# Using
# MemoMaker

**Portable PLUS**

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# Using MemoMaker

**HEWLETT PACKARD**

# Notice

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# Welcome to MemoMaker

Hewlett-Packard's MemoMaker word-processing program combines the simplicity of a typewriter with the speed, power, and accuracy of a computer. Because MemoMaker is so easy to use, it is perfect for managers and other writers who don't have time to master a complex word-processing system.

Using MemoMaker is like using a typewriter except that what you type shows up on your screen instead of on paper. You type your document, make any changes you want, and then print out a perfect copy. And with MemoMaker, there are no surprises—what you see on the screen is what you get when you print. You can use underlining or boldface for emphasis; you can even justify text to have an even right margin. And you can do it without memorizing any commands.

With MemoMaker, you can type all sorts of documents, not just memos. You can create and store special formats for tables, letterheads, and pre-printed forms. Anything you now type on a typewriter will go faster with MemoMaker.

## The Manuals in the MemoMaker Series

This manual, *Using MemoMaker,* is your general reference guide to all the functions and features of MemoMaker.

If you are not familiar with MemoMaker, we suggest that you read *Setting You Free With MemoMaker* first. *Setting You Free* introduces you to MemoMaker and gives you hands-on practice with some of the exciting MemoMaker features.

You'll also find a *Quick Reference Guide to MemoMaker* in the binder with this manual. You can use the *Guide* as a handy memory-jogger to the basic MemoMaker functions. The *Guide* opens out of the binder for easy reading, or you can take it out and set it up next to your computer.

## A Special Note on Terminology

On a standard typewriter, each key has two meanings: it will type one character when you tap the key by itself and a different character when you tap the key while holding down the Shift key. Your computer's keys work like that, too. Each key will do one trick if pressed by itself and another if pressed with a "modifier" key, such as (Shift) or (Extend char).

In this manual, we always use a general "key" name for each keyboard task. Some of these general "keys," such as (▲), are actual keys on your computer's keyboard. Others, such as (Roll up), are not actual keys. Instead, the general name simply represents a combination of one or more specific keys that you would have to press to do that task.

To help you get familiar with these general "key" names, we discuss each one in Chapter 1 and tell you which actual keys you need to press to do that task on your computer. Also, Appendix B lists each general name along with the corresponding keystrokes in a simple table.

# Contents

# Chapter 11

**Using MemoMaker Templates with Pre-Printed Forms**

# Chapter 12

**Reference Guide to the Function Key Labels**

# Appendixes & Indexes

# 1    Getting Ready to Use MemoMaker

MemoMaker is a simple word-processing system that lets you get started working quickly. This chapter:

- Shows you how to start MemoMaker.
- Introduces you to MemoMaker screens and keys.
- Shows you how to exit the program.

## Before You Begin

When you write a document with MemoMaker, you will need to give MemoMaker some space to work in your computer's main memory. The bigger the document, the more memory MemoMaker will need. You can easily adjust the size of your computer's memory to make room for MemoMaker. Here's how you do that:

1. Go to the Main P.A.M. screen.

2. Press **System Config** (($f6$)).

   Your computer shows you the System Configuration screen with a list of parameters and settings. The first parameter, labeled Main Memory/Edisc, specifies how the memory in your computer is partitioned. The setting for that parameter is highlighted with a black box (inverse video).

**Note** 👆  This memory configuration will allow space for a memo with about 200 lines. If you will need more space to write several memos or one large one, allocate more room in Main Memory. Also, if you plan to use MemoMaker's File Manager, which takes up additional space in memory, set the Main Memory even higher. For details on memory requirements, refer to Appendix B.

**3.** Press `Next Choice` ((f3)) or `Previous Choice` ((f4)) until the value for the Main Memory reads at least 96K.

**4.** Press `Exit` ((f8)) to lock in that setting and return to P.A.M.

**Note** 👆  If you have set the Main Memory to its maximum value yet MemoMaker still needs more room to create your document, you will need to get more memory for your computer. Check with your dealer to see all the options you have for adding memory to the Portable PLUS.

# Starting MemoMaker

Before you can start MemoMaker, you need to install the MemoMaker software module into the software drawer in your computer. If you have not yet done that, follow the Software Module Installation instructions that came with your software package.

## To start MemoMaker:

**1.** Go to the Main P.A.M. screen on your Portable PLUS. Notice that MemoMaker shows up as one of the program choices.

**2.** Use any cursor key to move the display pointer to the box labeled MemoMaker.

**3.** Press Start Applic ((f1)).

```
Personal Applications Manager (P.A.M.)    Main        125440 bytes free on A:
Move the pointer to the desired application, then press Start Applic .

Hewlett-Packard                              Battery: 59%      4-8-85

DOS Commands   MemoMaker       Time Manager
B              B               B




Start    File     Time &   Reread  03    01 Datacom  System                    Off
Applic   Manager  Date     Discs     02:17p Config   Config
  f1       f2       f3       f4          f5       f6       f7       f8
```

Move the display pointer to the MemoMaker box, and then press this function key label.
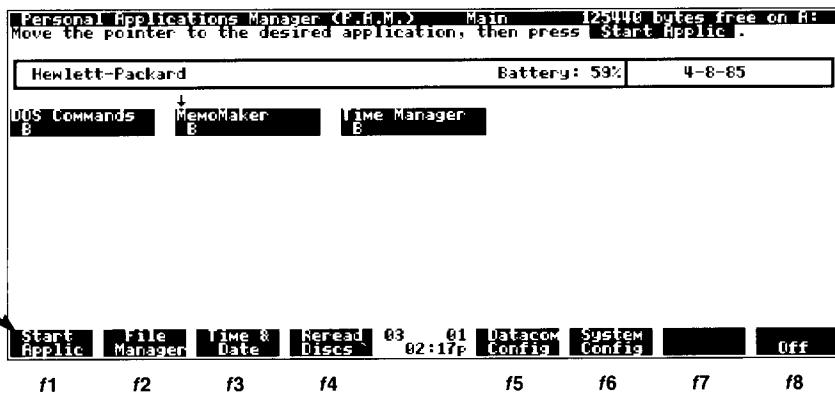
# Looking at MemoMaker Screens

MemoMaker has 34 different screen displays, each with a special purpose. All of the screens are laid out like this:

This number tells what line of your document the cursor is in.

This number tells what column the cursor is in.

This is the name of the document on the screen. If the document is not in the default drive and directory, the drive and directory names are included.

This is the prompt line where the computer sends messages to you.

This is the response line where you respond to messages.

This number tells how many lines the document contains.

```
MEMOMAKER                          Main Keys              Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                             Directory: A:\
```

```
File    Block   Format  Print  05    01  Get    Center        Exit
Keys    Keys    Keys    Keys   11:51a    Memo   Line    Help   MEMOMKR
```

f1      f2      f3      f4          f5      f6      f7      f8

This is the screen name.          This is the default drive and directory.

Each screen consists of a top part with screen information, a middle part for text, and a bottom part with the menu of function key labels.

The top part of the screen shows: the screen name, the name of the document on the screen, the default drive and directory, what line and column of the document the cursor is in, and the length of the document. Most screens will also have a prompt line, where the computer sends messages to you, and a response line where you respond to the computer.

In the middle is where text that you type appears on the screen. (It's blank when you first start MemoMaker.)



Text that you type shows up here.
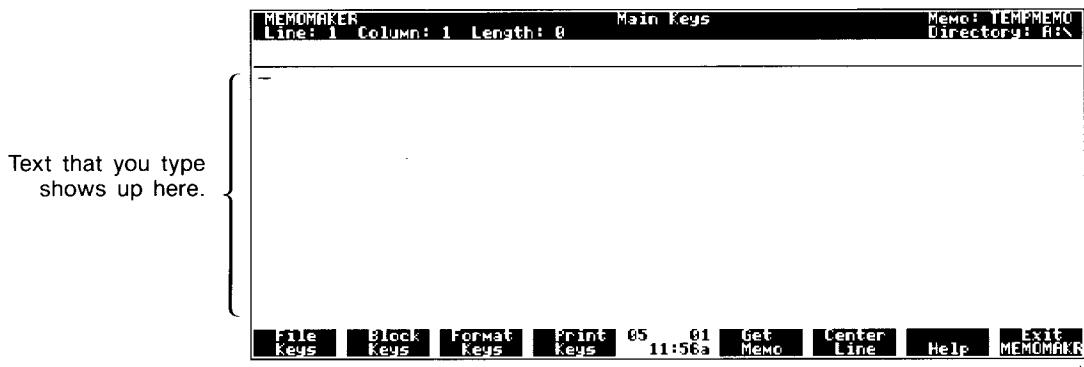
These eight boxes are the function key labels. The labels change from screen to screen.

The set of boxes along the bottom of the screen is the menu of function key labels. You tell the computer what to do by pressing a function key that corresponds to the appropriate function key label.

## Using the Keyboard with MemoMaker

You interact with MemoMaker through four groups of keys on your computer keyboard: the function keys, the typewriter keys, the editing keys, and the cursor control keys.

### The Eight Function Keys

The eight function keys ($\boxed{\text{f1}}$–$\boxed{\text{f8}}$) on your keyboard correspond to the function key labels in boxes at the bottom of each MemoMaker screen. Each function key label represents a specific task. You tell MemoMaker to do that task by pressing the corresponding function key.

These are the function key labels.
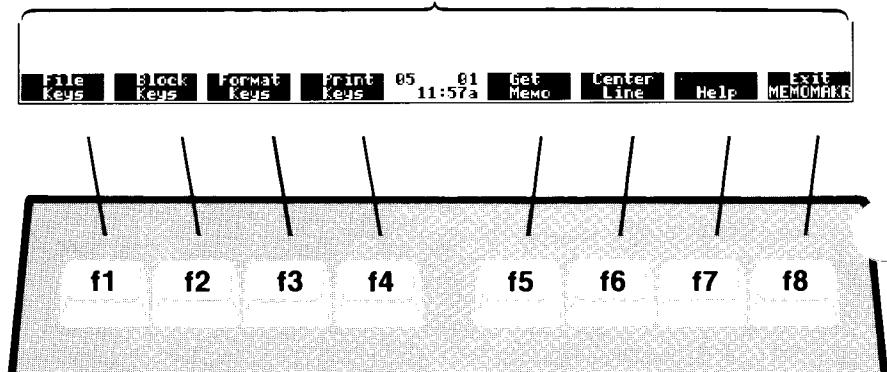


These are the function keys on your computer keyboard. Each one corresponds to a function key label.

## The Standard Typewriter Keys

The typewriter keys on your computer keyboard are like those on a standard typewriter, with only a few functional differences:

(L)/(l)    Don't use the letter *l* for the number one (1).

(O)/(o)    Don't use the letter *O* or *o* for the number zero (0).

(Space bar)    Pressing (Space bar) puts a blank space where the cursor is (erases the character that was there). Don't use (Space bar) to skip over text. Instead, use the arrow keys, (Tab), (Back tab) ((Shift)(Tab)), or (Back space).

(Caps)    (Caps) is like locking (Shift) on a typewriter—with two exceptions.

First, (Caps) does not affect the number keys or the symbol keys. For these keys, you still have to use (Shift) to get what is printed on top of the key. Second, for the alphabetic keys, when you are using (Caps), pressing (Shift) will give you the lower case letter.

To turn on (Caps), press the (Caps) key. To turn off (Caps), press the (Caps) key again. Your computer will show when you are in (Caps) mode by displaying the initial C at the bottom of the screen.

(Return)    Pressing (Return) moves the cursor to the left margin of the next line, much like the carriage return on a typewriter. But unlike a typewriter, MemoMaker will automatically move your text to the next line even if you do not press (Return) at the end of a line. Use (Return) when you are typing only to stop a line short of the right margin or to leave a blank line between paragraphs.

## Editing Keys

Editing keys are used to insert or delete lines or characters. (In this list, the general key names are given first, followed by the corresponding specific keystrokes in parentheses.)

(Clear line)
((Extend char)(Clr line))

erases everything from the cursor to the end of the line.

(Delete line)
((Extend char)(– Line))

erases the entire line the cursor is on and closes up the space by moving all other lines up.

(Clear display)
((Extend char)(Clr dsp))

clears everything in the workspace.

(Insert line)
((Extend char)(+ Line))

moves all characters from the cursor to the end of the line down to the left margin of the next line. If the cursor is at the beginning of a line, the whole line moves down and a blank line appears above it.

(Insert char)
((Extend char)(+ Char))

switches from writeover mode to insert mode. When you type in insert mode, what you type is inserted at the cursor position and pushes characters past the cursor over to the right.

To switch from insert mode back to writeover mode, press (Insert char) again. Your computer will indicate when you are in insert mode by displaying the initial I at the bottom of the screen.

(Delete char)
((Extend char)(– Char))

removes the character at the cursor position from the screen and closes up the space by pulling the other characters on the line over to the left.

## Cursor Control Keys

Cursor control keys let you move the cursor around on the screen and through your document.

| | |
|---|---|
| (▲) | moves the cursor up one line. |
| (▼) | moves the cursor down one line. |
| (◄) | moves the cursor one column to the left, as far as column 1. |
| (►) | moves the cursor one column to the right, as far as column 80. |
| (Tab) | moves the cursor to the next tab stop on the right, as far as column 80. |
| (Back tab)<br>((Shift)(Tab)) | moves the cursor left to the previous tab stop, as far as column 1. |
| (Back space) | moves the cursor back one space. |
| (Home)<br>((Extend char)(▼)) | moves the cursor to the beginning of a document. |
| (End)<br>((Extend char)(▲)) | moves the cursor to the end of a document. |
| (Roll up)<br>((Shift)(▲)) | rolls the document up. |
| (Roll down)<br>((Shift)(▼)) | rolls the document down. |
| (Prev)<br>((Extend char)(Prev)) | shows the screen of text that comes before the first line on the screen. |
| (Next)<br>((Extend char)(Next)) | shows the screen of text that comes after the last line on the screen. |
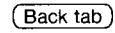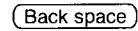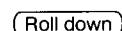
# Leaving MemoMaker

To leave MemoMaker, press `Exit MEMOMAKR` (f8)) on the Main Keys screen.

If you are not on the Main Keys screen,

1. Press the eighth function key ((f8)), which will correspond to either `MEMOMAKR Main` or `Cancel`, as many times as needed until you get back to the Main Keys screen.

2. Then, press `Exit MEMOMAKR`.

If there is a document showing on the screen that has not been saved, MemoMaker will ask you whether you want to save or discard that document. If you want to save it under the current name on the prompt line, press `Yes, Save` ((f5)). To save the document under a different name, press `Cancel Exit` ((f8)) and then follow the naming and saving procedure in Chapter 3. If you don't want to save it, press `No, Discard` ((f6)).

# 2   Writing with MemoMaker

Each time you write with MemoMaker, you will choose a format, type the document, and then name and save the document on a disc.

This chapter explains MemoMaker's standard format and some of the special features of typing with MemoMaker and moving around in your text. Chapter 3 is about naming and saving.

## Using MemoMaker's Standard Format

The format is the way you decide to set up a document. You format every document you write—whether you do it by hand, typewriter, or computer. When you decide whether to single-space or double-space a handwritten draft, when you set the margins and tab stops on a typewriter, and when you choose to justify the copy on a word processor, you are setting parts of a format.

A MemoMaker format contains the following instructions:

- margins
- tab stops
- text enhancements (underlining, boldface, or none)
- justified or ragged right margin
- printer spacing (single or double space)
- paper feed setting (manual or automatic)

- type of printer
- file structure ("Document" or "ASCII")
- insert or writeover mode
- default drive and directory (where MemoMaker assumes you will be storing your documents)

MemoMaker has a standard format that is built in and ready for use. This standard format comes up automatically when you start MemoMaker. If you want to change the standard format, refer to Chapter 9.

MemoMaker's standard format is in a file named STARTUP.FMT. It includes the following instructions:

| | |
|---|---|
| **left margin** | column 1 |
| **right margin** | column 65 |
| **tab stops** | every 5 columns (columns 1, 6, 11, and so on) |
| **text enhancement** | none |
| **justification** | off (ragged right) |
| **printer spacing** | single space |
| **paper feed setting** | manual |
| **type of printer** | HP-type |
| **file structure** | "Document" |
| **typing mode** | writeover |
| **default drive and directory** | A:\ |

# Typing Your Document

In many ways, typing your MemoMaker documents is just like using a typewriter—only it's faster and easier and you type on a screen instead of on paper. The cursor marks your place. The next character you type will appear at the cursor point.

## Block Paragraphs vs. Indented Paragraphs

MemoMaker works best if you write your paragraphs in block style—that is, start each paragraph at the left margin and leave a blank line between paragraphs. You can use indented paragraphs, but that makes aligning your document more difficult. You will use the align feature after deleting text, cutting or copying and pasting, changing margins or when justifying your right margin. (We'll explain aligning in detail in "Aligning Text" in Chapter 6.)

## Writeover Mode

Unless you have changed the standard format, you will be in writeover mode when you start up MemoMaker. In *writeover mode*, what you type writes over anything that may be at the cursor position. For example, if the cursor is at the "n" in "now" and you type "s," you will get "sow."

When you press (Space bar) in writeover mode, you type an empty space over the character at the cursor. For example, if the cursor is at the "s" in "sat" and you press the space bar once, you will get " at."

## Word Wrap

When you type a document on a typewriter, you must return the carriage at the end of each line to move to the next line. You also have to keep track of your right margin and decide when you want to move to the next line. MemoMaker performs these functions for you automatically with its *word wrap* feature. Word wrap keeps track of your right margin. When you type a word past that right margin, the word wraps—or jumps—to the left margin of the next line. You can simply type the document non-stop and let MemoMaker take care of the rest.

