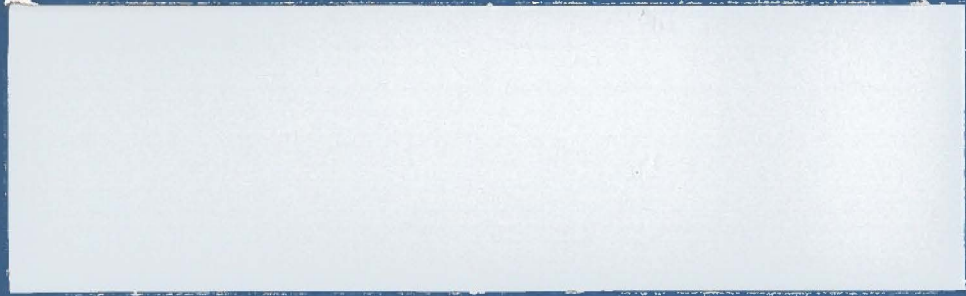


MCM COMPUTERS LIMITED



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T E X T / 9 0 0
WORD PROCESSING SYSTEM

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TEXT/900 WORD PROCESSING SYSTEM

TABLE OF CONTENTS

	PAGE
1.0 Introduction and System Overview	3
1.1 System Hardware	5
1.1.1 Model 916 and 924 Computer	5
1.1.2 DDS-500 Diskette Storage Unit	5
1.1.3 DDS-1000 Diskette Storage Unit	5
1.1.4 MCP-132 Printer/Plotter	5
1.1.5 VDU-9620 Video Display Unit	6
1.1.6 Keyboard	6
1.2 System Specifications	8
1.3 How to Use Manual	9
2.0 Utilizing the TEXT/900	10
2.1 Starting the System	10
2.2 SYSTEM FUNCTIONS	12
2.3 Date	12
2.4 Status	13
2.5 Setup	15
2.6 Add	16
2.7 Initialize	17
2.8 Backup	19
2.9 Edit	20
2.10 List	25
2.11 Print	27
2.12 Delete	28
2.13 Copy	29
2.14 Stop	31
3.0 Utilizing TEXT Files	32
3.1 Editing (Creating) a TEXT File	32
3.2 Edit Commands	35
3.2.1 Deletion	35
3.2.2 Insertion	35
3.2.3 Floating Insert	35
3.2.4 Moving Cursor (Up & Down)	36
3.2.5 Centre TEXT	36
3.2.6 Underline TEXT	37
3.2.7 Left Margin	37
3.2.8 Tab	37
3.2.9 Newline	38
3.2.10 Hidden Hyphens	38
3.2.11 Character Sets	38
3.2.12 Keywords	39
3.3 Control Commands	41
3.4 Text File Control Functions	42
3.5 Format Control	43

4.0	PRINT/LIST TEXT FILES	45
4.1	Print	45
4.2	List	47
4.3	Keyword Data	49
4.4	Character Sets	50
4.5	Printer Commands	51
5.0	OTHER FILES	53
5.1	User Data Files	53
5.2	Keyword Data Files	54
5.3	User Program File	54
6.0	SYSTEM REQUESTS AND MESSAGES	55
6.1	Starting the System	55
6.2	Date	55
6.3	Status	55
6.4	Setup	56
6.5	Add	56
6.6	Initialize	57
6.7	Backup	57
6.8	Edit	58
6.9	List	59
6.10	Print	59
6.11	Delete	60
6.12	Copy	60
6.13	Stop	60
7.0	SAMPLE SESSIONS	61
7.1	Starting the System	61
7.2	Status	62
7.3	Setup	63
7.4	List	64
7.5	Edit (Modify)	66
7.6	Edit (Create)	68
7.7	Edit (Keywords)	70
7.8	Print	71
8.0	GLOSSARY	72

<u>APPENDICES</u>	75
APPENDIX A - OPERATOR MAINTENANCE	75
A-1 Ribbon Cartridge Replacement	75
A-2 Changing The Print Wheel	75
A-3 Loading Paper	76
A-4 Platen Adjust Lever	76
A-5 Impression Control Switch	76
A-6 Cleaning The Platen	76
A-7 Floppy Disk Handling and Storage	77
APPENDIX B - SUPPLIES	78

1.0 INTRODUCTION AND SYSTEM OVERVIEW

TEXT/900 is a fully documented word processing system, designed for all text editing applications, including report and letter generation using a high-speed character printer with a wide selection of type styles. The system is designed for operation either in a stand-alone environment (repetitive document generation) or in conjunction with other business systems being processed on the MCM SYSTEM 800 or 900.

The TEXT/900 can be applied to letters, reports, contracts, proposals, manuals - in effect - any document requiring multiple high-quality originals and/or constant revision and updating.

TEXT/900 has a capacity of handling a maximum of 200 diskettes (volumes), a maximum of 250,000 characters (100 pages) per diskette and a maximum of 200 files under the system control.

TEXT/900 gives the user the capability of creating TEXT files, randomly accessing any ENTRY for editing or randomly selecting any page for printing, choosing variable character sets and variable line spacing, defining a specific FORMAT from the FORMAT CONTROL MENU and choosing from a large variety of type styles.

TEXT/900 contains a complete FILE management system to perform all housekeeping tasks automatically so the user need only be concerned with the content of the files and not with the structure or maintenance of them.

To generate TEXT files, the user simply gives the file a name, assigns it to a diskette (volume), and the system performs all other file management automatically.

A FORMAT generation, maintenance facility is available to provide user-defined printing formats which are stored on disk with the TEXT files. For example, a format may be generated for letters where it is required to print a company letterhead. Here the user can specify that the forms are not continuous (system stops for the user to insert a new page), page size, page numbering, etc. Another format could be stored for producing legal documents and so on. The user has the opportunity to modify it at the time of EDIT, PRINT, or LIST and the modified form is stored with the TEXT file, replacing the existing "default" version.

A facility to manage many diskettes under the TEXT/900 system allows the user to choose the volume on which the file will be placed. Therefore, in an installation where a large number of files exist, the user can group related files on the same diskette.

When a new volume (diskette) is required, the user must firstly, have the volume initialized by the system, and secondly, added to the system using the SYSTEM FUNCTION "ADD". The system assigns a number to the diskette (volume) and reports this number to the operator. This number should be written on the diskette folder since the system refers to this number when this diskette is requested.

NOTE: The user may NOT assign a file to a volume before that volume has been ADDED to the system library.

For TEXT/900 users who are familiar with APL, a facility is provided to execute APL functions (or statements) from within the TEXT/900 system. The user may choose to retrieve data to be included in the document, or to perform calculations on data.

1.1 SYSTEM HARDWARE

The apparatus which has been recently installed into your office environment is the MCM Computers Ltd. System 800 or 900 consisting of a Model 816, 916 or 924 computer with a VDU Video Display Unit, a DDS-500 or DDS-1000 Diskette Storage Unit, and an MCP-132 Printer Plotter. Following is a description of each of these.

1.1.1 Model 900 Computer

The MCM 900 is a general purpose computer system available with either 16K or 24K bytes of internal random access memory and an optional RS232-C communications link. The language is APL - the most concise, powerful and easiest to use programming language available. The user of the TEXT/900 Word Processing System need not be concerned with or have any previous experience with computers or computer language, as the TEXT/900 Word Processing System is completely interactive. This means that the computer prompts the user in English and the user responds in English.

NOTE: TEXT/900 requires either the 16K (Model 916) or the 24K (Model 924) version. TEXT/900 also operates on the MCM Model 816 computer.

1.1.2. DDS-500 Diskette Storage Unit

This is a unit housing two independent disk drives. Each disk provides approximately 250,000 characters of storage. For TEXT/900 applications, the SYSTEM disk must always reside on the left drive. Approximately 200,000 characters are available here for file storage. The right drive is reserved for library (archive) files.

1.1.3 DDS-1000 Diskette Storage Drive

Same as above except the capacity of each drive is double; approximately 500,000 characters per drive.

1.1.4. MCP-132 Printer/Plotter

The MCP-132 Printer/Plotter provides versatile, high quality printed copy for the MCM Computer System. The unit features fully formed characters of typewriter quality, as well as the economy of multi-strike carbon copies.

At up to 45 characters per second - the high quality MCP-132 prints an original and up to five clean, clear copies using standard carbon forms.

Each MCP-132 print wheel provides 96 characters and can be changed in a matter of seconds. A variety of print wheels is available in different type styles or fonts, including foreign languages.

Snap-in ribbon cartridges in fabric, one-time carbon, or two-colour ribbons, can be changed quickly, without causing messy finger smudges.

Under control of MCM's TEXT/900 Word Processing System, the MCP-132 and the MCM System 900 becomes a powerful, versatile word processing system.

1.1.5. Video Display

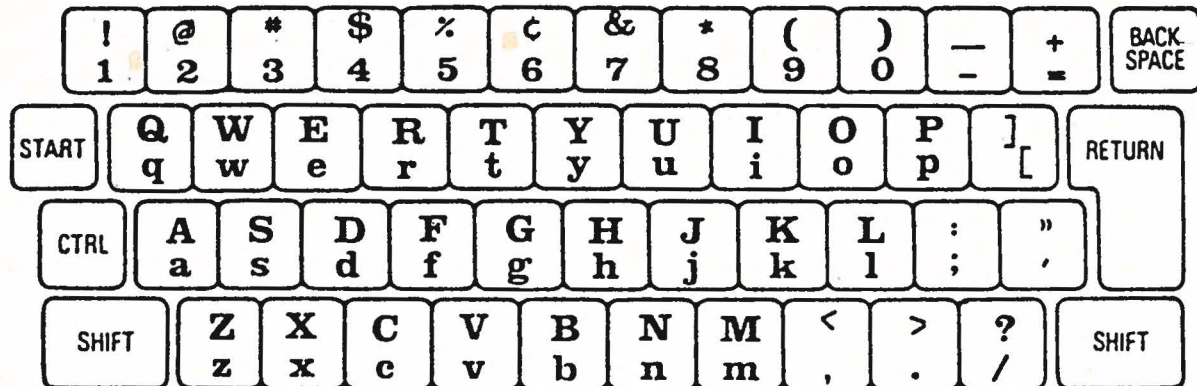
The Video Display is a high resolution, 21 line by 96 character screen display designed specifically to enhance the power of the System 800 and 900 computers. The MCM System 800 may be used with TEXT/900 by adding the VDU 9620 display and ensuring the 800 has 16K bytes of memory.

The VDU is flexible and easy to use. The VDU's features make this an ideal unit for commercial and scientific applications.

