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# VISIWORD™

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WRITING & WORD PROCESSING MADE EASY  
FOR THE IBM® PERSONAL COMPUTER

*Quick Start*  
*Course*™



VISICORP™



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## 4 Introduction

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Are you an office professional or someone who must communicate with others in writing? If you are, the VisiWord™ program is the advance in word processing that you have been waiting for.

The VisiWord program is so easy to learn and use that you may not have to refer to the User's Guide. The program is virtually self-teaching and help instructions are right at your fingertips.

The tasks you do most are done with a single keystroke. You can center a title, indent a paragraph, delete a line, underline text, each with one key.

You can move quickly to any place in your document using easily identified keys on your IBM keyboard. You can move and copy text, search for and replace words, format text, save and load documents, view two documents at once, and print documents directly from the editing screen menu.



The QuickStart™ Course is designed to give you what you need to know to create your own documents. When you finish the QuickStart Course, you will be able to:

- Create a document.
- Revise a document.
- Save a document on disk.
- Print a document.

After the QuickStart Course, we urge you to try the Sample Applications in Chapter 7 of the User's Guide. The Sample Applications give you several complete examples of additional VisiWord features. You can also learn more about the features of the VisiWord program by experimenting on your own (using the help instructions of the program) or by referring to the units in the User's Guide.

This QuickStart Course is designed for use with the following equipment:

- An IBM Personal Computer or an IBM Personal Computer XT with at least 192K of memory.
- An IBM Disk Operating System (DOS) disk version 1.1 or 2.0.
- One flexible disk drive plus an additional disk drive (hard or flexible).
- A video monitor (color or black-and-white).
- An IBM 80-Character-Per-Second Matrix Printer.
- The VisiWord program disk.
- A blank 5 1/4" flexible disk if you have only flexible disk drives.

If you are not using this specific equipment or you do not know how to set up this equipment, read Chapter 2 and Appendix A in the *VisiWord User's Guide*.



## 6 The Keyboard

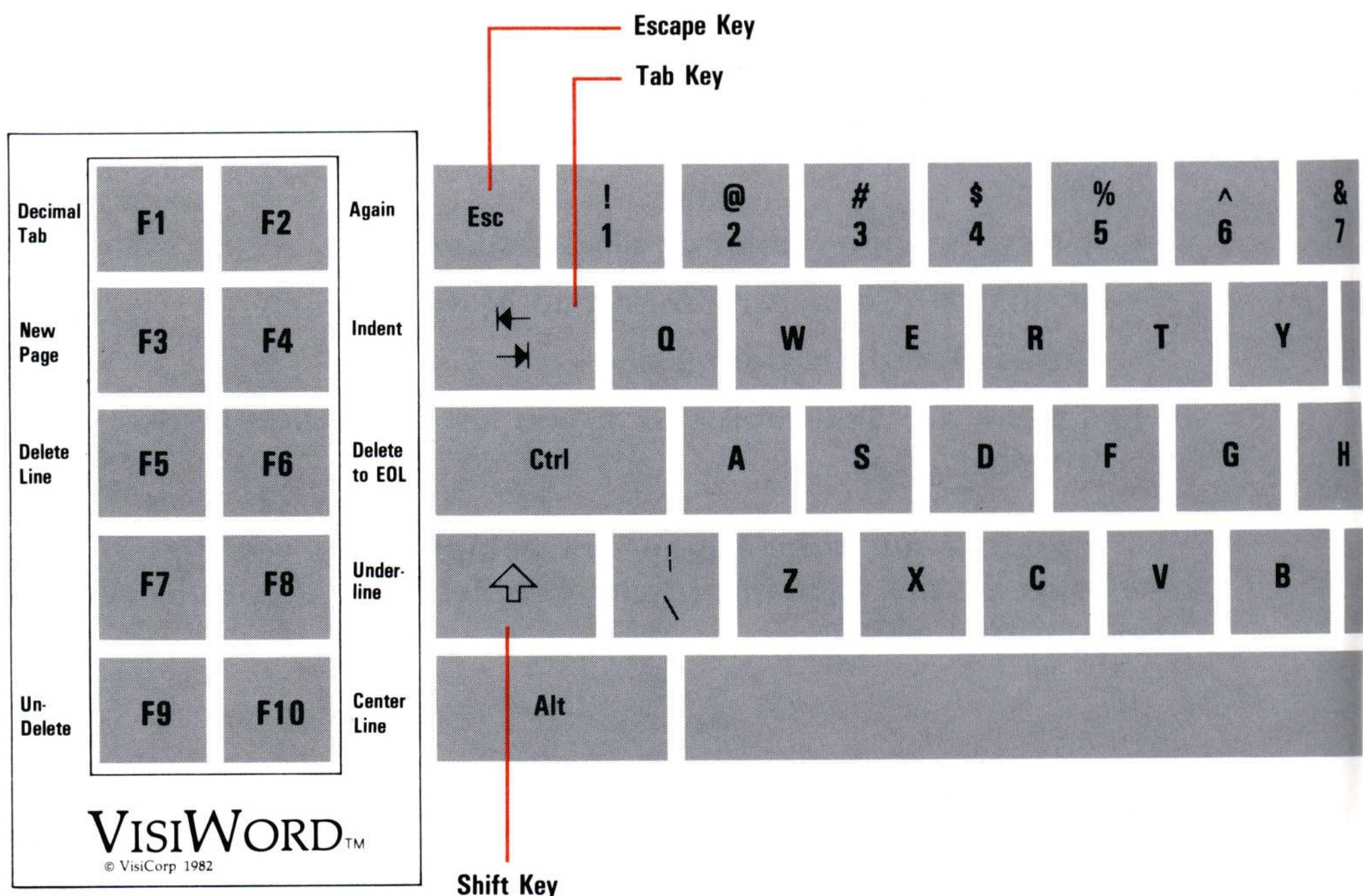
The VisiWord program is designed to use the IBM keyboard to full advantage. Figure 1 shows the IBM keyboard and points out the labeled keys you can use with the VisiWord program.

