ACORNSOFT

VIEW
Guide

A guide to the VIEW Word Processor
for the BBC Microcomputer

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The VIEW Word Processor was designed and developed by Protechnic Computers Limited, Cambridge, England.

The VIEW Guide was written by Information Transfer Limited, Cambridge, England.

Contents

Introduction

Commands

Immediate commands

These are used in text mode and take effect immediately they are given. Most immediate commands are given through the red function keys at the top of the keyboard.

Stored commands

These are also used in text mode, but have no immediate effect, except for the placing of the appropriate code letters in the left margin. Stored commands take effect only when the document is being printed.

Command mode commands

These are given in command mode and control general functions such as recording and printing.

Presentation of commands

In this manual, commands shown reversed out, eg RETURN mean 'press the key named'. commands in ordinary upper case refer you to the function key card which shows the f key to be pressed; curved brackets mean 'type the information described within the brackets'; other words and numbers in computer typeface should be typed exactly as shown *including spaces*.

Examples of presentation

EDIT COMMAND TM RETURN(number of lines)

means press the EDIT COMMAND key (SHIFT f8); type T. type M; press RETURN; type a number.

 CHANGE (old word) (new word) 1 2 RETURN

means type the word CHANGE; type a space; type the old word; type a space; type the new word; type a space; type 1 ; type a space; type 2 ; press RETURN.

Useful hints

The **BREAK** key

Pressing the key leaves the system in command mode, exactly as shown on page 3, including the No text message, which means that your text has vanished. To recover text lost in this way type OLD and press RETURN.

Screen placing

You may find that the screen image is too high for you to read the top line. To lower the image type *TV 255 RETURN and MO D E 3 RETURN. To stop the flicker type * T V 0 RETURN, 1 MODE 3 RETURN. To cure both problems type * T V255, 1 RETURN and MODE3 RETURN. Note that * T V commands are only effective after a MODE command is given (not necessarily MODE 3).
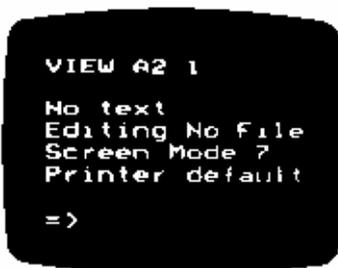
BASIC

To use BASIC instead of VIEW, type * BASIC RETURN. To change back to VIEW type *WORD RETURN.

1 Start-up

To get into VIEW type *WORD RETURN.

Command mode

```
VIEW A2 1

No text
Editing No File
Screen Mode 7
Printer default

=>
```

VIEW 2.1is the version of VIEW you are using.

No text means that no text has yet been typed in or loaded from tape or disc.

Editing No File means that no file is being edited. If you LOAD a file from disc or tape, the display changes to Editing (filename) .

Screen Mode 7 gives you 24 lines of 34 characters. For more information on modes, see page 34.

Printer Default means that the built-in printer driver (ie a program to operate the printer) is operating. For more information see page 43.

= > indicates where commands are typed in.

Note that at start-up 'caps lock' is on. To turn it off press the *CAPS LOCK* key.

Changing modes

To switch between command mode and text mode press *ESCAPE*. Note that you cannot switch to text mode if there is no text. Either load text from disc or tape or type NEW and press RETURN. The display will then change from No text to Bytes free . . .

Bytes free . . . shows the amount of memory free for you to use. As a rough guide one byte corresponds to one character (ie one letter, number, sign or space).

Text mode

FJ .......*.......*.......*.......*. <

   _
****

The ruler controls the width and tabbing of the column of text typed under it.

F means format. When F is shown at top left on the screen, words which overshoot the right margin are transferred whole to the next line.

J means justified. When J is shown at top left on the screen, the spaces in a typed line are adjusted to make all lines of equal length.

* is a TAB stop.

< is the right margin.

_ is the cursor.

The row of asterisks marks the end of the column of text, or text area. To move the asterisks down the screen at start-up, press RETURN a few times.
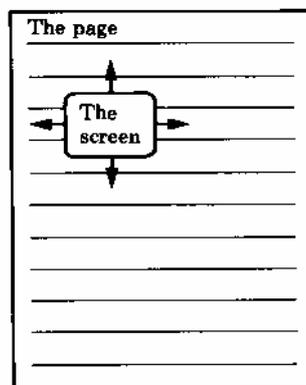
The screen operates as if it were a window looking on to a much larger page. Use the arrow keys to move the screen over the page.

2 Immediate Commands

Moving the cursor

TOP OF TEXT moves the cursor to the first character of the text (even if that happens to be part of a user-defined ruler).

BOTTOM OF TEXT moves the cursor to the space after the last character on the lowest line, above the row of asterisks.

BEGINNING OF LINE moves the cursor to the first character position in the current line.

END OF LINE moves the cursor to the space after the last character in the current line.

GO TO MARKER moves the cursor to a marker already set with the SET MARKER command. To set markers, see page 9. Press GO TO MARKER followed by the number of the marker required.

Under normal operation the arrow keys (to the right of the keyboard) move the cursor one space in the direction indicated. When used with the SHIFT key the horizontal arrow keys cause the cursor to jump from word to word and the vertical arrow keys cause it to jump the height of the screen, up or down.

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten-ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Lines

INSERT LINE inserts a blank line above the line which the cursor is OR
DELETE LINE deletes the line which the cursor is OR

SPLIT LINE splits off the part of the line to the right of the cursor (including the character above the cursor) and places it on a new line inserted immediately below. This command will not work if there is a stored command on the line concerned.

CONCATENATE LINES joins the line below to the line which the cursor is oIl, and closes up the text below. To concatenate, place the cursor anywhere on the upper of the two lines. Then press CONCATENATE LINES. This command will not work if there is a stored command on either of the lines concerned. If the two lines together total more than 132 characters, the lines will not be concatenated and the computer will bleep.

| CTRL ▸ | Delete Block | Next Match | Format Mode | Justify Mode | Insert Mode | Default Ruler | Split Line | Concaten-ate Lines | Mark As Ruler | |
| SHIFT ▸ | Move Block | Swap Case | Release Margins | Delete to Char | H'light 1 | H'light 2 | Gob to Marker | Set Marker | Edit Command | Delete Command |

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Deletion

DELETE CHARACTER deletes the character above the cursor and closes up the gap.

