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MICROCOMPUTER SYSTEM

Memo Plan

for the BBC Microcomputer with Z80 second processor



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MemoPlan

**Guide to the word processing software in
the BBC Microcomputer Z80 Pack**

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Within this publication the term 'BBC' is used as an abbreviation for 'British Broadcasting Corporation'

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Conventions used in this guide

In this guide, we use a set of standard notations to refer to keys on the keyboard, to MemoPlan commands, and to items you type in. The following examples will show how the conventions work.

- | | |
|-------------------------|---|
| CTRL | refers to a key on the keyboard — in this case, the key marked 'CTRL' |
| next | refers to a MemoPlan command, which you give by pressing a function key; the command names are shown on your MemoPlan function key card |
| SHIFT COPY | means while holding down SHIFT , press COPY |
| <filename> | means type in a filename: do not type in the angled brackets |

1 MemoPlan

MemoPlan turns your computer into an extremely sophisticated typewriter. Instead of typing straight on to paper, you type on to your screen. It's then easy to make corrections before anything has been committed to paper. When you are satisfied with your text, you can print it out, running off as many copies as you like; each one will be perfect. With MemoPlan, it's also possible to save what you've written on floppy discs: the system gives you instant, paper-free filing.

The program has two unique features:

- it lets you work on more than one piece of work at a time: you can switch, when you need to, between several different projects — and you can even look at two different items on your screen together
- it automatically saves your work on to disc as you type, so if your computer fails (in a power cut, for example), you won't lose all your typing.

The next chapter tells you how to load the program and start it running. Chapter 3 guides you through your first MemoPlan session: read it before you start doing real work with the program — you can try out the activities it describes as you go through it. It's only an introductory survey, but it will tell you all you need to know to get started.

The main part of the manual — chapters 4 to 14 — is a complete guide to all the MemoPlan activities. It's arranged to make it easy for you to find the information you need.

At the back of the guide, you'll find:

- a list of the error messages that might appear on your screen
- a glossary
- an index.

Before you start, please read carefully your *Z80 user guide*. It contains essential information on setting up your equipment, loading its operating system and preparing discs.

2 Working with MemoPlan

This chapter explains:

- how to start MemoPlan
- how your screen will be arranged
- how to give MemoPlan instructions
- how to leave MemoPlan.

Starting

- 1 Make sure that everything is switched on.
- 2 Flip over your function key cards until they're open at the MemoPlan page.
- 3 Put your MemoPlan program disc in drive A and your data disc, if you're using one, in drive B.

- 4 If you need to load CP/M

press **CTRL BREAK**

Otherwise,

type **CTRL C**

- 5 After the A> prompt

type **MEMO RETURN**

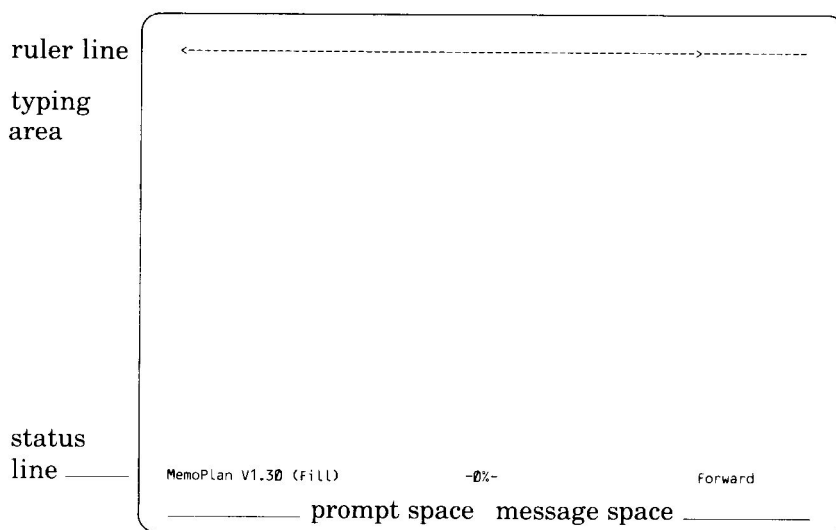
MemoPlan will start.

If instead you get an error message 'Swap file is invalid, please run RECOVER', wait for the A> prompt and type **RECOVER RETURN**. Wait again for the A> prompt; then type **MEMO RETURN**. The program should now start successfully. (The swap file will be invalid if you ended your last MemoPlan session without using the proper **finish** command.)

- 6 If the red light marked 'CAPS LOCK' is on, press the **CAPS LOCK** key to stop your typing coming up in capitals.

The screen

When MemoPlan starts for the first time, the screen looks like this:



ruler line

Shows the number of spaces in each typing line.

- < shows the position of the left-hand margin
- > shows the position of the right-hand margin
- T shows the position of a tab stop (not shown in screen above)

typing area

The space where your typing will appear.

status line

Tells you:

- the name of the program
- the version of the program (here, 1.30)
- the mode MemoPlan is in
- the name of the file MemoPlan is currently using (there will be a blank here when you start)
- the position of the cursor in the document on your screen
- whether you have amended the document currently on your screen (if you have, a '*' sign appears)
- whether you have made a deletion or lifted or copied a block of text (if you have, a '+' sign appears)
- whether MemoPlan is currently working forwards or in reverse.

Messages tell you exactly what MemoPlan is doing. In particular, when it's performing a disc operation, the red light will light up on your disc drive, and something like 'Justifying...' or 'Swapping...' will appear here on the screen.

Prompts appear when MemoPlan needs you to give it further instructions. The prompt tells you what sort of information to type in.

Messages and prompts are shown in this guide like this:

Prompt Print options <CR>:

To give commands to MemoPlan, you use the red function keys at the top of your keyboard. The words on your MemoPlan key card are command names — for example, **format**, **centre** and **delete paragraph**.

To give the **delete word** command:

starting	typing	deleting	moving text	working with two documents	search & replace	filling & printing	finishing
7 keys - HOME - mode	quote	delete paragraph	duplicate	enlarge	query	print	finish
7 keys - CTRL - reformat	centre	delete line	left	smaller tables	replace	read	clear
7 keys - format	underline	delete word	mark	restore	two	switch	search
							write
							next

Below the function keys, a standard QWERTY keyboard layout is shown. A hand is pointing to the F1 key. The keyboard includes keys for numbers, letters, punctuation, and navigation. The F1 key is labeled with a small icon of a person.

To give the **one** command:

press **SHIFT f6**

That is: while holding down **SHIFT**, press **f6**.



To give the **duplicate** command:

press **CTRL f3**

To remind you, **CTRL** and **SHIFT** are printed to the left of the strips of command names.

Leaving MemoPlan

To stop working with MemoPlan:

press **finish**

Prompt A>

You could then take out the MemoPlan program disc and, if you want to, load another program.

Always leave MemoPlan before switching your computer off or taking the MemoPlan disc out, otherwise the contents of the disc might be corrupted (though in an emergency you will be able to restore the damaged data, using the RECOVER program).

3 Trying out MemoPlan

This chapter guides you through MemoPlan, step by step. It's a good idea to try out each step as you read about it. When you've worked through the chapter, you'll be familiar with all the basic rules for using MemoPlan.

First, start the program, following the instructions in chapter 2. You'll get a blank screen, ready to type on to.

