



QL

QL Quill

CHAPTER 1

ABOUT QL QUILL

QL Quill is a sophisticated wordprocessor. It has been designed to give you the maximum in power and flexibility, yet is still easy to learn and to use. As you will see later, you will always be kept informed as to what you can do next and how to do it.

You can use a wordprocessor in any circumstance where you would otherwise use a typewriter. The two machines are very similar in function, although the wordprocessor has many advantages that are not matched by a conventional typewriter. Perhaps the most obvious difference is the ease with which mistakes can be corrected. Since the text is not printed immediately as you type it in, you can make as many corrections as you wish. You need only print the text when you are sure that it is exactly what you want and can therefore be assured of perfect results every time.

As you will see, by working through this manual, there are a number of other advantages. For example, when using a typewriter, it is necessary to press the carriage return key at the end of every line. In Quill, this function is performed automatically. Whenever the printed text reaches the end of a line, a new line is started; you press **ENTER** when you want to start a new paragraph. Whenever a new line is started you will notice that the spacing of the text in the last line will be adjusted so that the left and right margins are lined up throughout the text. This process, which is known as *justification*, gives a highly professional appearance to the final result, without any effort on your part. Like most of the features of Quill, the form of Justification that you use can be modified, depending on your requirements.

If at any time you are not sure what to do, remember that you can ask for Help by pressing F1. Also remember that you can cancel any partially completed operation (e.g. using a command) by pressing **ESC**.

CHAPTER 2

GETTING STARTED

LOADING QL QUILL

Load QL Quill as described in the QL Program Introduction. When loaded the following message will be displayed:

```
LOADING QL QUILL
version x.xx
Copyright © 1984 PSION SYSTEMS
Wordprocessor
```

where x.xx is the version number, e.g. 2.00.

Quill will only need to access the cartridge in Microdrive 1 whenever you print a document or ask for Help.

When a document is being entered Quill will only require a cartridge in Microdrive 2 when the text is longer than about three pages. Quill will ask for a cartridge when necessary. Once the cartridge is inserted it should not be removed until the document is saved or abandoned.

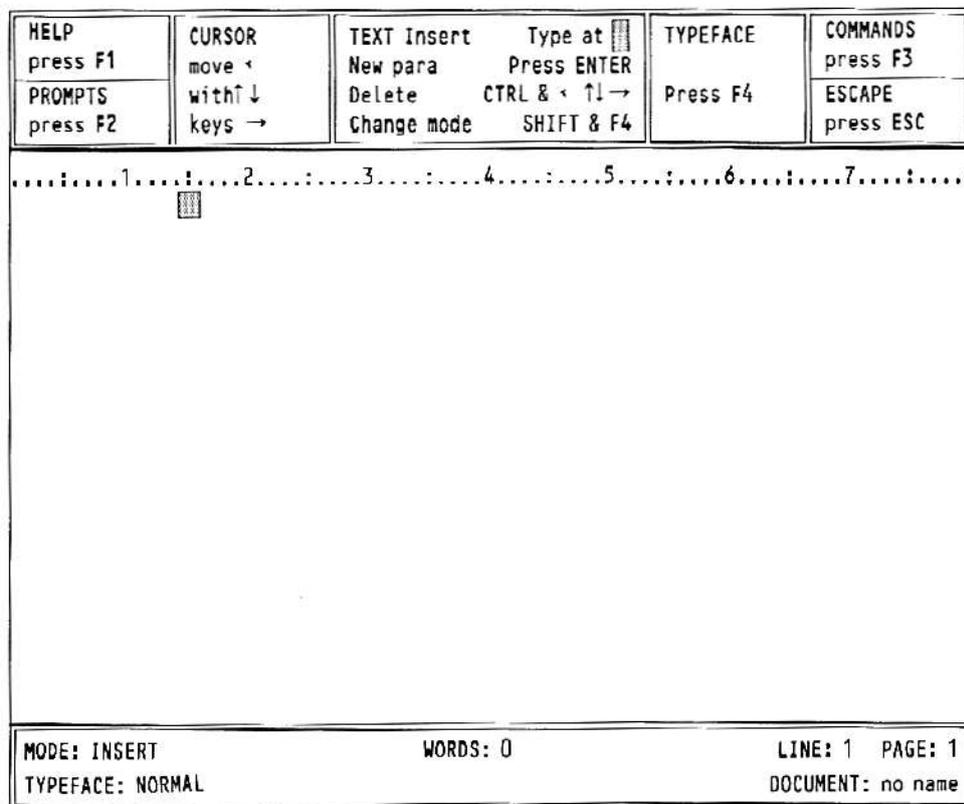


Figure 2.1 The main display with a monitor (80 characters)

GENERAL APPEARANCE

Initially the Quill display should look like that shown in Figure 2.1 or Figure 2.2. This is known as the *main display*

Quill can show 80, 64 or 40 characters per line of the screen. If you are using a domestic television the display may not be clear enough for you to see 80 characters per line. If this is the case you will need to use 64 or 40 characters. The 64 character screen is very similar to that for 80 characters. The 40 character screen is arranged differently and the main display will look like Figure 2.2.

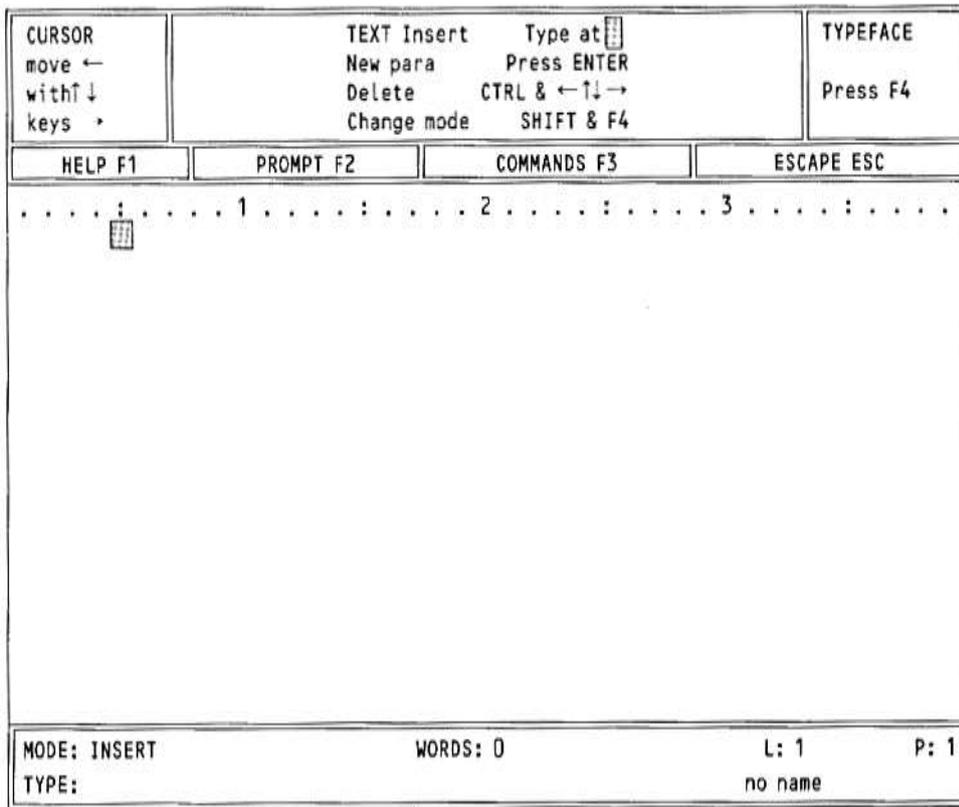


Figure 2.2 The main display with 40 characters

Quill initially selects either an 80 or a 64 character display - depending on whether you pressed **F1** or **F2** when you switched on the computer. You can change from one form of display to another at any time with the Design command which is described later.

Apart from the difference in appearance, Quill works in exactly the same way with all three forms of display. Most of the diagrams in this manual are shown for the 80 character display.

The screen is divided into three main sections: the *display area*, the *status area* and the *control area*.

