

The background of the cover features a series of parallel diagonal stripes in various colors including red, black, yellow, light blue, dark blue, orange, purple, and grey, set against a dark grey background. The stripes are oriented from the top-left to the bottom-right.

TANDY[®]

Cat. No. 26-3267

T/S WORD

A Document Formatter
For Use With T/S EDIT
And the
OS-9 Operating System
On the Color Computer

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Introduction

T/S WORD is a versatile text formatter structured after Nroff, the basic formatting utility available on the UNIX™ operating system. T/S WORD, combined with T/S EDIT and the powerful OS-9™ operating system, turns your Color Computer into a unique word processor. T/S WORD contains several functions that let you format, display, and print your document the way you want:

VIEW	Displays a graphic representation of your document, page by page, magnifying a portion of the page to show the actual characters. Enables you to set 17 format parameters, such as margins, linespacing, and fonts. After changing the format, you can instantly see the effect on your document.
PRINT	Prints your document on single-sheet or continuous feed paper, starting at any page.
EDIT	Gives you access to the T/S EDIT program for editing existing documents or creating new ones. You can also use EDIT to enter or edit format information.
SPELL	(For future use) Accesses a program that checks for spelling mistakes in your document.

T/S WORD also includes special convenience features that let you:

- execute OS-9 commands from within the T/S WORD program
- instantly change and access other directories
- merge two files to preview or print
- include hexadecimal codes in your document to take full advantage of the features available on your printer, such as superscript or condensed printing

To use T/S WORD, you need:

- A 64K Tandy® Color Computer and one disk drive
- A standard television set (color recommended)
- Any printer with a serial port
- The OS-9 version of the T/S EDIT program (Cat. No. 26-3264)

References

Because T/S WORD is for use with documents you create using T/S EDIT, this manual assumes that you are already familiar with both the Color Computer and with the T/S EDIT program.

The manual also assumes previous knowledge and experience with the OS-9 operating system if you intend to use OS-9 from within T/S WORD. Refer to the *Getting Started with OS-9* and *OS-9 Commands* manuals for information about OS-9.

Getting Ready for T/S WORD

Before you actually begin using T/S WORD, you need to do three things: make a copy, or *backup*, of your T/S WORD diskette; copy the T/S EDIT program onto your T/S WORD backup; and make a backup of the diskette containing both T/S EDIT and T/S WORD.

Starting Up the Computer

First, you need to start up your Color Computer. Follow the instructions below to do so.

1. Be sure that all equipment, such as a printer or disk drive, is properly connected to the computer.
2. Turn on the computer, its disk drives, and your television or monitor.

Backing Up the T/S WORD Diskette

When all your equipment is ready to go, use your standard procedure for making backups of both the T/S EDIT and T/S WORD diskettes. The most important thing you can do is make backups of your diskettes. By keeping backups, you'll always have current information stored in case a mishap (such as a power failure) occurs. Before you use T/S WORD, you **must** make backups of the master diskettes for both T/S EDIT and T/S WORD. (See the *T/S EDIT* user's manual for instructions on backing up the T/S EDIT diskette.) Never use master diskettes for any purpose other than making backups. Use the backups as your working copies of the programs.

Copying T/S EDIT onto the T/S WORD Diskette

Your next step in preparing to use T/S WORD is to put the two programs on the same diskette. To do this:

1. Insert a backup of the T/S WORD diskette in Drive 0, and close the drive door.
2. *Boot* OS-9 by typing **DOS** at the `OK` message. (If you have Disk Extended BASIC version 1.0, see Appendix D for instructions on booting OS-9.)
3. You next see the OS-9 startup message and a prompt asking you to enter the date and time. If you like, enter the date and time in the format shown on the screen, pressing after each response. You can also press alone instead of typing date and time responses.
4. The `DS9:` prompt appears. Type **LOAD COPY** . This loads the COPY utility into the computer so that you can copy the appropriate programs to the T/S WORD diskette.
5. Remove the T/S WORD diskette from Drive 0, and replace it with a backup of the T/S EDIT diskette. Type:


```
COPY /D0/TSEEDIT /D0/CMDS/TSEEDIT -S #20K

```
6. The screen displays:


```
Ready DESTINATION, hit C to cont
inue:
```

 Remove the T/S EDIT diskette from Drive 0, replacing it with the T/S WORD diskette (the destination diskette). Press .
7. In a moment, the screen shows:


```
Ready SOURCE, hit C to continue:
```

 Remove the T/S WORD diskette from Drive 0, and insert the T/S EDIT diskette (the source diskette). Press .
8. Continue to follow the instructions on the screen. When the TSEEDIT file is on the T/S WORD diskette, the `DS9:` prompt reappears.
9. At the `DS9:` prompt, be sure that the T/S EDIT diskette is in Drive 0, and type:

COPY /D0/TSPARS /D0/TSPARS -S #20K

10. The screen shows:

Ready DESTINATION, hit C to continue:

Remove the T/S EDIT diskette from Drive 0, replacing it with the T/S WORD diskette (the destination diskette). Press .

11. In a moment, the screen shows:

Ready SOURCE, hit C to continue:

Remove the T/S WORD diskette from Drive 0, and insert the T/S EDIT diskette (the source diskette). Press .

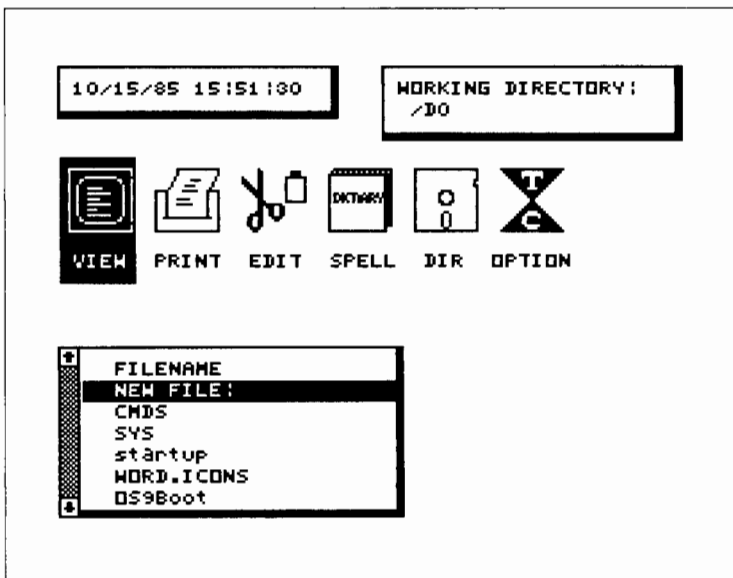
12. Continue to follow the instructions on the screen. When the TSPARS file is on the T/S WORD diskette, the DS9: prompt reappears.
13. Press the computer's reset button, and boot OS-9 again.

With both T/S EDIT and T/S WORD on the T/S WORD diskette, you are ready to make one final backup of the diskette containing both programs. Follow your standard backup procedure, and use the backup as your working copy of T/S WORD.

Loading T/S WORD

Once you've finished the preliminary procedures, you are ready to get started with T/S WORD. To load T/S WORD, follow the instructions in this section.

With a working copy of the diskette in Drive 0 and the DS9: prompt on the screen, type **TSWORD** . The Main Menu soon appears:



The date and time you entered when you turned on the computer appear at the top left of the screen. The center of the screen shows you pictures, or *icons*, representing each function you can use with T/S WORD. The function's appropriate name appears beneath each icon.

