

# Folio

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94/049

TEDIMEN SOFTWARE

*Advanced Folio*

94/049  
COS T.L.

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TEDimen  
SOFTWARE

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## Conventions

Keys on the computer's keyboard:

the key marked "W" is referred to as **W**,

the key marked "RETURN" is referred to as **RETURN**,

the space bar on the keyboard is referred to as **SPACE**.

Function key operations indicated on the key strip:


the "undo" function assigned to **f0** is referred to as **undo**,

the "look up" function assigned to **f1** is referred to as **look up**.


Text appearing on the screen is shown in *italics*.


References to other sections are printed in the **Times** typeface.

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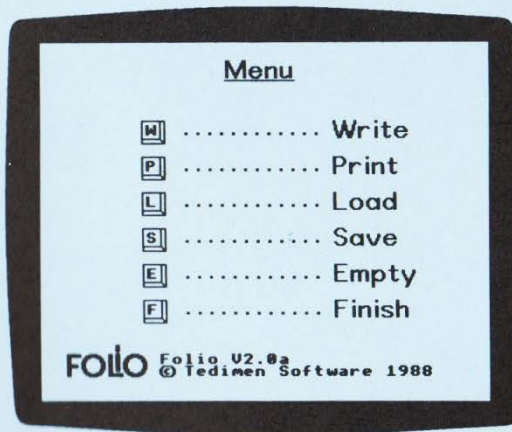


# Starting Folio

To start using Folio insert your Signature disc into the disc drive, hold down the **SHIFT** key and press and release the **BREAK** key.



Remove the Signature disc from the disc drive, insert your Work disc and press the **RETURN** key.



To return to the Menu at any time, press **ESCAPE**.

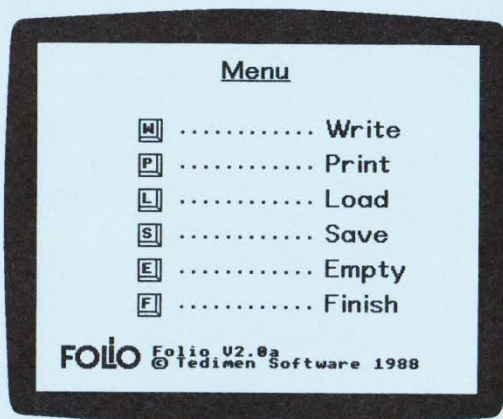
Press **ESCAPE**

to return to the  
Menu at any time



# Choosing a Format

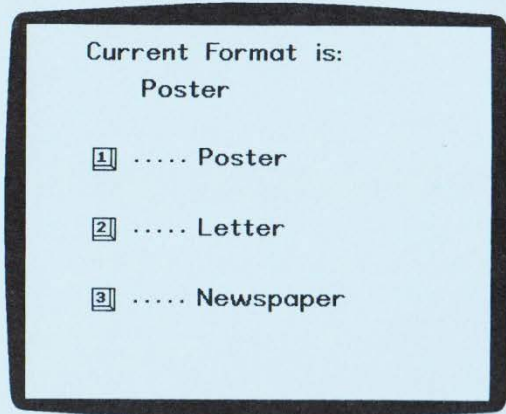
## Writing with Folio



To start writing press **W** from the Menu screen.

Press **W**

If the memory is empty, you will be asked to select one of the available formats (but see *Changing the Default Format*, p. 78). A format is made up of details such as the number of lines on a page and the size and shape of the letters used. For example, the *Newspaper* format uses 36-line pages in the *Bond* typeface, which is printed in three columns across the page. The formats available on the Release discs are shown below.



# Choosing a Format

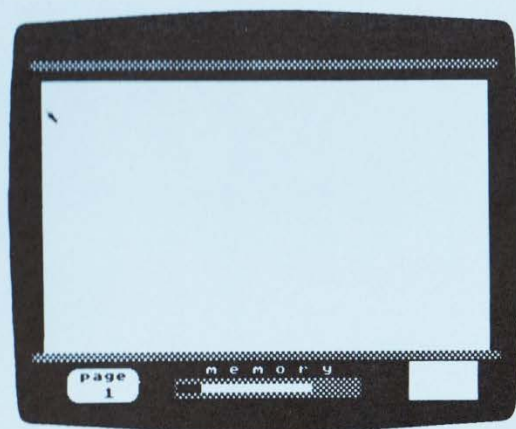


Formats are given names to simplify selection. Often the names reflect the activity which the format was designed for. If you are interested in seeing the full specifications or in setting up your own formats, refer to **Designing New Formats** (pp. 71-73).

To select a format, press the number key indicated. For example, pressing **1** selects the *Poster* format that is used throughout this section of the manual.

(It is possible to use more than three formats – see **Saving the Formats**, p. 100.)

On selecting a format, the display will show a blank page with a pen at the top left-hand corner ready to start writing. You may return to the Menu at any time by pressing **ESCAPE**.



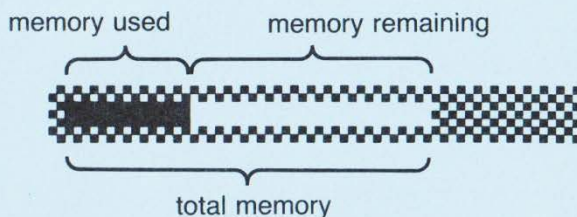
In the manual we often refer to the “current page”, by which we mean the page that has the pen on it. For example, the number of the current page is indicated at the bottom left of the screen and the layout of the current page (as it would appear on paper) is illustrated at the bottom right by the page icon.

Note: If a format uses the full-page layout or more than 36 lines per page then the page icon will be disabled.



# The Write Screen

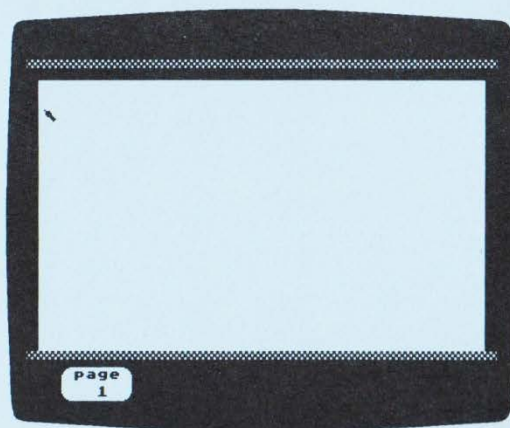
The memory icon allows you to see the amount of space which the computer has available for your work. This will depend upon whether you are using a Folio-B or Folio-C work disc, and the size of the current typeface.



As Folio was designed with both novice and experienced computer users in mind, many of the more complex facilities can be hidden (see **Hiding the Editing Commands**, pp. 81-82). One consequence of this is that some of the commands described in the manual may beep and have no effect. All commands that can be hidden are preceded by a black dot.

- indicates commands that can be hidden.  
(see p. 82 for a summary of these)

For example, a simple environment suitable for very young children can be set up by hiding all but the most basic commands, and not displaying the memory and page icons – to see this, load the example file called “Simple”.

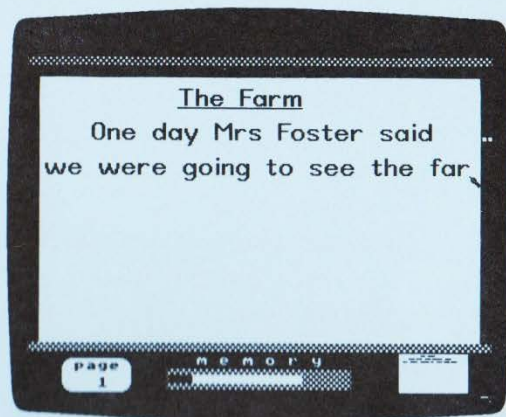




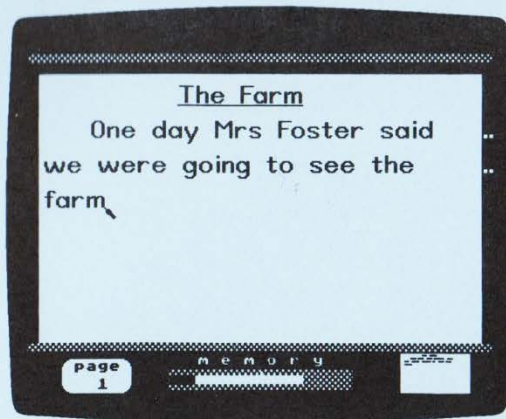
# Word Wrap



As you type in your work, the words are automatically formatted to stop them being split across lines. For example, the screen below shows the situation before the *m* of *farm* is pressed.



When the *m* is pressed, it will not fit on the line and so the *far* is rubbed out and *farm* is written on the line below. This is all done automatically by the program and is called "word wrap".

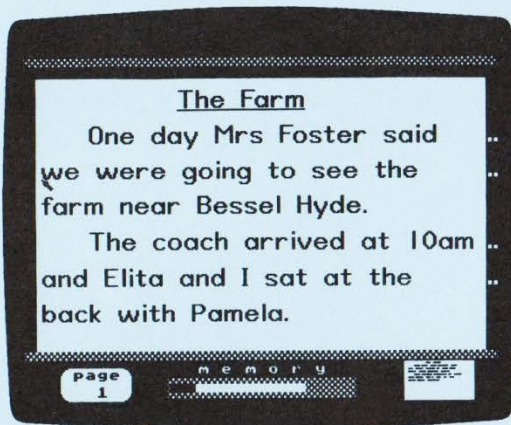




# Joined Lines

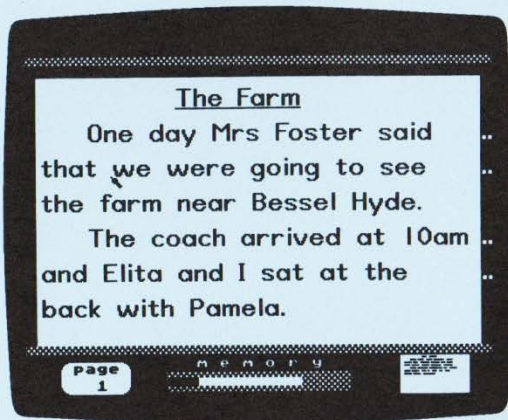
When the text is carried over onto the next line this is indicated by two dots on the right of the display. A line which has these two dots is called a "joined" line and a series of these joined lines forms a paragraph.

Paragraph {



← joined  
← joined  
← NOT joined  
← joined  
← joined

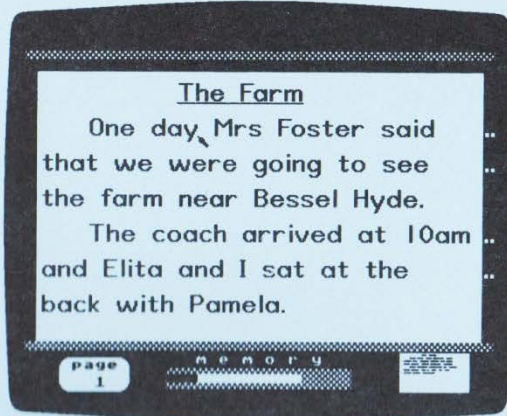
When a word is inserted into a paragraph, the paragraph is reformatted. For example, inserting *that* pushes the word *the* onto the next line.



# Paragraphs

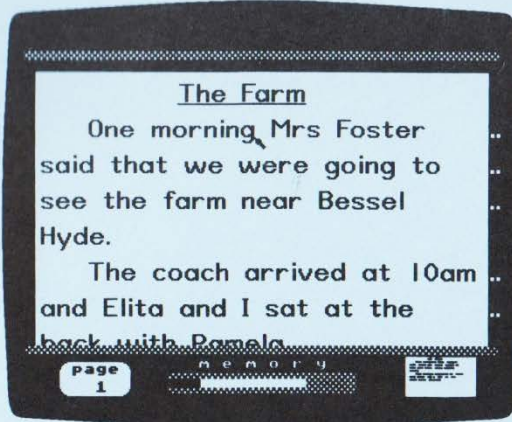


In contrast to the previous example, changing the word *day* to *morning* creates a new line for the word *Hyde*.



← NOT joined

The difference is shown by the absence of the “joined dots” to the right of *Hyde*. This marks the end of the first paragraph and was caused by **RETURN** being pressed after *Hyde* was typed. The **RETURN** key is used in this way to start a new paragraph when typing (see also **split**, p. 30).







# Moving Around

Two types of movement are possible: “pen” movements and “paper” movements. Pen movements, performed by the arrow keys, are used to move the pen over the part of the page currently visible on the screen.

Press

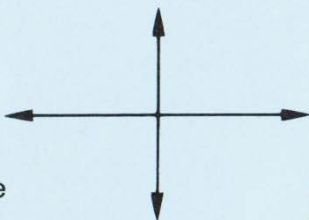


to move the pen up one line.

Press



to move the pen one character to the left.



Press





to move the pen one character to the right.

Press



to move the pen down one line.



To view other parts of the page which are not currently visible, you will need to use **look up**  and **look down** .

Press 

to look one line higher up the page

Press 

to look one line further down the page

If  or  are used to position the pen above or below the visible part of the page, the paper will normally be moved automatically. However, this feature can be disabled (see **Hiding the Editing Commands**, pp. 81-82).

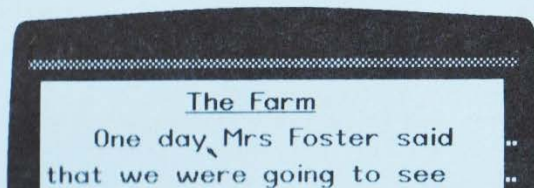
# Corrections



As an illustration of how the text can be changed after it has been entered, let us look more closely at the example we have been using.

The title of the story was typed at the start of the first line as *The Farm*. After using the arrow keys to move the pen in front of the *T*, spaces were inserted to move the title to the centre of the page. Finally, the title was underlined by pressing the underline key once for each character (8 times).

The correction made on page 9 involved using the arrow keys to move the pen back to the position shown below.

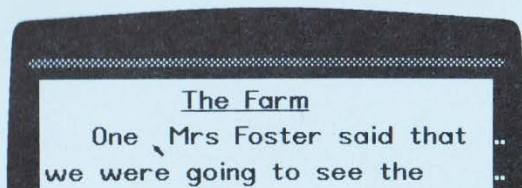


With the pen in this position the delete key can be used to rub out the word *day*.

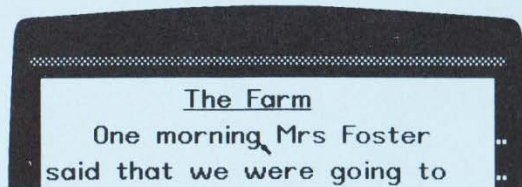
Press **DELETE**

to rub out the letter  
to the left of the pen

As each letter is deleted the remaining text is moved up, leaving the display as follows.



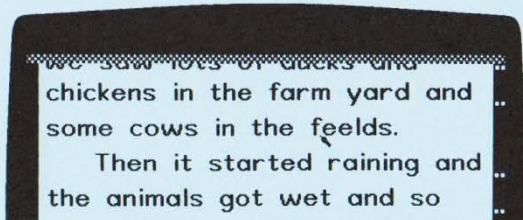
Finally, the word *morning* can be entered. As the letter keys are pressed, the letters are inserted where the pen is pointing, and all the text to the right is moved along.



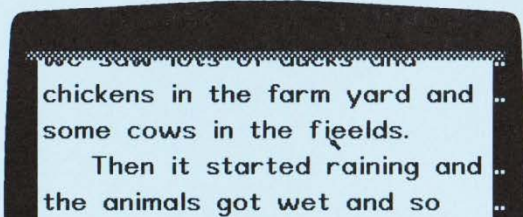


## Corrections

It may sometimes be more convenient to rub out the letter to the right of the pen.



In the following example *fields* has been spelt incorrectly. To correct it, move the pen to the position shown above. When **I** is pressed, the letter is inserted between the *f* and the *e* (the position pointed to by the pen).



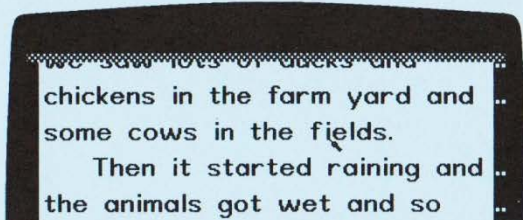
However, this leaves the unwanted *e* on the right of the pen. This can be deleted by holding down **SHIFT** and pressing **DELETE**.

● Hold

Press



to delete the character  
to the right of the pen



Note: pressing **DELETE** by itself would delete the character just entered, i.e. to the left of the pen.



