

Writer's Workshop User's Manual

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Writer's Workshop User's Manual

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Table of Contents

Chapter 1: Before You Begin

Make a Backup Copy	1-2
--------------------	-----

Chapter 2: geoWrite 2.0

The geoWrite Screen	2-2
Entering geoWrite	2-3
Enter Text	2-5
Moving the Writing Window	2-8
Editing the Document	2-9
Formatting	2-12
Use Different Fonts and Styles	2-14
Using Headers and Footers	2-15
Search For and Replace Text	2-17
Keyboard Shortcuts	2-19
Editing Tips	2-21
Use Graphics From geoPaint	2-22
Use Text From Other Documents	2-23
Print Your Document	2-24
Leaving geoWrite	2-26

Chapter 3: geoMerge

Entering geoMerge	3-2
Using geoMerge-a Quick Tutorial	3-3
Enter Merge Data Manually	3-4
Making Merge Document Forms	3-7
Using Merge Data Files	3-10
Create Merge Data Files With geoWrite	3-11

Chapter 4: Text Grabber

Entering Text Grabber	4-2
Using Text Grabber	4-3
Exiting Text Grabber	4-8

Chapter 5: geoLaser

Connecting your Computer to the LaserWriter	5-2
Entering geoLaser	5-2
Using geoLaser	5-3
How Files Are Printed	5-5

Chapter 6: New deskTop and Drivers

New GEOS deskTop	6-2
New Printer and Input Drivers	6-3

Index	7-1
--------------	-----

Welcome to Writer's Workshop

Writer's Workshop expands the "whole new world" created by GEOS (Graphic Environment Operating System). This manual is divided into six chapters.

1. Before You Begin: instructs you on installing and making a backup copy of your original Writer's Workshop disk.
2. geoWrite 2.0: an enhanced version of the basic geoWrite word processor.
3. geoMerge: a mail merge program allowing you to print out customized form letters.
4. Text Grabber: an application that reads files from other Commodore word processors and converts them into geoWrite format.
5. geoLaser: an application enabling you to print geoWrite files on the Apple LaserWriterTM printer.
6. New deskTop and Drivers: a new GEOS deskTop, new printer and input drivers.

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Chapter 1: Before You Begin

Before you start to use Writer's Workshop, follow these directions. This chapter walks you through installing Writer's Workshop on your GEOS system, making a backup of your Writer's Workshop disk, and making work disks.

Before you Begin...

Install Writer's Workshop !!
Make a Backup Copy !!
Make A Work Disk !!

Here's How...

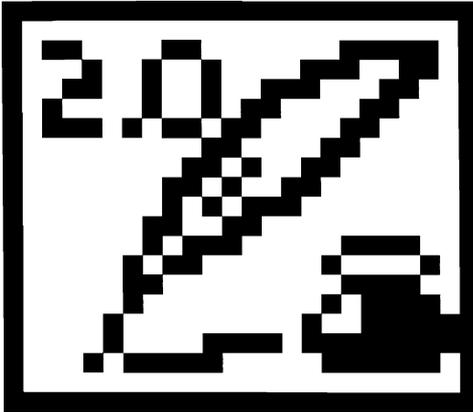
1. Boot your GEOS boot disk as described in your GEOS manual.
2. Close your GEOS boot disk.
3. Insert the Writer's Workshop disk in the disk drive and open it.
4. Open the file geoWrite by clicking on the geoWrite icon and selecting **open** from the **file** menu, or by double clicking on the geoWrite icon. The geoWrite 2.0 screen will appear with a dialog box on top of it.
5. Select **Quit** to return to the deskTop.
6. Open the file geoMerge by clicking on the geoMerge icon and selecting **open** from the **file** menu, or by double clicking on the geoMerge icon. The geoMerge screen will appear with a dialog box on top of it.
7. Select **Quit** to return to the deskTop.
8. Close the Writer's Workshop disk and place a write protect tab on it.
9. Use the BACKUP or DISK COPY program supplied on your GEOS disk to make a backup copy of Writer's Workshop. Put this backup copy in a safe place. If you ever have difficulty with your original Writer's Workshop disk, use this backup disk.

Writer's Workshop is now installed on your GEOS system. Now you need to make a work disk (work disks are fully described in your GEOS manual). There are several ways to make work disks for using Writer's Workshop:

- Use the BACKUP or DISK COPY program supplied on your GEOS disk. This produces a copy of the entire Writer's Workshop disk.
- Use the deskTop to format a new disk and to move the files from Writer's Workshop onto this new disk. This method allows you to have just the files you need on a work disk.

You are now ready to use Writer's Workshop!

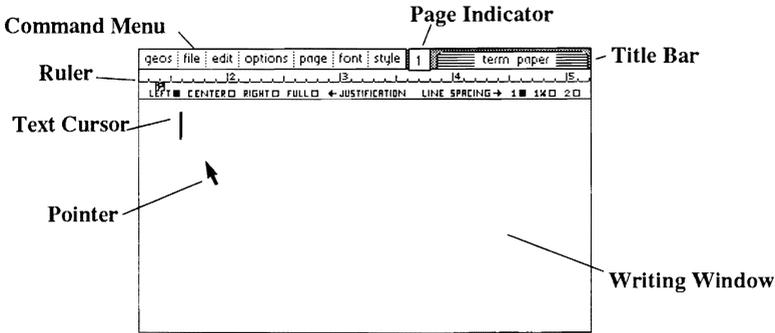
Chapter 2: geoWrite 2.0



This chapter covers geoWrite 2.0, an enhanced version of the basic geoWrite word processor. If you have used geoWrite on your GEOS disk, you will be able to skim through much of this manual, concentrating on the many added features of geoWrite 2.0, including:

- format each paragraph individually
- center, right and full justification
- single, one and a half, and double spacing
- decimal tabs
- move around a document using cursor keys
- selection of up to a whole page of text
- double clicking to select a word
- superscript and subscript
- print in high, draft or NLQ modes
- print part of a document
- headers and footers
- put the page number, time and/or date into the header or footer
- search and replace

The geoWrite Screen



As shown above, the geoWrite **Writing Window** occupies most of the screen and serves as a window into each page of your document. The **Command Menu** lies across the top of the screen. This menu gives you access to some of geoWrite's more specialized commands. The commands are divided into seven groups: **geos**, **file**, **edit**, **options**, **page**, **fonts**, and **styles**. Click on one of these menu names to pull down a menu of additional commands. Then simply click on the desired command.

To the right of the Command menu you will find the **Page Indicator**. This box has two uses; it displays the page number of the page visible in the Writing Window, and it can be used to move the writing window to a different portion of the current page.

The **Title Bar** in the upper-right corner displays the name of the document you are working with.

The **Ruler** is located directly below the Command Menu. It lets you change the format of your document.

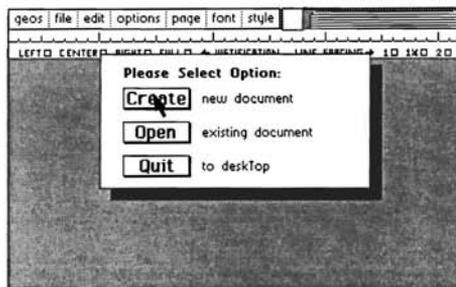
Inside the Writing Window you will notice the **Pointer** and **Text Cursor**. The Text Cursor indicates your active position in the Writing Window - - i.e where the next typed character will appear. With the pointer you can move around the entire screen area (using your input device--joystick, mouse etc.) and select (click on) the commands you want to activate.

Entering geoWrite

If you have not already done so, read **Chapter 2** of your GEOS manual, "GEOS Training Camp".

Enter geoWrite from the deskTop

When you are on the deskTop, there are two ways to enter geoWrite. You can select the geoWrite icon from the Disk Notepad, and then select **open** from the file menu, or you can double-click on the geoWrite icon. In both cases, geoWrite will load and display a dialog box on a blank screen. It will contain three options: Create document, Open document, and Quit. Select one.



geoWrite Create/Open/Quit Dialog Box

Create a Document

Select **Create** to create a new geoWrite document. A second dialog box will appear displaying the name of the currently opened disk, and asking you to enter a new filename. Enter a name for your new document and press RETURN.

If you have installed two disk drives, and would rather create the document on the disk in the other disk drive, click on **Drive**. This will activate the other disk. Enter a name for your new document and press RETURN. If you are creating a file on the drive that does not contain geoWrite, a **Disk** box will appear. Clicking on it allows you to insert a new disk into the disk drive, and to create a file on it.

Open a Document

Select **Open** to open an existing document on the disk. A second dialog box will appear displaying the name of the currently opened disk and a list of the first five geoWrite documents on that disk. If there are more than five documents on the disk, click on the lower scroll arrow at the bottom of the box. Each time you activate this scroll arrow, another document name will scroll into view. Highlight the document you desire by clicking on its name once. Click on **Open** to open that document.

