

SOFTWARE MANUAL

TXTFMT

USER'S MANUAL

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PREFACE

The previous version of the TXFMT User's Manual was useful as a quick-reference guide for those who already knew the system. Because the manual was brief, those unfamiliar with text editors and text formatters may have found some of the commands difficult to implement without assistance from an experienced operator. For the benefit of all users, experienced and novice, we have rewritten the TXFMT User's Manual, providing more examples and more complete explanations. In addition, we have reorganized the book so that it is easier to find specific commands without having to refer to the index every time. When used as a companion to the AlphaVUE User's Manual and the AlphaVUE/TXFMT Training Guide, this manual should be helpful as a reference guide to anyone using TXFMT.

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CHAPTER 1

INTRODUCTION

TXTFMT is an acronym for Text Format. The TXTFMT system does exactly that--it formats text. The combination of TXTFMT with either of the Alpha Micro text processors, VUE and EDIT, makes up a versatile, easy-to-use word processing system.

1.1 FEATURES AND CONVENIENCE

What exactly do we mean when we say, "it formats text"? We mean this: TXTFMT can automatically divide your work into consecutively numbered chapters, with the chapter titles centered and positioned an appropriate number of spaces above the text; it can number and title paragraph sections; it controls right and left margins, along with the number of lines allowed on one page; it numbers pages, using several different formats depending on your preference; it ignores the margin of your original text entry and fills each line as close as possible to the right margin that you specify; at your direction, it goes a step further by arranging text so that the right margin is exactly straight (right-justification); and it creates an ordered table of contents and alphabetical index complete with page numbers. These capabilities alone are enough to qualify TXTFMT as a useful, time-saving tool; but the above list represents only 24 of more than 70 different TXTFMT commands.

Besides being versatile, the TXTFMT system is easy to use. As you type on the video-display terminal, you simply insert the short TXTFMT commands directly into your text. When executed, the TXTFMT program recognizes the commands you've entered and formats the original text, called the "source file," according to your specifications. TXTFMT then automatically creates a new file for the formatted version, so you always have two separate files--the source and the formatted. To correct a formatting error, simply call up the source file, make the change, and run the TXTFMT program again. A new formatted version is created automatically.

When you create a document using TXTFMT and VUE, you can always look at your formatted file on the screen before printing it out. If corrections are necessary, you haven't wasted time and paper by printing the file first. An

added convenience is TXTFMT's comment command. It allows you to enter into the source file comments concerning the text, maybe to keep track of the editing history or to remind you of material to be added later. Whatever the reason for the comments, TXTFMT ignores them so they are not formatted into the finished version of your document, but retains them in the source file.

1.2 HOW TO USE THIS MANUAL

This manual is a reference guide solely for the TXTFMT system, and any reference to "the system" in the following chapters means the TXTFMT system.

Chapter 2 briefly reviews the creation of a VUE source file, but to learn TXTFMT using only this manual, you must already be familiar with the VUE text editor. If you do not know VUE, refer to the AlphaVUE User's Manual (DWM-00100-15) or to the AlphaVUE/TXFMT Training Guide (DSS-10000-03). For beginners in word processing, the AlphaVUE/TXFMT Training Guide is the best way to learn the two systems. First it shows you how to use the video-display terminal, then provides complete explanations, examples, and sample material for VUE and TXTFMT. However, some of the more specialized TXTFMT procedures are not documented in the Training Guide, so the TXFMT Reference Manual becomes a valuable reference book once you know the basics.

As already stated, Chapter 2 of this book reviews the procedure for creating a VUE file. It then explains how to enter TXTFMT commands into the text, and how to run the TXTFMT program once all the commands are inserted. Chapters 3 through 12 explain and briefly illustrate the TXTFMT commands, categorizing them according to function. Appendix A lists and explains error messages the computer displays when it doesn't understand your entry. For a glossary of terms used in reference to TXTFMT, refer to Appendix B of the AlphaVUE/TXFMT Training Guide.

At the back of the manual is a Reader's Comments Form. We would appreciate it if you would use this form to tell us what you like about the manual and how you think we can improve it. Although we regularly update our documentation to reflect changes in the software, it is your advice that contributes the most toward improving the overall quality of the books.

CHAPTER 2

THE SOURCE FILE AND TXTFMT FUNCTIONS

2.1 GENERAL

TXFMT must be used in conjunction with VUE or EDIT because one of these two text editors is the means by which you create the working draft--the source file--of your document. In fact, the source file is like the rough draft of an ad copy accompanied by format notations. The notations tell what should be centered, what should be bold-face, what should be indented. Similarly, formatting commands in the source file tell TXFMT exactly how you want the rough draft formatted for the final copy.

2.2 CREATING A SOURCE FILE

Before you can use TXFMT, you must have something to format. To create a source file, first log into an account that is available to you. (For instructions on logging in, refer to Chapter 5 of the AMOS User's Guide, DWM-00100-35; or to Chapter 3 of the AlphaVUE/TXFMT Training Guide, DSS-10000-03.) Now choose a 1- to 6-character alphanumeric name for your file, a 3-character extension for the name (e.g., .TXT), and decide which text editor you wish to use--VUE or EDIT. Suppose you are going to use VUE to create a file called LETTER.TXT. Follow these steps:

1. After logging in, type the following next to the period at the left of the screen:

```
.VUE LETTER.TXT RET
```

Notice that we underline the period at the left in the example above. In this manual, any messages or symbols the computer displays to the user are underlined to differentiate them from commands or text you enter on the keyboard. Also, the RET symbol next to any keyboard entry means "press RETURN."

2. The system responds to the above entry with:

LETTER.TXT doesn't exist. Do you wish it created ?

Enter Y (for "yes") next to the question and press RETURN. A screen with three lines of asterisks and an END OF FILE message appears. If a different screen is displayed--one where the cursor is stationed next to the > symbol--press the ESC key (sometimes labeled ALT MODE) or Control-[, to bring up the screen with the asterisks. Here you start entering the text of the source file, after inserting a few TXTFMT codes to determine formatting that will apply to all or most of the document (see sections 2.3 and 2.4 below).

For information on creating a source file for use with EDIT, refer to the "User Information" section of the AMOS Software Update documentation packet.

2.3 THE GENERAL FORMAT

Most of the time you'll want a few general formatting characteristics to be present throughout your document: consistent margins, a maximum number of lines allowable on one page, a specific page numbering format, single or double spacing, etc. Specifications such as these that apply to most or all of the document must be entered at the beginning of the source file. Before we show you how to enter these commands, though, you should know which TXTFMT specifications are automatically in effect unless you enter commands to specify otherwise:

1. No page numbering
2. Single spacing between lines
3. Left margin of 0
4. Maximum line length of 80 characters
5. Maximum number of lines on a page--54.
6. No right-justification

2.4 ENTERING THE COMMANDS

Almost all TXTFMT commands are abbreviated labels for the functions they serve. You may enter these labels in either upper- or lower-case letters, but you must precede each command with a slash (/) to distinguish it as a TXTFMT code. For example, the code you enter to accomplish page numbering in Arabic numerals is /NUMBER, or its abbreviated form, /NM. Most of the

commands have a complete form and an abbreviation, either of which is valid. Each command must be entered beginning at the left-most position on the screen (column 1), and nothing else can be typed on that line.

As the computer processes the file under direction of the TXTFMT program, it recognizes any slash in the left-most position as the beginning of a TXTFMT command. Therefore, a slash should never be typed in this position unless it is part of a command. If the TXTFMT program does not recognize a command as a valid TXTFMT code, it displays an error message (see Appendix A for a list of error messages). These embedded commands do not show up in the formatted version of the file, but are retained only in the source file.