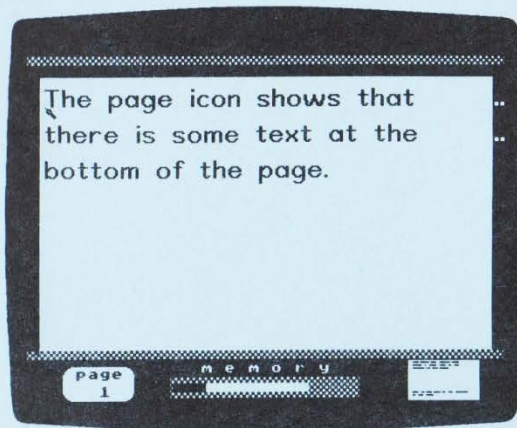
# Top and Bottom



To display the top of the current page and move the pen to the start of the first line press **f4 (top)**. To move to the top of the previous page, press **f4 (top)** a second time.

- Press **f4**

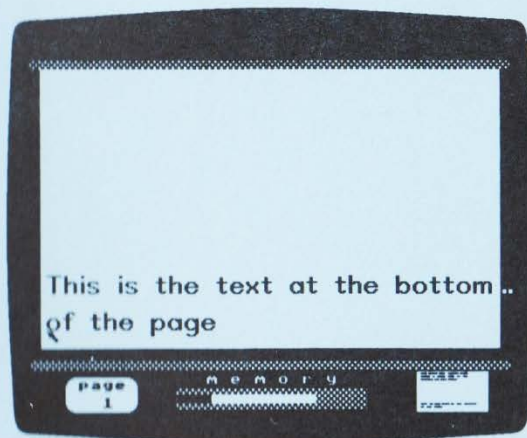
to display the top  
of the current page



To display the bottom of the current page and move the pen to the start of the last line, press **f5 (bottom)**. To move to the bottom of the following page, press **f5 (bottom)** a second time.

- Press **f5**

to display the bottom  
of the current page





## Undo, Page Print

If at any time while you are writing, you press a key which does not have the effect you expected, use the **undo** facility by pressing **f0** to return exactly to where you were before the offending key was pressed.

Press **f0**

to undo the  
last key press

The undo facility is most important when adopting an exploratory approach to Folio. Any command can be tried to see if it has the desired effect, in the knowledge that pressing **f0** will undo any mistakes.

Note: Accidentally pressing **ESCAPE** or **BREAK** would return you to the Menu, and to continue writing you would need to press **W**.

In its simplest form Folio can be used to write and print a single page without using the Menu system at all (see **Changing the Way Folio Starts**, pp. 74-75). The current page can be printed by holding down **CTRL** and pressing **COPY**.

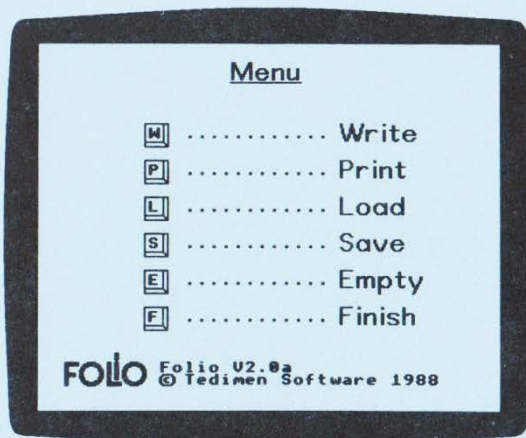
● Hold Press

**CTRL**

**COPY**

to print the page  
with the pen on

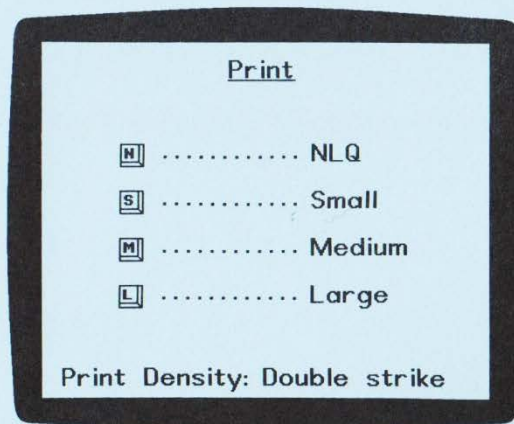
Printing a single page is also useful for reprinting pages, for example after spelling mistakes have been corrected.



To print all the work you have entered, press **P** from the Menu screen.

Press **P**

Single pages can be printed from within the Write option (see p. 14).



Some formats will not offer you a choice of print size, in which case holding down **CTRL** and pressing **P** will call up this screen.

# Print

Press **N**

for NLQ print (always triple strike)

Press **S**

for small print

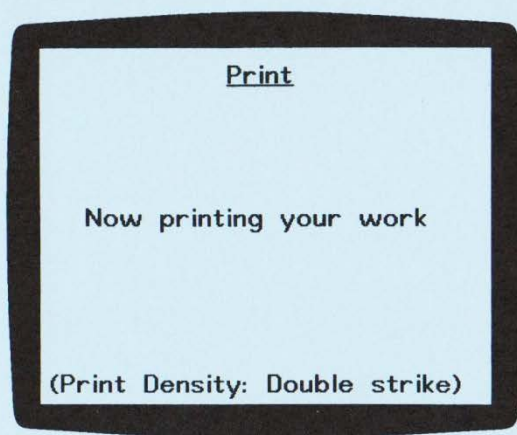
Press **M**

for medium print

Press **L**

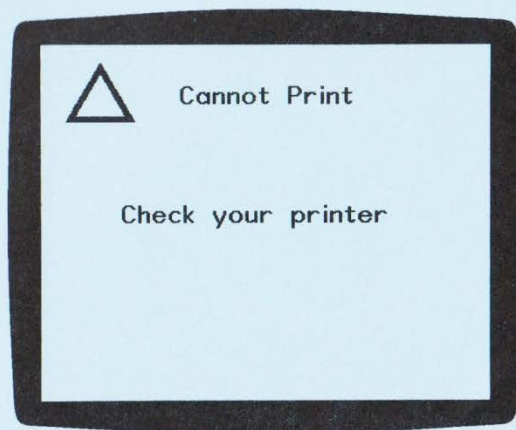
# for large print

(printout actual size)



To abandon the print at any time, press **RETURN**.





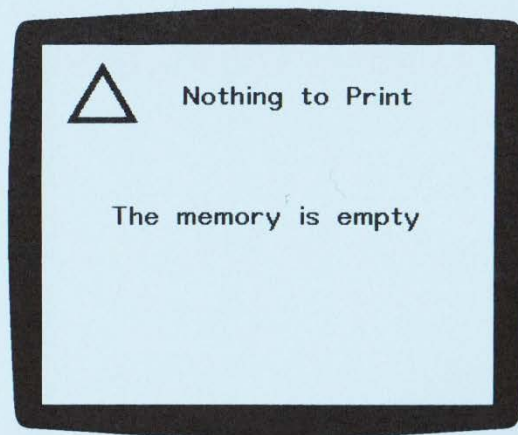
If your printer does not respond, check that it is switched on and plugged in correctly. If this fails, refer to **Advanced Printing** (pp. 60-63).

Press

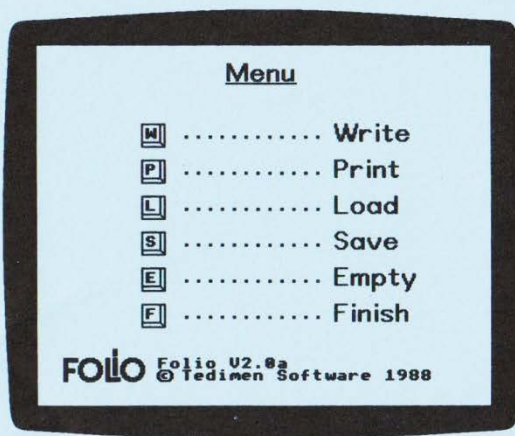


to return to the  
Menu at any time

Nothing will be printed if the memory is empty.



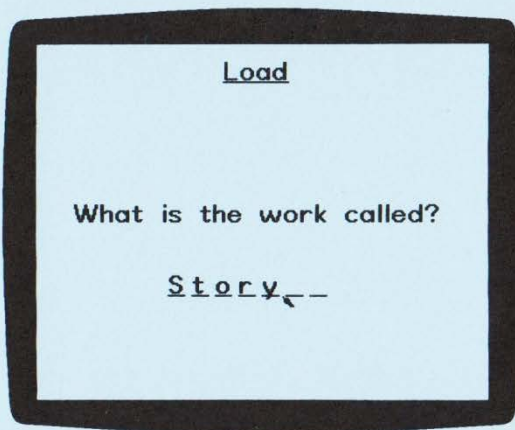
# Load



To retrieve a piece of work which was saved earlier, press **L** from the Menu screen.

Press **L**

Enter the file name of up to seven letters that was used to save the work and press **RETURN**.



## Portfolio

If you wish to see a list of files on the disc, press **TAB** to view the Portfolio. This facility can be used from any prompt which asks for a file name.

The screenshot shows a terminal window titled "Portfolio: page: 1". It contains a table with two columns of file names. The first column lists dates from 01Jul01 to 11Jun01, and the second column lists dates from 11Jun02 to 17Jul01, followed by the word "Farm". The file "11Jun01" in the first column is highlighted with a dark background. Below the table, there are instructions: "SPACE to move TAB for more" and "RETURN to select one of the files".

Portfolio: page: 1	
	11Jun02
01Jul01	15Jun01
03Jul01	15Jun02
04Jul01	16Jun02
06Jul01	17Jul01
11Jun01	Farm

SPACE to move TAB for more  
RETURN to select one of the files

To select one of the file names, use **SPACE** to move the highlight onto the chosen name and press **RETURN**. This enters the name as if you had typed it.

The screenshot shows a terminal window titled "Load". It contains the text "What is the work called?" followed by the file name "11Jun01" which has been entered and is followed by a cursor.

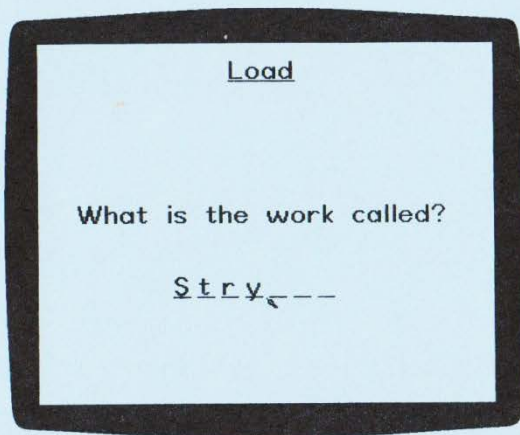
Load

What is the work called?

11Jun01

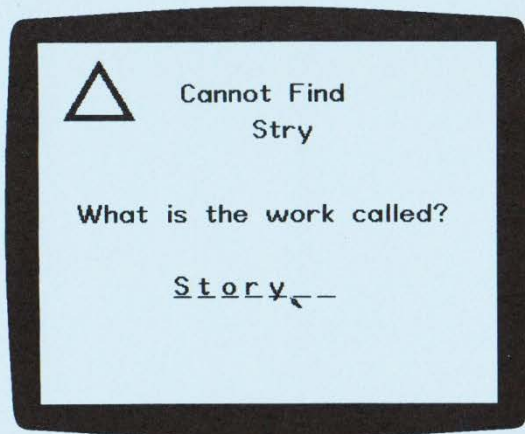
If there are more than 11 files available, pressing **TAB** a second time will display page 2 of the Portfolio. Star commands are also available from the Portfolio screen (see p. 88).

# Load

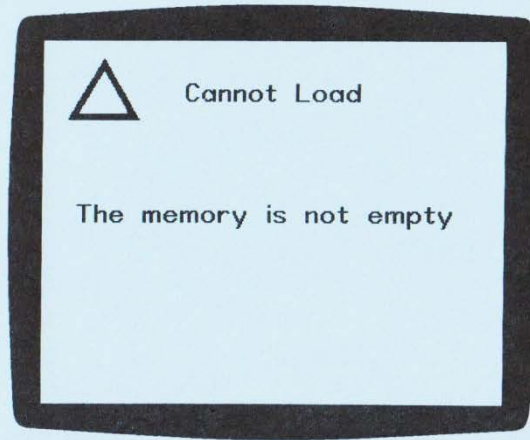


Press **RETURN**

A Folio text file with this name cannot be found on the disc. Check that the name has been correctly spelt, and that the correct disc is being used. (If this fails, see *Changing the Directory Strings*, pp. 90-91.)



# Load



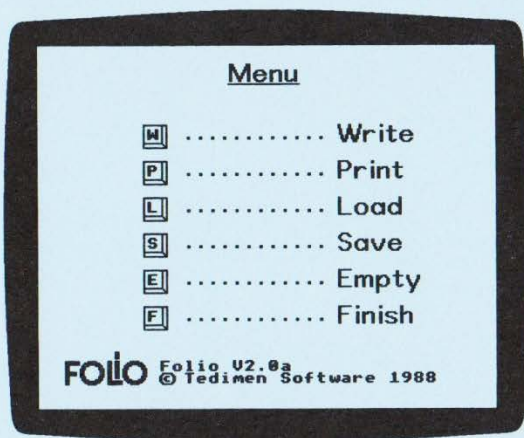
You cannot load a piece of work unless the memory has been emptied or saved. Return to the Menu by pressing **ESCAPE**. You may then choose to save the memory by pressing **S**, or empty the memory by pressing **E**.

Press **ESCAPE**

to return to the  
Menu at any time



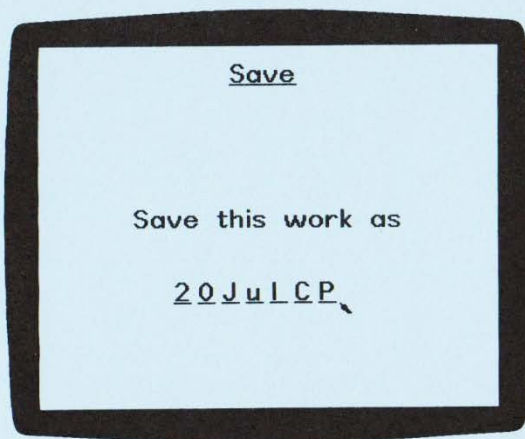
# Save



To save your work, return to the Menu and press **[S]** from the Menu screen.

Press **[S]**

Enter a name of up to seven letters and then press **[RETURN]**. This will be the file name used to store your work on the disc.



## Technical Note

The text you have written is considered to “belong” to the editor program, which is one of the Folio segment files on the disc. When you press **ESCAPE** to return to the Menu, the editor is saved on disc with your text inside it. This has various consequences.

If you switch the computer off after returning to the menu without using Finish or Empty, your text will still be contained in the editor.

If you are swapping discs at various times remember that Folio will save the editor onto whichever disc is in the drive when you press **ESCAPE** from inside the editor.

Folio always checks that it has found the correct editor on the disc. For example, if you have returned to the Menu after writing some text and then insert someone else’s disc, pressing **P** will give a *wrong editor or different text in editor* error. It is assumed that you are trying to print what you have just written, which is stored on the disc you have just removed!

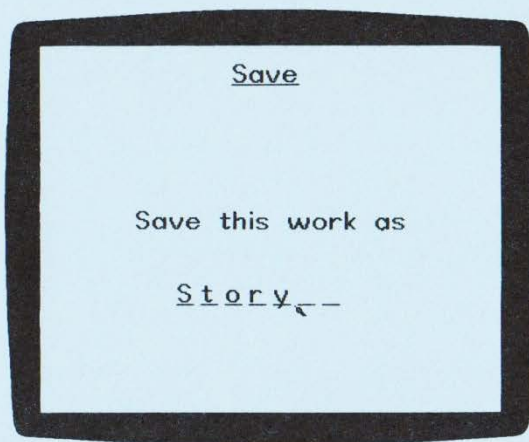
## Managing Your Files

After you have been using Folio for some time, you may get an “error screen” informing you that the catalogue or disc is full.

You will have to make space on the disc or create a new Folio disc (see **Deleting Text Files**, pp. 86-87). If you require technical assistance to do this, return to the Menu and switch off the computer. *Do not use finish* as this would destroy your work. What you have written is saved on disc already, and switching off the computer will keep this copy safe (see note above).

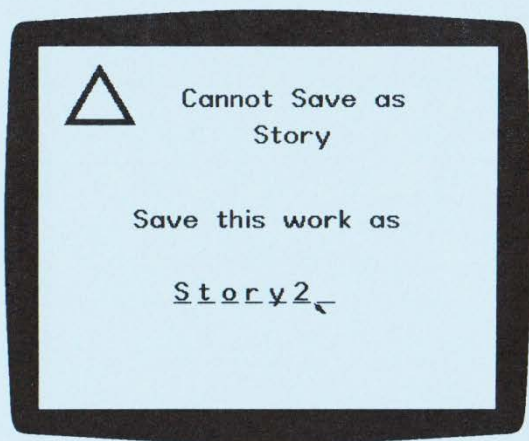


# Save

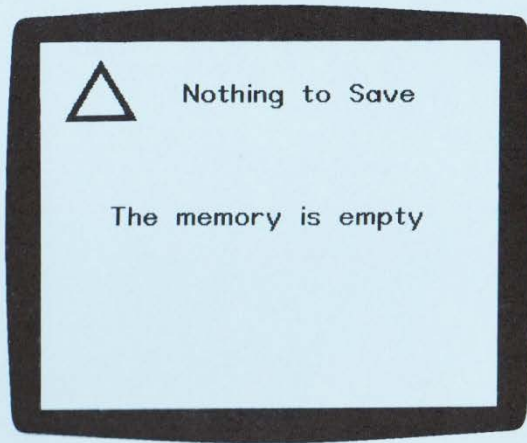


If you use a name which has been used before on this disc, you will be asked to choose another name. This ensures that the previous work will not be lost.

