

# VZ-300 WORDPRO

FULL-FEATURED WORD PROCESSING  
FOR THE VZ-300.



VZ-300 WORD PROCESSOR

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## VZ-300 WORD PROCESSOR

The VZ-300 WORD PROCESSOR will work on either the VZ-200 or VZ-300. It plugs into the memory expansion slot at the back of the machine and gives 15564 bytes of text storage on VZ-300 of 5324 bytes on a VZ-200.

It will accommodate both disk and cassette saving and loading of text files.

It gives you complete control over printing parameters, such as page length, top margin, bottom margin, left margin and right margin. One can centre or right justify text, indent, even send special control characters to the printer to take advantage of any special functions your printer may have. eg. Bold or emphasised print.

The word processor can move or copy blocks of text, search for a string or do global search and replace with or without a change prompt. It can merge text from either tape or disk into any section of the text. It right justifies text as it is entered so as to make it easier to read and has full cursor control editing facilities.

### VZ-300 COMMAND MENU

This is the main MENU and has 5 commands available. They are

```
E - E D I T
P - P R I N T
C - C L E A R   T E X T
D - D I S K   C O M M A N D S
T - T A P E   C O M M A N D S
```

To use any of these commands just press the letter for that command. eg. to enter the EDIT command just press <E>.

### THE EDIT COMMAND

This is the most complex but also the most used command, in fact without it you wouldn't have a word processor. This command is used to enter your text, whatever it might be, a business letter, an essay or even a letter to dear old mum. To exit the EDIT command and return to the COMMAND MENU press <CTRL> + <BREAK>. Whenever you enter the EDIT mode you will be returned to the same point that you were at when you left it.

This way you may leave the edit mode to save your text onto either tape or disk and then return and continue where you left off. Of course in the beginning you will have a clear screen with the exception of the top 3 lines and the bottom line. The top line is used to display messages and important information while the 2nd and 3rd top lines and the bottom line show the presently set tab positions. The top line will initially display the following.

EDIT MODE A FM : 15564

#### EDIT or INSERT

The EDIT mode has 2 almost identical modes, one is call EDIT and the other is call INSERT. To change between each you press <CTRL> + <O>. If you are in the EDIT mode you will switch to the INSERT mode and if you are in the INSERT mode you will switch to the EDIT mode. When ever you use the CLEAR TEXT command or load (not merge) a text file from either tape or disk the EDIT mode will be invoked, this is the main mode of text entry. At any time while you are in the EDIT mode you may switch to the INSERT mode. When you enter the INSERT mode the screen will clear and you may enter new text. You can even merge (not load) a text file from either disk or tape. When you have finished entering your new text you can switch back to the EDIT mode and all your new text will be positioned between the character preceeding the flashing cursor and the character the flashing cursor was over before you left the EDIT mode. All the EDIT commands will work in either mode.

#### MODE A or MODE B

Just as you have EDIT and INSERT you have MODE A and MODE B and you switch between these 2 with <CTRL> + <9>. In MODE A previously entered text will be overwritten if the cursor is positioned over it and you type something new in while in MODE B all text to the right of and including the character under the cursor will be pushed away as you enter new text. In this mode old text can only be removed with one of the DELETE commands. MODE A is best for general entry as if one makes a mistake you merly have to backspace and type over it while MODE B is best for entering a missing line or paragraph. If a large block of text is to be insert in your file it is probable best to use MODE A and go to the INSERT mode.

## LOWER AND UPPER CASE LETTERS

Upper and lower case letters are obtained exactly the same way as they are typed on a normal type writer, non-shift for lower case and shift for upper case. Lower case are shown on the screen as black characters on a white background and upper case are shown as white characters on a black background.

## FREE MEMORY (FM)

FM is free memory left for text entry and this is constantly updated as you either add or delete text.

## TAB STOPS

TAB STOPS are shown on the 2nd and 3rd top lines and the bottom line. These are preset cursor positions. At any time during text entry you may press <CTRL> + <T> and the cursor will be moved to the next tab position on the right, if none exist it will be moved to the end of the line. To SET TAB STOPS you press <CTRL> + <R>. The flashing cursor will disappear and appear under the C on the 3rd top line. You may move the cursor along the top line by pressing either the left or right arrow keys. Pressing <S> will save the TAB STOP, a small spike will appear on the 3rd top and bottom line. Pressing <C> will clear the TAB STOP, the spike will disappear. When all TAB STOPS are entered press <RETURN> to resume normal text entry.