# Moving Around in Your Document

MemoMaker tells you how long the document is and keeps track of the cursor as you move through the document.

## Moving the Cursor

When you use MemoMaker, you have several different ways to move the cursor:

**The standard typewriter keys.** Use (Return), (Back space), and (Tab) as you would on any typewriter. (Back tab) lets you tab backwards. Don't use (Space bar) to move forward through your document because pressing (Space bar) means typing a blank space.

**The arrow keys.** Use (◄), (►), (▲), and (▼) to move the cursor left, right, up, and down.

## Scrolling Through the Document

When you create a document, MemoMaker stores it as one continuous piece of writing, like a scroll. It doesn't get broken up into pages until you print it.

The (Roll up) and (Roll down) keyboard functions let you roll your document to see text that is not on the screen. (Roll up) rolls the document up and shows text that was below the screen; (Roll down) rolls the document down and shows text that was above the screen.

You can also roll your document down if you move the cursor to the top line on the screen and then press (▲). Instead of the cursor moving up (off the screen), the text will move down to meet the cursor. Likewise, you can roll your document up if you move the cursor to the bottom line on the screen and then press (▼).

## Moving Screen by Screen

Press (Next) to show the next screen of text in your document. Press (Prev) to show the previous screen of text in your document.

## Moving Directly to the Beginning or the End of the Document

To move to the beginning of a document, press (Home). To move to the end of a document, press (End).

# Editing Your Document

It's easy to edit your MemoMaker documents. You can edit characters, lines of text, or larger blocks of text. This section tells you how to edit characters and lines of text. Later chapters tell you how to cut out, move, or copy blocks of text within documents or between documents; how to align a document; or how to add a text enhancement (underlining or boldface).

## Inserting Characters (Insert Mode)

If you want to insert a character in a word (or insert a blank space between words), you must first switch from writeover mode to insert mode and then type what you want to insert.

In *insert mode*, whatever you type is inserted at the cursor position and everything from the cursor to the end of the line is pushed one space to the right. For example, in insert mode, if you move the cursor to the "n" in "now" and type "s", you will get "snow."

If a character gets pushed past the right margin, the word containing that character will wrap to the left margin of the next line.

To switch from writeover to insert mode, simply press (Insert char). To switch back to writeover mode, press (Insert char) again. Your computer will indicate when you are in insert mode by displaying the initial I at the bottom of the screen.

## Inserting a Line

You can insert a line whether you are in insert or writeover mode. When you press (Insert line), MemoMaker moves all characters from the cursor to the end of the line down to the left margin of the next line. If the cursor is at the beginning of a line, the whole line moves down and a blank line appears above it.

## Deleting Character by Character

In writeover mode, there are two ways to delete a character. With the cursor in place, press (Delete char), and MemoMaker will erase the character at the cursor and close up the space by pulling the remaining characters on the line one space to the left. Alternatively, you can press (Space bar), and MemoMaker will delete the character and put a blank space in its place.

In insert mode, you can delete a character only with the (Delete char) function. If you press (Space bar) in insert mode, you will just insert a space and the offending character will move to the right.

## Deleting or Clearing a Line

There are two ways to delete a whole line using MemoMaker. You can either:

- delete a line and close up the space, or
- delete a line by clearing the text but leaving the space.

**To delete a line and close up the space:**

1. Move the cursor anywhere on the line you want to delete.

2. Press (Delete line).

   MemoMaker erases the line and moves all succeeding lines up one line to fill in the space.

**To clear a line and leave the space:**

**1.** Move the cursor to the first character of the line you want to clear.

**2.** Press ( Clear line ).

MemoMaker erases the line but leaves the space. Succeeding lines do not move up.

**To clear part of a line:**

**1.** Move the cursor to the first character you want to erase.

**2.** Press ( Clear line ).

MemoMaker erases everything from the cursor to the end of that line.

If you delete or clear a line by mistake, MemoMaker lets you put it back. As you eliminate each line, it goes automatically into a "buffer," which temporarily stores that line. To put back a deleted or cleared line, use MemoMaker's Paste Block feature (refer to Chapter 4).
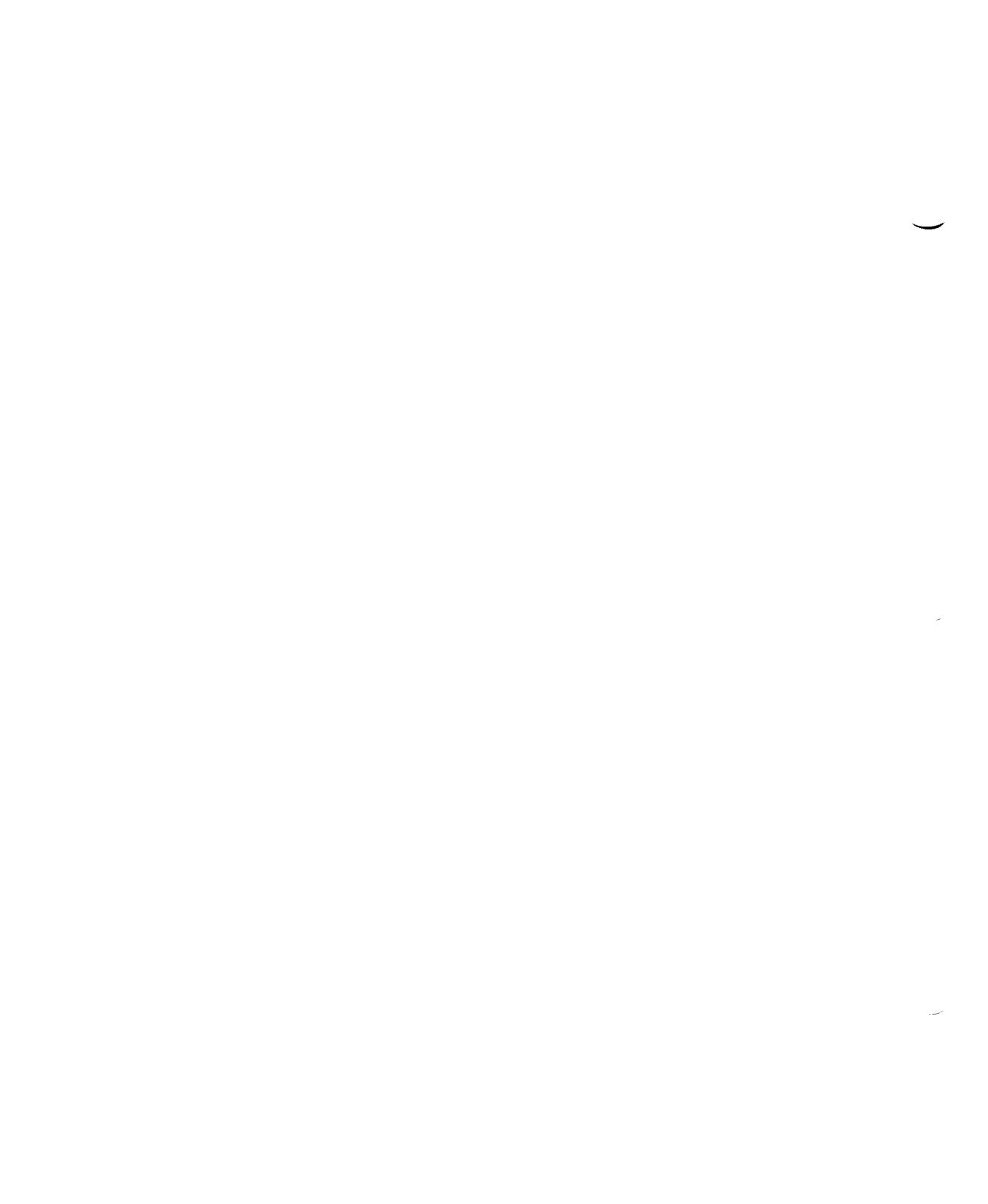
# 3 Naming, Getting, and Saving a Document

When you type a document, it exists only in the temporary workspace until you tell MemoMaker that you want to save it. If you do not save it, your document will be erased when you either leave MemoMaker or create another document. Even if you don't plan to use the document again and just want to print out a copy, it's always safer to save it first just in case something goes wrong before you get a chance to print it out.

After you have saved a document on a disc, you can get it back whenever you want to read it, change it, print it, or use it as part of another document. In order for MemoMaker to store and get back your documents, you must give each document a name.

## What is a Document Name?

A document name identifies a document and distinguishes it from all others on a disc. Since the documents you name are stored as disc files, document names are actually file names.

The rules for MemoMaker document names are the same as for all other file names in the MS™-DOS operating system. The file name can include only the following characters:

- letters A through Z (MemoMaker treats all letters as capitals)
- numerals 0 through 9
- dollar sign $
- ampersand &
- pound sign #

- apostrophe '
- percent sign %
- caret ^
- parentheses ()
- hyphen -
- underscore _
- at sign @
- braces {}
- tilde ~
- single quotation '
- exclamation point !

You cannot use spaces in your file names.

Document names can also have an extension—a suffix that is preceded by a period (for example, JONES.LET). You can use extensions to differentiate between different types of documents. For example:

| this extension: | could mean: |
|---|---|
| .LET | a letter |
| .MEM | a memo |
| .NTS | notes |
| .OUT | an outline |
| .REP | a report |
| .REV | a revised document |
| .TPL | a template (for preprinted forms) |

If you need to refer to a series of letters written to Mr. Jones on different dates, you might use the following document names:

JONESLET.JAN

JONESLET.FEB

JONESLET.JUN

Each file in a particular directory on a disc must have a unique name. You can have JONES.LET, JONES.PRO, and JONES2.LET on the same disc. You can have copies of different files called JONES.LET on different discs or in different directories.

A full document name includes not only the file name but also the drive name and the directory or subdirectory name. For example, the full document name C:\JONES.LET tells you that the document named JONES.LET is in the main directory (\) on the disc in drive C. MemoMaker assumes that you want to store your documents in the default directory (shown in the upper right corner of your screen), so you need to specify the full document name only if you want to use a directory other than the default directory.

For more information on document names and the directory structure, refer to your computer's operating instructions.

## Keeping Track of Document Names

When you ask for a document, you must ask for it by the exact name you gave it when you created it. Here are two ways to keep track of document names:

■ Write the document names on the label of the disc that contains them.

■ Use names that immediately suggest the contents of the document (for example, JONES.LET for the Jones letter and JONES.PRO for the Jones proposal).

If you ever have trouble remembering the name of one of your documents, you can always consult the File Manager. Refer to the section on "Using File Manager" later in this chapter.

# Naming and Saving a New Document

**To name and save a new document:**

**1.** Go to the Main Keys screen.

**2.** Press `File Keys` ((f1)). MemoMaker shows you the File Keys screen:

```
MEMOMAKER                          File Keys                    Memo: TEMPMEMO
Line: 9  Column: 43  Length: 9                                  Directory: A:\

NOTICE TO EMPLOYEES:

The staff meeting originally scheduled for Friday, October 13,
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith. _




    Get     Save     Get     Save   13   43  File    Clear            MEMOMAKR
    Memo    Memo   Format   Format    12:03p Manager Workspce  Help    Main
```

| f1 | f2 | f3 | f4 | f5 | f6 | f7 | f8 |

Press this function key label to save your document.

**3.** Press `Save Memo` ((f2)). MemoMaker shows you the Save Memo screen and tells you to:

`Enter file name and press "Return".`

The name TEMPMEMO appears on the response line on the top of the screen.

Each file in a particular directory on a disc must have a unique name. You can have JONES.LET, JONES.PRO, and JONES2.LET on the same disc. You can have copies of different files called JONES.LET on different discs or in different directories.

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```
┌──────────────────────────────────────────────────────────────────┐
│MEMOMAKER                        File Keys            Memo: TEMPMEMO│
│Line: 9  Column: 43  Length: 9                        Directory: A:\│
├──────────────────────────────────────────────────────────────────┤
│NOTICE TO EMPLOYEES:                                                │
│                                                                    │
│The staff meeting originally scheduled for Friday, October 13,      │
│has been rescheduled for Thursday, October 19.                      │
│                                                                    │
│Please note that this does not affect the due date for travel       │
│vouchers, which must still be turned in no later than 1:30 p.m.      │
│on Monday, October 16. If you have any questions about filling       │
│out these vouchers, please see Dego Smith. _                         │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│                                                                    │
│ Get   Save   Get   Save  13   43  File   Clear            MEMOMAKR │
│ Memo  Memo  Format Format  12:03p Manager Workspce  Help   Main   │
└──────────────────────────────────────────────────────────────────┘
   f1     f2     f3    f4         f5      f6      f7     f8
```

Press this function key label to save your document.

3. Press `Save Memo` ((f2)). MemoMaker shows you the Save Memo screen and tells you to:

   `Enter file name and press "Return".`

   The name `TEMPMEMO` appears on the response line on the top of the screen.

When you save a document, the current name of the document appears on the response line as well as in the upper right-hand corner. If you are saving a new document, the name TEMPMEMO appears.

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out these vouchers, please see Dego Smith.

| | Document File * | | | 04    04 12:04p File Manager | | Help | Cancel Save |
| f1 | f2 | f3 | f4 | f5 | f6 | f7 | f8 |

4. Make sure that there is a disc in the drive. If you are using the electronic disc (drive A), make sure there is room for your document.

5. Set the file structure to either Document or ASCII (refer to Chapter 9, "Changing the File Structure").

6. Type in a name that is different from any name in that directory and then press (Return). Remember, if you are not storing your document in the default drive and directory, include the drive and directory name as part of the document name.

   MemoMaker creates a disc file for your document. The full document name appears in the upper right-hand corner of your screen and the document remains showing on the screen. You can work on the document again or go on to another document.

7. To clear the workspace for the next document, press **Clear Workspce** ((f6)) or press the (Clear display) key. This clears what is showing on the screen but in no way affects your permanent disc file.

**Naming, Getting, and Saving a Document   3-5**

# Naming and Saving a Revised Document

When you get a document from a disc and revise it, you have two versions of your document: the original disc file and the changed document on the screen. You can:

- Save the changed document and have it replace the original version on your disc.
- Save the changed document as a different file and keep two versions of the document.
- Clear the changed document from the workspace and retain the original version as it existed before you made any changes.

**To name and save your revised document:**

1. Go to the Main Keys screen.
2. Press `File Keys` (⟨f1⟩).
3. Press `Save Memo` (⟨f2⟩). MemoMaker asks you to:

   `Enter file name and press "Return".`

   The name of the original document appears on the response line at the top of the screen.

4. If you want to *replace* the original document with the revised document, press ⟨Return⟩, and MemoMaker will copy the revised document over the old document.

   If you want to keep *both* the original document and the revised document, type in a new document name and then press ⟨Return⟩. You might want to add the suffix REV to the new name to indicate that you now have a revised version in addition to the old version.

# Getting a Document

When you get a document from a disc, you really get a copy of what is on the disc. The document stays on the disc and you work with the copy in the workspace.

**Caution**  When you get a document, use the same file structure setting that you used when you saved the file. Otherwise, some unwanted characters may show up in your file. Refer to Chapter 9, "Changing the File Structure," for more information on file structure.

## To get a document from the default drive:

**1.** Go to the Main Keys screen.

**2.** Press `Get Memo` (($f5$)).

**3.** If you have already been working on a document and it is showing on the screen, you will have to either save or discard that document before you get the next one. MemoMaker will ask you:

Do you want to save the current memo as *(original document name or TEMPMEMO)?*

This is the name of the current document. ────────────┐

```
MEMOMAKER                    ` Get Memo              Memo: STAFF.MEM
Line: 9  Column: 43  Length: 9                       Directory: A:\
Do you want to save the current memo as A:\STAFF.MEM?
NOTICE TO EMPLOYEES:

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on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.