Suppose you wanted to change some of the default values listed in the previous section. You decide that you want Arabic-numeral page numbering, a maximum line length of 76 characters, a maximum of 56 lines allowed on each page, and right-justification. On the screen that appears when you first create a VUE file, you would enter the following TXTFMT commands before any text, beginning at the left-most position on the screen:

```
/NUMBER  
/LINESIZE 76  
/PAGESIZE 56  
/JUSTIFY
```

The first command tells TXTFMT to number the pages of the document with Arabic numerals, and to print the numbers in the top right corner of each page. The second command designates 76 as the maximum number of characters allowed on one line. The /PAGESIZE 56 command specifies that no more than 56 lines of text, including blank lines, may be placed on one page; the /JUSTIFY code tells TXTFMT to space words so that the right margin is exactly straight (at 76 characters per line).

After entering these general formatting specifications, you would start entering the actual text of the document, inserting TXTFMT commands as necessary. Anytime you wish to enter a comment or note to yourself--maybe the date or a reminder of some sort--type two slashes (//) beginning at the left-most position on the screen, followed by the comment. This part of the text remains in the source file but is not included in the formatted version.

Beginning on the next page is the printed source file (unformatted version) of this chapter, containing all the TXTFMT commands necessary to produce the formatted version you have read thus far. Notice that each TXTFMT command is preceded by a slash and is on a line by itself. All the commands you see are explained in the following chapters, so we won't take time to discuss them now. The sample is presented simply to give you an idea of what an unformatted file containing TXTFMT commands looks like.

/CHAP THE SOURCE FILE AND TXTFMT FUNCTIONS

/hl 1 GENERAL

TXTFMT must be used in conjunction with VUE or EDIT because one of these two text editors is the means by which you create the working draft--the source file--of your document. In fact, the source file is like the rough draft of an ad copy accompanied by format notations. The notations tell what should be centered, what should be bold-face, what should be indented. Similarly, formatting commands in the source file tell TXTFMT exactly how you want the rough draft formatted for the final copy.

/hl 1 CREATING A SOURCE FILE

Before you can use TXTFMT, you must have something to format. To create a source file, first log into an account that is available to you. (For instructions on logging in, refer to Chapter 5 of the AMOS User's Guide, DWM-00100-35; or to Chapter 3 of the AlphaVUE/TXTFMT Training Guide, DSS-10000-03.) Now choose a 1- to 6-character alphanumeric name for your file, a 3-character extension for the name (e.g., .TXT), and decide which text editor you wish to use--VUE or EDIT. Suppose you are going to use VUE to create a file called LETTER.TXT. Follow these steps:

/ls

/le

After logging in, type the following next to the period at the left of the screen:

/u

_ . VUE LETTER.TXT

/f

Notice that we underline the period at the left in the example above. In this manual, any messages or symbols the computer displays to the user are underlined to differentiate them from commands or text you enter on the keyboard. Also, the RET symbol next to any keyboard entry means "press RETURN."

/p

/le

The system responds to the above entry with:

/u

_ LETTER.TXT doesn't exist. Do you wish it created? _

/f

Enter Y (for "yes") next to the question and press RETURN. A screen with three lines of asterisks and an END OF FILE message appears. If a different screen is displayed--one where the cursor is stationed next to the > symbol--press the ESC key (sometimes labeled ALT MODE) or Control-(to bring up the screen with the asterisks. Here you start entering the text of the source file, after inserting a few TXTFMT codes to determine formatting that will apply to all or most of the document (see sections 2.3 and 2.4 below).

/els

For information on creating a source file for use with EDIT, refer to the "User Information" section of the AMOS Software Update documentation packet.

/hl 1 THE GENERAL FORMAT

Most of the time you'll want a few general formatting characteristics to be present throughout your document: consistent margins, a maximum number of lines allowable on one page, a specific page numbering format, single or double spacing, etc. Specifications such as these that apply to most or all of the document must be entered at the beginning of the source file. Before we show you how to enter these commands, though, you should know which TXTFMT specifications are automatically in effect unless you enter commands to specify otherwise:

```

/ls
/le
No page numbering
/le
Single spacing between lines
/le
Left margin of 0
/le
Maximum line length of 80 characters
/le
Maximum number of lines on a page--54.
/le
No right-justification
/els
/HL 1 ENTERING THE COMMANDS

```

Almost all TXTFMT commands are abbreviated labels for the functions they serve. You may enter these labels in either upper- or lower-case letters, but you must precede each command with a slash (/) to distinguish it as a TXTFMT code. For example, the code you enter to accomplish page numbering in Arabic numerals is /NUMBER, or its abbreviated form, /NM. Most of the commands have a complete form and an abbreviation, either of which is valid. Each command must be entered beginning at the left-most position on the screen (column 1), and nothing else can be typed on that line.

As the computer processes the file under direction of the TXTFMT program, it recognizes any slash in the left-most position as the beginning of a TXTFMT command. Therefore, a slash should never be typed in this position unless it is part of a command. If the TXTFMT program does not recognize a command as a valid TXTFMT code, it displays an error message (see Appendix A for a list of error messages). These embedded commands do not show up in the formatted version of the file, but are retained only in the source file.

Suppose you wanted to change some of the default values listed in the previous section. You decide that you want Arabic-numeral page numbering, a maximum line length of 76 characters, a maximum of 56 lines allowed on each page, and right-justification. On the screen that appears when you first create a VUE file, you would enter the following TXTFMT commands before any text, beginning at the left-most position on the screen:

```

/u
  /NUMBER
  /LINESIZE 76
  /PAGESIZE 56
  /JUSTIFY
/f

```

The first command tells TXTFMT to number the pages of the document with Arabic numerals, and to print the numbers in the top right corner of each page. The second command designates 76 as the maximum number of characters allowed on one line. The /PAGESIZE 56 command specifies that no more than 56 lines of text, including blank lines, may be placed on one page; the /JUSTIFY code tells TXTFMT to space words so that the right margin is exactly straight (at 76 characters per line).

After entering these general formatting specifications, you would start entering the actual text of the document, inserting TXTFMT commands as necessary. Anytime you wish to enter a comment or note to yourself--maybe the date or a reminder of some sort--type two slashes (//) beginning at the left-most position on the screen, followed by the comment. This part of the text remains in the source file but is not included in the formatted version.

Beginning on the next page is the printed source file (unformatted version) of this chapter, containing all the TXTFMT commands necessary to produce the formatted version you have read thus far. Notice that each TXTFMT command is preceded by a slash and is on a line by itself. All the commands you see are explained in the following chapters, so we won't take time to discuss them now. The sample is presented simply to give you an idea of what an unformatted file containing TXTFMT commands looks like.

2.5 EXECUTING THE TXTFMT PROGRAM

After inserting all TXTFMT commands into the text, write the file to the disk and exit VUE; this procedure is documented in Chapter 4 of the AlphaVUE/TXFMT Training Guide, and in Chapter 2 of the AlphaVUE User's Manual. Once the file is recorded on disk and you are at AMOS command level (the period is at the left side of the screen), you can execute the TXTFMT program, which reads the TXTFMT commands and formats the text accordingly. Simply enter the command, TXTFMT, followed by the name of the file you are formatting. For example, suppose the sample file shown on the previous two pages were called SAMPLE.TXT. Once SAMPLE.TXT is recorded on disk, invoke the TXTFMT program by entering the following next to the period at the left of the screen:

```
._TXFMT SAMPLE.TXT (RET)
```

The computer reads the SAMPLE.TXT file, formats it according to the TXTFMT commands you entered in the text, and writes the formatted version to a file called SAMPLE.LST. You know the formatting is finished when a period reappears at the left side of the screen below your command. The formatted file is always given the same name as the source file with a .LST extension. You can now VUE the formatted file to inspect it; however, do not change the .LST file and do not FINISH out of it. If you need to make changes, QUIT out of the .LST file, access the source file (SAMPLE.TXT), change it, and rerun the TXTFMT program against SAMPLE.TXT. TXTFMT automatically creates a new SAMPLE.LST file reflecting the changes. For instructions on the FINISH and QUIT commands, refer to Chapters 4 and 5 of the AlphaVUE/TXFMT Training Guide or Chapter 6 of the AlphaVUE User's Manual.

