

View

for the British Broadcasting Corporation Microcomputer

User Guide

ACORNSOFT
The choice of experience
in software.

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British Broadcasting Corporation has been abbreviated to BBC in this publication.

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Introduction	1
What is word processing?	1
The VIEW word processor	2
If you have used a word processor before...	2
1 Basic techniques: typing and editing	3
Using VIEW commands	3
The command screen	4
The text screen	5
Screen and page	6
Immediate commands	7
Typing text	7
Clearing text	8
	12
2 Basic techniques: screen modes and the ruler	13
Modes and memory	13
The ruler	13
Editing the ruler	14
Starting up	16
How the ruler is made up	19
	23
3 Basic techniques: editing text	25
4 Basic techniques: saving and loading	30
Names of files	32
5 Basic techniques: printing	33
Stored commands to control printing	33
Printing out from VIEW	37
Printer drivers	37
Loading your printer driver	37
	38

Setting up the printer	38
Printing out	38
Highlights	39
Conclusion	41
6 Moving the cursor	42
Horizontal cursor movement	42
Vertical cursor movement	42
7 Editing text	44
Changing characters	44
Deleting	44
Inserting	45
Insert or overwrite?	45
Line operations	45
Block operations	46
Using markers	46
8 The ruler, tabbing and formatting	48
The ruler at the top of the screen	49
The make-up of rulers	49
Creating rulers	50
Deleting rulers	50
Tabbing	51
Formatting	53
Global formatting	54
Justification	54
9 More about margins and formatting	55
Text beyond the left margin stop	55
Text beyond the right margin stop	56
Working beyond the left margin stop	57
Protection from formatting	58
Margins	60
10 CHANGE ... REPLACE ... SEARCH	61
CHANGE	61
CHANGE - upper and lower case	61
CHANGE - words and phrases	62

CHANGE – parts of words	63
CHANGE – part of only	63
CHANGE – special characters	63
REPLACE	65
SEARCH	66
SEARCH – the 'wild search' facility	66
SEARCH – other facilities	66

11 Page layout and stored commands **68**

Entering a stored command	68
Deleting a stored command	68
The VIEW page	68
Headers and footers	69
Turning headers and footers off and on	70
Setting page margins for printing	70
Page length	71
Page end	71
Summary of stored commands described so far	73

12 Printing and numbering pages **75**

Setting up VIEW for printing	75
Printing from memory or complete files	75
Printing a page at a time	76
Printing unpagged	76
Line spacing	77
To simulate printing on the screen	77
Page numbers and number registers	77
Setting registers	78
Using page numbers in a two-sided layout	78
Starting chapters	79
Other number registers	80
Stored commands referred to in this chapter	81

13 Macros: for mailing and reports **82**

Macros with variations	83
Automatic layout	88

14 Using files	92
15 Continuous processing	94
How to EDIT	94
To stop EDITing	95
To abandon EDITing	95
Naming files	95
Transferring text	96
16 Notes	96
Count	96
Memory	96
Memory Full - Press ESCAPE	97
SETUP	98
17 Abbreviations	98
18 Reference	99
Immediate commands	99
Other text screen commands	103
Programming function keys	104
Stored commands	105
Command screen commands	108
Colours	116
Error messages	117
Index	119

Introduction

What is word processing?

The easiest way to describe word processing is to compare it with using a typewriter. Think about what happens when you type a document.

First you type it in rough, so that it can be edited. You edit it, changing words, swapping paragraphs around, changing paragraph lengths, adding headings, redrafting some of it and putting other sections in tabular form.

After that you type it all again. You check it, retype parts in a narrower column width with side headings, perhaps retype whole pages where there are too many corrections.

After that you have your 'top' copy. If you want other copies, you have to photocopy, use carbons, or type it all again.

With a word processor, you type the text in as before, with the difference that the text appears on a monitor or television screen instead of on paper. The continual rapping and buzzing of conventional typewriters is replaced by the soft rattle of keys, and when you make a mistake, instead of going to a great deal of trouble to make an imperfect correction, you have only to replace one character image on the screen with another and the job is done, quickly and perfectly.

You save your rough draft on the filing system, and you print out copies on paper for checking.

You edit the draft. You find that large chunks of it are correct. With word processing there is no need ever to type these again, since they are recorded for you to use as many times as you like, in this or any other document.

You make your corrections on the screen, very easily. You insert and delete lines, move blocks of text around, and restructure the tab stops even though the text is already typed. If you want to see what the text looks like in a narrower column, you can try it out in a matter of seconds.

Then you print it out again – simply by giving an instruction to the word processor to do so.

If you want to send out several versions of your text to several companies, only changing the company name and a few other details such as the address, there are some very effective and quite simple ways of doing that too.

All the processing is done in the microcomputer and the results are displayed on the monitor, before being saved for future use, or printed out.

The VIEW word processor

The VIEW word processor is designed to do all the things described above, and much more besides.

A typical VIEW word processing system consists of the following:

- Your computer

- A good quality monochrome video monitor. Some people claim that a green screen tires the eyes less. You can also use a colour monitor or, less satisfactorily, a television set.

- A printer. What printer you use depends on your requirements. If you want the text to look as if it is typed on an electronic typewriter, you should consider a good daisy wheel printer.

To connect up your computer, monitor, disc unit or cassette recorder, and printer, see the manuals that accompany these pieces of equipment.

Before starting to use VIEW you should position the function key card at the top of the computer keyboard.

The function key card will be your guide when issuing commands to VIEW while you are processing text.

If you have used a word processor before ...

The main thing is not to jump to conclusions. Read this book with care and take it all from square one. At first you may feel that VIEW is behaving rather differently from what you have come to expect of a word processor. But if you follow the explanations and work through the examples in this book, you will soon find VIEW very simple and natural to use.

With a little experience you will quickly pass to the more sophisticated facilities. Again work through all the instructions and examples. If you skip you are sure to miss the one time-saving facility that is especially valuable for your work.

