PSION Xchange / PC FOUR

Quill word processor

Abacus spreadsheet
Archive database
Easel business graphics

QUILL

How to use this republished manual

Text in this style is a reproduction of the original manual
Text in bold like this is what is seen or typed in the Computer
Text in this font is taken from Dilwyn Jones amd others tips trick and comments
Text in this font are comments from the Author (Martin)

Contents

2.0 INTRODUCTION TO QUILL

QUILL is a sophisticated word processor. It has been designed to give you the maximum in power and flexibility, while still being easy to learn and use. As you will see later, you are always kept informed as to what you can do next and how to do it. You can use a word processor in any circumstance where you would otherwise use a typewriter. The two machines are very similar in function, although the word processor has many advantages that are not matched by a conventional typewriter. The most obvious difference is the ease with which mistakes can be corrected. Since the text is not printed as you type it in, you can make any corrections you wish. You need only print your text when you are sure that it is exactly what you want. Working through this section of the XCHANGE-manual you will see that there are many other advantages. For example, when using a typewriter it is necessary to press the carriage return key at the end of every line. In QUILL, this function is performed automatically. Whenever the printed text reaches the end of a line, a new line is started; you press **Enter** only when you want to start a new paragraph. Whenever a new line is started you will notice that the spacing of the text in the last line will be adjusted so that the left and right margins are lined up throughout the text. This process, which is known as justification, gives a highly professional appearance to the final result, without any effort on your part. Like most of the features of QUILL, the form of justification that you use can be modified, depending on your requirements. The best way to learn about QUILL is to use it. If you are not sure about something, try a simple example so that you can see how it works.

2.0 USING QUILL
Once you have selected a QUILL task, QUILL starts by opening a file on the disk in the default data drive to receive any text that you type. You must, therefore, have a formatted disk in this drive before you select a QUILL task. In general, you should not remove the disk from the default data drive while you are using QUILL.

2.1 APPEARANCE

The Main Display (80 Characters). When you have selected a QUILL task the display on the screen should look like that shown. This is known as the main display. The screen is divided into three main sections: the display area, the status area and the control area.
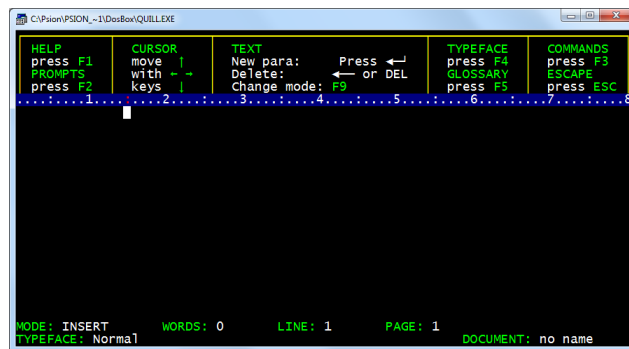
The Display Area
The largest area, in the centre of the screen, is called the display area and is reserved for the text of your document. Almost everything that you type will appear in this area.

The Ruler Across the top of the display area is the ruler. This is a row of dots, marking each character space across the screen. Every fifth space on it is marked with a colon and every tenth space is numbered.
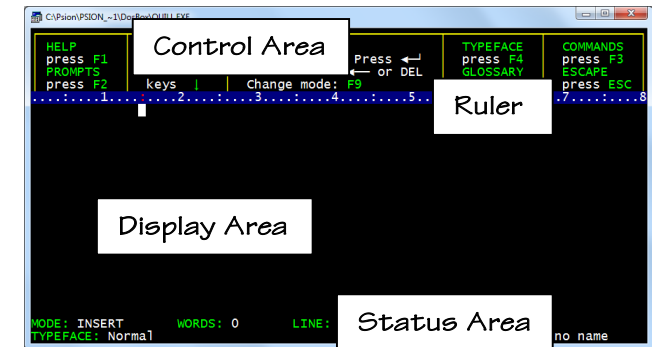
The Status Area The status area, which uses the bottom three lines of the screen, shows information about your current document. For example, it normally shows the name of the current document. When you have just loaded QUILL you will not have given a name to a document and QUILL shows the words "no name". QUILL will show this for any text that you type, until you give the document a name. The status area also shows that QUILL is currently in insert mode, which means that anything you type into your document will be inserted (as opposed to writing over any following text). It also shows that there is no special typeface, i.e. that you are using a normal typeface. Bold (emphasised), underlined, subscript and superscript typefaces are also available and we shall see how to use them later on. In addition, the status area shows the number of words in the current document, and the line and page number of the position of the cursor. It initially shows that you are at line 1 of page 1 of a document which contains no words. At the top of the status area is the input line. It is used for showing any special text that is typed in during the use of commands (the set of instructions available when you press **[F3]**). For example, the section of text being searched for when you use the Search command (see the chapter on Command Editing) will appear in the input line.

The Control Area The control area occupies the top few lines of the screen. It shows the normal options,
[F1] to obtain Help,
[F2] to turn the prompts on and off,
[F3] to select a command
[F4] Typeface
[F5] Glossary
[F9] Change Mode - Overwrite / Insert
[F6] only used in Xchange to - to switch tasks

The arrow keys move the cursor - see section 3.1 moving the cursor

2.2 THE CURSOR   On the top line of the central display area you will see a small rectangle. This is known as a cursor and marks the position where the text you type will be placed. The control area shows that you can move the cursor around the text area by use of the four cursor keys on the keyboard. Each time that you press one of these keys (when you have some text in your document) the cursor will move by one space in the direction indicated by the arrow. The cursor will not pass the end of the text. If there is no text in your document you will not be able to move the cursor from its original position. You can also move the cursor around the text in larger steps. If you press **SHIFT** and, while holding it down, press the left or right cursor keys the cursor will move left or right by units of one word. When you press **SHIFT** together with the up or down cursor keys the cursor will move backwards or forwards by one paragraph.

2.3 TEXT The option shown at the centre of the control area indicates the various ways in which you can change the text of the document. Simply typing at the keyboard will insert the text at the cursor position. Try typing a few words to see how this works. The second line of the Text option shows that pressing **Enter** is used to mark the start of a new paragraph. As mentioned in the introduction to QUILL, you do not need to press **Enter** when you reach the end of a line of text. If you have not already done so, continue typing in words until you reach the end of the first line. As you continue to type, the new words will automatically appear on the second line and the spacing of the words on the first line will be adjusted to fill the line. This is an example of justification, which controls the way the text is aligned with respect to the left and right margins. You may, if you like, change the type of justification used; the method is described in the chapter on Text Formatting. Try pressing **Enter** and then typing in more text to see the effect of starting a new paragraph. Do not worry if the indentation of the new paragraph is not how you like - you will find how to change it in a later chapter. You can delete text, one character at a time, to the left or right of the cursor position. You do this by pressing the ¼ or DEL keys. This is described in more detail in the next chapter, together with the ways of deleting text in larger units. Now that you have some text in your document, you can try moving the cursor around the text area by use of all four cursor keys. When you have finished, move the cursor to the end of the text.

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

Press **F4** to use this option. When you do so you are given six choices:

- B   to use **bold** (or heavy) type
- H   to display $^{\text{high script}}$ (superscript)
- L   to display $_{\text{low script}}$ (subscript)
- U   to produce underlined text
- I   to produce *Italic* (sloping) text
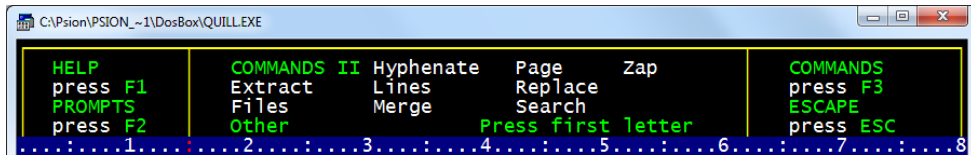- P   to "paint" existing text.

Any one of these is brought into effect by pressing **F4** and then a single key from the list shown in the control area. As an example let us use this option to produce bold text. Press **F4** , then the **B** key. The display returns to normal and nothing seems to have changed, except that the typeface is marked as " Bold " in the status area. If you now type in some more text you will see that it is emphasised as it is shown in the display area (on a colour monitor it appears in green). This method is useful for typing in text in a typeface other than normal - you will find out how to change the typeface of existing text in the chapter on Text Formatting. How do you turn off bold text? Fortunately this is as simple as turning it on in the first place. All you have to do is press **F4** and then the **B** key again. If you now type in a few more words you will see that they are in a normal typeface - the bold option works like a simple on-off switch, or toggle . In QUILL you see, as far as possible, exactly what will appear in the final printed version. Apart from some typeface styles which cannot be represented on the screen, the only things that are not shown on the screen are the upper and lower page margins, headers and footers, and the spacing between lines (when you select double or triple spacing). QUILL does not show these since they would reduce the amount of text visible on the screen at any one time. You will find a fuller description of the typeface options in the chapter on Text Formatting.

2.5 GLOSSARIES A glossary is a useful way of storing a frequently-used sequence of keypresses for later recall. This sequence could be a phrase, such as "Yours sincerely" or a sequence of commands. The sequence is stored under a single key. You can define a glossary entry by pressing **F5** twice, followed by the key under which you want the sequence to be stored, and then **Enter** . You then type the sequence of keypresses that you want to store, ending by pressing **F5** again. In addition to storing the sequence of keypresses, QUILL also acts on them, as normal (e.g. a phrase will also be inserted into your document) so that you can see what is being stored. You can recall the stored sequence at any time by pressing **F5** once and then the key under which you stored the sequence. Chapter 7 is devoted to the use of Glossaries.

2.6 COMMANDS An important option available from the main display is to use a command.
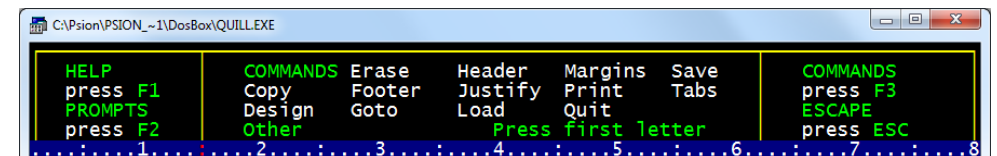
This is the First Command Menu. You select a command by pressing **[F3]**. The list of commands in the control area is known as the command menu . You can select any of the commands shown in the menu (list) at the centre of the control area by pressing the key corresponding to its first letter.

```
HELP           COMMANDS II Hyphenate    Page       Zap        COMMANDS
press F1       Extract     Lines        Replace               press F3
PROMPTS        Files       Merge        Search                ESCAPE
press F2       Other                    Press first letter    press ESC
.....:....1....:....2....:....3....:....4....:....5....:....6....:....7....:....8
```

QUILL has more commands than can be displayed in the command menu. You are therefore given two alternative lists and can switch between them with the Other command, which is shown in both lists. If, when the command menu is shown (after you have pressed **[F3]**), you press the **O** key, the control area will change to show the second command menu. If you press the **O** key again the original list of commands will reappear. You can use the **O** ther command to switch between the two lists at any time that the command menu is displayed. Since some commands start with the same letter it is important to check that the command you want is displayed in the control area before you select it. The descriptions of the various commands will take up much of the rest of this manual. For the moment we will describe the use of just two commands: **Quit** and **Zap**.

QUIT The Quit command discards the current QUILL task and returns to Xchange *or DOS*. Press **[F3]** and then the **Q** key. You will then be asked whether you want to save your current document (just press Enter) or to abandon it (press **A**). If you choose to save the document QUILL asks you to type in a name for the file. If you do not have anything you want to save, press the **A** key. In either case you will then be returned directly to Xchange *or DOS* and will have to reselect a QUILL task if you want to continue using it. A third alternative is to press ESC . This will cancel the command and you will go back to your document.

ZAP The Zap command is in the second command menu and so you will have to use Other before selecting Zap. You must press **[F3]** , **O** and then **Z** . Zap clears from memory the text of the current document, but does not return to Xchange *or DOS*. It leaves the QUILL task in the same state as it had when you first selected it, from Xchange *or DOS*. If you clear the text before you have saved it you will not be able to recover it without typing it in again. When you select this command, QUILL will therefore ask you to confirm your choice by pressing **Enter** . You have the alternative choice of pressing ESC which cancels the command and returns you to your document. If you press **Enter** the text of your document is erased and QUILL starts again, with a blank display area, as though you had just selected it.

3.0 CURSOR EDITING In this chapter you will learn how to use QUILL's simple editing facilities. The changes to the text will always occur at the position of the cursor. You must therefore use the cursor keys to move the cursor to the place you want to alter before making any changes. This form of editing is known, for fairly obvious reasons, as cursor editing. Practise using these techniques on a piece of text that you type in yourself. Do not worry about any mistakes you make.

In fact it may be a good idea to add deliberate mistakes - each mistake will give you extra practice in using the editing facilities.

3.1 MOVING THE CURSOR The following table shows the cursor movement options that are available in QUILL:

Key	Plus	Action
←		Move one character to the left
→		Move one character to the right
←	SHIFT	Move one word to the left
→	SHIFT	Move one word to the right
↑		Move one line up
↓		Move one line down
	PGUP	Move one paragraph up
	PGDOWN	Move one paragraph down
	HOME	Move to beginning of
	END	Move to end of line

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

1)   Move the cursor, by using the four cursor keys, to the point where you want to make the insertion.
2)   Type the letters or words that you want to insert.