As an added convenience, TXTFMT allows you to format more than one file at a time, using only one command. Suppose you have created three files: CHAP1.TXT, CHAP2.TXT, and CHAP3.TXT. You can text format all three by entering:

```
._TXFMT CHAP1.TXT,CHAP2.TXT,CHAP3.TXT (RET)
```

TXFMT assigns to the resulting formatted file the name of the first file you enter in the command, followed by a .LST extension. In the example above, the three files are formatted into one with the name CHAP1.LST.

Sometimes, after issuing the TXTFMT command, you may wish to discontinue the formatting process. If so, simply hold down the CONTROL key on the terminal keyboard and at the same time press C. We call this Control-C or ^C. The symbol ^ signifies the CONTROL key when it appears next to a keyboard character.

2.6 CLASSIFYING TXTFMT COMMANDS

The TXTFMT system is composed of more than 70 different commands. This may seem an unmanageable number, but since many of the codes operate in pairs they are easier to remember than you may think. For example, if you learn to use /JUSTIFY, you understand /NO JUSTIFY; if you know /DOUBLE INDENT, /END DOUBLE INDENT is obvious. Moreover, the commands can be easily classified according to function. Each command, as discussed in the following chapters, falls into one of the following categories:

1. Titles
2. Line Length, Justification, and Spacing
3. Margins, Centering, and Indenting
4. Chapters, Appendixes, and Headings
5. Paging
6. Listing and Sublevels
7. Format Interruption
8. Underscoring
9. Table of Contents and Index
10. Special Functions

Each of the following 10 chapters discusses one of the categories listed above.

If you know a certain code but cannot remember exactly how to use it, you can look up the command itself in the index. However, sometimes you know what formatting result you wish to effect but are not sure if TXTFMT allows it. In such cases, check the list of functions shown above for the type of function you wish to perform, find the category in the index, and study the corresponding commands listed under the index entry. Often you can tell just from the name of the command if it might perform the desired function.

The following chapters explain all TXTFMT commands, providing numerous examples. If, after reading the material in this book, you still do not understand a particular command, find it in Chapter 6 of the AlphaVUE/TXTFMT Training Guide. Many of the discussions in the Training Guide are more complete and assume less knowledge of word processing in general than do those in this manual. However, some TXTFMT commands are discussed very briefly if at all in the Training Guide; those we explain and illustrate completely in this book.

CHAPTER 3

TITLES

3.1 GENERAL

TXTFMT has two commands for specifying titles, both of which serve two main purposes: they cause the system to print a document, chapter, or appendix title at the top of each page; and they determine whether the titles are printed in the top left portion or in the top center of the page.

3.2 THE TITLE COMMANDS

/TITLE text or
/TTL text

Causes system to read the "text" that you enter as the document title, and to print it at the top left portion of each page except the first. If the document has chapters or appendixes, TXTFMT prints the document title only until it encounters a /CHAPTER or /APPENDIX command; after that, the program prints the name of the chapter or appendix at the top of each page. If you do not supply a title ("text"), the /TITLE command simply causes TXTFMT to output the chapter and appendix title after encountering the first /CHAPTER or /APPENDIX command.

Example

The name of your document is "Department Policies and Procedures," and you want it printed in upper-case letters at the top left of each page (except the first). Before any text, enter:

/TITLE DEPARTMENT POLICIES AND PROCEDURES

The title is output exactly as you enter it in the command.

Suppose the same document is chapter-oriented, and the first chapter is called "Suggestions for Improvement." The document title shown above is printed at the top of each page, except the first, until the system encounters the command,

```
/CHAPTER SUGGESTIONS FOR IMPROVEMENT
```

All the pages in Chapter 1, except the first, will now carry the chapter name, and not the document name, at the top of the page.

If you wanted the document title, "Department Policies and Procedures," to appear on the first page as well as the following pages, you would enter these commands prior to any text:

```
/NUMBER 0  
/TITLE DEPARTMENT POLICIES AND PROCEDURES  
/PAGE
```

/NOTITLE or /NTTL

Causes the system to stop printing the name of any document, chapter, or appendix title at the top of the pages. Should be embedded in the text immediately prior to the point where you wish to discontinue titling.

**/CENTERED TITLE text
or /CT text**

When entered in place of the /TITLE command, causes the "text" or title to be printed at the top center of each page (except the first), instead of at the left-most position. When the first /CHAPTER or /APPENDIX command is issued, the chapter or appendix title then appears centered at the top of each page except the first. To print the title at the top of the first page, enter the commands shown for /TITLE above.

**/NO CENTERED TITLE
or /NCT**

Stops the printing of the document, chapter, or appendix title at the top center of each page. Embed it in the text immediately prior to the point where you wish to discontinue the titling.

CHAPTER 4

LINE LENGTH, JUSTIFICATION, AND SPACING

4.1 LINE LENGTH

TXTFMT relieves you of having to plan the right margin of your text the way you have to on a typewriter. You simply use the /LINESIZE command to specify the maximum number of characters (including spaces) to allow on one line, and the program automatically places as many words as possible on each line without dividing words and without violating the line size you have set. That means you don't have to worry about the unevenness of your original text; TXTFMT automatically fills in any short line with words from the next, and transfers words from a line that is too long to the following line.

/LINESIZE n or /X n Specifies the maximum number (n) of characters, including spaces, to allow on one line of text. The default setting is 80 characters per line; but since many terminal screens only display 78 characters at one time, you may wish to set the line size to a smaller number. We recommend a length of 76 characters per line to allow for an adequate margin on either side of the text.

Example

To set the line size to 76 characters per line, enter the following command before the text that should adhere to this setting:

```
/LINESIZE 76
```

If you look back at the sample unformatted file in Chapter 2, you'll see that in many places the right margin is very uneven. When the file is formatted, however, the /LINESIZE command causes TXTFMT to create a new right margin in accordance with the

Line length specified, so the original margin is of no consequence.

`/BREAK` or `/BR`

Tells the system not to fill in the line just above the `/BREAK` command with words from the subsequent line of text.

Example

Suppose you wanted to place an underlined heading immediately above text, without a blank line in between. Your entry would look like this:

```
    Misconceptions About Sharks_  
    /BREAK  
    Movies and other media have completely  
    distorted the facts surrounding shark  
    behavior. Consequently, the general public  
    is grossly misinformed.
```

In the formatted version, "Misconceptions About Sharks" would be underlined (see Chapter 10 for an explanation of underlining), followed on the next line by the subsequent text; no blank line would separate the heading from the text. If the `/BREAK` command were not entered, however, the text would automatically be moved up to the same line as the heading.

4.2 JUSTIFICATION

TXTFMT can line up the right margin so that each line is exactly the length defined by your `/LINESIZE` command; this process is called right-justification. The system performs this task first by filling in each line as much as possible without dividing words and without violating the `/LINESIZE` specification. It then inserts extra spaces between words when necessary to lengthen each line to the exact `/LINESIZE` value.

`/JUSTIFY` or `/J`

Tells TXTFMT to begin right-justifying text. If the entire document is to be right-justified, enter the command before any text. For a comparison of unjustified and justified text, refer to the explanation of the `/LINESIZE` command in Chapter 6 of the AlphaVUE/TXTFMT Training Guide.