Modes

Before you start typing

press **mode**

and keep pressing until the word 'Fill' appears on the last-but-one line of your screen. The line will look something like this:

```
MemoPlan V1.30 (Fill)           -0%-           Forward
```

It may not look exactly like this: the important thing is that 'Fill' should be there. Fill is one of MemoPlan's four layout modes, controlling how your words will be laid out on the page. It's the simplest mode to start in.

Typing in text

You can now start typing.

You type in text in the same way as you would on an ordinary typewriter, except that you don't need to start a new line when your typing reaches the right-hand margin. The program will do this for you, so you can type in continuously, and watch your text as it appears on the screen.

If you make a mistake while typing:

press **DELETE**

to rub out the letter you've just typed.

If you want to delete a string of letters, hold down **DELETE**.

To protect your work from accidents like an electrical failure, MemoPlan keeps an up-to-date copy on disc, in its swap file. When you pause during typing, the program takes the opportunity to copy what you've just typed into its swap file. This takes a second or two, and you will be told when it's happening by a message at the bottom right hand corner of your screen:

message **Swapping...**

You can carry on typing while this is happening, though it will take a moment or two for your typing to appear on your screen.

When you reach the end of a paragraph, you will need to force the program to start a new line.

Press **RETURN**

RETURN overrides MemoPlan's control of line ends. If you like to leave a blank line between your paragraphs, you'll need to press **RETURN** twice.

The position where you are typing is always marked by a flashing block. This is the cursor. It's shown in this guide as an underline symbol.

You can move your cursor around in your text by using the cursor keys — the brown keys marked with arrows. (The cursor won't move beyond the end of your text.) You'll need the cursor keys when you want to go back and edit something you typed earlier. For more on these keys, look at chapter 6.

Documents

Each piece of typing that you do with MemoPlan is called a document. A document might be a letter, the text for an advertisement, a reminder for yourself — anything that you might want to type. A document can consist of just a couple of lines or several pages.

Deleting and inserting

So far, we've described very basic use of MemoPlan. There are also commands which enable you to make larger deletions, and to insert text. You can delete a word, for example, by moving your cursor to the space before the word and

pressing **delete word**

Example

You accidentally type the word 'for' twice.

Screen Thank you for for your letter_

Move the cursor to the space before either occurrence of 'for'.

Screen Thank you for_for your letter

Press **delete word**

Screen Thank you for_your letter

Delete commands are very easy to use. There is a complete list of them in chapter 7.

As well as deleting mistakes, you can insert new text wherever you want to. Move the cursor to the place where you want to insert something, and type what you want to insert. The first letter you type will appear at the cursor position, pushing the existing text one space to the right to make room. The cursor will move one space to the right too, so that you can type in your insertion continuously.

Example

You accidentally miss out the word 'your'.

Screen Thank you for letter_

Move the cursor to the place where you want to make your insertion.

Screen Thank you for_letter

Now type in the word. It will appear letter by letter to the left of your cursor. In this example, you'll need to start with a space.

Type <space>your

Screen Thank you for your_letter

After making several corrections, your text will no longer be arranged correctly on the screen. Where you've deleted text, your lines will be too short, and where you've made insertions they will probably be too long. But there is no need to retype everything to make it neat. Instead, reformat it.

To reformat your text, move your cursor to the start of the first paragraph that needs reformatting, and

press **reformat**

A paragraph is any block of text that you ended, when you first typed it in, by pressing **RETURN** twice. Wait while MemoPlan makes the necessary adjustment. A message will appear at the bottom of your screen:

message **Filling...**

The message means that MemoPlan is adjusting the paragraph, filling the space in each line evenly. The cursor will jump to the start of the next paragraph. If that paragraph also needs reformatting, press **reformat** again.

Other editing commands

You can also use MemoPlan to:

- write over the top of something you want to change
- move words, sentences or blocks of text around in your documents
- replace an incorrect word or phrase with the correct version every time it occurs in the piece you're typing.

Full instructions are given in chapters 8, 9 and 11.

Selecting your format

As on an ordinary typewriter, you can change the length of the lines you type, by moving your margins. You can also set and clear tab stops, to make it easier, for example, to set out columns of numbers. These choices about the layout of your typing on the screen — and, eventually, on the page — are called format decisions. To make your format decisions:

press **format**

A new display will appear at the top of your screen, something like this (the exact numbers may vary):

Ruler Line	Indent column set	Line length set	Set tab stop
	Regular tab set	All tabs clear	Clear tab
	Indent column 0	Line length 65	Z - exit menu

<-----T-----T-----T-----T-----T-----T-----T----->-----T-----

There are full instructions for changing your margins and tab stops in chapter 4. For now, we suggest you carry on typing using the format automatically set up when you started MemoPlan. To go back to ordinary typing:

type **Z**

Justification

MemoPlan has a special facility that most typewriters don't have. It can arrange your words on the page so that the right-hand margin is not ragged but straight — like the printing in a book. This way of arranging type is called justification. To put MemoPlan into justify mode:

press **mode**

The bottom of the screen will now look like this:

MemoPlan V1.1 (Justify)	70%	Forward
-------------------------	-----	---------

There are four modes in MemoPlan:

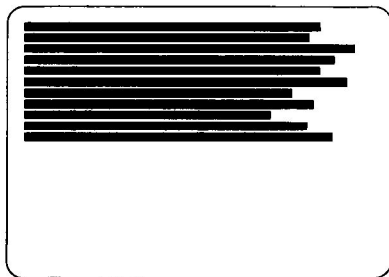
- justify
- overwrite
- line
- fill.

mode switches you from the current mode to the next one on the list. Use it enough times, and you get back to the mode you started on.

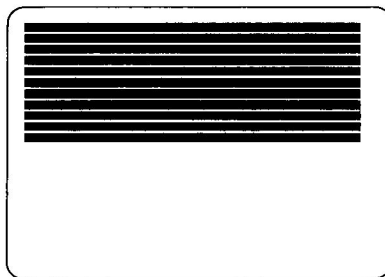
Justify and fill are the modes you will use most often.

To see what justified text looks like, move your cursor to the start of your typing and reformat it by

pressing **reformat**



Fill



Justify

To switch the justifying control off, press **mode** repeatedly until

(F i l l)

reappears, to tell you that MemoPlan is going to fill the space in each line without making the right-hand margin straight. (You'll have to reformat again to make your text conform to the 'fill' layout.)

Underlining

You may want to underline titles, or words that need emphasis. You do this by switching MemoPlan's underlining control on at the start of the words you want underlined, and off again at the end. The on and off switches are the same:

press **underline**

Example

To underline the title 'FilePlan' in 'the FilePlan guide':

type the **underline**FilePlan**underline** guide

When the underlining control is on, you will see a U in the last-but-one line of your screen. The underlining won't show up on the screen, but it will be there when you print your document.

Centering

It's often useful to have headlines positioned centrally on the page. To do this, type the line you want centred, then before pressing **RETURN**

press **centre**

Example

To produce a heading 'Notice' that will appear centrally on the page,

type Notice**centre****RETURN**

The word 'Notice' will move across your screen until it's positioned centrally.

Finishing

When you come to the end of the document you're typing, you need to do at least one of the following:

- print it out
- file it away
- go on to work on another document.

These operations are described in the next few sections.