The characters are inserted immediately under the cursor position, and any existing text moves to the right to make room for them. That's all there is to it! As you will see, the text is rejustified automatically as you make the insertion. If you insert several words it would be annoying to have to see the whole screen of text adjusted each time you pressed a key. QUILL detects this situation and reacts by splitting the line at the point where you are inserting text. This is known as an automatic text split. You can then type in as much text as you like. QUILL will restore the text when you finish inserting text at that point (ie when you press a cursor key, a function key or ESC).

3.3 DELETING TEXT The deletion of text at the cursor position is also very simple. The following keys are used:

Key	Plus	Action
⊢←		Delete one character to the left
⊢←	SHIFT	Delete one word to the left
Delete		Delete the letter under the cursor
Delete	SHIFT	Delete one word to the right

In all cases the text will be rejustified automatically. Use the Erase command, described in the chapter on Command Editing, to delete larger pieces of text.

3.4 REPLACING TEXT In the context of cursor editing, replacement means writing over existing text with new text, typed at the keyboard. In order to replace text, QUILL must be changed from insert mode to overwrite mode. As indicated in the text option shown in the control area, you can change to overwrite mode by pressing **F9** . When you do this the mode indicator at the left hand side of the status area will change from "**INSERT**" to "**OVERWRITE**". It now shows that text typed at the keyboard will replace existing text. Pressing **F9** again will change back to insert mode. With QUILL set to overwrite mode, position the cursor at the start of the text to be replaced and type in the replacement over the old text. Once you have finished making replacements, return to insert mode by pressing **F9** again, otherwise you might write over text that you want to keep. When you are overwriting text it is important for you to see exactly what characters are being replaced. QUILL, therefore, does not use automatic text splitting when in overwrite mode - even though this slows QUILL down quite noticeably. It is recommended that you only use overwrite mode for replacing short pieces of text.

4.0 TEXT FORMATTING This chapter is concerned with the format of the text; that is, the layout and appearance, as opposed to the actual content. You will find out how to use the different typefaces, **B** old, **U** nderline, **H** igh, **L** ow & **I** talic script. You will also learn how to move the position of the left, right and indent margins, and how to change the justification which, as you may remember from earlier, affects the way the text is aligned with respect to the margins.

4.1 TYPEFACE The bold text facility has already been used as an example of the use of the typeface option. In this section we shall examine the various typeface options more fully.
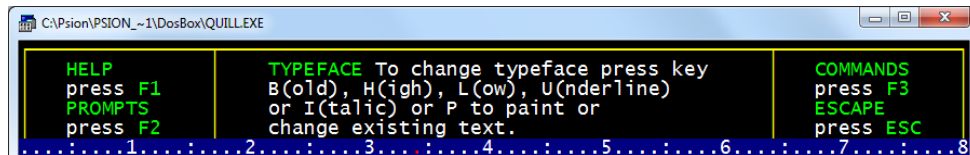
Selecting A Typeface. In general you can select any typeface by pressing **F4** and then the appropriate letter - **Bold**, Underline, ^{High script}, _{Low script}. or *Italic*. If one of these options is currently switched on, you can turn it off again by exactly the same method as you used to turn it on - by pressing **F4** and then the appropriate letter. Note that any text that you type will always be in the typeface shown in the status area. If you move the cursor into a region which is in bold type, for example, the status area will show Bold typeface, and any further text that you type within this region will also be in bold type. The typeface changes automatically as soon as you move to a region containing a different typeface. You can only use one of High script or Low script at any one time. If you select

one of these, either of the others is automatically switched off. **Bold**, Underline and *Italc* can be used in any combination as shown below.
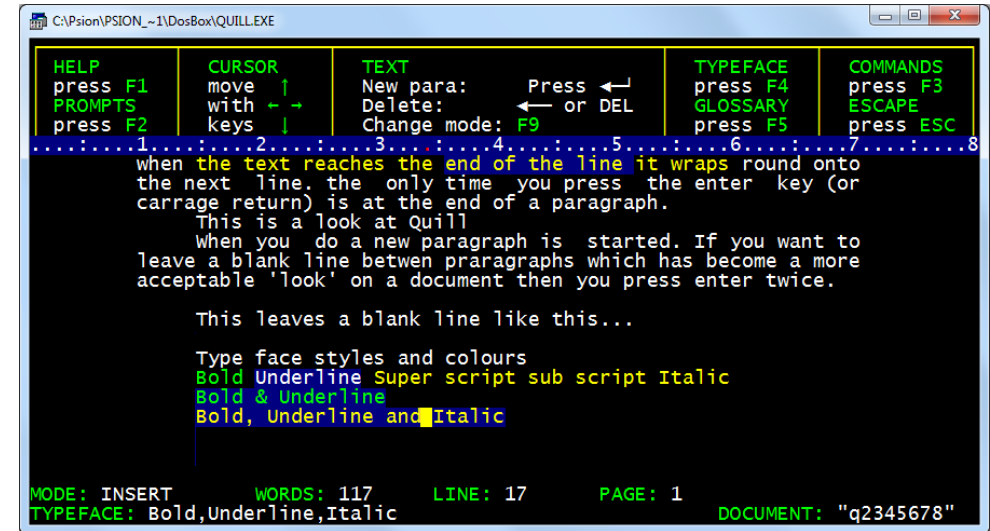
As seen in the example above each typeface is represented by a different colour - green for bold, white on blue for underline, yellow for super and sub script also yellow for italic, bold underline is green on blue with bold, underline, italic being yellow on blue.

Typeface Representations. There are three main ways in which you may want to use the typeface option:
1 - Insert new text in a particular typeface,
2 - Alter existing text to a new typeface,
3 - Change or remove an existing typeface.

1 - If you want to type in some text in a particular typeface you should press **F4** and select the typeface you want. Repeat these steps until you have the combination you want. Any text that you then type in will be in the typeface you have selected. When you want to return to normal text you should switch off the typeface by pressing **F4** and the appropriate typeface letter for each typeface style that you want to remove.

2 - It is easy to change the typeface used in existing text. The method is known as painting since you use the cursor like a paint brush, changing the typeface of any text over which it moves. First you must move the cursor to the start of the text to be changed, press **F4** and then press the **P** key, to select the paint option. Next, select the combination of typefaces you want B U H L or I. In the Paint option you can press the keys one after another to select the combination you want.

Then use the right and down cursor keys to move the cursor across the text to be changed. When you reach the end of the text you want to alter, leave the option by pressing **Enter** . You do not need to switch off the typeface selection; it will revert to the correct typeface as soon as you move the cursor away from the area painted in the new typeface.

3 - You can change, or remove, an existing typeface in the same way you use to add a new typeface to existing text. Again you should move the cursor to the start of the text before pressing **F4** . Press the P key and then select (or switch off) the typeface combination you want. Move the cursor through the text you want to change and then press **Enter** . When you change text from an existing typeface to a new one, QUILL does not remember the original typeface. Suppose, for example, you change text which was originally underlined to being in bold characters. If you later remove the bold typeface, the final text will be in plain characters, and will not revert to being underlined.

4.2 MARGINS

You change the widths of the margins with the Margins command. Each new margin position takes effect from the current paragraph and affects all following paragraphs, until a paragraph where you have made another change in the position of that margin. Press **[F3]** and then the M key to use this command. In addition to other changes in the control area you will see that three choices - L(eft) , I (ndent) and R(ight) will appear and that the L(eft) option is
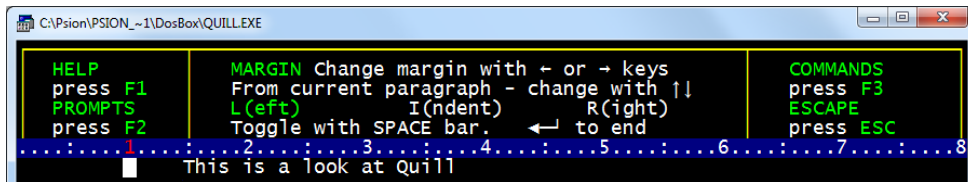
highlighted. These options represent the three margins, and the one that is highlighted is the one that you can move. You can step the highlighting from option to option by pressing the space bar, or you can select a particular option by pressing the key corresponding to its first letter. When the name of a margin is highlighted in the control area you can change the position of that margin with the left or right cursor keys. Suppose you wish to move the left margin to the right by three characters, starting with the second paragraph of your document. First move the cursor to any point in the second paragraph and then type: **[F3] M** The cursor moves to the top of the paragraph, to mark the point where the change of margins will start to take effect. As indicated by the highlighting, the left margin is the one you can move, so you just have to press the right cursor key three times. The change in the margin takes place immediately, so that you can see the effect before you leave the command. You can leave the command straight away by pressing **Enter** , or you can continue to make further margin changes. Press the space bar until the correct margin is selected and move it with the left and right cursor keys. You can use the up and down cursor keys to move the cursor to

another paragraph and make further changes to the margins. After you have made all the changes you want you can leave the command by pressing **Enter** . The indent margin marks the character position which is used for the start of a new paragraph. It is initially set at the fifteenth character position. There is no restriction on the relative positions of the indent and left margins. If you do not want to use indented paragraphs you may move them so that they are both in the same place. You may even place the indent margin to the left of the left margin. This is useful for producing numbered paragraphs.

4.3 WIDE DOCUMENTS

If you move the right margin so that the number of characters in a line is greater than the screen width, QUILL cannot show the full width of your document on the screen. In this situation the display area acts like a window, through which you see only part of the full width of your document. As you move the cursor along a line, the window will slide across the width of your document, so that it always shows the region containing the cursor. This behaviour, which is known as sideways scrolling, is an extension of the normal up and down movement to show part of a document which has too many lines for them all to be seen at once. The maximum width of a QUILL document is 160 characters.

4.4 JUSTIFICATION

The Justify command allows you to alter the type of justification used in your document. Like the Margins command, all changes take effect from the current paragraph (that containing the cursor) and remain in force until the end of the document, or until the next change of justification. When you select this command you will see that you are offered the choice of left, right or centred justification. When QUILL is first loaded it assumes RIGHT justification. The text is aligned on both the left and right margins, producing text with an appearance like that of this manual. If there are not sufficient characters on a line to make the margins match, extra spaces will be added between the words until they do. The final effect is very professional. However, if you use an unusually large quantity of extra-long or hyphenated words in a document, unpleasant-looking spaces may result. You can alleviate the problem by using the Hyphenate command, described in the QUILL reference section 10.5.9, to mark points where QUILL can break words if they are at the end of a line. To choose LEFT justification, press the L key after calling the Justify command. This will produce text which looks like the text in this paragraph. The left hand margin is aligned, but the spacing of the text within a line is not adjusted, so that the right hand margin is left uneven. CENTRE justification, selected by using the C option of the Justify command,causes the text of each line to be centred between the left margins. The text could then appear as shown in this paragraph. Centre text is useful for example, in centering headings and titles, or for adding labels to diagrams. As with the Margins command, you may press the up or down cursor keys to move to another paragraph and make further changes of justification. Press **Enter** to leave the command.

5.0 COMMAND EDITING
This chapter will extend your knowledge of the editing facilities to include block copies, moves and erasures. In addition, the extremely powerful technique of search and replace editing will be introduced. These facilities are available through the QUILL editing commands - Copy, Erase, Extract, Search and Replace.

5.1 COPY
In addition to copying a block of text from one place in the document to another, the Copy command also allows you to move blocks of text. The only difference between copying and moving text is that, in the case of a copy, the original text is left in position so that you end up with two 'copies'. You would use this, for example, if you wanted to create a table, with a piece of text repeated a number of times, or if you wanted to see the best place to include a particular paragraph. If you insert one copy and delete the old version you have effectively moved the text. The Copy command gives you the option of either keeping or deleting the old version and therefore gives you both facilities in a single command. When you select the Copy command (by pressing **[F3]** and then the C key) you are first asked to move the cursor to the beginning of the text you want to copy. You should move the cursor with the cursor keys and then press **Enter** . You are next asked to move the cursor to the end of the text to be copied. When you move the cursor the text that will be affected by the command is highlighted so that it is easy to see how much text will be copied. QUILL allows you to move the cursor forwards or backwards, but you may not go backwards past the starting point. After you have marked the text you should again press **Enter** . You are then asked if you want to delete the old version. You should press the K key to keep the old version or press **Enter** to accept QUILL's suggestion to delete it (to produce the effect of a move). In response to the next prompt you should move the cursor to the point where you want the selected text to be inserted and press the C key. The copy will be made and inserted immediately. You can then end the command by pressing **Enter** , which will take you back to the main display. However, you also have an option of making further copies of the same text at other places in your document. All you have to do is to move the cursor to the point where you want another copy and press the C key. You can repeat this as many times as you want. While you are making these extra copies you are not asked whether to keep or delete the old version. When you have finished making copies you should press **Enter** to leave the command. As is normal in QUILL, pressing ESC will cancel any partially-completed action, but will not undo anything that has been completed. All copies that you have made will be left in the text when you press **ESC**.