`/NO JUSTIFY` or `/NJ`

Disables right-justification.

4.3 SPACING

In addition to line length and justification, you can control spacing between lines. TXTFMT allows you to specify single or double spacing, and you can specify with one command any number of blank lines to be left in the text.

`/SINGLE` or `/S` Causes single spacing of text. This is the default setting, so the only time you need to enter the command to achieve single spacing is after using the `/DOUBLE` command to produce double-spaced text.

`/DOUBLE` or `/D` Causes the subsequent text to be double-spaced, even though the source file is single-spaced on the video-display screen.

`/LINE n` or `/L n` Causes the line preceding the command to be output with no line filling, and generates `n` blank lines prior to any text following the command. This command is a convenience feature best used for quickly generating a large number of blank lines. That is, you would not bother using `/LINE 1` when you can generate one blank line simply by pressing RETURN.

Example

Suppose you want to generate 40 blank lines on a certain page, leaving room for an illustration to be pasted in. After the text immediately preceding the illustration, you would enter:

```
/LINE 40
```

You can then start entering text immediately after the command, but when the file is formatted this text will be preceded by 40 blank lines.

CHAPTER 5

MARGINS, CENTERING, AND INDENTING

5.1 MARGINS

TXTFMT allows you to set and reset the left margin as many times as you need in a document. You still enter text beginning at the left-most position on the screen, but when the file is formatted the left margin reflects your specification in the /MARGIN command.

/MARGIN n or /M n

Automatically does a /BREAK and sets the left margin to the value n. The default margin setting is 0, and n can be any number from 0 to the /LINESIZE specification. Do not use the edge of the paper as the 0 setting. The 0 margin position is wherever the printer head has been permanently set to begin printing. Use the /MARGIN command to indent text from this permanent position. Also, the /MARGIN command does not affect titles generated by the /TITLE command; titles always either begin at, or are centered from, the 0 position.

Example

Suppose most of your text begins at a margin of 0, but you wish to indent several consecutive lines 10 spaces. Immediately before the text to be indented, enter:

```
/MARGIN 10
```

You would then type the lines to be indented, still beginning each line at the left-most position on the screen. After typing the last line to be

indented, you would return to a margin of 0 by entering:

```
/MARGIN 0
```

5.2 CENTERING

One command in TTXFMT allows you to center text without having to count spaces.

```
/CENTER text,  
/CENTRE text,  
or /C text
```

Centers the "text," which you enter. Leading blanks are ignored, trailing blanks are not. If you are not right-justifying the text, most of the lines on the page will be shorter than the line size specified, giving the centered text the appearance of being shifted to the right. Therefore, when your text is not right-justified, you will probably need to add four to six trailing blanks to the centered text to make it appear centered. If you are right-justifying, trailing blanks are ignored. Causes a /BREAK to follow.

Example

To center the text, "RECENT PROGRESS," you would enter:

```
/CENTER RECENT PROGRESS
```

The text on the same line as the /CENTER command is all that is centered; so, if you want two consecutive lines centered, you must enter two consecutive /CENTER commands:

```
/CENTER RECENT PROGRESS  
/CENTER IN FACILITIES MANAGEMENT
```

```
/CENTERED TITLE text  
or /CT text
```

See section 3.2.

5.3 INDENTING

Two commands in the TTXFMT system control indentation. The first shifts the following line, and only the following line, either left or right from the left margin. The second command allows you to indent from both the left and right margins, retaining right-justification.

```
/INDENT n or /I n
```

Causes the next line to begin n spaces to the right or left of the left margin. To move a line to the

right of the left margin, enter n as a positive number. For example, if the current margin is 0 and you want a line to be indented 5 spaces, enter the following on the line immediately prior to the line to be indented:

```
/INDENT 5
```

To move a line to the left of the left margin, assign a negative number to n. For example, if the left margin is currently at 15 and you want one line to begin at position 5, define n as -10:

```
/INDENT -10
```

You may not, however, specify n to the left of 0; that is, in the example above, you could not define n beyond -15.

This command causes a /BREAK to follow, so the indented line is not transferred to the end of the previous line.

```
/DOUBLE INDENT n or  
/DI n
```

Causes all text up to the next /END DOUBLE INDENT command to be indented n spaces from both the left and right margins. If n is not specified, the default value is 5 spaces. You may issue a maximum of 20 consecutive /DOUBLE INDENT commands before entering any /END DOUBLE INDENT commands.

The /DOUBLE INDENT command causes a /BREAK to follow.

Note: Because the /MARGIN command ignores /DOUBLE INDENT specifications, you should not use /MARGIN within a double indentation.

```
/END DOUBLE INDENT  
or /EDI
```

Causes the left and right margins to be restored to their value prior to the last /DOUBLE INDENT command. Causes a /BREAK to follow.

```
/PARAGRAPH i s,  
/PARA i s, or /PR i s
```

See Section 12.4.

```
/AUTOPARAGRAPH i s,  
/AP i s, or /APR i s
```

See Section 12.4.

CHAPTER 6

CHAPTERS, APPENDIXES, AND HEADINGS

6.1 CHAPTERS AND APPENDIXES

For longer documents requiring division into chapters and appendixes, TXTFMT offers some convenient commands. If you wish, the system can automatically number chapters and appendixes; it also centers all titles, positioning them a fixed number of spaces below the top of the page and above subsequent text.

`/CHAPTER text or`
`/CHAP text`

Starts a new chapter using the "text" you supply as the title of the chapter. Enter the title exactly as you wish it to appear in the formatted version, but do not include the chapter number. The `/CHAPTER` command causes an advancement to the next odd-numbered page, automatically spaces down 12 lines from the top margin, centers the chapter number in the form "CHAPTER n," spaces down two more lines, and centers the chapter title as you entered it in the command. The first line of text entered below the `/CHAPTER` command automatically begins at least three lines below the chapter title. The page you are reading is a typical chapter beginning generated using the `/CHAPTER` command.

Example

If Chapter 1 is called "SALES TECHNIQUES," enter the following before any Chapter 1 text:

```
/CHAPTER SALES TECHNIQUES
```

The formatted result is:

CHAPTER 1

SALES TECHNIQUES

The formatted lines are centered and spaced 12 lines below the top of the page. If Chapter 2 is called "TRAVEL REQUIREMENTS," your entry before any Chapter 2 text is:

/CHAPTER TRAVEL REQUIREMENTS

TXTFMT knows it is Chapter 2, because it checks the last chapter number and simply adds 1.

If you enter a /TITLE command previous to any /CHAPTER command, the chapter title appears at the top of each page except the first. Also, the /CHAPTER command affects the numbering of header levels (see section 6.2).

/SET CHAPTER n or
/SET CHAP n

Sets the chapter number to n, regardless of the number of the previous chapter. Use this command when you do not wish to rely on TXTFMT's automatic numbering of chapters. You must still enter a /CHAPTER command to specify a title, immediately after the /SET CHAPTER command.

Example

To specify Chapter 5 with a title of "SALES REPORTS," enter:

/SET CHAPTER 5
/CHAPTER SALES REPORTS

/APPENDIX text x or
/APP text

Operates the same as /CHAPTER, except appendixes are labeled with letters instead of numbers. The first appendix would be Appendix A, the second Appendix B, and so on. The "text" you enter is the appendix title.

/SET APPENDIX x or
/SET APP x

Operates the same as /SET CHAPTER n, except that you enter a letter (A, B, C...) for x. To specify the appendix title, follow the /SET APPENDIX x command with a regular /APPENDIX command.