If you have installed two disk drives, and would rather open a document on the disk in the other disk drive, select **Drive**. This will activate the other disk. Click on the document name (it will appear in reverse video), and select **Open** to open the document. If you are opening a file on the drive that does not contain geoWrite, a **Disk** box will appear. Clicking on it allows you to insert a new disk and open a file there.

NOTE: Only the first 15 documents can be displayed in the open dialog box window. It is unlikely you will have more than this on a single 1541 disk. If you do, you will have to rearrange the files on the deskTop to be able to access later files through the Open dialog box window.

Quit

Select this option to exit geoWrite and return to the deskTop.

Open an Existing Document From the deskTop

Once you have created a document, you can open it by clicking on the document icon in the Disk Notepad and selecting **open** from the **file** menu. Or you can double-click on the document icon. Either procedure will automatically load geoWrite and then open your document.

Open files from an earlier version of geoWrite

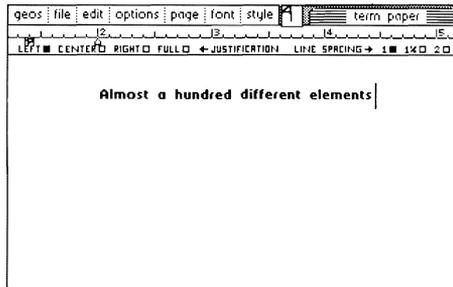
If you have files created with the geoWrite that came with your GEOS disk, they will automatically be converted to geoWrite 2.0 files when they are opened. A dialog box will appear telling you that the file is being converted.

Rename a Document

You can rename the document you are working with by selecting **rename** from the **file** menu (the document must already be open). Enter the new filename into the dialog box and press RETURN.

Enter Text

To enter text into your document, simply start typing. What you type will appear in the Writing Window at the location of the text cursor. To change the position of the text cursor, move the pointer to another location and click. The cursor will be repositioned on that point. If you click the pointer past the last character currently in the document, the cursor will appear after that character. The pointer can also be moved using the cursor keys (located in the lower righthand side of the Commodore keyboard)--see "Keyboard Shortcuts," later in this chapter.



Entering text into the Writing Window

Using the DEL Key (Delete)

When you make a mistake typing, you can delete one or more characters on the line by using the DEL key on the keyboard. This moves the Text Cursor backwards on the line, deleting characters as it goes.

Writing Window and Document Dimensions

The Ruler at the top of the Writing Window starts at 1.2 inches on the initial screen and spans to 5.2 inches. If you move the pointer to the right edge of the Writing Window, the screen will instantly shift to display the right two-thirds of the document. The left visible edge of the ruler, when on the right side of the document, is 3.2 inches and the right edge of the ruler is 7.2 inches. The total span of the writing area on a geoWrite document is from 1.2 inches on the left side to 7.2 inches on the right side or 6 inches total - - there are minimum margins of 1.2 inches on the left and 1.3 inches on the right.

NOTE: The document dimensions described here are based on a print resolution of 80 dots/inch. If your printer has a different resolution, the dimensions will be slightly different.

Word-Wraparound

If you reach the right margin of the page while typing a word, geoWrite will pick up the entire word and move it to the beginning of the next line and allow you to continue typing. In most word processing using geoWrite you should let the word wrap create the new lines within paragraphs, rather than pressing RETURN. If you follow this guideline, paragraphs will automatically reformat when you delete words or sentences.

End a Paragraph

To end the paragraph you are currently typing, simply press the RETURN key on the keyboard. This moves the Text Cursor to the start of the next line.

Use Tabs

geoWrite allows you to set several tab-stop positions across the width of your document. Once you have set these tab positions as described in *Setting Tab Stops*, you can use them to format your document. To skip to a tab position as you are entering text, simply press CTRL-I. The Text Cursor will advance to the tab position.

NOTE: The C-64 keyboard does not have a tab key. A tab is entered with a CTRL-I. This is done by holding the CTRL key down and striking the letter I.

Insert a Page Break

geoWrite allows you to insert a page break at any point in your document. The text immediately following a page break will appear on the top of the next page. To insert a page break select **page break** from the **page** menu.

Delete a Page Break

To delete a page break, position the text cursor at the top left of the page following the page break. Press DEL. A dialog box will ask if you want to delete the last character of the preceding page. Select **OK**. The page break will be deleted and the cursor will appear at the bottom of the previous page.

Preview Page

Since the standard geoWrite Writing Window only allows you to view a portion of one page at a time, you may use **Preview Page** to get a full-screen preview of a page. Activate **preview** under the **file** menu. Preview is especially useful since it allows you to make decisions about the overall placement and proportions of a page. Once you have examined the page preview, click on **Ok** in the dialog box in the lower lefthand corner of the screen.

Moving the Writing Window

Since the Writing Window displays only a portion of one of the pages of your document, you will often want to move the window in order to view a particular portion of the document.

Move Within the Current Page

There are several ways to move the Writing Window within the current page. The first method is a side-effect of entering text. As you type in a paragraph, the Writing Window will alternately display the left and right sides of the page, scrolling down the page to supply new lines. You can also scroll the Writing Window by moving the pointer to the top or bottom of the screen. This method of moving scrolls the Writing Window one line at a time.

Use The Page Indicator

You can also use the Page Indicator to move the Writing Window. The Page Indicator box itself represents the size of a page and the small square inside the box represents the area of the page visible in the Writing Window. To change the location of the Writing Window, click once inside the Page Indicator. The small square representing the Writing window will become attached to the pointer. Move the square to the portion of the page you wish to view and click. That section will appear in the Writing Window.

Move Forward or Backward One Page

To move the Writing Window forward or backward one page, select either **next page** or **previous page** from the **page** menu.

Move to Any Page

To move the Writing Window to any particular page within your document, select **goto page** from the **page** menu. Enter the page number in the dialog box that appears and press RETURN.

Editing the Document

Insert Text

Inserting text into your document is similar to entering text: simply point to where you want to add text and click once to position the Text Cursor at that spot. Now you may begin typing on the keyboard.

Insert Text Into a Multi-Page Document

It is important to realize that when you insert text into a multi-page document the pages following the text you have inserted may also be affected. When you move off of this page, or close the document the program will update the following pages. You can minimize the amount of additional page reformatting by inserting page breaks at the appropriate places - - e.g. the end of sections or chapters.

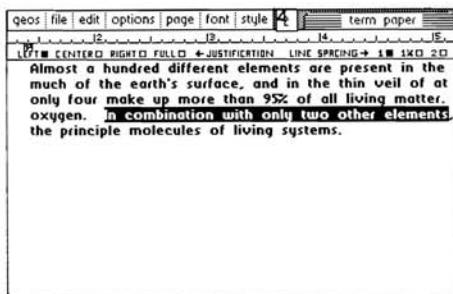
Delete Text

To delete text, point the Text Cursor at a point immediately after the character or word you want to delete. This positions the text cursor. Now simply press the DEL key several times to delete this text. To remove larger sections of text, use the "select" feature.

Select Text to Move, Copy, or Delete

To work with several characters, words, sentences, or paragraphs at a time, you must first highlight this text. Point to the first character of the text. While holding the joystick button down move the cursor to the last character and release the button. The text will be highlighted as you go along. Single words can be selected by pointing at the word and double-clicking. The entire page can be selected by clicking on the **select page** box in the **options** menu.

Note: When you select more than one line, you select all of the text between the start and the end points you specify, even if portions of the text are on the one-third of the document not visible in the Writing Window.



Select Text

Options Involving Selected Text

You may perform several different operations on a selected block of text:

☐ Replace Selected Text:

To replace the highlighted text with new text, enter the new text on the keyboard. The highlighted text will disappear and the new text will be inserted.

☐ Delete Selected Text:

To delete the selected text, simply press the DEL key once.

☐ Change the Font or Style of Selected Text:

You may change the Type Face or Style of the text you have selected. (See *Using Different Fonts and Styles* later in this chapter for instructions.)

☐ Cutting Selected Text for Moving or Copying:

In order to move or copy text from one section of your document to another you must "cut" or "copy" it from its current position and "paste" it into the new position. To cut the selected text out of the document, select **cut** from the **edit** menu. geoWrite will remove the selected text and place it in the Text Scrap. The copy command also places the selected text in the Text Scrap, but will not remove it from the document.

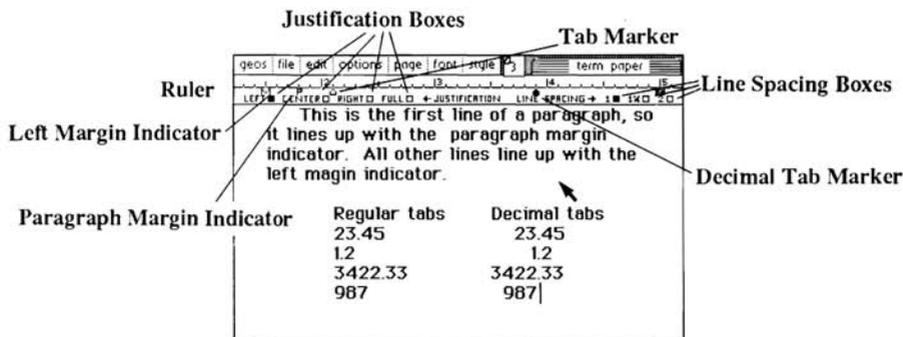
Paste Text into the Document

Position the Text Cursor where you want to paste the text. Select **paste** from the **edit** mode and **text** from its sub-menu. geoWrite will insert the contents of the Text Scrap where the Text Cursor is positioned.

