

THE ILLUSTRATED

EASYWRITER II™

BOOK

**LEARNING SEQUENCE CHECKLIST·
HELPFUL PRACTICE EXERCISES·
VALUABLE REFERENCE GUIDE FOR
EXPERIENCED USERS**

RUSSELL A. STULTZ

**The
Illustrated
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Preface

About Word Processing Computer-based word processing has existed for several years. The earliest word processing systems were crude and expensive. They were either simple text editors that operated on large, multimillion-dollar computers or expensive, relatively crude stand-alone word processing systems. Both types were beyond the economic reach of small business and personal computer users.

Thanks to technological advances, significant performance improvements combined with price reductions are making reliable hardware and superb applications software, like the EasyWriter II System, affordable to microcomputer users. The family of word processing software is constantly ranked at the top of the list of software applications packages being purchased today, and rightfully so. Word processing packages are easy to use, easy to cost justify, and versatile, and make us, the users, extremely productive.

About Illustrated Books As a classroom instructor of microcomputer software applications, I'm constantly searching for good, authoritative sources of information. This includes books that can help me learn and that are ready-made to help me teach others — ones that get to the “heart” of the information fast, ones that teach principles through practice.

That's how the Illustrated series got its beginning; it was devised to provide quick, easy-to-understand, well-illustrated information about complicated applications.

The format lets you find your area of interest quickly. A description, applications, and step-by-step illustrations are provided. This combination gets results. It provides quick answers and models that help solve real problems. You'll find the Illustrated approach goes beyond standard documentation and books that treat software theoretically or in broad, and sometimes vague terms.

I'm pleased to see that the series has gained wide acceptance by a large group of users. I've heard from classroom teachers, professional users, students, and “buffs” who are all using books from the series to fulfill specific needs of their own. I hope readers continue to enjoy using this series of books as much as I've enjoyed writing it.

Russell A. Stultz

RECOMMENDED LEARNING SEQUENCE

Recommended Learning Sequence Checklist

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Module 1

ABOUT THIS BOOK

INTRODUCTION

This book describes Information Unlimited System (IUS) EasyWriter II System, which includes the EasyWriter II, EasySpeller II, and EasyMailer II word processing programs. It describes how these programs are used in the office and home, and presents detailed information about the many EasyWriter II word processing functions; each function is accompanied by illustrated, recipe-like examples that speed learning and provide instant reference information.

The book is designed for a broad range of users. It is for beginning users who wish to learn the EasyWriter II System programs from scratch. It is for intermediate and advanced users as a quick reference that contains examples of EasyWriter II commands. And finally, it is for the classroom instructor as an instructionally designed word processing text book.

The EasyWriter II programs are sophisticated in nature yet easy to learn. You'll find EasyWriter's power becomes clear with only an hour or two of practice. You'll also find that word processing with EasyWriter and EasySpeller II is fun. It's easy to open a new document, format it, type it, file it, and print it.

To prove to yourself how easy these programs are to use, you might want to jump over to Module 2 and go through the sample session with your computer. Here you'll create and file a document within a matter of minutes.

Module 2 is for you if you're an adventurous person who likes to "dive in." Once you've experienced a straightforward word processing session, you'll have the foundation necessary to tackle the heavy stuff with relative ease.

ORGANIZATION

This book is organized into small, easy-to-read modules. These modules provide descriptions, applications, and illustrations that show how EasyWriter II is used to solve

practical word processing problems. Literally hundreds of examples are presented in the Description, Applications, and Typical Operation sections of the modules within this book.

These examples can be used as models for everyday word processing tasks of your own. The working examples let you experiment with EasyWriter II System commands. This takes the mystery out of what might otherwise be a technical obscurity. In addition to conducting “hands-on” experiments, you’ll probably find yourself having a lot of fun. The EasyWriter II System is a delightfully enjoyable word processing program to use.

With the exception of Modules 1 through 4, most of the modules in this book contain information that pertains to specific EasyWriter II System commands or families of commands.

This module provides information about the book and briefly describes what kind of equipment is required to operate the EasyWriter II System programs.

Module 2 introduces you to the EasyWriter II System. It provides an overview of what’s necessary to get started and walks you through a sample EasyWriter II session. Not only will you discover how commands are used, but you can follow the sample session using your computer.

In addition to actually using some of the basic EasyWriter II System commands, you’ll prepare and save a sample document. By the time you’ve completed Module 2, the power of EasyWriter II will be apparent, because you’ll have demonstrated how EasyWriter II is used to solve common word processing problems.