6.2 HEADINGS

Whether you divide a document into chapters or simply into multiparagraph sections, TXTFMT's header level commands can be very helpful. You specify the section titles; the system automatically numbers the headings to show subordination, and controls the spacing of the heading in relation to text above and below.

/HEADER LEVEL n text
or /HL n text

At this command, TXTFMT starts a section at the level specified by n, uses the "text" as the heading or section title, and makes sure there are at least 9 lines left on the page before beginning the header. If the page has less than 9 lines remaining, the header automatically begins on the next page.

The n must be a number from 1 to 5; if you omit n, 1 is assumed. In a document that is not chapter-oriented, level-1 headers are numbered automatically as 1.0, 2.0, 3.0, 4.0, etc. Level-2 headers are numbered 1.1, 1.2, 1.3; 2.1, 2.2, 2.3; etc. Level-3 numbers have three digits (e.g., 1.1.1, 1.1.2; 2.1.1, 2.2.2). This numbering pattern continues up to level 5.

In chapter-oriented documents, the first digit in the heading number matches the chapter number. So, the first level-1 header in Chapter 2 would be 2.1, the second 2.2, the third 2.3, etc. The level-2 headers would be 2.1.1, 2.1.2, 2.1.3, etc.

The header titles follow the header number on the same line. The title ("text") of a level-1 header is automatically printed in all upper-case letters, regardless of the way you enter it with the command; and subsequent text begins at least two spaces below the header. Level-2 titles are printed exactly as you enter them with the command, also two lines above subsequent text. Level-3, -4, and -5 titles are printed exactly as you enter them; however, they are followed by a space, hyphen, space, and subsequent text on the same line as the header.

Examples

The command for a level-1 header followed by text looks like this:

```
/HEADER LEVEL 1 PITFALLS TO AVOID
```

```
Our department has not always run as efficiently  
as it does now.
```

If this were the first level-1 header in a document that is not chapter-oriented, the formatted result would be:

1.0 PITFALLS TO AVOID

Our department has not always run as efficiently as it does now.

If this same command were entered as the first level-1 header in Chapter 3 of a chapter-oriented document, the formatted result would be:

3.1 PITFALLS TO AVOID

Our department has not always run as efficiently as it does now.

Suppose the same header were the first level-3 heading subordinate to section 2.2.2 in a chapter-oriented document. The command, followed by the text, would be:

```
/HEADER LEVEL 3 Pitfalls to Avoid
Our department has not always run as efficiently
as it does now.
```

The formatted version would then look like this:

```
2.2.2.1 Pitfalls to Avoid - Our department has
not always run as efficiently as it does now.
```

**/HEADER NO EMBED
or /HNE**

When entered prior to a level-3, -4, or -5 header, prevents subsequent text from beginning on the same line as the header. Affects all subsequent level-3, -4, and -5 headers until TXTFMT encounters a /HEADER EMBED command (see discussion below).

/HEADER EMBED or /HE

Discontinues effect of /HEADER NO EMBED command, so that subsequent level-3, -4, and -5 headers are followed on the same line by the text.

**/SET HEADER LEVEL n m
or /SET HL n m**

Generates a level-n heading. In chapter-oriented text, m becomes the last digit in the header number, regardless of the ending digit in the previous header. In text that is not chapter-oriented, m becomes the first digit in the header number. The /SET HEADER LEVEL command must be followed by a regular /HEADER LEVEL command specifying the same header level.

Example

Suppose you just entered section 2.3.3 in a chapter-oriented document. Now you want to write section 2.3.8, entitled "Using the Printer," before generating the four headers that would normally fall between 2.3.3 and 2.3.8. The command would look like this:

```
/SET HEADER LEVEL 2 8
/HEADER LEVEL 2 Using the Printer
```

In the /SET HEADER LEVEL command above, the first number (n) identifies the level of the header; the second number (m) determines the last digit in the header number. The /HEADER LEVEL command then identifies the header title. If you wanted the header to be a level-3, you would replace both 2's in the above commands with 3's. Then the formatted header number would be 2.3.3.8, meaning the eighth heading subordinate to section 2.3.3.

Now suppose the document is not chapter-oriented. If you just wrote section 2.0 and wanted to skip to section 5.0 ("Using the Printer"), the command would be as follows:

```
/SET HEADER LEVEL 1 5
/HEADER LEVEL 1 Using the Printer
```

The m in the above command is 5, which becomes the first digit in the formatted header number--5.0.

/HEADER BOLD or /HB

Causes all subsequent headers generated with the /HEADER LEVEL command to be printed in bold face, as long as the printer has that capability. TXTFMT continues outputting headers in bold face until it encounters a /HEADER NO BOLD command.

/HEADER NO BOLD
or /HNB

Reverses the effect of the /HEADER BOLD command, causing TXTFMT to print all subsequent headers in regular type face.

/HEADER UNDERSCORE
or /HUS

Causes TXTFMT to underline all subsequent headers, until the next /HEADER NO UNDERSCORE command. This command requires that the /UNDERSCORE command be executed previously (see Chapter 10).

/HEADER NO UNDERSCORE
or /HNUS

Reverses effect of /HEADER UNDERSCORE command, causing TXTFMT to print subsequent headers without underscoring.

CHAPTER 7

PAGING

7.1 GENERAL

We use the general term "paging" in reference to commands that control page size, page breaking, and numbering.

7.2 PAGE SIZE

`/PAGESIZE n` or `/Y n`

Sets `n` as the maximum number of lines allowed on one page. You'll normally enter this command before any text in the file, since it usually applies to the entire document. However, the page size can be changed at any point throughout the text by entering the command and using a different value for `n`. You may also interrupt the page size specification by using the `/PAGE` command to break the page wherever you want. The default page size setting is 54 lines on a page.

7.3 PAGE BREAKING

`/PAGE n` or `/P n`

Entering `/PAGE` without a number for `n` breaks the page at that point in the text, so that any subsequent text begins at the top of the next page. When you specify `n`, `TXTFMT` determines if there are `n` lines left on the page; if `n` lines do not remain, a new page is begun. If there are `n` lines left on the page, no page break occurs. For example, suppose you need at least 15 lines for a chart which you do not want split between two pages. You could enter `/PAGE 15` just before the chart begins.

If there were not 15 lines left on the current page, the chart would begin at the top of the next page. If 15 lines did remain, the chart would be printed on the current page.

`/EVEN PAGE` or `/EP`

Forces a new page to begin; if the next page is odd-numbered, it forces another page break so that text begins on the next even-numbered page.

`/ODD PAGE` or `/OP`

Forces a new page to begin; if the next page is even-numbered, it forces another page break so that text begins on the next odd-numbered page.

7.4 PAGE NUMBERING

`/NUMBER n` or `/NM n`

Enables automatic page numbering, in Arabic numerals, at the top of each page. Sets the current page number as *n*, but a number does not appear on this page. For example, if you enter `/NUMBER 1`, a 1 will not appear on that page, but 2 will be on the next, 3 on the next, and so on. If you want the number 1 to appear on the first page, before any text enter the following:

```
/NUMBER 0
/PAGE
```

These commands set the current page to 0 and cause a page break, so that text begins on the next page and a 1 appears in the upper right corner.

If the document is chapter-oriented, the `/NUMBER` and `/CHAPTER` commands cause the pages to be numbered according to the chapter number. For example, if you enter `/NUMBER` before any text, then enter the first `/CHAPTER` command, the pages of Chapter 1 are numbered 1-1, 1-2, 1-3, etc. However, the 1-1 does not appear on the first page of the chapter. When the second `/CHAPTER` command is encountered, the page numbering becomes 2-1, 2-2, 2-3, etc.

`/NONUMBER` or `/NNM`

Discontinues the printing of page numbers, although page counting continues; that means you can enter a `/NUMBER` command later in the text, after having entered `/NONUMBER`, and page numbering will begin again correctly.