Formatting

The Ruler

Using the ruler you can change the margins, tab positions, justification and line spacing of the current paragraph (or of several paragraphs if they are selected). As shown below, the ruler appears across the top of the screen:



geoWrite screen showing Ruler

Note: There are several indicators displayed on the Ruler. If any two of them are located at the same spot, they overlap. This can sometimes be confusing. If you are having trouble finding a particular marker, it may be overlapped by another.

Set Left and Right Margins

On the left and right sides of the Ruler, you will find two margin markers, which resemble the letter M. These two markers define the left and right margins for your text. To change the position of one of these markers, click on it once, drag it along the Ruler, and click again to drop it.

Set Paragraph Margin

On the left side of the ruler you will find a paragraph margin marker, which resembles the letter P. This marker sets where the first line of each paragraph should start. To change the position of this marker, click on it once, drag it along the ruler, and click again to drop it. For example, setting the paragraph ("P") marker to the right of the margin ("M") margin marker will indent paragraphs.

Set Tab Stops

geoWrite allows you to set up to eight separate tab-stop positions on each page. For each tab-stop position there is a corresponding tab marker on the Ruler. To set a tab, point to a spot on the ruler and click once. To change a tab's position, click on it once, drag it along the Ruler, and click again to drop it. To remove a tab, drag it up to the top half of the ruler and click.

Set Decimal Tab Stops

In addition to normal tab-stops, geoWrite has a special type of tab-stop that is used to align the decimal point of a column of numbers. The part of the number before the decimal point is printed to the left of the decimal tab; the decimal point and the part of the number after the decimal point are printed to the right of the decimal tab. Decimal tab-stops have a solid marker, as opposed to the outline marker used for regular tabs. To change a regular tab into a decimal tab, click on it once (to pick it up), press the space bar, (to change it to a decimal tab) and click again (to set it down).

Set Justification

Justification refers to the layout of each line. geoWrite gives you four justification options: left, center, right, and full. Left justification causes each line to line up on the left side. Center justification centers each line between the left margin (or paragraph margin) and the right margin. Right justification causes each line to line up on the right side. Full justification causes each line to line up on both the left and right sides (this paragraph is full justified). To set the justification, click on one of the justification buttons on the ruler.

Set Line Spacing

geoWrite gives you three options for line spacing: single spacing, one and a half spacing, and double spacing. To set the line spacing, click on one of the line spacing buttons on the ruler.

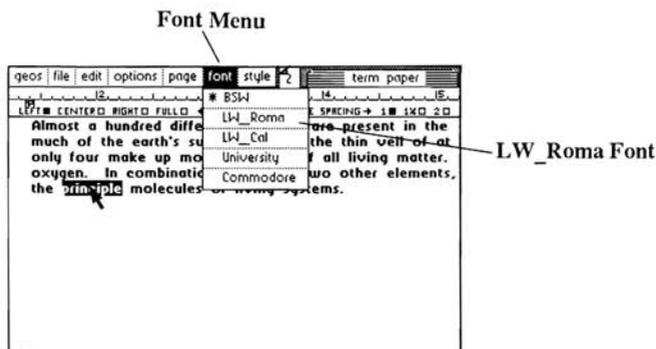
Use Different Fonts and Styles

Choose a Font

You may choose a font (type face) and point size at any time in geoWrite. Simply select the desired font and point size from the font menu and begin typing.

Change the Font of Selected Text

Once you have selected a portion of text as (described in "Selecting Text"), you may choose a new font for it from the font menu. Just pull down this menu and select one of the fonts and point sizes listed in the menu.



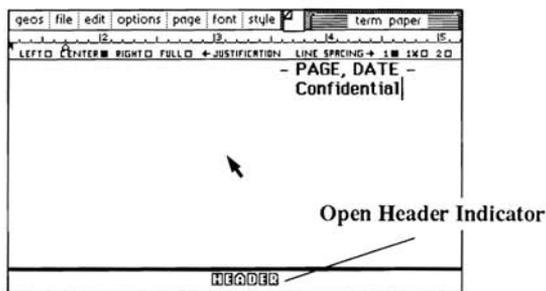
Changing Fonts

Change the Style of Selected Text

You may also change the style of the text you have selected. First pull down the style menu to reveal the styles available, such as **boldface** and underline. You can select one or more of these styles. Click on one of the style names to enable it. To disable a style change, simply click on the style option again.

Using Headers and Footers

geoWrite allows you to create a section of text (and/or graphics) to be placed at the top of each page (a **header**) or at the bottom of each page (a **footer**).



An open header containing page number and date

Create a Header

To create a header, select **open header** from the **options** menu. The word *header* will appear at the bottom of the screen. Now type in the text for the header. You can use fonts, styles, rulers, and pictures just as in the text of the document. When you are finished entering the header, select **close header** from the **options** menu (**open header** changes to **close header** when the header is opened).

Create a Footer

To create a footer, select **open footer** from the **options** menu. The word *footer* will appear at the bottom of the screen. Now type in the text for the footer. You can use fonts, styles, rulers, and pictures just as in the text of the document. When you are finished entering the footer, select **close footer** from the **options** menu (**open footer** changes to **close footer** when the footer is opened).

Put the Page Number into the Header or Footer

To put the page number into the header or footer, place the word **PAGE** (all in capital letters) into the header or footer. The word **PAGE** will be replaced with the current page number when the document is printed.

Put the Date into the Header or Footer

To put the current date into the header or footer, place the word **DATE** (all in capital letters) into the header or footer. The word **DATE** will be replaced with the current date (as it is set in the preference manager) when the document is printed.

Put the Time in the Header or Footer

To put the current time into the header or footer, place the word **TIME** (all in capital letters) into the header or footer. The word **TIME** will be replaced with the current time (as set in the preference manager) when the document is printed.

A Hint

When the length of the header or footer is changed, the amount of the page remaining for the main body of the document changes. Because of this, geoWrite must reformat your entire document when the header or footer changes. Since this can take a while on a large document, it is best to set up the header and footer (if you are going to use one) before typing a large document.

Use a Title Page

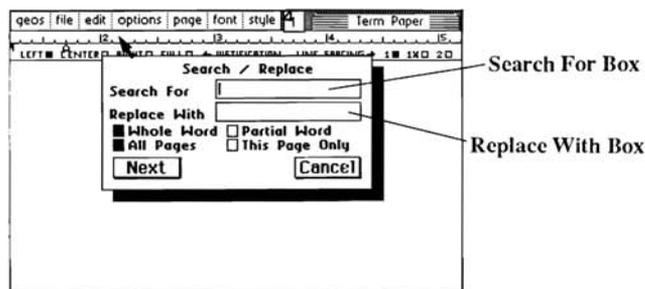
It is often useful to not have the header and footer appear on the first page of a document. To do this, choose **title page** from the **page** menu.

Set the First Page Number for the Document

The **set first page** item in the **page** menu allows you to set the first page number for the document. This allows you to break up a very large project, such as a book, into several smaller files each containing, perhaps, one chapter. Correct page numbers can be maintained by using the **set first page option**.

Search For and Replace Text

geoWrite allows you to search for words or phrases and to replace these with other words or phrases. To do this, select **search** from the options menu.



Search, search/replace dialog box

Search for a Word

The cursor, a blinking '|', will appear in the **Search For** box. Type in the word you want to search for and press Return, or select **Next**. geoWrite will find the next occurrence of the word and select it for you. To replace this word with a new word, simply type in the new word. To find subsequent occurrences of the word, select **find next** from the **options** menu.

Replace One Word With Another Word

To replace one word with another word, type in the word you want to search for in the **Search For** box. Move the pointer into the **Replace With** box and click. This will move the cursor into this box. Type in the replacement word. When you do this, an **All** box will appear between **Next** and **Cancel**. Select **All** to replace every occurrence of the Search For word with the Replace With word. To decide on each replacement individually, select **Next**. geoWrite will find the next occurrence of the Search For word and select it.

You may select **change**, then **find** from the **options** menu to replace this selected word; select **find next** from the **options** menu to leave this word unchanged and find the next occurrence of the Search For word. (NOTE: The words you have replaced will not change on the screen until you **close** or **update** the file, or have reached the end of the page.)

Whole Word vs. Partial Word Search

Clicking on the **Whole Word** button causes geoWrite to look only at complete words while doing a search. For example, searching for *the* would not match with *there*. Clicking on the **Partial Word** button causes geoWrite to find any match, regardless of word boundaries. geoWrite starts in the **Whole Word** mode.