## CURSOR MOVEMENT

There are 11 keys that allow you to move the cursor around. The simplest ones to use are the <CTRL> + <ARROW KEYS> for moving the cursor up, down, left and right. The rest are :-

<CTRL> + <T>	=	next tab stop
<CTRL> + <W>	=	top of text
<CTRL> + <E>	=	end of text
<CTRL> + <K>	=	start of line
<CTRL> + <L>	=	end of line
<CTRL> + <;>	=	12 lines up
<CTRL> + <:>	=	12 lines down

## INSERTING SPACES

Sometimes you may wish to insert a space, you may have missed a letter in a word or wish to change a 4 letter word into a 5 letter word. You could go to MODE B and just type in the letter or space and then switch back to MODE A but there are 2 keys that allow you to enter spaces without changing modes. <CTRL> + <I> will push in one space while <CTRL> + <O> will push in 32 spaces.

## DELETING TEXT

There are 4 keys for deleting text. <CTRL> + <D> will delete the character under the cursor. The character on the right of the cursor will be the new character under the cursor. <CTRL> + <F> will delete all spaces until a non-space character is under the cursor. <CTRL> + <G> will delete the next 32 characters to the right of the cursor starting with the character under the cursor. <CTRL> + <H> will delete all text up to the first block marker (including the block marker). If no block marker exists it will delete all text to the right of the cursor including the character under the cursor. This is a very effective delete command, for if the cursor is positioned at the beginning of the text and no block markers exist, it will delete all of the text. Because of the possible disastrous effects this command could have if it were accidentally invoked, a special prompt is displayed on the top line, "ARE YOU SURE (Y-N)", answer <N> for no deletion and <Y> for deletion.

## SEARCH FOR STRING

To search for a specific string press <CTRL> + <S>. A message "SEARCH WORD -" along with a non-flashing cursor will appear on the top line. You may type in a word up to 16 characters long. If you decide not to search for a word just press <RETURN>, after you enter a word press <RETURN>. If a match is found, the word will be positioned at the top left corner of the text screen and the message "CONTINUE SEARCH (Y-N)" will be printed on the top line. Press <Y> to find the next occurrence of the search string. Press <N> to stop the search. If no match is found then the message "NO MATCH" will be displayed on the top line and you will be returned to normal text entry mode.



## GLOBAL SEARCH AND REPLACE

Global search and Replace will allow you to search through your text for a specific string and change it into another string. To do this press <CTRL> + <C>. On the top line you will be asked for the "SEARCH WORD -". Enter up to 16 characters. After you have entered your word press the <RETURN> key. Next you will be asked "CHANGE TO -", now enter the word to be put in place of the search word, press <RETURN>. You will now be asked "PROMPT CHANGE (Y-N)". If you press <N> then all the occurrences of the search word will be replaced with the new word. If you answer <Y> then every time the search word is found it will be displayed in the top left hand corner of the text display area and you will be given the prompt "CHANGE WORD (Y-N-Q)". If you answer <Y> then the word will be replaced, if you answer <N> the word will be left, in either case the program will then look for the next occurrence of the word. If you answer <Q> then the program will quit the search and replace and return you to the normal text entry mode.

## BLOCK MARKERS

Block markers are used to mark the beginning and end point of a block of text to move or copy. They are also used to mark an end position for the <CTRL> + <H> delete command. You insert a block marker by pressing <CTRL> + <B>. Block markers are ignored when the file is printed.

## MOVE BLOCK OF TEXT

To move a block of text you must first place a block marker at the beginning and end of the piece of text to be moved. Then position the cursor at the point where you want the text to be moved to and press <CTRL> + <Z>. The text will be placed in front of the character under the cursor. The block markers will be removed.