                                    04   01  Yes,   No,            Cancel
                                    12:05p Save  Discard  Help   Get
```

Press this function key label if you want to save the current document under another name. Then follow the naming and saving procedure described earlier in this chapter.

f1    f2    f3    f4      f5    f6    f7    f8

Press this function key label if you want to save the current document under the current name before clearing the workspace.

Press this function key label if you don't want to save the document.

- If you want to save the document under that name, press **Yes, Save** (([f5])).
- If you don't want to save the document, press **No, Discard** (([f6])).
- If you want to save the document under another name, press **Cancel Get** (([f8])) and then follow the naming and saving procedure described earlier in this chapter.

If your screen is clear or has a document that has been saved, MemoMaker asks you to:

```
Enter file name and press "Return".
```

On this line, type in the name of the document you want to see. ————

```
MEMOMAKER                           Get Memo              Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                             Directory: A:\
Enter file name and press "Return".
A:\__
```

| | | | | | | | |
|f1|f2|f3|f4|f5|f6|f7|f8|

Document File *  ·  04  04 12:07p File Manager  ·  Help  ·  Cancel Get
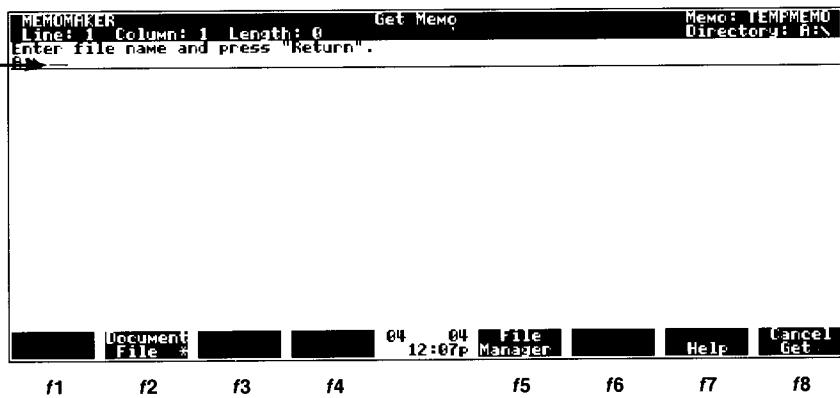
4. Type in the name of the document you want to see.
5. Press ([Return]). MemoMaker shows you the document you asked for and returns you to the Main Keys screen.

### To get a document from a disc not in the default drive:
Follow the same procedure, but be sure to use the full document name, so that MemoMaker knows where to look for the document. For example, if you have stored a letter written to Mr. Jones on March 3 in the Jones directory on the disc in drive C, you would tell MemoMaker to get:

```
C:\JONES\MARCH3.LET
```

**Caution** ✋ The next procedure requires you to switch discs. Before you do that, make sure the red light on your disc drive is off. Otherwise, you may damage your disc.

**To get a document from a disc not in your computer:**
Follow the same basic procedure. If you have an empty disc drive, insert the disc with your document into that disc drive. Otherwise, after saving or discarding the last document you worked on, take out a disc and replace it with the disc that contains the document you want. Then start with step 1. Be sure to include the full document name, so that MemoMaker knows where to look for your document.

# Using TEMPMEMO

Sometimes when you're using MemoMaker to write a new document, you may need to exit quickly from the program. You want to save your work, but you may not have the time to establish a permanent file. At those times, MemoMaker gives you the choice of saving your work in a temporary file, named *TEMPMEMO*.

Only one document in a particular directory on a disc can be saved as TEMPMEMO. If you already have one document saved as TEMPMEMO and save another document using the TEMPMEMO feature, the second document will erase and replace the first. Therefore, you should consider TEMPMEMO only as a temporary storage file, and you should rename your document when you have more time. Then your TEMPMEMO file will be ready to use again.

## If you want to exit MemoMaker and use TEMPMEMO:

**1.** On the Main Keys screen, press `Exit MEMOMAKR` (`f8`).
MemoMaker asks you:

```
Do you want to save the current memo as
TEMPMEMO?
```

and presents you with a new set of function key labels.

```
MEMOMAKER                          Exit MEMOMAKER                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 9                                        Directory: A:\
Do you want to save the current memo as A:\TEMPMEMO?

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                                        04     01  Yes,    No,              Cancel
                                        12:09p     Save    Discard  Help    Exit
```

| f1 | f2 | f3 | f4 | f5 | f6 | f7 | f8 |

If you want to save the
current document as
TEMPMEMO, press
this function key label.

**2.** Press `Yes, Save` (`f5`). MemoMaker makes a permanent disc file of your document, stores it under the name TEMPMEMO, and then erases the document from the screen before exiting the program.

# Clearing the Workspace

If you clear a new document from the workspace, you will erase all traces of that document. Likewise, if you retrieve an old document, revise it, and then clear it from the workspace, you will lose your revisions. In either case, MemoMaker will always give you a chance to change your mind before it erases the document.

**To clear the workspace, either:**

■ Press the ( Clear Display ) key

   **or**

■ Go to the File Keys screen, and press `Clear Workspce` (( f6 )).

If your document has been saved before, MemoMaker immediately clears the workspace and lets you get on with your other work.

If your document has never been saved (a new document, for example) or if you have been revising an old document, MemoMaker will first ask you if you want to save your work before it clears the workspace. This is your chance to change your mind before discarding your work. MemoMaker asks you:

Do you want to save the current memo as *(TEMPMEMO or original document name)*?

- If you want to save your document under the name on the response line, press **Yes, Save** (($f5$)).

  MemoMaker will save your document and clear the workspace.

- If you do not want to save your document, press **No, Discard** (($f6$)).

  MemoMaker will erase your document and clear the workspace.

- If you want to save your document under another name, press **Cancel Clear** (($f8$)).

  Then follow the naming and saving procedures described earlier in this chapter.

```
MEMOMAKER                        Clear Workspace              Memo: STAFF.MEM
Line: 4  Column: 2  Length: 9                                 Directory: A:\
Do you want to save the current memo as A:\STAFF.MEM?
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                                    04    01  Yes,   No,,            Cancel
                                       09:23a Save   Discard  Help  Clear
```

|  f1  |  f2  |  f3  |  f4  |  f5  |  f6  |  f7  |  f8  |

Press this function key label if you want to save the current document under the current name before clearing the workspace.

Press this function key label if you don't want to save the current document.

Press this function key label if you want to save the document under a different name.

## Using File Manager

Your computer contains a built-in File Manager program that lets you organize and keep track of your documents. With File Manager, you can:

- See a list of files in any drive or directory.
- Print a file or directory.
- Delete a file or directory.
- Create a new directory or subdirectory.
- Change the default drive and directory.
- Format a disc.
- Copy a file.
- Rename a file.

For information about doing any of these tasks, refer to the File Manager chapter of the user's guide for your computer or Appendix B of this manual.

**Note**

File Manager takes up some of your computer's Main Memory. If you want to use the File Manager, you may have to allocate additional space in Main Memory. For details on memory requirements, refer to Appendix B.

## Getting File Manager

You can go to the File Manager in your computer without exiting MemoMaker.

**To get to File Manager:**

1. Go to the Main Keys screen.
2. Press File Keys ((f1)).
3. Press File Manager ((f5)).

File Manager is also available from the Get Memo, Save Memo, Get Format, and Save Format screens. If you are working on any of those screens and want to go to the File Manager, simply press File Manager ((f5)).

## Leaving File Manager

When you are through with File Manager and want to return to MemoMaker, press **Exit** ((f8)) as many times as needed until a MemoMaker screen appears. You will be able to pick up work from where you left off when you first called up the File Manager.

# 4

# Cutting Out, Copying, and Pasting Text within a Document

This chapter tells you how to cut out a block of text, how to cut and paste a block, and how to copy and paste a block within a document.

If you want to delete text, you *cut* it out. When you *cut and paste*, you cut out text from one place and move it to another. When you *copy and paste*, you leave the original text where it is and move a copy of it to another place in the document. In MemoMaker, any text that is either cut out or copied is stored in a buffer. When you paste in a block, you take text from the buffer.

## What Is the Buffer?

A buffer is a temporary holding area for text. MemoMaker automatically stores text in the buffer any time you delete part or all of a line of text (when you press ( Delete line ) or ( Clear line )) or when you cut out or copy a block of text. In a cut out or copy block operation, the buffer can hold a character, a word, a line, a sentence, a paragraph, or the entire document. That's because a block has no predetermined dimensions—you define the block you want to work with. The size is limited only by your computer's memory. Only one block can be stored in the buffer at a time. If you try to put in another block, the first block is erased from the buffer to make room for the second.

The buffer is a great safety feature which allows you to change your mind, without worrying about losing your text permanently.

# Cutting Out a Block of Text

When you want to cut out a block of text, you use MemoMaker's Block Keys:

**1.** With the document showing on the Main Keys screen, press `Block Keys` (f2). MemoMaker shows you the Block Keys screen.

Move the cursor to the first character of the block you want to cut out.

After you have moved the cursor to where you want to start, press this function key label to start the Cut Out operation.

```
MEMOMAKER                        Block Keys              Memo: STAFF.MEM
Line: 3  Column: 19  Length: 3                          Directory: A:\

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out these vouchers, please see Dego Smith.




Cut Out  Copy   Paste   Align  07   19 Enhance               MEMOMAKR
Block    Block  Block   Block     12:13p Block         Help  Main
```
```
f1       f2     f3      f4         f5     f6     f7     f8
```

**2.** Move the cursor to the first character in the section of text you want to cut out.

**3.** Press `Cut Out Block` (f1). MemoMaker shows you the Cut Out Block screen and asks you to:

   ```
   Use the cursor to define a block, then
   press "Block OK".
   ```

Move the cursor to
highlight the block you
want to cut out.

```
┌─────────────────────────────────────────────────────────────────────┐
│ MEMOMAKER                         Cut Out Block          Memo: STAFF.MEM │
│ Line: 3  Column: 64  Length: 9                          Directory: A:\  │
│ Use the cursor to define a block, then press "Block OK".                │
├─────────────────────────────────────────────────────────────────────┤
│ NOTICE TO EMPLOYEES:                                                    │
│                                                                         │
│ The staff meeting originally scheduled for Friday, October 13,          │
│ has been rescheduled for Thursday, October 19.                          │
│                                                                         │
│ Please note that this does not affect the due date for travel           │
│ vouchers, which must still be turned in no later than 1:30 p.m.         │
│ on Monday, October 16. If you have any questions about filling          │
│ out these vouchers, please see Dego Smith.                              │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                 07    64   Block              Cancel    │
│                                   12:14p    OK         Help   Cut Out    │
└─────────────────────────────────────────────────────────────────────┘
    f1      f2      f3      f4              f5      f6      f7      f8
```
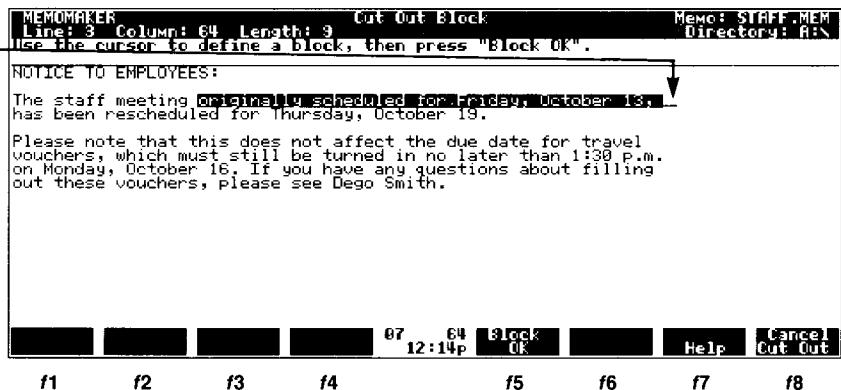
**4.** Move the cursor to at least one character past the end of the block you want to cut out. As you move the cursor, MemoMaker highlights the block you are defining.

If you make a mistake, move the cursor to the left or up to erase the highlighting that defines the unwanted portion of the block.

If you find you can't define the block you want, you started in the middle of the block instead of at the beginning. In that case, press Cancel Cut Out ((f8)) and begin again with step 2.

**5.** Once you have highlighted the block you want to cut out, press Block OK ((f5)). The highlighted block disappears from the screen and MemoMaker returns you to the Block Keys screen, with the rest of your document showing on the screen.

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```
07   64  Block            Help  Cancel
   12:15p   OK                        Cut Out
```

f1      f2      f3      f4      f5      f6      f7      f8
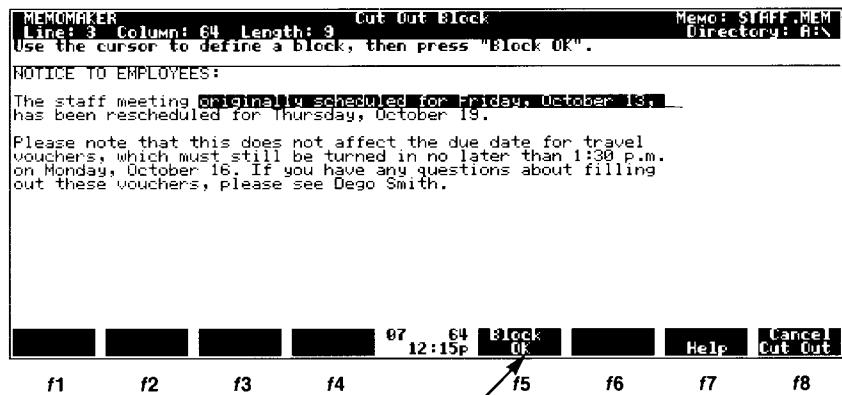
After you have defined the block you want
to cut out, press this function key label to
tell MemoMaker to go ahead and cut it
out.

After cutting out your block,
MemoMaker returns you to the
Block Keys screen.

The block that was cut
out from here is stored
in the buffer; the text
that follows has been
pulled over to fill the
space.

NOTICE TO EMPLOYEES:

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on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

```
Cut Out  Copy   Paste  Align  07   19  Enhance          Help  MEMOMAKR
Block    Block  Block  Block    12:16p  Block                  Main
```

f1      f2      f3      f4      f5      f6      f7      f8

# Cutting and Pasting a Block of Text

If you decide that, for example, paragraph 7 in your document should really come before paragraph 2, MemoMaker makes it easy to move the text. You simply cut out the block you want to move, show MemoMaker where you want to insert the block, and then tell MemoMaker to paste in the block that you cut out.

## To cut and paste:

**1.** Cut out a block of text by following the instructions in the previous section.

Define and cut out the block you want to paste in somewhere else.

```
MEMOMAKER                        Cut Out Block              Memo: STAFF.MEM
Line: 12  Column: 41  Length: 12                         Directory: A:\
Use the cursor to define a block, then press "Block OK".
NOTICE TO EMPLOYEES:

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vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.




                                    16    41  Block                    Cancel
                                    12:18p     OK              Help   Cut Out

        f1      f2      f3      f4          f5      f6      f7      f8
```

Move the cursor to
where you want to
paste in the block.

After you move the
cursor to where you
want to paste the
block, press this
function key label.

```
MEMOMAKER                         Block Keys              Memo: STAFF.MEM
Line: 2  Column: 1  Length: 10                           Directory: A:\

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out these vouchers, please see Dego Smith.




Cut Out   Copy    Paste   Align    06     01 Enhance                MEMOMAKER
Block     Block   Block   Block      12:23p  Block          Help    Main
```
  f1      f2      f3      f4            f5      f6      f7    f8

**2.** Move the cursor to where you want the block inserted.

**3.** Press Paste Block ((f3)). The block you cut out is in-
serted into your document.

The block that you had
cut out is pasted in at
the cursor position,
and the text that
follows moves down.

```
MEMOMAKER                         Block Keys              Memo: STAFF.MEM
Line: 2  Column: 1  Length: 12                           Directory: A:\

NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.
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Cut Out   Copy    Paste   Align    06     01 Enhance                MEMOMAKER
Block     Block   Block   Block      12:26p  Block          Help    Main
```
  f1      f2      f3      f4            f5      f6      f7    f8

If you paste a block in the middle of a line, MemoMaker will
try to fit the block on that line. If the block doesn't fit,
MemoMaker will split the original line of text and paste the
block starting on the next line. In that case, you will end up

with a short line in the middle of a paragraph. To correct that, you can use MemoMaker's Align Block feature to even up all of the lines. (Refer to Chapter 6 for details.)

# Copying and Pasting a Block of Text

You can also copy information from one place in your document to another place. The original text remains in place and a copy of that text is inserted somewhere else in that document or in another document. This is called copy and paste.

## To copy and paste a block of text:

**1.** With the document showing on the Main Keys screen, press **Block Keys** (([f2])). MemoMaker shows you the Block Keys screen.

Move the cursor to the first character of the block you want to copy.

After you have moved the cursor, press this function key label to start the Copy operation.

```
MEMOMAKER                           Block Keys              Memo: STAFF.MEM
Line: 9  Column: 17  Length: 14                             Directory: A:\

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out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers

Cut Out    Copy    Paste    Align    13    17  Enhance                          MEMOMAKER
Block      Block   Block    Block   12:28p    Block                    Help     Main

 f1        f2      f3       f4                f5       f6       f7       f8
```

**2.** Move the cursor to the first character in the section of text you want to copy.

**3.** Press **Copy Block** (([f2])). MemoMaker shows you the Copy Block screen and asks you to:

Use the cursor to define a block, then press "Block OK".

Move the cursor to highlight
the block you want to copy.
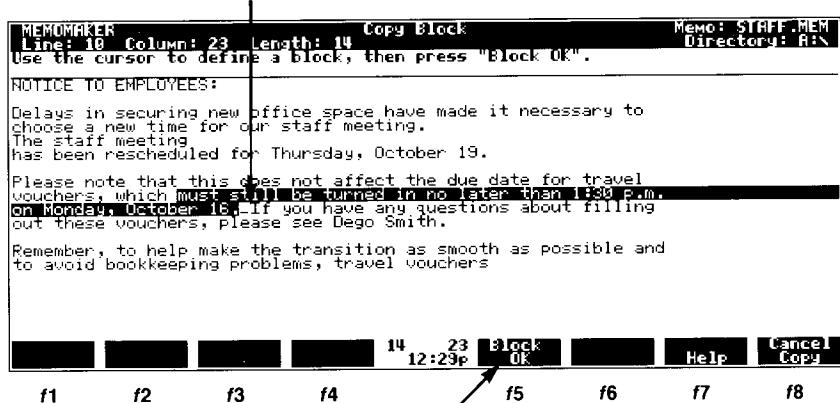


After you have defined your
block, press this function key
label to tell MemoMaker to
copy it.

**4.** Move the cursor to at least one character past the end of the block you want to copy. As you move the cursor, MemoMaker highlights the block you are defining.

If you make a mistake, move the cursor to erase the highlighting that defines the unwanted portion of the block.

If you find you can't define the block you want, you started with the cursor in the middle of the block instead of at the beginning. In that case, press Cancel Copy ((f8)) and begin again with step 2.

**5.** Once you have highlighted the block you want to copy, press Block OK ((f5)). When the block has been copied, the highlighting disappears from the screen and MemoMaker returns you to the Block Keys screen, with your document showing on the screen.

