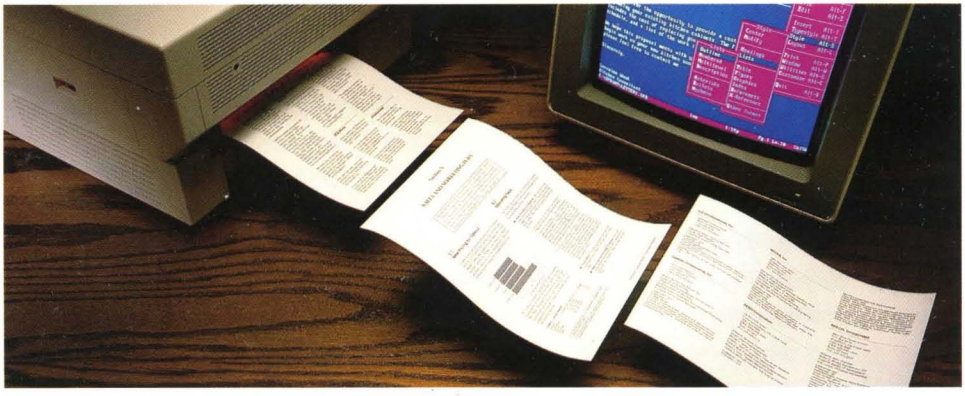
SPRINT®

THE PROFESSIONAL WORD PROCESSOR

USER'S GUIDE



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SPRINT®

The Professional Word Processor

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First Edition
Printed in U.S.A.
9 8 7 6 5 4 3 2

SPRINT® The Professional Word Processor

User's Guide

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Printed in the U.S.A.

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This manual was produced with
Sprint:® The Professional Word Processor

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INTRODUCTION

Welcome to Sprint—Borland's fast and flexible word processor. Whether you're a beginner or a seasoned computer user, we think you'll find that Sprint meets all your word processing needs—from simple text editing to complex desktop publishing applications. In fact, this manual was created with Sprint's formatting commands and a PostScript typesetter!

Sprint is full of the bells and whistles that Borland customers have grown accustomed to—unique features that other word processors don't come close to:

- Sprint automatically saves your text as you type, so you never lose a file, even if the power goes down.
- You can have up to 24 files open at one time.
- You can use alternative user interfaces.
- Sprint drives over 200 printers and typesetters, including PostScript laser printers and phototypesetters.
- You can check your spelling as you type and get synonyms for words with a few keystrokes.

Besides Borland's standard user interface, which behaves a lot like Borland's SideKick and Turbo Pascal/Basic/C editors, you can also choose interfaces that work like Microsoft Word, WordPerfect, and WordStar. So if you know Borland's other editors, or any of the other three, you already know a lot about using Sprint.

Here's a closer look at a few of Sprint's many features:

- ***Easy-to-use menus.*** Sprint's extensive pop-up menu structure consists of clear instructions that even the most inexperienced word processor can understand.
- ***Automatic "incremental" saving.*** Sprint creates a continuous backup file as you work. If there's a power failure, you won't lose much, if any, of your work, even if you haven't saved your file recently.

- ***Powerful formatting capabilities.*** Sprint is capable of formatting everything from a business letter to a highly complex technical manual (like this one!).
- ***Multiple files and windows.*** You can work with up to 24 files at the same time. You can also open up to six windows at once, to work with different parts of the same file or more than one file at the same time. You can easily move text back and forth between open files and windows.
- ***Macro language.*** If you're a power user, you can use Sprint's macro language to create your own commands, modify existing ones, change the menu structure, and more.
- ***File import/export.*** You can transfer ASCII, MultiMate, Microsoft Word, WordStar, DisplayWrite 4, Wang, and WordPerfect files to and from Sprint.
- ***Form letter/mailing list generation.*** SprintMerge lets you create and vary customized form letters, as well as mailing lists and labels.
- ***Extensive printer support.*** Sprint comes with drivers for over 200 printers, including laser printers and phototypesetters that understand PostScript.

How to Use the Manuals

Your Sprint documentation consists of several books: the *User's Guide* (this book), a *Reference Guide*, and the *Advanced User's Guide*. Also available is a booklet on *Alternative User Interfaces*.

- The *User's Guide* tells you how to install Sprint on your computer system, and provides a basic tutorial and other information to get you going right away. It also contains an overview of Sprint, chapters on basic editing and formatting techniques, as well as information about customizing Sprint, SprintMerge, and other Sprint utilities.
- The *Reference Guide* is a concise, comprehensive, alphabetical listing of Sprint commands and concepts.
- The *Advanced User's Guide* contains information about Sprint's advanced text formatting capabilities, as well as a tutorial and complete reference to programming with Sprint.

Beginners should thoroughly read the first few chapters in the *User's Guide*: "Before You Begin" and "Notes for ~~the~~ Beginning Word Processor," then work through the Quick Start tutorial to get hands-on practice with the editor. From there, you can explore the rest of the *User's Guide* and refer to the *Reference Guide* for alphabetically listed information as needed.

If you're an experienced computer user or familiar with one of Borland's other ASCII text editors (SideKick, Turbo Pascal/Basic/C, or Eureka), read the "Before You Begin" and "Notes for the Experienced User" chapters, browse through the "Quick Start Tutorial", and then take a look at the Quick Reference card; that may be all you'll need to get going. You can then refer to the *Reference Guide* for more details about specific commands and concepts. There are a few differences in the way Sprint works compared to, say, SideKick—for instance, blocks are handled differently. Also, Sprint is far more sophisticated than a simple text editor, so once you get your feet wet you may want to refer to the "how-to" information in the *User's Guide* and *Advanced User's Guide.*

If you want to use one of the alternative user interfaces—Microsoft Word, WordStar, or WordPerfect—be sure to read the *Alternative User Interfaces* booklet.

Inside This Manual

Following is a complete listing of the contents of this manual. See the other Sprint manuals for information about their respective contents.

Part 1, "Getting Started," contains the following chapters:

Chapter 1, "Before You Begin," describes how to get Sprint up and running on floppy-disk and hard-disk systems, how to install it for your printer, and how to choose different user interfaces.

Chapter 2, "Notes for the Beginning Word Processor," is designed for the novice word processor. If Sprint is your first excursion away from your typewriter, this chapter is for you.

Chapter 3, "Notes for the Experienced User," is for the experienced computer user. If you've used one of Borland's other text editors or another word processor, or if you're a programmer or otherwise familiar with computing, refer to this chapter for tips on how to get started quickly with Sprint.

Chapter 4, "Quick Start Tutorial," is a tutorial that should get you going with Sprint in less than an hour. You'll use basic editing techniques to create and print a business letter and proposal.

Part 2, "Editing and Formatting," contains the following chapters:

Chapter 5, "Sprint Overview," takes an overall look at many of Sprint's features. This chapter introduces you to the editor and formatter, the menu system, multiple files and windows, and printing.

Chapter 6, "Editing: Tips, Tricks, and Techniques," is a compendium of how-to information about the Sprint editor. It discusses file and block operations, the ruler line, searches, menus and shortcuts, and other miscellaneous editing topics.

Chapter 7, "Working with Files," shows you how to open, close, and save a file, as well as work with multiple files.

Chapter 8, "Basic Formatting," details how to make use of the Sprint formatter. Refer to this chapter for information about formatting simpler documents like memos and straightforward business reports. We discuss the ruler line, setting margins and tabs, page headers and footers, hyphenation, and typestyles.

Chapter 9, "Printing," tells you all you need to know to print your Sprint files. We'll tell you how to print from the command line and from the menu system, how to set print options, and how to resolve formatter errors.

Chapter 10, "Customizing Sprint," tells you how to use the Customize menu to modify Sprint's default settings.

Chapter 11, "Sprint Utilities," discusses the commands on Sprint's Utilities menu, including the spelling dictionary and thesaurus.

Part 3, "SprintMerge," contains an introduction and the following chapters:

Chapter 12, "Your Template, Records, and Letter File," walks you through the basics of the program. It discusses the template file, the record file, and the letter file. It also explains the command-line options.

Chapter 13, "Merging and Printing Your Files," covers the process of merging and printing your Sprint files, as well as running SprintMerge from DOS and using it with files from database programs like Reflex: The Analyst, Paradox, and dBASE.

Chapter 14, "A Tutorial on Merging," walks you through creating and editing form letters and mailing labels.

Chapter 15, "The SprintMerge Reference," discusses each element of SprintMerge in detail and gives the technical specifications of the program. The elements are listed alphabetically.

Chapter 16, "SprintMerge Troubleshooting and Error Messages," offers two checklists: causes of common problems and SprintMerge's error and other messages.

Part 4, "Appendixes," contains the following appendixes:

Appendix A, "A DOS Primer," contains basic information about DOS, with particular emphasis on creating and using directories. You should refer to

this appendix if you are new to computing, especially if your computer has a hard (fixed) disk.

Appendix B, "Using Sprint on a Local Area Network," provides tips for using Sprint in a multi-user environment, such as the Novell network.

Appendix C, "Converting Files to and from Other Word Processors," tells you how to take files created with another word processor and convert them to Sprint format—and vice versa.

Appendix D, "Help!," provides answers to commonly asked questions about Sprint. Look here if you're having a problem getting Sprint to do what you want it to.

Appendix E, "Working with ASCII Files," provides complete information on translating, editing, and printing ASCII files.

Appendix F, "Glossary," gives definitions of key terms used in this manual and in Sprint.

Typographic Conventions

All typefaces used in this manual were produced by Sprint and output on a PostScript typesetter. Their uses are as follows:

`Monospace type`	This typeface represents text as it appears on the screen and anything you must type.
Italics	Italics are used to introduce a new term; all new terms are defined in the Glossary.
Keycap	This special typeface indicates a key on your keyboard. It is often used when describing a particular key you should type; for example, "Press *Esc* to cancel a menu."

Hardware and Software Requirements

Sprint runs on the IBM PC family of computers, including the XT, AT, and the PS/2 series, along with true IBM compatibles.

Sprint requires

- a two-floppy or hard-disk system
- DOS 2.0 or higher
- at least 384K of RAM

The Sprint program is in the file called SP.EXE. It is not copy-protected, so you can easily transfer it to a hard disk or RAM disk. However, you should read Borland's No-Nonsense License Statement at the front of this manual for an explanation of your responsibilities with respect to copying Sprint, and then sign it and mail to us.

Borland's No-Nonsense License Statement

This software is protected by both United States Copyright Law and International Treaty provisions. Therefore, you must treat this software *just like a book,* with the following single exception: Borland International authorizes you to make archival copies of Sprint for the sole purpose of backing up your software and protecting your investment from loss.

By saying, "just like a book," Borland means, for example, that this software may be used by any number of people and may be freely moved from one computer location to another, as long as there is *no possibility* of its being used simultaneously at two locations.

How to Contact Borland

The quickest and easiest way to contact Borland is to log on to Borland's Forum on CompuServe: Type `GO BOR` from the main CompuServe menu and choose "Enter Applications Products Forum" from the Borland main menu. Leave your questions or comments there for the support staff to process.

If you prefer (or do not suscribe to CompuServe), write a letter detailing your comments and send it to:

Technical Support Department: Sprint
Borland International
P. O. Box 660001
Scotts Valley, CA 95066-0001, USA

You can also telephone our Technical Support department at 408-438-5300. Please note that you must be a registered owner to receive telephone support; be sure to send in your license statement. Please have the following information handy before you call:

- Sprint version number and serial number
- computer make, model number, and amount of RAM
- operating system and version number
- the Sprint user interface you are using
- contents of your CONFIG.SYS and AUTOEXEC.BAT files

PART

1

Getting Started

C H A P T E R

1

Before You Begin

This chapter provides all the information you need to get Sprint up and running on your computer. Topics covered:

- how to copy Sprint's files to your work disk(s)
- how to install Sprint for your computer (two-floppy or hard disk), screen, and printer(s)
- how to choose an alternative user interface
- how to install Sprint utilities that will allow you to transfer files to and from Sprint and Microsoft Word, WordStar, WordPerfect, and MultiMate

Note: If your computer is part of a local area network (LAN), your system administrator should read Appendix B, "Using Sprint on a Local Area Network," for instructions.

Reading the README File

Any last-minute changes or additions to the Sprint program are documented in a file on the Program Disk called README. You should review this file carefully before working with Sprint and make note of any changes.

To display the README file one screenful at a time, simply insert the Program Disk in Drive A. On the DOS command line, type

```
A: Enter
README Enter
```

Sprint will print the file for you from the DOS command line if you type `SPFMT README` and press *Enter*. You can also print this file with the DOS PRINT command. This may not work if your printer hasn't been installed yet; if it doesn't, then install your printer with SP-SETUP and print the README file when you're finished.

The README file contains a complete list of the files on the distribution disks. Follow the prompts given by the installation program (described shortly) to copy the files to your floppy or hard disk. If you have a two-floppy system with no hard disk, you'll need to be certain that your Program A Disk is in Drive A at particular times when you use Sprint; see page 21 for guidelines.

Don't worry if you don't understand what some of these files actually do; for the most part, you don't need to know what they do, you just need to make sure you've got them in the right place at the right time.

The Installation Program

You use the SP-SETUP program (SP-SETUP.EXE on the Setup Disk) to set up Sprint for your particular computer system and printer. You can also use it to optionally choose an alternative user interface or install file conversions.

Although the remainder of this chapter explains how to use this program, it's very easy to use; you'll be prompted by the program and given instructions when necessary. You use SP-SETUP before you run Sprint the first time, and to make changes to your setup later on. For instance, if you get a different printer at some point, you'll need to run SP-SETUP again to reinstall the printer.

To run SP-SETUP, put the Setup Disk in Drive A, type `A:SP-SETUP` on the DOS command line, and press *Enter*. You'll see the welcome screen. Press *Enter* again to see the Sprint Installation main menu.

Note: On some monitors, the screen or color combination may be hard to read; you can press the *Tab* key to change it.

Any time you're in the SP-SETUP program, you can press *Enter* to continue the installation process. To choose an item, move the cursor to the item and press *Enter*, or press the letter key corresponding to the first letter of the item. For instance, to choose Printer Installation, press *P*, then *Enter*. To terminate the current step in the installation process at any time, press *Esc*; this will return you to the previous menu or to the Sprint Installation main menu. To exit the SP-SETUP program at any time, press *Esc* repeatedly

until the highlight bar is positioned on the Exit command on the Sprint Installation main menu, then press *Enter* or *Esc*.

The SP-SETUP program can detect your particular hardware configuration (that is, whether you have a hard disk or two-floppy system, and what type of monitor you have). As you work through the questions in the program, Sprint will automatically position the highlight bar on the next question you should answer.

Any menu options not currently available to you (such as installing alternates when you haven't already chosen a default), will be dimmed onscreen.

Depending on whether you have a hard disk or two-floppy system, the highlight bar will first be positioned on **H**ard Disk Installation or **F**loppy Disk Installation. All you need to do is press *Enter* to go on to the first set of questions.

Note: If you don't understand some of the questions you're asked by the SP-SETUP program, or some of the explanations given in this chapter—chances are you don't need to. In fact, in most instances, you can accept Sprint's default settings by simply pressing *Enter* when presented with a choice. And, if you return later to SP-SETUP to make any changes or additions, you can press *Enter* to confirm the default settings you installed before.

SP-SETUP copies the Sprint files you need to your floppy or hard disk(s). Once you finish with SP-SETUP, put the original distribution disks in a safe place in case anything happens to the copies. Always use the installed version SP-SETUP creates for any work you do. That way, if something happens to them, you've always got the originals to make new copies from. You'll also need to use the distribution disks again if you want to set up Sprint for a different printer, monitor, or user interface.

Note to users with RAM disks: If you have a RAM (virtual) disk in your computer, SP-SETUP may interpret it as a hard disk (usually, "Drive" D). If you have a two-floppy system, you'll need to manually choose **F**loppy Disk Installation, since the highlight bar will be automatically positioned on **H**ard Disk Installation. If you have a hard disk system, be sure *not* to select the RAM disk "drive" when you install Sprint. (If you don't know what a RAM disk is, just ignore this note.)

Floppy Disk Installation

Before you use SP-SETUP to install Sprint for your system, you need to have some blank, formatted floppy disks ready. The number you'll need

depends on the capacity of your disks; SP-SETUP uses as few as it can. It's a good idea, however, to prepare extra blank disks, since you may want to go back after you install your default settings and set up some alternate user interfaces or file conversions. For now, use the following guidelines to format the apppropriate number of blank, formatted disks you'll need to run SP-SETUP on your system (if you' prefer, you can use a batch file called MAKEDISK.BAT on the Setup Disk to format the disks—just insert the Setup Disk in Drive A and type `A:MAKEDISK.BAT` at the DOS prompt):

Standard 360K Disks: Six Disks Minimum

1. Format one blank disk by inserting it in Drive A and typing `FORMAT A:/S` at the DOS prompt. This will be your Program A Disk (label it); Sprint needs to have the DOS operating system and COMMAND.COM on it. When DOS asks `Format another?`, press *N* for No. You need to format the rest of the disks differently.
2. To format the five remaining blank disks, insert each one in Drive A and type `FORMAT A:`. When DOS asks `Format another?`, press *Y* for Yes until you've formatted all five.
3. Next, label one disk as Program B and copy just the COMMAND.COM file to it from your DOS System Disk. Put the DOS System Disk in Drive B, your Program B Disk in Drive A, and type

   ```
   COPY B:COMMAND.COM A:
   ```

   on the DOS command line.
4. The other four disks are ready to go as is; just label them as shown, so you have the following set of disks ready when you start SP-SETUP:

   Program A (with the DOS operating system and COMMAND.COM)
   Program B (with just COMMAND.COM)
   Data
   Help
   Speller/Hyphen
   Thesaurus
5. You may want to format two other optional blank disks: one for user interfaces, if you want more than one user interface, and one for conversion utilities, if you want to translate files from or into other formats.

720K and High-Density Disks: Three Disks Minimum

1. Format one disk with `FORMAT:A/S` and label it Program A. Format the other two with plain `FORMAT:A` and label them Data and Dictionary.

   Program A (with the DOS operating system and COMMAND.COM)
   Data
   Dictionary

2. The exact configuration of the Dictionary and Data Disks will differ between 720K and high-density drive systems. You may also want to prepare separate User Interface and Conversion disks if you'll be installing alternate user interfaces or file conversion formats.

Now you're ready to start SP-SETUP. Insert the Setup Disk in Drive A and type `A:SP-SETUP`. If you're using a two-floppy system with no hard disk, the highlight bar will be positioned on **Floppy Disk Installation** on the Sprint Installation main menu. When you choose **Floppy Disk Installation**, you'll see a screen with information about the disks you just prepared. If you have your formatted disks ready, press *Enter* to begin copying the Sprint files from the distribution disk to your blank disks. Follow the prompts and insert disks when told to; SP-SETUP lets you know if you've inserted the wrong source disk at any time. As well as copying files from the distribution disks, SP-SETUP will also create a fixed-size backup (swap) file on your Data Disk (the disk on which you'll be storing files you create with Sprint). You don't need to know what the backup file does yet, but it's essential for Sprint's operations. Later on, when you use Sprint, you'll need to keep the Data Disk with its backup file in Drive B at all times.

As it copies your files, SP-SETUP will display the file names it's copying. Be sure to label each disk, if you haven't already, for ease of use later on. When it's finished, you'll be returned to the Sprint Installation main menu, with the highlight bar positioned on **Printer Installation**. Skip the next section (for hard-disk users) and go on to page 15 for further instructions on installing Sprint. Once you've run the SP-SETUP program, be sure to read "Additional Notes for Two-Floppy Systems" on page 21 for information about using Sprint with your computer.

Hard Disk Installation

If you're using a hard-disk system, SP-SETUP will automatically position the highlight bar on **Hard Disk Installation** on the Sprint Installation main menu. Press *Enter*.

If you have only one hard disk in your system (the usual configuration), SP-SETUP will ask you what name you want to use for the directory that

will contain your Sprint files. **Note:** A *directory* is simply an area of your hard disk. If you're unfamiliar with DOS *directories*, you might want to read Appendix A, "A DOS Primer." By default, SP-SETUP will create a directory called SPRINT. If that name is acceptable, just press *Enter*. If you want to give it another name, simply type in the name and press *Enter*.

If you have more than one hard disk in your system, if you have a RAM disk, or if you are connected to a local area network, SP-SETUP will first ask you which hard disk drive you want to copy the Sprint files to. In most systems, the main hard drive is C, and you'll probably want to specify this as the disk to store your Sprint files on. You can then specify the directory name.

Also Note: If there's not enough room on your hard disk for the Sprint files, Sprint will tell you so and exit to DOS. You'll need to delete some files to make room for the Sprint files, then type `A:SP-SETUP` again on the DOS command line.

Once you've specified the directory name, Sprint will begin copying the Sprint files from the distribution disks to your hard disk. Follow the prompts and insert the distribution disks when told to. As it copies your files, SP-SETUP will display the file names it's copying. It won't copy *every* file on the distribution disks, just the ones you'll need. (If your needs change, you can run SP-SETUP again later to copy the additional files you need.)

SP-SETUP will next ask if you want it to create sample AUTOEXEC.BAT and CONFIG.SYS files and modify your existing ones, or simply create the sample files and leave your original files undisturbed. You can also choose Exit to avoid creating any sample files. If you choose to modify your AUTOEXEC.BAT file, SP-SETUP will add a path to Sprint that will allow you to load Sprint from anywhere on your system, not just from the directory where you store your Sprint files. We recommend that you allow SP-SETUP to modify your files; if you choose that option and you don't already have an AUTOEXEC.BAT file, SP-SETUP will create one that includes a path to Sprint.

Note: If you don't understand what *path* and *AUTOEXEC.BAT* mean, you can refer to Appendix A,"A DOS Primer," although it isn't strictly necessary that you understand them at this point. If you let SP-SETUP modify your files, just remember that you can load Sprint from anywhere on your system by typing `SP` *Enter*.

You'll now be returned to the Sprint Installation main menu, with the highlight bar positioned on Printer Installation, which is described in the next section.

Printer Installation

Once you've finished installing Sprint for your floppy or hard disk system, SP-SETUP will return to the Sprint Installation main menu and automatically position the highlight bar on **Printer Installation**. **Printer Installation** allows you to choose one or more printers for use with Sprint. By default, Sprint is installed for a plain printer with no special capabilities. If you don't install your particular printer, Sprint will still work with most printers; however, it won't be able to take advantage of any of your printer's fonts or other special features. So, it's likely you'll want to tell Sprint which printer you're using.

To do so, make sure the highlight bar is positioned on **Printer Installation** and press *Enter*. You'll see a list of supported printers from which you can select your printer.

Use the arrow keys to move to the name of your printer's manufacturer, then press *Enter* to choose your printer type. **Note:** If your printer is not listed, stop reading here and skip to the next section, "If Your Printer Isn't Listed."

If your printer has multiple fonts, you'll next be asked to select which font you want Sprint to use by default. Note that—no matter which font you choose—you'll still be able to use all the other fonts your printer supports; you're simply selecting the font Sprint will use when you don't tell it otherwise.

After you answer a couple of questions about the printer you'll be using, SP-SETUP will ask you where you want your formatted files sent. There are three choices: PRN, FILE, and OTHER. Normally, PRN is the correct choice, so you can just press *Enter* to accept it. If you select FILE, your formatted files will be printed to a file instead of sent to your printer.

Note: If you will usually want to send your files to the printer, and only occasionally to a file, select PRN. When you are ready to print your file, Sprint allows you to specify a file as the destination even though you have installed it to go to the printer by default.

You'll only need to select **Other** if you're using a serial printer, or if your printer is unable to operate directly through DOS. SP-SETUP will display a list of other output ports.

Select the output port used by your printer (for a serial printer, that's usually COM1), then press *Enter*.

Note to two-floppy system users: If you have 360K drives and you want to install a PostScript printer, it's best to choose any printer except a PostScript one as your default. Then, you can go back and install the PostScript

printer, inserting your Program B Disk when Sprint prompts you to insert a disk in Drive A.

If Your Printer Isn't Listed

If SP-SETUP does not list your printer, first check the reference manual that came with your printer; it may mention that your printer is compatible with some other printer type that *is* listed. If not, you can just press *Esc* and not select anything. By default, Sprint will work automatically with a "plain" printer. It will still be able to print your files, but as mentioned earlier, you won't be able to take advantage of any special typestyles (such as italic) or other capabilities your printer may have. Finally, check with Borland Technical Support to see whether they have a customized printer driver file for your printer.

It's possible to tell SP-SETUP about your printer and all its capabilities by creating a customized printer driver file called an .SPL file. This is a rather technical task; you can find instructions for creating an .SPL file in the "Build Your Own Printer and Screen Drivers" appendix in the *Advanced User's Guide*.

If You Have Trouble with Your Printer

If, after installing your printer, you find that Sprint either doesn't print properly (or at all), please refer to the "Help!" appendix in this book.

Alternate Printer Installation

Sprint allows you to select both a default printer and any number of alternate printers. Once you've installed a default printer, you can return to Printer Installation on the main menu and install your alternate(s). For example, suppose you have a dot-matrix printer that you use for printing drafts, and a laser printer that you use for final printouts. You would first install the laser printer as your default (so the right fonts can be installed), then go back and install the dot matrix printer as your alternate.

To install an alternate printer, go through the complete printer installation again, choosing the printer you want to be an alternate as you did for the default. At the end, Sprint will remind you that you've already installed a default printer and will display a `Default or Alternate?` message. In this case, you want to install an alternate printer, so press *A* for Alternate. (If you wanted to install a new default printer, you'd press *D* for Default.)

When you tell Sprint to print a file, you must switch to the alternate printer; otherwise, it will send the file to the default printer.

Monitor/Screen Installation

Sprint automatically detects the type of video hardware you're using, so in most cases you needn't set up your screen. However, there may be times when you want to change the installation. For example, if you have an EGA, you could install Sprint to display in 43-line mode instead of 25-line mode. If you want to do this, make sure the highlight bar is positioned on Monitor/Screen Installation and press *Enter*. Sprint will display a list of supported screen/video board types.

SP-SETUP will position the highlight bar on the default video setup. To choose it, press *Enter*. To choose another one, move the cursor to the item you want (for example, EGA43), and press *Enter*.

Sprint allows you to select both a default screen and any number of alternate screens. You'll only want to install an alternate screen if your computer is (or will be) connected to more than one monitor. Once you've already installed your default screen, you can install the alternate screen by returning to Monitor/Screen Installation on the Sprint Installation main menu. Choose the screen from the list as you did for the default. At the end, SP-SETUP reminds you that you've already installed a screen, and asks if you want to reinstall the default or install an alternate screen. In this case, you want to install an alternate screen, so press *A* for Alternate. When you start Sprint, you can tell it to switch to the alternate screen by typing

```
SP -s=<ScreenName>
```

where `ScreenName` is the name given to the alternate screen; for example, `EGA43`.

Note to two-floppy system users: If you have 360K drives, you won't be able to choose Hercules-RamFont as your screen type; choose Monochrome instead.

User Interface Installation

When you choose User Interface Installation from the Sprint Installation main menu, Sprint will prompt you to insert the distribution disk that contains user interface files, the Build disk; after you've inserted it, press *Enter*. First, highlight Default User Interface Installation and press *Enter*; you must do this before choosing any other options. You'll see a list of available

user interfaces; we recommend that you choose the SPTUTOR user interface, which you'll need to work through the tutorial in Chapter 4. However, if you're using one of the alternative user interface packages (which help Sprint respond to many of the same commands you'd in use another word processor, such as Microsoft Word, WordStar, and WordPerfect), you'll have the option of installing one of these user interfaces as the default. Note that installing one of these alternative user interfaces is *entirely optional*; we recommend that you do this only if you're familiar with (and addicted to) one of these programs, and want Sprint to behave in ways you're already accustomed to. Also note that Sprint will *not* look at all or behave exactly like these programs, although many of the key sequences and menu names will be similar. See the *Alternative User Interfaces* booklet (supplied with the Alternative User Interface packs) for complete details.

If you want to see more user interface choices, just choose **Other**; Sprint will prompt you to insert another disk containing additional user interfaces that you can install as your default. After you choose your default user interface, Sprint copies the relevant user interface file to your hard disk (or Program A Disk, for two-floppy system users) and returns to the **User Interface Installation** menu.

Once you've specified a default user interface, you can move on (if you like) to **Borland User Interface installation**. Sprint comes with three versions of its user interface:

- SPTUTOR, a much-simplified version of the standard Borland interface you'll need to work through the Quick Start Tutorial in Chapter 4. You may want to install this now if you'll be working through the tutorial shortly, but it's not necessary; the tutorial will show you how to do it.
- SPBASIC, the user interface version to which Sprint defaults unless you specifically install another default user interface.
- SPADV, an advanced version of the standard Borland interface that contains *all* the menu commands.

If you have a hard disk, you may choose to load all versions of the standard (Borland) user interface—one as your default, and the rest as alternates; that way, you can switch from one to another at your discretion without leaving Sprint.

Another menu option is **Alternate User Interface Installation**. Once you install an alternate user interface with SP-SETUP, you'll be able to switch to it "on the fly" while using Sprint (see Chapter 10, "Customizing Sprint," for details). (Two-floppy system users, please see the next section, "User Interface Installation on a Two-Floppy System.") When you choose **Alternate User Interface Installation**, Sprint will prompt you to insert the disk that contains the user interface files; when you press *Enter*, you'll see a list of

available user interfaces. You can choose any of these as alternates; moreover, if you don't see the ones you want or you'd like to see all the choices before deciding, you can choose Other.

If you really want a free hand when it comes to loading alternate user interfaces without leaving Sprint, you might want to install *all* user interfaces after choosing a default. When you choose this option, SP-SETUP will prompt you to insert the disk with user interface files; it will pause when the files on that disk have been copied and ask whether you want to insert the second Sprint user interface disk and copy its contents, too.

User Interface Installation on a Two-Floppy System

First, you must choose Default User Interface Installation. When you do, SP-SETUP will prompt you to insert the Sprint disk with user interface source files in Drive A and your Program A Disk in Drive B. It will then copy the default user interface you pick to your Program A Disk. Unless you have high-density disks, there's really not enough room on your Program A Disk for any other user interface files. (You might be able to fit one on a 720K disk, but it would be better to put it on a separate user interface disk.)

So how do you install alternate user interfaces after you've already installed the default user interface on your Program A Disk? Technically, there may be room on your Program B Disk, but it's better to leave that space available for something like a printer driver file. You have two choices. The first is simply to run SP-SETUP again to install a new default user interface on your Program A Disk whenever you want to switch user interfaces.

The second allows you to switch user interfaces later on without leaving Sprint; you make this possible by letting SP-SETUP copy additional alternate user interface files to a separate disk, like this:

1. After you install a default user interface, go back and choose Alternate User Interface Installation from the User Interface Installation menu.
2. SP-SETUP knows you've already copied a default user interface to your Program A Disk and will prompt for another disk.
3. Insert a blank, formatted floppy that you have designated as your alternate user interface disk. (See page 12 for how create one.) Label this disk and put it aside.
4. After starting Sprint, keep the disk with your alternate user interfaces on it handy; the "Changing User Interfaces" section of Chapter 10 will

show you how to switch this disk to load alternate user interfaces "on the fly."

In short, those two-floppy users with 360K and 720K drives are best off when they install alternate user interfaces on a separate user interface disk; those with 1.2M drives can store alternate user interfaces on their Program A Disk, so other disks usually aren't necessary. The important thing to remember is that, once you've installed alternate user interfaces on a disk, you'll be able to use that disk to load them without leaving Sprint. (Chapter 10 will show you how.)

Speller and Thesaurus Installation

Sprint comes with a built-in spelling corrector and thesaurus. If you want to use either or both of these features, you'll want to choose Speller Installation and/or Thesaurus Installation from the Sprint Installation main menu. SP-SETUP will prompt you to insert the disks containing the necessary files and copy them to your hard or floppy disk(s).

Note to hard disk users who also have RAM disks: If you have a RAM disk, you can create a batch file to copy the spelling corrector and/or thesaurus files to the RAM disk each time you load Sprint. The response time for correcting misspelled words and getting synonyms will be much faster that way. To do this, you need to create a special file called SPRINT.BAT that will automatically copy the files and then load Sprint for you.

First, add the RAM disk "drive" to the PATH command in your AUTOEXEC.BAT file *before* Sprint. For example,

```
PATH=D:\;C:\SPRINT;
```

Next, to create the SPRINT.BAT file, exit the SP-SETUP program (when you've finished your installation). Then, be sure you're in the C:\SPRINT directory (assuming that's where your Sprint files are stored; if not, switch to the directory where they're stored) and start Sprint by typing `SP` on the DOS command line.

Press *F10 FN*, then type `SPRINT.BAT` when Sprint prompts you for a file name. Assuming your RAM disk is assigned to "Drive" D (the usual config-

uration), and assuming your Sprint files are in the directory C:\SPRINT, include the following lines in the file:

```
COPY C:\SPRINT\SPELLER.ENG D:
COPY C:\SPRINT\AMERICAN.LEX D:
COPY C:\SPRINT\USER.DOC D:
COPY C:\SPRINT\THESAUR.* D:
SP
```

To start Sprint from now on, type `SPRINT` (not `SP`) on the DOS command line.

Conversion Utility Installation

Sprint's conversion utility lets you import files from and export files to other file formats (like ASCII, for example.) When you choose Conversion Utility Installation from the Sprint Installation main menu, Sprint will prompt you to insert the distribution disk with conversion utility source files in Drive A (hard disk users) and press *Enter*; you'll see a list of available conversion utilities from which to choose. Just choose those you'll find useful; you can always go back to SP-SETUP and add more later on.

Note to two-floppy system users: For best results when installing conversion files on floppy disks, create a separate conversion files disk as you did for alternate user interfaces. Keep in mind that each conversion format will fill one disk, and have enough blank, formatted floppy disks on hand.

That's all there is to installing Sprint. If at any point you want to change your printer, screen type, or user interface defaults, you can simply run SP-SETUP again. You can also install more alternate printers, screens, or user interfaces at any time; choosing new alternates doesn't affect any of the previously installed alternates. If you ever want to delete a previously chosen alternate from your setup, you can just delete the appropriate file (for example, a printer file with the extension .SPP, or a user interface file with the extension .UI) from your Sprint directory.

Additional Notes for Two-Floppy Systems

This section provides special notes for users with two-floppy systems (and no hard disk). You should read this section *after* you run the SP-SETUP program (described in the previous sections).

If you have a computer with two floppy disk drives and no hard disk, you'll need to do some juggling with the Sprint disks and your Data Disk (the disk on which you store the text files you create with Sprint) in order

to take full advantage of Sprint's features. Once you've installed Sprint for your computer system, there are a few guidelines you'll need to keep in mind from then on. For instance, when you try to use certain commands, Sprint may prompt you to remove the Program A Disk from Drive A and replace it with another disk. As explained earlier, during floppy disk installation, SP-SETUP copies as many files as it can from the Sprint disks to your Program A Disk (or, if you have a 360K system, your Program A and B Disks). It automatically copies the rest of the files you need to a minimum of two other floppy disks. Sprint keeps track of how many floppies you used during installation; therefore, it may automatically prompt you to insert a specific disk when you choose a command, depending on whether the necessary files are on your Program A Disk. You'll get more information about the items listed as you work with Sprint and refer to this manual.

If you want to create additional Data Disks to use with Sprint, put your Program A Disk in Drive A and a blank, formatted floppy disk in Drive B. Then type

```
SPRECOVE CREATE
```

This command creates a fixed-size backup file on your Data Disk. (The first time you run SP-SETUP, it adds the line `SET SP.SWP=B:` to the AUTOEXEC.BAT file on your Program A Disk; this forces Sprint to use the backup file on Drive B. **Never remove the Data Disk from Drive B while you're in Sprint; the fixed-size backup file is crucial to its operation.)**

Note: Throughout this manual, we provide notes for floppy-system users when there are special considerations that you need to keep in mind.

Once you've installed Sprint with SP-SETUP, here's all you have to do to use it each time:

- Turn on your computer and put your Program A Disk in Drive A and your Data Disk in Drive B.
- If you see an `A>` prompt, type `B:` and press *Enter* to get to Drive B.
- Type `SP` at the `B>` prompt to start Sprint.

That's all you need to do to get Sprint going! As you use Sprint, keep these guidelines in mind:

- In general, you should leave your Program A Disk in Drive A and your Data Disk in Drive B. As mentioned earlier, if you have a low-density (360K) drive, you'll be using two Program Disks (Program A and Program B). With the exception of two special contingencies noted below, Sprint will *automatically* tell you when to replace one with the other. Your Program A *must* be in Drive A at the following times:
  - when you start Sprint

- when you exit Sprint
- when you want to print a file (if you're using two Program Disks *and* printing to a PostScript printer, you must remove your Program A Disk from Drive A and insert Program B in its place, although Sprint will *not* issue a warning prompt to this effect)
- when you use the **DOS Command** on the **Utilities** menu to temporarily leave Sprint and issue DOS commands
- when you want to sort text with the **Arrange-Sort** command on the **Utilities** menu
- when you want to use the SprintMerge mailing list/form letter generation program
- when you choose any of the commands on the **Customize** menu (see below for additional information on commands from the **Customize/User Interface** menu)
  - If you want to choose **Customize/User Interface/Load** to load an alternate user interface, **Customize/User Interface/Save** to save user-defined and menu-created shortcuts, or **Customize/User Interface/Reset Shortcuts** to clear all user-defined shortcuts (see Chapter 10 for details), first insert the disk with the user interface you need to access in Drive A. If you installed your alternate user interfaces on a separate disk (see page 19 for details), insert that disk. But remember: Sprint will *not* prompt you to do this.

- To get context-sensitive help (by pressing *F1*) when the help files are not on your Program A Disk, Sprint will prompt you to remove the Program A Disk from Drive A and replace it with the disk that contains the help files.
- To use the online spelling checker or thesaurus when the dictionary or thesaurus files are not on your Program A Disk, remove the Program A Disk from Drive A and replace it with the disk Sprint specifies. **Note:** You *cannot* use Sprint's AutoSpell mode with two-floppy systems.

Starting Sprint

Once you've run SP-SETUP, you're ready to use Sprint. To do so:

Two-floppy system:
Be sure your Program A Disk is in Drive A and your Data Disk is in Drive B. At the `B>` prompt, type `SP` to start Sprint.

Hard Disk System:
If you're not there already, change to the directory that contains your Sprint files (probably C:\SPRINT) and type `SP` to start Sprint.

Note: If you asked SP-SETUP to modify your AUTOEXEC.BAT file, you can type `SP` at any DOS prompt (after you reboot the system); you needn't be in the directory that contains your Sprint files.

C H A P T E R

2

Notes for the Beginning Word Processor

Note: If you've used a word processor before, you can probably turn to the Quick Start Tutorial right now. If you're familiar with WordStar, Microsoft Word, or WordPerfect, take a look at your *Alternative User Interfaces* booklet; there, you'll find information about Sprint's alternative user interfaces that react like these programs.

If you've used a typewriter for years, and this is your first foray into the computing world, you've come to the right place. If you're already discouraged, take heart: These days, it's inevitable that you'd have to learn how to use a computer, so just be pleased to know that you've chosen one of the best and easiest to learn new products to get started with. And trust us: The very people who wrote this manual (with Sprint) were once dedicated typewriter typists, and now they can scarcely conceive of the time when they actually *retyped* a page of text because of an error on one line!

Please read Chapter 1, "Before You Begin," before starting this chapter. We assume that you've copied the Sprint files to your working disk, and that you're using Sprint's default user interface—that is, that you haven't used the installation program to select one of the alternative user interfaces and that you're ready to roll.

This chapter will not teach you how to use your computer, nor will it teach you how to type; it will only give you a very brief, very basic introduction to word processing with Sprint. We'll tell you how to

- get in and out of Sprint
- move the cursor around

- delete and insert characters
- create, save, and close a file
- get help
- understand Sprint's menus

The point of this chapter is for you to get your feet wet, to give you a feel for word processing with Sprint. When you're ready to dive in, you'll want to turn to the Quick Start Tutorial (Chapter 4). The tone of this chapter is an easygoing discussion; we aim to put you at ease in your first experience with the power of word processing on a personal computer. You really don't need to know much besides how to get your system up and running to understand this chapter. If you can just get the machine turned on and see a DOS prompt on your screen, you're in business.

When you've completed this chapter, we suggest you also take a look at Appendix A, "A DOS Primer," at the back of this book. There you'll find information about DOS and disk directories.

Getting In, Getting Out, and Getting Help

Before we tell you how to do anything else, it's a good idea to know how to get in and out of Sprint. A lot of people get panicky when they're in a program—they want to know how to get out of it. Once they're out of it, they feel just as panicky about getting back in. To help you out while you're working with Sprint, Sprint has *context-sensitive help*; that is, you can get information about whatever you're doing with Sprint just by pressing *F1*.

If you're using a two-floppy system, make sure your Program A Disk is in Drive A and your Data Disk in Drive B before you begin.

- To get into Sprint, type SP, and then press *Enter*.
- To get to the Sprint main menu, press *F10*. (Two-floppy system users: If the help files are not on your Program A Disk, Sprint will prompt you to remove it from Drive A and replace it with the disk that contains the files before you press *F1*).
- To remove a Sprint menu from the screen, press *Esc*.
- To get help about whatever you're doing, press *F1*.
- To get out, press *F10 Q* (that is, press *F10* and then press *Q* for Quit).

What Is Word Processing?

You may think that *word processing* is little more than glorified typing. But this is not the case at all. Although the goal is the same—to create and print some kind of document—the way of reaching it is radically different.

First of all, the computer allows you to view and correct your text on the monitor screen before you print it. Your typewriter may have the ability to correct errors by backspacing over characters using a white correction tape, but Sprint lets you erase characters, a line, or a whole chunk of text before your words ever hit the paper. It also lets you move text hither and thither with the flick of a keystroke. No more retyping a page just because there's an error, or you decide you want to rearrange something.

Second, your computer allows you to store your documents—your letters, reports, or what have you—in *files* on special magnetic storage media called *floppy disks*, or on a fixed disk inside the computer called a *hard disk*. These files are stored on the disk like music is stored on a cassette tape. In other words, your disk is like the whole cassette, and each individual file is like one track (song) on the tape. The files are accessible at any time, and most importantly, you can edit them at a moment's notice.

Getting Started with Sprint

Sprint is remarkably easy to learn, mostly because of its *menu system* consisting of easily understood, basic commands. Once you become familiar with Sprint, you'll learn quicker ways to do what you want to do than by using the menus. But for now, let's get into Sprint, enter some text, and explore some of its menus.

We assume you're seated at your computer, that it's turned on, and that there's a *prompt* on your screen. This prompt should be a letter of the alphabet (either *A* or *B* if you have a floppy drive system, or *C* if you've got a hard disk), followed by a greater-than symbol (>), or possibly something else. As long as you see the letter prompt, you're in the right place.

You need to be able to access the disk drive that contains the Sprint file SP.EXE. If you've copied the file to your hard disk, you should see the C:> prompt. If you don't, just type C:, then press *Enter*.

If you have a two-floppy system, put your Program A Disk in Drive A and your Data Disk in Drive B (your Data Disk must be in Drive B the entire time you're your working in Sprint.)

Now you're ready to "call up" Sprint. Type SP, then press *Enter*. You'll see Sprint's copyright message, hear your computer whirring as it finds the Sprint program, and then you'll see the opening Sprint screen, shown in Figure 2.1.

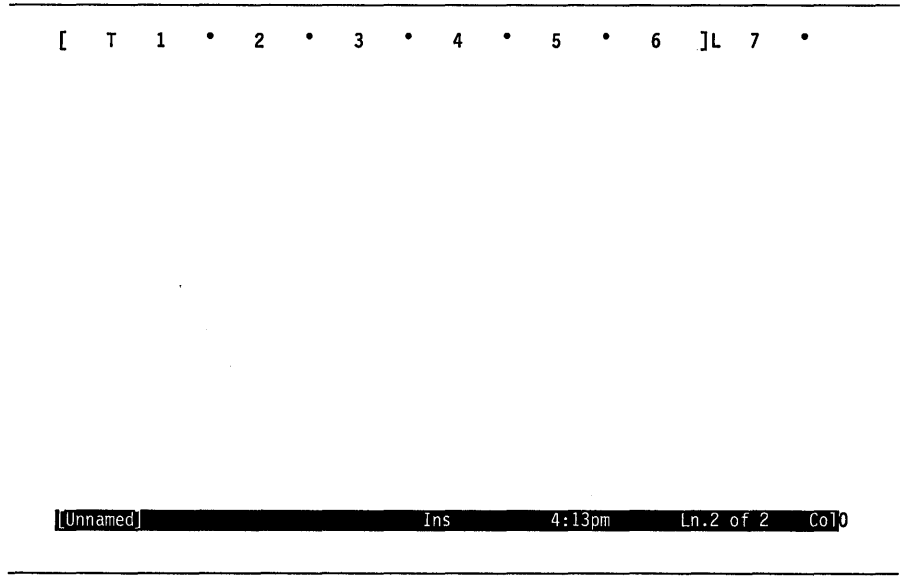


Figure 2.1: Sprint Opening Screen

Among other things, the *ruler line* at the top of the screen lets you set margins and tabs for your document. We won't go into how to change margins and set tabs right now—that's covered in the Quick Start Tutorial in Chapter 4—but just know that the ruler line will automatically *wrap* your sentences to the next line when you get close to the right margin. This is one major difference from a typewriter: You don't have to press the carriage return to start a new line; Sprint does it for you automatically. The only time you should press *Enter* is when you want to start a new paragraph or insert blank lines.

Entering Text and Moving the Cursor

Let's start by entering a couple paragraphs of text. Type the following two paragraphs of text, and separate the two paragraphs by pressing *Enter* twice. Remember, don't press *Enter* until you're at the end of a paragraph.

As you're typing, if you make a mistake that you want to correct, press the *Backspace* key; notice how it moves backward on a line—even crossing onto the line above—and erases the characters there.

```
It's the classic Indian stereotype: the sacred cow. Jam-packed streets
grind to a halt when a cow appears. Its placidness throws a momentary
calm on the rush-hour. It crosses the road, and the tide of traffic
surges again behind it.

The cow is revered in India although the origin of its special status
is not clear. But as long ago as 1500 BC, it appeared in holy
hymns--the Vedas. These were composed when the ancient Persians
(Aryans) settled in what is now the Punjab region.
```

Notice the blinking light—called the *cursor*—that moves along as you type. You can think of the cursor as a place marker, something that tells you where you are on the screen.

While we're on the subject of the cursor, practice moving it around on the screen. On the right side of your keyboard is an important set of keys called the *numeric keypad*. The keys are set up in the same pattern as a 10-key adding machine, but they provide more functions. There are four keys with arrows on them, pointing left, right, up, and down. As you might guess, these keys move the cursor in the direction they indicate. Try them. You should see the cursor moving back and forth and up and down on your screen. (If you're getting a series of numbers, it means your *Num Lock* key is on; to turn it off again, just press it.) Notice that when you press the *Up* and *Down arrow* keys, the text *scrolls* up and down on your screen—as if it were actually a big piece of paper on a scroll. If you've made a mistake somewhere that you want to correct, use the arrow keys to move to that spot in your text. You can delete characters with the *Backspace* key (to delete characters to the left of the cursor) or the *Del* key (to delete characters directly above the cursor).

We'll be talking about some of the other keys on the numeric keypad shortly; for now, let's take a look at Sprint's menus—the real gateway to all its powerful functions.

Sprint Menus and Shortcuts

Sprint is a feature-rich software program; it provides you with lots of functions and ways to do things. Rather than expecting you to memorize all the commands and features, Sprint (like many other modern software programs) provides you with onscreen *menus* from which to choose the command you want.

Sprint's menus are called *pop-up* menus: They pop up on top of your text whenever you press a key—*F10*—and disappear again when you press another key—*Esc*. In other words, they're only there when you need them and stay out of your way when you don't.

Sprint's menus were designed to be easy to use, even for people who've never touched a computer before. To show you just how easy, let's pop up Sprint's *main menu* and do a little exploring.

Press *F10*, and you'll see the main menu with its assortment of commands (Figure 2.2). Each of the items on the main menu (except **Quit**) leads to another menu, and in some cases to another menu, and so on, in a branching structure.

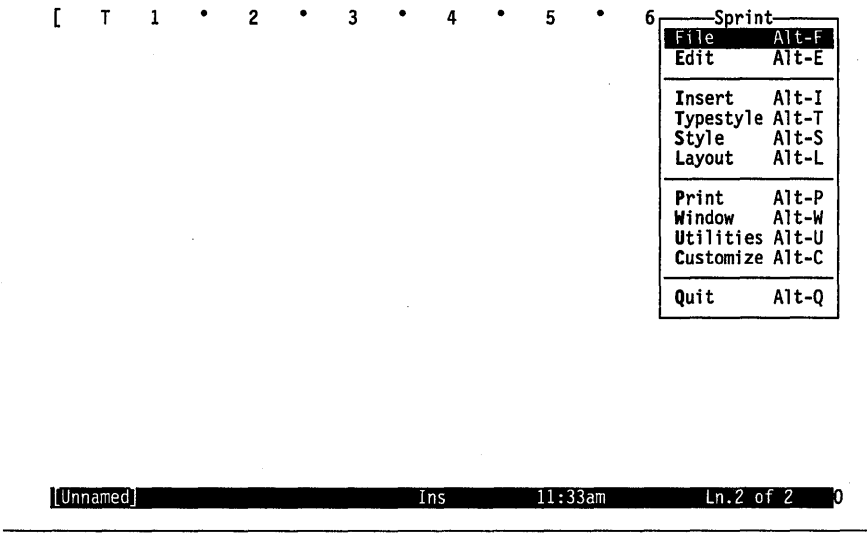


Figure 2.2: Sprint Main Menu

To choose a command on the menu, you can do one of two things:

- Press the *Down arrow* key until the choice you're interested in is highlighted, then press *Enter*.
- Press the letter key corresponding to the first letter in the item. For instance, to choose the **Edit** command on the menu, you would press *E*. (Lowercase *e* is fine.)

Go ahead and use either of these methods to choose the **Edit** menu. Another menu pops up next to the main menu, as shown in Figure 2.3.

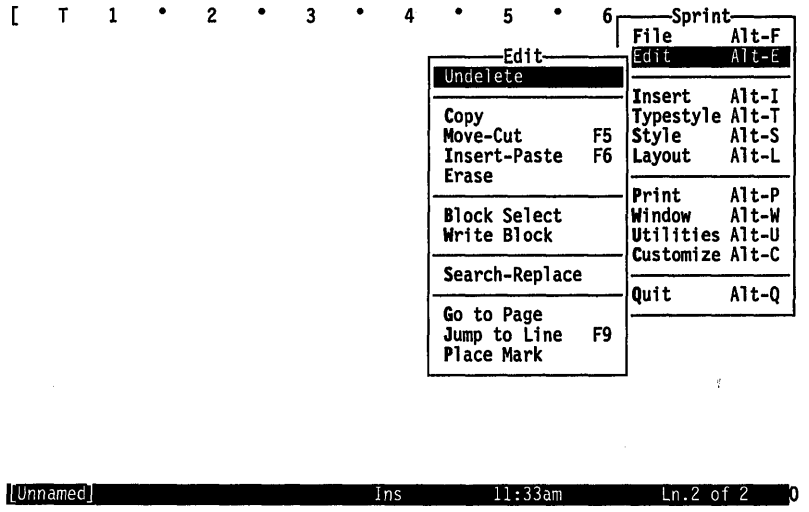


Figure 2.3: Edit Menu

There's a shortcut to the Edit menu: You can just press the shortcut *Alt-E* when there are no menus on your screen, and the Edit menu will pop up by itself. To try this method, first press *Shift-Esc* to remove all menus from the screen, then press *Alt-E* to display the Edit menu.

Note: Any time you want to remove a menu from your screen, you can press *Esc*. This will remove the last menu you opened. To remove *all* menus, either press *Shift-Esc* or press *Esc* repeatedly.

Moving Around in Your Text

Now, let's choose another command on the Edit menu: Jump to Line. As its name implies, this command lets you "jump to" different lines in your file. Choose this command by using the arrow keys to select it and press *Enter*. Then enter a line number when Sprint prompts you at the bottom of the screen. Sprint will "jump" to the line you specify.

Notice that, when you choose a command, the menus go away, and the command is *executed*—performed.

There's another way to move around in your text like this: by pressing special keys and key combinations that we call *shortcuts*. The shortcut for Jump to Line is *F9*. To move to the top of your file, you can press *Ctrl-PgUp*;

that is, hold down the *Ctrl* key and press *PgUp* at the same time. Press *Ctrl-PgDn* to move to the bottom of your text.

All Sprint's shortcuts are listed on the Quick Reference Card. Also, many of Sprint's menu commands have shortcut equivalents. These equivalents are displayed next to the items on the Sprint menus.

In this chapter, we will be using a few of Sprint's shortcuts. As you become more familiar with Sprint, you'll probably find these shortcuts are the quickest way to do what you want to do.

We designed Sprint to be flexible; it will suit the needs of different people with different tastes and computer abilities. Some people like menus, some prefer to use keys. Also, most beginners prefer menus until they get to know their way around a program. After that, shortcut keys tend to be quicker.

Beyond the Backspace Key: Deleting

There are a number of shortcuts you can use to delete characters, words, and even chunks of text. Although you can always rely on the *Backspace* key to delete the character to the left of the cursor, and the *Del* key to delete the character directly above the cursor, there are other possibilities.

For instance, to delete the word to the right of the cursor, press *Ctrl-T*. To delete an entire line, press *Ctrl-Y*. *Ctrl-G* deletes the character under the cursor, and *Ctrl-Backspace* deletes the word to the left of the cursor.

Go ahead and practice with these keys, referring to the Quick Reference Card when you need to.

Inserting Text

After you feel comfortable with deleting text, insert some new text in your file. Move the cursor to a spot in the middle of your text and start typing. Notice how the line breaks adjust to accommodate the new text, and also notice that the existing text moves to the right. By default, Sprint is in *Insert mode*: Whatever you type is inserted in front of existing characters. There will be times when you'll want to type over (and thereby erase) existing text. To do that, press the *Ins* key. Type some more characters; this time, whatever you type will replace the existing text.

To return to Insert mode, just press *Ins* again. Also notice the *status line* at the bottom of the screen. As you toggle from Insert to Overwrite, Sprint

displays *Ins* (for Insert) or *Ovr* (for Overwrite) on this line, so you'll always know which mode you're in.

Getting Help

All Sprint's menu commands are in clear, understandable English, so they're mostly self-explanatory. Remember, when you want to clear a menu from the screen, press *Esc*. To clear *all* menus, press *Shift-Esc*. You can browse through the menu structure, perusing the menus, choosing commands, trying out different things—if you have trouble, refer to this manual. Moreover, the Sprint *Reference Guide* lists all menu commands in alphabetical order, so it's easy to find what you're looking for.

But there's an even easier way to get information—the Sprint *context-sensitive help system*. Any time you'd like to know more about a menu command, you can just choose the command and then press *F1*. A screen will pop up with information about that command.

Note to two-floppy system users: If the help files you need to get context-sensitive help are not on your Program A Disk, Sprint will prompt you to remove it from Drive A and insert the disk that contains the files.

Files—the Basic Storage Unit

You may not know it, but what you've been doing here is creating, editing, and moving around in a *file*. In word processing and most other software applications, the file is the basic storage unit for the words you type. Unlike a typewriter, where your words are imprinted on a single piece of paper, the computer allows you to permanently store what you type on a floppy or hard disk.

As you've been typing away, Sprint has been storing your words in a special file called a *backup* (*swap*) file. Although files are common to all word processing packages, this sort of backup file is a unique feature of Sprint. Whenever you stop typing for 3 seconds, Sprint saves what you've typed so far in the backup file, so if the power goes down in your home or office, you won't lose much (if any) of your file. Only if your fingers are bionic and never take so much as a 3-second break would Sprint fail to keep an automatic backup file of your work.

When you leave Sprint (by pressing *F10 Q*), that backup file stays right where it is—safely stored on your disk. When you reenter Sprint (by typing `SP`), your file will be onscreen exactly as you left it.

You could go on and on like that forever, with Sprint automatically saving your file. But, at some point, you'll be ready to move to a new file—you've finished working on the letter or report, and you'd like to put it away and start on a new one.

With Sprint, you can have several files open at once—up to 24, in fact. For the purposes of this discussion, let's *save* the file you were working on, *close* it (put it away), and then *open* a new file. You can read about multiple open files in Chapter 6 of this book.

Call up the File menu (by pressing *F10*, then *F*). You can see that this menu contains the three commands just mentioned—Close, Save, and Open. First, press *S* to choose Save. Sprint will ask you for a name for the file—the one you've just been working on. Type in any sequence of characters (up to eight). What you've just typed is now stored in a separate file on your disk, under the file name you've typed with the letters .SPR tacked onto it (this is the default Sprint file *extension*).

Let's suppose you're finished with this file now. Again, on the File menu, choose Close. The file will disappear from your screen—but it's safely stored on disk. To prove it, call up the File menu again and choose Open. Type in the name of your file; Sprint will automatically add the .SPR extension to the end of it. When you press *Enter*, the file you just worked on will reappear.

If you're having trouble understanding the concept of opened and closed files, think of your file as a manila file folder in a file cabinet. When you want to look at what's in the file, you *open* the file cabinet and take out the file (in Sprint, Open the file). You then peruse what's in the file, and perhaps change (in Sprint, Edit) something in there. You put the file away (in Sprint, Save it), then *close* (in Sprint, Close) the file cabinet.

Leaving Sprint

It's time to leave Sprint. To do so, simply press *F10* to pop up the main menu, then press *Q* for Quit. If you have made changes to your file since the last time you saved, Sprint will prompt you:

```
The file filename has not been saved; save it? (Y,N,Esc)
```

Since this was just a practice file, you may not care about saving changes, in which case you can enter *N* for No; if you want to save the file before quitting, type *Y*. Sprint saves the file and then quits. If you press *Esc*, Sprint will ignore the command and return you to your file.

Well, you've gotten your feet wet. You've gotten into Sprint, moved the cursor around, browsed around a couple of menus, opened and closed a file, and exited the program. Now you're ready to move on to the Quick Start Tutorial (Chapter 4). In that chapter, you'll learn more about Sprint's capabilities, explore the menus some more, and create and print a business letter and proposal.

C H A P T E R

3

Notes for the Experienced User

You know who you are—you're a veteran computer user, possibly a long-time Borland customer, and you're ready to get started right now. You don't want to wade through a lot of verbiage, but want us to get right to the point.

This chapter will point you in the right direction, so that you'll spend as little time as possible with your nose in these manuals. In any case, you should read "Before You Begin" in this book to install Sprint for your computer system.

Fast Track

Following are the basic steps for getting in and out of Sprint. In addition, you'll probably want to browse through the chapters on editing and formatting in this book and the *Advanced User's Guide*, skim through the Quick Start Tutorial in this book (Chapter 4), then move on to the Advanced Tutorial in the *Advanced User's Guide*. The Sprint *Reference Guide* is an alphabetical listing of all Sprint commands and concepts. Refer to that manual for quick reference.

1. Install Sprint for your printer using the SP-SETUP program (see Chapter 1, "Before You Begin"). If you want to use one of Sprint's alternative user interfaces (for example, those for Microsoft Word, WordPerfect, or WordStar users), you can choose the user interface of your choice with SP-SETUP. (You can also change user interfaces using the Sprint menus.) SP-SETUP is also used to install Sprint for the advanced user interface (which contains *all* Sprint menu selections).

2. Type SP at the DOS prompt to start Sprint.
3. Press *F10* for the main menu. You can browse through the menus, which are mostly self-explanatory, to see Sprint's functions.
4. Press *Alt-E* for a shortcut to the **Edit** menu, *Alt-S* for the **Style** menu, and *Alt-L* for the **Layout** menu.
5. Press *Esc* to remove a menu. To remove many menus at once, press *Shift-Esc*.
6. Refer to the the Quick Reference Card for Sprint shortcuts (these are also displayed on the menus when they pop up).

   The most common formatter commands are also listed on the Quick Reference Card; you can find more information about them in the *Reference Guide*.
7. To print your file, choose **Go** from the **Print** menu.
8. Press *F1* any time you need help while in Sprint.
9. Press *F10 Q* to exit Sprint.

If You Use Borland Text Editors

If you are familiar with one of Borland's ASCII text editors—the SideKick Notepad, MicroStar (part of the Editor Toolbox), or the Turbo Pascal/Basic/C or Eureka text editor—you've got a good headstart with Sprint. Sprint's default user interface supports many of the same WordStar-compatible cursor movement and editing commands. In fact, if you're so accustomed to the way Borland text editors work that any kind of change would be difficult, you might want to consider choosing Sprint's SideKick user interface, which behaves in almost the same way as the other Borland text editors.

If you'll be working with ASCII files in Sprint (for example, if you'll be transmitting Sprint files over a modem), be sure to read Appendix E, "Working with ASCII Files." In ASCII mode (no rulers), Sprint supports auto-indent mode (choose **Auto-Indent** from the **Customize/ASCII File Handling** menu).

Once you open your first Sprint file (by typing SP at the DOS prompt), you'll be able to get around onscreen with just your knowledge of Borland's other text editors. To get to the main menu, press *F10*; to get help, press *F1*.