It is possible to update a piece of work by loading, revising and then saving it using the same name.



# Save

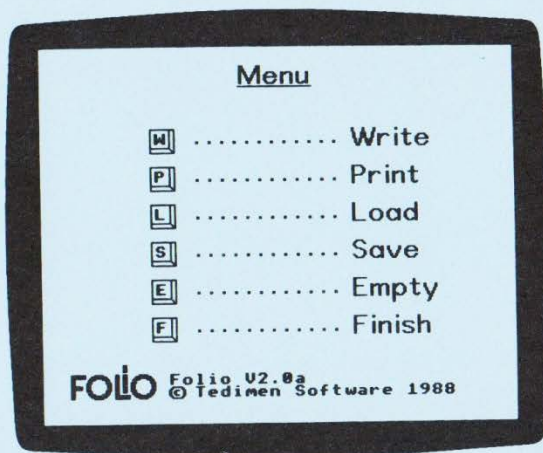


If you have not loaded or written anything, you will have nothing to save. To return to the menu, press **ESCAPE**.

Press **ESCAPE**

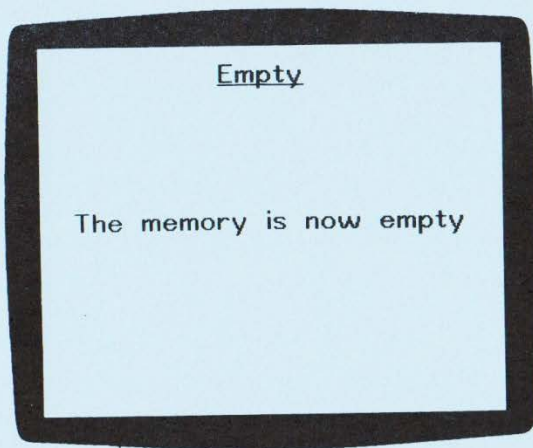
to return to the  
Menu at any time

# Empty

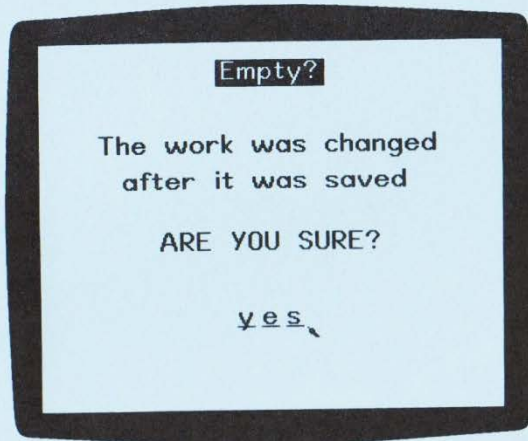
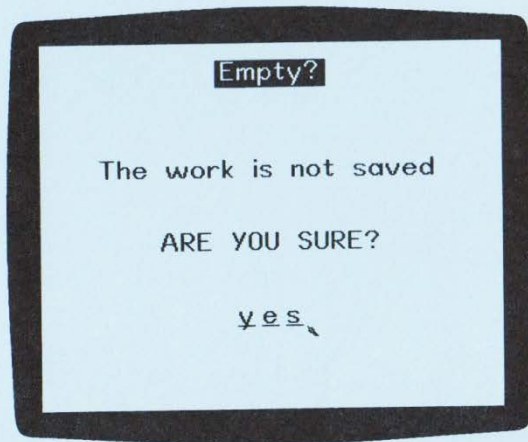


To clear the memory ready to start some new work, press **E** from Menu screen.

Press **E**



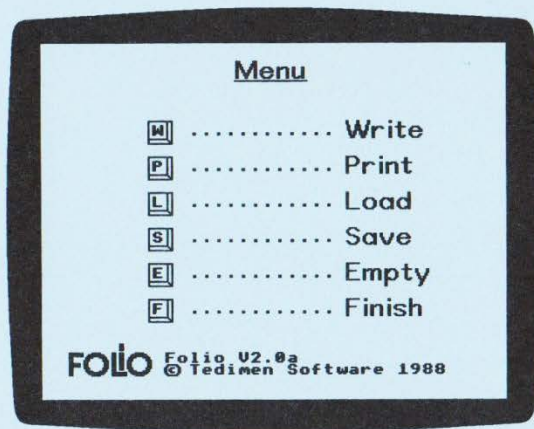
# Empty



The work you have entered will be lost unless you save it before emptying the memory. Answer **YES** if you wish to empty the memory without saving it, or **NO** to return to the menu without losing your work.

Press **RETURN**

# Finish

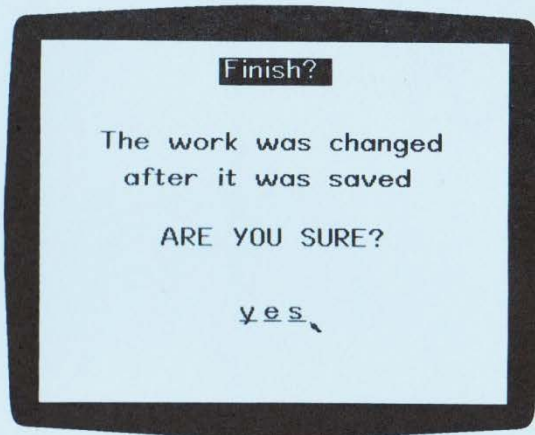
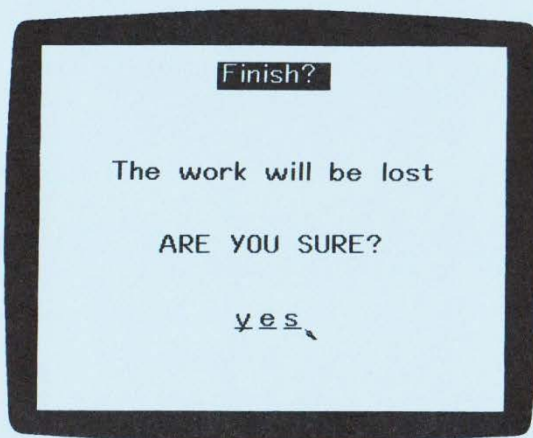


To leave Folio, press **F** from Menu screen.

Press **F**

Depending on the current setting of the Finish By option, this may take you back to BASIC or another menu system. See **Changing the Way Folio Finishes** (pp. 76-77), for details of how to change this.

# Finish



The work you have entered will be lost unless you save it. Answer **YES** if you wish to leave Folio without saving your work, or **NO** to return to the menu without losing your work.

Press **RETURN**

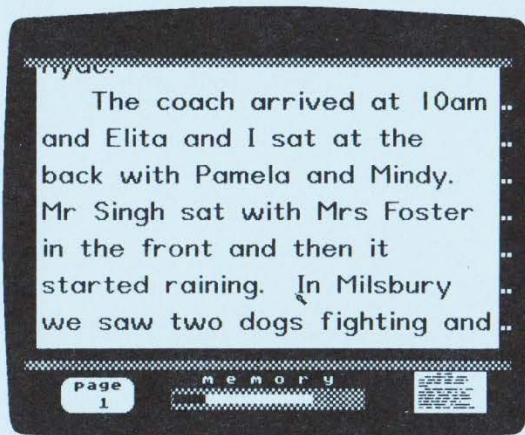




# Split

## Advanced Writing Commands

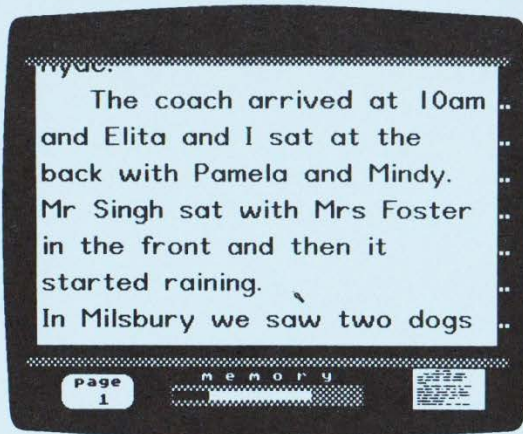
To divide your work into paragraphs after it has been entered, use the **split** function. To begin a new paragraph when typing, simply press **RETURN** (see pp. 8-9).



For example, to start a new paragraph with *In Milsbury...* we first move the pen to the left of the character with which we want to begin the new paragraph (in this case the letter *I*), and press **f7** (**split**).

Press **f7**

to split the line  
where the pen is

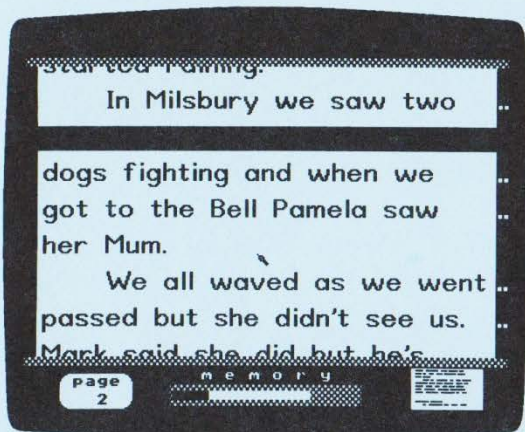


To insert a blank line between the two paragraphs, press the **split** function key a second time.





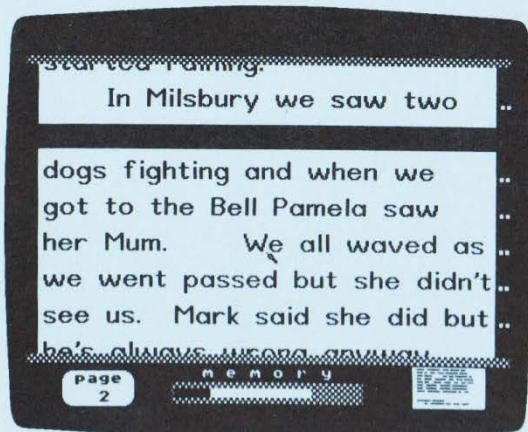
When the pen is on a line which is not joined to the one below (no dots on the right of the display), pressing **f8** (**join**) will forcibly join the current line to the one below and the text will be reformatted to take account of this.



For example, the two paragraphs above can be made into one by moving the pen onto the last line of the first paragraph and pressing **f8** (**join**).

Press **f8**

to join the line which the pen is on to the line below

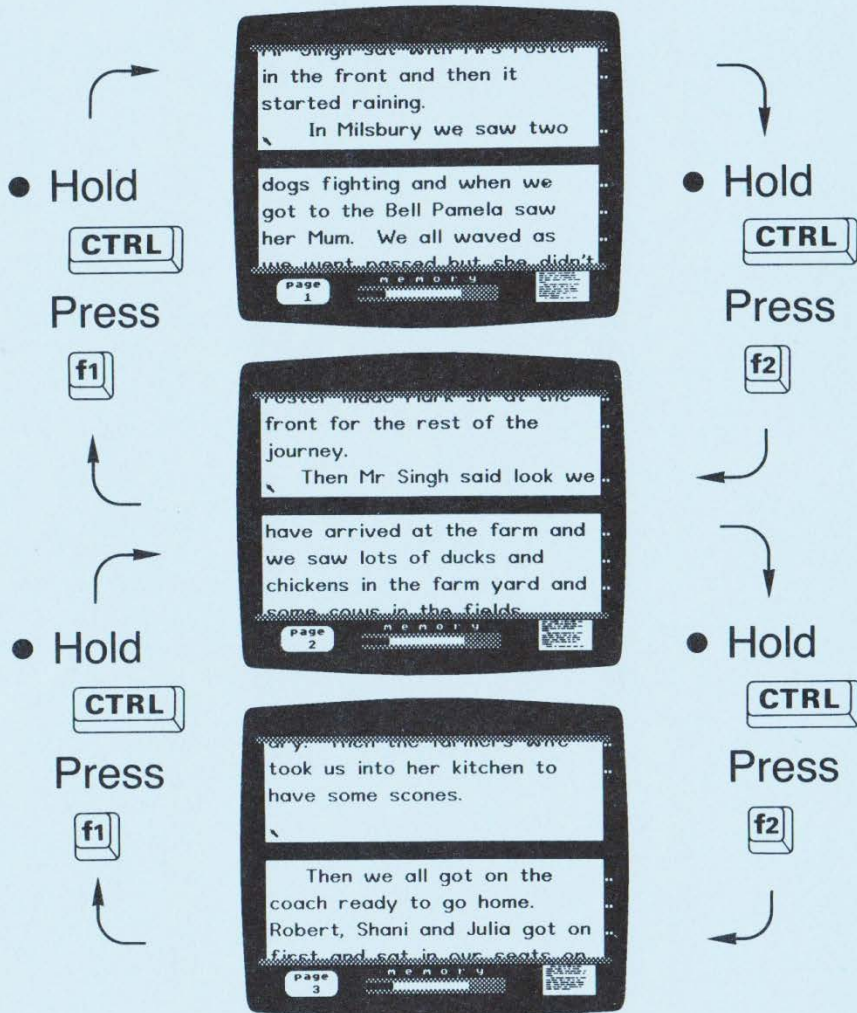


To recover the two paragraphs, press **f0** (**undo**).



# Moving Around

The commands which cause paper movement can be magnified, making it easier to move large distances. For example, pressing **f2** (**look down**) allows you to see one line further down the page. Holding down **CTRL** and pressing **f2** allows you to see one page further down. **look up** (**f1**) can be used with the **CTRL** key in the same way.



In a similar way, holding down **SHIFT** and pressing **f1** or **f2** moves the paper by 6 lines. This is particularly useful with long pages.

# Moving Around

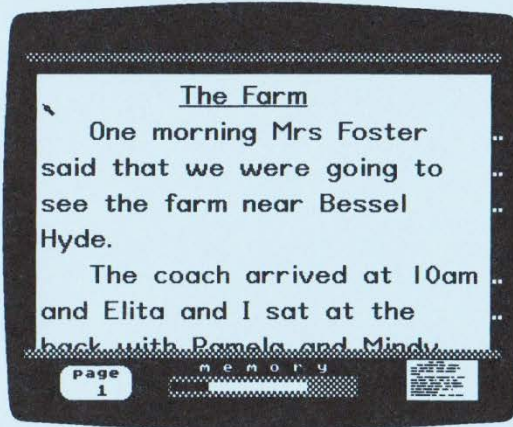


To move straight back to the beginning of your work, hold down **CTRL** and press **f4 (top)**.

● Hold Press



to move to the top of page 1

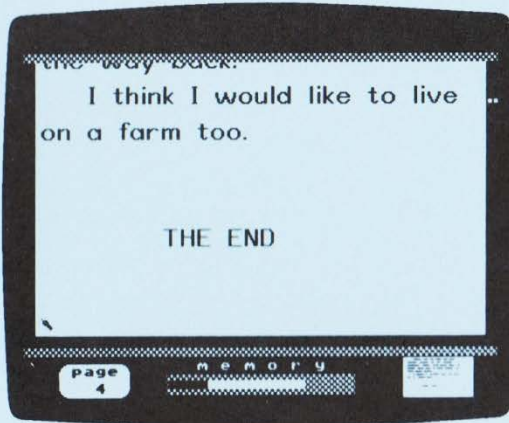


To move straight to the bottom of the last page you have written, hold down **CTRL** and press **f5 (bottom)**.

● Hold Press





to move to the bottom of the last page







## Moving Around



Large pen movements are also made possible by holding down the **CTRL** key.

Hold   
Press 



to move the pen to the  
top of the screen

Hold   
Press 

to move the pen to the  
beginning of the current line

Hold   
Press 

to move the pen to the  
end of the current line

Hold   
Press 

to move the pen to the  
bottom of the screen



# Leap



The most powerful movement command is called **leap**. This allows you to search through the text for a specific word or group of letters interactively. For example, holding down **CTRL** and pressing **M** will make the pen leap back to the last *m* or *M* you typed.

**Leap** is also a progressive search. For example, after having written several pages, we may want to get back to where we wrote the word *ear*. Holding down **CTRL** and pressing **E** would leap back to the last letter *E* (or *e*) we had typed, but this is unlikely to be the one we want to find. When we start leaping you will notice that the pen becomes a backward-pointing arrow. The progressive nature of the search is illustrated when we continue the leap by holding down **CTRL** and pressing **A**. The pointer leaps back to the place where we last typed *e* followed by *a*. If this is not the *ea* we were looking for (it could be *each* for instance), we could continue the leap by holding down **CTRL** and pressing **R**.