After copying the block into the buffer, MemoMaker returns you to the Block Keys screen, and the highlighting disappears.

```
MEMOMAKER                          Block Keys              Memo: STAFF.MEM
Line: 9  Column: 17  Length: 14                         Directory: A:\

NOTICE TO EMPLOYEES:

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to avoid bookkeeping problems, travel vouchers



Cut Out   Copy   Paste   Align   13     17 Enhance            MEMOMAKR
Block     Block  Block   Block      12:30p Block         Help  Main
```
|   f1   |   f2   |   f3   |   f4   |   f5   |   f6   |   f7   |   f8   |

**6.** Move the cursor to where you want the copy inserted.

**7.** Press **Paste Block** ((f3)). The block you copied is inserted in the text.
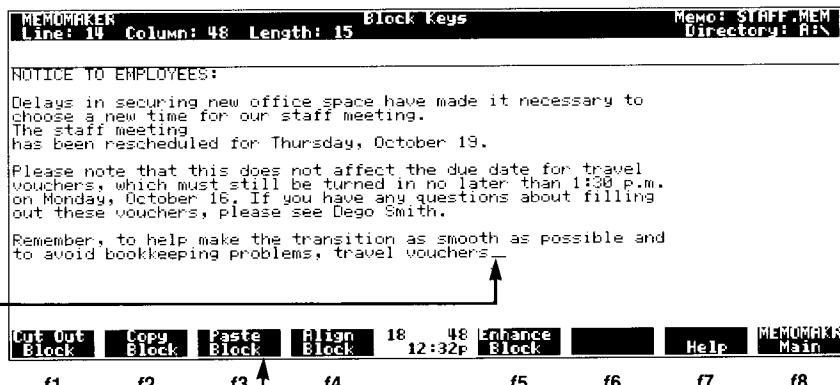
Move the cursor to where you want to paste in your copied block.

```
MEMOMAKER                          Block Keys              Memo: STAFF.MEM
Line: 14  Column: 48  Length: 15                        Directory: A:\

NOTICE TO EMPLOYEES:

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choose a new time for our staff meeting.
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Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers_



Cut Out   Copy   Paste   Align   18     48 Enhance            MEMOMAKR
Block     Block  Block   Block      12:32p Block         Help  Main
```
|   f1   |   f2   |   f3   |   f4   |   f5   |   f6   |   f7   |   f8   |

After moving the cursor, press this function key label to tell MemoMaker to paste in your block.

When you press
**Paste Block**,
MemoMaker pastes in ——▶
the block you copied.

```
┌─────────────────────────────────────────────────────────────────────────────┐
│ MEMOMAKER                              Block Keys            Memo: STAFF.MEM   │
│ Line: 14  Column: 48  Length: 18                            Directory: A:\     │
│                                                                               │
│ NOTICE TO EMPLOYEES:                                                          │
│                                                                               │
│ Delays in securing new office space have made it necessary to                 │
│ choose a new time for our staff meeting.                                      │
│ The staff meeting                                                             │
│ has been rescheduled for Thursday, October 19.                                │
│                                                                               │
│ Please note that this does not affect the due date for travel                 │
│ vouchers, which must still be turned in no later than 1:30 p.m.               │
│ on Monday, October 16. If you have any questions about filling                │
│ out these vouchers, please see Dego Smith.                                    │
│                                                                               │
│ Remember, to help make the transition as smooth as possible and               │
│ to avoid bookkeeping problems, travel vouchers —                              │
│ must still be turned in no later than 1:30 p.m.                               │
│ on Monday, October 16.                                                        │
│                                                                               │
│ ▐Cut Out▌ ▐Copy ▌ ▐Paste▌ ▐Align▌  18    48 ▐Enhance▌         ▐    ▌ ▐MEMOMAKR▌│
│ ▐Block  ▌ ▐Block▌ ▐Block▌ ▐Block▌ 12:36p ▐Block  ▌          ▐Help▌ ▐Main    ▌ │
└─────────────────────────────────────────────────────────────────────────────┘
      f1      f2      f3      f4              f5      f6      f7      f8
```

# 5   Transferring Text Between Documents

MemoMaker lets you easily move or copy text from one document to another. Using these features, you can combine two documents and you can make a separate document out of part of an existing document. You can also copy a whole document.

## Moving or Copying a Block between Documents

If you want to use information in one document as part of another document, you can tell MemoMaker to transfer the information for you. You cut out or copy text from the first document, get the document that will receive the block of text, and then paste the block into that second document. MemoMaker automatically holds your text in the buffer while you switch between the two documents.

### To move text between documents on the same disc:

1.  Get the document that has the text you want to move or copy. ("Getting a Document" is in Chapter 3.)
2.  On the Main Keys screen, press **Block Keys** (([f2])).
3.  Cut out or copy the block you want to move. (Cutting out and copying are Chapter 4.)
4.  Press **MEMOMAKR Main** (([f8])) to return to the Main Keys screen. The first document is still showing on the screen.
5.  Get the second document—the one that will receive the text. (Remember, if you cut out a block or otherwise made any changes to your first document, MemoMaker

will ask you whether you want to save those changes as part of your permanent document. Copying is not considered a change.)

**6.** With the second document now showing on the Main Keys screen, press **Block Keys** ((f2)).

**7.** Move the cursor to where you want to insert the block from the first document.

**8.** Press **Paste Block** ((f3)). MemoMaker inserts the block from the first document.

**9.** If necessary, align your document. ("Aligning Text" is in Chapter 6.)

**If one of the documents is in a different drive and directory:** Follow the same procedure, but be sure to include the drive and directory name when you specify the document name in steps 1 and 5. For example, if you are moving text from a document in the current directory over to a document in one of your other directories, C:\MYDOCS, you would ask for:

C:\MYDOCS\\(document name)

when you get the second document.

| **Caution** | In the next procedure, you will be switching discs. Before you do that, make sure that the red light on the disc drive is off. Otherwise, you may damage your disc. |

**If one of the documents is on a disc not currently in a drive:** Follow the basic procedure. Before typing in the name of the document, either insert the disc into an empty drive or take out a disc and replace it with the disc that contains the document. Then get the document and continue as before.

## Copying a Whole Document by Resaving

You may want to copy an entire document, either to make a duplicate copy or to help you manage your files. Duplicating a document on another disc is a good way to protect your files in case the original disc ever gets damaged. Or you just might want to consolidate files that are scattered among several discs. In either case, you will need to copy a whole document onto another disc. MemoMaker calls this procedure *resaving*.

### To copy a whole document onto a different disc:

1. Get the document that you want to copy. ("Getting a Document" is in Chapter 3.)

**Caution** ✋ In the next step, you will be switching discs. Before you do that, make sure that the red light on the disc drive is off. Otherwise, you may damage your disc.

2. If you have an empty disc drive, insert the disc on which you want to store the copy. Otherwise, take out a disc and put in the disc you want.

3. Press `File Keys` (f1).

4. Press `Save Memo` (f2).

   MemoMaker shows you the Save Memo screen and tells you to:

   `Enter file name and press "Return".`

   The current name of the document appears on the response line at the top the screen.

This name is the name of the document showing on your screen. If you want this name as the name of your copy, press (Return). Otherwise, type in a new name here.

```
MEMOMAKER                              Save Memo          Memo: STAFF.MEM
Line: 14   Column: 48   Length: 18                     Directory: A:\
Enter file name and press "Return".
A:\STAFF.MEM
NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.
The staff meeting
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers —
must still be turned in no later than 1:30 p.m.
on Monday, October 16.



             Document              04    04  File                  Cancel
             File #                 01:10p Manager        Help      Save
```

f1        f2        f3        f4              f5        f6        f7        f8

**5.** Since you are copying to a different disc, you may either use the old name on the response line or type in a new name. If you are copying to a disc in a drive or directory other than the default drive and directory, be sure to include the drive name and/or a directory name that already exists on that disc. Then press (Return).

MemoMaker creates a disc file for your document under the new name you specified. The full file name appears in the upper right-hand corner of your screen and the document remains showing on the screen.

You now have two copies of your document, the original copy on the first disc and a copy on the disc now in the drive. You can work on the document again, make another copy, or go on to another document.

**To copy onto the same disc:** Follow the same procedure, with one exception. Since you are copying onto the same disc, skip step 2 (switching discs). Be sure to give your copy a different file name.

## Making a New Document from Part of an Old Document

Making a new document from part of an old document is just like moving or copying text. You just move or copy the text into your workspace. Then you tell MemoMaker to save what is in the temporary workspace as a permanent document.

**To make a new document from part of an old document:**

1. Get the document. ("Getting a Document" is in Chapter 3.)
2. On the Main Keys screen, press Block Keys ((f2)).
3. Cut out or copy the block of text that you want to make into a separate document. (Cutting out and copying are in Chapter 4.)
4. Press (Clear display) to clear the screen to make room for your block. (The block you cut out or copied is sitting in the buffer waiting for you.)
5. Press Paste Block ((f3)). The block you cut out or copied appears on the screen.
6. Press MEMOMAKR Main ((f8)).
7. Press File Keys ((f1)).
8. Name and save the new document. ("Naming and Saving a Document" is in Chapter 3.)

## Combining Documents

Combining documents is like moving or copying text. You just move or copy an entire document instead of part of a document. To combine documents, you go through the same steps as for cutting and pasting or copying and pasting text, marking the whole document as the block that you want to cut out or copy. (A quick way to mark an entire document as a block is to start with the cursor at the beginning of the document, press Cut Out Block ((f1)) or Copy Block ((f2)), and then press (End) to move to the end of the document. "Cutting and Pasting a Block of Text" and "Copying and Pasting a Block of Text" are in Chapter 4.)
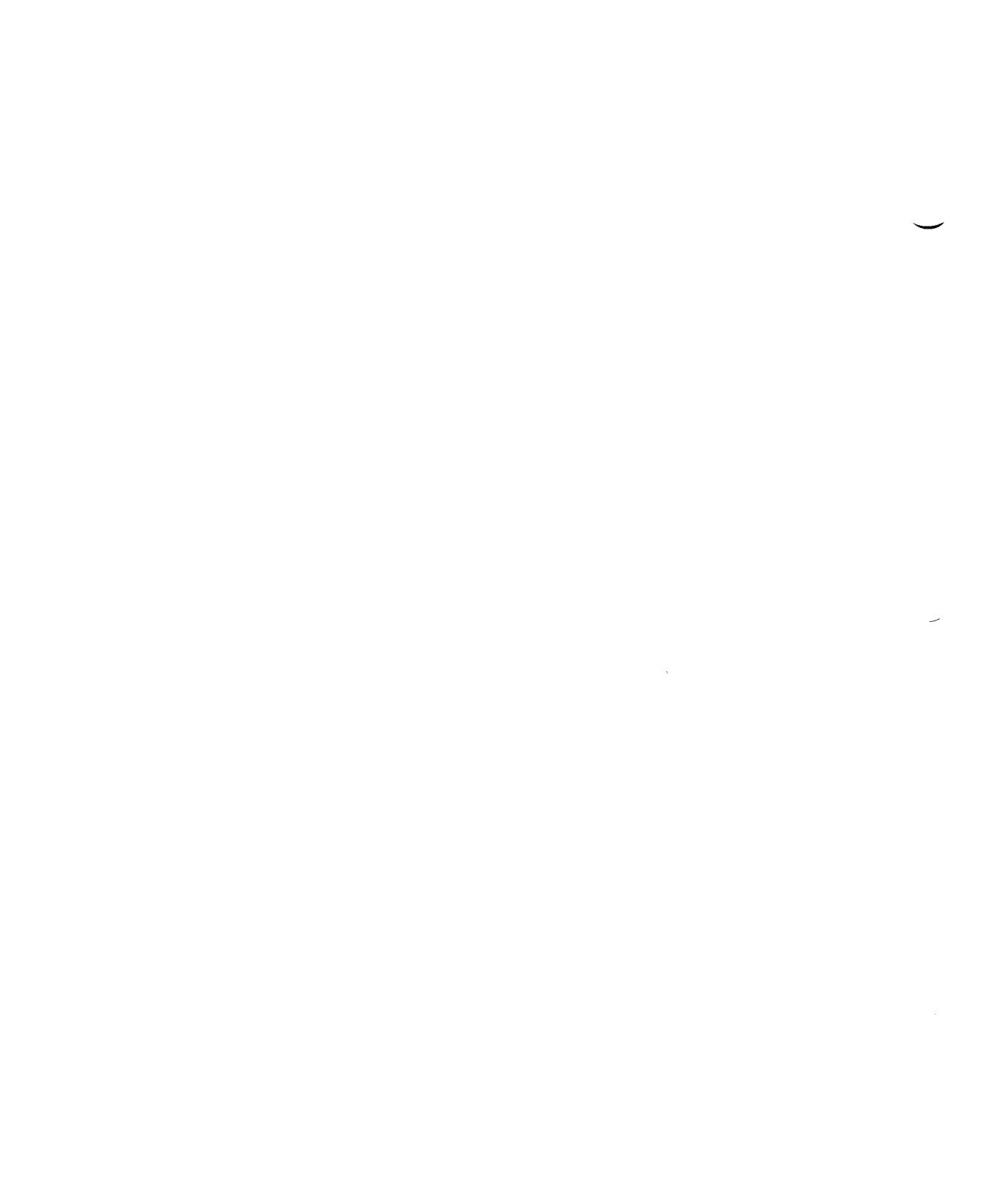
# 6    Aligning and Justifying Text

MemoMaker gives you two ways to improve the appearance of your document: aligning and justifying the text. Aligning the text is removing the gaps that can get in a line when you edit the text. Justifying is adjusting the spacing of words on each line so that the text will have an even right margin.

## Aligning Text

Sometimes when you insert or delete lines or cut out or move text, you end up with a short line. You can fix the appearance of the document by aligning the text. You also align text after you change the margins of an existing document. When aligning text,

- MemoMaker removes all spaces at the beginning and end of each line in the block to be aligned.
- MemoMaker closes up extra spaces within lines to produce proper spacing between words and after punctuation marks.
- MemoMaker brings up words from successive lines to fill in partial lines. If a line ends with a hyphen, MemoMaker does not eliminate the hyphen and close up the space. For example, if a line ends with "wel-" and the next line begins with "come," MemoMaker would combine them to produce "wel- come." Therefore, make sure you have no lines ending with a hyphen in the block you want to align.
- MemoMaker will not remove blank lines.

You can align a paragraph at a time or you can align the whole document in one operation. But don't align your entire document at once if you have tables or indented paragraphs. MemoMaker's align feature will close up all the spaces in your tables and remove the indents from your paragraphs.

## To align text:

1. Go to the Main Keys screen.

2. Press **Block Keys** (($f2$)).

3. With the document showing on the Block Keys screen, move the cursor to the first character of the section you want to align.

To fix these three short lines, first move the cursor to the beginning of the first line.

```
MEMOMAKER                         Block Keys              Memo: STAFF.MEM
Line: 14  Column: 1  Length: 18                          Directory: A:\

NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.
The staff meeting
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers
must still be turned in no later than 1:30 p.m.
on Monday, October 16.

Cut Out    Copy    Paste   Align   18    01 Enhance                    MEMOMAKR
Block      Block   Block   Block    01:16p Block                Help    Main

f1         f2      f3      f4              f5      f6      f7      f8
```

Press this function key label to start the aligning procedure.

4. Press **Align Block** (($f4$)). MemoMaker shows you the Align Block screen and asks you to:

   Use the cursor to define a block, then press "Block OK".

Move the cursor to highlight the block you want to align.

Justify                                        20    23  Block              Help   Cancel
                                               01:17p     OK                        Align

f1      f2      f3      f4              f5      f6      f7      f8

After you have defined the block you want
to align, press this function key label.

**5.** Move the cursor to at least one character past the end of the block you want to align. As you move the cursor, MemoMaker highlights the block you are defining.

If you find you can't define the block you want, you started with the cursor in the middle of the block instead of at the beginning. In that case, press **Cancel Align** ( (f8) ) and begin again with step 3.

**6.** Check to make sure you have correctly defined your block, make any necessary adjustments, and then press **Block OK** ( (f5) ).

MemoMaker aligns your text on the screen and shows you a new set of function key labels. At this point, the alignment is temporary. MemoMaker asks you to:

```
Press "Alignmnt OK" if the new
alignment is correct, otherwise "Cancel
Align".
```

```
MEMOMAKER                          Align Block                    Memo: STAFF.MEM
Line: 14  Column: 1  Length: 17                                   Directory: A:\
Press "Alignmnt OK" if the new alignment is correct, otherwise "Cancel Align".
NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.
The staff meeting
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers must still be
turned in no later than 1:30 p.m. on Monday, October 16.
```

At this point, the new → alignment is temporary.

03    01 Alignmnt
02:41p    OK                Help    Cancel Align

f1      f2      f3      f4          f5      f6      f7      f8

If you want to keep the new alignment,
press this function key label.

If you want to return to the old align-
ment, press this function key label.

**7.** Now you can choose to either keep the new alignment
as it appears on the screen or restore the old alignment:

- If you are satisfied with the alignment, press
  Alignmnt OK (f5) to lock in the alignment.
  MemoMaker returns you to the Block Keys screen.

- If you don't want the new alignment, press
  Cancel Align (f8) to restore the old alignment.
  MemoMaker returns you to the Block Keys screen.

# Centering Lines

Centering a line is a simple form of aligning the text. MemoMaker centers lines within the margins when you press ▐Center Line▌.

## To center a line of text on the screen:

1. Type the line you want to center.
2. Go to the Main Keys.
3. Press ▐Center Line▌ ((f6)).

MemoMaker centers the line between the left and right margins.

If you need to center a line that you typed previously, first move the cursor back to that line and then proceed with steps 2 and 3.

If a line cannot be centered exactly, it is positioned one space left of center.

If a line is too long to fit within the margins and the left margin is to the right of column 1, MemoMaker will use the columns outside the margins to try to center the line so that there is an even overhang on each side of the margins.

If the margins have been released, MemoMaker will center the line between columns 1 and 79.