## COPY BLOCK OF TEXT

To copy a block of text you must first place a block marker at the beginning and end of the piece of text to be moved. Then position the cursor at the point where you want the text to be copied to and press <CTRL> + <X>. The text will be copied in front of the character under the cursor. The old text and the block markers will be left where they were.

#### MOVE/COPY BLOCK ERRORS

Two rules must be followed when moving or copying blocks of text. There must be at least 2 block markers. If there are more than 2 then the first 2 found from the beginning of the text will be considered to be the beginning and end of the text to be moved. The cursor cannot be positioned within the block to be moved. If either of these conditions are not met then a "\*\*\*\* BLOCK MARKER ERROR \*\*\*\*" message will be displayed on the top line.

#### END OF PARAGRAPH MARKER

You do not have to worry about the end of a line as the word processor will take care of that both on the screen and on the paper. Words will not be split unless they are longer than half the line width. You may force the word processor to terminate a line by inserting an end of paragraph marker, press <RETURN> to put this marker in your text.

#### END OF PAGE MARKER

The word processor keeps track of the number of lines it has printed and will scroll to the next page when it has reached the correct number of lines to print, but you may force an early termination of a page by inserting an end of page marker in your text, to do this press <CTRL> + <RETURN>.

#### SLASH AND QUESTION MARK

The slash and question mark symbol are normally obtained on your VZ-300 by using <SHIFT> + <K> or <L> respectively. Unfortunately <SHIFT> + <K> or <L> will give you upper case letters and <CTRL> + <K> or <L> are allocated as cursor movement keys. To obtain the slash and question mark use <CTRL> + <1> or <CTRL> + <2> respectively.

#### OTHER SYMBOLS

As well as the slash and question mark there are four other symbols that can be displayed with the use of the <CTRL> key and the numbers 3, 4, 5 and 6. They are respectively, up arrow, backwards slash, left square bracket and the right square bracket.

## SHIFT LOCK

Shift lock can be obtained by pressing <CTRL> + <8>. The word LOCK will appear on the top line. Pressing <CTRL> + <8> again will remove the shift lock and the word will disappear. When shift lock is invoked all alphabetical characters will be displayed as upper case regardless of whether the <SHIFT> key is used.

## PRINTER CONTROL MARKER

When you are printing your text you have 14 parameters that you can control to give you different print formats. These can be changed any time during the printing process by inserting a printer control marker in your text followed by the pertinent changes. Printer control markers must be preceded by an end of paragraph or an end of page marker and after the list of printer changes must be terminated by an end of paragraph marker. Each change must be separated with a space. The function of each parameter and its relationship with any other (if any) is discussed in detail under the heading PRINTER OPTIONS, this is merely an explanation on how to change them.

## PRINT PARAMETER CODE LETTERS

Each parameter has its own code letter, they are :-

P = PAGE LENGTH  
T = TOP MARGIN  
B = BOTTOM MARGIN  
R = RIGHT MARGIN  
L = LEFT MARGIN  
I = INDENT  
J = JUSTIFY  
C = CENTRE  
H = HOLD ON NEW PAGE  
D = SEND TO PRINTER  
F = FORM FEED/CR.  
S = SKIP LINES  
A = PAGE NUMBERING  
N = NUMBERS DIRECT TO PRINTER

## DEFAULT SETTINGS FOR PARAMETERS

When ever you begin to print a file from memory or the first file printed in a list of files from either tape or disk the program will initialise the printer parameters to a set of specific values. If the default parameters are not right for your printer then all your text files, except ones to be chained together should start with a printer control line to set the printer up to your requirements. The default parameters are :-

P = 66  
T = 6  
B = 60  
R = 75  
L = 5  
I = 0  
J = Y  
C = N  
H = N  
D = Y  
F = N  
S = 0  
A = 0

## CHANGING PRINTER PARAMETERS

To make a change to the printer control table you must first end the text with a end of paragraph or an end of page marker. Changes cannot be made half way through a printed line. Next enter a printer control marker by pressing <CTRL> + <P>. This will place a graphics block on the screen, it will be the first character of a new line. After the block has been entered you may type in any of the printer parameters code letter followed by an equal sign then the number or letter referring to the change. If another change is to be made enter a space followed by the next change. When all the changes have been made enter a end of paragraph marker by pressing <RETURN>. The following example will set the page length to 66, the top margin to 10, the bottom margin to 60, the left margin to 10, the right margin to 70 and turn the right justification option on. Remember the line must start with a printer control marker, be preceded by an end of paragraph or an end of page marker and be terminated with an end of paragraph marker.

