The ATARI® Word Processor Demonstration Data Kit is designed to be utilized as a demonstration aid and requires that you be familiar with the ATARI Word Processor's capabilities and editing procedures. Provided within the kit is an unedited sample letter and accompanying editing procedures. The letter has been created with the ATARI Word Processor and can be used to demonstrate the editing and formatting features of the word processor.

A set of sample printouts has been provided to illustrate the variety of printed documents that can be produced with the word processor. An explanation, indicating the style of print selected, has been included at the top of each page of the sample printouts.

A data diskette has also been provided. It contains the data files for the sample letter and sample printouts. These files may be accessed with the ATARI Word Processor.

August 1, 1981 — *Change Date*

Mr. John Q. Public, ~~President~~ e
~~Happy Computing~~ e
123 Main Street
——— Anytown, USA
Dear Mr. Public:

    Thank you for your inquiry concerning the new <u>atari</u>
word processor. Here are just a few of this <u>word</u>
processor's time saving features:

  - Ad or change words, sentences and paragraphs easily.
  - Search for words or phrases automatically.
  - Use superscripts or subscripts as needed.
  - Review the format of letters and documents before
    you print them.
  - Produce professional looking letters with justified
    margins.
  - . . . <u>and</u> much more.
    margins.
  - . . . <u>and</u> much more.

    Enclosed is a ~~four page colore~~ brochure which provides
you with further detials on the system, its capabilities
and operation.

    If you need a system that does more than process words
and documents, the <u>atari</u> personal computer System can grow
with you. Applications range from managing your home
budget to automating the accounting functions of small
businesses.

    You may inquire via our toll free number for the ATARI
Dealer nearest you to preview a demonstration. Telephone
(800) 538-8547, or in California dial (800) 672-1404.

Sincerely,

ATARI Inc., Computer Division

JWP:wt

August 1, 1981 —— *Change Date (CTRL W)*

Mr. John Q. Public, ~~President~~ e   *(BACK S)*
~~Happy Computing~~ e *(CTRL X)*
123 Main Street
Anytown, USA
(CTRL J) #—— Dear Mr. Public:

(CTRL C)   Thank you for your inquiry concerning the new <u>atari</u> *(CTRL C)*
word processor.   Here are   just a few of   this word
processor's time saving features:

(Insert d)   d
         ⌄
         – Ad or change words, sentences and paragraphs easily.
         – Search for words or phrases automatically.
         – Use superscripts or subscripts as needed.
         – Review the format of letters and documents before
           you print them.
         – Produce professional looking letters with   justified
           margins. *(CTRL I)*
         – . . . <u>and</u> much more.
           margins. *(CTRL I)*
         – . . . <u>and</u> much more.
                       (CTRL W)
(Text Mem)   Enclosed is a ~~four   page color~~ brochure which provides *(Format #)*
      you with further detials on the system, its capabilities
      and operation. *(Back S, Insert ai)*

         If you need a system that does more than process words
      and documents, the <u>atari</u> personal computer System can grow
      with you. Applications range from managing your home
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      businesses.   *(Search & Change)*

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CORRECTING THE DATE

1. Position the cursor under the word **August.**
2. Press **CTRL W** once to delete **August.**
3. Press **CTRL W** a second time to delete the characters 1,.
4. Type the correct date.

To insert characters, words or sentences, position the cursor at the point of insertion and begin typing. The delimiter between words is a blank space.

CORRECTING THE ADDRESS BLOCK

1. Position the cursor between the last character of **President** and the **graphics character** which immediately follows it.
2. Hold down the **DELETE BACK S** key until the word **President** and the comma following **Public** are deleted.
3. Move the cursor down one line using the **CTRL** key and the ↓ key.
4. Press **CTRL X** to delete the entire line.
5. Using the **CTRL** key and the ↓ key, move the cursor down two lines.
6. Position the cursor immediately before the **D** in **Dear.**
7. Press **CTRL J** to insert a line.