# Justifying (and Unjustifying) Text

When you justify text, you set up the lines so that the right margin is even. MemoMaker does this by adjusting the spacing between words so that each line is the same length. Unjustified text has an uneven right margin and is often referred to as ragged right.



Not Justified                    Justified
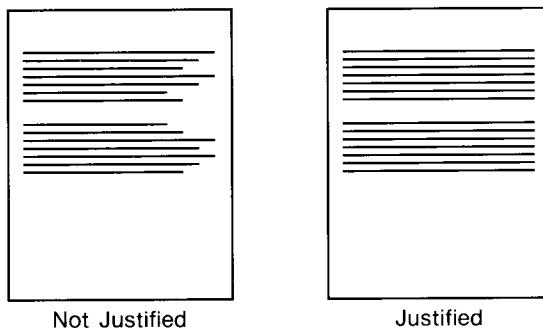
In MemoMaker, justifying is an option when aligning a block of text.

## To justify text:

**1.** Go to the Main Keys screen.

**2.** With the document showing on the Main Keys screen, press **Block Keys** ((f2)).

Move the cursor to the first character of the block you want to justify.

Press this function key label to start the justifying procedure.

```
MEMOMAKER                          Block Keys          Memo: STAFF.MEM
Line: 3  Column: 1  Length: 17                         Directory: A:\

NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.
The staff meeting
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers must still be
turned in no later than 1:30 p.m. on Monday, October 16.

Cut Out   Copy    Paste   Align   07    01  Enhance                    MEMOMAKER
Block     Block   Block   Block     01:22p  Block              Help    Main
```

    f1      f2      f3      f4            f5      f6      f7      f8

**3.** Move the cursor to the first character of the block you want to justify.

**4.** Press **Align Block** (($f4$)).

MemoMaker shows you the Align Block screen and asks you to:

Use the cursor to define a block, then press "Block OK".

**5.** Press **Justify** (($f1$)) to turn on the justification mode. An asterisk will appear next to that function key label on the display to show that the **Justify** function is on. (If there already is an asterisk next to **Justify**, you can skip this step.)
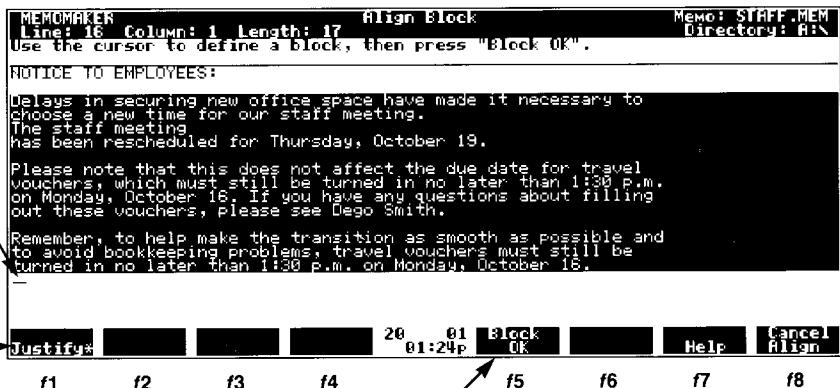
Move the cursor to define the block you want to justify.

Press this function key label to turn on the justification mode. The asterisk that appears next to the label shows that the function is on.

```
MEMOMAKER                          Align Block              Memo: STAFF.MEM
 Line: 16  Column: 1  Length: 17                            Directory: A:\
Use the cursor to define a block, then press "Block OK".

NOTICE TO EMPLOYEES:

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The staff meeting
has been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as possible and
to avoid bookkeeping problems, travel vouchers must still be
turned in no later than 1:30 p.m. on Monday, October 16.
─
                                  20   01  Block                      Cancel
Justify*                             01:24p   OK            Help      Align
```

f1        f2        f3        f4              f5        f6        f7        f8

After you have marked your block and turned on justify, press this function key label.

**6.** Move the cursor to at least one character past the end of the block of text you want to justify. As you move the cursor, MemoMaker highlights the block you are defining.

If you find you can't define the block you want, you started with the cursor in the middle of the block instead of at the beginning. In that case, press **Cancel Align** (($f8$)) and begin again with step 3.

**7.** Check to make sure you have correctly defined your block, make any necessary adjustments, and then press `Block OK` (`f5`).

MemoMaker justifies your text on the screen and shows you a new set of function key labels. At this point, your text is temporarily justified. MemoMaker asks you to:

```
Press "Alignmnt OK" if the new
alignment is correct, otherwise
"Cancel Align".
```

At this point the justification is temporary. →

```
MEMOMAKER                                Align Block              Memo: STAFF.MEM
Line: 3   Column: 1  Length: 16                                   Directory: A:\
Press "Alignmnt OK" if the new alignment is correct, otherwise "Cancel Align".
NOTICE TO EMPLOYEES:
Delays  in  securing  new  office space have made it necessary to
choose a new time for our staff meeting. The staff   meeting   has
been rescheduled for Thursday, October 19.

Please  note  that  this  does not affect the due date for travel
vouchers, which must still be turned in no later than   1:30   p.m.
on  Monday,  October  16. If you have any questions about filling
out these vouchers, please see Dego Smith.

Remember, to help make the transition as smooth as   possible   and
to   avoid   bookkeeping   problems,   travel   vouchers must still be
turned in no later than 1:30 p.m. on Monday, October 16.



                                    03   01 Alignmnt            Cancel
                                    02:43p    OK         Help   Align
```

f1      f2      f3      f4      f5      f6      f7      f8

If you want to keep the justification, press this function key label.

If you want to restore the ragged right margin, press this function key label.

**8.** Now you can choose to either keep the new alignment as it appears on the screen or restore the original alignment:

- If you are satisfied with the justification, press `Alignmnt OK` (`f5`).

  MemoMaker makes the justification permanent. (You can always go back and unjustify it later.)

- If after seeing your text in justified form, you decide that you prefer the original unjustified form, press `Cancel Align` (`f8`).

  MemoMaker undoes the temporary justification and your document appears in its original form.

**To undo justifying:** If your text is justified and you want it to be ragged right, follow these same series of steps with one exception: when you get to step 5, make sure that the `Justify` function is off (no asterisk next to the `Justify` function key label on the display). If the function is on, press `Justify` (($f1$)) again to turn it off (asterisk disappears).
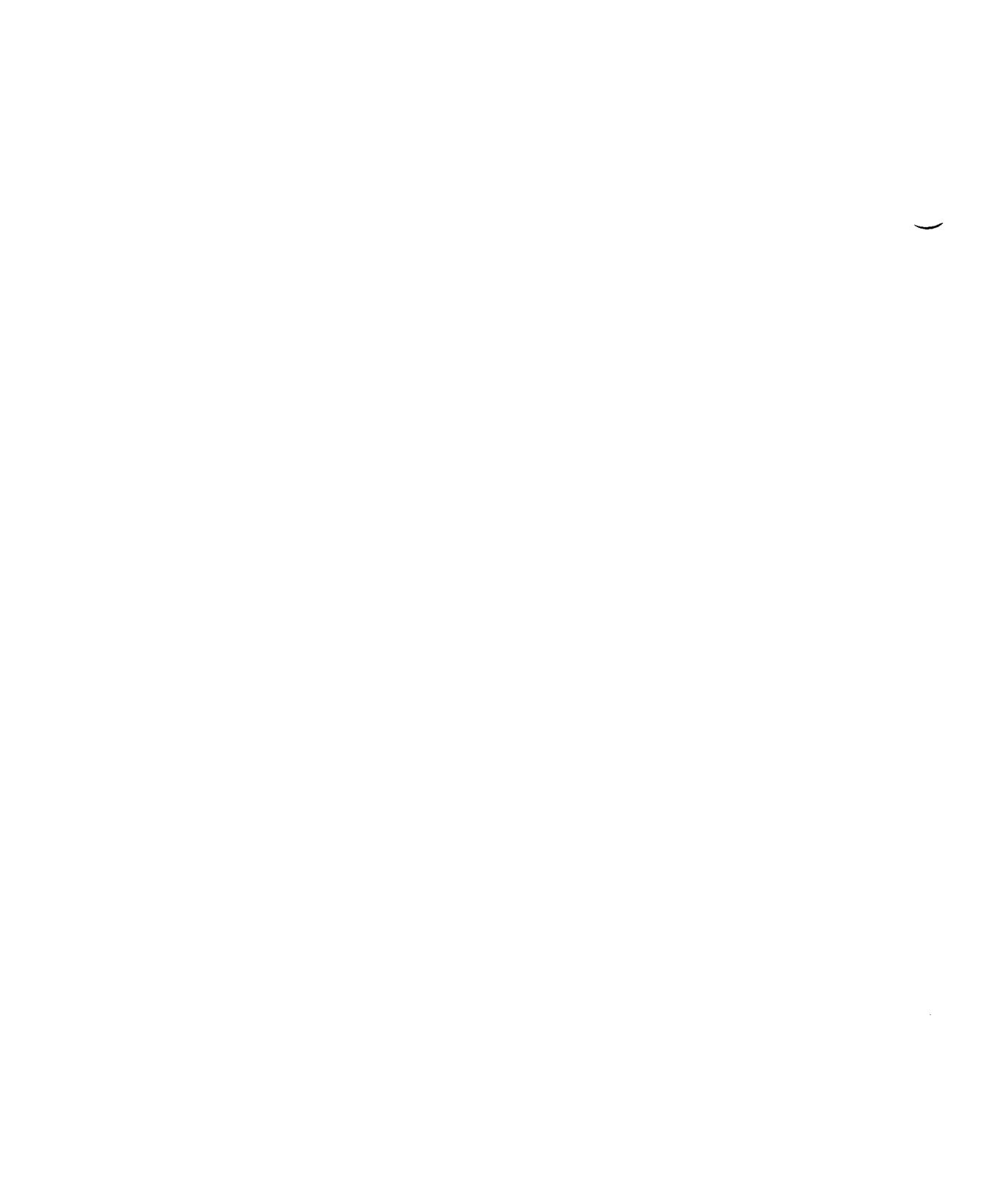
# 7     Enhancing Your Text

With MemoMaker, you can underline text or put text in bold-face. You can also change your mind later and undo either. MemoMaker calls boldface and underlining "enhancements."

## Adding Underlining and Boldface

When you add enhancements to your document, you first se-lect a block of text and then tell MemoMaker to enhance that block. The block can be any size, from a single letter to your entire document, but MemoMaker can work with only one contiguous block at a time. That is, you cannot tell MemoMaker to underline line 3, skip a line, and then under-line line 5. That would require two block operations, one for line 3 and a second for line 5.

**To underline or to put text in boldface:**

1. Go to the Main Keys screen.

2. With the document showing on the Main Keys screen, press `Block Keys` ((f2)).

```
MEMOMAKER                        Block Keys               Memo: STAFF.MEM
Line: 7  Column: 28  Length: 12                          Directory: A:\

NOTICE TO EMPLOYEES:
Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.  The staff meeting has
been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.




Cut Out  Copy   Paste  Align   11    28 Enhance              Help  MEMOMAKER
Block    Block  Block  Block   01:28p   Block                     Main
```

|  f1  |  f2  |  f3  |  f4  |  f5  |  f6  |  f7  |  f8  |

Move the cursor to the first character of the block you want to enhance.

Press this function key label to start the enhancing procedure.

3. Move the cursor to the first character of the section you want to enhance.

4. Press `Enhance Block` ((f5)).

MemoMaker asks you to:

```
Use the cursor to define a block, then
press "Block OK".
```

Move the cursor to
highlight the block you
want to enhance.

```
MEMOMAKER                           Enhance Block                    Memo: STAFF.MEM
 Line: 7  Column: 31  Length: 12                                     Directory: A:\
Use the cursor to define a block, then press "Block OK".

NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.  The staff meeting has
been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.




Enhance: Enhance:                            11   31 Block                    Cancel
Underln   Bold *                          01:29p    OK            Help      Enhance

   f1       f2       f3      f4              f5      f6       f7       f8
```

Turn on one or both of these enhancements by pressing the
function key label. An asterisk next to the label on the display
indicates that function is on.

5. Turn on **Enhance: Underln** or **Enhance: Bold** or both by
   pressing the function key label. An asterisk will appear
   next to the label that you selected, indicating that func-
   tion is on. (If there is already an asterisk next to the
   enhancement you want, you can skip this step.)

6. Move the cursor to at least one character past the end of
   the block you want to enhance. As you move the cursor,
   MemoMaker highlights the block you are defining.

   If you find you can't define the block you want, you
   started in the middle of the block instead of at the be-
   ginning. In that case, press **Cancel Enhance** ((f8)) and
   begin again with step 3.

7. Check to make sure you have correctly defined your
   block, make any necessary adjustments, and then press
   **Block OK** ((f5)).

**Enhancing Your Text  7-3**

MemoMaker changes your document as you instructed and shows those enhancements in the text displayed on the screen. Then MemoMaker returns you to the Block Keys screen.

The block you highlighted has been enhanced as you instructed (in this case boldface).

```
MEMOMAKER                          Block Keys              Memo: STAFF.MEM
Line: 7  Column: 28  Length: 12                            Directory: A:\

NOTICE TO EMPLOYEES:

Delays in securing new office space have made it necessary to
choose a new time for our staff meeting.  The staff meeting has
been rescheduled for Thursday, October 19.

Please note that this does not affect the due date for travel
vouchers, which must still be turned in no later than 1:30 p.m.
on Monday, October 16. If you have any questions about filling
out these vouchers, please see Dego Smith.




Cut Out   Copy  Paste  Align   11   28 Enhance              Help  MEMOMAKR
 Block    Block  Block  Block      01:30p Block                     Main
  f1       f2     f3     f4            f5    f6        f7      f8
```

## Removing Enhancements

If you change your mind and decide to eliminate enhancements, go through the same series of steps as for adding an enhancement, with one exception: in step 5, turn off one or both of the enhancements by pressing either function key label that has an asterisk. Neither Enhance: Underlin nor Enhance: Bold should have an asterisk next to the label.

# 8 Printing Your Document

## Checking Your Printer

Before trying to print a document, make sure that your printer is set up and ready.

- Attach and configure your printer according to the directions that come with your computer and printer.
- Turn on your printer.
- Insert paper.

## Entering Your Printing Instructions

MemoMaker offers you several options for printing your documents. Before you begin printing a document, you will want to review the print settings and make any changes you want. To review or change MemoMaker's print settings, go to the Print Keys: from the Main Keys, press **Print Keys** (f4). From the Print Keys screen, you can tell MemoMaker:

- Whether to single-space or double-space the document.
- Whether to use manual or automatic paper feed.
- Which type of printer you will be using.
- Where to break pages.

Press this function key label to set a page shorter than standard.

Press this function key label to set type of printer.

Press this function key label to turn on the automatic paper feed function.

Press this function key label to double space your document.

```
MEMOMAKER                              Print Keys                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                                        Directory: A:\
─
```

| Double Space | Auto Feed | HP-type Printer* | Page Break | 05  01 02:31P | Print Memo | Skip Page | Help | MEMOMAKR Main |
|---|---|---|---|---|---|---|---|---|
| f1 | f2 | f3 | f4 | | f5 | f6 | f7 | f8 |

Press this function key label to start printing your document.

Press this function to skip over a page while printing (on manual feed setting only).

The printing instructions contained in MemoMaker's standard format are:

- Line spacing        single (55 lines per page)
- Paper feed setting    manual (Auto Feed off)
- Printer type         Hewlett-Packard
- Page breaks         55 lines per page (28 lines for double spacing)

You can change these printing instructions temporarily or create a new format that stores your changed instructions. ("Creating a New Format" is on page 9-7.)

## Changing Line Spacing

**To change the line spacing setting:** press Double Space (f1).

An asterisk will appear next to that function key label. The asterisk means that function is on and the printer will now double-space your document. If there already is an asterisk next to that label, pressing Double Space again will remove the asterisk (turn off that function), and the printer will go back to single spacing.

## Changing Paper Feed

**To change the paper feed setting:** press `Auto Feed` ((f2)).

An asterisk will appear next to that function key label. The asterisk means that the auto-feed function is on. The printer will print the entire document without stopping. Use this setting with continuous paper. If there already is an asterisk next to that label, pressing `Auto Feed` again will remove the asterisk (turn off the function), and the printer will stop after it prints each page (manual feed). Use this setting if you are printing onto single sheets of paper.

## Specifying the Type of Printer

MemoMaker will let you use most types of printers. You only need to specify which type you want to use: a Hewlett-Packard printer or some other brand. The difference is in the way MemoMaker enhances text (underline and boldface). For printing with an HP printer, MemoMaker inserts special control characters to turn on the enhancements. For other types of printers, which may not be able to respond to these special characters, MemoMaker enhances text by overstriking (reprinting).

The third function key label ((f3)) on the Print Keys screen lets you specify which type of printer you will be using. When that label indicates `HP-type Printer*`, MemoMaker is set to print with an HP printer. To specify printing with another brand of printer, press `HP-type Printer*` ((f3)) to toggle to the other choice: `Alt-type Printer*`. To reset the printer to an HP type, press `Alt-type Printer*` ((f3)) to change the label back to `HP-type Printer*`.

The brand of printer is specified in MemoMaker's original format: unless you indicate otherwise, MemoMaker assumes you will be printing with an HP printer.

---

**Note**

Some older Hewlett-Packard printers do not recognize the standard HP control characters. If you are having trouble printing enhancements with your older HP printer, try telling MemoMaker that you are using another brand of printer (`Alt-type Printer*`).

---

## Setting Page Breaks

**To set page breaks to override the standard page breaks:**

1. With your document showing on the Print Keys screen, find the last line you want on your page and then move the cursor to the first character on the *next* line. (That line will be the first line on the next page.)