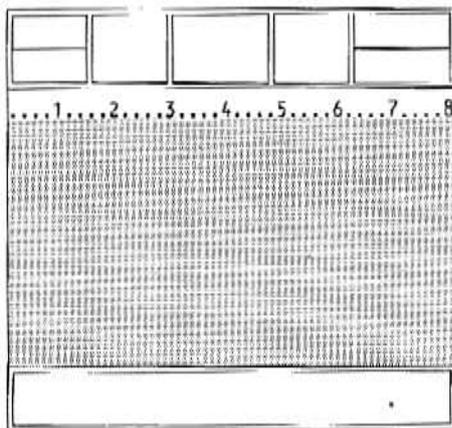


Figure 2.3 The display area

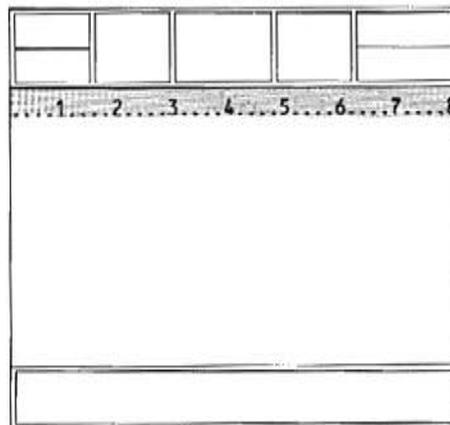


Figure 2.4 The ruler

The Display Area

The largest area, in the centre of the screen, is reserved for the text of your document. Almost everything that you type at the keyboard will appear in this area.

Across the top of the display area is the *ruler*. This is a row of dots, marking each character space across the screen. Every fifth space on it is marked with a colon (:) and every tenth space is numbered.

The Status Area

The *status area*, which uses the bottom three lines of the screen, shows information about your current document. For example, it normally shows its name. Initially you will not have given a name to a document and Quill shows "no name": Quill will show this for any text that you type, until you give the document a name.

The status area also shows that Quill is currently in *Insert mode*, which means that anything you type into your document will be inserted (as opposed to writing over any following text). It also shows that there is no special *typeface*, i.e. that you are using a normal typeface. Bold (emphasised), underlined, subscript and superscript typefaces are also available and we shall see how to use them later on.

In addition, the status area shows the number of words in the current document, and the line and page number of the position of the cursor. It initially shows that you are at line 1 of page 1 of a document which contains no words.

The status area is also used for showing any special text that is typed in during the use of *commands* (the set of instructions available when you press **F3**). For example, the section of text being searched for when you use the Search command (see Chapter 5) will appear in the status area.

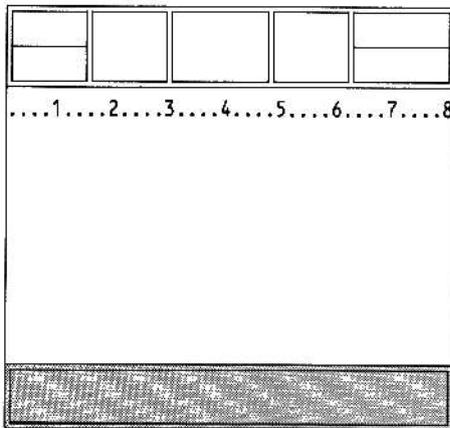


Figure 2.5 The status area

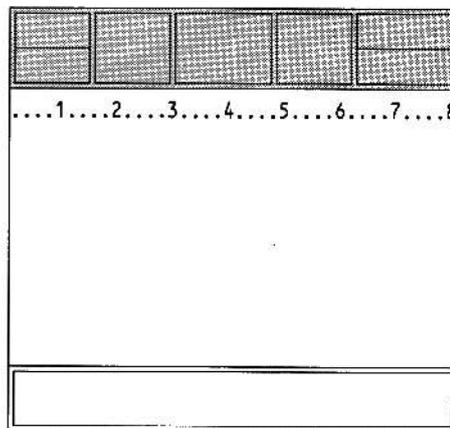


Figure 2.6 The control area

The Control Area

The control area occupies the top few lines of the screen. It shows the normal options to obtain Help (**F1**), to turn the prompts on and off (**F2**), to select a command (**F3**) and to cancel any incomplete operation (**ESC**). In addition there are three options that are specific to Quill. These are displayed in the three central boxes of the control area and are:

- | | |
|----------|-----------------------|
| Cursor | - move the cursor |
| Text | - add or remove text |
| Typeface | - change the typeface |

THE CURSOR

On the top line of the central display area you will see a small rectangle. This is known as a *cursor* and marks the position where the text you type will be placed.

The control area shows that you can move the cursor around the text area by use of the four cursor keys on the keyboard. When you have some text in your document, each time that you press one of these keys, the cursor will move by one space in the direction indicated by the arrow. The cursor will not pass the end of the text. If there is no text in your document you will not be able to move the cursor from its original position.

You can also move the cursor around the text in larger steps. If you hold down **SHIFT** and press the left or right cursor keys the cursor will move left or right by units of one word. When you press **SHIFT** together with the up or down cursor keys the cursor will move backwards or forwards by one paragraph.

TEXT

The option shown at the centre of the control area indicates the various ways in which you can change the text of the document. Simply typing at the keyboard will insert the text at the cursor position.

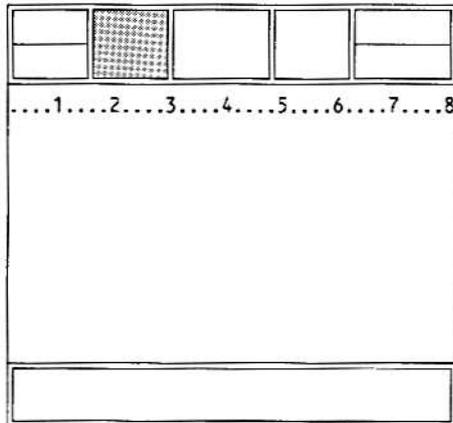


Figure 2.7 Moving the cursor

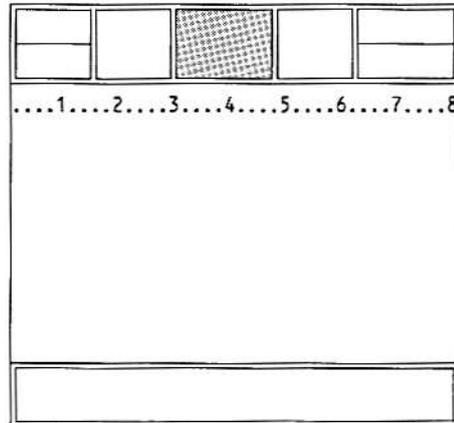


Figure 2.8 The text options

The second line of the Text option shows that pressing **ENTER** is used to mark the start of a new paragraph. You do not need to press **ENTER** when you reach the end of a line at text. If you continue typing in words until you reach the end of the first line, the new words will automatically appear on the second line and the spacing of the words on the first line will be adjusted. This is *justification*, which controls the way the text is aligned with respect to the left and right margins.

Try pressing **ENTER** and then typing in some text to see the effect of starting a new paragraph. Do not worry if the Indentation of the new paragraph is not as you wish - you will find how to change it in Chapter 4.

You can include characters in your document which are not shown on the keyboard. They are selected by pressing **CTRL** or **CTRL** and **SHIFT** and another key. The *Concept* reference guide contains a full list of the usable characters together with the relevant keying.

You can delete text, one character at a time, to the left or right of the cursor position. Hold down **CTRL** and press either the left or the right cursor keys.

While you were typing in text you may have noticed some changes taking place in the status area at the bottom of the screen. The word and line counts will always agree with the contents of the document. The remainder of the status area will not have changed. In particular the document will still be unnamed. You give a name to a document when you save it on a Microdrive cartridge, (as described in Chapter 7).

Now that you have some text in your document, you can try moving the cursor around the text area by use of all four cursor keys. When you have finished, move the cursor to the end of the text.

TYPEFACE

A further option in the control area is headed typeface and is used to modify the appearance of the text in your document.

Press **F4** and you are given five choices:

- to use bold (or heavy) type
- to display high script (superscript)
- to display low script (SUBscript)
- to produce underlined text
- to 'paint' existing text.

Anyone of these is brought into effect by pressing **F4** and then a single key from the list shown in the control area. As an example let us use this option to produce underlined text. Press **F4**, then the U key.

The display returns to normal and nothing seems to have changed, except that the typeface is marked as 'UNDERLINE' in the status area. If you now type in some more text you will see that it is underlined as it is displayed.

In Quill you see exactly what will appear in the final printed version. The only things that are not always shown on the screen are the upper and lower page margins, and the spacing between lines (when you select double or triple spacing). Quill does not show these since they would reduce the amount of text visible on the screen at any one time.

To turn off underlining, press **F4** and then the U key again. If you now type in a few more words you will see that they are not underlined - the underlining option works like a simple on-off switch, or *toggle*.

You will find a fuller description of underlining, and the other three typeface options, in Chapter 4.