There are, however, some significant differences in how Sprint works. First of all, Sprint is a far more powerful product, able to do elaborate formatting of your documents; it can also be completely customized via the macro language (see the "Programming Editor Macros" section in the *Advanced*

User's Guide). There is also a very easy way to create Sprint macros "on the fly;" see Chapter 6 for details. If you plan to do more than basic word processing with Sprint, you'll want to read Chapter 8, and possibly the "Advanced Formatting" section in the *Advanced User's Guide.*

Also, Sprint handles blocks and deleted text differently. Similar to a Macintosh, Sprint has a "Clipboard" where it temporarily stores blocks of text you have moved, copied, or deleted. See Chapter 6 for complete information about block handling.

In Sprint, typestyles are *not* toggles. You choose the typestyle you want from the Typestyle menu, and Sprint enters the control codes to begin and end the typestyle. You don't see these control codes unless Sprint is in a special "Show Codes" mode. Again, see Chapter 6,"Editing: Tips, Tricks, and Techniques," for details.

Sprint allows you to have up to six windows open at once, as well as 24 open files. You can move back and forth between open windows and files, "cutting" and "pasting" text from one file to another, or just viewing different parts of your text. See Chapter 6 for information about multiple files and windows.

Sprint's printing capabilities go beyond that of the other text editors—particularly with PostScript laser printers and typesetters. Sprint also has a complete thesaurus, spelling corrector, and hyphenation dictionary. Turbo Lightning users should have little difficulty using the spell checker or thesaurus since they work much like Turbo Lightning.

Of course, you can also use SideKick with Sprint as you would with any other program.

In fact, for those particularly addicted to SideKick, Sprint provides a SideKick-like interface (SIDEKICK.UI) that behaves nearly identically to SideKick. To load it, choose **Customize/User Interface/Load**, choose **SIDEKICK** from the list of available user interfaces, and press *Enter.*

Note to two-floppy system users: In order to change user interfaces, you need either reinstall your default user interface with SP-SETUP or remove your Program A Disk from Drive A and replace it with a separate alternate user interface disk (created with SP-SETUP) before choosing **Customize/User Interface/Load**).

If You Know Another Word Processor

First, if you are a WordStar, Microsoft Word, or WordPerfect user, you may want to install one of Sprint's other interfaces; see "Before You Begin" and

read the *Alternative User Interfaces* booklet. In the event that you aren't particularly attached to another word processor, try Borland's default interface (that is, don't install a special user interface, but use Sprint as is). It's easy to learn and has virtually all the features of any other program you've used.

If you know another word processor—DisplayWrite or MultiMate for example—you know the basics of word processing; after reading the "Before You Begin" and "Quick Start Tutorial" chapters, you can probably start playing with Sprint and refer to the manuals as necessary.

There are many word processing packages on the market today, and their capabilities vary widely. Some, such as XYWrite, have advanced editing and formatting features like Sprint. If you know one of these programs well, you should have little trouble "migrating" to Sprint, since you already understand many of the concepts of a sophisticated word processing system. If, however, you have worked with one of the less sophisticated packages, you'll probably be in for a (eventually pleasant) surprise. In that case, you'll want to carefully read Chapter 8, "Basic Formatting," go on to the *Advanced User's Guide*, and experiment with the Sprint formatter at your own pace.

If You Like to Tinker with Software

If you want to customize the Sprint *editor* to make it behave in ways you prefer, refer to the "Programming Editor Macros" section of the *Advanced User's Guide*. If you want to make Sprint do some really fancy formatting—such as was done to produce this manual—see the "Advanced Formatting" section in the *Advanced User's Guide*. Of course, you should first familiarize yourself enough with the program to know what it is you'd like to change!

If you know other programming languages, you'll find that the editor macro language is somewhat like C. The formatter macro language is not very similar to any other language.

Don't be daunted if you've never programmed before; Sprint will provide you with an excellent opportunity to learn some programming concepts and skills in the context of something you can make practical use of—a word processor.

C H A P T E R

4

Quick Start Tutorial

This chapter explains Sprint's most commonly used functions and provides step-by-step instructions for creating a sample business letter and editing a short proposal. The purpose of this tutorial is to get you going with Sprint as quickly as possible and introduce you to Sprint features you're likely to use often.

"Quick Start" is intended for all beginning users who want a general overview of Sprint's word processing functions.

After completing this tutorial, you will know how to

- create new files and edit existing files
- use Sprint rulers to format text
- make changes to text
- use various typestyles
- move, delete, and copy text
- make lists
- save and print files
- use DOS commands without leaving Sprint

Armed with this information, you can begin to create your own letters, reports, and formatted documents. When you're ready for more information about Sprint's sophisticated editing and formatting capabilities, you can move on to the editing and formatting chapters in this manual, and from there to the Advanced Tutorial in the *Advanced User's Guide.*

This tutorial contains the following nine lessons:

- Lesson 1: Starting Sprint and Creating a New File
- Lesson 2: Making Changes in a File

- Lesson 3: Opening and Closing a File
- Lesson 4: Choosing Typestyles and Centering Text
- Lesson 5: Setting and Using Tabs
- Lesson 6: Selecting a Block and Block Commands
- Lesson 7: Making Lists
- Lesson 8: Printing a File
- Lesson 9: Switching User Interfaces and Quitting Sprint

Each lesson begins with a brief description of the subject of the lesson, lists typical applications for the functions and commands you'll be using, and explains how to perform the specific functions and commands. The *Practice* part of the lesson provides instructions for creating and editing your sample letter and proposal files. These instructions are always indented and shown in bold type. Tips are sometimes included to give you additional information or alternative ways to complete the task.

Note: You should complete each lesson in order since some of the lessons are based on actions that you performed in previous lessons. We assume that you've installed Sprint using the SP-SETUP program as described in Chapter 1. If you want to create additional Data Disks after running SP-SETUP, insert a blank, formatted floppy disk in Drive B and type `B:SPRECOVE-CREATE` at the DOS prompt. Repeat for each new Data Disk you want to create.

Getting Started

For this tutorial only, you'll be using a special "tutorial" version of Sprint that omits some of the more advanced features of the program. Once you've worked through this tutorial, you'll be ready to load the basic version of the Sprint program.

If you've installed one of Sprint's alternative user interfaces, these lessons won't apply. Please refer to the *Alternative User Interfaces* booklet.

There are two basic ways to tell Sprint what you want it to do:

- choose commands from Sprint's menus
- press keyboard shortcuts (like *Shift-Esc, Alt-R,* or *F6*)

In this tutorial, you'll use both methods. For example, you'll be working with commands on the main Sprint menu (which you get to by pressing *F10*) and the Edit menu. Although you can reach the Edit menu by choosing Edit from the main menu, there's a shortcut—just press *Alt-E*. When you want to learn the shortcut for a menu command, just look next to that com-

mand on the menu display (for example, next to Edit on the main menu is the shortcut *Alt-E*). Once you've learned a shortcut for a command, you can use the shortcut with no menus displayed. These shortcuts are shown on the menus by default; if you don't see any, press *F10 CM* (for **C**ustomize/**M**enu Shortcuts), and make sure it reads "YES." As you work more with Sprint, you'll discover your preferred way of choosing commands and even create your own shortcuts.

Note: When describing the menu method, we separate a menu name from its submenu name with a slash (/). If we want you to choose, for example, **E**dit on Screen from the **R**uler menu (which is on the **L**ayout menu and is thus a submenu), we might tell you to do the following:

1. Press *F10* (to display the main menu).
2. Choose the **L**ayout/**R**uler/**E**dit on Screen command.

When Sprint displays a menu, you can do any of the following to choose a command:

- Use the *Up* and *Down* arrow keys to highlight the item you want, then press *Enter*.
- Press the spacebar until the desired menu item is highlighted, then press *Enter*.
- Press the key corresponding to the first letter in the item (displayed in bold). For example, to choose **O**ptions from the **P**rint menu, just press *O*.

  Note: Pressing *Enter* isn't necessary when you press the highlighted first letter of a menu command, so this method requires fewer keystrokes (one instead of two to choose a command).

Getting Help

Remember—any time you're having trouble with Sprint, you can press *F1* to get helpful information about whatever you're doing. If you have a two-floppy system and the help files are not on your Program A Disk, Sprint will prompt you to remove your Program A Disk from Drive A and replace it with the one that contains the files whenever you want access to context-sensitive help.

The Final Result

Pages 45 and 46 show you the printed result of this tutorial. You will create the letter shown on page 45 and edit a proposal so it ends up looking like the proposal on page 46.

Note: We used a PostScript typesetter to produce the letter and proposal. Your printed copy may look somewhat different from this, depending on what kind of printer you are using.

June 17, 1988

Ms. Linda Silver
498 Moonview Terrace
Chicago, IL 60606

Dear Ms. Silver,

Thank you for the opportunity to provide a cost estimate on replacing your existing kitchen cabinets. The following estimate includes the cost of replacing your cabinets, a proposed time schedule, and a description of the work to be performed.

We hope this proposal meets with your approval, and that we can begin work on your new kitchen soon. If you have any questions, please feel free to contact me.

Sincerely,

Randy "Red" Wood
Kitchen Consultant
Remodeling, Inc.

KITCHEN PROPOSAL

TASK

– Remove the existing cabinets and frames.

– Construct new 3/4" face frames.

– Build replacement cabinets, using standard 3/4" birch and 1/4" oak veneer facing.

– Apply stain number 531 and satin finish.

– Install the new cabinets.

TIME ESTIMATE

A job this size typically requires three to four working days. If we start on Monday, June 30, we should be able to complete the job by Thursday, July 3. Our contractors will arrive at approximately 9:00 a.m. each day and will work until 4:00 p.m.

COST ESTIMATE

The cost to perform the task listed above is $6,500.00, due and payable as follows:

10%	$650.00 deposit due upon acceptance of this proposal.
40%	$2600.00 due at time of measurement.
40%	$2600.00 due at time of installation.
10%	$650.00 due at job completion.

INSTRUCTIONS and RECOMMENDATIONS

1. Remove all wall hangings and fragile objects. **We are not responsible for damages.**
2. Plan to be without a kitchen for 5 days.
3. Since your kitchen cannot be completely closed off from your dining room, cover the dining room furniture with an adequate dropcloth. This job will generate quite a bit of fine dust.
4. Remove the contents of all existing cabinets and place them in another room.
5. Make arrangements to be at the house on the job's starting and ending days. During the remaining days, you may provide instructions for entry in your absence.

Lesson 1: Starting Sprint and Creating a New File

In this lesson, you'll create a new file in Sprint. In the process, you'll

- start Sprint and specify a new file name
- familiarize yourself with how Sprint displays information onscreen
- load the special user interface you need to work through this tutorial
- enter text
- edit the ruler line that formats your file
- save your work

If you haven't already installed Sprint with the SP-SETUP program, go back to Chapter 1 on page 9 and do that now.

Starting Sprint

Once you start Sprint, you can create new files, edit existing files, and begin using Sprint's word processing functions.

To start Sprint with a hard-disk system:

1. Go to the directory that contains your Sprint files. For example, if you're at the DOS root directory and you've installed your Sprint files in a subdirectory called SPRINT:

   Type: `CD \SPRINT`
   Press: *Enter*

2. Now enter the Sprint editor:

   Type: `SP`
   Press: *Enter*

   Tip: You can start Sprint from any directory by typing `SP` *if you have set a path to the Sprint directory in your AUTOEXEC.BAT file. For details on how to do this, see page 14.*

To start Sprint with a floppy-drive system:

1. Place your Program A Disk in Drive A and your Data Disk in Drive B.

2. Now start Sprint:

   Type: `SP`
   Press: *Enter*

   Sprint automatically starts on Drive B (where the SP-SETUP program created the fixed-size backup file). There's no need for you to specify a drive.

Creating a New File

When you start Sprint by typing `SP` on the DOS command line, you enter the editor and are presented with a new, `[Unnamed]` file. If you had been working on a file before, Sprint would come up with the file(s) opened in the last editing session.

Another option is to follow the `SP` command with the name of a new or existing file. To specify that you want to open a particular file:

Type: `SP` *FILENAME* at the DOS prompt
Press: *Enter*

If the file doesn't yet exist, Sprint will ask you if you want to create a file by that name:

```
Create new file FILENAME.SPR?
```

Press *Y* for "yes," *N* for "no." When you are creating file names of your own, follow the DOS file-naming conventions: one- to eight-character file names with an optional one- to three-character extension. If you're not familiar with these conventions, refer to Appendix A, "A DOS Primer." If you enter a file name with no extension, Sprint automatically adds the extension .SPR.

Once the file is open, Sprint automatically displays two lines on the screen: a *ruler line* at the top of the screen and a highlighted *status line* at the bottom.

Once you're in Sprint and working on a file, you can create a new document by choosing New from the File menu.

The Ruler Line

The ruler line at the top of the file lets you set up the basic format of your file. You can set left and right margins and tab stops, specify how many columns the first line of a paragraph should be indented (if any), and

determine how your text should be aligned (justified, ragged-right, ragged-left, and centered are some of the choices).

Figure 4.1 shows Sprint's default ruler, and the *Practice* part of this lesson explains how to adjust its various settings.

```
+-------------------------------------------------------------------+
[   T   1   .   2   .   3   .   4   .   5   .   6   ]L  7
+-------------------------------------------------------------------+
```

Figure 4.1: Default Ruler Line

By default, the left bracket ([) sets the left margin at column 0; the right bracket (]) sets the right margin at column 65. This means that, when you type, text begins at column 0, continues to column 65, and then "wraps" to the next line. You do not need to (and should not) press *Enter* to begin a new line in a paragraph. Press *Enter* only to insert a blank line of text or to begin a new paragraph.

The `T` near the left edge of the ruler indicates a tab stop at column 5. The `L` next to the right bracket specifies leftjustified text (text aligned at the left margin and "ragged" at the right margin).

You will learn to use the remaining three codes in the *Practice* part of this lesson; they are:

J (both)	Specifies left- *and* right-justified margins (aligned at both the left and right margins).
R (right)	Specifies right-justified, ragged-left margins (aligned only at the right margin).
C (center)	Specifies centered text.

The Status Line

The status line at the bottom of the screen displays information about the file. It includes

- the name of your file and file path (or `[Unnamed]`)
- a message that, if present, indicates Sprint is in *select mode* (*Sel*); that is, if *Sel* is displayed, then text is being selected (marked).
- a message telling whether Sprint is in Insert mode (*Ins*)—the default—or Overwrite mode (*Ovr*)
- a message that, if present, indicates Sprint is in Column mode
- the time of day

- the current cursor position (line number)
- the total number of lines on the file
- the current page number in the actual document (if the file has been paginated)
- the current line on the page in the actual document (if the file has been paginated); if the file hasn't been paginated, the line number relative to the total lines in the document.
- the current cursor position (column number); also, if the text at that cursor position is changed to a particular typestyle, then the column number displays in the same text attribute—bold, underlined, and so on—as the text)

If you have made changes to the file but haven't saved them, Sprint also displays an asterisk (*) after the file name. If you have copied text to the Clipboard but have not moved your cursor, Sprint displays a plus (+) sign to signify that items moved to the Clipboard will be *appended* to the current contents. Figure 4.2 shows a sample status line for a file that is *not* in *Sel* or *Col* mode.

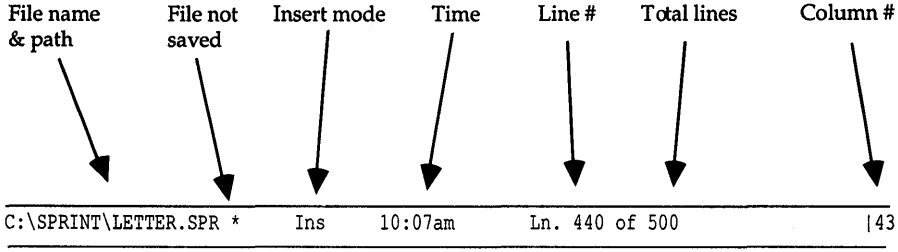


Figure 4.2: Sample Status Line

Note: Whenever you start Sprint, as you will do for this *Practice*, Sprint automatically creates a backup file to record your work session. This backup file is named SP.SWP and is stored in your current directory (or, on a networked system, the directory you have set "home" to). If you should experience a power failure during a Sprint session, don't worry. All your entries and changes are automatically saved to this backup file every time you stop typing for 3 seconds, which means you have instant crash recovery when power resumes. "The Automatic Backup File" section in Chapter 7 covers this feature in greater detail.

Practice

The first thing you're going to do is load the tutorial user interface and create the sample business letter shown on page 45. This letter serves as a cover letter to the proposal you modify in the next lesson.

To create the practice file LETTER.SPR and enter text:

1. For this tutorial, you're going to be using a special version of the Sprint user interface called SPTUTOR. Display the main menu and choose Customize/User Interface/Load:

   Press: *F10 CUL*

   Sprint displays a list of available user interfaces.

   Note to two-floppy system users: As long as you installed SPTUTOR as an alternate user interface with SP-SETUP, and you insert the disk that contains your alternate user interfaces, you can load the tutorial user interface with Customize/User Interface/Load. If you don't see SPTUTOR listed, you must run SP-SETUP again to reinstall your default user interface (choose SPTUTOR). For details on how to use SP-SETUP to set up a separate user interface disk, see page 19.

2. Choose SPTUTOR from the list of user interfaces:

   Press: *Down arrow* to choose SPTUTOR
   Press: *Enter*

3. Press *F10 FN* to create a new file. Sprint asks you for a name for the `File to create:`

   Type: `Letter`
   Press: *Enter*

   Tip: By default, Sprint adds the extension .SPR to your file name. If you didn't want an extension, type a period after the name.

4. Type the text of the letter below the ruler line. Press *Enter* where indicated to insert one or more blank lines.

   Tip: Remember that you should only press Enter to insert blank lines or end paragraphs; do not use this key to start a new line in a paragraph. Sprint automatically wraps your text as you type past the right margin setting.

   Don't worry about fixing any typos; you'll correct those in the next lesson.

June 17, 1988 *Enter*
Enter
Enter
Enter
Ms. Linda Silver *Enter*
498 Moonview Terrace *Enter*
Chicago, IL 60606 *Enter*
Enter
Dear Ms. Silver, *Enter*
Enter
Thank you for the opportunity to provide a cost estimate on replacing your existing kitchen cabinets. The following estimate includes the cost of replacing your cabinets, a proposed time schedule, and a description of the work to be performed. *Enter*
Enter
We hope this proposal meets with your approval, and that we can begin work on your new kitchen soon. If you have any questions, please feel free to contact me. *Enter*
Enter
Sincerely, *Enter*
Enter
Enter
Enter
Randy "Red" Wood *Enter*
Kitchen Consultant *Enter*
Remodeling, Inc.

Editing the Ruler

Here's your opportunity to see how changing the ruler settings affects the text of the file you just typed in. You can practice editing the codes on the ruler and immediately see the results.

Right now, the L on the ruler line indicates left-justified text (the default); Sprint will align the left margin but the right margin will be *ragged,* as if it were typed on a typewriter. By changing the ruler settings, you'll change the way the letter is justified.

To change the ruler settings:

1. Choose Layout/Ruler from the main menu:

   Press: *F10 LR* to choose **Layout/Ruler**

2. Now, choose the Edit on Screen command:

   Press: *E* for **Edit on Screen**

   Tip: To reduce the number of keystrokes to get to this command, use the shortcut for Layout/Ruler/Edit on Screen, Alt-A.

3. The ruler line now appears highlighted, which means you can change its default settings by deleting codes or typing them in. You will do this in the practice session below.
4. Change the format by adding the code for right- and left-justification:

   Type: J (anywhere on the ruler)

   Sprint places the *J* immediately after the right bracket (]) on the ruler, replacing the L that was there. Figure 4.3 shows how Sprint automatically aligns the text of the letter at the right margin as well as the left by justifying the spacing between words.

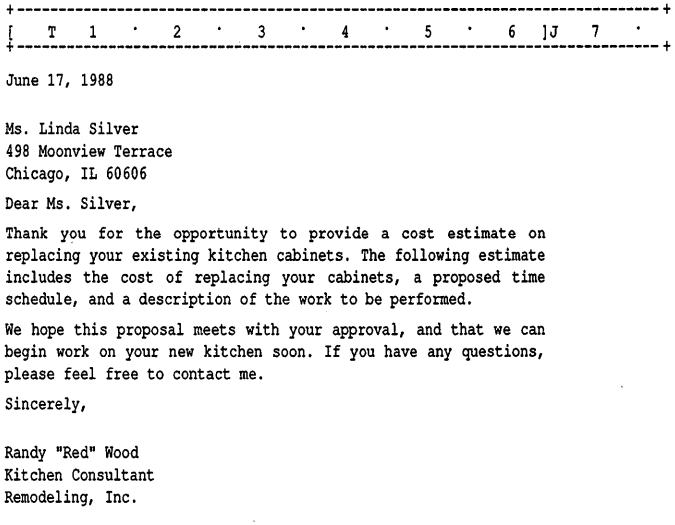


Figure 4.3: Justification of Left and Right Margins

5. You can also see how the text looks when you center it. Type a C on the ruler to specify centered text:

   Press: *F10 LRE* (or *Alt-A*)
   Type: C (anywhere on the ruler)

   Sprint places the *C* immediately after the right bracket on the ruler; the *J* disappears. Figure 4.4 shows how Sprint centers the text.

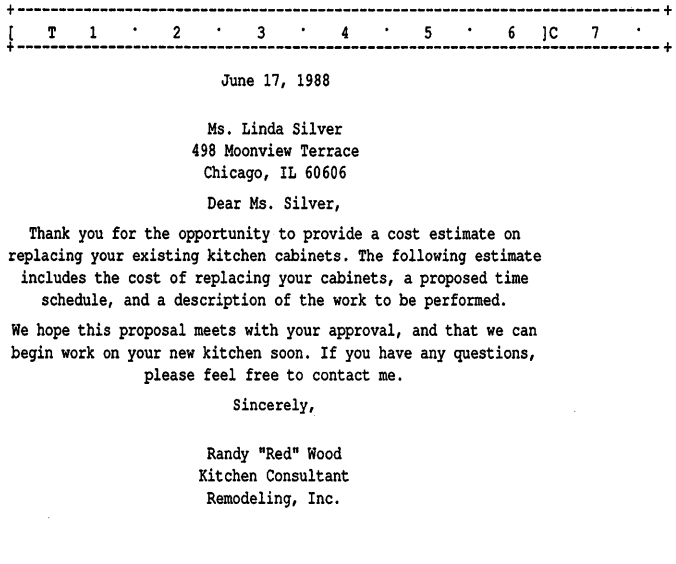


Figure 4.4: The Letter After Centering

6. Delete the C on the ruler (move the cursor to the C and press *Del*); the justification code on the ruler line defaults to *L* (left-justified only). Type a J on the ruler line so the letter's margins will both be justified again, as in Figure 4.3.

   Note: If you type a J on a ruler without first deleting a previously inserted *C, they both stay on the ruler*; the result of *CJ* (the two codes combined) on a ruler line is text that is both left- and right-justified *except* for the last line of a paragraph or free-standing lines.

7. Practice changing the margin settings. (The default left and right margin settings are fine for our letter, but experiment with them anyway.) Choose **Layout/Ruler/Edit on Screen** from the main menu:

   Press: *F10*, then *LRE* (or just *Alt-A*)
   Type: [(left bracket) at the desired left margin setting
   Type:] (right bracket) at the desired right margin setting

   The text of your letter automatically adjusts itself to the new margin settings. When you are finished, return the left and right margins to their default settings (0 and 65, respectively).

8. Try indenting the paragraphs of your letter. If you want to indent the first line of each paragraph, choose **Layout/Ruler/Edit on Screen** from the main menu:

   Press: *F10*, then *LRE* (or *Alt-A*)
   Type: I on the highlighted ruler line wherever you want the paragraph indent to start

For example, if you put the *I* at column 5 (where the *T* is on the default ruler line), each new paragraph will start at column 5. The second and remaining lines of a paragraph will begin at the left margin setting (column 0). Don't worry about the address being reformatted; the whole letter will return to normal when you delete the *I*'s from the ruler line.

9. Try inserting new tab settings on the ruler. To set tab stops on the ruler line:

   Type: `T` on the highlighted ruler wherever you want a tab stop

   Now, each time you press the *Tab* key when entering text, Sprint automatically moves to the next tab stop indicated on the ruler line. The *Del* key is used to get rid of tab stops.

   Tip: The tab stop on the default ruler line is preset at column 5; if you continue to press Tab in the file, you'll get tab stops at 10, 15, and so on. If all tab stops are deleted from the ruler, the default is still 5, 10, 15, and so on.

10. When you're finished experimenting, press the *Up* or *Down* arrow key to move off the ruler line and back into your file. The highlighting will disappear, and you must choose **Layout/Ruler/Edit on Screen** again to make any additional changes.

Saving Your Changes

Check the status line at the bottom of your screen. The asterisk (*) to the right of the file name means that you have made changes to the file but have not saved them to disk. (Even though Sprint creates a special backup file and saves your text to this file when you stop typing for 3 seconds or more, it's a good idea to occasionally save your text to disk.)

To save the letter:

1. Choose **File/Save** from the main menu:

   Press: *F10*, then *FS*

   Tip: You can also use the shortcut Ctrl-F2.

   Sprint displays the message

   ```
   Writing...
   ```

   on the status line, indicating that it is writing your file to disk.

   Note: If you did not enter a file name when you started Sprint (that is, you typed `SP` and pressed *Enter*), the status line will display `Unnamed` instead of a file name. When you decide to save and press *F10 FS* (or *Ctrl-F2*), the status line prompts

   ```
   Save file as:
   ```

2. Enter the name of your file (in this lesson, LETTER):

   Type: LETTER
   Press: *Enter*

   Sprint writes the text to a file called LETTER.SPR on your floppy disk or the current directory on your hard drive.

   Remember: Sprint automatically adds the extension .SPR to your file names. If you don't want this extension, follow the file name with a period.

Summary of Lesson 1

In Lesson 1, you opened a new file and typed in text. You chose a special user interface to work with and adjusted the ruler settings to format your text.

The following table summarizes the tasks presented in Lesson 1:

Table 4.1: Tasks in Lesson 1

Task	Action
Start Sprint	At the DOS prompt, type SP and press *Enter.*
Create a new file	Press *F10 FN* (for **File/New**) and enter a file name.
Display the main menu	Press *F10.*
Choose a command	a. Use the arrow keys to highlight the command and press *Enter* or b. Type the first letter of the command name or c. Use the alternative shortcut.
Choose a different user interface	Choose **Customize/User Interface/Load** from the main menu. Use the arrow keys to pick the user interface you want, then press *Enter* (or press the first letter of the menu choice).
Change ruler settings	Choose **Layout/Ruler/Edit on Screen** from the main menu (or press *Alt-A*) to change the settings by typing or deleting codes on the highlighted ruler line.
Save a file	Choose **File** from the main menu. Press *S* for **Save**. You can also use the shortcut *Ctrl-F2.*

This completes Lesson 1. The next lesson explains how to move the cursor to correct any mistakes you may have made.

Lesson 2: Making Changes in a File

In this lesson, you'll edit a line of text in your sample letter. You will learn how to

- move your cursor around in the file
- correct typing mistakes
- toggle from Insert to Overwrite mode

Before you can change text by inserting or deleting characters, words, or lines, you need to move the *cursor* (the blinking character on your screen) to the text you want to change. For example, if you want to insert text at the bottom of your file, you first need to move the cursor to the bottom of the file. Likewise, when you want to add a different typestyle, such as boldface, you need to move the cursor to the correct spot in your file.

There are three ways to move the cursor around in your file:

1. use the keys on the numeric keypad
2. use Sprint's shortcuts (which include WordStar-like commands such as *Ctrl-C, Ctrl-R, Ctrl-E,* and *Ctrl-X*)
3. choose the **Edit/Jump to Line** command (the shortcut is *F9*)

In this lesson, we use shortcuts and keys on the numeric keypad to move the cursor, but you can also use the **Jump to Line** (*F9*) command if you prefer. There is no right or wrong method; it's all a matter of personal preference.

On an IBM PC, the numeric keypad is located on the right side of your keyboard. The following table lists the function of each of these keys, and three other editing keys: *Esc, Tab,* and *Ctrl.*

A complete list of all Sprint cursor-movement commands can be found on the Quick Reference Card.

Table 4.2: Sprint Cursor Movement and Editing Keys

Arrow Keys	The *Up, Down, Left,* and *Right arrow* keys are located on the numeric keypad (on the right side of the keyboard). Use these keys to move the cursor around in any existing text:
	Up arrow — Moves the cursor up one line.
	Down arrow — Moves the cursor down one line.
	Right arrow — Moves the cursor one column to the right.
	Ctrl-Right arrow — Moves the cursor one word to the right.
	Left arrow — Moves the cursor one column to the left.
	Ctrl-Left arrow — Moves the cursor one word to the left.
Home	Moves to the beginning of a line of text.
Ctrl-Home	Moves the cursor to the top of the screen.
End	Moves to the end of a line of text.
Ctrl-End	Moves the cursor to the bottom of the screen.
PgUp	Moves the cursor up to display the previous screen of text.
Ctrl-PgUp	Moves the cursor to the top of the file.
PgDn	Moves the cursor down to display the next screen of text.
Ctrl-PgDn	Moves the cursor to the bottom of the file.
Esc	Cancels a menu selection. Suppose you select the wrong menu option, or change your mind about selecting a command. *Esc* releases you from a command choice. Also, *Esc* removes a menu from the screen. See *Shift-Esc* to remove all menus.
Shift-Esc	Removes *all* Sprint menus from the screen. Use *Shift-Esc* when you have opened several levels of Sprint menus and want to remove them all at once.
Tab	Moves the cursor forward from one tab stop to the next.
Ctrl	In conjunction with another character, causes Sprint to perform a particular editing or formatting function. For example, *Ctrl-PgUp* moves the cursor to the top of the file. (If you are using the Sprint default user interface, you can also use *Ctrl* to enter WordStar-like commands.)
Backspace	Moves the cursor one column to the left, deleting the character that was already there (if you are in Insert mode). It also deletes hard returns. Nothing will be deleted if you are in Overwrite mode. To change (*toggle*) between Insert and Overwrite mode, press *Ctrl-V.*
Ctrl-Backspace	Deletes one word to the left of the current cursor position.
Ins	Toggles between Insert and Overwrite mode.
Del	Deletes the character under the cursor, or, if a block is selected, deletes the block.

Practice

In this session, you'll practice using cursor movement and editing keys to view your text and make some minor changes.

Adding and Deleting Text

To correct typos and change the date of the letter:

1. If you find a mistake in the letter you typed, use the cursor movement keys to reach it and correct it:

   Press: *Backspace* or *Del* to delete the mistake
   Type: your correction

2. Return to the top of the file, where the first line reads `June 17, 1988`:

   Press: *Ctrl-PgUp* to move the cursor to the first line in the file

3. Change the date to today's date; first, change Insert mode to Overwrite mode by pressing *Ins*.

   The status line message changes from *Ins* to *Ovr*.

4. Now that Sprint's in Overwrite mode, type today's date over the existing text. When you've done this, toggle Insert mode back on by pressing *Ins* again. Make sure that *Ins* is displayed in the status line.

To change the addressee's name and address:

1. Change the name in the letter's address to your own. Move the cursor to line 6. Use the shortcut for Edit/Jump to line (*F9*) to reach that line:

   Press: *F9*

   Tip: Shortcuts are displayed on the menus. If you don't see any, choose Customize/Menu Shortcuts from the main menu and toggle to Yes. (Two-floppy system users, make sure your Program A Disk is in Drive A when you choose Customize/Menu Shortcuts.)

   Sprint prompts `Line number:`

   Type: `6`

2. Now delete the line `Mrs. Linda Silver` (line 6), using Sprint's shortcut for deleting a line of text:

   Press: *Ctrl-Y* (see the table of Sprint's shortcuts at the end of this lesson)

3. Insert a new blank line, using Sprint's shortcut, and type your own name:

Press: *Enter* to insert a new line
Type: your name on the line inserted by Sprint

4. Move to the next line, delete the line, insert a blank line, and type your address:

   Press: *Down arrow* to move down one line
   Press: *Ctrl-Y* to delete the line `498 Moonview Terrace`
   Press: *Enter* to insert a new line
   Type: your street address

5. Repeat the process to delete the text of line 8 and enter your own city, state, and zip code.
6. Now, move your cursor to the beginning of the salutation:

   Press: *Down arrow* to move down two lines
   Press: *Home* to move the beginning of the line

7. Use Sprint's shortcut to move your cursor one word to the right:

   Press: *Ctrl-F* (or *Ctrl-Right arrow*) to move one word to the right

   Your cursor should now be on the *M* in `Ms.` Delete the words `Ms.` and `Silver` using Sprint's shortcut:

   Press: *Ctrl-T* three times

   Sprint deletes one word to the right of the cursor each time you press *Ctrl-T*. Type your own name in the salutation.

8. Finally, save the changes to your file by choosing **File/Save** from the main menu:

   Press: *F10 FS* (or use the shortcut *Ctrl-F2*)

Summary of Lesson 2

In Lesson 2, you learned how to move the cursor around in the file and make corrections. You also toggled Insert mode to Overwrite to type in a correction over existing text.

The following table summarizes the tasks presented in Lesson 2:

Table 4.3: Tasks in Lesson 2

Task	Action
Move the cursor	Press the cursor movement keys as shown in Table 4.1.
Delete a mistake	Press the *Backspace* or *Del* key.
Toggle Insert mode	Press *Ins*.

Table 4.4 is a review of some of Sprint's shortcuts you've used in the first 2 lessons.

Table 4.4: Summary of Sprint Shortcuts

Key	Function
Ctrl-F2	Save a file
F9	Jump to a line
Alt-A	Edit a Sprint ruler
Ins	Toggle from Insert to Overwrite mode
Ctrl-T	Delete one word to the right of the cursor
Ctrl-Y	Delete a line
Ctrl-N	Insert a line
Ctrl-E	Move the cursor up one line
Ctrl-X	Move the cursor down one line
Ctrl-F	Move the cursor one word to the right (same as *Ctrl-Right arrow*)
Ctrl-A	Move the cursor one word to the left (same as *Ctrl-Left arrow*)

Note: If you delete something by mistake using one of Sprint's shortcuts, just press *Ctrl-U*, which undoes a delete command.

This completes Lesson 2. Go on to Lesson 3 to learn how to open an existing file and use DOS commands without exiting Sprint.

Lesson 3: Opening and Closing a File

This lesson explains how to open and close an existing file. You will also learn how to use DOS commands without leaving Sprint.

As mentioned earlier, you choose **Save** from the **File** menu (or press *Ctrl-F2*) to save your file to disk. But the file remains open, even after you save it; a file stays open until you *close* it. This is useful when you are working on several files at once and need to move quickly from one file to another. When you're done working on a file, it's a good idea to close it. Otherwise, every file you open remains open, and you end up with a lot of open files that you don't really need.

Note to two-floppy system users: Try to limit the number of files you keep open at any one time, since the fixed-size backup file on your Data Disk can only hold a limited number of open files.

Note: The command you use to switch between open files, normally a choice on the **File** menu (**Pick File from List**), is not available on the limited version of the user interface used for this tutorial. For information on how to switch between up to 24 open files (once you finish this tutorial and load the basic default user interface in Lesson 9), see "Moving between Open Files" in Chapter 7.

Practice

Since you have completed a cover letter to go with your proposal, it's time to edit the proposal. This proposal has already been typed for you; it's in a file you'll open called PROPOSAL.SPR. First, you'll make sure the PROPOSAL.SPR is on the hard disk. If it's not, you'll use a DOS COPY command to put it there without leaving Sprint. Then you'll practice closing the file.

Note to two-floppy system users: The file PROPOSAL.SPR is on the Data Disk created by SP-SETUP. If you haven't yet run SP-SETUP, go back to Chapter 1, page 11, and let Sprint create a Data Disk for you.

To make sure the PROPOSAL.SPR file is present:

1. Use the **File/Open** command to check for the file LETTER.SPR:

   Press: *F10 FO* (or use the shortcut *Ctrl-F3*)

   Sprint prompts `File to open:`

   Press: *Enter* to get a list of all files with the .SPR extension in your current directory

   Note: The .SPR extension is Sprint's default extension, which is why you see a list of all files in your current directory with a .SPR extension when you choose **File/Open** and press *Enter*. If you want to see a list of *all* files in the current directory, type `*.*` at the `File to open:` prompt. The asterisk is a DOS wildcard meaning "all;" Sprint uses DOS wildcards, so it will list every file name and extension combination present if you type `*.*` at the prompt. For more information on DOS wildcards, see Appendix A, "A DOS Primer."

2. If you don't see PROPOSAL.SPR in the list of files with a .SPR extension, or if you get a

   ```
   No files match ''. Press Esc to continue
   ```

   message, you may not have asked SP-SETUP to copy the PROPOSAL.SPR file during installation. One way to remedy that (if you don't feel like running SP-SETUP again) is to copy that file from the original Sprint Thesaurus Disk. To do this:

   For a Hard-Disk System:

   a. Choose **Utilities/DOS Command** from the main menu:

      Press: *F10 UD*

      Sprint prompts `DOS command:`

   b. Insert the Thesaurus Disk in Drive A

c. Use the DOS command COPY to copy the PROPOSAL.SPR file from the Thesaurus Disk to your current directory:

Type: `COPY A:PROPOSAL.SPR`

Sprint copies the file to your current directory. Press any key to continue.

3. **Note:** Utilities/DOS Command allows you to use DOS commands like DIR and COPY without quitting Sprint. If you want to shell out to DOS for more than one command, choose **Utilities/DOS**, don't type anything on the status line, and press *Enter*. You will exit to DOS until you want to return to Sprint; to get back to Sprint, just type `EXIT` at the DOS prompt.

For a Two-Floppy System:

a. The SP-SETUP program automatically puts PROPOSAL.SPR on the Data Disk it creates during installation! Just insert the Data Disk in Drive B and your Program A Disk in Drive A every time you start Sprint. Go back and run SP-SETUP again before continuing if you don't find PROPOSAL.SPR on the Data Disk.

b. If you want to practice using the **Utilities/DOS Command**, check your Data Disk for PROPOSAL.SPR with a DOS DIR command:

i. Make sure your Program A Disk is in Drive A.

ii. Choose **Utilities/DOS Command**.

iii. Type `DIR B:PROPOSAL.SPR` to check for the presence of PROPOSAL.SPR on your Data Disk (Drive B).

Once you know the PROPOSAL.SPR file is present or have recopied it, you can open the file.

To open the file PROPOSAL.SPR:

1. Choose **File/Open** from the main menu:

Press: *F10 FO* (or use the shortcut *Ctrl-F3*)

Sprint prompts `File to open:`

Press: *Enter* to see a list of all files with the .SPR file extension (the Sprint default)

2. Choose the file name PROPOSAL.SPR from the list:

Press: *Down arrow* key until you reach PROPOSAL.SPR
Press: *Enter*

Sprint will open the proposal file.

Tip: Instead of pressing Enter at the `File to open:` *prompt, and then choosing from the list, you can simply type* `proposal.spr` *over the *.SPR, so that the status line reads*

```
File to open: proposal.spr
```

Then press Enter.

Since you'll be working with the file PROPOSAL.SPR in Lesson 4, you'll need to open it again after learning how to close it.

To close the proposal file:

1. Choose the **File** menu from the main menu:

   Press: *F10 F* to choose **File**

2. Choose the **Close** command to close the file:

   Press: *C* to choose **Close**

Tip: You can also use the shortcut Ctrl-F4 to close a file.

Remember: To help you learn Sprint's shortcuts, they appear next to each menu item. If you don't see them, choose **Customize/Menu Shortcuts** from the main menu and press *Enter* to toggle **Menu Shortcuts** from Off to On. Then press *Shift-Esc* to remove the menus.

Note to two-floppy system users: Your Program A Disk must be in Drive A when you choose **Customize/Menu Shortcuts**.

Summary of Lesson 3

In Lesson 3, you learned how to use **Utilities/DOS Command** to copy a file to your current directory. You also opened an existing file and closed it at the end of the lesson.

The following table summarizes the tasks presented in Lesson 3:

Table 4.5: Tasks in Lesson 3

Task	Action
Use DOS commands inside Sprint	Choose **U**tilities from the main menu, then press *D* for **D**OS Command. Type any DOS command on the status line as if you were at the DOS prompt, then return to Sprint when the command is completed by pressing any key. (Two-floppy system users: Have your Program A Disk in Drive A when you choose **U**tilities/**D**OS Command.) If you want to exit to the full-screen DOS shell for more than one command, press *Enter* at the `DOS command:` prompt without entering anything. To get back to Sprint, type `EXIT` at the DOS prompt.
Open an existing file	Choose **F**ile/**O**pen, or use the shortcut *Ctrl-F3*.
Close a file	Choose **F**ile/**C**lose, or use the shortcut *Ctrl-F4*.

This completes Lesson 3. Go on to Lesson 4 for an overview of Sprint's various typestyles, and the commands you'll need to insert bold and underlined text.

Lesson 4: Choosing Typestyles and Centering Text

This lesson shows you how to choose typestyles from Sprint's **T**ypestyle menu. It explains the various typestyles that Sprint supports, and lets you practice underlining text.

Table 4.6 lists and explains all Sprint typestyle options available in the tutorial user interface (there are additional typestyles available in the basic and advanced user interfaces). To display the **T**ypestyle menu, press *F10 T*.

Table 4.6: Sprint Typestyles

Typestyle	Function
Normal	Ends a Typestyle command by moving the cursor to the right of the hidden ^N control code.
Bold	Prints text in boldface type (if your printer has that capability). If your printer cannot print bold characters, it will double-strike the text.
Italic	Prints the text in an italic font (if your printer has that capability). If your printer cannot print italic characters, it will underline the text.
Underline	Underlines the text when it prints.
Word Underline	Underlines the the text when it prints, except for spaces.
Large	Prints text in large, bold type. This is very useful for headings.
+ Superscript and – Subscript	Raise and lower text (respectively) by one-half of one line. Sprint will also use a smaller font to print the superscripted or subscripted character if your printer has that capability. If your printer does not support vertical microspacing, Sprint will create a blank line above the text for a superscript or blank line below for a subscript.

Note: When you choose a **T**ypestyle command, Sprint changes the onscreen attribute of the text between the hidden control characters it inserts. It displays the text in a different *attribute* (highlighted or underlined on a monochrome monitor, and in a different color on a color monitor). At print time, Sprint prints the text between the control characters in the typestyle you chose, to the best of your printer's ability.

When you want your printed text to appear in a particular typestyle, you choose the typestyle you want, type the text, and then end the typestyle by pressing *Right arrow*. If you want to change the typestyle of *existing* text, you must first mark the text to be affected, and then select the desired typeface. This lesson explains how to select typestyles for *new* text. Lesson 6 explains how to mark text and change the typeface of existing text.

Practice

Since the proposal text doesn't have a title, this lesson explains how to insert underlined text to serve as a heading. You're going to enter the title `KITCHEN PROPOSAL` and underline it. You will also learn how to turn typestyles off. As a sideline to learning about typefaces, you'll also learn how to center a line of text by centering the underlined title.

Underlining Text

You can enter text in an underlined typestyle by choosing **Underline** from the **Typestyle** menu and typing the text. Once you learn how to underline, you can choose any of the typefaces in Table 4.6 and use them the same way.

To enter an underlined title for the proposal:

1. First, open the file PROPOSAL.SPR (if it isn't already open):

   Press: *Ctrl-F3*
   Type: `proposal` (Sprint supplies the default file extension .SPR)
   Press: *Enter*

2. Move to the first line of text (the line immediately following the ruler line) and place the cursor under the *T* in *TASK*.

3. Insert two blank lines above the word *TASK*:

   Press: *Enter* twice to insert two lines

4. Now move the cursor to the top of the file:

   Press *Ctrl-PgUp*

5. To reach the **Typestyle** menu, choose **Typestyle** from the main menu:

   Press: *F10 T*

   Sprint displays the **Typestyle** menu.

6. Choose the **Underline** command:

   Press: *U* to choose **Underline**

7. Now enter the title:

   Type: `KITCHEN PROPOSAL`

   If you watch the far right corner of the status line as you type, you will see an underline appear beneath the column number. (On a color monitor, the column number changes to the color you've selected for underlined text.) Sprint also displays the text you are typing in a different attribute (a different color on a color monitor, underlined on a monochrome monitor).

8. When you've finished, turn the underlined text attribute off:

   Press: *Right arrow* to end the underline typestyle

   Note: Pressing *Right arrow* ends a typestyle because it moves the cursor to the right of the hidden ^N control code Sprint inserts to end a typestyle command; everything you enter after the ^N will be in the normal typestyle.

9. To see what Sprint did, press the Sprint shortcut for displaying hidden control codes:

   Press: *Alt-Z* to reveal codes

   When you chose Typestyle/Underline, Sprint inserted a ^U and a ^N at your cursor position; you then typed KITCHEN PROPOSAL between them. These control codes tell Sprint to underline the words when the proposal is printed.

Centering a Line of Text

In Lesson 1, you learned how to center a whole file by changing the ruler. You can also center a line of text on the page by using the menu command Style/Center, as you'll do when you center the underlined title KITCHEN PROPOSAL.

To center the underlined title on the page:

1. Place your cursor on the line KITCHEN PROPOSAL.
2. Choose Style/Center from the main menu:

   Press: *F10 SC*

   As you can see, Sprint automatically centers the underlined title on your screen.

   Tip: When you choose Style/Center, your cursor doesn't have to be at the beginning of a line; it can be placed anywhere on that line.
3. Insert a blank line after the underlined title:

   Press: *Enter*

Summary of Lesson 4

In Lesson 4, you learned how to create new typestyles in your file using commands like Underline from the Typestyle menu. You also centered a line that had already been entered.

The following table summarizes the tasks presented in Lesson 4:

Table 4.7: Tasks in Lesson 4

Task	Action
Enter underlined text	Choose **Typestyle/Underline** from the main menu, type the text, and then press *Right arrow* when you want the text attribute to be turned off.
Center existing text	Place your cursor on the line and choose **Style/Center** from the main menu.
Show control codes	Press *Alt-Z*.

This completes Lesson 4. You now know how to center a line and choose a typestyle when inserting new text. Changing the typestyle of existing text, though, requires that you first mark the text you want to change, and then choose the desired typestyle. You'll learn more about this in Lesson 6. Before you go on to Lesson 6, however, you should complete the next lesson. The text you'll enter in Lesson 5 is required for Lesson 6.

Lesson 5: Setting and Using Tabs

Sprint automatically sets a tab stop at column 5. If you tab past this first setting, Sprint assumes you want further tab stops at every fifth column; that is, at columns 10, 15, 20, and so on. If you want to set different tab stops, you can do so on the ruler line. Press *F10*, then choose **Layout/Ruler/Edit on Screen**. The ruler now appears highlighted. Move the cursor to the point on the ruler where you want to set a tab and type `T` to set the tab stop. From this point on, whenever you press the *Tab* key, the cursor will move to this column of the current line. The tabs set on the ruler line will remain in effect until Sprint sees another ruler line with different tab stops. At that point, Sprint recognizes the new ruler and its new tab stops, and forgets the old ones.

If you delete the `T` from the ruler line and don't type in any others, the tab stops will still default to every 5 characters (5, 10, 15, and so on). A single tab stop set at any other column number on the ruler will work the same way; for example, if you set a tab at column 3, there will be tab stops at every third column (3, 6, 9, and so on).

In text, Sprint treats a tab stop like any other character; pressing *Backspace* with your cursor on the first character after a tab stop will delete that tab. Arrow keys will jump over it.

In the following practice session, you are going to insert two-column text beneath the *COST ESTIMATE* heading and introductory sentence. You will use tabs to produce these two columns.

Practice

The *COST ESTIMATE* heading and text is currently located at the end of the proposal file. This practice session explains how to enter the columnar text that belongs under the *COST ESTIMATE* heading.

To enter the text of COST ESTIMATE in two columns:

1. Move the cursor to the end of the file:

   Press: *Ctrl-PgDn*

   The text you're about to enter will appear in two columns, like this:

   ```
   10%  $650.00 deposit due on acceptance of this proposal
   40%  $2600.00 due at time of measurement
   40%  $2600.00 due at time of installation
   10%  $650.00 due at job completion
   ```

   The percentage figures begin at the left margin (column 0), and the dollar figures and payable terms begin at column 10 (1 on the ruler line).

2. Insert a ruler line at the current cursor position. Choose **Layout/Ruler/Insert** from the main menu:

   Press: *F10 LRI* (or use the shortcut *Alt-R*)

   Sprint automatically inserts a copy of the first ruler line at the current cursor position.

   Tip: You can insert additional ruler lines in your file whenever you want to change the format of your text. The formatting instructions on each ruler line remain in effect until Sprint encounters another ruler line in your file.

3. Set a tab at column 10 (1 on the ruler line). To do this, keep your cursor inside the highlighted ruler you just inserted. (When you insert a ruler into your file, it will appear highlighted, allowing you to alter the default settings of the ruler.) If you've strayed off the ruler, press *Alt-A* to return to it. Move the cursor to column 10 on the ruler and insert a tab stop there:

   Press: *Right arrow* to move the cursor to the number *10* on the ruler

   Type: `T` to insert a tab stop

   Sprint displays the `T` you just entered and sets a tab at this location. To delete the tab at column 5, move to this column and press *Del*.

4. Enter the first line of text in two columns. To do this, move your cursor down to the next line after the ruler. Start to type the text, using the *Tab* key to move from the first column to the second:

   Type: `10%`
   Press: *Tab*
   Type: `$650.00 deposit due upon acceptance of this proposal.`

   Your line should look like this:

   ```
   10%    $650.00 deposit due upon acceptance of this proposal
   ```

5. Now insert a blank line:

   Press: *Enter* twice

6. Enter the rest of the *COST ESTIMATE* section in two columns. Press *Tab* after each percentage figure and press *Enter* twice at the end of each line:

   Type: `40%`
   Press: *Tab*
   Type: `$2600.00 due at time of measurement.`
   Press: *Enter* twice
   Type: `40%`
   Press: *Tab*
   Type: `$2600.00 due at time of installation.`
   Press: *Enter* twice
   Type: `10%`
   Press: *Tab*
   Type: `$650.00 due at job completion.`
   Press: *Enter* twice

7. Now save your file to disk. Choose File/Save from the main menu:

   Press: *F10 FS*

   Tip: You can also use the shortcut Ctrl-F2.

Summary of Lesson 5

In Lesson 5, you entered text in two columns using tab stops you set on the ruler line.

The following table summarizes the tasks presented in Lesson 5:

Table 4.8: Tasks in Lesson 5

Task	Action
Insert a ruler	Place your cursor just above the text you want to be affected by a new ruler and choose **Layout/Ruler/Insert** from the main menu (or press *Alt-R*).
Set a tab stop	Stay inside the highlighted ruler if you've just inserted one (or press *Alt-A* if you've left the ruler and it's not highlighted anymore). Type a `T` at the column position on the ruler where you want a tab stop.
Enter two-column text	Set a tab stop, then type the text of the first column; press *Tab* to get to the next column, then type the text of the second column.

This completes Lesson 5. Go on to Lesson 6 for an overview of Sprint's block operations, and the commands you'll need to move text from one place to another and change the typestyle of existing text.

Lesson 6: Selecting a Block and Block Commands

Some Sprint commands affect a *block*—an area of text—that you select. A block can be a single character, or any number of words, lines, sentences, or paragraphs, or even an entire file. Selecting a block is like using a highlighter pen: You draw attention to the text you want to affect so that it can be easily identified. Once a block is selected, you can choose from a number of Sprint commands. For example, you can

- move it anywhere in the file (by *selecting* it, *moving* it to Sprint's Clipboard, and then *pasting* it wherever you choose)
- move it to another file
- change the typestyle of the block when it prints by choosing any command on the Typestyle menu (bold, italic, underline, etc., or any combination)
- delete it
- copy it anywhere without moving it from its current location

Block Select Commands

You can find the commands you need to select a block of text on the Edit/Block Select Menu (Figure 4.5).

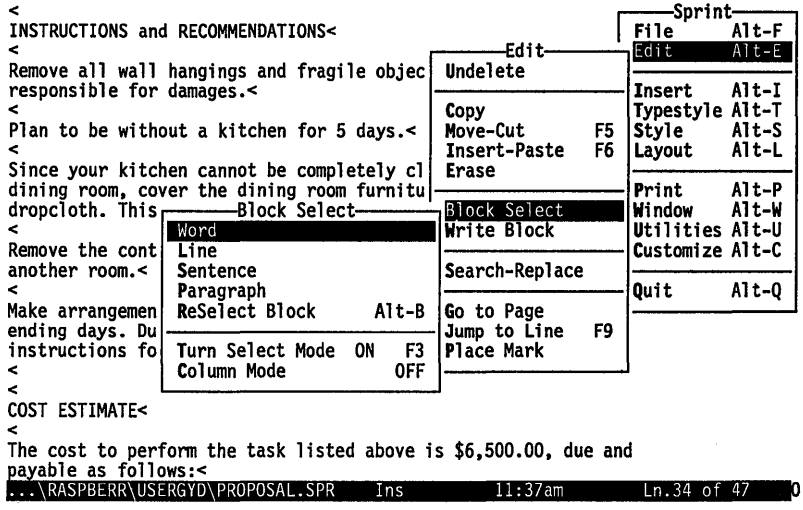


Figure 4.5: The Block Select Menu

There are two ways to select a block of text:

1. Choose Edit from the main menu, then choose **B**lock Select:

   Press: *F10 EB*

   Then select the **W**ord, **L**ine, **S**entence, or **P**aragraph commands to mark a particular word, line, sentence, or paragraph. Sprint will highlight the text you select.

   Press: *W, L, S,* or *P*

   This method is useful for instantly marking the text you want to select as a block when your cursor is placed anywhere within the desired block.

2. Move the cursor to the beginning or end of the desired block and then choose the **T**urn Select Mode command from the Edit/**B**lock Select menu (or use the shortcut *F3* when no menus are displayed). As you move the cursor to the opposite end of the block (using the arrow keys), Sprint changes the attribute of the text you are selecting; if you have a

monochrome monitor, the text will appear in reverse video; on a color monitor, it will appear in a different color.

Once you mark a block, you can choose a block command from the **Edit** menu to affect the text. See Table 4.9 for the **Edit** commands that work with selected blocks.

Before you start using these block commands, you should be familiar with the concept of Sprint's *Clipboard*. This is a temporary holding tank for text that you select and then move or copy. For instance, when you select a block and then choose **Edit/Move-Cut**, Sprint removes the block from the screen and places it in the Clipboard. Once you move the cursor to where you want this text to appear, you can choose the **Insert-Paste** command (or press *F6*), which copies the Clipboard text to the current cursor position. The block remains in the Clipboard *until you replace it with new text.* This means you can paste text from the Clipboard into a variety of files or use it to make many copies of the same text, but once you enter a command that puts text in the Clipboard (like **Move-Cut** or **Copy**), you delete what's currently there. Therefore, it's important to quickly paste text that you moved or copied to the Clipboard.

Table 4.9: Block Commands on the Edit Menu

Command	Shortcut	Description
Undelete	*Ctrl-U*	Allows you to recover a block you have deleted using any of the deletion commands (including **Move-Cut** and the *Del* key), as long as nothing has subsequently been moved to the Clipboard. The "undeleted" text is reinserted in its original location.
Copy	*F4*	Leaves the text in its current location and also puts a copy of it in Sprint's Clipboard. You can later retrieve this text by using the **Edit/Insert-Paste** command or pressing the *Ins* key.
Move-Cut	*F5* or *Del*	Removes the text from its current location and places it in Sprint's Clipboard. You can retrieve this text by using the **Edit/Insert-Paste** command or pressing the *Ins* key.
Insert-Paste	*F6*	Places the block that is currently in the Clipboard at the current cursor position.
Block Select	—	Displays the **Block Select** menu (see Figure 4.5).

In addition to using these block commands once your text is selected, you can also choose a typestyle command (such as bold) to change the style of the text.

The following practice session explains how to select text that you want to move to a different place in your file. You will also select text so that you can change its typestyle.

Practice

In this practice session, you will move the *COST ESTIMATE* section from its present location (see Figure 4.6) to a new position between the *TIME ESTIMATE* section and the *INSTRUCTIONS and RECOMMENDATIONS* section. You will also select the sentence `We are not responsible for damages` and change it to a bold typestyle for emphasis.

Moving a Block

Figure 4.6 shows the way the file should look at this point.

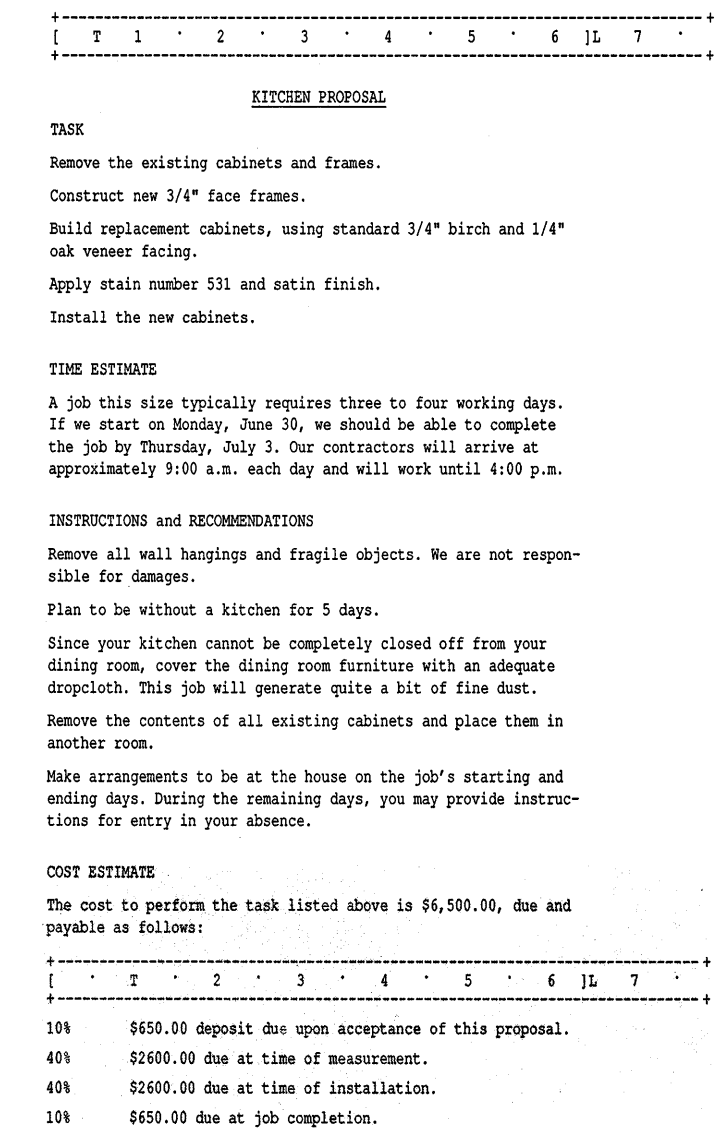


Figure 4.6: The COST ESTIMATE Block Before the Move

To select the COST ESTIMATE section as a block:

1. Place the cursor at the beginning of the block you want to select—the *COST ESTIMATE* section. You could use the arrow keys, but try using the shortcut for the Edit/Find command:

Press: *F7* (the shortcut for the Find command)

Sprint prompts `Forward search:`

2. To search for the words *COST ESTIMATE*:

   Type: `COST ESTIMATE` (in either uppercase or lowercase) on the status line

   Press: *Enter*

   Sprint moves the cursor to the line containing these words.

3. Choose **Line** to highlight the whole line without moving your cursor:

   Press: *F10 EBL* to choose **Edit/Block Select/Line**

   Sprint highlights the selected line; you are still in select mode and can continue to mark the block you want to select.

4. Move the cursor to the end of the *COST ESTIMATE* section:

   Press: *Ctrl-PgDn* to move to the end of the file

   The entire block from the C in `COST ESTIMATE` to the last period after the word `completion` (including the ruler line) should now be highlighted.

To move the COST ESTIMATE SECTION:

You now want to move this marked section of text from its current location and paste it between the *TIME ESTIMATE* and *INSTRUCTIONS and RECOMMENDATIONS* sections.

1. Choose **Edit/Move-Cut** from the main menu:

   Press: *F10 EM* to choose **Move-Cut**

   Tip: The shortcut for Edit/Move-Cut is F5 or Del.

   Sprint cuts (moves) the text from the screen.

2. Using the arrow keys, move the cursor to the blank line above the *INSTRUCTIONS and RECOMMENDATIONS* heading. This is where you want to insert (*paste*) the text you moved.

3. Choose **Edit/Insert-Paste** from the main menu:

   Press: *F10 EI* for **Edit/Insert-Paste**

   Tip: The shortcut for Edit/Insert-Paste is F6.

   Sprint pastes the *COST ESTIMATE* text and its ruler line (created in Lesson 5) into its new position in the file, as shown in Figure 4.7.