Printing a document

To send the document on your screen to your printer, make sure the printer is on and the paper lined up, and

press **print**

Prompt **Print options <CR>:**

('<CR>' stands for 'carriage return' — the **RETURN** key.)

These further printing instructions are explained in chapter 13. For now, just press **RETURN** and the program will make, on your MemoPlan program disc, a copy of the document, which it will then send to your printer.

Message **Writing...**

MemoPlan's printing program will now start. A copyright message will appear, then this prompt:

prompt **Printing '<fn>' on device '<n>' -- OK?**

<fn> stands for the name of the file you've asked to print

<n> stands for the device name of your printer.

Type **Y** to start printing

The program will display page numbers as it prints. When it has finished printing, the main MemoPlan program will automatically restart, as if you'd left the program and typed **MEMO**.

If you have any difficulties getting your printer to work, look at chapter 13, which also has more information on printer device names.

Filing documents

If what you've just typed is important, you will want to file it away safely on a disc. You could use the MemoPlan program disc (the disc in the top disc drive), but it's normally better to use a separate disc, since it will give you more space.

This data disc goes in the bottom drive. When you start, it should be a blank, formatted disc (the *Z80 user guide* tells you how to format a disc).

Before you file your typing away, on either disc, decide on a name for your document — a name that you'll be able to remember when you want to use the document again.

There are full details about filenames in the *Z80 user guide*. For now, any name up to eight letters long will do.

Examples

```
FILEONE  
MONDAY  
PHILIP
```

The filing command is called **write**: you are asking MemoPlan to write your document on to one of your discs.

Press **write**

Prompt File To Write <CR>:

Type in:

- a drive identifier
- the filename you've chosen

and then press **RETURN**.

The drive identifier tells MemoPlan which disc to file the document on — the disc in drive A (the top drive) or the disc in drive B.

Type <drive identifier><filename>**RETURN**

If you choose a blank disc which you've put in drive B, you will type, for example:

```
B: FILEONE RETURN
```

If you miss out the drive identifier (the **B:**), MemoPlan will write the file on its own disc in drive A.

Message Writing...

It will take MemoPlan a few moments to write the file. Then:

message **File Written**

The name of the file will appear on the last-but-one line on your screen. Your document is now filed on your text disc — though a copy of it is still there on your screen.

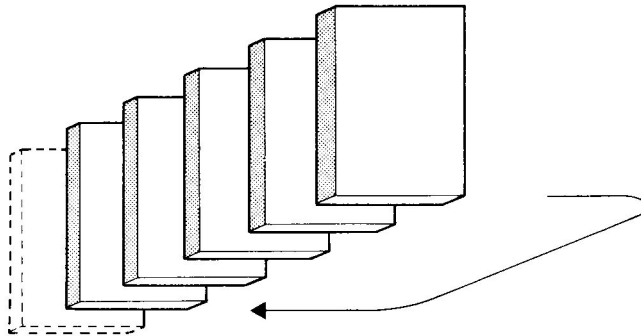
Going on to another document

You may now want to work on another document.

Press **next**

The document you've just typed will be stored off-screen; you now have a clear space to start something new.

MemoPlan has more than one blank space on which to type — in fact, there are five separate typing spaces. Each is called a working document. You can think of them for the moment as a stack of five pads of paper on your desk. The **next** command moves the top pad — on which you've just been typing — to the bottom of the stack, so that the second pad, which will be blank, is now visible.



Start typing again. You're now working on the second of your five pads. Press **next** again, and the words you've just typed will disappear — you're now on your third pad. Use the **next** command three more times and you'll find the first document you typed is back on your screen. This is because your stack of pads has been shuffled round so many times that you're back where you started. Each time you return to a document, your cursor will be in the same position as it was when you left the document.

When you've been using MemoPlan for a while, you'll find that you have typed something on all your five pads. To get a blank screen, you will now have to use **clear**. Move to a document you no longer need, or which you have filed, and

press **clear**

Prompt Confirm clearing of document?

Type Y (for yes) to write over the document
 N (for no) if you change your mind.

Cancelling commands

If at any time you want to cancel a command you've just typed:

type **CTRLZ**

This is useful if you enter the wrong command by mistake: it enables you to revoke your command before it's too late.

If, while you're working, you press a wrong key, you may see:

message ^Z to clear

This message is asking you to cancel your last command: '^' is short for **CTRL**. Don't try to use the key marked '^'.

If you're typing a long document and it gets too big for MemoPlan to handle, you will see:

message: ^Z to clear: Swap file full!

Type **CTRLZ**

and file what you have typed, so that you can clear the screen and carry on typing: you will have to treat your document as a set of smaller documents.

If you find you're frequently running out of room, you can enlarge the space allocated to working documents on your MemoPlan disc. There are instructions for doing this in chapter 12.

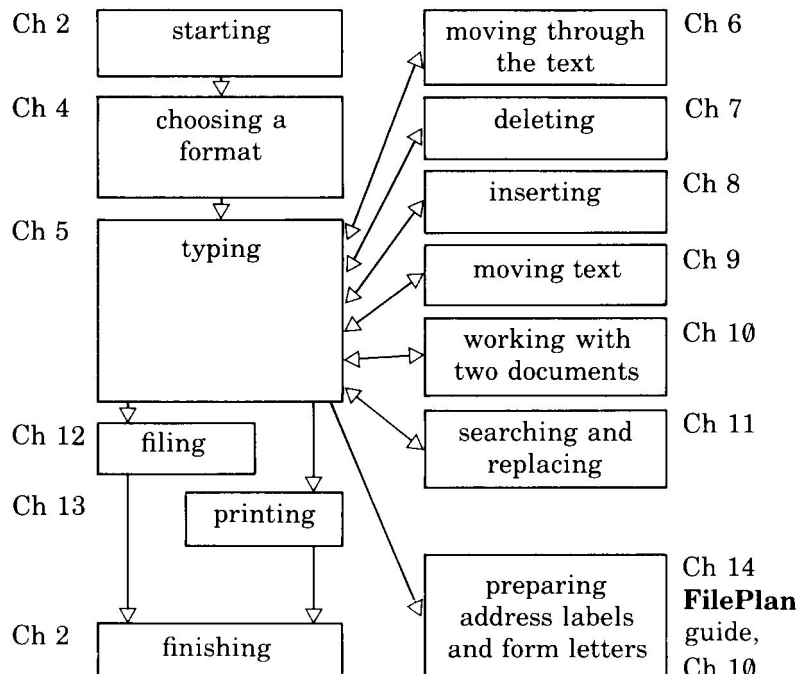
Other MemoPlan activities

By now, you will have the feel of using MemoPlan. You will know how to type, make simple corrections, print, file, clear your screen, and use the **next** command.

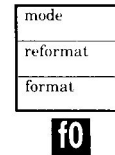
There's a lot more that you can do:

- carry out more sophisticated editing operations
- split your screen in two and work with two documents at once
- retrieve documents you've filed on your text disc, bringing them back on to your screen so that you can re-read them, edit them, or reprint them
- prepare address labels and form letters, and then use FilePlan to insert names and addresses from your mailing list.

The main part of this guide, starting on the next page, goes through all the MemoPlan activities. It's been arranged to make it easy to find what you need to know, as you use the program. We suggest you stop reading now and start some real work with MemoPlan. You can then come back and use the reference guide as you need to.