DELETE (ie the black delete key) deletes the character to the left of the cursor but does not close up the text.

DELETE END OF LINE deletes the character above the cursor and all characters to the right of the cursor on that line.

DELETE UP TO CHARACTER deletes the character above the cursor and all characters to the right of it on that line up to a specified character.

To use the command, place the cursor at the start of the deletion. Then decide which character should end it (or insert a special one for the purpose). Then press DELETE UP TO CHARACTER (SHIFT f3) followed by the character. If the character occurs several times together, the system will delete all of them.

DELETE LINE deletes the line which the cursor is on.

DELETE BLOCK - see page l0.

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Insertion and swapping case

INSERT CHARACTER inserts a space at the cursor, moving existing text to the right (For example: P R <u>N</u> T becomes P R_NT.)

INSERT MODE causes the letter I to appear at the top left of the screen. Any characters typed in will then appear at the cursor, and text will move right to accommodate them To return to overtype mode, press the key again.

INSERT LINE inserts a blank line above the line which the cursor is on. SWAP CASE changes the case of the character above the cursor (ie capitals to small, or small to capitals), and moves the cursor right.

CTRL ▸	Del ete Blo ck	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▸	Mo ve Blo ck	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Markers

SET MARKER Markers may be set singly or in pairs to define a block of text to be moved, copied or deleted. They are identified by numbers 1 to 6. Markers 1 and 2 are shown as inverse characters in modes 0 to 6, and as a square in MODE 7. Markers 3 to 6 are not displayed, but you can find their positions by using the GO TO MARKER command (*SHIFT f6* followed by the marker number). A message in command mode indicates which markers have been set.

To set a marker.

- Move the cursor to the place where you want the marker.
- Press SET MARKER (M K appears at top left on the screen.)
- Press a number 1 to 6.

To clear markers 1 and 2:

- Press to ESCAPE enter command mode.
- Type CLEAR RETURN.

Markers 3 to 6 cannot be cleared, but have no effect on the text They can be deleted with DELETE CHARACTER (*f9*).

CTRL ▶	Del ete Blo ck	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▶	Mo ve Blo ck	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Block operations

To delete a block of text

Set marker 1 at the first character of the text to be deleted, and marker 2 at the
space after the last character.

Press DELETE BLOCK (CTRL f0, not the black DELETE key).
To move a block of text
Set marker 1 at the first character of the text to be moved and marker 2 at the
space after the last character.

Place the cursor on the line you want the text to move to. This may be anywhere
except between the two markers.

Press MOVE BLOCK (SHIFT f0).

To copy a block of text

Set marker 1 at the first character of the text to be copied and marker 2 at the
space after the last character.

Place the cursor on the line where you want the copy to appear. This may be
anywhere except between the two markers.

Press COPY (at bottom right of the keyboard).

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

The ruler

```
FJ ........*.......*.......*.......*.......*.......*.......*.......*.<
     _
*********************************************************
```

This is the default ruler for MO D E 3; it is 74 characters wide. ('Default' means that it is what the system gives you unless you request something different.) The default ruler for the 40 character line is 34 characters wide.

The dots indicate spaces. The * characters are TAB stops. The < is the right margin stop, marking the last character position in the line. Y ou may also set a left margin stop using the character > . You may use up to 128 rulers in a document.

The system obeys the last ruler above the line which the cursor is on.
For the effect of the ruler, see 'Formatting and justification' (page 13).
To obtain a default ruler for a given text mode press DEFAULT RULER (CTRL f5).

To copy the current ruler - press SHIFT and COPY.

CTRL ▸	Del ete Blo ck	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▸	Mo ve Blo ck	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

To alter a ruler - place the cursor on it and use the normal commands, such as INSERT CHARACTER to lengthen it, and DELETE CHARACTER to shorten it. Similarly you may delete asterisks and type new ones in to adjust TABs. You may delete margins and enter new ones using > (left) and < (right).

To make up your own ruler place the cursor on the line where you want the ruler, and press MARK AS RULER (CTRL f8). Two dots (. .) appear in the left margin and the line becomes a ruler. To operate TABs and formatting, you have to include * and < in your line. Y ou can also include character b which causes a bleep when the cursor passes it. Any spare space in the line you should fill with dots.

The ruler may be 132 characters wide in any mode. How many characters are displayed on the screen at any time depends on the mode - 74 characters are displayed in MO D E 3.

CTRL ▸	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten-ate Lines	Mark As Ruler	
SHIFT ▸	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Formatting and justification

FORMAT MODE switches formatting on and off. Formatting relates the length of text lines to the current ruler. Press FORMAT MODE (CTRL f2) to enter format mode (F is displayed at top left). Press FORMAT MODE again to leave format mode (nothing is displayed) . In format mode, when text is typed in, any word which overflows the right margin is transferred whole to the following line. In effect, switching off formatting releases the right margin only.

JUSTIFY MODE adjusts the spaces in the lines so that all lines which reach the right margin are of the same length, ie the right margin is justified. Press JUSTIFY MODE (CTRL f3) to enter justify mode (J is displayed at top left). Press JUSTIFY MODE again to leave justify mode (nothing is displayed).

When both F (format mode) and J (justify mode) are displayed, and text is typed in, any word which overflows the right margin is transferred whole to the following line, and the spaces in the upper line are adjusted to justify the lines.

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Formatting and margins

FORMAT BLOCK formats a paragraph or block Place the cursor anywhere on the top line and press FORMAT BLOCK (f0). This will work only if VIEW is in format mode, and the text will be justified or not according to whether the system is in justify mode. The formatting will continue down the paragraph or block until it encounters a blank line, a stored command, or a space or TAB at the beginning of a line. Do not attempt to format a paragraph in which more than one TAB has been used.