The VisiWord program uses the grey keys on the left side of your keyboard to do special editing functions. You should take the time now to place the Function Key Overlay provided with the VisiWord product over the function keys on the keyboard. The keys on the right are for cursor movement and other editing tasks.

### References to the Keyboard and the Screen

The keys that you type appear in this QuickStart Course as **bold**. For some keys, such as Esc, a keycap **ESC** is used. This means that you should press the Esc key, not type the sequence of letters, E, s, and c.

Figure 1. The IBM® Keyboard

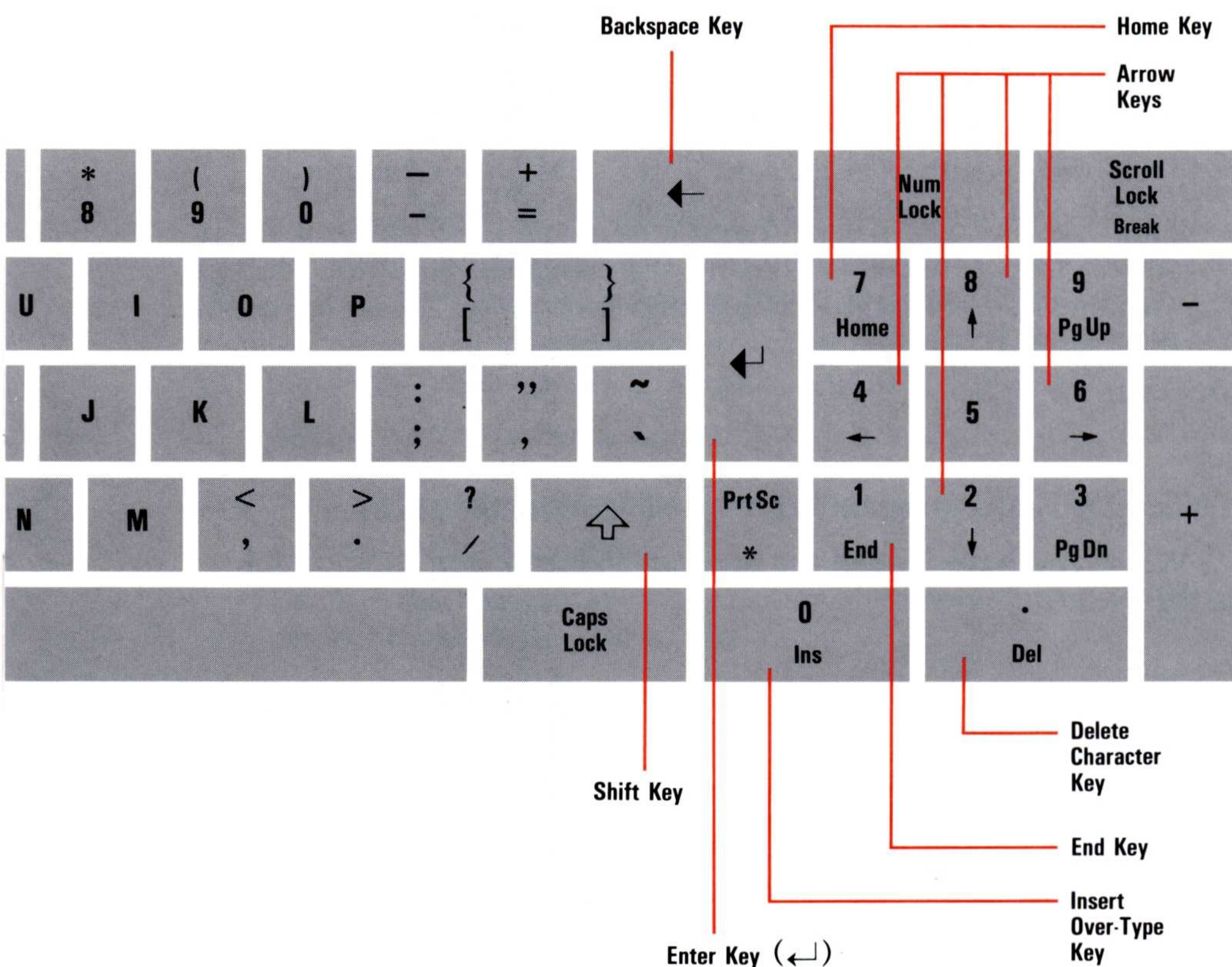




This course represents the keyboard symbols as follows:

Key	Meaning	Manual Representation
←	backspace	<b>B K S P</b>
↵	enter	↵
→	tab	→
↑	up arrow	↑
↓	down arrow	↓
←	left arrow	←
→	right arrow	→
⇧	shift	<b>S H I F T</b>

The characters that you see on the screen appear in this course in light typeface.






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## 8 Loading The VisiWord Program


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If you have set up your equipment correctly, you are ready to load the VisiWord program.

If you installed the VisiWord program on a hard disk (refer to the *VisiWord Setup Information Guide*), follow these steps to load the program:

- ▶ 1. Load the DOS program from your hard disk. If you do not know how to load the DOS program, see the instructions in the *IBM Disk Operating System Manual*.
- ▶ 2. The **C>** prompt appears. If you installed the DOS program onto a different hard disk drive (named d:, e:, or the like), that drive letter shows in place of the C.
- ▶ 3. If you installed the VisiWord program in its own directory on the hard disk, use the CHDIR command to transfer into that directory.
- ▶ 4. Type **vw** and press .

To load the VisiWord program from the flexible disk, follow these steps:

- ▶ 1. Load your DOS disk. If you do not know how to load your DOS disk, see the instructions in the *IBM Disk Operating System Manual*. The screen displays **A>** when ready.
- ▶ 2. Remove the DOS disk, return it to its protective sleeve, and replace it with the VisiWord program disk in drive A. Close the drive door firmly.
- ▶ 3. Type **vw** .

The VisiWord program begins loading automatically.

When you have loaded the program, your screen should look like Figure 2.