In fact experienced users of VIEW often find it valuable to look through the book every few months to remind themselves of the facilities they have not used recently and to suggest ideas for improving their work.

1 Basic techniques: typing and editing

Word processing involves typing text, saving it onto the filing-system, editing it and printing it out. This chapter and the four that follow concentrate on the basic methods of doing all this with VIEW.

So by the time you have read and worked through chapter five, you will be in a position to carry out straightforward word processing.

From chapter six onwards the book describes extensions and refinements of the basic methods. These more advanced methods will make your routine work easier and quicker, and will greatly extend the range of things you can do with VIEW.

Using VIEW

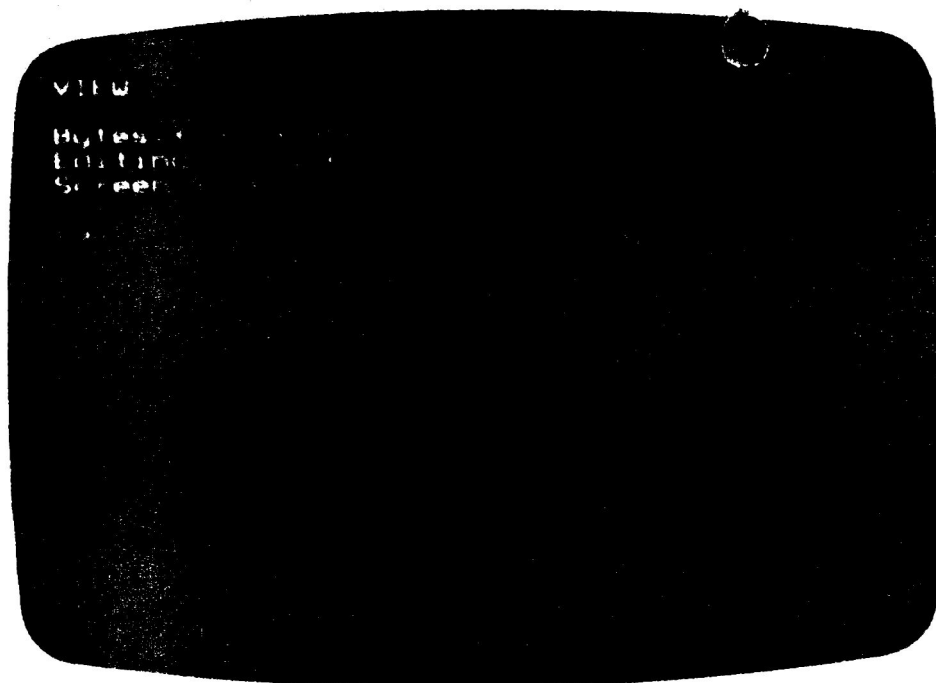
To get into VIEW type:

***WORD RETURN**

That is: type ***WORD** and press **RETURN**

If you are loading VIEW from disc, first insert the disc into your disc drive.

Feel free to experiment with any keys – you cannot do any harm by pressing them.



Commands

In this guide, commands are shown in the following forms:

Computer typeface

Type in the command exactly as shown. Commands may be typed in either upper or lower case though in this manual they are shown in upper case.

Italic computer typeface

Type the appropriate name or number.

Bold upper case

Press the key specified.

Examples

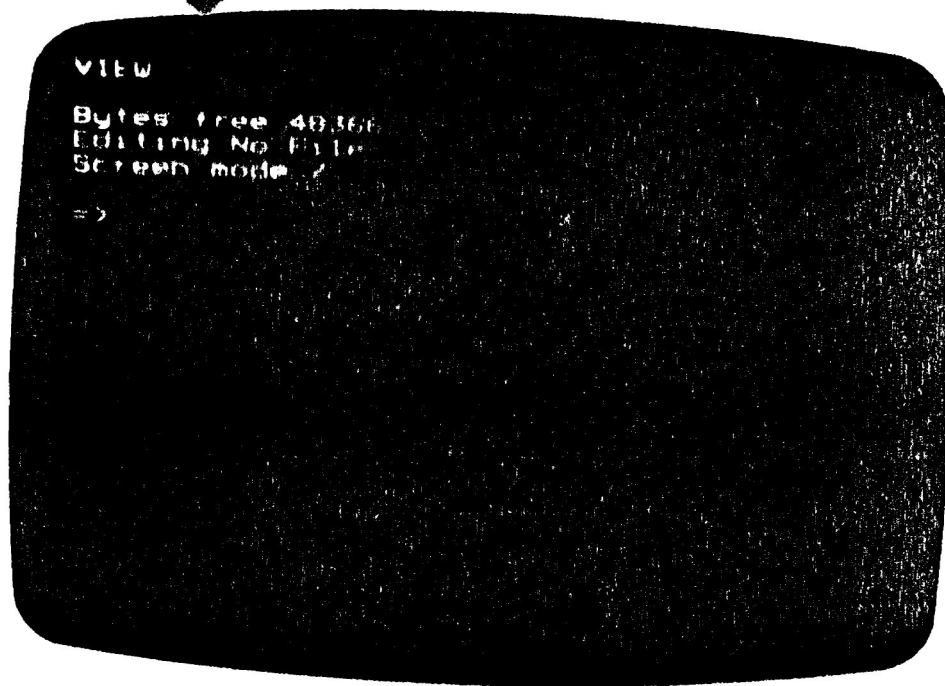
LOAD *filename* RETURN

means type the word LOAD exactly as shown; type a filename of your choice; press the RETURN key.

MODE *number* RETURN

means type the word MODE; type a number; press RETURN.

The command screen



The top line of the display confirms that you are in VIEW.

The phrase `Bytes free 48366` (or some other number, depending on how your computer is set up) shows the amount of memory free for you to use. As a rough guide one byte corresponds to one character — ie one letter, number, sign or space.

The phrase `Editing No File` shows that you have not loaded a text file; if you do so this will change to `Editing filename`.

`Screen mode 7` is a reminder of which screen mode you are in.

