



The Largest & Most Innovative Producer of Coleco ADAM™ Software Products

MultiWRITE

Program Operation Manual

A program designed for use with the
Coleco ADAM Family Computer System.

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Getting Started

You have just purchased a professional word processing system that will allow you to compose and edit documents with great ease. In addition to the professional features, MultiWRITE also provides a true sixty-four display screen, without the need to purchase an expensive eighty column hardware board.

In order to use MultiWRITE, you must load it into your ADAM's memory properly. First, load SmartBASIC™, then insert the MultiWRITE program data pack. When the READY PROMPT appears, type the following and press RETURN when finished:

```
run multiwrite,d1
```

The tape drive will begin to spin, while MultiWRITE loads into memory. After a few moments, the screen will clear, and the MultiWRITE main menu will appear. Your screen should now look something like this:

MultiWRITE

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SELECT DESIRED OPTION:

1. EDIT FILE
2. NEW FILE
3. PRINT FILE
4. CONVERT FILE
5. RETURN TO EDITOR
6. QUIT

The Main Menu controls various important functions of the MultiWRITE program. You will be using it often.

PLEASE NOTE: If you feel that it takes too long for MultiWRITE to load, you may wish to consider purchasing **TurboLOAD**, another Strategic Software product. **TurboLOAD** will most likely reduce the loading time of MultiWRITE, as well as many other programs, by half.

Creating a New File

If you are familiar with SmartWRITER™, you already know how to use MultiWRITE.

In order to create a new document file, select option 2 from the Main Menu. MultiWRITE will then ask you to enter a name for this new file. Type in a name that is twelve characters or less and press RETURN. MultiWRITE will then ask you to enter the number of lines per page. A standard 8 1/2 x 11 page consists of 66 lines. Enter this figure and press RETURN.

MultiWRITE will then ask you to select a screen color. Press 1, 2, or 3 for the desired color.

MultiWRITE will then display the editing screen. You will notice a small underline in the upper left corner of your screen. This is called the cursor. It will inform you of your screen position, and where the next character will be placed. The line that extends across the top of your screen is called the ruler line. It will inform you of the current left and right margin settings, as well as, the current tab positions.

If you are unfamiliar with the concept of word processing, we suggest that you review the SmartWRITER manuals that came with your system.

MultiWRITE follows many of the same editing guidelines as SmartWRITER, making you will feel right at home. MultiWRITE is extremely easy to operate. Commands can be initiated with just a few simple key-strokes.

Many of MultiWRITE's editing commands require the use of the CONTROL key. These commands are initiated by first pressing and holding the CONTROL key, and then pressing the appropriate alphabetical key that follows.

The following is a list of the available MultiWRITE editing functions:

<u>Press</u>	<u>Action</u>
←	Moves cursor one character left.

<u>Press</u>	<u>Action</u>
↑	Moves cursor one line up.
→	Moves cursor one character right.
↓	Moves cursor one line down.
CONTROL-L	Left margin set. MultiWRITE will inform you of your current left margin position and ask you to enter a new one. Enter this column position and press RETURN. Your new margin setting will appear on the ruler line.
CONTROL-R	Right margin set. MultiWRITE will inform you of your current right margin position and ask you to enter a new one. Enter this column position and press RETURN. Your new margin setting will appear on the ruler line.
CONTROL-U	Underline ON/OFF. Press this sequence before typing. When finished press it again. Underline will be displayed on the screen.
CONTROL-V	Vertical position/line spacing. Informs you of current page and line number. Press 1 to insert hard page break. Press 2 to change line spacing. Enter .5, 1, 1.5, 2, 2.5, 3, and press RETURN. Or simply press SPACE BAR to return to editor. Inserts formatting command that appears on screen, not on paper.
CONTROL-F	Format paragraph. Will format and wrap text to the current right and left margins from the line that the cursor is on to the end of the paragraph.
CONTROL-C	Centering. Will center text between left and right margins at the line that the cursor is on.
CONTROL-T	Tab set/delete. Will set or delete a tab on ruler at current cursor position. Tabs appear as exclamation points on ruler line.
CONTROL-S	Word search. Move cursor to beginning of file first (press HOME). Type in word or phrase to search for and press RETURN. MultiWRITE will place cursor at the first character of a match. Normal editing may continue.
CONTROL-N	Continues and locates next word search match in file.