4 Choosing your format



This chapter explains how to:

- change your format
- change modes.

Changing format

To change your format (your margins and tab stops), press **format**. The ruler line will appear, showing the current position of margins and tab stops.

Ruler Line	Indent column set	Line length set	Set tab stop
	Regular tab set	All tabs clear	Clear tab
	Indent column 0	Line length 65	Z - exit menu
<-----T-----T-----T-----T-----T-----T-----T----->-----T-----			

Type one of the following:

- I to change the indentation
- L to change the length of your lines
- S to set a tab stop
- R to set up a row of regularly-spaced tab stops
- A to clear all the tab stops
- C to clear one tab stop
- Z to go back to ordinary typing

Typing Z returns you straight away to ordinary typing. A removes all the tab stops. If you type any of the other options, MemoPlan will prompt you for details:

after:	prompt:
I	New indent column <CR>:
L	New line length <CR>:
S	New tab stop at <CR>:
C	Clear tab stop at <CR>:
R	Tab increment <CR>:

In each case, type in the number you want, then press **RETURN**. The program will change the format in the way you've specified, and in some cases will give you a message to confirm that it's made the change. For example:

Message Indent Column set to <number>

After the change has been made, you can:

- change another format detail
- go back to ordinary typing

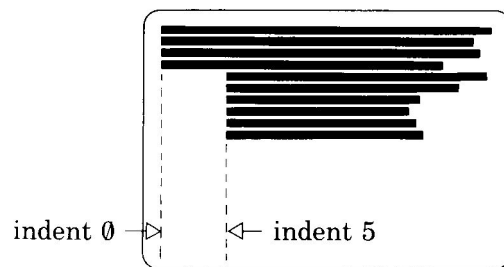
by typing **I**, **L**, **S**, **R**, **A**, **C** or **Z**.

All your format decisions will stay in operation until the end of your MemoPlan session, or until you next change them.

Indentation

I enables you to indent your text — that is, move the left-hand margin in. You may want to do this, for example, to emphasise part of your text.

If you specify 5, your text will start at the sixth space in from the left-hand edge.

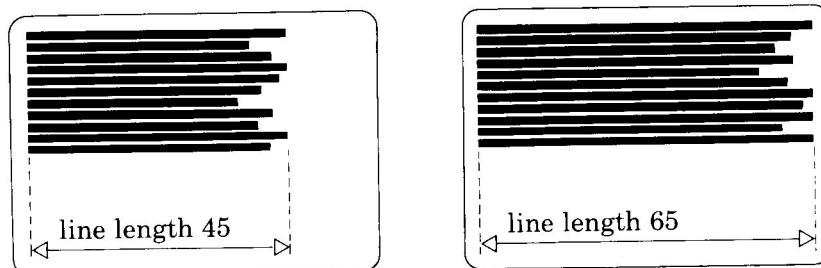


The first line of each paragraph always starts at the left margin. This feature makes it easier to see where each new paragraph begins in indented text.

Line length

L enables you to move the right-hand margin in or out, by specifying the length you want your lines to be. 65 would be a standard number to specify here. Your right-hand margin would then be 65 characters to the right of the left-hand edge of the ruler line. If you have set an indentation of 10, your right-hand margin would be 55 characters to the right of your left-hand margin.

Your lines can be as long as you like, but a line longer than 78 characters will be shown on the screen split into two (or more) lines.



Tab stops

A tab stop is a position on a line that MemoPlan jumps to when you press the **TAB** key. If you want to line up columns of numbers in a table, using the **TAB** key saves a lot of repetitive pressing of the space bar.

You can set or clear a tab stop at any position on the ruler line. You can also set up a row of regularly-spaced tab stops, using option R. The program will ask you:

prompt Tab increment <CR>:

Type in the size of the gap you want between each tab stop.

Reformatting

To reformat text so that it conforms to a new layout, move the cursor to the start of the first paragraph of the piece of text you want to reformat and

press **reformat**

Repeat this operation on each of the paragraphs that you need reformatted.

Typing modes

There are four modes in MemoPlan:

justify	typing is arranged on the page so that the right-hand margin is straight
over-write	new text will appear over what you wrote earlier, instead of being inserted
line	MemoPlan ignores margins, and doesn't automatically start a new line when necessary
fill	the right-hand margin is left ragged: text is not justified

To switch between typing modes:

press **mode**

This switches you from the current mode to the next one on the list. Use it enough times, and you get back to the mode you started on.

5 Typing

quote
centre
underline



Type in continuously. The program will automatically start a new line when necessary.

To:	press:
-----	--------

start a new line	RETURN
------------------	---------------

underline	underline at the start and the end of the text you want underlined
-----------	---

centre text	type the text, press centre , then RETURN
-------------	---

You cannot in MemoPlan insert an underline control. You have to type the whole phrase in, pressing **underline** at the beginning and the end. Nor can you delete an underline control: to remove the underlining from a phrase, delete the whole phrase and retype it.

New page

The program will automatically start a new page whenever it needs to (normally, every 55 lines). To force it to start a new page, for example at the start of a new chapter in your text:

type **quote** **CTRL** L

(The easiest way to do this is to hold down **CTRL**, press **f1**, type L, then release **CTRL**.)

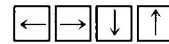
The effect is that the characters '^L' are quoted in your text, and they will appear on your screen. (^ is short for **CTRL**.) When your printer encounters these characters in your typing, it will start a new page.

Use the new page command only at the start of a line, not in the middle of one.

Redisplay

If something goes wrong so that your screen display becomes confusing to read, you can redisplay it correctly by typing **CTRL** R.

6 Moving through your text



This chapter describes how to:

- use the cursor keys to move through your text
- check your position in the document.

Moving the cursor

The cursor keys with horizontal arrows move the cursor a space at a time. The vertical arrows move the cursor a line at a time. You can make the cursor move continuously by holding a cursor key down.

If your cursor is at the start of a line and you press it will move to the end of the previous line. The same jump effect occurs at line ends when you press .

To move the cursor more quickly, you use the cursor keys in conjunction with **SHIFT** and **CTRL**. The full range of cursor moves is set out below.

	left one character	right one character	
SHIFT	left one word	right one word	SHIFT
CTRL	to the start of the line	to the end of the line	CTRL
	up one line	down one line	
SHIFT	to the start of the paragraph	to the end of the paragraph	SHIFT
CTRL	to the start of your document	to the end of your document	CTRL

There are two more ways of moving through your text:

- getting MemoPlan to find a particular word or phrase using **search** (see chapter 11)
- marking a particular position in the text using **mark**, and then later returning straight to it using **go to mark** (see chapter 9).

Checking your cursor position

To check the position of your cursor within the document, look at the percentage figure on the last-but-one line on your screen. 100% means the cursor is at the end of the document, 50% means it's halfway through, and so on.

For more detailed information, type **CTRL P** and a line will appear at the bottom of your screen like this:

Point 225 length 282 column 5 mark 99

This means that:

- your cursor is 225 characters into your document
- your document is 282 characters long
- your cursor is in column 5 (that is, the fifth space in from the left of the screen)
- you have set a marker (using **mark**) 99 characters into your document.

(Markers are used when you want to move blocks of text around: see chapter 9.)