The sign `=>` shows where commands are typed in.

VIEW uses two types of screen

- The command screen in which you issue general commands to the system.

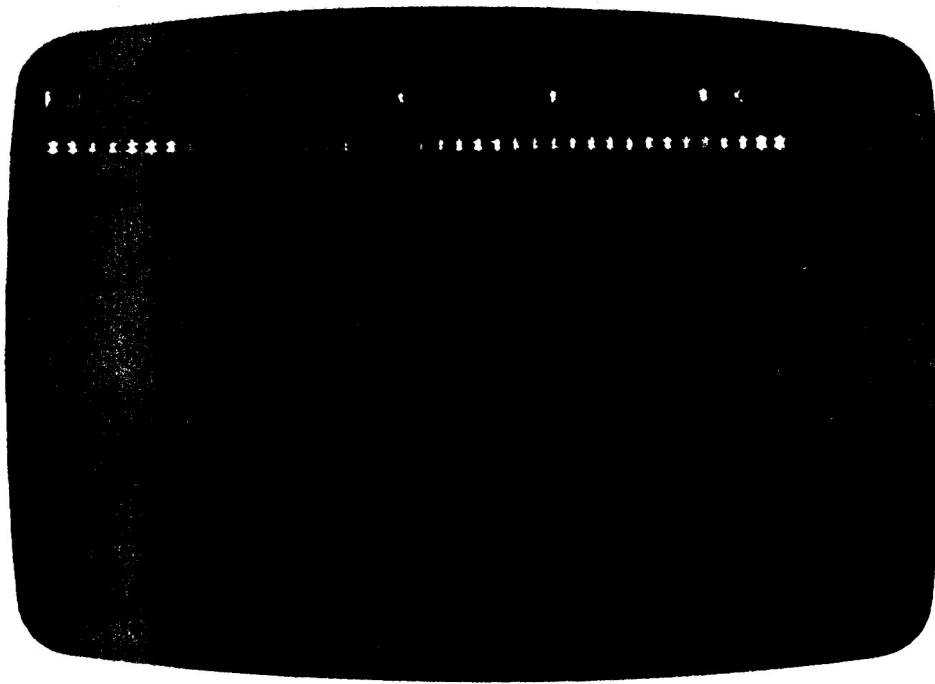
- The text screen in which you write and edit text.

You can switch at will between the two screens by pressing **ESCAPE**.

Try switching to the text screen and typing in some text. When you want to move down a line, press **RETURN**.

You may find that you are typing in capitals all the time. This is because at start-up the 'caps lock' function is on, as signalled by the red light on the keyboard. To switch it off press the **CAPS LOCK** key.

The text screen

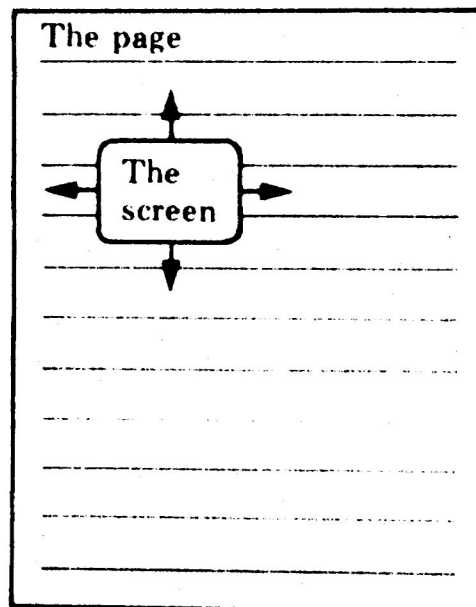


This is screen mode 7, capable of displaying 24 lines of 34 characters each in VIEW.

The top line is the ruler, and this controls the width of the column of text under it. The asterisks in the ruler are tab stops. The letter F means format, and J means justify; these are explained in detail later in this chapter. The horizontal bar is the cursor, and shows where any new text will be typed. The row of asterisks marks the bottom of the column of text.

Screen and page

The four arrow keys move the cursor about the screen. If you use them at this stage it is important to realise what they are doing. VIEW's text area is not limited to the screen itself. The best way is to regard the text area as a very large 'page', only a little of which is visible to you through the screen. The screen in fact is rather like a window which you can move (using the arrow keys) to any part of the page you wish.



Immediate commands

When you are in the text screen, you can use the commands on the function keys. These are called immediate commands because you do not have to switch to the command screen to use them but can use them as you are editing your text. Look at the function key card, which you should keep inserted above the function keys at the top of the keyboard. The most frequently needed commands are on the bottom row, and these are used by pressing the function key above them. The commands on the second and third rows are used by

pressing the function key at the same time as you press **SHIFT** and **CTRL** respectively.

The instructions in this book show the immediate commands differently from the command screen commands described above. Here the key function is shown in ordinary upper case letters. So, for example, you may be told to press the **FORMAT PARAGRAPH** function key.

For the position of the function key refer to the function key card.

Typing text

At this stage the best way to understand **VIEW** is to type in any text you like, not concerning yourself in the least whether it is right or wrong.

To show something of how **VIEW** works type in the paragraph shown on the next page without ever pressing **RETURN**. The example assumes you are in mode 7, if you are not, return to the command screen by pressing **ESCAPE**, type:

MODE 7 RETURN

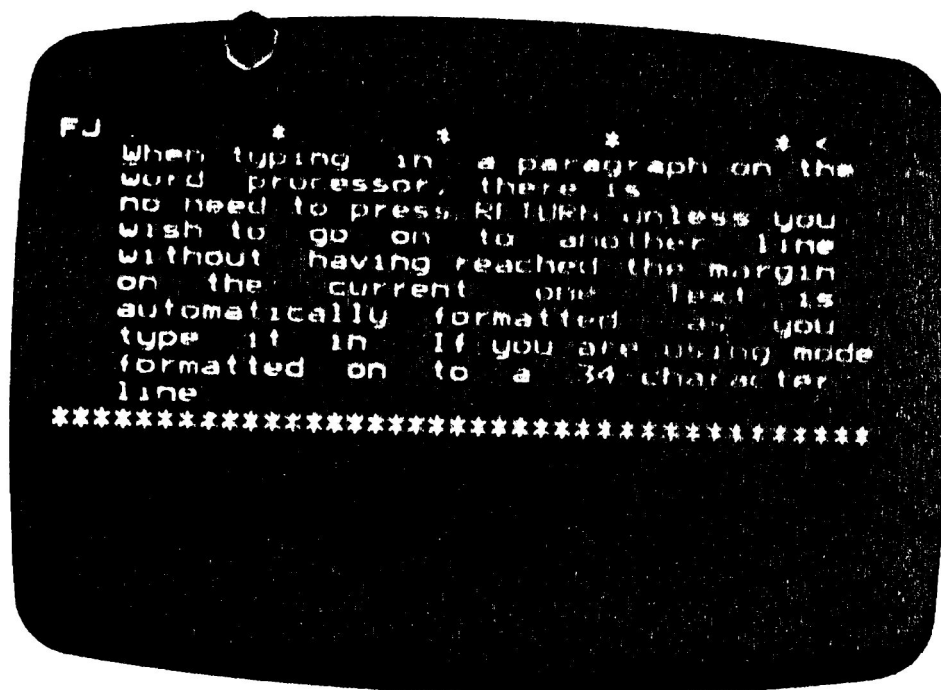
and go back to the text screen by pressing **ESCAPE** again.

You do not need to press **RETURN** as you type because **VIEW** moves you on to another line automatically, as soon as you type a word beyond the right margin.

Notice how each line you type is justified, ie the right-hand margin is even.

Remember that pressing **RETURN** always takes you to the beginning of the next line.

If you are ever in doubt about what to do, press **ESCAPE**.



Having typed in your text, it is time to use some of VIEW's editing facilities. Correct any mistakes. If you made none just rewrite a bit instead, or if you prefer try to edit the paragraph as shown below. As you do so, try out the following commands.

To replace a character, use the arrow keys to place the cursor under the character. Then type in the new character, which will replace the old one.

To delete a character, place the cursor under the character you want to delete and press DELETE CHARACTER.

To insert a character, place the cursor in the character space to the right of where you want the new character to be, like this:

WORD PROESSING

Then press INSERT CHARACTER. The text will open up like this:

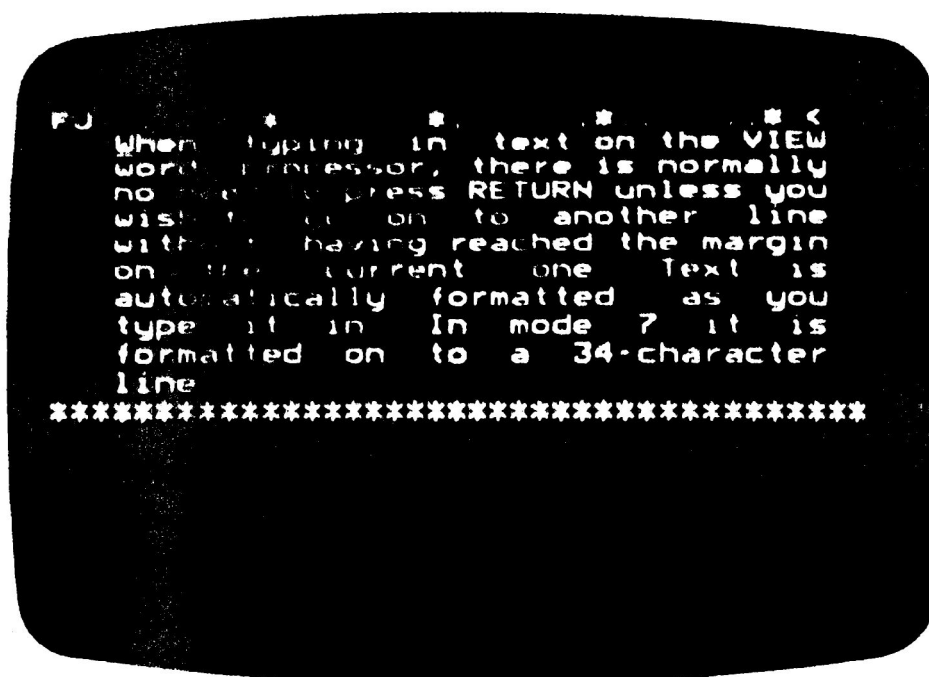
WORD PRO_ ESSING

and you can type the new character.

Deleting and inserting lines is done in much the same way as deleting and inserting characters. To delete a line, place the cursor on it and press

DELETE LINE. To insert a line, place the cursor on the line below the point where you want to insert a line and press **INSERT LINE**.