5.2 ERASE
You should use this command (press **[F3]** and then E) if you want to remove any large blocks of text from your document. Remember that it is simpler to delete small bits of text with the cursor editing facilities described in an earlier chapter. As with the Copy command, you are asked to move the cursor to the start of the text to be erased and then to press **Enter** . You then have to move the cursor to the end of the text - again the text which will be affected is

highlighted so that you can see exactly how much text will be removed. When you are satisfied that you have marked the correct amount of text you should press **Enter** and the marked text will be erased immediately.

5.3 EXTRACT
The Extract command offers a more powerful method than either Erase or Copy for removing text and, with the aid of the Merge command described in the chapter on File Operations, for transferring text from one part of a document to another, or between different documents. It is in the second command menu so you select it by pressing **[F3]** , **O** and then **E** .
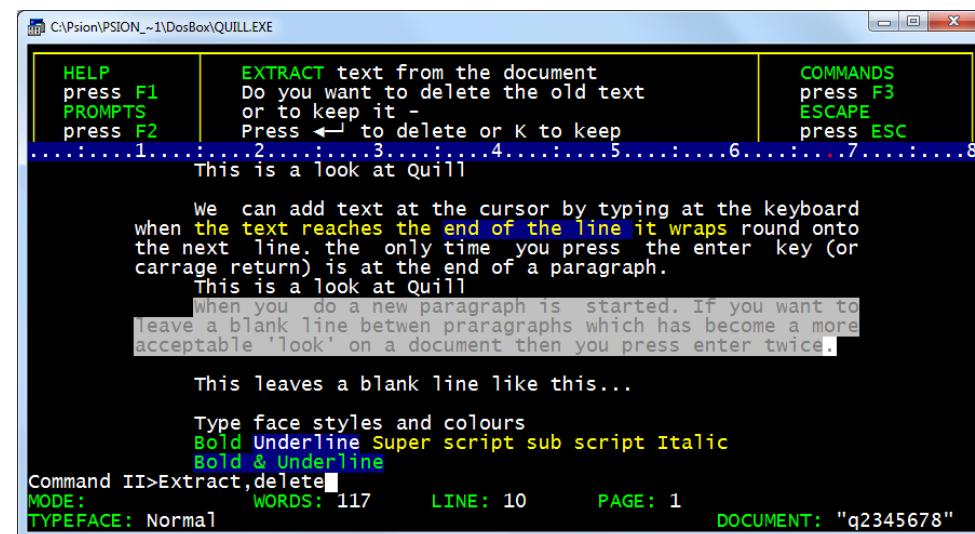
Extract removes text from your document and transfers it to a file. It allows you to transfer the text either to a temporary file buffer.doc or to another named file. You can treat the temporary file in the same way as any other QUILL document, with the one exception that the file is erased automatically whenever you use Quit to abandon a QUILL task. Regardless of whether you use buffer.doc or some other file, the Extract command allows you either to replace the existing text in the file, or to add the new text to the end of any text already present. You mark the beginning and end of the text to be extracted, and choose to delete or keep the text in your document, exactly as described for Copy. QUILL then suggests that buffer.doc should be the destination file. You may type the name of another destination file and press **Enter** , or just press **Enter** to accept QUILL's suggestion. If the destination file already exists QUILL suggests that the text replaces that already present in the file. Press **Enter** to accept this suggestion or press the **A** key to add the text to that already present in the file. If the file does not exist, QUILL does not offer this option.

Those familiar with word processing will know Extract and Merge as the now familiar Cut and Paste with Cut = Extract and Paste = Merge.

5.4 SEARCH The Search command allows you to look for a particular word or phrase, through all or part of your document. You can use it, for example, to check whether you have used a particular word or phrase too often, or to get to a particular part of a document. The Search command is in the second command menu so you select it by pressing **[F3]** , **O** and then **S** . When you use the command you are asked if you want to start the search from the top of the document or from the current cursor position. Press **Enter** to start at the character following the cursor, or press the **T** key to start at the top. You are then asked to type in the text which you want to find, finishing with **Enter** . QUILL will immediately start searching your document until it finds the first occurrence of the text. The cursor is left positioned at the start of the found text. If this is the occurrence you want you can leave the command by pressing **Enter** . However, once you have given the command some text to look for, you can use it again to find the next occurrence of that text. Instead of pressing **Enter** , press the **C** key. If you do this QUILL continues the search from the current cursor position until it finds the next occurrence of the given text. You can repeat this as many times as you like, finding successive occurrences. Press **Enter** to leave the command when you have found the occurrence you want. If, at any stage, QUILL does not find another occurrence of the text in your document it tells you so and waits for you to press any key. When you press a key QUILL goes back to the main display. The next time you use Search it will offer you the text you last used. press **Enter** to accept it, or type in some new text. Suppose that you want to search your document for occurrences of the word 'river'. You will therefore press **[F3]** and then the **O** (the command is in the second command menu) and the **S** key. Then type in the word 'river' (do not type the quotation marks unless they are part of the text you are looking for) followed by **Enter** . The search will start immediately and stop with the cursor positioned on the first character of the first occurrence of 'river'. If you want to find the next occurrence - just press the C key. This reactivates the command and finds the next occurrence of 'river'. These steps may be repeated as many times as you want, so that all occurrences of 'river' can be located. Press **Enter** when you want to leave the command.

5.5 REPLACE The Replace command is similar to the Search command, but also gives you the ability to replace some or all of the occurrences that are found. The command is in the second command menu, so you select it by pressing **[F3]** , **O** and then **R** . After selecting to start either at the character following the cursor position (press **Enter**) or at the top of the document (press the **T** key), you are asked to type in the text to be found. When you press **Enter** at the end of the text, QUILL immediately finds the first occurrence and asks you to type in the replacement text (don't forget to press **Enter** at the end of the text). QUILL then asks if you want to replace the found text. Press the **A** key if you want to replace all following occurrences. Alternatively, press the **R** key to replace this occurrence, or press the **N** key to move to the next occurrence, without replacement. In either of these two cases QUILL continues the search for the next occurrence and offers you the same choices of replacing all further occurrences, this occurrence only, or of skipping to the next occurrence. This continues until no

further occurrences are found, or until you press **Enter** to end the command. If, at any stage, QUILL does not find another occurrence of the text in your document it tells you so and waits for you to press any key. When you press a key QUILL goes back to the main display. You can use the command to make multiple replacements, insertions or deletions as illustrated in the following three examples:

1   to replace occurrences of 'river' by 'stream', give 'river' as the text to be found and 'stream' as the replacement text.
2   to insert 'or stream', give 'river' as the text to be found and 'river or stream' as the replacement text.
3   to delete 'river', give 'river' as the text to be found and give no replacement text (just press **Enter**).

6.0 MORE FORMATTING In this chapter we shall cover the remaining options for modifying the appearance of the text. It includes information on setting tab stops and page breaks. In addition there is a section on the Design command, which you can use to change the settings of various options (such as the page size) that control the overall appearance of your documents.
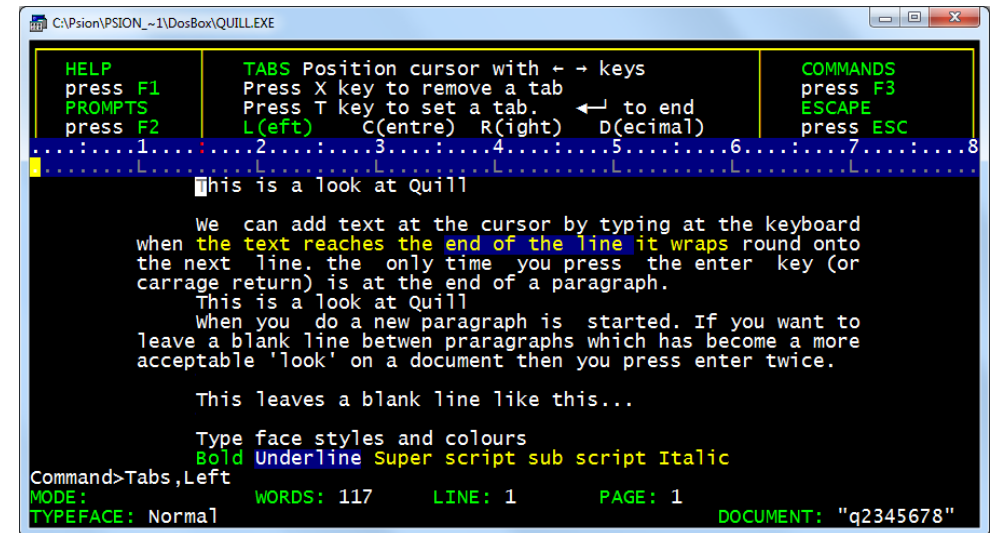
6.1 TABS

6.1.1 Using Tab Stops A very common way of controlling the layout of a document is by tab stops. These are marked positions, at particular columns of the text of your document. When you press the TAB key, the cursor will move to the right, from its present position, to the next tab stop in the line. If the cursor is in the middle of some text, the following text will move with it, opening a space in the document. If you have passed the last tab stop, then pressing the TAB key will move to the start of the following line. So that you know where the tab stops are

QUILL draws the tab positions and their types (as described below) in the line immediately below the ruler.

6.1.2 Tab Stop Types There are four different types of tab stop. The most common type is known as a Left tab stop and this works in exactly the same way as the tab positions on a normal typewriter. When you press the **TAB** key the cursor will move to the next tab position and any text you type in will start at the tab column. It is called a Left tab since lines of text at such a tab stop are aligned at their left hand edges. A second type is a Right tab stop. When you move to such a tab stop and start typing, the cursor will remain one character to the right of the tab position and the text will appear to the left, so that it ends at the tab position. This will continue until the text to the left of the tab position has filled the space available or until you press the **TAB** key again to move to the next tab position. Lines of text at such a tab stop are aligned at their right hand edges. There is also a Centred tab stop. Text typed at such a tab position will be adjusted so that its central character is positioned on the tab stop. Again the aligning of the text will continue until the available space (to existing text or to the left margin) is filled, or you press the **TAB** key again. The fourth type of tab stop is a Decimal tab, and is used for typing in numerical values. When you type a number at such a tab stop it is positioned so that its decimal point is at the tab column. If you do not type a decimal point in the text, it will behave like a Right tab

6.1.3 The Tabs Command When you have just loaded QUILL the tab stops are set at every tenth character position and are all Left tabs. You can change the number, position and type of tab stops with the **T**abs command. You can place tab stops at any point in the line and mix the different types in any way you like. The only limit is that you may not have more than sixteen tab stops in the line. The new tab stops take effect from the current paragraph (that containing the cursor) to the end of the document, or to the next change of tab positions. When you select the **T**abs command the positions are drawn in the display, immediately beneath the ruler. Each tab stop is marked by a letter (**L** , **C** , **R** or **D**) to indicate its type. The cursor is positioned at the beginning of the line and you can move it to the left or right using the appropriate cursor keys. You can make as many changes to the tab stops as you like. You may also press the up or down cursor keys to move to another paragraph and make more changes to the tab stops. When you have made all the changes you want, press **Enter** to end the command and return to the main display.

6.1.4 Inserting a Tab To insert a tab stop, select the type you want, use the left and right cursor keys to move the cursor to the position at which the tab is required, and press the **T** key. When you have selected the Tabs command the types are shown in the control area. The control area contains the words (**L**)eft, (**R**)ight, (**C**)entre and (**D**)ecimal and the word (**L**)eft is highlighted. This shows that the next tab stop to be inserted will be a Left tab. You can change the type of tab stop to be inserted either by pressing the space bar (each time you press it the highlight moves from one type to the next) or by pressing the key corresponding to

its first letter. For example, if you want to change to a (R)ight tab, you can either keep pressing the space bar until the word (R)ight is highlighted, or the b key.

