YOUR DOCUMENT

To proofread your document, press CTRL p or COMMODORE (C=) p at the same time. You will be asked if you wish to proofread your document. Press Y. The computer will alphabetize your document. A message will be displayed saying "ALPHABETIZING DOCUMENT, PLEASE WAIT." Also, you will be able to watch the computer's progress as it works. Next, you will be asked to insert your program disk and hit RETURN. When this is done, the message "PROOFREADING DOCUMENT, PLEASE WAIT" will be displayed. Once again, you will be able to observe the computer's progress as it makes its way through your document. The computer will now display all the words it did not find in the dictionary, one word at a time. If the word is incorrectly spelled, press F1. You will be able to delete the word (using the DEL key) and then enter it correctly. If the word is spelled correctly, press F3, and you will move on to the next word that was not found in the dictionary. To exit the Proofreader, press F8. Press Y in response to the "EXIT PROOFREADER" prompt, and you will return to your document.