`/NUMBER ABSOLUTE n` or
`/NMABS n`

Maintains absolute page numbering (1, 2, 3...), whether or not the document is chapter-oriented.

The current page is set to n. Without the /NUMBER ABSOLUTE command, the pages of chapter-oriented documents are numbered 1-1, 1-2, 1-3...; 2-1, 2-2, 2-3...; etc.

/NUMBER BOTTOM n or
/NMB n

Enables page numbering and causes the page numbers to be centered at the bottom of the page instead of right-justified at the top. The current page is set to n. Numbering at the bottom of the page requires two output lines, per page, in addition to those specified by the /PAGESIZE command. Therefore, your /PAGESIZE specification must be small enough to allow for two additional lines on the printed page. For example, if your /PAGESIZE command allows for 56 lines on the printed page, a /NUMBER BOTTOM command would make the total 58; in this case there would be no problem, as long as you are printing on 8 1/2" by 11" paper. But on this size paper, a page size of more than 62 coupled with a /NUMBER BOTTOM command would not allow enough room at the bottom of the page for the page number.

/NUMBER NO BOTTOM
or /NMNB

Discontinues numbering at the bottom of the page, causing it to resume at the top.

/NUMBER ROMAN UPPER n
or /NMRU n

Enables page numbering in upper Roman numerals, setting the current page number to n. The n must be entered as an Arabic numeral, even though the page number is output as a Roman numeral. For example, if you wish to set the current page number to Roman numeral II, the command would be /NUMBER ROMAN UPPER 2, not /NUMBER ROMAN UPPER II.

If you omit n from the command, the first numbered page is Roman numeral I; or, in a chapter-oriented document, 1-I, 2-I, 3-I, etc.

/NUMBER ROMAN LOWER n
or /NMRL n

Enables page numbering in lower Roman numerals, setting the current page number to n. You must specify n as an Arabic numeral, even though the page number is output as a Roman numeral. For example, if you wish to set the current page number to Roman numeral ii, the command would be /NUMBER ROMAN LOWER 2, not /NUMBER ROMAN LOWER ii.

If you omit n from the command, the first page is Roman numeral i; or, in a chapter-oriented document, 1-i, 2-i, 3-i, etc.

/SET PAGE n

Sets the current page to n. Operates the same way as the /NUMBER command.

/HEADER PAGE or **/HP** Causes "Page" to be printed in front of the page number, if page numbering is currently enabled. This command only works for page numbering at the top of the page.

/HEADER NO PAGE or **/HNP** Discontinues the printing of "Page" in front of the page number. This is the default setting.

/NUMBER HEADER or **/NMH** Formats page number as x-n, where x is the last header level 1 value. If your document has four pages between the first and second level-1 headers, the first four pages are numbered 1-1, 1-2, 1-3, 1-4. When the second level-1 header is encountered, the page numbering changes to 2-1, 2-2, 2-3, and so on. This command is used for documents that are section-oriented instead of chapter-oriented.

/NO NUMBER HEADER Turns off the **/NUMBER HEADER** command, so that page numbering is no longer formatted according to level-1 headers.

CHAPTER 8

LISTING AND SUBLEVELS

8.1 GENERAL

TXTFMT offers a series of commands that assist you in listing items, showing subordination with upper Roman numerals, lower Roman numerals, Arabic numerals, and upper- and lower-case letters.

8.2 /LIST COMMANDS

/LIST or /LS and
/LIST ELEMENT or /LE

/LIST begins a list enumerated by Arabic numerals and generates one blank line to precede the beginning of the list. When followed by a /LIST ELEMENT command, /LIST causes the system to indent five spaces, print the number of the list element followed by a period, generate two spaces, and begin printing the text of the list item. You may nest /LIST commands up to 5 levels deep before entering the /END LIST command.

Do not enter any numbers. After the /LIST command, identify the first list item by entering /LIST ELEMENT, then on the next line start entering the text of the list item. When you finish the first item, enter another /LIST ELEMENT command and, on the next line down, begin entering the text for the second item. Each list item is numbered automatically.

Example

Suppose you wanted to list some office supplies that you need. The list commands (abbreviated) would look like this:

```

For my office:
/LS
/LE
Stapler
/LE
Scissors
/LE
Wastebasket
/LE
Desk calendar
/ELS

```

The formatted result looks like this:

```

For my office:
    1. Stapler
    2. Scissors
    3. Wastebasket
    4. Desk calendar

```

```

/LIST ALPHA UPPER or
/LSAU

```

Begins a list enumerated by upper-case letters (A, B, C,...), following the same pattern of indention and enumeration as lists generated with the /LIST command. You can use this, combined with other list commands, to generate an outline form. For example, study the following commands:

```

Storage devices:
/LSAU
/LE
Magnetic tape
/LE
Paper tape
/LE
Disks
/LS
/LE
Fixed hard disk
/LE
Removable hard disk
/LE
Floppy disk
/ELS
/ELS

```

The first command begins a list enumerated by upper-case letters. The following three /LE commands identify the list elements of this list. The next command, /LS, begins another

list--indented from the first one--enumerating items by Arabic numerals. The following three /LE commands identify items of this second list, and the two /ELS commands end the two lists. The formatted version looks like this:

Storage devices:

- A. Magnetic tape
- B. Paper tape
- C. Disks
 - 1. Fixed hard disk
 - 2. Removable hard disk
 - 3. Floppy disk

/LIST ALPHA LOWER or /LSAL	Begins a list enumerated by lower-case letters. Operates the same way as the /LIST and /LIST ALPHA UPPER commands.
/LIST ROMAN UPPER or /LSRU	Begins a list enumerated by upper Roman numerals (I, II, III, ...). Operates the same way as the /LIST and /LIST ALPHA UPPER commands.
/LIST ROMAN LOWER or /LSRL	Begins a list enumerated by lower Roman numerals (i, ii, iii, ...). Operates the same way as the /LIST and /LIST ALPHA UPPER commands.
/END LIST or /ELS	Marks the end of a list, causing the system to cease indentation. If only one /END LIST command is required before you continue with regular text, TXTFMT automatically generates one blank line after the list. However, when you create one or more lists within a major list, you must use more than one /END LIST command--one for each list started. If you enter two or more <u>consecutive</u> /END LIST commands (refer to the above <u>example</u> for /LIST ALPHA UPPER), TXTFMT does not generate a blank line automatically; you must do that yourself.
/SET LIST n or /SET LS n	Causes the next list element to be numbered with n. For example, suppose you were in the middle of a list and wanted the numbered items to skip from 4 to 9, intending to fill in items 5 through 8 later. After the fourth item, you would enter:

/SET LIST 9

The next /LIST ELEMENT command would then generate an item numbered with 9.

/AUTOLIST or /ALS

When this command is entered within a list, any subsequent blank line (prior to the next /END LIST command) automatically generates a /LIST ELEMENT. Therefore, when this feature is engaged, you simply press RETURN after entering one item; then, instead of entering /LIST ELEMENT, press RETURN again to generate a blank line. The system recognizes the blank line as a /LIST ELEMENT command.

CHAPTER 9

FORMAT INTERRUPTION

9.1 GENERAL

One of the most obvious effects of TXTFMT is its rearrangement of text. The system automatically fills in lines as close as possible to the line size specified by the /LINESIZE command. If you are right-justifying, TXTFMT inserts spaces in the text to bring each line to the exact length defined by /LINESIZE. However, some instances may require that this automatic formatting be interrupted. For example, memos often end with a list of people in the company to whom the memo should be distributed:

Distribution:

J. P. Warren
G. N. Carlson
F. J. Farnsworth
L. P. Ackers
T. R. Richards

If TXTFMT offered no way to interrupt the automatic line-fill, all these names would appear on one or two lines, instead of taking the form shown above. The commands used for interrupting the line-fill feature of the TXTFMT system are /UNFORMAT and /FORMAT.