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

6.2 DESIGN You use the Design command to change features of QUILL that affect the entire document, such as:

the size of the upper and bottom margins
the number of lines per document page the line spacing

The command is illustrated above and a full description of each option appears in the QUILL Reference chapter 10. The Design Command Press **[F3]** and then **D** to select the Design command. QUILL then shows the list of options. If, for example, you want to select a double-spaced document, press the **G** key, for the 'Gaps between lines' option. This option will be highlighted and QUILL waits for you to press 0, 1 or 2 - to select no gaps (single spacing) one gap (double spacing) or two gaps. It will not allow you to select any other option until you have chosen one of these three. You then have the option of changing any or all of the items listed in the display. When you have made all the changes you want you should leave the command by pressing **Enter** , as indicated in the control area.
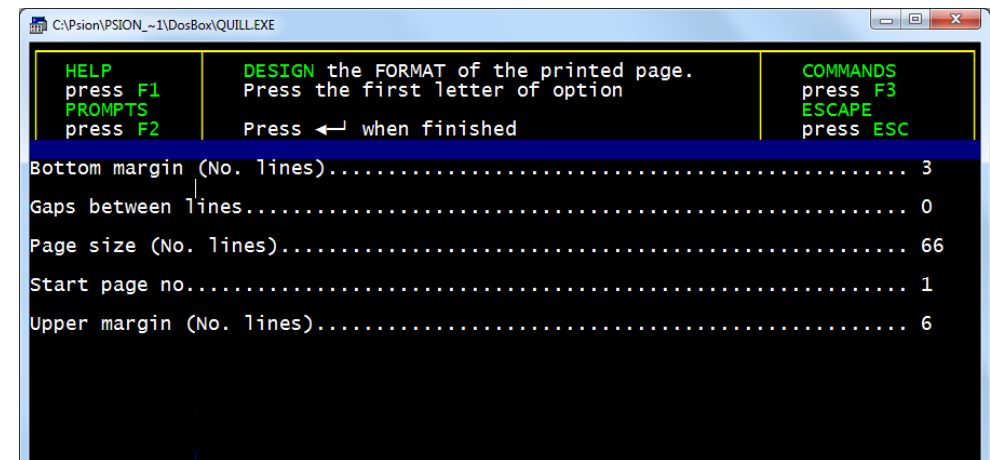
6.2.1 PAGING One of the options in the Design command is to set page size, in terms of the maximum number of lines of text that can appear on a page of your document. In addition to the text, this number of lines includes the upper and lower margins, any header or footer and the lines of space between them and your text. Suppose, for example, that you have an upper margin of 3 lines, a header separated by 2 blank lines from your text, a footer separated from the text by 4 blank lines and a bottom margin of 5 lines. This takes up a total of 3+1+2+4+1+5=16 lines. If you have a page size of 66 lines then there will be 66-

16=50 lines of text on each page. If you were then to use the Design command to set the gaps between lines to be 1 (double spacing) you would have only 25 lines of text on each page.

6.2.1.1 Page Breaks A page break marks the point in your document where a new page will start, depending on the length of the page that is set in the Design command. It is shown as a horizontal line across the screen and includes the page number. QUILL allows for the upper and lower margins, headers and footers when calculating the length of a page. In the above example, with the gaps between lines set to zero, QUILL will insert a page break after each block of 50 lines of text.   If you set a page size that does not leave space for five or more lines of text per page, QUILL will turn off the paging. In this case no page breaks are shown and QUILL treats the whole document as a single page. You can make sure that automatic paging is turned off by setting the page size to zero.

6.2.1.2 Forced Page Breaks You can use the Page command to force a page break to occur at a particular line. This is very useful for making sure that a section of text, such as a list or a table, is started at the top of a new page and is not shown in two parts on different pages. You can set a page break in your text at any time by using the Page command (which is in the second command menu - press **[F3]** , the **O** key and then the **P** key. You should then position the cursor anywhere in the line at which you want the page to end and press the **P** key. QUILL will insert a page break after the end of this line. You may set several forced page breaks, at different positions, but you may not set more than one forced page break in any one line of your document. When you have finished, press **Enter** to leave the command. You can remove a forced page break from your document at any time - you do not use the Page command for this purpose. Remove a page break by moving the cursor with the up cursor key until it lies on the page break and then pressing **TAB**

7.0   GLOSSARIES

7.1 INTRODUCTION The provision of glossaries is a powerful feature of QUILL, as it gives you a fast and simple way to recall commonly-used operations. QUILL's Glossary facility allows you to store a sequence of key presses for later recall. You may define up to 26 separate Glossary entries, one for each alphabetic key on the keyboard, and each may store up to 250 key presses. Once you have defined a Glossary entry you can recall the sequence by pressing two keys. QUILL then behaves exactly as if you were typing the sequence yourself. One of the most common uses is to enable you to insert into your document a word or phrase, without having to type it in full every time. The following shows how to define a glossary entry by storing the text 'Yours faithfully,' under the **Y** key.

7.2 DEFINING A GLOSSARY ENTRY You may only define a glossary entry from QUILL's main display (i.e. you may not define a glossary entry from within a command). You may, however, include one or more commands in a glossary entry. You may find this useful if you frequently use a particular sequence of commands. To start a glossary definition, you press the glossary key (**F5**) twice. Then press the key under which you want the entry to be stored, followed by **Enter** . You can cancel the new glossary entry by pressing **ESC** at any point before you press **Enter** . This is useful if, for example, you press the wrong key by mistake. In this example you will first press **F5** twice, then the Y key and finally **Enter** . Next, type in the text, exactly as you wish it to appear: Yours faithfully, End the definition by pressing **F5** once more.

7.3 USING A GLOSSARY ENTRY To use the glossary entry you simply press **F5** once and then the key under which the entry is stored. Thus if you now press **F5** and then the Y key, the text Yours faithfully, will appear at the current cursor position in the document.

7.4 REDEFINING A GLOSSARY ENTRY If you redefine the glossary entry the new definition will replace the old one. For example, you could press **F5** twice, the Y key, **Enter** , then type: Yours sincerely, and end by pressing **F5** once more. The previous entry is lost. Pressing **F5** and the Y key will, in future, add the new phase into your document. You can clear a glossary entry by redefining it to contain no text. If you press **F5** twice, the Y key, then **Enter** and follow this by pressing **F5** again, you will have deleted that glossary entry.

7.5 KEEPING A GLOSSARY When you leave a QUILL task by means of the Quit command all existing glossary definitions are saved in a glossary file. This is stored on the default drive. Any new QUILL task will then have that set of glossary definitions available to it. Existing QUILL tasks continue to use the set of glossary definitions that existed at the time the task was selected. The glossary definitions of any task are not affected by returning to Xchange *or DOS* by pressing **F6** .

8.0 FILE OPERATION COMMANDS

When you have produced a document you will probably want to save a copy of it on disk. At some later date you may want to make some changes and keep a copy of the new version. If you have a printer you will certainly want to produce printed copies. Each document is saved on disk in the form of a file - a named chunk of information. This chapter describes the commands provided to save, load and print these files. Remember that whenever QUILL asks for you to type in a file name you may press the **?** key to obtain a list of files. You may then either press **Enter** to accept QUILL's suggestion of the selection of files to list, or you may type in your own name (including wild cards) and then press **Enter** .

8.1 SAVE

You use this command to save a copy of the text of a QUILL document on disk. If you do not save a document after you have written it you will lose its contents when you leave QUILL (with the Quit command). When you use the Save command you are asked to type in a name for the document. The simplest way to use the command is, therefore, to type in something like the following sequence.

[F3] S myletter **Enter**

> Filename are a maximum 8 characters starting with an alphabetic character

This saves your document with the name "myletter.doc" on the disk in the default drive. If this name is the same as that of a document which is already saved on that drive, QUILL will remind you that the document already exists and ask if you want to overwrite it with the new one. If you do want to overwrite the old file, press **Enter** . If you do not, press **ESC** , then save the new file under a different name. When the document has been saved QUILL asks you if you want to continue editing the document you have just saved. If you press **Enter** , QUILL returns to the document. Press the space bar if you want to switch to another document. QUILL then returns to the main display, as though you had just loaded it. You can then start writing a new document, or load another document from disk. If you are about to replace a document with a new version, it might be a good idea to print a copy of the old one for later reference, just in case you need some of its contents at a later date. When you name a document to save it, or if you load a previously saved document, you will see that QUILL displays the document name in the status area. If, at some time later - after doing some more editing, for example - you want to save the document again, QUILL offers you a further option. This is to replace the old version, without having to type in the document name. QUILL suggests the current document name as the name to be used for the Save command. If you type in a name of your own choice, it will replace the one suggested by QUILL. Alternatively you may accept QUILL's suggestion by just pressing **Enter** . In such a case you can just type in:

[F3] S Enter
QUILL will ask you to confirm that you want to overwrite the old version before replacing the old version with the new one.

8.2 LOAD

You should use the Load command when you want to copy a document from disk into the computer's memory so that it may, for example, be re-edited. You are first asked to type in the name of the document you want to load. If the name you type in does not correspond to the name of an existing document QUILL will tell you that the document does not exist and give you another chance to type the name.

Use **[F3] L ?** to get a list of the files stored in the default directory

> Use the ? key to get a list of files in the current directory
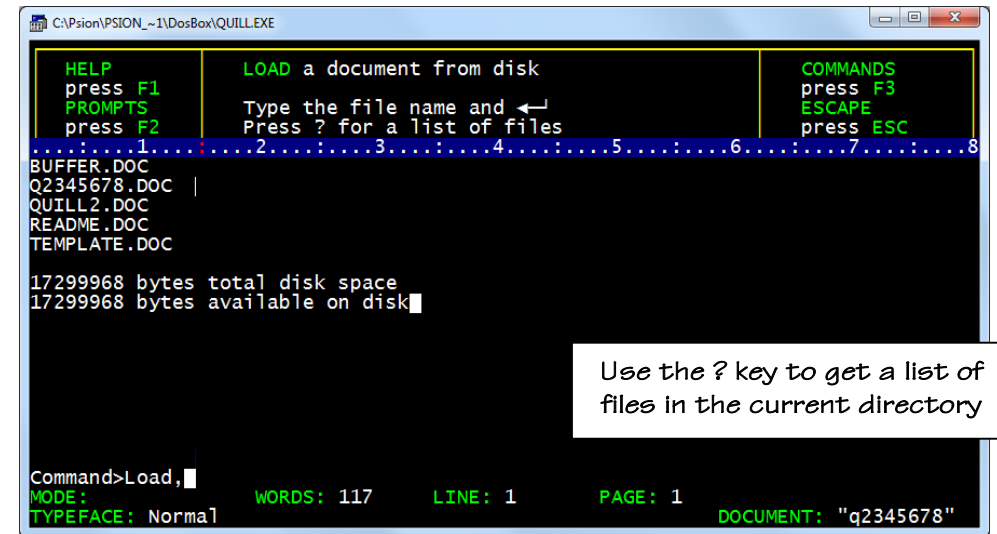
8.3 MERGE

The Merge command allows you to insert a QUILL document, from a file, into the current document at the position of the cursor. This command is in the second command menu. Move the cursor to the point at which you want the text to be included before you select the command. QUILL suggests that the text to be merged should be that in the temporary file buffer.doc , described in the Command Editing chapter. Press **Enter** to accept this suggestion, or type the name of another QUILL document, ending by pressing **Enter** . You must only use Merge with QUILL documents. Use the Import option of the Files command if you want to include a file exported from another member of the Xchange family or a print file (with an extension of .lis).

8.4 FILES

The Files command is also in the second command menu. Your options under this command are:

8.4.1 Delete To erase an existing document. You are asked to type in the name of the document which you want to delete. For example, to delete a document called "MYLETTER" from the disk in the default drive you would type:

[F3] O F D MYLETTER **Enter**

Please note that this command is **NOT REVERSIBLE** and should therefore be used with care.

8.4.2 Import To insert a plain text file, or a file exported from another Xchange program, into your document. It assumes a file name extension of .exp, but you can also use it to include a print file (with extension .lis) provided you include the extension in the file name. The Import command reads in files, ignoring all non-printable characters apart from carriage return, line feed and form feed. It accepts either carriage return or line feed or both as an end of line marker. QUILL can import such a file by line or by paragraph. When it imports by line, it starts a new paragraph at every line delimiter. Each line of the text file therefore becomes a new paragraph in the document. This option is the one most suitable for importing files exported by ABACUS or ARCHIVE. When a file is imported by paragraph, QUILL only ends a paragraph when it finds two line delimiters together. The file being imported should therefore have its paragraphs separated by one blank line. Importing by paragraph is more suitable for importing text files, as it enables QUILL to retain the paragraph structure of the original document. In both cases QUILL inserts a forced page break at each form-feed character. As for the Merge command, the text from the file is inserted into the current document at the cursor position. To import a text file called "table.exp" (by line) into the current document you should first move the cursor to the point where you want it to be inserted and then type:

[F3] O F I TABLE **Enter Enter**

To import it by paragraph, type: **[F3] O F I** TABLE **Enter P Enter**

The Import option is not suitable for the purpose of inserting another QUILL document - the Merge command is provided for this purpose.

8.4.3 Export To produce a plain text file that is readable by many programs. These programs do not necessarily have to be members of the Xchange family. The entire document is exported to the file. The text has a left margin of zero, no upper or lower margins, no headers or footers and is not divided into pages. The file contains only plain text; any special typefaces in the original document are ignored. It contains only printable characters, plus a line delimiter (a carriage return, followed by a line feed) at the end of each line. Your document must have a blank line at the end of each paragraph if you want to be able to import it by paragraph. To export your current document to a file named "program.exp" you would type:

[F3] O F E program **Enter**

The file is in a suitable form to be, for example, an OPL or an ARCHIVE program. Remember that such program files have their own file name extensions. If you want to export your document as a OPL program it would be better to give it the correct extension when you export it: **[F3] O F E** program.opl **Enter**

8.4.4 Transfer To move a QUILL document to any other system running Xchange. You may use this command to move a file to Xchange running on a different make of machine. You may save or load a transferable document. Transferable document files have a default extension of .qlt. The format of transferable document files is described in 'quill2.doc'.