Another command, **CTRL L**, tells you the line your cursor is currently in, and the total number of lines in your document. A line like this will appear at the bottom of your screen:

Line 59 (Page 2, Line 5) Total Pages 2

This command is useful when you want to check how much space you have left in your working documents. Initially, MemoPlan has room for a maximum of about 150 lines in a document. A page in MemoPlan is normally 55 lines long.

7 Deleting

delete paragraph
delete line
delete word

DELETE and **f2**

This chapter describes how to delete:

- characters
- returns and tabs
- words
- lines
- paragraphs.

Deleting characters

To delete the character to the left of your cursor:

press **DELETE**

Deleting returns and tabs

In MemoPlan, there are invisible characters, created each time you press **RETURN** or **TAB**. You can remove the effect of a return or a tab by deleting the invisible character.

To delete a return, move your cursor to the space after the return — that is, the start of the next line — and press **DELETE**. The second line will now be joined on to the first.

To delete a tab, move your cursor to the space after the tab gap — that is, to the next character you typed after pressing **TAB**. Press **DELETE** and the gap will be removed.

Deleting words, lines or paragraphs

The table below sets out how to make larger deletions.

To delete:	move the cursor to:	and press:
a word	the space before the word	delete word
a line	the start of the line	delete line
a blank line	the start of the line	delete line
a paragraph	the first character in the paragraph	delete paragraph

Restoring deleted text

If you delete something accidentally, using **delete word**, **delete line** or **delete paragraph**, you can restore it by:

pressing **restore**

MemoPlan remembers your most recent deletions. When it has deletions in its memory, there is a '+' sign on the last-but-one line of your screen. You can restore them at any time, until you make your next deletion.

You cannot use this facility on deletions made with the **DELETE** key.

8 Inserting

This chapter describes how to:

- insert new text
- type over old text
- join paragraphs together.

Inserting new text

To insert new text, move the cursor to the point at which you want to insert it, and type it in. The existing text will be pushed to the right to make room.

To make extra space for a larger insertion, so you can more easily see what you're doing, open a gap in the text at the place where you want to make an insertion by

typing **CTRL O**

When you've finished inserting, close the gap by

typing **CTRL C**

To insert:

a block of text moved from somewhere else in your document	follow the instructions in chapter 9
--	--------------------------------------

text from other documents	follow the instructions in chapter 10
---------------------------	---------------------------------------

a blank line before the line your cursor is in	move the cursor to the start of the line and press RETURN
--	--

Overwriting

To write over something you've written:

press **mode**

repeatedly until the word **Overwrite** appears on the last-but-one line of your screen.

Now, when you type new text in the middle of some typing, it will appear over the top of the old text, instead of being inserted into it.

When you have finished overwriting, press **mode** repeatedly to return to line, fill or justify.

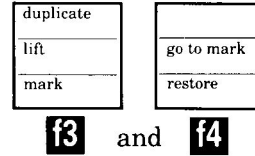
Joining paragraphs

To join paragraphs, move to the start of the second paragraph and

press **DELETE**

You will need to press **DELETE** twice if your paragraphs are separated by a line space.

9 Moving text



This chapter describes how to move:

- words
- lines
- paragraphs
- blocks of text.

Moving words, lines or paragraphs

To move words, lines or paragraphs around in your text:

- delete the word, line or paragraph
- move the cursor to the place you want it to go
- **restore** the word, line or paragraph.

When you use the **delete word** or **delete paragraph** command, MemoPlan stores off-screen the word or paragraph block you've deleted. A '+' sign appears on the last-but-one line of your screen to remind you. The **restore** command brings the text back from the store on to the screen.

Example

You accidentally type 'Elementary, dear my Watson': 'dear' is a misplaced word. Move the cursor to the space before 'dear'.

Screen Elementary, _dear my Watson

Press **delete word**

Screen Elementary, _my Watson

The correct position for 'dear' is before 'Watson'. Move the cursor to the space before 'Watson'.

Screen Elementary, my _Watson

Press **restore**

Screen Elementary, my dear Watson

To move:

a line	move the cursor to the start of the line and press delete line . Move the cursor to the place where you want the line to go, and press restore
a paragraph	move the cursor to the start of the paragraph you want to move. Press delete paragraph . Move the cursor to the place where you want the paragraph to go, and press restore .

You can insert the same word, line or paragraph several times at different points in the text, by moving to each point and pressing **restore**.

You can accumulate deletions: for example, if you repeatedly press **delete word**, you will build up a series of deleted words in the program's memory, and **restore** will restore them all, in the order in which you deleted them. You can move whole blocks of text in this way, but it's often easier to use the following method.

Moving blocks

To move a phrase, part of a paragraph or several paragraphs:

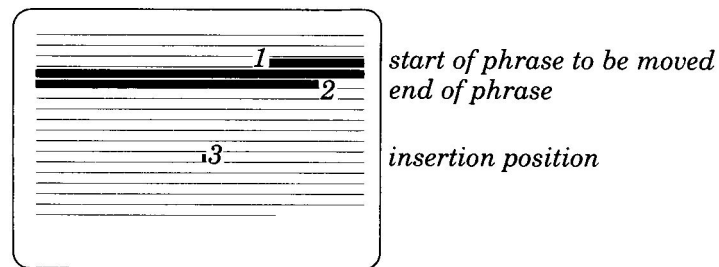
- **mark** the beginning or end of the text you want to move
- move to the other end of the block and **lift** it off the screen
- move the cursor to the new position
- **restore** the block.

When you press **lift**, MemoPlan stores off-screen the block you've lifted. The **restore** command brings the block back from the store on to the screen.

You can insert the same block several times at different points in the text, by moving to each point and pressing **restore**.

Example

You want to move a block in this piece of typing:



Move the cursor to the start of the phrase you want to move — the position marked 1 in the diagram.

Press **mark**

Message **Mark Set**

Move the cursor to the other end of the phrase — position 2.

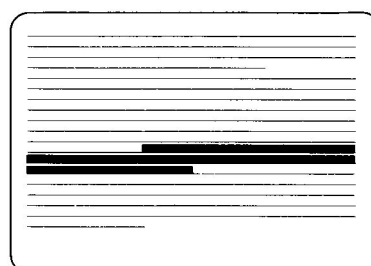
Press **lift**

to lift the block of text off the screen.

Move the cursor to the space after the point where you want to insert the block — position 3.

Press **restore**

The text will now look like this:



Duplicating blocks

To produce a second copy of a block of text, mark the start or end of the block using **mark**, move the cursor to the other end of the block and press **duplicate**

A copy of the block will now be kept in memory. Move the cursor to the space after the point at which you want to insert your copy of the block and

press **restore**

To make several duplicates of a block — inserting the same block several times at different points in the text — **duplicate** the block, move to each point and press **restore** at each point.

Moving to a marker

You can move the cursor quickly to the position where you last set a mark using **mark**.

Press **go to mark**

10 Working with two documents

enlarge	
scroll other	one
two	switch

f5 and **f6**

MemoPlan lets you work with more than one document at a time, by using the **two** command to split the screen in two.

