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And many thanks to JR and those XyWriters whose  
comments have helped to make a better manual

# XYWRITE III REFERENCE GUIDE

Welcome to XyWrite.

XyWrite (pronounced zi-write) is a word processing program which integrates text preparation and output formatting. XyWrite operates on IBM personal computers and many compatibles. All files created by XyWrite are *pure ASCII*.

This manual describes the complete set of XyWrite commands and procedures. It is intended as a reference guide for all users, at virtually any level of experience.

The manual was written using XyWrite on an IBM PC/AT with two floppy drives (no hard disk) and 384K of memory.

This book is a *reference guide* and is organized by topics. As such, the easiest way for a novice to find information is by using the **Index**, which is complete and well cross referenced. Also refer to the tutorials for step-by-step instruction. As you become more familiar with the program, it will become clearer what information is in each chapter. Chapter 1 contains general helpful information. Chapters 2, 3, and 4 cover the basic elements of XyWrite. Chapter 5 has procedures for more involved and highly useful applications. Chapter 6 is for more intermediate users - it contains information of benefit to someone who wants to customize XyWrite.

# XYWRITE III USER'S MANUAL

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## Getting Started

### Features

XyWrite allows you to:

- Choose either to use XyWrite commands or to select tasks from an A La Carte menu.
- Work on many documents at once (up to *nine*).
- Review the formatted page before you print it out and print in the background while you return to work on the same or other documents.
- Run any DOS command from XyWrite.
- Store text to a Save/Get key, for ready retrieval and insertion into your document.
- Create forms by setting up a fde so that you can type into only the blank fields.
- Generate a Table of Contents and an Index with automatic sorting and page numbering based on phrases you mark in your document.
- Paginate a document automatically with widow/orphan control and unbreakable blocks.
- Check the spelling of a word, defined block, or an entire document.
- Keep a record of the edits you make to a document.
- Use Mail Merge to produce form letters.
- Record keystroke sequences and create custom procedures with user programming features.
- Perform arithmetic.
- Print mathematic symbols and foreign language characters using character substitution tables. Insert footnotes and endnotes in your document.
- Produce a list of synonyms from the on-line thesaurus. Reassign keys on the keyboard with different characters, functions, and combined functions.
- Enter text into multiple columns with word wrapping within columns.
- Read and write ASCII files.
- Print proportionally spaced text with automatic hyphenation.

And best of all XyWrite is FAST!

### The Documentation Set

XyWrite provides the following pieces of documentation:

- *Installation Guide*
- *Quick Start Tutorial*
- *Basic Word Processing Tutorial*
- *Applications Tutorial*
- *A La Carte Menus Tutorial*
- *This Reference Guide*

The *Installation Guide* provides directions for installing XyWrite on your personal computer.

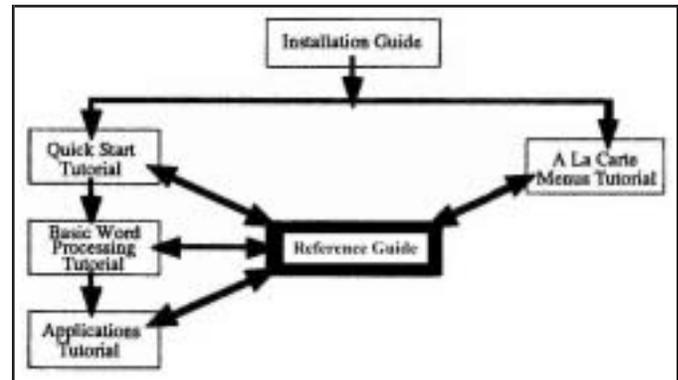
The Quick Start Tutorial teaches the minimum set of skills necessary to start using XyWrite within twenty minutes of installation. The Basic Word Processing Tutorial describes commonly used XyWrite commands.

The Applications Tutorial assists you in mastering particular tasks, such as building a Table of Contents and Index, writing form letters and programming XyWrite.

The A La Carte Menus Tutorial introduces you to word processing with XyWrite's menu system. A La Carte menus are an alternative way to use XyWrite that appeals particularly to new or casual users.

This Reference Guide covers the complete set of XyWrite commands and procedures. It is described further in the following paragraphs.

### Installation Guide



### About This Manual

This manual is written to help users at virtually every level of experience. You can use this reference guide even while you're learning from the tutorials. Each section is self-contained so that you can read sections in any order. For example, you will find the description on footnotes all in one place, including both the footnote procedures and commands.

The description of each command follows this structure:

- **Format** • What is the precise syntax of the command?
- **Purpose** • Why would I want to use this command?
- **Action** • What steps do I take to use this command?
- **Notes** • What else should I know about this command?

### Entering Commands

You enter commands on the command line (**CM:**), which is the top line of the display. The following rules apply:

- Always start at the leftmost position of the command line. Press **[F5]** to do this.
- Use either upper or lowercase letters (or any mix).
- Insert a single space immediately after the command name (if it is to be followed with arguments).
- Separate multiple arguments with a comma. (Some commands, such as TYPE, COPY, RENAME, allow use of a blank space instead of a comma.)

Once you have typed the command on the command line, you execute it by pressing either **[F9]** or **[\_]** (Enter Key).