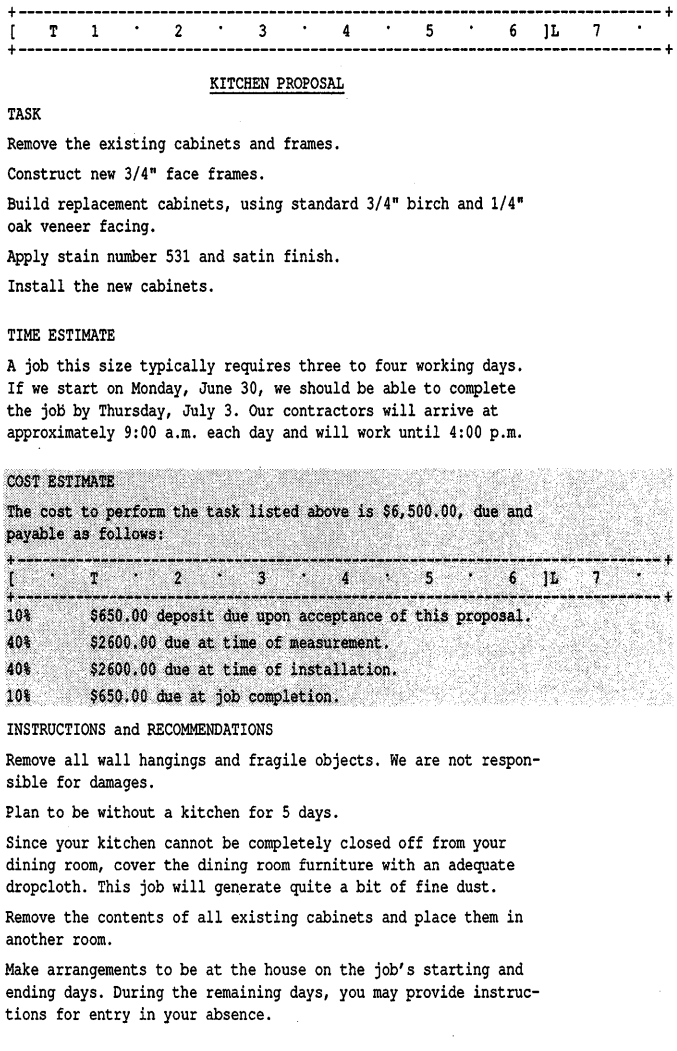


Figure 4.7: The COST ESTIMATE Block After the Move

Remember to insert a new default ruler line below the text you just inserted. Make sure your cursor is on the line preceding the *INSTRUCTION and RECOMMENDATIONS* heading; choose **Layout/Ruler/Insert** from the main menu:

Press: *F10 LRI* (or use the shortcut *Alt-R*)

Note: If you were overzealous and pressed *F6* after entering the **Insert-Paste** command, you'll notice that you now have two COST ESTIMATE sections. Sprint retains text in its Clipboard until you put new text there,

so it will paste the same block over and over each time you choose Insert-Paste (or press *F6*).

Now that you have a little experience with selecting blocks of text, you're going to change the typestyle of one of the proposal's sentences, `We are not responsible for damages`. Right now it appears in normal text. To draw more attention to it (and possibly avoid future litigation), change it to **bold** type.

Using Typestyles with Block Commands

To change the typestyle of existing text to bold:

1. Use the Find command to move the cursor to the sentence `We are not responsible for damages`:

   Press: *F9* (the shortcut for the Edit/Find command

   Sprint prompts `Search forward:`

   Type: `We are not` (you don't need to type the entire sentence)
   Press: *Enter*

   Sprint moves the cursor to a position right after the word *not* on the line you want to select.
2. Choose Edit/Block Select/Sentence from the main menu:

   Press: *F10 EBS*

   Sprint highlights the sentence.
3. Do *not* copy or paste this block of text. Instead, choose Bold from the Typestyle menu:

   Press: *F10 TB*

   Sprint either highlights or changes the color of the text that has been changed to bold. The column number at the bottom right corner of the screen also changes to indicate the new typestyle.
4. Finally, save your file to disk by choosing File/Save from the main menu:

   Press: *F10 FS* (or use the shortcut *Ctrl-F2*)

Summary of Lesson 6

In Lesson 6, you learned how to select a block of text and then move it to a different place in the file. You also changed the style of text that you selected as a block.

The following table summarizes the tasks presented in Lesson 6:

Table 4.10: Tasks in Lesson 6

Task	Action
Select a block	a. Choose Edit/Block Select from the main menu, then choose Word, Line, Sentence, or Paragraph, or b. Toggle Edit/Block Select/Turn Select Mode On, then move the cursor to select the block of text you want, or c. Press the shortcut *F3* with no menus displayed, then move the cursor to select the block of text you want.
Move a block	a. Select a block, choose Edit/Move-Cut, then move the cursor to where you want the block to be and choose Edit/Insert-Paste, or b. Select a block, press *F5*, then move the cursor to where you want the block to be and press *F6*.
Paste a block	Choose Edit/Insert-Paste or press *F6*.
Find a string of text	Press *F7* and type the string at the `Forward search` prompt.
Change a block's typestyle	Select the block, then choose a command from the Typestyle menu.

This completes Lesson 6. Go on to Lesson 7 to learn how to format lists (numbered, itemized with hyphens, and others).

Lesson 7: Making Lists

Sometimes, for clarity, parts of a document like PROPOSAL.SPR need to be organized into lists: series of items that are numbered or set off from the left margin by symbols (such as bullets or hyphens). When you select a block and choose a command from the Style/Lists menu (Figure 4.8), Sprint formats the block into a list for you.

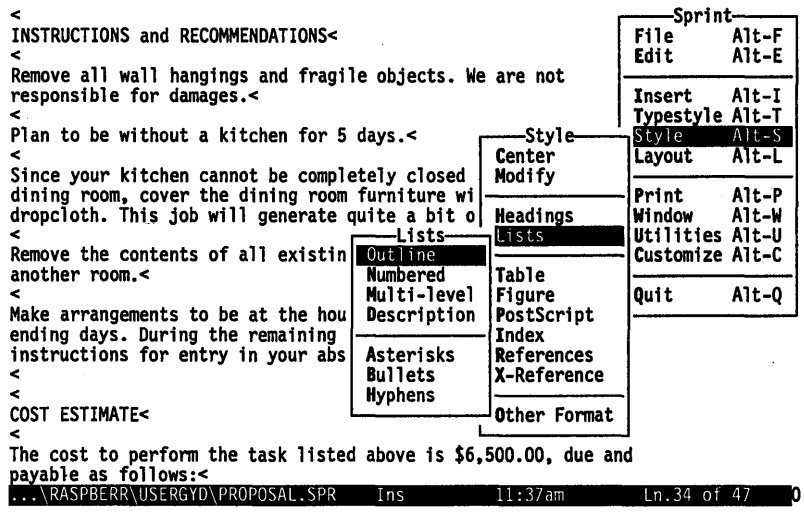


Figure 4.8: The Lists Menu

One big advantage to letting Sprint organize your lists is that, if you want to insert a new item into a list or rearrange the existing items, you never have to renumber the items yourself (in the case of a numbered list) or insert any additional symbols. Also, nesting different levels of a list is easy with Sprint, which automatically changes the numbering system (for a numbered list) or the kind of symbol used (for a bulleted-type list) to indicate the different levels of the list.

With Sprint, you can create the following five types of lists:

1. The **O**utline command creates an outline with standard numbering and lettering.
2. The **N**umbered command automatically numbers each paragraph.
3. The **A**sterisks command places an asterisk (*) at the beginning of each paragraph.
4. The **B**ullets command places a lowercase *o* at the beginning of each paragraph.
5. The **H**yphens command places a hyphen (-) at the beginning of each paragraph.

Note: If you have installed Sprint for a printer that can print actual bullet symbols (for example, ■ and •)—like a PostScript printer—it will automatically use ■ for asterisks and • for bullets.

The above list of commands available from the Style/Lists menu is itself an example of the Numbered command format. If this list were printed in a Bullets format, it would look like this:

- The Numbered command automatically numbers each paragraph.
- The Asterisks command places an asterisk (*) at the beginning of each paragraph.
- The Bullets command places a bullet at the beginning of each paragraph.
- The Hyphens command places a hyphen (-) at the beginning of each paragraph.

In the following practice section, you will use the Hyphens and Numbered commands to format two lists in your proposal file.

Practice

During this practice session, you will create a list itemized with hyphens and a numbered list. The *TASK* section will contain a list of tasks broken down into separate items, each set off from the left margin by a hyphen. The *INSTRUCTIONS and RECOMMENDATIONS* section of the sample proposal will become a numbered list.

To create a list itemized with hyphens:

1. Using one of the techniques described on page 73, select the text of the *TASK* section. For example, using the arrow keys, move the cursor to the *R* in *Remove* and use the shortcut for Edit/Block Select/Turn Select Mode On:

   Press: *F3*

   Move the cursor to the end of the *TASK* section. The entire section should now appear in a different attribute or color.
2. Now that you've selected the text, you can specify the Hyphens command. From the main menu, choose Style/Lists/Hyphens:

   Press: *F10 SLH*
   Press: *Enter*
3. Sprint places a BEGIN HYPHENS command above the selected text, and an END HYPHENS command at the end of the text. When you print this file, each item in the *TASK* section will be preceded by a hyphen (see page 46 to see the finished result).

You can apply what you have learned about lists itemized with hyphens to create a numbered list in this sample proposal.

To create a numbered list:

1. Select the text contained in the *INSTRUCTIONS and RECOMMENDATIONS* section. (See Step 1 of the previous instructions for how to select a block of text.)
2. From the main menu, choose Style/Lists:

   Press: *F10 SL*
3. Since you want this to be a numbered list, choose the Numbered format command:

   Press: *N* for a Numbered list format
   Press: *Enter*
4. Sprint places the BEGIN and END NUMBERED commands around the selected block of text. When you print this sample proposal in the next lesson, Sprint will automatically number the items between these two commands.

   Tip: If you have a paragraph you don't want numbered within the list, precede it with a tab.

   (**Note:** The instructions for these practice sessions were created with Sprint's Numbered command format.)

   Your file should like Figure 4.9 at this point.

```
+-------------------------------------------------------------------------+
[   T   1   .   2   .   3   .   4   .   5   .   6  ]L   7   .
+-------------------------------------------------------------------------+
```

KITCHEN PROPOSAL

TASK

BEGIN HYPHENS
Remove the existing cabinets and frames.

Construct new 3/4" face frames.

Build replacement cabinets, using standard 3/4" birch and 1/4" oak veneer facing.

Apply stain number 531 and satin finish.

Install the new cabinets.
END HYPHENS

TIME ESTIMATE

A job this size typically requires three to four working days. If we start on Monday, June 30, we should be able to complete the job by Thursday, July 3. Our contractors will arrive at approximately 9:00 a.m. each day and will work until 4:00 p.m.

COST ESTIMATE

The cost to perform the task listed above is $6,500.00, due and payable as follows:

```
+-------------------------------------------------------------------------+
[   .   T   .   2   .   3   .   4   .   5   .   6  ]L   7   .
+-------------------------------------------------------------------------+
```

10% $650.00 deposit due upon acceptance of this proposal.

40% $2600.00 due at time of measurement.

40% $2600.00 due at time of installation.

10% $650.00 due at job completion.

```
+-------------------------------------------------------------------------+
[   T   1   .   2   .   3   .   4   .   5   .   6  ]L   7   .
+-------------------------------------------------------------------------+
```

INSTRUCTIONS and RECOMMENDATIONS

BEGIN NUMBERED
Remove all wall hangings and fragile objects. **We are not responsible for damages.**

Plan to be without a kitchen for 5 days.

Since your kitchen cannot be completely closed off from your dining room, cover the dining room furniture with an adequate dropcloth. This job will generate quite a bit of fine dust.

Remove the contents of all existing cabinets and place them in another room.

Make arrangements to be at the house on the job's starting and ending days. During the remaining days, you may provide instructions for entry in your absence.
END NUMBERED

Figure 4.9: The Proposal with List Formats Added

5. Now save your file to disk by pressing *Ctrl-F2.*

Summary of Lesson 7

In Lesson 7, you created two kinds of list formats in your proposal: one itemized with hyphens and one numbered.

The following table summarizes the tasks presented in Lesson 7:

Table 4.11: Tasks in Lesson 7

Task	Action
Choose a list format	Select the block you want to format as a list. Choose **Style/Lists** from the main menu, then choose a list format command from those offered on the **Lists** menu.

This is the end of Lesson 7. Go on to Lesson 8 for an overview of Sprint's print options and the commands you'll need to print your proposal and letter files.

Lesson 8: Printing a File

To print one copy of your file on your default printer, simply choose **Go** from the **Print** menu. If you want to print more than one copy, or only certain pages, you need to choose **Options** from the **Print** menu. If you want to print the file on an alternate printer, choose **Current Printer** from the **Print** menu; you will see a list of available printers from which to choose. In this tutorial, you'll be printing two copies of the letter and proposal files on the default printer.

Practice

You are now ready to preview and then print your sample proposal and letter files. Before you do this, make sure you have used the SP-SETUP program to install Sprint for use with your printer. Page 10 of Chapter 1, "Before You Begin," explains how to use SP-SETUP to install Sprint.

To print the file PROPOSAL.SPR:

1. Choose **Print** from the main menu.

   Press: *F10 P* to choose the **Print** menu

   Tip: The shortcut for the Print menu is Alt-P.

2. Choose **Paginate** to see where Sprint is going to break the pages of the proposal.

Press: *P* to choose **P**aginate

Tip: You can use the shortcut Ctrl-F7 for the Print/Paginate command (when no menu are displayed).

Note: When you choose Print/Paginate, Sprint formats the proposal file as if it were going to print it on your printer. Then, instead of printing the file, it inserts a horizontal line in your file to tell you where each new page will start.

Also Note: If you move through the proposal file, you will see only one bold line at the top of the file. This means your file text is going to fit on a single page.

3. Remove the bold page-break line from your file by choosing **P**rint/**R**emove Formatter Page Breaks:

   Press: *F10 PR*

   Note: You don't have to choose **P**aginate and **R**emove Formatter Page Breaks each time you want to print a file. We use them here so you will be familiar with these features.

4. Now you're ready to print. Display the **P**rint menu again and choose **O**ptions:

   Press: *F10 PO* to display the **O**ptions menu (Figure 4.10)

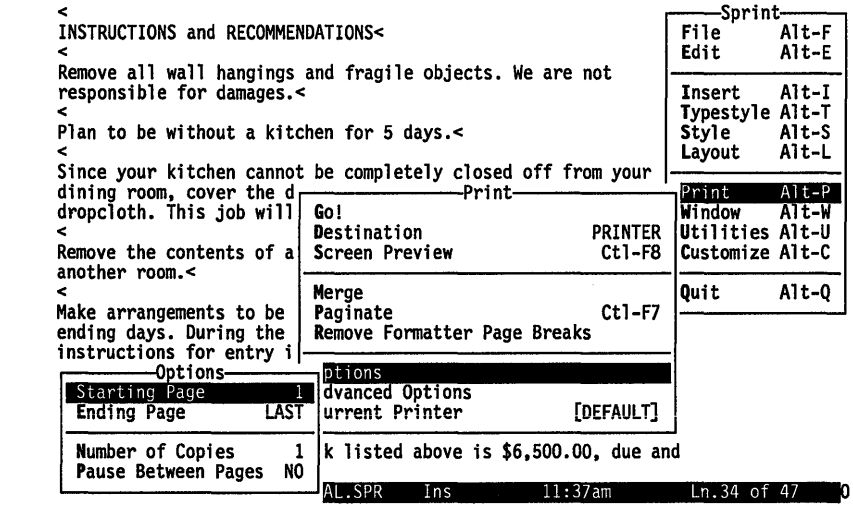


Figure 4.10: The Print Options Menu

You can see from the **Options** menu that, by default, Sprint will print one copy of your formatted file, starting with page 1, and ending with the last page of your file.

5. Print two copies of the proposal file by choosing **Number of Copies** and specifying "2" at the `Number of Copies:` prompt:

   Press: *N* to choose **Number of Copies**

   Sprint prompts `Number of Copies:`

   Type: `2` to override the "1" default
   Press: *Enter*

6. Since that is the only print option you're going to choose, go back to the **Print** menu:

   Press: *Esc* once

7. Now choose **Go** from the **Print** menu:

   Press: *G* to choose **Go**

   Sprint displays this message:

   ```
   Formatting PROPOSAL.SPR for PrinterName.
   PROPOSAL.SPR line 2 page 1.
   ```

   (*PrinterName* stands for the name of your printer.)

   If there are no formatting errors in your file, Sprint automatically begins printing the file.

   If Sprint finds one or more formatting errors, it displays error messages on the screen to indicate the problem. Formatting error messages contain the name of the file in which the error occurs, the type of error, and the number of the line on which the error occurs. You can edit the file(s) listed in the message(s), fix the problem(s), and then enter your print command again.

   Sprint only prints a file when it no longer detects any formatting errors in your text. For more information on printing and errors during printing, refer to Chapter 9.

   If necessary, correct any errors that Sprint finds (there shouldn't be any, but no one's perfect) and choose **Print/Go** again.

8. Look at the printed copy of the proposal. If you want to change anything, go ahead and edit the file, and then reprint your proposal.

Now let's print the letter file you created in Lesson 1.

To print the file LETTER.SPR:

1. Choose **File/Open** from the main menu:

   Press: *F10 FO* to open a file (or use *Ctrl-F3*)

Sprint prompts `File to open:`

2. Specify the file LETTER.SPR:

   Type: `LETTER` (Sprint automatically adds the default file extension .SPR)
   Press: *Enter*

3. If you want to print more than one copy of the letter, choose **Print/Options**, then choose **Number of Copies** and type the number of copies you want at the `Number of Copies:` prompt on the status line.

4. You can, at this point, preview the formatted file on your screen. If you want to do this, choose **Screen Preview** from the **Print** menu:

   Press: *F10 PS* (or use the shortcut *Ctrl-F8*)

   Press any key to scroll between each page of previewed text. When Sprint has displayed the whole file, it will return to your original file.

   Note: If your currently selected printer supports proportional spacing—like a PostScript printer, for example—the output of a screen preview will look strange. The reason is that your screen can't display literally what your printer is capable of printing. With proportionally spaced fonts, not all characters are the same width; when Sprint tries to display proportionally spaced output on your screen, as if it were sending it to your PostScript printer, you'll see characters overwriting each other (they look squeezed together, and some letters seem to be missing). Don't worry; this won't be the case when your file is printed.

5. If you don't want to set any more print options, choose **Print/Go** from the main menu and send the letter to the printer:

   Press: *F10 PG*

   If there are no formatting errors in your file, Sprint automatically begins printing the file.

Summary of Lesson 8

In Lesson 8, you previewed where Sprint was going to break the pages in you proposal file and removed the formatter page breaks when you found out that the proposal was no longer than one page. You also specified that you wanted to print two copies of the proposal, and then sent it to your printer. Finally, you printed one copy of the letter file.

The following table summarizes the tasks presented in Lesson 8:

Table 4.12: Tasks in Lesson 8

Task	Action
Choose the Print menu	Press *Alt-P* or choose **Print** from the main menu.
Paginate	Press *Ctrl-F7* or choose **Paginate** from the **Print** menu.
Remove page breaks	Choose **Remove Formatter Page Breaks** from the **Print** menu.
Print multiple copies	Choose **Options** from the **Print** menu. Choose the **Number of Copies** command. Respond to the prompt on the status line by typing the number of copies you want to print.
Preview the file onscreen	Choose **Screen Preview** from the **Print** menu.
Print the file	Choose **Go** from the **Print** menu.

This completes Lesson 8. Go on to Lesson 9 for instructions on how to leave Sprint.

Lesson 9: Switching User Interfaces and Quitting Sprint

When you no longer want to create or edit files, you can choose **Quit** from the main menu.

If you have made changes to any open files and not saved the changes to disk, Sprint will display *each* unsaved file on the screen and prompt:

```
The file filename has not been saved; save it? (Y,N,Esc)
```

If you type `N`, Sprint exits without saving your file. If you type `Y`, Sprint will save the file and then exit.

Tip: If you decide you don't want to exit, press Esc *to return to your file.*

Sprint automatically creates a backup file whenever you start Sprint; every time you open a file or make a change, Sprint records it in that backup file. If the power ever fails while you're working, don't worry. All the changes you made since the last save command (except for the last 3 seconds) are there in the backup file, and can be retrieved immediately when the power resumes and you restart Sprint.

If you want to have all the files you opened in the last editing session there, ready to work on, each time you start Sprint, be sure the **Preserve Editing Session** option on the **Customize/Options** menu is set to **Yes** (the default). See "The Automatic Backup File" in Chapter 7 for information on this command; it's not available in the TUTORIAL version of the user interface.

Practice

At this point, you can continue practicing with Sprint commands, or you can leave Sprint and return to the DOS prompt. First, however, you need to switch user interfaces from tutorial to basic, which is the user interface you will use as you work through the rest of this book.

To switch to the basic user interface and exit to DOS:

1. Choose **Customize/User Interface/Load** from the main menu:

   Press: *F10 CUL*

   Note to two-floppy system users: If you insert the disk that contains your alternate user interfaces and you see SPBASIC listed when you choose **Customize/User Interface/Load**, you can load the basic user interface now. If SPBASIC is not listed, you must run SP-SETUP again and choose the SPBASIC user interface as your default.

2. Choose the basic user interface:

   Press: *B*
   Press: *Enter*

   This loads the basic user interface.

3. When you are ready to leave Sprint, choose **Quit** from the main menu:

   Press: *F10 Q* to choose **Quit**

   If you made changes to the file after you last saved it, Sprint prompts

   ```
   The file filename has not been saved; save it? (Y,N,Esc)
   ```

4. If you want to save the changes you've made, press *Y*. Sprint will save the file and then exit to DOS. If you want to exit without saving your changes, press *N*. Sprint returns you to the DOS prompt.

Summary of Lesson 9

In Lesson 9, you loaded the basic user interface that you need to work with in the rest of this book and quit Sprint.

The following table summarizes the tasks presented in Lesson 9:

Table 4.13: Tasks in Lesson 9

Task	Action
Switch user interfaces	Choose Customize/User Interface/Load from the main menu and choose the interface you want from the list. Press *Enter* to load the new interface. (Two-floppy system users: You cannot use this command unless you first insert the disk—created with SP-SETUP—that contains the user interface you want to load. If the user interface you want is not listed when you press *F10 CUL*, you have to run SP-SETUP again and choose that user interface as your default.)
Quit Sprint	Choose Quit from the main menu or press *Alt-Q*.

Summary

Now that you're familiar with how to move around in Sprint's menus and how to use shortcuts and basic movement commands, go on to the rest of this book (and then the *Advanced User's Guide*) for information on some of the more advanced menu choices; these include powerful formatting commands for customizing your documents further and useful features like cross-referencing, windows, and spell-checking.

Before you go, you might like to experiment with some of the techniques you learned in Quick Start. Practice opening new files, entering text, changing the typestyles and ruler settings, and then print them out to check your results. Have fun!

PART

2

Editing and Formatting

C H A P T E R

5

Sprint Overview

This chapter briefly explains Sprint's features and functions and introduces the editor and the formatter. In this chapter you'll learn about the various ways you can use the Sprint editor and formatter, and get an idea of how Sprint works to create, edit, and professionally print your files. You'll also find out about Sprint's standard *user interface*, the menus, and special shortcut keys.

This chapter provides general information only. For specific details about Sprint's user interface and how to create, edit, format, and print files, refer to the remaining chapters of this manual.

Sprint's Editor and Formatter

Sprint is a powerful word processor that combines an easy-to-use interface with comprehensive formatting capabilities. With Sprint, you can quickly create and modify letters, memos, and reports, as well as lengthy documents and books. Sprint supports a wide variety of printers—laser, dot matrix, and daisy wheel—as well as several typesetters. This means you can get typesetquality documents when you create and print files with Sprint.

Sprint is made up of two functional parts: the *editor*, which you use to enter and modify text, and the *formatter*, which arranges (and then prints) your text according to the commands you entered with the editor.

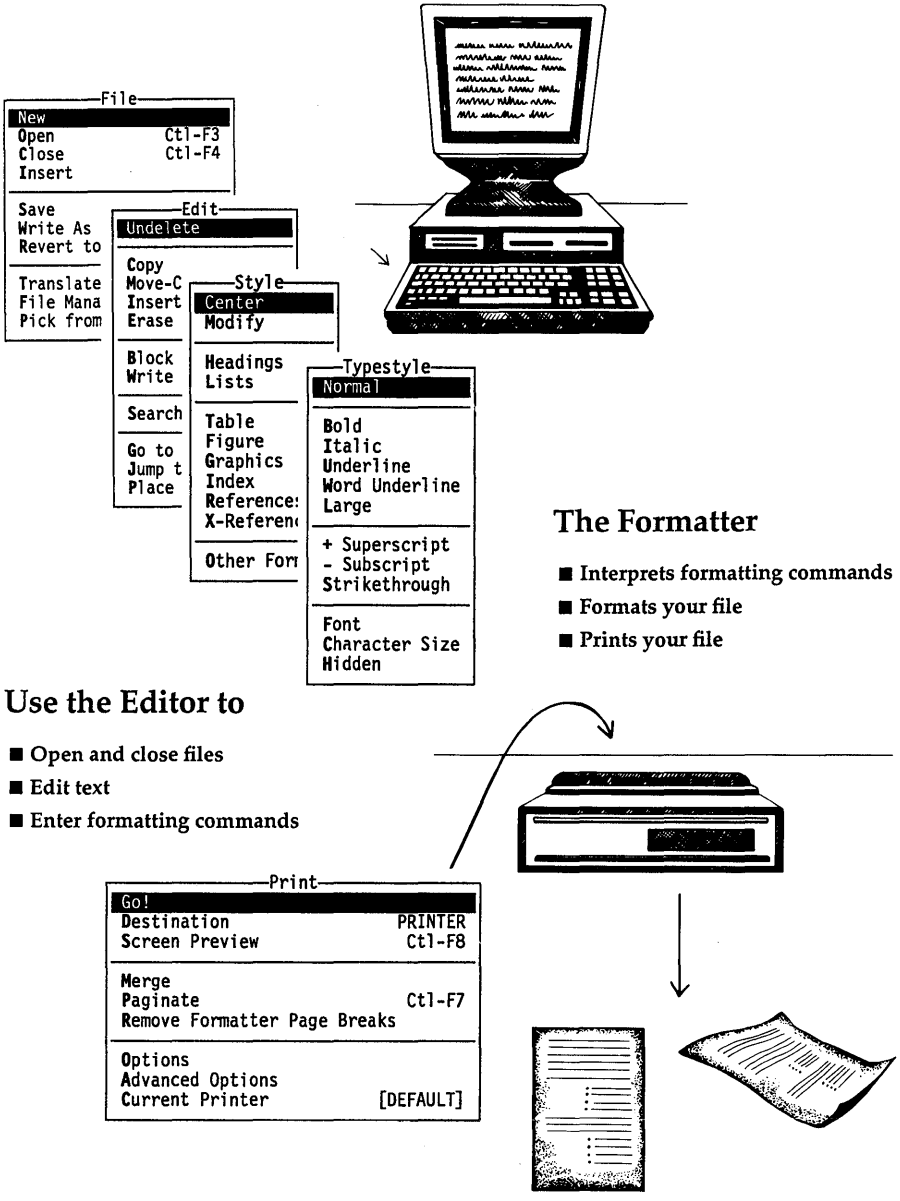


Figure 5.1: Sprint's Editor and Formatter

When you're creating files and editing them on the screen, you're using the *editor*. Sprint's editor lets you

- Create new files.
- Open and close existing files.
- Insert, delete, and change text.
- Choose editing commands that immediately affect text, and formatting commands that affect text when you print.
- Mark, move, and copy text.
- Use windows to display multiple files at once or different parts of the same file.
- Check spelling, hyphenate words, and get synonyms for words.
- Convert files created with another program to Sprint format, and write Sprint files to another format (for exchanging files with a different word processor).
- Select, modify, and customize the way Sprint's editor displays your text and formatting commands. You can choose from three preconfigured color sets (including one specifically designed for monochrome monitors), and then modify/customize the one you choose. If you have a color monitor, you can select from over 200 alternate colors.

Chapter 6, "Editing: Tips, Tricks and Techniques," explains many of these editing features.

The editor also has a built-in crash-recovery feature, and lets you specify how often Sprint should save the changes and additions you make during an editing session.

The *formatter* comes into play when you're ready to print a Sprint file. When you tell Sprint to print your file, the formatter reads your file, interprets the formatting commands you've entered with the editor, and then prints the formatted file. Formatting commands enhance the appearance and layout of your text and include such features as:

- extensive page layout and document style commands
- multiple-line headings and footings
- variable fonts and typefaces
- predefined formats
- footnotes and endnotes
- figures and tables
- automatic cross-references
- a variety of indexing commands

- multi-level sectioning commands that automatically create a table of contents

When you're entering and viewing text on the screen, it is important to keep the editor/formatter distinction in mind. Many of Sprint's formatting functions aren't performed until you *print* your file. While working with the editor, you can set and display the basics: left and right margins, paragraph indents, and tabs. You can also specify how your text should be aligned (centered or justified at the left margin, at the right margin, or at both margins). Sprint's *real* formatting power, however, lies in the formatter. You enter formatting commands with the editor, and Sprint will either display the command text or show the text affected by the command in a different way (for example, highlighted or in a different color). Remember, though, that you won't see the result of a formatting command until you print the file or preview your formatted text onscreen.

Automatic Backup and Crash Recovery

Like other word-processing packages, Sprint has a **Save** command that lets you save your text changes to disk without having to exit the file. However, some of us aren't as diligent about saving files as we should be. One split-second power failure can, with some word-processing packages, mean hours of work lost. With Sprint, you no longer need to worry about power loss or computer failure. Sprint, of course, doesn't eliminate these situations, but it does protect your open files when failures occur.

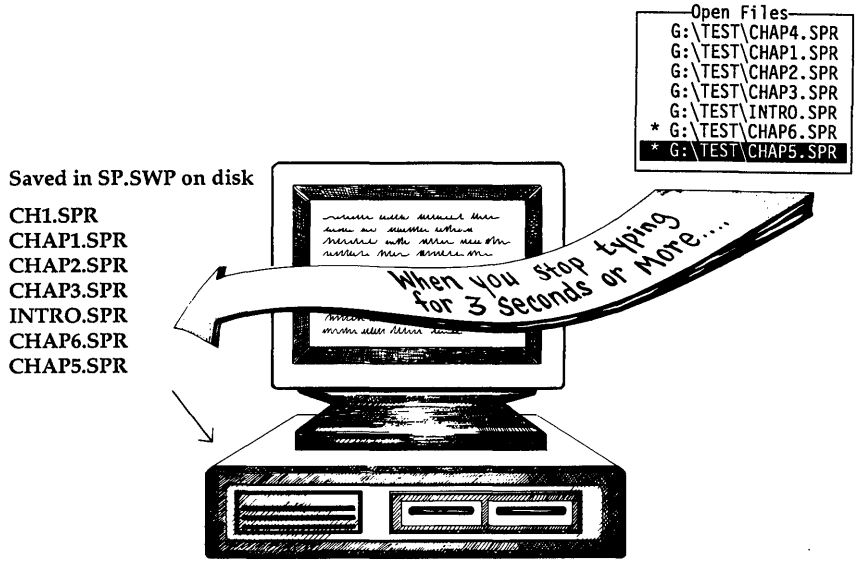


Figure 5.2: Sprint's Automatic Backup

Sprint automatically creates a swap (backup) file called SP.SWP. The file is automatically updated with your changes as you edit. In the event of a power failure, your text is safe and can be retrieved as soon as power resumes. You simply restart Sprint and continue where you left off. The most you can lose depends on how much you typed since the last three-second pause. In other words, not much (unless your fingers never pause). Chapter 7, "Working with Files," explains the backup file in greater detail.

Menus, Commands, and Predefined Keys

There are a variety of ways to take advantage of Sprint's editing and formatting capabilities. You can

- choose commands from Sprint's pop-up menus
- press special "shortcut" keys to move the cursor, edit your text, or use a menu command without displaying any menus
- define your own keystrokes to perform any number of wordprocessing functions

Sprint's pop-up menus are an easy way to use this system. You pick the action you want to take from a menu displayed on the screen, and Sprint performs the function.

Shortcuts let you bypass the menu system. Many of the control keys emulate those you may have used with other word processors. For example, with Sprint's standard user interface, *Ctrl-Y* deletes a line, *Ctrl-T* deletes a word, and *Ctrl-L* searches for the next occurrence of a search string. Sprint's function keys are designed to provide quick access to file- and window-related commands, and also provide single keystroke access to a variety of menus used to format text.

A quick reference to all shortcuts can be found on the Quick Reference Card. If you're using one of the alternative user interfaces, see the *Alternative User Interfaces* booklet for details on the shortcuts that apply to you.

Although some shortcuts are predefined, you can always change them. If you're accustomed to a key performing a particular function, and that key doesn't work the same way with Sprint, you can redefine the key to have the meaning it had before. For example, you might want *Ctrl-B* to print your text in bold type rather than refresh the screen. See Chapter 6, "Editing: Tips, Tricks and Techniques," for details.

Sprint's User Interface

A *user interface* is the way a program responds to the commands you give it, and how it acts when performing its various functions. Sprint's user interface is based on an extensive set of pop-up menus that allow you to perform all Sprint's editing and formatting functions.

Sprint supports several user interfaces:

1. Its *standard* interface (tutorial, basic, and advanced versions), which includes many editing features and commands that are similar to WordStar. If you know Borland's SideKick or Turbo Pascal editor, you won't have any trouble with Sprint's basic editing commands. The tutorial user interface (SPTUTOR.UI) is designed to be used when you are first learning Sprint, in conjunction with the Quick Start Tutorial in this manual. Other than in the Quick Start Tutorial, we assume throughout the Sprint documentation that you are using either the basic or advanced user interface. The basic user interface (SPBASIC.UI) is a subset of the advanced interface. The main difference between them is that the advanced user interface (SPADV.UI) offers more formatting commands and functions, and provides access to Sprint's macro language.
2. A SideKick-like interface (SIDEKICK.UI), which behaves nearly identically to Borland's SideKick.

3. A Microsoft *Word*-type interface (MSWORD.UI), which works like many Microsoft Word editing features and commands.
4. A *WordPerfect*-type interface (WORDPERF.UI), which works like many WordPerfect editing features and commands.
5. A *WordStar*-type (Professional Release 4.0) interface (WORDSTAR.UI), which works like many WordStar editing features and commands.

When you installed Sprint using the SP-SETUP program (described in Chapter 1, "Before You Begin"), you chose the user interface you wanted to use. You can, however, select a different user interface at any time, or even create your own interface with Sprint's macro functions.

Note to two-floppy system users: Make sure you insert the disk that contains the user interface you want to load before you choose Customize/User Interface/Load command. Unless see the user interface you want listed when you choose Customize/User Interface/Load command, you must run SP-SETUP again to choose a different user interface as your default.

For the most part, this manual explains the functions and features of Sprint's standard user interface. The *Alternative User Interfaces* booklet discusses Sprint's different user interfaces and provides a quick-reference comparison of Sprint commands and those used by other word-processing packages.

Status Line

Once you start Sprint, you will see a highlighted line of text at the bottom of your screen. This is called the *status line,* and displays information about the file you are editing. Figure 5.3 shows a sample status line.

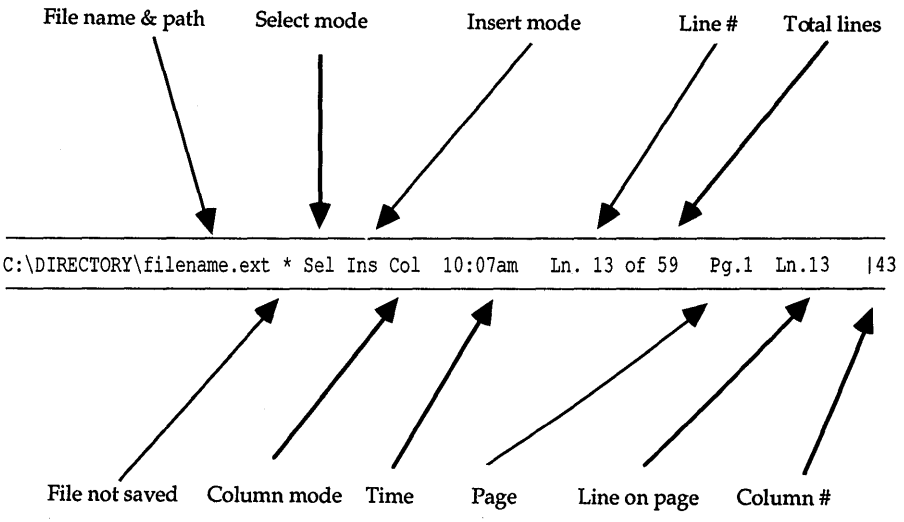


Figure 5.3: Status Line

The status line contains the following information:

- the name of your file and file path (or `[Unnamed]`)
- a message that, if present, indicates Sprint is in *select mode* (*Sel*); that is, if *Sel* is displayed, then the text is being selected (marked)
- a message telling whether Sprint is in Insert mode (*Ins*)—the default—or Overwrite mode (*Ovr*)
- a message that, if present, indicates Sprint is in Column mode
- the time of day
- the current cursor position (line number)
- the total number of lines on the file
- the current page number in the actual document (if the file has been paginated)
- the current line on the page in the actual document (if the file has been paginated); if the file hasn't been paginated, the line number relative to the total lines in the document
- the current cursor position (column number); also, if the text at that cursor position is changed to a particular typestyle, then the column number displays in the same text attribute—bold, underlined, and so on—as the text

If you have made changes to the file but haven't saved them, Sprint also displays an asterisk (*) after the file name. If you have copied text to the Clipboard but have not moved your cursor, Sprint displays a plus (+) sign

to signify that items moved to the Clipboard will be *appended* to the current contents.

Sprint also displays prompts and error messages on the status line. When you enter a command that requires additional information, Sprint removes the file-related information from the status line, and displays its prompt. For example, Sprint displays the following prompt when you choose the **Write As** command:

```
Write file as:
```

Once you enter the required information, Sprint removes the prompt and displays the file information described above.

Pop-Up Menus

Pop-up menus are an easy way to access Sprint's editing and formatting functions. Once you type `SP` to start Sprint, you can press function key *F10* to display Sprint's main menu. This menu, illustrated in Figure 5.4, displays a list of Sprint's major functions.

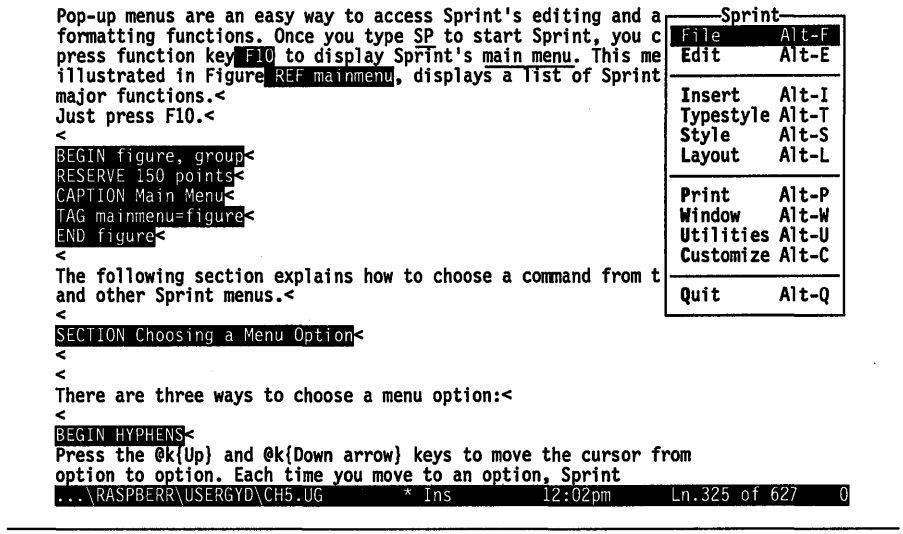


Figure 5.4: Main Menu

The following section explains how to choose a command from this and other Sprint menus.

Choosing a Menu Option

There are three ways to choose a menu option:

- Press the *Up* and *Down arrow* keys to move the cursor from option to option. Each time you move to an option, Sprint highlights it. When Sprint highlights the option you want to choose, press *Enter*.
- Press the *Spacebar* or *Backspace* key until Sprint highlights the desired option, and then press *Enter*.
- Press the key corresponding to the highlighted first letter in the desired option (for example, press *F* for Files).

Once you choose an option from the main menu, Sprint displays a second, more specific menu (sometimes called a *submenu*). For example, choosing File from the main menu causes Sprint to display the File menu. The File menu lists Sprint's file-related options.

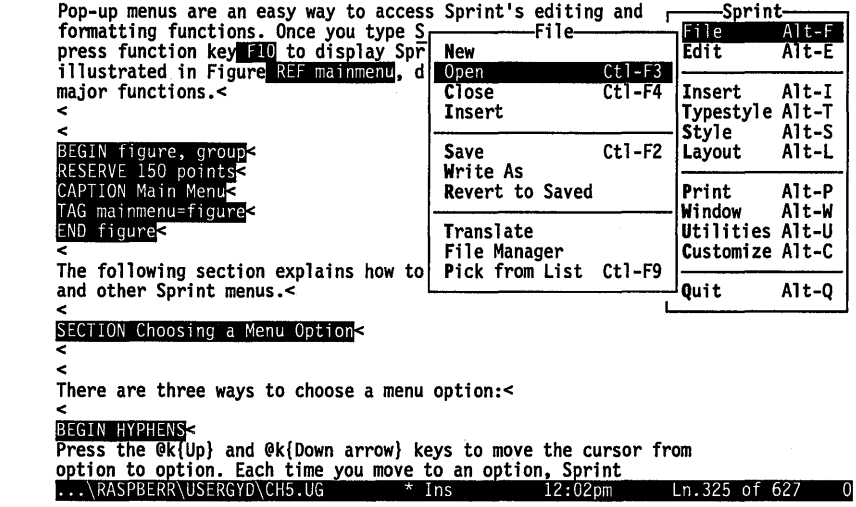


Figure 5.5: File Menu

The only exception to this rule is the **Quit** command, which doesn't display a menu of options. **Quit** lets you leave Sprint and return to DOS.

To choose a command from any of Sprint's menus, use one of the methods listed previously (either highlight and choose the option or press the key corresponding to the highlighted letter in the desired option).

Some menu options are commands that tell Sprint to perform a particular function. For example, **Save** is a command listed on the **File** menu. When you choose this command, Sprint saves the current file to disk.

Other menu options cause Sprint to prompt you for additional information. Still other menu options are commands that *toggle* a particular function (turn it off and on, or change it from one setting to another). Press *Enter* to perform the toggle, and then press *Esc* or *Shift-Esc* to exit the menus. For example, the **Menu Shortcuts** command, reached via the **Customize** menu (Figure 5.6), lets you toggle between displaying and not displaying menu shortcuts.

Note to two-floppy system users: Your Program A Disk must be in Drive A when you choose **Customize/Menu Shortcuts**.

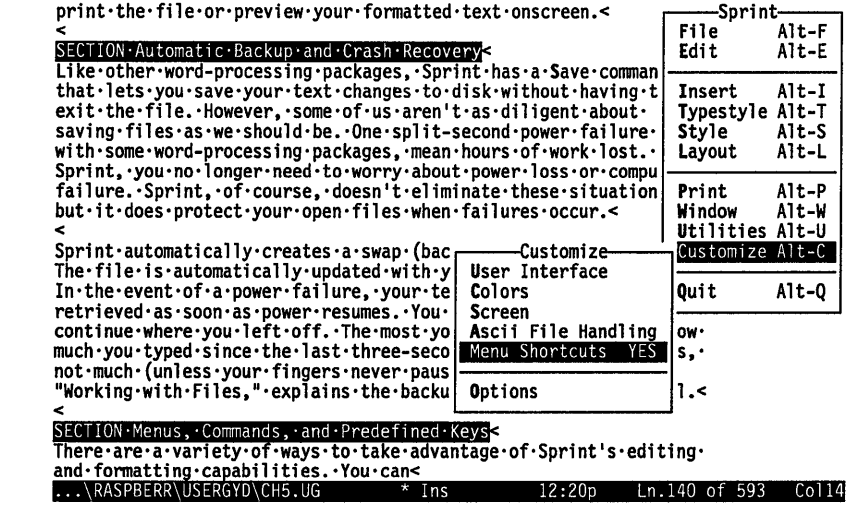


Figure 5.6: The Customize Menu

Refer to the pull-out menu tree at the start of the *Reference Guide* for an overview of Sprint menus.

Getting Help

Anytime you need help with Sprint, just press *F1* for information about whatever you're doing. Sprint will display a window explaining the menu item or function you're currently using.

Note to two-floppy system users: If the help files are not on your Program A Disk, Sprint will prompt you to remove it and insert the disk that contains the files in its place.

Responding to Sprint Prompts

Some menu options cause Sprint to prompt you for additional information. Sprint displays these prompts on the status line at the bottom of the screen. For example, choosing **O**pen from the **F**ile menu causes Sprint to display the prompt:

```
File to open:
```

With any Sprint prompt, once you enter the required information and press *Enter*, Sprint completes the command. If you choose this command again, Sprint repeats the prompt and also displays your last response (if applicable).

- If you want to repeat your previous response, press *Enter*.
- If you want to change the response, use the *Left* and *Right arrow* keys to move the cursor to the desired location and then edit the response.
- If you want to enter a completely different response, start typing. You'll notice that Sprint automatically erases your previous response as soon as you begin typing your new response.

When Sprint prompts for a file name (as it does with the **O**pen command), you can include the DOS *wildcard* characters (* and ?) in your file name. Sprint then displays a list of files from which to choose. This is especially useful when you can't remember the exact name of a file. For example,

```
File to open: s*.txt
```

tells Sprint to display all file names that begin with the letter *s* and end with the .TXT extension. Using the *Up* and *Down arrow* keys, choose the desired file from the list of files matching your search criteria, and press *Enter* to open that file.

Note: Sprint allows you more extensive use of wildcards than DOS. You can use wildcards in cases such as `*s.ltr` or `*st*.?bo` in Sprint, even though such file searches would be illegal in DOS.

Changing Your Mind ("Un-Choosing" a Menu)

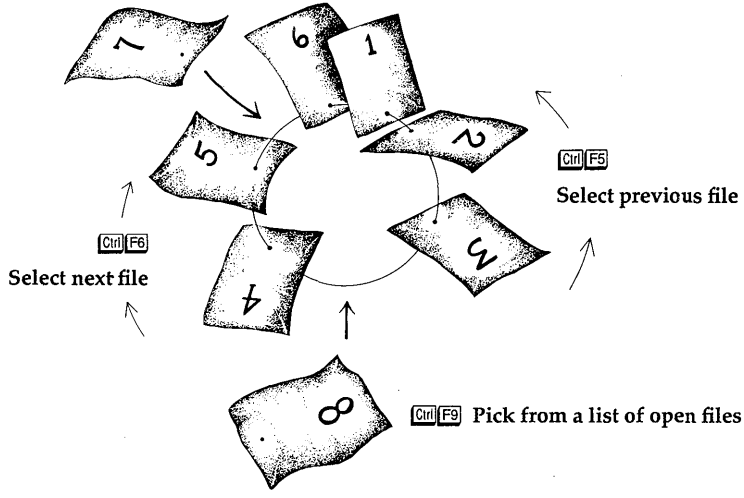
If you choose the wrong menu option, or change your mind about choosing a command, you can do one of two things:

- Press *Esc* to cancel the current selection. This releases you from the current command/menu selection but leaves any previous menus displayed on the screen. For example, if you display the main menu, and then the File menu, press *Esc* to leave the File menu. You can now make another selection from the main menu.
- Press *Shift-Esc* to remove all displayed menus from the screen. Now you can start over.

Both keystrokes release you from a command choice, no matter where you are in the command process (even when you are responding to a prompt on the status line).

Multiple Files

Sprint allows you to have up to 24 files open at one time. This means that you can be working on one file and open up to 23 additional files (anywhere on the disk), and work on them as well. As you open each file, Sprint copies the file's text and formatting commands to the swap file.



As you open new files, Sprint puts them on a "ring" in the order in which they were opened.

Figure 5.7: Multiple Open Files

This also means you don't have to exit Sprint to access multiple files—as you open files, Sprint puts them on a sort of "ring" and lets you cycle through them with *Ctrl-F5* (go to previous file), *Ctrl-F6* (go to next file), and *Ctrl-F9* (pick from list of files). This feature is especially useful for creating large documents like this manual. Each chapter can be contained in its own file, and you can work on several chapters at once. For example, you can move text from one file to another, or copy text from one file into another. When you have opened 24 files, or find it too clumsy to switch between many files, you simply close one or more of the open files. If you forget to save an open file to disk after you have made changes to it, Sprint automatically prompts you to save the file before it acts on your **C**lose command. For more information about opening, closing, editing, and saving files, see Chapter 7, "Working with Files."

Note to two-floppy system users: Because the backup file (SP.SWP) on your Data Disk is a fixed-size one, it's a good idea to limit the number of files you keep open at any one time.

Multiple Windows

Windows let you display either different parts of the same file or more than one file at a time. With Sprint, a single screen can contain up to six windows.

When you open a window, Sprint splits the screen and shows your file in both windows. If you were editing a management report, for example, you might want to look at your findings and conclusions in one window, while working on the executive summary portion in another window. If you open another window, Sprint splits the current window (the one containing the cursor) in half, so you can scroll through the file and see three different parts of the same file.

You can also use Sprint's windows to display more than one file on the screen at once. This is useful when you are working on large documents that are made up of more than one file. All you have to do is enter the command to open a file, and Sprint will place that file in the current ("active") window. Move the cursor to a different window, open another file, and Sprint displays that file in the current window. You can mark text in one window and move it to a file in another window, or copy information from one file to another.

Sprint separates windows with a highlighted status line. You can always tell which window is "active" by looking for the window that contains the blinking cursor. Also, the active window's status line has full information (like time and line number), while the status lines of inactive windows have

the file name only. Figure 5.8 illustrates three windows, each containing a different file, with the bottommost window being the active one.

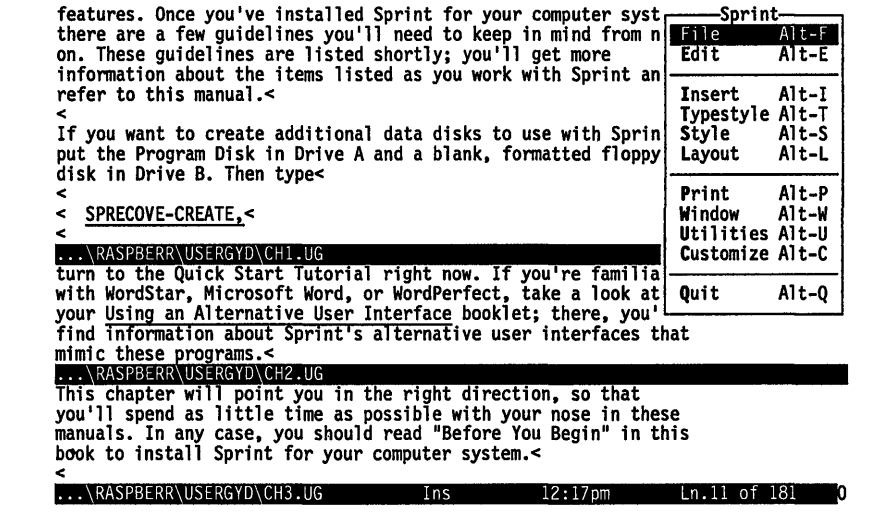


Figure 5.8: Three-Window Display

Sprint always "keeps your place" in any window or file. That is, when you move between open windows and files, Sprint always returns you to where you were the last time you worked on that file.

Printing Files

Sprint supports a variety of printers and printer types, which means you can print your files on many kinds of dot-matrix, daisywheel, and laser printers, as well as several typesetters. Using Sprint's SP-SETUP program, you can select the printer or printers you will be using.

As you create and edit documents, you can embellish them with the fancy fonts and typestyles supported by your final-copy printer. While you're producing draft copies on a less-capable printer, Sprint warns you when the printer can't print a certain font but prints the file anyway, to the best of your alternate printer's ability.

Sprint's Print menu has a variety of options that allow you to

- print to the screen so you can preview the formatted text, or print to a disk file that can be printed later
- print either the formatted or unformatted version of the file
- print on an alternate printer
- print form letters "merged" with a database of names, addresses, and other variable information
- display where the page breaks will occur when a file is printed
- remove those page break displays
- choose several other options that let you print multiple copies, only certain pages, just the table of contents, and so forth

Chapter 9 describes each of Sprint's print options.

C H A P T E R

6

Editing: Tips, Tricks, and Techniques

This chapter provides information about word processing with the Sprint editor. As mentioned elsewhere in this manual, Sprint really consists of two parts: the editor, which you use to enter and manipulate text on your screen, and the formatter, which you use to design and print your final pages.

We talk about this distinction frequently in this manual because we want to be sure you look in the right place for the information you need. Just keep these rules of thumb in mind:

- If you want to know how to open, close, or save files; move the cursor around; insert and delete text; manipulate blocks; and generally do things with files and the text on your screen, refer to the sections of this manual that deal with the *editor*.
- If you want to know how to influence how your text is printed, or if you want to do more elaborate things like multiple columns or page headings and footings, refer to the sections of this manual (and the *Advanced User's Guide*) that deal with the *formatter*.

This chapter focuses on the Edit menu and other Sprint editing features.

For information about working with files in Sprint, see Chapter 7, "Working with Files."

We will not go through each menu and each item in order; rather, we'll pick and choose items from the menus as they are needed for an integrated discussion of particular concepts and techniques. If you need information about a specific menu item not discussed in this chapter, you can look it up in the *Reference Guide*.

A note on alternative user interfaces: This chapter assumes you are using the default version of Sprint (either the basic or advanced version) and are *not* using one of Sprint's alternative user interfaces (for example, those that perform like Microsoft Word, WordStar, or WordPerfect). To switch to a different user interface, choose Customize/User Interface/Load, pick the user interface you want from the list Sprint displays, and press *Enter*. If you are using one of those, please refer to the *Alternative User Interfaces* booklet for information before reading further.

Note to two-floppy system users: Make sure you insert the disk that contains the user interface you want to load before you choose Customize/User Interface/Load. Unless you see the alternative user interface you want listed when you choose Customize/User Interface/Load, you must run the SP-SETUP program again and specify the user interface you want as your default (see Chapter 10 for details).

If you've been using WordStar, SideKick, or one of Borland's other text editors, you'll find Sprint's standard user interface very easy to use, since many of the default cursor movement and editing keys are the same.

How to Use This Chapter

Before diving into this chapter, we recommend that you read through the first part of this manual, "Getting Started." We assume that you've successfully installed Sprint on your computer (according to Chapter 1, "Before You Begin"), that you've worked through the Quick Start Tutorial, and, if you're a beginner, that you've read Chapter 2, "Notes for the Beginning Word Processor." We also assume that you know how to move the cursor around, and that you know the difference between Insert and Overwrite modes.

This chapter is *not* a tutorial *per se*; if you're looking for step-by-step lessons, see the Quick Start Tutorial. This chapter provides general information about the editor, with an emphasis on handy techniques and common pitfalls.

If you were to read through this chapter in its entirety, you'd learn quite a lot about the Sprint editor. However, we don't recommend that you do so. We suggest that you read the first ten pages or so of this chapter and get started right away with your own documents. As with most things, the best way to learn about Sprint is to use it for something practical. When you have trouble, you can refer back to this chapter for specific "how-to" information, and to the *Reference Guide* for quick-and-dirty facts once you're more familiar with Sprint. And, of course, the Quick Reference Card will come in handy anytime.

And don't forget: You may seldom have to refer to this manual if you take advantage of Sprint's context-sensitive help screens. Anytime you're having trouble while you're in Sprint, just press *F1* to get useful information about whatever you're currently doing.

Note to two-floppy system users: If the help files are not on your Program A Disk, you must remove it from Drive A and replace it with the disk containing the files in order to use context-sensitive help.

Menus and Shortcuts

You could think of the Sprint editor as the window into all the program's powerful functions. With the editor, you'll create, manipulate, and save your text. You'll also use it to enter formatter commands (the subject of Chapter 8, "Basic Formatting") that will affect how your final text is printed.

There are several ways to use the editor, and which way you choose is mostly a matter of taste and, to a lesser extent, your experience with the program. The easiest way to learn Sprint is via the menu system—the branching structure of screens that pop up when you press *F10* (for the main menu) or *Alt-E* (for the Edit menu). Every Sprint function can be found on these menus. To choose an item on a menu, either move the cursor to the item of your choice, then press *Enter*, or press the key corresponding to the first letter in the item. For instance, to choose the File menu for access to some of the commands discussed in this chapter, you can just press *F*.

There are faster ways to do what you want to do, though. Sprint offers a number of predefined shortcuts that let you quickly access the function of your choice. In other words, they do the same thing as choosing a menu item, but save you the step of choosing the menu. These special keys include the function keys on the left side or top of your keyboard, as well as some control-key and shift-key combinations (for example, *Ctrl-F2* to save a file instead of choosing Save from the File menu, and *Shift-F3* to open a window).

Note: By default, Sprint displays the shortcut for each menu command on the same line as the name of the command (to the right). You can turn off this display if you wish by toggling Customize/Menu Shortcuts to No.

The Quick Reference Card that came with your Sprint package lists the Sprint functions assigned to each shortcut, as well as the menu equivalents for each key (where applicable). However, if you're using one of Sprint's alternative user interfaces, these keys will not apply; see the *Alternative User Interfaces* booklet for more information.

You can also generate a reference card that includes shortcuts you have defined yourself (see "Defining Your Own Shortcuts" on page 114 for details on how to do this). Choose **Utilities/QuickCard**. After a few moments, Sprint will create a file called QCARD.TXT, which you can print out for a reference of shortcuts.

If you are used to WordStar-like commands (which are used in many Borland products, like SideKick), you'll be happy to know that there are also many familiar shortcuts in Sprint, including those starting with *Ctrl-O*, *Ctrl-K*, and *Ctrl-Q*.

Defining Your Own Shortcuts

You can define your *own* shortcuts to the menu functions. It's a fast and easy way to customize Sprint without getting into a lot of fancy programming.

You'll probably want to start defining shortcuts after you've worked with Sprint for a while and start discovering which menu functions you're using the most. For instance, let's say you find that you often want to select blocks and write them to a new file. On the **Edit** menu is a command called **Write Block**. To create a shortcut to **Write Block**, you would take the following steps:

1. Choose **Write Block** from the **Edit** menu by pressing *F10 EW*.
2. Press *Ctrl-Enter*—that is, hold down *Ctrl* and press *Enter* at the same time.
3. At the prompt `Shortcut for menu item:`, press the key you want to perform the **Write Block** command—perhaps] *Ctrl-W*.

That's all there is to it. From now on, whenever you press *Ctrl-W* (or whatever), you will automatically get the `Name of file to write block to:` prompt. You can then enter the name of the file to which you want Sprint to write the block.

When defining your own shortcuts, be sure to choose keys you won't be likely to use for anything else. For instance, it wouldn't be a good idea to assign, say, *Shift-B* as a shortcut, since you're likely to want to insert a capital *B* in your text and won't be able to if you redefine the key! Also, you probably don't want to use key combinations that are already used by Sprint for something else. Check the Quick Reference Card for a list of all predefined shortcuts.

Note: If you want to get rid of *all* your key redefinitions, choose **Customize/User Interface/Reset Shortcuts**. All keys will be returned to their original meanings.

Also Note: Your special key definitions will disappear if you switch to a different user interface or if you ever reload all the Sprint files from your distribution disk. If you find that you are redefining a lot of keys, there is a way to permanently save your key settings in a special user interface file; see Chapter 10 for details. Also see that chapter for information about other ways to define shortcuts.

Cursor Movement and Editing Keys

Certain keys on your keyboard act as cursor movement and editing keys.

- *Cursor movement* refers to moving the cursor (the blinking underline character on your screen) so that Sprint knows where to perform the commands you choose. Sprint invokes commands at the current cursor position.
- *Editing* refers to functions such as inserting, deleting, moving, copying, and replacing text.

You can perform most cursor movement and editing functions from the menus, but you can also use the keys on the keyboard's numeric pad and the *Backspace, Tab, Ctrl,* and *Alt* keys to move the cursor and edit text.

Again, the Sprint Quick Reference Card summarizes Sprint's default editing commands.

Using a Mouse

You can use a standard two- or three-button mouse to move your cursor around the screen. If you move the mouse pointer to the top two lines of the screen, Sprint will scroll the document up; if you move the mouse pointer to the bottom two lines, Sprint will scroll down. Moving the mouse out of the two-line region stops the scrolling.

You can also select text, choose menu commands, and change windows, using the following techniques:

When a Menu Is Visible

Left Button Makes a menu choice.

Right Button Cancels the menu (same as *Esc*).

When a Menu Is Not Visible

Left Button Toggles text selection (same as *F3*). You can press the button and drag across the text to select it (the Edit menu

appears when you quit dragging), or you can click once and then call up the Edit menu (click the right button) to extend the block.

Mouse text selection also works in Column mode.

Clicking the left button in an area to the right of the onscreen margin (that is, where there is no text) affects the current window. (If you have the right margin set to column 65, this non-text zone is 15 characters wide. If you have a file with no ruler, the non-text zone is any position that's to the right of a hard return paragraph mark.) Clicking in the upper quarter of the non-text zone switches to the previous window. Clicking in the lower quarter of the non-text zone switches to the next window. Clicking in the middle part of the non-text zone zooms or unzooms the current window.

Right Button Displays the **Mouse** menu if you have moved the mouse without selecting text; displays the **Edit** menu if there is text selected; displays the main menu if you have not moved the mouse and have not selected text.

Middle Button If your mouse has a middle button, you can drag to select text by *lines* instead of by characters. Double-clicking the middle button allows you select text by *paragraphs.*

Clicking the middle button in an area to the right of the right onscreen margin (that is, where there is no text) affects the current file. Clicking in the upper quarter of the non-text zone switches to the previous file. Clicking in the lower quarter of the non-text zone switches to the next file. Clicking in the middle part of the non-text zone calls the **File/Pick from List** command.