Press **two**

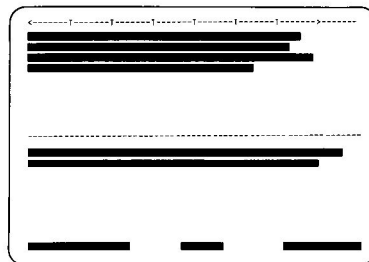
Your document now appears on both the top and bottom halves of your screen, with the cursor in the top half. If you make any changes to the document, they will appear in both halves.

Press **next**

and only the half with the cursor in it will change.

The split screen

You now have two different documents on view at the same time. You could use the top half to show an outline of a report you are writing, and the bottom half for the report itself.



Your cursor is currently positioned in the top half of the screen. To start working on the document in the other half:

press **switch**

The same command switches you back to the top half of the screen.

You can change the document in your half of the screen at any time, using **next**.

To move the text in the other half of your screen backwards or forwards, so that you can read something earlier or later in it, first decide the direction you want to move it in: forwards or reverse. Check the direction message at the bottom right-hand corner of the screen. To switch to forwards, press **→**; to switch to reverse, press **←**.

Now, to move the text in the direction you've specified:

press **scroll other**

The text will move up or down by about half a screenful.

To make your half of the screen bigger:

press **enlarge**

Each time you use this command, your space on the screen will grow one line bigger. To make your half smaller, enlarge the other half:

press **switch enlarge switch**

To go back to normal, with only one document on the screen, press **switch** to get to the document you want, then

press **one**

Moving text between documents

If you are working with two documents on your screen, you can move text between them. Press **switch** to switch between documents until you are operating on the document you want to move text from.

You now pick up the text you want to move, using whichever is most appropriate out of:

- **delete word**
- **delete line**
- **delete paragraph**
- **mark** and **lift**
- **mark** and **duplicate**.

Full instructions on using these commands are in chapter 9.

Now you:

- **switch** to the other document
- move the cursor to the new position for the text
- press **restore**.

You can move large blocks of text or even whole documents using this method. The only restriction is the size of MemoPlan's swap file.

11 Searching and replacing

query
replace
search

f7

These commands tell MemoPlan to look through a document for a particular word or phrase. In addition, **replace** and **query** allow you to change each occurrence of that word or phrase for another.

Searching

Decide whether you want to search forwards or backwards through your text. Look at the direction message at the bottom right-hand corner of your screen. The message there will say either

Forward

or Reverse

To switch to forwards, press **→**; to switch to reverse press **←**. You are now ready to use **search**.

Press **search**

Prompt Forward Search <ESC>:

or Reverse Search <ESC>:

Type <keyphrase> **ESCAPE**


The keyphrase is the word or phrase you want to find. It can be up to 40 characters long, and can include returns and tabs. A return will be shown as <NL> (for 'new line'), a tab as a series of spaces, as usual. It could be a whole phrase, a word or part of a word. If you make a mistake while typing in the keyphrase, use **DELETE** as normal.

MemoPlan now locates that word or phrase and moves the cursor to the space after it. To find the next occurrence of the same keyphrase:

press **COPY**

Example

To find the word 'format', searching forwards in your text:

press  if necessary, then

press **search**

Prompt Forward Search <ESC>:

Type format **ESCAPE**

The cursor will jump to the next occurrence of 'format'. MemoPlan can't distinguish between the word 'format' and occurrences of the letters 'format' inside other words. So it will find and point out, for example, 'information'.

The program follows special rules when searching for words in capitals.

If you type: MemoPlan will find:

capital	capital and Capital and CAPITAL
Capital	Capital and CAPITAL
CAPITAL	CAPITAL

Once MemoPlan has found your keyphrase, you can carry on working as normal.

Automatic finding and replacing

To find a particular word or phrase and, at every occurrence, replace it with something else, set the direction you want MemoPlan to search in, then:

press **replace**

Prompt Replace <ESC>:

Type in the keyphrase you want to find, and then press **ESCAPE**.

Prompt With <ESC>:

Type in the replacement for the keyphrase, and then press **ESCAPE**.

The program then performs the finding and replacing automatically. When it has finished, the cursor returns to the place where it was when you pressed **replace**.

Example

In this example, MemoPlan replaces 'disc' with 'disk' throughout your document.

Press **replace**

Prompt Replace <ESC>:

Type disc **ESCAPE**

Prompt With <ESC>:

Type disk **ESCAPE**

Wait while the finding and replacing is carried out.

Remember that MemoPlan will find and replace occurrences of 'disc' inside words (like 'discussion') — so it's often safer to use an alternative method: selective finding and replacing.

Selective finding and replacing

With this method, MemoPlan will ask you to confirm each change before it's made — it will query you.

Press **query**

Prompt Query Replace <ESC>:

Type in the keyphrase you want to find, and then press **ESCAPE**.

Prompt With <ESC>:

Type in the replacement for the keyphrase, and then press **ESCAPE**.

The program will go to the first occurrence of the keyphrase and ask you if you want it changed.

Prompt Replacing '<k>' with '<r>'

<k> stands for the keyphrase <r> for the replacement.

You then type one of the following:

-
- Y yes, make the change
 - N no, don't make the change, but go to the next occurrence of the keyphrase
 - T try it, then ask me 'yes or no?' again
 - A yes, change this and all occurrences of the keyphrase
 - E exit — stop searching and replacing
-

After T, MemoPlan will display:

Prompt Confirm Replace?

- Type Y to make the replacement and go to the next occurrence
- N to leave this occurrence unchanged and go to the next one.

Example

In this example, MemoPlan replaces 'programme' with 'program', stopping to ask you to confirm the change each time.

Press **query**

Prompt Replace <ESC>:

Type programme**ESCAPE**

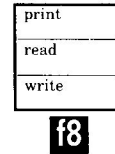
Prompt With <ESC>:

Type program**ESCAPE**

MemoPlan will go to the first occurrence of 'programme' and ask you if you want it changed. You then carry on through your document, making only the changes you choose.

Both **replace** and **query** follow the same rules as **search** when searching for words in capitals.

12 Filing



This chapter describes how:

- your working documents are automatically saved on disc
- you can file important documents more permanently.

Working documents

MemoPlan automatically saves five documents on its own program disc, so that you have five working documents always at hand, to re-read, correct or print. You can think of them as a stack of documents on your desk-top, with only the top one visible: the one on the screen. The **next** command removes your current document from the screen and puts it at the bottom of the stack, so that the document below it on the stack becomes visible on the screen.

Each document can be as long as you like, until you run out of space on your program disc. There's space initially for about five A4 pages altogether, but this space can be enlarged, using the RECOVER -CREATE command.

Changing the document space on the MemoPlan program disc

This operation will destroy all the data in your current documents, so it's vital to file anything important before you start.

Leave MemoPlan.

Prompt A>

Type RECOVER -CREATE <size> <number> **RETURN**

The size is the total space you want to have available for working documents, measured in kilobytes. 1 kilobyte (1K) is 1024 characters — about a quarter of an A4 page. The program works in multiples of 8K. You can type in any number between 16 and 160, and MemoPlan will round it down to the nearest multiple of 8.

The number of documents you specify can vary between 1 and 7. If you omit a number, the program will assume you want five documents.

Screen Creating a <size> page swap file.

The program refers to each kilobyte of space as a page. The setting-up process takes a minute or so. When it's over, a message will appear:

Completed.

and the A> prompt will return.