All Pages vs. This Page Only Search

Clicking on the **All Pages** button causes geoWrite to search through every page of your document for a match. Clicking on the **This Page Only** box causes geoWrite to search through the current page only. Since geoWrite must load each page from the disk, the This Page Only mode avoids slow searches when editing large documents. geoWrite starts in the **All Pages** mode.

Keyboard Shortcuts

Keyboard Short cuts allow you to select frequently used menu and ruler items directly from the keyboard. Short cuts are selected by holding down the Commodore key, **C=** , and pressing the particular key for the short cut desired. The short cuts for menu items are listed below:

Edit Menu:

cut: **C=**, and **X**
copy: **C=**, and **C**
paste(text): **C=**, and **T**
paste(picture): **C=**, and **W**

Options Menu:

search: **C=**, and **S**
find next: **C=**, and **N**
change, then find: **C=**, and **Y**
open header: **C=** , and **H**
open footer: **C=** , and **F**
select page: **C=**, and **V**

Page Menu:

previous page: **C=**, and (left arrow)
next page: **C=**, and **+**
goto page: **C=**, and **G**
page break: **C=**, and **L**

Style menu:

plain text: **C=**, and **P**
bold: **C=**, and **B**
italic: **C=**, and **I**
outline: **C=**, and **O**
underline: **C=**, and **U**
superscript: **C=**, and **>** or **.**
subscript: **C=**, and **<** or **,**

In the Ruler:

left justify: **C=**, and **A**
center justify: **C=**, and **E**
right justify: **C=**, and **R**
full justify: **C=**, and **J**
single space: **C=**, and **K**
one and a half space: **C=**, and **M**
double space: **C=**, and **D**

For Moving Text Cursor:

left one character: cursor left and the **shift** key
right one character: cursor right
down one line: cursor down
up one line: cursor up and the **shift** key

Additional Characters

The following additional characters can be created by holding down the Commodore key and pressing the key indicated:

'{' -- press **C=**, and [
'}' -- press **C=**, and]
'|' -- press **C=**, and ^
'_' -- press **C=**, and -
'\' -- press **C=**, and /
'~' -- press **C=**, and *
'`' -- press **C=**, and @

Editing Tips

Let the Word Wrap Work For You

Be sure to allow the word wrap to occur for new lines, and only press Return at paragraph boundaries. This will make re-formatting much easier since the software will fill out paragraphs to match the margin boundaries.

Use a Single Small Font to Enter Your Draft

If you are working on a large document, use a single font in a small point size for your first draft. This will allow you to view more of the document on one page and minimize the time that you access the disk for additional font information. After you have gotten your thoughts down, go back and change the text to the desired fonts and sizes. This can be done quickly with the **select page** command under to **options** menu.

Use Page Breaks In Large Documents

geoWrite documents can grow up to 62 pages - - assuming enough disk space is available. In large documents, you should insert page breaks wherever appropriate. This will maximize the performance of geoWrite. If, however, you have a large document with no page breaks and you insert a character on the first page, it might push the last character on the first page down to the second page, and so on, causing a ripple down effect that may involve every page of the document. By inserting a page break, the software only has to ripple the changes down to the next page break.

Update the Document As You Work

After entering a considerable amount of text on a page, you should select **update** from the **file** menu. This will write (save), your current changes to the disk and protect against losing this data. After selecting **update**, the cursor will return to the exact place where you left off in your document.

Recover a Document from the Disk

If you accidentally delete a large section of text from a page, or wish to undo all of your recent editing changes, selecting **recover** from the **file** menu. This recover the last saved version of the current page.

Use Graphics From geoPaint

geoWrite allows you to mix geoPaint graphic images with your text. First, read **Chapter 3**, "geoPaint" in the GEOS manual, to learn how to copy an image into the Photo Scrap. Place the Text Cursor where you would like the image to begin, and select **paste** from the edit menu. Another sub-menu will appear. Select **photo**. This will place the picture onto the page, centered left-to-right.

Show and Hide Pictures

Whenever geoWrite displays a page containing a picture, the pixel-by-pixel image data for the picture must be loaded from the disk. Since this will slow geoWrite slightly, you may want to select **hide pictures** from the **options** menu. This will prevent the pictures from appearing in the Writing Window. Space for each picture will still be reserved in the document, and the pictures will be printed when **print** is selected. To show pictures in the Writing Window, select **show pictures** from the options menu.

Use the Photo Album

When you select **paste** and then **picture** from the edit menu, the current contents of the Photo Scrap file are used. If you have several pictures or charts you wish to create in geoPaint and later paste into geoWrite documents, you will probably want to use the photo manager desk accessory. Selecting the **photo manager** gives you access to any of the graphic images stored in the Photo Albums on the disk, you can then cut, or copy any of the images from the Photo Albums into the geoWrite document. For more details see the "Photo Manager Desk Accessory" in **Chapter 5** of your GEOS manual.

Use Text From Other Documents

In order for text from one geoWrite document to be inserted into another, the text must first be cut, or copied, into the Text Scrap (see Select Text). After you have done this, open the second document and position the Text Cursor where you want the text to be inserted. Select **paste** and then **text** from the edit menu. geoWrite will insert the text into the page.

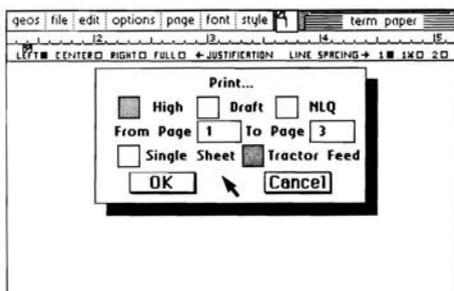
Use the Text Album

The Text Scrap file used to paste text into a document, only holds one section of text at a time. If you have several text sections that you wish to copy from one geoWrite application to another, you will probably want to use the **text manager** desk accessory. The text manager will let you collect several text "clippings" into a **Text Album**. A text album can be opened, using the text manager desk accessory, while you are working on a geoWrite document, allowing you to cut, or copy text from the Text Albums into the geoWrite document. For more details, see "Text Manager Desk Accessory", **Chapter 6** of your GEOS manual.

Print Your Document

In order for your document to be printed, the correct **Printer Driver** must first be selected, and its file must be on the disk with geoWrite. If you have not already done so, return to the deskTop and select the correct printer driver. (See the printer section of **Chapter 2**, "GEOS Training Camp" and "Selecting a Printer" in **Chapter 3** of your GEOS manual).

With the correct Printer Driver selected, turn on the printer and align the top of the form. Select **print** from the **file** menu to print your document. A dialog box will appear. This will allow you to set-up how the file is to be printed. Make all the desired changes and select **OK** to print.



Print Dialog Box

High Quality Mode

Click on the **High** button to choose the high quality mode. This mode produces all of the fonts and styles shown on the screen in the same format as they appear on the screen. This is the "default" and recommended mode for geoWrite output.

Draft Quality Mode

Click on the **Draft** button to choose the draft quality mode. This mode does not produce different fonts and styles and does *not* produce the same formatting as that which appears on the screen. Draft quality will print, however, much faster than the high quality mode. Use this mode to get quick rough drafts of your document. Pictures or graphics cannot be printed in this mode.

Draft quality mode does not work with some early versions of the printer driver files. Be sure to use the version 2.0 printer driver files supplied on the back side of the Writer's Workshop disk for draft quality printing.

NLQ Mode

Click on the **NLQ** button to choose the near letter quality mode. This mode does *not* produce different fonts and styles but *does* produce the same formatting that appears on the screen. This mode can be used with letter quality printers. To use this mode, all text **must** be in the Commodore 10 font. This font is supplied on the Writer's Workshop disk. Pictures or graphics cannot be printed in this mode.

A few printers have different page lengths for NLQ printing than for graphics (high quality) printing. Selecting **NLQ spacing** from the **page** menu causes the NLQ page length to be used. Use this option *only* for printing in the NLQ mode.

NLQ mode does not work with the early versions of the printer driver files. Be sure to use the version 2.0 printer driver files supplied on the back side of the Writer's Workshop disk for NLQ printing.

Select the Page Range to be Printed

Clicking on the **From Page** and the **To Page** boxes allows you to specify which pages of the document to print. For example, to print pages four and five only, click on the **From Page** box and type '4' into the box; click on the **To Page** box and type '5' into the box.

Single Sheet vs. Tractor Feed

Clicking on the **Single Sheet** button causes geoWrite to put up a dialog box between the printing of each page. This allows you to insert a new sheet of paper for each page. Clicking on the **Tractor Feed** button causes geoWrite to print without pausing. geoWrite starts in the **Tractor Feed** mode.

Note: Printers vary as to the amount of the printed page on which they can clearly print. For this reason, geoWrite will produce slightly longer pages on some printers than on others. When geoWrite opens a file that was created on a printer with a different page length, geoWrite re-formats the file. This re-formatting can take a considerable amount of time.