8.4.5 Mail To use the Mailing Lists facilities see chapter 9 on this topic.

8.5 PRINT This command is used to produce a printed copy of all or part of a QUILL document. It is, of course, necessary that you have a printer and that it is correctly connected to the computer, otherwise nothing much will happen! QUILL suggests that you print the document you are currently working on and waits for you to press a key. Press **Enter** to accept this suggestion, or type in the name of the document to be printed (which must be an existing document, previously saved on disk). QUILL will ask you if you want the whole document to be printed. You press **Enter** to print the whole document and the printing will start immediately. Otherwise you type the number of the page of the document at which you want printing to start and also for the page number of the last page you want printed, ending each number by pressing **Enter**. You can only print complete pages of your document. If the currently used printer driver has the "Paper type" set to "Even only" or "Odd only", then only alternate pages will be printed. If it is set to "Even first" or "Odd first" then alternate pages will be printed, as with "Even only" or "Odd only". Then Quill will pause, waiting for you to reverse the paper (insert it into the printer again, with the front and back reversed). When you press **Enter**, Quill will print the remaining pages. This provides an easy way to print double sided, even on printers that don't support this directly. The suggested way is to use the "Odd first" option; first print the document from the first page, feed the paper back into the printer with the pages reversed, and continue printing the document. The print command has an option to send the text to a disk file instead of to the printer. Press **Enter** to use the printer, or type a new file name if you want to send the text to a file. The file so produced will contain all the characters and control codes that would otherwise have been sent to the printer. You can then use the Output command in Xchange to print the document while you continue working, either with QUILL or another Xchange task. The simplest use is to print all of the current document. The keys you press in this case are:

> Print from QUILL running in DosBox requires it to be configured to direct the printout to LPT1 or similar.
>
> It seams self defeating to export the text to a modern word processor

[F3] P Enter Enter Enter

To print pages 2 to 4 inclusive of a document called "myletter.doc" to a new file called "myprint.lis" (both on the default drive) you should type: **[F3]** P myletter **Enter** 2 **Enter** 4 **Enter** myprint **Enter** Please note that QUILL will work with most makes of printer. You will find the details of how to make any changes that are needed for a particular type of printer in 'Xchange.doc' where the printer driver installation program and related issues are described. You may also wish to change things such as the line spacing and the number of lines per page of the printed document. These are all included in the Design command, which was described in Section 6.2.

9.0 MAILING LISTS
Mail is an option of the Files command. You would use it, for example, to produce a number of letters, all to a common pattern, but with each letter customised to the particular recipient. It is not restricted to the production of letters but this is the most common application. We shall, for simplicity, refer to this use in the following examples. Mail requires two sets of information. The first is the document, known as the template, that you wish to produce in a number of customised versions. Each position where a piece of text needs to be inserted is marked in a special way. The second set of information is a list of all the separate pieces of text to be inserted at the marked positions. Mail simply inserts the correct piece of text at each marked position in each copy of the document, and then prints the finished documents. Before you use Mail for a real application it is recommended that you try one or two simple examples, to familiarise yourself with the process.

9.1 THE TEMPLATE
You create the template document by typing it, in exactly the same way as you would create any other document. At each point where you want a special piece of text to be inserted you type a name, at each end of which is a special delimiter character. This character must only be used as the delimiter, and must not appear elsewhere in the template document. QUILL will automatically recognise an asterisk (*) as a delimiter character. Suppose you are writing a letter to several different people. The main text of each letter can be identical, but you want each copy to include the recipient's name and address. You would start by producing a letter which looks something like this example.
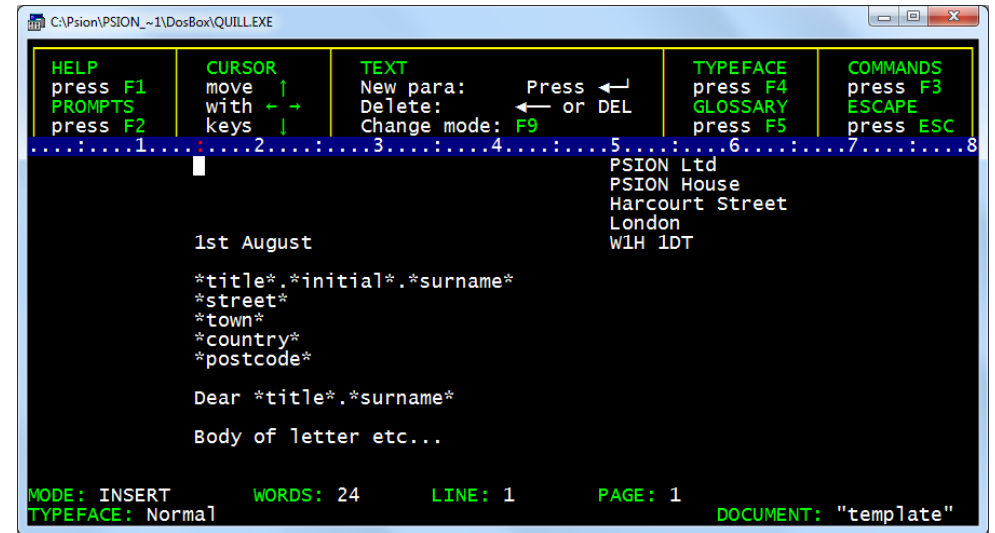
The items *title*, *street*, *town*, and so on mark the points at which you want to add the customising text. If you want to use asterisks elsewhere in your template document you can use another character as the delimiter. You may use any character, provided that it is not alphabetic, numeric, a space or a tab (i.e. you may not use A to Z, a to z, 0 to 9, a space or a tab). Include the character you want to use as the very first character in the template file. This first character will not appear in the final result. There are three separate ways in which you can create and merge the customising text. The text can come from the keyboard, or from a secondary file which can be either another QUILL document or an export file created in one of the other programs in the Xchange family. Once the template is complete you can immediately start merging it with keyboard input - or with input from an existing secondary file - as described in the following sections. Save the template document for later use if you need to create the secondary file.

9.2 MERGE FROM THE KEYBOARD
The simplest, but most time-consuming method is to merge text directly from the keyboard. Once you have created or loaded the template document select the Mail option of the Files command by typing:

[F3] O F M Then press **Enter**

to accept QUILL's suggestion to take input from the keyboard. QUILL will then suggest that the resulting copies of the document be sent directly to the printer. You may accept this suggestion by pressing **Enter** . Alternatively you can direct the output to a print file (with extension .lis) by typing a file name before pressing **Enter** . In either case the merge will then start. For each marked position in the template QUILL shows you the name at that position (e.g. "surname", "street", and so on) and waits for you to type the replacement. Press **ESC** at the end of each replacement. When each copy is complete QUILL asks you to confirm that it is

correct. Press the **Y** key to print the copy, or the **N** key to cancel it. At this point you have the option of pressing the **C** key to continue, or of pressing **Enter** to end Mail. If you choose to continue, QUILL again asks you to type in a set of replacements for another copy. This cycle repeats until you press **Enter** to end the command. When you press **Enter** you return to the main display. QUILL has, as the current document, the last document you merged. You can, by making a single merge from the keyboard, produce a customised version of a standard-form document.

9.3 MERGE FROM A QUILL DOCUMENT
You can create another QUILL document which contains all the text for the replacements for Mail. The first paragraph is special, and contains the list of the names that are to be replaced, separated by a delimiter character. The delimiter need not be the same character as you have used in the template document. Each subsequent paragraph (remember that you mark the end of a paragraph by pressing **Enter**) should contain the set of replacements for one copy. For the letter shown in figure 9.1 the secondary file to produce two letters might appear as follows:

/title/initial/surname/street/town/county/postcode/
/Mr/J/Smith/53 Main Road/Anytown/Westshire/AB2 3CD/
/Mrs/A/Jones/27 Gillygate/York//YO1 1XY/

The first character in each paragraph defines the delimiter, and must not be used elsewhere in any of the text of that paragraph. In the above example, the delimiter is the / symbol. Each paragraph must contain the same number of items as appears in the list of names in the first paragraph. You may, however, include blank items - as in the last paragraph, which includes a blank entry for the county. Save the secondary file, for example:

[F3] S second **Enter**

and load the template document. Then select the Mail option of the Files command as described in the previous section. Do not accept QUILL's suggestion to take input from the keyboard, but type the name of the secondary file. In this example you would type:

[F3] O F M second.doc **Enter**

You must include the .doc extension, since Mail assumes that the extension is .exp, unless you specify otherwise. As before, you then have the option to direct the output either straight to a printer or to a print file. The entire merge then takes place without any further intervention on your part. The only exception is if your template document contains one or more empty markers. An empty marker consists of a pair of delimiter characters with no text between them (for example, **). Every time the merge reaches one of these markers it will wait for you to type the replacement text from the keyboard, even if you have requested merging from a secondary file. In this case QUILL will also ask if you want to continue (press the **C** key) or end the Mail (press **Enter**) at the completion of each copy. Note that

the letter in screen capture example above contains two references to both "title" and "surname". These do not have to appear twice in the secondary file - all references to a name are replaced from a single copy in the secondary file. Any references in the template that do not have a corresponding entry in the secondary file are not replaced.

9.4 MERGE FROM AN EXPORT FILE
The most efficient way of using Mail is to use an export file for the secondary file. Suppose you have a name and address file in the Xchange database program Archive. The labels in your template document must match the field names in the ARCHIVE file - apart from any final $ sign (marking a text field in the file) which is ignored. For the example we are using the Archive file must have fields named: title$ initial$ surname$ street$ town$ county$ postcode$ This example uses only text fields but you may also use numeric fields, or a mixture of both. Export the file from ARCHIVE and then use it as the secondary file, following the method described in the previous section. The export file should be in the format used for export to ABACUS or EASEL (see Appendix A). Do not use the QUILL option of ARCHIVE's Export command when you export the file. QUILL recognises the special format and does not need the delimiter characters that you must include in the secondary file when merging from a QUILL document. Again, you may use empty markers (e.g. **) in the template document to mark points where QUILL waits for replacement text from the keyboard.

10.0 QUILL REFERENCE
10.1 THE FUNCTION KEYS
The function keys are used as follows:

| Key	Plus	Action
[F1]		To obtain Help
[F2]		Turn the prompts on and off
[F3]		Call the command menu
[F4]		Change typeface
[F5]		Define or use a glossary
[F6]		Freeze the task return to Xchange - *Not used in PC FOUR*
[F9]		Switch between insert and overwrite
[F10]		Redraw the screen contents
[F4]	CTRL	Move the windows, if using the Pointer Environment with extended resolution - *Not used in PC FOUR*

10.2 INSERT AND OVERWRITE MODES
When you have just loaded QUILL it is in insert mode, as shown in the status area at the bottom of the screen. In this mode any text that you type in will be inserted into your document at the position of the cursor. Any surrounding text will be spread out to make room for the inserted text. If you press **F9** (or if your keyboard does not have this key,

press **SHIFT** and **F4**), QUILL will switch to overwrite mode. In this mode any text that you type in will replace, character by character, any text from the cursor position onwards. You can switch back to insert mode by the same method, that is by pressing **F9** . If you press **F9** , QUILL will switch to overwrite mode. In this mode any text that you type in will replace, character by character, any text from the cursor position onwards. You can switch back to insert mode by the same method, that is by pressing **F9** or by holding **SHIFT** down and pressing **F4** .

10.3 TYPEFACE
You can change the typeface of the text in your document by pressing **F4** and then the first letter of one of the four options listed below. The selected typeface affects all text subsequently typed in. Alternatively you may press **F4** and then the **P** key to paint existing text in a new style. You are offered the following typeface options: Bold - text is printed in a bold, or heavy, typeface Underline - text is underlined High script - text is printed in the upper half of the line Low script - text is printed in the lower half of the line You may select any combination of these options except that you cannot have more than one of High script or Low script selected at any one time. If you select one of these, either of the other two that is currently selected will be switched off automatically. If you want to select a combination of typefaces you should select them one after another, by pressing **F4** and the appropriate letter. If you press the **P** key to select the Paint option, QUILL allows you to select one or more typeface styles. Then move the cursor from its present position with the down or right cursor keys to convert text to the new typeface. If you use the up or left cursor keys the cursor moves backwards, resetting the text to a normal typeface. Press **Enter** to end this option and return to the main display. You can switch off any of the typeface options in the same way as you turned it on - ie by pressing **F4** and then the appropriate key (**B** , **U** , **H** , **L** or **I**). Providing your printer supports it, when the document is printed out, the correct style will be used.

10.4 GLOSSARIES
You can define a glossary action for any alphabetic key on the keyboard. Such a key can be made to produce any sequence of characters or commands, when used together with the glossary key (**F5**). To define a glossary entry press **F5** twice, then the key whose action you want to define, and then **Enter** . This key will then "learn" any sequence of key presses that you subsequently make, as they are carried out. You should mark the end of the learning sequence by pressing **F5** once more. At any later time you can use the glossary entry by pressing **F5** once, followed by the key which you have previously defined. If you attempt to use a key that you have not defined, nothing will happen. You can define each alphabetic key on the keyboard to have a different action, but there is a limit of 250 characters stored for each key. When you have defined one or more glossary entries they will be saved automatically on the Xchange Default drive when you use the quit command. The glossary definitions are reloaded every time you select any QUILL task. If you add to or change the glossary definitions during a session with QUILL, the new glossary will replace the old one when you quit.