FORMAT BLOCK can be used to alter the width of a column of text To do this, first change the ruler above the text. Then use FORMAT BLOCK.

RELEASE MARGINS (SHIFT f2) releases both margin stops and turns off formatting. Press the key again to restore them. You can use this command to enter text to the left of the left margin stop by releasing margins, typing in the text, and restoring them again. This can be useful for side headings in a report.

To format the whole of the text in memory, or of several paragraphs, see page 40.

| CTRL ▶ | Delete Block | Next Match | Format Mode | Justify Mode | Insert Mode | Default Ruler | Split Line | Concaten-ate Lines | Mark As Ruler | |
| SHIFT ▶ | Move Block | Swap Case | Release Margins | Delete to Char | H'light 1 | H'light 2 | Gob to Marker | Set Marker | Edit Command | Delete Command |

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

TAB stops and characters

Pressing TAB appears simply to move the to the space below the
next asterisk on the current ruler. In fact, each is pressed, an invisible
TAB character is inserted into the text like this:

.. ..ˑ*....ˑ*...............ˑ*.........ˑ*.......ˑ*......ˑ*......ˑ*......ˑ*......*.<
                               Text begins here
        (Three TAB characters)

TAB characters vary in length according to the setting of the asterisk T AB
stops.

To insert TAB characters in existing text (ie to move the text one TAB
right) :

- Place the cursor to the left of the text.
- Press TAB.

To delete the rightmost TAB character in existing text (ie to move the text one
TAB left).

- Place the cursor to the left of the text.
- Press DELETE CHARACTER and the whole TAB character is deleted.

TAB characters and formatting
VIEW will not format a line starting with spaces or a single TAB. This can be
used to protect tables from the effects of formatting commands.

If you have used more than one TAB character in a line, you should not attempt
to use the FORMAT BLOCK command, since it will reformat the TABs.

Moving the cursor to a point within a TAB character
While the character is in place, this cannot be done. If you use the arrow keys, the cursor jumps from one TAB characterto the next. You should use the arrow keys to move the cursor up to the beginning of the TAB character, then press the Space Bar to insert as many spaces as you need to get to the point you require.

Note: Ifyou have inserted TAB characters into a line, and then type over the line again, as you approach the first TAB character, VIEW moves it and the rest of the line that follows a TAB space to the right. If you no longer require the TAB character, you can remove it by pressing DELETE CHARACTER (f9) and the text will close up to the cursor.

Alternative TAB

The command FIELD allows you to give another character the function of the TAB.

Switch to command mode by pressing ESCAPE.

Then type FIELD (ASCII* number of the required character) RETURN

For example FIELD 32 RETURN turns the Space Bar into a TAB key. This is useful when typing columns of figures.

* Note: For an explanation of ASCII codes see the *BBC Microcomputer System User Guide.*

3 Stored Commands

Stored commands are entered in the left margin, to be used later when the document is printed. Some are used on their own, and some with a number or text beside them.

Using a stored command on its own, press:

EDIT COMMAND (command code) RETURN

For example:

EDIT COMMAND P E RETURN

P E stands for page eject.

Using a stored command followed by characters, press:

EDITCOMMAND (command code) RETURN (characters)

For example page eject if less than ten lines remain on the page:
EDIT COMMAND P E RETURN 10

For example set a page length of 45 lines:

EDIT COMMAND P L RETURN 45

For example centre the word 'Title' between the margin stops:

EDIT COMMAND C E RETURN Title.

To delete a command place the cursor on the same line as the command and press DELETE COMMAND.

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten-ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Lines and page length

Centre line
Centres the text that follows this command in relation to the left and right margins.
Code: C E
Use EDIT COMMAND CE RETURN (text to be centred)

Right justify
Aligns the text that follows this command with the right margin.
Code: R J
Use EDIT COMMAND RJ RETURN (text to be ranged right)

Left justify
Can be used to align text with the left margin and to print out the values of number registers. For an explanation of this, see page 33.
Code: L J
Use EDIT COMMAND LJ RETURN (text to be ranged left)

Page length
VIEW assumes a page length of 66 lines, unless told otherwise.
Code: P L
Use EDIT COMMAND P L RETURN (number of lines)
The maximum page length that may be set is 255 lines.

Line spacing
The system assume s solid text
Code to insert blank lines for double spacing etc: LS
UseEDIT COMMAND LS RETURN (number of lines spacing)

Ejecting pages

Page eject
Causes the printer to eject the page.
Code: P E

To eject the page at the point where the command is entered:
EDIT COMMAND P E RETURN

To eject the page when the number of lines specified or less remain on the page:
EDIT COMMAND PE RETURN(number of lines)

Eject to odd or even page number
Codes: O P and E P

These commands make it possible, for example, to ensure that all chapters start on a right.hand page. The method is first to ensure that the page counter (register P) starts at 1 for the first chapter (see page33 for registers), and then at the end of each chapter to use code OP instead of the usual PE. If the page (register P) happens to be even, the page ejects as usual If it is odd, there is an additional page eject, so that the next chapter can start on an odd page.
To cause all chapters to start on a left-hand page, use E P instead of OP.
Formally, either OP or EP causes a page eject, plus an additional page eject if the page number after that ejection is not odd (with OP set) or not even (with EP set).

The codes are set with:
EDIT COMMAND O P RETURN
EDIT COMMAND E P RETURN

Page layout

An example of VIEW's standard page layout is shown below. At the top of the page is a top margin of four lines. Below it is the header line which can have one or all of a left component, a central component and a right component. Below the header is a header margin - the default for this is also four lines.

Similarly there is .a bottom margin and a footer margin - of four lines each. Although our example shows a page length of 35 lines, the default page length is 66 lines. This default layout is designed to conform to the standard format for business letters.

___	Top margin, four lines
___	
___	
___	
___	Header, one line
___	Header margin. four lines
___	
___	
___	

Creative Graphics - First draft

Lissajoux figures

Lissajoux figures are fascinating patterns that can form the basis for "any weird and wonderful programs. The method for drawing Lissajoux figures is similar to the polar-coordinate method for drawing a circle.