Module 3 provides an overview of EasyWriter II System functions, editing commands, and control keys. This module makes an excellent quick reference resource when you want to determine the purpose of specific commands.

Module 4 contains a recommended sequence for learning (or teaching) the EasyWriter II System. As you work your way through this book, you can check off the modules you’ve completed. The sequence is arranged in logical progression, where foundation information is provided first and then built upon. The learning sequence can be modified to fit any classroom curriculum. If you’re a teacher, you may wish to use Module 4 as a curriculum design aid.

Modules 5 through 45 describe and illustrate the EasyWriter II System commands. The information is arranged in alphabetical order for easy reference. Of course you’ll want to use the sequence and corresponding checklist contained in Module 4 for learning.

Appendix A contains a table of terms and definitions. Most of the entries are aimed at the EasyWriter II System, but some of the terms listed are the common computer “jargon” that creeps into any computer reference book. Don’t be alarmed if the terms and definitions aren’t completely clear. They’ll clear up as you use the EasyWriter II System in Modules 5 through 45. The important thing is that you know where to find terms and definitions when you need them.

Appendix B is provided for both classroom and self-teaching situations. It contains EasyWriter II System exercises. If you’re a classroom instructor, you may wish to include these exercises in student assignments. If you’re learning the EasyWriter II System on your own, the exercises are a good way to check yourself to see what you’ve learned about a system or word processing function. If you can answer the questions, you’re ready to move to the next module in the learning sequence.

HARDWARE AND SOFTWARE REQUIREMENTS

The EasyWriter II System programs operate with most popular 16-bit microcomputers, such as the IBM-PC, PC-compatible computers, and the Texas Instruments Professional Computer. The computer should contain two double-sided, double-density diskette drives and a minimum of 128 kilobytes of random access memory (RAM).

Although a printer is not required for learning most word processing functions, it is needed to see printed output. For correspondence quality, you’ll probably want a daisywheel printer, although matrix printing is becoming acceptable for most purposes. For draft printing, you may wish to use a matrix printer. There are some matrix printers, like the Texas Instruments Model 855, that feature both dot matrix and letter-quality output.

Before getting started, take stock of your EasyWriter II System software. You should have at least two diskettes and may have as many as four if you have the entire system. These are entitled

1. EasyWriter II System-96K
2. EasyWriter II Housekeeping-96K
3. EasySpeller II
4. EasyMailer II

Some versions of the EasyWriter II System combine the System and Housekeeping programs on a single diskette, which is the minimum configuration required for operation.

Module 1

EasySpeller II and EasyMailer II were offered as optional programs for a time. Today, these programs are sold together as an integrated word processing system.

Make backup (working) copies of your original diskettes and store them in a safe place. The procedure for doing this is contained in Module 2. You'll also need to format a blank "data" diskette. This diskette is used in disk drive B to store your word-processed documents.

You should also have your printer manual available to determine what codes are required for underscore, bold print, superscript and subscript, and so on. This process is described in Module 38.

WHAT YOU SHOULD KNOW

You should be familiar with your computer and operating system commands for formatting, copying, renaming, and deleting files. You should know your computer's keyboard. The EasyWriter II System makes use of the function keys (**F1** through **F10**), cursor control keys, and the **HOME**, **INS**, **DEL**, **SHIFT**, **ALT**, and **CTRL** keys.

Module 2

A SAMPLE SESSION WITH EASYWRITER II

INTRODUCTION

This module provides information about how your keyboard works with the EasyWriter II System and takes you through a sample session in which a document is created, saved, and then edited.

GETTING READY

Before using your EasyWriter II System programs, you should prepare working copies of your original program diskettes and a blank data diskette for document storage. This requires four double-sided, double-density diskettes. One diskette is for your EasyWriter II and EasySpeller II programs. The second is for your EasyWriter II Housekeeping program. The third diskette is for your EasyWriter II and EasyMailer II programs, and the fourth diskette is left blank for your document files. Once the diskettes are prepared, store your original program diskettes in a safe place and use your working diskettes.

HARD DISK SYSTEM If you have a hard disk system, you can copy all program files to your hard disk using the DOS copy program. This is done by placing your EasyWriter II program diskettes in your floppy disk drive one at a time and copying all files to the hard disk. Copy the diskettes in the following order:

1. EasyWriter II Housekeeping
2. EasySpeller II
3. EasyWriter II
4. EasyMailer II

Using **F:** for your floppy disk drive designator and **H:** for your hard disk drive designator (use your drive designators in place of **F:** and **H:**), type **COPY F:. H:** and press **RETURN**.