Now that we have set up a particular sequence of letters to search for, we can use the **leap** key (**f3**) to look for other occurrences. Pressing **f3** (**leap**) searches for the next match in the current direction of the pointer.

● Press **f3**

to leap to the  
next match

To search forwards through the text, hold down **CTRL** and press **f3**. This displays a forward-pointing arrow to indicate the change.

● Hold Press

**CTRL**

**f3**

to leap forwards

For example, to search through the text for *time* starting from the top of page one, hold down **CTRL** and press **f3** before starting the search with **CTRL T**.





# Leap

It is useful to think of the **leap** function in a number of ways. Programming a letter or group of letters into **leap** sets up the **f3** key as a specific movement command. The following examples illustrate this.

**CTRL SPACE** makes **f3** into a word movement command.

When paragraphs are indented by three spaces,

**CTRL SPACE**

**CTRL SPACE**

**CTRL SPACE** makes **f3** into a paragraph movement command.

**CTRL .** makes **f3** into a sentence movement command.

Once the characters have been programmed into **leap**, they will stay there until you return to the Menu, use the character editor, print a page, or use **leap** for something else. The direction of the pointer can be set to forwards by **CTRL f3**, or backwards by **SHIFT f3**.

## ● Hold Press

**SHIFT**

**f3**

to leap backwards

If you have used other word processors, you may find it useful to think of **leap** in the more traditional way of a non-interactive search. For example, to find all occurrences of the word *live* we would do the following:

Move to the start of page one:

**CTRL f4**

Program the word *live* into **leap**:

**CTRL L**

**CTRL I**

**CTRL V**

**CTRL E**

The computer will beep after each letter, indicating that no match was found to the left of the pointer.)

Set the pointer to search forwards through the text:

**CTRL f3**

Pressing **f3** will now find the next occurrence of the word *live*. This can be repeated as often as required.

Note: Two "wild cards" are available when using **leap**. **@** will match any letter or number, while an underline matches any character.



Folio's **learn** function provides a simple way of performing repetitive tasks such as correcting spelling mistakes, creating exercises, etc. Learnt sequences can be assigned to *any* of the ten function keys to provide additional commands. The following examples illustrate this.

When producing a question paper we may decide to use ten underline characters to make a space for the answer. As this will be used in all the questions, we could ask Folio to learn the key sequence used to save us having to repeat it for each question we write. To start a learnt sequence, press **f6**.

● Press **f6** to start learning

Within a learnt sequence, each key that we press will be remembered so that we can repeat the operation later on by “running” the sequence. An icon appears in the top righthand corner of the screen to show that Folio is learning.

After typing the underlines, we may decide that each question should be followed by a blank line, and so we include **RETURN RETURN** in the learnt sequence to provide this.

Having completed the operation that we want to use again later, we must explicitly end the learnt sequence and assign it to a function key. To end a learnt sequence, hold down **SHIFT** and **CTRL** and press a function key such as **f0**.

● Hold **CTRL** Hold **SHIFT** Press **fn** to stop learning and program function key n

The next time we want to type an underlined space for the answer at the end of a question, we hold down **CTRL** and **SHIFT** and press the function key we have assigned (**f0** in this example). Folio will then run through what it has learnt (i.e. type ten underline characters and press **RETURN** twice).

● Hold **CTRL** Hold **SHIFT** Press **fn** to replay the sequence stored in function key n



# Learn

Following on from the traditional search example given for **leap** (p. 36), we can now describe a traditional search and replace facility using **leap** and **learn**. For example, assuming that the word *live* has been programmed into **leap** (see p. 36), we can replace each occurrence of *live* with *life* in the following way.

Move to the start of page one:

**CTRL** **f4**

Set the pointer to search forwards through the text:

**CTRL** **f3**

Find the first occurrence of *live*.

**f3**

Start a learnt sequence:

**f6**

Move the pen one to the left, delete the *v* and type the *f*:

**←** **DELETE** **F**

End the learnt sequence, assigning it to **f3**:

**CTRL** **SHIFT** **f3**

Now that Folio has learnt how to change *live* into *life* we can find the next occurrence of *live*, if one exists, by pressing **f3**. To replace this with *life* we would use **CTRL** **SHIFT** **f3**, or if we wanted to skip over this particular match (we might have found *alive*, for instance) we would just press **f3** again.

Learnt sequences remain assigned to function keys until they are replaced by another sequence. As the **★KEY** command is used by Folio to implement **learn**, there are some constraints upon the number of operations that can be remembered. The sequence programmed into a particular function key can be cleared by pressing **f6** and then holding **CTRL** and **SHIFT** and pressing the function key in question.

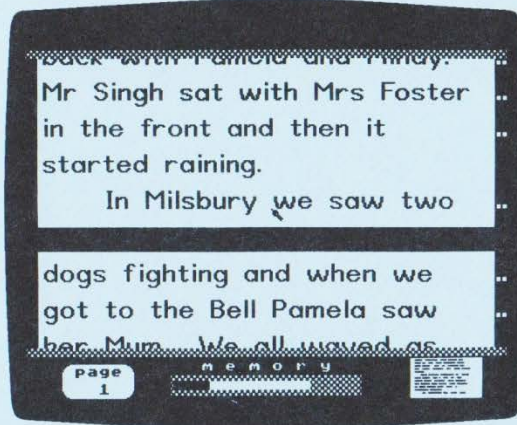
If you find it difficult to depress three keys simultaneously, remember that Folio can make **SHIFT** and **CTRL** “sticky”. Refer to **Hiding the Editing Commands** (pp. 81-82) for details of how to do this.



# Insert Line



To move blocks of text up and down the page, blank lines can be deleted (to move text up) or inserted (to move text down).



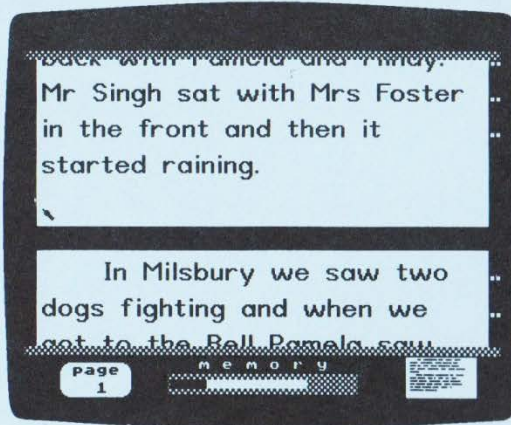
For example, in the writing above, a paragraph is split between pages one and two. By inserting a blank line at the end of page one we can move all the paragraph down onto page two. To insert a line, move the pen onto the last line of page one, hold down **CTRL** and press **RETURN**.

- Hold Press

**CTRL**

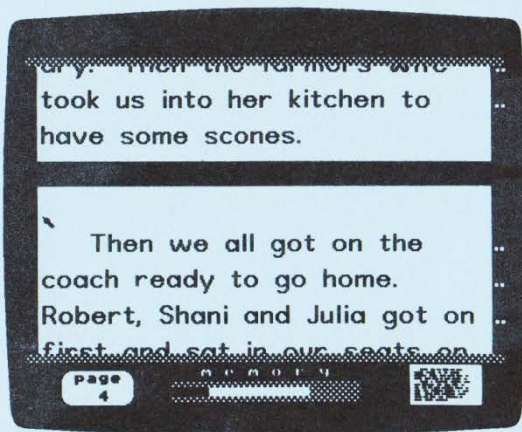
**RETURN**

to insert a blank line  
where the pen is





## Delete Line



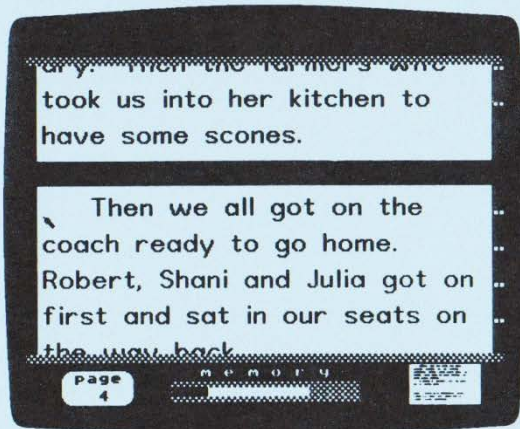
In the following example we will move the paragraph up to the top of page four by deleting the blank line above it. To delete the line, move the pen to the top of page four, hold down **CTRL** and press **DELETE**.

To recover the lost line, press **f0** (**undo**).

● Hold

Press

to delete the line  
which the pen is on

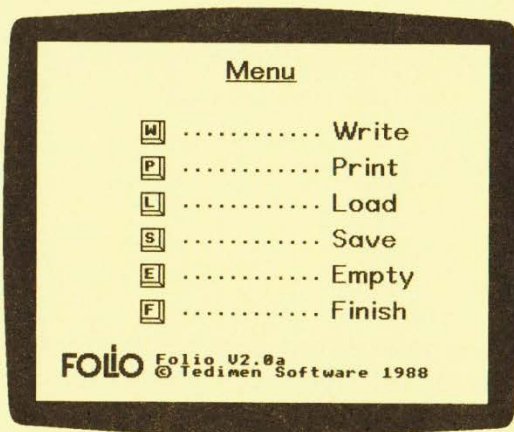


The Delete Line function is used in the same way to remove lines of writing.



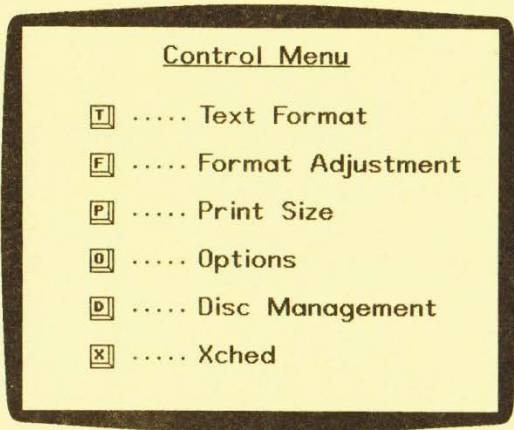
You are advised to wait until you have had some practical experience with Folio before reading the yellow pages.

# Control Menu



The various control facilities and other extensions to Folio can be accessed from the Control Menu. To display the Control Menu press the **TAB** key from the Menu screen.

Press **TAB**



Each facility of the Control Menu can be called directly from the Menu screen by holding down **CTRL** and pressing its first letter. For example, an alternative method for selecting the Text Format would be to return to the Menu, hold down **CTRL** and press **T**.



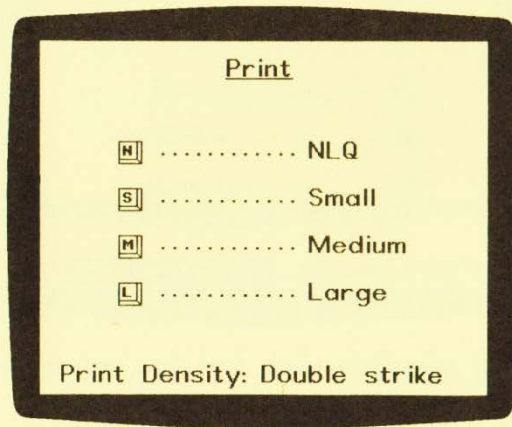
## Changing the Presentation of Your Work

When you start writing with Folio the text format you choose decides how your work is presented. For example, selecting *Newspaper* presents your work in three columns across the page using the *Bond* typeface in NLQ print. However, the presentation of your work can easily be changed in a number of ways after you select a text format.

**Changing Print Size.** Your work can be printed in four different sizes: near-letter-quality ("NLQ"), small, medium and large.

1. From the Menu, hold **CTRL** and press **P**.

From Menu, hold **CTRL** press **P**



- 2 Press **N**, **S**, **M** or **L** to print your work in NLQ, small, medium or large letters, respectively.

Note: Changing the print size may have certain side effects. For instance, multiple columns can only be printed side by side in NLQ and small-sized print.

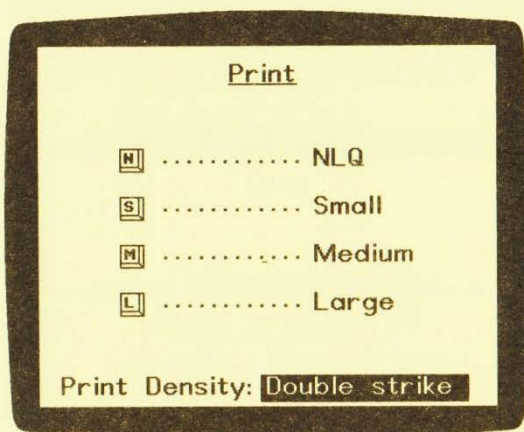


# Print Density

**Changing the Print Density.** The print density controls how dark or light the printed image will be. Standard, double-strike or triple-strike printing is possible. The greater the density of an image, the longer the printer will take to produce it.

1. From the Menu, select the Print Size screen by holding **CTRL** and pressing **P**.
2. Press **SPACE** repeatedly until the current print density is highlighted.

Press **SPACE**



3. Press **TAB** repeatedly until the print density you require is displayed.
4. Press **N**, **S**, **M** or **L** to print your work in letters of the appropriate size.

**Notes:** The density has no effect on NLQ lettering, which is always printed triple-strike. The new print density will remain in effect until you change it again. It is also possible to change the print density from the Set Up Printer screen (see p. 55).

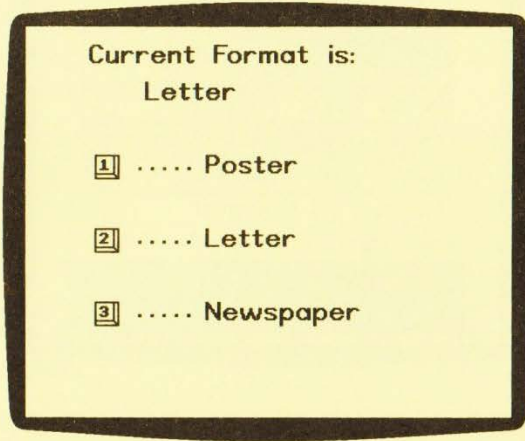
# Text Format



**Choosing a Text Format.** Even though you may have started writing using a particular format, such as *Letter*, you can change to a different one at any time.

1. From the Menu, select the Text Format screen by holding **CTRL** and pressing **T**.

From Menu, hold **CTRL** press **T**



2. Press **1**, **2** or **3** to select the corresponding format and start writing, or press **RETURN** to write in the current format.





# Format Adjustment

**Adjusting the Current Format.** The various factors affecting the presentation of your work are collected together on the Current Format screen. This is selected by holding **CTRL** and pressing **F** from the Menu.

From Menu, hold **CTRL** press **F**

Current Format

Typeface	Bond
Justification	On
Print	NLQ
<b>CTRL</b>	<b>COPY</b> Ask
Lines per Page	36
Layout	3 Columns

Press **M** to set Full Page Margins

**SPACE** to move    **TAB** to change

**RETURN** to confirm these settings

Any changes you make to the current format will be immediately reflected in your work.



**Changing the Typeface.** All Folio systems offer a choice of several different typefaces or “fonts” in which your work will be presented both on the screen and the printer. You can change to a different typeface at any time by following the procedure below.

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**. *Typeface* will be highlighted, and the name of the one you are using will be displayed in the box to the right.
2. Each time you press **TAB**, the typeface will change to the next one in the list. You can also use **<** and **>** to move backwards and forwards respectively. The range of typefaces available will vary depending upon which Folio system is in use.
3. When the desired typeface is selected, press **RETURN** to continue writing or **ESCAPE** to return to the Menu.

Notes: It is not possible to use more than one font in a piece of work. Changing the typeface may affect the number of words per line and hence the pagination of your work. Also, if the new typeface is designed for a different language (such as Punjabi rather than English), the result will be meaningless.

If you want to permanently change the typeface used by a format, refer to **Designing New Formats** (pp. 71-73).



# Justification

**Changing the Justification.** “Justification” refers to the process of adjusting the space between words so that every line of text has the same length. This is particularly useful for newspaper-style columns.

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**. Press **SPACE** repeatedly until *Justification* is highlighted. The current setting will be displayed in the box to the right.
2. To change this setting, press **TAB**.
3. Press **RETURN** to continue writing or **ESCAPE** to return to the Menu.

Notes: If justification would make the word spaces too wide, Folio will insert extra space between the individual letters. The pad space character (see p. 64) behaves like a letter during the justification process.

If you want to permanently change a format to use justified or “ragged-right” text, refer to **Designing New Formats** (pp. 71-73).

# Default Print Size



**Changing the Default Print Size.** The Current Format controls what happens when **P** is pressed from the Menu. This allows formats to be designed which will normally print in a particular size (the default). For example, a format designed to print on A5 paper might require medium size print.