CHANGING LETTER CASE

1. Move the cursor to the end of the first line of the first paragraph.
2. Position the cursor immediately before the **a** in **atari.**
3. While holding down the **CTRL** key, press **C** five times.
4. Move the cursor to the beginning of the next line. Use the **CTRL** key and ↓ key to move the cursor down.
Then while holding down the **CTRL** key, press **G** to move the cursor to the left margin.
5. Press **CTRL C** to capitalize the **w** in **word** and the **p** in **processor.**

CTRL C can be used to change the case of any letter which
4. Move the cursor to the beginning of the next line. Use the **CTRL** key and ↓ key to move the cursor down.
Then while holding down the **CTRL** key, press **G** to move the cursor to the left margin.
5. Press **CTRL C** to capitalize the **w** in **word** and the **p** in **processor.**

CTRL C can be used to change the case of any letter which has been previously entered from upper case to lower case or vice versa.

ADDING CHARACTERS

1. Move the cursor down to the first line of the indented text.
2. Position the cursor between the **a** and **d** in the word **ad.**
3. Press **d.**

Once again, to add characters, position the cursor at the point of insertion and begin typing.

UNDERLINING CHARACTERS

1. Move the cursor down to the last line of the indented text.
2. Position the cursor immediately before the **a** in the word **and.**
3. While holding down the **CTRL** key, press **I** three times.
The characters in the word **and** will now be displayed on the screen as inverse characters.

CTRL I can be used to underline any character which has been previously entered. It can also be used to remove the underline.

FORMATTING TEXT

1. Move to the first line of the next paragraph.
2. Position the cursor under the word **four**.
3. Press **CTRL** **W** three times to delete the words **four page color.**

By removing three words from the first line, a blank space is created at the end of the line. To eliminate this space the paragraph must be formatted.

4. Before formatting this paragraph, correct the spelling of the word **detials.**
5. Exit the Modify Page mode by pressing the **ESC** key.
6. Enter the Extended Functions mode by pressing **E** then the **RETURN** key.
7. Press **F** and **RETURN** to enter the Format mode.
8. To format the paragraph, press **1** and **RETURN** twice.

The computer will now automatically format the paragraph according to the parameters which are shown on the Page Layout Display. To display the page layout press the **SELECT** key. To return to the text window display press the **START** key.

SEARCH AND CHANGE

Correct the spelling of **atari personal computer** by using the Search option of the Extended Functions Menu.

1. Press **S** then **RETURN** to enter the search option.
2. Press **5** then **RETURN** to search and change within a page with verification.
3. Enter **atari personal computer** as the search string.
4. Enter **ATARI Personal Computer** as the change string.
5. The computer will automatically search from the cursor position down for the string you have entered. When it finds the string, it will ask you if you would like to change this string or not. Press **C** to initiate the change. When the change
2. Press **5** then **RETURN** to search and change within a page with verification.
3. Enter **atari personal computer** as the search string.
4. Enter **ATARI Personal Computer** as the change string.
5. The computer will automatically search from the cursor position down for the string you have entered. When it finds the string, it will ask you if you would like to change this string or not. Press **C** to initiate the change. When the change has been completed, the computer will search for another occurrence of the character string. If it doesn't find another occurrence, the cursor will move to the top of the text.

MOVING BLOCKS OF TEXT

1. Press **T** and **RETURN** to enter the Text Memory option of the Extended Functions menu.
2. Press **S** and **RETURN** to select a block of text for movement.
3. Position the cursor on the first line of the second paragraph.
4. Press **G** and **RETURN** to mark the beginning of the block.
5. Position the cursor on the first line of the next paragraph.
6. Press **G** and **RETURN** to mark the end of the block.

Now that the second paragraph has been marked, it can be moved to another position, copied to another position, deleted, or saved so that it can be recalled within another page or document.

7. Press **M** and **RETURN** to move the text.
8. Position the cursor on the first line of the last paragraph.
9. Press **G** and **RETURN** to move the block of text.