P=66 T=10 B=60 R=70 L=10

## PRINT COMMAND

The PRINT COMMAND is accessed from the MAIN COMMAND MENU by press <P>. After you press <P> the word processor will display the message "M - MEMORY D - DISK T - TAPE". If you enter <D> or <T> then the word processor will print text from a list of files loaded from disk <D> or tape <T>. This allows you to print documents longer than the available text memory. After you enter <D> or <T> you will be asked "FILE NAME :- ", enter the file name for the first file to print. After you have typed in the name press <RETURN>, you will be asked for another file name. You may enter as many file names as you like. When you are finished press <RETURN> with no file name typed in. If you are using disk then no further actions by you will be necessary. The program will load each file in turn and print it. If you are using tape then it is up to you to start and stop the tape as each file is loaded. The list of files to print are stored in the text buffer, thus your text buffer space is smaller than when you normally enter text. This means that if you have files that use all the text buffer memory then they will not function in this print mode, you will get an out of memory error. The text buffer is decreased by the sum of all the file names (+1 eg PART1 = 6 bytes) + 5. The last line of any of the files should end with a end of paragraph or end of page marker. As there is always at least one space at the end of any file each new file should have a end of paragraph marker at the beginning of it to reinitialise the line count. If any disk errors are found you will be given the appropriate error message. You will then be returned to the disk menu. If a cassette loading error is received you will be returned to the tape menu. If a print format error is found you will be returned to the edit mode with the cursor placed in the offending printer control line. If you press <M> for the original prompt you will receive the following message "\*\* TESTING FOR ERRORS \*\*\*\*\*". Depending on the size of the text file this could take a couple of seconds. The word processor is not looking for spelling or grammatical errors but for illegal printer control commands, such as setting the bottom margin bigger than the page length. If no errors are found then the message "NO ERRORS - PRINT (Y-N)" will be displayed. At this stage you may answer <N> to return to the main menu or <Y> to start printing. If an error is found you will receive a "\*\*\*\*\* PRINT FORMAT ERROR \*\*\*\*\*" message followed by a "PRESS <C> TO CONTINUE" message. When you press <C> you will enter the edit mode with the cursor positioned in the offending printer control line. You cannot print any text with print format errors in them.

## CONTROLLING PRINTER

Once printing has begun you may stop the printer by pressing <S> or quit printing by pressing <Q>. If you stop the printer with the <S> key the message \*\*\*\* PRINTER HALTED \*\*\*\* followed by the message "<C>-CONTINUE <Q>-QUIT" will be printed on the screen. Press <C> to continue printing or <Q> to quit printing.

## PRINTER OPTIONS

PAGE LENGTH - eg P=66 This sets the number of lines to a page. Your average printer using your average paper will have 66 lines to it.

TOP MARGIN - eg T=10 This is the first line to start printing on. If set to 1 then no lines will be skipped and text printing will begin on the first line.

BOTTOM MARGIN - eg B=60 This is the last line actual printing will be done on. The difference between page length and bottom margin will be the number of blank lines printed at the bottom of the page. If page length is set to 66 and bottom margin 60 then there will be 6 blank lines at the bottom of each page.

LEFT MARGIN - eg L=10 This is the number of spaces printed at the beginning of each line.

RIGHT MARGIN - eg R=70 This is the last position to print characters on that line. The maximum number of characters that will be printed on a line is the right margin minus the left margin. If the right margin is set to 70 and the left margin is set to 10 then 60 characters could be printed on that line.

INDENT - eg I=5 This is the number spaces that are printed at the beginning of the first line after a end of line marker. End of line markers are usually used at the end of a paragraph. These are in addition to the left margin spaces.

JUSTIFY - eg J=Y If justify is set to Y then spaces will be placed between words to pad the right side of the text out so it always finishes at the position set by the right margin. Lines terminated with a end of paragraph or end of page marker will not be justified. If set to N then the right margin will be left jagged.