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**. Press **SPACE** repeatedly until *Print* is highlighted. The current print size will be displayed in the box to the right.
2. Each time you press **TAB**, the default print size will change. It can be set to *NLQ*, *Small*, *Medium*, *Large* or *Ask*. If *Ask* is selected, pressing **P** from the Menu will have exactly the same effect as **CTRL P**.
3. When the desired setting has been selected, press **RETURN** to continue writing or **ESCAPE** to return to the Menu.

Notes: The default print size is easily overridden with the **CTRL P** command (see **Changing Print Size**, p. 43). The default print size is used by the Batch Print (see pp. 64-67), which prints files set to *Ask* in small letters. If you want to permanently change the default print size used by a format, refer to **Designing New Formats** (pp. 71-73).

It is possible to configure the action of the **CTRL COPY** function from the Write screen. However, as there is no easy way of overriding a default size, this is normally set to *Ask*.





# Layout

**Changing the Layout.** The “layout” of a piece of work in Folio determines the number of columns, and where these columns will be positioned on the page. Five options are available:

<i>Left</i>	a single column on the left of the page
<i>Centred</i>	a single column in the middle of the page
<i>Full Page</i>	a single column with fully variable margins
<i>2-Columns</i>	two columns in the middle of the page
<i>3-Columns</i>	three columns across the page

The *Full Page* layout is special for two reasons. Firstly, the left and right margins are fully variable – the procedure for setting them is described in the next section. Secondly, the width of a full page column remains the same regardless of the size of lettering used. This implies that the formatting and pagination *will vary with the print size* (i.e. it is not WYSIWYG).

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**. Press **SPACE** repeatedly until *Layout* is highlighted. The current layout will be displayed in the box to the right.
2. Press **TAB** repeatedly until the desired layout is displayed.
3. Press **RETURN** to continue writing or **ESCAPE** to return to the Menu.

Note: If you want to permanently change the layout used by a format, refer to **Designing New Formats** (pp. 71-73).

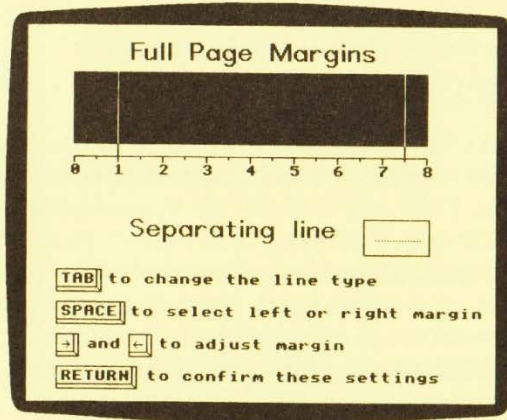




**Changing the Margins.** The margin settings will only affect the *Full Page* layout.

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**.
2. Press **M** to select the Margins screen.

From Current Format, press **M**



The block at the top of this screen represents the width of standard computer stationery, calibrated in inches. Left and right margins are shown as two vertical lines, one of which will be flashing.

3. To change the position of the margin which is flashing, use **←** and **→**. Each keystroke will move the margin by 2.54mm or one tenth of an inch (most printers have a scale calibrated in these units marked on the bail).
4. To modify the other margin, press **SPACE** and repeat step 3.
5. When both margins are set to the required positions, press **RETURN** to confirm these settings and return to the Current Format screen, or **ESCAPE** to return to the Menu.

Notes: If you subsequently print your work, the new margin settings will be used providing that *Layout* is set to *Full Page* (see above). When using the Write screen, the *margin settings, page number and page icon are not shown* (as this mode is no longer WYSIWYG). If you want to permanently change the margins used by a format, refer to **Designing New Formats** (pp. 71-73).



# Stationery

## Advanced Printing

This section describes the advanced printing techniques available with Folio. It shows how you can control the pagination of your work (i.e. where the page breaks occur), and where these pages will be positioned on your computer stationery. The procedure for printing a batch of files with a single command is explained, and some points about interfacing a printer to your computer are discussed.

### Folio and Stationery

The actual amount of paper which a "page" of writing will take up depends upon the number of lines it contains, the typeface and the size of lettering used. Folio will normally try to avoid printing across the perforations in fan-fold stationery, while fitting as many "pages" as possible onto each sheet in order to save paper. If two or more "pages" are to be printed on a single sheet, they will be separated by a ruled line, which can be set to one of several styles (see **Changing the Page-Break Line**, pp. 57-58). Alternatively, each "page" can be printed on a separate sheet (see **Using Form Feeds**, p. 59). If the stationery is a paper roll or if printing on the perforations is acceptable, Folio can be instructed to print successive "pages" separated by just a page-break line, without any extra space (see **Avoiding or Ignoring the Perforations**, pp. 55-56).

# Lines per Page



**Changing the Number of Lines per Page.** The number of lines of text which will be printed on each page or column can be set to any value in the range 8 to 66. Normally you can see how your work will be split into pages by observing the page breaks and icons displayed by the Write screen. However, if you are using the *Full Page* layout (see p. 50), the pagination will vary depending upon the size of print which is used. In this case a “trial and error” approach must be adopted.

One common reason for wanting to change the number of lines is to balance the length of columns when using a two or three-column format. The *Newspaper* format, for instance, initially specifies three columns of 36 lines. A piece of work consisting of only 57 lines will therefore appear as one column of 36 lines, and another of 21 lines. Changing the number of lines per page to 19 using the procedure described below will enable this same piece of work to be presented as three balanced columns of 19 lines each.

1. From the Menu select the Current Format screen by holding **CTRL** and pressing **F**.

From Menu, hold **CTRL** press **F**

Current Format		
Typeface	Bond	
Justification	On	
Print	NLQ	
<b>CTRL</b>	<b>COPY</b>	Ask
Lines per Page	36	
Layout	3 Columns	

Press **M** to set Full Page Margins

<b>SPACE</b> to move	<b>TAB</b> to change
<b>RETURN</b> to confirm these settings	



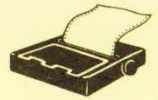
## Lines per Page

2. Press **SPACE** repeatedly until *Lines per Page* is highlighted. The current number of lines per page will be displayed in the box to the right.
3. Each time you press **TAB**, the number of lines per page will increase by 1. You can also use **<** and **>** to decrease and increase the value respectively. The number of lines per page can be set to any value in the range 8 to 66 inclusive.
4. Press **RETURN** to continue writing or **ESCAPE** to return to the Menu.

Note: If you want to permanently change the number of lines used by a format, refer to **Designing New Formats** (pp. 71-73).



# Perforations



**Avoiding or Ignoring the Perforations.** The procedure below describes how Folio can be configured to either avoid the perforations in fan-fold paper or to ignore them, treating the stationery as a continuous roll.

1. From the Menu, select the Control Menu by pressing **TAB**. Then press **O** to select the Options screen, followed by **S** to select the Set Up Printer screen.

From Control Menu, press **O**

A screenshot of a computer screen displaying the 'Options' menu. The title 'Options' is centered at the top. Below it, there are six menu items, each preceded by a letter in a box: D, S, H, E, F, and U. Each item is followed by a series of dots and a description.

Options	
<b>D</b>	..... Describe Formats
<b>S</b>	..... Set up Printer
<b>H</b>	..... Hide Commands
<b>E</b>	..... Environment
<b>F</b>	..... File & Finish
<b>U</b>	..... Update Disc

then press **S**

A screenshot of a computer screen displaying the 'Set Up Printer' screen. It contains several settings, each with a label in a box and a value in a box. At the bottom, there are instructions on how to navigate the screen using keyboard keys.

Paper Length	11
Form Feed	On
Density	Standard
Connection	Parallel
Printer Server	235
Baud Rate	7
Optimisation	On

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings



## Perforations

2. *Paper Length* will be highlighted, and the current length in inches will be shown in the box to the right. Each time **TAB** is pressed the paper length will increase by half an inch. You can also use **<** and **>** respectively to decrease and increase the value by this amount. Attempting to increase the paper length when it is set to 12 inches will cause the word *Roll* to appear. To ignore the perforations, set the paper length to *Roll*.

Alternatively, if you want Folio to fit “pages” of text onto sheets of stationery, you should set the paper length to the distance between the perforations. This will be 11 inches (28 cm) for normal fan-fold paper, but any value from 3 to 12 inches (7.6 to 30.5 cm) is possible.

3. When the desired paper length has been set, press **RETURN** to return to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see *Updating the Disc* (pp. 69-70).

# Page-Break Line



**Changing the Page-Break Line.** When two pages are printed under one another without moving to the next sheet of stationery, Folio draws a ruled line to indicate the page break. Several different styles of ruled line are possible, and the procedure described below enables you to choose between them.

1. From the Menu, select the Current Format screen by holding **CTRL** and pressing **F**. Then select the Margins screen by pressing **M**.

From Menu, hold **CTRL** press **F**

Current Format

Typeface	Bond
Justification	On
Print	NLQ
CTRL	COPY
Ask	
Lines per Page	36
Layout	3 Columns

Press **M** to set Full Page Margins

**SPACE** to move **TAB** to change  
**RETURN** to confirm these settings

then press **M**

Full Page Margins

0 1 2 3 4 5 6 7 8

Separating line .....

**TAB** to change the line type  
**SPACE** to select left or right margin  
**+** and **-** to adjust margin  
**RETURN** to confirm these settings



## Page-Break Line

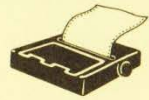
2. The current page-break line is shown in a box in the middle of the screen. Each time **TAB** is pressed the line changes to one of a different style. You can also use **<** and **>** to move backwards and forwards through the sequence respectively. One of the available line styles is to have no line at all. Choosing this option will disable the page-break line, and cause printed pages to be separated by a slight gap.

3. When you have selected the style of page-break line that you require, press **RETURN** to move back to the Current Format screen, or **ESCAPE** to return to the Menu.

Note: If you want to permanently change the page-break line, which is different for each format, refer to **Designing New Formats** (pp. 71-73).



# Form Feeds



**Using Form Feeds.** Folio will either print each page on a separate sheet with Form Feed set to *On*, or fit as many pages as it can onto one sheet, with Form Feed set to *Off*. **Folio and Stationery** (p. 52) provides a more detailed description of this subject. To change the Form Feed setting, follow the procedure described below.

1. From the Menu, select the Set Up Printer screen by pressing **TAB**, **O** and then **S**.
2. Press **SPACE** repeatedly until *Form Feed* is highlighted. The box to the right will display the current setting.
3. To change this setting, press **TAB**.
4. When the setting is correct, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



# Connection

**Changing the Printer Connection.** There are three ways in which a printer can be physically connected to your computer.

*Parallel.* This option uses the Centronics-compatible parallel port (**★fx 5,1**). If your printer lead is a ribbon cable, which usually plugs in *underneath* the computer, then you should use this connection type. *Parallel* is the default setting.

*Serial.* This option uses the RS423 serial port (**★fx 5,2**). A serial printer usually plugs into a DIN socket on the back of the computer. Serial communication can occur at different “baud rates” (i.e. different speeds), which must be the same for both the computer and the printer (see **Changing the Baud Rate**, p. 61).

*Network.* This option uses the Econet system to print your work on the network's printer server (**★fx 5,4**). You should ensure that Folio is sending the data to the correct network station (see **Changing the Server Number**, p. 62).

*Off.* With this setting (**★fx 5,0**), printing is disabled.

If the printer does not respond at all when you attempt to print a piece of work, it may be that Folio is sending data to the wrong place. You should use the descriptions above and the procedure below to ensure that the software is configured correctly.

1. From the Menu, select the Set Up Printer screen by pressing **TAB**, **O** and then **S**. Press **SPACE** repeatedly until *Connection* is highlighted. The current setting will be displayed in the box to the right.
2. Press **TAB** repeatedly until the desired setting is displayed.
3. Press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).

**Note:** The error message *Network Printer?* may be produced if *Connection* is set to *Network*. This implies that Folio's attempt to set the printer server station number by issuing a **★PS 235** (or similar) has failed. Refer this problem to your Network Manager if you are using a network or correct the configuration as described above.

# Baud Rate



**Changing the Baud Rate.** The baud rate is only relevant if you are using a serial printer (see **Changing the Printer Connection**, p. 60). If rubbish appears on the paper when you attempt to print a piece of work, it is possible that the serial interfaces in the computer and the printer are trying to operate at different speeds. You will probably be able to set the baud rate of your printer by means of DIP switches. The procedure described below enables the baud rate of the computer's serial interface to be changed.

1. From the Menu, select the Set Up Printer screen by pressing **TAB**, **O** and then **S**. Press **SPACE** repeatedly until *Baud Rate* is highlighted. The current setting will be displayed in the box to the right.

2. Press **TAB** repeatedly until the setting you require appears. If you normally use a command of the form **★fx 8,n** for your printer, then you should set Baud Rate to **n**. The actual baud rates corresponding to each value are shown below:

1 = 75 baud

5 = 2400 baud

2 = 150 baud

6 = 4800 baud

3 = 300 baud

7 = 9600 baud

4 = 1200 baud

8 = 19200 baud

3. Press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



# Network Server

**Changing the Server Number.** The server number is only relevant if you are using Econet to print your work at a “printer server” station on the network (see **Changing the Printer Connection**, p. 60). You should consult your Network Manager about which station number to use. Then follow the procedure described below.

1. From the Menu, select the Set Up Printer screen by pressing **TAB**, **O** and then **S**. Press **SPACE** repeatedly until *Printer Server* is highlighted. The current setting will be displayed in the box to the right.
2. Each time **TAB** is pressed, the station number will increase by 1. You can also use **<** and **>** to decrease and increase it by 1 respectively.
3. When the desired station number is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).





**Changing the Printer Optimisation.** Folio normally employs an optimisation technique to speed up printing, which works with most types of printer. However, if your system is producing output like this:

printer problems

(Optimisation = *On*) then you should turn printer optimisation *Off* with the procedure described below.

1. From the Menu, select the Set Up Printer screen by pressing **TAB**, **O** and then **S**. Press **SPACE** repeatedly until *Optimisation* is highlighted. The current setting will be displayed in the box to the right.
2. To change this setting, press **TAB**.
3. Press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).

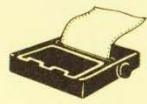


## Batch Print

**Printing a Batch of Files.** Folio provides a facility for printing a “batch” of several pieces of work from disc. Once the batch has started printing, Folio will not require any assistance from the user until it either finishes the operation or encounters an error. The procedure to follow is described below.

1. From the Menu, empty the memory by pressing **E** (for more details, see pp. 26-27). If you are confident that you know the names of the files for printing, and that they are all on this disc, then skip step 2. For the purposes of this example, we will print three files called “Chris”, “Philip” and “Rob”.
2. From the Menu, select the Load Portfolio by pressing **L** followed by **TAB** (see p. 19 for more details). Check that the names of all the files you wish to print appear in the list. If there are more than eleven files available, you will need to press **TAB** again to move through the pages of the Portfolio. Once you are sure that all the files to be printed are on this disc, press **ESCAPE** to return to the Menu.
3. From the Menu, press **W** to start writing. If the Write screen appears immediately, skip step 4.
4. The Text Format screen is now displayed (see p. 4), and you should choose a format by pressing **1**, **2**, **3** or **RETURN**. You can choose any format provided that it uses an English-language typeface. The details of this format will have *no effect whatsoever* upon the way in which the files are printed.
5. On the first line type a “pad space” by holding **SHIFT** and pressing **SPACE**. The pad space should appear as a small triangle. Then press **RETURN** to move the pen to the start of the second line.

# Batch Print



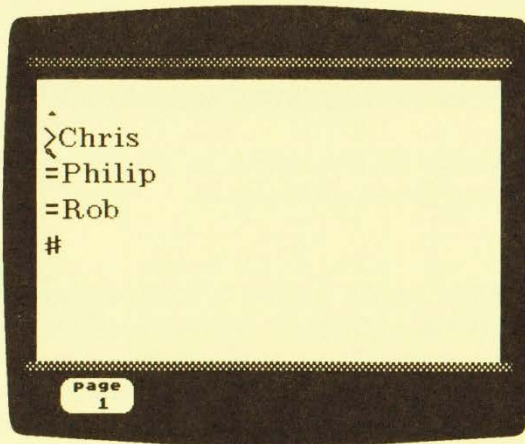
6. Type the names of the files on successive lines in the order that they are to be printed. Each name should be preceded by either an "equals" sign ("=") or a "greater-than" symbol (">").

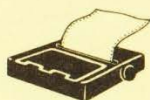
"=" will cause Folio to start a new page of stationery before printing this file.

">" should be used when the file is to be printed immediately below another, or at the start of the list to save paper.

7. Beneath the last file name, type a "hash" symbol ("#"). This indicates the end of the batch print, and any text beyond it will be ignored.