The lower left section of the screen is a FILENAME window, listing all files in your current directory. You can see the files' entire descriptions by pressing . A file's entire description includes its name, size (in characters), address, owner, permissions, and the date and time it was last used. Press to display only filenames again.

After you load T/S WORD, turn to the next chapter, "A T/S WORD Sampler," to practice using T/S WORD and T/S EDIT together.

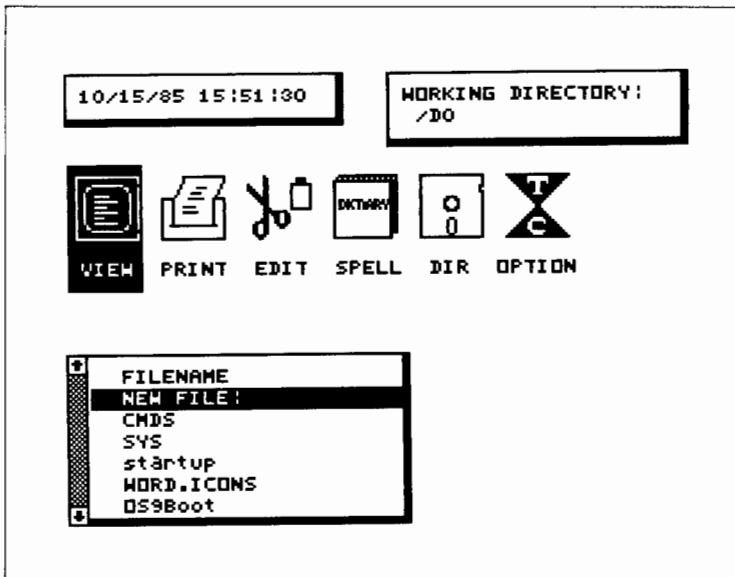
A T/S WORD Sampler

This chapter leads you through a few of T/S WORD's features, letting you try them out on a sample document before you begin using the program on your T/S EDIT documents. First, you'll type a short document using T/S EDIT. Then, you'll add formatting "codes" to the document and have a look at its layout. After seeing the layout, you'll make a few changes to the format and take a final look at the document.

Before you try any of the procedures in this chapter, be sure that you've read "Getting Ready for T/S WORD." It contains important instructions about procedures you **must** follow before using T/S WORD. If you haven't read the chapter yet, please turn back and do so now. Then, go ahead with this chapter.

Typing a Document

If you followed all the instructions in "Getting Ready for T/S WORD," the Main Menu is on your screen. If it isn't, load T/S WORD.



First, you'll use T/S EDIT to create a short document.

1. Select T/S EDIT from the Main Menu.

Use the key to move the reverse highlight to EDIT and its "scissors and glue" icon. Notice that NEW FILE: is already highlighted in the FILENAME window. To choose both NEW FILE: and EDIT, press .

2. Name the new file "SAMPLE."

A window appears in the center of the screen, asking for the name of the NEW FILE:. Type **SAMPLE** .

3. Display the screen on which you want to type.

The title screen of T/S EDIT displays briefly, followed by the message, >> NOT FOUND -press break_. Press to display a blank screen for typing the new document.

4. Go to T/S EDIT's text mode.

Before you begin typing the document, you need to make T/S EDIT more like a text editor than a program editor. Hold down the key, and press . When you work in text mode, pressing displays ◀ on the screen, and words "wrap" to the next line if they can't fit at the end of a line when you type them.

5. Switch to normal typing mode and reverse the key function.

Hold down and press . (might be on your computer.) You're ready to start typing.

6. Go to insert mode.

Type i.

7. Type the following document, pressing **ENTER** whenever you see the ◀.

1. Select EDIT from the Main Menu to create and type your document using T/S EDIT.◀

2. Proofread the text, correcting all punctuation, grammatical, and spelling errors using the editing features available in T/S EDIT.◀

3. Insert all formatting commands to make your document look the way you want.◀

4. Save your document using the :w command. Then use the :q command to return to the T/S WORD Main Menu.◀

5. Select View to see what your formatted document looks like. If necessary, reformat your document by modifying the standards in View mode. Or, you can return to T/S EDIT to edit the format instructions you previously entered.◀

6. When your document is exactly the way you want it to be, return to the T/S WORD Main Menu. Be sure your printer is ready and then select the Print function. After you print your document, the job is done!◀

8. Press **BREAK** when you finish typing.

9. Correct any mistakes you made.

Use the arrow keys to move the cursor to the location of an error. Type **x** to delete the character at the cursor's position. Then, type **i** to return to insert mode, and type the correct character(s). Finally, press **BREAK** to exit insert mode and "close up" the text.

10. Add a title to the document.

Type **g** to move the cursor to the beginning of the text. Type **i** to go to insert mode, and then type **Preparing Documents** **[ENTER]**. For the second line, type **with T/S WORD** **[ENTER]**. Then, press **[ENTER]** twice more to separate the title from the main body of the document. Press **[BREAK]** to exit insert mode and close up the text.

Formatting the Document

Now you're ready to insert some T/S WORD formatting commands in the document.

1. Center the title.

Type **g** to move the cursor to the beginning of the document, and go to insert mode by typing **i**. To center the title, type **.ce 2** **[ENTER]**. This instruction tells T/S WORD to center the next two lines that end with **[ENTER]**. You'll soon see that all formatting commands start with a period and always occur at the beginning of a line. Press **[BREAK]** to exit insert mode and close up the text.

2. Indent Step 4 in the document.

Move the cursor to the 4 of Step 4, and type **i** to go to insert mode. Type **.pp** **[ENTER]** to indicate that Step 4 should be treated as a paragraph, and then press **[BREAK]** to exit insert mode. When T/S WORD formats the document, the first line of Step 4 will be indented five spaces.

3. Change the linespacing of Step 5 from single-spaced to double-spaced.

Move the cursor to the 5 of Step 5, and type **i** to insert the format command. Type **.ls 2** **[ENTER]** to indicate double-spacing. Press **[BREAK]**. Next, move the cursor to the 6 of Step 6. Type **i** to insert, and then type **.ls 1** to return to single-spacing. (Don't press **[BREAK]** yet.)

4. Right-justify the last paragraph.

Insert this formatting command directly below the one you just entered. To change the alignment from left justification to right justification, type `.ad` . Press to exit insert mode. Now, type `G` to move the cursor to the end of the document. Type `i` to go to insert mode, and then type `.na` to stop right-justifying the text. Finally, press to exit insert mode. The screen looks like this:

```
.ad+
6. When your document is
exactly the way you want it to
be, return to the T/S WORD Main
Menu. Be sure your printer is
ready and then select the Print
function. After you print your
document, the job is done!+
.na+
```

5. Save the document, and return to the Main Menu of T/S WORD.

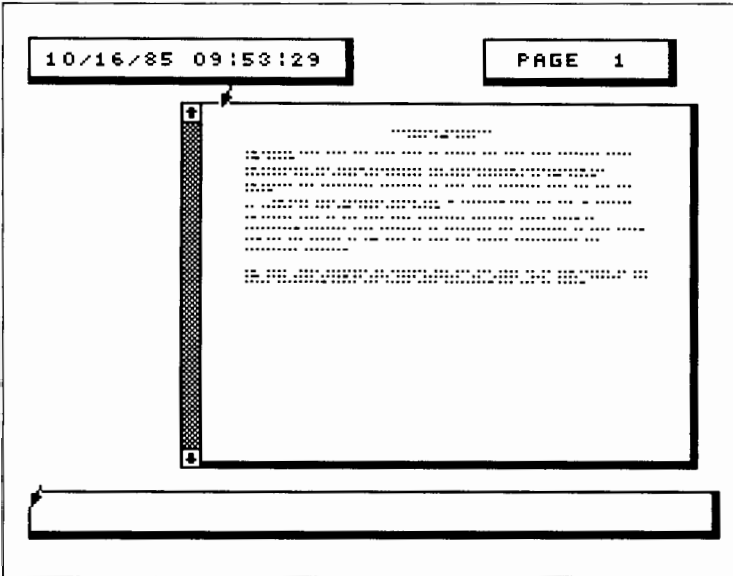
Type `:w` to write the document to the diskette under the filename SAMPLE. Then, exit T/S EDIT by typing `:q` . Press the space bar to return to the T/S WORD Main Menu.