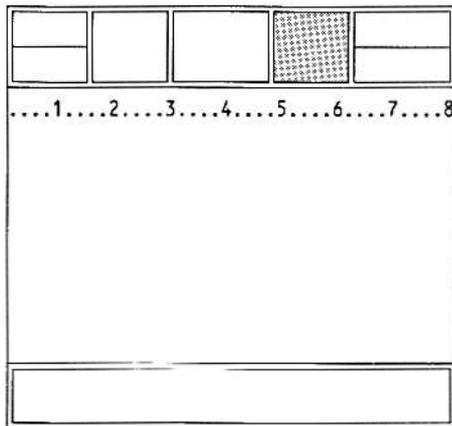


Figure 2.9 Typeface

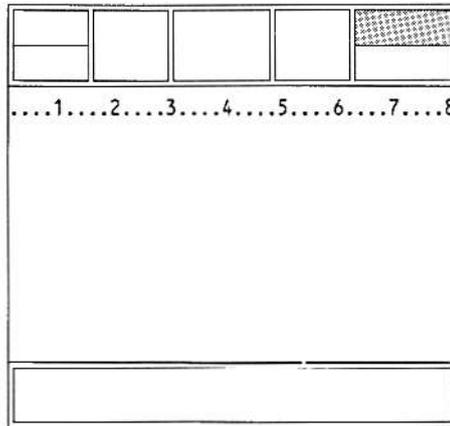


Figure 2.10 The commands

COMMANDS

You select a command by pressing **F3**. The list of commands in the control area is known as the *command menu*.

You can select any of the commands shown in the menu (list) at the centre of the control area by pressing the key corresponding to its first letter.

Quill has more commands than can be displayed in the command menu. You are therefore given two alternative lists and can switch between them with the Other command.

Since some commands start with the same letter it is important to check that the command you want is displayed in the control area before you select it.

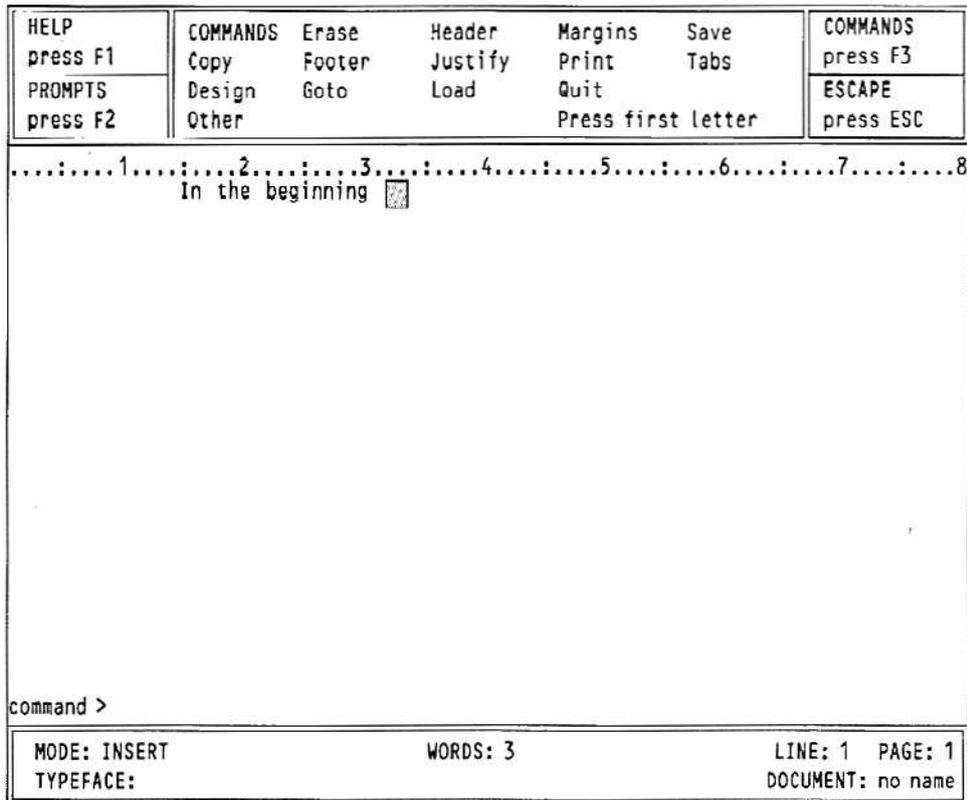


Figure 2.11 the first command menu

The descriptions of the various commands will take up much of the rest of this manual. For the moment we will describe the use of just two commands Quit and Zap.

Quit is used when you have finished with Quill. Press **F3** and then the Q key to use quit and return to SuperBASIC. Quit will ask whether you want to save your current document on a Microdrive cartridge before quitting. Press **ENTER** to save it or press A to abandon it.

You can press ESC to cancel the command and return to your document.

The Zap command is in the commands II menu and so you will have to use the Other command before selecting Zap. You must press **F3**, O and then Z. Zap clears from memory the text of the current document, but does not return to SuperBASIC.

HELP press F1	COMMANDS Files	Merge Page	Search	COMMANDS press F3
PROMPTS press F2	Hyphenate Other	Replace	Zap Press first letter	ESCAPE press ESC


```

.....1.....2.....3.....4.....5.....6.....7.....8
      In the beginning █

```

command >

MODE: INSERT TYPEFACE:	WORDS: 3	LINE: 1 PAGE: 1 DOCUMENT: no name
---------------------------	----------	--------------------------------------

Figure 2,12 The second command menu

If you clear the text before you have saved it on a Microdrive cartndge you will not be able to recover It without typing it in again. Quill will therefore ask you to confirm your choice by pressing **ENTER**. You have the alternative choice of pressing ESC to cancel the command and return to your document

CHAPTER 3

CURSOR EDITING

In this chapter you will learn how to use Quill's simple editing facilities. The changes to the text will always occur at the position of the cursor. You must therefore use the cursor keys to move the cursor to the place you want to alter before making any changes.

This form of editing is known, for fairly obvious reasons, as *cursor editing*. You may practise using these techniques on a piece of text that you type in yourself, or you may use the text provided with Quill. If you type in your own text, do not worry about any mistakes you make. In fact it may be a good idea to add deliberate mistakes - each mistake will give you extra practice in using the editing facilities.

INSERTING TEXT

Quill is initially in *Insert mode*, so that any text you type is automatically inserted at the cursor position. To insert letters or words into the middle of the text, do the following:

Move the cursor, by using the four cursor keys, to the point where you want to make the insertion.

Type the letters or words that you want to insert. The characters are inserted immediately under the cursor position, and any existing text moves to the right to make room for them.

The text is rejustified automatically as you make the insertion.

If you wished to insert several words, it would be annoying to have to wait until the text was adjusted each time you pressed a key. Quill detects this situation and reacts by splitting the line at the point where you are inserting text. This is known as an *automatic text split*. You can then type in as much text as you like.

Quill will restore the text when you finish inserting text at that point (i.e. when you press a cursor key, a function key or **ESC**).

DELETING TEXT

The deletion of text at the cursor position is also very simple. You use the **CTRL** key together with the cursor keys.

To see the action of the left cursor key, position the cursor immediately after the character or characters that you want to delete. Now hold down **CTRL** and press the left cursor key briefly. The letter immediately to the left of the cursor position will be deleted and the cursor will move one space to the left. Each time you press the left cursor key, with the **CTRL** key held down, one more letter will be deleted. If you wish to delete several letters you can hold both the **CTRL** and the left cursor key down, using the auto-repeat facility. Always press the **CTRL** key before the cursor key.

If you use **CTRL** together with the right cursor key, text will be deleted, character by character from beneath the cursor position, and the text to the left will close up to fill the gap.

You can delete whole words at a time, to the left or to the right of the cursor, by using **SHIFT** and **CTRL** together and pressing either the left or the right cursor key.

You can delete the whole line to the left or right of the cursor. Hold down the **CTRL** key and press the up cursor key. The line to the left of the cursor will disappear. Similarly, pressing the down cursor key will delete the whole of the line to the right of the cursor.

In all cases the text will be rejustified automatically.

OVERWRITING

In overwrite mode you can write over existing text and replace it with the new text.

You can change to overwrite mode by holding down **SHIFT** and pressing **F4**. The mode indicator at the left hand side of the status area will change from 'INSERT' to 'OVERWRITE' indicating that text typed at the keyboard will replace existing text. Pressing **SHIFT** and **F4** again will change back to insert mode.

With Quill set to overwrite mode, position the cursor at the start of the text to be replaced and type in the replacement. When you have finished making replacements, return to insert mode by pressing **SHIFT** and **F4** again, otherwise you will write over text that you want to keep.