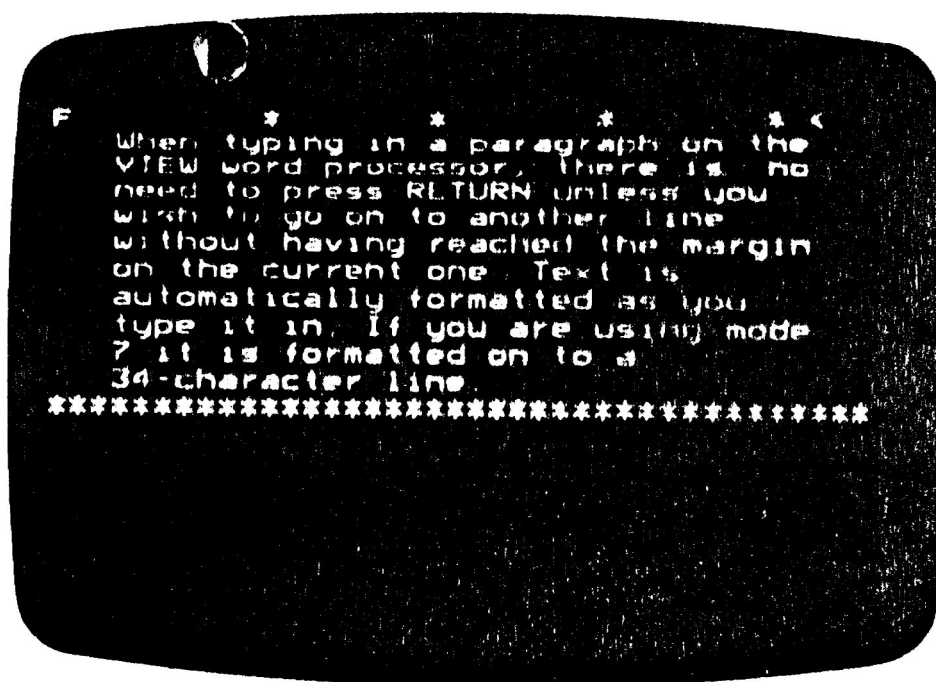
You will find that as you insert spaces the text disappears off the right-hand edge of the screen. Don't worry! It is not lost, merely extended over into a part of the page which is not covered by the screen. You can, of course, look at it by using the arrow keys to move the cursor to the right.



You can tidy up a column of text like this by reformatting it. We shall go into formatting in detail later on. The text is rearranged so that instead of having short and long lines as shown in the screen above, it all fits into a neat column.

To format the text, place the cursor anywhere on the top line of the text and press **FORMAT PARAGRAPH**. Make sure you do not have 'shift lock' on or you will get a bleep and no action. (If the 'shift lock' light is on, press the **SHIFT LOCK** key to turn it off.)

The whole paragraph is then changed into something like this.



This is what is known as 'justified text', ie all the lines are of the same length like a newspaper column. If you look at the spaces between the words you will see that these are adjusted to achieve this effect. VIEW can make these adjustments automatically as you type text in, or afterwards when you format a paragraph as above.

Of course not everyone likes justified text, and for some purposes it looks too formal. To switch off justification, press JUSTIFICATION. The letter 'J' to the left of the ruler at the top of the screen disappears - we are no longer justifying text - but the letter 'F' remains, since we are still formatting.

To rearrange the text in unjustified lines, just carry out the same procedure as before: place the cursor on the top line of the paragraph and press FORMAT PARAGRAPH. The result should be something like this:

2 Basic techniques: screen modes and the ruler

Screen modes affect the appearance of text on the screen. There are eight to choose from and VIEW will work in any of them. In practice most people use mode 3 which has an 80-character line. Since VIEW offers a line 6 characters less than the current screen mode's line, this gives a 74 character line which is very suitable for laying out typewritten material. VIEW offers the following characters and lines for the specified screen modes

<i>Mode</i>	<i>Characters</i>	<i>Lines</i>
0	74	31
1	34	31
2	16	31
3	74	24
4	34	31
5	16	31
6	34	24
7	34	24

To switch to another screen mode, enter the command screen and type

MODE *number* RETURN

For example: **MODE 3 RETURN**

If your computer has shadow memory available, you are recommended to use it by typing:

***SHADOW RETURN**

before selecting a mode.

Modes and memory

Different modes take up different amounts of memory. If you look at the heading in the command screen you will see the amount of free memory shown in the form **Bytes free . . .**

This shows the amount of memory left for you to use after the text already there is taken into account. A byte is a unit of memory, equivalent to a single character on the screen – and remember that spaces, numbers and punctuation marks are also characters. As a rough guide, a typical A4 page takes about 2000 bytes.

When you start in mode 7 with VIEW in a BBC Microcomputer Model B you have about 25000 bytes of memory for your text, whereas mode 3 only allows you about 10000, and in mode 0 you are down to about 6000 before you start.

All these numbers are modified if you have 'shadow memory', which gives you the same amount of memory in all modes.

The ruler

You have probably noticed the row of dots and asterisks at the top of the text screen. This is the ruler and it controls the length of the lines typed beneath it.

Rulers can be more clearly explained if you switch to mode 3 at this point. This is the mode in which you are most likely to do all your typing and editing.

Clear any text you have typed in by switching to the command screen and typing **NEW RETURN**.