At first, you might find it easier to learn the program by using the arrow keys because you can read the line above the menu to see what each option does. After you become familiar with what the options do, you can increase your speed and save time by typing the first letter of the option.

## Initializing Your Document Disk

To store your documents, you need to use a document disk. If you installed the VisiWord program on a hard disk, you can use the hard disk for your document disk. The hard disk is already initialized, so go on to the next section.

If you do not have a hard disk, or if you want to store documents on a flexible disk, continue reading this section.

A flexible disk must be *initialized* (prepared for use) before it can store VisiWord documents. If you have formatted a disk using the IBM DOS Format command, you do not have to initialize the disk over again. If you have not, follow these instructions to initialize a document disk.

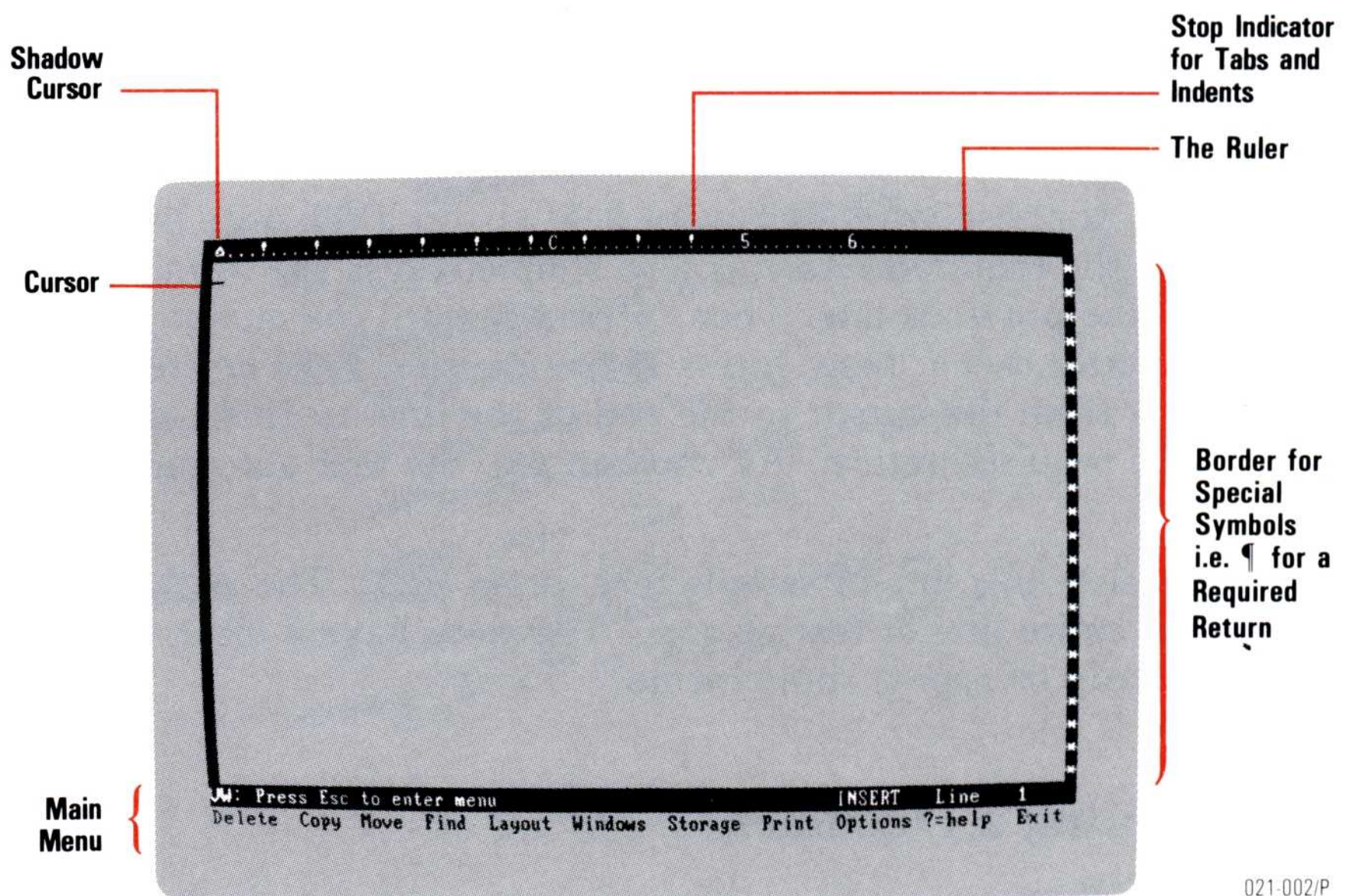
- ▶ 1. Select **C**reate by typing **C** or pressing . The screen clears and is replaced by the VisiWord editing screen. You will learn more about this later.
- ▶ 2. Press  to use the Main menu.
- ▶ 3. Select **S**torage. The editing screen disappears, and the screen now displays the storage screen. This tells you what drive (Drive B) the program expects to contain your document disk, and what the current document is.
- ▶ 4. Select **M**aintenance.
- ▶ 5. Select **I**nitialize. You are asked where the document disk will be.
- ▶ 6. Type **b:** .
- ▶ 7. Insert the document disk into drive B and type **y**.

The initialization process begins. Drive B whirs and the light goes on. When the disk is initialized, the screen displays the Maintenance menu again.



- Now that you have a document disk and have loaded the program, you are ready to go to the editing screen and enter your memo. Press **ESC**. The VisiWord editing screen appears. The editing screen is the most important screen in the VisiWord program. On it you enter text, edit text and view the format of your text. Figure 3 shows and explains the editing screen.

Figure 3. The VisiWord™ Editing Screen



021-002/P

The blinking underscore, called the *cursor*, indicates where you can begin typing. As shown in Figure 3, it is in the upper-left corner of the screen, the *Home position*.

