

SHARP MZ-700

SOLO SOFTWARE

**WORD PROCESSOR
MANUAL**

LOADING

The programme loads directly onto your MZ-700, and BASIC is not required. Simply switch on, type LOAD [CR] (this means carriage return), press PLAY and wait until the WP READY appears. Now rewind and remove the cassette.

STARTING TO TYPE

Before you can start typing, you must type I [CR] and the Word Processor will respond by issuing LINE 1. You may now start to type remembering that one normal line of type on a sheet of paper is represented by TWO lines on the computer screen. Do not worry if a word seems to be split in two as it goes from one line on the screen to the next. This will not happen when you print the line on paper.

Lines on the screen may not exceed two widths of the screen. When you have typed two screen widths, typing [CR] will issue the next line number automatically. When you have finished typing, press SHIFT and the BREAK key together to break out of the typing mode.

JUST LIKE A TYPEWRITER

If you do not want all the letters to be capital letters, you can make the Word Processor act just like a typewriter by pressing the ALPHA key. Now the SHIFT produces capital letters — and without SHIFT, lower-case letters. This does not

affect the number or symbol keys. Pressing the ALPHA key again reverts the keys to CAPITAL letters (just like a shift-lock).

DELETING AND INSERTING

If you make an error, simply press the DEL key and the cursor will go back and erase the last letter typed. For more complicated erasing, use the cursor keys (on the right of the keyboard) to move the cursor to the area that needs correction and then press DEL.

Insertions are made by positioning the cursor where an insertion is needed and then press the INST key. This will make the characters to the right of the cursor move up making space for the insertion.

IMPORTANT — the amended line is only corrected if you press the [CR] key after making an insertion or a deletion.

If you need more space, you can ask the Word Processor to split a line into two so that you can make larger insertions. This is achieved by placing the cursor at the desired point in the text and pressing the blank key just above the CR key and then pressing the carriage return.

If you wish to insert an additional line, first SHIFT/BREAK out of the typing mode and then list the text that you have typed in by typing L1 followed by carriage return. If there is more of

the text than is shown on the screen, type L[CR] to see the next section. If the computer beeps and the message END OF FILE is shown it means there is no more text. Having found the line number above which you wish the extra line to be inserted (say, above LINE 5) type I5 and the Processor will issue a new line with that number on which you may type and all lines lower down will be renumbered one number higher than before. You may type as many lines as you like and the process of inserting will continue until SHIFT/BREAK is pressed to take you out of the typing mode. Now re-list the text using L1[CR] to see how the insertion has worked.

To delete a complete line of text, you must first SHIFT/BREAK out of the typing mode and then type DEL5[CR]. This example erases line 5. To erase larger sections of text, type DEL5-9[CR] which erases lines 5 to 9 inclusive. Any number of unwanted lines may be erased in this way.

THE EDIT MODE

When you SHIFT/BREAK, the Word Processor reverts to the edit mode to allow you to alter text, insert and do many other functions as follows.

CHANGE is a global search and replace instruction where you wish all occurrences of a particular set of letters to be changed to something else. If you want to replace 'today'

with 'tomorrow' type **CH/today/tomorrow/** [CR]. The strokes are used to separate the various components of the instruction. Take care that you do not issue a change instruction that could be ambiguous. For instance, if you put **CH/do/does/** the Word Processor would also change the word 'door' to 'doesor' as the 'do' appeared there as well. To stop this happening put spaces before and after full word replacements, e.g. **CH/ do / does /**. This cannot be confused.

PRINT allows you to output the text in memory to either the built-in printer/plotter or to most other standard external printers. Before **PRINT** can be used, you must tell the Word Processor which type of printer you are using. If you do not do this, the **PRINT** command will act like the **TYPE** command (print on the screen).

The printer set up commands are as follows:
PRINTER0 — acts like the **TYPE** command.
PRINTER1 — printer/plotter and Sharp printers.
PRINTER2 through to **PRINTER6** — other makes of printer like Epson, Seikosha, Microline, etc.

With all printer commands, if the printer is not connected or is not **ON LINE** the message **ATTEND TO PRINTER** will be displayed.

You may print multiple copies of any text by typing **PRINT3**, for example. This will print 3

copies of your text. If you want the printer to form-feed after each print-out type **PRINT3F**.

If your text is divided into separate pages then you may select to print, say, only pages 2 to 4 by typing **PRINT(2-4)** or all pages from 3 onwards by typing **PRINT(3-)**. Again, multiple copies can be made by typing **PRINT3(2-4)**. This gives 3 copies of pages 2 to 4.

MOVE To move a single line (say line 3) to a different position (e.g. line 10) the instruction is typed as **MOVE3,10** but you will find that line 3 is still there and, if no longer required, should be deleted by typing **DEL 3**.

Larger sections are repositioned by typing **MOVE3-8,22**. This will move lines 3 to 8 inclusive to a new position starting at line 22. Naturally, the subsequent lines are re-numbered automatically.

FIND is the search command and will locate the first occurrence of the characters requested. It is normal to search from the first line of the text onwards. The command is typed as **F1/today/** with the characters to be found between the two strokes. The computer will respond by displaying the line on which it first finds the letters. If, for example, the line displayed is line 18 and that was not the occurrence that you were looking for, you can continue the search by typing **F19/today/** and the search will continue

from line 19. If **END OF FILE** is displayed it means that the item searched for does not exist in the text.

SAVE allows you to place your text on a cassette for use in the future. You will be prompted to press **RECORD.PLAY** and then wait until the **READY** sign is displayed on the screen.