CENTRE - eg C=Y If centre is set to Y then headings will be centred.

HOLD - eg H=Y If H is set to yes then the printer will stop printing every time it is about to start a new page. This is to allow the user to feed in a new sheet of paper when single sheet paper is being used. If continuous roll or fan fold paper is being used set H=N and the printer will not stop but feed on to the next page.

PRINT - eg D=Y If print is set to Y then the text will be sent to the printer. If it is set to N then the text will not be sent to the printer but the word processor will continue to process the print command. This way selected pieces of text may be printed or not printed as desired.

FORM - eg F=Y If F=Y then every time a carriage return is sent to the printer then a form feed will also be sent. If F=N then no form feed will be sent. Most printers do an automatic form feed after a CR. or are switch selectable so that the printer will power up in either of the 2 modes. If your printer does not scroll onto the next line but prints one line on top of the next then it is not sending a form feed after a CR. and you will have to set F=Y. If your printer appears to printing an extra line between text when F=Y then it is doing an automatic form feed as well as the one done by F=Y. Set F=N to get rid of the unwanted line.

SKIP - eg S=1 This will cause the printer to scroll an extra line when a carriage return is done. It will have the effect of double spacing any text. The number of blank lines placed between lines is determined by the value of S. If S was set to 10 then 10 blank lines will be sent to the printer for every line sent to the printer by the original text.

PAGE NUMBERS - eg A=1 If A is set to any number then a page number will be printed on the very bottom of the page corresponding to the number that was set to. A will then be incremented by 1. When A reaches 255 it will be set back to 1 again. If A is set to 0 then no page numbers will be printed. A can be set to any number and that will be the first page number printed.

NUMBERS DIRECT TO PRINTER - eg N=27,65 All numbers following the N option will be sent to the printer exactly as they are. A series of numbers separated with commas may be sent to the printer this way to set up special print functions your printer may be capable of doing.

## PRINTER FORMAT ERRORS

There are several ways you may generate a PRINTER FORMAT ERROR. If you receive this message then check to make sure your printer control line conform to the following rules.

### PAGE LENGTH, TOP AND BOTTOM MARGIN

Page length, top and bottom margin cannot be set to 0. Top margin must be less than or equal to the bottom margin and the bottom margin must be less than or equal to the page length.

### INDENT, LEFT AND RIGTH MARGIN

The right margin must be greater or equal to the left margin plus the indent plus 10. eg. If the left margin = 8 and indent = 5 then the right margin must be equal or greater than 23 (8+5+10).

### CONTROL CODE LETTER

You can only use the letters P, T, B, R, L, I, J, C, H, D and N. Any other letter will cause an error.

### WRONG PARAMETER

The letters P, T, B, R, L, I, S, A and N require numbers as parameters and the letters J, C, H, D and F require either a Y or N as parameters. eg. J=Y is correct but J=1 will cause an error.

### SYNTAX ERROR

A printer control block must be preceded by a end of paragraph or an end of page marker. This means it will be the first character on a new line on the screen. Spaces must be between all parameters. eg. P=66 T=10 B=60 If the N option is used numbers can be separated with a comma. eg. N=27,65,30 is the same as N=27 N=65 N=30. After all the parameter changes have been entered the line must be terminated with a end of paragraph marker.



## SIZE OF NUMBERS

Numbers may be in the range of 0 to 255 except for page length, top margin, bottom margin and right margin, the restrictions on these are discussed under their individual heading.

## CLEAR TEXT

The clear text command will clear the text buffer. You will be prompted :-

CLEAR TEXT BUFFER

ARE YOU SURE (Y-N)

If you press <Y> then the text buffer will be cleared, and the EDIT and MODE A options will be selected. All previous text will be gone.

## DISK COMMANDS

There are 7 disk commands. They are :-

1 - INITIATE DISK. This command will format a diskette so that the word processor may read and write programs to it. The word processor uses a different directory format to normal VZ=300 diskettes so diskettes format for normal VZ-300 operation will not work with the word processor and vice-a-versa.