8. Move the pen up to the line containing the first file name, which is >Chris in our example.

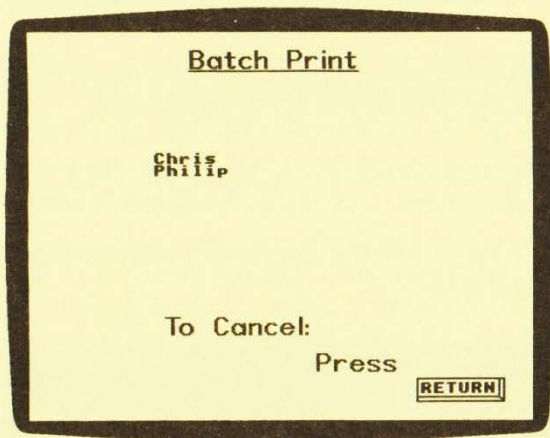




## Batch Print

9. To start the batch print, hold **CTRL** and press **COPY**. Folio will print each of the files, starting at the line where the pen is positioned.

Hold **CTRL** Press **COPY**



The name of each file will appear on the screen as it is printed. Finally, the Write screen will reappear.

Notes: The typeface, layout, number of lines per page, etc. which will be used when printing a particular file are those which were in force when that file was saved. The size of lettering used is determined by the default print size on the Current Format screen when the file was saved (see **Changing the Default Print Size**, p. 49). Since the reason for the existence of a batch print system is that it can proceed without your intervention, Folio will use small lettering for any file which was saved with a default print size of Ask.



# Batch Print



The example below shows a more creative use of the batch print facility. This printout was generated from three separate files, using three different formats. The ruled lines were not produced by Folio, but were added by hand afterwards. The text has some further details about the batch print facility.

## Folio's Batch Print

A few extra details about the Batch Print facility in Folio, by our Computer Correspondent.

\* Extra space can be introduced into a printout by leaving blank lines in the batch print file. Every blank line will cause a paper feed of one twelfth of an inch (2.1 mm).

\* "=" is used to start a new page before printing a file. This is actually implemented by sending a form feed character, which occurs regardless of the setting of "Form Feed" on the Set Up Printer screen (see page 55).

\* When CTRL-COPY is pressed from the Write screen, Folio decides whether to print a single page or a batch of files by

inspecting the first line of the work. If it contains only a pad space, then the work will be treated as a batch command file. Otherwise the current page will be printed in the normal way.

\* If the same series of files needs to be printed on several different occasions, why not save the batch command file? Any text after the "#" sign will be ignored during a batch print, enabling a descriptive comment to be added to the file. Batch command files can even be printed out for reference, provided of course that you use P or CTRL-P rather than CTRL-COPY!

\* File names used in batch command files need not be restricted to seven letters. On Master series machines, complex specifications such as "-ADFS-:1\$.Demo.S\*H\*" are acceptable, making it possible to combine files on more than one filing system.

\* If an error occurs during a batch print, it will be reported in the normal way. Should you return to the Write screen at this point, the pen will be positioned just after the file which caused the error. To skip this file and carry on with the rest of the batch, just press CTRL-COPY without moving the pen.

Printout reduced to 50% of original size.



# Status

## Customising the Disc

Folio is a very “configurable” piece of software. The previous two sections have shown some of the ways in which the operation of the package can be altered to suit your individual requirements. The remainder of these customising techniques are presented below.

### Looking at the Configuration

It is sometimes useful to be able to see the exact configuration of a Folio disc without actually running the package, and this can be achieved by using the **★Folio Status** command. By holding **CTRL** and pressing **B** before issuing this command, you can get a copy of the results on your printer. Note that **★Folio Status** will corrupt any BASIC program or word-processor document that is in memory (in the same way that **★COPY** would). The command should not be used from within Folio, where the Update Disc screen (see pp. 69-70) performs the same function more effectively.

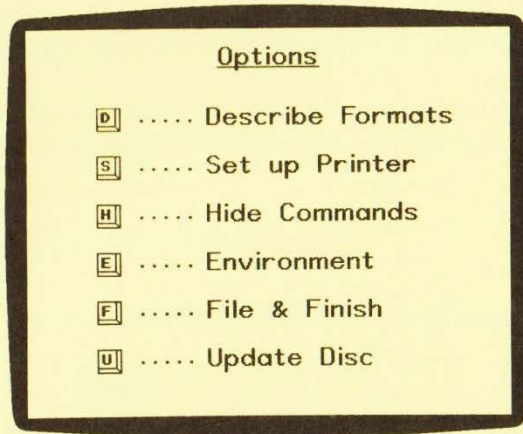
# Update Disc



**Updating the Disc.** Any changes which are made to the configuration of Folio will normally be lost when you leave the package with the "Finish" command. The procedure described below enables you to save these configuration changes to disc, making them permanent.

1. From the Menu, select the Options screen by holding **CTRL** and pressing **O**. Then select the Update Disc function by pressing **U**.

From Menu, hold **CTRL** press **O**



then press **U**





## Update Disc

2. All the settings in the package are displayed. If any have been changed since Folio was started, they will be highlighted and an icon will appear at the bottom left of the screen. To update the disc, type **YES** and then press **RETURN**. To return to the Menu without updating the disc, press **ESCAPE**.



# New Formats



**Designing New Formats.** The *Poster*, *Letter* and *Newspaper* format presets used as examples in this manual are not a permanent part of Folio. This section describes the procedure used to design new formats to replace them. Unlike the “current format” (see p. 46), changing the format presets has *no immediate effect on any work in memory, or on disc*. Their purpose is to allow a complete format specification to be selected from the Text Format screen (see p. 4) with a single keystroke. This enables users to produce their work in a variety of styles without needing to understand the precise nature of a format specification. New formats are usually designed when a new project is being undertaken. For example, you may want to set up a Folio Disc for a class to write about their holidays, and decide to include a format called *Diary*.

1. From the Menu, select the Options screen by holding **CTRL** and pressing **O**. Then select the Describe Formats screen by pressing **D**.

From Options, press **D**

1	Poster		
Folio	Centred	12	
2	Letter		
ScriptB	Full Page	42	
3	Newspaper		
Bond	3 Columns	36	

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings



## New Formats

2. This screen shows the name, typeface, layout and number of lines per page for each of the three format presets. To inspect and possibly change the full specification for a particular format preset, press **SPACE** repeatedly until the appropriate number is highlighted, and then press **TAB**.

Alternatively, you can press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu.

From Describe Formats, press **TAB**

Name	3	Newspaper
Typeface		Bond
Justification		On
Print		NLQ
CTRL	COPY	Ask
Lines per Page		36
Layout		3 Columns

Press **M** to set Full Page Margins

**SPACE** to move    **TAB** to change

**RETURN** to confirm these settings

This is very similar to the Current Format screen, with which you should already be familiar. The difference is that the screen above defines one of the format presets which will subsequently be offered as a choice on the Text Format screen (see p. 4), rather than the "current" format of the work in memory. Because of this the name of the format preset is shown in a box and can be changed.

# New Formats



3. To change any of the settings, move the highlight to the appropriate line with **SPACE** and then use **TAB** to select the desired value. Further information about the following settings is given elsewhere in this manual:

Typeface	p. 47
Justification	p. 48
Print	p. 49
CTRL-COPY	p. 49
Lines per page	pp. 53-54
Layout	p. 50

To change the full-page margins or the separating line, press **M** to select the Margins screen. Further information about these two settings can be found on p. 51 and pp. 57-58 respectively.

4. Once the format preset is complete, it should be given a suitable name. Select the Name setting with **SPACE** and then press **TAB**. A flashing cursor in the shape of a pen nib will appear, inviting you to edit the format name. Any letters that are typed will be appended to the end of the name. (Users of European versions of the package should consult their language supplements for details about special characters and accents.) **DELETE** will rub out the letter to the left of the pen, while holding **CTRL** and pressing **DELETE** will rub out the entire name. When the name is correct, press **RETURN**.

5. When all the settings are correct, press **RETURN** to move back to the Describe Formats screen. If you want to inspect or change another format preset, go back to step 2 on p. 72. Otherwise, press **RETURN** again to select the Options screen, or **ESCAPE** to return to the Menu. You will probably want to update the disc (see pp. 69-70) after changing the format presets.

Notes: A group of one or more letters in a format name may be underlined by pressing the underline key before and after typing them. It is possible to save the three format presets to disc within a text file – see *Saving the Formats* (p. 100) for more details.





# Starting

**Changing the way Folio Starts.** When Folio is started, it usually begins by presenting the Menu screen. However, it is possible to configure the package to start with the Write or Xched screens, which may be more convenient. Concept Keyboard users who have the appropriate extension disc can also configure the package to start with this software.

The screen which Folio will start with can be changed by following the procedure described below. Note that once the package is running, **ESCAPE** and **BREAK** will always return to the Menu, regardless of the setting.

1. From the Menu, select the Options screen by holding **CTRL** and pressing **O**. Then select the Environment screen by pressing **E**.

From Options, press **E**

Starting Format	Ask
Key Repeat Speed	Slow
Memory Icon	On
Page Icon	On
Start With	Menu
File Index	On

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings

2. Press **SPACE** repeatedly until *Start With* is highlighted. The current setting will be displayed in the box to the right.



# Starting



3. Each time **TAB** is pressed, the setting will change to the next one in the following list:

- |                |  |
|----------------|--|
| <i>Menu</i>    | – (The normal setting)                             |
| <i>Write</i>   | – Equivalent to typing <b>W</b> from the Menu      |
| <i>Xched</i>   | – Equivalent to typing <b>CTRL X</b> from the Menu |
| <i>Overlay</i> | – Equivalent to typing <b>CTRL K</b> from the Menu |

4. When the desired setting is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. Since this setting is only used when Folio is started, there is obviously no point in changing the Start With setting unless the disc is to be updated afterwards.

Note: If Start With is set to *Write*, and Starting Format is set to *Ask* (see **Changing the Default Format**, p. 78), then the Text Format rather than the Write screen will be the first to appear.



# Finishing

**Changing the way Folio Finishes.** When the “finish” command is used to leave Folio, the computer usually returns to BASIC. However, it is possible to configure the package to pass control to another program at this point. The procedure for doing this is described below.

1. From the Menu, select the Options screen by holding **CTRL** and pressing **O**. Then select the File and Finish screen by pressing **F**.

From Options, press **F**

Save Text File with:

Pen Position	No
Environment	No
Formats	No

Finish By \*BASIC

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings

2. Press **SPACE** repeatedly until *Finish By* is highlighted. The current setting will be displayed in the box to the right.



3. Folio can be configured to finish by issuing either a **★BASIC** or a **★Exec !Boot** command. Press **TAB** if you wish to change the setting.

**★BASIC** – This returns the computer to BASIC, in a similar state to when it was first switched on.

**★Exec !Boot** – This causes the computer to execute the commands in the file !Boot. The facility is designed to allow Folio to be integrated into a higher-level menu system.

4. When the setting is correct, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You will probably want to make this change permanent – see **Updating the Disc** (pp. 69-70).

Note: When using ADFS or a network, Folio selects the directory specified by Dir (see **Changing the Directory Strings**, pp. 90-91) before issuing a **★Exec !Boot** command.



# Default Format

**Changing the Default Format.** When the memory is empty, pressing **[W]** from the Menu will normally cause Folio to display the Text Format screen, inviting you to choose a format for the new work. It is possible to configure the package so that it skips this screen by making one of the three format presets the default. This may be helpful when preparing a disc for novice Folio users. Any default can easily be overridden, since it is always possible to reach the Text Format screen by pressing **[CTRL][T]** from the Menu – see **Choosing a Text Format** (p. 45) for further details.

1. From the menu, select the Environment screen by pressing **[CTRL][O]** followed by **[E]**. *Starting Format* will be highlighted, and the current setting will be displayed in the box to the right.
2. Press **[TAB]** to change the setting. Four settings are possible: *Ask* will cause the Text Format screen to appear as usual, while *1*, *2* and *3* will automatically select the corresponding format preset and go straight to the Write screen.
3. When the required setting is displayed, press **[RETURN]** to move back to the Options screen, or **[ESCAPE]** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



# Hiding the Icons



**Hiding the Page Icon.** The page icon is a miniature representation of a page of writing which appears in the bottom right-hand corner of the Write screen. The procedure described below enables you to hide this icon, thereby simplifying the appearance of the Write screen.

1. From the menu, select the Environment screen by pressing **CTRL** **O** followed by **E**. Press **SPACE** repeatedly until *Page Icon* is highlighted. The current setting will be displayed in the box to the right.
2. To change this setting, press **TAB**.
3. When the required setting is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu.

Note: If a format uses the full-page layout or more than 36 lines per page then the page icon will be disabled regardless of this setting.

**Hiding the Memory Icon.** The memory icon is a horizontal bar showing memory usage which appears at the bottom of the Write screen. The procedure described below enables you to hide this icon, thereby simplifying the appearance of the Write screen.

1. From the menu, select the Environment screen by pressing **CTRL** **O** followed by **E**. Press **SPACE** repeatedly until *Memory Icon* is highlighted. The current setting will be displayed in the box to the right.
2. To change this setting, press **TAB**.
3. When the required setting is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



# Key Repeat Speed

**Changing the Key Repeat Speed.** The effect of pressing a key several times can be produced on the BBC computer simply by holding that key down for long enough. After an initial pause the key will begin "autorepeating" at a predetermined rate. Folio allows the speed of this key repeat to be changed, or the facility can be disabled. Users of the character editor should note that Xched maintains its own independent key repeat speed (see p. 108 for more details).

1. From the menu, select the Environment screen by pressing **CTRL O** followed by **E**. Press **SPACE** repeatedly until *Key Repeat Speed* is highlighted. The current setting will be displayed in the box to the right.
2. The keyboard repeat speed can be *Off*, *Slow* or *Fast*. Press **TAB** to change the setting.
3. When the required setting is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see *Updating the Disc* (pp. 69-70).

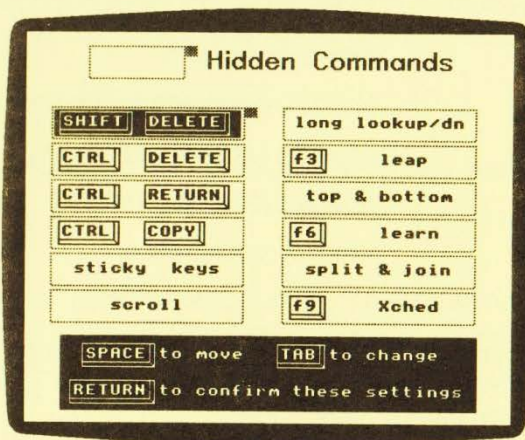
# Hidden Commands



**Hiding the Editing Commands.** Some of the more advanced commands available from Folio's Write screen may confuse novice users if they are activated accidentally. For this reason, the package allows some of these commands to be "hidden".

1. From the Menu, select the Options screen with **CTRL** **O**. Then select the Hidden Commands screen by pressing **H**.



From Options, press **H**



2. A command is hidden when the flag is shown to the right of its box, as in Shift Delete above. Use **SPACE** to move the highlight between the different boxes. Pressing **TAB** will switch between "hidden" and "active" for the highlighted box. The meaning of each command is summarised overleaf.
3. When the settings are correct, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



# Hidden Commands

<b>SHIFT DELETE</b>	delete letter to right of pen
<b>CTRL DELETE</b>	delete current line
<b>CTRL RETURN</b>	insert line above current line
<b>CTRL COPY</b>	single-page/batch print
<b>sticky keys</b>	hold <b>SHIFT</b> or <b>CTRL</b> for one key press
<b>scroll</b>	 and  scroll the screen
<b>long lookup/dn</b>	look up/down six lines or a page
<b>f3 leap</b>	interactive search
<b>top &amp; bottom</b>	top/bottom of page or document
<b>f6 learn</b>	repeat a series of key strokes
<b>split &amp; join</b>	split and join lines of writing
<b>f9 Xched</b>	enter character editor

Note: The character editor, Xched, can be completely disabled by deleting one of Folio's program files from your disc – see **Hiding the Character Editor** (p. 84) for more details.



# Stopping Changes



**Preventing Changes to the Configuration.** It is possible to prevent Folio users from making changes to the configuration of the package.

1. From the Menu, type the following command followed by **RETURN**:

## **★Folio NoTab**

You will notice that the main area of the screen clears after pressing **★** (see **Using Star Commands**, p. 88).

2. Press **ESCAPE** to return to the Menu. If you now try to change one of the settings on, for example, the Current Format screen (**CTRL F** from the Menu), you will be unsuccessful.

To enable configuration changes again, follow the same steps but type instead:

## **★Folio Tab**

You may want to disable configuration changes semi-permanently by using the Update Disc facility (see pp. 69-70) after issuing a **★Folio NoTab** command.



# Hiding Xched

**Hiding the Character Editor.** The character editor, Xched, enables users to change the spacing and letter shapes of any typeface. When using a "C" Work Disc, Xched will normally have been installed into sideways RAM and therefore cannot be hidden. In their normal configuration "B" Work Discs already have Xched hidden. To use the character editor, "B" Work Discs must be configured "with extensions" (see the Getting Started sheet for more details).