<u>Press</u>	<u>Action</u>
CONTROL-J	Justify text. Press 1 to left justify text following cursor. Press 2 to right justify all text following cursor. Inserts formatting command that appears on screen, not paper. Command must be initiated each time margin settings are changed. Will not right justify on screen, only on paper.
CONTROL-Q	Quit and return to main menu. Enter y to initiate.
HOME	Moves cursor to first line in file.
BACKSPACE	Deletes character to left of cursor.
UNDO	Deletes character at cursor location. Pulls remaining text towards cursor.
WILD CARD	Inserts one character at cursor position. Moves remaining text to right.
MOVE/COPY	Moves areas of text. Move cursor to beginning of area and press MOVE/COPY. Move cursor to end of area and press RETURN. Area will be highlighted. Move cursor to new location and press RETURN. Press ESCAPE to abort.
SHIFTED MOVE/COPY	Copies areas of text. Move cursor to beginning of area and press SHIFTED MOVE/COPY. Move cursor to end of area and press RETURN. Area will be highlighted. Move cursor to new location and press RETURN. Press ESCAPE to abort.
DELETE	Deletes areas of text. Move cursor to beginning of area and press DELETE. First character will be highlighted. Move cursor to end of area and press RETURN. Area will be deleted. Press ESCAPE to abort.
INSERT	Inserts text. Will insert text at the location of the cursor. Move cursor to desired location and press INSERT. Enter text to be inserted. When finished entering press INSERT again.
STORE	Stores document file. Press STORE. Enter new file name, then press RETURN. Or, just press RETURN to store under original name. Insert tape or disk. Select appropriate drive.

MultiWRITE contains a feature called word-wrap. This feature will automatically move words, that will not fit on the end of one line, to the beginning of the next. There is no need to press RETURN at the end of every line, simply continue to type. Press RETURN only when you are finished with a single line or paragraph. This feature works the same way as SmartWRITER's.

When the right margin extends past 62 columns, MultiWRITE will begin to scroll the display screen horizontally. You may type while this is taking place, MultiWRITE will remember which keys you had pressed. This feature works operates like SmartWRITER's moving window mode.

Editing a File

In order to edit a file that already exists select option 2 from the main menu. MultiWRITE will ask you to select a drive. Insert the desired tape or disk, and press the SPACE BAR. The contents of the selected tape or disk will appear on the screen, and MultiWRITE will ask you to enter a file name. Enter this name and press RETURN. MultiWRITE will proceed to load the selected file into memory, when completed the editing screen will appear. All the editing commands and guidelines, described in the previous chapter, are available.

If a file is in memory while the main menu is being displayed, you may return to the editing screen by selecting option 5 from the main menu.

Printing your File

In order to print a MultiWRITE file select option 3 from the main menu. MultiWRITE will inform you to insert the program data pack. When completed, press RETURN. MultiWRITE will then ask you to select the drive that the program data pack is contained in. Select this drive, and MultiWRITE will load in the print module.

The print module may also be activated at from SmartBASIC by typing the following at the READY PROMPT and pressing RETURN:

```
run PRINTFILE,d1
```

After the print module is loaded, it will display a main menu. Select option 1 to print a file. The print module will ask you to select a drive. Insert the tape or disk that contains the file that you wish to print and press the SPACE BAR. The contents of the desired disk or tape will be displayed, and the print module will ask you to enter a file name. Enter this name and press RETURN. The print module will then proceed to load your file into memory. When completed, the print module will display the following format options:

```
PRINT FILE > Sample
1. PAGE LENGTH.....66
2. LEFT MARGIN.....8
3. TOP MARGIN.....5
4. BOTTOM MARGIN.....5
5. PAGE PAUSE.....y
6. PAGE NUMBERING.....y
7. FIRST PAGE IS #.....1
0. PRINT
ENTER SELECTION
-
```

OPTION 1: PAGE LENGTH

The page is the amount of printed lines that can fit on a single page. Standard pages like 8 1/2 x 11 are 66 lines in length. The print module will default this setting to the page length selection made when the file was created. You may change and override the original setting by pressing 1. The cursor will appear at the setting that you wish to change. Enter the new figure and press RETURN.