10.5 QUILL COMMANDS
To select a command press **[F3]** , which displays a command menu.
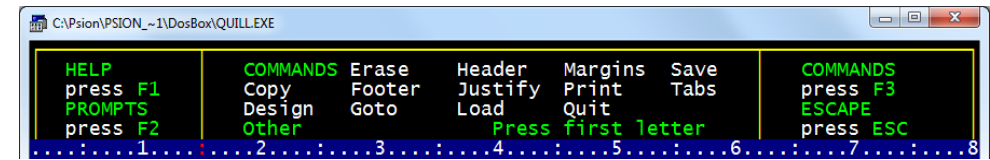
In addition to being able to select a command you can, at this stage, move the cursor with the cursor keys. You are not allowed to insert or delete text. The control area display changes to show a list of the commands available. You select a command by typing its first letter. A second set of commands is available and you can select it with the other command. While you are shown a command menu you can switch between the alternatives by pressing the **O** key or by pressing **[F3]** again.
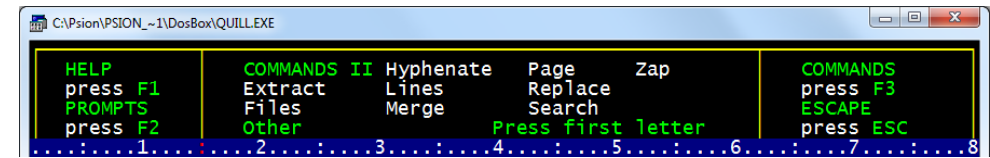
Since there are commands in the two sets that start with the same letter you must always make sure that the command you want is shown in the control area before you select it. In the following list, commands in the second set have the symbol (II) after their names. You can leave any partially completed command by pressing **ESC** . At the end of most commands QUILL returns to the main display. The exceptions are those commands that have their own internal menu (eg files). In these cases you are left in the internal menu and must press **ESC** to go back to the main display. The following commands are available:

10.5.1 COPY Moves or copies text from one place in the document to another. You are first asked to move the cursor (with the cursor keys) to the start of the text to be copied and then to press **Enter** . Next move the cursor to the end of the text you want to copy. Note that you may move the cursor backwards, with the up or left cursor keys, but you are not allowed to move the cursor past the starting point. The text that will be affected is highlighted, for clarity. Press **Enter** when you have marked the text you want to copy. Following this you should either press **Enter** to accept QUILL's suggestion to delete the original text, or press the **K** key to keep it. Then move the cursor to the position where you want the marked text to appear, and press the **C** key. At this point a copy of the marked text is inserted at the cursor position. You are then given the opportunity of making further copies of the text at any other point in your document. You should position the cursor where you want another copy to appear and press the **C** key to insert

the copy. You may make as many copies as you like. When you have finished inserting copies, press **Enter** to end the command and return to the menu.

10.5.2 DESIGN (*see section 6.2*) Sets a number of features which control the overall appearance of your document. Note that many of these features only affect the appearance of a printed document and are not shown on the screen. Within the command you are asked to choose, by pressing the appropriate key, from the following options:

```
Bottom margin (No. lines)........................................ 3
Gaps between lines............................................... 0
Page size (No. lines)........................................... 66
Start page no.................................................... 1
Upper margin (No. lines)......................................... 6
```

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

10.5.3 ERASE Erases text from your document. You are first asked to move the cursor (with the cursor keys) to the first character that you want to erase, and then press **Enter** . You should then move the cursor through the text you want to erase. The text is highlighted as the cursor passes through it. When you have marked the text you should press **Enter** again. The marked text is erased.

10.5.4 EXTRACT (II)   Removes text from your document and transfers it to the file buffer.doc , or another named file. The extracted text may either replace or be added to the end of the existing text in this file. You are first asked to move the cursor (with the cursor keys) to the start of the text to be extracted and then to press **Enter** . Next move the cursor to the end of the text you want to extract. Note that you may move the cursor backwards, with the up or left cursor keys, but you are not allowed to move the cursor past the starting point. The text that will be affected is highlighted, for clarity. Press **Enter** when you have marked the text you want to extract. Following this you should either press **Enter** to accept QUILL's suggestion to delete the original text, or press the **K** key to keep it in your document. You must then specify the destination file, ie the file to which the extracted text will be transferred. Press **Enter** to accept QUILL's suggestion that the text be transferred to the temporary file buffer.doc . Alternatively, if you want the text to be transferred to another file, type the name of the file and press **Enter**. QUILL then suggests that the extracted text should replace any existing text in the destination file. Press **Enter** to accept this suggestion, or press the **A** key to add the text to any already present in the file. You may use the merge command to insert the text from the destination file at any point in your document, or into the current document of any other QUILL task. Note that the buffer.doc file is deleted when you use the quit command to discard any QUILL task.

10.5.5 FILES (II) Allows you to use a set of file options concerned with maintaining QUILL files previously saved on disk. There are seven options provided in this command. Press the first letter of an option to select it. Whenever an option asks you for a file name you can press **?** for a list of the files.

Delete - to delete a named document or file from disk. You are asked to type in the name of the file you want to delete. The file is deleted when you press **Enter** . You cannot recover the contents of a deleted file, so you should think carefully before using this option.

Import - to insert a plain text file from disk into your document, at the position of the cursor. You are asked to enter the name of the file to be imported; assuming a file name extension of .exp unless you include a different extension in the file name. Press **Enter** to import the file by line (each line of text becomes a paragraph in your document) or press the **P** key to import it by paragraph. The text of the file is inserted into your document at the current cursor position. The file could be a file exported from either ABACUS or ARCHIVE, or a plain text file from any other source. See the 'ImpExport.doc' file for further details.

Export - to produce a plain text file readable by a wide range of programs. You are asked to type in a name for the file. QUILL provides a file name extension of .exp unless you include a different extension in the file name. Apart from a line delimiter (a carriage return and a line feed) marking the end of each line, the file contains only printable characters.

Mail - *(See 9.1 Template)* - to merge customising text from the keyboard or from a secondary file into multiple copies of a document (the template). See chapter 9 on Mail Lists for a full explanation of this option.

Transfer - to save and load QUILL documents in a transferable format.
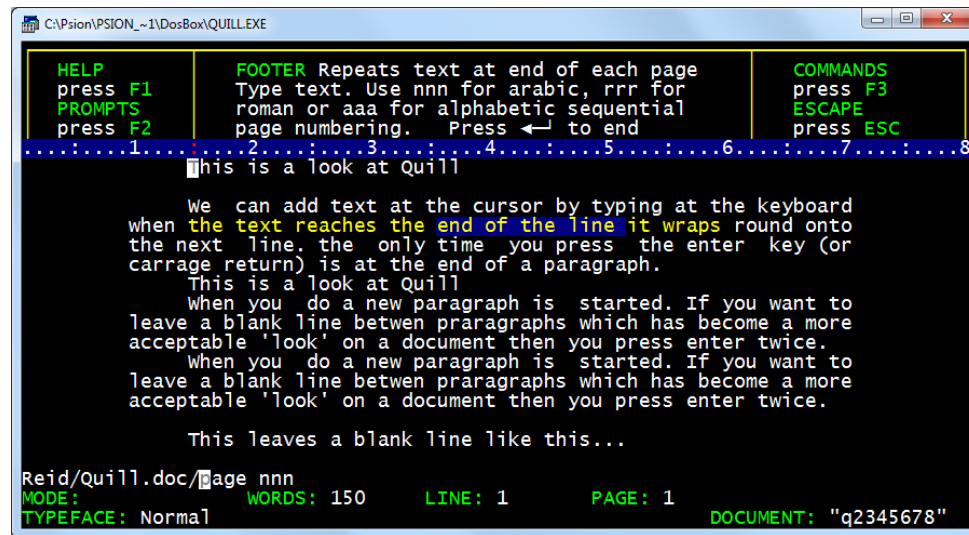
Transfer files have two important properties:
(1)   they do not depend on a particular machine
(2)   they consist of printable characters

Transfer files are usually used in conjunction with a communications program or some other means of transferring the file to another computer. Their second property means that 7 bit electronic mail systems can be used as a staging post for these files (provided that you do not use foreign characters or graphics characters). QUILL transfer files use a proprietary Psion format which includes the full information to reproduce a saved document. You will first be asked if you want to save or load a transfer file, to save press **S** or to load press **L** . You are then asked to type in a name for the file. QUILL provides a file name extension of .qlt unless you include a different extension in the file name. The Transfer file format is described in the 'Appendix A'.

10.5.6 FOOTER Specifies a line of text to be used as the last line on each printed page. Note that the footer does not appear in the display of your document on the screen. QUILL automatically provides a centred footer containing the word "page" and the page number. You are first asked to select the position of the footer from the four options:

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

You press the space bar until the required option is highlighted and then press **Enter** .You are then asked to type the text for the footer, ending by pressing **Enter** . The old text is shown in the status area. You can now alter it with the line editor. You can include the page number anywhere in the text. The page number can be in one of three forms, depending on the three characters you type into the text to mark its position.

```
 HELP            FOOTER Repeats text at end of each page    COMMANDS
 press F1        Type text. Use nnn for arabic, rrr for     press F3
 PROMPTS         roman or aaa for alphabetic sequential     ESCAPE
 press F2        page numbering.  Press ← to end            press ESC
..........1.........2.........3.........4.........5.........6.........7.........8
               This is a look at Quill

               We  can add text at the cursor by typing at the keyboard
         when the text reaches the end of the line it wraps round onto
         the next  line. the  only time  you press  the enter  key (or
         carrage return) is at the end of a paragraph.
               This is a look at Quill
               When you  do a new paragraph is  started. If you want to
         leave a blank line betwen praragraphs which has become a more
         acceptable 'look' on a document then you press enter twice.
               When you  do a new paragraph is  started. If you want to
         leave a blank line betwen praragraphs which has become a more
         acceptable 'look' on a document then you press enter twice.

               This leaves a blank line like this...

Reid/Quill.doc/page nnn
MODE:              WORDS: 150      LINE: 1       PAGE: 1
TYPEFACE: Normal                                  DOCUMENT: "q2345678"
```

The three options are:

Characters	Page Number Style	
nnn or NNN	Arabic Numerals	eg 1, 2, 3, 4
rrr or RRR	Roman Numerals	eg I, II, III, IV
aaa or AAA	Alphabetic	eg a, b, c, d

You are then asked to type in a number, from 0 to 9 to indicate the number of lines space to be left between the bottom of the text and the footer. Finally, press the **N** key for a footer printed in normal typeface, or press **Enter** to accept QUILL's suggestion to use bold print.

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

Top - to move the cursor to the beginning of your document
Bottom - to move the cursor to the end of your document
typing in a number, followed by **Enter** moves the cursor to the start of that page of your document. If there are no page breaks this option will move the cursor to the end of your document.

10.5.8 HEADER Specifies a line of text to be used as the first line on each printed page. Note that the header does not appear in the display of your document on the screen. QUILL does not provide an automatic header for your document. You are first asked to select the position of the header from the four options:

None - no header text
Left - at the left margin

**Centre** - centred in the page (the initial setting)
Right - at the right margin.

You press the space bar until the required option is highlighted and then press **Enter** .You are then asked to type the text for the header, ending by pressing **Enter** . The old text is shown in the status area. You can now alter it with the line editor. You can include the page number anywhere in the text. The page number can be in one of three forms, depending on the three characters you type into the text to mark its position.

The three options are:

Characters	Page Number Style	
nnn or NNN	Arabic Numerals	eg 1, 2, 3, 4
rrr or RRR	Roman Numerals	eg I, II, III, IV
aaa or AAA	Alphabetic	eg a, b, c, d

You are then asked to type in a number, from 0 to 9, to indicate the number of lines space to be left between the header and the top of the text. Finally, press the **N** key for a header printed in normal typeface, or press **Enter** to accept QUILL's suggestion to use bold print.
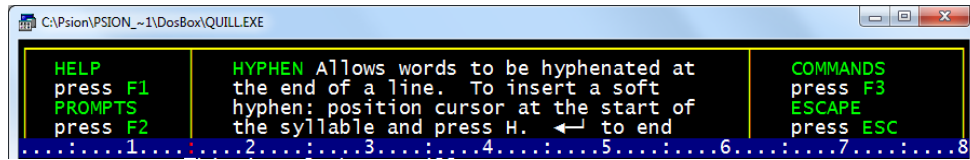

10.5.9 HYPHENATE (II) Specifies a point within a word where it can be split, with an automatically-inserted hyphen, if it extends beyond the end of a line. Words not marked in this way will, if necessary, be moved to the next line in their entirety. You would use this command to allow QUILL to split a long word if it occurs near the end of a line. It is particularly useful when you are using right justification, to avoid large gaps being left between the words. Move the cursor to the first character following the position where you want to allow a split to be made and press the H key. You may repeat this process as many times as you want. Press **Enter** to leave the command. The command will have no apparent effect on the word if it is not at the end of a line.

10.5.10 JUSTIFY Selects the type of justification to be used. It takes effect from the start of the paragraph containing the cursor, and remains in effect to the end of the document, or to the next change of justification. You are offered the following options, selected by pressing the key corresponding to the first letter of the option, or by pressing the space bar until the one you want is highlighted:

**Left** - the text is aligned at the left margin, but the right margin is uneven.
Centre - the text of each line is centred within the line.