Double-clicking Double-clicking the left button selects the word the cursor is in. Double-clicking the middle button allows you to select text by paragraphs. Double-clicking the right button has no special effect.

Subsequent double-clicks extend the selection.

The Mouse menu consists of the following commands:

Copy	Same as *F10*/Edit/Copy
Move-Cut	Same as *F10*/Edit/Move-Cut
Paste	Same as *F10*/Edit/Insert-Paste
Erase	Same as *F10*/Edit/Erase
Write Block	Same as *F10*/Edit/Write Block
Select BLOCK/COLUMN	Same as *F10*/Edit/Block Select/Column Mode
Typestyle	Same as *F10*/Typestyle
Index-Word	Same as *F10*/Style/Index/Word
Cancel	Same as *Esc*

The Ruler Line

Sprint automatically inserts a ruler line at the top of each new file. This ruler line sets up the following format for text in your file:

Left margin	Column 0 (text will have a 1-inch left margin when it prints)
Right margin	Column 65 (sets line length to 6.5 inches)
Paragraph indent	Column 0 (paragraphs will not be indented)
Justification	Left only (right margin is "ragged")
Tabs	Tabs set every 5 characters

If this format works well for your document, you won't need to change any of the default settings. If your text requires a different format, you'll need to change the ruler line settings accordingly by choosing **Layout/Ruler/Edit on Screen** (or pressing *Alt-A*). If Sprint's default ruler works well for one part of your file, but not for another, you'll need to insert a second ruler and modify its settings. Complete information about the ruler line, tabs, and formatting your text can be found in Chapter 8, "Basic Formatting."

Suppressing the Ruler Line

If you'll be working exclusively with pure ASCII files (for example, if you're writing computer programs), you can have Sprint automatically suppress rulers each time you use it.

To do so, move your cursor to a blank place in any file. Press *F3* (the shortcut for **Edit/Block/Turn Select Mode On**), but don't move the cursor. Now choose **Utilities/Glossary/Define**. When Sprint prompts for a name, type `AUTOEXEC`. Sprint then asks if you want to save this item to STANDARD.SPG; press *Y* for Yes.

Now, each time you start Sprint, it will ask

```
Use your default settings?
```

Press *Y* to answer Yes whenever you want to open a blank file with no ruler line.

Customizing the Default Ruler

If you want to have different ruler settings (and any other settings) come up as the default every time you open a new Sprint document, you can do this by following these steps:

1. Modify the ruler in any way (including any setting from the **Layout/Ruler/Precise Settings** menu).
2. Enter any text that you want to be automatically present (for example, the *To:*, *From:*, and *Re:* of a memo).
3. Select all the text and the ruler (press *F3* and use the arrow keys).
4. Define a glossary entry by choosing **Utilities/Glossary/Define**. When prompted, call the entry AUTOEXEC.

Now, every time you create a new document, Sprint prompts you:

```
Use your default settings?
```

If you type `Y` for Yes, Sprint inserts your customized ruler and text (if any) at the top of the new document. If you type `N` for No, Sprint opens the new file with the regular ruler line at the top.

For more information about the Sprint Glossary, see Chapter 11.

General Editing Techniques

This section covers many of the functions on the **Edit** menu (see Figure 6.1), which you can easily get to by pressing *Alt-E*.

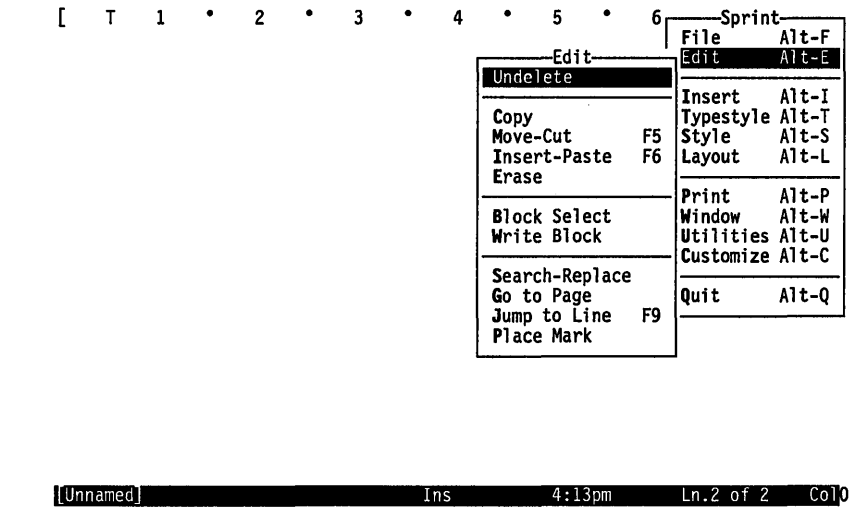


Figure 6.1: The Edit Menu

The Edit menu contains basic text-editing functions. Many—though not all—of these functions can also be performed with Sprint shortcuts (see the Quick Reference Card).

- **Undelete**—retrieves the last text you deleted, placing it back where it originally was.
- **Copy**—lets you copy a block of text to a new place without removing it from its old spot.
- **Move-Cut**—moves a block of text from one place in your file to another.
- **Insert-Paste**—pastes in a block of text that has been moved to the Clipboard by a **Copy** or **Move-Cut** command.
- **Erase**—deletes a selected block of text without putting it in the Clipboard.
- **Block Select**—selects a block of text for changing the text style or performing a text-editing command.
- **Write Block**—saves a selected block under a specified file name.
- **Search-Replace**—lets you search for and, optionally, replace text.
- **Go to Page**—jumps to the page number you specify.
- **Jump to Line**—jumps to the line number you specify.
- **Place Mark**—lets you set up to 10 hidden markers anywhere in your text (even in multiple open files), to which you can quickly return.

Entering Text

When you want to create a new file in Sprint, choose **New** from the **File** menu; a default ruler line is inserted automatically at the top of the file, with a left margin of 0, right margin of 65, and a tab at column 5 (unless you've defined an AUTOEXEC glossary item that contains a customized ruler). Sprint will automatically *wrap* (carry over to the next line) your text as you type; you don't need to press the *Enter* key. You need to press *Enter* only when you want to end a paragraph, enter a blank line intentionally, or break up a line of text.

If you have set Sprint to show paragraph marks on the screen (choose **Customize/Screen/Paragraph Marks** and toggle to On), you'll notice that, when you press *Enter*, Sprint enters a paragraph mark character at the end of the line. This character signifies that the line ends with a "hard" return; that is, Sprint will not disturb the line ending when it reformats your text. Hard returns are never added, deleted, or moved around when Sprint formats your text for the ruler. Lines not ending with a hard return character are moved around when you add or delete text; Sprint automatically adjusts "soft" carriage returns to make the margins more even.

The hard return character is just like any other character; you can delete it if you wish to join paragraphs or lines.

By default, Sprint is in *Insert mode*; this means that you can move the cursor anywhere in your text and insert characters, without deleting existing text. If you want to type over existing text, you can change Sprint's mode to *Overwrite* by pressing the *Ins* key. Pressing *Ins* repeatedly toggles between the two modes. You can tell which mode you're in by checking the status line; if *Ins* is displayed, you're in Insert mode; if *Ovr* is displayed, you're in Overwrite mode.

Deleting and Retrieving Text

You use the *Del* and *Backspace* keys to delete single characters. *Del* deletes the character above the cursor, and *Backspace* deletes the character to the left of the cursor. Pressing *Ctrl-Backspace* deletes the word to the left of the cursor. To delete larger areas of text, you can use any of the deletion shortcuts listed on your Quick Reference Card. You can also *mark* a block of text and then delete it; we describe how to do that beginning on page 125.

Also, the *Del* key is a handy shortcut for deleting blocks of text; simply select the text you want to delete, then press *Del*. Note also that the text you delete is not lost, but is temporarily saved in the Clipboard, described in

the next section. This means that you can easily retrieve text you delete by pressing *F6*.

The Clipboard

Sprint has a special feature that allows you to retrieve text you have deleted. Sprint temporarily keeps deleted text in a special holding area in your computer's internal memory—the *Clipboard*. Each time you delete text, it goes to the Clipboard and *replaces* whatever was in there previously (if anything). So if you delete something, then change your mind *before you delete anything else*, you can either choose **U**ndelete or **I**nsert-Paste (shortcut *F6*) from the **E**dit menu to retrieve what you deleted.

Note that **U**ndelete and **I**nsert-Paste work somewhat differently. **U**ndelete puts the contents of the **C**lipboard back where they originally were, while **I**nsert-Paste inserts them at the cursor position.

Sprint also stores blocks of text you have moved or copied in the Clipboard. The important thing to remember is that the Clipboard holds *only one thing at a time*. Thus, each time you delete some text, or move or copy a block (described in the next section), you put that text in the Clipboard and delete whatever was there before.

There is an exception to this rule. If you want to *append* text to the Clipboard, you can do so by pressing *Ctrl-T* (to delete a word) or *Ctrl-Y* (to delete a line) repeatedly *as long as you don't move the cursor*. All the deleted text can be retrieved when you press *F6* or choose **U**ndelete from the **E**dit menu.

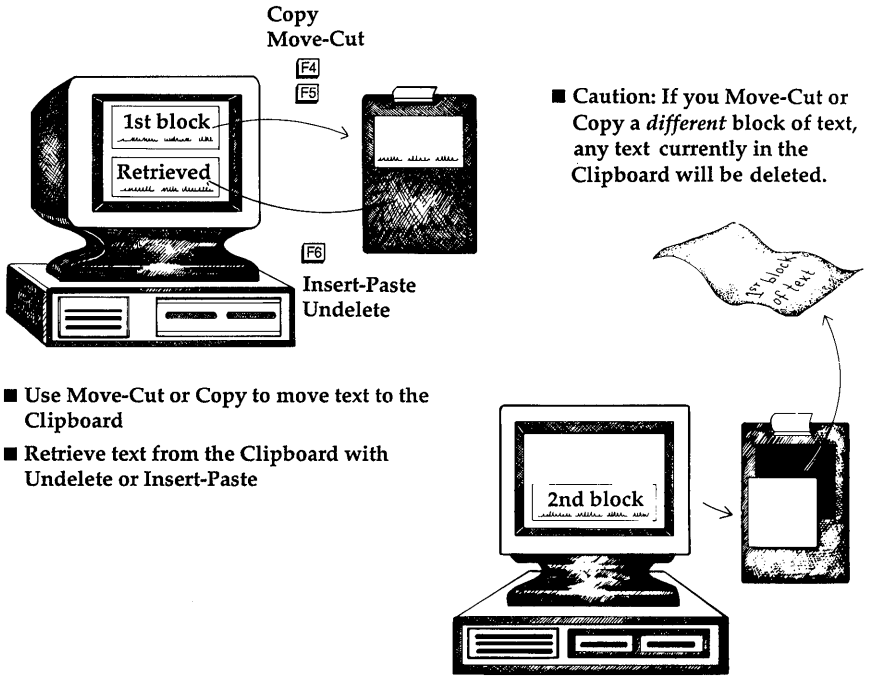


Figure 6.2: How the Clipboard Works

The Revert to Saved Command

Suppose you've made some changes to your file, then decide you don't want them. As long as you don't save the file with the changes you've made, you can discard the changes and get the original file back by choosing the **Revert to Saved** command from the **File** menu. Sprint asks

```
Discard changes? (Y,N,Esc)
```

Answer Y and Sprint will read in your file from disk and discard any changes you've made since the last time the file was saved.

Working with Blocks of Text

If there's one thing that really sets computerized word processing apart from typewriter work, it's the ability to easily manipulate chunks of text. Sprint allows you to select a portion of text—a *block*—that you can then affect in one or more of the following ways:

- Move or copy it to another spot in any open file or window.
- Copy it to a new (unopened) file.
- Delete it.
- Change its typeface or style.
- Tell the Sprint formatter to format the block in a special way.

To do anything with a block, you must first *select* it. There are two ways to do this:

- choose commands from the Edit/Block Select menu (shown in Figure 6.3)
- press *F3*

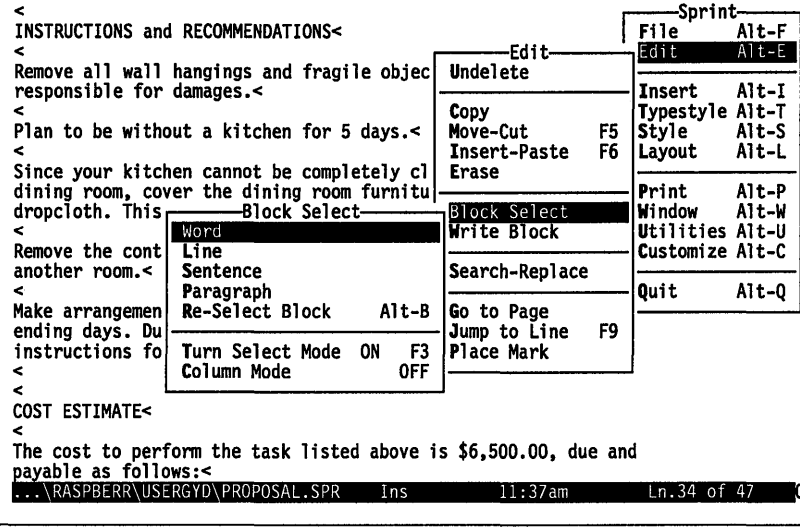


Figure 6.3: The Block Select Menu

The *F3* key is a shortcut to the Turn Select Mode On/Off command on the Edit/Block Select menu: it begins selecting a block. To continue selecting a block, just press the appropriate arrow key until all the text you want to affect is highlighted. Also, pressing any character key automatically extends the selection to the next occurrence of that character. (Therefore, pressing the *Spacebar* extends the selection one word at a time.) If you change your mind and want to "unselect" the block, press *F3* again. Notice how the status line reflects when Select mode is on or off (by displaying *Sel*).

The **ReSelect Block** command lets you instantly *reselect* the last block of text you selected. This can be a valuable timesaver if, for example, you want to use two different typestyles in a block; you can select the block and choose one command from the **Typestyle** menu, then use **ReSelect Block** to mark the same block again and choose another command from the **Typestyle** menu (see "Changing the Typestyle of a Block" on page 126 for more information about typestyle commands). Another time to use **ReSelect Block** is when you select and move a block of text and then change your mind about where you inserted it; just press *Alt-B* (the shortcut for **ReSelect Block**) and you're ready to use an **Edit** command to move it somewhere else.

You'll see a command called **Column Mode** on the **Block Select** menu. This command lets you select *columns* of text as a block instead of rows (the default way).

Moving and Copying Blocks

You can make a copy of a marked block and then place it in some other file or window (or elsewhere in the same file), or you can remove it from its current location and place it elsewhere.

In brief, when you want to move or copy a block somewhere, you do the following:

1. Begin selecting the block by pressing *F3*, then move the cursor until the block is fully marked. You can move the cursor up or down and to the right or left to mark parts of a line.
2. Move or copy the block to the Clipboard by pressing *F5* (or *Del*) or *F4*, respectively.
3. Move the cursor to where you want to insert the block—either in the same file, another window, or another open file—and press *F6*.

Say you want to *move* a paragraph from one open file to another. (Multiple files and windows are fully discussed in Chapter 7, "Working with Files.") First, select the block as explained in the previous section. Then, either press *F5* or *Del* or choose **Move-Cut** from the **Edit** menu. The block disappears. (If you had decided to *copy* the block, it would stay where it was *and* a copy of the block would also go to the Clipboard.)

Now, open a window by pressing *Shift-F3*. In that window, load the file you want to move the block to by either opening the file or choosing **Pick** from **List** from the **File** menu if the file is already open (the shortcut for **Pick from List** is *Ctrl-F9*). The cursor will be in the file you just opened, so move it to

where you want to insert the block, then press *F6* or choose **Insert-Paste** from the **Edit** menu.

A word of caution: As mentioned in the section on deleting text (page 120), the Clipboard holds not only blocks that you have marked and copied, but also any text you have *deleted* (except single characters deleted with the *Del* or *Backspace* key). It can only hold one thing at a time, which means that if you delete text after you've moved a block to the Clipboard, the block will be lost. Develop the habit of *immediately* inserting the block from the Clipboard—don't get distracted and start deleting lines of text in between, or you'll be in for an unpleasant surprise when you go to paste from the Clipboard.

As long as you don't delete any text or move a new block, your original block will stay in the Clipboard until you cut or copy something else. So if you change your mind and decide you want to put it back where it was, you can simply choose **Undelete** from the **Edit** menu or move the cursor to where you want it and press *F6*.

Writing a Block to a New File

Sometimes you may want to put a marked block in a separate, unopened file. To do that, choose **Write Block** from the **Edit** menu. At the prompt, enter a file name to hold the block. Sprint will leave your block where it is, and make a copy of it in the file you specify.

Note that the block will *not* go to the Clipboard; it will only be written to the new file.

Deleting a Block

The easiest way to delete a marked block is to press *F5* or *Del*. You can also choose **Move-Cut** from the **Edit** menu. The marked text will disappear from the screen. It will be in the Clipboard, however, until you delete more text or move another block there, so if you change your mind *before deleting any text or moving a block to the Clipboard,* you can press *F6* to retrieve the deleted block.

If you want to delete a block and *not* place it in the Clipboard, choose **Erase** from the **Edit** menu.

Note: The **Erase** command is only available if you are using the advanced user interface. See Chapter 10, "Customizing Sprint," for information about switching interfaces.

Changing the Typestyle of a Block

Once you've marked a block of text, you can change its typestyle via the Typestyle menu; see Figure 6.4 for the commands it offers.

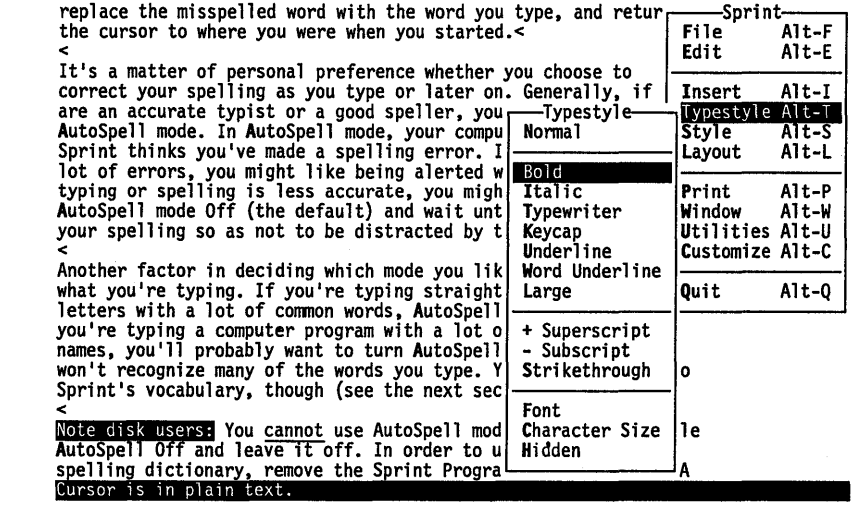


Figure 6.4: The Typestyle Menu

Just choose the typestyle of your choice from the menu. The entire block changes attribute (for example, if you choose **Underline** on a monochrome monitor, the text is underlined onscreen; on a color monitor, the text appears in a different color).

If you change the typeface of a block that is already in another typestyle (other than normal text), Sprint will try to use *both* typestyles (if your printer supports them). For instance, if you have some text that is marked as bold, then select the text and choose **Italic**, your printed text will be ***bold italic***.

You can also use this method of selecting text and choosing styles from the **Typestyle** menu to return text to plain text. Simply choose **Normal** from the **Typestyle** menu after you've selected the text.

If you've used a number of different typestyles, or if you're looking at a file created by someone else, it may not be immediately obvious what typestyle some text is in, especially if you have a monochrome monitor (which has a

limited number of ways it can change the appearance of text on your screen).

To see what typestyle your text is in, move the cursor to the text in question and look at the status line at the bottom of your screen after you have displayed the Typestyle menu; Sprint displays the name of the typestyle there.

For more information about typestyles and fonts in Sprint, see Chapter 8, "Basic Formatting."

Control Characters in Text

When you choose a typestyle from the Typestyle menu, Sprint changes the way your text looks on the screen. To make the text look the way it does, Sprint uses embedded *control characters*. For instance, underlined text begins with a ^U and ends with ^N. Unless you have toggled Codes On (using the Codes command on the Customize/Screen menu, shown in Figure 6.5), you don't see these control codes.

Note to two-floppy system users: You must have your Program A Disk in Drive A to use the commands on the Customize/Screen menu.

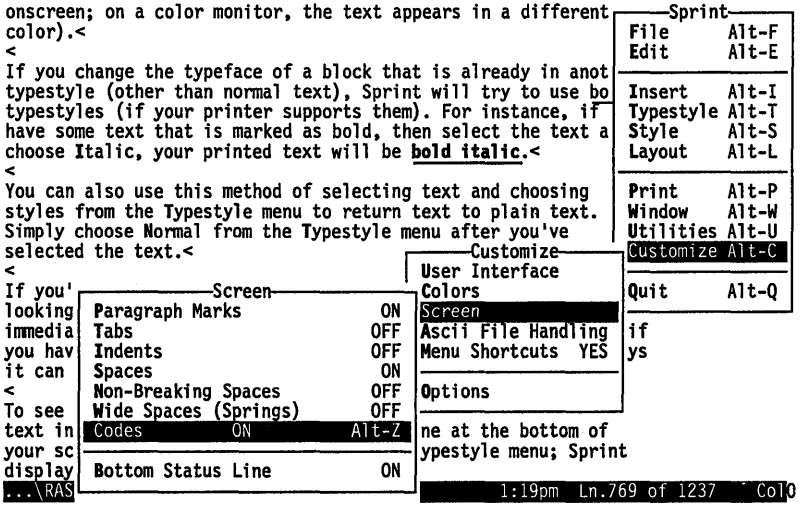


Figure 6.5: The Customize/Screen Menu

Normally, you don't need to worry about these hidden control codes; they're used internally by Sprint when it prints your file, and you can't inadvertently delete them by backspacing over them. There are a few times, though, that you'll need to be concerned with them:

- when you want to search for text that's in a particular typestyle
- when you want to insert text before or after a typestyle change
- when you change or get rid of a typestyle command

The section on searches (page 135) tells you how to search for (and optionally replace) embedded control characters in your text. The other two instances are explained here.

Let's say you want to add some text to the end of an existing underlined sentence. To illustrate this example, choose **Underline** from the **Typestyle** menu, then type a sentence. After you're finished with the sentence, press the *Right arrow* key. This moves the cursor past the (hidden) control code that turns the typestyle off. Now type another character. As you can see, this character is not displayed in the underline attribute. Why? Because you moved the cursor past the ^N that ends the typestyle. To insert the character in front of the ^N, you'll have to press the left arrow key until you are on the *left side* of the ^N character.

This sounds obvious, but it's not always clear where the cursor is, since the ^N is invisible to you (unless you toggle **Codes On**). To understand this, press the *Left arrow* key twice. The first time you press it, the cursor moves left one character. The second time, however, it appears to go nowhere. In fact, you have actually moved past the hidden ^N. Now type a character. This time, it should appear in the underline attribute (underlined on a monochrome screen, in a different color on a color screen). If you pay attention to the column number at the far right of the status line, you can see the underline come and go as you cross over the invisible control code.

To see what's actually happening here, toggle **Customize/Screen/Codes On** or press *Alt-Z*. (Two-floppy system users, make sure your Program A Disk is in Drive A when you choose **Customize/Screen/Codes**.) Follow the the same series of steps you just performed. In this case, you can see that when you turn underlining on, Sprint inserts control characters for both starting (^U) and ending (^N) the typestyle. You can also see how the arrow keys move the cursor past the ^N, something you can't actually see when **Codes** is **Off**. Your underlined sentence should resemble the one in Figure 6.6.

```
^UIf this format works well for your document, you won't need to
change any of the default settings.^N<


G:\TEST\JUNK3.SPR                Ins          1:21pm     Ln.2 of 14    Col0
```

Figure 6.6: Underlined Sentence with Codes On

While you have Codes set to On, consider the other case when you need to think about control codes: when you want to change or get rid of a typestyle command.

As a safeguard, Sprint doesn't allow you to delete embedded control characters accidentally by backspacing over them. You can, however, delete single control characters when Codes is set to On—that is, when you can see what you're doing. (You *can* delete entire words or sentences containing control codes when Codes is set to Off; Sprint simply guards against your deleting individual control codes with the *Backspace* key. This is useful if you misspell a word and want to backspace over it to correct it without disturbing the typestyle.)

Suppose you want to change the typestyle of your sentence from underlined to bold. You could delete the whole sentence and start over, but it would be easier to simply change the control code that begins underlining (^U) to the one that begins boldface (^B). The ^N character always ends a typestyle (or a formatter command), so that stays the same.

To change the control character, move to the ^U at the beginning of the sentence. Since Codes is set to On, you can delete the ^U by backspacing over it. Now you want to insert a ^B.

To do this, you can't just press *Ctrl-B*; Sprint will think you are trying to give it a command to do something (in this case, reformat your text). Many control character sequences do tell Sprint to do something, like move the

cursor. To actually insert a control character in your text, you need to display the Insert menu (see Figure 6.7) and then choose the Control Character command. Sprint prompts you for the character you want to insert. Press *B*. Sprint inserts a hidden ^B in your text and changes the sentence typestyle from underlined to bold. To see the results, toggle Codes Off.

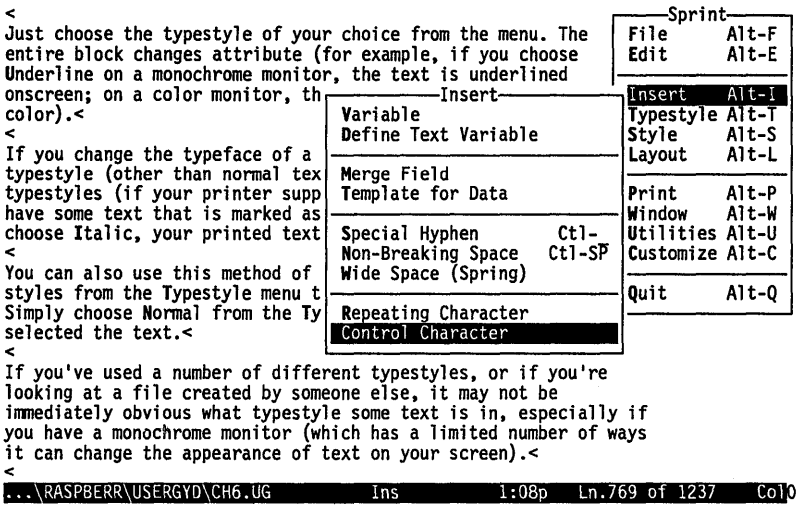


Figure 6.7: The Insert Menu

Note: Although an embedded control character *looks like* the caret (^) symbol (shifted 6), it is not the same. That is, if you press *Shift-6*, you will get the caret symbol, which is not the same as an embedded control character.

Also Note: When Codes is set to On, your text will *not* wrap according to your ruler lines, but will keep going off the right margin. Turning Codes Off again will automatically reformat the text.

Searches

Sprint can hunt very quickly through your files for words and phrases. You can have Sprint automatically replace words it finds, search forward and backward through the file, ignore or pay attention to capitalization, and more. All Sprint's search functions can be found on the Edit/Search-

Replace menu (see Figure 6.8); you can also use the following shortcuts for search functions:

F7 or *Ctrl-QF*	Search forward
Ctrl-QG	Search forward for single character
Ctrl-QH	Search backward for single character
Ctrl-QA	Search for and replace specified text
Ctrl-L	Search again for last search string

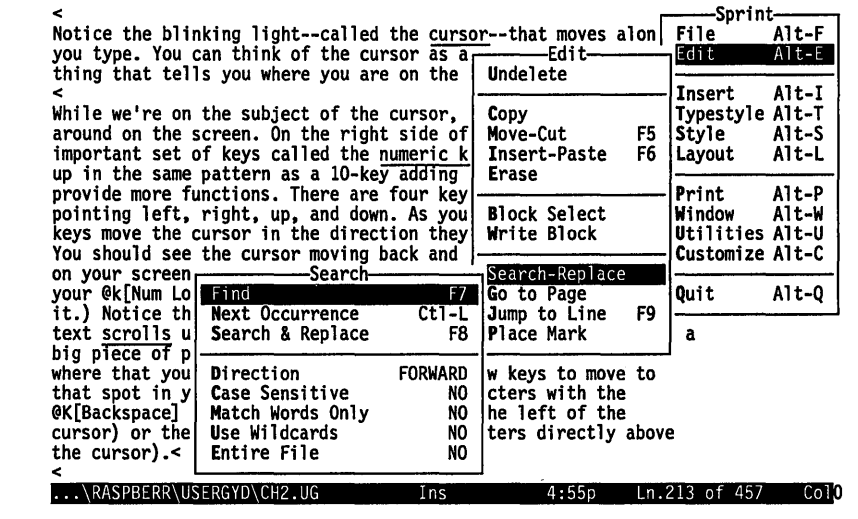


Figure 6.8: The Search-Replace Menu

To search for a sequence of characters (the *search string*):

1. From the Search-Replace menu, choose Direction and press *Enter* to toggle between Forward (to search forward in the file from the cursor position) and Backward (to search backward from the cursor position).
2. Type the search string at the prompt and press *Enter*.

Sprint searches through your file for the string. To find the next occurrence of the search string, press *Ctrl-L* or choose Next Occurrence from the Search-Replace menu.

By default, Sprint will ignore the "case" (capitalization) of the search string. That is, if you ask Sprint to find the word *spring*, it will also find *Spring*, *SPRING*, or any combination of upper and lowercase letters that make up

the word. Also by default, it will find the character string *spring* in the word *wellspring*. These defaults can be changed by switching the Search-Replace menu toggles for Case Sensitive and Match Words Only from No—the default—to Yes.

Search and Replace

If you want to search for some string and *replace* it with something else, choose Search-Replace/Search & Replace from the Edit menu, or press *Ctrl-QA*. When Sprint finds the string, it will ask you whether you want to replace this occurrence (Yes), skip it (No), or replace all occurrences of the search string (And the Rest). To stop the search-and-replace operation, press *Esc*. If you choose And the Rest, Sprint will display the number of replacements being performed as it replaces your search string. When Sprint has finished searching and replacing, the message `XX Replaced` is displayed on the status line (where XX is the total number of replacements).

Note: Use caution when choosing And the Rest; be absolutely sure that you aren't overlooking any cases where you *wouldn't* want to replace the text.

Wildcards in Searches

As long as you don't include an asterisk (*), question mark (?), left bracket ([), or backslash (\) in your search string, Sprint will search and replace the words or phrases exactly as you typed them. The asterisk, question mark, left bracket, and backslash are Sprint *wildcard* characters and perform different tasks when placed in a search or replacement string (explained shortly). Sprint will search for any letters, numbers, punctuation marks, or foreign characters and match them exactly; however, capitalization (case) will be ignored unless you toggle Case Sensitive to Yes.

Note: If you don't plan on using wildcards and want to be able to easily search for asterisks, question marks, left brackets, and backslashes, you should turn off wildcards by choosing Edit/Search-Replace/Use Wildcards and toggling it to No. If you think you'd like the power of using wildcards in search strings, keep the command set to Yes.

The wildcards have the following functions:

*	Matches any sequence of characters (0 or more). This includes all letters, foreign characters, the numbers 0 to 9, underscore, dollar sign, and the percent sign.

Use an asterisk to match the ends of words. For instance, searching for *xer** will find words that start with *xer*, such as Xerographic. Searching for *k*k* will find all words (if Match Words Only is set to On) with two *k*'s in them; searching for *do** will find all words starting with *do*, such as *do*, *doesn't* and *don't*.

If you put an asterisk in a replacement string, and if the search string also contains an asterisk, the text matched by the search string's asterisk is inserted at the same location in the replacement. For example, replacing **ing* with **s* turns *shouting* into *shouts*.

? Matches any single character; all characters except space, tab, and soft and hard returns are matched.

A question mark can be used to find unknown letters. For instance, searching for *A?* will find all two-letter combinations starting with an *A*. Searching for *do?* will find *dot*, *do9*, *Do#*, and the first three letters of *don't*, but won't find *do* (unless Match Words Only is set to No).

To illustrate the difference between the question mark and the asterisk, searching for *do** would find *dot*, *do9*, *Do#*, all of the word *don't*, and the word *do*.

In addition to the two wildcards just mentioned, there are some other special techniques you can use for searching your files:

<*space*> A space matches any non-printing character (spaces, tabs, returns).

You can use a space to locate sequential words, even if they are on separate lines. For instance, if you enter *alpha beta* as the search string, Sprint will search for the words *alpha* and *beta*, even if there is a line break rather than a space between them.

A space in a replacement string, if there is a space in the search string, will replace the matched whitespace character.

You can include a space at the start and end of a search string; this lets you search for, for example, *rote*, without finding *wrote* or *protection*. This is the same as setting Match Words Only to Yes.

[<*set*>] Square brackets let you search for a set of characters in a specified range. Any one of the characters between the square brackets will match the search. You can specify the range of

characters in the set by separating two characters with a dash; for example, *[a-z]* or *[a-Z]*. For instance, if you type `A[0-9]`, Sprint will search for *A* followed by any digit. You can also specify a single wildcard character by using *[*]*.

[<*set*>]+ A set wildcard can be followed by a plus sign to match any sequence (1 or more) of characters in the set. That is, it's a "repeating" set. For example, if you type `A[0-9]+`, Sprint will search for *A* followed by any sequence of numbers (single or multiple digits).

\c Matches the character *c* exactly, even if it is a wildcard, for example, *, *[*, and *?*. For instance, to search for an asterisk, you would type *. This includes the backslash itself; that is, \\.

[^...] A caret (^) symbol used as the first character in a set causes Sprint to match any characters that are *not* in the set. For example, *n[o,u]t* matches *nut* and *not*, while *n[^o,u]t* matches any character between *n* and *t except o* and *u* (*nut* and *not* would not match). You can search for the caret symbol itself in a set, as long as it's not the first character in the set.

Note that Sprint takes more time to search for words that start with a wildcard than it does when it searches for words that start with a normal character or a backslash.

Wildcards in Replacement Strings

You can put wildcards in replacement strings (the sequence of characters you want instead of the first sequence of characters) if there are corresponding wildcards in the search string.

If there are several corresponding wildcards in a search string, each is used in turn. For instance, if you enter `?x?` as the search string, and `?y?` as the replacement string, Sprint will replace each *x* with a *y* but leave the surrounding characters unchanged.

If there are *extra* wildcards in the replacement string, or if the replacement string consists of wildcards and no other characters, the wildcard characters are inserted exactly. For instance, if the search string is *foo* and the replacement string is *?*, Sprint will replace *foo* with a question mark.

The behavior of wildcards in replacement strings is as follows:

* Inserts the string matched by the next * or [set]+ wildcard in the search string.

?	Inserts the character matched by the next ? or [set] wild card in the search string.
<space>	Inserts the character matched by the next space in the search string.

Case in Replacement Strings

Although you can enter text in a replacement string in either upper or lowercase, Sprint changes the case (whether a character is upper or lowercase) of a replacement string according to the following rules:

- If the first letter in the search string (the string that is being replaced) is lowercase, the replacement string is left with its case unchanged.
- If the first letter of the search string is uppercase, the replacement's first letter is changed to uppercase.
- If the first two letters in the search string are uppercase, all the letters in the replacement are changed to uppercase.

If you want characters in the replacement string to be inserted exactly as you type them, you can precede them with a backslash. For instance, *a* always inserts a lowercase *a*, no matter what the case of the search string is.

Typestyles and Control Characters in Searches

If your search string is coded as a special typestyle (bold, underline, italic, and so on), or if it contains control characters, you will sometimes need to press *Ctrl-Q* before typing the control characters in order for Sprint to find them. In most cases, however, you'll be able to simple press the *Ctrl* key and then the character when specifying a search or replacement string.

As mentioned in the section on control characters (page 127), many Sprint formatter commands—for example, those for typestyles and special formats—are surrounded by control codes. Unless you have toggled Codes to On, you won't see these codes; instead, the text affected by the commands will be in a different attribute. The codes are there, though, and if you need to search for, say, only boldfaced words, you'll have to search for the control codes for bold—^B and ^N.

Let's say you want to search for all ^B commands and replace them with ^U commands. Choose the Search-Replace/Search & Replace command, and Sprint displays the `Search for:` prompt. Press *Ctrl-B* to tell Sprint you want to search for a hidden ^B control code.

Press *Enter* to display the `Replace with:` prompt. Since the replacement text is also a control code, press *Ctrl-U,* then *Enter.* Sprint then begins the **Replace** command.

In the few cases where Sprint won't accept a control code entered during a search and replace operation by pressing *Ctrl* and then the character, just press *Ctrl-Q* and then the character.

Setting and Using Place Markers in Your Document

When dealing with long documents, it is often desirable to be able to define a location so you can later go back to that spot quickly and easily. The **Place Mark** command on the **Edit** menu allows you to set and jump to up to 10 specific spots in any or all open files (numbered 0 to 9).

To insert an invisible mark at the cursor location, choose **Place Mark/Set** from the **Edit** menu (you can also use the shortcut *Alt-M*). Sprint prompts you for a marker number from 0 to 9; type a number and press *Enter.*

To quickly go back to that spot, choose **Edit/Place Mark/Go To** (or use the shortcut *Alt-G*). When prompted, enter the same number. Immediately Sprint places the cursor at the invisible marker location.

You don't have to delete a mark to set a new one. If you've already used 1 as a mark, you can use it again by resetting it at a new spot.

Note that place marks can be set in different open files. Sprint automatically makes a file the current one if you choose a mark in that file.

Summary

Editing in Sprint is easy yet powerful. We've shown you a number of basic techniques—like cursor movements—that you'll use every day, as well as some more powerful (yet equally useful) features like searching with wildcards. For more information about editing, refer to the functional index and alphabetical lookup of the *Reference Guide.*

C H A P T E R

7

Working with Files

This chapter covers Sprint file operations—how to:

- open a file
- close a file
- save a file
- work with multiple files

For information about working with ASCII files, see Appendix E.

If you need information on importing files created with another word processor and converting them to Sprint format, or exporting Sprint files to another format, refer to Appendix C, "Converting Files to and from Other Word Processors."

Opening a File

In the "Getting Started" section of this manual, you learned how to start Sprint and open, close, and save a file. In this section, we'll talk in a little more detail about the concepts of open and closed files.

To open a file, you choose **New** (to create a new file) or **Open** (to open an existing file) from the **File** menu (Figure 7.1).

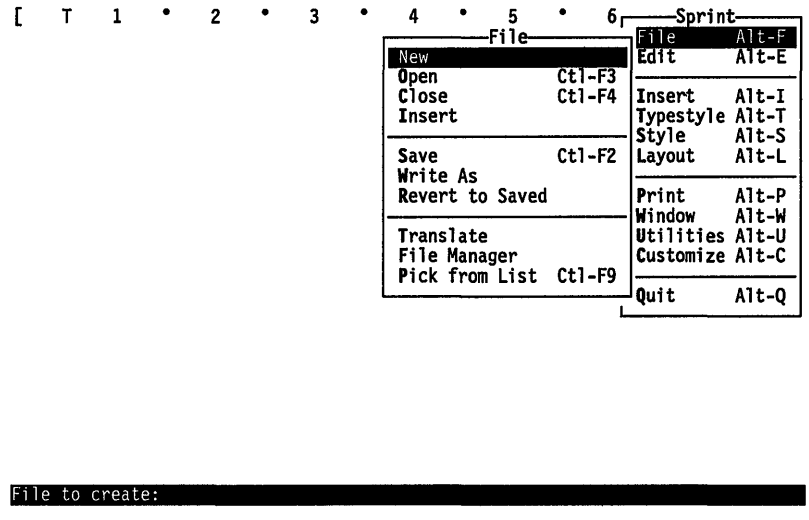


Figure 7.1: The File Menu

At the prompt, enter a file name. If you don't include a file name extension, Sprint assumes an extension of .SPR. If the file has no extension, enter the file name followed by a period. (If you want to create a file with no extension, you have to add a period after the name.)

Anytime Sprint prompts for a file name, you have several options. You can

1. Type the exact name of the file (including the full directory path if you want to work with a file in a different directory) and press *Enter*.
2. Type a name that includes wildcards (see page 148) and choose the file from the list Sprint displays.
3. Press *Enter* and Sprint will display a list of relevant files with the .SPR extension.

Working with Several Open Files

As you've probably already learned, Sprint allows you to work with up to 24 files at one time. Until you've had a chance to really try out this feature, you may not appreciate its power and convenience.

At any point while you're editing one file, you can open another one by the same method (choose **New** or **Open** from the **File** menu). Although the first

file will disappear from your screen, it's still there in the background, ready to be accessed again. You could think of all your open files as a sheaf of papers stacked on top of each other; all you have to do is reshuffle the stack to get to the open file you want (Figure 7.2).

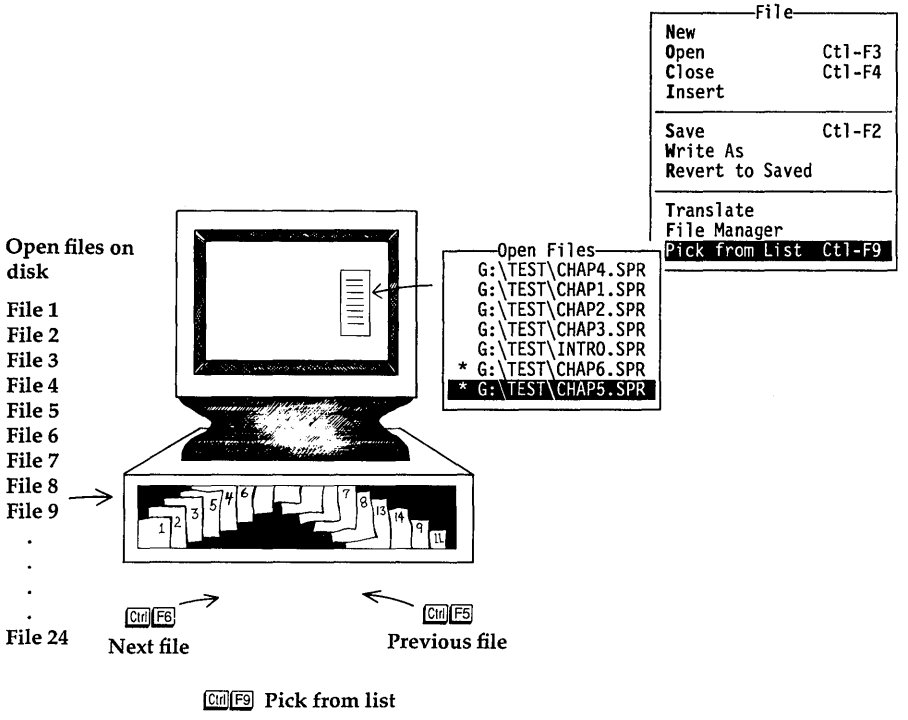


Figure 7.2: Multiple Open Files

Why might you want to use this feature? Suppose you're working on a business report. As you work, you begin to get a brainstorm of ideas. You could open up a new file, jot down your ideas, then bounce back and forth between the two files.

Or say your report has several, distinct sections. Rather than putting all the sections into one long file, you could open separate files to contain each section, then go back and forth between them as you get ideas. The power of multiple files is that, if you suddenly think of something you want to add or simply refer to in a specific file, you can quickly jump to the file, do what you want to do there, and get back to whatever you were doing in another file. You can also move chunks of text between open files; see page 124.

Moving between Open Files

Once you've opened several files, the easiest way to move back and forth between them is to choose **Pick from List** on the **File** menu (or press *Ctrl-F9*). When you do so, you'll get a list of the currently open files. To choose one, just move the cursor to the one you want and press *Enter*. Note that you can open files on any disk or directory, including "virtual" drives and directories if you are working on a networked system. Figure 7.3 shows a sample list of open files. Note that files which have been changed but not yet saved have an asterisk (*) next to them.

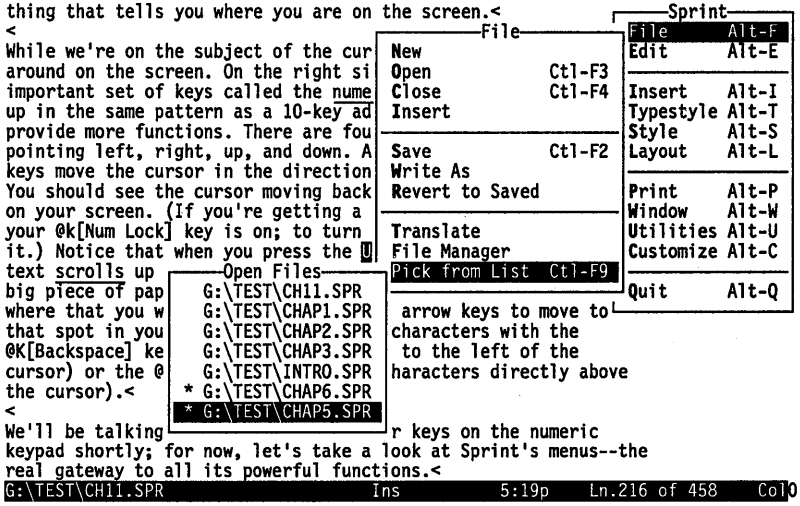


Figure 7.3: Sample List of Open Files

You can quickly move between open files by pressing *Ctrl-F5* (to move to the last file you opened) or *Ctrl-F6* (to move to the next file in the sequence); files become active in the order they were originally opened. (The *active file* is the one that the cursor is currently in.)

As you move between files, Sprint will return you to the place in each file where you left off.

Note to two-floppy system users: It's a good idea to be cautious about the number of files you have open at any one time, since the size of your backup file is limited. (The SP-SETUP program creates a fixed-size backup file on your Data Disk in Drive B; this backup file is crucial, so never

remove your Data Disk from Drive B when you're in Sprint. See page 22 for information on how to create additional Data Disks.)

Using Windows to View Several Open Files

Moving back and forth between open files works fine, but there is one disadvantage: You can't look at the files at the same time. To do that, you can open up to six windows to contain different open files or parts of the same file.

For instance, suppose you have several files that make up a business report. As you're working on one file, you realize there's a chunk of text in another file that you need to insert in this file. Or suppose you need to constantly refer to another file in order to get information, and it would be more convenient to view both files at once.

Open (window) command To open a window, choose **Open** from the **Window** menu, shown in Figure 7.4.

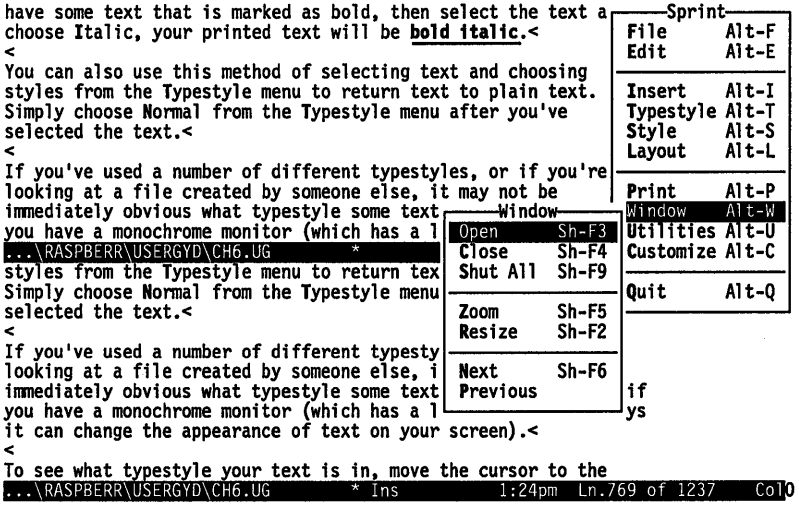


Figure 7.4: The Window Menu

Sprint will split your screen. You'll notice that an identical copy of the current open file appears in both windows, with the cursor in the bottom window. You can now enter or edit text. Only one window is *active* at a

given time—that is, you can only make changes in the window that contains the cursor (and the cursor can't be in more than one place at once!). Any menu choices you make will apply only to the active window.

You'll notice that the status line of the active file contains complete information about that file (line and column number, and so on) while the inactive file shows only the file name.

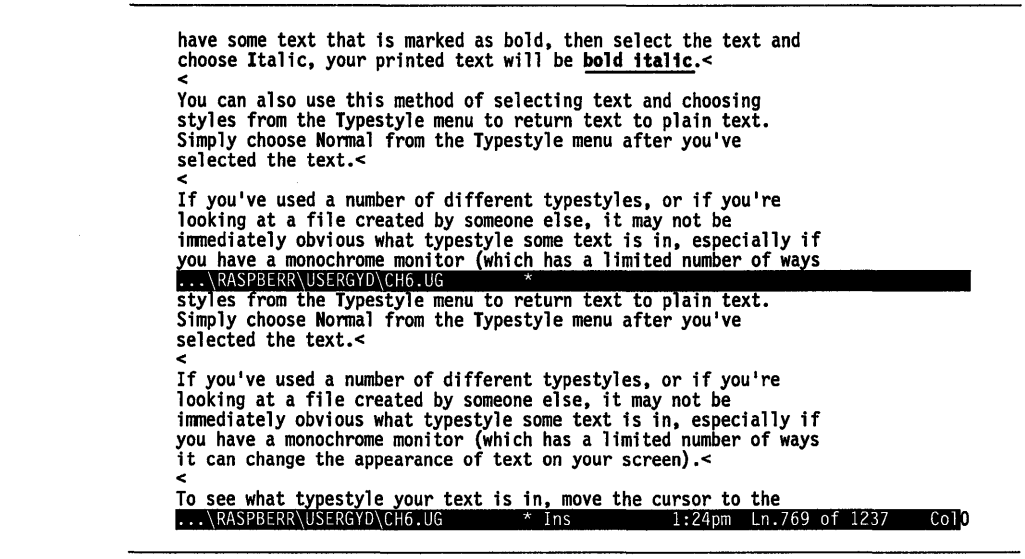


Figure 7.5: Two Windows, One Active File

If you want to look at a different file, just choose **Open** from the **File** menu as you normally would to open a closed file, press *Ctrl-F5* or *Ctrl-F6* to cycle through the list of open files in opposite directions, or choose **Pick from List** from the **File** menu to load an already-open file. Sprint will load the file into the active window. To move between windows, press *Shift-F6* or choose the **Next** or **Previous** command from the **Window** menu. As with files, windows become active in the order they were opened.

You can also move text from one window to the other, or from one open file to another, using the *Clipboard*, described on page 121 in the "Editing: Tips, Tricks, and Techniques" chapter.

Shrinking and Expanding a Window

Two items on the **Window** menu allow you to change the size of windows: **Zoom** and **Resize**.

Zoom lets you expand the active window to fill the screen. When you're ready to return the window to its original size, you can choose **Unzoom** from the menu. (**Unzoom** appears only when a window has been previously "zoomed.") The shortcut for **Zoom/Unzoom** is *Shift-F5*.

The **Resize** command allows you to make fine adjustments in the size of the current window. When you choose **Resize**, you then press the plus (+) key on the numeric keypad on the right side of your keyboard to expand the current window, and the minus (–) key to shrink it. Press *Esc* or *Enter* when you've finished adjusting the size of the window. The shortcut for **Resize** is *Shift-F2*.

Closing a File or Window

Once you've opened several files and windows, you may find after a while that there are too many open; it may become cumbersome to move between them or see enough text. So close some! Both the **File** and **Window** menus have a command called **Close**, although they work differently.

When you close a file, you are actually removing it from Sprint's backup (*swap*) file (described in the next section). It will no longer appear in the list of open files when you choose **Pick from List**. Note that closing is *not* the same as saving. When you close a file, you are simply removing it from the swap file. When you save a file, you are saving your changed file to disk.

If you want to close a file that you've made changes to since the last time you saved it, Sprint asks you

```
The file Filename has not been saved; save it? (Y,N,Esc)
```

Unless you don't want to save the changes, answer *Yes* by pressing *Y*. Sprint will then save the file before closing it. (*Esc* will cancel the command, and pressing *N* will close the file without saving.)

When you close a *window*, that's all you're doing: You're removing one of the windows from the screen, but the file that was in the closed window remains open; it will still be available in the list of open files when you choose **Pick from List**.

Merging Files

You can combine two or more files by inserting one file inside of another. To do this, move the cursor to the point in a file where you want to insert another file, then choose **Insert** from the **File** menu. At the

```
Name of file to insert:
```

prompt, type the name of the file, then press *Enter*.

Note: As with all Sprint file operations, you can use DOS wildcards to see a list of files from which you can then pick a file to insert. See page 148 for more information.

The Automatic Backup (SP.SWP) File

You may already have noticed that when you start Sprint, the files you worked on last are miraculously already open. This is the result of Sprint's auto-backup system.

In addition to the files you've saved on disk, Sprint automatically creates its own file, called SP.SWP. This file stores your entire Sprint work session—that is, all open files—on your disk. Each time you open a file, Sprint reads your file on disk, places the file contents on the screen, and also inserts it in its backup file. In effect, Sprint makes its own copy of the file you opened. When you make changes to a file, your changes are not reflected in the original file until you explicitly choose **Save** from the **File** menu (or press *Ctrl-F2*). Your changes *are* automatically saved to the backup file, however, whenever you pause in your typing for at least 3 seconds. (You can change this 3-second default by choosing **Customize/Options/Background Save Period** and entering any value up to 60 seconds.) This one backup file contains as many separate files as you have open.

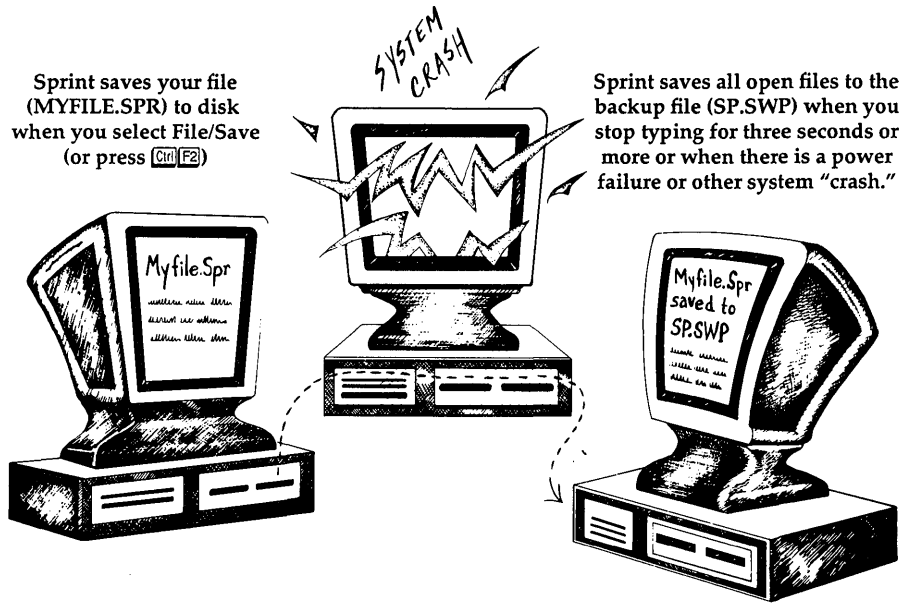


Figure 7.6: The Backup File vs. Your Named Files

It is important to realize that when you are creating new files and editing existing files, you are *not* working with your files on disk until you choose Save; you are working with the copies of those files in the backup file. During a Sprint work session, your files on disk are not changed until you choose the Save command from the File menu or the Go command from the Print menu. Therefore, for each file you edit, you always have a backup (the original file on disk).

The backup file has several beneficial effects:

- If the power should fail while you are working, or if your computer system "crashes," you'll be able to recover the new text and changes you were entering, even though you hadn't yet explicitly saved the text. Since Sprint automatically saves your changes to the backup file when you pause typing for three seconds, the most you will probably lose is a few seconds worth of typing!
- If you turn off your computer or run another program and then return to Sprint, you'll still be working on the same file you last worked on, without having to open the file again.
- If your disk is full when you try to save a file, you'll still have the copy in the backup file, so you can delete some files on your disk to make room (via the File/File Manager menu), then save the file.

The Preserve Editing Session Command

The **Preserve Editing Session** command on the **Customize/Options** menu determines whether Sprint keeps the backup file or erases it when you leave Sprint.

If **Preserve Editing Session** is Yes (the default), Sprint keeps the contents of the backup file on your disk when you choose the **Quit** command. When you restart Sprint, you automatically open this file again. Any files that were open when you quit are automatically open again when you restart, along with any other files you open in this editing session. This is useful if you typically work on the same files and the same computer every day.

If **Preserve Editing Session** is set to No, Sprint removes the backup file from your disk when you choose the **Quit** command. When you restart Sprint, a new, empty backup is created. This option is particularly useful if you use more than one computer (or are on a local area network) to edit your Sprint files.

Note to two-floppy system users: Be sure your Program A Disk is in Drive A when you choose commands on the **Customize/Options** menu.

Why You Should Leave Preserve Editing Session Set to Yes

Here's an example of why you should usually leave **Preserve Editing Session** set to Yes:

Let's say you never use any other computer than your own, and you constantly update the same files during the course of your workday. In this instance, you probably want to set **Preserve Editing Session** to Yes. That way, whenever you start Sprint, these files are automatically open and accessible to you.

In short, if you use more than one machine to edit Sprint files, you should set **Preserve Editing Session** to No on all machines. If you are the only person using your computer, and you work on the same files quite often, you probably want to set **Preserve Editing Session** to Yes. You can check this setting by choosing **Customize** from the main menu, and then choosing **Options**. If you want to change the setting, choose **Preserve Editing Session** and press *Enter* to toggle between Yes and No.

When to Set Preserve Editing Session to No

There are a couple of instances when you'll want to set **Preserve Editing Session** to No:

- When you'll be editing your files on more than one computer.
- When you work with confidential files.

Let's consider the first case. Let's say that **Preserve Editing Session** is Yes on your machine. You open a file named REPORT.SPR on your machine, make some changes, save the changes to disk, and then quit Sprint. Since you didn't close the REPORT.SPR file, it's still open in the backup file on your machine.

Now you bring the disk containing your file to someone else's computer; let's say that this machine is connected to the printer you want to use to print the final version of your file. You print the file, notice some changes you want to make, and then use this computer (rather than your own) to edit your file. You print the file again, and then quit Sprint (when you print, Sprint automatically saves your file to disk).

The next time you start Sprint on *your* machine, your REPORT.SPR file will already be open, since you didn't close it last time. Ordinarily, this is a great feature, *except* that the version in your backup file *doesn't reflect the changes you made on the other computer.* You might think that Sprint didn't save your changes, when in fact it did, but you're looking at the backup file version, not the version you saved to disk. If this ever happens, don't panic! Simply close the file (this removes it from the backup file), and then open it again. (You could also choose **Revert to Saved** from the **File** menu.) Remember, when you open a file, Sprint automatically puts the contents from your disk file on the screen and in the backup file.

Another time when you might be confused about which version of a file you're working on is this: If you type `sp filename` at the DOS prompt, Sprint might display this message before opening the file:

```
File already open; read over it?
```

What this means is that a file by that name is already open in the backup file. Sprint doesn't know whether you want to edit the one in the backup file or the one saved on disk. Remember, the file on disk is the last *saved* version. If you answer *Y* to this question, Sprint will open the file on disk and get rid of the one already in the backup file. If you answer *N*, Sprint will just reopen the file in the backup file—*not* the one you've saved on disk. If you then save the file, you will overwrite the existing file on disk.

Now, to the second case. If you work on confidential files and need to protect your data from intruders, it's worth noting that the backup file can

still exist on your disk even if your other files do not. For example, say you've written a confidential memo. You print it out, then remove the file from your disk. However, your backup file that contains the confidential memo is still on disk. Some prying person could open that file and read your memo.

To avoid such a scenario, do one of the following:

- Close all files when you exit Sprint.
- Set **Preserve Editing Session** to No.

Of course, this may be somewhat inconvenient, but if confidentiality is an issue you'll want to be sure the backup file is empty or nonexistent when you leave your computer.

Note: In cases where tight security is called for, you will have to use a utility that "wipes" the file from disk. The steps outlined here should be good enough unless you're trying to keep files from the prying eyes of a real hacker.

Using Wildcards in File Operations

One of Sprint's most useful features is its support of DOS *wildcards*. Any time Sprint asks you for the name of a file, you can type any combination of characters and wildcards. You are probably familiar with this concept if you've had some experience with DOS.

A DOS wildcard is either of two characters: a question mark (?) or an asterisk (*). A question mark represents any single character, and an asterisk represents any sequence of characters. Think of them like jokers in a deck of cards: Anything goes.

When you want to open or look at a list of files in Sprint, you can use wildcards instead of typing the full names for the files you're interested in. In the **File** menu, this use of wildcards applies to the **New**, **Open**, **Insert**, and **File Manager** commands.

Note: By default, Sprint assumes the .SPR file name extension if you don't include one. For instance, if you type CHAP1 in response to the `File to open:` prompt, Sprint will assume you want to open a file called CHAP1.SPR. To open a file called CHAP1 with no extension, type a period after CHAP1.

For example, say you want to open a file that begins with the characters *DOC*; you can't quite remember the exact file name. You could choose **Open** from the **File** menu, then type `DOC*.*`. Sprint will display a list of all

files that begin with the characters DOC; you can choose the one you want by moving the selection bar to it, then pressing *Enter*.