Looking at the Layout and Changing the Format

Now that you've added a few formatting codes to the SAMPLE document, you can see the effect these codes have on the document's appearance and make any changes you think necessary.

1. Open the SAMPLE document for viewing.

When you return to T/S WORD's Main Menu, the reverse highlight is on the View option. You need only select the SAMPLE file from the FILENAME window by pressing **[↓]** until SAMPLE is highlighted. When it is, press **[ENTER]**. The screen shows a rough layout of the document:



Notice the date, time, and page number at the top of the screen. Reviewing this abstract representation of your document, you can actually see the results of the instructions you entered in T/S EDIT. For instance, look at the centered two-line title at the top of the page.

The next three paragraphs contained no special formatting commands, so they appear as you typed them. However, the fourth paragraph, as you instructed, is indented five spaces. You inserted the standard paragraph (.pp) format command just above Step 4.

The fifth paragraph, consisting of four lines, is double-spaced. And in the last paragraph, you can see that all lines perfectly align at the right margin.

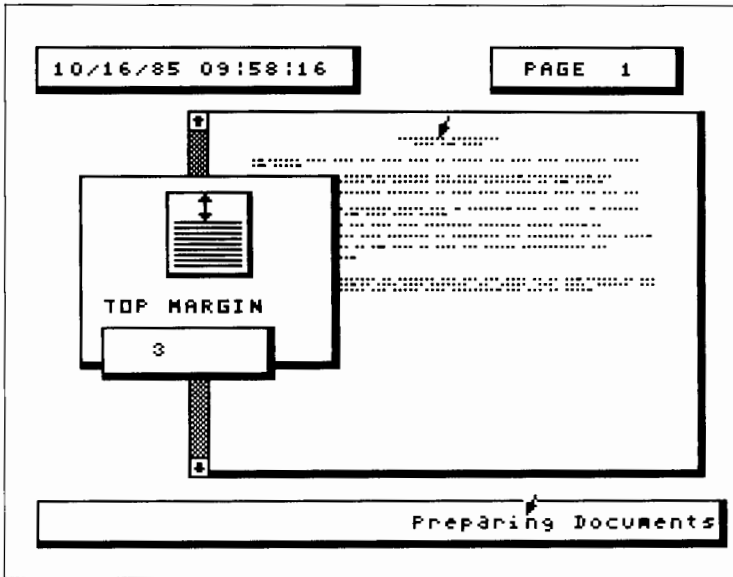
But what about the rest of the screen? The arrow at the top of the page? And the arrow and empty window at the bottom of the screen? You can look at the actual text and modify the formatting commands you entered earlier by using these arrows.

2. Look at the fourth line in the document.

Press four times to move the arrow to the fourth line. You can now see part of the first title line in the window at the bottom of the screen. Press to move the arrow left until you see all the text on Line 4 (Preparing Documents). The arrow in the “page” area points to a line’s general placement on the page, while the arrow in the lower window lets you move the cursor to a specific character.

3. Change the top margin from three to ten blank lines.

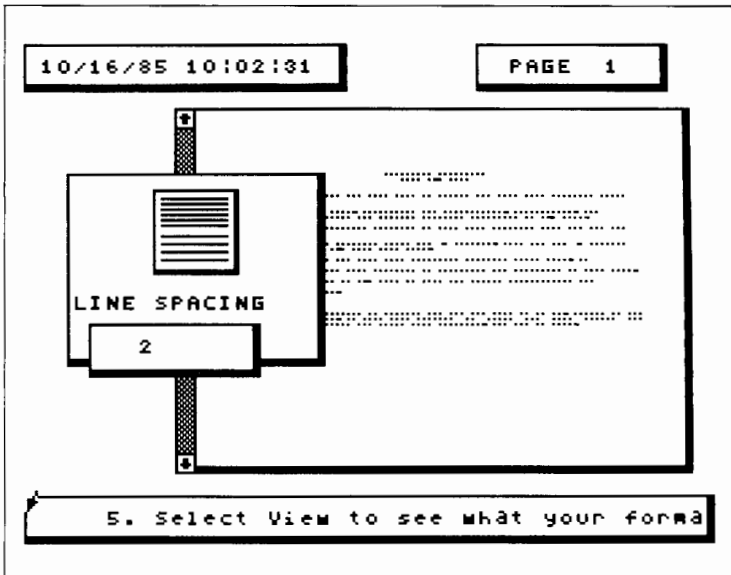
Press , and a new window appears, showing the first format parameter—the top margin:



The number displayed at the bottom of the window shows the current top margin—3. To change it, type **10** **ENTER**. The window disappears, the text shifts down in the page area, and now, both arrows point to nothing, Line 4 being blank because of the new top margin.

4. Change Step 5 in the document from double-spaced to single-spaced.

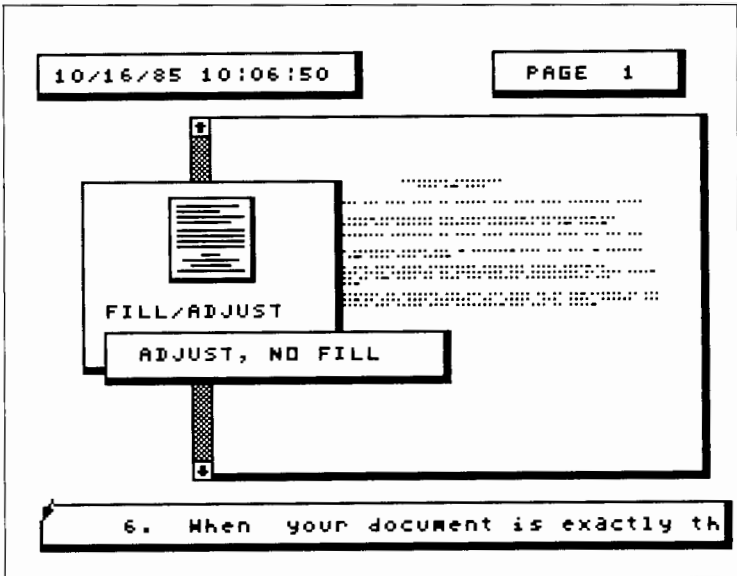
Press **SHIFT** **-** to move the arrow to the far left of the line, and press **↓** several times until you can see the first line of Step 5 in the bottom window. Press **ENTER** to see the format parameters window, and display the linespacing parameter by pressing **-** several times. The window should look like this when the linespacing parameter is on the screen:



Just as you saw with the top margin, the current line-spacing appears at the bottom of this window. Change it from 2 to 1 by typing 1 . The text in Step 5 becomes single-spaced.