Examples

RECOVER -CREATE 64 7

will set up seven working documents, with a total of 64K (about 16 typed pages) of space.

RECOVER -CREATE 128

will set up 128K (about 32 pages) of space, with five working documents.

Permanent filing

The working document system helps you keep track of several different projects at once, but it's not a permanent filing system. Important working documents should be filed, on your MemoPlan program disc or, preferably, on your data disc. When filing documents, you need to give them names — filenames — so that you can later retrieve them from your text disc. The rules for filenames are given in the *Z80 user guide*.

The filing command is called **write**: you are asking MemoPlan to write your document on to a disc.

Press **write**

Prompt File To Write <CR>:

Type <drive identifier><filename>**RETURN**

Message Writing...

It will take MemoPlan a few moments to write the file. Then:

message File Written

The name of the file will appear on the last-but-one line on your screen.

Retrieving text from a disc

To get a file back from your filing disc on to your screen, use the **read** command.

First check that the document currently on your screen is one that you don't need to keep (or one that has been filed safely on your text disc). You need to check this because MemoPlan will copy the file you're about to retrieve over the document on your screen. If you do need to keep it, press **next** to get to a new document that you've finished with. Then:

press **read**

Prompt File To Read <CR>:

Type <drive identifier><filename> **RETURN**

If the file you have specified isn't on the disc, you will get an error message:

File not found.

If MemoPlan does find the file, a prompt will appear:

prompt Read over current document?

The program is asking permission to copy the file over the document currently on your screen, wiping it out.

Type Y (for yes) to write over the document
N (for no) if you change your mind.

Getting a directory of your files

You may want to see a list of the files on your text disc. To get a list — a directory — first leave MemoPlan by pressing **finish**, then use the CP/M command **DIR**. The *Z80 User Guide* has instructions for using **DIR**.

Deleting files

To delete files, you need to use the CP/M command **ERA**. Instructions on using this command are in the *Z80 user guide*.

Back-ups

It is very important to keep copies of the files on your discs. Follow the instructions in the *Z80 user guide* on making back-ups.

13 Printing

print
read
write

f8

This chapter describes how to:

- print out copies of your current document
- print files without entering MemoPlan.

Types of printer

MemoPlan assumes you are using an Epson printer, or another model similar to Epsons. If your printer is different, the print command won't work properly. Check what model you have. If you have:

- an Epson, you can carry on printing
- an Acorn or Olivetti ink jet printer, leave MemoPlan and, after the A> prompt, type **CONFIG RETURN**. Follow the instructions that will come up on the screen
- another type of printer, ask your dealer for help.

If you're not sure what type your printer is, try the print command. If it doesn't work, ask your dealer for help.

Printing the current document

MemoPlan prints in three stages. It:

- copies what you've typed into its swap file (MEMO.SWP)
- copies the appropriate part of its swap file into a print file (MEMO.F\$\$), also on its own disc
- sends to the printer the contents of its print file.

To print a copy of the document currently on your screen

press **print**

Prompt Print options <CR>:

Now type in codes for the print options you need. You can type in as many option codes as you like and separate them with a space. However, the total length of the line – including spaces – must not exceed 16 characters. Finish by pressing **RETURN**. The options available are shown in the table on page 52.

Example

To print 5 copies, pausing between pages, and starting at page 3:

press **print**

Prompt Print options <CR>:

Type -5 -PAGE 3 **RETURN**

The program will make, on your MemoPlan program disc, a copy of the document, which it will then send to your printer.

Message Writing...

The MemoPlan printing program now starts, with a copyright message. Format details will then be displayed.

Prompt Printing '<fn>' on device '<n>' -- OK?

<fn> stands for the name of the file you've asked to print

<n> stands for the device name of your printer.

Type Y to start printing
 N to go back to the main MemoPlan program.

If you type N, you'll see:

message -- skipping file.

Then MemoPlan will restart.

If you type Y, the printer will start. Page numbers will be displayed on the screen as the document is printed. When the printing has finished, the main MemoPlan program will restart.

Print options

option:	code:
print more than one copy	-<the number you want>
don't pause between pages	-NP
start at the top of page 2 (or 3 or whatever)	-PAGE <page number>
leave a left-hand margin	-L <number of spaces>
don't display screen messages while printing (quiet mode)	-Q
don't print the file, copy it into a CP/M file	-O <filename>
(if you have several printers) select the printer with this device name (printer device names are listed below)	-DEV <device name>
no standard header	-NH
no left or right margin	-NM
type over the perforations	-NS
put a title at the top of each page	-T <title>
set tab stops	-TAB n

The standard header appears at the top of each page, and looks like this:

```
File: <filename>           <title you specify>           Page: <number>
```

Printer device names

Initially, MemoPlan can work with two kinds of printer:

	device name
Epson and similar printers	Epson
Acorn and Olivetti ink-jet printers	Olivetti

If you need to use other types, ask your dealer for help.

Printing without entering MemoPlan

You can print CP/M files when not in MemoPlan, using **MEMOP**. Put your MemoPlan program disc in drive A, and the disc which contains the file in drive B. After the **A>** prompt

type **MEMOP <d><fn> <options> RETURN**

<d> stands for drive identifier

<fn> for filename

<options> for print options.

Example

Print one copy of the file MONDAY, which is on the disc in drive B. Pause between pages; don't display screen messages; put the header 'ACTION' at the top of each page.

Prompt **A>**

Type **MEMOP B:MONDAY RETURN**

Prompt Printing '<fn>' on device '<n>' -- OK?

<fn> stands for the name of the file you've asked to print

<n> stands for the device name of your printer.

Type Y to start printing
 N if you change your mind.

The options are the same as in ordinary MemoPlan printing, with the addition of **-P**. This option makes the printer pause at the end of each page (to give you time to feed sheets of paper in).

Interrupting printing

Type

- | | |
|---------------|---|
| CTRL C | to stop printing and go back to the A> prompt |
| CTRL Z | to stop printing and go back to the A> prompt |
| CTRL G | to stop printing and go back to the A> prompt |
| CTRL S | to pause |

To continue printing after a pause, press any key.

14 Preparing address labels and form letters

Chapter 10 of the FilePlan guide explains how to print address labels and form letters by inserting names and addresses from a FilePlan worksheet into a MemoPlan format file.

Typing a format file

To prepare the format file, put your FilePlan data disc in drive B. Get a blank working document on your screen.

Press **mode** until you're in 'fill' mode (this is the only mode in which you can prepare format files).

Type in the skeleton text. Mark each position where you want FilePlan to insert data, by typing a field number inside angled brackets, like this:

<1>

Use 1 where you want data from field 1 to be inserted, 2 for field 2, and so on. Each position will be filled with the contents of the one field you specify.

Insert spaces and punctuation as necessary.

Type <

to make FilePlan start a new line. (You don't need to do this before a blank line.)

You can include a reminder, within the angle brackets, of what goes in the position. Type it in round brackets.

Examples

<2(surname)>

<5(post code)>

The reminders will be ignored when the labels or letters are printed.

If you need to include an angle bracket in your main text, add a second bracket.

Example

<<10>

will print out as <10> — FilePlan won't attempt to insert worksheet data here.

Finish the document with **RETURN** and

press **write**

to file it on the data disc.