For the circle, the angle from which the x and y-coordinates are derived is the same. Different Lissajoux figures are obtained when these angles are out of phase.

There are many ways in which the basic Lissajoux patterns can be enhanced . Here is a program that uses straight lines to join the points that trace out two intermeshing figures. The pattern obtained depends on the random numbers chosen at lines 50 and 60.

___	Footer margin four lines
___	
___	
___	
___	Footer one line
___	Bottom margin, four lines
___	
___	
___	

Page 25
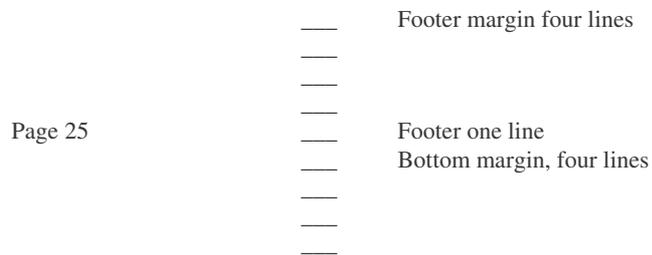
Example of page layout

Overleaf is a sample page showing the text from the previous page printed out using different page layout commands from the default settings. The list of stored commands at the top of the file would be as follows:

TM 3
DH /Creative Graphics//Final draft/
HM 3
PL 30
DF //Volume 1, page | P//
F M 3
BM 3

The printed page looks like this:

Lissajoux fiqures

Lissajoux fiqures are fascinatinq patterns that can
form the basis for many weird and wonderful
proqrams. The method for drawinq Lissajoux fiqures
is similar to the polar-coordinate method for
drawing a circle.

 For the circle, the anqle from which the x- and
y-coordinates are derived is the same. Different
Lissajoux fiqures are obtained when these anqles
are out of phase.

There are many ways in which the basic Lissajoux
 patterns can be enhanced. Here is a proqram that
 uses straiqht lines to join the points that trace

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out two intermeshinq fiqures. The pattern obtained
depends on the random numbers chosen at lines 50
and 60.

Page layout commands

Top margin
Code to adjust the top margin: T M
(The top margin is between the top of the page and the header.)

Use EDIT COMMAND T M RETURN (number of lines)

Header margin
Code to adjust the header margin: H M
(The header margin is between the header and the text.)
Use EDIT COMMAND H M RETURN(number of lines)

Bottom margin
Code to adjust the bottom margin: B M
Use EDIT COMMAND BM RETURN(number of lines)

Footer margin
Code to adjust the footer margin: M
Use EDIT COMMAND FM RETURN (number of lines)

Left margin
A general instruction can be entered which sets the left margin for the whole document.
Code to adjust the left margin: L M
Use EDIT COMMAND LM RETURN(number of spaces)

Note that the L M command controls printing only, and has nothing to do with the margin stops as set in the ruler. VIEW assumes no left margin at all on printing unless this is altered with LM.

Headers and footers

You may define headers and footers, so that every page of your document has the same headers and footers printed on it automatically. Headers and footers have left, centre and right components. The maximum length of a header or a footer is 63 characters.

Defining headers and footers

Define header
Code: D H
Use EDIT COMMAND D H RETURN / left text/ centre text/ right text/

Define footer
Code: D F
Use EDIT COMMAND D F RETURN / left text/ centre text/ right text/
Once headers or footers are defined, they will appear automatically on all pages unless you turn them off.

To miss out a component of a header or footer, type two slashes together. For example:
EDIT COMMAND DH RETURN //Project 5//
(This has a centre component only.)

Note: Although a slash (/) is shown above for separating components, you may use any punctuation characters, as long as you use the same one all the way through It will be treated as a spacer only.

Turning headers off or on
Code: H E
Use EDIT COMMAND H E RETURN 0
To turn them on again, replace 0 with 1. (The default is on.)

*Turning footers off or on*
Code: F O
Use EDIT COMMAND FO RETURN 0
To turn them on again, replace 0 with 1. (The default is on.)

With both headers and footers turned off VIEW prints a single blank line in the header position and a single blank line in the footer position.

Two-sided documents

When processing books you might want headers and footers to appear on alternate sides of right and left-hand pages. For example, page numbers normally appear in the outer margins, and chapter and book titles are often arranged like this:
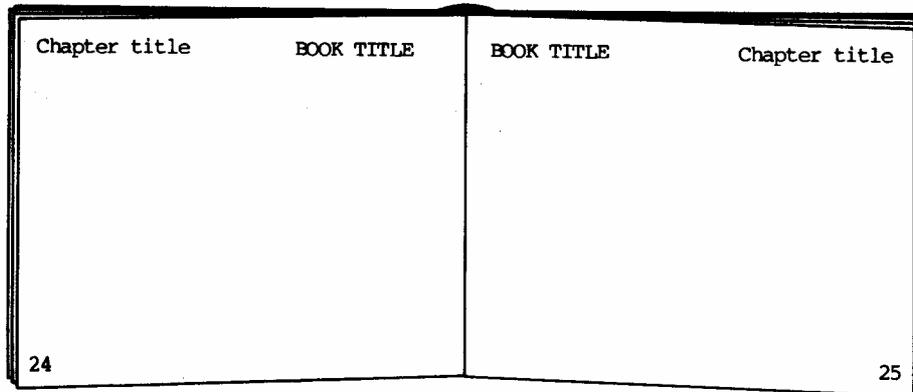
In this case, use the 'two-sided' command, T S as follows:

Code: TS
Use EDIT COMMAND T S RETURN 1
To cancel, replace 1 with 0 (The default is off.)

When using this facility, the left component and right component defined by D H or D F will exchange on each page eject PE.

You can also use this command to increase the left margin on right-hand pages to make room for the binding.

Use EDIT COMMAND T S RETURN 1 (number of increased spaces in margin)

For example: T S 1 15 would turn on the two-sided document facility with 15 extra spaces in the left margin of right-hand pages.