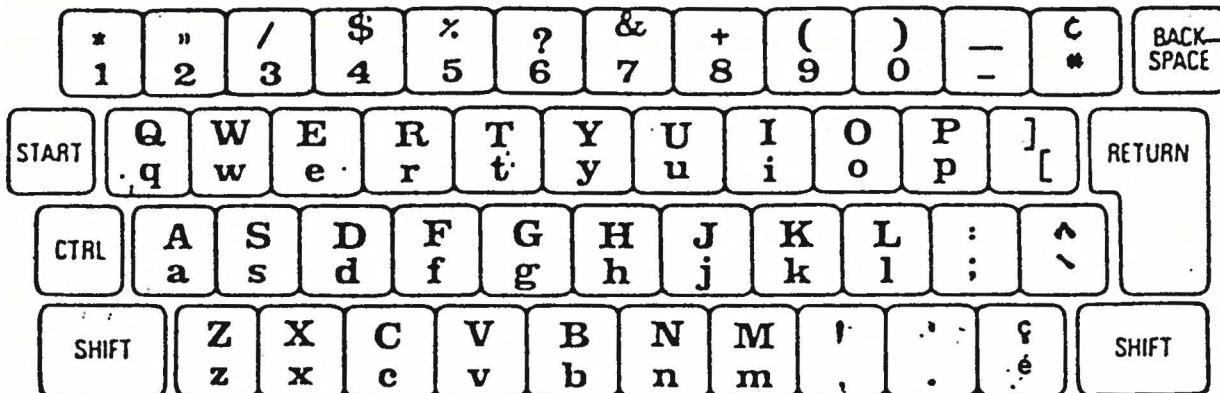
1.1.6 Keyboard

The System 900 (800) has a typewriter-like main keyboard and a numeric pad to provide high speed entry of numeric data. The legends on the keytops are the APL character set, but when the TEXT/900 is operating, the keyboard becomes one of two configurations shown below. One being the standard English typewriter keyboard, the second is the North American Bilingual standard.

English Setup



Bilingual Setup



During input, the following controls are available:

Move cursor UP, DOWN, RIGHT, LEFT
 Erase character(s)
 Insert/Delete character(s)
 Insert Mode
 Automatic Repeat on all commands and characters

1.2 SYSTEM SPECIFICATIONS

TEXT/900 requires a model 816, 916 or 924 computer, a DDS-500 or DDS-1000 Diskette Storage Unit, and a MCP-132 Printer/Plotter.

FILE names can contain up to 24 alpha-numeric characters. The first character must be A to Z. The system can manage up to 200 files at a time, and these files can be spread out over up to 200 diskettes.

Text files can contain up to 245 entries (approximately 100 pages of formatted output). Large documents can be managed by making each section a unique file.

TEXT file ENTRIES, headings and footings can contain up to 1950 characters (30-65 character lines). Therefore, it is possible to create an overflow if several NEWLINE characters are used within a long ENTRY. The OVERFLOW condition is indicated to the user via a non printable character "[]" in the last position of the last line of the formatted block.

1.3 HOW TO USE THIS MANUAL

This manual has been written to facilitate an easy transition into the world of Word Processing. It can be used as a step-by-step training manual for the new user and as a reference manual for those who are familiar with the TEXT/900 System.

The user is encouraged to read through this manual prior to operating the TEXT/900 System. The sample sessions in Section 7.0 will assist the user in operation.

2.0 UTILIZING THE TEXT/900

2.1 STARTING THE SYSTEM

In order to start the TEXT/900 Word Processing System, the following steps must be taken.

1. Turn on the disk drive unit, the printer and the VDU screen.
NOTE: DDS-1000 units switch on automatically when the computer is started.
2. Depress the "START" key located on the left-hand side of the keyboard.
3. Place the TEXT/900 System Disk into the left-hand disk drive.
4. The words *MCM/APL* and the cursor (a heavy underscore character that indicates the current input position) will appear on the lower left-hand corner of the screen after a short warm up period. The user will hear a "BEEP" sound thirty seconds after it appears. The user enters the following command:

□XS 0

and presses the EXECUTE key located on the right-hand side of the keyboard. This is a command to the system which accesses the TEXT/900 programs. This will be the only command of this nature the user will have to use.

5. When the cursor reappears, type in "START" from the keyboard and depress EXECUTE.
6. The screen will now display the MAIN FUNCTION MENU with a short explanation of each function as follows:

M C M C O M P U T E R S L T D.
 T E X T 9 0 0
 English Version - Aug. 21, 1978

ADD	Add a new diskette to library
BACKUP	Back up TEXT-900 system disk
COPY	Make a copy of a file
DATE	Set system date
DELETE	Delete a file
HELP	Help the new user
EDIT	Edit a file
INIT	Initialize a new disk
LIBRARY	Edit, List data library
LIST	List a file on screen
PRINT	Print any file
SETUP	Set up English or Bilingual
STATUS	List, print system status
STOP	Close files and stop

FUNCTION NAME: _

7. The user would now enter a function name from the above MAIN FUNCTION MENU, then depress EXECUTE. For example, this is how the last line of the screen appears, with the EDIT function entered, before the EXECUTE key is depressed:

FUNCTION NAME: EDIT_

- NOTE: If the user enters a wrong name from the above list, makes a typing error, or depresses EXECUTE before entering a name, the following message appears and prompts the user to re-enter the data after a short pause:

FUNCTION NAME:_
 INVALID NAME

8. Once a valid name is entered, the system will then enter the FUNCTION the user has requested. It may take a few seconds before anything appears on the screen.

2.2 SYSTEM FUNCTIONS

The TEXT/900 Word Processing System has a number of different FUNCTIONS which enable the user to accomplish his/her processing needs concisely and easily. The following is a description of each of these functions.

2.3 DATE

The function DATE allows the user to alter the date within the system. It is the same as the DATE change that occurs when you START up the system.

This function is useful when one may have to print, for example, letters that are dated ahead.

The user simply keys in DATE when prompted by FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. On the screen will appear the last date on which the system was operating, as follows:

ENTER DATE: 78 06 01

By overstriking the YY MM DD with the appropriate date and depressing EXECUTE, the screen will return with the correct date in the form Thur, June 1, 1978. The MAIN FUNCTION MENU is then returned to the screen. If the date is not correct, (perhaps an input error), the user may re-enter the DATE function and correct the error.

The user may access the system date from within the Text files by referring to the keyword name DAT. This provides DATE in the format "June 1, 1978".

2.4 STATUS

The function STATUS will display, on the screen, a listing of all the files that exist within the system. It includes, in the summary, the volume number on which a file resides, the last update to a file and the number of entries in a given file. It also includes, for the user's information, the amount of space that remains on the volumes (i.e. 54 percent of Volume 0 is used.) For example:

```
VOLUME 0 1
PERCENT X X
```

To implement STATUS, the user keys in "STATUS" in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will display the following:

```
T E X T 9 0 0
English Version, Aug. 22, 1978
```

FILE DIRECTORY

FILE NAME	VOLUME NUMBER	DATE UPDATED	No. of ENTRIES
CUST. AD.	0	780818	6
FORM LETTER 1	0	780810	10
FORM LETTER 2	0	780811	12
MAIL OUT	0	780814	16
TEST LETTER	0	780822	9

```
Percentages of volume used
Volume 0
Percent 57
```

Under these headings, all files will be listed in alphabetical order with the corresponding information. By depressing EXECUTE repetitively, the screen will scroll until all the files have been viewed.

At the end of the file listing, the system will display the percentage of the space used on the volumes, and prompt the user

```
PRINT IT: Y
```


If the user wishes to have this report printed, he/she depresses EXECUTE. The system will print out the report.

If the user does not wish to have STATUS printed, overstriking "Y" with "N" and depressing EXECUTE will return the system to the MAIN FUNCTION MENU.

NOTE: If the STATUS page is printed and is cut to an 8" square, this report will fit in the envelope with the TEXT/900 Diskette.

If the printer is not turned on, the system will issue the message PRINTER NOT READY - REQUEST CANCELLED.

2.5 SETUP

This function allows the user to choose whether he/she would prefer English or Bilingual TEXT.

The Bilingual Version uses the "dead" key (the key with the square bracket "]" in lower case and the close parenthesis ")" in upper case, located on the right end of the third key row) to implement the "accent grave" and the "accent circumflex". This allows the eight French characters (ã, è, ù, â, ê, î, ô, û) to be entered with two keystrokes. The "e" accent-aigue is entered with the slash-key on the keyboard. A TEXT file set up to use either version can be converted to the other. See section 1.1.6 for a description of the keyboard layouts for both versions.

To implement the "SETUP" function, the user keys in "SETUP" in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE.

The screen will display:

```
ENGLISH OR BILINGUAL VERSION?(E OR B):_
```

The user enters the appropriate letter (E or B) where the cursor lies and depresses EXECUTE. If "E" is entered, the screen will display on the bottom of the screen the message:

```
MOUNT DIABLO 20500 PRINT WHEEL
```

If "B" is entered, the screen will display on the bottom of the screen the message:

```
MOUNT QUME 82053 PRINT WHEEL
```

The system will then return to the MAIN FUNCTION MENU.

NOTE: Any QUME or DIABLO print wheel can be accommodated on the TEXT/900 since both the print routine and the display character set are programmable. If the user wishes, either MCM or its agents will program this conversion for a modest charge.

Refer to Sample Session 7.3.

2.6 ADD (INTRODUCE)

The function ADD must be used when new diskette volumes are added to the TEXT/900 Library System. It assigns a new volume number to the diskette and adds this number to the volume directory. New files can then be assigned to this volume or existing files could be copied to it using the COPY function. (see COPY function 2.13).

To implement the ADD function, the user keys in "ADD" in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will return with the prompt:

MOUNT DISK TO BE ADDED ON RIGHT DRIVE

The user follows this instruction. The system will then check that there is no data previously recorded on this disk. If there is data on this disk, the system will return with the message:

DISK CONTAINS DATA. PROCEED: N
ACTIVE GROUPS ARE X X X

This message is to inform the operator that the wrong disk may have been mounted. If the user wishes to proceed, he/she overstrikes the "N" with "Y" and depresses EXECUTE.

If the user wishes to abort this operation, depressing EXECUTE in response to PROCEED: N will return the system to the MAIN FUNCTION MENU.

NOTE: If the disk contains other data, this data will not be altered in any way. The ADD programme only writes the volume number in Group 0 which is used to check if the proper volume is mounted after a request from the system.

To remove unwanted information from a diskette or to initialize new diskettes use the system function INITIALIZE.

2.7 INIT (INITIALIZE)

The function INIT must be used prior to adding a new diskette to the Text/900 Library System.