You can begin typing right away. During this QuickStart Course, you will create a memo, make some changes to the memo, save it on disk, and then print the memo. But before you start with the memo, you should understand how to move the cursor in your document and how to change and delete characters. Type the phrase:

- ▶ **my first memo.**
- ▶ Use the **←** key to position the cursor on the *r* in *first*, and press **DEL**. The *r* disappears. By pressing **DEL** you delete the character that is on the space with the cursor.



- ▶ Type **r** again. Now press **BKSP**. The **r** disappears again, and the word **first** becomes **fist**. By pressing **BKSP** you delete the character in the space to the left of the cursor. Type **r** again.

- ▶ Use the **←** key to move the cursor to the space after the **o** in **memo**. Press the space bar, and type: **dear sir**. Suppose you want **dear sir** to appear on the next line. This is easy to do. Move the cursor to the **d** in **dear** and press **↵**.

Pressing **↵** inserts a *required return* into the text. A required return forces one line to end and another to begin. The phrase **dear sir** automatically moves to the next line and a return symbol (¶) appears in the right border on the first line.

Now, suppose you don't want **dear sir** on a separate line.

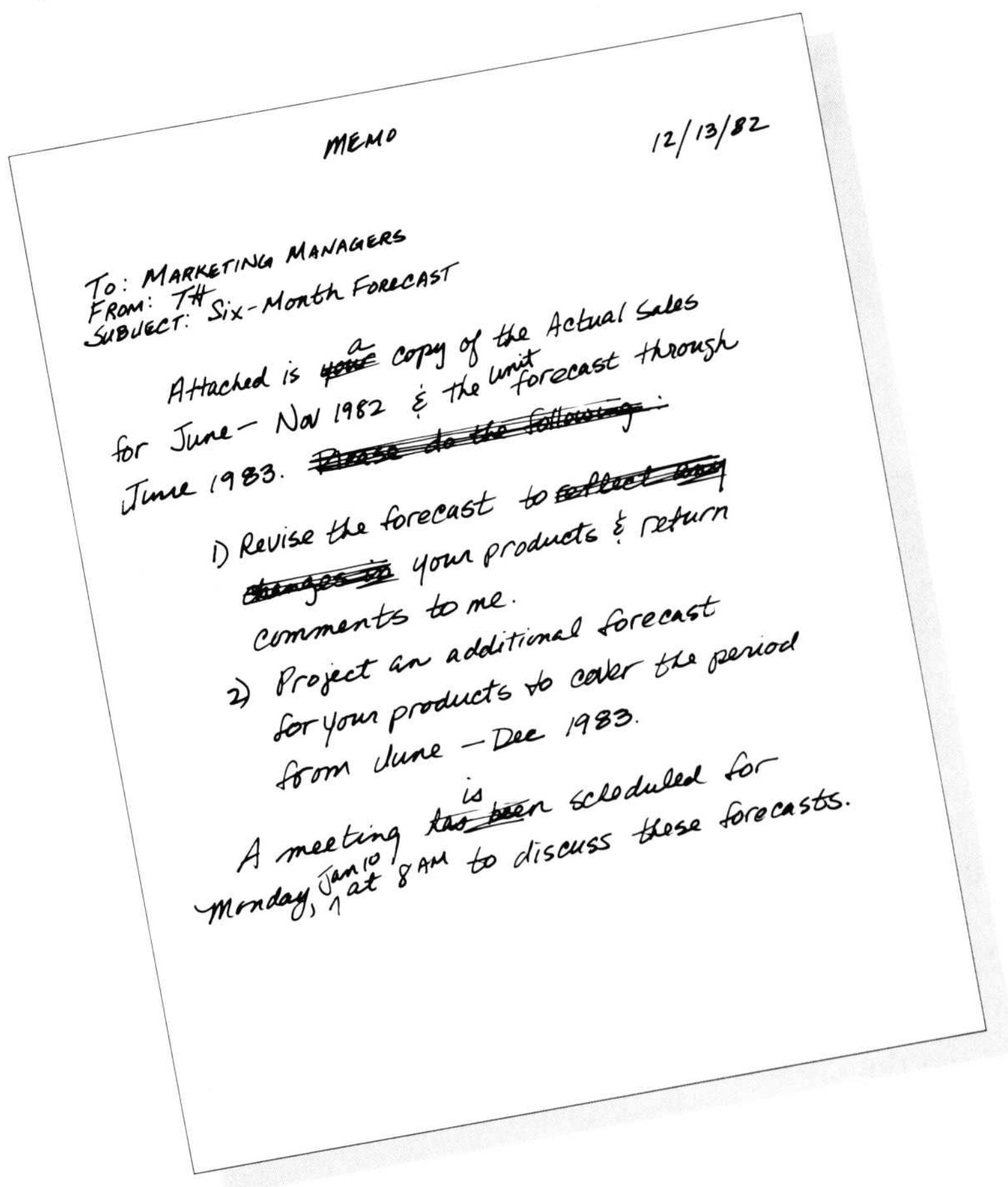
- ▶ Removing the required return is also simple. Press **↑** to move the cursor to the previous line. Then, press **←** until the cursor rests on the space after **memo**. Now, press **F6**. Pressing **F6** deletes everything from the cursor to the end of the line. In this case, it deletes the required return. As you can see, the text automatically reformats.
- ▶ To delete this line of sample text, press **F5**. The **F5** key deletes an entire line of text at once. You now have a clear screen and are ready to type a short memo.

## Creating a Document

Suppose, you are preparing the six-month forecast to present to the Executive Staff. To do this, you have to distribute the previous forecast with a cover memo to your staff, and collect the information from them. The attachments are ready but the memo is not. Using the VisiWord program, you can produce your memo quickly without relying on outside help. Figure 4 shows the rough draft of the cover memo you want to distribute.



Figure 4. The Cover Memo



021-019

## Entering and Formatting a Document




The first thing you want to do is type your memo and see what it looks like.

- ▶ Type **MEMORANDUM**. To capitalize letters, use the **SHIFT** key or the **CAPS LOCK** key just as you would on a typewriter.