Type **MODE 3 RETURN**

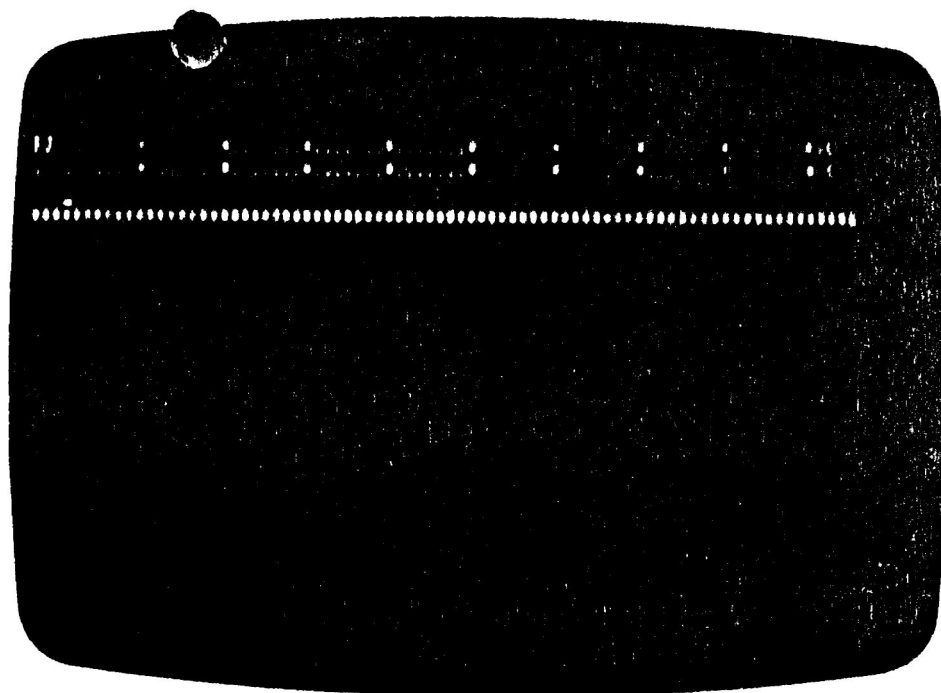
Type **NEW RETURN**

Press **ESCAPE**

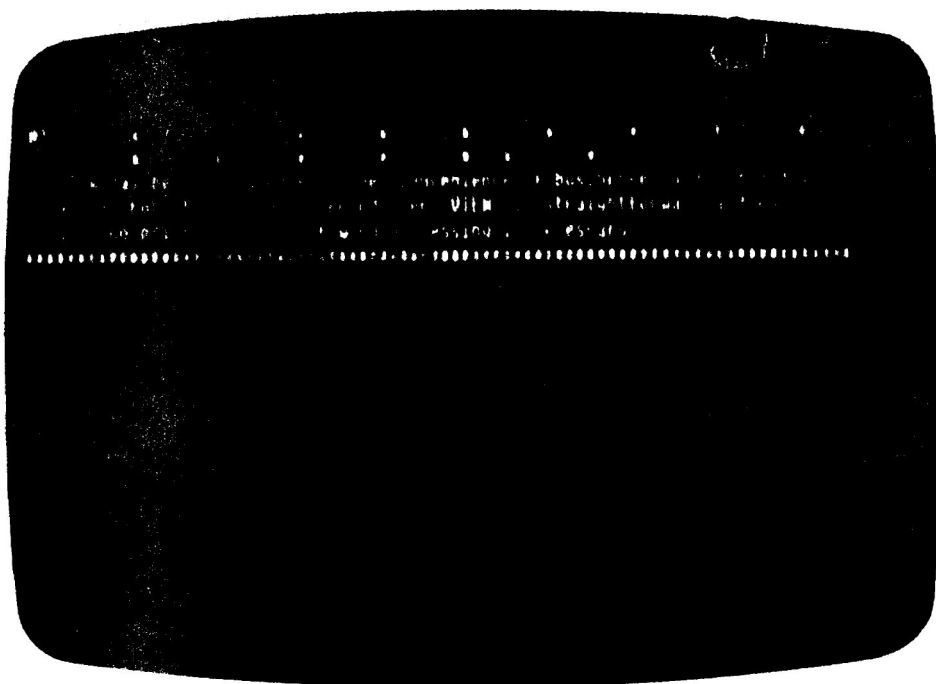
Press **RULER**

Press **RETURN**

You are now in mode 3 with the standard ruler as the current ruler.

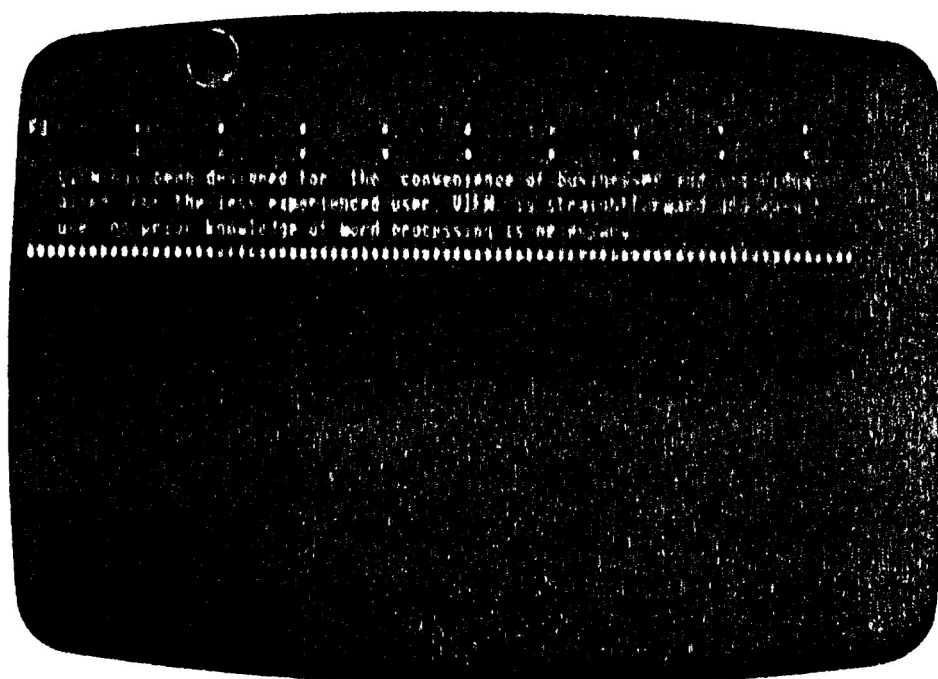


The current ruler is the one which is above the cursor position. The current ruler controls the length of the lines typed beneath it. Any text you now type in will be limited to the length of the ruler. Type in the text shown opposite.