If you wanted to search for file names that were chapters less than 10, you could type `CHAP?.DOC`. This would find CHAP1.DOC, CHAP2.DOC, etc., but not CHAP10.DOC, CHAP11.DOC, etc.

Similarly, suppose you want to look at a list of files on your disk, but you only want to see the ones that have the .DOC extension. Choose **File/Open**, then type `*.DOC`. Again, Sprint displays a list of all files with the .DOC extension.

By the way, you can look at a list of files in some other directory, too. Choose **List Directory** from the **File Manager** menu, then enter the disk and full path name of the directory. For instance, to look at the files with the .DOC extension in a directory on Drive C called FILES, you'd type the following:

```
C:\FILES\*.DOC
```

You can also use wildcards when you load Sprint from the DOS command line. For instance, say you want to open a file with the .TXT extension. You could simply type

```
SP *.TXT
```

Sprint will load, then display a menu of files with the .TXT extension. To choose a file from this list, move the selection bar to the one you want, then press *Enter*.

You will see that Sprint usually remembers the last wildcard file name you entered on the status line. For example, if the last time you opened a file you entered `*.DOC`, the next time you ask Sprint to do something with a file—open, insert, or look at a directory list—`*.DOC` will appear on the status line. Rather than retyping the name of the file or mask you want, you can simply edit what's on the status line by moving the cursor and inserting or deleting characters.

For example, suppose you now wanted to look at files with the extension .TXT. You could simply move the cursor to `*.DOC`, and replace `.DOC` with `.TXT`. Of course, you can always type over what's there if you want to type something completely different; just start typing, and the previous entry will disappear.

You can also use wildcards with the commands in the **File Manager** menu, as described in the next section.

Note: Any time Sprint prompts for a file name (except the **File/New** command), you can simply press *Enter* to see a list of all relevant files with the .SPR extension (or .SPG for glossary files).

The File Manager

Sprint allows you to perform a number of file-related functions with its File Manager menu (Figure 7.7). With the choices on this menu, you can copy, rename, or erase files on any disk and directory without leaving your Sprint editing session. You can also change to a different disk directory. This can come in handy when, for instance, you need to copy a file onto a floppy disk for someone else, or when you want to view and open some files in another disk or directory. (If you want to work with files in a different directory, you can also enter the full directory path when prompted for a file name.)

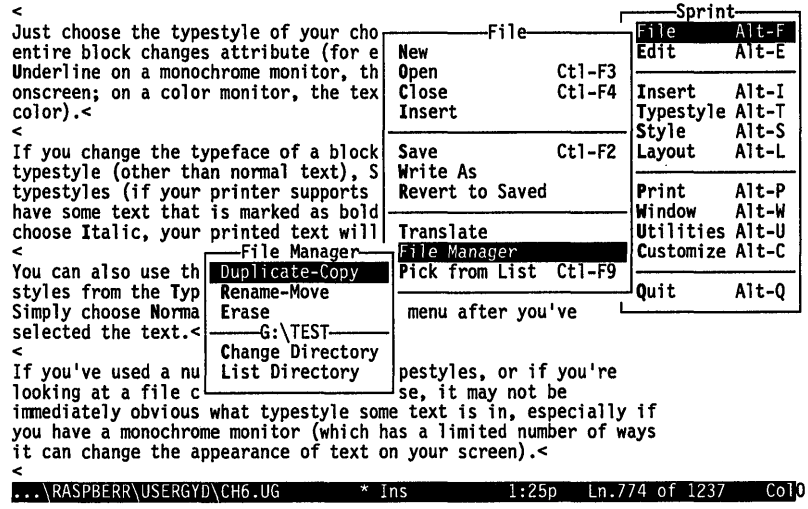


Figure 7.7: File Manager Menu

You can choose files to copy, erase, or rename in one of three ways:

- by typing the name of the file on the Sprint status line
- by typing a combination of characters and wildcards, then choosing the file you want from a resulting list
- by choosing the List Directory command, choosing the file you want from the list, and then choosing the desired command from the File Manager menu

If you've used the DOS commands COPY, ERASE (or DEL), and REN, you'll find that Sprint's corresponding commands work much the same way. For instance, to copy a file named DOC.SPR, choose **D**uplicate-Copy from the **F**ile Manager menu. At the prompt

```
File to copy:
```

type `DOC.SPR`, then press *Enter*. At the next prompt

```
Copy DOC.SPR to:
```

type the name of the file you want to hold the copy of DOC.SPR. If you want to copy the file to a different disk or directory, include the full path name for the file. For instance, to copy the file to a directory called FILES with the file name NEWDOC.SPR, you would type

```
\FILES\NEWDOC.SPR
```

You can also use DOS wildcards (introduced in the previous section) when copying a file. For instance, suppose you want to copy a file from the FILES directory, but you can't quite remember what the name of the file is. At the

```
File to copy:
```

prompt, you can just type

```
\FILES\*.*
```

Sprint will give you a list of all the files in the FILES directory. Choose the file you want with the arrow keys, then press *Enter*.

You can also see a list of files in the current (logged) directory by choosing the **L**ist Directory command. Sprint will present a list of all files in the directory. To choose a file, move the cursor to the file you want, then press *Enter*. You can then choose the **D**uplicate-Copy command and follow the same steps outlined above. The file you chose from the list will automatically be placed at the `File to copy:` prompt.

The **E**rase and **R**ename-Move commands work in much the same way. You can either choose the command, then type the name of the file you want to erase or rename, or use DOS wildcards or the **L**ist Directory command to see a list of files from which you can choose the file you want.

What to Do if Your Disk Fills Up

Here's a good example of how the File Manager can come in handy for you. Suppose your disk is too full to hold your file after you've added text to it. When you attempt to save the file, Sprint will tell you

```
Disk full. Writing <filename> Press ESC to continue.
```

Don't panic—there's a way out of this!

1. Choose File Manager and choose the List Directory command.
2. Make a note of files you can delete from the directory.
3. Choose Erase to delete the files noted in Step 2.

You should now have enough disk space to save your Sprint file.

You could also "save the day" by choosing Write As from the File menu to write the file to another disk. (You can use the Write As command whenever you want to save a file under a different name.)

You may also get a `swap file full` error when opening a file if you don't have enough disk space in your backup file to hold the file being opened. The same procedure just outlined will work in this case, too. Or, you could try closing some open files and then open the file you want again, since the space formerly occupied in the backup file by those files will be freed.

Working with Files in a New Directory

There may be times when you want to open, copy, rename, or erase files in another disk or directory. Particularly if you find yourself wanting to open several files, you'll probably find it most convenient to switch to a new directory using the Change Directory command on the File Manager menu. The current disk/directory is the one that Sprint automatically looks in when you enter the name of a file to open.

For example, suppose you're working on files in a directory called SPRINT. During your editing session, you find that you need to edit some files in a directory called FILES. If you don't change the directory, each time you want to open a file in the FILES directory, you'll have to enter the full path name of the file, including the name of the new directory. To save typing time, you can use the Change Directory command to change the directory where Sprint looks for files, so you won't have to enter the full path name each time you want to open a file in a different directory.

When you choose Change Directory, Sprint prompts you with

```
Change Directory to:
```

Enter the drive letter and full path name of the directory you want to change to. For example, to change to the FILES directory on your hard disk (C:), type

```
C:\FILES
```

Now, when you open a file, you can simply enter the name of the file without the path name.

Note: Any files you've opened that are not in the current directory will be saved to the directory where you found them. In other words, even though you've changed to a new directory, the files will still be saved where they should be—not in the new directory.

Working with ASCII (Plain Text) Files

See the full discussion on dealing with ASCII files in Appendix E.

C H A P T E R

8

Basic Formatting

Formatting is the process of arranging text so it looks the way you want it to on the printed page. As you learned in Chapter 6, you create, edit, and manipulate Sprint files with the editor. The formatter comes into play when you want to *format* your text. For example, you might want to emphasize a word with bold type, change the margins, or add a page heading and footing.

This chapter introduces *basic formatting*. It begins with Figure 8.1, which shows you how Sprint automatically formats each page of a file. This basic layout doesn't require any special formatting commands. Sprint automatically provides left, right, top, and bottom margins, centers the page number near the bottom of each page, and begins a new page when necessary.

Table 8.1 lists the dimensions of the default layout. It explains each of the built-in values Sprint uses to format each page of a document.

The sections following Table 8.1 explain how you can change and enhance the default layout with different margins, indented and outdented text, tabs, various typestyles and fonts, and headers and footers on the printed page. You'll find most of the commands you'll need on the Layout menu.

We try to cover most common formatting situations in this chapter. For information about printing your formatted files, see Chapter 9. Also, don't forget that many of your formatting choices depend on what printer you installed when you set up Sprint with the SP-SETUP program. If you need more information about the formatting commands and menus introduced here, refer to the *Reference Guide*. If you're interested in more advanced formatting functions or desktop publishing applications, see the "Advanced Formatting" section in the *Advanced User's Guide*.

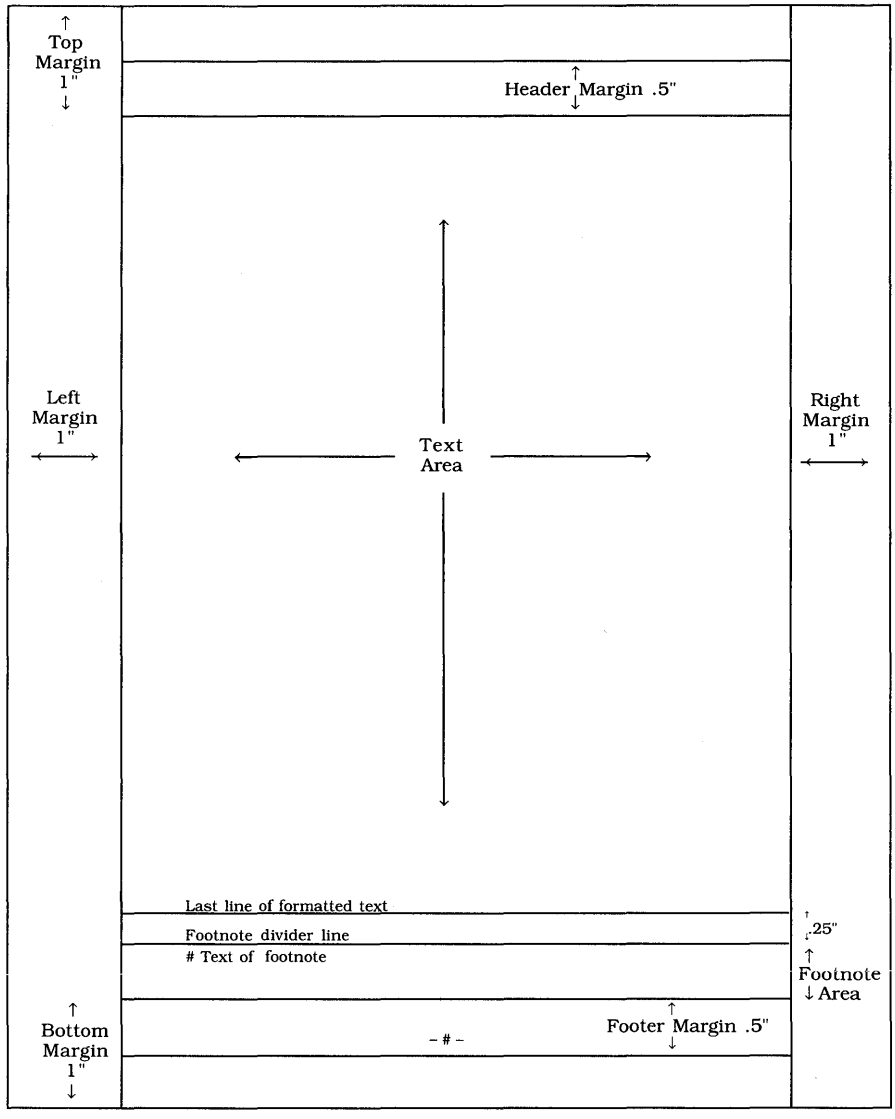


Figure 8.1: Default Page Layout

Table 8.1: Page Layout Defaults

Top Margin	1 inch from the top of the page.
Bottom Margin	1 inch from the bottom of the page.
Left Margin	1 inch from the left edge of the page.
Right Margin	1 inch from the right edge of the page.
Header	.5 inches from the top of the page.
Footer	.5 inches from the bottom of the page.
Paragraph Indent	The default setting is 0, which means the first line of each paragraph is *not* indented from the left margin.
Tabs	A tab is preset (on the ruler line) at column five, which also sets tabs at every fifth column (column 5, 10, 15, 20, and so on).
Justification	Left; text is automatically aligned at the left margin. The right margin is ragged.
Spacing	Single; the printer used determines the default spacing between lines. Normally, printers print six (single-spaced) lines per inch.
Font	All text prints in the default font (the font selected when the printer was installed with the SP-SETUP program).
Paper Size	The default setting is 8.5 by 11 inches.

If you want to change:

Left or Right Margins, see page 158 or 159, respectively.

Paragraph Indent, see page 159.

Tabs, see page 159, and the "Tabs" section beginning on page 162.

Justification, see page 159. To center text, see page 164.

Font, see the "Fonts" section beginning on page 171.

Spacing, see the "Spacing and Page Breaks" section beginning on page 178.

Top or Bottom Margins, see page 164.

Header and Footer Margins, see pages 173 and 176, respectively.

Paper Size, see page 165.

The Ruler Line

Sprint automatically inserts a ruler line at the top of each file. This ruler line sets up the left margin at column 0 (text will have a 1" left margin when it prints), and the right margin at column 65 (sets a 6-1/2" line length), with no paragraph indent, left justification, and tabs every five columns. For information on how to change these default settings, see the "Document-Wide Margins" section on page 164.

If this format works well for your document, you won't need to change any of the default settings. If your text requires a different format, you can change the ruler line settings. To do this, you need a command on the Layout/Ruler menu (see Figure 8.2), Edit on Screen.

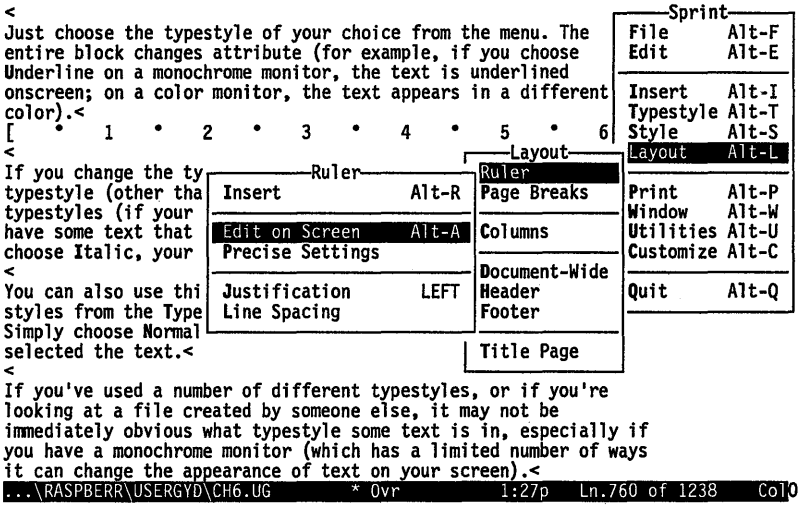


Figure 8.2: The Ruler Menu

Choose Layout/Ruler/Edit on Screen (or press *Alt-A*); Sprint moves the cursor to the ruler line. Make your change(s) as follows:

To change the left margin:
Use the arrow keys to move the cursor and then type a left bracket ([) where you want the left margin to be.

To change the right margin:
Use the arrow keys to move the cursor and then type a right bracket (]) where you want the right margin to be.

To change the paragraph (first line) indent:
Use the arrow keys to move the cursor and then type an I where you want the indent. If you just want to get rid of the current indent, move the cursor to the *I* on the ruler and press *Del.* (**Note:** *I* is shown only if the setting is different from the left margin.)

To change the justification:
Type an *L* for left-justified, an *R* for right-justified, a *J* for both sides justified, or a *C* for centered text. You can type the character anywhere on the ruler line; you needn't type it at the right margin.

Note: When you type a J on a ruler that already has a *C*, *they both stay on the ruler*; the result of *CJ* on a ruler line is text that is both left- and right-justified *except* for the last line of a paragraph or free-standing lines. If you delete the *C*, an *L* automatically replaces both *C* and *J*. Another variation of these ruler codes is *RJ*; that combination results in text that is left- and right-justified except for the last line of a paragraph or freestanding lines, which will be flush with the right margin.

To change tab settings:
Type a *T* where you want the tab stop to be. To delete existing tab settings, move to the *T* on the ruler and press *Del.* Pressing *T* repeatedly when the cursor is on the same spot on the ruler will toggle the tab setting On and Off.

If Sprint's default ruler works well for one part of your file, but not for another, you can insert a second default ruler by choosing **Insert** from the **Layout/Ruler** menu, and then modify its settings.

There is no limit to the number of rulers you can use in your files. Each ruler line sets up the basic format for text following the ruler, until Sprint sees another ruler with different settings. To delete a ruler, just move to the line it's on and press *Ctrl-Y*, Sprint's shortcut for deleting a line.

Note that the ruler line lets you create a format for your file based on screen character widths. This is not a very precise way of formatting, however, especially if your printer supports proportionally spaced fonts. For this reason, you may want to use the commands on the **Layout/Ruler/Precise Settings** menu (Figure 8.3).

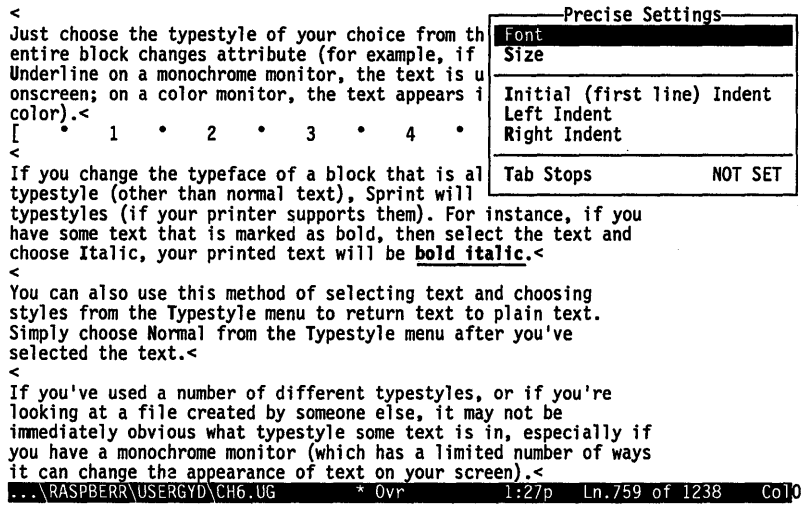


Figure 8.3: The Precise Settings Menu

The "Advanced Formatting" section in the *Advanced User's Guide* explains these commands.

Indenting and Outdenting

As mentioned in the last section, you can set an automatic paragraph (first line) indent simply by typing an `I` on the ruler line where you want the indent to be. You can also *outdent* paragraphs using the same technique.

Note: When you set a paragraph indent, Sprint indents the *first line* of each paragraph. If you want *all* lines indented, you need to reset the left margin on the ruler.

Figure 8.4 shows an example of an outdented paragraph; text "hangs" in the left margin to set it apart from the main body of the text.

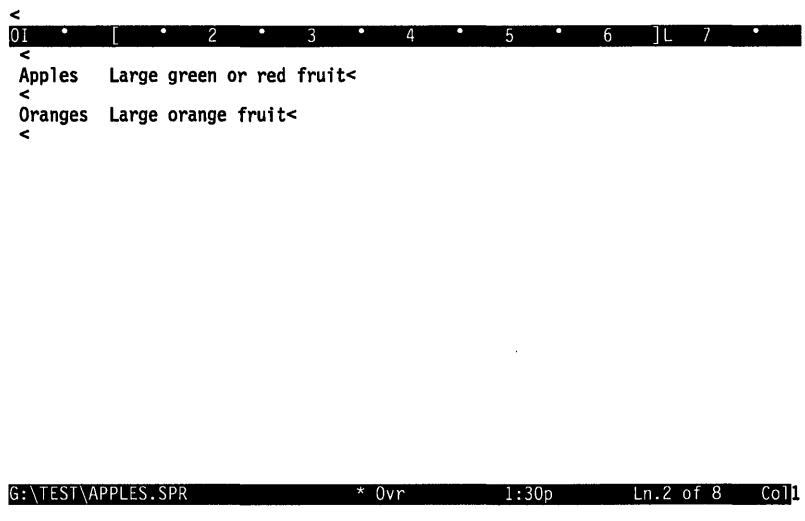


Figure 8.4: Outdented Text

As shown, the left margin indicated on the ruler is actually further to the right than the indent (in this case, really an outdent) on the ruler line; to Sprint, the actual left margin is where the left square bracket is on the ruler. To get to that margin, however, you press *Tab*.

We entered the word *Apples* by simply typing *Apples* at the far left of the screen. Then we pressed *Tab* to move to the left margin. We then typed as we normally would, and Sprint adjusted the text so that it was flush against the left margin (set at 10 characters). When we were ready to outdent the word *Oranges*, we pressed *Enter*, then just typed *Oranges* at the far left margin. We then pressed *Tab* again to enter the column of descriptive text to the right of *Oranges*, and so on.

This method works well for two columns of text; for more than two columns, or for more complex formatting, you'll want to set tabs. If you want to indent an existing block of text that begins and ends with a hard carriage return (that is, a *paragraph*), press *Shift-Tab* with your cursor placed anywhere in that block; Sprint will instantly indent the entire block to the first tab set on the previous ruler line. To change the column number of the indent, choose **Layout/Ruler/Edit** on Screen and change the column number of the first tab stop on the previous ruler. If you want to begin entering an indented paragraph, press *Shift-Tab* and begin typing; the text will wrap around at the same left margin until you press *Enter* to end the paragraph.

Tabs

Tabs are another way to offset text from the margins. Choose **Layout/Ruler/Edit on Screen** (or press *Alt-A*) and type a `T` wherever you want to set a tab. For example, to set a tab 15 columns from the left margin, move to column 15 on the ruler and type a `T`. When you want text to begin at this tab stop, press *Tab* and type the text. To remove a tab stop from the ruler line, choose **Layout/Ruler/Edit on Screen** (or press *Alt-A*), move to the tab stop, and press *Del* or *T*.

If you want to *change* a tab stop, press *Alt-A*, delete the existing tab, and type a `T` at the desired column on the ruler. Sprint will automatically move the text from the old tab stop to the new one.

If you set only one tab, Sprint will automatically space tabs at intervals of the tab you set, although only one *T* will appear on the ruler line. For instance, if you set one tab at 6, each time you press the *Tab* key, the cursor will move six characters to the right—6, 12, 18, and so on. This might be useful if you're setting up a table (such as the one in Figure 8.5) where you want evenly spaced columns.

```
<
[    •T   1    •    2    •    3    •    4    •    5    •    6    ]L   7    •
<
<
10%   $65   45    49    430   DUE<
<
40%   $260  83    24    49    IN<
<
40%   $260  94    102   650   DUE<
<
10%   $65   61    780   68    DUE<
```

```
G:\TEST\TABLES.SPR                * Ins          1:39p       Ln.4 of 12    Col
```

Figure 8.5: Setting One Tab for a Table

In the example, we've set only one tab at column 7; Sprint has evenly spaced the tab columns every seven characters.

If you set tabs at uneven increments, the distance between the *last two tabs* becomes the default tab interval once you tab beyond the last tab set. For example, if you set tabs at 5, 12, 20, 24, and 28, the next tab *after* 28 will be 32, followed by 36, and so forth (because the distance between 24 and 28 is 4).

Note: You can completely change the tab settings for a different part of your document by inserting a new ruler line and setting new tabs. Tab settings will affect any text *after* that ruler line and *before* the next ruler line, as illustrated in Figure 8.6.

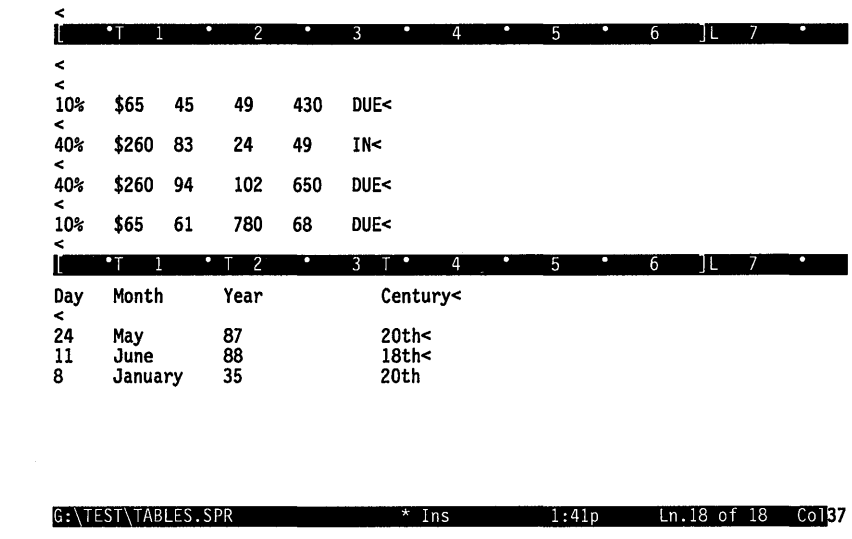


Figure 8.6: Two Rulers with Two Sets of Tabs

Precise Tabs

If you want to set tabs at a precise dimension (for example, 1.25 inches) rather than a position measured in number of characters, you can use the **Layout/Ruler/Precise Settings/Tab Stops** command. This is particularly useful if your printer supports proportionally spaced fonts. Please see the

"Advanced Formatting: Tips, Tricks, and Techniques" chapter in the *Advanced User's Guide* for details on this command.

Centering Text

The Style/Center command centers a line or region of text between the left and right margins set on the ruler line. Select the block of text you want centered, or, to center a single line, just place the cursor anywhere on that line; then choose Style/Center. If you selected a block of text, Sprint will insert BEGIN and END CENTER commands above and below it. If you placed your cursor on a line of text and chose Center, Sprint inserts a hidden ^F control code at the beginning and end of the line, centering it onscreen and at print time.

You can also center text by choosing Layout/Ruler/Edit on Screen and typing a `C` on the ruler line above the text to be centered; Sprint will automatically center each line between the left and right margins.

Document-Wide Margins

If you like, you can change the default margins for your entire document. Choose Layout and press *D* to display the Document-Wide menu (Figure 8.7).

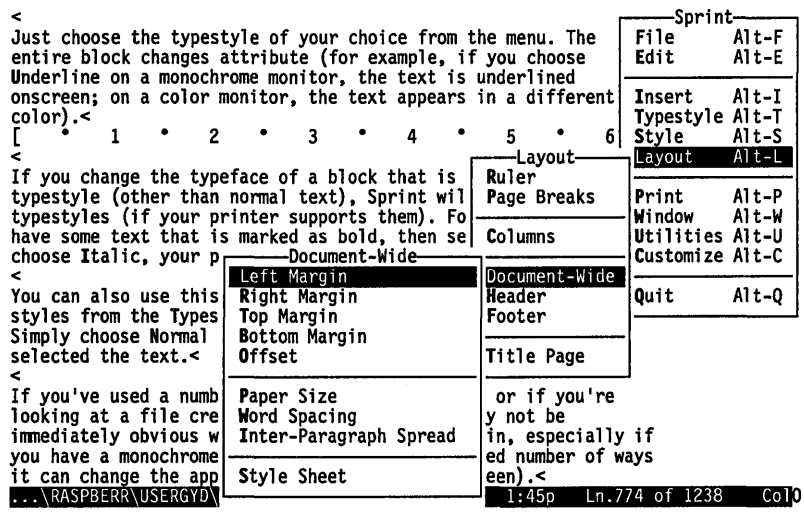


Figure 8.7: The Document-Wide Menu

By choosing **Left Margin**, **Right Margin**, **Top Margin**, or **Bottom Margin** from the **Document-Wide** menu, you can change the default left, right, top, or bottom margins. You can use inches, centimeters, points, picas, lines, or characters as the dimensions. Sprint will use these default settings as its starting point. Any subsequent rulers you insert will be *relative* to the defaults you set with the **Document-Wide** menu.

If you want to change the default paper size from 8.5 by 11 inches, you can use the **Document-Wide/Paper Size** command to choose from a menu of standard paper sizes or specify any unusual dimensions.

Typestyles and Fonts

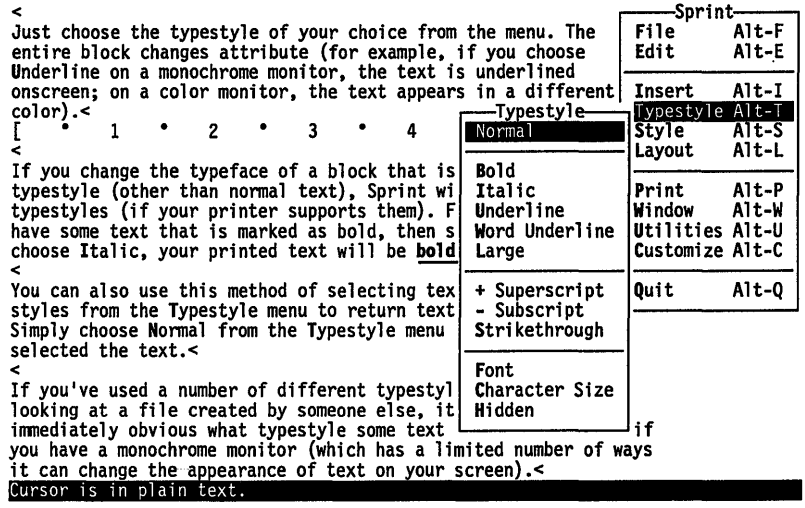


Figure 8.8: Typestyle Menu

Typestyle commands let you define how characters print. Typestyles such as bold, underline, and italics can enhance the appearance of your text.

Aside from standard typestyles, the **Font** command lets you choose from a list of font types supported by your printer. If you're using a basic dot-matrix printer, this list may contain only one or two fonts, like *Pica* and *Elite*. If you're using a production-quality printer, like a LaserJet or LaserWriter, the list is extensive.

To specify a different character size for text in your document, choose the **Character Size** command from the **Typestyle** menu. You can enter the size you want in any dimension supported by your printer.

Your printer's capabilities determine which of these commands you can use. For example, a LaserJet or LaserWriter supports a wide variety of fonts, type sizes, and typestyles, while other, less capable printers may be limited to a single font and minimal typestyles.

In addition to these typestyle commands, Sprint has a variety of **Heading** commands that automatically change the size, typestyle, and font of heading text. The "Advanced Formatting: Tips, Tricks, and Techniques"

chapter in the *Advanced User's Guide* explains how to create headings, subheadings, chapter titles, and a number of other document divisions.

Typestyles

Table 8.2 lists the Typestyle commands you can choose, explains the effect of each command, and includes the hidden control code Sprint inserts when you choose the command. Check to make sure that you're in Insert mode, not Overwrite mode, before choosing a Typestyle menu command; otherwise, they won't work correctly. For an explanation of control codes in Typestyle commands, refer to page 170.

On monochrome monitors, Sprint automatically displays different typestyles in a different *attribute* (reverse video, bold, or underlined); on color monitors, Sprint displays typestyles in different colors. See the "Choosing and Customizing a Color Set" section in Chapter 10, "Customizing Sprint," for information about changing these attributes or colors.

Table 8.2: Typestyle Commands

Typestyle	Control Code	Function
Normal	^N	Turns off the previous typestyle, and can be used with any of the typestyles listed in this table. Inserting a hard return also turns off a previous typestyle. See page 170 for an explanation of how this works.
Bold	^B	Prints text in boldface type, if your printer has that capability. If your printer cannot print bold characters, it will double-strike the text.
Italic	^E	Prints text in an italic font, if your printer has that capability. If your printer cannot print italic characters, it will underline the text.
Underline	^U	Underlines all text affected by the command, including spaces.
Word Underline	^W	Underlines all text affected by the command except for spaces and punctuation.
Large	^A	Prints text in large, bold type, if your printer has that capability; if not, attempts to print double width. This is useful when creating headings or divisions in a document.
+ Superscript and – Subscript	^S and ^Q	Raises and lowers text (respectively) by one-half of one line. Sprint will also use a smaller font size to print the superscript or subscript character, if your printer has that capability. If your printer does not support vertical microspacing, Sprint will create a blank line above the text for a superscript or blank line below for a subscript.
Strikethrough	^X	Prints text with dashes (-) through it, which is useful for legal documents (for example, ~~May 30~~ May 31, 1987).
Font	^OFONT<*font name*>^N ... ^OENDF^N	Prints text in the selected font.
Character size	^OSIZE<*char size*>^N ... ^OENDS^N	Prints text in the specified size.
Hidden	^OBEGIN COMMENT^N ... ^OEND COMMENT^N	Keeps selected text from printing even though it appears onscreen.

Choosing and Changing Typestyles

There are two different ways to change the typestyle of text, depending on whether you are inserting new text that you want to be affected or changing the typestyle of existing text.

New text:

Choose the desired typestyle from the **T**ypestyle menu, type the text to be affected, and then choose the **N**ormal command from the **T**ypestyle menu. You must be in Insert mode to choose a **T**ypestyle command and then enter new text in that typestyle; make sure the status line reads *Ins* and not *Ovr* before you start.

You can also press the *Right arrow* key to end the typestyle. For example, choose **B**old from the **T**ypestyle menu, type the text you want in bold, and then press the *Right arrow* key. The cursor won't move, and you won't notice anything different, but you're actually moving the cursor *past* the hidden ^N that Sprint inserted when you chose **T**ypestyle/**B**old. This ^N character is the code to end the typestyle, so when you start typing again the new text will be in plain type.

Change existing text:

Select the block of text that you want to change, and then choose the desired typestyle from the **T**ypestyle menu. Since you've marked a block, Sprint knows that the typestyle applies to that block, and changes the entire block to the selected typestyle.

For example, if you have a block of plain text, and decide you want it to print in italics, select the block (press *F3* and then move the cursor until the text is marked), then choose **I**talic from the **T**ypestyle menu. Sprint automatically places a hidden ^E at the beginning of the block, telling the formatter to begin printing in italics, and a ^N after the last character of the selected block, ending the typestyle.

If you want to replace one **T**ypestyle command with another, you need to delete the control code at the beginning of the affected text that represents the currently selected typestyle, and replace it with a different typestyle command. For example, if you have a block of text in bold, and want to change it to italics, you need to delete the hidden ^B that begins the **B**old command. There is a simple way to replace the **B**old (^B) command:

1. Select the block of text you want to change.
2. Choose **N**ormal from the **T**ypestyle menu.
3. Choose **R**eSelect Block from the **E**dit/**B**lock Select menu.
4. Now choose the new style from the same menu.

If you want to *nest* typestyles (have a block affected by more than one typestyle command, like bold and italics), reselect the block and choose another Typestyle command. For example, if you want a block of text to print in ***bold italics***:

1. Mark the block and choose the **B**old command from the **T**ypestyle menu.
2. Press *Alt-B* or choose **R**eSelect Block from the **B**lock Select menu to reselect the block.
3. Choose the **I**talic command from the **T**ypestyle menu.

Control Codes in Typestyle Commands

Sprint's typestyle commands are *not* toggles; you choose one command to turn on a typestyle (for example, choose **B**old from the **T**ypestyle menu), and choose a different command (**N**ormal, also on the **T**ypestyle menu) to turn the typestyle off. Whenever you choose a **T**ypestyle command, Sprint inserts a control code to tell the formatter what to do when it sees the text. For example, Sprint inserts a ^U when you choose **U**nderline, a ^B when you choose **B**old, and a ^S when you choose superscript (+). It also inserts a ^N, which ends the typestyle. There are two ways to view these hidden control codes:

- Press *Alt-Z*, which acts as a toggle between show codes and hide codes, or
- Press *F10*, and then choose **C**ustomize/**S**creen/**C**odes.

  When you choose **C**odes, Sprint automatically toggles between Off (hide the codes) and On (show the codes). If you want to see the codes, press *Shift-Esc* when the command displays `Codes ON`. Normally, you don't need to see these codes, but there are a few cases when you need to. See Chapter 6, page 127 for details.

Typestyles and Hard Returns

If you choose a **T**ypestyle command, begin entering text, and then insert a hard return (by pressing *Enter*), the typestyle will be turned off; that is, the hidden ^N control code in front of your cursor will be deleted. To compensate for this, Sprint will automatically insert a hidden "begin new typestyle" control code (for example ^B for bold or ^E for italics) after every hard return; that way, as you continue to type and even insert more hard returns, you won't have to keep re-choosing the same typestyle after every hard return. (Sprint does not do this, however, if you're working with control codes revealed.)

It's important to be aware that a hard return deletes the ^N that "closes off" a typestyle and immediately inserts a new "begin" typestyle code (^B, ^E, ^T, and so on), because typestyles behave differently after you insert a hard return. One difference is that, if you choose Typestyle/Normal or press *Right arrow* to end a typestyle, as you normally would when you finish entering text in a different typestyle, it won't work. Don't panic about not being able to turn off a typestyle when this happens, though; just insert a ^N with the Insert/Control Character command to end the typestyle.

Also, if you toggle Customize/Screen Codes On and notice that every "begin" typestyle control code at the beginning of a line doesn't have a corresponding ^N ("end") control code, don't worry; Sprint will figure out that you want to continue the typestyle past a hard return until *you* insert a ^N control code with Insert/Control Character.

Fonts

Printing in various *fonts* can also enhance the appearance of your text. For example, you may want certain documents printed in a Helvetica font, while others might look better in a Times font.

There are two basic ways to specify a font change:

1. The Typestyle/Font command lets you specify a font for a marked area of text.
2. The Layout/Ruler/Precise Settings/Font command lets you select a font for text affected by the current ruler line.

The fonts you can use depend on the printer(s) you've installed (with the SP-SETUP program) to print your Sprint files. When you choose Font, Sprint displays the fonts available for your currently selected printer. Figure 8.9 illustrates Font displays for the Apple LaserWriter and a daisy wheel printer.

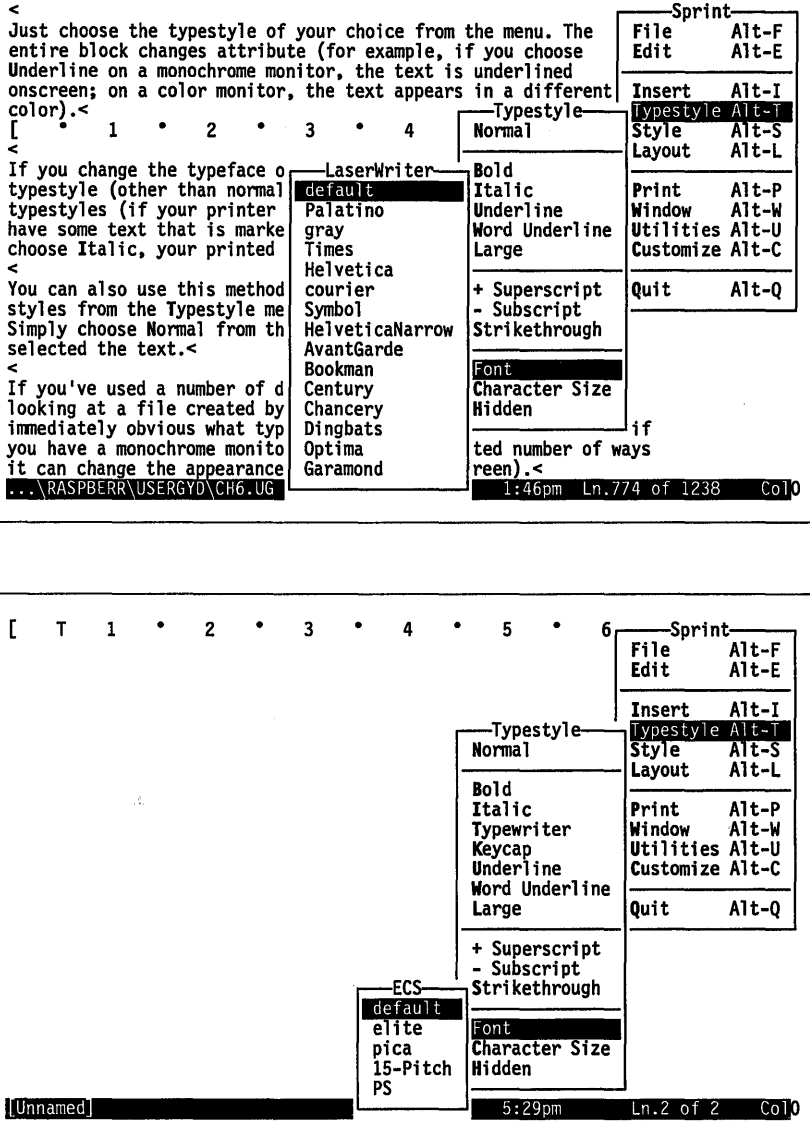


Figure 8.9: Sample Font Displays

Unless you specify otherwise (with either of the Font commands), the formatter will print your document with the *default font*. The default font is the font you specified when you installed the printer.

If you want to change the font for an individual word or a selected block of text, select the text and then choose Typestyle/Font. Sprint displays a list of fonts for the current printer. Choose the desired font, and the formatter will automatically print the selected text in the specified font.

You can also specify a font for text that follows a particular ruler line. Position the cursor below the ruler you want to affect, and then choose Layout/Ruler/Precise Settings/Font. Choose the desired font, and Sprint will add a font parameter to the ruler line. For example, if you choose Helvetica and then press *Alt-Z*, you'll see the parameter *font Helvetica* added to the ruler line's control codes. All text below this ruler line will print in the Helvetica font. To return to your previous font, insert another ruler and choose your default font from the list of fonts.

If you have only one ruler line in your file, the entire document will print in the font you specified. If you have more than one ruler, only the text appearing *below* the current ruler and *above* the next ruler line will print in the selected font.

If you want to print an entire document with a font other than the default font, you need to use the Layout/Ruler/Precise Settings/Font command on the first ruler in the file, which will change the font of the entire file.

Remember, when you choose the Font command, Sprint displays the fonts supported by your *currently selected* printer. To view the fonts supported by another printer, you need to choose Print/Current Printer, choose the desired printer, and then choose the Font command. Changing the printer, however, does not change the fonts selected. If the new printer has a font of the same name, it will be used. If not, you will get a warning message when you print. (You'll also get a warning message at print time if, when you choose the Typestyle/Character Size command, you specify a character size your printer doesn't support.) The file will print anyway, using a font and character size supported by the current printer.

Page Headers

A page heading (or "header") is one or more lines of text that appear in the top margin of the page. Sprint supports multiple-line headers, and lets you specify how text should be formatted in the heading. You can place heading text at the left margin, aligned at the right margin, or centered between the left and right margins. Headings can also alternate; for example, you can have one page heading for odd-numbered pages and another for even-numbered pages. Header commands can appear anywhere in your document. The text of the page heading will appear on all pages following the command.

When you choose Header from the Layout menu, Sprint displays a pop-up menu (see Figure 8.10).

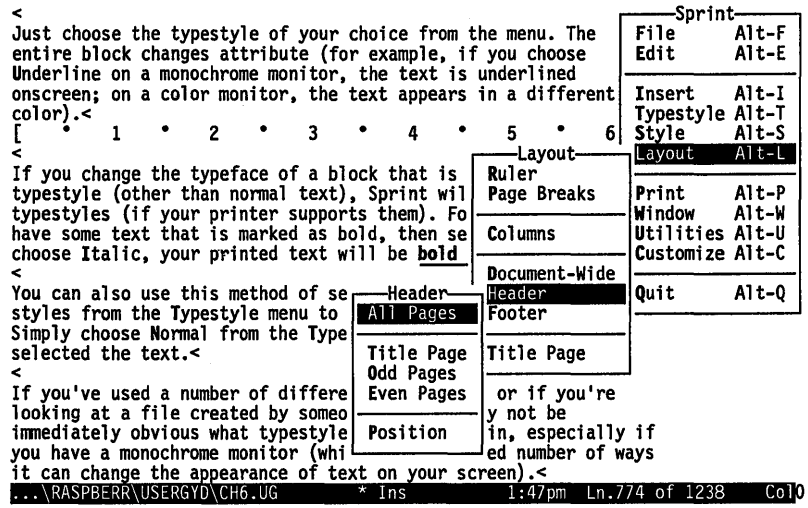


Figure 8.10: The Header Menu

If you want the same header to appear on all pages except the first, choose All Pages. Sprint then inserts two commands—BEGIN and END HEADER—with a blank line between them. You type the page heading text between the two lines. For example, to print the text *User's Manual* at the top of every page except the first, choose Layout/Header/All Pages, and type `User's Manual`. This text will appear in the heading margin (.5 inch from the top of the page) and will begin printing at the left margin.

If you want the header text aligned at the right margin rather than at the left, choose Layout/Header, then choose Insert/Wide Space (Spring) before you type the text of the header. The Wide Space command tells the formatter to push text over to the right margin. (You can also insert a ruler line within the header to set justification, margins, and centering.)

Let's say you want text to print at the left *and* right margins, and in the center of the header line. For example, the header text might be:

User's Manual **January 10, 1989** **First Draft**

To do this, choose Layout/Header/All Pages, type `User's Manual`, choose Insert/Wide Space (Spring), and then type `January 10, 1989`. You'll notice

that the **Wide Space** command pushes the date over to the right margin. Now choose **Wide Space** again, and type `First Draft`. The date moves to the center of the line, and the words `First Draft` appear at the right margin.

You can set up alternating headers so that one header line appears on odd-numbered pages and another, different header line appears on even-numbered pages. To define headers for even pages, choose **Layout/Header/Even Pages** and type the heading text for even-numbered pages. Likewise, to define headers for odd pages, choose **Layout/Header/Odd Pages** and type the heading text for odd-numbered pages.

Use the **Position** command to specify exactly what distance from the top of the page you want the header to print. The default is 0.5 inch from the top of the page.

To create multiple-line headers, simply press *Enter* at the end of each header line and type the next line of header text. The formatter will print all header lines that appear between the BEGIN and END HEADER commands. For example,

```
BEGIN HEADER
                                                    Annual Report
                                                    March 15, 1989
                                                For internal review only!
END HEADER
```

If you want to stop page headings from appearing at some point in your document, choose a new **Header** command, but don't enter any text between the BEGIN and END HEADER commands. This tells the formatter to leave your header lines blank.

If you want to include a page number in a header, choose **Insert/Variable/** *Page* anywhere in the header text. Sprint prompts you to pick a template for the way the page number will print from a template menu (just highlight any of the choices—for instance *arabic*—and press *Enter*).

If you want to adjust the vertical header placement, choose **Position** from the **Header** menu. You can then enter any dimension by which you want to offset the header from the top of the page (the default is .5 inches from the top margin). For example, if you want less space between the top of the page and the header, you could enter .25. The header would appear .25 inches above the text area (and .75 inches from the top of the page, assuming the top margin remains at the default of one inch).

Also, a single document can have more than one header. Simply create a new header at the spot in your document where you want it to change. The next printed page will have the new header.

You can also use a ruler line to format your header. Just be sure to insert the ruler immediately *after* the BEGIN HEADER command. This ruler will affect *only* the header at *print time*, but you should still insert another default ruler after the END HEADER command; that way, any text following the header will be shown *onscreen* according to the default ruler, not the ruler you used to format the header.

If you want a title page for your document, choose **Title Page** from the **Layout** menu. Then enter a title (multiple lines are fine). At print time, Sprint will create a title page with your text centered in the middle of the page. To put a header on the title page, choose **Layout/Header/Title Page** and type text for the header (to appear *only* on the title page).

Page Footers

A page footing (a "footer") is one or more lines of text that appear in the bottom margin of the page. By default, Sprint automatically centers the current page number in the footing line of each printed page (except page 1). You can change the text of a footer, as well as the format and placement of footer text, by using commands from the **Layout/Footer** menu (Figure 8.11). This menu works the same way as the **Header** menu (see the previous section).

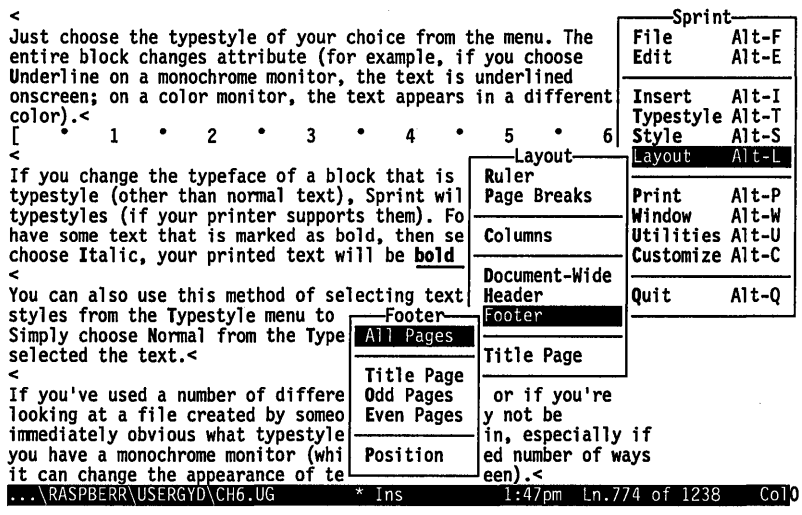


Figure 8.11: The Footer Menu

As with page headers, Sprint supports multiple-line footers, and lets you specify how text should be formatted in the footer.

You can use the **Position** command to specify the exact place on the page where you want the footer to print. The default is 0.5 inch from the bottom of the page.

Footer commands can appear anywhere in your document. The text of the page footer will appear on all pages following the command. If you don't insert a page footer, Sprint will automatically center the page number in the footer line.

Note: Once you enter a **Footer** command, Sprint will no longer print the page number at the foot of the page. If you want to include the page number as part of the footing text, choose **Insert/Variable/*Page*** at the place you want the page number to print. This tells the formatter to fill in the value of the current page number when it formats your file. For more information about variables (such as page number), please see the "Advanced Formatting" section in the *Advanced User's Guide*.

Spacing and Page Breaks

To change the spacing of lines in a document (sometimes called leading), choose Layout/Ruler/Line Spacing. To make other spacing and page break settings, choose Layout and press *P* to display the Page Breaks menu (Figure 8.12).

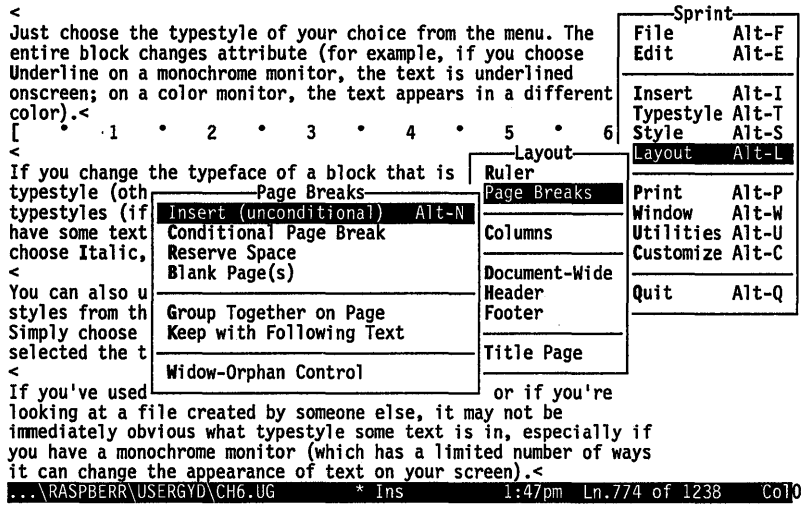


Figure 8.12: The Page Breaks Menu

Sprint's spacing commands let you determine the amount of space between each printed line, the space between paragraphs, and the maximum amount of space between words on a line. You can also keep an area of text together on a page, reserve an area of blank space on a page, and prevent the formatter from leaving an "orphaned" line at the top or a "widowed" line at the bottom of a page.

Line Spacing

With most word processors, you can specify single or double spacing; some allow 1.5 and triple spacing. Sprint supports these spacing commands, and also provides the flexibility required for desktop publishing applications; it

allows you to enter custom spacing dimensions in points, inches, lines, or any other dimension with the Layout/Line Spacing menu (Figure 8.13).

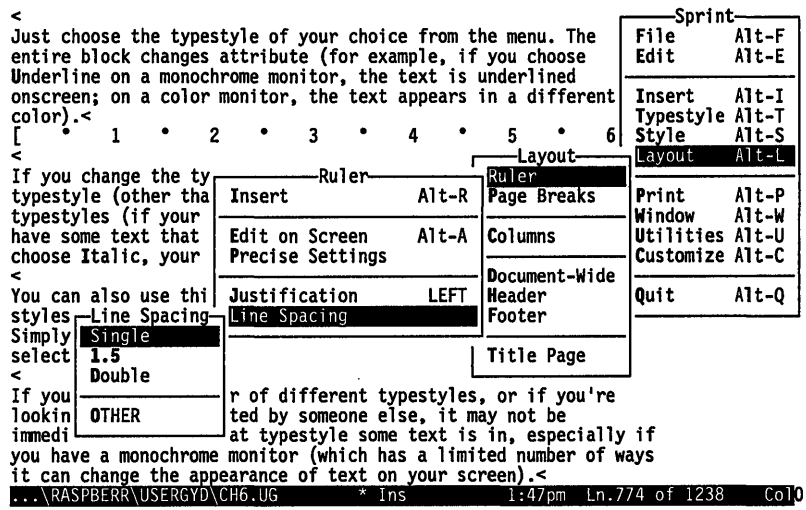


Figure 8.13: The Line Spacing Menu

A normal-sized line equals approximately 12 points; an inch equals approximately 72 points. This means that, if your printer supports vertical microspacing (as most laser printers do), your line spacing can be quite precise.

Unless you select a Line Spacing command, Sprint automatically *single spaces* your printed text. Single-spacing means the spacing equals the points size.

If you do need to change the default spacing, you can make it be just about anything you like. The Line Spacing menu lists Single, 1.5, Double, and Other, as explained in Table 8.3.

Table 8.3: Spacing Commands

Single	Selects single spacing, which prints approximately six lines per vertical inch. Choosing this command inserts `spacing 1` on the current ruler line.
1.5	Selects one and one-half line spacing, which widens the gap between lines. Instead of the typical six lines per inch, Sprint prints only four lines per inch. Choosing this command inserts `spacing 1.5` on the current ruler line.
Double	Selects double spacing, which prints approximately three lines per vertical inch. This means there is the equivalent of two blank lines between every printed line. Choosing this command inserts `spacing 2` on the current ruler line.
Other	Lets you specify spacing in any measurement (points, picas, centimeters, or inches) if your printer has that capability. This is useful when laying out documents for printing on a typesetter or printer that uses the PostScript language. Let's say you're creating a brochure and single-spacing looks too crowded, but 1.5 spacing creates more whitespace than you really want. Here's a perfect application for **Other**. You can customize your line spacing quite easily. Since **Single** specifies 12 points between lines and 1.5 specifies 18 points between lines, you could choose **Other** and specify 15 points.

The **Line Spacing** command works on the current ruler. (In fact, the command is embedded *in* the ruler, as you can see if you press *Alt-Z* to reveal the control codes of the ruler.) You won't see the effect of the command on the screen, but when you print your file, the formatter will read the spacing codes on the ruler line and format your text with the desired line spacing.

If you want to change the spacing of just a certain part of your file, you can insert a ruler above and below the text you want to be spaced differently, move the cursor within that region, and then choose the **Line Spacing** command.

Spacing between Paragraphs

As far as Sprint is concerned, a paragraph is one or more lines of text preceded and followed by a blank line (two hard carriage return characters created by pressing *Enter* twice). By default, the formatter inserts a single blank line between each paragraph of text.

To vary the amount of space between paragraphs, choose **Layout/Document-Wide/Inter-Paragraph Spread**. Sprint prompts

```
Spread to use between paragraphs:
```

Enter the amount of space you want between each paragraph in the document. If you type `2`, for example, the formatter will insert two blank lines between each printed paragraph; if you type `.5`, there will be one-half

line between paragraphs. You can use dimensions other than lines in your response to the prompt. For example, you can set the spacing between paragraphs to 36 points or .25 inches.

Spacing between Words

If you want text justified at both the left and right margins, Sprint will need to insert extra spaces between words to get the text to line up correctly. The **L**ayout/**D**ocument-Wide/**W**ord Spacing command lets you decide the *maximum* number of spaces Sprint can insert when trying to justify a line. Choose **W**ord Spacing and type in the appropriate value. For example, you could type `2` (two extra spaces may be inserted) or `1 pica` or `.25 inch`. If Sprint needs additional space to align the text, it will expand the space between characters.

Reserving Blank Space

If you want the formatter to leave part of the page blank (to paste in a figure, for example), choose the **L**ayout/**P**age Breaks/**R**eserve Space command. Sprint prompts for the amount of blank space you want reserved on the page. You can type a specific number of lines (for example, type `12` to reserve 12 blank lines), or use dimensions such as inches, points, or centimeters.

When the formatter sees this command during formatting, it looks at the amount of space remaining on the current page. If the current page doesn't have enough space for the reserved blank area, the formatter breaks the page and puts the reserved blank space at the top of the next page.

Note: The **R**eserve Space command is used to reserve *vertical* blankspace. If you want a fixed amount of blank space on a line, use the **I**nsert/**W**ide Space (Spring) or **I**nsert/**N**on-Breaking Space command. **W**ide Space acts like a "spring," in that it pushes text to the right to align it at the right margin or between tab stops. The **N**on-Breaking Space command inserts a single space that will not be altered during formatting (that is, the formatter won't add additional spaces at this location when trying to justify the line).

To insert a blank page in your document, choose **B**lank Page(s) from the **L**ayout/**P**age Breaks menu.

Keeping Text Together on a Page

When you want to keep an area of text together on a page (for example, a list, or a closing paragraph in a letter), there are several commands on the Layout/Page Breaks menu that will come in handy.

The Group Together on Page command keeps the specified text together on a page. If there is not enough space on the page for the whole block of text, Sprint will print the block on the next page. To use this command, you can either select an existing block as usual, then choose the command, or choose the command first and then enter the text you want to "group." Sprint inserts a BEGIN and END GROUP on either side of the block.

The Keep with Following Text command prevents Sprint from breaking the page after the specified line. Use this command to keep a particular line of text with what follows.

The Layout/Page Breaks/Conditional Page Break command tells Sprint to insert a conditional page break in a location where it normally would not. For example, you might want to allow Sprint to break a page after the first line in a paragraph (normally not allowed).

In general, you will probably want to avoid inserting an *unconditional* page break in a document (with the Page Breaks/Insert (Unconditional) command). This command will insert a page break regardless of how the text falls on the page. If you delete some text in your document, you may find the page being broken after only a few lines.

Orphan and Widow Lines

Unless you choose a command such as Conditional Page Break, Group Together on Page, or Reserve Space, the formatter prints as much text as possible on a page and then begins printing the following page. This means the first line of a paragraph could appear by itself at the end of the page (a *widow*), and the following page would contain the remainder of the paragraph. Similarly, the formatter might print all but the last line of a paragraph at the end of a page, and print the single, remaining line (an *orphan*) at the start of the next page.

If you want to prevent *widow* and *orphan* lines, choose Layout/Page Breaks/Widow-Orphan Control. Sprint prompts for a setting, which is the minimum number of lines you want to appear together at the end and beginning of a page. For example, if you type 3, the formatter will print at least three lines of a paragraph at the end of a page; it won't leave the first two lines of the paragraph "orphaned" at the bottom of the page. If there

isn't enough room on the current page to print the first three lines of a paragraph, the formatter will break the page and begin the paragraph on the following page. Likewise, if the formatter can print all but the last two lines of a paragraph, but you've set **Widow-Orphan Control** to 3, Sprint will break the page so it prints the last three lines of the paragraph at the top of the next page.

For information on how to insert a conditional line break, see the "!" entry in Chapter 2 of the *Reference Guide.*

Hyphenation

Formal, professional-looking documents often require full justification (aligned at both margins). If you're creating documents that are fully justified, you should usually choose to hyphenate the file for the best-looking output.

When the editor justifies text at both margins on the screen, it inserts spaces between words to align text at the right margin. If a particularly long word falls near the end of the line, but won't fit on the current line, the word will print on the next line and the editor adds blank space between words on the current line so the text is justified.

You can avoid this extra blank space during printing if you conditionally hyphenate text. By *conditional* we mean that you allow Sprint to break a word over two lines *when necessary*; otherwise, the word prints together on the line, without printing a hyphen.

The **Utilities/Hyphenation** menu lists commands that let you conditionally hyphenate a single word, a selected block of text, or an entire file. When you choose one of these **Hyphenation** commands, Sprint displays, in the status line, how it will automatically hyphenate the text when necessary. If you wish, you can override the default hyphenation points.

Which words Sprint hyphenates depends on two other **Hyphenation** commands: **Minimum Word Length** and **Space Allowable**. The **Minimum Word Length** command tells Sprint the minimum number of characters required before Sprint can hyphenate a word. The default is 8, which means that only words of eight characters or more will be affected by the **Hyphenation** command you choose.

The **Space Allowable** command specifies the maximum number of *extra* blank spaces that can appear in a line that's justified. The default is 4, which means that, if the editor inserted more than four extra spaces when justifying the text on the screen, then the formatter will try to bring the first word in the next line up to the current line, and hyphenate it appropriately.

In this way, the formatter can fill up some of the extra blank space when justifying text at the right margin. The larger the value of Space Allowable, the less hyphenation will be attempted during formatting.