Xched can be hidden on a "B" Work Disc which has been configured with extensions by deleting the appropriate program file from it.

1. Before starting Folio with the Signature Disc, put the *Work Disc* into the drive. (If you are using ADFS, ★**MOUNT** the disc and issue the command ★**DIR \$.Library** to move into the directory which contains the Folio program files.)
2. There should be a file on this disc whose name begins with "c" (the letters and numbers which follow the "c" will vary depending upon which Folio system is in use). This is the character editor program file and you can discover its full name by looking at the disc catalogue, or by using the ★**INFO c★** command.
3. To delete this file, enter ★**DELETE <fname>** substituting the appropriate filename for **<fname>**. Alternatively, just renaming the file is a less permanent way to hide Xched.

If a user tries to access the character editor when it is not present, the segment error screen will appear, inviting them to *RETURN: retry load*, and prompting for a star command. At this point they must press **ESCAPE** or **BREAK** to return to the Menu.

# Hiding Portfolio



**Hiding the Portfolio.** It is normally possible to call up an index of available files by pressing **TAB** from any Folio screen which is prompting for a file name. This file index, known as the “Portfolio”, can be disabled by following the procedure described below.

1. From the menu, select the Environment screen by pressing **CTRL** **O** followed by **E**. Press **SPACE** repeatedly until *File Index* is highlighted. The current setting will be displayed in the box to the right.
2. To change this setting, press **TAB**.
3. When the required setting is displayed, press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see **Updating the Disc** (pp. 69-70).



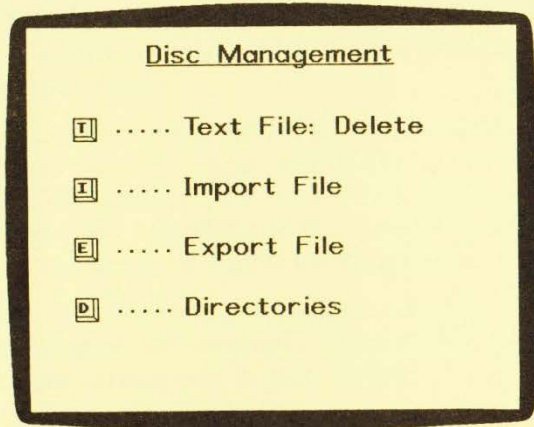
# Deleting Files

## Disc Management

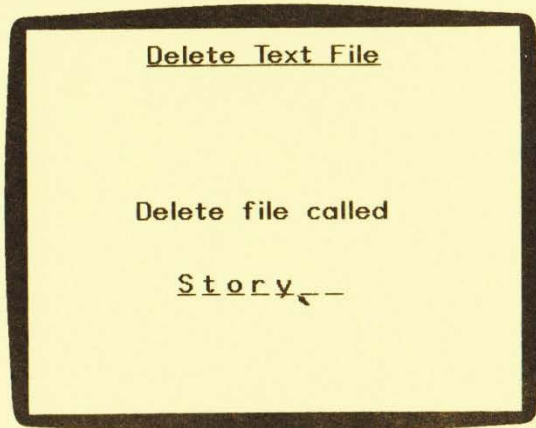
**Deleting Text Files.** To delete a text file from your work disc, use the procedure below. Note that once a file has been deleted, it cannot be retrieved.

1. From the Menu, hold **CTRL** and press **D** to select the Disc Management screen. Then press **T** to choose the "Text file: Delete" option.

From Menu, hold **CTRL** press **D**



then press **T**






# Deleting Files




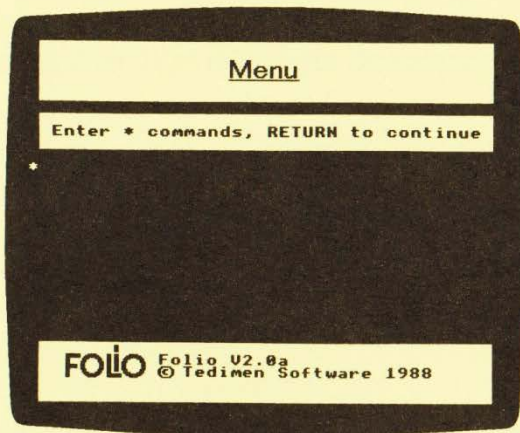
2. Enter the name of up to seven letters which was used to save the work, and then press **RETURN**. Alternatively, you can press **TAB** to view the Portfolio of available files (see p. 19 for more details).
3. Press **ESCAPE** to return to the Menu.



# Star Commands

**Using Star Commands.** There may be occasions on which you will want to issue "star" commands from within the Folio environment. You can do this from the Menu by pressing .

From Menu, press .



From here you can enter commands in the normal way, terminated by **RETURN**. To return to Folio, you should press **RETURN** by itself, or use **ESCAPE**. However, if you have issued any memory-corrupting commands (e.g. **★BACKUP**, **★COPY**, **★COMPACT**, etc.), then you *must* press **BREAK** to reload Folio. The star command facility is also available from all of the Portfolio screens, the Directories screen and from the character editor, Xched.

It is possible to use the star command window as a way of "sneaking" out of Folio. If you do this, for instance by typing **★BASIC**, remember that the Folio environment (including "sticky" **SHIFT** and **CTRL**) will still be resident and will seize control of the machine if **BREAK** is pressed.



**Changing the Font Filename.** If you are using ADFS or a Network, there may be several different font files available on your disc. To make it easy to switch between them, Folio allows the name of the font file to be changed.

1. From the Menu, use **CTRL D** to select the Disc Management screen. Then press **D** to choose the "Directories" option.

From Disc Management, hold      press



Directories

**Dir** :0.\$FolioText

**Lib** :0.\$Lib\*

**Utils** :1.\$Utilities

**Fonts** FontsEu

**SPACE** to move    **TAB** to change

**RETURN** to confirm these settings

2. Press **SPACE** repeatedly until *Fonts* is highlighted. The current font filename will be displayed in the box to the right.
3. Press **TAB** to edit the filename. A flashing cursor in the shape of a pen nib will appear, inviting you to edit the filename. Any characters that are typed will be appended to the end of the string. **DELETE** will rub out the letter to the left of the pen, while holding **CTRL** and pressing **DELETE** will rub out the entire string. When the filename is correct, press **RETURN**.
4. Press **ESCAPE** to return to the Menu. You can use the Current Format screen to look at the contents of the new font file – see *Changing the Typeface* (p. 47).

Note: On Master Series machines it is possible to give a complex specification such as "-ADFS:-0.\$F★EU" for the font file.



# Directories

**Changing the Directory Strings.** If you are using DFS on one single-sided disc drive, you will not need to know about the directory strings, which have been provided primarily for ADFS and network users. The discussion below assumes a high level of familiarity with one of these more complex filing systems.

Directories are selected by means of **★DIR <string>** where **<string>** is the string from the directories screen. If all three strings are null, then no **★DIR** commands are given. This is the default state for DFS release discs. The filing system's library area is set with **★LIB <string>** where **<string>** is the Lib string. This command is only issued when Folio starts, and subsequently after **BREAK**, or **CTRL BREAK**.

Text files can be loaded from Dir or Lib. The portfolio will show files from Dir before those from Lib.

A text file is always saved into Dir, even though it may have been loaded from Lib.

Program segment files (machine code) can be in Dir or Lib, but are normally moved out of the way into Lib for tidiness.

The "editor" program segment, which replaces itself to disc with your work inside it, is saved to Dir, or if that fails, to Lib.

The Update Disc facility works by calling the "bootstrap" segment and asking it to save a modified version of itself back to disc. It will try to save itself to Lib, or if that fails, to Dir.

Utility (BASIC) programs such as "iMenu" and "Margins" can be in any of the three areas, but are normally stored in Utils for tidiness.

Network users will be aware that if they give a full path specification for a directory, then they will not have write access. To get around this, set Dir to a single space (which prevents Folio from failing to issue the command altogether – see above). This will select your "home" directory with full access.

On the ANFS this problem has been overcome by the introduction of **&** which refers to your home directory. If all the machines in your network are fitted with ANFS, **&** can be used in Dir paths to provide write access.



# Directories



1. From the Menu, use **CTRL D** followed by **D** to select the Directories screen.
2. Use **SPACE** to select the directory string that you wish to change, and then press **TAB**.
3. A flashing cursor in the shape of a pen nib will appear, inviting you to edit the string. Any characters that are typed will be appended to the end of the string. **DELETE** will rub out the letter to the left of the pen, while holding **CTRL** and pressing **DELETE** will rub out the entire string. When the directory specification is correct, press **RETURN**.
4. Press **ESCAPE** to return to the Menu. You will almost certainly want to make this change permanent by updating the disc (see pp. 69-70).

Note: Unlike "Fonts", the directory strings cannot include a filing system name.



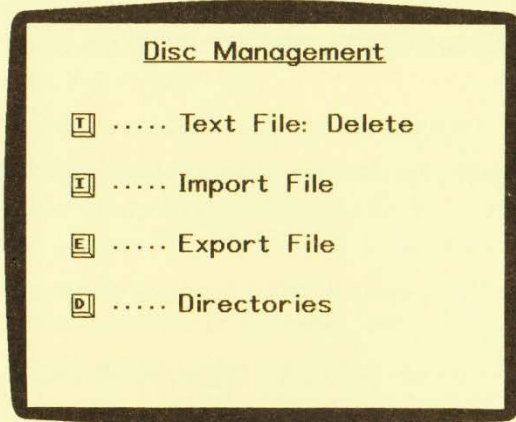
# Importing Text

## Importing and Exporting Text

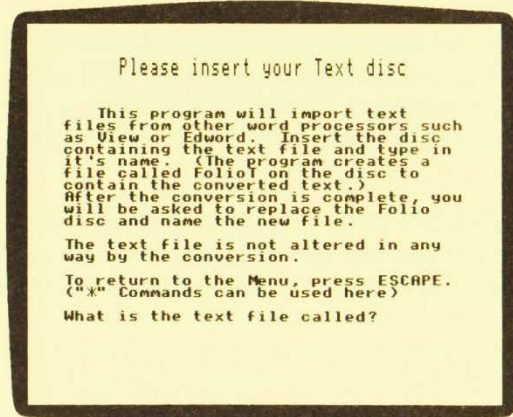
**Importing Text into Folio.** You may want to load a piece of work created by a different word processor (such as View or Edword) into Folio. The procedure is described below.

1. From the Menu, select the Disc Management screen by holding **CTRL** and pressing **D**. Then choose "Import" by pressing **I**.

From Menu, hold **CTRL** press **D**



then press **I**



# Importing Text



2. Follow the instructions given on the screen. These will vary, depending upon which Folio system is in use.

In order to cater for the wide range of present and future file formats, the import facility is implemented as a BASIC program, "iMenu". If you have the technical expertise, you can modify this program to import files in other formats.

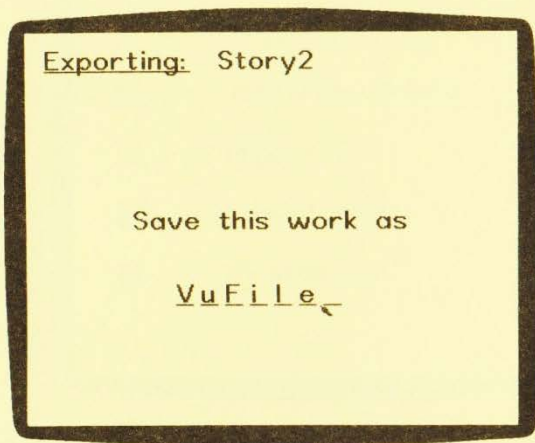


# Exporting Text

**Exporting Text from Folio.** You may want to load a piece of work created with Folio into another software package, such as a different word processor. The Export facility allows you to create a simple ASCII text file for this purpose. You should note that Folio files written in non-European typefaces will appear unintelligible if exported.

1. Load the work to be exported in the normal way.
2. From the Menu, use **CTRL D** to select the Disc Management screen. Then press **E** to select the Export option.

From Disc Management, press **E**



3. Enter a name of up to seven letters and then press **RETURN**. A simple ASCII text file will be created on your Folio work disc, suitable for use with other word processors.





**Technical Note: Text File Format.** Any files with an execution address of &FACE are considered to be Folio text files. They consist of a header block of fixed size followed by a variable amount of ASCII data.

## Header Block (&A8 bytes long)

+&0:	Version of Folio which created this file
+&1..&5:	File type
+&6,&7:	Pen Position (valid offset into ASCII text)
+&8..&F:	Format information:
+&8:	lines per page (8..66)
+&9:	layout (0..4)
+&A:	justification (0/1)
+&B:	font number (1..255)
+&C:	print size (0..4)
+&D:	CTRL-COPY size (0..4)
+&E:	left margin (inches/30)
+&F:	right margin (inches/30)
+&10..&A7:	Folio context when file was saved

**ASCII Text** (variable length). This structure begins with two CTRL-Y codes (&19), and ends with two CTRL-Z codes (&1A). Between these delimiters, the text is stored as a linear sequence of one-byte ascii codes, where

CTRL-M (&0D) represents a “hard” carriage return

CTRL-N (&0E) represents “soft” carriage return (joined lines)

underline (&5F) represents a pad space

Codes with bit 7 set are underlined. Accents occur *before* the base character to which they apply. Folio will cope with direct modifications to its text files, provided that they still conform to this structure. The incidence and position of soft carriage returns in the ASCII text is not important, since files are always reformatted on loading.



# Pen Position

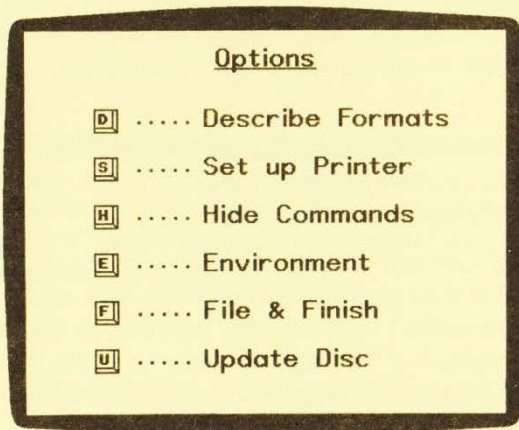
## Creating Special Files

We have already seen how the configuration of the Folio package can be altered, and how such changes can be made permanent by updating the disc. There is another, more complex way of changing the configuration, which involves special text files. These are similar to normal text files, except that they automatically modify the configuration of the package as they are loaded. This section describes how these special files can be created.

**Saving the Pen Position.** It is possible to create a text file which will load with the pen automatically positioned at a particular point within the work.

1. From the Menu, use **CTRL** **O** to select the Options screen. Then press **F** to choose the File and Finish option. *Pen Position* will be highlighted, and the current setting will be displayed in the box to the right.

From Menu, hold **CTRL** press **O**



# Pen Position



From Options, press **F**

A screenshot of a computer screen showing a menu titled "Save Text File with:". Below the title are four rows of settings, each with a label and a value in a box. The first row is "Pen Position" with the value "No". The second row is "Environment" with the value "No". The third row is "Formats" with the value "No". The fourth row is "Finish By" with the value "\*BASIC". At the bottom of the screen, there is a black bar with white text that reads: "SPACE to move TAB to change RETURN to confirm these settings".

Pen Position	No
Environment	No
Formats	No
Finish By	*BASIC

SPACE to move    TAB to change  
RETURN to confirm these settings

2. Press **TAB** to enable or disable the facility. The setting will affect any files which are subsequently saved. If Pen Position is set to Yes, then when these files are loaded again, the pen will be positioned as it was when they were saved. Alternatively, if Pen Position is set to No, then the pen will always appear at the start of the first line.
3. Press **RETURN** to move back to the Options screen, or **ESCAPE** to return to the Menu. You may want to make this change permanent – see *Updating the Disc* (pp. 69-70).

Note: Although they are considered separately, any combination of pen position, environment and format presets can be saved within a text file by setting the variables on the File and Finish screen appropriately.



# Save Environment

**Saving the Environment.** It is possible to create a text file which will set up a particular Folio “environment” when it is loaded. The term “environment” here refers to the settings on the Hide Commands and Environment screens. Further information about these settings is given elsewhere in this manual:

<b>Hiding the Editing Commands</b>	pp. 81-82
<b>Changing the Default Format</b>	p. 78
<b>Changing the Key Repeat Speed</b>	p. 80
<b>Hiding the Memory Icon</b>	p. 79
<b>Hiding the Page Icon</b>	p. 79
<b>Changing the way Folio Starts</b>	pp. 74-75
<b>Hiding the Portfolio</b>	p. 85

For example, you might want to create an exercise file for novice Folio users. To prevent any confusion arising from the accidental activation of advanced editing commands, you would hide those which were not relevant. The key repeat speed would probably be *Slow* or *Off*, with the memory and page icons disabled to give you two less things to explain. A text file which will automatically set up all of this when loaded can be created as follows.