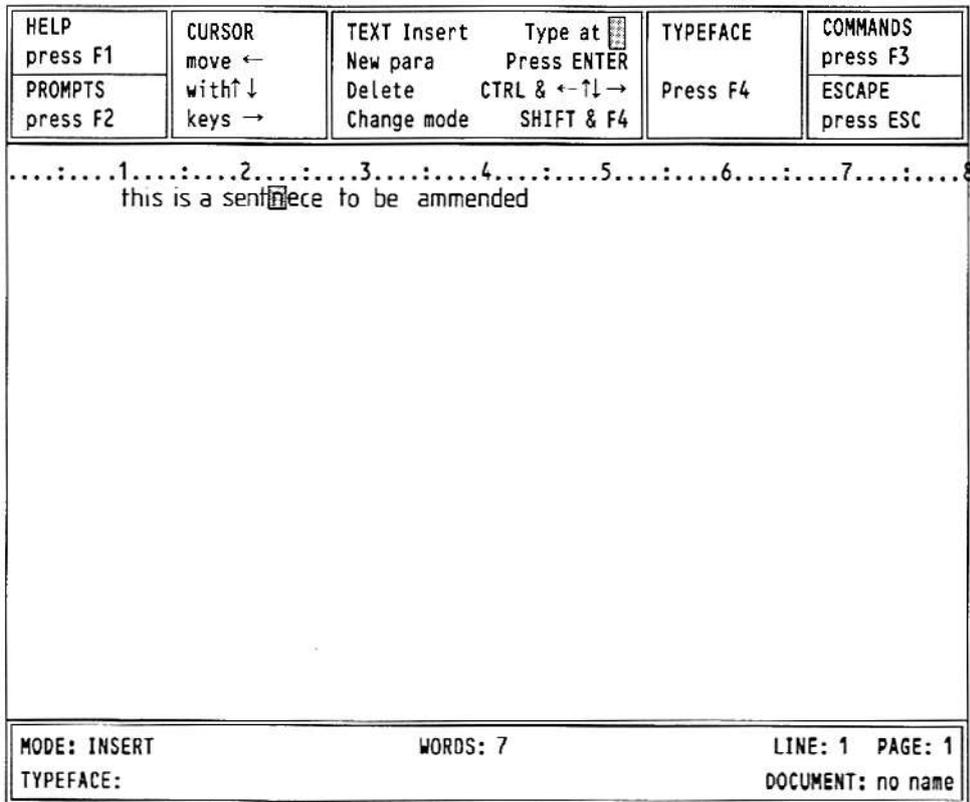


Figure 3.1 Overwriting

Figure 3.1 shows a typical situation where you would want to use the overwrite mode. With the display as shown, with the cursor on the 'n' of 'sentnece': you can overwrite with 'e' and 'n' to correct the word. (You can also practice deleting a character by removing one of the 'm's from 'ammended')

There are three ways in which you may want to use the typeface option:

- Insert new text in a particular typeface,
- Alter existing text to a new typeface,
- Change or remove an existing typeface.

If you want to type in some text in a particular typeface you should press **F4** and select the typeface you want. Any text that you then type in will appear in the typeface you have selected. When you want to return to normal text you should switch off the typeface by pressing **F4** followed by the appropriate typeface letter(s).

It is easy to change the typeface used in existing text. The method is known as *painting* since you use the cursor like a paint brush, changing the typeface of any text over which it moves.

First you must move the cursor to the start of the text to be changed, press **F4** and then press the **P** key. Next, select the combination of typefaces you want. Use the right and down cursor keys to move the cursor across the text to be changed. When you reach the end of the text you want to alter leave the option by pressing **ENTER**. You do not need to switch off the typeface selection; it will revert to the correct typeface as soon as you move away from the area painted in the new typeface. Figure 4.2 shows the appearance of the screen while painting text with underlining.

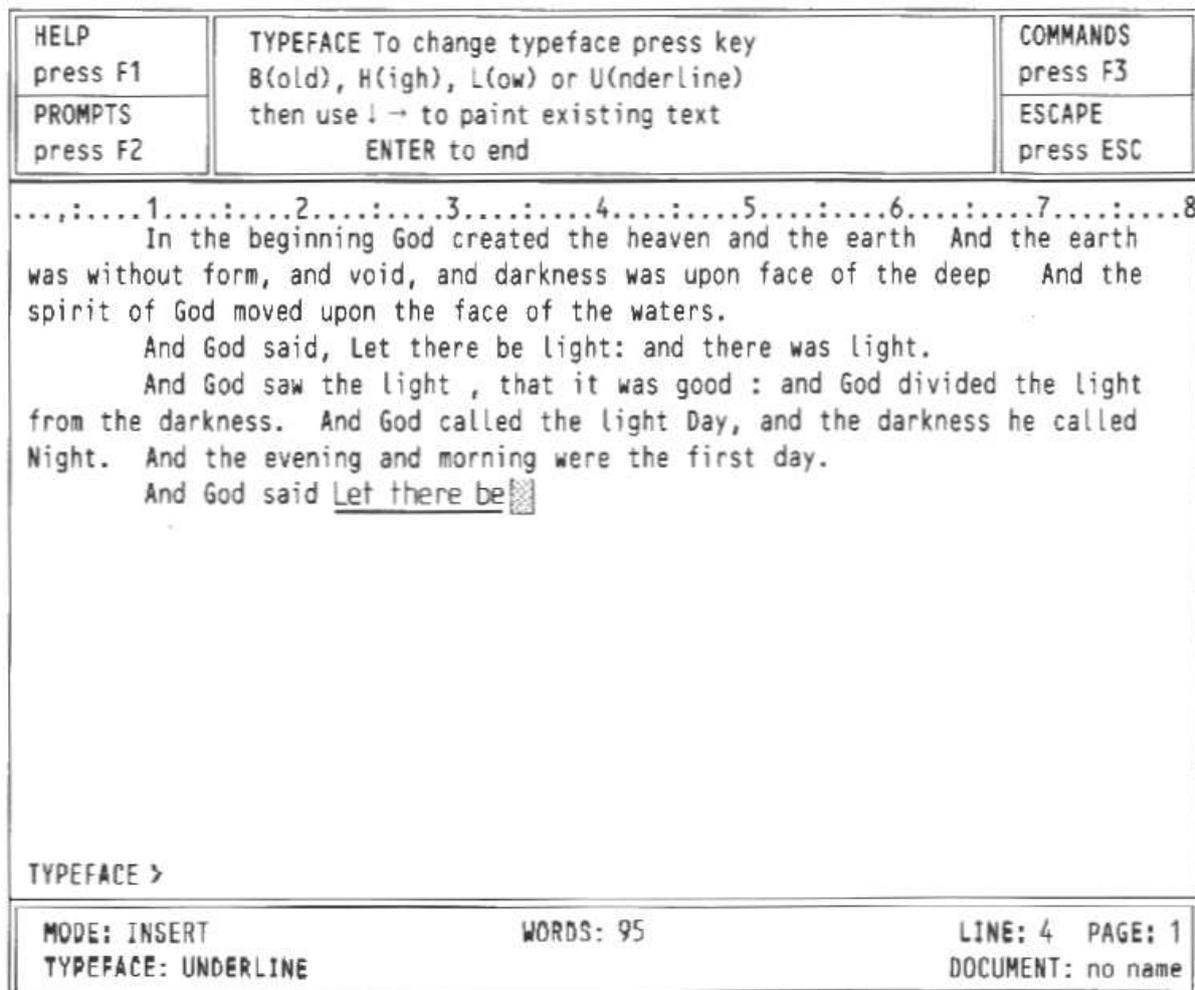


Figure 4.2 Painting underline typeface

You can change, or remove, an existing typeface in the same way in which you add a new typeface to existing text. Again you should move the cursor to the start of the text before pressing **F4**. Press the **P** key and then select (or switch off) the typeface combination you require. Move the cursor through the text you wish to change and then press **ESC**.

When you change text from an existing typeface to a new one, Quill does not remember the original typeface. Suppose, for example, you change text which was originally underlined to being in bold characters. If you later remove the bold typeface, the final text will be in plain characters, and will not revert to being underlined.

MARGINS

You change the widths of the margins with the **margin** command. Each new margin position takes effect from the current paragraph and remains in force for all following paragraphs, until you make another change to the position of the margin.

Press the command key (**F3**) and then the M key to start this command. In addition to other changes in the control area you will see that three choices - LEFT INDENT and RIGHT will appear and that the LEFT option is highlighted. These options represent the three margins, and the one that is highlighted is the one that you can move. You can step the highlighting from option to option by pressing the space bar or you can select a particular option by pressing the key corresponding to its first letter. When the name of a margin is highlighted in the control area you can move that margin with the left or right cursor keys.

Suppose you wish to move the left margin to the right by three characters, starting with the second paragraph of your document.

First move the cursor to any point in the second paragraph and then type:

F3 M

As indicated by the highlighting, the left margin is the one you can move, so you just have to press the right cursor key three times. The change in the margin takes place immediately, so that you can see the effect before you leave the command.