Right - additional spaces are inserted between words in each line so that the text is aligned at both the left and right margins.
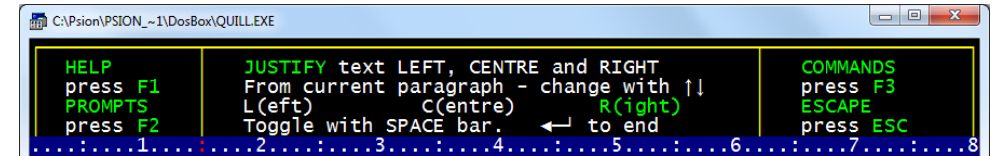
You may make changes of justification to more than one paragraph. Press the up or down cursor keys to move up or down by a paragraph and change the justification as described above. Press **Enter** to leave the command.
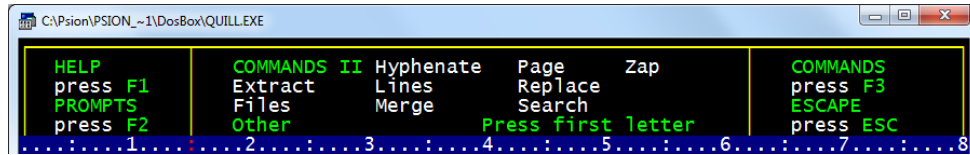
10.5.11 LOAD Loads a document into memory from disk. Type in the name of the document (the name you gave when you saved it). If you just press **?** QUILL will offer to show you a list of the names of all the files saved on the default drive. Type, for example, C: and press **Enter** if you want a list of files in the current directory on drive C:\. When QUILL has shown the list you are again asked to type in a document name.
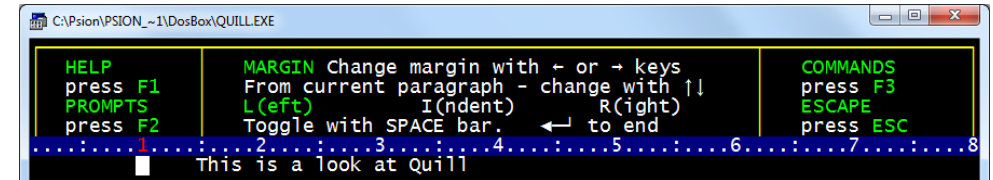
10.5.12 MARGINS (*See 4.2 Margins*) Sets the positions of the left, indent and right margins of your document. All changes in the margins are shown in the text as you make them. The control area shows the words L(eft) , I(ndent) and R(ight) , and on first entering this command the word L(eft) is highlighted. This means that you can move the left margin with the left and right cursor keys. You can select any of the three margins by pressing the space bar until the correct margin name is highlighted in the control area. In each case you move the selected margin by pressing either the right or left cursor key. The change in each margin takes effect from the paragraph containing the cursor. It remains in effect to the end of your document, or to the next change of position of that margin. You may make changes of margin positions to more than one paragraph. Press the up or down cursor keys to move up or down by a paragraph and change the margins as described above. Press **Enter** to leave the command.

10.5.13 MERGE (II) Takes a copy of a named QUILL document from disk and inserts it, at the position of the cursor, in the document currently in memory. Position the cursor at the point where you want the document to be inserted before selecting the command. QUILL suggests that you merge text from the file

buffer.doc (see extract). Press **Enter** to accept this suggestion, or type in the name of the QUILL document that you want to insert.

```
C:\Psion\PSION_~1\DosBox\QUILL.EXE                    _ □ ×

 HELP           COMMANDS II Hyphenate    Page        Zap        COMMANDS
 press F1       Extract     Lines        Replace                press F3
 PROMPTS        Files       Merge        Search                 ESCAPE
 press F2       Other                    Press first letter     press ESC
........:....1....:....2....:....3....:....4....:....5....:....6....:....7....:....8
```

10.5.14 OTHER Switches to the display of a second set of commands in the control area. The list of commands in the control area alternates between the two lists each time you use other. Since several commands start with the same letter, you must make sure that the command you want is one of those displayed, before you choose it.

10.5.15 PAGE (II) Marks a position in your document where you want a new page to start. Move the cursor to the line before the position at which you want the new page to start and press the **P** key. You may add such page breaks at several positions in your document. Move the cursor to the point where you want another page to start and press the **P** key. Press **Enter** to leave the command. You can remove a page break by moving the cursor from below the page break line to any point on it and then pressing **DEL** .

10.5.16 PRINT (See 8.5 Print) Prints all or part of the document currently in the computer's memory, or any other QUILL document. Press **Enter** to print the current document, or type in the file name of the document to be printed, followed by **Enter** . QUILL then suggests printing the whole document. If you reply by pressing **Enter** the whole document will be printed. If you only want to print some of the pages type in the number of the first page you want printed, followed by **Enter** . Then type the number of the last page you want printed, again ending by pressing **Enter** . Finally, press **Enter** to send the text to a printer, or type the file name of a new file, followed by **Enter** to send the output to a disk file. When printing, Quill uses a printer driver to select the proper control codes to send to the printer (or

> Printing from QUILL running in DosBox requires it to be configured to direct the printout to LPT1 or similar. As DosBox was primarily designed for running legacy DOS based games the config file doesn't have a [printer] section.
>
> Experienced users may experiment by using the printer driver creator PEDIT outlined in Appendix B.
>
> Although it seams self defeating to export the text to a modern word processor this is actually the simplest option;- [F3] O F E will export the plain text only (FileName.EXP).
> [F3] P enter, enter, enter to FileName.LIS will send one partially formatted.

file). This printer driver can have one of 3 different file names (the task name followed by ".dat", "quil.dat" or "xchange.dat"), and each of these files will be searched for on first the default drive, then the help drive. If the currently used printer driver has the "Paper type" set to "Even only" or "Odd only", then only alternate pages will be printed. If it is set to "Even first" or "Odd first" then alternate pages will be printed, as with "Even only" or "Odd only". Then Quill will pause, waiting for you to reverse the paper (insert it into the printer again, with the front and back reversed). When you press **Enter**, Quill will print the remaining pages. This provides an easy way to print double sided, even on printers that don't support this directly. The suggested way is to use the "Odd first" option; first print the document from the first page, feed the paper back into the printer with the pages reversed, and continue printing the document.

10.5.17 QUIT Leaves QUILL and returns to Xchange *or DOS*. If you have made any changes to your document, you will have three options: **Enter** to save your current document before returning to Xchange *or DOS*. You are given the further option of typing in a name for the saved document. If you just press **Enter** the document will be saved with its old name, replacing the original version of the document on the disk. A - to abandon your current document and return to Xchange *or DOS* without saving it. ESC - to cancel the command and return to your document. If the document has not been altered, the A option will not be given and the **Enter** option will simply return you to Xchange *or DOS*.

10.5.18 REPLACE (II) Replaces some or all occurrences of one piece of text by another. You may specify the replacements to start either at the character immediately following the current position of the cursor, or at the top of the document. First press **Enter** to accept QUILL's suggestion to replace from the current cursor position, or press the **T** key to start replacing from the top of the document. If you have previously used replace, QUILL suggests that you use the previously specified text. Press **Enter** to accept QUILL's suggestion. Otherwise type in the word(s) to be replaced, ended by pressing **Enter**. QUILL searches until the first occurrence of the old text is found. Then press **Enter** to accept QUILL's suggestion (if any) for the replacement word(s), or type your own replacement followed by **Enter** . QUILL then offers you the following options:

Press the **R** key to replace this occurrence of the text
Press the **N** key if you want to move to the next occurrence, without replacing this one
Press the **A** key to replace this and all following occurrences
Press **Enter** to end the command.

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

10.5.19 SAVE Saves a copy of your document on disk. Type in a name for your document, so that it can be identified. The document is then saved under that name. If, instead of typing in a name, you just press **Enter** , the document will be saved with its old name, replacing the original version. QUILL then asks you if you want to continue editing the document you have just saved. If you press **Enter** , the text of the document remains in the computer's memory and you can continue working on it.

10.5.20 SEARCH (II) Searches your document for a particular word or phrase, starting either from the character immediately following the current position of the cursor, or from the top of the document. QUILL suggests that it starts searching from the current cursor position. Press **Enter** to accept this suggestion, or press the T key to search from the top. If you have previously used search, QUILL suggests that you use the previous text. Press **Enter** to accept QUILL's suggestion. Other wise type in the word(s) to be found, ended by pressing **Enter** . QUILL searches until the first occurrence of the old text is found. You may then press the C key to continue the search, to find the next occurrence of the text. Press **Enter** to end the command when you have found the occurrence you want.

10.5.21 TABS (*See 6.1 Tabs*) Specifies the positions and types of tab stops on a line of text. Each change of the tab stops will take effect from the start of the current paragraph (the one containing the cursor). It will remain in effect to the end of your document, or until the next change of tab stops.


```
[■] C:\Psion\PSION_~1\DosBox\QUILL.EXE                              [_][□][x]

  HELP         TABS Position cursor with ← → keys      COMMANDS
  press F1     Press X key to remove a tab             press F3
  PROMPTS      Press T key to set a tab.    ↵ to end    ESCAPE
  press F2     L(eft)   C(entre) R(ight) D(ecimal)     press ESC
...:....1....:....2....:....3....:....4....:....5....:....6....:....7....:....8
     L              L         L         L         L         L         L
            This is a look at Quill
```
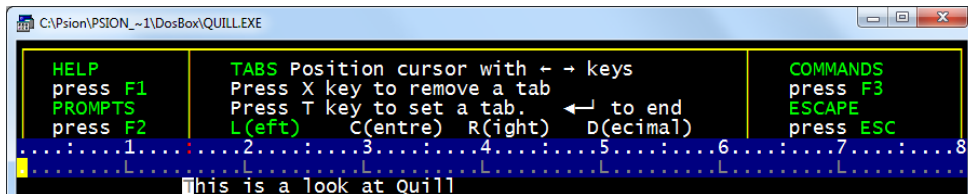
There are four types of tab stop provided: (L)eft - the tab stop behaves like a left margin; the text is positioned to the right of the tab stop. (C)entred - the text will be centred around the tab stop. (R)ight - the tab stop behaves like a right margin; the text is positioned to the left of the tab stop. (D)ecimal - this is used for aligning decimal numbers. Each number will be positioned so that its decimal point is at the tab stop. Until a decimal point is encountered it behaves like a right tab. The tab positions are drawn on the screen, below the ruler, using the following symbols:

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

The cursor is positioned at the start of that line. You can move the cursor along the line by using the left and right cursor keys. You can remove a tab marker by moving the cursor with the left and right cursor keys until it is over the tab marker in the line under the ruler and then pressing the **X** key. To insert a tab marker

you should first select the type you want by either pressing the space bar until the correct type is highlighted in the control area, or by pressing the **L** , **C** , **R** , or **D** key. Then move the cursor to the appropriate point and press the **T** key. You can mix inserting and deleting tab markers in any combination. You may also press the up or down cursor keys to move to another paragraph and make further changes to the tab stops. When you have made all the changes you want you should press **Enter** to leave the command and return to the main display.

10.5.22 ZAP (II) Deletes the whole of your current document, without saving it on a disk. It allows you to discard your current document and start again. Press **Enter** to delete your document, or **ESC** to cancel the command.

10.6 ERROR MESSAGES The following list shows the error messages that QUILL may produce, together with a brief explanation of the cause.

Illegal file name eg "3rd test" File names must contain only alphabetic or numeric characters. They must start with an alphabetic character and may not be more than 8 characters long. The example file name fails on two counts; it starts with a numeric character and it includes a space.

Out of memory Although the length of a document is effectively only limited by the available disk space, some of the computer's memory is used to store necessary information for each paragraph of your document. There is, therefore, a limit on the number of paragraphs in your document. The limit is about 1250 paragraphs, so you should not meet this error message very often. The message is most likely to occur if you try to import a long document by line as each line, even if it is blank, is treated as a separate paragraph.

Too many files open Although a single QUILL task does not have more than three files open at any one time, other tasks may also have several open files. If you get this error message, then close some files in other tasks. You will then be able to continue.

File I/O incomplete This means that an input or output (I/O) process, such as the loading or saving of a file, has started successfully but has failed at a later stage. This may mean that the data in the file has been corrupted, or that the disk or the disk drive mechanism has been damaged. You will also get this error message if you stop the print command by pressing ESC .
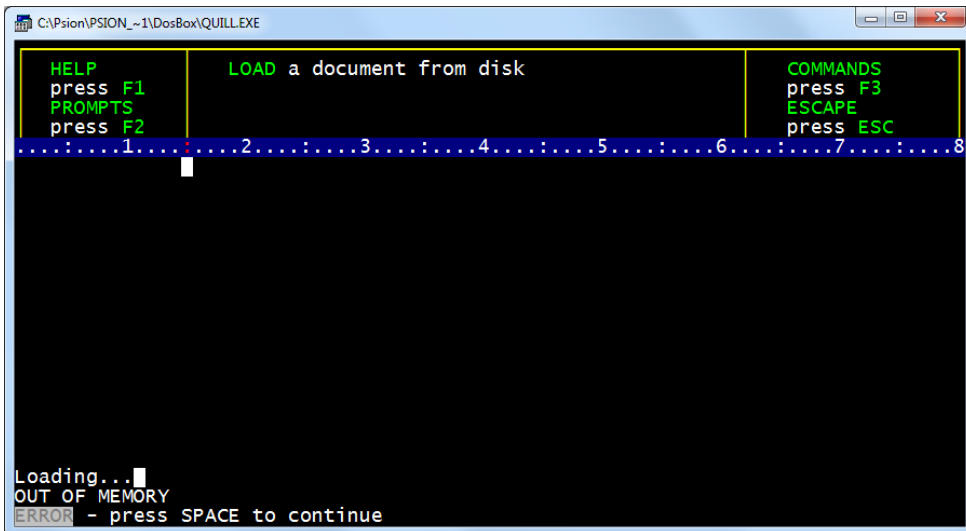
Unable to open file The file cannot be opened - for one of the reasons given for the previous error, or if it is already open for use by another task.