5. Change the alignment of Step 6 to match the rest of the document.

Press until you see the first line of Step 6 in the bottom window. Press to display the format parameter window, and then press until you see this display:



You have several combinations of filling and adjusting text. Press the space bar to see the different combinations. When you see the combination, FILL , NO ADJUST, press . Step 6 is reformatted.

6. Save the format changes you made, and return to the T/S WORD Main Menu.

Press to save the changes. A prompt asks you whether you want to SAVE CHANGES (Y/N)? Press .

Next, press to exit the View mode of T/S WORD. You are asked whether you want to EXIT (Y/N)? Press again.

The screen now displays a single prompt in the upper left corner: (HIT ANY KEY). To see the T/S WORD Main Menu, press the space bar.

7. Exit T/S WORD.

At the Main Menu, move the marker to TC OPTIONS using the key. A menu appears directly beneath the icon. Press until the marker is on the EXIT option, and then press . The screen displays EXIT (Y/N)? Press , and the OS9: prompt returns to the screen.

You are finished with this short sampler of T/S WORD's features. If you like, you can start up T/S WORD again and continue experimenting to try other features, such as printing the document you created. To see specific information about a function or format parameter, refer to the next chapter, "T/S WORD Functions."

T/S WORD Functions

Six functions appear on the T/S WORD Main Menu. Use these functions in editing, formatting, printing, and organizing documents as well as in working with the OS-9 operating system. This chapter provides explanations of the six functions and the ways you can use them. First, though, you should learn about the Main Menu itself.

The Main Menu

When you first see the T/S WORD Main Menu, the VIEW function is marked, along with the NEW FILE: line in the FILENAME window. To choose one of the functions, use and to move the marker to the function you want to use.

To choose a file with which you want to use a function, use and to move the marker to the desired file. You can hold down and press or to move the marker in the desired direction six lines at a time.

You can see “expanded” information about files in the FILENAME window by pressing . When you press , you’ll see not only the filename, but the file’s size, the date on which it was last used, and other file attributes. Press to “shrink” the information back to only the filename.

When you have chosen both a function and a file, press . Some functions, such as DIR or a few of the TC OPTIONS do not require that you first choose a file with which to use the function.

Cancelling an Operation

Inside T/S WORD, you can press instead of responding to a prompt when you want to cancel whatever you are doing.

The VIEW Function

Choose the VIEW function from the Main Menu when you want to look at a document and format it before printing. First, mark the file you want to preview or format. Next, mark the VIEW function, and then press ENTER.

The top of the screen shows you the date and time you entered when you started up and the first page number of the document file you chose.

A symbolic layout of the first page of text occupies most of the screen. You can get a general idea of the margins, line-spacing, paragraph placement, and other format features in your document by looking at this layout, one page at a time. Hold down **SHIFT** and press **↓** to see the next page (if any), or hold down **SHIFT** and press **↑** to see the previous page (if any).

The window at the bottom of the screen shows you the actual text on the line to which the arrow is pointing. Use all four arrow keys to move the arrows on the screen up, down, left, and right on the page or line.

Format Parameters. To insert, change, or delete format instructions in your text, move the arrow pointer to the position at which you want to start the new format. Press **ENTER** to display the format parameters window. When this window is on the screen, pressing **←** or **→** enables you to scroll through and display the several parameters you can use.

Depending upon the nature of the parameter, you can change it by either typing a new numeric value, typing new text, or pressing the space bar to display the available choices.

Note: When changing a numeric value, you can type **+** or **-** followed by the number you want to add to or subtract from the current value rather than typing a completely new value. For example, to change a top margin from 3 to 10, you could type **+7** or **10** to change the value.

To cancel a format change, press **BREAK** when the format parameter window is on the screen. The window disappears, and the document remains unchanged. To make a format change, press **ENTER** when the value is the way you want. The format window disappears, and you instantly see the effect of the change on your document.

Following is a description of each format parameter, the range of values it can accept, and instructions on changing it, as well as its built-in (*default*) value.

Top Margin—To change the number of blank lines at the top of a page, type the new value, 0-56. Default: 3.

Bottom Margin—To change the number of blank lines at the bottom of a page, type the new value, 0-56. Default: 3.

Page Length—To change the total number of both printed and blank lines on a page, type the new value, 1-66. Default: 66.

Note: You must leave room for at least ten lines when the bottom and top margins are subtracted from the page length.

Page Offset—To change the left margin, or number of blank spaces on the left side of the page, type the new value, 0-75. Default: 5.

Indent—To change the number of blank spaces between the left margin and the first character on an indented line, type + or - followed by the number of spaces you want to add to or subtract from the current indentation value. The new value must be in the range 0-79. Each paragraph following the parameter is indented accordingly. Default: 0.

Line Length—To change the number of printed spaces of actual text, type the new value, 1-85. Default: 75.

Note: You must leave room for at least ten characters when the value for indentation is subtracted from the line length.

Title—To print a three-part title at the top of each page, type a part of the title that you want to print aligned at the left margin, followed by an apostrophe ('). Next, type the part of the title that you want to print centered on the page, followed by '. Finally, type the part of the title that you want to print aligned at the right margin.

Titles (and footers) print using the line length in effect at the point at which you enter the title. To include a page number in a title (or footer), type % to print the current page number. Default: blank. (No title prints.)

Footer—To print a three-part footer at the bottom of each page, type the part of the footer that you want to print aligned at the left margin, followed by an apostrophe ('). Next, type the part of the footer that you want to print centered on the page, followed by '. Finally, type the part of the footer that you want to print aligned at the right margin. Default: blank. (No footer prints.)

Font—To change the print font and style, press the space bar to display one of three possible fonts you might want to use: Plain, Font 2, and Font 3. Default: plain.

Note: The font format instructions work for all Tandy DMP-series printers. If you are using a non-Tandy DMP printer, see Appendix B for instructions on modifying the T/S WORD font control file.

Center—To change an uncentered line to one that is centered, and vice versa, press the space bar to toggle between `no` (no centering) and `yes` (centering). Center each line individually. Default: no centering.

Underline—To change from using no underline to using underline, press the space bar to toggle between `no` (no underlining) and `yes` (underlining). Underline each line individually. Default: no underlining.

Note: You can underline using the plain font, Font 2, or Font 3.

Page #—To specify the number from which you want to start numbering pages, type the new value, 0-255. Default: 1.

Tabs—To set as many as seven tab settings, type the character positions at which you want to set tabs, separating each number with a comma. Defaults: 8, 16, 24, 32, 40, 48, and 56.

Note: You must be in *tab mode* to use tab settings. See “Using T/S EDIT” in this manual.

Fill/Adjust—To change the format of filling and justifying lines, press the space bar to display the four possible combinations: no fill/no adjust, fill/no adjust, adjust/no fill, and fill/adjust. Default: no fill/no adjust.

In fill mode, T/S WORD connects adjacent lines and treats a single code as a space when viewing or printing text. To end a line or paragraph, press at least twice consecutively.