You can leave the command straight away by pressing **ENTER**, or you can continue to make further margin changes. Press the space bar until the correct margin is selected and move it with the left and right cursor keys. You can use the up and down cursor keys to move the cursor to another paragraph and make further changes to the margins. After you have made all the changes you want you can leave the command by pressing **ENTER**.

The Indent margin marks the character position which is used for the start of a new paragraph. For an 80 character display it is initially set at the fifteenth character position.

There is no restriction on the relative positions of the Indent and left margins. If you do not want to use indented paragraphs you may move them so that they are both in the same place. You may even place the indent margin to the left of the left margin. This is useful for producing numbered paragraphs as shown in the following example.

```
Indent Margin
|
| Left Margin
| |
1) This is the first of two
   paragraphs to show how you can
   use Indent margins
2) The indent margin is three
   characters to the left
   of the left margin.
```

In this case, starting a new paragraph (by pressing **ENTER**) will allow text to be typed at the "indent" position. All following text will be displayed between the left and right margin positions until you press **ENTER** again.

JUSTIFICATION

The **justify** command allows you to alter the type of justification used in your document. Like the **margins** command, all changes take effect from the current paragraph (that containing the cursor) and remain in force until the end of the document, or until the next change of Justification. When you select this command you will see that you are offered the choice of left, right or centred justification.

Initially, it assumes *right* justification, the text is aligned on both the left and right margins, producing text with an appearance like that of this manual. If there are not sufficient characters on a line to make the margins match, extra spaces will be added between the words until they do. The final effect is very professional. However, if you use an unusually large quantity of extra-long or hyphenated words in a document, unpleasant-looking spaces may result.

To choose *left* justification, press the L key after calling the Justify command. This will produce text which looks like the text In this paragraph. The left margin is aligned, but the spacing of the text Within a line is not adjusted, so that the right hand margin is left uneven.

Centre justification, selected by using the C option of the Justify command, causes the text of each line to be centred between the left and right margins. The text could then appear as shown in this paragraph.

Centre Justification is useful, for example, in centering headings and titles, or for adding labels to diagrams

As with the margins command, you may press the up or down cursor keys to move to another paragraph and make further changes of Justification. Press **ENTER** to leave the command.

CHAPTER 5

COMMAND EDITING

This chapter will extend your knowledge of the editing facilities to include block copies, moves and erasures. In addition, the extremely powerful technique of search and replace editing will be introduced. These facilities are available through the Quill editing commands - copy, erase, search and replace.

COPY

In addition to copying a block of text from one place in the document to another, the **copy** command also allows you to move blocks of text.

The only difference between copying and moving text is that, in the case of a copy, the original text is left in position so that you end up with two copies: You would use this, for example, if you wanted to create a table, with a piece of text repeated a number of times, or if you wanted to see the best place to include a particular paragraph.

If you move some text, the new copy is inserted and the old copy is deleted, so that you are left with only one version.

The **copy** command gives you the option of either keeping or deleting the old copy and therefore gives you both facilities in a single command.

When you select the **copy** command (by pressing **F3** and then the **C** key) you must first move the cursor to the beginning of the text you want to copy, and then press **ENTER**. Move the cursor to the end of the text to be copied. When you move the cursor the text that will be affected by the command is highlighted so that it is easy to see how much text will be copied. If you accidentally mark too much text you may use the left or up cursor keys to move backwards, but you may not pass the start of the marked text. After you have marked the text you should again press **ENTER**.

In response to the next prompt you should move the cursor to the point where you want the selected text to be inserted and press the **C** key. The copy will be made and inserted immediately. You are then asked if you want to delete the old copy. You should press the **K** key to keep the old version (to produce the effect of a copy) or press **ENTER** to accept Quill's suggestion to delete it.

You can then end the command by pressing **ENTER**, which will take you back to the main display.

However, you also have an option of making further copies of the same text at other places in your document. All you have to do is to move the cursor to the point where you want another copy and press the **C** key. You can repeat this as many times as you want. While you are making these extra copies you are not asked whether to keep or delete the old copy. When you have finished making copies you should press **ENTER** to leave the command.

As is normal in Quill, pressing **ESC** will cancel any partially completed action, but will not undo anything that has been completed. All copies that you have made will be left in the text if you press **ESC**.

ERASE

You should use this command (press **F3** and then **E**) if you want to remove any large blocks of text from your document. Remember that it is simpler to delete small bits of text with the cursor editing facilities described in Chapter 3.

As with the copy command, you are asked to move the cursor to the start of the text to be erased and then to press **ENTER**. You then have to move the cursor to the end of the text - again the text which will be affected is highlighted. When you are satisfied that you have marked the correct amount of text you should press **ENTER** and the marked text will be erased immediately.

SEARCH

The **search** command allows you to look for a particular word or phrase, through all or part of your document. You can use it, for example, to check whether you have used a particular word or phrase too often. The first search will start at the beginning of the text, but can then be continued from the current cursor position. The search command is in the second command menu so you select it by pressing **F3, O** and then **S**.

When you use the command you are asked to type in the text which you want to find, finishing with **ENTER**. Quill will immediately start searching your document from the top until it finds the first occurrence of the text. The cursor is left positioned at the start of the found text. If this is the occurrence you want you can leave the command by pressing **ENTER**.

However, once you have given the search command some text to look for, you can use it again to find the next occurrence of that text. Instead of pressing **ENTER**, just press the **C** key. If you do this Quill continues to search from the current cursor position until it finds the next occurrence of the given text. You can repeat this as many times as you like, finding successive occurrences. Press **ENTER** to leave the command when you have found the occurrence you want.

If, at any stage, Quill does not find another occurrence of the text in your document it tells you so and waits for you to press the space bar and will then return to the main display.

REPLACE

The **replace** command is similar to the **search** command, but also gives you the ability to replace some or all of the occurrences that are found. The command is in the second command menu, so you select it by pressing **F3, O** and then **R**.

You are asked to type in the text to be found. When you press **ENTER** at the end of the text, Quill immediately finds the first occurrence and asks you to type in the replacement text (don't forget to press **ENTER** at the end).

Quill then asks if you want to replace the found text. Press the **R** key to replace the text - if you press the **N** key the text is not replaced. In either case Quill then continues the search for the next occurrence and offers you the same choice of keeping or replacing the found text. This continues until no further occurrences are found, or until you press **ENTER**.

If, at any stage, Quill does not find another occurrence of the text in your document it tells you so and waits for you to press the space bar and will then return to the main display.

You can use the command to make multiple replacements, insertions or deletions as illustrated in the following examples:

To *replace* occurrences of 'river' by 'stream': give 'river' as the text to be found and 'stream' as the replacement text.

To *insert* 'or stream', give 'river' as the text to be found and 'river or stream' as the replacement text.

To *delete* 'river', give 'river' as the text to be found and give no replacement text (just press **R**).

CHAPTER 6

MORE FORMATTING

In this chapter we shall cover the remaining options for modifying the appearance of the text. It includes setting tab stops and page breaks, and using bold characters, underlining, subscripts or superscripts. In addition there is a section on the **design** command, which you can use to change the settings of various options (such as the page size) that control the overall appearance of your documents.

TABS

Using Tab Stops

A very common way of controlling the layout of a document is by tab stops. These are marked positions, at particular columns of the text of your document. When you press the **TABULATE** key, the cursor will move to the right, from its present position, to the next tab stop in the line. If you have passed the last tab stop, then pressing the **TABULATE** key will move you to the start of the following line.

So that you know where the tab stops are, Quill draws the tab positions and their types (as described below) in the line immediately below the ruler.

Quill allows you to use several different types of tab stop, and to position them in any column. You can have up to sixteen tab stops in a line.

Tab Stop Types

There are four different types of tab stop.

The most common type is known as a *left* tab stop and this works in exactly the same way as the tab positions on a normal typewriter. When you press the **TABULATE** key the cursor will move to the next tab position and any text you type in will start at the tab column. It is called a left tab since lines of text at such a tab stop are aligned at their left hand edges.

A second type is a *right* tab stop. When you move to such a tab stop and start typing, the cursor will remain at the tab position and the text will appear to the left, so that it ends at the tab position. This will continue until the text to the left of the tab position has filled the space available or until you press the **TABULATE** key again to move to the next tab position. Lines of text at such a tab stop are aligned at their right hand edges.

There is also a *centred* tab stop. Text typed at such a tab position will be adjusted so that its central character is positioned on the tab stop. Again the aligning of the text will continue until the available space (to existing text or to the left margin) is filled, or you press the **TABULATE** key again.