- ▶ For more prominence, MEMORANDUM should be centered at the top of the page. Press the Center key, **F10**. MEMORANDUM automatically moves to the middle of the screen.

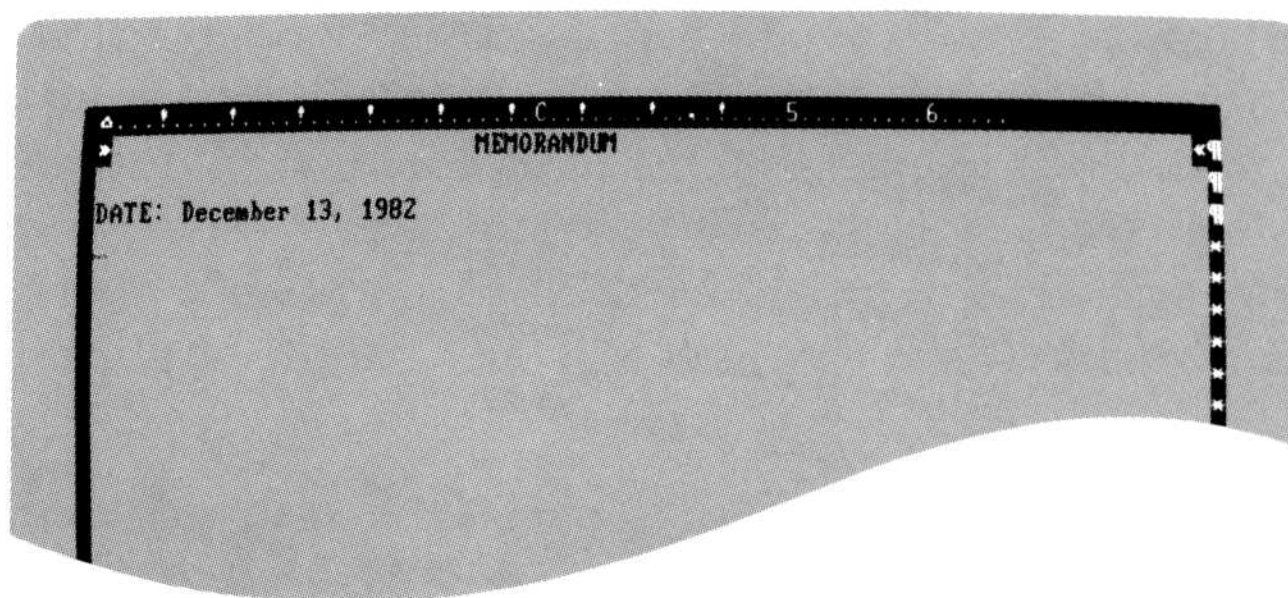
That's all there is to centering text!



- ▶ Now, press . The cursor moves to the line below MEMORANDUM. To insert a blank line in the text, simply press  again. A line that contains only a required return prints as a blank line. Now type the following line.
- ▶ **DATE: December 13, 1982** 

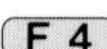


Your screen should look like Figure 5. If you made typing errors, don't worry about them now. You can correct them later.

Figure 5. Screen With the Date Entered



021-013/P

Dates are usually indented to the right side of the page. This is easy to do using the VisiWord Program.

- ▶ Move the cursor to the D in DATE and press , the *Indent* key. The line automatically indents five spaces to the right and a  appears on the screen. Don't worry about the , it will not appear when you print your memo. It appears on your screen so you know where it is if you want to delete an indent.

Notice the ruler at the top of the screen. An ! appears every five columns. Each ! represents a stop that is set for the document.


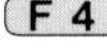

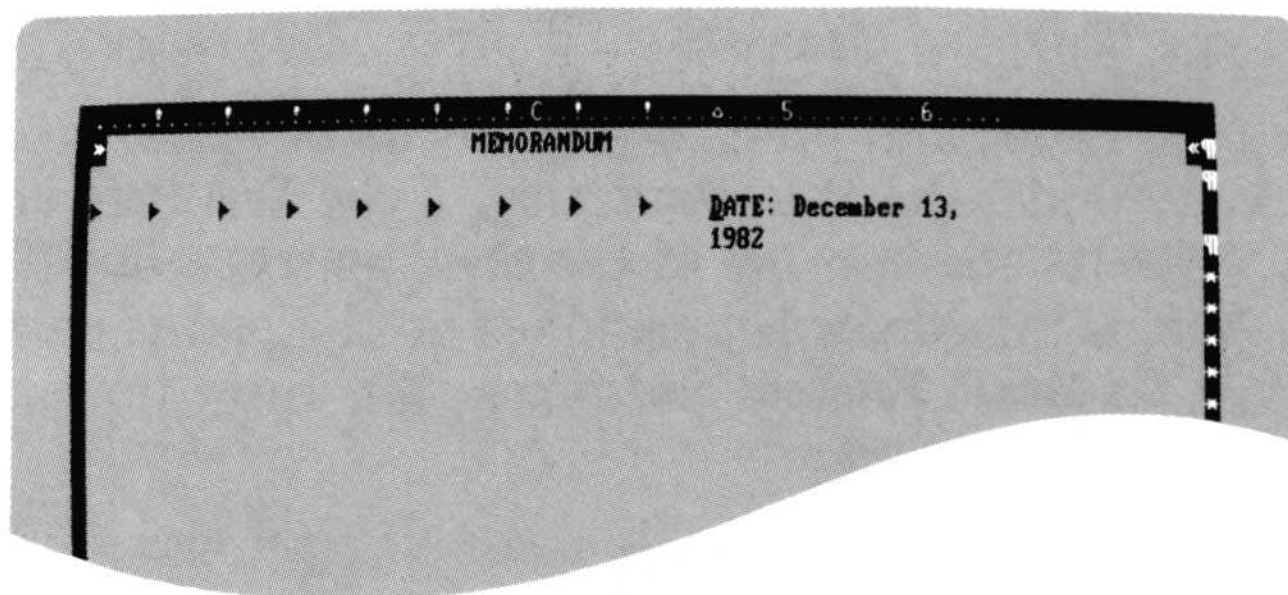
- ▶ Whenever you press the Tab key  or the Indent key , you tab or indent to the next stop. You can change stops to suit your own needs (read Chapter 5 of the *VisiWord User's Guide*). For purposes of this QuickStart Course, though, we will use the stops that are currently set.
- ▶ Now, press  eight more times. Notice that the year (1982) now appears on the next line. Your screen should look like Figure 6.