9.2 /UNFORMAT AND /FORMAT

/UNFORMAT or /U

The default setting for the TXTFMT system is /FORMAT; that is, if you do not specify /UNFORMAT, the system automatically fills each line as long as possible without violating the /LINESIZE specification. When you enter /UNFORMAT, all subsequent text is printed just as you enter it in the source file, except that it is still subject to

`/MARGIN`, `/INDENT`, `/DOUBLE INDENT`, and other `TXTFMT` commands. The system simply ceases its automatic line-fill feature. This means that text following a `/UNFORMAT` command cannot be right-justified until the entry of a `/FORMAT` command.

`/FORMAT` or `/F`

Causes the line-fill feature of `TXTFMT` to resume. Entry of `/FORMAT` is necessary only after entry of `/UNFORMAT`, if you want text to again be formatted according to the `/LINESIZE` specification. `/FORMAT` is the default setting; when it is active, blank spaces on a text line are ignored.

Example of `/UNFORMAT` and `/FORMAT`

Suppose you want to write a memo which includes a vacation schedule showing, in columnar form, the vacation times of three people in your department. This is how you could do it:

Following is a chart showing vacation times:

`/UNFORMAT`

Month	Smith	Jones	Anderson
May	5-12	12-19	
June		7-14	21-28
July	16-23		23-30
Aug.	3-10	10-17	24-31

`/FORMAT`

The `/UNFORMAT` command preceding the chart keeps the lines of the schedule from being concatenated into fewer, longer lines. The writer wants the text to appear exactly as is shown above. The `/FORMAT` command after the chart causes any subsequent text to be formatted in the same way as the text preceding the chart.

CHAPTER 10

UNDERSCORING

10.1 GENERAL

The underscoring capability of TXTFMT requires the entry of two commands: one to define a keyboard character as the underscore marker within the text; and one to designate the kind of underlining technique used by your printer. Once these commands are in effect, TXTFMT can also automatically underline headers upon issuance of the /HEADER UNDERSCORE command (for an explanation of this directive, refer to section 6.2).

10.2 UNDERSCORE COMMANDS

/FLAG US x Designates x as the keyboard character which will be used to mark characters in the text for underlining. For example, a common character for this designation is _, the upper-case RUB key. In this case, the command would be:

/FLAG US _

Once you've entered the /FLAG US command, mark characters in the text for underlining by entering the keyboard character before and after the word or words to be underlined. For example, to underline the title of this book, after having entered /FLAG US _ (and the /UNDERSCORE command), you would enter the text as follows:

_ TXTFMT User's Manual _

Notice the characters on either side of the title. You must always enter the underscore characters in pairs; that is, once an underscore character begins

an underline, the system keeps underlining until it encounters another underscore character. So, if you neglect to end an underline by entering a second underscore character, TXTFMT underscores all subsequent text in the file.

Normally you should enter the /FLAG US command, along with the /UNDERSCORE command, at the beginning of a file; but you can enter them any time before you want undercoring to take effect.

/UNDERSCORE CR

The /UNDERSCORE command, whether it is /UNDERSCORE CR or /UNDERSCORE BS, must be entered after the /FLAG US command. It defines the type of underline technique used by your printer. CR stands for "carriage return," referring to those printers which print a line then carriage return before underlining characters in that same line. When you VUE a .LST file, the /UNDERSCORE CR command causes the underline to take up an entire line by itself so that the text looks split. On the other hand, if you TYPE a .LST file (see Chapter 4 in the AMOS User's Guide), the underline is displayed but the entire text line of which the underscored characters are a part is not visible. In any case, when you actually print the file, the undercoring is correct.

/UNDERSCORE BS

Tells the computer that your printer underlines by printing a character, backspacing, and undercoring; rather than using the carriage return. When you VUE a .LST file written from a source file that contains the /UNDERSCORE BS command, you see that each character to be underlined is followed by ^H. This code tells the computer to backspace before printing the underline. In the printed version, these extra characters do not appear; the characters are simply underlined. When you TYPE a .LST file (see Chapter 4 in the AMOS User's Guide) generated from a source file containing /UNDERSCORE BS, the underline appears but the underscored characters do not.

CHAPTER 11

TABLE OF CONTENTS AND INDEX

11.1 TABLE OF CONTENTS

/TABLE OF CONTENTS or
/TOC

Causes the automatic generation of a table of contents, based on the /CHAPTER, /APPENDIX, and /HEADER LEVEL commands. Enter the command once prior to any text. The resulting table of contents is written to a file whose name matches that of the original source file, except that it has a .TOC extension. For example, the table of contents for SAMPLE.LST is assigned the name SAMPLE.TOC. This file is not intended to be a polished table of contents. Rather, it provides a good starting point by eliminating the tedious procedure of generating a table of contents by hand. You may VUE the .TOC file and make changes as necessary. For an example, study the table of contents at the beginning of this manual.

11.2 INDEX

/INDEX text or
/IX text

Tells the computer to include the "text" as an entry in the index, and to cite the page on which the command is entered.

Example

Suppose that while writing a manual on building small airplanes, you are currently describing the procedure for constructing the wing. Somewhere on each page that discusses wing construction, you would enter:

/INDEX Wing construction

When the index is generated it will contain an entry for each command like the one above, showing the page number for every instance where you designated "Wing construction." You should review the index carefully, and make adjustments to the source file as necessary.

**/SUBINDEX text1>text2
or /SX text1>text2**

Inserts the item "text1" into the index as a major item. "Text2" is inserted as a subitem below "text1."

Example

Using the same example shown above for /INDEX, suppose you wanted "Wing construction" to be a major item in the index, with "materials" as a subordinate item. The entry in the text would be:

/SUBINDEX Wing construction>Materials

In the index itself, the entry would appear as follows:

Wing construction
Materials 2-1

The index to this manual was generated using the /INDEX and /SUBINDEX commands.

/DO INDEX or /DX

Causes advancement to the next odd-numbered page and printing of the index with "Index" centered as a title. Enter this command only once, at the end of the file.

CHAPTER 12

SPECIAL FUNCTIONS

12.1 GENERAL

TXTFMT has several capabilities that are useful in very specific instances. Since they are not closely related to each other or to commands discussed in previous chapters, we have grouped them under the miscellaneous category of "Special Functions."

12.2 BAR COMMANDS

/ENABLE BAR or /ENB Causes TXTFMT to output change bars in the left margin when it encounters the **/BEGIN BAR** command. Change bars are most often used to mark changed areas in a document. In the TXTFMT system, they are output with the keyboard character, |, marking the place where the text has been changed.

/BEGIN BAR or /BB Marks the place in the text where a change bar should begin in the left margin. The system continues printing the change bar character (|) until it encounters a **/END BAR** command. The **/BEGIN BAR** directive is operative only when preceded by a **/ENABLE BAR**; that way, you can generate copies of a document with and without change bars simply by entering or deleting **/ENABLE BAR** at the beginning of the file.

Note: The **/BEGIN BAR** command causes the left margin to shift 3 spaces to the right to make room for the bar itself.

`/END BAR` or `/EB` Stops the printing of a change bar in the left margin. May be used only after a `/BEGIN BAR` command.

`/DISABLE BAR` or `/DB` Disables the change bar capability so that subsequent `/BEGIN BAR` commands have no effect.

12.3 BOLD-FACE COMMANDS

`/BOLD` Causes subsequent text to be output in bold-face, if the printer in use has that capability. Text continues to print in bold-face until the system encounters a `/NO BOLD` command.