Macros

If you need to print any block of text more than once, VIE W allows you to define it as a macro, giving it a two-letter name. You can then use it, as often as you like by entering its name in the margin, exactly as you would a stored command.

Codes to define macros: D M and E M (ie 'define macro' and 'end macro')

To define a macro
Type EDIT COMMAND D M RETURN A B
(A B represents a two-letter name for that macro. Y ou may use any two-letter name which is not a command code already.)

Type in the macro, using text and/or commands.

Type EDIT COMMAND E M RETURN to end the macro.

To use a macro
Place your chosen two-letter name for that macro in the margin, as if it were a normal stored command. Names of macros should not duplicate stored commands; ie use letters which are not in the list of stored commands.

Use EDIT COMMAND A B RETURN
Note: You are not allowed to use a macro within a macro.
Number registers (see page 33) may be used in macros, with such commands as R J , C E and LJ.

Macros with parameters

A powerfulfeature of VIEW's macros is that you can modify them each time you use them. In effect you leave gaps in them and fill in the gaps when printing. In this way it is possible to construct a standard text and print it out many times. The method is as follows.

The macro is defined as on page 26, but some words in it are replaced by up to ten symbols @0, @ 1 , @ 2 . . . @9.

Each time the macro is used, these parameters are supplied in the form of a list of words accompanying the name of the macro. The parameters for any printing of a macro must be separated from each other by commas. If you wish to include a comma within a parameter you must enclose the parameter within angle brackets.

Macro example

Suppose we wish to send a letter to applicants for a course. Below is a typical letter of this kind. Following it is the equivalent macro, with codes inserted to mark the positions the parameters will occupy.

Mr A B Carter   15 Sept 1984
10 O1d Street
Newtown CX3 9JJ

Dear Mr Carter
Thank you for your application. We
confirm your enrolment for the
Intermediate Course C . Your student
number is 552.

You wi11 receive further details in
a few days. Meanwhile will you please
send the acceptance payment as shown
in our brochure, of £22.50.

If you have any queries p1ease
address them to Dept 4B.
Yours sincerely

Here is the macro you would use to draw up the standard letter:

```
DM L L
@0                                      @1 Sept 1984
@2
@3

Dear @4

Thank you for your application. We
confirm your enrolment  for the
Intermediate Course @5.  Your student
number is @6.

You will  receive further details  in
a few days. MeanwhiLe will you please
send the acceptance payment as
shown in our brochure,  of @7.
If you have any queries please
address them to Dept @8.

Yours sincerely

E M
```

Calling the macro

The macro is named as LL by the D M stored command, and it is ended by the E M command. By itself it will not print out, but when its name is entered in the margin like a stored command, with a line of parameters beside it, any number of individualised letters can be printed.

Typical parameter lines for this letter are shown in the following macro 'calls', in which the macro 'LL' is called three times.

LL Mr A B Carter,15,10 Old Street,Newtown CX3 9JJ,Mr Carter,C,552,£22.50,4B

(which would reproduce the letter above)

LL Ms Jane Brown,15,The Cottage,<Stenby, Powys>,Ms Brown,B,453,£19.25,9A

LL Mr P Flood,15,6 West Road,Thorpe CS1 6UV,Mr Flood,A,201,£40.50,22

Each of the items enclosed by commas corresponds in order to each of @ 0, @ 1 , @ 2 , @ 3, @ 4, @ 5 , @ 6, @ 7 and @8.

Note the angle brackets in the second example, enclosing a parameter which includes a comma. Note also that all parameters must be on the same line, the maximum length for a line in VIEW being 132 characters.

If you wish to ignore one of the parameters, use commas as appropriate. For example, a one-line address can be dealt with as follows:

 LL Mrs C Martin,15,Room 12,,Mrs Martin,C,553,£22.50,4B

When printing out, the macro can be made into one file and the calls and parameters into another. For example the macro could be in a file called L e t t e r and the calls and parameters in a file called L i s t , or several files called L i s t 1 , L i s t2, L i s t 3 . . . etc. To print out use:

 PRINT Letter List1 List2 List3 List4 RETURN

Highlights 1 and 2

The highlight commands 1 and 2 mark parts of the text which are to be printed in a special way.

The printer is controlled by a printer driver program - either the default printer driver contained in VIEW or a driver designed to run a specific printer. Specific printer drivers are known by the name of the printer (eg RICOH and have to be loaded from a disc or tape.

The highlight commands send codes to the printer driver, which converts them into instructions for the printer. In the default mode, HIGHLIGHT 1 sends code 128 and HIGHLIGHT 2 sends code 129. Provided the correct printer driver program has been loaded, and the printer is capable of responding to the instructions, HIGHLIGHT 1 results in underlined type and HIGHLIGHT 2 in bold type.

Some printers however are capable of special effects other than underlining and bold - for example special typefaces or superscripts. If a printer driver program has been written for such a printer, other codes will have been allotted to each of these effects.

The advantage of this system over sending control characters direct from VIEW to the printer is that it enables you to print your text on different printers simply by changing the printer driver.

In order to use the highlight commands to send these alternative codes to the printer driver therefore, it is ne cessary to switch the highlight commands temporarily from codes 128 and 129 to the other numbers which are built into the driver. This is done with the H T command, as described overleaf.

CTRL ▶	Delete Block	Next Match	Format Mode	Justify Mode	Insert Mode	Default Ruler	Split Line	Concaten- ate Lines	Mark As Ruler	
SHIFT ▶	Move Block	Swap Case	Release Margins	Delete to Char	H'light 1	H'light 2	Gob to Marker	Set Marker	Edit Command	Delete Command

	Format Block	Top of Text	Bottom of Text	Delete end line	Begin Line	End Of Line	Insert Line	Delete Line	Insert Character	Delete Character

Marking highlight 1

Place the cursor under the first character of the text concerned and press HIGHLIGHT 1.The text will move right and an underbar will appear.

Move the cursor to the space after the last character of the text concerned and press HIGHLIGHT 1 again. A second underbar will appear and if there is any text to the right it will move to make room for the underbar.