To implement the INIT function, the user keys in INIT in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will display:

INITIALIZE

INITIALIZE NEW DISKETTE FOR SYSTEM/900
MOUNT VOLUME TO BE INITIALIZED ON RIGHT DRIVE

**** CAUTION ****

THIS PROCESS DESTROYS ALL INFORMATION ON THE DISKETTE
IF THIS IS NOT A NEW DISKETTE CHECK THE CONTENTS TO
ENSURE THAT THEY ARE OF NO VALUE BEFORE PROCEEDING.
PROCEED: Y

Overstriking Y with N returns the user to the MAIN FUNCTION MENU. Depressing execute will display the following message:

LONG INITIALIZE PREFORMATS ENTIRE DISK (APPROX 10 MINUTES) -
MUST BE USED ON NEW DISKETTES
SHORT INITIALIZE CLEARS DIRECTORIES ONLY (CAN BE USED ON
PREVIOUSLY INITIALIZED DISKS)
LONG OR SHORT INITIALIZE (L/S):_

Selecting L in response to the prompt will initialize a new diskette. Selecting S will promptly clear the directories of a previously initialized diskette.

When the INIT function is finished, the MAIN FUNCTION MENU is returned to the screen awaiting the next FUNCTION NAME.

NOTE: All new diskettes must undergo long initialize before being added to the Text/900 Library System. Short initialize can only be used on diskettes that have already been initialized.

DISK MOUNTING CHECK

The INIT function has built-in safeguards to assist the inexperienced user. If the user chooses to proceed, but has not mounted the diskette to be initialized on the right drive, the message

DISK NOT MOUNTED

will be flashed on the screen. If the diskette has been mounted, but the drive door has not been closed, the message

DISK DOOR OPEN

will be flashed on the screen. If the disk is mounted and the disk door is properly closed, but the write enable tab has not been placed on the diskette jacket, the message

DISK WRITE PROTECTED

will be flashed on the screen.

Any other disk errors that may occur are flashed on the screen as:

DISK UNIT ERROR

In all cases above the system will try 20 times to get a correct disk status. If this fails, the operating function will terminate and the system will return to the main function menu.

NOTE: The disk mount check described above also applies to BACKUP, COPY, EDIT, PRINT and LIST whenever a file is on a library volume.

2.8 BACKUP

The function BACKUP allows the user to produce a copy of the SYSTEM disk. This function should be performed at regular intervals to ensure that a second copy of the disk is available in the event that the System disk is accidentally destroyed or lost. This backup copy should be stored in a safe place. It is advisable to maintain 3 levels of backup.

To implement the BACKUP function, the user keys in BACKUP in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will display:

MOUNT BACKUP DISK IN RIGHT DRIVE

The user follows this instruction. The system will then check that this disk contains no data. If it does contain data, the system will return with the message:

DISK CONTAINS DATA. PROCEED?: N

As in INITIALIZE, the message is a safeguard against accidental destruction of valuable data. If the user wishes to proceed, thus destroying the data currently on the diskette, he/she overstrikes "N" with "Y" and depresses EXECUTE.

When the Backup is complete the system will return the MAIN FUNCTION MENU.

If the user wishes to abort the operation after receiving the prompt DISK CONTAINS DATA. PROCEED?: N, depressing EXECUTE will return the system to the MAIN FUNCTION MENU.

NOTE: Whereas ADD does not alter the contents of the diskette, BACKUP and INITIALIZE DESTROY the diskette contents. Therefore, if you are not sure of the diskette contents, abort the BACKUP and check the diskette for its contents.

2.9 EDIT

The purpose of the function EDIT is to allow the user to create new TEXT files and to make corrections or additions to an existing TEXT file.

TEXT files are simply a group of ENTRIES which contain information you wish to store for repetitive use. An example of TEXT is this manual, which was prepared using the TEXT/900 System.

When creating TEXT files, one enters data into what are called ENTRIES. These ENTRIES can contain up to 1470 formatted characters or 21 - 70 character lines.

Initially we will describe the EDIT of existing TEXT files, i.e. we will modify a file which has previously been created.

Once the user has entered EDIT in the MAIN FUNCTION MENU and depresses the EXECUTE key, the screen will display:

```
E D I T
```

```
FILE: FILENAME
```

The system here is asking the user to enter a FILENAME. If it is a new file, you will enter a FILENAME that does not exist in the directory. It can contain up to twenty-four (24) characters.

The user is always prompted with the last file addressed (as in LIST & PRINT). If this is the required file simply press EXECUTE, if not enter the name of the file required. If the user has forgotten the existing file names, enter a question mark (?) or any other invalid first character for names (first character must be alphabetic) and the file directory will be displayed for his/her perusal.

If the FILENAME entered was a "new" filename, that is one that does not presently exist in the directory, the screen will give the message:

NEW FILE?: Y

The user then depresses EXECUTE in response to this prompt. The user must then assign this new file to a volume, when the screen displays

VOLUME NO.: 0

If the user wants this to reside on volume 0, simply depress EXECUTE. It can be assigned to any previously assigned library volume (see ADD) by overstriking "0" with an appropriate volume number.

If the FILENAME was not a "new" filename, but the user notices the name was spelled incorrectly, the user overstrikes the "Y" with "N" and the screen will return with the prompt:

EDIT
FILE: _

Here the user enters the correct FILENAME.

If nothing is entered in response to "EDIT FILE" and EXECUTE is depressed, the system will return to the MAIN FUNCTION MENU.

If the file requested resides on another volume disk, the system will prompt the user with:

MOUNT VOLUME X

The "X" refers to the volume number on which the file resides. The user mounts the specified volume in the right drive and depresses EXECUTE. See SECTION 3 for further explanation on creating a TEXT file.

We will assume here that we are entering a FILENAME that exists in the file directory and has entries in it.

In response to EDIT FILE:, type in the FILENAME "LETTER" and depress EXECUTE. The system will search the file directory for this FILENAME and return with information regarding the TEXT FILE "LETTER". This is referred to as the Current File Status. It will be displayed as follows:

```

E D I T
FILE: LETTER
CREATED 780414
UPDATED 780606
ENTRIES:      2

```

This means that the TEXT file "LETTER" was created on April 14, 1978, was last updated on June 6, 1978 and has 2 entries. Whenever the user alters a file in EDIT the date on which this takes place is referred to as UPDATED.

Next, the screen will display the first ENTRY on the right portion of the screen and:

```

ENTRY:      1
DELETE:    N
INCLUDE:    N

```

on the left margin of the screen.

The user at this point has the opportunity to view any of the entries in this file, by overstriking the 1 with the appropriate ENTRY number.

We will assume here that we want to view the first ENTRY in the file, therefore leave the "1" as is and depress EXECUTE. Since this entry is already displayed on the screen, the cursor simply moves over to the first character in the entry. The entry is displayed in its unformatted form, i.e. as it was entered initially from the keyboard and stored in the system.

The strange characters throughout the entry in an unformatted form are special commands (which will be discussed extensively in Sections 3.2 to 3.5).

The character at the beginning of the entry, a "T" over a "B", refers to the "TAB" command. Within the system, tabs are set at every tenth column, but may be modified by the user at any time.

The character "N" over "L" refers to "NEWLINE". In the formatted entry, this command will produce a new line similar to the return key on a typewriter.

"KEYWORDS" can be inserted throughout an ENTRY to allow small pieces of variable TEXT such as a name, address, city, page, date, etc. to be entered at the time of PRINTING or LISTING.

Hidden Hyphens appear as a hyphen overstruck with a slash in the ENTRY and are used to break up long words in the formatted version of the ENTRY. If the hyphen is not required in the formatted version, the Hidden Hyphen is disregarded.

The user can use different character sets (i.e. ASCII, which is the standard English set, or APL, a computer language which is the internal character set of the computer).

The user can "UNDERLINE" text within the ENTRY using the system command CONTROL SHIFT UNDERSCORE. The user can also adjust the LEFT MARGIN to a desired column and command a NEW PAGE at the beginning of any ENTRY.

All these features are entered at the time of editing or creating a TEXT file and implemented by the system at the time of formatting, printing and listing. They will be discussed extensively in SECTION 3 of this manual.

By depressing the EXECUTE key after any alterations if required, the system will display ENTRY 1 in its formatted form with paragraph indenting, right justification, etc.

At this same time, the cursor will return to the left-hand side of the screen to the entry number, eg.

ENTRY:	<u>1</u>
DELETE:	<u>N</u>
INCLUDE:	N

By depressing EXECUTE, the user can return the entry in its unformatted form to make additions, deletions or corrections to this entry.

If the user wishes to proceed to another entry in the file, he/she simply enters the required entry number and depresses EXECUTE.

If this entry is to be discarded, move the cursor down (CONTROL/+) to the next row and change the "N" to a "Y". the entry will be deleted from the file upon depressing EXECUTE.

If the entry is to be REPLACED by any other file entry in the system, move the cursor down to the line INCLUDE: N and change the N to a Y. On depressing EXECUTE, the operator will be asked FILE NAME and ENTRY NO. The requested entry will REPLACE the current entry in the file after the operator is given the chance to edit the entry.

To INSERT entries between existing entries, enter a fractional number in the ENTRY line. For example, entering 4.5 will place a new entry between entries 4 and 5.

To EXIT from the EDIT function, the user simply enters zeros (00) as the ENTRY number, overstriking the number that is present, and the system will return to the MAIN FUNCTION MENU.

For further reference to the EDIT function, see SECTION 3 and SAMPLE SESSION 7.5 to 7.7.

2.10 LIST

The LIST function enables the user to view a selected TEXT file on the screen. By entering a TEXT FILENAME when prompted by the system, the file will be displayed entry by entry, in its formatted version and in a scrolling fashion.

To implement the function LIST, the user keys in LIST in response to FUNCTION NAME on the MAIN FUNCTION MENU and depresses EXECUTE. The screen will prompt the user with:

```
LIST
FILE?:_
```

The user keys in the FILENAME of the desired file. If the file requested resides on another volume, the system will prompt the user with:

```
MOUNT VOLUME X
```

The "X" refers to the volume number on which the file resides. The user mounts the specified volume in the right drive and depresses EXECUTE.

The system will then prompt the user with

```
EDIT FORMAT? N
```

If the user wishes to alter the format that is associated with this file he/she overstrikes "N" with "Y" and depresses EXECUTE. The format menu will be displayed for editing by the user. For further explanation of FORMAT see Section 3.3.

If the user does not wish to edit the format, simply depressing EXECUTE will commence the listing of the selected file. The screen will be filled with formatted TEXT and the system will continue to display TEXT at a rate much faster than the operator can read it. To freeze the screen, simply press the SPACE bar, to resume, press the EXECUTE key. As the file is listed, the screen will display:

```
ENTRY: X
PAGE: X
LINE: X
```

This message is continually updated as the file is LISTED for the information of the user.