FLOPPY DISKETTE SYSTEM If you have a floppy diskette system, begin by formatting four diskettes as follows:

1. Insert your DOS diskette in drive A and a blank diskette in drive B.
2. From the A> prompt, type **FORMAT B:** and press **RETURN**, then press any key to start the formatting process.
3. When the diskette is formatted, respond to the format prompt by typing **N**; remove the formatted diskette from drive B and mark it "EWII DATA," as this will be your EasyWriter II document diskette.
4. Insert a second unformatted diskette in drive B.
5. From the A> prompt, type **FORMAT B:/S** and press **RETURN**, then press any key to start the formatting process.
6. When the second blank diskette is formatted, exchange it with the third diskette, respond to the format prompt with **Y**, and press any key to format the blank diskette.
7. Repeat step 6 one more time to format the fourth diskette. When the process is finished, respond to the format prompt with **N** to return to the DOS A> prompt.
8. Exchange the diskette in drive B with the fourth blank diskette.

Copy the EasyWriter II System and EasySpeller II programs onto a working diskette as follows:

1. Remove the DOS diskette from drive A and replace it with your EasyWriter II System diskette.
2. Type **COPY . B:** and press **RETURN**.

NOTE

Perform steps 3 through 5 if you have the EasySpeller II program. Otherwise, skip to step 6.

3. When the copy process is completed, type **DEL B:WORDDATA** and press **RETURN**. (This makes room for your EasySpeller II files.)
4. Remove the original EasyWriter II System diskette from drive A and replace it with your EasySpeller II diskette.
5. Type **COPY *.* B:** and press **RETURN**.
6. When the DOS prompt is redisplayed, remove the program diskette from drive A and the new working diskette from drive B. Label your new working diskette EasyWriter II & EasySpeller II.

In the following procedure, you'll copy the EasyWriter II System and EasyMailer II programs onto a working diskette. If you don't have the EasyMailer II program, skip this procedure and move on to the next one, which copies the EasyWriter II Housekeeping programs onto a working diskette.

1. Insert the EasyWriter II System diskette in drive A.
2. Type **COPY *.* B:** and press **RETURN**.
3. When the copy process is completed, type **DEL B:WORDDATA** and press **RETURN**.
4. Remove the original EasyWriter II System diskette from drive A and replace it with your EasyMailer II diskette.
5. Type **RUN DT96.LOD EU** and press **RETURN**.
6. Follow the instructions that are displayed on the screen.
7. Press **RETURN** in response to the prompt to insert the Housekeeping diskette.
8. Press **RETURN** in response to the prompt

Your EasyWriter II Main Menu Now Supports Extended Functions.

9. When the DOS prompt is redisplayed, remove the program diskette from drive A and the new working diskette from drive B. Label your new working diskette EasyWriter II & EasyMailer II.

Copy the EasyWriter II Housekeeping programs onto a working diskette as follows:

1. Insert your EasyWriter II Housekeeping diskette into drive A and the last newly formatted diskette into drive B.
2. Type **COPY *.* B:** and press **RETURN**.
3. When the DOS prompt is redisplayed, remove the program diskette from drive A and the new working diskette from drive B. Label your new working diskette EasyWriter II Housekeeping.

SAMPLE SESSION

Now that you've made working copies of your EasyWriter II, EasySpeller II, and EasyMailer II program diskettes and have put your original program diskettes in a safe place, you're ready to begin a sample EasyWriter word processing session. Before actually loading EasyWriter II into your computer, let's take a brief look at a few of the keys you'll use.

FUNCTION KEYS The function keys on your computer, labeled **F1** through **F10** or **F12**, are used in conjunction with the **SHIFT**, **ALT**, and **CTRL** keys to activate EasyWriter and EasySpeller II commands. The notation **SHIFT-F1** means that the two keys are used together. **SHIFT** is pressed and held while **F1** is pressed. Then both keys are released. The same is true for **ALT-F2**, **CTRL-F1**, and so on.

A quick reference table of EasyWriter II, EasySpeller II, and EasyMailer II function keys is provided in Table 2-1. A brief description of each of the functions (or operations) is included in the table.