In adjust mode, T/S WORD right-justifies text. The difference between filling and adjusting text is that in fill mode, T/S WORD ends each line as close to the right margin as possible, while, in adjust mode, T/S WORD ends each line exactly on the margin.

Consider the following example. The first block shows text as it would appear on the screen using the default of 40 characters per line. ◀ indicates a place where was pressed when the original text was typed.

```
TSWORD fills text◀  
by filling each line with as many◀  
whole words as possible and by◀  
connecting adjacent lines that end with◀  
a single ◀ENTER▶ code.◀  
Fill mode causes a ragged right margin.◀
```

The next block shows the result of filling the original block so that each line can contain as many as 55 characters. The program fills lines by temporarily stripping codes and shifting text to previous

lines so that the maximum number of words can be printed on the line.

TSWORD fills text by filling each line with as many whole words as possible and by connecting adjacent lines that end with a single <ENTER> code. Fill mode causes a ragged right margin.

As another example, look at the following block for an example of regular, non-adjusted text with a line length of 40:

TSWORD can also adjust text so that all lines (except the last line of a paragraph where you press <ENTER>) come exactly to the right margin. Adjust mode causes a flush right margin by inserting extra spaces between words.◀

The following block is adjusted text using a line length of 55. This block is the result of filling the original text block so that each line can contain a maximum of 55 characters. T/S WORD adjusts lines by adding spaces to filled lines until the right margin is perfectly straight.

TSWORD can also adjust text so that all lines (except the last line of a paragraph where you press <ENTER>) come exactly to the right margin. Adjust mode causes a flush right margin by inserting extra spaces between words.

Spacing—to change the linespacing, type the new value, 1-5. Default: 1.

Paragraph—To indicate a paragraph with the first line indented five spaces, press the space bar to switch from no (no paragraph indentation) to yes (first line indentation). Indent each paragraph individually. Default: no indentation.

Break page—To start text at the top of a new page, press the space bar to switch from no (no page break) to yes (break). Break each page individually. Default: no page break.

Blank line—To print one or more blank lines, type the new value, 1-number of lines specified for page length. Default: 0.

Formatting Concepts. Formatting works on a line-by-line basis. One `ENTER` code marks the end of a line, and a second `ENTER` code marks the end of a paragraph. T/S WORD starts a new format with the first character after the format command.

Because some format commands affect a designated number of lines, we recommend that you originally enter all format information while editing a document in T/S EDIT because you can easily see all `ENTER` codes in text mode. You can control and see **exactly** the portion of your document that is affected when you change a format. For specific instructions on entering format information, see “The T/S EDIT Function,” in this manual.

After you enter format information using T/S EDIT, use the VIEW function to see the result of all formatting changes. You can also use VIEW to **modify** format instructions.

When changing a page-oriented format, such as top margin, page length, title, position the cursor at the top of the page before changing the format.

When changing commands that affect lines of text within a page, such as indent, new paragraph, or font change, position the cursor at the left margin on the first line to be affected before you change the format.

When changing commands that affect only a portion of a paragraph (one or more words), position the cursor at the beginning of the first word to be affected before you change the format.

Commands such as underline and font change affect a designated number of lines (minimum of 1 line). If you want, for instance, to underline only one word, that word must be on a separate line in the original text. It must be preceded and followed by an `ENTER` code. You would insert the underline code on a line by itself as well, above the word to be

underlined. Even though the underlined word would be by itself on the line in the original text, it would be in its proper place in the sentence after formatting.

Generally, you want to print a document in a normal paragraph/sentence fashion—not necessarily in the way it appears in the original text. The fill format parameter takes short lines, such as the underlined word described above, and the rest of the sentence, and joins them to create lines of a consistent length. So, although the sentence plus the underline instruction might take four screen lines, the fill instruction would ignore the three codes and join the four short lines into one unified sentence.

Saving Changes. To save all format changes on disk, press when the format parameter window is not on the screen. A message asks, SAVE CHANGES (Y/N)? Press to save all format changes or to keep the document as it was before you made any changes. In any case, the layout remains on the screen. New parameter settings stay in effect until you change them or until you exit the VIEW function.

Exiting the VIEW Function. To exit the function, press when the format parameter window is not on the screen. If you made no format changes, the screen asks, EXIT (Y/N)? Press to exit, and then press the space bar when you see (HIT ANY KEY). Press to keep using the VIEW function.

If you made formatting changes and did not save them as described in “Saving Changes,” T/S WORD asks, SAVE CHANGES (Y/N)? when you press to exit. Press to save the changes you made, or press to discard the changes and keep the document the way it was when you began using VIEW. Then, you see the EXIT (Y/N)? prompt, described above.

Loading a New Document. You can also load another document while using VIEW. The new document overwrites the one currently on the screen. Press (for **n**ew file) when the format parameters window is not on the screen. If you made any format changes, the screen asks, SAVE

CHANGES (Y/N)? Press Y or N, depending upon whether you want to record your format changes on diskette.

Next, a message asks, GO TO NEW FILE (Y/N)? Press Y to see another file, and type the filename you want to load, ending with ENTER. The new file appears on the screen. Press N to keep the current document on the screen.

Error Messages in VIEW. Occasionally, you might see error messages on your screen when certain conditions exist. Following are the messages you might see, with explanations of the possible cause of the error.

MEDIA FULL You see this message if the file and all changes made to it cannot fit on the diskette. T/S WORD saves as much as possible of the file. Press the space bar until the error message disappears and the Main Menu reappears. (You can either delete files or directories from your diskette to free disk space or use another diskette.)

NOT FOUND If you enter a filename that does not exist in the current directory, you see this message. Press the space bar to erase the message.

MEM FULL You see this message if there is not enough memory available to load a new file in its entirety. T/S WORD loads as much as possible of the file. Press the space bar to erase the message.

DISK ERROR If you see this message, T/S WORD could neither save nor load a file. In either case, you might want to try using a backup to remedy the situation. Press the space bar to erase the error message.

The PRINT Function

Before you print a document, be sure that you've already set all the necessary format parameters using the VIEW function. Be certain that the printer is ready and that you've properly aligned the paper—printing begins immediately after you answer the printing prompts.

First, choose the file you want to print, and then choose the PRINT function from the Main Menu. The screen shows STARTING PAGE=. Type the number of the page at which you wish to start printing, and press .

Next, the screen asks for the number of PAGES BETWEEN PAPER CHECK=. Your answer here determines whether printing begins immediately or not. Type the number of pages you want to print before the printer stops to let you check the paper. To make the printer stop after each page, type 1 . Next, press the space bar to start printing. After each page prints, the printer stops, and the screen prompts you to READY PAPER, PRESS ANY KEY. Insert another sheet of paper, and press the space bar. Printing continues with the next page of the document. When the printer stops after the last page, press the space bar to display the T/S WORD Main Menu.

If you are using continuous feed forms, type 0 . No other prompts appear, and printing begins immediately. The printer does not stop until the entire document has printed.

Printing from the OS-9 Command Line. You can print a document without loading T/S WORD. At the OS9: prompt, type:

```
LIST pathname ! TSFMT S = n P = n >/P 
```

where *pathname* gives specific directions to the file you want to print, the value for **S** is the number of the page at which you wish to start printing, and the value for **P** is the number of pages you want to print between paper checks. To print from page 1 on continuous feed paper, simply omit the **S** and **P** by typing:

```
LIST pathname ! TSFMT >/P 
```

Error Messages in PRINT. If the printer is not ready when you try to print, you see ERROR #246, which is an OS-9 device driver error. If you can get the printer ready, printing begins. If you cannot get the printer ready, you must press the reset button to return to the OS-9 shell.