Note to two-floppy system users: If the dictionary files that you need to hyphenate files are not on your Program A Disk, Sprint will prompt you to remove it from Drive A and replace it with the disk containing the files in order to use the commands on the Hyphenation menu.

Lists

Sprint provides several different list formats: Outline, Numbered, Multilevel, Description, Asterisks, Bullets, and Hyphens. To use them in your documents, choose the commands from the Style/Lists menu (see Figure 8.14).

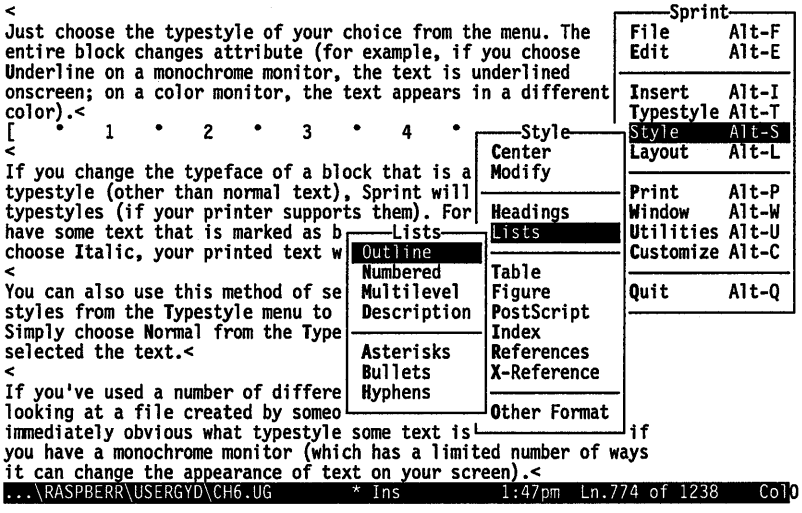


Figure 8.14: The Lists Menu

Although you can create lists manually, the Outline format will use classic outline numbering and lettering, the Numbered and Multilevel formats will automatically number the items (paragraphs), Hyphens will automatically insert a hyphen to the left of each item (paragraph), and Description will create two-column lists. This way, if you insert a new item in, for

example, a numbered list, you don't have to renumber the items yourself; Sprint does it for you. Remember, though, you won't see the effect of these formats until you print.

Outlines

The **Outline** command lets you create an outline, automatically lettered and numbered in classic outline style.

For example, you can use this command to create the following outline:

I. Composers

A. German

1. Bach

a. Johann Sebastian

i. Sacred work

ii. Secular work

b. Johann Christian

2. Beethoven

3. Schubert

4. Wagner

B. Russian

1. Rimsky-Korsakov

2. Tchaikovsky

3. Stravinsky

a. pre-exile work

b. post-exile work

To create the outline, choose **Outline** from the **Style/Lists** menu and press *B* to begin the format; Sprint inserts a BEGIN OUTLINE command. Type the outline; when you want to indent a subheading, insert a new BEGIN OUTLINE command. When you come to the end of a level (for example, after the last German composer listed), choose **Style/Lists/Outline** again and press *E* to end the format. Be sure that every BEGIN command in your outline has a corresponding END command *nested* at the appropriate place. Nested means that each subheading level within the outline has its own

BEGIN and END format commands, and that each END format command occurs in reverse order of the BEGIN format commands. For example, if you created an Outline format and then decided to re-select the same block and choose **L**ayout/**P**age Breaks/**G**roup Together on Page to prevent a page break in the middle of your Outline format, this is how the BEGIN and END OUTLINE commands would appear nested within the BEGIN and END GROUP commands onscreen:

```
BEGIN GROUP
BEGIN OUTLINE
Catherine II (the Great)

Paul I

Alexander I

Nicholas I
END OUTLINE
END GROUP
```

This how the example previous outline, with nested format commands, appears onscreen:

```
BEGIN OUTLINE
Composers

BEGIN OUTLINE
German

BEGIN OUTLINE
Bach

BEGIN OUTLINE
Johann Sebastian

BEGIN OUTLINE
Sacred work

Secular work
END OUTLINE

Johann Christian
END OUTLINE

Beethoven

Schubert

Wagner
END OUTLINE

Russian

BEGIN OUTLINE
Rimsky-Korsakov

Tchaikovsky

Stravinsky

BEGIN OUTLINE
pre-exile work

post-exile work
END OUTLINE
END OUTLINE
END OUTLINE
END OUTLINE
```

Note: Each outline item must be preceded by a blank line. If you want to print a single-spaced outline, consult the "Advanced Formatting" section of the *Advanced User's Guide*.

Numbered Lists

The Numbered command tells the formatter to precede each paragraph with a number, followed by a period and one-quarter inch of space, like this:

1. Here's the text of the first paragraph.
2. Here's the next item. Each item that you want numbered must be preceded by a blank line.

   If the item contains more than one paragraph, begin the paragraph by pressing *Tab*, and then type the additonal paragraphs. That way, Sprint won't give the paragraph a number.
3. Notice how the text is automatically aligned. You don't have to space over or manually align text.

To create a numbered list, choose Style/Lists/Numbered. Press *B* to begin the format. Sprint inserts a BEGIN NUMBERED command. Type the text of the list, and make sure the paragraphs (the line items in the list) are separated by a blank line. At the end of your list choose Style/Lists/Numbered and press *E* to end the format region.

The following example lists the steps involved in making a peanut butter and jelly sandwich. The Numbered command automatically numbers each paragraph (step) for you. (If the steps are "nested," Sprint switches from numbers to letters.)

1. Remove two pieces of bread from the bread bag.
2. Get a jar of peanut butter and another jar of jelly from the refrigerator, and open each jar.
3. Dip a knife (or other suitable spreader) into the peanut butter, and then spread the peanut butter on one piece of bread.
4. Remove any leftover peanut butter from the knife.

   Note: There are three ways to do this:

   a. Wash or wipe the knife so that it's clean.
   b. Use your finger (if it's *your* sandwich).
   c. Move the knife across the other piece of bread. Be careful if you're using junk-white bread; it tears easily.

5. Dip the knife into the jelly jar, and then spread the jelly on the other piece of bread.

6. Some people like to add sliced bananas to their peanut butter and jelly sandwiches. If you're one of these people, remove any leftover jelly from the knife, slice a firm banana, and then place the slices on the bread that you spread with peanut butter.
7. Put the two pieces of bread together, sticky sides to the middle. If you've added bananas, put the "jelly" piece on top of the peanut butter/banana piece.

To create this printed example, choose Style/Lists/Numbered and press *B*. After the BEGIN NUMBERED command, type the text of the list but don't enter the numbers or letters that you see at the beginning of each paragraph. Begin each paragraph (in this case, each step) at the left margin, and separate each paragraph with a blank line. When you get to the paragraph that begins with "Note:", begin the paragraph with a *Tab*, and then type the text. This tells the formatter you want to start a new paragraph but don't want it numbered. At the end of the list, choose Style/Lists/Numbered again and press *E* to end the format region.

To create the list of ways to remove extra peanut butter (the text preceded with *a.*, *b.*, and *c.*), you need to *nest* another Numbered format within the main Numbered format. Mark the text that explains how to remove extra peanut butter, and then choose Style/Lists/Numbered again.

The example text should look like this onscreen:

```
BEGIN NUMBERED
Remove two pieces of bread from the bread bag.

Get a jar of peanut butter and another jar of jelly from the refrigerator, and
open each jar.

Dip a knife (or other suitable spreader) into the peanut butter, and then spread
the peanut butter on one piece of bread.

Remove any leftover peanut butter from the knife.

    Note: There are three ways to do this:

BEGIN NUMBERED
Wash or wipe the knife so that it's clean.

Use your finger (if it's your sandwich).

Move the knife across the other piece of bread. Be careful if you're using
junk-white bread; it tears easily.
END NUMBERED

Dip the knife into the jelly jar, and then spread the jelly on the other piece
of bread.

Some people like to add sliced bananas to their peanut butter and jelly
sandwiches. If you're one of these people, remove any leftover jelly from the
knife, slice a firm banana, and then place the slices on the bread that has the
peanut butter on it.

Put the two pieces of bread together, sticky sides to the middle. If you've
added bananas, put the "jelly" piece on top of the peanut butter/banana piece.
END NUMBERED
```

If the items to be included in the list are already present in the text, you can format them with any of the commands on the Lists menu by selecting them as a block with *F3*, choosing a list format from the Style/Lists menu, and then pressing *Enter*. Sprint will automatically insert BEGIN and END commands above and below the selected block of text.

Remember: Each numbered item must be preceded by a blank line! If you want a list to print single-spaced, you need to *modify* the Numbered format. This is an advanced formatting function, however, and is discussed in the section "Advanced Formatting" in the *Advanced User's Guide*.

Unnumbered Lists

If you want line items/paragraphs in a list to begin with a hyphen (-), you can use the Hyphens format. It works in the same way as the Numbered format, without numbering the paragraphs.

The following example shows an unnumbered list of ingredients for chocolate truffle cake. The **Hyphens** command automatically begins each paragraph with a hyphen.

- 1 pound chocolate (any of the following types):
  * Sweetened dark
  * Semisweet
  * Bittersweet
- 5 ounces butter
- 5 eggs, separated
- 3 cups whipping cream
- Sugar (about 1/2 cup to sweeten the cream)
- Sweet dark chocolate for shavings

To create this printed example, choose **Style/Lists/Hyphens** and press *B* to begin the format region. Sprint inserts a BEGIN HYPHENS command, and places the cursor on the blank line after it. Type the text shown above, but don't type the "bullets" at the left; when you print this example, the formatter will automatically print a hyphen before each major ingredient and an asterisk before each type of chocolate. Begin each paragraph (in this example, begin each line) at the left margin, and separate each paragraph with a blank line. When you're done with the list, choose **Style/Lists/Hyphens** and press *E* to end the format region.

Note that this example actually contains two unnumbered lists. The main ingredients comprise one list (the main list), and the types of chocolate are a sublist within the main list. The items in the sublist are indented from the main list and preceded by a different type of bullet. This is called *nesting* formats—including one format within another. To create this effect, mark the sublist ("types of chocolate" paragraphs) and choose **Lists/Hyphens** again. The screen text looks like this:

```
BEGIN HYPHENS
1 pound chocolate (any of the following types):

BEGIN HYPHENS
Sweetened dark

Semisweet

Bittersweet
END HYPHENS

5 ounces butter

5 eggs, separated

3 cups whipping cream

Sugar (about 1/2 cup to sweeten the cream)

Sweet dark chocolate for shavings
END HYPHENS
```

If you don't want a hyphen to appear in front of a particular paragraph, press *Tab* before beginning the paragraph.

Each item/paragraph must be preceded by a blank line! If you want a list to print single-spaced, you need to *modify* the Hyphens format. This is an advanced formatting function, however, and is discussed in the "Advanced Formatting" section in the *Advanced User's Guide.*

Two-Column Lists

The Description command is typically used when defining a list of terms, concepts, or ideas. For example:

Computer — An object that lets you run the Sprint word processing program.

Eraser — A tool for removing things that you write. It has a tendency to get lost, and leaves messy rubber shavings all over your desk.

Pencil — A tool for writing, which also has a tendency to get lost. It also rolls off your desk when you're not looking, and has to be sharpened all the time.

The pencil has been replaced with another tool, called word processing.

To create this list, choose Description from the Style/Lists menu and press *B* to begin the format. Sprint inserts a BEGIN DESCRIPTION command.

Type the text to be "outdented" (the text in the left column), press *Tab* to begin the second column, and continue typing the rest of the paragraph. Insert a blank line between each paragraph. If you don't want a paragraph to be "outdented" (see the last paragraph in this example), press *Tab* before you type the text. The screen text looks like this:

```
BEGIN DESCRIPTION
Computer  An object that lets you run the Sprint word processing program.

Eraser    A tool for removing things that you write. It has a tendency to get
lost, and leaves messy rubber shavings all over your desk.

Pencil    A tool for writing, which also has a tendency to get lost. It also
rolls off your desk when you're not looking, and has to be sharpened all the
time.

    The pencil has been replaced with another tool, called word processing.
END DESCRIPTION
```

When the formatter sees the *Tab* character, it automatically moves over one-quarter of the line length, and then prints the text following the *Tab*.

Be sure to insert a blank line between each paragraph. In doing so, you tell the formatter to start a new entry in the list.

When you are done with the list, choose Description from the Style/Lists menu and press *E* to end the format region. Sprint inserts an END DESCRIPTION command.

Note: Another way to create a two-column list like this is to set a ruler line so that the left margin (set by typing a left bracket ([) on the ruler line) is about 1 inch *to the right* of the first-line indent (set by typing an `I` on the ruler line). Now you can type in your list and see it formatted onscreen as it will print. The only difference from the Description format is that the items in the leftmost column will not be boldfaced.

This concludes the discussion of basic formatting techniques and commands. For information on more advanced formatting functions, or to learn about desktop publishing with Sprint, please see the "Advanced Formatting" section in the *Advanced User's Guide*.

C H A P T E R

9

Printing

This chapter tells you how to print your Sprint files. We discuss the printing options available to you on the Print menu (Figure 9.1), as well as how to resolve formatter errors that may occur when you print your files.

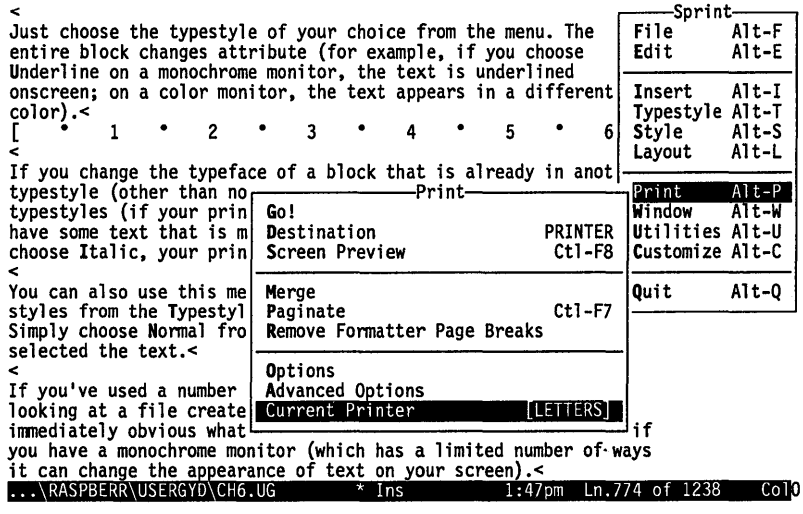


Figure 9.1: The Print Menu

It is assumed that you have used the SP-SETUP program (described in Chapter 1, "Before You Begin") to install Sprint for your printer(s). If you

haven't yet done so, please go back and do that now. We also assume you have read and understood Chapter 8.

Note to users with two-floppy systems: Your Program A Disk must be in Drive A in order to print. If you have 360K drives and want to print to a PostScript printer, you should install your PostScript printer as an alternate with the SP-SETUP program—simply insert your Program B Disk when SP-SETUP prompts for a disk during alternate printer installation. When it comes time to print to a PostScript printer, Sprint won't prompt you to insert Program B Disk; as long as you've previously copied the PostScript printer driver file to Program B Disk, just go ahead and insert it before you choose **Print/Go**.

There are two ways you can format and print a Sprint document. Normally, you'll want to print from within the editor. If you are not currently using Sprint and simply want to print a file, you can print from the DOS command line with the command `SPFMT`. The last part of this chapter, beginning on page 204, describes how to print from DOS.

Printing from the Editor

The fastest way to print a Sprint document is to print it while you're editing it: just choose **Go** from the **Print** menu. Sprint will format and print your document on your printer using the default printing options. By default, Sprint prints

- one copy
- the whole file
- without stopping between pages
- on your default printer (instead of to a file or the screen)
- using all your formatting commands

You can change these defaults via the **Print/Options** menu and the **Print/Advanced Options** menu. The options on these menus are described starting on page 198.

If you are satisfied with the default print option settings, you can send your file directly to the printer by pressing the printing shortcut—*Ctrl-KP*. If you want to change the options (for example, say you want to print two copies), you'll first need to choose **Options** from the **Print** menu and make your adjustments. You can then choose **Go** from the **Print** menu, or press *Ctrl-KP*.

When you tell Sprint to print your file, it usually goes through two *passes* (depending on the setting of **Number of Passes** in the **Advanced Options** menu): a formatting pass and a printing pass. During the formatting pass,

Sprint formats your file according to formatting commands you have entered. If Sprint finds any formatting errors (usually commands you've entered incorrectly), it will list those errors and the lines they're on, tell you the total number of errors, and won't proceed to the printing pass. You'll need to go back into the file and correct the errors, then ask Sprint to print your file again. See page 200 for information about formatting errors and how to correct them.

Once Sprint has printed (or attempted to print) your file, you'll return to the editor (you'll have to press any key to continue if Sprint encounters errors in your file).

Previewing Output on the Screen

Sending output to the screen is useful when you want to check the format of a document before printing it. The formatter will interpret all the formatting commands, but will display the formatted document on the screen instead of sending it to the printer. There is also a **Paginate** command on the **Print** menu that allows you to see where your page breaks will be; see the next section for information.

To view your formatted file onscreen, choose **Print/Screen Preview** from the main menu (or use the shortcut *Ctrl-F8*).

Note: If you have installed Sprint for a printer with proportionally spaced fonts (such as an HP LaserJet), what you see on the preview screen might not look right; the characters might be bunched together and the text unreadable. This is because Sprint has no way to display proportionally spaced fonts on your screen, so it can only approximate. However, you'll be able to get an idea of where lines will break and how your text will be formatted.

There is another way to view sample output on the screen: press *Ctrl-F8*.

Viewing Page Breaks

Sometimes, you may need to know where the page breaks will be in your file. You can ask Sprint to format and paginate your file by choosing **Paginate** from the **Print** menu, or by pressing *Ctrl-F7*. Sprint will go through its normal formatting pass; if there are any errors, it will display them along with the page breaks (shown as solid lines across the screen). If there are no errors, Sprint will display your file with the page breaks only.

When your file includes page breaks, Sprint adds the current page number to the status line.

You can remove the page breaks by choosing choosing **Remove Formatter Page Breaks** from the **Print** menu. Note that only *formatter* page breaks are removed. Any page breaks you have inserted via the **Layout/Page Breaks** menu will remain.

The Print Options Menu

The **Options** menu (Figure 9.2) tells Sprint which pages of your document to print, how many copies of the document to print, and whether to pause between pages.

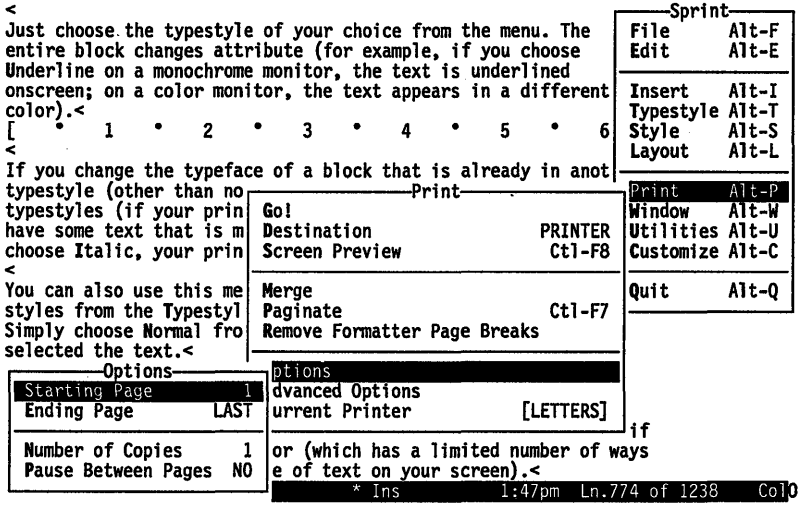


Figure 9.2: The Options Menu

Printing Multiple Copies

It's easy to print more than one copy of your document; just choose **Number of Copies** from the **Options** menu and press *Enter*. Enter the number of copies you want printed and press *Enter* again.

If you want to change other print parameters, do so now. To start printing, choose **Go** from the **Print** menu, then press *Enter*.

Printing a Portion of Your Document

If you want to print only a portion of your document, you can tell Sprint by setting the **Starting Page** and **Ending Page** parameters.

To change the starting page, choose **Starting Page** from the **Options** menu. Enter the page number from which to start printing (all preceding pages will be skipped). To enter the last page to print, move the selection bar to **Ending Page**, and enter the page number of the last page you want printed.

You don't have to enter both the starting page and the ending page. If you enter only the starting page, Sprint will automatically print through the last page (as well as the Table of Contents and Index); if you enter only the ending page, Sprint will start printing with the first page.

If you want to print only the Table of Contents, enter 0 as the starting page.

If you want to print only the *Index*, enter the first page of the index (approximate if you have to) as your starting page.

If you want to print just one page, set the starting page and ending page to be the same in the **Options** menu.

Log Error Messages to a File

When you tell Sprint to format and print your files (via the **Print** menu or the DOS command line), there will sometimes be formatting errors (mistakes in how you entered formatting commands) that you will need to correct before Sprint will actually print your file.

If the formatter discovers an error while formatting your document, it will display an error message along with the number of the line containing the error. Unless you don't expect to have many formatting errors (for example, in a short file with few formatting commands), you'll want to save those messages to a file so that you can easily correct the errors. To send the message(s) to a file, choose **Log Errors to File** from the **Print/Advanced Options** menu (Figure 9.3).

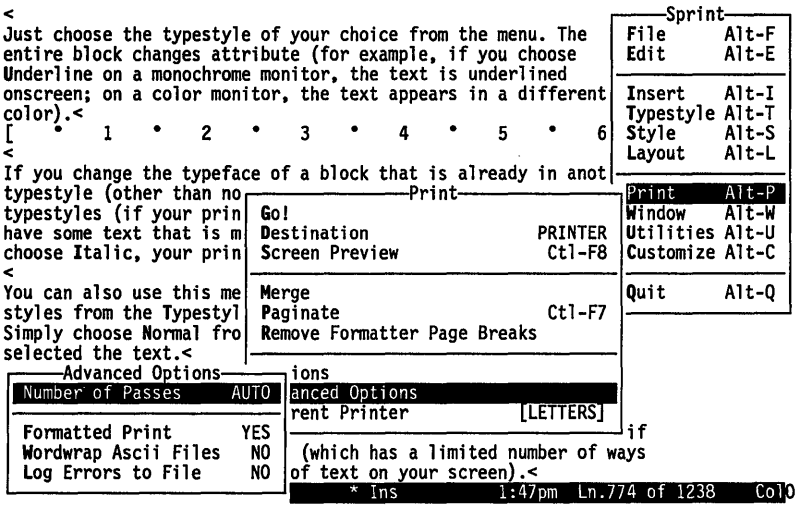


Figure 9.3: The Advanced Options Menu

When Sprint formats your file, it will create a file with the same name as the file you are trying to print, and will add the extension .LOG. For example, if you are trying to print a file called DOC.SPR, Sprint will create a file called DOC.LOG to contain any error messages.

Using the Editor to Correct Formatter Errors

To correct the errors in the .LOG file, you can open two Sprint windows—one containing the file with the errors and one containing the .LOG file—and correct the errors while you review the file.

Assuming that there are some formatting errors in your file, once Sprint has finished its formatting pass, you can open up the .LOG file in its own window, above or below the file you want to correct. You can then move back and forth between the windows, determining what the errors are, and then correcting them. Because Sprint tells you the line number of each error, you can jump quickly to the error using the Jump to Line command on the Edit menu.

Formatter Warning and Error Messages

This section describes some of the more common error and warning messages you might encounter while formatting your document (for a complete list, see the "Error Messages" Appendix in the *Sprint Reference Guide*).

There is a difference between warning messages and error messages. Warning messages simply tell you that there's a problem with a formatting command, but Sprint will print the file anyway. Common warnings are unassigned cross reference tags or too many tab characters. Error messages indicate more serious formatter command problems; Sprint will not print your file if there are errors.

When trying to correct an error, first look at the line number indicated in the error message onscreen (or in the .LOG file if you've turned Log Errors to File On). If you can't find the error on the indicated line, look back a few lines; some errors aren't detected by Sprint immediately.

Some common warnings and errors:

`Error: Missing end to begin`
Starting at the line number listed, look forward in the file until you find the place where you should have inserted an `END` formatter command.

`Warning: Group too big for page`
If you've used the Group Together on Page command, or some other formatter command that attempts to keep a block of text together on a page, Sprint may not be able to fit the whole thing on the page.

`Warning: Printer does not have font`
You've asked Sprint to print in a font that your printer doesn't have.

Quick Printing and Error Checking

Sprint normally performs two passes on your document file as it is formatting and preparing to print. During the first pass, Sprint scans the formatting commands you've entered, checking for any errors, and locating cross-reference tags. This first pass takes time. You can save time by printing on the first pass (by choosing Advanced Options/Number of Passes/1) *without* checking for errors and without filling in the cross-references. When printing during the first pass, Sprint will stop it if encounters an error.

If you want Sprint to check your file for formatter command errors but not print the document, choose Paginate from the Print menu. Sprint will go

through its formatting pass, tell you where the page breaks will be, and display any errors it has found. Error messages are displayed next to the page break line Sprint inserts in your file.

Printing Complex Documents

For extremely long and complex documents (like this manual), in which there are many cross-references, font changes, indexing commands, and so on, you should tell the formatter to go through three passes (choose Advanced Options/Number of Passes/3). On the first two passes, Sprint finalizes tags and index terms, and on the third pass, it prints your file.

Unformatted Printing

Sprint will normally format your document before printing it (that is, it will interpret all formatter commands and fit the document into the defined—or default—page format). You must tell Sprint if you're printing a non-document or a program; otherwise, it will format the file.

To print a file without formatting, choose Formatted Print from the Advanced Options menu and press *Enter* to toggle to No.

Your file will be paginated and each page will have a header consisting of the name of the document, the date and time printed, and the page number. The formatter will not recognize formatter commands, open/close delimiters (for example, the boldface delimiters will be printed as ^B and ^N), or ruler lines (they will printed as ^K). The formatter will recognize tabs and form feeds.

If you want Sprint to print your file *without* checking for errors and *without* filling in the cross-reference variables, choose Number of Passes from the Advanced Options menu and press *Enter* until `1` is displayed.

Printing on Cut Sheets or Continuous Paper

When you first installed Sprint for your printer using the SP-SETUP program, you indicated whether you would be using cut sheets of paper. If you answered No to the `Cut Sheets` prompt in the SP-SETUP program (because you're using continuous-form computer paper or because your printer self-feeds), you can temporarily override that decision.

Choose Pause Between Pages from the Options menu and press *Enter* to toggle to Yes to have Sprint pause before printing each page (for single

sheets). If you want Sprint to return to automatically feeding each page, set the option to No.

If you want to change other print parameters, do so now. To start printing, choose **Go**, then press *Enter*.

Printing to a File

Sending output to a *file* is useful if you later want to print the document on another printer that isn't attached to your computer (like a PostScript typesetter) or send a formatted document over a modem. In addition to the text in the document, the file will contain all of the commands necessary to print the document on the specified printer. If you want the file to include commands for a *different* type of printer, you must choose **Current Printer** from the **Print** menu; see the next section.

Note: If you want Sprint to *always* send printer output to a file, you can reinstall Sprint to do so using the SP-SETUP program.

To send your formatted document to a file, choose **Destination** from the **Print** menu and press *Enter* to toggle to FILE. Choose **Go**. Sprint prompts you for a file name to print to (defaulting to FILENAME.PRN). Press *Enter* to accept the default or type in a different name.

Printing on an Alternate Printer

When you first installed Sprint with the SP-SETUP program, you installed it for a specific printer (the default printer). If you plan to print your Sprint files on more than one printer, you'll also want to install it for those printers. If you haven't already done so, you should run the SP-SETUP program and install any alternate printer; see Chapter 1, "Before You Begin," for instructions.

To use an alternate printer, choose **Current Printer** from the **Print** menu and press *Enter*. Sprint will present a list of printers to choose from. Choose the name you gave your alternate printer when you ran the SP-SETUP program.

If you want to change other print parameters, do so now. To start printing, choose **Go** from the **Print** menu, then press *Enter*.

Printing ASCII Files

See Appendix E for some special considerations and menu options when printing ASCII files.

Printing from DOS

If you want to format and print a document without running the editor (from DOS), you simply type `SPFMT` at the DOS prompt, followed by the name of the file you want to print.

As when you print from within the editor, Sprint will list any formatting errors it finds, and won't proceed to print your file until you correct the errors (explained on page 200).

If you're satisfied with the default print options, that's all there is to printing a file. If you want to change some options, you'll need to enter one or more printing *switches* after the SPFMT command and before the file name. (These switches are described in detail starting in the next section.) Each switch is preceded by a hyphen, with a space between each switch. For example, if you want to print only pages 3 through 5, this is what the command looks like:

```
SPFMT -start=3 -stop=5 filename.ext
```

SPFMT from the command line is designed to be run from batch files. It is entirely generic; that is, it only uses legal DOS calls. It will not draw a screen display, and you must type a `^C` to stop it in process.

Menus vs. DOS

The Sprint print options are all accessible from the DOS command line. The following table shows both the menu choice and command line option version.

Table 9.1: Sprint Print Options

Menu command	Command line switch
Screen Preview	–v
Destination FILE	–o=name
Number of Copies	–#
Starting Page	–start=N
Ending Page	–stop=N
Pause Between Pages	–pause
Formatted Print (on Advanced Options menu)	–p
Current Printer	–p=name
Wordwrap ASCII Files (on Advanced Options menu)	–f
Log Errors to File (on Advanced Options menu)	–l=name
Quick Print	–p#
Tab Expansion (on ASCII File Handling menu)	–t=#

There are a few advanced options that can *only* be set from the DOS command line; there are no menu equivalents:

Define variable 'name'	–d<name>{=string}
Use alternate font	–f=<name>
Print single page	–page=# (same as –start# –stop#)
Print to alternate screen	–s=<name>

Most of the DOS versions are self-explanatory, but the following notes should be helpful:

Printing multiple copies:

```
SPFMT -# FILENAME
```

where # is the number of copies you want to print (for example, type -2 for two copies).

Printing a portion of your document:

```
SPFMT -start=x -stop=y FILENAME
```

where *x* is the number of the first page you want to print, and *y* is the number of the last.

If you want to print only a single page, specify the -page=x parameter, where *x* is the number of the page you want to print.

Printing without formatting:

```
SPFMT -p# FILENAME
```

where # is a number from 0 to 3. (0 = print to screen, 1 = print without error-checking and formatting, 2 = print with two passes, and 3 = print after three passes.)

Printing on an alternate printer:

```
SPFMT -p=NAME FILENAME
```

where NAME is the name of the alternate printer and where the file name NAME.SPP exists.

Changing tab size:

```
SPFMT -t=N FILENAME
```

where N is the size of the tab character. (All tabs will be the same size.)

C H A P T E R

10

Customizing Sprint

While you're in the editor, the Customize menu (Figure 10.1) allows you to change or customize the way Sprint does a number of things. You can

- reassign the functions of specific keys
- load a different user interface
- customize the colors used to display screen elements
- display or not display particular screen elements
- make some settings to determine how ASCII files are handled
- display or not display shortcuts next to the menu command name
- reset (clear) or save all shortcuts you have defined
- change miscellaneous editor defaults

Note to users with two-floppy systems: Your Program A Disk must be in Drive A when you use any of the commands on the Customize menu. As for the Customize/User Interface/Save, Load, and Reset Shortcuts commands, there are special circumstances you need to be aware of:

- If you have a high-density drive *and* you see the user interface you want listed when you choose Customize/User Interface/Load to switch user interfaces (or Reset Shortcuts to discard your shortcuts), go ahead and choose the command.
- If you have a low-density drive, or you don't see the user interface you want listed, you must insert a disk that contains the appropriate user interface in Drive A before you choose Customize/User Interface/Load or Reset Shortcuts. If you installed your user interfaces on a separate user interface disk with SP-SETUP, you must insert that disk in Drive A.

- If you didn't install the user interface you want to access on a separate disk when you ran SP-SETUP, or you don't see the user interface you want listed when you choose Customize/User Interface/Save, Reset Shortcuts, Load, you'll need to run SP-SETUP again to install that user interface (see page 19).
- When saving shortcuts with Customize/User Interface/Save, be sure to save them to the disk that contains that user interface. If the user interface you want to save changes to is on a separate disk, insert that disk before you choose Customize/User Interface/Save.

With a two-floppy system, the important thing to remember—if you don't have all your user interfaces installed on your Program A Disk—is always to insert the disk that contains the user interface you want to access before you choose Customize/User Interface/Load, Save, or Reset Shortcuts.

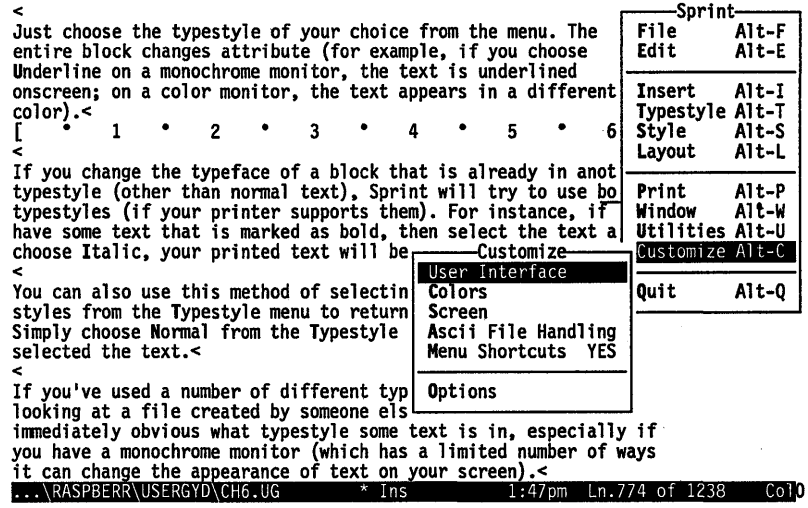


Figure 10.1: The Customize Menu

Reassigning Function Keys

You can use the Customize/User Interface/Function Keys command to rearrange or swap meanings of keys.

For example, suppose you want the File/Open command to be assigned to *Ctrl-O*. By default, *Ctrl-F3* opens a file in Sprint. To assign this function to *Ctrl-O* also, choose Function Keys. At the prompt, press *Ctrl-O*. Sprint will then ask you what key is *already* assigned to this function. Press *Ctrl-F3*. Now *both Ctrl-F3* and *Ctrl-O* will display the `File to open:` prompt. You can, of course, reassign the meaning of *Ctrl-F3* to some other function, or leave it as is.

When reassigning the meaning of function keys, type carefully! If you want to reassign *F4* to *Alt-Z* (for example) but accidentally press *Alt-Q*, you will have to press *Alt-Q again* to prevent Sprint from reassigning it.

Note: You cannot reassign the following keys:

- *F10*
- *Tab*
- *Esc*
- *Enter*
- *^J*
- *^M*
- *Esc*
- any regular printing character (a-z, A-Z, and so on)

You can also use the *Ctrl-Enter* method (described on page 114) to assign shortcuts to menu items.

Note: If you change your mind about your key assignments, you can clear them all and return keys to their previous meanings by choosing Customize/User Interface/Reset Shortcuts. (Two-floppy system users: If you're working with low-density drives, you must insert your Program B Disk (or the disk containing the appropriate user interface) in Drive A before you choose Customize/User Interface/Reset Shortcuts.)

Reset Shortcuts

This command clears all keyboard shortcuts you have defined and returns the keys to their original (Borland default) meanings. Note that *all* user-defined shortcuts are cleared: those you have defined with *Ctrl-Enter*, the Potpourri menu, the Utilities/Glossary/Assign to Key command, and the Customize/User Interface/Function Keys command.

You'll want to use this command if you have accidentally redefined keys you didn't mean to and can't undo your mistakes. To permanently save

shortcuts that you can retrieve at any time, use the Customize/User Interface/Save command.

Note to two-floppy system users: If you have a low-density (360K) drive, there's only room on your Program A Disk for one version of a user interface—the current one. Therefore, before you can use the Customize/User Interface/Reset Shortcuts command to revert to an earlier version of your current user interface (removing any shortcuts you've defined), you must first insert the disk that contains the previous version of your user interface in Drive A.

Saving Your Shortcuts

You can permanently save any shortcuts you've assigned in your own user interface file by choosing the Customize/User Interface/Save command. Any shortcuts you've defined with Customize/User Interface/Function Keys, *Ctrl-Enter*, or the Potpourri menu will be saved. Sprint prompts you for a file name. You can reload this file at any time using the Customize/User Interface/Load command (see the next section). So even if you reset your shortcuts later with the Customize/User Interface/Reset Shortcuts command, you can always retrieve your saved shortcuts by loading that file.

Note to two-floppy system users: If you have a low-density (360K) drive, or the user interface you're saving changes to is not on your Program A Disk, you must put the disk containing the appropriate user interface in Drive A before choosing Customize/User Interface/Save.

Changing User Interfaces

A user interface is a set of internal settings that define the way a program interacts with you. On the Customize menu, there is a command called User Interface/Load (Figure 10.2). (You can also press *Shift-Alt-U* as a shortcut.)

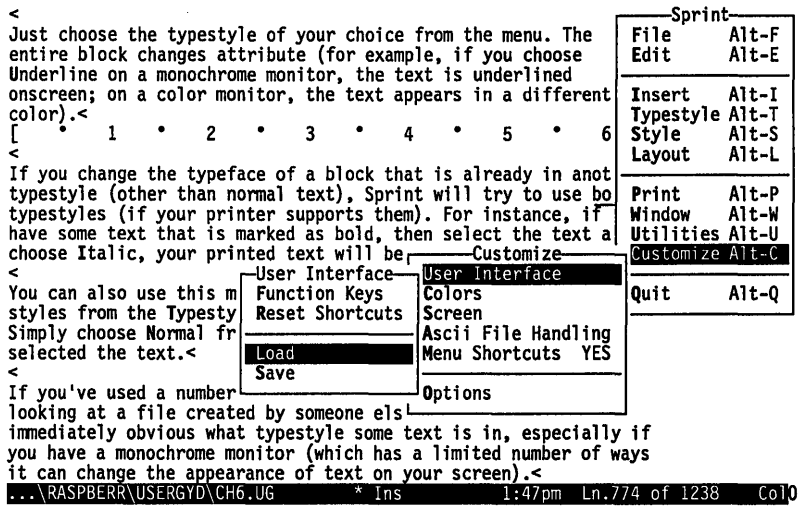


Figure 10.2: The User Interface/Load Menu

This command allows you to load a different user interface. For example, if you used the SP-SETUP program to install Sprint's basic user interface, and are ready to switch to the advanced version, choose SPADV from the User Interface/Load menu. The new user interface immediately replaces the one you were using. The new user interface will remain in effect until you switch to another user interface.

You can also change the user interface by running the SP-SETUP program.

Note to two-floppy system users: One way to switch user interfaces is to run SP-SETUP again and install a new default. However, if you want to use Customize/User Interface/Load to change user interfaces without leaving Sprint, there are two things to keep in mind:

- whether you're using low-density or high-density drives
- where you installed your alternate user interfaces when you ran SP-SETUP

If you have a low-density (360K) drive, and you used SP-SETUP to install an alternate user interface on your Program B Disk (there's only room for one), you can now insert your Program B Disk in Drive A and use Customize/User Interface/Load to switch to that alternate user interface. If you used SP-SETUP to install alternate user interfaces on a separate disk (see page 19 of the "Before You Begin" for details), then you can switch to

any of the alternate user interfaces on that disk; just insert it in Drive A, choose Customize/User Interface/Load, and Sprint will list them as available.

If you have a 720K drive, and you installed an alternate user interface on your Program A Disk when you ran SP-SETUP, you can use Customize/User Interfaces/Load to load it; just make sure your Program A Disk is in Drive A and press *F10 CUL*. With a 720K drive, there's only room for one alternate user interface on your Program A Disk, but you can use SP-SETUP to copy alternate user interfaces to a separate disk and then insert that disk in Drive A whenever you want to load a new user interface.

If you have 1.2M drives, you can install more than one alternate user interface on your Program A Disk with SP-SETUP; when you want to switch user interfaces, just put your Program A Disk in Drive A, choose Customize/User Interface/Load, and pick a user interface from the list.

The advanced user interface gives you access to commands affecting variables, cross-references, index commands, PostScript output, conditional page breaks, word and paragraph spacing, style sheets, advanced printing options, macros, and a few customization options.

Complete information about using different user interfaces can be found in the *Alternative User Interfaces* booklet.

Choosing and Customizing a Color Set

Depending on what kind of monitor and video card you have installed in your computer, you will have a particular palette of colors to choose from in designing the look of Sprint on your screen.

If you have a monochrome monitor, you also have some flexibility in determining the *attributes* in which Sprint displays various things on the screen.

To change colors or attributes, choose Colors from the Customize menu. Figure 10.3 shows you what your options are.

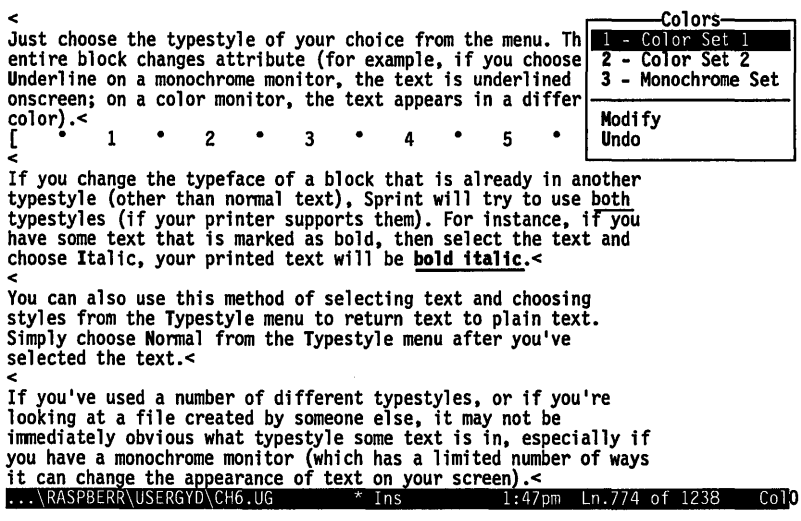


Figure 10.3: Color Set Menu

Monochrome Monitors

If you have a monochrome monitor, choose **Monochrome Set**. If you decide to choose **Modify**, you can explicitly change the onscreen attributes of different typestyles, highlighted text, menus, error messages, indexing, format commands, rulers, page breaks, crossreferences, and more.

For example, by default, Sprint displays underlined text with an underscore. Suppose you instead want underlined text to appear in reverse video. To change it, choose **Modify**, then choose **Typestyle**, then **Underline**. Sprint will present you with the monochrome "palette" shown in Figure 10.4. Move the cursor until it is on the *x* that is in reverse video, then press *Enter*. If that's all you want to change, you can press *Esc* twice and Sprint will save your changes.

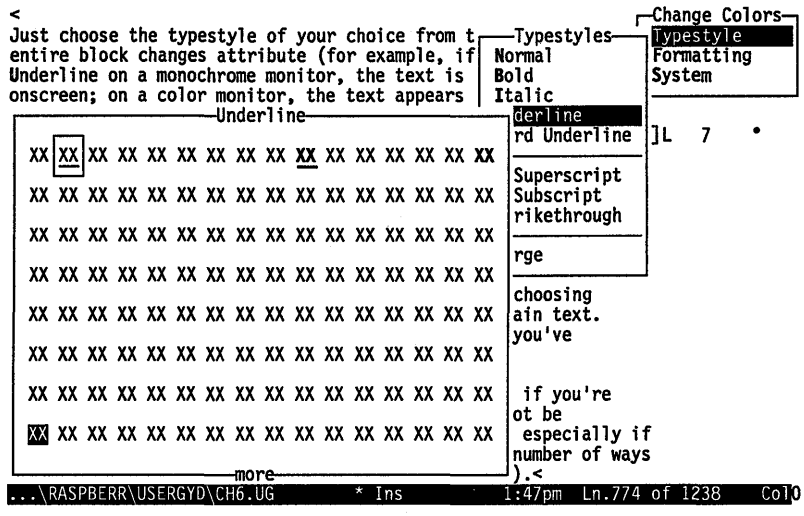


Figure 10.4: Monochrome Palette

If you change your mind about the changes you've made, choose **Undo** to return to the original display.

Color Monitors

If you have a color monitor, you can choose between two predesigned color sets, or you can customize the colors to be any way you want them.

Take a look at the two alternate sets, Color Set 1 (the default) and Color Set 2, on the **Customize/Colors** menu. If you like Color Set 2 better than the default, choose it and press *Enter*, and Sprint will save the new color set for you. If you want to play around a little and design your own color combinations, choose **Modify**. You can then choose the colors for any of 18 different screen elements.

Move the cursor to the *x* that is the color you want, and press *Enter*. You can do this for as many screen elements as you wish. When you're finished, press *Esc* until you exit from all the menus. Sprint saves your new settings when you quit Sprint. If you change your mind about anything you've done, just choose **Undo** to get back to the screen colors you started with.

The Screen Menu

When you choose Screen from the Customize menu, Sprint displays a menu of items that you can choose to display or hide. Figure 10.5 shows the default settings for these items.

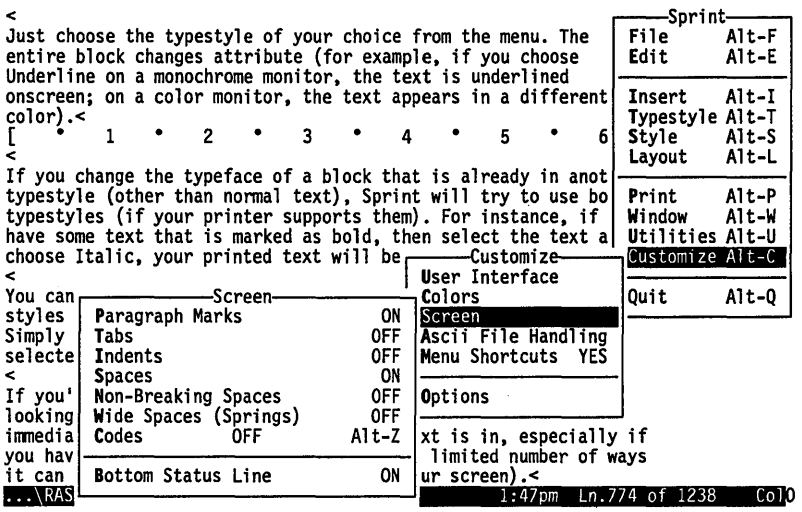


Figure 10.5: The Screen Menu

All the items on the Screen menu can be represented by special characters on the screen (see Figure 10.6). To change an item's setting, move to it with the *Up* or *Down arrow* keys, and press *Enter* to toggle between On and Off.

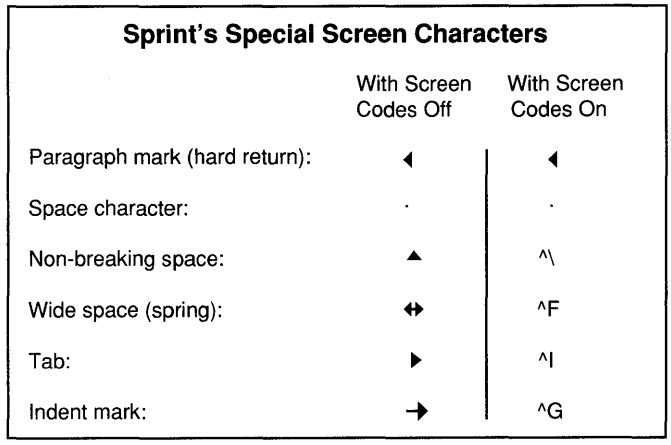


Figure 10.6: Special Characters in Sprint

For instance, to see the control codes for typefaces and formats, toggle Codes to Yes (see page 127 for more information about these codes). Generally speaking, you will only want Codes to be Yes when you need to do something with a control character; see page 127 for more information. Likewise, if you want to see tab characters, toggle Tabs to Yes.

It's entirely a matter of personal preference whether you choose to see a symbolic representation of certain Sprint features on your screen; some people like to see spaces, for example, so that they can easily tell exactly how many times they have pressed the spacebar and to avoid a "spaced out" look to the text. The same holds for tab and paragraph (carriage return) characters.

ASCII File Handling

See Appendix E, "Working with ASCII Files," for information on handling ASCII files.

Displaying Menu Shortcuts

By default, you can have Sprint display the keyboard shortcut associated with each menu item, next to the menu item. For instance, to display the Typestyle menu, instead of pressing *F10 T*, you can simply press *Alt-T*. Particularly when you're first learning Sprint, it's convenient to see the

shortcut displayed right next to the menu item. Once you've learned these shortcuts, you may want to toggle Menu Shortcuts to No.

The Options Menu

The Options menu (Figure 10.7) contains some miscellaneous Sprint functions that you can change.

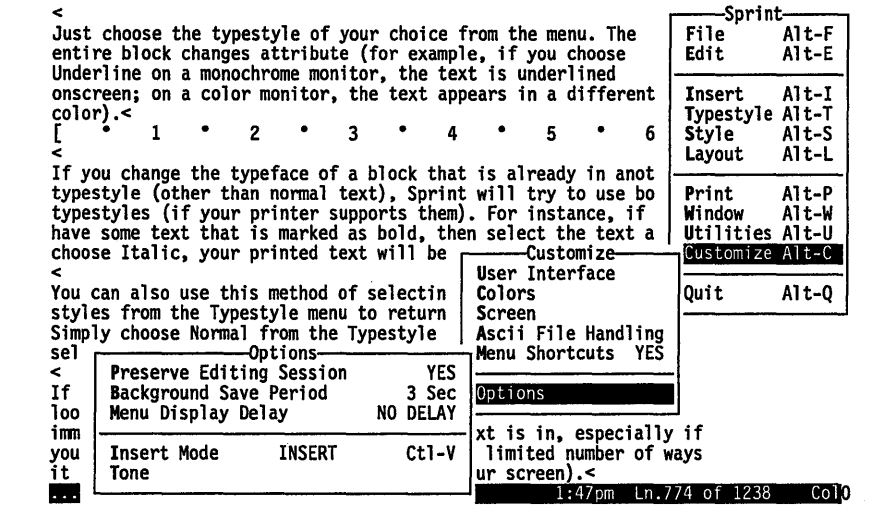


Figure 10.7: The Options Menu

Preserve Editing Session

The Preserve Editing Session option determines whether Sprint deletes the backup (SP.SWP) file when you exit Sprint, or whether it keeps it for your next work session. See page 144 for information about the backup file.

Background Save Period

You use this menu to change how long Sprint waits before writing your changes to the backup (swap) file on disk; the default is 3 seconds, maximum is 60 seconds. Just remember that, the shorter the time you allow,

the less likely you are to lose changes should there be a power failure. Floppy-disk users might find it more convenient to set the the delay period higher to reduce disk-access times.

Menu Display Delay

Use this menu to change how long Sprint waits before displaying a menu once you've pressed a key.

Once you become familiar with Sprint, you may prefer not to see the pop-up menus at all; you know what you want to do and don't need to see the menus. You can delay the display of the menus by increasing the number of this setting; Sprint interprets numbers you enter as tenths of a second. Enter 0 for a setting of no delay.

Insert mode

By default, Sprint is in Insert mode; that is, Sprint inserts the characters you type in front of existing characters, without erasing anything. If you want Sprint to default to Overwrite mode so you can type over existing characters, toggle this setting to Overwrite. (You can toggle between Insert and Overwrite modes at any time by pressing *Ins*.)

Tone

You can change the tone and duration of the "beep" your computer makes when Sprint is checking the spelling on your file or when you make an error.

To change the tone of the beep, choose **Tone** from the **Options** menu. You can then play around with both the frequency (tone) and the length of the beep. Use the *Up* and *Down arrow* keys to change the frequency of the tone, and the *Right* and *Left arrow* keys to change its duration. Each time you press one of these keys, Sprint will change the frequency of the tone or its length. To hear a sample beep, press any other key while in this menu.

C H A P T E R

11

Sprint Utilities

This chapter discusses the features available on Sprint's Utilities menu, shown in Figure 11.1.

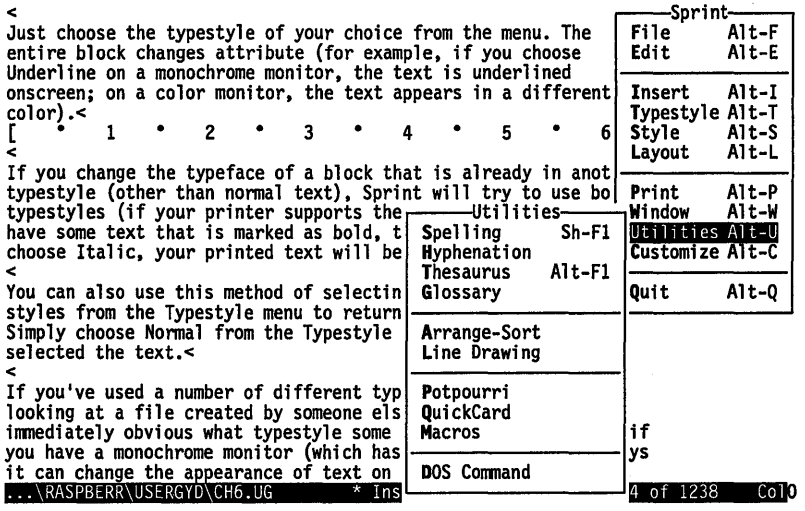


Figure 11.1: The Utilities Menu

These utilities include the following:

- Spelling corrector
- Hyphenation (see the "Advanced Formatting" section in the *Advanced User's Guide*)
- Thesaurus
- Glossary (for creating typing shortcuts)
- Arrange-Sort (for alphabetizing words)
- Line Drawing (for drawing horizontal and vertical lines)
- Potpourri (for assigning special functions to the keys of your choice)
- QuickCard (lists all Sprint's shortcuts, including those built-in and those defined by you)
- Macros (for loading and running macros) (see the *Advanced User's Guide*)
- DOS Command (to allow you to enter DOS commands from within Sprint)

Note: Sprint's form letter/mailing list utility is on the **P**rint/**S**printMerge menu.

This chapter covers everything on the **U**tilities menu except hyphenation and macros. For information about hyphenating with Sprint, see the "Basic Formatting" chapter in this manual. For information about how to load and run Sprint macros, see the "Programming Editor Macros " section in the *Advanced User's Guide.*

Checking Spelling

Sprint's spelling dictionary contains 100,000 English words, as well as all the Sprint formatter commands. You can correct misspellings in your Sprint files in two ways:

- as you type ("on-the-fly")
- a word, block, or an entire file at a time

In either case, in order to use the spelling dictionary, be sure that the files SPELLER.ENG, AMERICAN.LEX, and USER.DIC are on one of your floppy drives or on your hard disk in the directory where you store your Sprint files.

Note: You can use the SP-SETUP program (described in Chapter 1,"Before You Begin") to copy the speller files to your floppy or hard disk.

When you choose **S**pelling from the **U**tilities menu, you see the **S**pelling menu (Figure 11.2).

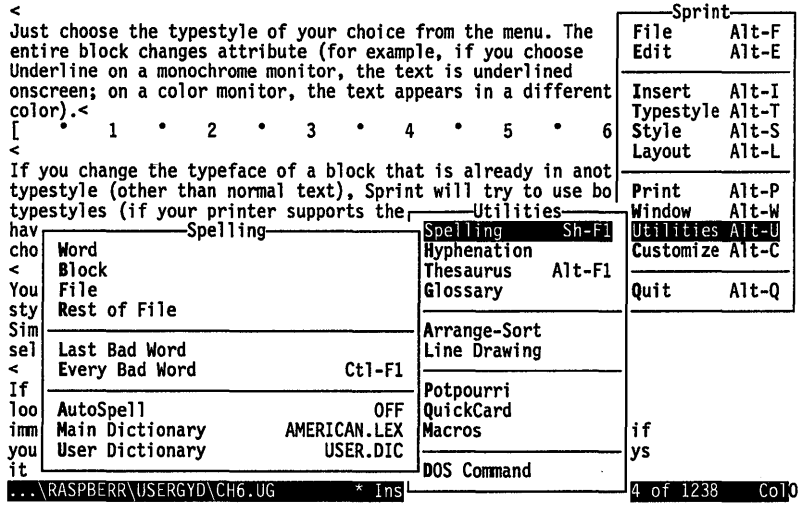


Figure 11.2: The Spelling Menu

As a shortcut, you can also reach the Spelling menu by pressing *Shift-F1*.

Note: Sprint supports foreign-language and specialized dictionaries (the default is American English). Contact the Borland Customer Service department for more information.

Automatic Spell Checking

You can have Sprint check your spelling as you type by toggling AutoSpell On. When you type a word that Sprint thinks is misspelled, it beeps to warn you. You don't need to stop typing immediately; in AutoSpell mode, Sprint keeps track of all the misspelled words you type. (You're limited only by the available disk space.) When you're ready, you can tell Sprint to correct either the last misspelled word, by choosing Last Bad Word from the Spelling menu, or all misspelled words, by choosing Every Bad Word. (You can also press *Ctrl-F1* to choose Every Bad Word.)

When you choose either Last Bad Word or Every Bad Word, you'll see the menu in Figure 11.3.

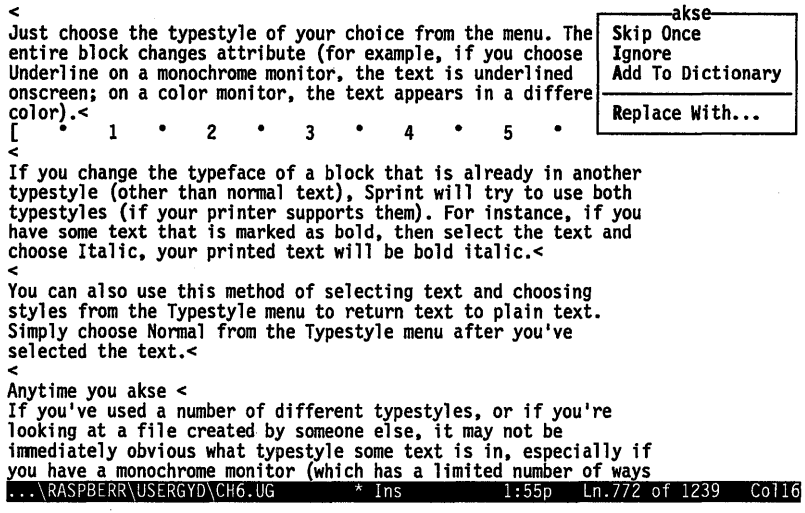


Figure 11.3: The Replacement Words Menu

You now have a choice:

- If the word is *not* misspelled, but is just a word that Sprint doesn't have in its spelling dictionary, you can choose **Add to Dictionary** to increase Sprint's vocabulary.
- If the word is misspelled, you can either tell Sprint what the correct word is by choosing **Replace With** or choose **Lookup** and then choose a word from the list of replacements Sprint displays.
- You can tell Sprint to ignore this misspelled word by choosing **Skip Once**.

If you choose **Replace With**, you can type the word you want to replace on Sprint's status line; Sprint will automatically replace the misspelled word with the word you type, and return the cursor to where you were when you started.

It's a matter of personal preference whether you choose to correct your spelling as you type or later on. Generally, if you are an accurate typist or a good speller, you might like **AutoSpell** mode. In **AutoSpell** mode, your computer will beep when Sprint thinks you've made a spelling error. If you don't make a lot of errors, you might like being alerted when you do. If your typing or spelling is less accurate, you might want to keep **AutoSpell** mode **Off** (the default) and wait until later to correct your spelling so as not to be distracted by the beeping.

Another factor in deciding which mode you like is the content of what you're typing. If you're typing straightforward business letters with a lot of common words, AutoSpell might be useful. If you're typing a computer program with a lot of strange variable names, you'll probably want to turn AutoSpell Off since Sprint won't recognize many of the words you type. You can add words to Sprint's vocabulary, though (see the next section).

Note to two-floppy system users: You *cannot* use AutoSpell mode; you should toggle AutoSpell Off and leave it set to Off. When you want to use the spelling dictionary but the dictionary files are not on your Program A Disk, Sprint will prompt you to remove it from Drive A and replace it with the disk containing the files. When you're finished, put your Program A Disk back in Drive A.

Spell Checking a Word, Block, or File

At any time, you can ask Sprint to check the spelling of a word, a block, or the entire file.

- To check the spelling of a word, move the cursor onto the word and choose **Word** from the **Spelling** menu.
- To check the spelling of a block, select the block, then choose **Block** from the **Spelling** menu.
- To check the file, choose **File** from the **Spelling** menu. Choosing this command checks the spelling of the entire file. To check a file from the cursor position to the end of the file, choose **Rest of File** from the **Spelling** menu. When you reach the bottom of the file, Sprint will ask if you want to continue from the top of the file. Answer *Y* or *N*. If you type `Y` for Yes, Sprint continues its spelling check from the top of your document down to the cursor position.

Sprint will check the spelling of the text you've specified. When Sprint finds a word it thinks is misspelled, it will stop and ask you whether you want to add it to the dictionary (**Add to Dictionary**), replace it with a word you type (**Replace With**), ignore the word and move on to the next one (**Skip Once**), or choose a replacement from a list Sprint displays (**Lookup**).

You can interrupt Sprint's spell checking any time by pressing *Esc*.