When printed the text between the underbars will be in the highlight 1 mode, ie unless the effect has been changed with the H T command, it will be underlined.

Marking highlight 2

Follow the same procedure as for highlight 1. Instead of an underbar the marker in the text is an asterisk In the default mode this will result in bold type.

Resetting the highlight commands

Code: H T

Use EDIT COMMAND H T RETURN 1 (new code)

EDIT COMMAND H T RETURN 2 (new code)

For example to change highlight 1 from code 128 to 130 use H T 1 130.

To restore the default codes simply use H T again with codes 128 and 129.

For further details on printer drivers and highlight codes see the booklet issued with the printer drivers.

Number registers

VIEW has 26 number registers, labelled A to Z. Register P counts pages and L counts lines. Others can be allocated as you wish, and all can be set and reset.

To set Or reset use

EDIT COMMAND SR RETURN (Letter number)

For example s R A 1 0 sets register A to the value 10.

Instead of a numberyou may use an expression such as A = A + 15, which must be expressed as follows:

SR A ¦A+15

(ie A followed by a space followed by the vertical bar followed by A+15).

You may print out number register values by including their symbols (A to Z) in the following commands, preceded by the vertical line symbol.

D H (define header)   R J (right justify)
D F (define footer)   L J (left justify)
C E (centre)

For example, ifyou type EDIT COMMAND D F RETURN/ / ¦ P / / early in the document, each time a footer is printed it will show the page number- the value of P. You can set the page number to start at whatever number you wish, using the S R command.

The command L J (left justify) exists largely for the purpose of printing out register values, since VIEW justifies left by default.

For example L J ¦ L would print out the value of register L on the left. You can also include text: L J LINE ¦ L would print the value of the L register, which is the line number on the page concerned, preceded by the word 'LINE'. C E and R J are used similarly.

Note: In MODE 7 the vertical bar is displayed as ▌▌ .

4 Command Mode Commands

Screen modes
VIEW allows you to use any one of eight different screen modes. The maximum number of displayed characters and lines in each mode in VIEW is as follows.

Mode	Characters	Lines	Mode	Characters	Lines
MODE 0	74	31	MODE 1	34	31
MODE 2	16	31	MODE 3	74	24
MODE 4	34	31	MODE 5	16	31
MODE 6	34	24	MODE 7	34	24

To switch to another mode, type

MODE (mode number) RETURN

Different modes require different amounts of memory. If you are running out of memory (for example if you attempt to LOAD a file and are told that there is Not enough memory) it may be possible to change modes and solve the problem. For example if you run out of memory in this way in MODE 3 you will have ample memory left in MODE 7. VIEW is sometimes able to save a file, but not to reload it through lack of memory; changing modes may solve this problem too.

If you request a change of mode and there is not sufficient memory to accommodate your text in the mode you have asked for, the computer will reply Not enough memory and leave the mode as it is.

Clearing text from memory

Type N E W RETURN. All text is cleared but No text is not displayed, since a single RETURN is left, to enable you to switch immediately to text mode.

Using disc

SAVE (filename) RETURN records the named file on to the disc.

If a file of that name is already on the disc, it is overwritten. When a file is named in the screen message in command mode (Editing file . . .) you can save the text in memory under that filename by typing

SAVE RETURN

WRITE (filename)RETURN has the same effect as SAVE (filename RETURN, except that it is slower.

To record part of a file only, set markers 1 and 2 at the beginning and end of the part you wish to record (to set markers, see page 9). Then type

WRITE (filename) 1 2 RETURN

LOAD (filename) RETURN reads the contents of the file named and places them in the computer' s memory. Any text in memory is replaced by the contents of the file. L O A D can be abbreviated to L.

READ (filename) RETURN reads the contents of the file named and places them in the computer' s memory.

If there is text already in memory, the new file will be added to it, in so far as memory space allows. If there is no text in memory remember to type NEW RETURN before using READ.

You can also instruct VIEW to read a file into the middle of the text you are currently writing. To do this mark the place where you want the new material by setting marker 1, and type

READ (filename) 1 RETURN

To check the files on a disc, type

* . RETURN or * CAT RETURN

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Locking files
To lock, type

*ACCESS (filename) L RETURN

To unlock, type

*ACCESS (filename) RETURN

Note: Filenames can have up to seven characters, letters or numbers. They should not include spaces or punctuation marks. See the *Disc Filing System User Guide.*

Editing BASIC programs

VIEW allows you to read programs written in BASIC into memory. This can be convenient both for editing BASIC programs, and if you want to quote from BASIC programs within the text you are writing. The one restriction is that the BASIC program may not have lines longer than 132 characters.

To place the BASIC program in a file which VIEW can read
Type: *BASIC RETURN   (To get into BASIC.)
Type: LOAD "(filename)" RETURN   (To load the BASIC program.)
Type: *SPOOL (newfile) RETURN (To create a new file.)
Type: LIST RETURN   (To get the program into the
               new file.)
Type: * SPOOL RETURN   (To close the new file.)

To read it into VIEW and edit it
Type: * WORD RETURN   (To get into VIEW)
Type: NEW RETURN   (To clear text.)
Type: READ (newfile) RETURN   (Do *not* use LOAD.)

You can now edit the program and SAVE it back to the new file or any other.

To use the edited version as a BASIC program
Type: * BASIC RETURN
Type: *EXEC (newfile) RETURN

The program is now back in memory and can be listed and run.

Continuous processing (discs only)

This is an alternative to the LOAD . . . process . . . SAVE sequence, which is
useful where you have to reprocess a lot of material that is already on disc. It
also allows you to process files that are too large for the computer's
memory.

The command EDIT causes the computer to read material from one named file,
allows you to edit it, and pass it to another, all in a continuous flow. Before you
begin the process, therefore, you should make sure that there is plenty of room
left on your disc for the extra file that will be created.

The recommended sequence is as follows.

If you have material in the computer' s memory which you wish to preserve,
S A V E it now.