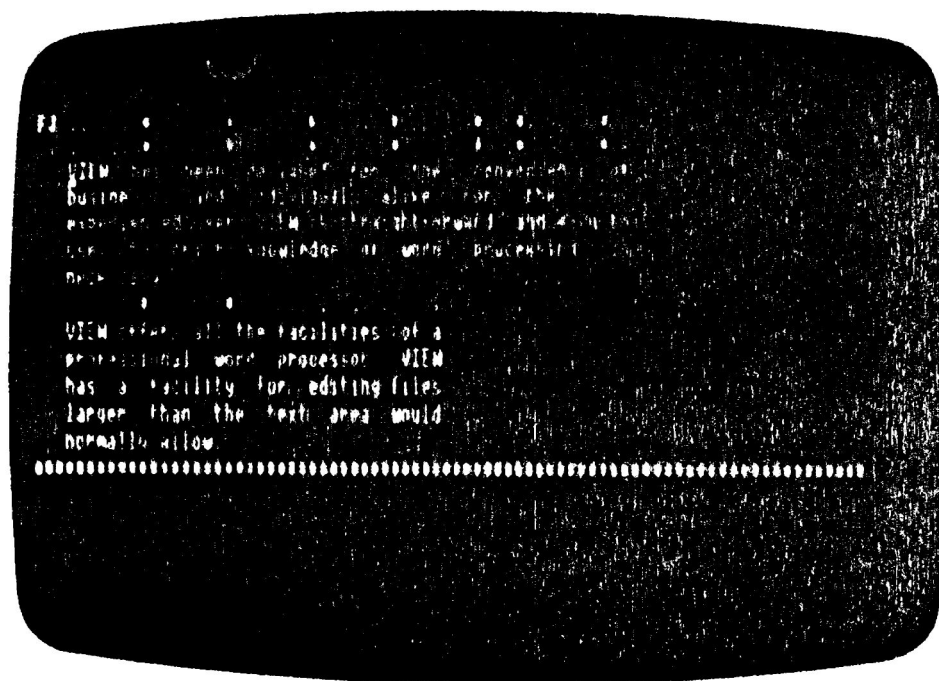
Editing the ruler

If you want to change the layout of your text, you will have to alter the length of the current ruler. Move the cursor back onto the current ruler and change it so that it looks something like the example shown overleaf. You can use the same editing facilities as you have been using for editing text, DELETE CHARACTER for example.



Note that when the cursor is on a ruler, the **F** flag changes to **M**. This is because, when the cursor is on a ruler, margins are inactive.

Now move the cursor off the newly edited ruler by pressing **RETURN**. Press **FORMAT PARAGRAPH**. The text will now align itself with the new current ruler as shown opposite.



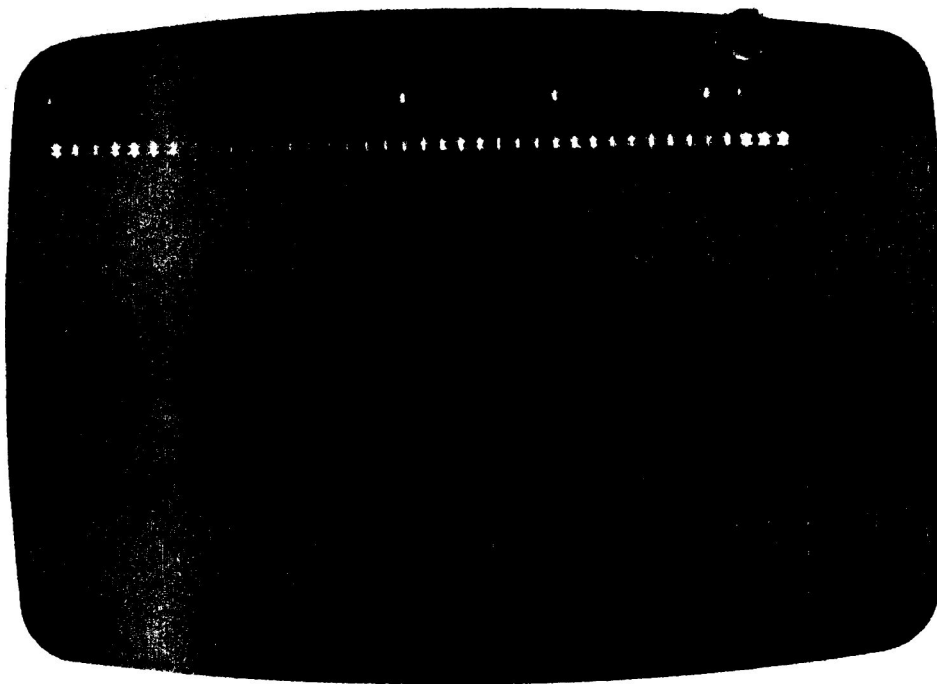
In the above example, a ruler has been added in the middle of the document and more text has been typed in. There are two ways to do this:

- Put a standard ruler on to the screen by pressing **RULER**. Each mode has its own standard ruler. Pressing **RULER** puts the standard ruler for the current screen mode on to the screen. You can then edit this ruler as you wish. It is a good idea always to put a standard ruler at the very start of your document too.

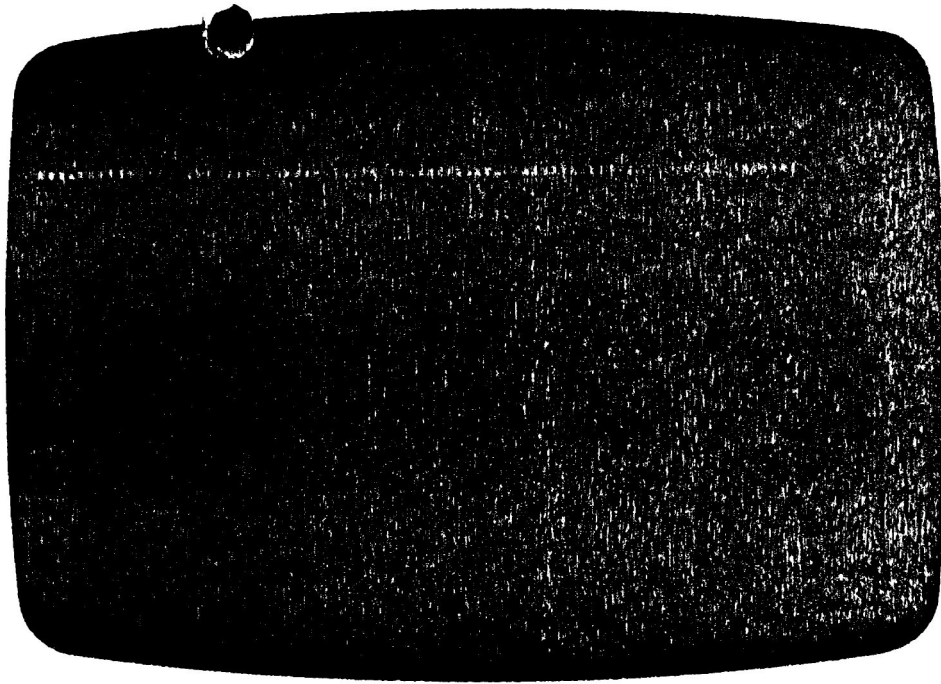
- Copy the current ruler by pressing **SHIFT** and **COPY** simultaneously. You can then edit this ruler as you wish.