ATARI® WORD PROCESSOR — MENU TREE

SELECT DOCUMENT   CREATE DOCUMENT   DISK UTILITIES

Enter Document Name

- Set Disk Unit Number
- Initialize Diskette
- Boot Disk
- Rename Document

Press **ESC**

PRINT   EDIT   ERASE DOCUMENT

Enter First Page, Last Page or All

Double Column Print (Y/N)?

Position Paper & Press **RETURN**

Erase Document

Are You Sure?

Selected Page

Page Number to Erase

Press **ESC**

NEW PAGE   MODIFY PAGE   RECALL PAGE   SAVE PAGE   EXTENDED FUNCTIONS

Number of New Page	EDIT PAGE— Press **ESC** to Exit Menu	OK to Read Over Current Page (Y/N)?	Page Number to Save
EDIT PAGE— Press **ESC** to		Page Number	Page Exists. OK to Replace it?

Number of New Page	EDIT PAGE— Press **ESC** to Exit Menu	OK to Read Over Current Page (Y/N)?	Page Number to Save
EDIT PAGE— Press **ESC** to Exit Menu		Page Number to Recall	Page Exists. OK to Replace it?

Press **ESC**

SEARCH   FORMAT   TEXT MEMORY   PRINT

SEARCH

Search within Page

Search within Document

Search and Change within Page

Search and Change within Document

S&C within Page (With Verify)

S&C within Document (With Verify)

FORMAT

Format Paragraph

Format Page

Examine Paragraph

Examine Page

Restore Paragraph

Restore Page

Format Document (Will Depaginate)

TEXT MEMORY

Select

Position Cursor At Beginning

Position Cursor At End

Recall

Position Cursor At New Location

Move   Copy   Delete   Save Text

Position Cursor

Delete Text From

PRINT

Position Paper and Press **RETURN** When Ready

CURSOR MOVEMENT

`CTRL` `←`	One space left
`CTRL` `→`	One space right
`CTRL` `↑`	One space up
`CTRL` `↓`	One space down

QUICK CURSOR MOVEMENT

`CTRL` `A`	Beginning of line
`CTRL` `E`	End of line
`CTRL` `G`	Left Margin
`CTRL` `H`	Right Margin
`CTRL` `T`	Top of page
`CTRL` `B`	Bottom of page
`CTRL` `:`	End of text

WINDOW MOVEMENT

`CTRL` `TAB`	Fast scroll left
`SHIFT` `TAB`	Fast scroll right
`CTRL` `V`	Fast scroll up
`CTRL` `Q`	Fast scroll down
`CTRL` `L`	Viewing window left
`CTRL` `R`	Viewing window right
`CTRL` `U`	Viewing window up
`CTRL` `D`	Viewing window down

DELETING CHARACTERS

`DELETE BACK S`	Delete character to left of cursor
`SHIFT` `DELETE BACK S`	Delete character to right of cursor
`CTRL` `U`	Viewing window up
`CTRL` `D`	Viewing window down

DELETING CHARACTERS

`DELETE BACK S`	Delete character to left of cursor
`SHIFT` `DELETE BACK S`	Delete character to right of cursor

DELETING WORDS OR LINES

`CTRL` `W`	Delete current word (word over cursor)
`CTRL` `P`	Delete prior word (word prior to cursor)
`CTRL` `DELETE BACK S`	Delete from cursor to beginning of line
`CTRL` `F`	Delete from cursor to end of line
`CTRL` `X`	Delete entire line
`CTRL` `Z`	Restores edited line to its original state

INSERTING CHARACTERS, WORDS, OR LINES

To insert characters or words, position the cursor at the point of insertion and begin typing.