WARNING — DO NOT SAVE TEXT ONTO YOUR WORD PROCESSOR MASTER CASSETTE.

LOAD Recovers text previously saved and places it into the memory of the Word Processor. Put in the correct data-cassette and, as prompted by the screen display, press **PLAY** on the tape deck. The screen will then show **FOUND** and **LOADING**. Wait for the **READY** signal and then list the text (**L1[CR]**) to check that it is correct.

APPEND is similar to **LOAD** with the one exception that **LOAD** erases any previous text from memory whereas **APPEND** adds the file that is loaded to the end of the text in memory. One of the main uses is for creating a letter from pre-saved paragraphs without re-typing.

KILL is the command used to erase a complete text file. It is only used after saving the text as all your work will otherwise be lost.

TYPE will print the text in memory onto the screen in the format in which it will appear on the paper when printed. Again, words may be split

because of the limited screen width. This will not happen when the text is printed on paper.

LIST will print the text on the printer in the same form that it appears on the screen when you are entering it (showing line numbers).

L lists the text on the screen. It is normally typed followed by a number (e.g. **L12**) when it will list the text from line 12 onwards.

C is similar to **list** and is normally followed by a number. **C12** will list the text from 7 to 17 — that is the 10 lines around line 12.

I stands for **INPUT** and places you back in the typing mode. Again, you should follow **I** with a number to indicate where in the text the typing should be placed. If you list to the **END OF FILE** (using **L**), simply typing **I** will generate the next line number automatically.

SIZE shows available memory to the nearest K (1000 characters approximately).

MON returns computer to Monitor (as if just switched on). If entered in error, type **J123E** to recover without loss of text.

IT IS ADVISED THAT ALL COMMANDS ARE TYPED IN CAPITAL LETTERS.

DIRECTIVES (Text-embedded commands)

All these commands are typed into the text ON THEIR OWN LINES and always start with a dot (full stop) to indicate that it is not to be printed. They are used to alter the way in which text is reproduced on the printer.

CENTRE .C
(centres between current left and right margins).

JUSTIFY .J
(inserts spaces to fill line up to right margin).

IMAGE .I
(this is normal left-hand justification which cancels the instruction to centre or justify).

COLOUR .COLn
(n is a number from 0 to 3. Only used on the Sharp printer/plotter).
0=black, 1=blue, 2=green, 3=red.

LINES PER PAGE .Nn
(n is a number from 7 to 255). The standard setting is 66 to fit listing paper. The last 4 lines are skipped to miss the perforated part of the paper. If you want no 'skip-over', .N255 will give a constant line-feed.

VERTICAL TAB .V
(feeds to within two lines of the bottom of the sheet).

BLANK LINES .Ln
(n is the number of blank lines required).

BLANK SPACES .Bn
(n is the number of horizontal spaces required).

PARAGRAPHS .Pn,m
(n is the blank lines and m is the depth of indent).

GAPS .Gn
(similar to .Ln — mainly used when in justification).

CONTROLS .O
(normally followed by a series of figures separated by commas). Used to issue commands to the printer to alter typeface, pitch, etc. See the manual for your printer.

FORM FEED .F
makes the printer feed up to the number of lines set by .N to start the next page at the top of the next sheet.

PRINT SIZE .S
followed by these instruction characters

E Emphasised
X Expanded (Large)
C Condensed (Small)
U Underlined
N Normal

These instructions can be combined (e.g. .SEUX) but their success will depend on whether your printer will support the commands — try them and see what happens.

HEADINGS .H(s)t

(s) is size of type as above and t is the text of the heading required). Whenever a form-feed is executed, the text will be printed at the top of each page. If you put a hash (SHIFT 3) symbol into the heading, it will be shown as a number starting at 1 and the next page becomes page 2 and so on.

NUMBERING .=n

(n is the number at which you wish to start numbering).

MARGIN .Mn

(n is the number of spaces from the normal left-hand starting position at which printing will start). Mainly used for indenting entire paragraphs.

WIDTH .Wn

(n is the spaces between the left and right margins).

MESSAGE .At

(requests an input of information to be included in the text). The t is the message that will be displayed. Any words typed in response will be included in the text when printed. Used for inserting variables in standard letters. If you respond with [CR] the .A instruction is ignored.

END .E

is used to separate text and data (see next page).

AUTO-LETTER .R

is the instruction to READ data from the end of the text and is used mainly for inserting names and addresses into standard letters as shown below:

50 .E

51 John Roberts

52 The Smithy

53 Dartingford

54 .

55 Raymond Hartington

56 23 High Street

57 Fordbeck

58 Kent

59 .

In this example, line 50 is the end of the letter and line 51 is the start of the first address. The full stop on lines 54 and 59 separate each name and address. At the beginning of the letter, the instruction .R1- will take all the first name and address and insert them into the letter. If at some point you wish to use the addressee's name then insert .R1 and the first line only will be inserted. At the end of the letter (.E) the READ will move on to the next item of data and so individually address each letter. When there are no more addresses left at the end of the text, the message NO DATA will appear and the printing will stop.

GENERAL POINTS

REMEMBER —

2 lines on the screen equals 1 line on paper.

After amending text, press [CR] to commit correction to memory.

Your printer may not obey all the print commands (check first).

Never KILL a text-file before it is saved onto cassette.

Centring will not work on the Sharp printer/plotter, nor will condensed type.

When using the AUTO-LETTER to print, say, 20 letters, you must type PRINT 20.