`/NO BOLD` Stops the output of bold-face characters, so that subsequent text is printed in regular type face.

12.4 PARAGRAPH COMMANDS

`/PARAGRAPH i s,`
`/PARA i s,` or `/PR i s` Sets an automatic mode with *i* as the number of spaces each paragraph should be indented, and *s* as the number of blank lines separating paragraphs. Once the command is entered, any subsequent entry of `/PARAGRAPH` without specifications of *i* and *s* generates a new paragraph formatted according to the definitions of *i* and *s* entered in the original command. For example, if you enter `/PARAGRAPH 5 2` at the beginning of the file, any subsequent entry of `/PARAGRAPH` (or `/PARA` or `/PR`) starts a new paragraph indented five spaces and separated from above text by two blank lines.

`/AUTOPARAGRAPH i s,`
`/APR i s,` or `/AP i s` Sets an automatic mode with *i* as the number of spaces each paragraph should be indented, and *s* as the number of blank lines separating paragraphs. Once the command is entered, any blank line automatically generates a `/PARAGRAPH` command, beginning a new paragraph indented and spaced down according to the values defined for *i* and *s*. For example, if you enter `/AUTOPARAGRAPH 5 2`, any subsequent blank line automatically begins a new paragraph indented 5 spaces and separated from previous text by two blank lines.

12.5 FOOTER COMMANDS

`/FOOTER text`

At this command, TXTFMT prints the "text" at the bottom of each page, until the program encounters a `/FOOTER` command without "text." (See example following discussion of `/FOOTERSPACING`.)

`/FOOTERSPACING n`

Generates *n* lines between the bottom of the regular text and the footer "text" to appear at the bottom of the page. This command has no effect until a `/FOOTER` command is issued. The default value for *n* is 0. You must be sure that the `/PAGESIZE` specification allows enough space for the number of lines designated in the `/FOOTERSPACING` command.

Example of `/FOOTER` and `/FOOTERSPACING`

Suppose you wanted to generate several corrected pages for a document that has already been printed. At the bottom of each corrected page, you plan to record the revision date--February 20, 1981--for the benefit of the readers. Instead of manually entering the date on each page, embed the following commands in the text of the first page:

```
/FOOTER February 20, 1981  
/FOOTERSPACING 3
```

As a result of the commands, the date will appear at the bottom of each page three spaces below the regular text. This automatic output continues until you enter:

```
/FOOTER
```

12.6 NON-EXPANDABLE BLANK COMMAND

`/FLAG NXB x`

Defines *x* as the character indicating a non-expandable blank in the text. When right-justifying, TXTFMT expands existing blank spaces in the text to stretch the line to the size defined in the `/LINESIZE` command. Use the non-expandable blank character to tell TXTFMT to leave one, and only one, blank space for each character.

The non-expandable blank character should be one which you do not normally use in your text, such as the tilde. It is usually best to enter the `/FLAG NXB` command at or near the beginning of the text.

Example

Suppose you wanted to leave space in the middle of a text line for a paste-in character, say an arrow. You decide to define the # sign as the non-expandable blank character. Either at the beginning of the file, or sometime previous to the text requiring the space, you would enter:

```
/FLAG NXB #
```

Now, in the text itself, you would use that # sign to indicate where you want one or more blank spaces to remain:

If you see a side-pointing arrow (###),
continue to the next step.

The three # signs indicate that you want three blank spaces left, where you will later rub on or draw in a side-pointing arrow. If you leave only blank spaces without entering the non-expandable blank characters, TXTFMT may increase the number of these spaces to right-justify.

APPENDIX A

TXTFMT ERROR MESSAGES

Most TXTFMT error messages are caused by a user error in entering a TXTFMT command. Therefore, the solution to almost all the error messages listed below is to VUE the unformatted file, correct the erroneous command, and run the TXTFMT program again. Most of the time, you should be able to use the VUE command SEARCH to locate the error without having to read through the entire file. For instructions on the SEARCH command, refer to Chapter 8 in the AlphaVUE/TXTFMT Training Guide.

%DOUBLE INDENTS nested too deep

You may use the /DOUBLE INDENT (/DI) command a maximum of 20 consecutive times without an /END DOUBLE INDENT (/EDI) command. The error message appears when the limit of 20 is exceeded.

?Illegal command x

You entered a command in TXTFMT format (preceded by a slash), which TXTFMT does not recognize as legitimate. The message includes the illegal command ("x") so you can find it easily.

?Insufficient memory to format

Your partition does not contain enough memory to complete the formatting. Check with the System Operator for possible solutions.

%Invalid appendix number in /SET APPENDIX

The appendix designation you entered with the /SET APPENDIX (/SET APP) command is not a letter from A to Z. TXTFMT enumerates appendixes only by letters.

%Invalid argument -

This message is followed by the argument you entered, which TXTFMT does not recognize as valid.

%Invalid argument in /SET HEADER LEVEL

The level you specified in one of the /SET HEADER LEVEL (/SET HL) commands is not one of the accepted numbers 1 through 5. Only these numbers can be used as levels in the /SET HL command.

%Invalid argument in /SET LIST

The element designation in one of the /SET LIST (/SET LS) commands is an invalid character. You must use a number.

%Invalid argument in /SET PAGE

The page number designation in a /SET PAGE command is an invalid character. It must be a number.

%Invalid chapter number in /SET CHAPTER

The chapter designation in one of the /SET CHAPTER (/SET CHAP) commands is not a valid character. It must be a number greater than zero.

%Line too long - remainder of line ignored

A line in the file exceeds the maximum number of characters allowed by TXTFMT--300. Anything past the 300 mark is ignored.

%LISTs nested too deep

You may nest /LIST commands only to five levels. TXTFMT ignores the /LIST command which generated the error.

%LIST ELEMENT command must be within a /LIST structure

/LIST ELEMENT commands may be entered only after a /LIST command and before a /END LIST command.

%MARGIN argument is greater than linesize

The margin specification you've entered exceeds the line length specified in a previous /LINESIZE command. For example, if you've specified a 50 in the /LINESIZE command, you cannot subsequently change the margin to 55 (or anything over 50).

%Only one /DO INDEX command is allowed

You have entered more than one /DO INDEX command. If you are building an index, TXTFMT requires only one /DO INDEX for each file it formats.

%Only one /TABLE OF CONTENTS command is allowed

The file contains more than one /TABLE OF CONTENTS (/TOC) command. Only one is allowed.

%SET LIST command must be within a /LIST structure

You may enter the /SET LIST command only after beginning a list with the /LIST command and before ending the list with /END LIST.

?SUBINDEX command without >

The file contains a /SUBINDEX (/SX) command which is not followed by the symbol >. This symbol must follow all /SUBINDEX commands.

%Too many /END DOUBLE INDENT commands

The file contains a /END DOUBLE INDENT (/EDI) command which is not matched to a preceding /DOUBLE INDENT (/DI) command.

%Unable to justify line

One of these messages is displayed for each line in the file that TXTFMT is unable to justify. If a line of characters contains no spaces and extends past the specified or default line size, TXTFMT does not know where to break the line and so cannot right-justify it. Any time you enter a string of characters without spaces, make sure the line does not exceed your line size.

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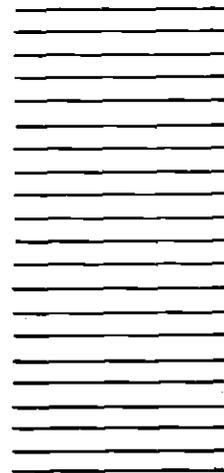
STAPLE

STAPLE

OLD

FOLD

PLACE
STAMP
HERE



CUT ALONG LINE

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_D

FOLD