The T/S EDIT Function

Choose the T/S EDIT function from the Main Menu when you want to create a new document or edit an existing one. You can include all format instructions while using T/S EDIT.

To create a new document, select NEW FILE: from the FILENAME window at the Main Menu. Then, select T/S EDIT. Type a name for the new file, and press . The T/S EDIT program loads, and you see:

```
>> NOT FOUND -press break_
```

Press to display a blank screen for entering text.

To edit an existing document, choose the file from the FILENAME window at the Main Menu, and then select T/S EDIT. The program loads, and you soon see the selected file.

Using T/S EDIT. We recommend that you change two user parameters in the TSPARS file: the edit mode and the tab mode settings. When you change from program (line) mode to text mode, T/S EDIT functions more as a text editor than as a program editor. In text mode, you can see all codes, and words wrap to the next line on the screen if they do not fit at the end of a line.

The other parameter you should change is tab mode, from the default value of 1, where blanks are inserted, to 0, where tab characters are inserted when you press . See "Resetting User Parameters" in the *T/S EDIT* user's manual for detailed instructions on changing the OS-9 default settings.

Once T/S EDIT loads, hold down `CTRL` and press `0` to switch to normal typing mode and reverse the `SHIFT` key function. (`CTRL` might be `CLEAR` on your computer's keyboard.)

Be sure to refer to the *T/S EDIT* user's manual for detailed instructions on using the several available commands.

Entering Format Instructions. It is usually best to type the entire document, and then go back and insert format instructions as you proofread and edit the text. Go to insert mode on the line above the line at which you want to start the new format. Type the format instructions, and press `ENTER`.

The format instructions, which can include additional information, must be the only characters on a line. All format instructions begin with a period and are followed by a two-letter command. For example, `.bp`, which stands for break page, tells the computer to start a new page at the next line.

Several format instructions require specific numeric information. For example, `.ll 45` tells the computer to set the line length at 45 characters. Remember that you can change the value by typing `+` or `-` followed by the number you want to add to or subtract from the current value.

Following is a short explanation of each format parameter, the command to use in changing it, its range of acceptable values, and its built-in values.

Top Margin—To change the top margin, type `.tm nn` `ENTER`, where *nn* is the number of blank lines to leave at the top of each page. Limits: 0-56. Default: 3.

Bottom Margin—To change the bottom margin, type `.bm nn` `ENTER`, where *nn* is the number of blank lines at the bottom of a page. Limits: 0-56. Default: 3.

Page Length—To change the page length, type `.pl nn` `ENTER`, where *nn* is the total number of printed and blank lines on a page. Limits: 1-66. Default: 66.

Note: You must leave room for at least ten lines when the bottom and top margins are subtracted from the page length.

Page Offset—To change the left margin, type **.po nn** , where **nn** is the number of blank spaces on the left side of a page. Limits: 0-85. Default: 5.

Indent—To change the indentation, type **.in** and then + or - followed by **nn** , where **nn** is the number of blank spaces you want to add to or subtract from the current indentation value. Limits: 0-79. Default: 0.

Line Length—To change the line length, type **.ll nn** , where **nn** is the number of printed spaces of actual text in a line. Limits: 1-95. Default: 75.

Note: You must leave room for at least ten characters when the value for indentation is subtracted from the line length.

Title—To print a three-part title line at the top of each page, type **.tl *first part of title*'*second part of title*'*third part of title*** . The text you specify as the first part of the title prints at the left margin. The second part of the title centers on the line, and the third part prints flush with the right margin. Default: blank. (Title does not print.)

Titles print using the line length in effect at the place at which you enter the title. To include a page number in a title, type % as part of the title line wherever you want the page number to appear in the title. For example:

.tl 12/27/85'Office Memorandum'- % -

Using a line length of 50, the above example prints as:

12/27/85 Office Memorandum - 1 -

Footer—To print a three-part footer at the bottom of each page, type **.fo first part of footer'ssecond part of footer'third part of footer** . The text you specify as the first part of the footer prints aligned at the left margin. The second part of the footer centers on the line, and the last part of the footer prints flush with the right margin. Default: blank. (Footer does not print.)

Footers print using the current line length. To include a page number in a footer, type % in the footer. For example:

.fo 'Page %'

The above example prints a one-part footer consisting of a centered page number. Using a line length of 50, this prints as:

Page 1

Font—To change the print font and style, type **.ft font** , where *font* is one of three fonts you might want to use: 1 (plain), 2 (Font 2), or 3 (Font 3). Default: plain. For example:

.ft 2

This example starts printing text (beginning with the next line) in Font 2.

Note: The font format instructions work for all Tandy DMP-series printers. If you are using a non-Tandy DMP printer, see Appendix B for instructions on modifying the T/S WORD font control file.

Center—To center lines, type **.ce nn** , where *nn* is the number of lines you want to center. Limits: 1-255. Default: 0 (no centered lines).

Underline—To underline, type **.ul nn** , where *nn* is the number of lines you want to underline. Limits: 1-255. Default: 0 (no lines underlined).

Note: You can underline using the plain font, Font 2, or Font 3.

Page #—To specify a page number, type **.pn nn** , where **nn** is the number from which you wish to start numbering pages. Limits: 0-255. Default: 1.

Tabs—To set as many as seven tab settings, type **.ta nn,nn,nn,nn,nn,nn,nn** , where **nn** are the tab stop column numbers. Limits: 1-80. Defaults: 8, 16, 24, 32, 40, 48, 56.

After you set tabs, press to insert a tab. As with other format changes, you cannot see the actual result of tabbing while you are using T/S EDIT. However, tabular inserts are evident when you view or print a document.

Fill/Adjust—To change the format of filling and justifying lines, type **.xx** , where **xx** is the alignment format you wish to use:

- .fi** to fill text
- .nf** to stop filling text
- .ad** to adjust text
- .na** to stop adjusting text
- .tx** to fill and adjust text
- .fx** to return to the default setting of no fill/no adjust

Note: See the discussion about the Fill/Adjust parameter under “The VIEW Function” for a more detailed explanation of filling and adjusting text.

Spacing—To change the linespacing, type **.ls nn** , where **nn** is the number of lines the printer advances after printing a line of text. Limits: 1-5. Default: 1.

Paragraph—To indicate a paragraph with the first line indented five spaces, type **.pp** . Default: No paragraph indentation.

Break page—To start a new page from the next line, type **.bp** . Default: No page break.

Blank line—To print blank lines, type **.bl nn** , where **nn** is the number of blank lines. Limits: 1-255. Default: 0.

Linking Two Files. You can link two files for viewing and printing purposes by using the Next File (**.nx**) command. After you view or print the first file, T/S EDIT either automatically starts printing the file you specify or asks whether you are ready to view it.

To enter the Next File command, move the cursor to the end of the document to which you want to link another document. As the last line of the document, type **.nx filename**, where *filename* is the name of the file you wish to link to the end of the current file.

When you are viewing a document and want to see a document linked to the one currently on the screen, move the cursor to the end of the text. The screen asks whether you want to GO TO NEXT FILE (Y/N)? Note that, if you answer with Y, T/S EDIT loads the new document **over** the one currently displayed.