`CTRL` `J`	Insert blank line (terminated but not formatted)
`CTRL` `O`	Insert blank line (formatted but not terminated)
`RETURN`	Insert blank line (formatted and terminated)

MARGIN

`CTRL` `F`	Align line to left margin

SAVING BLOCK OF TEXT	`CTRL` `N`	Mark the beginning of text
	`CTRL` `M`	Mark the end of text
	`CTRL` `S`	Save text block*
INSERT SAVED TEXT BLOCK	`SHIFT` `INSERT`	Insert saved text block (position cursor at point of insertion)*
DELETE TEXT BLOCK	`CTRL` `N`	Mark the beginning of text
	`CTRL` `M`	Mark the end of text
	`SHIFT` `CLEAR`	Delete text block*
CHANGING CHARACTER CASE	`CTRL` `C`	Change character from lower case to upper case and vice versa
UNDERLINING	`CTRL` `I`	Change character from normal to underlined and vice versa. Inverse video characters on the screen display represent underlined characters during printout.
SUBSCRIPTS AND SUPERSCRIPTS	`CTRL` `INSERT` `CTRL` `↓`	Subscripts (half line down)
	`CTRL` `INSERT` `CTRL` `↑`	Superscripts (half line up)
ELONGATED		Text to be printed with elongated characters
SUBSCRIPTS AND SUPERSCRIPTS	`CTRL` `INSERT` `CTRL` `↓`	Subscripts (half line down)
	`CTRL` `INSERT` `CTRL` `↑`	Superscripts (half line up)
ELONGATED PRINT		Text to be printed with elongated characters must be bracketed by special characters. Both `CTRL` and `INSERT` keys must be pressed at the same time and released before the next key is pressed.
	`CTRL` `INSERT` then `TAB`	Start elongated print
	`CTRL` `INSERT` then `DELETE BACK S`	Stop elongated print
LINE TERMINATORS	`RETURN`	Insert fixed line terminator. Line will be formatted (indented, line spacing, paragraph spacing, margin alignment, etc.)
	`CTRL` `J`	Insert fixed line terminator. Line will not be formatted.
PAGE BREAK	`CTRL` `K`	Automatically breaks page during pagination

August 8, 1981

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- Produce professional looking letters with justified margins.
- . . . and much more.

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The ATARI Word Processor combines an ATARI Personal Computer and peripherals with sophisticated and unique software. The whole package costs considerably less than you probably expect. And it provides substantial savings in time, money and effort.

Here's how: The ATARI Word Processor provides smoother paper flow by eliminating time-consuming and repetitive typing tasks. Tasks such as correcting mistakes, editing, changing words or sentences, re-heading, addition or deletion of words and paragraphs, may be accomplished without the need to manually retype the entire document. The result is a document that looks remarkably professional and error-free.

BETTER DOCUMENTS. LESS TIME.
LESS TROUBLE.

LESS TROUBLE.

Once you've learned to use the easy-to-master ATARI Word Processor, you'll find that it's no more difficult to use than a typewriter. Just type as you normally would on the keyboard. Every word and paragraph is displayed on the screen for your review, prior to printing. And edit functions are simple to accomplish. When the document is exactly the way you want it, print it out. Perfectly. What's more, you can save the document on diskette for later editing or revision.

EXPAND YOUR CAPABILITIES

Review and correct typographical errors without having to retype or reread the entire document. The only part you touch is the new material.

Make last-minute changes in copy quickly, easily, and as often as required. No more last-minute rushes. Insertions, deletions or document restructuring are made in the original on the screen display. And, because of the "Memorize" and "Edit" features of the system you produce a new document, not a corrected one.... in minutes.

Develop form letters that are always "personal". The "Edit" feature makes it simple to add names and addresses, adjust figures, insert or delete specialized information.

Change established documents and manuscripts without having to start from scratch each time. The ATARI Word Processor gives you working memory storage while you are creating text, plus permanent diskette storage for finished text. And you can use as many diskettes as you need.

Store frequently used paragraphs and special formats to be called out whenever you need them. Type them only once. Use them as often as you like, changing only the pertinent information.

Design, modify or change your final printout as often as you like. Make all format changes on the screen display before you print out the document.

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