2. Press `Page Break` (([f4])). The page break symbol, .PA, appears on a new line above the cursor.

MemoMaker will start a new page either when it encounters your page break or every 55 lines, whichever comes first. Your page can not be longer than 55 lines but can be as short as you want.

You can also set a page break while you are typing your document. Simply type .PA in the first column of the line below the one you want to be the last line on your page. MemoMaker will treat your typed .PA just like its own page break symbol.

The .PA line is included in the total line count for your document, but does not actually print out as a line. Therefore, it is not counted as one of the lines that compose a printed page.

## Printing a Document

**To print a document:**

1. Get the document you want to print. ("Getting a Document" is in Chapter 3.)

2. With the document showing on the Main Keys screen, press `Print Keys` (([f4])).

3. Review the printing settings and make any changes you want.

4. Position the cursor at the beginning of the document.

5. Press `Print Memo` (([f5])).

If your paper feed is set for automatic feed, MemoMaker will print the whole document through to the end.

If your paper feed is set for manual feed, MemoMaker will print one page and then stop so that you can insert the next sheet of paper. Press `Print Memo` again to print the second page, and so on to the end of your document.

If you want to stop printing at any time, press `Cancel Print` (⑧).

# Printing Part of a Document

With MemoMaker, you can also print part of a document. You can begin the printing anywhere and end it anywhere, and you can skip pages in between.

### To start printing partway into a document:

1. Move the cursor to where you want to start printing.
2. Follow the directions for "Printing a Document."

### To stop printing before the end of a document:

1. Set the paper feed instruction for manual feed.
2. Put in a page break after the last line that you want printed.
3. Follow the instructions for "Printing a Document."

### To skip pages during printing:

1. Set the paper feed instruction for manual feed and follow the basic instructions for "Printing a Document." MemoMaker will stop printing after each page.
2. When you get to the point where you want to skip a page, press `Skip Page` ((⑥)) until you get to the next page you want to print.

**3.** If you want to start printing in the middle of a page, move the cursor to that line.

**4.** Insert your next sheet of paper.

**5.** Press ▓Print Memo▓ (($\boxed{f5}$)) to resume printing.

**Note** 👆 You can also use the ▓Skip Page▓ function to step through your document before printing. In that way you can see how your document naturally divides into pages and then correct any problems. For example, if your document breaks in the middle of a chart, you can insert a page break before the chart.

# Using Control Character Sequences

You can embed sequences of control characters in your MemoMaker document to tell the printer to turn on certain enhancements, such as italics, subscripts, and superscripts. Each printer uses particular character sequences to activate the enhancements, so you need to refer to your printer manual for information about the character sequences you can use with your printer.

### To embed a control character within your document:

**1.** Move the cursor to where you want to put the sequence.

**2.** Hold down ($\boxed{CTRL}$) while you press the control character you want.

The control character will show up in inverse video on your display.

# 9

# Changing Formats and Creating New Formats

A MemoMaker format contains information on margins, tab stops, justification, enhancements, file structure, writing mode, printing instructions, and default drive and directory. MemoMaker starts you with a standard format, STARTUP.FMT, which is described in Chapter 2. If that format does not suit you, MemoMaker lets you change all or part of it. You can tailor a format to fit each of your documents. If you plan to use a special format repeatedly, you can store that format and retrieve it quickly whenever you need it. You can even create and store your own custom STARTUP.FMT that will come up automatically when you start MemoMaker.

This chapter tells you how to change a format and how to create, save, and use a new format based on those changes.

## Changing a Format

In this section, we review each element of a format and describe how to change it. Remember, the changes are temporary unless you name and save the format as described later in this chapter.

### Changing the Margins

To see the "ruler" that shows where your margins and tabs are set, go to the Format Keys (on the Main Keys, press ▆Format Keys▆, (f3)). Your document remains on the screen, and the margins and tabs ruler shows up along the top.

This highlighted area shows where your margins are set.

```
MEMOMAKER                          Format Keys                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                                     Directory: A:\
Tab stops are indicated by "T"s.  Margins are indicated by shading.
I....I....I....I....I....I....I....I....I....I....I....I....I....I....I....I....
```

Press this function key
label to set the right
margin at the cursor.

Press this function key
label to set the left
margin at the cursor.

```
 Left   Right   Set    Clear   05    01 Margin                      Help   MEMOMARK
Margin  Margin  Tab     Tab   02:32p   Release                             Main
```

    f1      f2      f3      f4          f5      f6      f7      f8
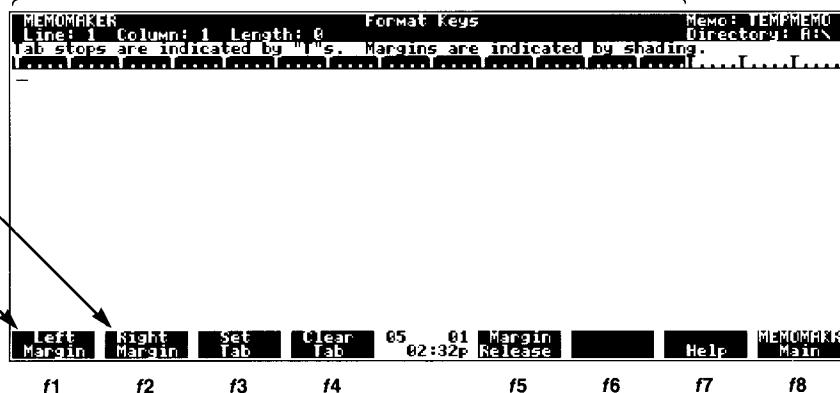
## To change the left margin:

**1.** On the Format Keys screen, move the cursor to the column where you want your new left margin.

**2.** Press **Left Margin** (( f1 )).

## To change the right margin:

**1.** On the Format Keys screen, move the cursor to the column where you want your new right margin.

**2.** Press **Right Margin** (( f2 )).

In each case, the highlighting in the ruler line will reflect the new setting. Note that the cursor can be on any line when you change the margins.

You can change the margins after a document has been typed, but then you will need to align the text to fit within the new margins. ("Aligning Text" is in Chapter 6.)

## Releasing the Margins or Restoring the Margin Settings

If you want to type past your margins, you must release them. When margins are released, you can type from column 1 to column 79. MemoMaker's word wrap feature still works when the margins are released. The **Margin Release** function key label on the Format Keys screen lets you release and restore margins.

**To release the margins:** press **Margin Release** (($\text{f5}$)) on the Format Keys screen.

An asterisk appears next to that label, indicating that the margins are released. You can now type outside the margins.

The highlighted area shows where your margins are set.
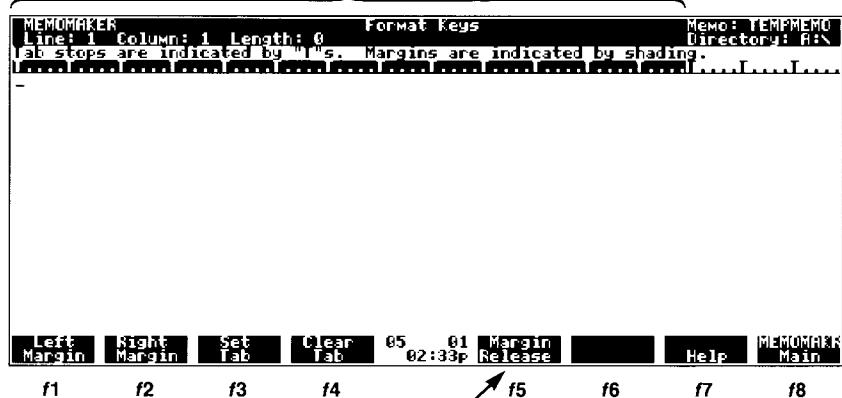


Press this function key label to release the margins (inserts an asterisk next to the label) or restore the margins (removes the asterisk from the label).

**To restore margins that have been released:** press **Margin Release*** (($\text{f5}$)) on the Format Keys screens.

The asterisk next to that label will disappear, indicating that the margins have been restored to their original settings.

The (Return) key will also restore the margin settings. If you need to press (Return), to start a new paragraph for example, while the margins are released, be sure to release the margins again after you press (Return).

# Changing the Tab Stops

## To set a tab stop:

1. On the Main Keys, press **Format Keys** ((f3)).

2. Move the cursor to the column where you want a tab stop.

3. Press **Set Tab** ((f3)). A "T" appears in that column in the ruler line, indicating that your tab stop has been set.

```
MEMOMAKER                           Format Keys                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                                      Directory: A:\
Tab stops are indicated by "T"s.  Margins are indicated by shading.
|....|....|....|....|....|....|....|....|....|....|....|....|....|....I....I....I....
```

Press this function key label to set a tab stop at the cursor.

```
 Left    Right    Set    Clear  05   01  Margin                        MEMOMAKER
Margin   Margin   Tab    Tab     02:34p  Release               Help     Main
  f1       f2      f3     f4              f5        f6          f7        f8
```

Press this function key label to clear a tab stop.
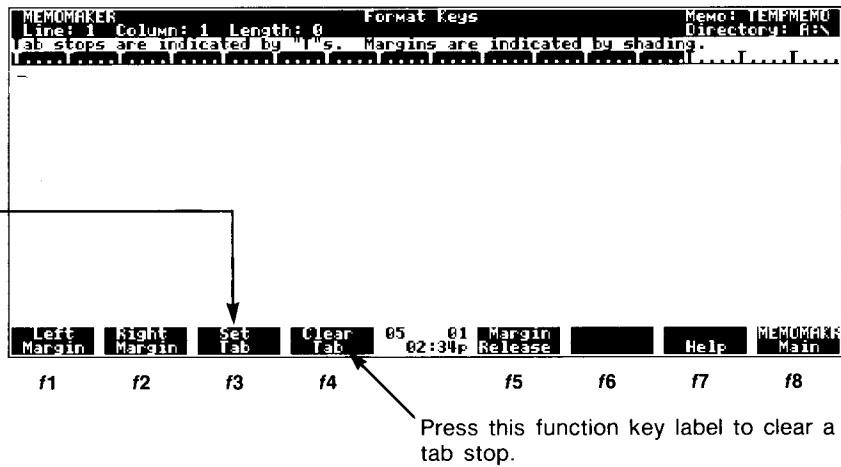
## To clear a tab stop:

1. On the Main Keys, press **Format Keys** ((f3)).

2. Move the cursor to the column with the tab stop you want to clear.

3. Press **Clear Tab** ((f4)). MemoMaker erases the "T" that marked that tab on the ruler line, indicating that the tab has been cleared.

## Changing the File Structure

When you save and get files, MemoMaker offers you a choice of two file structures: Document and ASCII. If you use the Document file structure, your file will contain standard MemoMaker text enhancements (underline and boldface) and "soft" characters (soft carriage returns and blanks). This file structure is compatible with structures used in many other text-management programs (such as Wordstar®). Use this structure if you want to preserve text enhancements for printing or if you want to run your files in another text-management program. If you use the ASCII file structure, MemoMaker will strip out all soft characters and MemoMaker text enhancements. This file structure is compatible with other MS™-DOS programs.

**Caution**

When you get a document, use the same file structure setting that you used when you saved the file. Otherwise, some unwanted characters may show up in your file.

### To change the file structure setting:

1. Go to the Main Keys.
2. Press `File Keys` (([f1])).
3. Press `Save Memo` (([f2])).
4. Look at the second function key label, which will be either `Document File*` or `ASCII File*`.
   - If `Document File*` is showing but you want to use the ASCII file structure, press `Document File*` (([f2])) to change the label to `ASCII File*`.
   - If `ASCII File*` is showing but you want to use the Document file structure, press `ASCII File*` (([f2])) to change the label to `Document File*`.

Press this function key
label to switch
between
Document File* and
ASCII File* .

---
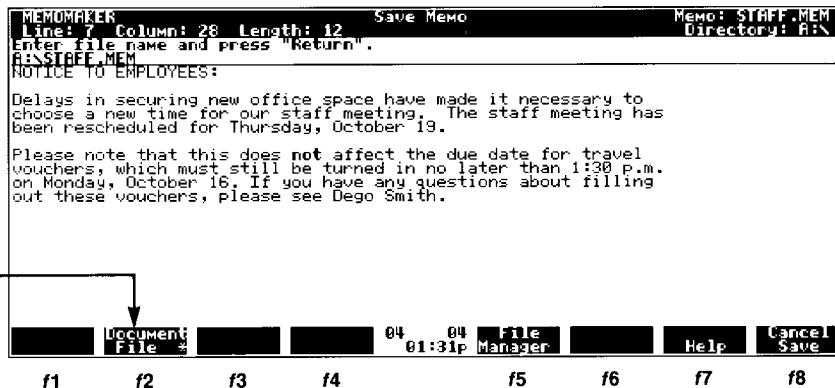
**Note**  👆  You can easily change the file structure of an existing file at any time. First get the file. (Be sure to use the same file structure you used when you saved it.) Then change the file structure setting as described just above in this section. Finally, save the file again. Now the file has the new file structure you just specified.

---

# Changing Other Format Settings

Procedures for changing the remaining format specifications are discussed in other chapters:

| To change: | Refer to: |
|---|---|
| Typing Mode<br>■ Insert mode<br>■ Writeover mode | Chapter 2 |
| Justification | Chapter 6 |
| Text enhancements<br>■ Underline<br>■ Boldface | Chapter 7 |
| Printing instructions<br>■ Line spacing<br>■ Paper feed setting<br>■ Type of printer | Chapter 8 |

# Creating a New Format

When you change your format, the changes are temporary until you name and save the format. This section tells you how to name and save a new format, how to create a new startup format, and how to retrieve a new format for later use.

## Naming and Saving Your New Format

MemoMaker saves your format as a disc file. A format name is like a document name, and the rules for naming documents also apply to naming formats (refer to Chapter 3 for details).

A handy way to remember format names is to add the suffix ".FMT" to the name. For example, LETTER.FMT could be your format for letters. Another way is to start format names with FORMAT and use suffixes to distinguish between them, for example FORMAT.LET for a letter format.

### To name and save a new format:

1. Make all the changes you want in the format by using the previous sections of this chapter.
2. Return to the Main Keys.
3. Press █File Keys█ ((f1)).
4. Press █Save Format█ ((f4)). MemoMaker asks you to:

   Enter file name and press "Return".

   The name of the format that MemoMaker was using before you made changes appears on the response line at the top of your screen.

```
MEMOMAKER                          Save Format              Memo: TEMPMEMO
 Line: 1  Column: 1  Length: 0                               Directory: A:\
Enter file name and press "Return".
A:\LETTER.FMT
```

This name is the name
of the old format that
you have changed.

```
                                        04    14  File                    Cancel
                                        01:33p  Manager          Help      Save
```

f1        f2        f3        f4              f5      f6        f7        f8
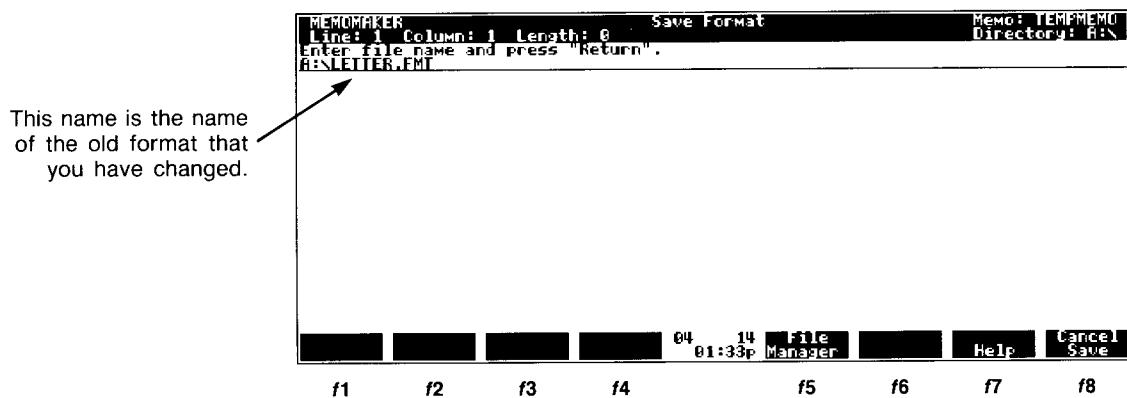
**5.** You can choose to replace the old format or keep both the old format and the new format.

- If you want to erase the old format permanently and replace it with the new one, press (Return). MemoMaker stores the new format under the old name.

- If you want to keep both the old format and the new format, type in a name different from any other format name on that disc and then press (Return). MemoMaker saves your new format under that name and also keeps the old format under its name.

## Making a New Format into STARTUP.FMT

If you want to change the format that comes up when you start MemoMaker, follow the procedure for "Naming and Saving Your New Format." Name the new format STARTUP.FMT, and store it in your working drive and directory. MemoMaker will use your new STARTUP.FMT whenever you start MemoMaker from that drive and directory.

**Note** 🖐 You can store a different STARTUP.FMT on each drive and directory. If MemoMaker does not find one of your STARTUP.FMT's when you start the program, it will automatically use its own standard STARTUP.FMT, which is described in Chapter 2.

## Getting a Format

Getting a format is similar to getting a document. Here's the procedure:

**1.** Go to the Main Keys.

**2.** Press `File Keys` ((f1)).

**3.** Press `Get Format` ((f3)). MemoMaker takes you to the Get Format screen and asks you to:

Enter file name and press "Return".