# Save Environment



1. From the Menu, use **CTRL O** followed by **F** to select the File and Finish screen. Then press **SPACE** repeatedly until *Environment* is highlighted. The current setting will be displayed in the box to the right.
2. If *Environment* is set to *No*, then press **TAB** to enable the facility.
3. Press **ESCAPE** to return to the Menu, and then set up the required environment, using the appropriate procedures from the list of references on the facing page. Any changes which you make will only affect the environment of this file.
4. Return to the menu and save the work in the normal way.
5. To restore the original environment, empty the memory.

When this file is subsequently loaded, the Folio environment will automatically change. Furthermore, if the work is then revised and saved back to disc, the environment settings will again be included in the file. The new environment can be made permanent by using the Update Disc facility (see pp. 69-70) in the normal way. Otherwise, when an ordinary text file is subsequently loaded or the memory is emptied, the setting of *Environment* will revert to *No* and the original environment settings will be restored.

Note: Although they are considered separately, any combination of pen position, environment and format presets can be saved within a text file by setting the variables on the File and Finish screen appropriately.



# Save Formats

**Saving the Formats.** Whenever you save your work, the current format is always included in the file, so that when it is loaded again it looks exactly the same as when you created it. It is also possible to save the three format presets within a text file.

1. From the Menu, use **CTRL O** followed by **F** to select the File and Finish screen. Then press **SPACE** repeatedly until *Formats* is highlighted. The current setting will be displayed in the box to the right.
2. If *Formats* is set to *No*, then press **TAB** to enable the facility.
3. Press **ESCAPE** to return to the Menu. Any changes you now make to the format presets will only affect the new file.
4. From the menu, save the work in the normal way.
5. Empty the memory. This will reset *Formats* to *No*.

This feature allows commonly used groups of format presets to be saved as disc files. The text in these files is usually unimportant, consisting of a short, informative sentence such as *Adventure Game format presets loaded – update the disc now*. The *Formats* variable exhibits the same complex behaviour as *Environment*, described above, although the facility is normally used just as a convenient way of storing and retrieving groups of format presets.

**Note:** Although they are considered separately, any combination of pen position, environment and format presets can be saved within a text file by setting the variables on the File and Finish screen appropriately.



## The Extended Character Editor – Xched

Included in Version 2 of Folio is a program which allows you to modify the typefaces that are provided with the package. This program is called “Xched”, which stands for “Extended Character Editor”. You will only need to use Xched if you want to do any of the following:

- Adjust the spacing between characters and words.

- Change which key produces a particular character.

- Alter the shapes of the characters.

It is important to realise that you can make both temporary and permanent changes to a typeface.

Temporary changes will last until you write with another typeface, and can be made permanent at any time before then.

Permanent changes modify the font file and cannot be undone unless you have a backup copy of the disc.

With this in mind, all the examples in this section except **Making a Change Permanent** are temporary changes and can be undone by reloading the typeface from the font file – see **Recovering from a Mistake** (p. 111).

**Getting Started.** Xched will modify the typeface which is currently being used. See **Changing the Typeface**, p. 47, for details of how to select a different typeface. To enter Xched, press **CTRL** **X** from the Menu, or **f9** from the Write screen. Note that **f9** appears on the Hideable Commands screen, allowing this particular method of reaching the character editor to be hidden (see **Hiding the Editing Commands**, pp. 81-82, for further details). To completely prevent anyone from changing the typefaces, Xched can be deleted from a work disc (see **Hiding the Character Editor**, p. 84).

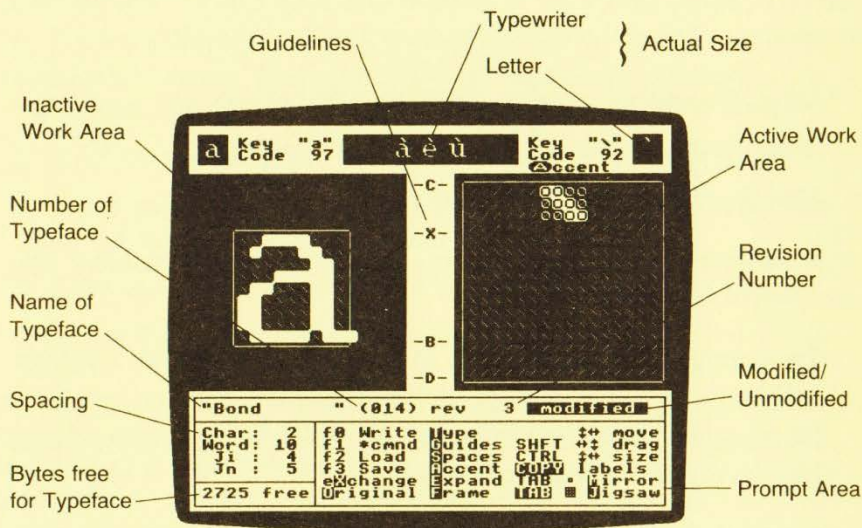




# Xched

From Control Menu, press **[X]**

or from Write, press **[f9]**



The main area of the screen shows two enlarged characters displayed as a matrix of up to 16 by 16 points (or "pixels"). These enlarged grids are known as the "work areas". A cursor will be flashing on one of them, which is consequently known as the "active work area". Below this is a box containing general information about the typeface and a list of available commands. Above the work areas is the "typewriter", which shows how the characters fit together to form words and phrases.

To move the cursor between the work areas, press **[SPACE]**.

To display a character in the current work area, simply press the key which you would use to type it when writing.

**Leaving Xched.** From Xched you can either select the Write screen by pressing **[f0]**, or the Menu by pressing **[ESCAPE]**. If you have made temporary changes you will be reminded of this when you leave Xched. Temporary changes will be lost if you load a text file, or choose a format which specifies a different typeface.



# Typewriter



**Using the Typewriter.** The typewriter enables you to see characters displayed in context. To enter your own message into the typewriter window, use the following procedure.

1. Hold **CTRL** and press **T** to enter Typewriter Mode. A flashing cursor appears near the righthand edge of the typewriter window.
2. Type in your message. The characters will appear and the typewriter window will scroll to the left as you type. Use **DELETE** to rub out any mistakes.
3. Press **RETURN** to leave Typewriter Mode.

Note: Whilst you can use **←** and **→** within Typewriter Mode, characters are “overtyped” rather than “inserted” into the text buffer. Using the typewriter has no effect whatsoever upon any work which may be in the memory.



# Spacing

**Letter Gap and Word Space.** Letter shapes in a Folio typeface can occupy the full 16 by 16 pixel grid, since the spaces between the characters are dealt with separately. At the bottom left of the screen you will see a box containing four values which are concerned with the spacing of characters and words.

**Char:** This is the number of pixels gap left between characters when justification is not in use.

**Word:** This is the number of pixels gap left between words when justification is not in use.

**Ji:** This controls how soon pixel spaces are added between characters during the justification process.

**Jn:** This controls how much space is added between characters during the justification process.

The last two of these control Folio's justification algorithm in a rather complex manner and will not be discussed further. To change the spacing variables, follow the procedure below.

1. Hold **CTRL** and press **S** to enter Spacing Mode.
2. Use **SPACE**, **↑** or **↓** to move between the variables.
3. Use **TAB**, **<** or **>** to change the spacing. The numbers **0** to **9**, **←** and **→** can also be used for this purpose. Any changes which are made to the character or word spacings will be reflected in the typewriter display at the top of the screen.
4. Press **RETURN** to leave Spacing Mode.



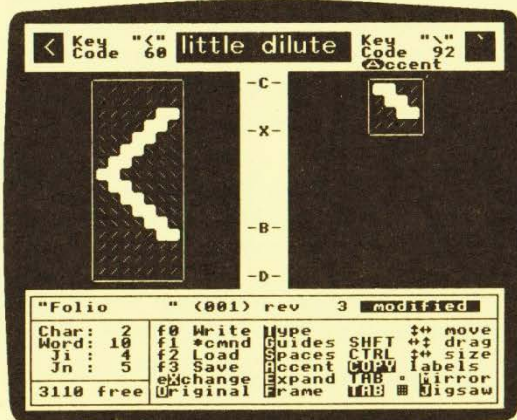
**The Jigsaw.** With a Folio typeface it is possible to adjust the amount of space which each individual character occupies. This gives you precise control over how the characters will fit together. The position of the jigsaw boundaries for a character are usually set up by pressing **CTRL F** to “frame” the shape. However some letters, such as “i” and “l”, may require extra space in order to make the spacing of a word such as “dilute” acceptable. Make sure that the letter “i” is displayed in the active work area, then follow the procedure below.

1. To enter some suitable text into the typewriter, press **CTRL T** and then type a phrase such as “a little dilute”, followed by **RETURN**. This phrase should appear at the top of the screen as you type.
2. Activate the jigsaw by pressing **CTRL J**. Note that the prompt area at the bottom of the screen has changed.
3. Use **↑** and **↓** to select the middle section.
4. Try changing the size and position of the middle section, observing the effect on the typewriter above. Use **←** and **→** to move the left-hand edge, and **CTRL ←** and **CTRL →** to move the right-hand edge.
5. Press **RETURN** to confirm the change.



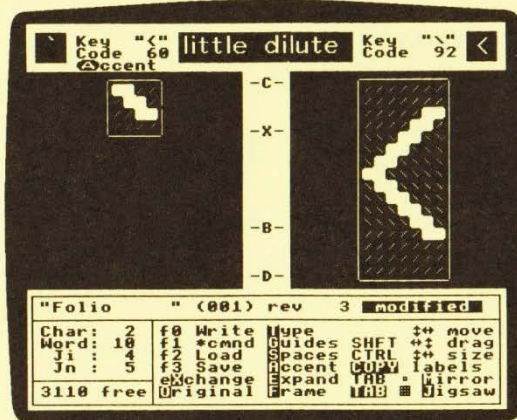
# Keyboard Layout

**Changing the Keyboard Layout.** To move a letter shape from one key to another, use the exchange function. This swaps the function of two keys around as illustrated below:



(	)	°	-	~	+
8	9	0	-	x	`
I	°	O	P	{	£
i	o	p	@	[	
K	L	+	*	}	
k	l	;	:	]	
M	<	>	?		
m	.	.	/		

Hold **CTRL** Press **X**



(	)	°	-	~	+
8	9	0	-	x	<
I	°	O	P	{	£
i	o	p	@	[	
K	L	+	*	}	
k	l	;	:	]	
M	<	>	?		
m	.	.	/		

**Printing the Keyboard Layout.** It is possible to print out the keyboard layout of an *unmodified* typeface (i.e. one containing only permanent changes) in a form suitable for cutting out and sticking to a keyboard overlay. This is particularly relevant to users of Asian-language Folio systems.

To print the keyboard layout, hold **CTRL** and press **COPY**.





**Changing the Shape of a Character.** You may wish to change the shape produced by a particular key for a number of reasons. For example you may not require the “@” shape, and may want to use this key to produce a special symbol or accent. Alternatively, you may wish to change the typeface to a more ornate one. In either case the following commands will be useful:

To increase the cursor in size, hold **CTRL**, press **→** or **↓**

To decrease the cursor in size, hold **CTRL**, press **←** or **↑**

To enclose the shape with the cursor, hold **CTRL**, press **TAB**

To reset the cursor size to a single pixel, press **TAB**

To set the area under the cursor, press **RETURN**

To clear the area under the cursor, press **DELETE**

To copy the area under the cursor

*from* the inactive work area (no cursor)

*to* the active work area (with cursor), press **COPY**

To move the area under the cursor, hold **SHIFT** and use the arrow keys

To delete a shape, use **CTRL TAB** to enclose the shape, **DELETE** to clear the grid, **TAB** to return the cursor to the size of a single pixel and **CTRL E** to expand the jigsaw to full size. This sequence can be programmed into a function key if you are going to use it a lot:

1. Press **f1** to enter Star Command Mode. Then type this line followed by **RETURN**:

**★key 5 IMI! ★!?!IJIE**

2. Press **RETURN** again to leave Star Command Mode. You can now delete shapes by holding **SHIFT** and **CTRL**, and pressing **f5**.

Note: It is possible to draw a line by holding down **RETURN** and pressing the arrow keys. This technique also works with **DELETE** and **COPY**.



## Key Repeat Speed

**Key Repeat Speed in Xched.** Xched maintains its own key repeat speed independent of the Environment screen (see **Changing the Key Repeat Speed**, p. 80). This speed will usually be faster, and can be set up as follows:

1. Press **f1** to enter Star Command Mode. Type **★fx 12,10** followed by **RETURN**.
2. Test the repeat speed by holding down one of the letter keys. If it is too slow or too fast try issuing the command again, replacing the **10** with a smaller or larger number respectively.
3. Press **RETURN** on a line by itself to leave Star Command Mode.

The new key repeat speed will come into effect whenever Xched is being used. You may want to make this setting permanent – see **Updating the Disc** (pp. 69-70).

# Move & Mirror



**Moving the Character in the Box.** Holding **CTRL** and pressing **TAB** will set the cursor size and position to enclose the character. If you now hold **SHIFT** and press one of the arrow keys, the whole character will move in the chosen direction. Part of a character can be moved in a similar way by reducing the size of the cursor so that it only covers the appropriate area.

**Using the Mirror Command.** It is often useful to be able to produce the mirror image of a shape. Xched provides a “mirror” command for this purpose, which reflects the area under the cursor in the horizontal or vertical line which divides that area in half. The example below shows how the letter “b” can be transformed into a “d”:

1. Ensure that the letter “b” is displayed in the active work area. Hold **CTRL** and press **TAB** to enclose the whole character.
2. Hold **CTRL** and press **M** to enter Mirror Mode. A message in the prompt area will ask which type of reflection you require.
3. Press **→** to reflect the shape about a vertical axis. Xched will automatically leave Mirror Mode.



## Accents

**Adding a New Accent.** In foreign language Folio systems, a letter shape can be made up of a “base” character and up to seven “accents” superimposed upon it. As an example of the use of this facility, consider the French character “a”-grave. Rather than defining the whole of this shape as one character, we can make use of the existing “a” and replace one of the punctuation shapes, such as “@”, with the grave accent. When writing with such a typeface, the character “a”-grave would be generated by pressing **A** followed by **@**. Since the accent is independent of the “a”, we could then type “e”-grave and “u”-grave in a similar fashion, without defining any further characters. Here is a typical procedure to add the grave accent to an English character set on the **@** key:

1. Press **@** to select this character for editing, and expand the frame with **CTRL E**.
2. Create the grave shape in roughly the correct position.
3. Press **CTRL T** to enter Typewriter Mode. Make sure that CAPS LOCK is not active, then type a few spaces and the sequence **E @ A @ U @**. You will notice that the accents are not yet superimposed. Press **RETURN** to leave Typewriter Mode.
4. Turn the grave into an accent by typing **CTRL A**, noting the effect on the typewriter.
5. After enclosing the grave shape with **CTRL TAB**, it can be moved by using **SHIFT** and the arrow keys until it is in the correct position. Some of the letters may need to be moved too.
6. Finally, the jigsaw frame of the grave accent should be reduced to size by pressing **CTRL F**.





**Recovering from a Mistake.** Any changes made to the shape or jigsaw frame of a character do not become fixed until it disappears from the expanded work areas due to the selection of another character. At any time before then you can restore the original shape and jigsaw frame by pressing **CTRL O**. The complete character set can be reloaded from disc by pressing **f2**, which will undo all temporary changes. There is no way of reloading a single character.

**Making a Change Permanent.** Any changes you make to the typeface are temporary unless you save them to disc by pressing **f3**. This writes the new version of the typeface back into the font file and is irreversible. Note that Xched will allow several discs to be updated with the "save" (**f3**) command.



# Guides & Rounding

**Guidelines and Rounding.** These two characteristics apply to the whole character set.

Pixels can be “rounded” in the expanded work areas to give a better impression of how the characters will appear on the Write screen. The amount of rounding applied is controlled by repeatedly pressing **CTRL** **R**. In future versions of Folio this variable may be used to modify the printing of enlarged characters, and should therefore be set appropriately on any new character sets which you produce.

The guidelines are provided to assist you in producing a balanced character set and to define the regions of the jigsaw. For example, the “x”-line is commonly used in European typefaces to align the heights of the lower case letters. The “caps”, “base” and “descender” lines have further obvious significance. The distance between the caps and descender guidelines is used to determine the line spacing when a piece of work is printed. The base line is used to control the position of underlining, and also the pen-nib cursor which appears on the Write screen.

1. To enter Guideline Mode, hold **CTRL** and press **G**.
2. Use **SPACE**, **↑** or **↓** to select one of the guidelines. Then hold **SHIFT** and press **↑** or **↓** to move it up or down.
3. Press **RETURN** to leave Guideline Mode.

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


















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