Not a valid QUILL file The file is not a QUILL document. You may, for example, be attempting to use the load command to load an export file instead of the Import option of the files command.

File does not exist The file name you gave was not found in the specified directory.

Paragraph too big There is a limit of 7000 characters (about two pages of text) in any one paragraph. Note that the paragraph may contain characters that do not appear on the screen, but contribute to the character count. Each change of typeface, for example, counts as one character.

No room on disk drive The disk is too full to allow you to add anything else. You could, for example, get this error when attempting to save a document on a disk containing many other files.

```
C:\Psion\PSION_~1\DosBox\QUILL.EXE

HELP            LOAD a document from disk        COMMANDS
press F1                                         press F3
PROMPTS                                          ESCAPE
press F2                                         press ESC
...:....1....:....2....:....3....:....4....:....5....:....6....:....7....:....8




Loading...
OUT OF MEMORY
ERROR - press SPACE to continue
```

These error messages appear in the status area. The errors which cause them are, in general, correctable. There are, however, two errors which, if they occur, make it impossible for the QUILL task to continue. The error messages for these errors appear in the display area, replacing any text that is shown there. They are:

Unable to open file on drive The QUILL task cannot start because it cannot open the initial file it needs. This may be due to a fault in the RAM-disk, or the RAM-disk may be full.

Fatal error while writing to file A disk or disk drive error has caused so bad a corruption of your document that the QUILL task cannot continue.

10.7 THE START-UP PARAMETERS

10.7 THE START-UP PARAMETERS When you first load QUILL it is in the state described by the following list. You can change each of the properties by the method indicated in the right hand column.

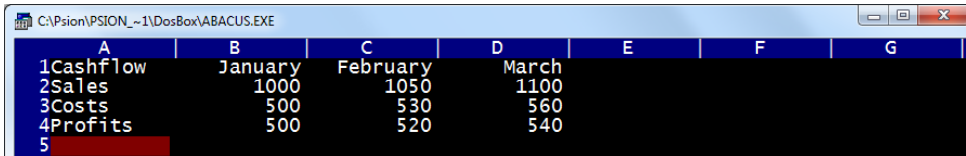| Feature	Initially		Change By
Mode	insert		**SHIFT F4** or **F9** or **Insert** key
Left margin	10		Margins
Indent margin	15		Margins
Right margin	70		Margins (max 160)
Upper margin	6		Design
Bottom margin	3		Design
Justification	Right		Justify
Tab stops	Left - cols 10,20,..,80		Tabs
Page size	66		Design
Gaps between lines	0		Design
Page header	none		Header
Page footer	"page nnn"		Footer
Start page number	1		Design
	Normal		
	Bold	off	
Typeface	Underline	off	**F4**
	High script	off	
	Low script	off	
	Italics	off	

Appendix A

Import, Export and Transfer

You can transfer information between the programs of the PC-FOUR family with a comprehensive set of import and export commands. The information used by, for example, ABACUS, ARCHIVE and EASEL is very similar in nature, in that it can always be represented in the form of a table. Transferring information between them is therefore straightforward. QUILL handles formatted text which cannot, in general, be represented in tabular form. It must be treated in a different way from the other members of PC-FOUR. Each member PC-FOUR has its own Export and Import commands, usually as an option within the files command. ARCHIVE, however has separate Export and Import commands within its programming language.

First consider the direct use of the Export command of one task and the Import command of another. These commands are described in the commands section. Export creates a named file which is automatically saved on disk. This file can then be imported to another task, or to several tasks. The export file remains available until you decide to delete it.
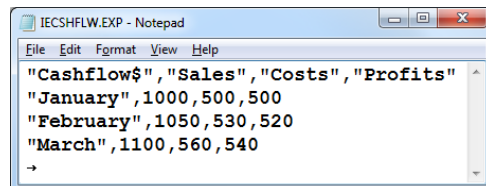
Let us first consider export and import between ABACUS, ARCHIVE and EASEL. The export files produced by all three programs are identical in structure and can be imported to any of them, regardless of the program of origin. Suppose we have an ABACUS grid containing the following information ready for Exporting:

If we exported this data and then imported it to EASEL, it would be interpreted as three sets of figures, named 'sales', 'costs' and 'profits'. EASEL interprets the first set of text items that it finds - in this case the month names - as the cell labels for the graph.

The scheme is:
cell labels>January,February,March
sales graph>1000,1050,1100
costs graph>500,530,560
profits graph>500,520,540

EASEL does not use the first piece of text 'cashflow'. When you export a set of figures from EASEL, it automatically inserts the text 'label' in this position to maintain compatibility with ABACUS and ARCHIVE. If we were to import this same export file to ARCHIVE, the result would be a data file containing three records, each of which would have four field names cashflow$ (a text field) costs sales and profits (numeric fields).

Rules

To make sure that export files are compatible with all members of PC-FOUR there are a few rules to remember about exported data. They mainly affect the export of information from ABACUS.

(1)   When you export the contents of a grid from ABACUS, the section of the grid being exported must have text in the first cell of each row (or of each column if you export it in column order). The text must not include spaces but an underscore, for example net_profit is acceptable.

(2)   If the first cell of any row (or column) of an ABACUS grid is empty, that row (or column) is not exported. There must be data in the cell immediately following the text cell in each exported row (or column). The type of this data (numeric or text) determines the data type used for all the data in the rest of that row (or column). Each row (or column) must therefore contain all numeric or all text data.

(3)   You can export files from ABACUS or ARCHIVE which contain several sets of textual data. EASEL can only export a file containing one set of textual data - the cell labels.

(4)   If you import a file containing several sets of data to EASEL, it uses the first set for its cell labels and ignores all following sets of text.
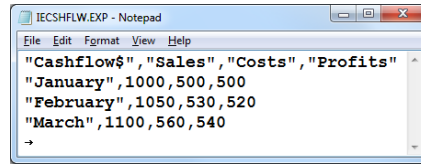
The Export File Structure

The export file consists of a series of records. Each record ends with the two characters <CR> (ASCII code 13) and <LF> (ASCII code 10). The import commands will, however, accept either of these characters - or the two together, in either order - as an end of record marker. The end of the file is marked by a control-Z (^Z) character (ASCII code 26).Each record consists of a series of values, separated by commas. The values are either text (which is enclosed in quotes) or numbers. The first item in each record must be text. If its name ends

with a dollar sign, the following values must be all text. Otherwise the following values must be all numeric. The export file produced by exporting the data of from ABACUS.

"cashflow$","sales","costs","profits"<CR><LF>
"January",1000,500,500<CR><LF>
"February",1050,530,520<CR><LF>
"March",1100,560,540<CR><LF>
^Z

Export and Import for QUILL

Since QUILL works with formatted text, a file imported to QUILL must be a plain text file, rather than the normal tabular export file structure. QUILL will accept any ASCII text containing form feeds and line feeds (ASCII codes 12 and 10 respectively) in addition to the printable ASCII characters. Any other characters in the file are simply ignored. QUILL interprets a line feed as the end of a paragraph and a form feed as a page break. The Export commands of ABACUS and ARCHIVE can produce text files suitable for import by QUILL. ARCHIVE can also export a formatted report to QUILL. You do this by printing (with **lprint**) the report to a file, using the export option of the spoolon command. A file exported from QUILL contains only plain text and line feed characters, marking the end of each paragraph. In general, a file exported from QUILL is not suitable for import to the other members of PC-FOUR. The main purpose is to be able to produce text files that are readable by a wide range of other programs. (You can, however, write text - containing the necessary quotation marks, dollar signs and commas - that will result in an export file that can be imported to ABACUS, ARCHIVE or EASEL.) One obvious use of export from QUILL is to allow you to write or edit programs. You can, for example, write ARCHIVE programs in QUILL. Once you have exported them, they are in a suitable form for immediate loading and running.

Appendix B

Printer Drivers

Use PEDIT to create an appropriate printer driver. For any Xchange or PC FOUR application to print it requires a printer configuration file: TPRINT.RES for text based applications and GPRINT.RES for the Easel Application.
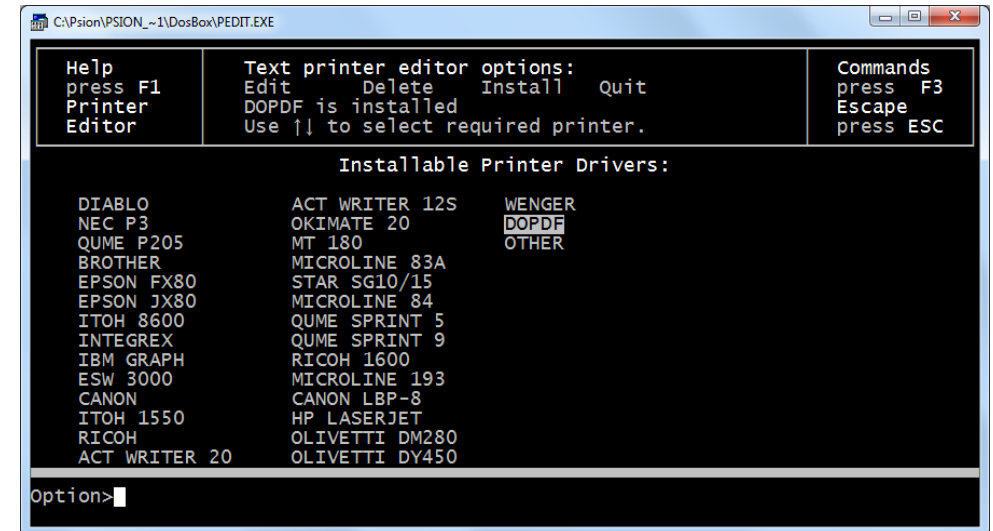
To run PEDIT ensure PEDIT.EXE and PRINTER.RES are in the same directory. Use [Edit] to adapt or create a new printer driver. Using [Install] will place (or overwrite) the TPRINT.RES in the same directory.

Appendix C

Zip file contents. PCFOUR.ZIP and Examples.ZIP

PCFOUR.ZIP	
Group.aba	Example Spreadsheet
GemEasel.app	GEM OS Application
ABACUS.EXE	PC-FOUR Applications, including the printer driver editor (PEDIT)
ARCHIVE.EXE	
EASEL.EXE	
PEDIT.EXE	
QUILL.EXE	
Company.dbf	PCFOUR.ZIP Supplied example database files
Expenses.dbf	
Payrol.dbf	
Persons.dbf	
Salaries.dbf	
Blunders.exp	Export file for Quill
ABBA.HOB	Application Help Files
ARCHV.HOB	
GRAF.HOB	
QUILL.HOB	
Expenses.IX1	Example database index files
Payrol.IX1	
Persons.IX1	
Salaries.IX1	
Persons.IX2	
*.OVL	*xchange overlay files*
Demo.prg	Example database programme files
Persons.prg	
Printer.res	Printer driver files
TPrint.res	
Gazet.scn	Screen layout files for Archive
Helpp.scr	
Persons.scn	

PCFOUR.ZIP	
Unnamed.TMP	*Temporary file*
ABACUS.TSL	*xchange Task Sequencing Language tutorial files*
ARCHIVE.TSL	
EASEL.TSL	
QUILL.TSL	
EXAMPLES.ZIP	
Birds.doc	Birds list document
QuillMan.doc	Quill Manual
Template.doc	Quill 9.1
Examples.aba	Abacus 3.3
CashFlow.aba	Abacus 5.1
BarChart.aba	Abacus 5.2
Cheques.aba	Abacus 5.4
AutoBar.aba	Abacus 5.6
Mortable.aba	Abacus 5.7.1
MortCalc.aba	Abacus 5.7.2
IRR.aba	Abacus 5.8
HPC02.aba	Abacus 5.9
IECshFlw.aba	Abacus Appendix A
MailList.prg	Archive 9.0
QPSION.csv	Archive 14.0
QPSION.exp	
QuizPack.scn	
QuizPack.prg	
Qarchive.exp	
Qquill.csv	
CashFlow.exp	Easel 3.4
CashFlow.grf	

Manual display suggestions

Print the manual pages - 2 up on A4 landscape single sided. Centre cut to A5 sheets and place in A5 Poly Pocket Ring Binder or A5 Display book presentation folder.