The fourth type of tab stop is a *decimal* tab, and is used for typing in numerical values. When you type a number at such a tab stop it is positioned so that its decimal point is at the tab column. If you do not type a decimal point in the text, it will behave like a Right tab.

Figure 6.1 shows the appearance of text typed at each of the four different types of tab stops.

Left	Centre	Right	Decimal
 a piece of text 	 a piece of text 	 a piece of text 	 a piece of text
 12.345 123.4 1234.56 	 12.345 123.4 1234.56 	 12.345 123.4 1234.56 	 12.345 123.4 1234.56

Figure 6.1 The four types of tab stop

The Tabs Command

Initially tab stops are set at every tenth character position and are all Left tabs. You can change the number position and type of tab stops with the **tabs** command.

You can place tab stops at any point in the line and mix the different types in any way you like. The only limit is that you may not have more than sixteen tab stops in the line. The new tab stops take *effect* from the current paragraph (that containing the cursor when you called the **tabs** command) to the end of the document, or to the next change of tab positions.

When you select the tabs command (**F3** and **T**) the positions are drawn in the display, Immediately beneath the ruler.

Each tab stop is marked by a letter (**L**, **C**, **R** or **D**) to indicate its type. The cursor is positioned at the beginning of the line and you can move it to the left or right using the appropriate cursor keys.

You can make as many changes to the tab stops as you like. You may also press the up or down cursor keys to move to another paragraph and make more changes to the tab stops. When you have made all the changes you want, press **ENTER** to leave the command and return to the main display.

Inserting a Tab

To insert a tab stop, select the type you want, use the left and right cursor keys to move the cursor to the position the tab is required, and press T.

When you have selected the Tabs command the types are shown in the control area.

The control area contains the words (**L**)eft, (**R**)ight, (**C**)entre and (**D**)ecimal and the word (**L**)eft is highlighted. This shows that the next tab stop to be inserted will be a Left tab.

You can change the type of tab stop to be inserted either by pressing the space bar (each time you press it the highlight moves from one type to the next) or by pressing the key corresponding to its first letter. For example, if you want to change to a Right tab, you can either keep pressing the space bar until the word (**R**)ight is highlighted, or just press the R key.

Deleting a Tab

Remove a tab stop by moving the cursor until it is over the tab marker that you want to delete and pressing the X key.

DESIGN

You use the Design command to change features in the main display, such as

- characters per line
- line spacing
- lines per document page

The command is illustrated in figure 6.2 and a full description of each option appears in Chapter 8.

Press **F3** and then **D** to select the **design** command. Quill then shows the list of options. If, for example, you want to select a 40 character display, press the D key, for the 'Display Width' option. This option will be highlighted and Quill waits for you to press 4, 6 or 8 to select a display width of 40, 64 or 80 characters. It will not allow you to select any other option until you have chosen one of these three.

HELP press F1	DESIGN the FORMAT of the printed page Press the first letter of option	COMMANDS press F3
PROMPTS press F2	When finished press ENTER	ESCAPE press ESC

```

Bottom margin (type No. & ENT) ..... 3
Display width 80,64,40, (8,6,4) ..... 8
Gaps between lines (0,1,2,) ..... 0
Page size (type No. lines & ENT) ..... 66
Start page no. (type No. & ENT) ..... 1
Type colour-Green or White ..... GRN
Upper margin (type No. & ENT) ..... 6

```

Figure 6.2 The design command

You then have the option of changing any or all of the items listed in the display. When you have made all the changes you want you should leave the command by pressing **ENTER**.

WIDE DOCUMENTS

If you move the right margin so that the number of characters in a line is greater than the screen width, Quill cannot show the full width of your document on the screen. In this situation the display area acts like a window, through which you see only part of the full document. As you move the cursor along a line, the window will slide across the width of your document, so that it always shows the region containing the cursor.

Paging

One of the options in the design command is to set page Size, in terms of the maximum number of lines of text that can appear on a page of your document. In addition to the text, this number of lines includes the upper and lower margins, any header or footer and the lines of space between them and your text.

Suppose, for example, that you have an upper margin of 3 lines, a header separated by 2 blank lines from your text, a footer separated from the text by 4 blank lines and a bottom margin of 5 lines. This takes up a total of $3+1+2+4+5=16$ lines. If you have a page size at 66 lines then there will be $66-16=50$ lines of text on each page. If you were then to use the design command to set the gaps between lines to be 1 (double spacing) you would have only 25 lines of text on each page.

Page Breaks

A page break marks the point in your document where a new page will start, depending on the length of the page that is set in the design command. It is shown as a horizontal line across the screen and includes the page number. Quill allows for the upper and lower margins, headers and footers when calculating the length of a page. In the above example, with the gaps between lines set to zero, Quill will insert a page break after each block of 50 lines of text.

If you set a page size that does not leave space for five or more lines of text per page, Quill will turn off the paging. No page breaks are shown and Quill treats the whole document as a single page. You can make sure that automatic paging is turned off by setting the page size to zero.

Forced Page Breaks

You can use the **page** command to force a page break to occur at a particular line. This is very useful for making sure that a section of text, such as a list or a table, is started at the top of a new page and is not shown in two parts on different pages.

You can set a page break in your text at any time by using the page command which is in the second command menu - press F3, the 0 key and then the P key. You should then position the cursor anywhere in the line at which you want the page to end and press the P key. Quill will insert a page break after the end of this line.

You may set several forced page breaks, at different positions, but you may not set more than one forced page break in anyone line of your document. When you have finished, press **ENTER** to leave the command.

You can remove a forced page break from your document at any time - you do not use the page command for this purpose. Remove a forced page break by moving the cursor with the up cursor key until it lies on the page break. Then press **CTRL** and, while holding it down, press the left cursor key.

CHAPTER 7

FILE OPERATIONS

When you have produced a document you will probably want to save a copy of it on a Microdrive cartridge. At some later date you may want to make some changes and keep a copy of the new version. If you have a printer, you will certainly want to produce printed copies.

Each document is saved on a Microdrive cartridge in the form of a *file* - a named chunk of information. This chapter describes the commands provided to save, load and print files.

SAVE

You use this command to save a copy of the text of a Quill document on a Microdrive cartridge. If you do not save a document after you have written it, you will lose its contents when you leave Quill.

When you use the **save** command (**F3** and then **S**) you are asked to type in a name for the document. The simplest way to use the command is, therefore, to type in something like the following sequence.

```
F3 S myletter ENTER
```

This saves your document with the name 'myletter_doc' on the cartridge in Microdrive 2.

If this name is the same as that of a document which is already saved on Microdrive 2, Quill will remind you that the document already exists and ask if you want to overwrite it with the new one. Press **Y** (yes) to replace the document or **ESC** to save the document with a different name.

When the document has been saved Quill asks you if you want to continue editing the document press **ENTER** to continue and the space bar if you want to change to another document

When you name a document to save it, or if you load a previously saved document, Quill displays the document name in the status area. If, at some time later, you want to save the document again, Quill suggests the current document name as the name to be used. If you type in a name of your own choice, it will replace the one suggested. Alternatively you may accept Quill's suggestion by just pressing **ENTER**. In such a case you can just type in:

```
F3 S ENTER
```

The new version will then be saved on the Microdrive cartridge, replacing the old one.

LOAD

You should use the load command when you want to copy a document from a Microdrive cartridge into the computer's memory so that it may, for example, be edited.

You are first asked to type in the name of the document you want to load. If you have forgotten it you can type in a question mark, plus **ENTER**. Quill will then display a list of all the documents on Microdrive 2 and again asks you to type in the name.

If the name you type in does not correspond to the name of an existing document, Quill will tell you that the document does not exist and give you another chance to type the name.

FILES AND MERGE

The files command includes four options

- Backup - to copy a Microdrive document or other Microdrive file
- Delete - to erase a Microdrive document or other Microdrive file
- Format - to format a Microdrive cartridge
- Import - to insert a Microdrive file, exported from Abacus, Archive or Easel, into the current document at the position of the cursor

The **merge** command allows you to insert a document from a Microdrive cartridge into the current document at the position of the cursor

With these commands you will then want to use a second data cartridge. For example, you will usually want to make a backup copy of a document on a different cartridge, and an import file will not usually be on the same cartridge as your Quill document.

You can remove the Quill cartridge in Microdrive 1 and replace it with another cartridge but remember to replace the Quill cartridge before printing a document or asking for Help. If you are using additional Microdrives then normally it will be necessary to remove the Quill cartridge in Microdrive 1.

PRINT

This command is used to produce a printed copy of all or part of a Quill document. It is, of course, necessary that you have a printer and that it is correctly connected to the computer, otherwise nothing much will happen!