Table 2-1 EasyWriter II, EasySpeller II, and EasyMailer II Function Keys

Key	Function	Description
F1	Acknowledge	Responds to system prompts
SHIFT-F1	Ruler	Adjusts ruler settings (margins, tabs, etc.)
CTRL-F1	Spell Check	Starts EasySpeller II operation
F2	Help	Displays word processing help information
SHIFT-F2	Cancel	Cancels editing changes on displayed page
ALT-F2	Center	Centers text on cursor line
CTRL-F2	Sort	Alphanumerically sorts EasyMailer II data
F3	Character Mode	Editing operations affect one character
SHIFT-F3	Headers/Footers	Used to create page headers and footers
ALT-F3	Cut	"Cuts" selected text for moving or copying
CTRL-F3	Verify	Checks spelling of word at cursor
F4	Word Mode	Editing operations affect one word
SHIFT-F4	Page Parameters	Used to modify page format settings
ALT-F4	Copy	Identifies selected text for copying
F5	Sentence Mode	Editing operations affect one sentence
SHIFT-F5	Paragraph Mode	Editing operations affect one paragraph
ALT-F5	Paste	Reproduces cut or copied text at cursor
CTRL-F5	Mark	Marks (highlights) word during spell check
F6	Line Mode	Editing operations affect one line
SHIFT-F6	Block Mode	Editing operations affect a block of text
ALT-F6	Clear to End	Clears from cursor to end of line

Table 2-1 *EasyWriter II, EasySpeller II, and EasyMailer II Function Keys (Continued)*

Key	Function	Description
F7	Page Mode	Editing operations affect one page
SHIFT-F7	Print Page	Prints displayed page
ALT-F7	Tag for Merging	Tags (or marks) text for document assembly
CTRL-F7	Find Mark	Jumps cursor to next marked word
F8	Adjust	Adjusts (reformats) text after an edit
SHIFT-F8	Stop	Pauses current word processing operation
ALT-F8	Merge	Activates tag/merge operation
F9	Previous	Moves cursor to previous entry (set by mode)
SHIFT-F9	Search	Activates Search and Replace function
F10	Next	Moves cursor to next entry (set by mode)
SHIFT-F10	Go To	Used to display the selected page
INS	Insert	Inserts text or space (amount set by mode)
DEL	Delete	Deletes text (amount set by mode)
CURSOR	Cursor Control	Moves cursor up, down, right, or left
ALT-UP	Screen Down	Scrolls one screen down
ALT-DOWN	Screen Up	Scrolls one screen up
HOME HOME	Cursor Home	Jumps cursor to upper left-hand corner
HOME RIGHT	Cursor Right	Jumps cursor to right margin
HOME LEFT	Cursor Left	Jumps cursor to left margin
ESC	Undo/File	Files document or "undoes" pending command
RETURN	Execute Command	Executes pending command or ends paragraph

TEXT "FONTS" The term *font* applies to different styles of text characters. For example, a boldfaced or underlined character is considered a font character. Table 2-2 contains a list of available fonts and corresponding key sequences.

Table 2-2 *EasyWriter Fonts and Font Control Keys*

Control Key	Font
ALT-B	Boldface
ALT-<->	Underline
ALT-U	Superscript
ALT-D	Subscript
ALT-=	Double Underline
ALT-	Special Font
ALT-/	Overstrike
ALT-N	Return to Normal

The range of text affected by a font key sequence (as well as editing functions such as insert, delete, and copy) depends upon the mode setting. Modes are:

Character	F3	Page	F7
Word	F4	Paragraph	SHIFT-F5
Sentence	F5	Block	SHIFT-F6
Line	F6		

CREATING AND FILING A DOCUMENT In the following EasyWriter II System session, you'll start the EasyWriter II program, open a file folder, and create and save a new practice document. Next, you'll reopen the document, make some changes, and save it again. These activities let you play with several of the EasyWriter II editing functions. By the time you finish the sample session, you'll appreciate how easy EasyWriter II is to use.

1. Insert your working copy of the EasyWriter II/EasySpeller II diskette in drive A and the EWII DATA diskette in drive B.
2. Turn on the computer and monitor power. If power is already on, press the **CTRL ALT DEL** keys simultaneously to restart (or *reboot*) your system. An alternative is to type **AUTOEXEC** and press **RETURN**.
3. Notice that EasyWriter II automatically loads (from the AUTOEXEC.BAT file located on the System diskette), and the Main Menu is displayed.

NOTE

Selection 9, Extended Functions, is included on new versions of the EasyWriter II System containing EasyMailer II.

```
Main Menu                               EW II DOS System 96K 2.0 Sep 26 83
Select Activity: _
1. Edit                                  4. Print                                7. Print Document List
2. Open File Folder                     5. Paginate Document                  8. System Functions
3. Delete Document                      6. Set Date                           9. Extended Functions

                                     No File Folder Open
```

4. Open the built-in (or *default*) file folder (WORDDATA) by typing **2**, pressing **RETURN RETURN**, typing **WORDDATA** as the new file folder name, and pressing **RETURN** again to record WORDDATA as the file folder name.