Thesaurus

To use the thesaurus, be sure the files THESAUR.LEX and THESAUR.ENG are on your disk. Use the SP-SETUP program (described in Chapter 1,

"Before You Begin") to copy the thesaurus files to your floppy or hard disk. Then press *F10* and choose Utilities/Thesaurus (or press *Alt-F1*). You can ask Sprint to find a synonym for the word of your choice. To do so, move the cursor to the word, then choose Thesaurus. Sprint will display a list of synonyms for the word, as shown in Figure 11.4. Just as you would with the spelling dictionary, choose a replacement from the list, or choose Pass if you don't want to use one of the synonyms Sprint suggests.

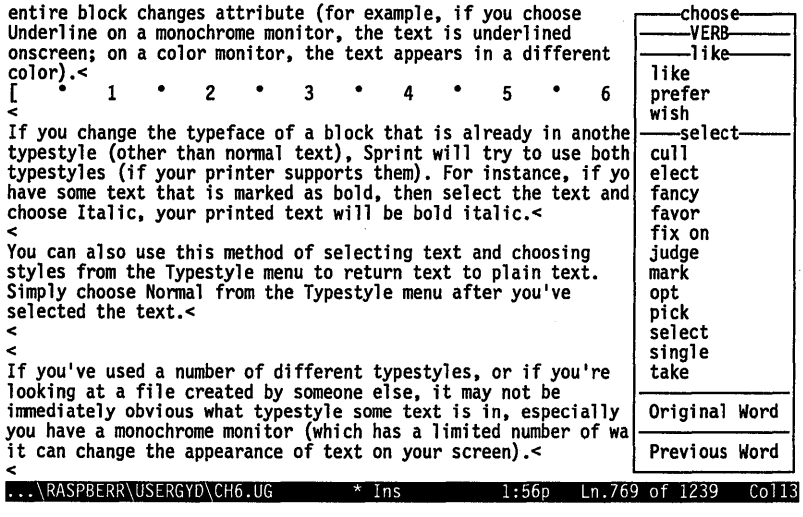


Figure 11.4: The Alternative Words Menu

If Sprint has no synonyms for the word, no list will be displayed and Sprint will display the message `Not in thesaurus`.

Note to two-floppy system users: If you want to use the commands on the Thesaurus menu but the thesaurus files are not on your Program A Disk, Sprint will prompt you to replace your Program A Disk in Drive A with the file that contains the thesaurus files. When you're finished with the thesaurus, swap the disks again.

Arrange-Sort

The Arrange-Sort command lets you alphabetize a block of text in ascending (*A* to *Z*) or descending (*Z* to *A*) order. To use it, you should first select a

block of text as you normally would: Either press *F3* and move the cursor until the block is selected, or choose **B**lock Select from the **E**dit menu and select the area of text. If you want to sort columns separately, first choose Column Mode from the **B**lock Select menu, then select the columns. Once the block is selected, choose **U**tilities/**A**rrange-Sort. Sprint will ask if you want to sort in ascending or descending order, then will alphabetize the text according to the order you choose. Be aware that Sprint sorts according to strict ASCII order; that is:

- all uppercase letters before all lowercase
- % and & before numbers
- > and = after numbers

Note to two-floppy system users: You must have your Program A Disk in Drive A in order to use the **A**rrange-Sort command.

For a complete list of all ASCII characters, see the "ASCII Character Set" Appendix in the *Reference Guide.*

Line Drawing

The **L**ine Drawing command lets you draw vertical and horizontal lines in several styles:

- single
- double
- asterisks
- block
- degree
- period
- shade

See Figure 11.5 for the different line styles you can draw with the **L**ine Drawing command.

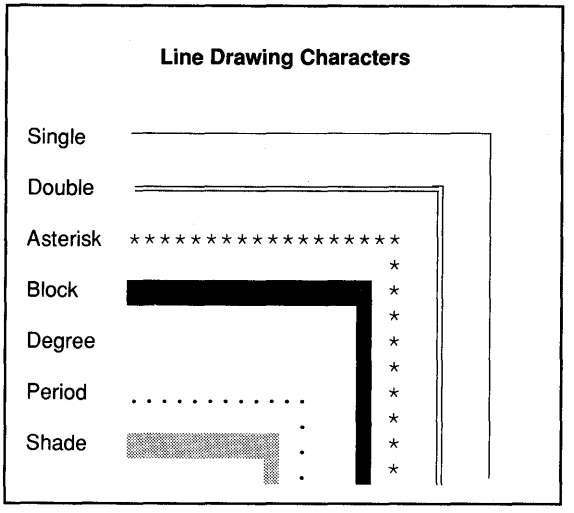


Figure 11.5: Line Styles

Use the keys on the numeric keypad to move the cursor and choose line styles; look at the status line for information about which keys do what. Press *0* to begin drawing, the arrow keys to draw the line, and numbers *1-7* to select line styles. Press *0* again to stop drawing; if you wish, you can move the cursor to a different spot and then press *0* again to resume drawing. To erase part or all of a line, press *8* and move the cursor along the line. Press *Esc* when you've finished drawing.

If you're using a mouse, press the left button to begin drawing. To draw the line, move the cursor as you normally would with the mouse. Press the right button to stop drawing.

Note: You should only use this method of line drawing with a fixed-width font; otherwise (for proportional-width fonts) try the Style/Graphics/Draw Box command.

The Glossary Menu

Sprint allows you to create your own list of abbreviations for words, keystrokes, and macros you use often with the Glossary menu (Figure 11.6).

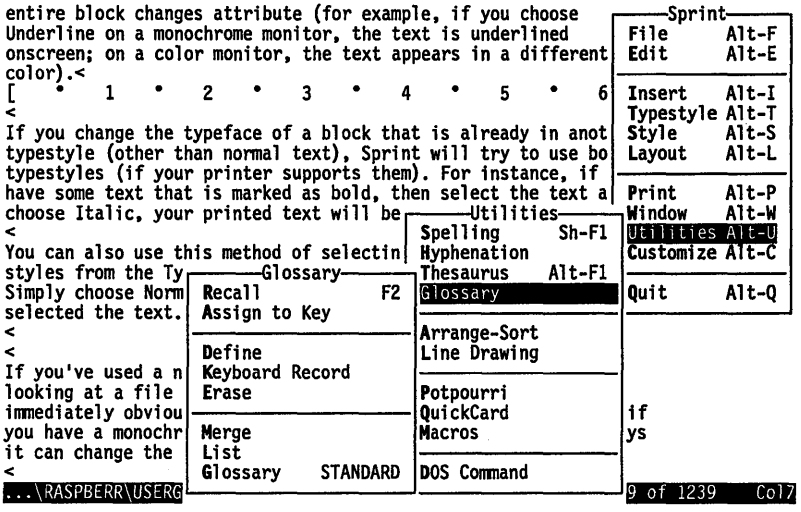


Figure 11.6: The Glossary Menu

For example, let's say you often type the words `Borland International`. Rather than typing this long sequence of characters (and risking a misspelling) every time, you can simply type an abbreviation for the words, then tell Sprint to fill in the words for you.

To assign a commonly used word or phrase to an abbreviation, first type the text (which can be any length and can contain control codes, formatting, macros, rulers, and so on), then mark it as you would for any block operation (press *F3*, then move the cursor until the word or phrase is marked). Now press *F10 UG* to display the Glossary menu. Choose **D**efine from the menu. Sprint will ask you to

```
Enter the name for this item:
```

Type an abbreviation—for example, `BI` for Borland Internationaland press *Enter*. The next time you need to use the phrase, you can call up the Glossary menu and choose **R**ecall (or just press *F2*), then type `BI` when Sprint prompts you for the name. Sprint will insert `Borland International` in your text at the cursor position. Or, you can type `BI` in the text, then press *F2*. Sprint will look up the word to the left of the cursor. If the abbreviation is in the Glossary, it will replace it (in this example, with Borland International). If the abbreviation is *not* in the Glossary, Sprint will prompt you to enter another abbreviation.

If you wish, you can assign the abbreviation to the key of your choice by choosing **Assign to Key** from the Glossary menu. Sprint will ask you

```
To which key should the glossary item be assigned?
```

Press the key to which you want to assign the abbreviation. Sprint will then present a list of the abbreviations you've created so far. Choose the one you want to assign to the key.

You can create as many abbreviations as you like. You can also delete an abbreviation from the Glossary by choosing **Erase**. Sprint will prompt you for the name of the abbreviation you want to delete.

Note that your abbreviations are saved in memory only. When you quit Sprint or change glossaries, Sprint will ask you if you want to save the Glossary you've been working with. Enter a file name; Sprint automatically adds the .SPG extension.

If a glossary entry starts with a percent sign (%), Sprint assumes the entry is a list of macro commands and not straight text and will *execute* the macros (rather than inserting text).

Note to floppy disk users: If your .SPG files are not on your Program A Disk, Sprint will prompt you to insert the disk that contains them in Drive A in order to load a glossary file.

To see a list of all the items in your glossary, choose **Glossary/List**. Sprint will create a text file and display it as an open file with your glossary's file name and the extension .TXT (you can print out this file like any other).

Defining Default Settings

If you want to have a set of ruler settings (and any other settings) come up as the default every time you open a new Sprint document, you can do this by following these steps:

1. Edit a ruler in any way you like (including any settings from the **Layout/Ruler/Precise Settings** menu).
2. Enter any text that you want to be automatically present (for example, the To:, From:, and Re: of a memo).
3. Select all the text and the ruler (press *F3* and use the arrow keys).
4. Define a glossary entry by choosing **Define** from the **Glossary** menu. When Sprint prompts you to name the entry, call it AUTOEXEC. (Sprint will save the file as AUTOEXEC.SPG.)

Now, every time you create a new document, Sprint prompts

```
Use your default settings?
```

If you type `Y` for Yes, Sprint inserts your customized ruler and text (if any) at the top of the new document. If you type `N` for No, Sprint opens the new file with the regular ruler line at the top.

Keyboard Record Mode

You can also tell Sprint to record any sequence of keystrokes (up to 1024) you type in a glossary item. To do this, choose **Keyboard Record** from the **Glossary** menu, then just start typing. You can choose menu items, press shortcut keys, type straight text—in short, *any* keystrokes will be recorded as you type. When you're finished, press *Esc* and Sprint will prompt you for a name for this glossary item and an optional description. (If you made a mistake and don't want to save the keystrokes, just press *Esc*.) As with other glossary items, when you want Sprint to perform this sequence of keystrokes, choose **Recall Entry** and enter the name of the glossary item.

Potpourri: Assigning Special Functions to Keys

The **Potpourri** option lets you assign a specific command to a key or execute it on the spot. When you choose **Potpourri**, Sprint displays a list of 40-some commands to choose from (see Figure 11.7 for the menu of commands you can assign). (Use the arrow keys to see more of the list.) To assign a command to a key, press the keystroke you want to assign it to. From then on Sprint will perform that command when you press that key. For example, suppose you want *Alt-T* to transpose two characters. You would choose *TransposeChars* from the list, then press *Alt-T* when Sprint prompts you.

Note: You cannot reassign the following keys:

- *^M*
- *F10*
- *Tab*
- *Enter*
- *^J*
- *Esc*

If you change your mind about your key assignments, you can clear them all and return keys to their previous meanings by choosing Customize/User Interface/Reset Shortcuts.

Note to two-floppy system users: If you have a low-density (360K) drive, you must insert your Program B Disk (or the disk containing the appropriate user interface) in Drive A before you choose Customize/User Interface/Reset Shortcuts command.

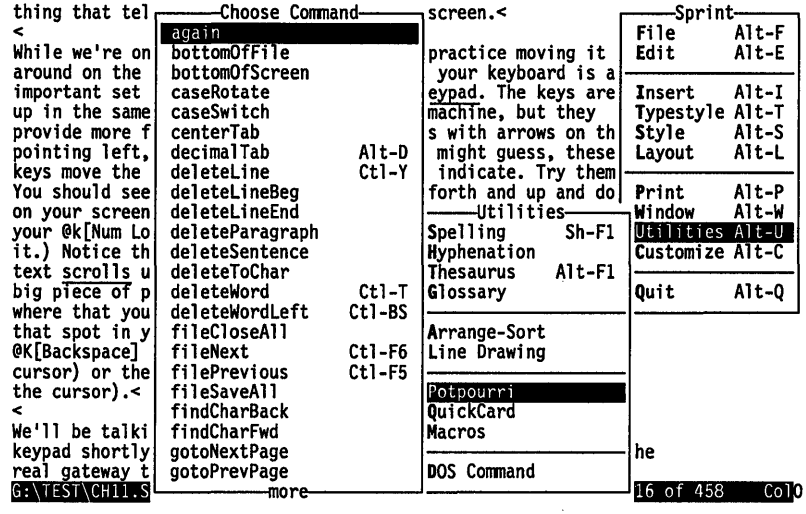


Figure 11.7: The Potpourri Menu

For an explanation of each of these commands, see "Potpourri" in the *Reference Guide.*

QuickCard

This command displays a quick reference list of all the *Alt, Ctrl, Shift,* and function keys defined for your user interface. If you have reassigned any shortcuts yourself, these will also appear on the quick reference card.

When you choose QuickCard, Sprint displays the message

```
Compiling QCARD.SPM...
Building reference card...
```

After a few seconds, you'll see the quick reference card. Once displayed, the quick reference becomes an open file on your screen called QCARD.TXT. You can close it when you've finished looking at it, or print it like any other file.

Each time you choose QuickCard, Sprint will rebuild and display the quick reference card, based on whatever keys are currently defined. So, if you change any key definitions, these changes will be reflected the next time you choose QuickCard.

Entering DOS Commands

Sprint allows you to enter DOS commands or even run another program *without* permanently leaving Sprint itself. This comes in handy when you need to exit to DOS to do something, but intend to get right back to Sprint when you're done.

To enter a DOS command, choose DOS Command from the Utilities menu. Sprint will prompt you:

```
DOS command:
```

You can either enter a DOS command—for example, DIR to see a directory listing—or simply press *Enter* (press *Backspace* first if another command is already there) to exit to the full-screen DOS "shell." If you enter a command on the status line, DOS will execute the command. You'll then see the prompt

```
[Press any key to continue.]
```

Press any key, and you'll be back to Sprint, exactly where you were when you left.

If you want to do a few things while in DOS—for instance, look at a directory, then run another program (such as a communications program to check your electronic mail)—you'll want to just press *Enter* after choosing DOS Command. Sprint will disappear from the screen, and you'll see a message telling you to type EXIT to return to Sprint, and giving the version of DOS you're running. For example:

```
---Type EXIT to return to Sprint---
The IBM Personal Computer DOS
Version 3.10 (C)Copyright International Business Machines Corp 1981, 1985
             (C)Copyright Microsoft Corp 1981, 1985
```

You'll be at the same DOS prompt as you were when you loaded Sprint. You can go ahead and do whatever you want to do, but remember that Sprint is in the background, ready to be used again when you're ready. To

get back into Sprint, though, don't type SP as you normally would; type `exit` at the DOS prompt.

Note: If you change directories while in the DOS shell, when you return to Sprint, the current directory will be the last directory you were in before you returned to Sprint. For example, say you loaded Sprint from a directory called C:\SPRINT. While in the DOS shell, you changed to a directory called C:\SYSTEM, then typed exit to return to Sprint. If you then enter a file name to open, Sprint will assume that the file is in the C:\SYSTEM directory—*not* the C:\SPRINT directory. If you wish, you can use the **F**ile Manager to switch the logged directory back to C:\SPRINT. Choose **F**ile Manager from the **F**ile menu, then choose **C**hange Directory and enter `C:\SPRINT`.

Note to two-floppy system users: Your Program A Disk must be in Drive A in order to choose **U**tilities/**D**OS Command.

PART

3

SprintMerge

I N T R O D U C T I O N

Most of you have received personalized junk mail, probably the most familiar use of merge-mail programs. These programs take specific information from one file—a mailing list or collection of records—and insert the information into a second file, usually a form letter. You can use these programs for a variety of purposes—to bill customers, solicit contributions, send form letters, or personalize newsletters.

This section of the manual introduces SprintMerge, Sprint's merge program. You can reach SprintMerge commands through Sprint's **Insert** and **Print/Merge** menus.

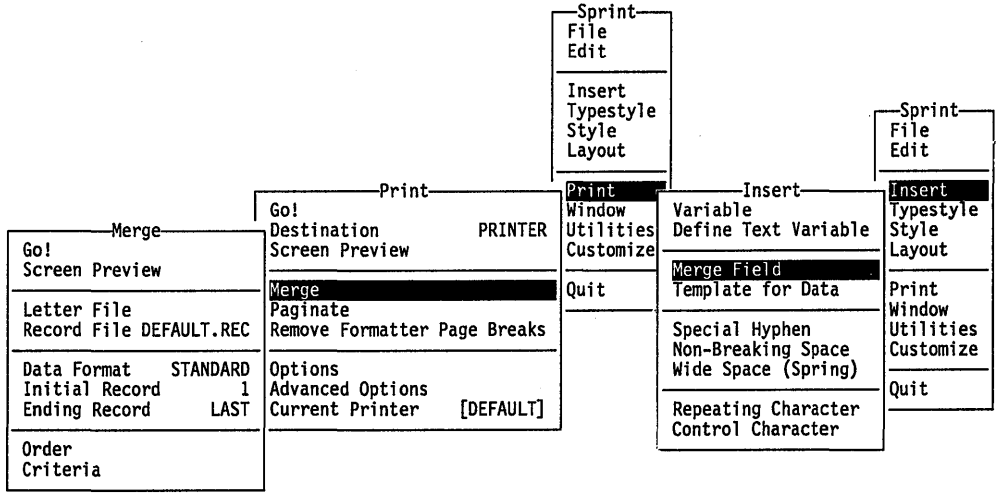


Figure Intro.1: The Insert and Print/Merge Menus

You can also run SprintMerge from the DOS command line by typing SPMERGE and any of the options described in this section. We encourage you to use the menu method, so we don't cover the command line option very much here. Check "Command Line Options" in Chapter 15 for the command line version of most commands.

This Section's Structure

This section is divided into five chapters:

Chapter 12, "Your Template, Records, and Letter File," describes how you prepare your information for merging purposes. It explains command lines, record files, templates, and form letters.

Chapter 13, "Merging and Printing Your Files," takes you through the different print options available for Sprint, Reflex, Paradox, and dBASE records.

Chapter 14, "The SprintMerge Tutorial," begins with an overview and then walks you through several different uses of SprintMerge, including

- merging letters with simple merge fields
- merging letters with Sprint formatting commands
- adding optional variables and paragraphs to a form letter
- sorting and selecting records
- creating mailing labels
- using BASIC-type files

Each example has step-by-step instructions and example files that we provide on the distribution disks. You can rename these files and customize them to fit your needs.

Note to users with two-floppy disk drives: When you ran SP-SETUP to copy files to the Data Disk, Sprint copied the example files to that disk. Be sure the Data Disk is in Drive B.

You should be familiar with Sprint before you begin the tutorial.

Chapter 15, "The SprintMerge Reference," describes each element of the SprintMerge program in detail. The elements are listed alphabetically.

Chapter 16, "SprintMerge Troubleshooting and Error Messages," offers two checklists: causes of common problems and SprintMerge's error messages.

You'll get a much clearer idea of SprintMerge's capabilities in the next chapter, so let's begin.

C H A P T E R

12

Your Template, Records, and Letter File

Say you're a professional who sends periodic reminders to clients, based on the date of their last appointments. Or you work for an organization that sends different letters to contributors, depending on the size of their contributions. Or you mail out subscription renewals and print up labels, in zip-code order, for your newsletter. In the old days, you'd probably farm out these jobs to a secretarial service and a mailing house. Now you can do them yourself. You just create your letter, your records, and a template using the Sprint editor, and SprintMerge does the rest.

In this chapter, we explore SprintMerge's main tools: the template and records in the record file, and the letter file. We show you how to merge these elements. The next chapter then explains how to print your merged form letters and mailing lists.

If you're curious about aspects of SprintMerge touched upon here, refer to that specific item in Chapter 15.

Note to two-floppy system users: Your Program A Disk must be in Drive A to use the SprintMerge program.

The SprintMerge Concept

The SprintMerge program requires three elements:

- a *template,* usually at the top of the record file, that defines the format of the information
- a *record file* that holds the actual information (names, addresses, and so on)
- a *letter file* that contains the form letter, with blanks (fields) to be filled in with information from the record file

Here's how it works:

1. Using the Sprint editor, choose **Insert/Template for Data** to create a template describing all the fields your information has. This command automatically displays @Template { } and @Data.
2. In this same file, you create and maintain your records, using the Sprint editor and the @Data command and following the format defined in the template.
3. With the Sprint editor, set up your form letter, using **Insert/Merge Field** to indicate blank fields that SprintMerge will fill in with the actual values.
4. Choose **Record File** from the **Print/Merge** menu and enter the name of the appropriate record file with the template and your records. Then choose **Go**.
5. The SprintMerge program, guided by the template, reads information from the first record of the record file and plugs that information into the appropriate blank fields in the letter file.
6. It then moves on to the next record and inserts that record's information into a second copy of the form letter, and so on.
7. The SprintMerge program sends the outfile to the Sprint formatter, which formats and prints the merged form letters. You can specify special print options, described in Chapter 1 of the Sprint *Reference Guide.*

The following figures show sample record and letter files. We explain them in detail in the next sections; for now, just look over the entries. The angle brackets and semicolons in the template and records are the field delimiters and field separators, respectively. The boldface text in the letter represents the blank fields entered with the **Merge Field** command.

```
@TEMPLATE{<honorific> <firstname> <lastname>
<address -multiline>;
<city>;<state>;<zip -num>;
<price -default $15>}

@DATA
Ms. Melissa Clarke
The Willows
2000 Anita Lane;
Waco;Texas;75000;


Mr. Victor Ordonez
87-B Prince Road;
Waco;Texas;75001;


Ms. Melanie Rekieta
Chaucer Mansion
1 Meadow Lane;
Waco;Texas;75000;
```

Figure 12.1: The Record File

HONORIFIC FIRSTNAME LASTNAME
ADDRESS
CITY STATE ZIP

Dear **HONORIFIC LASTNAME**,

The Albinoni Memorial Quartet will be playing in **CITY** next month. This is the group's first visit to **STATE**, fresh from their wildly lauded recitals in Bahrain, Indonesia, and Columbia.

The quartet's eclectic program comprises both 400-year-old and modern compositions. Because of the time you have donated so generously to this organization, we would like to offer you the chance to purchase recital tickets at the discount price of **PRICE.**

Please call our Volunteers Liaison, Imelda Pascual, if you are interested.

Yours sincerely,

Floyd M. Pinkus
President

Figure 12.2: The Letter File

You can also tell the SprintMerge program to select only specific records or sort them in a particular order. It holds sorted records in an intermediate file called a *sortfile* (default SPM.S$$). After sorting or selecting, SprintMerge places the records into an *outfile* (default SPM.O$$).

Note: SprintMerge isn't case sensitive. @Template, @template, and @TeMpLaTe are all the same command.

The Record File

The record file is where you store the pieces of information that SprintMerge inserts into a form letter. It is also where you store the *template*—the empty form these pieces must fit into.

The pieces of information you might store in this file include names, addresses, donation amounts, and accounts outstanding. Each piece of information is called a *field*. Each complete set of fields is called a *record*. At least one blank line separates one record from the next. The following figure shows how a record's fields might be inserted into a form letter.

TEMPLATE

```
<Hon> <Firstname> <Lastname>
<Address -multiline>;
<City>;<State>;<Zip -num>
```

RECORD

```
Mr. Felix Jones
789 Main Street;
Boise;Idaho;83700
```

LETTER FILE

```
Dear HON LASTNAME,

The Albinoni Memorial Quartet will

be playing in CITY next month.

This is their first visit to STATE.

We have a special offer on tickets.
```

Figure 12.3: A Record's Fields in a Form Letter

The record file also includes a *template*, which you create to show all the fields in each record, just as a doctor uses the blanks in a medical chart to insert details about your health.

At a minimum, the record file contains two commands, @Template (Insert/Template for Data) and @Data. @Template describes each record by giving each field a name. @Data tells SprintMerge that what follows are the records. The following table lists these and other formatting commands you can use in the record file.

Table 12.1: Record-File Commands

Menu Command	@-Command Equivalent
Insert/Template for Data	@Template(*specifications*)
Insert/Merge Field	@Value(*specification*)
None	@Include(*file name*)
Print/Merge/Order*	@Sort(*specifications*)
Print/Merge/Criteria*	@Select(*specifications*)
Print/Merge/Initial Record	@Startrec(*number*)
Print/Merge/Ending Record	@Endrec(*number*)
None	@Sortfile(*file name*)
None	@Outfile(*file name*)
Print/Options	@Print(*print options*)
Typestyle/Hidden	@Comment(*notes*)
Print/Merge/Data Format	@Remditto

*If the command string is too long for the command line, use the @-form of the command in the file.

Template for Data, Hidden, @Data, and @Include can only be used in your record file. You can specify all other SprintMerge formatting commands either in the template file or on the command line if you are running SprintMerge from DOS. You can find these commands on the Print/Merge menu; they include

- Screen Preview
- Data Format (Standard or Basic)
- Initial Record
- Ending Record
- Order (Sort order)
- Criteria (Record selection criteria)

Note: Commands in the command line override commands in a record file.

The Template for Data Command

To create a template, choose **Insert/Template for Data**. Here's what appears on the screen:

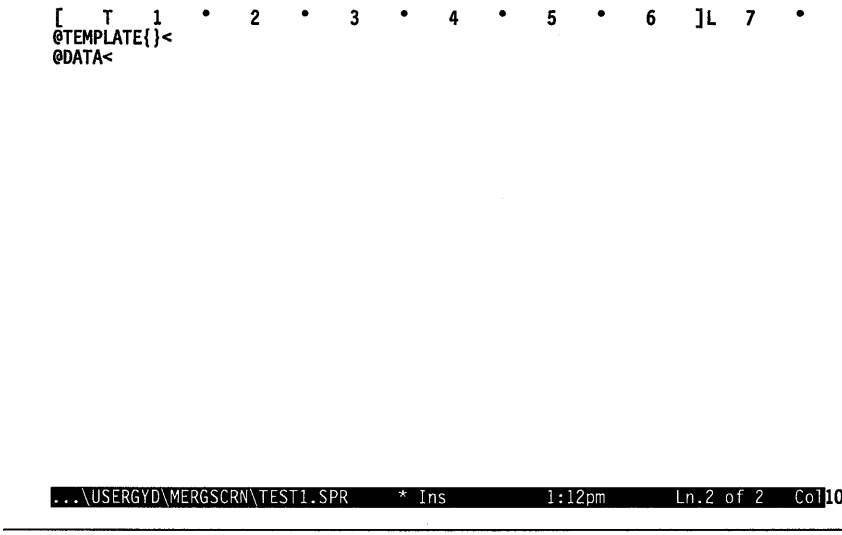


Figure 12.4: The Template for Data Screen

The command @Template{ } appears at the beginning of the file, with the cursor between the curly braces, ready for you to start typing in your template. The command @Data follows it, telling SprintMerge that your records follow. Get accustomed to always deleting the ruler at the top of the file: Move the cursor to it and press *Del*.

The Template for Data command is how you specify the different categories or fields in the template. A delimiter encloses the template and another delimiter encloses each field in it. (You can use any of the Sprint delimiters, described on page 296; you can't use BEGIN and END commands.) *Field separators* separate one field from another. They follow each closing delimiter and can be visible or nonprinting (a space, for example).

In the following example, the template is enclosed in curly braces ({ }). The angle brackets (< >) are the field delimiters, and the forward slashes are the field separators.

Note: Field names cannot have more than 15 characters.

For example, the template

```
@Template{
<Firstname>/<Lastname>/
<Address>/
<City>/<State>/<Zip>}
```

describes the record

```
Robin/Jones/
123 45th Street/
New York/NY/10001
```

as

Field Name	Value
<Firstname>	Robin
<Lastname>	Jones
<Address>	123 45th Street
<City>	New York
<State>	NY
<Zip>	10001

By meticulously setting up your fields, you can make your records and templates versatile enough for extremely varied tasks.

Your Records

Your record files are where you keep the pieces of information on each person, company, or entry. When you enter your records, *you must follow your template layout exactly.* You must enter the template's field separators in your actual records in exactly the same manner. It's easy to do this by opening two windows in Sprint: Leave the template showing in the top window and work on your records in the lower one.

The only exception to the rule of following your template exactly is when you have declared a *multiline* field in your template. The multiline option allows you to extend your information over several lines before ending that field. So your actual record may have three lines of information in the multiline field, while the template, of course, shows only one line. But you must end your multiline field with the correct visible field separator, as indicated in your template. The SprintMerge program won't know it's at the end of the multiline field until it comes across the field separator.

You can chain any number of record files together with the @Include command. Just type `@Include Filename` after the template. The record files you include should **not** contain templates at the top of the files.

Field Separators

A field separator is any character that follows the closing delimiter of a field. Field separators tell SprintMerge where one field ends and another begins. It can be a printing (visible) character such as a punctuation mark, or it can be a nonprinting (invisible) character, such as a space, tab space, or hard return.

Note: A *hard return* character is sent to the computer when you press *Enter*, telling it to move the cursor to the beginning of the next line. Most programs signify a hard return character by a symbol on the screen; Sprint, for example, displays a left-pointing arrow. You won't see this symbol in your printout, however.

You insert field *separators* in both the template and the actual records. You shouldn't insert the *delimiters* (in our examples, the angle brackets) in the records.

Make sure a field never contains its own field separator. If it does, SprintMerge can't tell where the field really ends. For example, if your *Lastname* field entry contains a hyphen (as in *Piggott-Smythe*), don't use a hyphen as a field separator after *Lastname*.

Don't put a field separator after the last field in a template.

Let's examine the following template example:

```
@Template{
<Honorific> <Firstname> <Lastname>
<Address -Multiline>;
<City>;<State>;<Zip5 -Num>;<Zip4 -Num>;
<Product>}
```

- `<Honorific> <Firstname> <Lastname>` are separated by blank spaces.
- `<Lastname>` and `<Address -Multiline>` are separated by a hard-return character.
- `<Address -Multiline>` and `<City>` are separated by a semicolon and a hard return. In this case, only the first character, the semicolon, is the field separator. (A semicolon is used instead of a slash because semicolons aren't likely to occur in addresses.) The SprintMerge program ignores the second separator (the hard return).
- `<City>;<State>;<Zip5 -Num>;<Zip4 -Num>;` are separated by semicolons. A visible separator also follows the field `<City>` so that the SprintMerge program doesn't read the address *St. Paul, MN* as the city of *St.* and the state of *Paul*. As most people don't use four-digit zip code extensions and that field will usually be empty, a visible separator after the zip code field clearly marks the end of that field.

- <Product>, the last field in the template, shouldn't have a field separator. The closing delimiter for the template command is sufficient.

Later, when you're more familiar with templates, you can use more familiar separators, like a comma between the City and State fields and a hyphen between the two parts of the zip code.

Use visible field separators when

- You designate a field as a multiline field.
- You designate a field as having a default value.
- A particular field could sometimes be empty.
- The information in a field may contain a blank space.
- You have doubts about the information that a field will contain.

It's safe to use an invisible field separator when the field will always be filled in and the information in the field is fairly standard.

Remember, don't put a field separator after the last field in a template. Be sure, however, to leave a blank line between records to separate them.

Field Declarations

You can declare a field as containing only a certain type of data (*alphabetical, ASCII,* or *numerical*) and as *multiline.* The first three types—alpha, ASCII, and num—are useful when you sort and select. Multiline is handy when you want to accommodate information of varying length. You can also declare a different *default* value for a field when the field is empty.

–Alpha @Template{<Name –alpha>}
The default field type: If you don't declare a field type, the SprintMerge program assumes the field is alphabetical. SprintMerge sorts and selects alpha fields alphabetically with no regard for case. Alpha fields can contain nonalphabetical characters: The SprintMerge program just compares the numbers and punctuation improperly. For example, it considers *5* greater than *128* because *5* comes after *1.*

–ASCII @Template{<Name –ASCII>}
Tells the SprintMerge program to treat the field's contents as strings of ASCII characters; SprintMerge sorts according to ASCII order. Check your ASCII table, such as the one SideKick Plus supplies, to look up a specific precedence (indicated by the decimal numbers). In ASCII, any uppercase letter has precedence over the same letter's lowercase; that is, any uppercase letter sorts before all lowercase letters.

–Num @Template{<Zip –num>}
Tells the SprintMerge program to treat the field's contents as numbers. SprintMerge compares any data that looks like a number; it ignores non-numeric data.

–Multiline @Template{<Address –ASCII –multiline>;}
Tells the SprintMerge program that the field can contain more than one line. You can combine this field declaration with any of the above types, in any order. To use this type effectively, end a multiline field with a visible separator unless it is the last field in the template.

–Default @Template{<State –default Maine>}
Specifies a default value for a field. If you enter *Maine* as the default value for the *State* field in your template and leave this field empty in a record, SprintMerge substitutes *Maine* as the value of the empty field. To use this type effectively, end a default text field with a visible separator unless it's the last field in the template.

The Letter File

The letter file (**Print/Merge/Letter File**) is your form letter. The template in the record file defines the merge fields—that is, it names each field. These field names are what you enter into the letter file with **Insert/Merge Field**. SprintMerge takes the field values from the record file and places them into the appropriate blank fields in the form letter.

In the following example, we show SprintMerge variables in boldface. The SprintMerge program stops at these blanks and inserts the appropriate values. Here's the template (DOLPHINS.REC on the Data Disk):

```
@Template{<Honorific> <Firstname> <Lastname>
<Address -multiline>/
<City>/<Country>/<Zip -num>/
<Donation -default $100>}
```

Here are the records:

```
@Data
Mr. Roger Lobo
567 rue de Seine/
Paris/France//

Dona Consuelo Ruiz
Casa Ruiz
5 Avenida del Mar/
Barcelona/Spain//
```

```
Ms. Oina Honggala
555 Kuvela/
Tornio/Finland//
```

Note the two linespaces between each record. One represents the *Donation* field, and the other separates the records.

Here's the letter file (DOLPHINS.SPR on the Data Disk). Again, SprintMerge fields are shown in boldface type.

```
HONORIFIC FIRSTNAME LASTNAME
ADDRESS
CITY COUNTRY

Dear HONORIFIC LASTNAME,

We are in the process of forming an international society to
study the migratory habits of dolphins, including the beaked
dolphin, the killer whale, and the pilot whale. We understand you
are actively involved in studying these fascinating mammals in
your country.

We are asking activists like you to donate the amount of
DONATION. This will go toward setting up a head office, which we
expect to locate in London. We'd appreciate any suggestions on
this.

Thanking you in advance,

Bernice Liu
```

The printed letter for the first record would look this this:

```
Mr. Roger Lobo
567 rue de Seine
Paris, France

Dear Mr. Lobo,

We are in the process of forming an international society to
study the migratory habits of dolphins, including the beaked
dolphin, the killer whale, and the pilot whale. We understand you
are actively involved in studying these fascinating mammals in
your country.

We are asking activists like you to donate the amount of $100.
This will go toward setting up a head office, which we expect to
locate in London. We'd appreciate any suggestions on this.

Thanking you in advance,

Bernice Liu
```

You now know how to set up a template, your records, and a letter file. It's time to merge these elements together and print out the form letters. The

next chapter shows you how to merge and print your Sprint, Reflex: the Analyst, Paradox, and dBASE records.

C H A P T E R

13

Merging and Printing Your Files

This chapter shows you how to merge and print your form letters. It also discusses running SprintMerge from the DOS command line, and using Reflex, Paradox, and dBASE records. Let's begin by going through the options on the SprintMerge menu.

The SprintMerge Menu

Once you've set up your template and records, you can call up SprintMerge by choosing **Print/Merge**, which displays the SprintMerge menu.

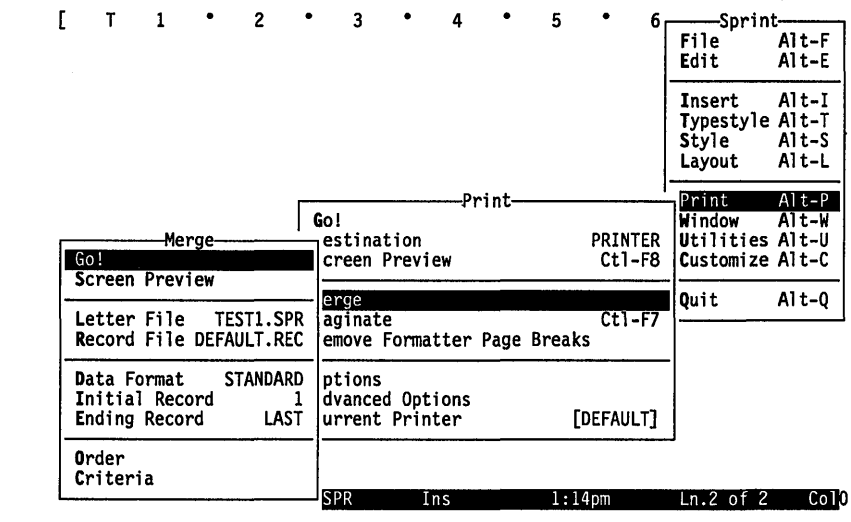


Figure 13.1: The SprintMerge Menu

If you choose **Go**, SprintMerge merges the record and letter files and sends the merged output to the printer. If you choose **Screen Preview**, SprintMerge merges the files and sends the output to the screen.

The SprintMerge program automatically enters (defaults to) whatever file you have open as the **L**etter File. If it isn't the right file, choose **L**etter File and enter the correct file name.

Record File displays DEFAULT.REC when you first open the menu. You can change this by choosing Record File and typing in the correct file name.

Data Format can be either Standard or Basic. The latter is for files that use quotation marks as delimiters around information fields, usually from BASIC programs.

Initial Record and **E**nding Record tell SprintMerge what records you want sorted or printed. The defaults are 1 and Last.

Order is where you specify the sort order, if any—ascending or descending in alphabetical, numerical, or ASCII order—and what field to sort on.

Criteria is the record selection criteria, when you want the SprintMerge program to work on only some records. You can specify logical operators (and, or, and not) and relational operators (equal, greater than, less than, and not equal).

The Formatting and Printing Process

Once you've set up your template, records, and form letters, you can call up the SprintMerge program by choosing **Print/Merge**. Check the name of your letter file and the name of your record file, then choose **Go**. After SprintMerge substitutes information from your records into the blanks in your form letter, it passes the whole project over to the Sprint formatter.

Sprint's first pass through your file interprets any remaining formatting commands and checks for coding errors. You can override some formatting commands by selecting print options, such as multiple copies or a range of pages, from the **Print/Options** menu. If you have any formatting errors in your file, Sprint displays error messages and, when done with the first pass, stops without printing. This gives you a chance to go into the file and correct the errors.

If you want, you can set **Print/Advanced Options/Log Errors to File** to **On**. Sprint then copies any formatting errors to a .LOG file, so that you can check and correct your file at your leisure. **Note:** This doesn't include the SprintMerge errors that occur before the merged file is passed to the formatter.

To stop formatting a file before the Sprint formatter has finished (for example, there are several warnings indicating too many tab settings and you want to fix the file before going on), press *Ctrl-C* or *Esc*.

Here's how you would use the SprintMerge menu:

1. Choose **Print/Merge**.
2. Choose **Letter File** and enter the name of your form letter.
3. Choose **Record File** and enter the name of your record file.
4. Choose **Screen Preview** to check your merged letters onscreen, if you like.
5. Choose **Go** to send your merged letters to the printer.

Running SprintMerge from DOS

To run the SprintMerge program from the DOS command line, type

```
SPMERGE LETTER.SPR -R RECORD.REC OPTIONS -OUT FILENAME -PRINT OPTIONS
```

and press *Enter*. The items from LETTER to FILENAME all have to do with SprintMerge. After that, –PRINT OPTIONS is where you list the commands

that show up in the Print/Options or Advanced Options menus: Starting Page, Number of Copies, and Number of Passes, for example.

Here's what the entries in the command line mean:

- SPMERGE starts the SprintMerge program.
- LETTER.SPR specifies the letter file containing your form letter. If you don't specify a letter file name, the SprintMerge program looks for the file DEFAULT.SPR.
- -R tells the SprintMerge program to expect a record file next.
- RECORD.REC specifies your record file. If you don't specify a template file name, the SprintMerge program looks for the file DEFAULT.REC.
- OPTIONS specify actions that should be performed in addition to filling in your form letters:

  -SELECT filters out certain records based on your specifications.

  -SORT arranges your records according to a specified field.

  -SORTFILE specifies a temporary outfile other than the default sort output file SPM.S$$.

  -STARTREC and -ENDREC specify the record to begin and end with in a particular file.

  -REMDITTO removes the double quotation marks commonly found in BASIC-type database files.
- -OUT or -O creates an intermediate output file with the file name that you specify. If you don't specify a file name with this command, the SprintMerge program uses the default output file SPM.O$$.
- -PRINT indicates that you want to use Sprint's print options, which you should enter after this switch. The options are listed in the Print/Options and Advanced Options menus.

In order to allow any combination of print options, SprintMerge sends the rest of the command line from –Print on to the Sprint formatter. So, if you use –Print, it must be the last option in the command line.

You may be wondering about the default output files SPM.O$$ and SPM.S$$. Unless you specify a file name, SprintMerge holds any sorted or printed records in these files. Here's how they work:

1. When you begin merging, SprintMerge always sends the information to SPM.O$$ on its first pass, when it reads and selects records.
2. If you've included a sort command, SprintMerge reads and sorts SPM.O$$ into SPM.S$$. This file is meant for the program, so you can't decipher it easily.

3. If you've specified -Out to save the output to a file that you *can* look at *and* sorting has occurred, SPM.S$$ is copied back into SPM.O$$. (If sorting hasn't occurred, the file is, of course, still in SPM.O$$.)

Any commands in the command line override any corresponding commands in your record. To display the usage and options list on your screen, type SPMERGE. Here's what you'll see:

Main Options

–select selspec	Operate on only a subset of the records.
–sort sortspec	Process the records in a specified order.

Output Options

–out filename	Send a copy of output to a file.
–o filename	Same as –out.
–print options	Specify more print options at end of command line.
–p options	Same as –print.

Other Options

–startrec n	Ignore the first *n*-1 records.
–endrec n	Ignore all records after record *n*.
–remditto	Remove quotation marks from input fields.
–record filename	Specify name of record file.
–r filename	Same as –record.
–sortfile filename	Specify name of temporary sort file.

Command lines cannot have more than 128 characters. If your command line exceeds 128 characters, delete some commands and insert them into the file.

Note: To stop the SprintMerge program at any time, press *Ctrl-C*.

Now, for those of you who have existing records or use a different database program, let's use Reflex, Paradox, and dBASE files with SprintMerge.

Using Files Created with Reflex: The Analyst

You can merge the records already entered in your Reflex database with letters written in Sprint. First, let's use the Reflex Report view to create a sample SprintMerge template that you can use with the following form letter. **Note:** When using your own database, be sure to switch to the field names in your Reflex file.

```
CENTERPAGE<.5 page>
DATE<July 25, 1988>

FLUSHLEFT
HON FIRSTNAME LASTNAME
ADDRESS
CITY, STATE ZIP
COUNTRY

Dear HON LASTNAME,

The pamphlet "Circumambage and Tautology in Late 20th-Century
Technical Writing" is finally available for reprint. Kindly
contact our Permissions Editor, Mr. Dante Anderson, for more
details.

Sincerely,

Ford Prefect II
```

Follow these steps to create the template:

1. Load Reflex2 and select Report from the title screen.
2. Press /Print Retrieve File (/PR) to retrieve your file.
3. Press *F3* to choose the When Printed row, then press *F10* and choose Introduction from the Choices list.
4. Press *Esc* to put the cursor in the Report design area.
5. Use *Up* to move to the Introduction row.
6. Enter `'@template{<Hon>, <Firstname>, <Lastname>,` on the first line of the report.
7. Press *Down* to move to the second row of the Report design and type `<Address>,.`
8. Continue entering the field names, enclosed in angle brackets (< >) with a trailing comma.
9. After you enter the last field, set the Wide As Needed attribute. Do **not** type an ending comma delimiter. Enter a right curly brace } to complete the template.

Now, let's set up some records to match the template:

1. Leave one blank line after the template and enter `'@Data` on the next line.
2. Press *Down* to go to the next row, then press *F3* to choose the When Printed row.
3. Press *F10* and choose Body from the Choices list.
4. Press *Esc* to put the cursor in the Report design area again, then press *F10* and choose Hon from the Choices list.

5. Press *Right* twice, press *F10,* and choose Firstname. Continue entering field names in the same order as the template you created in the Introduction area.
6. Leave one blank line after all your fields have been entered.
7. Press /Attributes Export (/AE), choose each of the field names, and press *F10.* Choose Commas to delimit the fields with commas.
8. Press /Attributes Variable Width (/AV) and set each of the fields to be Wide As Needed.

Your report design should look like the following figure:

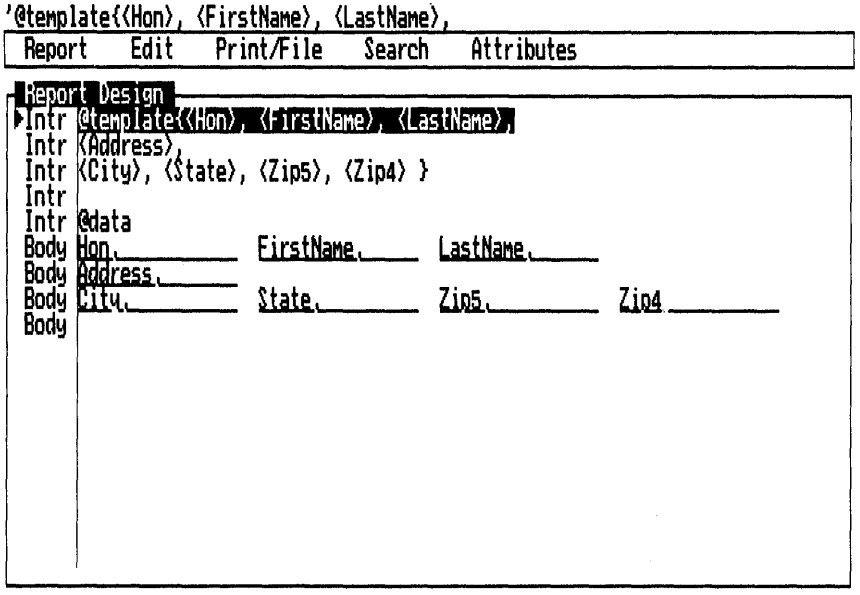


Figure 13.2: The Reflex Report Design Screen

Let's assign the template's print settings and save them to disk:

1. Press /Print Change Printer Settings (/PC) to open the Print Settings tool.

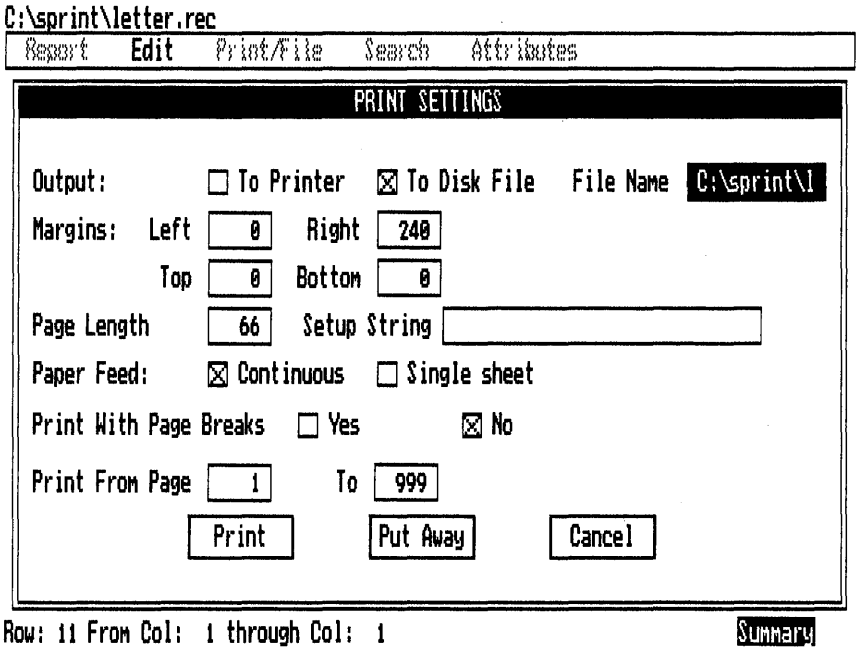


Figure 13.3: The Reflex Print Settings Tool

2. Change Output to the To Disk File option, and enter the directory where your Sprint files are located and the name of your record file.
3. Change the Left, Top, and Bottom margins to 0; the Right margin to 240.
4. Change Print with Page Breaks to No.
5. Select Print to print the records to disk.

You are now ready to use your Reflex records with the SprintMerge program.

Using Files Created with Paradox

You can merge the records already entered in your Paradox database table with letters written in Sprint. These following steps create a template in the Paradox Report design to use with the letter on page 254. When using your own database, be sure to switch to the field names in your Paradox table.

1. Load Paradox and choose Report/Design from the main menu.
2. Choose the first unused report.
3. Enter the name of your Paradox table.

4. Enter a description for your report, such as `SprintMerge`.
5. Choose the Free Form Design option.
6. Go to the Report Header section of the report and press *Insert* to switch to insert mode.
7. Enter `'@Template{<Hon>, <FirstName>, <LastName>,` on the first line of the Report header band.
8. Press *Down* to go to the second row of the Report header band.
9. Enter `<Address>,` on the second row.
10. Continue entering field names enclosed in angle brackets (< >) with a trailing comma.
11. After you enter the last field, do **not** type a comma. Type } to complete the template.
12. Leave a blank line in the Report header after the closing delimiter (}) and enter @Data on the following line.
13. Move the cursor down to the Form Band section.
14. Press *Ctrl-Y* to delete the fields that Paradox automatically placed in the Form band.
15. Move the cursor to the Page Header band and press *Ctrl-Y* to delete the line with MM/YY/DD.
16. Go to the first line of the Form band and press *F10*/Field/Place/ Regular. Choose the *Hon* field.
17. Press *Enter* twice to enter the field name, then go to the end of the *Hon* field and enter a comma.
18. Continue entering all your field names in the same manner, following the order of the template you created in the Report header band.
19. Press *F10*/Setting/RemoveBlanks/LineSqueeze/Yes to remove blankspaces between the field entry and the comma delimiter.

Your report design should look like the following figure:

```
Designing report R1 for Address table                    Report Ins 1/1
Form Band
....+...10....+...20....+...30....+...40....+...50....+...60....+...70....+...8*
@template{<Hon>,<FirstName>,<Lastname>,
<Address>,
<City>,<State>,<Zip>
}
@data

— page ————————————————————————————————————————
— form ————————————————————————————————————————
AAA,AAAAAAAAAAAAAAA,AAAAAAAAAAAAAAA,
AAAAAAAAAAAAAAAAAAAAAAAAA,
AAAAAAAAAA,AA,AAAAA

— form ————————————————————————————————————————




— page ————————————————————————————————————————

————————————————————————————————————————————————
```

Figure 13.4: The Paradox Report Design

Now, to print your database records to disk, press *F10*/Report/Output/<YourReportName>/File. Type a name for your Sprint record file, such as ADDRESS.REC.

You can now use your Paradox records with Sprint's SprintMerge program.

Using Files Created with dBASE

The following steps create a dBASE program that generates a file compatible with the SprintMerge program.

1. Go to the dBASE III dot prompt.
2. Enter the following code:

   ```
   modify command <ProgramName>
   ```

3. Enter the following program, substituting the field names in your database file:

```
set talk off
set echo off
set alternate to address.rec
set alternate on
? "@Template{"
? "<Hon>,<FirstName>,<LastName>,
? "<Address>,
? "<City>,<State>,<Zip>}
? " "
? @Data
? " "
use address
DO WHILE .NOT. EOF()
? Hon+","+TRIM(FirstName)+","+TRIM(LastName)+","
? TRIM(Address)+","
? City+","+State+","+Zip
?
SKIP
ENDDO
set alternate off
close alternate
close databases
return
```

4. Press *Ctrl-W* to save the program.
5. Do <ProgramName> at the dot prompt.

These steps create the file ADDRESS.REC, which you can use to merge your dBASE records with the Sprint form letter.

Let's go to the tutorial, which will give you a broader view of the different ways you can use SprintMerge.

C H A P T E R

14

A Tutorial on Merging

This hands-on tutorial acquaints you with different aspects of SprintMerge. It leads you through progressively more sophisticated uses of the program, from the simplest unformatted form letter to using variable paragraphs to printing only selected records.

When you ran the SP-SETUP program, Sprint copied the example files to your hard disk (or to your Data Disk; if you have a two-floppy system, your Data Disk should be in Drive B). You can open them or enter them into your computer as we go along. After completing each tutorial, you can play with the example format (substituting your own file name) and generate customized versions of the template and letter.

Before starting this tutorial, you should know how to enter a SprintMerge field from the Insert menu. You use this command from within your letter file. When you choose Insert/Merge Field, the field name you enter at the prompt is displayed in your letter, surrounded by special codes that tell SprintMerge "this is a field; substitute the correct value from the record file when merging." Here's how you do it:

1. Press *F10* and choose Insert/Merge Field.
2. Sprint prompts you for the field you want it to reference when merging. Enter the field name and press *Enter*.

You should see the field name in your letter as a highlighted item. Let's say you entered the field name *State*. When SprintMerge gets to that word in the letter, it goes to the first record and substitute whatever is in the *State* field, say, *Hawaii*. It does the same for the second record, and so on.

Incidentally, you can merge your letters from the DOS command line. We show you how in one or two examples. See page 290 for how to run SprintMerge commands from DOS.

A Simple Form Letter

The simplest use of SprintMerge is with a form letter where only the names and addresses change. There are four basic steps:

1. Create the template.
2. Enter or include the record file(s).
3. Write the form letter.
4. Merge the form letter and record file(s), and print or screen preview the merged file.

Let's go through them one by one.

Create the Template

First, think carefully about the precise categories of information you want to create. Which categories will you need for future form letters? For sorting and selecting addresses? If you spend the time to plan your template correctly, you can create a template (and therefore a record file) that can be used for several different tasks.

Chapter 15 contains the technical specifications and limitations of creating your template. Here's a quick summary:

- 15 characters maximum in a field name.
- Field names must be alphanumeric characters—no spaces, tabs, or hard returns.
- 31 characters maximum in a default field value.
- Default values can't have spaces, tabs, hard returns, line feeds, or form feeds.
- 16 fields maximum in a template.
- Delimiters do not nest.

Now, choose **File/Open** and open a file called GENERIC.REC. Choose **Insert/Template for Data**. A Sprint window opens with @Template{ } and @Data displayed. Move the cursor to the ruler at the top of the file and press *Del* to remove it. Enter the following template between the curly braces:

```
<hon>/<firstname>/<mi>/<lastname>/<title>/
<address -multiline>/
<city>/<state>/<zip5 -num>/<zip4 -num>/
<country>/
<petname>
```

Make sure you've put in all the field separators and delimiters.

Note: @Data doesn't need delimiters surrounding the records.

Now, you want to enter your records following the template layout exactly. With GENERIC.REC still open and the template showing in the top half of the screen, choose **W**indow/**O**pen to open a second window. Sprint displays another version of GENERIC.REC in the second window.

Enter the Records

In this second window, create the record files: Enter the following honorifics, names, addresses, and titles. Remember to follow the template exactly; check yourself by comparing the records against the template in the first window regularly.

```
@Data
Mr./Wright//Kingsley/President/
Unicorns & Dragons, Inc.
777 Fifth Street/
Cambridge/MA/02140/-0020/
/                                          ← the Country field separator
Grendel
                                        ← one blank line as a record separator

Dr./Emilio//Lazzaro//
1117 Big John Road/
Belmont/MA/02178//
/                                          ← the Country field separator
Ginger
                                        ← one blank line as a record separator

Ms./Dagny/M./Doherty/Proprietor/
Children's Hour Bookshop
22 Schmaltz Street/
Cambridge/MA///
/                                          ← the Country field separator
                                                  ← The Petname field
                                        ← one blank line as a record separator

Mr./Art//Pavonine/Executive Director/
Mime Theatre
1024 Laguna St./
Boston/MA/02113//
/                                          ← the Country field separator
Nicholas
                                        ← one blank line as a record separator

Ms./Cecilia//Montoya/Operations Manager/
Delightful Doodahs Corporation
26 Terrigal/
Turramurra/NSW/2074//
Australia/
                                                  ← the Petname field
                                        ← one blank line as a record separator

Mr./Fernando//DuBois//
Matching Items, Inc.
33 Forgotten Place
Suite 405/
Boston/MA/02213//
/                                          ← the Country field separator
                                                  ← the Petname field
                                               ← file ends on this line
```

Now, check your screen: Did you follow each record with at least one blank line as the record separator? Did you insert the field separators (slashes and hard returns) for empty fields?

Write the Form Letter

Using the Sprint editor, enter the following form letter under the file name BIRDS.SPR. Use Insert/Merge Field to enter the field names shown in boldface.

Before you begin typing in the letter, let's make sure you don't get page numbers or footers in the letters. You will need to change the default document-footer setting, which automatically put page numbers at the bottom of the page. To do this, press *F10* to call up the main menu, then choose Layout/Footer/All Pages. Sprint automatically inserts the commands BEGIN and END FOOTER into your file. Don't type anything in, and move the cursor down to the first blank line.

```
BEGIN FOOTER

END FOOTER
October 24, 1988

HON FIRSTNAME LASTNAME, TITLE
ADDRESS
CITY, STATE ZIP5 ZIP4
COUNTRY

Dear HON LASTNAME,

Welcome to the Society for the Preservation of Parrots. We were
pleased to see you and your pet at the last meeting. Our next
session will be on the first Monday of next month, at 8:00 p.m.

Yours truly,

Max Cox
```

Check the letter. Whether you include punctuation after a field depends on the records in your record file. The comma after *Lastname* in the salutation, for example, is *not* part of the merge field. There isn't a period between *Hon* and *Firstname* because the honorific itself will contain a period when necessary. However, there should be a comma between *City* and *State*, because the city name won't include one.

When you're satisfied, go to the top of the file and delete the ruler.

Run SprintMerge

Now that you have your template, records, and form letter in place, you need to tell SprintMerge what you want done with them. Let's preview the merged letters onscreen.

1. From within Sprint, press *F10* and choose **Print/Merge**.
2. Choose **Letter File** and change it to BIRDS.SPR if necessary.
3. Choose **Record File** and change it to GENERIC.REC if necessary.
4. Choose **Screen Preview** and press *Enter*. Sprint begins merging the record and letter files. If it doesn't find any errors, it displays the merged letters onscreen.
5. If you're satisfied with the letter, choose **Go** to print them.

As mentioned at the beginning, you can run SprintMerge from the DOS command line rather than from the menus. Choose **Quit** to leave Sprint and type the following at the DOS prompt:

```
SPMERGE BIRDS.SPR -R GENERIC.REC Enter
```

Sprint begins merging the letter and record files and, if no errors are found, sends the merged letters to the printer. **Note:** You can stop SprintMerge by pressing *Ctrl-C*.

You should end up with a merged form letter for each of the six records you entered. Here's what the first merged letter should look like:

```
October 24, 1988

Mr. Wright Kingsley, President
Unicorns & Dragons, Inc.
777 Fifth Street
Cambridge, MA 02142-0021

Dear Mr. Kingsley,

Welcome to the Society for the Preservation of Parrots. We were
pleased to see you and your pet at the last meeting. Our next
session will be on the first Monday of next month, at 8:00 p.m.

Yours truly,

Max Cox
```

A Formatted Form Letter

You can use Sprint formatting commands to customize your merged letters. This example builds on the first one by including some formatting commands in the form letter. We'll use the same template, GENERIC.REC, as in the previous example.

Write the Form Letter

Open a file called DOGS.SPR and enter the following letter. Use the @Centerpage command to center the one-page business letter between the top and bottom margins of the page. We'll then use @Address to move the date and mailing address to the middle margin.

Let's add some date variables from the Insert menu, so that the program will insert whatever date your computer clock is set to. To do so, choose Insert/Variable/*Monthname*. When Sprint displays the Pick Template for Monthname menu, choose None. Do the same for the *Day* and *Year* variables. Sprint only puts in the last two numbers of the year, so type 19 before inserting the variable.

Remember to insert the fields shown in boldface with Insert/Merge Field. Note that there isn't a period between *Hon* and *Firstname*, but there is a comma between *City* and *State*. This is because the honorifics themselves, in the record file, contain the periods, as do the middle initials.

Change the default footer setting, as in the first example, by choosing Layout/Footer/All Pages and leaving a blank line between the BEGIN and END commands.

```
BEGIN FOOTER

END FOOTER
@CENTERPAGE[.5 page]
@ADDRESS[MONTHNAME DAY, 19YEAR]

@ADDRESS[HON FIRSTNAME MI LASTNAME
ADDRESS
CITY, STATE ZIP5
COUNTRY]

Dear HON LASTNAME,

We invite you and your pet to enter the 25th annual Borzoi Best of Breed
event. While we look for the elegance of line that Borzoi are famous for,
we consider intelligence, strength, agility, and poise just as important.
If you are interested, please contact us for a brochure listing the
rules and dates.

Thank you,

Gordon Sumner
```

Run SprintMerge

As you did for BIRDS.SPR, run SprintMerge by choosing **Print/Merge**. When the **Merge** menu comes up, enter the names of your letter and record files, DOGS.SPR and GENERIC.REC, respectively. Then choose **Go** to print the merged letters out or **Screen Preview** to view them on your screen.