Quill suggests that you print the document you are currently working on and waits for you to press a key. Press **ENTER** to accept this suggestion, or type in the name of the document to be printed (which must be a document on the cartridge in Microdrive 2).

Quill will ask you if you want the whole document to be printed. Press **ENTER** to accept the suggestion. Otherwise you type the number of the page of the document at which you want printing to start and also the page number of the last page you want printed, terminating each number by **ENTER**. You can only print complete pages of your document.

The **print** command has an option to print to a Microdrive file instead of to the printer. Press **ENTER** to use the printer, or type a new file name if you want to send the text to a file. The file produced will contain all the characters and control codes that would otherwise have been sent to the printer.

The simplest use is to print all of the current document. The keys you press in this case are:

F3 P **ENTER** **ENTER** **ENTER**

To print pages 2 to 4 inclusive of a document called "myletter_doc" to a new file "myletter_lis" (both on drive 2) you should type:

F3 P myletter **ENTER** 2 **ENTER** 4 **ENTER** myletter **ENTER**

Before starting to print Quill will read the current printer driver from the Quill cartridge in Microdrive 1. This will tell Quill what facilities are available on a particular printer and how they can be used. Quill will work with most makes of printer and you will find details of how to make changes for a particular type of printer in the *Information* section, where the printer driver program is described.

You may also wish to change things such as the line spacing and the number of lines per page of the printed document. These are all included in the design command, which is described in Chapter 6.

CHAPTER 8

QL QUILL REFERENCE

THE FUNCTION KEYS

In addition to the standard use of F1, F2 and F3, function key 4 is used as follows:

F4	change typeface
SHIFT & F4	switch between insert and overwrite

Quill does not use function key 5.

Select a command by pressing **F3**. This switches Quill to display a command menu. You can still move the cursor but you are not allowed to Insert or delete text.

The control area display changes to show a list of the commands available. You select a command by typing its first letter. A second set of commands (COMMANDS II) is available and you can switch between them using the Other command.

Since there are commands in the two sets that start with the same letter you must always make sure that the command you want is shown in the control area before you, select it.

In general, you can leave any partially completed command by pressing **ESC**.

At the end of most commands Quill returns to the main display. The exceptions are those commands that have their own internal menu (e.g. **Files**). In these cases you are left in the internal menu and must press **ESC** to go back to the main display.

In any command that requires text input (e.g. **save, load, files, replace**) you may edit the text with the line editor, described in the QL Program Introduction.

THE COMMANDS

The following commands are available:-

They are listed in alphabetical order. If they are part of the second command menu then this is shown by a II symbol after the command name

COPY

Use this command for either moving or copying text from one place in the document to another.

You are first asked to move the cursor to the start of the text to be copied and then to press **ENTER**. Next move the cursor to the end of the text you want to copy. You can move the cursor backwards with the up and left cursor keys but you cannot move it back past the starting point. The affected text is highlighted. Press **ENTER** when you have finished. Press **ENTER** again to delete the original marked text or press **K** to keep it. Move the cursor to the position where you want the marked text to appear and press the **C** key to insert the text at the new position.

You can make further copies of the text at any other point in your document. position the cursor where you want another copy to appear and press the **C** key. You may make as many copies as you like. When you have finished press **ENTER** to end the command.

DESIGN

This command allows you to set or change a number of features which control the overall appearance of your document. Within the command you are asked to choose, by pressing the appropriate key, from the following options:

Bottom margin	type in the number of lines to be left blank at the bottom of each printed page of your document. Press ENTER when you have typed in the number. The initial setting is for a bottom margin of 3 lines.
Display width	type in 4, 6 or 8 to select a display of 40, 64 or 80 characters per line. Quill will not accept any other characters. The initial setting is for either 80 or 64 characters depending on whether you are using a monitor or a television.
Gaps between lines	type in 0, 1 or 2 to select how many blank lines will be printed between each line of text in your document. Quill will not accept any other characters. The initial setting is 0.
Page size	type in the total number of lines to be used for each page of your document and press ENTER . This number includes the blank lines in both the upper and bottom margins. If you type in a zero the document will not be split into pages. The initial setting is 66. (You can normally print 66 lines on a standard A4 page.)
Start page number	type in a number, followed by ENTER . This number is used to number the first page of your document. Successive pages are numbered consecutively from this value. You may want to change it if your document is a continuation of another document. The initial value is 1.
Type colour	to change colours used for normal and bold text. Each time you select this option the normal and bold text colours switch between green and white. The initial setting is for ordinary text to be green and bold text to be white.
Upper margin	type in the number of lines space to be left blank at the top of each page of your document and press ENTER . The initial setting is for 6 lines.

At the end of each option you may select another option, or press **ENTER** to leave the command.

ERASE

This command allows you to erase text from your document. You are first asked to move the cursor (with the cursor keys) to the first character that you want to erase, press **ENTER**, and then move the cursor through the text you want to erase. The marked text is highlighted. When you have marked the text you should press **ENTER** again and the text is erased immediately.

FILES II

There are four options provided in this command.

- Delete** to delete a named document or file from a Microdrive cartridge. You are asked to type in the name of the file you want to delete. The file is deleted when you press **ENTER**.
- Format** to format a cartridge in Microdrive 2. Since this erases all the information on the cartridge, you must confirm your selection. Warning: all information on the cartridge is erased when you format it.
- Backup** to make a second, security copy of a document on a Microdrive cartridge. You are asked to type in the name of the document and the name you want to give to the new copy. You would normally make the copy on a different cartridge and could therefore use the same name again.
- Import** to insert another file from a Microdrive cartridge into your document, at the position of the cursor. The file must be a file exported from either QL Abacus or QL Archive, or a text file produced, say, from SuperBASIC. See the *Information* section.

FOOTER

This command allows you to specify a line of text to be used as the bottom line on each page. It does not appear on the display screen—only on the printed page.

You are first asked to select the position of the footer from the four options:

- None - no footer text
- Left - at the left margin
- Centre - centred in the page (the initial setting)
- Right - at the right margin

Press the space bar until the required option is highlighted and then press **ENTER**. You are then asked to type the text for the footer, ending by pressing **ENTER**. If you have previously specified a footer then this list is shown in the status area. You have the option of altering it with the line editor. rather than typing in the whole of the revised text.

You can Include a page number anywhere in the text. The Position and type of number is marked by a three character code:

Characters	Page Number Style
nnn or NNN	Arabic Numerals e.g. 1, 2, 3, 4
rrr or RRR	Roman Numerals e.g. I, II, III, IV
aaa or AAA	Alphabetic e.g. A, B, C, D

You are finally asked to type in a number from 0 to 9 to Indicate the number of lines to be left between the bottom of the text and the footer.

GOTO

You may use this command to move the cursor to the top, bottom or to a specified page in your document. You are offered three options:

- Top** to move the cursor to the beginning of your document.
- Bottom** to move the cursor to the end of your document.
- A page number** typing In a number, followed by **ENTER** moves the cursor to the start of that page of your document. If there are nO page breaks in your document this option will move the cursor to the end.

HEADER

This command allows you to specify a line of text to be used as the first line on each page. Note that the header does not appear in the display of your document on screen. Quill does not automatically provide a header for your document.

You are first asked to select the position of the header from the four options:

- None header text (the initial setting)
- Left at the left margin
- Centre centred in the page
- Right at the right margin

You press the space bar until the required option is highlighted and then press **ENTER**. You are then asked to type the text for the header, ending by pressing **ENTER**.

If you have added a header at an earlier stage the existing text is shown in the status area. You then have the option of changing with the line editor, rather than typing in the whole of the text.

You can include a page number anywhere in the text. The position and type of number is marked by a three character code:

Characters	Page Number Style
-------------------	--------------------------

nnn or NNN	Arabic Numerals e.g. 1, 2, 3, 4
rrr or RRR	Roman Numerals e.g. I, II, III, IV
aaa or AAA	Alphabetic e.g. A, B, C, D

HYPHENATE (II)

This command allows you to specify a point within a word where it can be split. With an automatically inserted hyphen, if it extends beyond the end of a line. Words not marked in this way will, if necessary, be moved to the next line in their entirety.

Hyphenation is particularly useful when you are using right justification, to avoid large gaps being left between the words.

Move the cursor to the first character following the position where you want to allow a split to be made and press the H key. You may repeat this process as many times as you want. Press **ENTER** to leave the command.

The command will have no apparent effect on the word if it is not at the end of a line.

JUSTIFY

Use this command to select the type of Justification you want. It takes effect from the start of the paragraph containing the cursor, and remains in effect to the end of the document, or to the next change of Justification.

You are offered the following options, selected by pressing the key corresponding to its first letter:

Left the text is aligned at the left margin, but the right margin is uneven.

Centre the text of each line is centred between the margins.