Figure 6. Screen With Indented Date



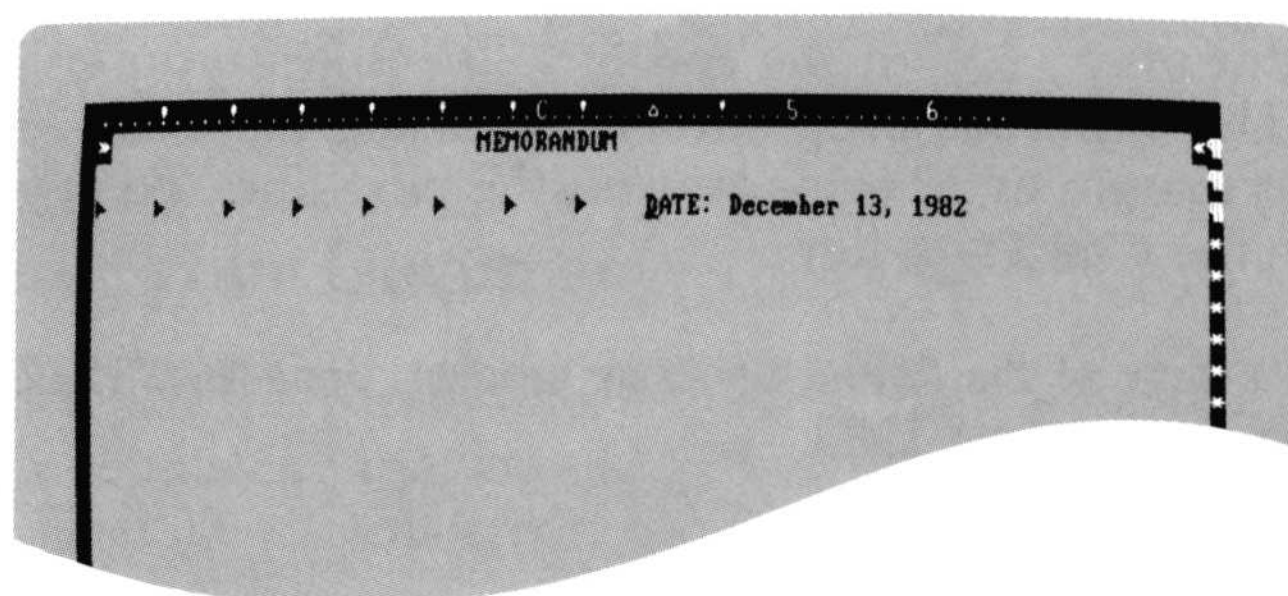
021-014/P

The last indent forced the date onto two lines and indented the second line automatically. Whenever you use the **F4** key to indent, all text up to the next required return is also indented. You will see this later when you indent paragraphs.

For now, we want to put the date back on one line. Deleting an indent is as easy as deleting a single character.

- ▶ Press **BKSP**. Because the VisiWord program treats each indent as one character, pressing **BKSP** deletes the last indent and automatically reformats the text. Your screen should now look like Figure 7.

Figure 7. Screen With Correctly Formatted Date



021-015/P

- ▶ Now you can type the rest of the heading for the memo. Press **END**. The cursor moves to the end of the line. Press **END** again. The cursor moves to the space after the last character on the screen. In this case, the cursor moves to the next line.










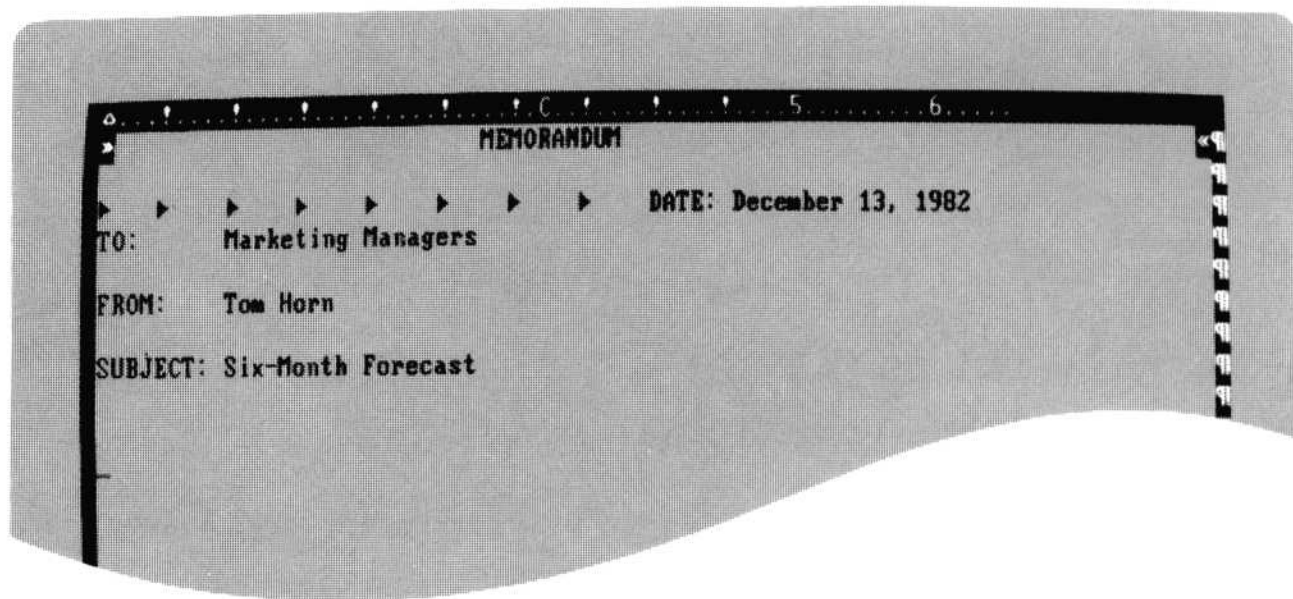

- ▶ Type **TO:** and press , the Tab key. The cursor moves to the next stop. Press  again. The cursor moves another five spaces to the right. Type **Marketing Managers**, and press  twice.
- ▶ Now type **FROM:** and press . The cursor appears on the column directly under the M in Marketing. Type **Tom Horn** and press  twice. To enter the last line of the heading, type **SUBJECT:** and press . Again, the cursor is positioned so the text is correctly aligned. Type **Six-Month Forecast** and press  three times. Your screen should look like Figure 8.