Upon completion, the system will return to the MAIN FUNCTION MENU. Refer to Sample Session 7.4.

Next the screen will display:

LIST ALL: Y

If Y is entered here the entire file will be listed sequentially. All pages will be re-formatted and the page breaks will be recorded for future LISTing or PRINTing.

If N is entered, the user is allowed to list selected pages in any order. If page breaks were recorded in a previous LIST or PRINT, these breaks will be used in listing the individual pages.

Next, the screen will display:

ENTRY 1
PAGE 1
LINE 1

on the left side of the screen and a horizontal line across the top of the screen indicating Top of Page. Next, the message

INSERT PAGE 1

appears on the left of the screen if the LIST ALL: N option was chosen. Here the operator may choose any page of the document in any order for viewing. The first time through the document this function "records" the page breaks so on subsequent passes the user may display widely separated pages with very little delay.

2.11 PRINT

The function PRINT enables the user to print out a copy of any existing TEXT file on the MCP-132 Printer/Plotter. The user can type out a document using one of a number of print styles by changing the DAISY PRINT WHEEL to one of choice. (The user can also use different character sets. See Creation of Files, Section 3.1).

To implement the PRINT function the user keys in PRINT in response to FUNCTION NAME in the MAIN FUNCTION MENU. The screen will display:

```
P R I N T
FILE?FILENAME
```

The user enters the FILENAME of the desired file. If the file requested resides on another volume disk, the system will prompt the user with:

```
MOUNT VOLUME X
```

The "X" refers to the volume number on which the file resides. The user mounts the specified volume in the right drive and depresses EXECUTE. Next the screen will prompt the user with:

```
EDIT FORMAT? N
```

The action taken here is identical to that just described in LIST, Section 2.10. Next the operator is prompted with:

```
PRINT ALL? Y
```

Again, refer to Section 2.10 for a detailed description.

2.12 DELETE

The function DELETE allows the user to delete whole files from the system when they are no longer required. This function returns the previously occupied space to the system to be used for new files.

This function displays a Current File Status, with information such as date created, last update and the number of entries in the file. The user is given the opportunity to abort this DELETE operation if this is desired.

To implement the DELETE function, the user enters DELETE in response to FUNCTION NAME and depresses EXECUTE. The screen will prompt the user with:

```
D E L E T E
FILE?_
```

The user enters the appropriate FILENAME chosen from the file directory displayed on the right hand side of the screen and depresses EXECUTE. If the FILENAME entered is non-existent or not on the file directory, the system will repeat this prompt.

The system searches for this file and displays a Current File Status of this file as follows:

```
D E L E T E
FILE:FILENAME
CREATED: 780512
UPDATED: 780601
ENTRIES: 3
```

The next message to appear is:

```
DELETE IT? Y
```

At this point in the operation, the user has the opportunity to abort the operation by overstriking "Y" with "N" and depressing EXECUTE.

If the user wishes to proceed, simply depress EXECUTE and the file will be deleted. Upon completion, the DELETE function will return the system to the MAIN FUNCTION MENU.

2.13 COPY

The function COPY allows the user to make a copy of a TEXT file. This may be necessary to move a file from one volume disk to another, to keep the original file if extensive modifications are required for a related application, or for security purposes.

A file can be copied to the same volume it is currently on or to another volume providing one of the volumes involved is the System volume. The receiving volume must be a valid library volume for TEXT/900 before a file can be copied to it (see ADD).

To implement the COPY function, the user keys in COPY in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will display:

FILE: _

The user enters the name of the file to be copied and depresses EXECUTE. Next to appear on the screen will be:

NEW FILE: _

The user here enters a new FILENAME for the file that is being copied and depresses EXECUTE. Next, the system asks:

VOLUME FOR NEW FILE: 0

Here, the user enters the number of a TEXT/900 library volume on which the new file will reside. The number is entered by overstriking the "0" with the appropriate volume number and EXECUTE is depressed. The volume number can be 0.

After the file has been copied, the system will return to the MAIN FUNCTION MENU.

If the user wishes to copy a file which does not exist in the current operating version of TEXT/900 the COPY function will accomodate this, for example, when the system requests FILE, and the requested file entered by the user is not in the current volume, the system will ask:

IS SOURCE FILE ON ANOTHER SYSTEM VOLUME: Y

If an invalid name was entered, enter "N" and COPY will terminate. If the user wishes to get this file from another system volume or library, mount the required diskette on the left drive and depress EXECUTE. COPY will search this volume for the required file. If the file is not found on this volume, the system will display a list of the files on this volume and the message FILE "FILENAME" not on this volume then return to the MAIN FUNCTION MENU.

2.14 STOP

The STOP function is used to terminate all sessions after using TEXT/900. This function ensures that all files are closed and the file directories have been properly updated.

To implement the function STOP, the user keys in STOP in response to FUNCTION NAME in the MAIN FUNCTION MENU and depresses EXECUTE. The screen will automatically display:

CLOSING DOWN TEXT/900 SYSTEM
DO NOT REMOVE DISKETTE UNTIL THIS SCREEN IS BLANK

When the screen is blank and the system has closed down, the user can remove the disks from the disk drive unit and return them to their protective envelopes.

NOTE: On the System 800 with DDS-500 the user must turn power OFF on the VDU-9620 Display, DDS-500 Disk Drive Unit and the MCP-132 Printer.

3.0 UTILIZING TEXT FILES

3.1 EDITING (CREATING) A TEXT FILE

As reviewed in Section 2.9, the purpose of the TEXT/900 System is to create files containing TEXT for repetitive usage and storage.

In this section we will describe, at length, the process the user must follow in order to utilize the creation of TEXT files.

In order to create a TEXT file, the user must enter the function name "EDIT" in the MAIN FUNCTION MENU. The EDIT function requests a FILENAME, then searches its directories for this FILENAME. If it finds this name, the file is opened and Current File Status is returned for user verification. This STATUS consists of the date on which the file was created, the date it was last updated and the number of ENTRIES in the file. Accessing existing files is discussed extensively in 2.9.

We are dealing here with the creation of a new TEXT file, therefore a new FILENAME, i.e. one that is not in existence in the file directory, must be assigned to this file and entered in response to:

```
    E D I T  
    FILE: _
```

The system will next prompt the user with:

```
    NEW FILE?: Y
```

This insures that this is a new file and if so, the user must then specify the volume on which it is to reside in response to:

```
    VOLUME NO.: 0
```

The user can enter whichever volume number he/she wishes to have this file reside on providing the volume has been INITIALIZED and ADDED to the system. This is accomplished by overstriking the "0" with an appropriate volume number.

The system will then return with the Current File Status of the TEXT file the user has just created. The screen will display:

```

E D I T
FILENAME
CREATED YY/MM/DD
UPDATED YY/MM/DD
ENTRIES 0
EDIT FORMAT? N

```

This gives the user the option of editing the FORMAT at this time or waiting until a future time. To edit the FORMAT the user overstrikes the "N" with "Y" and depresses the EXECUTE key. The format menu will appear. For further explanation, refer to FORMAT, Section 3.5.

```

ENTRY      1
DELETE     N
INCLUDE    N

```

is next displayed, prompting the user to start editing (creating) the file. If the user were to enter 0 in response to ENTRY: 0, this would terminate EDIT and return the MAIN FUNCTION MENU. The FILENAME still remains in the file directory as a created file, perhaps for future use.

By depressing EXECUTE leaving ENTRY 1, the cursor will appear on the top line of the screen at column 20. At this point the user can commence with the keying in of the TEXT. Please refer to Sample Session 7.6.

The user can enter up to 1470 characters and 30x65 formatted lines in one ENTRY.

After entering the desired amount of data, the user can view the input in its formatted version, as it would appear when printed out, by depressing EXECUTE.

The screen will display the ENTRY and the messages:

```
ENTRY:      1
DELETE:    N
INCLUDE:   N
```

will appear on the side of the screen. The user can view this entry for correctness and appropriate style of format. If the user wishes to re-edit the ENTRY, depressing EXECUTE, the ENTRY will return to the screen in its unformatted version, with the cursor at the first character on the first line. The user can move the cursor anywhere in the screen to make alterations.

If the user does not wish to EDIT AGAIN, simply enter the next entry number followed by EXECUTE. This will store the first ENTRY and bring in the next ENTRY. It will appear as:

```
ENTRY:      2
DELETE:    N
INCLUDE:   N
```

The cursor will appear at the top left hand margin of the screen, ready for the user to input TEXT for entry 2. The same steps are repeated as for ENTRY 1.

In order to EXIT from the EDIT function, when the user has entered all the data necessary, the user must overstrike the ENTRY number with zeros (0) and depress EXECUTE. The system will automatically return to the MAIN FUNCTION MENU.

3.2 EDIT COMMANDS

There are a number of EDIT COMMANDS available to the user to facilitate quick, accurate and easy input of TEXT. These have been briefly mentioned in 2.9 and will be dealt with extensively here. As these commands are used at the time of EDIT and included in the ENTRY.

3.2.1 Deletion (Control/Backspace)

The user can utilize this command to make corrections to typing, re-wording or simple deletion of words or sentences.

The user backspaces the cursor over the erroneous character and depresses the CONTROL key (left hand side of third row) and the BACKSPACE key simultaneously. The character will be erased and the text will move back by one space. If these keys are held for one half a second the deletion will be continuous, therefore deleting whole words or sentences.

3.2.2 Insertion (Control/Space)

There are two methods of inserting TEXT into the entry.

If the user wishes only one or two spaces to be inserted into the TEXT, by depressing the CONTROL key and the SPACE bar simultaneously, one space will become available and the TEXT will move forward similarly. If the keys are held down for one half second, space will be inserted continuously. This is convenient for limited space insertions.

3.2.3 Floating Insert (Control/I)

If the user has, for example, a sentence to insert into the TEXT between existing TEXT, the user can implement a convenient command which allows the user to type data into the TEXT without regard to overtyping existing TEXT.

The user depresses the CONTROL key and the "I" simultaneously on the keyboard and begins typing. The TEXT will move along with each character typed in. Once sufficient data has been entered, the user depresses CONTROL "I" once again to exit from this command. On entering the Insert mode a space is inserted under the cursor and on exit the character at the cursor is deleted.

NOTE: In Floating Insert mode Backspace is destructive .

3.2.4 Moving Cursor - Up & Down (Control/↑ or ↓)

The cursor, in EDIT, can be moved anywhere in the screen by using the SPACE or BACKSPACE keys. This can be a lengthy exercise if the user wishes to move to the top or the bottom of the TEXT ENTRY. By using the CONTROL key with "UP" arrow key (↑), the cursor will move up row by row. If these keys are held down for one half a second, the cursor will move continuously up the screen.