Leaving geoWrite

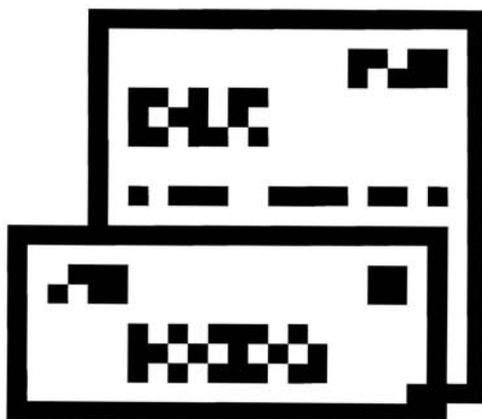
Close the Document

Before leaving geoWrite you must first close the document that you are working with. Select **close** from the **file** menu. The document will be closed, and a dialog box will appear. Choose one of the three options listed by clicking on it (this dialog box is explained in the section *Entering geoWrite*).

Close and Quit

Selecting **quit** from the file menu will close the current document, leave geoWrite, and return you to the deskTop.

Chapter 3: geoMerge



This chapter describes geoMerge, a program that will let you produce multiple copies of a document, such as a form letter. Each copy can have unique names, addresses, or other data that you can enter in yourself, or which can be read from a file created by another GEOS program, such as geoDex, geoFile, or geoWrite.

Entering geoMerge

You can enter geoMerge by opening it from the deskTop (as described in the GEOS manual). But first you must create a "form" document, described in the next section.

Using geoMerge -a Quick Tutorial

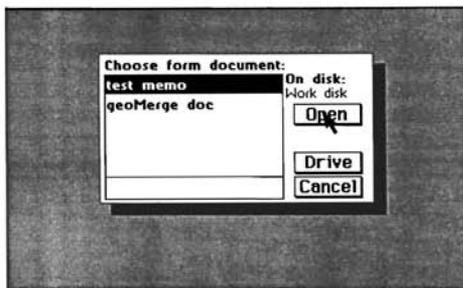
Create a Document

To enter and practice with geoMerge, first open geoWrite and create a document called "test memo." Type the following data into it:

<<firstName>>, meet me at 2PM in the stairwell. Mike.

Select a Merge Form Document

Now exit geoWrite and open geoMerge from the deskTop. A dialog box will appear asking you to select a file to use as the form document (for information on how to create a merge document form, see below).



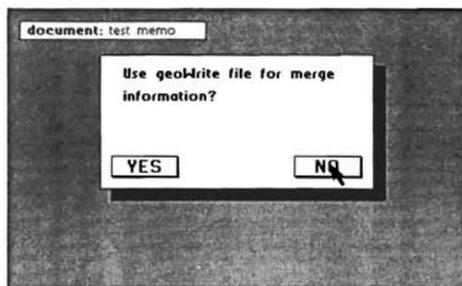
Choose form document dialog box

Select "test memo" and click on **OK**. (Select **Cancel** to return to the deskTop.)

Note: On a two disk drive system you may also select **Drive** to view files in the other disk drive, or select **Disk** to view files on a different disk in the other disk drive. geoMerge will not let you change disks in the disk drive containing the geoMerge program.

Enter Merge Data Manually

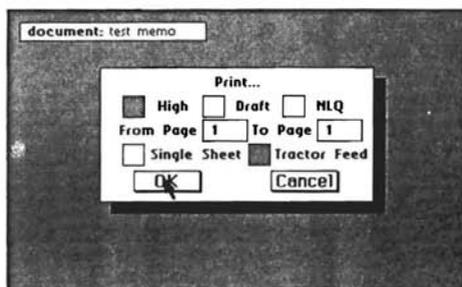
Once "test memo" has been selected, the program will ask you if the merge data will come from a geoWrite file.



Click on **NO** to enter the data manually.

NOTE: Select **Yes** to load data from a geoWrite file (see "Create Merge Data Files with geoWrite" at the end of this chapter).

Another dialog box will appear asking:



Print Options

Select either **high**, **draft**, or **NLQ** printing mode depending on the format that you want to use. Consult the geoWrite 2.0 chapter for more information on these modes.

The **From Page** and **To Page** boxes allow you to print a part of the file. Normally the entire file is printed. To change the pages printed, click on either of the boxes and enter a new value.

The **Single Sheet** and **Tractor Feed** buttons allow you to print with regular continuous printer paper, or with single sheets fed in one at a time. geoMerge will stop after printing each page if **Single Sheet** is selected.

Once you have made the changes that you want to this dialog box, select **OK**. Since you are entering the merge data manually, the program will now start asking you to supply data each time it encounters a label in the form document. For example, when geoMerge encounters <<firstName>> the following dialog box will appear:



Type in the name you want to replace the label "firstName" with (Paulina, for instance) and press Return. Clicking on **Cancel** here will stop the printing process. You will then be asked to select another merge form name.

Print Document

Once geoMerge makes all of the proper replacements, it will print the document "test memo" with all of the substitutions made in the labels, provided that the printer is on, and hooked up correctly. While geoMerge prints, you will see a "cancel" dialog box. Select **Cancel** if you wish to stop printing for any reason.

The printed document should appear as follows:

Paulina, meet me at 2Pm in the stairwell. Mike.

Do Another Merge. . .

When geoMerge has printed the document, it will ask if you wish to do another merge. If you select **Yes**, the program will again ask you to substitute for "first name". You can then enter a different name, and geoMerge will print another document with the new name in place of the <<firstName>> label. You can do this for as many stairwell invitations as you wish to make.

Or Quit

Clicking on **NO** will return you to the initial file dialog box, where you can load and print a different form, or quit out of the program.

Making Merge Document Forms

This section will explain how you can make **merge document forms**.

Labels

Any geoWrite document can be used as a merge document. Wherever you want a word or group of words to vary from printing to printing, add a label with a suitable name. The format for a label is as follows:

```
<<labelName>>
```

where "labelName" represents an item to be replaced when you "merge" a document. The label name cannot contain more than 20 characters, and there cannot be any formatting, such as font changes, within the label name itself. However, you can set the whole label in boldface (or any other style) if you wish the data to appear bold. This label name can be repeated as often as you wish throughout the document; geoMerge will ask you once to supply the data for the label, and will then use that data each time the label appears.

'If' command

In addition to replacing labels with data, you may wish to have words or groups of words included, or not, depending on the "value" of a label. For example, if you are writing cover letters to prospective employers, you may want to include a specific portion of text if you have previously spoken with them. This can be done with an **IF** command. The format for an **IF** command is as follows:

```
<<IF labelName = "value">>text<<ENDIF>>
```

What this means is, "If the data entered for labelName is exactly equal to 'value', then leave 'text' in when printing the document; otherwise ignore 'text'.

Example

If you have the following form:

```
Dear <<interviewer>>,  
    <<IF talkedAlready = "true">> I enjoyed speaking with you on  
<<date>>. <<ENDIF>> I look forward to interviewing with your  
company in the future.
```

And when asked for data, you enter:

```
Mr. Tibbs for <<interviewer>>  
false     for <<talkedAlready>>  
June 9th  for << date>>
```

geoMerge will print the following:

```
Dear Mr. Tibbs,  
    I look forward to interviewing with your company in the  
future.
```

If you enter true instead of false for "talkedAlready", geoMerge will print:

```
Dear Mr. Tibbs,  
    I enjoyed speaking with you on June 9. I look forward to  
interviewing with your company in the future.
```

'If-Else' command

You may also want to print one portion of text if a label is equal to a certain value, and another portion of text if it is not. This can be accomplished with the IF-ELSE command. The IF-ELSE command has the following form:

```
<<IF labelName = "value">> text1 <<ELSE>>text2<<ENDIF>>
```

Example

If your form contains,

```
Dear <<interviewer>>,  
    <<IF talkedAlrcady = "true">> I enjoyed speaking with you on  
<<date>>. <<ELSE>> I have heard great things about the salaries you  
offer.<<ENDIF>> I look forward to interviewing with your  
company in the future.
```

And when prompted for data, you enter,

```
Mr. Tibbs for << interviewer>>  
false     for << talkedAlready>>  
June 9th  for <<date>>
```

geoMerge will print the following:

```
Dear Mr. Tibbs,  
    I have heard great things about the salaries you offer. I look  
forward to interviewing with your company in the future.
```

NOTE: An IF or IF-ELSE command cannot start on one page of a geoWrite document and end on a following page. Also, IF and IF-ELSE commands cannot be "nested;" that is, an IF or IF-ELSE command could not have appeared in "text" in the previous examples. However, labels can appear within an IF or IF-ELSE command.

Using Merge Data Files

Entering the data to be substituted for each label is not the only way to merge documents. The data can also come from a "merge data file." Merge data files are simply geoWrite documents. Other products from Berkeley Softworks, such as geoDex and geoFile, can create geoWrite documents that are suitable for use as merge data files. You can also create your own merge data files using geoWrite. Creating merge data files with geoWrite is described in the next section.