Check the files on your disc. Type

* . RETURN or * CAT RETURN

Are there any files you want to delete? If so type

*DELETE (filename) RETURN

Compact your disc. This rearranges the files as economically as possible.
Type

* COMPACT RETURN

Warning: Compacting destroys any text currently in the computer' s memory.

You are now ready to start the E D I T procedure, by reading in your file and
giving a name to the file to which the text you are processing will go. Type

EDIT (file-in) (file-out) RETURN

(In our example, 'file-in' and 'file-out' represent the names of the files. Remember not to use punctuation in filenames.)

The system reads text in from your file ('file-in'). You process it When you are ready to go on to the next part, you type

MORE RETURN

The text you have processed is written into your'file-out' and new text is read in from your file-in' .

When you wish to stop editing, even if you have not finished the document, type

FINISH RETURN

and the text in memory is put into your 'file-out'. Any unread text left in 'file-in' is read and transferred to , file-out'.

You are now left with two files, the original file ('file-in') and the revised one ('file-out'). If you no longer need the original type

*DELETE (file-in) RETURN

The command QUIT is an alternative to FINISH, which simply abandons the editing, leaving the 'file-in' intact, but , 'file-out' incomplete. You should delete 'file-out'.

Using cassette

If your computer is set up for disc, and you wish to use tape, type

* TAPE RETURN

To record files

Make sure there is a blank tape in the recorder. Type

SAVE (filename) RETURN

The 'cassette motor' lamp comes on. The message appears on screen:

RECORD THEN RETURN

Press RECORD on your cassette recorder and RETURN on the computer. When the prompt (=>) returns the file is recorded.

If,your cassette recorder has no motor control (REM) socket, stop it quickly. (If it has a REM connection, it will stop automatically.)

To record part of a file
To record part of a file use the WRITE command. WRITE has a similar effect to SAVE, but is most often used to record a marked block of text. Set markers 1 and 2 at the beginning and end of the part you wish to record, and then type

WRITE (filename) 1 2 RETURN

To read files
Wind back the cassette to the appropriate point.

Type
N E W RETURN

READ (filename) RETURN

The 'cassette motor' lamp comes on.

Press PLAY on the cassette recorder. Depending on the cassette recorder, you may hear high. or low-pitched sounds. When the prompt (= >) returns the file has been read in. This procedure deletes any text currently in memory and replaces it with the new file.

WRITE can also be used in a procedure to avoid certain problems which can occur when printing from cassette files. This is described in chapter 7 of *Into VIEW*.

READdoes not delete text currently in the computer' s memory, but adds to it, in so far as memory allows.

To read a file into a specific place in existing text
Set marker 1 at the place where you want the file read in. Use the procedure above, except that the READ command is in the form

READ (filename) 1 RETURN

Note: F ilenames can have up to ten characters, and must start with a letter. They must not include spaces or punctuation marks. Refer to *Into VIEW* for detailed instructions on loading and saving with cassette.

Word counting and formatting

COUNT RETURN gives the number of words in the text in memory. To count the number of words in a part of the text, set markers 1 and 2 at the beginning and end of that part (to set markers, see page 9). Then type

COUNT 1 2 RETURN

Warning: If you are using spaced-out titles, you will get misleading results when you ask for a word count VIEW counts the spaces rather than the words, and a spaced-out title is counted as a series of single letter words.

Note: We have suggested using markers 1 and 2 because they are visible, but COUNT will work with any markers.

FORMAT is a global formatting command, allowing you to format all text in memory, or a selected part of the text Its effect is the same as that of the FORMAT BLOCK key.

To format all text in memory, type
FORMAT RETURN

To format a selected part of the text, first set markers 1 and 2 before and after the part you wish to format Then type

FORMAT 1 2 RETURN

C L E A R RETURN clears markers 1 and 2.

Finding words in the document

VIEW allows you to search the whole document or a specified part of it for any word you care to name. The system then finds the word and indicates it.

SEARCH

To search the whole document for a word type

SEARCH (word) RETURN or S (word) RETURN

If the word is in the document, the screen will switch to text mode and you will find the cursor under the first letter of the first occurrence of that word. To move on to the next occurrence of the word press NEXT MATCH on the red function keys.

If the word is not present in the document VIEW will remain in command mode.

Limited search
To search part of the document, set markers 1 and 2 before and after the part you wish to search Then type

SEARCH (word) 1 2 RETURN

Wild search
If you are not sure whether the word you are seeking has been spelt correctly, you can replace some characters with a question mark For example

SEARCH THE?? RETURN
will find both THERE and THEIR since the question mark stands for any character. You can also specify RETURN and TAB in your search Vertical bar (¦) is; tilde (~) is TAB. If you want to replace default wild characters with characters of your choice use WILD? ¦~ RETURN, replacing the characters shown with the characters you wish to use. For example WILD? $~ RETURN gives '$' for RETURN instead of ¦ .

Modifying selected words in the document
To change a word every time it occurs
Type

CHANGE (old word) (new word) RETURN or
C (old word) (new word) RETURN

The system will remain in command mode, but the word will be changed throughout the document.

To limit the effect of the changes to part of the document, first set markers 1 and 2 before and after the part of the document concerned. Then type

CHANGE (old word) (new word) 1 2 RETURN

Replacing a word at choice
Type
REPLACE (old word) (new word) RETURN or
R (old word) (new word) RETURN

The display switche s to text mode.

The letters R P appear in reversed type at top left of the screen. The cursor is at the first character of the first occurrence of the word. If you do not want that particular word replaced press N. If you want it replaced press Y The word will change; the text around it will be adjusted; and the cursor will go to the next occurrence of the word. Press ESCAPE to return to command mode.

Upper and lower case

With the CHANGE and REPLACE commands VIEW normally copies the case of the characters in a word - thus if you had the word , 'London' in the text and issued the command CHANGE london glasgow the result would be 'Glasgow'. This facility is known as 'folding'.

If you want to change the case of some of the letters in a word (whether or not you are changing their spelling) you will have to turn the folding off. To do this, before using CHANGE or REPLACE, type

FOLD 0 RETURN

You could then for example replace 'aspirin' with 'Aspirin'.