Starting up

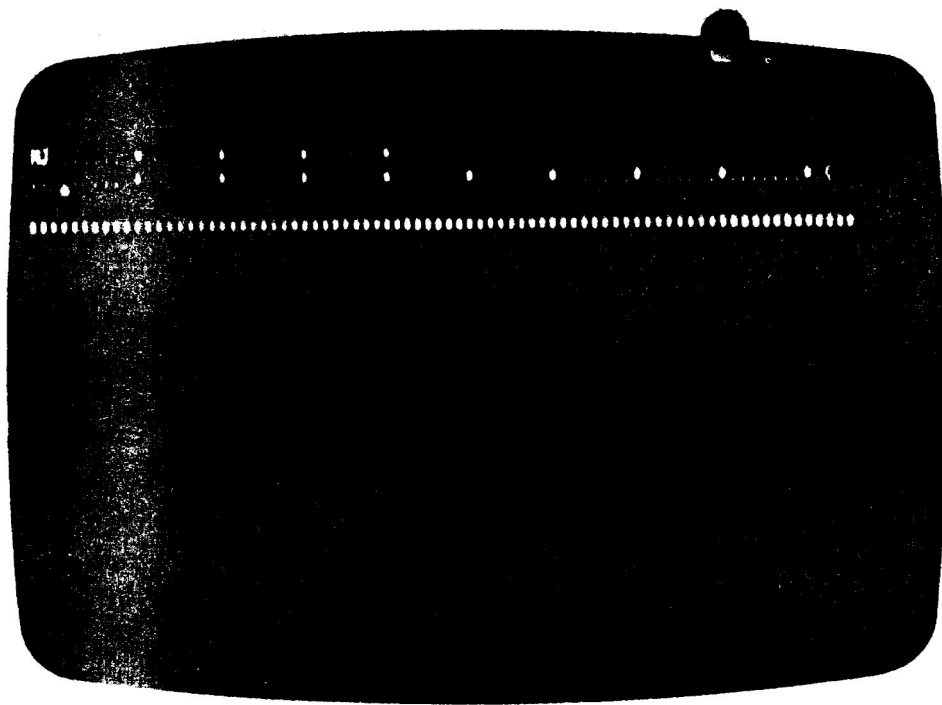
If you start up with **VIEW** in mode 7 you will see the following when you switch to the text screen.



If you switch to the command screen and type
MODE 3 RETURN
and then switch to the text screen, you will see



Although you are now in mode 3 you still have the mode 7 standard ruler on the screen. Press RULER to get the mode 3 standard ruler.



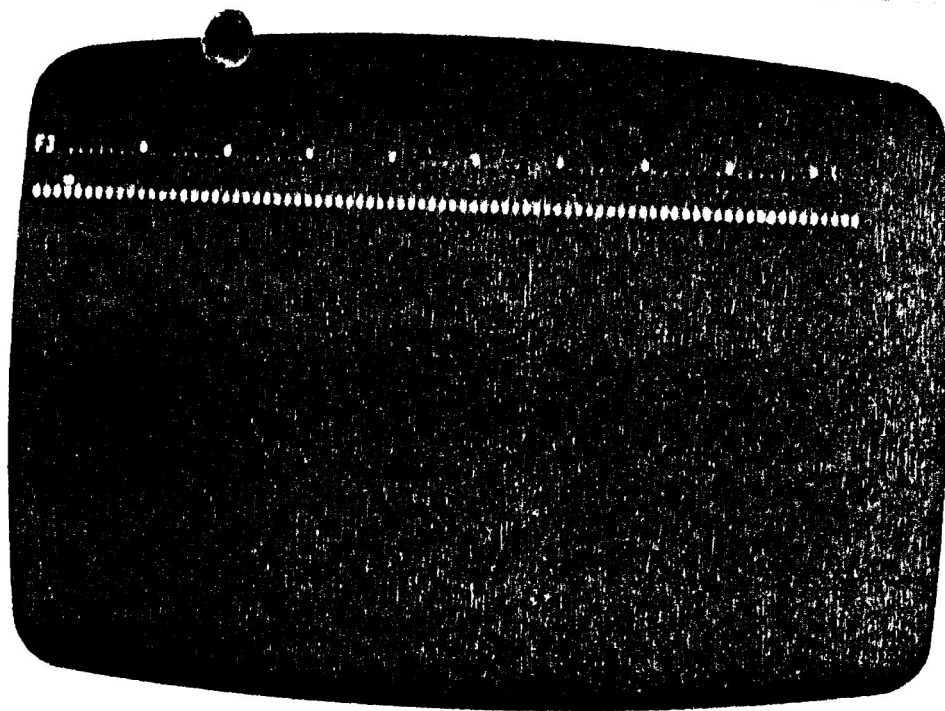
Alternatively, on entering VIEW, you can type

MODE 3 RETURN

then type **NEW RETURN**

and press **ESCAPE**

which will produce the following on the text screen.



It is still a good idea to press **RULER** at this point to be sure that if you are editing the same text at a later date it is not mistakenly reformatted under a different ruler.

How the ruler is made up

Conventionally, the **VIEW** ruler is made up of:

- Dots, which are there to remind you that this is a ruler

- Asterisks, which are tab stops

- The **<** character, which is the right-hand margin stop

We shall deal with tab stops more in a later chapter. For the moment, you can use them by pressing the **TAB** key, so that the cursor jumps along the line to a point level with the next stop.

You may also use a left margin stop on the ruler, like this.