Create a Merge Data File

A merge data file begins with the label record. This is a list of all of the labels to be "substituted for" in the merge document form. Each label must appear on a line by itself. For example, the label record for a form letter might be:

```
firstName  
lastName  
address  
city  
state  
zipCode  
*
```

The asterisk at the end of the label list indicates the end of the label record. There is only one label record in a merge data file, and it is always the first record.

The next line after the asterisk is the first line of the first data record. Each data entry in the data record is separated by a RETURN. Note that a data entry may be up to 200 characters long, and include several lines of text, *as long as* RETURN is not pressed within the data entry; let the word-wrap create a new line for long data entries.

Whatever text appears in the first data entry, will be substituted for the first label in the label record. The second data entry follows immediately after the first, and is substituted for the second label in the label record, and so on for all of the labels in the label record. A blank line (i.e., a RETURN on a line by itself) in the data record tells the merge program not to make a substitution for the corresponding label in the label record. In others words, each data record must have corresponding data entries, or blank lines, for every line in the label record.

An asterisk on a line by itself indicates the end of the data record. The next line is the first line of the next data record. You may type in as many data records as you like.

The last data record must be followed by an asterisk and a RETURN before the end of the geoWrite file. Labels must not exceed 20 characters, and a data entry must not exceed 200 characters in length. When making a long data entry let the word-wrap take you to the next line, since a RETURN indicates the end of a data entry.

Using a Merge Data File with a Merge form File

The following sample files and the print-out examples demonstrate using a merge data file with a merge form file.

A Form letter for use with geoMerge (A *Merge Form File*)

```
<<firstName>> <<lastName>>  
<<address>>  
<<city>>, <<state>> <<zipCode>>
```

Dear <<firstName>>,

Thanks for the check.

A *Merge Data File*

```
firstName  
lastName  
address  
city  
state  
zipCode  
*  
John  
Smith  
1234 Main Street  
Any Town  
PA  
19152  
*  
Carl  
Greenskeeper  
141 Country Club Drive  
Chicago  
IL  
60610  
*
```

The documents generated by these files are displayed on the following page.

Documents Generated by geoMerge

First Document:

John Smith
1234 Main Street
Any Town, PA 19152

Dear John,

Thanks for the check.

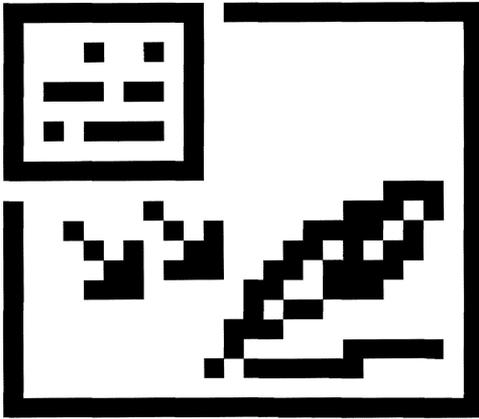
Second Document:

Carl GreensKeeper
141Country Club Drive
Chicago, IL 60610

Dear Carl,

Thanks for the check.

Chapter 4: Text Grabber

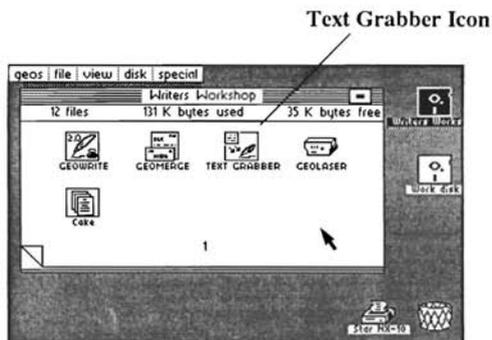


The GEOS **Text Grabber** utility application expands the usefulness of geoWrite. With it, you can take a file that was created with any of the supported Commodore word processors and convert it into a geoWrite data file. The formatting directions from the original word processor will be preserved when converting to geoWrite format (i.e., margins, justification etc.) If you own a word processor that is not supported, the file can still be converted to a geoWrite document, but the formatting information will be lost.

This chapter explains how to use the Text Grabber.

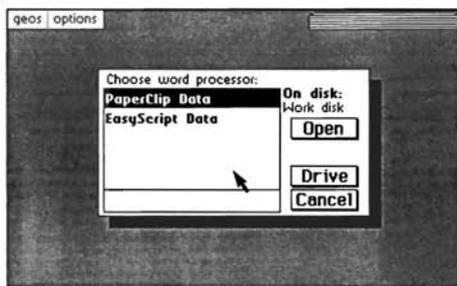
Entering Text Grabber

First, open Text Grabber from the deskTop. (See "Opening Files On the DeskTop," Chapter 3 of the GEOS manual.)



Writer's Workshop deskTop

The deskTop will clear and the "Please choose word processor" dialog box will appear:



This dialog box displays the word processor conversion programs that are on the disk.

NOTE: If the word processor from which you wish to convert data files is not listed, use the **Generic Form** file. This will simply read in all characters from the source data file, ignoring non-printable characters, and generate a geoWrite document. You will have to re-format the document in geoWrite.

Using Text Grabber

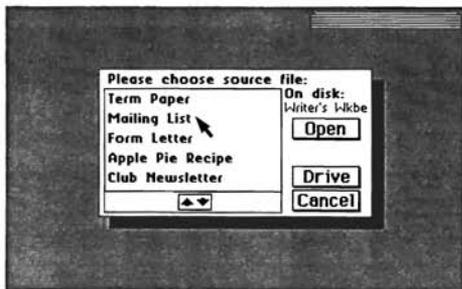
Select Word Processor

In order to use the Text Grabber you will first need to select the correct word processor from the ones listed in the dialog box shown on the previous page. To do this, simply move the cursor over the name of the word processor from which you want to convert text and click. That name will appear in reverse video to indicate that it is now selected. Now move the cursor over the word **Open** in the dialog box and click.

NOTE: To return to the deskTop select the Quit option at the bottom of the "Please choose word processor" dialog box.

Select Source Filename

After you have selected **Open** from the "Please choose word processor:" dialog box, another dialog box will appear listing all non-GEOS files that are on your disk. Use the scroll arrows to find the filename of the word processing document you wish to convert to geoWrite format. Move the pointer over the filename and click to select it.



Note: Be sure that the Non-GEOS file that you select is a word processor file.

Using Two Disk Drives

If you have installed two disk drives, and would like to convert a document located on a disk in the other disk drive to a geoWrite data file, select **Drive** from the "Please choose word processor:" dialog box. This will activate the other drive. Click on the word processor name that you want (it will appear in reverse video) and select **Open**.

NOTE: After selecting **Drive**, an additional button labeled **Disk** will appear in the "Choose Source File" dialog box.

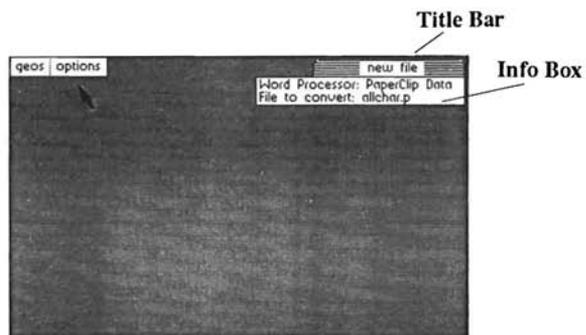
If, after switching drives, you discover that the file you want to convert is not on the disk that is currently in the disk drive, you can click on the **Disk** button and insert the correct disk. The program will ask you to insert a new disk and click on **OK** to continue with your conversion.

Enter geoWrite Filename

After you have selected a valid source file, and click on **Open**, a dialog box will appear asking you to supply a name for the geoWrite file to be created, as it will appear in geoWrite.

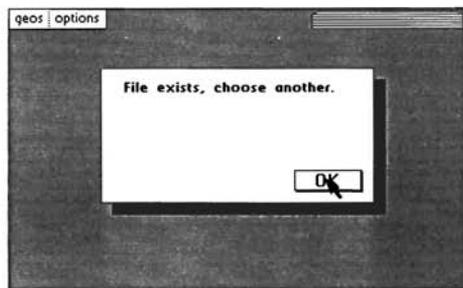


Type in the filename, of the file to be created, as you wish it to appear in geoWrite. (Note: Do not enter a filename that already exists on the disk.) Press Return. The screen will clear, and the disk drive will activate. After a moment the geoWrite filename will appear in the title bar, located in the upper righthand corner of the screen. A box will also appear underneath the title bar containing the name of the word processor and the **source** filename for your information.



Otherwise, the screen will be empty until the conversion process is completed.

NOTE: If you have entered a filename that already exists on the disk, the following dialog box will appear:

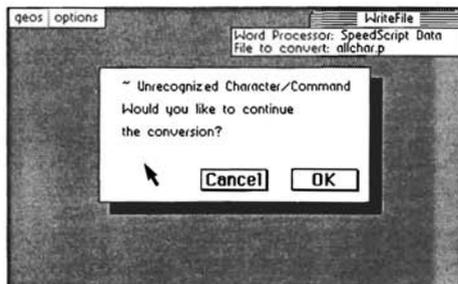


Click on **OK**. The screen will clear and return you to the "Please enter write filename:" dialog box (see above). Re-type the filename and press Return.