To keep the current document on the screen, press N. To see the next file in its formatted state, press Y. If you made changes in the current document, the screen asks SAVE CHANGES? (Y/N). Press Y to save all format changes or N to keep the document as it was before you made any changes. In either case, T/S EDIT does as you instruct it, and the new document appears on the screen.

When printing a document to which you linked another document, the two print in succession, with no further prompts to answer (unless you are using single-sheet paper).

Entering Hexadecimal Codes. You can enter hexadecimal codes in your document, enabling you to use special features available on your printer, such as condensed or elongated characters. To use hexadecimal codes, go to insert mode on the line above the line on which you want to start printing using the new feature. Type **.hx xx,xx,xx ...** ENTER, where **xx** is the hexadecimal code you want to insert. Type as many hexadecimal codes as necessary to send the desired instruction to the printer.

In general, to turn off a feature, go into insert mode on the line above the one on which you want to stop printing using the feature. Reenter the **.hx** command followed by the necessary codes.

The DIRECTORY Function

Choose this function from the Main Menu when you want to use another directory. Select DIR, press **[ENTER]**, and then type the name of the directory or a full pathname, if necessary, to which you want to move, finishing by pressing **[ENTER]**. The contents of the directory you specified soon appear in the FILENAME window.

If you see the message, NOT FOUND, either the directory does not exist on the diskette in the drive you specified, or you typed the name incorrectly. Try entering the name again, or swap diskettes.

Organizing T/S WORD Documents in Directories. You might want to organize your document files in different directories according to subject matter, users, or any scheme you like. Then, when you use T/S WORD, you can choose the directory containing the files you want to use. The FILENAME window on the Main Menu displays only the files in the chosen directory, not all files in the root directory. This gives you even quicker access to your document files.

Another hint for making file access easier is to enter directory names in all uppercase letters and all filenames in lowercase letters. By doing this, you can easily distinguish between directory names and filenames when you choose a file from the T/S WORD Main Menu.

The TC OPTIONS Function

Choose this function from the Main Menu when you want to rename, copy, or delete a file; execute an OS-9 command; display the amount of free space on a diskette; or exit T/S WORD and return to the OS-9 shell.

To perform a file-related function, first select the file, using the **[↑]** or **[↓]** keys, and then highlight the TC OPTIONS. A menu of operations appears. Press **[↓]** until you highlight the option you want to use, and then press **[ENTER]**.

To use the **FREE**, **SHELL**, or **EXIT** options, select **TC OP-TIONS** from the Main Menu, and then select the desired option from the menu that appears.

RENAME—After you select the file you want to rename and then this option, the screen asks you to enter a new name for the file. Type a name, and press . Press the space bar to return to the Main Menu.

COPY—After you select the file you want to copy and then this option, the screen asks you to enter a name for the destination file. Type a name, and press . Press the space bar to return to the Main Menu.

To specify a directory or drive different from the current one, enter a full pathname when you are asked for the destination filename.

FREE—Displays the number of unused 256-byte sectors on Drive 0. To determine the maximum number of new files you can create, divide the number of free sectors by the number of sectors per cluster. Press the space bar to return to the Main Menu.

DEL—After you select the file you want to delete and then this option, **T/S WORD** deletes the file and asks you to **(HIT ANY KEY)**. Press the space bar to return to the Main Menu.

SHELL—After you select this option, the **OS9:** prompt appears. You can execute any available OS-9 shell command. After you execute the command, press the space bar to return to the Main Menu.

EXIT—Before you leave **T/S WORD** and return to the OS-9 operating system level, the screen asks **EXIT (Y/N)?** Press to exit or to remain in **T/S WORD**.

Appendix A

In Case of Difficulty

At times, an error message might appear on your screen. The message describes an error of one of two types:

- T/S WORD or T/S EDIT errors, such as MEDIA FULL. These errors are described in detail throughout this manual, in the sections in which they might occur.
- OS-9 errors, such as ERROR #215.

If you have the OS-9 Disk Operating System, you can refer to Appendix A in the *OS-9 Commands* manual for information about all error codes in OS-9. If not, please refer to the limited list of OS-9 error messages that follows. These messages are listed in ascending numerical order.

If you see an error message, whether it is of program or OS-9 origin, press the space bar until the T/S WORD Main Menu reappears. Then, try the suggested solution to remedy the problem.

ERROR #215 (or BAD PATHNAME)

This *operator* error generally occurs when you type a command incorrectly. Type the OS-9 command again, spelling it correctly.

ERROR #216 (or PATH NAME NOT FOUND)

This operator error generally occurs when you type a pathname incorrectly. Type the pathname again, spelling it correctly. You might have to change directories or diskettes.

ERROR #218 (or FILE ALREADY EXISTS)

This operator error occurs when you try to create a file using the name of a file that already exists in the current directory. Choose a name not yet used for any file in the current directory.

ERROR #235 (or BAD NAME)

This operator error generally occurs when you type a filename incorrectly. Type the filename again, spelling it correctly. You might have to change directories or diskettes.

ERROR #246 (or NOT READY)

This hardware error occurs when an I/O device driver, such as a printer or disk drive, is not ready. Make the device ready.

ERROR #248 (or MEDIA FULL)

This hardware error occurs when there is insufficient free space on the media (diskette or hard disk). You can either delete files or directories to free disk space or use another diskette.

Appendix B

Font Control File

Printers vary as to the fonts that are available and the control sequences necessary for enabling the fonts. The font control file included with the T/S WORD package (FONTCTRL) contains the hexadecimal codes for printing three fonts on all Tandy DMP-series printers. You can change these codes to any appropriate for your printer so that you can print using the three fonts.

At the T/S WORD Main Menu, select both the FONTCTRL file and the T/S EDIT function. The screen shows:

```
1B,22,F,1B,4E
1B,4E,1B,21
1B,22,1B,51

*****
*   THIS FILE CONTAINS   *
*   PRINTER SPECIFIC    *
* FONT CONTROL SEQUENCES *
*                         *
*   LINE 1 - PLAIN FONT  *
*   LINE 2 - BOLD FACE   *
*   LINE 3 - ITALIC     *
*****
```

Check the manual that was included with your printer for the hexadecimal codes for plain, boldface, and italic printing. Edit the first three lines of the FONTCTRL file to match the settings required by your printer.

Appendix C

WORD.ICON File

If you like, you can change the appearance of the T/S WORD Main Menu and switch subprograms linked to T/S WORD by changing: 1) the icon definitions (the symbolic pictures, such as the editing scissors), 2) the icon labels (the function titles under the actual icons), 3) the function definitions (the subprograms such as the spelling checker), or 4) the option definitions (the TC Options, such as Rename). A file called WORD.ICON contains the icon definitions, icon labels, function definitions, and option definitions, in that order.

Use T/S EDIT to change information in the WORD.ICON file.

Icon Definitions

The icon definitions section of the WORD.ICON file contains the codes that produce the pictures on the T/S WORD Main Menu. This section consists of 24 lines of hexadecimal characters, each line ended with a carriage return. Each line represents one horizontal line of pixels on the screen. The length of each line equals the number of functions multiplied by eight characters (line length = number of functions \times 8).

Each eight-character group defines one line of pixels for a given function. The first and last character of each eight-character group must be 0, leaving six hexadecimal characters for pixel definition. Refer to the bit map that follows for the separation of icon information.