OPTION 2: LEFT MARGIN

This setting is in addition to the left margin settings used in the MultiWRITE editor. For example, if you set a left margin in the MultiWRITE editor at 5 and selected 8 for the print module setting, the text will be printed starting from column 13 on the paper. You may change and override the original setting by pressing 2. The cursor will appear at the setting that you wish to change. Enter the new figure and press RETURN.

OPTION 3: TOP MARGIN

The top margin is the amount of blank lines between the first printed line and the top edge of the page. The default setting of 5 will be used most of the time, because of the way in which cut sheet paper must be inserted. You may change and override the original setting by pressing 3. The cursor will appear at the setting that you wish to change. Enter the new figure and press RETURN.

OPTION 4: BOTTOM MARGIN

The bottom margin is the amount of blank lines between the last printed line and the bottom edge of the page. The default setting of 5 will be used most of the time, because of the way in which cut sheet paper must be inserted. You may change and override the original setting by pressing 4. The cursor will appear at the setting that you wish to change. Enter the new figure and press RETURN.

OPTION 5: PAGE PAUSE

If you are using cut sheet paper, like most ADAM, accept the default setting of 'y' for this option. If you are using tractor feed paper enter 'n'

for this option. You may change and override the original setting by pressing 5. The cursor will appear at the setting that you wish to change. Enter y or n and press RETURN.

OPTION 6: PAGE NUMBERING

If you would like the current page number printed at the bottom, accept the default setting of 'y' for this option. If you would not like the page number to appear enter 'n' for this option. You may change and override the original setting by pressing 6. The cursor will appear at the setting that you wish to change. Enter y or n and press RETURN.

OPTION 7: FIRST PAGE IS

If you have selected page numbering and wish to start the first page with a number other than 1, press 7. The cursor will appear at the setting that you wish to change. Enter a number from 1 to 99 and press RETURN.

When all the items are correct press 0. Insert the first sheet of paper, as described in the SmartWRITER manual. When ready, press RETURN. The printer will activate and begin printing your file. If you are using cut sheet paper, the print module will display the message "INSERT PAGE" after each page has been printed. Insert the next sheet of paper and press RETURN. Press ESCAPE to terminate printing. Printing will then resume.

If you wish to return to the MultiWRITE editor, select option 2 from the print module's main menu.

We suggest that you look at, and print the file called "Sample". It will act as a reference guide to MultiWRITE commands.

Converting a SmartWRITER file

If you would like to convert a SmartWRITER file to MultiWRITE format, follow these simple steps.

1. Turn SmartWRITER on.
2. Set the left margin at 10 and the right margin at 69.
3. GET the file that you wish to convert.
4. Insert the MultiWRITE program data pack.
5. GET the file called 'convert'. (Located on the MultiWRITE data pack)
6. You should see a carriage return symbol added to the bottom of your file.
7. STORE the file to a different disk or tape under a DIFFERENT NAME. Do not use the file name CONVERT.
8. Run MultiWRITE.
9. Select option 4 from the main menu. MultiWRITE will ask you to select the drive that contains the file that you wish to convert. Insert the desired tape or disk and press the SPACE BAR. MultiWRITE will display the contents of the disk or tape. MultiWRITE will ask you to enter the name of the file that you wish to convert. Type in the new name that you stored the file under, while in SmartWRITER. Press RETURN. The editing screen will appear and MultiWRITE will begin re-entering the file for you. When MultiWRITE has finished. Store the file normally, just as if you had typed it into MultiWRITE for the first time.
10. Your file will then be saved as a MultiWRITE document.

This procedure will work for BASIC program files as well. Follow steps 8-10 to load, edit, and convert a BASIC file, or any other ASCII file.