Type in the name of
the format file you
want to get.

```
MEMOMAKER                          Get Format                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                                     Directory: A:\
Enter file name and press "Return".
A:\ _
```

```
                                    04    04  File                      Cancel
                                    01:34p   Manager         Help         Get
    f1        f2        f3        f4              f5        f6        f7        f8
```
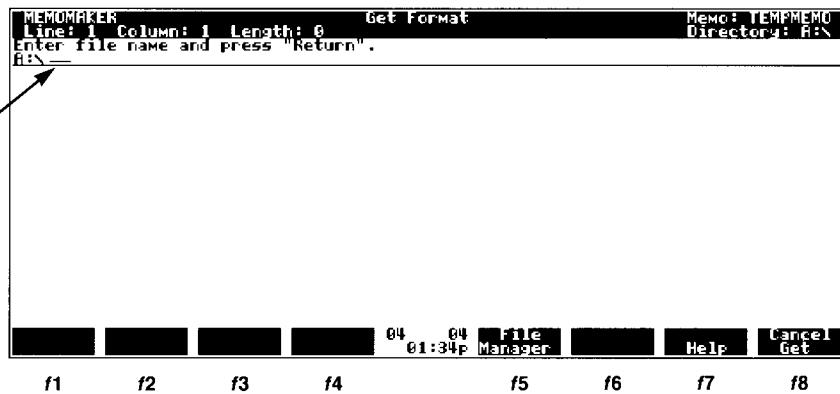
**4.** Type in the name of the format you want and press (Return). MemoMaker replaces the format you had been using with the format you asked for.
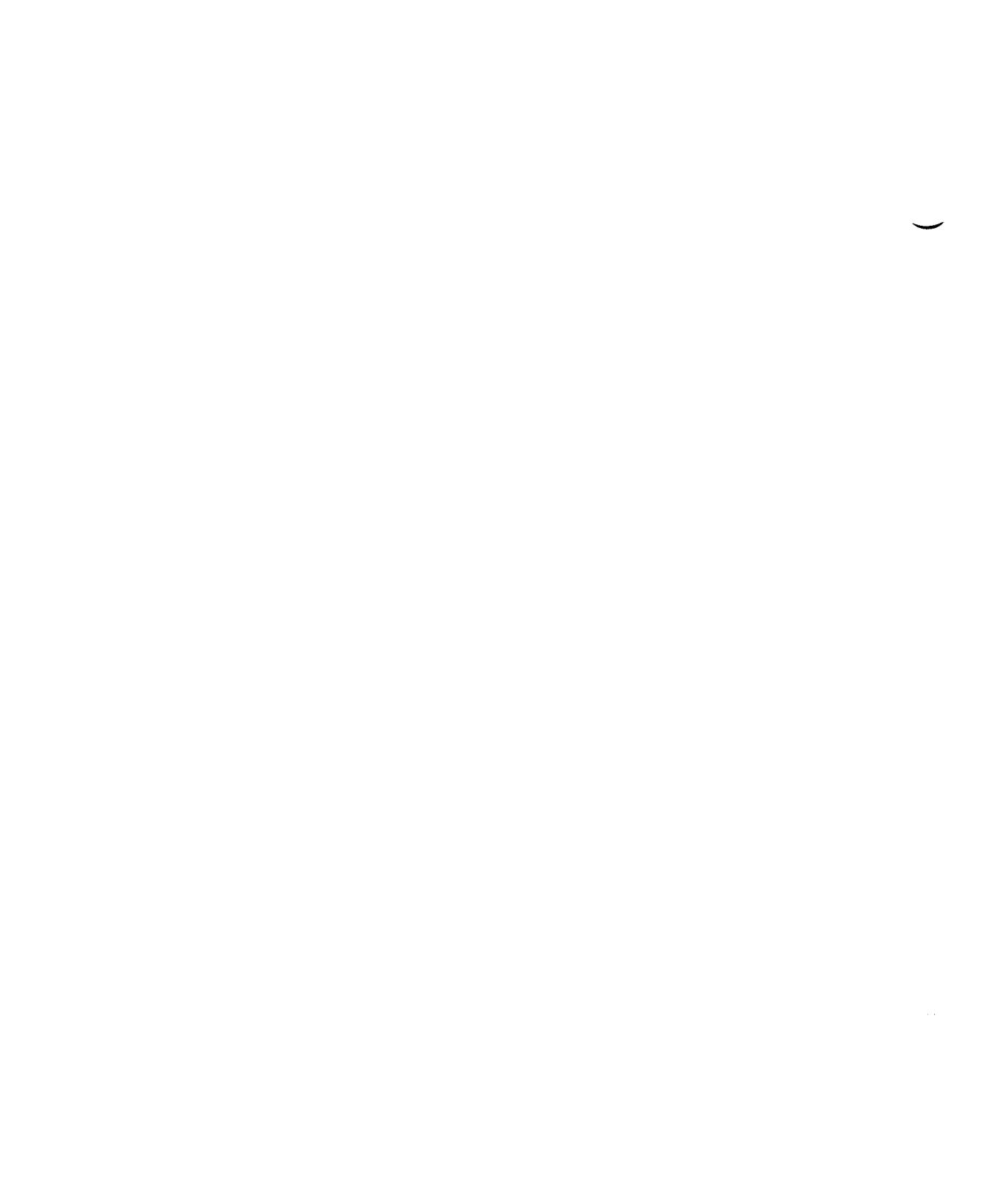
# 10 Help

Every MemoMaker screen (except the Print Memo screen) has a **Help** function to give you information about every label on that screen. When you press **Help** (($f7$)), the Help information temporarily replaces any text on the screen display. An asterisk next to the **Help** label also shows that you are in the Help mode.

Here's the screen you see when you press **Help** (($f7$)) on the Main Keys screen:

```
MEMOMAKER                          Main Keys                    Memo: TEMPMEMO
Line: 1  Column: 1  Length: 0                                   Directory: A:\
To return to editing, press "Help" again.
                             MEMOMAKER MAIN KEYS
File Keys         - provides file operations (Get Memo, Save Memo, etc.)
Block Keys        - provides text block operations (Cut Block, Copy Block, etc.)
Format Keys       - provides screen format operations (Left Margin, Set Tab,
                    etc.)
Print Keys        - provides printer operations (Page Break, Print Memo, etc.)
Get Memo          - reads a document from disc, replacing the memo currently in
                    the workspace
Center Line       - centers the current line between the margins
Help *            - exits this help screen
Exit MEMOMAKR     - lets you save your memo and exit MemoMaker
  File    Block    Format   Print  03    01   Get     Center             Exit
  Keys    Keys     Keys     Keys     02:30p   Memo    Line     Help * MEMOMAKR
```

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| f1 | f2 | f3 | f4 | | f5 | f6 | f7 | f8 |

The asterisk shows that you are in Help mode.

To leave Help mode and return to normal MemoMaker operation, press **Help\*** (($f7$)) again. If you had a document on the screen when you first pressed **Help**, it will come back when you leave Help.
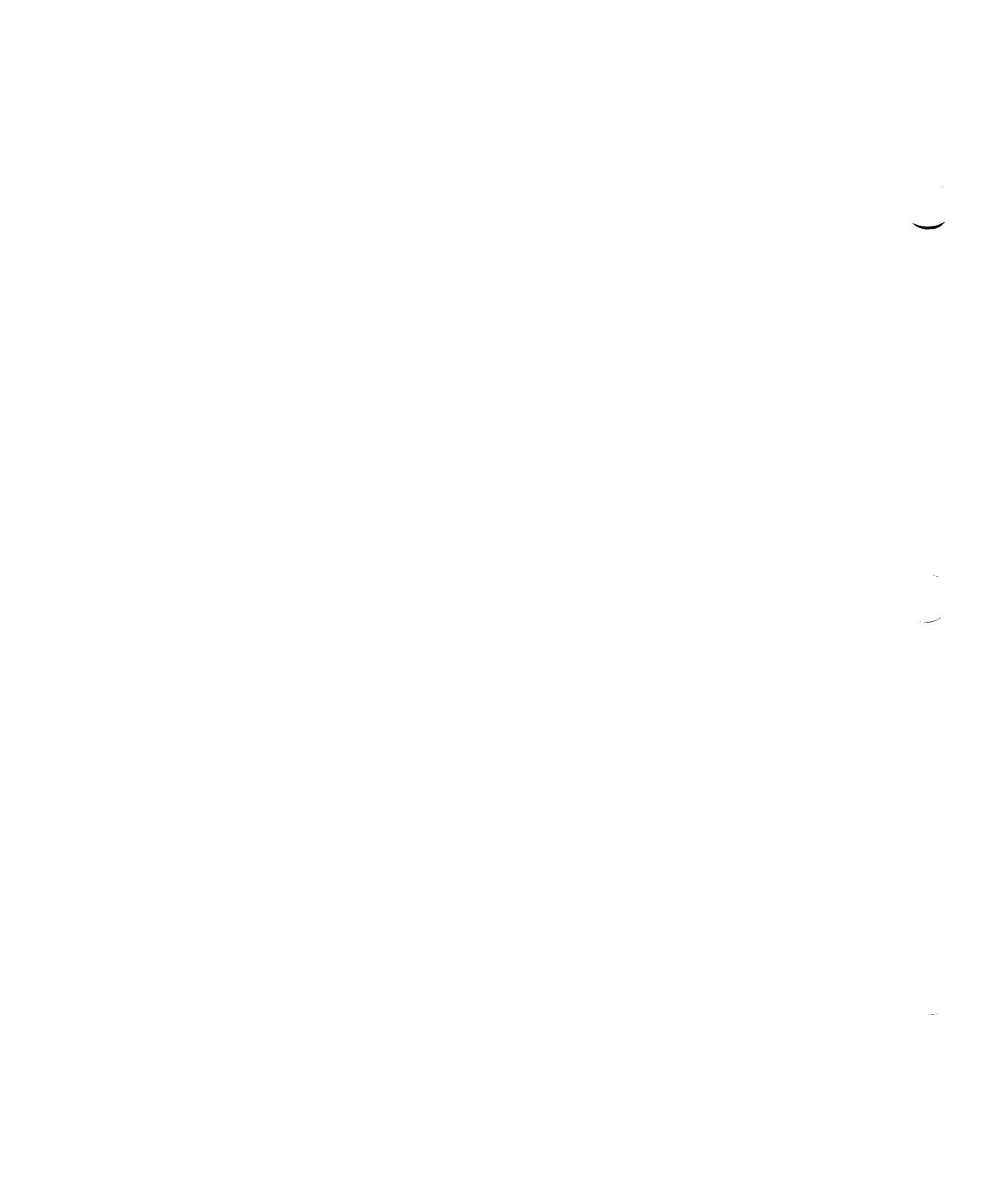
# 11 Using MemoMaker Templates with Pre-Printed Forms

With MemoMaker, you can set up your document to print within the bounds of special stationery, memo forms, and other pre-printed forms. The layout guidelines for this type of printing are called "templates." A template is simply a document that serves as a pattern for repetitive typing.

## Creating a Template

MemoMaker comes with one standard template for memos (MEMO.TPL). You can use it as is, modify it, or create your own templates.

To create your own template, you first establish the layout that fits the form you are using. After you are satisfied with the alignment, you name and save your template like any other document. ("Naming and Saving a New Document" is in Chapter 3.)

Some of the text on your templates may be only placement guidelines while other text may actually print out as part of the final form. For example, a template for an outline might include the entry:

`Chapter 1. TYPE CHAPTER TITLE HERE`

When you type your outline, you would type right over the capitalized words. Then, in the final document, your chapter title would print out after the words `Chapter 1.`

## Getting a Template

Getting a template is like getting a document:

1. Go to the Main Keys.
2. Press `Get Memo` (([f5])).

   MemoMaker asks you to:

   `Enter file name and press "Return".`

3. Type in the name of the template you want, either MemoMaker's standard template (B:\MEMO-TM\MEMO.TPL) or one of your own.
4. Press ([Return]).

   MemoMaker gets the template you asked for and returns you to the Main Keys screen.

## Checking and Aligning the Template

When you get a template or create a new template, you need to print out a test copy to see if the entries match your printed form. If they don't, you will need to align the template so the entries match.

**To check your template:**

1. Make sure your printer is in proper working order and then insert one of your forms.
2. With the template showing on the Main Keys screen, press `Print Keys` (([f4])).
3. On the Print Keys screen, look at `Auto Feed`. It should be off (no asterisk). If there is an asterisk next to that label, press `Auto Feed*` (([f2])) to remove the asterisk.

**4.** Press `Print Memo` (($f5$)).

MemoMaker prints the template on your printed form. If the entries don't line up, align your template.

Text that you type over the guideline words on MEMO.TPL will be placed in the proper position on your pre-printed memo form. If your entries do not line up exactly, follow the procedures for aligning the template.

```
MEMOMAKER                              Print Keys            Memo: B:\MEMO-TM\MEMO.TPL
Line: 1  Column: 1  Length: 7                                     Directory: A:\
─────────────────────────────────────────────────────────────────────────────────
   FROMNAME                            DATE

   TONAME                              SUBJECT
BEGIN MEMO HERE




```

| Double Space | Auto Feed | HP-type Printer* | Page Break | 05    01 03:34p | Print Memo | Skip Page | Help | MEMOMAKER Main |
|:---:|:---:|:---:|:---:|:---:|:---:|:---:|:---:|:---:|
| f1 | f2 | f3 | f4 | | f5 | f6 | f7 | f8 |

**(hp) HEWLETT PACKARD**

PORTABLE COMPUTER DIVISION
1000 N.E. Circle Boulevard, Corvallis, Oregon 97330, Telephone 503 757-2000 TWX #510-596-0683

INTEROFFICE CORRESPONDENCE

FROM: FROMNAME                    DATE:    DATE

TO:    TONAME                     SUBJECT: SUBJECT

BEGIN MEMO HERE

**To align your template:**

1. Look at your unmatched test printout and estimate how many columns and lines you need to move the entries so that they will line up.

2. Use the editing keys to move the template entries on your computer screen.

3. Print the template again on another of your forms.

4. Check the new alignment. If it is still off, repeat steps 1 through 4.

**Note**

To get the best quality of printing on your forms, use either a laser printer or an impact printer with your computer.

If you are printing with an HP ThinkJet printer, you will get the best results if you have your forms printed on paper designed for this type of printer.

# 12 Reference Guide to the Function Key Labels

This chapter lists the MemoMaker function key labels in al-
phabetical order. Each entry tells:

- What screen the function key is on.
- Its position on the screen ($\boxed{f1}$-$\boxed{f8}$).
- What task it performs.
- A page you can refer to for more information.

**Align Block** is $\boxed{f4}$ on the Block Keys screen. Use **Align Block** to rearrange
a block of text so that it conforms to the current margins and
justification status. After you choose **Align Block**, you use
the cursor to define the block you want to align. After you
approve the block, MemoMaker shows you the new align-
ment and then lets you either keep the new alignment or
cancel it and return to the old alignment. (See page 6-2.)

**Alignmnt OK** is $\boxed{f5}$ on the second Align Block screen. Use **Alignmnt OK** af-
ter you have created a new alignment to tell MemoMaker that
you want to save the new alignment. (See page 6-4.)

**Alt-type Printer\*** is one of two labels that share the $\boxed{f3}$ position on the Print
Keys screen. When **Alt-type Printer\*** is showing,
MemoMaker is set to print your document on a brand of
printer other than a Hewlett-Packard type. If you want to
print with a Hewlett-Packard printer, press
**Alt-type Printer\*** to switch to the other option:
**HP-type Printer\***. (See page 8-3.)

**ASCII File\*** is one of two function key labels that share the (f2) postion on the Get Memo and Save Memo screens. If **ASCII File\*** is showing on the screen, you can save or get a file with an ASCII file structure, which is compatible with other MS™-DOS programs. If you do not want to use the ASCII file structure, press **ASCII File\*** to switch to the other file structure: Document File. (See page 9-5.)

**Auto Feed** is (f2) on the Print screen. When **Auto Feed** is on (has an asterisk), the printer is set to use continuous paper. It will print the entire document at one time. If there is no asterisk next to the label, the printer will print only one page at a time. (See page 8-3.)

**Block Keys** is (f2) on the Main Keys screen. Use **Block Keys** when you want to cut out, copy, paste, align, enhance, or justify a block of text. When you press **Block Keys**, MemoMaker shows you the Block Keys screen. (See page 4-2, 6-2, or 7-2.)

**Block OK** is (f5) on the Cut Out Block, Copy Block, Enhance Block, and Align Block screens. Use **Block OK** to verify that you have correctly marked the block you want to cut out, copy, enhance, align, or justify. After you press **Block OK** for a cut out, copy, or enhance procedure, MemoMaker returns you to the Block Keys screen. After you press **Block OK** for an align or justify procedure, MemoMaker takes you to a second Align Block screen and asks you to approve the new alignment. (See page 4-3, 6-3, or 7-3.)

**Cancel Align** is (f8) on the two Align Block screens. Use **Cancel Align** on the first Align Block screen if you decide you don't want to align a block after all.

Use **Cancel Align** on the second Align Block screen if after seeing the new alignment, you decide that you don't want to keep it. MemoMaker will undo the new alignment, put back the old alignment, and return you to the Block Keys screen. (See page 6-4.)

**Cancel Copy** is (f8) on the Copy Block screen. Use **Cancel Copy** if after pressing **Copy Block**, you decide not to copy a block after all. (See page 4-8.)

**Cancel Clear**  is (f8) on the Clear Workspace screen. Use **Cancel Clear** if you have pressed **Clear Workspce** or (Clear display) and then decide you don't want to clear the workspace. (See page 3-12.)

**Cancel Cut Out**  is (f8) on the Cut Out Block screen. Use **Cancel Cut Out** if after pressing **Cut Out Block**, you decide not to cut out a block after all. (See page 4-3.)

**Cancel Enhance**  is (f8) on the Enhance Block screen. Use **Cancel Enhance** if you have pressed **Enhance Block** and then decide that you don't want to enhance a block. (See page 7-3.)