To return to the previous dialog box ("...source filename:"), click on **Cancel**.

? Unrecognized Character

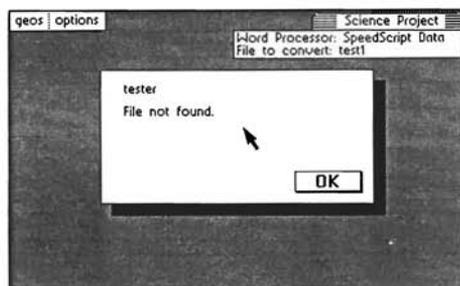
After pressing Return to begin to convert a file, the following dialog box may appear:



If you click on **Cancel**, you will halt the conversion and return to the "Please choose word processor" dialog box. By clicking on **OK** you can continue to convert text, but Text Grabber will insert a ' ? ' into the geoWrite file text in the position of the unrecognized character, or command. (With each unrecognized character/Command the above dialog box will appear.) When this dialog box appears, you should check the information box in the upper righthand corner of the screen to make sure that Text Grabber is using the proper word processor format information. If this occurs too frequently you may wish to Select Cancel and use the Generic Form word processor conversion file.

Files That are "Linked"

In addition to the above dialog box, the following dialog box may appear during the conversion process:

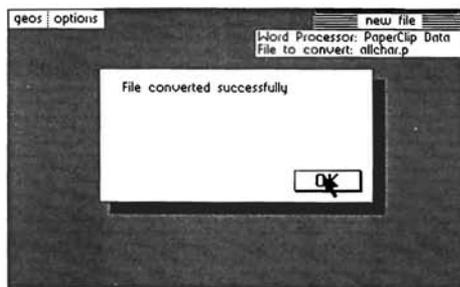


File not found dialog box for "linked" files

Text Grabber has run into a "link" command (a command attaching one file to another) in the file that you are trying to convert, and the program cannot find the "linked" file on your disk. Select **OK** to return to the "Please choose source file" dialog box. Choose a filename to be linked to the file being converted. If you select Cancel here, you will complete the conversion of the original file, but not of the "linked" file.

Conversion Completed

If the conversion is successful, the following dialog box will appear:

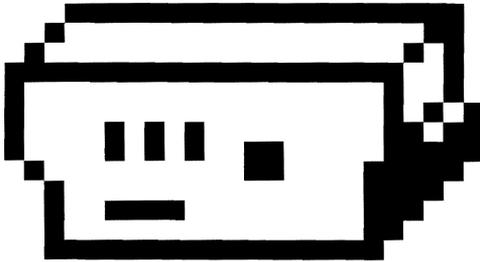


Select **OK** from the dialog box. This will return you to the "Please choose word processor" dialog box. You can either repeat the procedure to convert another document, or click on Quit to return to the deskTop.

Exiting Text Grabber

To exit Text Grabber at any point, simply select **Cancel** from the current dialog box, until you reach the "Please choose word processor" dialog box. Once in this dialog box, simply click on Quit to return to the Writer's Workshop deskTop.

Chapter 5: geoLaser



This chapter describes geoLaser, a powerful tool for producing near typeset quality output of geoWrite files using the Apple LaserWriter™ printer.

Special Note: Berkeley Softworks offers a laser printing service (using the Apple LaserWriter) that is accessible over Quantum Link. Using it, you can get professional quality output, by mail, through the Softworks. You can learn more about this service from the GEOS Forum section of the Commodore Information Network in Quantum Link.

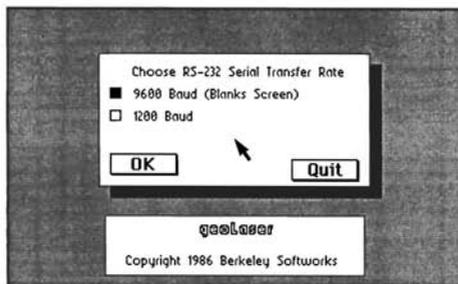


Connecting your Computer to the LaserWriter

Talking to the LaserWriter requires a RS-232 interface for your computer (connected to the user port). Only the *Jameco JE-232CM* interface card has been tested. Its switch settings are: 1-OFF, 2-ON, 3-ON, 4-OFF. Use a modem cable to connect the interface card and the LaserWriter.

Entering geoLaser

First, open geoLaser from the deskTop (See "Opening Files On the DeskTop," **chapter 3** of the GEOS manual.) A dialog box will appear asking you to supply the LaserWriter baud rate.

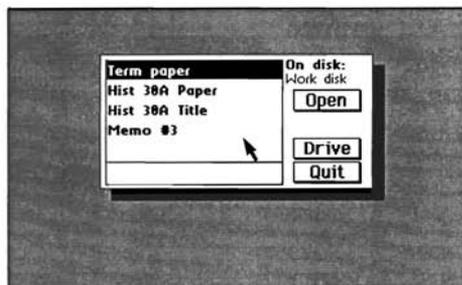


Choose RS-232 Serial Transfer Rate dialog Box

On the back of the LaserWriter next to the RS-232 connector is a metal dial with four settings. 9600 baud is the normal setting for use with geoLaser, since it is eight times faster than the 1200 baud. Select the proper baud rate on the dial, and click on the correct baud rate in the dialog box. When everything is correct, click on the **OK** box.

Using geoLaser

The **File** dialog box will appear with a list of geoWrite files.



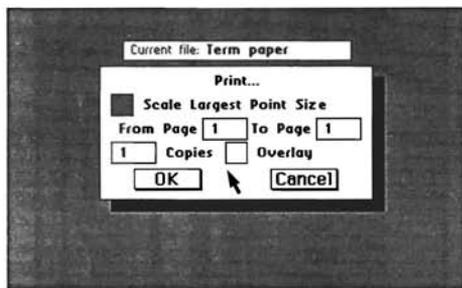
File dialog box

Select a File

Select the file you want to print and click on **Open** to select it. You may also click on **Quit** to return to the deskTop. (NOTE: On a two drive system you may also select **Drive** to print files from the other disk drive or **Disk** to print files from another disk).

Print Options

Once a file has been selected, the **Print File** dialog box will appear asking:



Print file dialog box

The **From Page** and **To Page** boxes allow you to print just a part of the file. Normally the entire file is printed. To change the pages printed, click on either of the boxes and enter a new value.

The **Copies** box allows you to print multiple copies of the file. Normally a single copy is printed. To change the number of copies, click on the box and enter a new value.

The **Scale Largest Point Size** button controls the printing of non-LaserWriter fonts. This is explained in the "Non-Resident Fonts" section later in this chapter.

The **Overlay** button allows you to combine or "overlay" separate pages of the file onto one page. For example, a three column page could be created by putting each column in a separate page of the file selected. Each column (or portion of text, or graphic) must be positioned in the place that it will appear on the printed page. This can be done by careful use of the **Ruler**, **page indicator**, **preview page**, and by counting lines on the file's pages. You can produce striking results with this feature. The geoWrite file "Cake," included on the Writer's Workshop disk, is an example of how the Overlay feature can be used. geoLaser starts with the **overlay** option turned off.

Print the File

After making any desired changes to the **Print** dialog box, click on **OK** to print the file. To return to the **File** dialog box, click on **Cancel**.

If you have selected 9600 baud, the screen will go blank. When printing large files the screen will occasionally change colors. This lets you know that geoLaser is working. After the file is printed, the **File** dialog box will reappear.

How Files Are Printed

The LaserWriter is a very high resolution (300 dots per inch) printer. Working with this printer, geoLaser can print all geoWrite files (version 1.2 or later). Both text and graphics can be printed.

Page Length

All geoWrite files before version 2.0 have the same page length, 720 pixels. geoWrite 2.0 files have varying page lengths depending on the printer driver used. This is due to the inherent mechanical differences between printers. The LaserWriter has one of the longer page lengths (840 pixels) of all the printers that are supported by GEOS. When geoLaser prints a document created with a shorter page, the extra space is divided evenly between the top and bottom margins. The LaserWriter printer driver on the Writer's Workshop disk has the correct LaserWriter page length so that geoWrite 2.0 files created with it can use the entire LaserWriter page.

Resident Fonts

The LaserWriter contains several internal fonts that can be printed with a high resolution. These fonts are: Times Roman, Helvetica, Symbol, and Courier, as well as the bold, italic, and bold-italic versions of these (except for Symbol). It is these internal LaserWriter fonts (referred to as resident fonts) that produce the best printed output. geoLaser instructs the LaserWriter to use these internal fonts in place of certain GEOS fonts. The following table summarizes this substitution:

LaserWriter™ Fonts:

GEOS Fonts:

<u>TimesRoman:</u>	substituted for	LW_Roma
<u>Helvetica:</u>	substituted for	LW_Cal
<u>Symbol:</u>	substituted for	LW_Greek
<u>Courier:</u>	substituted for	LW_Barrows

In addition:

<u>TimesRoman:</u>	substituted for	Roma
<u>Helvetica:</u>	substituted for	California

Note: These last two GEOS fonts (Roma and California) do not produce as fine results as the four fonts above.