For example, any of these will work:

- CM:**type chapter.doc, 1-3 **[\_]**
- CM:**type chapter.doc 1-3 **[F9]**
- CM:**TYPE CHAPTER. DOC, 1-3 **[\_]**

### Notation

Throughout this manual we have used the following conventions:

- *filename* - Anywhere you see the term *filename*, you may substitute the more general term (convention) *filename.ext*. For example, to call up an existing document:  
CALL filename  
can be replaced by:  
CALL filename.ext
- *d:* Drive specification A:, B:, C:, D: or any other drive. The examples in this book generally assume you are using a system with only two drives. Hence we often refer to the DOS prompt as "A>" or "B>". If your system has other drives, you can of course use C>, D>, or any other drive.
- *path* - The path is a series of directory names separated by backslashes. You use paths only if you use subdirectories. Subdirectories are most commonly used only on hard disk systems. For more information on paths, refer to the Overview section at the start of Chapter 2, Filing.

# XYWRITE III USER'S MANUAL

## Getting Started (Cont.)

- *italic* - The use of italic with commands is reserved for words (or characters) which are themselves to be replaced, such as *filename*. When a statement can be typed literally, letter for letter, we use the following font instead:  
**call chapter.doc**
- # - The pound sign means one single character any letter (A-Z) or number (0-9).
- n - Represents any number. The number can contain more than one digit.
- CM: - Refers to the command line, located at the top of the screen.
- *blue text* - Indicates which keys you press to perform an action, in sections titled "Action"  
Type: **mcall chapter.doc [↵]**

The symbols in the left column are used throughout this manual to represent keys on the keyboard. For a description of these keys, refer to the Keyboard section in Chapter 3, Editing.

### Keyboard Symbols

Symbol	Description
A to Z	Character keys on the center portion of the keyboard
0 to 9	Number keys in either the top row or on the numeric keypad
[F1] to [F10]	Function keys F1 through F10 on the left of the keyboard
[TAB]	Tab key located just above the Control key
[CTRL]	Control key
[SHIFT]	Shift key
[ALT]	Alternate key
[SPACE]	Space Bar key
[BACKSP]	Backspace key (located above the Enter key)
[↵]	Enter key (also known as the Return key)
[ESC]	Escape key
[BRK]	Break/Pause key
[CAPS]	Caps Lock key (toggle)
[SCRL]	Scroll Lock (toggle)
[NUM]	Numeric Lock (toggle)
[↑], [→], [←], [↓]	Cursor keys
[PgUp], [PgDn]	Page Up and Page Down keys
[PrtSc]	Print Screen key
[DEL]	Delete key
[INS]	Insert key
[+], [-], [*], [/], [=]	Math Symbol keys
[HOME]	Home key
[END]	End key

### What You Need

To use XyWrite, this is what you need:

- The XyWrite diskettes
- An IBM Personal Computer or equivalent
- 384K bytes or more of main memory
- IBM PC-DOS 2.0 or higher
- A monochrome adapter or graphics adapter with an 80-column display
- One disk drive
- A printer

If your system has more than the minimum number of bytes required, XyWrite makes the most of the extra memory: it uses up to 640K of memory. More memory results in faster performance, especially when editing large files.

EDITOR.EXE is the only file that is essential to running XyWrite. Your printer file is needed to print any of your files. If you copy XyWrite to another disk, you must include these files. The other files are needed only if you want them. For example, the startup file would start XyWrite with your own commands, the help files would give you access to the help screens, the keyboard file would give you your own set of keys, and so on:

### XyWrite Files

File Type	File
<b>Essential Files</b>	
XyWrite Program	EDITOR.EXE
Printer File	filename.PRN
<b>Accessory Files</b>	
Startup File	STARTUP.INT
Help Files	LONG.HLP, SHORT.HLP
Hyphenation Dictionary	DICTION
Keyboard File	filename.KBD
Save/Get File	filename.SGT
Character Subset File	filename.SUB
Spell Check Files	DICT.SPL, filename.SPL
Thesaurus Files	WORD.OVR, WFBG.SYN
A La Carte Files	ALACARTE.MNU, ALACARTE.KBD, ALACARTE.DFL, TUTORL.DOC, INSTALL, INSTALL.HLP

### XyWrite Files Are Pure ASCII

XyWrite files contain nothing but the 256 ASCII characters shown in Appendix A. XyWrite does not insert control characters into your document. Therefore, you can transport files to and from other ASCII systems.

### Help

You have three sources of help available to you: On-Screen Help, the documentation set, and XyQuest telephone assistance. Each is described briefly here.

### On-Screen Help

If you are using XyWrite commands, there are help files on-disk you can load to help you at any time. You can choose either a long version (LONG.HLP) or a short version (SHORT.HLP). To view a help file once loaded:

Press: **[ALT] [F9]**

If you are using A La Carte Menus, you can also get help at any time by pressing **[ALT] [F9]**, but it arrives either as a Help menu or as context-sensitive help. The Help Menu is an index of all the information available to assist you while using A La Carte; you can select any topic of interest from the Help Menu. Or, if you are involved in performing a specific task with A La Carte, you can immediately get help for the job at hand.

### Documentation Set

Unless you've become familiar with how the chapters are divided, the best place to look for information is in the index.

### Telephone Assistance (*Obsolete*)

If the first two sources cannot help you, then by all means call or write us at the following location.

XYQUEST, Inc.  
44 Manning Road  
Billerica, MA 01821  
(508) 671-0888

It will help us if you do the following:

1. When you call, please be sitting at your computer with the problem at hand.
2. Have the following information available when you call us:

- XyWrite I
- XyWrite II or II Plus
- XyWrite III or III Plus
- Version number of program
- Serial number of program

You can get this information by using the HELP command:

Type: **[F5] help [↵]**