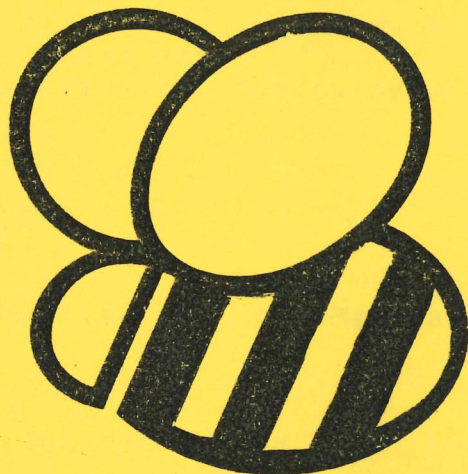


MICROBEE



WORD PROCESSOR

INSTRUCTION MANUAL

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JULY 17th, 1984

USING WORDBEE

This booklet is a guide to the operation of the WORDBEE word processor and is intended to allow the reader to master the system in a very short time.
To enter wordbee type the following word and hit the return key.

EDASM

You are now confronted with the Menu and the screen should look like this

WORDBEE Ver 1.2 (c) MicroWorld 1982 Serial # XXXXXX

File Help	?
Printer Help	.
File Status	@
Load Tape	L
Network	N
Save 300baud	S
Save 1200baud	F
Verify Tape	V
Monitor Level	M
Exit to BASIC	E
Print file	PorF
Count Words	AorZ
Kbd or Print	IorO
Kill File	KIL
(RETURN) to file	

To start a file you simply hit Return now shown as

(RETURN)

(1) CREATING A DOCUMENT

1. To enter the file space from the menu simply press the key

(RETURN)

At any time you wish to set back to the menu Press the key

(LINE FEED)

Once in the file space, you just start typing.

(2) EDITING

A full list of editing commands may be obtained from the menu by hitting either the

? or / keys.

2. To set out of the File Help, again hit the

(RETURN)

You will then be back to the Menu.

CURSOR CONTROL KEYS

To move the cursor, two keys must be pressed, simultaneously. However the control key should be pressed first and remain pressed longer than the other keys.

The commands are:

CTRL E = UP

The control E key moves the cursor up one line.

CTRL X = DOWN

The control X key moves the cursor down one Line.

CTRL S = LEFT

The control S key moves the cursor to the left one space.

CTRL D = RIGHT

The control D key moves the cursor to the right

CTRL A = START OF LINE

The control A key moves the cursor to the start of the current line.

CTRL F = END OF LINE

The control F key moves the cursor to the end of the current line.

CTRL H = BACKSPACE

The control H key has the same effect as the backspace key. This is a non destructive backspace, and in many ways similar to the control S key.

CTRL I = TAB 8

The control I has the same effect as the TAB key and will move the cursor to the right 8 spaces.

CTRL G = GOBBLE

The control G key gobbles up the characters, but the cursor remains in the same place. The Delete key removes the character and backspaces.

CTRL V = TOGGLE INSERT

The control V key changes the cursor to an * and when in this mode allows the text to be inserted in the location shown. A further control V will toggle out of insert and the cursor will be restored.

CTRL N = NEW LINE

The control N key allows a new line of the text to be inserted any where in the file and will move the rest of the text down one line to create a space.

CTRL Q = TOP OF PAGE

The control Q key sets the cursor to the top of the current page on the display.

CTRL J = MENU

The control J key has the same effect as the line feed key, that is to exit the current file and go back to the menu.

CTRL T = TOP OF FILE

The control T key sends the cursor to the top of the current file.

CTRL Z = BOTTOM OF FILE

The control Z key will send the cursor to the bottom of the current file. Since the cursor is on the top of the screen this function will appear to clear the screen.

CTRL R = SCROLL UP

The control R key will scroll through the file. The text will move up through the screen and finally stop at the last pages of the file.

CTRL C = SCROLL DOWN

The control C key will scroll through the file. The text will appear to move down and will stop at the first page of the file.

FILE CONTROL KEYS

The file may be manipulated in several useful ways. A summary is given below:

CTRL L = LOCATE OR REPLACE

The control L key will allow you to find a sequence of characters.

CTRL Y = KILL ENTIRE LINE

The control Y key will remove an entire line of text regardless of the position of the cursor in that line.

CTRL K = KILL REST OF LINE

The control K key will remove the rest of the line from the cursor position.

CTRL M = RETURN

The control M key has the same effect as that of the return key. This will produce a carriage return at the point in which it appears.

PRINTER DOT COMMANDS

The dot commands control the printing of your document. They are called this because of the dot (full stop) preceding the command.

These commands may be placed anywhere in your file but only affect the line immediately following them.

For Printers Help, simply press

. or >

To return to the Menu from the Printers Help, hit the return key.

<RETURN>

The Dot Commands are as follows

.LM#xx = LEFT MARGIN

This command specifies the number of spaces the printer will move before printing the line. The "xx" is the number of spaces, and, if not specified the default value is .LM#0.

.LS#xx = LINE SPACE

The line space allows you to specify the number of spaces between lines. The default value is .LS#1 but double spacing can be achieved by using .LS#2 and so on.

.LL#xx = LINE LENGTH

The line length specifies the number of characters and spaces in a line of text. The default value is .LL#75

.JY = JUSTIFY RIGHT MARGIN

This command adds spaces between words to ensure that all of the text is lined up with the right hand margin.

.JN = JUSTIFY RIGHT NO.

This will turn off the justify right command and the text will appear as typed.

.NP = NEW PAGE

If a page is to be started at a certain point in the text, the .NP command will force a new page.

.PL#xx = PAGE LENGTH

Since most pages of the text may have a set number of lines, the page length can be changed to suit. The default value (.PL#56) is 56 lines.

Note the page length plus the page gap become the total page form length, when changing the page length it is necessary to also alter the page gap. So that the sum of

Page length	=	56
Plus Page Gap	+	10
= Form Feed length	=	66 lines

.PG#xx = PAGE GAP

This specifies the number of lines to be skipped between pages. The Default Value (.PG#10) is 10 lines.

.ES = ESCAPE SEQUENCE

The line following the .ES command is a decimal or sequence of numbers which are interpreted by the printer as a control command.

Although this varies from printer to printer the commands are similar.

**.ES = SHIFT OUT
14**

The decimal number 14 is preceded by a space and has the effect of changing the printer to the large characters.

**.ES = SHIFT IN
15**

The decimal number 15 is the code to shift the printer back to the normal character set.

For further information consult Wordbee User's Manual