Example

Your FilePlan worksheet might be arranged like this:

field	contents
1	title
2	first name
3	surname
4	number and street
5	town
6	postcode

For address labels, you would type a format file like this:

```
<1> <2> <3> <
<4> <
<5> <
<6>
```

For a form letter, type a format file like this:

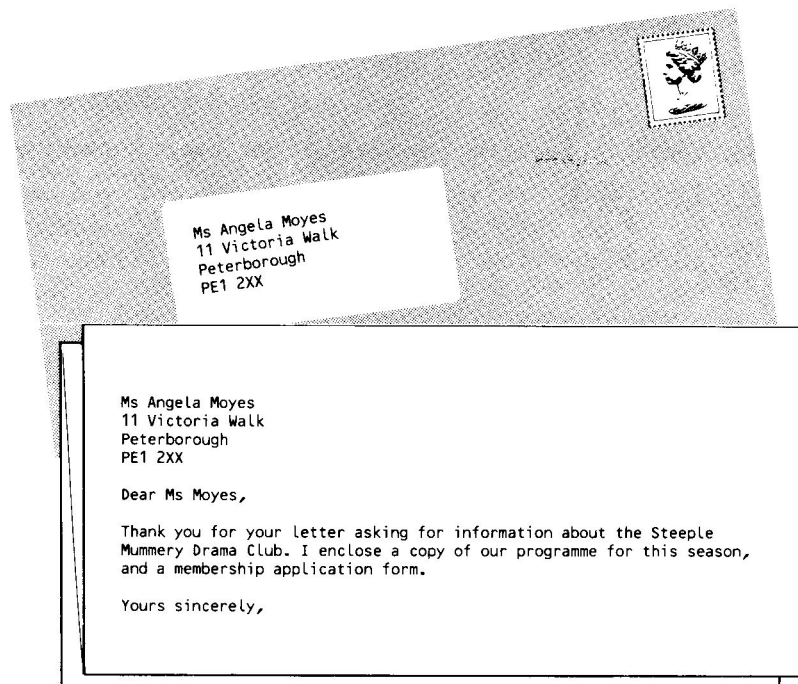
<1> <2> <3> <
<4> <
<5> <
<6>

Dear <1> <3>,

Thank you for your letter asking for information about the Steeple Mummy Drama Club. I enclose a copy of our programme for this season, and a membership application form.

Yours sincerely,

The results would look like this:



Error messages

This is a guide to the error messages that will appear on your screen if you make a mistake. Mistakes made with CP/M will cause different error messages to appear; these are listed in the *Z80 user guide*.

Swap file is invalid, please run RECOVER

If you leave MemoPlan without using **finish**, you'll get this message next time you start a MemoPlan session.

Action: type RECOVER **RETURN**, wait for the A> prompt, and start the MemoPlan session again.

^Z to clear: File not found

You have specified a file to read that isn't on the disc you specified.

Action: press **CTRL Z**. Try the **read** command again — you may have made a typing mistake the first time. If not, leave MemoPlan and use the CP/M command **DIR** to locate the file.

^Z to clear: File write error

The program cannot write the file you have asked it to — probably because the disc is full.

Action: press **CTRL Z**. If the disc you were trying to use was a data disc, replace it with another disc that has more space on it. (Use the CP/M command **STAT** to check.) If it's the program disc that's full, use the CP/M command **PIP** to copy some of its text files on to another disc.

^Z to clear: Off Screen

You have specified a keyphrase or replacement phrase with too many tabs in it.

Action: press **CTRL Z** twice, and try **search**, **replace** or **query** again.

^Z to clear: Swap file full!

The program has run out of space in the swap file in which it stores your typing.

Action: type **CTRL Z** and file what you've typed, so that you can clear the screen and carry on typing: you will then have to divide the document into chapters. To make the swap file bigger, follow the instructions in chapter 12.

^Z to clear: Unknown command

You've given MemoPlan a command it doesn't recognise.

Action: press **CTRL Z**.

DISK WRITE ERROR

You have asked to have a long document printed, and MemoPlan has run out of space for its print file.

Action: if you've been saving your text in files on the MemoPlan disc, use the CP/M command **PIP** to make copies on another disc; use **ERA** to erase the originals. This will create more space for the print file. Otherwise, split the item you want printed into pieces and print each piece separately.

Usage is: RECOVER {-create <size> {<buffs>}}|-all}

You have made a mistake entering a **RECOVER -CREATE** command.

Action: look at the instructions in chapter 12, and try again.

Glossary

This glossary covers terms used in MemoPlan. There's a more general glossary in your *Z80 user guide*.

block

A piece of text, marked at beginning and end, which you can move or copy. See chapter 9.

device name

Used to refer to the type of printer you're using. See chapter 13.

document

Any item you type, from a memo to a novel. MemoPlan gives you a set of spaces to type into, called working documents, which you can easily switch between. See chapter 12.

duplicate

To take a copy of a block. Use **restore** to insert the copy at the place where you want it.

fill mode

One of MemoPlan's four typing modes. In fill mode, the program fills each line with text, without justifying.

format

Your current format is the last set of decisions you made, using **format**, on the positions of your margins and tab stops. See chapter 4.

format file

A file containing the skeleton text for address labels or form letters. See chapter 14.

indent

To start text a number of spaces in from the left-hand margin. You can set and change the number: see chapter 4.

justify

To adjust text so that the right-hand margin is straight, not ragged. One of MemoPlan's four typing modes.

keyphrase

The phrase you ask MemoPlan to look for in **search**, **replace** or **query**. See chapter 11.

lift

To take a block out of its position in the text. Use **restore** to insert the block at the place where you want it.

line mode

One of MemoPlan's four typing modes. In line mode, MemoPlan ignores margins, and doesn't automatically start a new line where necessary.

margin

The left-hand or right-hand edge of your typing.

mark

To set a marker at a particular position in your text (either to mark a block, or to mark a place you'll later want to return to, using **go to mark**).

mode

MemoPlan has four typing modes. See chapter 4. The **mode** command switches you from one mode to the next.

next

Press **next** to move from one working document to the next.

one

Press **one** to return to the ordinary display after working with two documents on your screen.

overwrite mode

One of MemoPlan's four typing modes. In overwrite mode, new text you type in the middle of a document will cover over, rather than being inserted between, old text.

page

- 1 Normally, MemoPlan treats each set of 55 lines of typing as a page.
- 2 The RECOVER program (see chapter 12) refers to a kilobyte of space in the swap file as a page.

query

Press **query** to carry out a search-and-replace operation in which the program stops to check with you before making each replacement. See chapter 11.

quote

To include control characters in your text. The main use is for starting a new page: see chapter 5.

recover

To check and validate the contents of the swap file, which are made invalid if you don't leave MemoPlan in the correct way. The RECOVER command carries out this operation, and can also be used to change the document space on your program disc.

reformat

To adjust a paragraph of a text so that it's in the current format.

restore

To bring back on the screen text that you've deleted (see chapter 7), or a block that you've lifted or duplicated (see chapter 9).

ruler line

The line of dashes across the top of your screen that shows where your margins and tab stops are.

swap file

The file, kept on the MemoPlan program disc, into which the program automatically transfers your text for safekeeping.

two

Press **two** to split the screen, so that you can work with two documents. See chapter 10.

word processor

A program that enables you to enter text into your computer, edit it, and then store it on a disc or print it out.

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