Similarly, by depressing CONTROL key and the "DOWN" arrow (↓), the cursor will move down the screen row by row. Again, if these keys are held for one-half second, the cursor will move continuously down the screen.

3.2.5 Center Text (Control/C)

The user can have a title or similar characters automatically CENTERED on the formatted TEXT by depressing the CONTROL key with the "C" key simultaneously.

The user moves the cursor to the space before the word(s) that is to be centered, and depresses the CONTROL "C". The CENTER character will be displayed as a small "C" over a small "E".

The word(s) prefaced with the CENTER TEXT command will be centered in the formatted TEXT. If the printing width is changed (See FORMAT) CENTER will still center the TEXT in the available width. If the TEXT to be centered is longer than the line width no action occurs. If there is text already on the left of the line, the required text is centered in the remaining space.

3.2.6 Underline Text (Shift/Control/Dash)

The user can have any word(s) in the TEXT UNDERLINED in the PRINTED TEXT by entering the CONTROL key and uppercase (shift) UNDERSCORE before and after the word(s) to be underlined. This character in the unformatted TEXT will appear as a small "U" over a small "L". In the printed TEXT, the word(s) will be underlined.

3.2.7 Left Margin (Temporary) (Control/L)

If the user wishes to use the current location as the temporary left margin stop, simply enter the CONTROL/L character. The system "reads" the current character location as the LEFT STOP.

The user can adjust the LEFT MARGIN within the TEXT to whatever margin is desired. By depressing CONTROL "0" (to put the system in the APL mode), CONTROL "L" and the desired left margin (5, 10, 15) and then CONTROL "1" (restores ASCII mode), the system, in the formatted TEXT and will be set to the specified left margin in LIST and PRINT. The user repeats this exercise when the original margin is desired. By depressing CONTROL "L", the screen will display a small "L" over a small "M".

3.2.8 Tab (Control/T)

The tabs are set by default to every tenth (10th) column within the screen, therefore, if you have a 60 stroke line, one tab will indent to the 10th column, two tabs the 20th column, etc. The TAB character, formed by depressing the CONTROL and T keys simultaneously, resembles a small "T" over a small "B". (See PRINTER COMMANDS, Section 4.5 for altering the default tabs.)

Can over-ride the default setting by using:

CTRL P T B 5

Call the program called TB to set tabs to 5.

3.2.9 Newline (Control/Execute)

To initiate a NEWLINE within a TEXT, the user depresses the CONTROL key and the EXECUTE key simultaneously and a character resembling a small "N" over a small "L" will appear. There are a maximum of thirty (30) formatted lines allowed within an ENTRY.

3.2.10 Hidden Hyphens (Control/-)

If the user is entering a long word that may require hyphenation, by depressing the CONTROL key and the HYPHEN key simultaneously, a character resembling a hyphen (-) overstruck with a slash (/) will appear. If, in the formatted version, this word does indeed require hyphenation, the word will be broken where the HIDDEN HYPHEN lies. If the line has enough space for the word and hyphenation is not required, the HIDDEN HYPHEN will be ignored.

3.2.11 Character Set Selection (Control 0 or 1)

The user may require two different CHARACTER SETS to appear in the printed document (i.e. Italicized text, APL characters, etc.). The TEXT/900 System has a normal ASCII mode, but the user may choose, at any place within the TEXT, to alter this character set.

This is accomplished by use of the CONTROL key and "0" (zero). Keys entered after the CONTROL 0 command will be displayed in the internal character set defined on the MCM/900 keyboard, namely, APL. To revert back to the standard ASCII character set, the user enters CONTROL and "1" (one) and all characters following will once again be ASCII.

At the time of PRINT, the entire page will be printed using the ASCII character set. At the end of the page, the system "looks back" to see if an alternate character set was used on this page. If so, the system will request the user to change the print wheel with the message:

ALTER PRINT WHEEL

Once the user has changed the print wheel, and depresses EXECUTE, the page will roll back to the line(s) containing the alternate character set and reprint the page, where required, with this alternate character set.

When this is completed, the system will request:

RESTORE PRINT WHEEL

The user restores the original print wheel and depresses EXECUTE. The printing will resume. See Section 4.0 for further explanation.

NOTE: Only one character set may be used in headings and footings.

3.2.12 Keywords (Control/K)

If variable data is to be included with the TEXT, a unique KEYWORD can be defined within the TEXT at the point where the variable data is to occur. For example, if a letter is being created that will be used on different days and sent to different people, KEYWORDS such as "DAT" for DATE, "SUR" for SURNAME, can be entered using the KEYWORD command CONTROL K. At the time of PRINT or LIST, the system will ask for this variable data to be entered from the keyboard and then automatically included in the LISTED OR PRINTED output.

The KEYWORD NAME must contain only three (3) characters, the first two characters being letters (A to Z). The last character can be either a letter or a number. To implement a KEYWORD, the user keys in the CONTROL and "K" keys, which display on the screen as a small "K" over a small "W".

After the last character of the KEYWORD name has been entered, the user must enter CONTROL 1 to place the system back into ASCII character input mode.

At the time of printing, the system will stop when it comes to a KEYWORD and requests that the variable data be entered from the keyboard, i.e. "SUR" will appear on the screen and the user would enter the surname and depress EXECUTE. This would then be printed out with the remainder of the TEXT.

Variable data can be retrieved under program control from other sources (such as user-defined files) and merged with the TEXT file as KEYWORD data.

Data to be used as Keyword data must be in the form of character strings. Tables, numeric data, etc. must be formatted to conform to TEXT/900 Keyword data. A facility to accomplish this is provided and is described in Section 3.4 under the name

KW

Two keywords (PAG and DAT) are provided by the system for the user's convenience. These are explained in detail in Section 3.5, Format Control.

3.3 CONTROL COMMANDS (CONTROL/P)

A facility is provided at the beginning of any entry to allow the user to execute control functions which could for example:

1. Alter formatting controls
2. Text files control functions.
3. Retrieve data from user files.
4. Perform any operation (execute any APL program) which complies with the rules of TEXT/900.

Functions are provided for category 1 and are covered in detail in Section 4.5 of this manual.

Category 2 functions are included in this section below.

Category 3 and 4 functions can either be user defined or contracted to MCM or one of its distributors for inclusion in TEXT/900.

3.4 TEXT FILE CONTROL FUNCTIONS

GO X Go to page X. If X is 0, terminate.

KW ABC ← TYPE KW DATA
Converts DATA generated from another source into format suitable for insertion as Keyword data. If DATA is a table, it will print a table in the formatted output.
If TYPE is 1 - ASCII characters generated.
If TYPE is 0 - APL characters generated.

SL Y Select entries Y only to be printed/listed. This allows the user to choose the final document contents under program control (i.e. list results, overdue accounts, etc.)

NOTE: These functions can be executed directly in the Control Section of the entry, or they can be called from a user function which is executed within the Control Section. Also see Section 4.5 - Printer Commands.

3.5 FORMAT CONTROL

The TEXT/900 System allows the user to modify the FORMAT of a TEXT file to user specifications. This formatting function takes place in the EDIT, PRINT and LIST functions.

The TEXT file is assigned a FORMAT at the same time the file is named. It can be modified at any time and this modified version is stored with the TEXT file.

The FORMAT function has a "DEFAULT" format which has been assigned to the system. If the user does not modify it in any way, this "DEFAULT" format will be assigned to the TEXT file until it is modified by the user.

Following is the list of FORMAT options and the DEFAULT format.

E D I T	DEFAULT	OPTION	RANGE
FILE: VDU9620	10	CHARACTERS PER INCH	1 TO 12
CREATED 771128	6	LINES PER INCH	1 TO 8
UPDATED 780713	65	PRINT WIDTH	30 TO 126
ENTRIES 11	10	LEFT MARGIN	0 TO 96
EDIT FORMAT: Y	60	PRINT LINES PER PAGE	10 TO 128
	6	SKIP LINES END OF PAGE	0 TO 128
	0	LINES BETWEEN ENTRIES	0 TO 128
	Y	JUSTIFY RIGHT MARGIN	Y OR N
	STA	CHARACTER SETS	STA ALT ONE
	Y	FORMS CONTINUOUS	Y OR N
	N	PAGE NUMBERS	Y OR N
	N	HEADING	Y OR N
	N	FOOTING	Y OR N
	0	PAGE NUMBER OFFSET	0 TO 999

To alter or modify the FORMAT, the user enters the FORMAT OPTION MENU via the EDIT, PRINT or LIST function the MAIN FUNCTION MENU. The cursor will appear under the first line:

10 CHARACTERS PER INCH

The user simply overstrikes this number with the desired number. The cursor will then move to the second line. To move the cursor to another location in the FORMAT CONTROL MENU, the user depresses CONTROL DOWN ARROW which moves the cursor down or simply depresses the SPACE bar, which also moves the cursor down.

When the user has completed modifying the FORMAT, depressing EXECUTE will return the user to the EDIT, PRINT or LIST function.

Modifying the FORMAT does not change the DEFAULT values which are stored on the system. The modified version of the FORMAT is stored with the TEXT file.

Headings and Footings are also associated with a FORMAT. These are, in effect, paragraphs which the system prints at the beginning and/or end of all pages if requested by the user. Headings and Footings can contain up to 4 lines of TEXT. Modifying can be performed on these when the FORMAT is being modified and is stored on file with the actual format that it is associated with.

Keywords DAT for date and PAG for page are provided by the system and can be included in the headings or footings. For example, to generate a heading to look like this:

Smith

- 2 -

Aug. 18, 1978

enter the heading as:

W SUR I I I - W PAG - I I I W DAT

here SUR is a keyword for SURNAME which has been assigned the value Smith. The word Smith could also replace SUR in the heading, producing the same results.

To produce a footing like

SMITH

...2

enter the footing

SMITH I I I I ... W PAG

4.0 PRINT/LIST FILES

The PRINT/LIST functions have been described in section 2.10 and 2.11 of this manual. In this section we will describe, at length, the process required to PRINT/LIST existing TEXT files.

4.1 PRINT

The PRINT function is used when a printed copy of the TEXT file is required. When the PRINT function is evoked, by entering "PRINT" in the MAIN FUNCTION MENU, the system will prompt the user with:

FILE? FILENAME

The user then specifies a TEXT file by name and enters the FILENAME. If the file requested resides on another volume disk, the system will prompt the user with:

MOUNT VOLUME: X

The "X" refers to the volume number on which the file resides. The user mounts the specified volume in the right disk drive and depresses EXECUTE. If the diskette is not mounted properly an error message will be issued describing the error (See Section 2.7).