To turn folding on again type

FOLD 1 RETURN
To find out whether folding is on or off, type
FOLD RETURN

Folding is on by default, ie CHANGE normally searches for the word, disregarding the case, unless you turn folding off.

Changing and replacing phrases
If you want to change two or more words that occur together throughout the text you must use delimiters to enclose them when giving the command. For example

 CHANGE/Mr Q R Smith/Mr H I Jones/

In this case the delimiter is the slash. The first character after CHANGE indicates the delimiter.

Printing

VIEW operates most printers, serial or paralleL If a printer works with the BBC Microcomputer, it should work with VIEW too.

For detailed instructions on how to use a printer, see the Printer Driver Generator package published by Acornsoft.

General procedure
Insert the printer driver disc (or tape).
Switch to command mode and type

PRINTER (name of printer) RETURN

This loads a printer driver, ie a program which operates the printer. The words
P r i n t e r (n a m e) appear on the screen.

If you require microspacing, type
MICROSPACE RETURN
The letter (m) appears after the name of the printer.

(If your printer driver cannot handle microspacing, VIEW tells you so.)

Printing the text you have composed can be done either from the text you see on the screen (ie the text in the edit memory), or by inputting a file from disc or tape and outputting it directly to the printer. Printing a file from disc or tape does not in any way affect the text currently in memory, so you may hold one block of text in memory for editing, while printing another.

PRINT

This command causes the whole of the text in memory, or the whole of the file named in the command to be printed. It is therefore only suitable if you are using continuous stationery or if the text is very short.

To print the text in memory type

PRINT RETURN or P RETURN

To print a file type

PRINT (filename) RETURN or
P (filename) RETURN

For example:

PRINT agenda RETURN
To print several files type their names with a space between each. For example:

 PRINT agenda report letter RETURN

SHEETS

This command outputs a page at a time to the printer.
To print the text in memory type

SHEETS RETURN
To print a file type

SHEETS (filename) RETURN

The following message appears on the screen:

 Page 1 ..

To print press any key except M, Q, ESCAPE, COPY or BREAK
To miss out a page press M.
To quit printing press Q or ESCAPE.

To print several files a page at a time, type their names separated by spaces. For example:

SHEETS agenda report letter RETURN

SCREEN

This is not strictly a printing command. It takes material from disc or tape or from the edit memory, and outputs it to the screen. This is useful for making a rough check on the layout of the text, and checking where the page breaks occur. However the printer drivers will not be active and variations in line length may distort the text.

To display text in memory type

SCREEN RETURN

To display a file type

SCREEN (filename) RETURN

As with the PRINT and SHEETS commands it is possible to display a series of files. For example:

SCREEN agenda report letter RETURN
The SCREEN command displays the text a screenful at a time. To move on to the next screenful, press SHIFT.

List of commands

Immediate commands (text mode)

FORMAT BLOCK	f0
TOP OF TEXT	f1
BOTTOM OF TEXT	f2
DELETE END OF LINE	f3
BEGINNING OF LINE	f4
END OF LINE	f5
INSERT LINE	f6
DELETE LINE	f7
INSERT CHARACTER	f8
DELETE CHARACTER	f9
MOVE BLOCK	SHIFT f0
SWAP CASE	SHIFT f1
RELEASE MARGINS	SHIFT f2
DELETE UP TO CHARACTER	SHIFT f3
HIGHLIGHT 1	SHIFT f4
HIGHLIGHT 2	SHIFT f5
GO TO MARKER	SHIFT f6
SET MARKER	SHIFT f7
EDIT COMMAND	SHIFT f8
DELETE COMMAND	SHIFT f9
DELETEBLOCK	CTRL f0
NEXT MATCH	CTRL f1
FORMAT MODE	CTRL f2
JUSTIFY MODE	CTRL f3
INSERT MODE	CTRL f4
DEFAULT RULER	CTRL f5
SPLIT LINE	CTRL f6

CONCATENATE LINES	CTRL f7
MARK AS RULER	CTRL f8
Move left one character	←
Move right one character	→
Move up one line	↑
Move down one line	↓
Move to beginning of last word	SHIFT ←
Move to beginning of next word	SHIFT →
Move screen one screen size up	SHIFT ↑
Move screen one screen size down	SHIFT ↓
Copy block	COPY
Copy current ruler	SHIFT COPY
Switch between text and command modes	ESCAPE
Delete last character typed	DELETE
Insert a TAB and move to next stop	TAB

Stored commands (text mode)

TM	Top margin
PL	Page length
HE	Headers on/off
HM	Header margin
DH	Define header
CE	Centre text
RJ	Right justify
LJ	Left justify
DM	Define macro
EM	End macro
SR	Set register
PE	Page eject
OP	Eject - odd page
EP	Eject - even page
LM	Left margin

LS   Line spacing
CO   Comment
HT   Highlight
FO   Footers on/off
DF   Define footer
FM   Footer margin
BM   Bottom margin
TS   Two-sided on/off

Command mode commands (command mode)

Command	Abbr	Description
SEARCH	S	Search for strings*
CHANGE	C	Change strings*
REPLACE	R	Conditionally change strings*
FOLD		Match case of string in CHANGEing
SCREEN		Print text on screen
PRINT	P	Print document
SHEETS		Print document, pausing after each page
READ		Read in file and insert at marker
WRITE		Write out file between two markers
LOAD	L	Load in whole file
SAVE		Save whole file
EDIT		Start editing a file longer than memory
MORE	M	Save text and read in more*
FINISH	F	Finish editing current file
QUIT		Abandon editing current file
MODE		Change screen mode
FIELD		Set field character
FORMAT		Format text*
PRINTER		Load new printer driver
MICROSPACE		Enable microspacing
COUNT		Count words*
CLEAR		Clear markers 1 and 2
WILD		Set wild characters for SEARCH
NEW		Clear text from memory
OLD		Revert to old text after BREAK

 * These commands can be used with markers.

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