ICON 1	ICON 2	ICON 3	ICON 4	ICON 5	ICON 6
0FFFFFF0	000FFFF0	00200000	03FFFFFF0	0FFFFFFF0	0FFFFFFF0
08000010	00080010	003003C0	05555550	08000010	07F00FE0
08000010	00080010	003003C0	0FFFFFFF0	08000010	03F00FC0
083FFC10	00100020	08300FF0	08000070	08000010	01F66F80
08C00310	00107820	0C300810	08000070	08000030	00FE7F00
08800110	00200040	0E300810	08000070	08000020	007E7E00
09000090	0021E040	07300810	08000070	08000030	003E7C00
091F8090	00400080	03B00810	08000070	08000010	001C3800
09000090	0F83F1F0	01F00810	08000070	0803C010	000FF000
091FF090	08800110	00F00810	0B5E5AF0	08066010	0007E000
09000090	08800110	00700810	0AE5B6F0	08042010	0003C000
091F0090	088F8110	00300810	0AE5F970	08042010	00018000
09000090	08800110	00380FF0	0B55B570	08066010	00018000
091FF090	088FC110	003FE000	08000070	0803C010	0003C000
09000090	08800110	00373000	08000070	08000010	0007E000
091E0090	08800110	00333000	08000070	08000010	000FF000
09000090	08800110	00733000	08000070	08018010	001C3800
091FF090	08800110	01F33000	08000070	08024010	00381C00
08800110	09FFFF90	0331E000	08000070	08024010	0073DE00
08C00310	08000010	0330C000	08000070	08024010	00F3FF00
083FFC10	08000010	03300000	08000070	08024010	01F3FF80
08000010	08000010	03300000	08000070	08024010	03F81FC0
08000010	08000010	01E00000	08000040	08018010	07FC3FE0
0FFFFFF0	0FFFFFF0	00C00000	0FFFFFFC0	0FFFFFFF0	0FFFFFFF0

Icon Labels

The next section of the WORD.ICON file consists of a single line of text ended with a carriage return. This text line contains the icon labels that are displayed beneath the icons on the Main Menu.

The icon labels line starts with VIEW and ends with OPTION.

Function Definitions

There should be one function for each icon, except for the last icon, which is always reserved for the TC OPTION icon. You can include as many as six functions.

Each function is described by a single line of ASCII text ended with a carriage return. The text takes the form of an OS-9 command. If the command requires arguments, you can include the necessary arguments in one of the following ways:

- By typing the argument itself
- By typing %, indicating to OS-9 to act on the file selected from the FILENAME window on the Main Menu
- By prompting for the argument at the time you execute the command, enclosing the actual prompt in parentheses

Type + on a line by itself to terminate the function definitions section. The section starts with TSVIEW and ends with CHD followed by +.

Option Definitions

This section of the WORD.ICON file works in the same way as the function section of the Main Menu, except that it describes the options listed under the TC OPTIONS icon. You can include arguments in conjunction with an option in the same manner as described in “Function Definitions” in this appendix. You can include as many as six options. This section of the file starts with RENAME and ends with SHELL.

Appendix D

Quick Reference of T/S EDIT Codes

Following are the commands available to you in T/S EDIT for formatting documents as you type them.

Parameter	Code	Limits	Default
Adjust Text	.ad		No fill, no adjust
Blank line	.bl <i>nn</i>	1-255	0
Bottom Margin	.bm <i>nn</i>	0-56	3
Break page	.bp		no break
Center	.ce <i>nn</i>	1-255	uncentered
Fill and Adjust	.tx		No fill, no adjust
Fill Text	.fi		No fill, no adjust
Font	.ft <i>n</i>	1-3	1
Footer	.fo <i>1st part'</i> <i>2nd part'</i> <i>3rd part</i>		blank
Indent	.in <i>nn</i>	0-79	0
Line Length	.ll <i>nn</i>	1-95	75
Link files	.nx <i>filename</i>		no linking
No Fill, No Adjust	.fx		No fill, no adjust
Page Length	.pl <i>nn</i>	1-66	66
Page Offset	.po <i>nn</i>	0-85	5
Page Number	.pn <i>nn</i>	0-255	1
Paragraph	.pp		no indention
Send hex code	.hx <i>hh,hh,hh,</i> <i>...</i>		
Spacing	.ls <i>nn</i>	1-5	1
Stop Adjust	.na		No fill, no adjust
Stop Fill	.nf		No fill, no adjust
Tab Stops	.ta <i>nn,nn,nn</i> <i>...</i>	1-80, 7 stops	8,16, 24, 32, 40, 48, 56

Parameter	Code	Limits	Default
Title	.tl <i>1st part'</i> <i>2nd part'</i> <i>3rd part</i>		blank
Top Margin	.tm <i>nn</i>	0-56	3
Underline	.ul <i>nn</i>	1-255	no underline

Appendix E

Starting OS-9 from BASIC

If you do not have a Color Computer with BASIC version 1.1 or later, or if you do not have the OS-9 operating system, you can type in the following program and use it to start your T/S WORD application.

Enter the following program from Disk Extended BASIC:

```
10 REM *****
20 REM * BOOT OS-9 FROM BASIC *
30 REM *****
40 FOR I=0 TO 70
50 READ A$
60 POKE &H5000+I,VAL ("&H"+A$)
70 NEXT I
80 CLS:PRINT"INSERT OS9 DISKETTE"
90 PRINT" INTO DRIVE 0 AND PRESS A
KEY"
100 A$=INKEY$:IF A$="" THEN 100
110 EXEC &H5000
120 DATA 86,22,8E,26,00,8D,0D
130 DATA FC,26,00,10,83,4F,53
140 DATA 26,03,7E,26,02,39,34
150 DATA 20,10,BE,C0,06,A7,22
160 DATA 86,02,A7,A4,6F,21,6F
170 DATA 23,6C,23,AF,24,10,BE
180 DATA C0,06,A6,23,81,13,27
190 DATA 12,AD,9F,C0,04,4D,27
200 DATA 06,6C,23,6C,24,20,E9
210 DATA 7F,FF,40,35,A0,4F,20
220 DATA F8
```

Type the following command at the Ok prompt to save the above program:

SAVE"*"

Type the following command to use the above program for starting the application:

RUN"*"

When the prompt appears, insert the T/S WORD diskette in Drive 0, and answer the date and time questions. When the OS-9 prompt appears, load T/S WORD as described in the beginning of this manual.

T/S WORD is a unique text formatter that interacts with **T/S EDIT** to give your documents a polished, professional appearance. After you type your text using **T/S EDIT**, **T/S WORD** presents a graphic "layout" of each page of your document. You can experiment with several format standards and see the effects of your decisions almost instantly.

T/S WORD lets you set up or change such format standards as:

- Top, bottom, and side margins
- Paragraph indention
- Running headers and footers
- Printing fonts
- Centered lines
- Tabs
- Justification
- Linespacing
- Page breaks

T/S WORD also includes features that let you access your OS-9 operating system without leaving the program, change directories to organize your document files the way you want, merge two document files into one, and use hexadecimal codes in your text to take full advantage of your printer's capabilities.

Required Equipment

- A 64K Tandy® Color Computer and one disk drive
- A standard television set or monitor
- Any printer with a serial port and an appropriate printer cable
- The OS-9 version of the **T/S EDIT** package (Cat. No. 26-3264)

Optional equipment:

- A second disk drive