Right additional spaces are inserted between words in each line so that the text is aligned at both the left and right margins.

You may make changes of Justification to more than one paragraph. Press the up or down cursor keys to move up or down by a paragraph and change the justification as described above. Press **ENTER** to end the command.

LOAD

This command allows you to load a document into memory from a Microdrive cartridge, ready for printing or editing.

Type in the name of the document (the name you gave it when you saved it). If you just press '?' plus **ENTER**, Quill will show you a list of the names of all the documents saved on Microdrive 2. Edit the suggested text, Microdrive 2 - if you want a list of the files from a different Microdrive. When Quill has shown the list, you are again asked to type in a document name.

MARGINS

Use this command to set or change the positions of the left, Indent and right margins of your document. All changes in the margins are shown in the text as you make them.

The control area shows the words left indent and right and on first entering this command the word left is highlighted. This means that you can use the left and right cursor keys to move the left margin.

You can select any of the three margins by pressing the space bar until the correct margin name is highlighted. You can move the selected margin by pressing either the right or left cursor key.

The change in each margin takes effect from the paragraph containing the cursor. It remains in effect to the end of your document, or to the next change of position of that margin.

You may make changes of margin positions to more than one paragraph. Press the up or down cursor keys to move up or down by a paragraph and change the margins as described above. Press **ENTER** to leave the command.

MERGE (II)

The merge command takes a copy of a named Quill document from a Microdrive cartridge and inserts it at the position of the cursor, in the document currently in memory.

This command allows you the option to replace the Quill cartridge with a data cartridge. You must replace the Quill cartridge in Microdrive 1 at the end of the command.

Position the cursor at the point where you want the document to be inserted before selecting the command. Quill asks you to type in the name of the file you want to insert. If you insert the document in the middle of a paragraph, Quill will split it into two paragraphs at the position of the cursor and insert the document between them.

OTHER

This command allows you to switch to the display of a second set of commands in the control area. The list of commands in the control area alternates between the two lists each time you use Other.

Since several commands start with the same letter, you must make sure that the command you want is one of those displayed, before you choose it.

PAGE (II)

You can use this command to mark a point in your document where you want a new page to start.

Move the cursor to the point where you want the new page to start and press P.

You may add such page breaks at several points in your document. Move the cursor to the point where you want another page to start and press the P key. Press **ENTER** to leave the command.

Do not use the page command for deleting a forced page break. You can cancel a page break by moving the cursor to any point on the page break line and then pressing **CTRL** and the left cursor key together.

PRINT

This command prints all or part of the document currently in the computer's memory, or any other document on the cartridge in Microdrive 2.

Press **ENTER** to print the current document, or type in the filename of the document to be printed, followed by **ENTER**.

Quill then suggests printing the whole document. If you reply by pressing **ENTER** the whole document will be printed. If you only want to print some of the pages, type in the number of the first page you want printed, followed by **ENTER**. Then type the number of the last page you want printed, again ending by pressing **ENTER**.

Finally, press **ENTER** to send the text to a printer, or type the file name of a new file, followed by **ENTER** to send the output to a Microdrive file.

Before printing, Quill will read a "printer_dat" file entering the printer driver information.

QUIT

This command allows you to leave Quill and return to SuperBASIC. You have three options:

ENTER to save your current document before returning to SuperBASIC. You are given the further option of typing in a name for the saved document. If you just press **ENTER** the document will be saved with its old name, replacing the original version of the document on the Microdrive cartridge.

A to abandon your current document and return to SuperBASIC without saving it.

ESC to cancel the command and return to your document.

REPLACE (II)

You can use this command to replace some or all occurrences of one piece of text by another

First type in the word(s) to be replaced, followed by **ENTER**. Then type in the replacement word(s), again followed by **ENTER**.

Quill searches from the start of the document until the first occurrence of the old text is found. It then offers you the option of replacing the old text with the new. Press the R key to replace the text, or N if you do not want to replace it.

Quill will then search for the next occurrence and again offer you the option to make the replacement. This process will continue until you reach the end of the document or until you end the command by pressing **ENTER**.

SAVE

You use this command to save a copy of your document on a Microdrive cartridge.

Type in a name for your document, so that it can be identified. The document is then saved under that name. If, instead of typing in a name, you just press **ENTER**, the document will be saved with its old name, replacing the original version.

Quill then asks you if you want to continue editing the document you have just saved. If you press **ENTER**, the text of the document remains in the computer's memory and you can continue working on it.

Alternatively, press the space bar if you want to work with another document.

SEARCH (II)

This command searches your document for a particular word or phrase.

First type in the text which you want to find. When you press **ENTER** Quill starts at the top of your document and searches for the first occurrence of the text.

You may press the C key to continue the search to find the next occurrence of the text. Press **ENTER** to end the command when you have found the occurrence you want.

TABS

The **tabs** command allows you to specify the positions and types of tab stops on a line of text. The tabulate key will then take you straight to the next tab stop along the ruler which you have set. Each change of the tab stops will take effect from the start of the current paragraph (the one containing the cursor). It will remain in effect to the end of your document, or until the next change of tab stops.

There are four types of tab stop provided:

- | | |
|----------------|---|
| Left | the tab stop behaves like a left margin; the text is positioned to the right of the tab stop. |
| Centred | the text will be centred around the tab stop. |
| Right | the tab stop behaves like a right margin; the text is positioned to the left at the tab stop. |
| Decimal | this is used for aligning decimal numbers. Each number will be positioned so that its decimal point is at the tab stop. Until a decimal point is encountered it behaves like a right tab. |

The tab positions are drawn on the screen, below the ruler using the following symbols:

- | | |
|---|-----------|
| L | - left |
| C | - centred |
| R | - right |
| D | - decimal |

The cursor is positioned at the start of that line. You can move the cursor along the line by using the left and right cursor keys.

You can remove a tab marker by moving the cursor with the left and right cursor keys until it is over the tab marker in the line under the ruler and then pressing the X key.

To insert a tab marker you should first select the type you want by either pressing the space bar until the correct type is highlighted in the control area, or pressing the L, C, R, or D key. Then move the cursor to the appropriate point and press the T key.

You can mix Inserting and deleting tab markers in any combination. You may also press the up or down cursor keys to move to another paragraph and make further changes to the tab stops. When you have made all the changes you want you should press **ENTER** to leave the command and return to the main display.

ZAP

This command deletes the whole of your current document, Without saving It on a Microdrive cartndge. It allows you to discard your current document and start again.

TYPEFACE

You can change the typeface of the text in your document by pressing **F4** and then the first letter of one of the four options listed below The selected typeface affects all text subsequently typed in.

Alternatively you may press **F4** and then the P key to paint new text in a new style.

You are offered the following options:

- Bold text is converted to a bold, or heavy, typeface.
- High script text is printed In the upper half of the line.
- Low scnpt text is printed in the lower half of the line.
- Underline text is underlined.

You may select any combination of these options except, of course, that you can not have both high and low scripts selected together If you select either of these, the other will be switched off automatically.

If you want to select a combination of typefaces, you should select them one after another by pressing **F4** and the appropriate letters.

If you press the P key to select the paint option, Quill allows you to select one or more typeface styles. Move the cursor to 'paint' the text to the new style and press **ENTER** when you have finished. Note that the original typestyle is restored after painting.

You can switch off any of the typeface options In the same way that you use to turn it on - that is by pressing **F4** and then the appropriate key (B, H, L or U).

INSERT AND OVERWRITE MODES

Initially Quill in Insert mode and any text that you type In will be inserted into your document at the position of the cursor Any surrounding text will be spread out to make room.

It you hold down **SHIFT** and press **F4**, Quill will switch to overwrrite mode. In this mode any text that you type In will replace, character by character, any text from the cursor position onwards.

You can switch back to insert mode by the same method, that is by holding **SHIFT** down and pressing **F4**.

THE START-UP PARAMETERS

When you first load QUILL it is in the state described by the tollowIng list. You can change each of the properties by the method indicated in the right hand column.

Feature	Initially	Change By
Mode:	insert	SHIFT & F4
Display width:	80(mon) 64(TV)	Design
Lell margin:	10 0	Margins
Indent margin:	15 5	Margins

Right margin:	70 64	Margins (max 160)
Upper margin:	6	Design
Bottom margin:	3	Design
Justification:	Right	Justify
Tab stops:	Left, cols 10,20,...,80	Tabs
Page size:	66	Design
Gaps between lines:	0	Design
Page header:	none	Header
Page footer:	centred, "page nnn"	Footer
Start page number:	1	Design
Text colour:		
Normal	green	Design
Bold	white	Design
Typeface:		
Bold	off	F4
Underline	off	F4
High script	off	F4
Low script	off	F4