Figure 8. Screen With Heading Entered



021-016/P

Type the following lines exactly as they appear, including the small j for june. If you make any errors don't try to correct them now. You can do that later.




Do not press  at the end of a line unless you are instructed to do so. The VisiWord program automatically ends one line of text at the right margin and begins text on the next line. To type capital letters, use the **SHIFT** key.

- ▶ **Attached is a copy of the Actual Sales by product: June-Nov, 1982 and the unit forecast through june 1983.** 




The next two paragraphs are instructions that should be indented from the rest of the text to set them apart. You can create indented paragraphs directly on the editing screen using the Indent key, **F4**.




- 
- ▶ Press **F 4**. The cursor indents five spaces to the right. Type **1.** and press **F 4** again. The cursor indents again. Type the first paragraph as follows (do not press  until the end of the sentence; the paragraph will wrap automatically to the line below, and the line below will be indented correctly):
  - ▶ **Revise the forecast for your products and return any comments to me.**   


That's all there is to typing indented paragraphs!

Now you can type the second indented paragraph; then the rest of the text. To type the indented paragraph, follow the same instructions as before.

- ▶ **2. Project an additional forecast for your products to cover the period from June-Dec 1983.** 



**A meeting is scheduled for Monday, January 10 at 8 AM to discuss these forecasts.** 

The date and time of the forecast meeting are important. You can emphasize them by underlining them. This is easy with the VisiWord Underline key, **F 8**.

- ▶ Using the arrow keys, move the cursor to the M in Monday and press **F 8**. The M appears in *inverse video*, a dark letter on a light background. The actual underlining will not appear until you print the memo. Continue pressing **F 8** until the date and time appear in inverse video.

## Editing Your Document

If you typed the paragraphs exactly as they appeared, your memo has one mistake that should be corrected before you can send it: the j in june. To fix this error, move the cursor to the j in june.

- ▶ Press **INS**. The word OVER-TYPE appears on the line above the menu at the bottom of the screen. This means that you can now type the correct character directly over the incorrect one. Type capital **J**. Press **INS** again. The line above the menu now reads Insert. This means newly typed text is inserted to the left of the cursor, and all existing characters move to the right.



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If you made any additional typing errors, correct them now using the commands you know.

- Now let's review the memo. In the first indented paragraph, the date when the comments are due is not mentioned. Adding this text to the end of the paragraph is simple. Using the arrow keys, move
- ▶ the cursor to the line containing `comments to me`. Press **END**. The cursor moves to the space after the last character on the line. Move the cursor back to the final period (.) and press the space bar. Type **by Monday, December 20**.

- Also, the memo does not say where the forecast meeting will be held. Adding text to the middle of a line is as easy as adding text to the end of a line. Not only can you insert the text where you want it, but the paragraph will reformat automatically as you type! Using the arrow keys, move the cursor to the `t` in `to` in the last paragraph.
- ▶ Type **in the Board Room**; then press the space bar.

- Read the memo again. The first paragraph would probably be better if you replace the word "by" with "listing for each". Position
- ▶ the cursor on the `b` in `by`, and type **listing for each**. The paragraph reformats. To delete `by`, press **DEL** twice. Again, the paragraph reformats. Move the cursor to the `:` at the end of the line, and press **DEL**. Press the space bar and type **from**.

Your memo is done! And it looks exactly the way you want it to look.

## Saving the Document

When a document is finished, you should store it safely on your document disk.

- ▶ Press **ESC** and select **Storage**. You are now in the Storage menu. Select **Save**. Now you can save the document. Because this is a new document, you have to give it a name. Select **Type-In**. When you are prompted, type **memo** as your document name and press **↵** again.

Your forecast memo is now stored on your disk. And it only took a few keystrokes.

- ▶ Press **Q** to return to the Main menu. The memo reappears on the screen.