**Cancel Exit**  is (f8) on the Exit MEMOMAKER screen. Use **Cancel Exit** if you have selected **Exit MEMOMAKR** and then decide that you don't want to exit the program. (See page 1-10.)

**Cancel Get**  is (f8) on the Get Memo and Get Format screens. Use **Cancel Get** if you have selected either **Get Memo** or **Get Format** and then decide that you don't want to retrieve a memo or format. (See page 3-8 or 9-9.)

**Cancel Print**  is (f8) on the Print Memo screen. Use **Cancel Print** if you pressed **Print Memo** and then decide you want to stop printing. When you press **Cancel Print**, MemoMaker stops putting text in line to be printed, but the printer doesn't stop printing immediately. Everything that had already been sent over to the printer before you pressed **Cancel Print** will continue to be printed out unless you stop the printer itself. (See page 8-5.)

**Cancel Save**  is (f8) on the Save Memo and Save Format screens. Use **Cancel Save** if after pressing **Save Memo** or **Save Format**, you decide that you don't want to save the memo or format. (See page 3-5 or 9-8.)

**Center Line**  is (f6) on the Main Keys screen. Use **Center Line** to center a line of text between the right and left margins.

If the margins have been released when you press **Center Line**, MemoMaker centers the line between columns 1 and 79. (See page 6-5.)

**Clear Tab** is $\boxed{f4}$ on the Format Keys screen. Use **Clear Tab** to remove a tab stop. (See page 9-4.)

**Clear Workspce** is $\boxed{f6}$ on the File Keys screen. Use **Clear Workspce** to clear the document from the workspace to make room for another document. If the document in the workspace is new and has not been saved or if you have revised a document but have not yet saved the changes, MemoMaker will ask you if you want to save it before it is cleared. (See page 3-11.)

**Copy Block** is $\boxed{f2}$ on the Block Keys screen. Use **Copy Block** to place a copy of a block of text in a buffer so that the copy can later be inserted at a second location without removing the original text. When you press **Copy Block**, MemoMaker shows you the Copy Block screen where you define the block of text to be copied. (See page 4-7.)

**Cut Out Block** is $\boxed{f1}$ on the Block Keys screen. Use **Cut Out Block** to remove a block of text from its original location and place it in a buffer. **Cut Out Block** can be used to delete a portion of text or as a first step in a cut and paste operation where the text in the buffer is inserted at a second location. When you choose **Cut Out Block**, MemoMaker shows you the Cut Out Block screen where you define the block of text to be cut out. (See page 4-2.)

**Document File*** is one of two function key labels that share the $\boxed{f2}$ position on the Get Memo and Save Memo screens. If **Document File*** is showing on the screen, you can save or get a file with a file structure that is compatible with other MS™-DOS programs. If you do not want to use the Document file structure, press **Document File*** to switch to the other file stucture: ASCII File. (See page 9-5.)

**Double Space** is $\boxed{f1}$ on the Print Keys screen. When **Double Space** is on (has an asterisk), the printer is set to double space your document. If there is no asterisk, the printer single spaces your document. (See page 8-2.)

**`Enhance Block`** is (f5) on the Block Keys screen. Use **`Enhance Block`** to underline or put text in boldface, or to undo either. When you press **`Enhance Block`**, MemoMaker takes you to the Enhance Block screen and asks you to define the block of text that you want to enhance. (See page 7-2.)

**`Enhance: Bold`** is (f2) on the Enhance Block screen. When **`Enhance: Bold`** has an asterisk, MemoMaker is set to put text in boldface. (See page 7-3.)

**`Enhance: Underln`** is (f1) on the Enhance Block screen. When **`Enhance: Underln`** has an asterisk, MemoMaker is set to underline a block of text. (See page 7-3.)

**`Exit MEMOMAKR`** is (f8) on the Main Keys screen. Use **`Exit MEMOMAKR`** to exit the program. If there is a document showing on the screen that has not been saved, when you press **`Exit MEMOMAKR`**, MemoMaker will ask you whether you want to save that document before exiting the program. (See page 1-10.)

**`File Keys`** is (f1) on the Main Keys screen. Use File Keys to save and get documents and formats, to clear a document from the workspace, and to get the File Manager. When you press **`File Keys`**, MemoMaker shows you the File Keys screen. (See page 3-4 or 9-7.)

**`File Manager`** is (f5) on the File Keys, Get Memo, Save Memo, Get Format, and Save Format screens. Use the File Manager to list, format, create, delete, copy, and rename files, subdirectories, and directories. When you press **`File Manager`**, MemoMaker takes you to the File Manager. (See page 3-13.)

**`Format Keys`** is (f3) on the Main Keys screen. Use **`Format Keys`** when you want to see or change your margins and tab stops or release the margins. When you press **`Format Keys`**, MemoMaker takes you to the Format Keys screen. (See page 9-1.)

**`Get Format`** is (f3) on the File Keys screen. Use **`Get Format`** to retrieve a format that has been saved as a disc file. When you press **`Get Format`**, MemoMaker shows you the Get Format screen and asks you which format you want. (See page 9-9.)

**Get Memo** is (f1) on the File Keys screen and (f5) on the Main Keys screen. Use **Get Memo** to retrieve a document that has been stored as a disc file. When you choose **Get Memo**, MemoMaker shows you the Get Memo screen and asks you which document you want. If there is a new document showing on the screen that hasn't been saved or if you have revised an old document but haven't yet saved the changes, MemoMaker asks you if you want to save that document before it is cleared to make room for the next document. (See page 3-7.)

**Help** is (f7) on all MemoMaker screens except the Print Memo screen. Use **Help** to get information about the function key labels currently displayed on a screen. When you press **Help**, an asterisk will appear in **Help**, and MemoMaker will show you a Help screen. In the Help mode, the normal functioning of other keys is blocked. To return to normal functioning, press **Help*** to remove the asterisk. (See page 10-1.)

**HP-type Printer*** is one of two labels that share the (f3) position on the Print Keys screen. When **HP-type Printer*** is showing, MemoMaker is set to print your document on a Hewlett-Packard printer. If you want to print with some other type of printer, press **HP-type Printer*** to switch to the other option: **Alt-type Printer***. (See page 8-3.)

**Justify** is (f1) on the first Align Block screen. When **Justify** has an asterisk, MemoMaker is set to align your document to have even right margins. If there is no asterisk, MemoMaker is set to align your document to have ragged right margins. (See page 6-7.)

**Left Margin** is (f1) on the Format Keys screen. Use **Left Margin** to reset your left margin at the cursor position. (See page 9-2.)

**MEMOMAKR Main** is (f8) on the File Keys, Block Keys, Format Keys, and Print Keys screens. Use **MEMOMAKR Main** to return to the Main Keys screen. (See page 1-10.)

**Margin Release** is (f5) on the Format Keys screen. Use **Margin Release** to release both the left and right margins so that you can type in columns 1 through 79. (See page 9-3.)

**No, Discard** shows up as (f6) after you press **Get Memo**, **Exit MEMOMAKR**, **Clear Workspce**, or (Clear display) if there is either a new document on the screen or a revised version of an old document. Use **No, Discard** if you do not want to save the document that is in the workspace.

If you press **No, Discard** after you press **Get Memo**, MemoMaker clears the document on the screen and asks you which document you want to get. If you press **No, Discard** after you press **Exit MEMOMAKR**, MemoMaker erases the document and exits the program. If you press **No, Discard**, after you press **Clear Workspce**, MemoMaker clears the document that is on the screen. (See page 1-10, 3-8, or 3-12.)

**Page Break** is (f4) on the Print Keys screen. Use **Page Break** to shorten MemoMaker's standard page lengths. When you press **Page Break**, MemoMaker puts the page break symbol, . PA, on the screen in column 1 of the cursor line, thus signalling the printer to end a page there. (See page 8-4.)

**Paste Block** is (f3) on the Block Keys screen. Use **Paste Block** to insert at the cursor position a block that has been cut out or copied or a line that has been cleared or deleted. (See page 4-6.)

**Print Keys** is (f4) on the Main Keys screen. Use the Print Keys when you want to print a document. When you press **Print Keys**, MemoMaker takes you to the Print Keys screen, where you give your printing instructions. (See page 8-1.)

**Print Memo** is (f5) on the Print Keys screen. Use **Print Memo** to start printing your document. If you set the printer for automatic feed, MemoMaker prints the entire document starting at the cursor position. If you manual feed, MemoMaker stops after it prints a page. (See page 8-4.)

**Right Margin** is (f2) on the Format Keys screen. Use **Right Margin** to reset your right margin to the cursor position. (See page 9-2.)

**Save Format** is (f4) on the File Keys screen. Use **Save Format** to save the current format as a disc file. When you press **Save Format**, MemoMaker shows you the Save Format screen and asks you to name the format. (See page 9-7.)

**Save Memo** is (f2) on the File Keys screen. Use **Save Memo** to save the document in the workspace as a disc file. When you press **Save Memo**, MemoMaker shows you the Save Memo screen and asks you to name the document. (See page 3-4.)

**Set Tab** is (f3) on the Format Keys screen. Use **Set Tab** to set a tab stop at the cursor position. (See page 9-4.)

**Skip Page** is (f6) on the Print Keys screen. Use **Skip Page** to skip pages during printing or to show where the page breaks fall before printing. When you press **Skip Page**, MemoMaker skips the next 55 lines or until it sees the .PA page break symbol. To use **Skip Page** for printing parts of a document, you must set the paper feed for manual feed. (See page 8-5.)

**Yes, Save** shows up as (f5) after you press **Get Memo**, **Exit MEMOMAKR**, **Clear Workspce**, or (Clear display) if there is either a new document on the screen or a revised version of an old document. Use **Yes, Save** if you want to save the document on the screen. If the document has never been saved, MemoMaker asks you if you want to save it as TEMPMEMO. If there is a changed version of an old document, MemoMaker asks you if you want to save the new version under the old name (this would erase the old version, in effect updating the old document).

If you press **Yes, Save** after you press **Get Memo**, MemoMaker saves the document on the screen and asks you which document you want to get. If you press **Yes, Save** after you press **Exit MEMOMAKR**, MemoMaker stores the document before exiting the program. If you press **Yes, Save** after you press **Clear Workspce**, MemoMaker saves the document before clearing the screen. (See page 1-10, 3-8, or 3-12.)

# A    Error Messages

This appendix lists error messages that you might get while using MemoMaker, tells why you might have gotten each message, and suggests remedies for getting back to work.

**Note**    If you get an error message while using File Manager, refer to the user's guide for your computer.

**Message**    Can't create *file name*.

**Condition 1:** The drive does not have a disc.

**Remedy 1:** Put a disc in the drive.

**Condition 2:** The disc in the drive does not have a directory by that name.

**Remedy 2:** Either create a directory, put in a disc with that directory, or specify a directory that already exists.

**Condition 3:** The disc you are trying to save your files on is damaged.

**Remedy 3:** Use another disc.

**Condition 4:** The disc is write-protected.

**Remedy 4:** Slide the protection tab on the disc to the "write" position.

**Condition 5:** You tried to save a file on the ROM (drive B).

**Remedy 5:** You can't save a file on drive B. Use another drive and directory name.

**Condition 6:** The disc didn't have enough room to create your file.

**Remedy 6:** If you are trying to save to a floppy disc, use another disc with more room. If you are trying to save to the built-in electronic disc (drive A), you will have to delete other files on that disc to make more room for your new file.

**Message**  Can't open the printer. Check configuration.

**Condition 1:** Your printer is off.

**Remedy 1:** Turn on your printer.

**Condition 2:** The printer you are attempting to print to is not properly configured.

**Remedy 2:** Reconfigure the printer. Refer to the operating instructions for your computer or printer for guidelines.

**Message**  Error while printing.

**Condition:** You turned off your printer while it was printing.

**Remedy:** Leave your printer on during printing.

**Message**  *File name* does not currently exist.

**Condition 1:** You asked for a file that doesn't exist.

**Remedy 1:** Check for spelling errors. Make sure you have correctly indicated the drive and directory name (if the file is not in the default drive and directory).

**Condition 2:** *File name* is not on the disc.

**Remedy 2:** Insert the disc that contains *file name*.

**Message**   *File name* is an illegal file name.

**Condition:** You tried to save a file under a file name that contains characters other than those that can be used in a file name or in some other way deviates from MemoMaker's rules for file names.

**Remedy:** Use a legal file name. (Refer to Chapter 3 in this manual.)

**Message**   Input error while reading *file name*.

**Condition 1:** Before you finished getting the file, you removed the disc it was stored on.

**Remedy 1:** Get the file, this time without removing the disc.

**Condition 2:** The disc containing *file name* is damaged.

**Remedy 2:** There is no way to get a file from a damaged disc. If you made a duplicate copy of the file, get the file from the disc with that copy.

**Message**   Lines in the input file were split because they were too long.

**Condition:** You retrieved a file that contains lines longer than MemoMaker's maximum line length of 79 columns. The lines have been split at column 79 and wrapped to fit a 79-column line.

**Remedy:** No remedy necessary. Your file has in no way been damaged; MemoMaker has only readjusted the line lengths.

**Message**　Output error while writing *file name*.
Check free disc space.

**Condition:** The disc doesn't have enough room for your entire file.

**Remedy:** If you are trying to save to a floppy disc, use another disc with more room. If you are trying to save to the built-in electronic disc (drive A), you will have to delete other files on that disc to make more room for your new file.

**Message**　Warning: Not enough memory to complete this operation.

**Condition 1:** You tried to cut out, copy, or align some text, but your computer does not have enough room in Main Memory to store the block temporarily.

**Remedy 1.** First save your file and exit MemoMaker. Then go to the System Configuration screen and reallocate more memory to Main Memory (less to Edisc).

**Condition 2.** You tried to get a memo, but your computer does not have enough Main Memory for it.

**Remedy 2.** Try to allocate more memory to Main Memory (less to Edisc). If that doesn't work, you will have to add some optional extra memory to your computer.

**Condition 3.** You tried to call the File Manager, but your computer does not have enough Main Memory for it and your file both.

**Remedy 3.** Either save your file to make room for File Manager or allocate more memory to Main Memory (less to Edisc). If neither of those simple option are possible, you will have to add some optional extra memory to your computer.

# B

# Special Notes about MemoMaker on the Portable PLUS

## Translating our General Key Names into Specific Keystrokes

Most keys on your computer can do several different things, depending on whether you press them alone or in combination with "modifier" keys like (Extend char) and (Shift). Throughout this manual, we have used descriptive names to explain what your computer does when you press a certain key or combination of keys. These general "key" names give vivid pictures of the tasks. For example, the general name (Roll up) is more descriptive than the specific keystrokes (Shift)(▲), which actually perform that task. You won't find these general "key" names on your keyboard. But this next table will help you translate them into specific keystrokes on your Portable PLUS. After very little practice, you will be as familiar with each general name as you are with the idea of shifted keys on a typewriter.

| To do this: | Press this: |
|---|---|
| (Home) | (Extend char)(▼) |
| (End) | (Extend char)(▲) |
| (Back tab) | (Shift)(Tab) |
| (Insert char) | (Extend char)(+ Char) |
| (Delete char) | (Extend char)(− Char) |
| (Insert line) | (Extend char)(+ Line) |
| (Delete line) | (Extend char)(− Line) |
| (Clear line) | (Extend char)(Clr line) |
| (Clear display) | (Extend char)(Clr dsp) |

**To do this:**   **Press this:**

| To do this: | Press this: |
|---|---|
| (Next) | (Extend char)(Next) |
| (Prev) | (Extend char)(Prev) |
| (Roll up) | (Shift)(▲) |
| (Roll down) | (Shift)(▼) |

# File Management on the Portable PLUS

Your computer has a File Manager program for organizing your files. Chapter 3 of this manual tells you how to get to File Manager and how to return to MemoMaker. You will find a detailed discussion of File Manager in Chapter 6 of the *User's Guide for the Portable PLUS*. Some of the more common file management commands are included here for your convenience. The table lists the file management task and the function you would use to do that task with File Manager.

## Common File Management Commands

| To: | On the File Manager screen, press: |
|---|---|
| print a file or directory | Print File/Dir ((f1)) |
| delete a file or directory | Delete File/Dir ((f2)) |
| make a new directory | Make Dir ((f3)) |
| change directory | Choose Dir ((f4)) |
| format a disc | Format ((f5)) |
| copy a file | Copy File ((f6)) |
| rename a file | Rename File ((f7)) |

# Memory Management

You can partition the memory in your Portable PLUS between Main Memory and Edisc. Main Memory is the space reserved for programs, such as MemoMaker/Time Management, and Edisc is space for storing files.

When you write a document with MemoMaker, you will need to give MemoMaker some space to work in Main Memory. The bigger the document, the more memory MemoMaker will need. And if you plan to use File Manager, you will need to make space for it too. Here are some guidelines for adjusting the size of your computer's Main Memory to make room for MemoMaker:

- To run the basic MemoMaker program (without File Manager), set Main Memory to at least 96K. This amount should be enough for a document with about 200 lines.
- Allow about 10K more for each additional 100 lines you want to create with MemoMaker.
- If you also want to use File Manager to list your files, rename or delete a file, change the default drive and directory, or create a new directory, allow an additional 20K in Main Memory.
- If you want to use File Manager to format a disc or copy or print a file or directory, allow 36K for File Manager in Main Memory.

You can easily adjust the size of your computer's memory to make room for MemoMaker. Just follow the procedure for partitioning memory, which is described at the beginning of Chapter 1. If you set the Main Memory to its maximum value yet you still need more memory to do what you want with MemoMaker, you will need to get more memory for your computer. Check with your dealer to see all the options you have for adding memory to the Portable PLUS.

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