The system will then display the FILENAME, the date created, the date of the last update to the file, the number of entries in the file and prompt the user with:

EDIT FORMAT? N

If N is entered, format editing will be bypassed, otherwise the user will be prompted with the format menu (See Section 3.3) for editing. Next the operator will be prompted with:

PRINT ALL Y

If the user wishes to print only specific pages or entries, the user overstrikes "Y" with "N" and depresses EXECUTE. The system will next prompt:

INSERT PAGE 1

The user enters the desired page number. The system then prints the requested page and again prompts with:

INSERT PAGE: X

To terminate the print operation in this mode enter PAGE 0.

If the user depresses EXECUTE only in response to PRINT ALL? Y, the system will proceed to print the entire document.

4.2 LIST

The LIST function is available to the user for the viewing of a TEXT file on the screen. The TEXT file is displayed entry-by-entry in a scrolling fashion. The user must depress the SPACE key to freeze the display for reading otherwise the system will continue displaying to the end of the file. Depress EXECUTE to resume scrolling of the display.

When the LIST function is evoked, by entering "LIST" in the MAIN FUNCTION MENU, the system will prompt the user with:

```
L I S T
FILE? XXXXXX
```

The user then specifies a TEXT file by name and enters the FILENAME. If the file requested resides on another volume disk, the system will prompt the user with:

```
MOUNT VOLUME: X
```

The "X" refers to the volume number on which the file resides. The user mounts the specified volume in the right disk drive and depresses EXECUTE.

The system will then display the FILENAME, the date created, the date of the last update to the file, the number of entries in the file and prompt the user with:

```
EDIT FORMAT? N
```

If N is entered, format editing will be bypassed, otherwise the user will be prompted with the format menu (See Section 3.3) for editing. Next the operator will be prompted with:

```
LIST ALL? Y
```

If the user wishes to list only specific pages or entries, the user overstrikes "Y" with "N" and depresses EXECUTE. The system will next prompt:

```
INSERT PAGE 1
```

The user enters the desired number. The system then lists the requested page and returns to the operator for the next page to be listed. To terminate the list operation in this mode enter PAGE 0.

If the user depresses EXECUTE only in response to LIST ALL? Y, the system will proceed to print the entire document.

4.3 KEYWORD DATA

If KEYWORDS are used in the TEXT file, these must be resolved as the entries are printed, listed, or edited in the PRINT, LIST or EDIT functions.

The system stops at the point where it encounters a KEYWORD. The KEYWORD is displayed on the screen to prompt the user to enter the KEYWORD DATA from the keyboard.

This process occurs prior to printing, listing, or editing the entry containing the KEYWORD. Once a KEYWORD is resolved it remains defined in the system until the end of the TEXT file is reached.

Keyword Text (Variable text) can be retrieved in one of four ways at the time it is required for printing or listing:

1. From memory (it may have been used earlier in the document).
2. From a user-defined program. (This replaces the keywords if they are already in memory).
3. From the Keyword Data Library (searched only if not resolved in 1 or 2 above - See Section 5).
4. From the keyboard (accessed only if not resolved above).

4.4 CHARACTER SETS

If two character sets are used in printing a document, at the end of each page, the system "looks back" to see if characters from the alternate set were used on the current page. If so, the prompt:

ALTER PRINT WHEEL

appears on the screen. After the appropriate print wheel is mounted, the user depresses EXECUTE and the printer rolls the page back to the appropriate line and all characters from this alternate set are printed on the second pass of the page.

When this is completed, the user is prompted with:

RESTORE PRINT WHEEL

The user depresses EXECUTE after restoring the original print wheel and the printing will commence to the next page.

This alternate character set is used automatically in LIST, and appears as the internal APL character set.

NOTE: If a forms tractor is used, it is advisable to either pull gently back on the paper or engage the pressure rollers on the printer when the paper is being fed back. This will prevent the paper from jamming between the forms tractor and the platen. Also, some brands of continuous form paper are not suitable for this "roll back" function. Avoid paper with wide perforations between pages. Alternate characters are not supported in Headings or Footings.

4.5 PRINTER COMMANDS

NP		Force a new page.
FD X		Feed paper X lines. Forward if X is positive Back if X is negative.
WD X		Set print width to X
LM X		Set left margin to X
TB Y		Set TABS to positions Y e.g. If Y is 5 20 40, sets 3 tabs at these locations. If Y is 5, sets tabs to every multiple of 5. If Y is 0 or ' ', restores default tabs (every 10th column).
CS X		Sets character spacing to X characters per inch.
RJ X	<i>Always 0</i>	Turn on (X = 1), or off (X = 0) right justification. This is useful if a table is being inserted into Text.
LB X		Select Keyword Data Library X for automatic keyword inclusion into Text. This library will be searched before the system requests the keyword from the operator. (See Section 5.3).
FC X		Forms Continuous option is turned on (X = 1) or off (X = 0). This can be useful if certain pages of a document are to be printed on another style of continuous form.

NOTE: If the paper jams or some other printer problem occurs during a Print operation where "Forms Continuous" was specified, the system can be interrupted by depressing the control and arrow (+ +) keys simultaneously. When the cursor appears on the screen, enter FC 0 and then →LC. This restarts the printing operation, but at the top of the next page, the message INSERT PAGE XX will be displayed to allow re-alignment of forms, etc.

EP X Checks if X lines (or more) remain on current page. If not a new page is issued, otherwise no action is taken.

LS X Set line spacing to X lines per inch.

NOTE: See Section 3.4 - Text File Control Functions

5.0 OTHER FILES

There are three classes of other "FILES" that can be accessed through TEXT/900, namely:

1. USER DATA FILES
2. KEYWORD TEXT LIBRARY (FILE)
3. USER PROGRAM LIBRARY (FILE)

User Data Files are completely under control of the user and he/she is responsible for the interface necessary to move data between TEXT/900 and his file. Programming for this can be provided through MCM or one of its agents on a contract basis.

Keyword Text Library is completely supported through the LIBRARY function in TEXT/900.

User Program Library is provided to contain user programs to interface to other files/systems, to get keyboard file input during printing text, or to generate Keyword data for inclusion into printed documents.

5.1 USER DATA FILES

User data files can be interfaced to TEXT/900 for any application requiring printing text merged with and/or controlled by data stored on the user file. An example of this kind of application is sending reminders (invoices) to customers where the content of the letter can be controlled by 30 to 60 day overdue balances.

5.2 KEYWORD TEXT LIBRARY

A Library facility is provided through the LIBRARY function to provide the user with KEYWORD LIBRARIES. The system is distributed with one keyword library called SYSTEM KEYWORDS which has only 1 entry, namely DAT representing DATE in the format "Aug. 28, 1978". The user may enter up to 199 more names in this library, or he may choose to define another library by specifying a library name different than an existing name in the LIBRARY directory.

Once a LIBRARY has been "activated" by the LIBRARY function, or by the control function LB, the contents of the specified library are automatically available to the system for EDIT, LIST and PRINT operations.

Items may be deleted from the library by blanking their contents. Libraries are automatically deleted if all names are removed from the library. The names must follow the rules set out for KEYWORD NAMES specified in Section 3.2.12.

5.3 USER PROGRAM FILE

If a user wishes to execute an APL program called from within a TEXT file, he simply places that program in the USER PROGRAM FILE, Group 250 of the system disk. TEXT/900 will automatically look in this file for a program if it cannot find it in its own program library.

User functions should be niladic (no arguments) for the system to properly check the validity of the control section. Monadic (single argument) functions are accepted, but dyadic (two arguments) are rejected.

Service functions are available to help the user generate Keyword Data (KW), perform paragraph selection (SL), recycle Text Files (GO) and read files generated under MCM FILING SYSTEM (RD). See Section 3.4.

6.0 SYSTEM REQUESTS AND MESSAGES

This section contains all the messages and information requests issued by the TEXT/900 system. They are listed in groups related to the SYSTEM FUNCTION requesting the information.

6.1 STARTING THE TEXT/900

1. ENTER DATE (YY MM DD)

The system is requesting today's date. This is used to provide a record of file editing activity. When the date is changed by the user, it is reflected back to the user for verification. If nothing is entered, the date displayed is assumed to be the current date.

2. MAIN FUNCTION MENU

The system displays a list of available functions on the screen with a description of each.

3. FUNCTION NAME:

The system is requesting the user to enter one of the functions in the MAIN FUNCTION MENU.

6.2 DATE

- #### 1. ENTER DATE: YY MM DD
- Same as 6.1, #1.

6.3 STATUS

1. PRINT?: Y

The system is requesting go ahead on printing the STATUS. If "N" is entered, the system will return to the MAIN FUNCTION MENU.

2. PRINTER NOT READY REQUEST CANCELLED.

The system is telling the user that the printer is either not connected to the system or else not plugged in. Depressing execute will return the MAIN FUNCTION MENU. The user must make the printer ready and re-enter STATUS to have volume status printed.

6.4 SETUP

1. ENGLISH OR BILINGUAL VERSION? (E OR B)

The system is requesting an entry of E or B to enact the ENGLISH or the BILINGUAL version of the TEXT/900.

2. MOUNT DIABLO 20500 PRINT WHEEL

The user has selected the English Version of TEXT/900 and the system is requesting the proper print wheel.

3. MOUNT DIABLO 82053 PRINT WHEEL

The user has selected the Bilingual Version of TEXT/900 and the system is requesting the proper print wheel.

6.5 ADD

1. MOUNT DISK TO BE ADDED TO TEXT/900 LIBRARY IN RIGHT DRIVE

The system is requesting the user to mount a disk in the right drive.

2. DISK CONTAINS DATA. PROCEED: N

The system is making the user aware that the disk mounted in the right drive contains data. The user is given the opportunity to abort this operation. The data is not deleted from the diskette. If the user wishes to continue with the ADD function, TEXT/900 will only use the unused portions of the diskette.

NOTE: New disks that have not been used with SYSTEM 900 must first be INITIALIZED before they can be ADDED to the TEXT/900 library. See INITIALIZE.

3. VOLUME NO. X

The system is giving the user the volume number of the disk that has been added to the library. The user should write this volume number on the top of the disk.

6.6 INITIALIZE

1. INITIALIZE NEW DISKETTE FOR SYSTEM/900. MOUNT VOLUME TO BE INITIALIZED ON RIGHT DRIVE. ****CAUTION**** THIS PROCESS DESTROYS ALL INFORMATION ON THE DISKETTE. IF THIS IS NOT A NEW DISKETTE CHECK THE CONTENTS TO ENSURE THAT THEY ARE OF NO VALUE BEFORE PROCEEDING. PROCEED: Y

This is a safeguard against destroying valuable data.

2. DISK NOT MOUNTED

Prompts the user to mount disk.