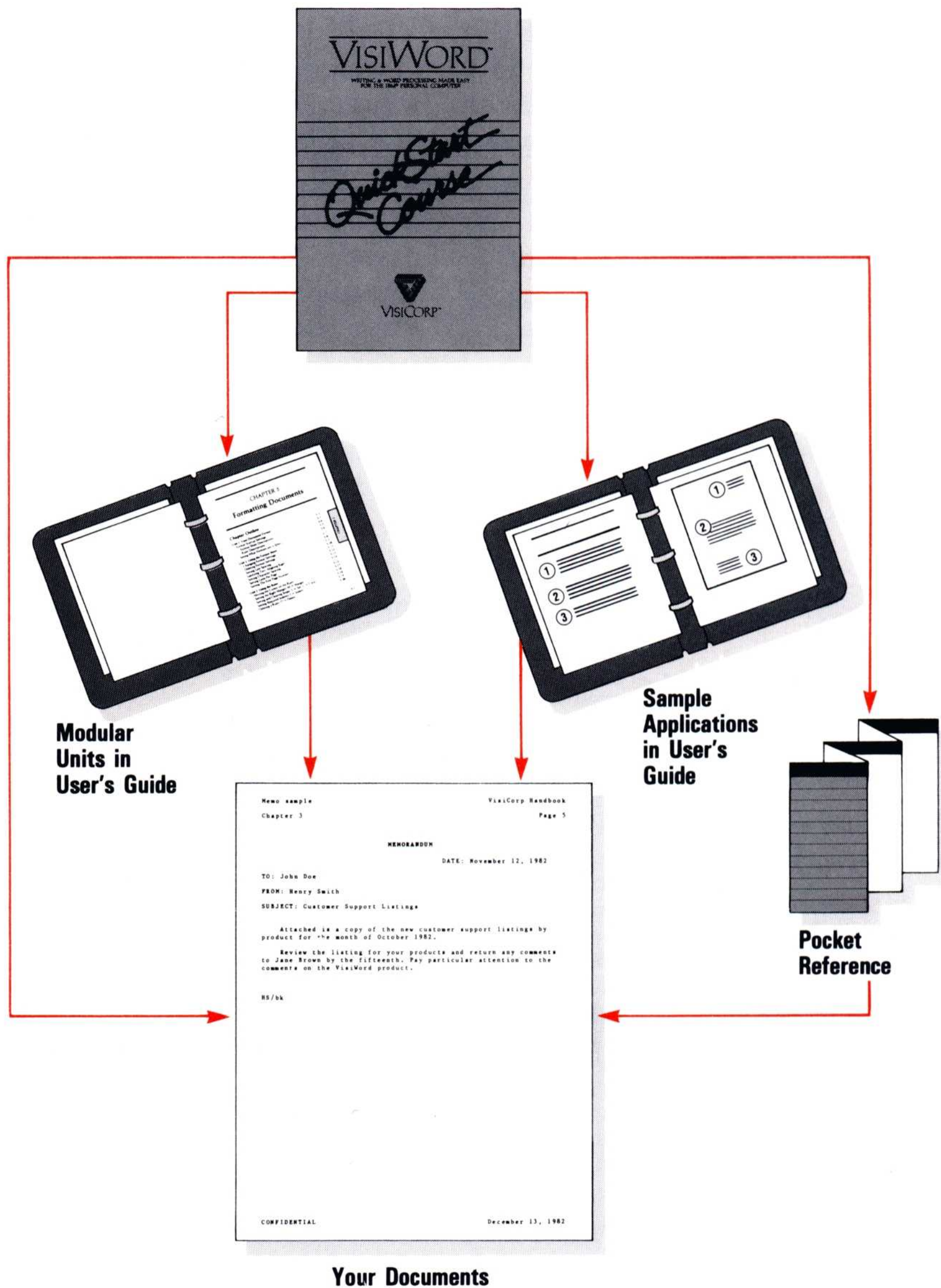






That's it! You have successfully entered, edited, saved, and printed a document. Now, you can go on to create documents of your own. Figure 10 illustrates what you can do now.

Figure 10. A Guide to the VisiWord™ Documentation Package





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You can experiment with any other VisiWord feature using this memo. Or, you can clear the screen by selecting **Quit**, **Delete**, **Memory**. The screen clears and the cursor appears in the upper-left corner ready for you to create a new document.

We urge you to try the Sample Applications in Chapter 7 of the *VisiWord User's Guide*. The Sample Applications show you completed documents that use many other features of the VisiWord program. These applications are designed to let you quickly recreate the samples by following a few simple instructions.

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## Leaving The VisiWord Program

When you are ready, you can leave the VisiWord program by selecting **Exit** from the Main menu. You then have three options: Start-new-product, Return-to-current-product, and Exit-to-system. Select the option you want and follow the instructions on the screen.



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## 22 Summary

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Table 1 summarizes the tasks you performed in this QuickStart Course.

**Table 1.** QuickStart™ Summary

Task	Starting Point	Action Required
Enter text	Any menu	Press <b>ESC</b> Type text
	Editing Screen	Type text
Move cursor left	Editing screen	Press <b>←</b>
Move cursor right	Editing screen	Press <b>→</b>
Move cursor up	Editing screen	Press <b>↑</b>
Move cursor down	Editing screen	Press <b>↓</b>
Move cursor to the beginning of a line	Any position on the line	Press <b>HOME</b>
Move cursor to the end of a line	Any position on the line	Press <b>END</b>
Move cursor to the end of the screen	Anywhere on the screen	Press <b>END</b> <b>END</b>
Move cursor to the end of the document	Anywhere in the document	Press <b>END</b> <b>END</b> <b>END</b>
Make one line end and another begin on the line below it (insert required return)	End of the line	Press <b>↵</b>
Indent text	First character of line	Press <b>F 4</b>
Delete character under the cursor	Editing screen	Press <b>DEL</b>
Delete character to the left of the cursor	Editing screen	Press <b>BK SP</b>
Delete required return	Line below required return	Press <b>↑</b> <b>END</b> <b>F 6</b>
Delete line	Anywhere on the line	Press <b>F 5</b>
Delete indent	First character after the indent spaces	Press <b>BK SP</b>



Task	Starting Point	Action Required
Center a line	Anywhere on the line	Press <b>F10</b>
Insert new characters within existing text	Editing screen displaying INSERT on menu	Type characters
	Editing screen displaying OVER-TYPE on menu	Press <b>INS</b> Type characters
Type new characters over existing text	Editing screen displaying INSERT on screen	Press <b>INS</b> Type characters
	Editing screen displaying OVER-TYPE on menu	Type characters
Initialize a document disk	Initial menu	Select <b>Create</b> Press <b>ESC</b> Select <b>Storage</b> Select <b>Maintenance</b> Select <b>Initialize</b> Type drive name Press <b>↵</b> Insert disk into drive Select <b>Yes</b>
Saving a new document	Editing screen	Press <b>ESC</b> Select <b>Storage</b> Select <b>Save</b> Select <b>Type-In</b> Type the document name Press <b>↵</b>
Printing a document	Editing screen	Press <b>ESC</b> Select <b>Print</b> Select <b>Printer</b>
Exiting the program	Editing screen	Press <b>ESC</b> Select <b>Exit</b> Select <b>Exit-to-System</b>



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