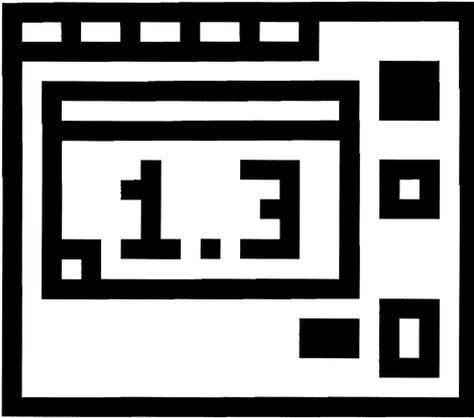
The GEOS fonts (LW_Roma, LW_Cal, LW_Greek, and LW_Barrows) are found on the Writer's Workshop disk.

Non-resident Fonts

geoLaser prints text in non-resident fonts (fonts not supported by the LaserWriter) by sending the LaserWriter a pixel-by-pixel picture of each character. Since GEOS's resolution is 80 dots per inch, non-resident fonts appear jagged and broken compared to resident fonts. Non-resident fonts can also take considerably longer to print than resident fonts.

geoLaser improves the appearance of non-resident fonts by substituting a larger version of the font if one is available. For example, geoLaser will send University 24 point in place of University 10 point (or any other smaller size of University) to the LaserWriter. The LaserWriter then reduces this larger font to the correct size. This font substitution can only happen if the font file contains a larger point size than the one being printed. To turn off this automatic substitution, click on (make the button appear blank), the "Scale Largest Point Size" button in the **Print** dialog box.

Chapter 6: New deskTop and Drivers



This chapter will inform you about an improved GEOS deskTop, and newly added GEOS supported printer and input drivers.

New GEOS deskTop

The new GEOS deskTop file, which is located on the back side of the geoDex disk, contains added features that improve the performance of GEOS.

Current Printer Driver Name Displayed

The new deskTop displays the name of the currently selected printer driver in a box below the printer icon at the bottom of the disk notepad.

Keyboard Shortcuts to: Open/Close Disk, Move Cursor

If you should boot your GEOS disk and do not have the input device that is set as the default device on that disk, you can use the following keyboard shortcuts to move the cursor around the screen, and to open and close the disk.

To open the disk:	(Commodore key)	C= , and O
To close the disk:		C= , and C

To put up the "Select Input Driver" dialog box:	C= , and I
---	--------------------------

(This will allow you now to use the keyboard cursor keys--next to the righthand Shift key--to move the cursor. [See "Keyboard Shortcuts," in **Chapter 2**]. Press the Return key to select an input driver.)

You should use the latest version of deskTop with your GEOS applications. To determine which deskTop version is the latest, select the deskTop icon, and click on **info** in the **file** sub-menu (located in the command menu at the top of the deskTop). The most recent date will be the latest version. Copy the file of the latest version onto your work disks.

New Printer and Input Drivers

Several new printer and input drivers are now supported by GEOS. A list of them is located in a **Read Me** file found on the back side of your disk. Copy this file onto a work disk that contains any version of geoWrite and open it. Scroll through the list to find detailed information about your printer and its interface setup.

The printer driver and input driver files are also located on the back side of the your disk. You can copy any one (or several) of these files onto your work disks in order to print your documents, and to use new input devices.

NOTE: The new printer drivers are faster than the old drivers, and contain additional features that will improve your printing performance. You should, therefore, replace any old printer driver files that you may be using with copies of the new ones.

Index

A

additional characters 2-20
all page search 2-18

B

backup Writer's Workshop 1-2
baud rate 5-2

C

change, then find characters... 2-17
 non-printable 4-2
 un-printable 4-6
 unrecognized 4-6
command...
 link 4-7
 unrecognized 4-6
command menu 2-2
Commodore Information
 Network 5-1
Commodore key 2-19
conversion...
 completed 4-7
 program 4-2
creating...
 geoWrite files 2-3
 merge document forms 3-3
cursor, text 2-2, 2-5

D

data entry 3-1
data record 3-11
date 2-16
decimal tabs 2-13

deleting text 2-5, 2-9
2-11
deskTop 4-7, 6-1
6-2
disk copy 1-2, 1-3
disk icon...
 in geoMerge 3-3
 in geoWrite 2-3
 in Text Grabber 4-4
disks, work 1-3
document...
 dimensions 2-6
 rename 2-4
double spacing 2-12
drive icon...
 in geoMerge 3-3
 in geoWrite 2-3
 in Text Grabber 4-4
driver...
 input 6-1, 6-3
 printer 6-1, 6-2
6-3

E

entering...
 geoLaser 5-2
 geoMerge 3-2
 geoWrite 2-2
 merge data 3-4
 text 2-5, 2-9
 Text Grabber 4-2

F

file...	
convert	4-1
linked	4-7
non-GEOS	4-3
recover	2-21
source	4-7
update	2-21
filename...	
geoWrite	4-4
source	4-3, 4-4
write	4-5
find next	2-17
first page, setting	2-16
fonts...	2-11
changing	2-11
GEOS	2-14
internal	5-6
LaserWriter	5-6
non-resident	5-6
resident	5-7
form letter	3-11
formatting	3-12
formatting	2-12
footer...	2-15
date in	2-16
open	2-15
page number in	2-16
time in	2-16

G

GEOS Forum	5-1
generic form	4-2

H

header...	2-15
date in	2-16
open	2-15
page number in	2-16
time in	2-16
hide pictures	2-22

I

If command	3-7
If-else command	3-9
indenting	2-12
input drivers	6-1, 6-3
install Writer's Workshop	1-2

J

Jameco JE-232CM	
interface card	5-2
justification...	2-12
center	2-12
full	2-12
left	2-12
right	2-12

K

keyboard shortcuts	2-5, 2-19
--------------------	-----------

L

label record	3-11
labels	3-5, 3-6
LaserWriter™	3-7
left margin	5-1, 5-2
line spacing	2-12
	2-12

M

margins...	2-12
left	2-12
paragraph	2-12
right	2-12
merge data	3-4
merge data files	3-10
	3-11
	3-12
merge document form	3-3, 3-7
merge form file	3-12

N

nested commands	3-9
-----------------	-----

O

one and a half spacing	2-12
open...	
earlier version document	2-4
existing document	2-4
footer	2-15
header	2-15
overlay printing	5-4

P

page...	
breaks	2-7, 2-21
goto	2-8
indicator	2-2, 2-8
	5-4
next	2-8
preview	2-7, 5-4
previous	2-8
range	2-25, 3-5
select	2-10
	2-21

page length	5-5, 2-25
page numbering	2-16
paragraph...	2-6, 2-12
margin	2-12
partial word search	2-18
pasting...	
graphics	2-22
text	2-11
photo album	2-22
photo manager	2-22
photo scrap	2-23
pictures...	
hide	2-22
show	2-22
pointer	2-2
positioning the text cursor	2-5
print mode...	
draft quality	2-25, 3-5
high quality	2-24, 3-5
NLQ	2-25, 3-5
printer drivers	6-1, 6-2
	6-3
printing...	
from geoLaser	5-3
from geoMerge	3-5
from geoWrite	2-24
merge document	3-6
overlay	5-4
single sheet	2-25, 3-5
tractor feed	2-25, 3-5

Q

Quantum Link	5-1
--------------	-----

R

record...	
data	3-11
label	3-11
recover file	2-21
reformatting	2-9
rename document	2-4
replacements...	
in geoWrite	2-17
merge	3-6
right margin	2-12
rs-232 interface	5-2
ruler	2-2, 2-12 5-4

S

scale Largest Point Size	5-4, 5-7
search...	
all page	2-18
partial word	2-18
this page only	2-18
whole word	2-18
search and replace	2-17
serial transfer rate	5-2
set first page	2-16
shortcuts, keyboard	2-5, 2-19
show pictures	2-22
single spacing	2-12
spacing...	
double	2-12
line	2-12
one and a half	2-12
single	2-12
styles...	2-11 2-14
changing	2-11 2-14

substitutions...	
merge	3-6, 3-10 3-11

T

tabs...	2-6, 2-13
decimal	2-13
text...	
album	2-23
inserting	2-5, 2-9
manager	2-23
replacing	2-11 2-17
scrap	2-23
selecting	2-10
text cursor...	2-2, 2-5
positioning	2-5
this page only search	2-18
time	2-16
title bar	2-2
title page	2-16

U

update file	2-21
user port	5-2

W

whole word search	2-18
word processor...	4-1, 4-3
	4-4, 4-7
	4-8
select	4-3
word-wrap	2-6, 2-21
	3-11
work disks	1-3
writing window...	2-2
moving	2-8
Writer's Workshop...	
backup	1-2
install	1-2