3. DISK DOOR OPEN

Ensures that disk is mounted and door is closed.

4. LONG INITIALIZE PREFORMATS ENTIRE DISK (APPROX. 10 MINUTES - MUST BE USED ON NEW DISKETTES)

SHORT INITIALIZE CLEARS DIRECTORIES ONLY (CAN BE USED ON PREVIOUSLY INITIALIZED DISKS). LONG OR SHORT INITIALIZE (L/S): _

Allows user to select form of initialize required.

6.7 BACKUP

1. Same as 6.5, 1.

2. DISK CONTAINS DATA. PROCEED: N

The system is making the user aware that the disk mounted in the right drive contains data. The user is given the opportunity to abort this operation. If the user wishes to continue, data already contained on the disk in the right drive will be destroyed.

6.8 EDIT

1. FILE:

The system is requesting the name of the TEXT file to be edited. If the name is not on file, a new TEXT file is created after confirmation that a new file is desired. If the TEXT file is a new file, the system will display VOLUME NO.: X and request the user to enter a volume number on which the new file is to reside.

2. ENTRY 1

The user is prompted by this message indicating readiness to edit ENTRY 1. If the user wishes, for example, to edit ENTRY 9, overstriking the "1" with "9" will accomplish this. When EXECUTE is depressed, the desired ENTRY will be displayed unformatted. Depressing EXECUTE again will display the ENTRY formatted.

3. ENTRY NO: 1
 DELETE: N
 INCLUDE: N

The system is now indicating that this ENTRY can be edited again, deleted from the file or an ENTRY from another file or the same file can be included to this ENTRY. By depressing EXECUTE, the system will restore the ENTRY in its unformatted version with the cursor at the first character of the ENTRY.

By overstriking the "N" with "Y" in response to DELETE, the ENTRY is deleted.

By overstriking "N" with "Y" in response to INCLUDE, the system prompts the user with FILE NAME: . The user enters the FILENAME in which the desired ENTRY exists. The system will then prompt the user with ENTRY NO.: 0 . The user enters the ENTRY number of the ENTRY wished to be included here.

6.9 LIST

1. FILE:

The system is requesting entry of the FILENAME of the desired TEXT file. The system will then retrieve this file and display the Current File Status.

2. EDIT FORMAT? N

The system is asking if the user wishes to view the Format Menu for alterations to be made. If "N" if overstruck with "Y", the Format Menu will be displayed.

3. LIST ALL: Y

If the user wishes the entire file to be listed on the screen simply depressing EXECUTE will accomplish this. By overstriking the "Y" with "N", the system will display PAGE NO: 1 and the user may enter the page number to be listed on the screen.

4. ENTRY 1

The system will display on the left hand side of the screen the ENTRY number as the file is scrolled on the screen.

6.10 PRINT

1. FILE:

The system is requesting entry of the FILENAME of the desired TEXT file. The system will then retrieve this file and display the Current File Status.

2. EDIT FORMAT? N

The system is asking if the user wishes to view the Format Menu for alterations to be made. If "N" if overstruck with "Y", the Format Menu will be displayed.

3. PRINT ALL: Y

If the user wishes the entire file to be printed, simply depressing EXECUTE will accomplish this. By overstriking the "Y" with "N", the system will prompt with PAGE NO: 1 . The user may enter the page number to be printed.

6.11 DELETE

1. FILE?

The system is requesting the FILENAME of the file to be deleted. The system will retrieve this file and display the Current File Status regarding the file (creation date, last update and number of entries).

2. DELETE IT? N

The system gives the user the opportunity to abort the operation. If "N" is overstruck with "Y", the file will be deleted.

6.12 COPY

1. FILE?

The user enters the name of the file to be copied.

2. NEW FILE:

The user enters the name to be assigned to the new copy of the file. This name must not exist in the file directory. If it exists, the user is informed and the COPY function is terminated.

3. VOLUME FOR NEW FILE: X

The user is prompted to enter the volume number where the new file will reside on. If the diskette mounted is not the volume requested, the message:

DISK ON DRIVE 2 NOT REQUESTED VOLUME

will be issued and the COPY program will terminate.

4. SOURCE FILE IS NOT IN THIS SYSTEM

IS SOURCE FILE ON ANOTHER SYSTEM VOLUME? Y

The system is informing the user that the source file cannot be found within the current system and requesting information.

5. MOUNT SYSTEM VOLUME ON DRIVE 2.

The system is instructing the user to mount other system volume containing source file on Drive 2 so that it may be copied to new system volume.

6.13 STOP

1.

CLOSING DOWN TEXT/900 SYSTEM

DO NOT REMOVE DISKETTE UNTIL THIS SCREEN IS BLANK

When the screen is blank, the user can safely remove diskettes from the Disk Unit and turn all power OFF.

7.0 SAMPLE SESSIONS

7.1 STARTING THE SYSTEM

1. On the MCM/800 system, turn the power switch "ON" to the printer, the disk drive unit and the VDU screen.
2. Place the TEXT/900 System Disk into the left-hand disk drive.
3. Depress the "START" key, located on the top left-hand corner of the keyboard.
4. Key in the following command:

[X]S 0

Depress the EXECUTE key.

5. When the cursor reappears key in

START

6. The screen will return with the following:

ENTER DATE: YY MM DD

Key in the appropriate date by overstriking the YY MM DD.

7. The screen will return with the date written in English and ask for user verification. If this date is correct, depress EXECUTE, and the system will return to the MAIN FUNCTION MENU. If the date is incorrect, overstrike the "Y" with "N" and the routine will repeat itself to allow the user to reenter the correct date.
8. The screen will return with the MAIN FUNCTION MENU. Key in the function DATE in response to:

FUNCTION NAME: _

You will notice that the date which you altered when you first started the system is updated in this function. Depress EXECUTE and the system will return to the MAIN FUNCTION MENU.

9. Key in STOP in the MAIN FUNCTION MENU in response to FUNCTION NAME and depress EXECUTE.
10. When the screen is blank, remove the disk from the disk drive on the MCM/800 System and turn all power OFF. Note that on the MCM/900 System the disk drive and printer turn off automatically.

7.2 STATUS

1. START the system as per 7.1 and Section 2.1 of this manual.
2. Enter "STATUS" in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The screen will display:

```

M C M   C O M P U T E R S   L T D .
      T E X T   9 0 0
      English Version, Aug. 29 1978
      FILE DIRECTORY
FILE NAME          VOLUME          DATE          No. of
                   NUMBER          UPDATED        ENTRIES
BLURB              0              780828         6
HELP               0              780822         6
LETTER             0              780804         7
QUOTE              0              780824         4
VDU9620            0              780810        138
Percentages of volumes used
Volume             0
Percent           42

```

4. When the screen is full, depressing EXECUTE will initiate the SCROLLING function. The user will notice at the end of the STATUS report, the percentage of space used on the disk and a prompt:

PRINT? Y

If the user wishes a printout of the STATUS report, depress EXECUTE and this will be accomplished. If the user does not wish a printout, overstrike the "Y" with "N" and depress EXECUTE. The system will return to the MAIN FUNCTION MENU.

NOTE: It is wise to printout a STATUS report regularly and keep it with the disk in its protective envelope for reference.

7.3 SETUP

1. Start the system as per 7.1 and 2.1.
2. Enter SETUP in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The screen will display:

ENGLISH OR BILINGUAL (E OR B)_

4. Enter "E" or "B". If "E" is keyed in, the system will respond with:

MOUNT DIABLO 20500 PRINT WHEEL

If the "B" is keyed in, the system will respond with:

MOUNT QUME 82053 PRINT WHEEL

5. Depressing EXECUTE will return system to the MAIN FUNCTION MENU.

7.4 LIST

1. Start the system as per 7.1 and 2.1 of this manual.
2. Enter "LIST" in response to FUNCTION NAME in the MAIN FUNCTION MENU and depress EXECUTE.
3. The screen will display:

FILE:FILENAME

In this case filename will be the last file worked on prior to list. If the user wishes to list a different file but cannot recall the active files in the volume, entering "?" in response to FILE will display the file directory. Once the desired file has been selected, depress EXECUTE.

4. The system will then prompt:

EDIT FORMAT? N

If the user wishes to view or change FORMAT, overstriking "N" with "Y" will display the FORMAT MENU. Depress Execute.

5. The system will then prompt:

LIST ALL: Y

If execute is depressed, the system will list the entire file in a scrolling fashion. The screen will display on the extreme left the current page, entry and line numbers being listed. If the user wishes to view a particular entry, depressing the space bar will freeze the TEXT for the user's perusal. EXECUTE will resume the scrolling. When the entire file has been listed, the system will return to the MAIN FUNCTION MENU.

If the user wishes to view only particular parts of a file, overstriking Y with N in response to LIST ALL? will cause

INSERT PAGE: 1

to be displayed. If the user wishes to view the file starting at page 4, he/she simply overstrikes 1 with 4. The system will list page 4. When page 4 has been listed, the system will prompt

INSERT PAGE: 5

Overstriking 5 with 9 will cause page 9 to be listed. Inserting 0 in response to INSERT PAGE, will return the MAIN FUNCTION MENU.

7.5 EDIT (MODIFY)

1. Start the system as per 7.1 and 2.1.
2. Enter EDIT in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The screen will prompt the user with:

FILE NAME: _

Enter a FILENAME from the STATUS function or "?" for the File Directoy. Once a filename has been entered, depress EXECUTE.

4. The system will prompt with:

EDIT FORMAT? N

Depress EXECUTE.

5. The system will return with the first ENTRY. The user depresses EXECUTE to place the cursor on the first character in the ENTRY. Depressing the EXECUTE key will display the ENTRY in a formatted version. The user is urged here to read through the ENTRY to check for spelling errors, need for new lines or tabs, etc.
6. If the user wishes to edit this entry, depressing execute will return the cursor to the first character of the unformatted version. After all revisions have been made, the edited version may be viewed in formatted form by depressing execute.
7. To proceed to the next entry, overstrike the current entry number with the desired entry number and depress execute. The system will display the requested entry in its unformatted form. Depressing execute will cause the cursor to be positioned on the first character of the entry. The user can randomly select entries to be viewed or edited.

8. Entries can be inserted between existing entries by entering a fractional number. For example, if the user wishes to insert an entry between entries 1 and 2 he/she may enter 1.5. This will act as any create entry, displaying a blank screen for input. The new entry will be incorporated into the file as Entry 2, pushing all following entries ahead one number. If the user has several entries to insert between entries 1 and 2, entering 1.5 will insert the first, 2.5 the second, 3.5 the third, etc. This method allows the user to insert several consecutive entries quickly.
9. The user may exit from the EDIT function at any time by overstriking the ENTRY number with zeros (0) and depressing execute. This will return the system to the MAIN FUNCTION MENU.