2 - DISK DIRECTORY. This will display all the files on the diskette. The top line will show the number of free tracks left for storage of your text. Each track stores 2K of text.

3 - SAVE TEXT. This will save your text file to disk. You will be asked for a file name. This may be between 1 and 8 characters long and must start with an alphabetical character.

4 - LOAD TEXT. This will load a text file. Any previous text file will be lost regardless of whether you are in the insert or edit mode. Once again you will be asked for a file name. It must conform to the same rules as in "save text."

5 - MERGE TEXT. This will merge a text file with any text already in the text buffer. Once again you will be asked for a file name and it must conform to the same rules as in "save text."

6 - KILL TEXT FILE. This will delete a file from the disk. You will be asked for a file name and it must conform to the same rules as in "save text."

7 - RETURN MAIN MENU. This will return you to the command menu

#### CASSETTE COMMANDS

There are 5 cassette commands. They are :-

1 - SAVE TAPE FILE. This will save a text file to tape. You will be asked for a file name. This must start with a alphabetical character and be between 1 and 16 characters long. During the save you may press <CTRL> + <BREAK> to abort the save.

2 - LOAD TAPE FILE. This will load a text file from tape. Any text file in memory will be lost regardless of whether you are in insert or edit mode. Because of this you will be prompted "ARE YOU SURE (Y-N)". If you answer <N> then you will be returned to the menu. If you answer <Y> then you will be asked for a file name. If you enter a file name then only a file with that name will be loaded. If you just press <RETURN> with no name entered then the first file on the tape will be loaded.

3 - MERGE TAPE FILE. This will merge a text file on tape with the one in memory. It functions exactly the same as the load command except it doesn't destroy the old text.

4 - VERIFY TAPE FILE. This will verify the tape just saved. If an error is found then the message "BAD VERIFY" will be displayed.

5 - RETURN MAIN MENU. This will return you to the main command menu

## VZ-300 WORD PROCESSOR

### CONTROL CODE KEYS

#### CURSOR KEYS

<CTRL> + <ARROW>	-	MOVE IN DIRECTION OF ARROW
<CTRL> + <T>	-	NEXT TAB POSITION
<CTRL> + <W>	-	TOP OF TEXT
<CTRL> + <E>	-	END OF TEXT
<CTRL> + <K>	-	START OF LINE
<CTRL> + <L>	-	END OF LINE
<CTRL> + <;>	-	12 LINES UP
<CTRL> + <:>	-	12 LINES DOWN

#### DELETE KEYS

<CTRL> + <D>	-	DELETE ONE CHARACTER
<CTRL> + <F>	-	DELETE ALL SPACES
<CTRL> + <G>	-	DELETE 32 CHARACTERS
<CTRL> + <H>	-	DELETE TO BLOCK MARKER

#### INSERT KEYS

<CTRL> + <I>	-	INSERT 1 CHARACTER
<CTRL> + <O>	-	INSERT 32 CHARACTERS

#### MODE KEYS

<CTRL> + <O>	-	EDIT OR INSERT MODE
<CTRL> + <9>	-	MODE A OR MODE B

#### BLOCK KEYS

<CTRL> + <B>	-	INSERT BLOCK MARKER
<CTRL> + <Z>	-	MOVE BLOCK OF TEXT
<CTRL> + <X>	-	COPY BLOCK OF TEXT

#### SEARCH KEYS

<CTRL> + <S>	-	SEARCH FOR A STRING
<CTRL> + <C>	-	SEARCH AND REPLACE STRING

#### END KEYS

<RETURN>	-	END OF LINE (PARAGRAPH)
<CTRL> + <RETURN>	-	END OF PAGE

#### MISCELLANEOUS KEYS

<CTRL> + <1>	-	DISPLAY SLASH (/)
<CTRL> + <2>	-	DISPLAY QUESTION MARK (?)
<CTRL> + <3>	-	DISPALY UP ARROW
<CTRL> + <4>	-	DISPLAY BACK SLASH
<CTRL> + <5>	-	DISPLAY LEFT SQUARE BRACKET
<CTRL> + <6>	-	DISPLAY RIGHT SQUARE BRACKET
<CTRL> + <8>	-	SHIFT LOCK/UNLOCK





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