7.6 EDIT (CREATE)

1. Start the system as per 7.1 or 2.1.
2. Enter EDIT in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The system will prompt, after a few seconds.:

EDIT FILE: FILENAME

Since this is a new file the user must create a new name, that is one that does not exist in the FILE DIRECTORY. The user is requested to do so at this point. The FILENAME can contain up to twenty-four (24) characters in length and the first character must be alphabetical. Other characters can be numeric, if so desired.

4. Once the file has been named, the system will prompt:

NEW FILE? Y

Since this is a new file, the user will depress EXECUTE. The system will then display:

```
E D I T
FILENAME
CREATED: XX XX XX
UPDATED: XX XX XX
ENTRIES 0
EDIT FORMAT: N
```

If the user is aware of what format structure is desired for this particular file, he/she can overstrike "N" with "Y" and proceed to modify the FORMAT in the FORMAT MENU. FORMAT modifications can be done in EDIT, PRINT or LIST.

If EXECUTE is depressed in response to EDIT FORMAT: N , the system will display:

ENTRY: 1

Depressing EXECUTE will place the cursor on the first line, where the input of TEXT can commence.

5. Enter the following TEXT into ENTRY 1.

TEXT/900 is a fully documented word processing system, designed for all text editing applications, preparation and maintenance of documents, report and letter generation using a high speed character printer with a wide selection of type styles.

6. This will be the first entry in the file. Once EXECUTE is depressed the system will display the ENTRY in its formatted version. It is assumed that the user will have used the TAB command as the first character in the ENTRY, to indent the paragraph.

The user is requested to proof-read the ENTRY. If any errors are noticed, depress EXECUTE to return the ENTRY in its unformatted version for corrections to be made. To proceed to the next input entry, overstrike 1 with 2.

7. Next, the user is requested to entry the following paragraphs

It is modular in design, based on a combination of APL and specially designed system functions which can be incorporated into other computer processing applications to provide tailored word processing capabilities in those areas.

The system is designed for operation either in a stand-alone environment (repetitive document generation) or in conjunction with other business systems being processed on the SYSTEM 800/900.

The user should attempt to use as many of the EDIT COMMANDS as possible, to experiment with them and thus learn when and where they are most applicable.

Repeat the steps in #6 to view the ENTRY and make corrections or alterations.

9. Once the user is satisfied with the TEXT that has been entered, he/she can EXIT from the EDIT FUNCTION by overstriking the ENTRY number with a zero (0). The system will then return to the MAIN FUNCTION MENU.

7.7 EDIT (KEYWORDS)

1. Start the system as per 7.1 or 2.1.
2. Enter EDIT in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The system will prompt the user with messages similar to that is 7.5 and 7.6. The user can either create a new file or edit one that exists on the FILE DIRECTORY. For sample session we will use the same example as was used in 7.6.

TEXT/900 is a fully documented word processing system, designed for all text editing applications, preparation and maintenance of documents, report and letter generation using a high speed character printer with a wide selection of type styles.

The user is asked to use a KEYWORD for every entry of "TEXT/900" in the TEXT.

TEXT/900 is modular in design, based on a combination of APL and specially designed system functions which can be incorporated into other computer processing applications to provide tailored word processing capabilities in those areas.

The system is designed for operation either in a stand-alone environment (repetitive document generation) or in conjunction with other business systems being processed on the SYSTEM 800/900.

The user will notice that when a KEYWORD is entered in the TEXT the system will request the input of that KEYWORD before formatting the ENTRY on the screen. Once this KEYWORD has been defined in the TEXT, the system will retain this information.

The user can EXIT from the EDIT FUNCTION as per 7.5 and 7.6.

7.8 PRINT

1. Start the system as per 7.1 and 2.1
2. Enter PRINT in response to FUNCTION NAME in the MAIN FUNCTION MENU.
3. The system will request FILENAME. The user enters a file of choice or "?" to display the File Directory and depresses EXECUTE. The system will respond with the current file status of the chosen file and prompt:

EDIT FORMAT? N

If the user depresses EXECUTE the system will prompt:

PRINT ALL? Y

Depressing EXECUTE will commence the printing. When the entire file has been printed, the screen will return to the MAIN FUNCTION MENU.

8.0 GLOSSARY

ADD	The function ADD is used to introduce new diskette volumes to the TEXT/900 Library System.
APL	The internal programming language of the MCM/800 System.
ASCII	The interactive language used to operate the TEXT/900 Word Processing System (English).
BACKUP	The function BACKUP allows the user to produce a copy of the SYSTEM disk.
CHARACTER SETS	The TEXT/900 gives the user the option of using more than one character font. See Character Sets, Section 3.2.
COPY	The function that allows the user to COPY a file from within the system.
CURSOR	The heavy underscore character found on the screen which indicates the current input position.
DELETE	Eradicate a character or a file from the system.
DIRECTORY (FILE)	The list of files residing on the TEXT/900 System.
DISKETTE (DISK)	The medium used with the TEXT/900 which stores data.
DISK DRIVE	The piece of apparatus which facilitates the use of disks.
EDIT (CREATE/MODIFY)	The function which allows the input of data or creation of files and the modification or correction of data.

ENTRY The method of entering data into a file. An ENTRY can contain up to 1470 formatted characters or 21-70 character lines.

EXECUTE Similar to the RETURN key on a typewriter, it takes the data on the screen and enters onto the disk for storage.

FILENAME Every file in the TEXT/900 must have a name. A FILENAME can contain up to 24 characters, with the first character being alphabetical.

FUNCTION A set of operations within the TEXT/900 which enable the user to accomplish his/her processing needs.

HIDDEN HYPHEN A feature to pre-hyphenate long words. If the pre-hyphenated word falls at the end of a line such that the hidden hyphen can be used, the word will be broken at the hyphen. If the word falls within the line, the pre-hyphen character will be deleted from the word.

INITIALIZE The feature which prepares a diskette for use with System 800 or 900.

KEYWORDS The feature which allows variable data to be incorporated within the text.

LIST The function which allows the viewing of entire TEXT files or specific ENTRIES in a file on the VDU screen.

NEWLINE The feature which allows the addition of lines within the text. (CONTROL and EXECUTE)

PRINT The function which allows entire TEXT files or specific ENTRIES to be printed on the MCP/132 Printer/Plotter.

PROMPT The messages that appear on the screen which require a response by the user.

SCROLL In the function LIST, the text is rolled on the screen for viewing.

SETUP The function which allows the user to chose either the English or Bilingual Version of the TEXT/900.

STATUS The function which lists and prints the FILE DIRECTORY of the TEXT/900.

TEXT Text refers to the main body of the file.

VDU9620 A character screen, 21 line by 96 characters used by the MCM/800 computing system.

VOLUME Refers to diskettes or disks which are not System disks, which contain data.

APPENDIX A - OPERATOR MAINTENANCEA-1 RIBBON CARTRIDGE REPLACEMENT

1. Turn the MCP-132 off.
2. Lift off the front cover to expose the print head.
3. Release thhe red catches on either side of the ribbon cartridge which hold it in place.
4. Lift out the old ribbon cartridge.
5. Insert the new ribbon cartridge, insuring that the ribbon is forward of the guides and print wheel.
6. Make sure the ribbon cartridge is secured at both catches.
7. Replace the front cover and turn the power back on.

A-2 CHANGING THE PRINT WHEEL

1. Turn the MCP-132 off.
2. Remove the ribbon cartridge as described above.
3. Grip the black hammer case between the thumb and forefinger and pull the carriage assembly back.
4. Remove the print wheel by grasping and pulling the center hub.
5. Align the drive key with the slot on the new print wheel.
6. Snap in the new printwheel by pushing firmly on the center hub.
7. Push the carriage assembly forward.
8. Replace the ribbon cartridge.

WARNING

In step 6 above it is important that the printwheel be firmly and completely seated on the hub. If not properly seated, when it spins it may catch on the print hammer or ribbon, possibly destroying some of the character petals.

A-3 LOADING PAPER

1. Release the friction feed on the platen by pulling forward the locking lever which protrudes through the printer cover on the right side of the paper guide.
2. Release the platen roller guide by pulling forward on the left or right release lever.
3. Pull about 10 inches of paper through the platen, and align the paper for straight feed.
4. Re-engage the platen friction by pushing back the locking lever.
5. Push the platen roller guide to its original position.

A-4 PLATEN ADJUST LEVER

The platen adjust lever on the upper left rear corner of the case is used to adjust the printer for different paper thickness. Move the lever all the way forward for single copies and progressively to the rear for 2 to 5 copies.

A-5 IMPRESSION CONTROL SWITCH

The impression control switch, inside the front cover on the right hand side, is used to control the impression strength. M is the normal setting; H is for darker impressions; and L is for lighter.

A-6 CLEANING THE PLATEN

In the event that the platen or the paper guide accumulates ink from the ribbon cartridge, it is recommended that FEDRON or other suitable cleaner be used. These should NOT be cleaned with alcohol since it hardens the rubber, resulting eventually in paper feed problems. The platen cleaner should not, however, be used to clean other parts of the printer since these products are usually harmful to plastic. Alcohol can be used to clean the plastic parts of the printer.

A-7 FLOPPY DISK HANDLING & STORAGE

1. Avoid touching the disk surface. Contamination of the disk will result in errors.
2. Do not use magnets or magnetized objects near the disk. Data can be lost from a disk when exposed to a magnetic field.
3. Do not bend or fold the disk.
4. Do not place heavy objects on the disk.
5. Do not use rubber bands or paper clips on the disk.
6. Do not write on a disk label with a pencil or ball point pen. Use a fiber tip.
7. Do not use erasers.
8. Insert disk into drive carefully, by grasping upper edge and placing it into the drive.
9. Keep the disk in its envelope.
10. Store disks not for immediate use in their box and set it up.
11. Do not expose disk to excessive heat or sunlight.
12. During transportation the disk should be in its envelope, and in a protective box.

APPENDIX B - SUPPLIES

The following supplies are available from MCM for use with the MCP-132 printer and DDS-500 or DDS-1000 Disk Drives. To avoid possible confusion and facilitate prompt processing of your order, quote the MCM part number when ordering supplies.

<u>MCM PART NUMBER</u>	<u>DESCRIPTION</u>
117-0009	Multi-strike cloth ribbon for MCP-132
117-0011	Single strike carbon ribbon for MCP-132
117-0004	APL-10 Print Wheel
117-0005	Courier 10 ASCII Print Wheel
117-0016	Bilingual 10 Print Wheel
117-0008	Diskettes for use with DDS-500
117-0020	Diskettes for use with DDS-1000