If you want to run SprintMerge from DOS, enter the following command line:

```
SPMERGE DOGS.SPR -R GENERIC.REC -PRINT -V Enter
```

The –V print option command at the end tells SprintMerge to send the merged letters to the screen, so that you can view them. Here's how the first letter should look:

August 8, 1988

Mr. Wright Kingsley
Unicorns & Dragons, Inc.
777 Fifth Street
Cambridge, MA 02140

Dear Mr. Kingsley,

We invite you and your pet to enter the 25th annual Borzoi *Best of Breed* event. While we look for the elegance of line that Borzoi are famous for, we consider intelligence, strength, agility, and poise just as important. If you are interested, please contact us for a brochure listing the rules and dates.

Thank you,

Gordon Sumner

Adding Optional Variables to a Form Letter

Let's set up a new form letter that can be personalized with optional nicknames. We'll need two new fields, a *Yes/No* field and a *Nickname* field.

We'll also use Sprint's @Case command. (If you're not familiar with this command, refer to the *Reference Guide.*)

Create the Template

First, let's copy our existing template into a new file.

1. Choose File/Open and open GENERIC.REC.
2. Choose File/Write As and call the copy GENERIC2.REC.
3. Sprint automatically closes GENERIC.REC and opens GENERIC2.REC.
4. Move the cursor to the end of the first line and press *Enter* to insert a blank line. Type

   ```
   <nickname>/<hasnname>/
   ```

   The *Hasnname* field is a *Yes/No* field, and *Nickname* contains the name.

Add Fields to the Records

We need to add the nickname, if any, to the second line of each record.

1. Move to the cursor to the end of the first line of the first record (after the slash) and press *Enter.*
2. In the new blank line, type

   ```
   Bob/yes/
   ```

3. Insert a blank line after the name line of the second record and type

   ```
   /no/
   ```

4. Do the same for all the record, entering a nickname, a slash, `Yes`, and another slash for those records with nicknames. For those without nicknames, enter a slash, No, and another slash. We'll leave the names to you.

Write the Form Letter

This letter includes variations of an @Case statement. When you enter the @Case statement, be sure to enter *Nickname* and *Firstname* with Insert/Merge Field. Also, to match the @Case statement, be sure to put quotes around the merge field reference after you've entered it. (The quotes go outside the ^V and ^N command characters around the fields.)

Choose Insert/Merge Field to insert the variables that create the form letter's "blanks." @Address tells Sprint to start printing the enclosed text halfway between the left and right margins. Note that *Hasnname* isn't a merge field. We want to reference the field itself, not insert the field's value into the letter.

OK, open a file called PARTY.SPR and enter this letter. Don't forget to delete the ruler at the top of the file after you've entered it.

```
@ADDRESS<October 24, 1988>
@BLANKSPACE<3 LINES>
HON FIRSTNAME LASTNAME
ADDRESS
CITY, STATE ZIP5

Dear @CASE{HASNNAME, YES "NICKNAME", NO "FIRSTNAME"},

Our records indicate that you are a user of our product, Turbo Party
Planner. We're pleased to announce the latest extension to that product,
Turbo Party Planner Toolbox.

The Toolbox works with the Party Planner to help you do what you,
@CASE{HASNNAME, YES, "NICKNAME", NO "FIRSTNAME"}, have only dreamed of:
Customize your fete to satisfy each guest! Fill in the Favorite Dance Step,
Composer of Choice, Food Allergies, and Favorite Games categories,
and you have an instantly accessible record of that person's
preferences.

Feel free to call me, @CASE{HASNNAME, YES "NICKNAME", NO "FIRSTNAME"},
if you would like more information. I'll be happy to answer any
questions.

Sincerely,

Allegra Rhumba
```

Run SprintMerge

Choose **Print/Merge** and enter the names of your letter and record files—PARTY.SPR and GENERIC2.REC respectively.

If you want to, include a print option. Press *Esc* to go back to the **Print** menu and choose **Options**. Then, choose **Pause Between Pages** and toggle it to **Yes**.

This option causes the printer to pause between pages, so that you can feed in single sheets. Sprint will display a message on your screen at regular intervals, asking you to insert a new sheet into the printer.

Here's how the first letter should look:

October 24, 1988

Mr. Wright Kingsley
Unicorns & Dragons, Inc.
777 Fifth Street
Cambridge, MA 02140

Dear Bob,
Our records indicate that you are a happy user of our product, **Turbo Party Planner**. We're pleased to announce the latest extension to that product, **Turbo Party Planner Toolbox**.

The **Toolbox** works with the **Party Planner** to help you do what you, Bob, have only dreamed of: Customize your fete to satisfy each guest! Fill in the *Favorite Dance Step*, *Composer of Choice*, *Food Allergies*, and *Favorite Games* fields, and you have an instantly accessible record of that person's preferences.

Feel free to call me, Bob, if you would like more information. I'll be happy to answer any questions.

Sincerely,

Allegra Rhumba

Using Variable Paragraphs

You can create letters that include or exclude a paragraph depending on the the contents of certain fields, using *Yes/No* fields. If there are distinct variables (such as an account age of 60, 90, or 120 days) and minor changes in the letter, you can selectively print by using an @Case statement within your form letter. In this example, we'll use Sprint's @Case and @String commands, and create a field that uses a default field declaration.

Create the Template

To create an effective template for this example, think about the content of your variable paragraph. What is the *single characteristic* that determines whether you want the addressee to see that paragraph? Once you have determined the single criterion, create a new field in which to note whether each person has that characteristic.

In this example, the variable paragraph is included only if the addressees have children. We created a variable field called *Havekids*. We also have a second field that lists the names of the addressees' children, with a default declaration, *Kids*, for when we don't know or can't remember the names of the addressees' children. A visible separator follows this field.

Open a new file, KIDS.REC, and delete the ruler at the top of the file. Choose Insert/Template for Data, and enter this template between the curly braces:

```
<firstname> <lastname>/<partner>
<kids -default kids>/<havekids>
<address -multiline>/
<phone>/<birthmonth> <date>
```

Enter the Record

OK, let's enter some new records. Note that when you come to the *Kids* and *Havekids* fields, you'll enter either the children's names followed by the field separator or just the field separator. You'll type either `Yes` or `No` and the field separator in the *Havekids* field.

In this case, we're using invisible field separators—hard returns—after some fields. Pay attention to where they go.

```
@Data
Christine Roxas/Richard
/no
55 Bloomfield Road
Townsville, CT 33333/
576-2760/April 1

Anna Schreppel/Harrison
Brian and Robbie/yes
234 56th Road
Chicago, IL  55555/
253-6809/November 22

Elizabeth Bowen/Ramon
/yes
706 Wayne Avenue
East Cupcake, KY  23456/
999-2345/July 23
```

Write the Form Letter

Again, we'll use Case and String statements in this letter. Open a file called KIDS.SPR and enter the following letter:

```
@ADDRESS<MONTHNAME DAY, 19YEAR>

Dear FIRSTNAME and PARTNER:

Hi! This month brings us to the successful completion of Sarah's Ph.D.
She is deciding among several posts offered on the East Coast and a very
attractive two-year post-doc at the University of Paris.
@CASE<HAVEKIDS, YES "We're really interested in hearing all about your
KIDS and how they are growing.

Our Martha has become quite interested in cars. Joey spends his time in
the water--swimming in the pool, dawdling in the bathtub, and even
occasionally trying to stand in the sink.", ELSE ""
>
We'll be very sad to leave this area, after all the good times we have had
in town and on campus. Write soon.
```

Don't neglect to enter the greater than symbol (>) near the end of the letter. It makes sure that there aren't two blank lines before the last paragraph, in cases where the optional paragraph isn't inserted.

Run SprintMerge

Choose **Print/Merge** and enter the **Letter File** and **Record File** names. Since you toggled **Print/Options/Pause Between Pages** to Yes in the last example, toggle it back to No. Now, choose **Print/Merge/Go** to print or **Print/Merge/Screen Preview** to check the letters onscreen.

Here's how the second merged letter should look:

```
Anna Schreppel
234 56th Road
Chicago, IL 55555


                                        October 24, 1988


Dear Anna and Harrison,

Hi! This month brings us to the successful completion of Sarah's Ph.D.
She is deciding among several posts offered on the East Coast and a very
attractive two-year post-doc at the University of Paris.

We're really interested in hearing all about your Brian and Robbie
and how they are growing.

Our Martha has become quite interested in cars. Joey spends his time in
the water--swimming in the pool, dawdling in the bathtub, and even
occasionally standing in the sink.

We'll be very sad to leave this area, after all the good times we have had
in town and on campus. Write soon.
```

Merging Selected Records

SprintMerge lets you select records from old mailing lists and transfer them into a temporary outfile. (You can also reorganize existing lists by sorting them, explained in the next section.) If you want to specify an outfile to hold the selected records, use the command line to merge.

Let's take a minute to look at the command-line options. From the DOS prompt, type `SPMERGE` and look at the options displayed. Use –Select to specify your selection criteria. Use the –Out or –O switch *without* the –Print switch to tell SprintMerge to send the selected records to a plain text file, with all the fields and field delimiters intact. You can then type `@Include <outfile>` after your template to use the records in a merge operation.

In this example, you'll select records from GENERIC.REC.

Select the Template

Choose Print/Merge/Record File and type `GENERIC.REC`. Next, you need to tell SprintMerge what records to include.

Specify the Record Criteria

To enter your record specifications, use Print/Merge/Criteria. The equivalent command line command is –Select.

You specify records to select with relational and logical operators. Simply choose Print/Merge/Criteria and enter the selection string. Selection criteria are explained in detail in Chapter 15, but here's a table listing them:

Table 14.1: The Selection Criteria Operators

Logical Operators	
*	and
–	or
!	not (as in != for *not equal to*)
Relational Operators	
= ==	equal to, same size characters in alphabetical fields
}	greater than
{	less than
}= =}	greater than or equal to
{= ={	less than or equal to
!= { } } {	not equal to

For example, you'd type `City=Boston*State=MA` in the Criteria prompt to select records that have *Boston* and *MA* in their *City* and *State* fields.

In the following case, we select records that contain the honorific for women. After previewing the selection onscreen, we'll print an outfile called WOMEN from the command line.

1. Choose Print/Merge/Criteria. Make sure you have GENERIC.REC in Record File and, say, BIRDS.SPR in Letter File.
2. A prompt appears. Type `hon=Ms.` (don't forget the period) and press *Enter*.
3. Choose Screen Preview.
4. The merge begins. You should see the two entries with Ms. in their honorific fields on your screen.

Now that you've seen the selected records merged into the letter, let's send the records to an outfile:

1. Press *Esc* to return to the record file, then choose **Utilities/DOS Command**. A prompt appears.
2. Type `SPMERGE BIRDS.SPR -R GENERIC.REC -SELECT HON=MS. -O WOMEN`. Press *Enter*.
3. SprintMerge sends the selected records to the file Women. Use the DOS command `TYPE WOMEN` to view this file.

Sorting Records

When you create your template, you can designate certain fields as being of a specific type—numerical, alphabetical, or ASCII. When you sort, you use these type designations to arrange your records in ascending or descending alphabetical, numerical, or ASCII order. When merging, you specify sort orders with **Print/Merge/Order**.

You can also specify Sort options in the command line. If you use the –Sortfile <*file name*> switch, SprintMerge will send the sorted records to a file, in a printable format.

Sorting specifications are thoroughly explained in Chapter 15, but here's a summary. The characters in normal typeface are what you'd specify in the template fields:

Table 14.2: The Sort Order Specifications

field name	ascending alphabetical order
!*field name*	descending alphabetical order
field name –num	ascending numerical order
!*field name* –num	descending numerical order
field name –ASCII	ascending ASCII order
!*field name* –ASCII	descending ASCII order
field name1,*field name2*	field 1 in ascending order, then field 2 in ascending order
field name1,!*field name2*	field 1 in ascending order, then field 2 in descending order

As you can see, the Sort operation sorts in ascending or descending order according to the type of field you've specified (alphabetical, numerical, or ASCII).

In the following example, we want to sort the *Lastname* field in descending alphabetical order.

1. Choose **Print/Merge/Order**. Make sure you have GENERIC.REC in the Record File and, say, DOGS.SPR in the Letter File.
2. A prompt appears. Type `!Lastname`, which means you want to sort the *Lastname* field in descending alphabetical order.
3. Choose **Screen Preview** to view the sorted records.

Note: If SprintMerge displays error messages while formatting, check that the last field in your template doesn't have a visible delimiter. It should be followed only by a hard return.

Selecting Records for Varying Letters

The example on page 272 works when you want to send the *same* letter to selected records in one record file. The @Case statement adds or leaves out variable paragraphs depending on the contents of a field.

@Case isn't appropriate, however, when you have letters with distinct tones for different field values. You could have a harsh letter for accounts unpaid over 120 days and a gentle reminder for accounts only 60 days late. Neither can you use @Case when the selected field values (such as an *Amountdue* field) aren't distinct. And, if the field covers a wide range of values (such as *State*), using @Case would be very cumbersome.

In this example, we'll send three different letters to three groups of selected recipients from one record file. We have an account age field in the template and will create three letter files. We'll use **Print/Merge/Criteria** to separate out the records.

Note: You don't have to include the selection variable in the letter itself for selecting to work. The example after this demonstrates how such selecting works.

Create the Template and Records

1. Choose **File/Open** and open GENERIC.REC.
2. Choose **File/Write As** and write the records to a new file called OVERDUE.REC.
3. Delete the *Petname* field from the OVERDUE.REC template and the pet names from the records.
4. Add the *Acctage* and *Amountdue* fields to the end of the template, so it looks like this:

```
@Template{<hon>/<firstname>/<mi>/<lastname>/<title>/
<address -multiline>/
<city>/<state>/<zip5 -num>/<zip4 -num>/
<country>/
<acctage>/<amountdue -num>}
```

The *Amountdue* field is numerical so that you can select by a precise numerical amount.

Now, following that template, enter these values to the ends of each record in succession:

```
120/44558.92
60/2000.53
90/503.89
30/450.98
120/8965.99
60/1893.21
```

Write the Form Letters

The letter for 60-day overdue accounts (60DAYS.SPR) is a gentle reminder. For 90-day overdue accounts, the letter (90DAYS.SPR) has a darker tone. And the letter (120DAYS.SPR) for long overdue accounts pulls no punches.

Open a file called 60DAYS.SPR and enter the following 60-day letter (feel free to amend it). Don't forget to enter the field names with Insert/Merge Field.

```
Dear HON LASTNAME:

We know that you have been buried in paperwork these past two months.
We know that you don't mean to be overdue on your account by sixty days.

Prove us right: When you have a moment, locate your checkbook and a pen
and make out a check to The Flaming Flamingo, Inc., in the amount of AMOUNTDUE.
Then dispose of the whole matter by mailing it immediately!

Yours sincerely,

Obiwan Kenobe,
Accounts Payable
```

Now enter the 90-day letter in a file called 90DAYS.SPR:

```
HON LASTNAME:

Have you overlooked our gentle reminder among your letters? Did you
purposely throw the reminder away? Do you enjoy courting disaster?

Here's one more chance to make amends with us, The Flaming Flamingo, Inc.
Make your check out to us for the amount of AMOUNTDUE and mail it today!

Yours sincerely,

Obiwan Kenobe,
Accounts Payable
```

Next, enter the 120-day letter in 120DAYS.SPR:

```
LASTNAME:

You have blown it completely. Your karma is irredeemably befouled.
Our lawyer should be at your office door shortly after you open this
letter--we aren't called The Flaming Flamingo for nothing! We strongly
suggest that you have the AMOUNTDUE you owe us in hand.

Fitfully yours,

Bart Fader,
Collections
```

Run SprintMerge

Now, choose Print/Merge/Criteria and enter the appropriate account age criteria for each letter:

```
60DAYS.SPR          ACCTAGE=60
90DAYS.SPR          ACCTAGE=90
120DAYS.SPR         ACCTAGE=120
```

Choose Print/Merge/Record File and specify OVERDUE.REC. Then choose Letter File and enter the appropriate letter file for each criterion:

When Criteria is 60, the Letter File should be 60DAYS.SPR, and so on. Choose Screen Preview to view each set of letters.

Another Example Using Varying Letters

Remember we said in the previous example that you don't need to include the selection variable in the letter for selection to work. Let's test this.

Suppose you're the director of a nonprofit organization, and you want to send customized appeal letters out. The type of letter sent depends on the level of support previously received from that person.

Create the Template

Let's take our OVERDUE.REC template, write it as CONTRIBS.REC, and modify it to look like this:

```
@Template{<hon>/<firstname>/<mi>/<lastname>/<title>/
<address -multiline>/
<city>/<state>/<zip5 -num>/<zip4 -num>/
<country>/
<date>/<totalamt -num>
```

The *Date* field logs the date of the person's last donation. The *Totalamt* field contains the total amount donated for the year.

In the records, substitute the following date and donation amounts in place of the *Acctage* and *Amountdue* fields.

```
3.88/0
8.88/200
8.88/25
10.88/1500
6.88/300
2.88/125
```

Create the Form Letters

We want to encourage the low givers and noncontributors, and to thank high givers and inspire them to continue helping.

Enter this noncontributor letter (save it as NOGIVR.SPR):

Dear **FIRSTNAME LASTNAME**:

Thank you for your continued interest and moral support. We are sorry that circumstances have prevented you from contributing to our pressing financial needs, but hope that this year will be better for you.

If you wish to remain on our mailing list, please let us know by returning the enclosed postpaid card. If you'd like to send a check now, please make it payable to *Friends of the Swamplands*. A receipt will be sent to you promptly.

Now, enter the low-giver letter (save it as LOGIVR.SPR):

Dear **FIRSTNAME LASTNAME**:

Thank you for your donation in the amount of $**TOTALAMT** this past year. It helps defray the cost of our mailing list. We hope you continue to be a part of the *Friends of the Swamplands*.

Here's the moderate-giver letter (save it as MODGIVR.SPR):

Dear **FIRSTNAME LASTNAME**:

Thank you for your generous donation of $**TOTALAMT** this past year. You and others like you make our work possible. We'd like to remind you of our *supporting patron* program. Information on this *Friends of the Swamplands* program is enclosed.

Finally, enter the high-giver letter (save it as HIGIVR.SPR):

Dear **FIRSTNAME LASTNAME**:

Your very generous support of *Friends of the Swamplands*, totaling $**TOTALAMT**, makes you one of our key members. Without the kind of support you have provided, we would be unable to inspect forests around the world.

We'd like to let you know about a new program: In return for a contribution of $20,000 and over, we invite you to accompany us on one of our inspection expeditions during the next year. For more information, call Rhonda Starr.

Run SprintMerge

Enter the appropriate Letter File with each selection Criteria you enter in the Letter File. To print letters to nongivers, low, moderate, and high givers, type these values:

Letter File	NOGIVR.SPR	Letter File	LOGIVR.SPR
Record File	OVERDUE.REC	Record File	OVERDUE.REC
Criteria	TOTALAMT=0	Criteria	TOTALAMT}0*TOTALAMT{100
Letter File	MODGIVR.SPR	Letter File	HIGIVR.SPR
Record File	OVERDUE.REC	Record File	OVERDUE.SPR
Criteria	TOTALAMT}=100*TOTALAMT{1000	Criteria	TOTALAMT}=1000

Choose **Print/Merge/Screen Preview** to see whether the letters merged correctly.

Creating Mailing Labels and Inventory Stickers

With Sprint and SprintMerge, you can produce address labels of varying sizes. We do this by tricking SprintMerge into thinking it's merging a very short document on a very narrow page. SprintMerge doesn't actually understand that it's printing mailing labels, so it can't automatically generate the 4-across format, for example.

We'll use the Sprint @Style command to create a new printer definition that specifies a label as a page.

Select the Template

For this example, let's create a simple template and some records. Choose **File/Open** and open a file called LABELS.REC. Choose **Insert/Template for Data** and type

```
@Template{<Hon> <Firstname> <Lastname>
<Address>/
<City> <State> <Zip -num>
<Birthday>

@Data
Mr. Jeffrey Kell
13245 Office Park/
Chattanooga TN 37402
November 15

Ms. Cora Aquino
970 South Newton St./
Boston MA 02101
June 12

Ms. Kelly Tyler
123 Brabant Avenue/
Buran, SC 23156
October 10
```

Create the Label Format

We need to open a letter file that contains the label format and the fields we want to include on the label. Choose File/Open and open a file called LABELS.SPR.

At the top of the letter file, enter an @Macro command to eliminate page headings and footings in the Sprint formatter:

```
@Macro(Pageinit="")
```

Next, create a Style command that specifies the size of the labels. This example uses 1 x 4-inch labels and an elite print wheel (12 characters per inch). Before we show you the Style command, here's the process we followed to arrive at our dimensions:

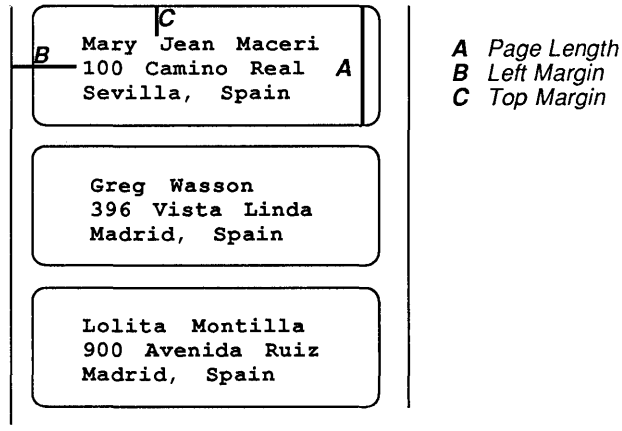


Figure 14.1: Measuring a Typical Label

- Measure the length from the top of the first label to the top edge of the *next* label. (This can be different from the length of the top to the bottom of that same label, depending on the type of label roll you use.)
- Measure the left margin from the edge of the paper that backs the label (or from the perforations on the left edge if you are using form-feed paper).
- Measure the top margin from the top perforated edge (or the top of the label). Experiment with this measurement for the best results.
- Set the bottom margin to zero; this means your standard address will fit on the label in the vertical direction.

The following Style command gives Sprint the measurement information it needs to print properly. (To use different labels, postcards, or a pica printer (10 characters per inch), adjust the command's parameters.) Enter this after

the @Macro command at the beginning of your letter file. Remember to enter the boldfaced words with Insert/Merge Field.

```
@STYLE[PAPER 1 INCH, LEFTINDENT 5 CHARS, FILL NO, TOPMARGIN 1 LINE,
BOTTOMMARGIN 0, FORMFEED NO]
HON FIRSTNAME LASTNAME
ADDRESS
CITY, STATE  ZIP
```

Fill No tells Sprint not to fill a line with characters to the right margin, while *Formfeed No* tells it not to advance the printer to the next line.

Run SprintMerge

Before you print a large run of mailing labels, it's always a good idea to test your printer definition by printing a record file that contains just a few records. Our record file contains only three records, so we can safely forge ahead.

We want to have an outfile containing the records, so we need to print this set of files from the command line. We'll call the outfile LIST.REC. Type

```
SPMERGE LABELS.SPR -R LABELS.REC -O LIST.REC -P
```

SprintMerge will merge the letter and record files, then pass the records to the formatter to be printed as LIST.REC. After printing is finished, you'll be returned to the Sprint editor. Meanwhile, your printer should be generating the labels specified.

Note: You can stop SprintMerge at any time by typing *Ctrl-C*.

Printing from a Specific Label Number

If you have to abort a print run with *Ctrl-C* and then want to continue where you left off, you can use Print/Merge/Initial Record (or –Startrec *n* from the DOS command line). This lets you specify the record number to start printing at.

You determine the record number by counting the number of labels already printed successfully. Then substitute that number into the Initial Record command.

If you have chained a series of record files together by using multiple Include commands in your file, you can still keep track of record numbers. SprintMerge counts records sequentially. It starts with the first record in the first record file through to the last record in the last record file. You don't

need to know how many records each record file contains in order to restart your mailing label run.

Using BASIC-Type Files

BASIC-type database files use commas as field separators and double quotation marks as field delimiters within a record. They do not contain hard returns within fields. Here's an example:

```
"Ms.", "Gwen", "Cox",
"564 Louisburg Square",
"Boston", "MA", "02354"
```

You can convert this type of database into SprintMerge records by using the Remditto (for *remove ditto*) command. It removes the quotation marks. Type `@Remditto` after the template and before @Data.

BASIC-type database files allow commas between the double quotation marks—"Muffins and Beer, Inc."—but they also use commas as field separators. If SprintMerge comes across a record that has a field containing its own field separator while processing your records, it may misalign your fields. SprintMerge does *not* display an error message to flag your attention, because it has no way of knowing that a misalignment has occurred. You'll learn how to check for commas on page 287.

Create the Template

If you want to use a BASIC-type database file with SprintMerge, you need to create a template that matches it. Due to BASIC's characteristics, you don't need to use a multiline field declaration (your database file won't contain them), and you should use commas as your field separators. Open a file called BASIC.REC, choose **Insert/Template for Data**, and enter the following template so the screen looks like this:

```
@Template{<hon>,<firstname>,<lastname>,
<address>,
<city>,<state>,<zip>}
@Remditto
@Data
```

We suggest you always place the Remditto command between the template and @Data. Alternatively, you can change **Print/Merge/Data Format** from Standard to Basic and Sprint will remove the quotation marks automatically. Or, you can leave the command out of your template file and include it as –Remditto in the DOS command line.

Now, enter the following BASIC files according to the template.

```
"Mr.", "John", "Fowles",
"234 First Street",
"Cambridge", "MA", "02354"

"Ms.", "Virginia", "Woolf",
"564 Louisburg Square",
"Boston", "MA", "02354"

"", "K.A.", "Porter",
"422 Ringgold Street",
"Newton", "MA", "02135"

"", "J.B.", "Dohire"
"Muffins and Beer, Inc.",
"Cambridge", "MA", "02135"

"Mrs.", "Elizabeth", "Barrett-Browning",
"354 Fulton Street",
"Arlington", "MA", "02174"

"Mr.", "T.H.", "White",
"356 Fulton Street",
"Arlington", "MA", "02174"
```

Write the Form Letter

Choose File/Open and open a file called STICKER.SPR. Enter the following form letter:

```
HON FIRSTNAME LASTNAME
ADDRESS
CITY STATE ZIP

Dear HON LASTNAME:

Now that you have your precious little one, won't you feel safer with our
deluxe, day-glo Baby on Board sticker on your rear windshield? This sign
alerts all drivers that they should be much more careful around your car
than if only you, HON LASTNAME, or any other mere adult were in it.

Isn't $21.95 a small price to pay for peace of mind?

Sincerely,
```

Checking for Commas

Before printing labels or letters, check your database file for fields that contain commas. An easy way to do this is to use the –Outfile command

from the DOS command line. First, check that **Print/Merge/Letter File** says STICKER.SPR and **Record File** says BASIC.REC. Then go to **Utilities** on the main menu and choose **DOS Command**. At the DOS prompt, type

```
SPMERGE STICKER.SPR -R BASIC.REC -REMDITTO -O FILE1
```

Once SprintMerge has finished processing your records, choose **File/Open** and look at the outfile FILE1. Search for all occurrences of double quotation marks. If Sprint finds any, the record contains a comma somewhere within a field and needs to be corrected. You can either correct this file (FILE1), or you can note the line numbers and correct BASIC.REC.

Try it. You'll see that you need to correct the address of J.B. Dohire, of Muffins and Beer, Inc. Go back to BASIC.REC and make the correction, then run it again.

You can use Remditto with other print options, such as sort and select.

Summary

Congratulations, you've completed the SprintMerge tutorial. You should now be able to create and format templates and form letters, as well as add optional values and fields. You've only scratched SprintMerge's surface, so do study each feature's in-depth description in the following reference section.

C H A P T E R

15

The SprintMerge Reference

This chapter is a general reference that describes each component of the SprintMerge program (templates, records, and letter files), as well as all commands. Except for the introductory section on the SprintMerge concept, the elements are alphabetically arranged.

If you need help performing a task with SprintMerge and don't want to wade through theory right now, you can turn to Chapter 14 and see if one of the examples addresses your needs.

For problems in running SprintMerge, such as misaligned addresses or fields in your letters, turn to Chapter 16.

This chapter covers the following main topics:

- The SprintMerge Concept
- Commands
- Command Delimiters
- Fields
- Letter Files
- Record Files
- Records
- Selection Specifications
- Sorting Specifications
- Technical Specifications
- Templates

The SprintMerge Concept

SprintMerge uses three elements you create—a template, record file, and form letter—and combines them into a series of personalized materials. The *template* lays out the fields each record contains. The *record file* holds the actual information corresponding to the template fields or slots. For example, the record file would have *Chris Jones* in the *Firstname* field, *123 Main Street* in the *Address* field, and so on. The *letter file* specifies the field blanks, and SprintMerge plugs the information from the record file into those blanks.

Once you've set up your template, records, and form letter, you invoke SprintMerge by choosing **Print/Merge**. You enter the correct **L**etter File and **R**ecord File in those menu prompts.

You can also sort or select records, and specify the Initial and Last Record. If you have special print options you want to use, choose **Print/O**ptions or **A**dvanced Options and follow the menu prompts.

After SprintMerge substitutes information from your records into the blanks in your form letter, it passes the whole project over to the Sprint formatter. The formatter then interprets the remaining formatting commands in your file. (You override some formatting commands when you select print options—such as multiple copies or a range of pages—from the **Print/O**ptions menu.)

Sprint now begins its formatting/printing process. It first goes through the entire file and checks for coding errors. After an error-free formatting pass, it prints the file.

If you have any formatting or SprintMerge errors in your file, Sprint displays error messages and, when done with the first pass, stops without printing. This gives you a chance to go into the file and correct the errors.

If you want to stop formatting a file before the Sprint formatter has finished (for example, if there are several error messages and you want to fix the file before going on), press *Ctrl-C*.

Running SprintMerge from the DOS Command Line

To run SprintMerge from the DOS command line, type `SPMERGE LETTER.SPR` followed by the any of the following options and press *Enter*. (**Note:** To stop SprintMerge, press *Ctrl-C*.) Command lines cannot have more than 128 characters.

```
SPMERGE LETTER.SPR -R RECORDS.REC <OPTIONS> -OUT -PRINT <OPTIONS>
```

- SPMERGE starts the SprintMerge program.
- LETTER.SPR specifies the letter file containing the form letter you want merged. If you don't specify a file name, SprintMerge looks for the file DEFAULT.SPR.
- -R tells SprintMerge to expect a record file next.
- RECORD.REC specifies the record file you want merged with the letter file. If you don't specify a file name, SprintMerge looks for the file DEFAULT.REC.
- <OPTIONAL COMMANDS> specify actions that should be performed in addition to filling in your form letters: –Select, –Sort, –Startrec, –Endrec, –Sortfile, and –Remditto. By issuing these commands in the command line, you override corresponding commands in the record file.
- -OUT creates an intermediate outfile with the file name that you specify. If you don't specify a file name with this command, SprintMerge uses the default outfile SPM.O$$. If you've used a –Sortfile command without specifying a file name, SprintMerge copies the outfile to the default sortfile SPM.S$$.
- -PRINT indicates that you want to use Sprint print options, which you can specify after this switch.

Commands

You can enter most SprintMerge commands in three ways:

1. You can choose commands from the menus.
2. You can enter @-commands in your record or letter file.
3. You can enter commands on the DOS command line.

The following table alphabetically lists all SprintMerge commands, showing their menu form, @ form, and command-line form. Each command is then explained, in the same order as the table (moving rightward down the table).

Table 15.1: The SprintMerge Commands

Menu Commands	@ Commands	DOS Line Commands
Criteria	@Select	–Select *specs*
Data Format/Basic	@Remditto	–Remditto
Ending Record	@Endrec	–Endrec *n*
Go	—	–Print, –P
Initial Record	@Startrec	–Startrec *n*
Merge Field	—	—
Order	@Sort	–Sort *specs*
Record File	@Include	–Record, –R
Screen Preview	—	–View
Template for Data	@Template	—
Typestyle/Hidden	@Comment	—
—	@Data	—
—	@Include	—
—	@Sortfile	–Sortfile *filename*
—	—	–Out, –O *filename*
—	—	SPMERGE

Criteria

Specifies the criteria for selecting records. See "Selection Specifications" on page 302 for a list of the logical and relational operators you can use.

When using @Select, you can place it anywhere in the record file.

–Select in the command line overrides any @Select commands in the record file.

Data Format/Basic

Removes the double quotation marks used as delimiters in BASIC-type files so that SprintMerge can use the information. Your template must separate fields with commas, just as BASIC does, in order to use BASIC-type record files with this command.

The commands @Remditto and –Remditto are equivalent to this command. Always put @Remditto before @Data in a record file.

Ending Record

Must be followed by a number *n*, stops SprintMerge after the *n*th record in your record file. For example, if you enter 45 in the Ending Record prompt, SprintMerge stops after completing work on the 45th record in your record file.

This command is often used with Initial Record (@Startrec).

If you've included a series of record files with the @Include command in your record file, SprintMerge counts the included records sequentially. It starts with the first record in the first included record file through to the last record in the last included record file.

You can put @Endrec anywhere in the record file. –Endrec in the DOS command line overrides any @Endrec command in the record file.

Go

When followed by SprintMerge print options, specifies how you want to print your completed letter file. You can use any of Sprint's print options.

Use this command to store the print options you usually use with SprintMerge. If you normally print unformatted files on a dot-matrix printer, for example, you could include `@Print(-P=Diablo)` in your record file.

Initial Record

Starts SprintMerge on the *n*th record in your record file. If you type `30` in the Initial Record prompt, for example, SprintMerge counts to the 30th record in your record file and begins work there.

If you've included a series of record files by using multiple @Include commands in your record file, SprintMerge counts the records sequentially. When restarting an interrupted print run, count the number of labels or letters already printed and type that number into the Initial Record prompt.

–Startrec in the command line overrides any @Startrec commands in the record file.

Merge Field

Lets you insert the field name in the letter file to be merged with the corresponding record from the record file. When SprintMerge comes across an item entered with Insert/Merge Field, it goes to the template, checks where the data should be in the record, pulls the data from the record, and inserts it into the form letter.

Order

Specifies the order you want to sort the records in. See "Sorting Specifications" on page 304.

You can place the @Sort command anywhere in the record file. –Sort with no options in the command line turns off all sorting and overrides any @Sort commands in the record file.

Record File

Must be followed by a file name, tells SprintMerge what record file to use. If you don't specify a file name, SprintMerge looks for the default record file DEFAULT.REC.

Screen Preview

Sends the merged outfile to the screen rather than to the printer. Just follow the prompts and press *Esc* to quit.

Template for Data

Puts the commands @Template{ } and @Data at the top of your file. You enter the template fields between the curly braces and the records after @Data.

Typestyle/Hidden

Tells Sprint to ignore whatever is between the Begin Comment and End Comment delimiters.

@Data

Tells SprintMerge that what follows this command are your records.

@Include

Tells SprintMerge to append the named file(s) to the record file, as if they were entered after @Data. Included record files should not have templates.

@Remditto

See "Data Format/Basic."

@Sortfile

Names a temporary sortfile for SprintMerge. If you don't specify a file name and the sort records don't fit into memory, SprintMerge writes the records to disk under the default sortfile SPM.S$$.

–Sortfile in the command line overrides any @Sortfile commands in the record file.

@Startrec

See "Initial Record."

–Out

Must be followed by a file name, specifies an outfile into which SprintMerge puts sorted or selected records. You must give this command at the *end* of the SprintMerge command line. You cannot enter it from the file. If you don't use this or the @Outfile command to specify an outfile, SprintMerge uses SPM.O$$ as a default file.

This command also stops SprintMerge from passing your outfile to Sprint for printing. In fact, you can use the –Out command without a file name when you want to prevent printing but want to be able to look at the SPM.O$$ file. If you follow this command with the –Print command, SprintMerge puts your completed form letters into the outfile you specify and passes that outfile to Sprint to be printed.

You can specify both an outfile and a sortfile in the command line.

–Out in the command line overrides any @Outfile command in the record file.

SPMERGE

The SprintMerge command on the DOS command line. Tells Sprint that what follows are the letter file and record file to be merged, according to the options set. Here's a typical SPMERGE line:

```
SPMERGE LETTER.SPR -R RECORD.REC <OPTIONS> -P <PRINT OPTIONS>
```

The first set of merge options comprises sorting, selecting, sending records to an outfile, records to start and end with, and removing double quotations marks from BASIC-type files. The second set comprises print options, such as viewing, starting and ending pages, number of copies, number of passes, wordwrap, and logging errors to a file.

Command Delimiters

The commands you place in the record file are structured just like all other Sprint commands. SprintMerge accepts all seven single character Sprint delimiters:

[]	brackets
{}	braces
< >	angle brackets
" "	double quotes
` '	open and close quotes
' '	two close quotes
( )	open and close parentheses

Note: The SprintMerge program ignores the delimiters BEGIN and END.

Fields

Fields are the categories of information that make up the template, which represents one record. This main entry explains the general concept; see also the following sub-entries:

- Field Declarations
- Field Names
- Field Separators
- Field Types
- Fields, Empty and Default
- Fields, Multiline

Fields are enclosed by delimiters and segregated by field separators. All the fields in a template are enclosed by the @Template command and its delimiters; for example,

```
@Template{<field1 -multiline>/
<field2 -num>; <field3>; <field4>
<field5 -default Text>=
<field6 -alpha>}
```

You can set default values. SprintMerge will use this value for records that don't supply a value for the field.

You declare a multiline field when the information will be of varying lengths. In the *Address* field, for instance, you may have some records that show a company name, a building name, and a street address, while others have only one line—the street address.

Field Declarations

After typing a field's name, you can specify the field as one of the following types: alphabetical, ASCII, or numerical. You can also specify that it is a multiline field or contains a default value. If you type `-Default` in the command line, it precedes any default value for an empty field. If you don't specify a field type, SprintMerge assumes ASCII.

Field Names

A field name consists of one word, with up to 15 alphanumeric characters with no spaces, enclosed by any of the six types of single character Sprint delimiters (see page 296). (**Note**: The delimiters BEGIN and END do *not* work with SprintMerge.)

You can follow a field name with a field declaration, which specifies the field's data type as alphabetical, ASCII, or numerical.

Field Separators

The character that immediately follows the closing field delimiter is called a field separator. This can be a printing or nonprinting (invisible) character. If you press *Enter* after typing a field's delimiter, for example, the hard return character is the field separator.

Don't put a field separator after the last field in a template. Follow it with the closing delimiter.

Normally, it doesn't matter what your field separator looks like. You *should* use a printing character and carefully consider what character to use as a field separator when

- Your field data might contain a blank space.
- Your field data in your record file might be empty.
- You have specified a default value.
- You have declared the field as multiline.
- Your field may, at some point, contain that field separator character as part of the data. For example, don't use a slash (/) if the *Address* field contains "c/o." This also means you should never use a letter as a field separator.

The following two templates, for instance, will cause problems:

```
@Template{<Aaa -multiline>
<Bbb>, <Ccc>}
```

```
@Template{<Aaa -multiline>
<City> <Ccc>}
```

The multiline field isn't defined well enough to satisfy either template. Its ending field separator is a hard-return character, and the multiline declaration specifically allows for hard returns *in* the data. So, SprintMerge has no way of knowing where the multiline field ends and the next one begins. In addition, look at the *City* field in the right-hand example: The field separator between *City* and *Ccc* is a nonprinting space, which will cause problems for cities with spaces in their names—Rio de Janeiro, Walla Walla, Des Moines, and so on.

The solution is to mark these fields with a visible field separator, such as an equal sign:

```
@Template{<Aaa -multiline>=
<Bbb>=<Ccc>}
```

```
@Template{<Aaa -multiline>=
<City>=<Ccc>}
```

Field Types

The type of field determines how Sprint performs the relational operations when sorting and selecting. There are three types:

–Alpha @Template{<Name –Alpha>}
Assumed when no type is given after the field name. Tells SprintMerge to treat the field's contents as strings of alphabetical characters, causing SprintMerge to sort alphabetically with no regard to case (AaBb...YyZy). Fields can contain non-alphabetical characters; numbers will compare "improperly"—that is, *5* will be considered greater than *128* because it's a single character and 5 is greater than 1.

–ASCII @Template{<Name –ASCII>}
Tells SprintMerge to treat the field's contents as strings of ASCII characters, so SprintMerge sorts in ASCII order. All uppercase letters are sorted before the lowercase letters (AB...YZab...yz).

–Num @Template{<Zip –Num>}
Tells SprintMerge to treat the field's contents as a number. Any data that looks like a number will be compared as a number. Dollar signs, commas, and trailing zeros after a decimal point are ignored, as are all characters other than numbers. Leading or trailing minus signs (-) or a number enclosed in parentheses indicate a negative number. The maximum value of a number in SprintMerge is 20,000,000, and SprintMerge only works with up to two decimal places.

Here are two examples of equivalent numbers:

5326 = 05,326 = $5326.000
–41.1 = 41.10- = (41.1)

Sorting and selecting by numerical fields is slower than by alphabetical or ASCII fields. For more information on selecting and sorting numbers, see "Selection Specifications" on page 302.

Fields, Empty and Default

You can declare a default field value in your template. The SprintMerge program will automatically fill in that value whenever you leave that field empty in your record. Your default value should not contain any spaces, hard returns, or tabs. It can be up to 31 characters long.

```
<CITY>, <STATE -DEFAULT Ohio>
```

If you leave the state field blank in a record, SprintMerge will insert the default value *Ohio* for that field.

Fields, Multiline

You can include a message or information across several lines in a single field by declaring a multiline field. The multiline declaration lets you accommodate addresses of varying lengths in a single template.

Be sure to follow a multiline field with a *visible* field separator, that is, a separator other than a tab, space, or hard return. Also, use a separator that doesn't appear within the message or the address. The *last* field in the

template, however, should *not* be followed by anything but the template's closing delimiter, even if it is a multiline field.

In the following example, note the double blank lines separating the first record from the second. This is due to the last field, an empty multiline field that isn't followed by a visible separator.

```
@Template{<hon> <firstname> <lastname>
<address -Multiline>;
<message -Multiline>}

@Data
Ms. Michelle Novik
125 Charles Street
New York, New York 33333;


Mr. Ronnie Davis
Union of Concerned Philatelists
117 Marlborough Street
Sandwich, TX  56738;
How's the fund-raising?  When will you have enough to buy the collection
for the museum?

Ms. Melissa Clarke
Boogie Till You Drop, Inc.
Route 24
Box 5
Outthere, ID  88897;
I sent in my SPP membership dues for 1988 two months ago and still haven't
received my card. Would you look into this problem?
```

Remember that the file ends on the blank line following the last record.

Letter Files

You create "blanks" in your form letter in this way: Choose **Insert/Merge Field** and enter the field name you want to reference, wherever you want information to be filled in from records corresponding to the fields in your template. When you choose **Insert/Merge Field**, the prompt `Name of variable to reference:` appears. Enter the field name, and it shows up in your text onscreen, highlighted.

SprintMerge searches your letter file for Merge fields. (If you set **Customize/Screen/Codes** to **On**, you'll see the control characters ^V and ^N around each merge field.) When SprintMerge finds a merge field, it looks for the corresponding information in the current record. SprintMerge then places the information into the "blank" in your form letter, then moves to the next merge field.

You can use @Case and @String commands with fields defined by the template.

If a record's field is empty and you have specified a default value in the template for that field, SprintMerge prints that default value. If the field is empty and you haven't specified a default value, SprintMerge ignores that Merge Field command and moves on to the next one.

If you reference a field that doesn't exist in the template, SprintMerge makes no substitution and skips that merge field.

Record Files

The record file contains the template and records. It has at least two commands: @Template and @Data. If you want to include additional records other than the ones in the record file you have open, use @Include.

You can specify which record file you want to use through the menus or in the DOS command line. With the appropriate letter file open, choose **Print/Merge/Record File**. Enter the file name of your record file and press *Enter*.

You can put most SprintMerge commands either in the record file or in the DOS command line. You *must*, however, include the @Template and @Data commands in the record file; otherwise, SprintMerge won't work.

SprintMerge recognizes multiple @Include and @Comment commands in your record file. However, SprintMerge recognizes only the first instance of other SprintMerge commands, including @Data.

Records

A record is a complete set of information, such as one person's name, address, and phone number. The record file contains many records. When you enter information in your record file, you *must* follow the format prescribed by the template. SprintMerge overlays the template over your record and substitutes the value of the field wherever the field name appears. For example, in the *Firstname* field, it will substitute whatever the record shows in that space—*Katherine, David, Denise*, and so on.

You separate each record from the next by at least one blank line. Here's an example of a template and some records:

```
@Template{<Firstname> <Lastname>; <Anotherfield>
<field -Multiline>/
<field -Num>
<field -Alpha>;
<field -Default Text>}

@Data
Thomas Jefferson; Delegate
that among these are
Life, Liberty, and the Pursuit
of Happiness/
1776
Declaration of Independence;
Self-Evident

Wolfgang Mozart; Composer
The Magic Flute/
1791
;                                    ←field is empty, separator remains
                                   ←this blank line represents an empty field
```

If any record's field (except the last one specified in your template) could be empty, be sure to construct the template with a visible separator for that field. If you don't, your values may get placed into the wrong fields. For more information on using visible field separators, see page 297.

Selection Specifications

You can select certain records, such as those with *California* in the *State* field, from a record file or mailing list by using relational and logical operators. Choose Print/Merge/Criteria and you'll be prompted for the selection criteria.

Note: When using –Select in the command line, omit all spaces between relational and logical operators and selection criteria. For example, state=CA is correct, but state = CA is not.

Logical Operators

- * and
- – or (logical or)
- ! not; as in "not equal to (!=)"

SprintMerge evaluates relational operators before logical operators and treats relational operators equally. It evaluates logical operators from left to right.

You can use character strings in two different ways. If you put quotation marks around a word—for example, "string"—SprintMerge interprets that character string literally. It selects only those records in which the specified field equals the word *string*. If you use the word *string* without quotation marks—that is, string—SprintMerge first interprets that word as a field name, and then, if it can't find a field with that name, as a string within a word.

Let's say you have this template and record:

```
@Template{<Firstname> <Lastname>          Bill Johnson
<address>                                 800 Washington Street
<city> <state> <zip>                      San Francisco CA 94117
<bill>                                    345.62
<month> <year>}                           May 88
```

If you specify month=May*year=1988 when you choose **Print/Merge/Criteria**, SprintMerge will include this record when it selects. If you type month!=May*year=1988, the record won't be included, because you have told SprintMerge to select records that don't have *May* in the *Month* field.

There are two things to note in the preceding example. First, there are no spaces in the selection criteria description. Second, there may be instances when the same word is both a field name and a record value. In these cases, you must enclose the value with quotations marks. For example, you have a *Bill* field in your template, which is where you assign the amounts customers are billed. The record's *Firstname* field value is *Bill*, so if you enter as your selection criteria all customers whose first names are *Bill*, type Firstname="Bill".

Relational Operators

SprintMerge provides the following symbols so that you can compare records and select only those that relate to fields in a certain way. It doesn't use the usual relational symbols — <, >, |, and & — since DOS has reserved them for redirecting, piping, and future parallel processing. Instead, it uses similar-looking symbols.

= ==	equal, same size
}	greater than
{	less than
}= =}	greater than or equal to
{= ={	less than or equal to
!= {} }{	not equal

There are no spaces between selection criteria.

If you specify `month=May*year=86-year=88` in your selection criteria, for example, SprintMerge will select records with May 86 or May 88 recorded with their addresses.

The command –Select in the command line turns off any selection criteria within files.

Sorting Specifications

Sorting arranges your records in a specified order. You can give a sorting command in your record file by choosing **Print/Merge/Order**. You can also give sort specifications in the command line, such as `SPMERGE LETTER.SPR -R RECORD.REC -SORT` *SPECS*. You can sort in alphabetical, numerical, or ASCII order, depending on the field's type declaration.

Here are some sort specifications:

`-SORT NAME`	Sorts in ascending alphabetical order. SprintMerge assumes all undeclared fields to be alphabetical for sorting purposes.
`-SORT !NAME`	Sorts in descending alphabetical order.
`-SORT ZIP`	Sorts in ascending numerical order. For this command to work, you should declare the *Zip* field numerical in your record file, for example, @Template{<zip –num>}.
`-SORT !ZIP`	Sorts in descending numeric order. For this command to work, you should declare the *Zip* field numerical in your record file, for example, @Template{<zip –num>}.
`-SORT SERIALNO`	Sorts in ascending ASCII order. For this command to work, you should declare the *Serialno* field as ASCII in your record file, for example, @Template{<serialno –ASCII>}.
`-SORT !SERIALNO`	Sorts in descending ASCII order. For this command to work, you should declare the *Serialno* field as ASCII in your template file, for example, @Template{<serialno –ASCII>}.
`-SORT`	Turns sorting off. Any SORT commands found in the record file are ignored.

You can specify two fields for sorting. To do so, separate the field names in your command line with commas. Here are some examples:

`-SORT FIELD1,FIELD2`	Sorts in ascending order on `FIELD1`, then on `FIELD2`. There are no blanks between the specifications in the command line.
`-SORT(!FIELD1,FIELD2)`	Sorts in descending order on `FIELD1`, then in ascending order on `FIELD2`.
`-SORT FIELD1,!FIELD2`	Sorts in ascending order on `FIELD1`, then in descending order on `FIELD2`.
`-SORT(!FIELD1,!FIELD2)`	Sorts in descending order first on `FIELD1`, then on `FIELD2`.

Technical Specifications and Limitations

Following is a quick look at SprintMerge's specifications. You may need to refer to it when you first set up your templates and records.

TEMPLATE

- Up to 15 characters in a field name.
- Only alphanumerical characters in field names; no spaces, tabs, or hard returns.
- Up to 31 characters in a field default value.
- Default values cannot contain spaces, tabs, hard returns, line feeds, or form feeds.
- Up to 16 fields in a template.
- Delimiters do not nest.

RECORDS

512 characters maximum record length.

COMMAND LINE

128 characters maximum in a command line. (This is a DOS limitation.)

DEFAULT FILE NAMES

Letter File	DEFAULT.SPR
Record File	DEFAULT.REC
OutFile	SPM.O$$
SortFile	SPM.S$$

CASE

SprintMerge ignores uppercase and lowercase except in the records themselves.

Templates

The template is the pattern you set up to categorize the information (fields) in your records. The template describes how the information is organized and specifies the names of these fields. The command Insert/Template for Data produces the command @Template, its delimiters, and @Data in a file. When setting up a template, try to anticipate all the possible fields you will need to keep separate.

The fields within a template are set apart by field delimiters. They are segregated from each other with field separators, which can be printing or nonprinting.

Here's a template, with field types and separators:

```
@Template{<field1> <field2>;<field3>
<field4 -multiline>/
<field5 -num>
<field6 -default Text>=
<field7 -alpha>}
```

C H A P T E R

16

SprintMerge Troubleshooting and Error Messages

This chapters deals with the errors you can make when merging documents and the messages SprintMerge displays. The first section, "A Troubleshooting Checklist," lists common mistakes people make when using SprintMerge and suggests solutions. "Error Messages," the second section, explains what each SprintMerge error message means and what you should do to correct it. Finally, "Other Messages" discusses all other SprintMerge messages that you might come across.

See "Technical Specifications and Limitations" on page 305 for a quick look at the limitations of the template and command line.

A Troubleshooting Checklist

Command Line

- Are you overriding any similar commands that might be in your template file? If so, do you want to override these commands?
- Does your command line have more than 128 characters? If so, you must shorten it; put some commands into your template file instead. See "Running SprintMerge from the DOS Command Line" on page 290 for how to do this.

Letter File

- Have you used the correct field names in your merge fields?

Record Files

- Have you used the correct record file names with your @Include command?
- Do you have more than one of each formatter command in your template file? Except for @Include and @Comment, SprintMerge recognizes only the first instance of each command.
- Have you mismatched any delimiters? Are you missing any delimiters?
- Have you tried to nest your delimiters in your template? You cannot nest delimiters in SprintMerge.
- Have you ended all multiline fields with a visible field separator? If the last field in your template is a multiline field, have you made sure that *only* the template's closing delimiter follows it (that is, there is *no* field separator)?
- Do you have more than 16 fields in your template? If so, you must delete or combine some fields.
- Do you have a blank line inside your @Template command? If so, delete it. Use blank lines only to separate records and commands, not fields.
- Do any of your field names contain a space? A tab? A formfeed or linefeed command? A hard return? If so, change the field name, for example, from *Last Name* to *Lastname*.
- Do any of your field names run over 15 characters? If so, shorten the field name.
- Have you ended all potentially empty fields with visible separators? If such a field is the last field in the template, it doesn't need a field separator and should be followed only by the template's closing delimiter.
- Have you ended all fields with default values with visible separators? If the field is the last field in the template, it shouldn't have a field separator and should be followed only by the template's closing delimiter.
- Is the last field in your template followed by a field separator? The last field in a template only needs to be followed by the template command's closing delimiter.

- Do you have an empty field that isn't the last field specified in the template *and* doesn't end with a visible separator? If so, add a visible separator to your record file.
- Do you have an empty field that *is* the last field specified in the template and the *only* field on the line? If so, make sure that you have entered one blank line for that empty field and another blank line as a record separator.

Sorting and Selecting

- Have you used the correct field names?
- Did you enter spaces between the selection criteria? If so, delete them.

Error Messages

If Sprint finds many errors as it formats your merged document, you can do one of three things:

- Temporarily suspend formatting to write down the offending record or line numbers. To suspend formatting, press *Ctrl-S*. When you want to continue, press any key.
- Redirect the error messages to a file by choosing **Print/Advanced Options/Log Errors to File**.
- Use the switch –L *<filename>* in the DOS command line to log errors to a file.

The last two options create a file with the extension .LOG, containing any errors found in the document. After SprintMerge has processed the records, you can look at the error file and correct the errors at your leisure.

You can also redirect the error messages to a file with the DOS command >ERRFILE. Use it with the –Out command:

```
SPMERGE LETTER.SPR -R RECORD.REC -O NUL >ERRFILE
```

This routes your error messages to the file ERRFILE and discards rather than prints any SprintMerge output.

The Error Messages

@Template command was either missing or incorrect.
SprintMerge halts if no template is specified.

'C' is not an opening delimiter.
You didn't use a valid opening delimiter after a command. Also, verify that you have put a closing delimiter after the @Template command.

Cannot create output file 'XXX'.
SprintMerge can't create the intermediate file SPM.O$$ or, if you gave the –Out command, the outfile *XXX*.

Cannot open input file 'XXX' — skipped.
SprintMerge can't open a record file you included with @Include. Check your record file names and directories to see whether the file is present and you have spelled the name correctly.

Cannot open letter file 'XXX'— program stopped.
SprintMerge can't open your letter file. Check if you have used the correct file name, if the file already exists as a directory in your path, or if you have specified its location incorrectly (such as wrong disk drive). Also, check whether you have mistakenly put spaces in your selection expression.

Cannot open output file 'XXX' for input — merge not done.
Your disk is full or has an error. Check your disk for space; refer to your operating system reference manual for help with disk errors.

Can't chain to 'XXX'; program not found.
A chaining error, which normally shouldn't happen. If it does, check your disk to make sure that both the Sprint formatter and SprintMerge programs are on the same disk. If not, you can use the –Out option to copy the resulting output file onto the disk that contains the formatter, for later printing.

Cannot open sort file 'XXX' for output — merge not done.
SprintMerge can't open the temporary sortfile SPM.O$$.

Cannot open record file 'XXX,' program stopped.
SprintMerge can't find DEFAULT.REC or any other record file. Check whether you've created one.

Cannot read letter file 'XXX'.
Disk error. Refer to your operating system reference manual for help with disk errors.

Cannot rename output file to be 'XXX'—output left in 'YYY.'
Sorting occurred and the output file couldn't be renamed (because of a bad file, full disk, or some such reason), so SprintMerge left the sortfile where it was.

Cannot reopen sort and output files for copy—output left in 'YYY.'
Sorting occurred and the sort and output files couldn't be reopened for copying. SprintMerge left the output file where it was.

Cannot write to output file. Disk full?
Check your disk space.

Cannot write to sort file. Disk full?
Check your disk space.

Error in selection criteria for 'X'.
Check your selection statement in the command line or, if you are not using –Select, the @Select or Print/Merge/Criteria command in your record file.

Error in selection criteria, missing X in 'XXX'.
Check your selection statement in the command line or, if you aren't using –Select, the @Select or Print/Merge/Criteria command in your record file. SprintMerge suggests what might be missing from your command.

Missing argument to 'X'option.
You haven't told SprintMerge the field names or variables to use after a command in the command line.

Missing logical operator in selection criteria 'X'.
Check your selection command in the command line or record file.

Missing relational operator in selection criteria 'X'.
Check your selection command in the command line or record file.

More than one @Template command was encountered.
The second @Template command is ignored.

Not enough memory — requires 128K system, program stopped.
SprintMerge requires at least 128K of memory.

Output file has too many records — too big to merge.
You are using too many records. Break up your record file into several parts, then run SprintMerge several times.

Output file write error — disk full?
Check your disk space.

Record file name 'XXX' doesn't fit — ignored.
Are you using too many @Include files in your record file? You can use up to 1024 characters in the included file names (`Include<A> Include<B>`, for example, uses only 2 characters out of the possible 1024).

Selection expression 'X' is too complicated — selection not done.
You specified more than 20 selection operations. Break up your selection expression into parts; that is, run SprintMerge twice with simpler selection expressions. Try an initial selection using the –Out command and no letter file, then a second run using the letter file and the file that you specified with the –Out command.

Unknown command 'X' in record file — ignored.
You have an illegal or unknown command in the record file that SprintMerge is ignoring.

Unknown field name in sort expression 'X'.
Check the field names in your record file to verify that you entered the correct one.

Unknown option 'X' — ignored.
You used an illegal or unknown Field or option after a command in the command line.

Write error on output file.
Disk error. Refer to your operating system reference manual for help with disk errors.

Write error on sort file.
Disk error. Refer to your operating system reference manual for help with disk errors.

Other SprintMerge Messages

Beginning merge, # chunks.
For your information. This is an indicator to let you know that sorting is in progress.

Missing data before line # of input file 'X' — record not merged.
For your information. The record *preceding* line # of your record file X is incomplete; in order to continue without misinterpreting the remaining records, SprintMerge has discarded that record. You might see this message if a field in your record mistakenly contains its field separator, for example, `<ADDRESS>/` and `c/o Joe Smith`.

Sorting by {reverse} xxxx, then by {reverse} xxxx.
For your information.

 # records output.
For your information. This is the number of records SprintMerge selected using your selection criteria.

 # records processed.
For your information. This message appears immediately after you have typed in the command line, indicating the total number of complete records in all your record files.

P A R T

4

Appendixes

A P P E N D I X

A

A DOS Primer

If you are new to computers or to DOS, you may have trouble understanding certain terms used in this manual. This appendix provides you with a brief overview of the following DOS concepts and functions:

- what DOS is and does
- the proper way to load a program
- directories, subdirectories, and the path command
- using AUTOEXEC.BAT files

This information is by no means a complete explanation of the DOS operating system. If you need more details, please refer to the MS-DOS or PC-DOS user's manual that came with your computer system.

Sprint runs under the MS-DOS or PC-DOS operating system, version 2.0 or later.

Note: You can use any DOS commands while in Sprint by choosing **DOS Command** from the **Utilities** menu, and then entering the command.

Note to two-floppy system users: To use **Utilities/DOS Command**, you must have you Program A Disk in Drive A.

What Is DOS?

DOS is shorthand for Disk Operating System. MS-DOS is Microsoft's version of DOS, while PC-DOS is IBM's rendition. DOS is the traffic coordinator, manager, and operator for the transactions that occur between the parts of the computer system and the computer system and you. DOS

operates in the background, taking care of may of the menial computer tasks you wouldn't want to have to think about—for instance, the flow of characters between your keyboard and the computer, between the computer and your printer, and between your disk(s) and internal memory (RAM).

Other transactions are ones that you initiate by entering commands on the DOS command line; in other words, immediately after the DOS prompt. Your DOS prompt looks like one of the following:

```
A>
B>
C>
```

The capital letter refers to the active disk drive (the one DOS and you are using right now). For instance, if the prompt is `A>`, it means you are working with the files on Drive A, and that commands you give DOS will refer to this drive. When you want to switch to another disk, making it the active disk, all you do is type the letter of the disk, followed by a colon and *Enter*. For instance, to switch to Drive B, just type `B:` *Enter*.

There are a few commands that you will use often with DOS, if you haven't already, such as

DEL or ERASE	to erase a file
DIR	to see a list of files on the logged disk
COPY	to copy files from one disk to another
SP	to load Sprint

DOS doesn't care whether you type in uppercase or lowercase letters, or a combination of both, so you can enter your commands however you like.

We'll assume you know how to use the first three commands listed; if you don't, refer to your DOS manual. Next, we will explain the proper way to load a program like Sprint, and that involves the last command—`SP`.

How to Load a Program

On your distribution disk, you'll find the main Sprint program, under the file name SP.EXE. This program file is necessary for all functions, so you always need it when you first start the program. A file name with the "last name" or extension .COM or .EXE means a program file that you can load and run (use) by typing only its "first name" on the DOS command line. So, to invoke Sprint, you simply type `SP` and press *Enter*, and Sprint will be loaded into your computer's memory.

There's one thing you need to remember about loading Sprint and other similar programs: *You must be currently accessing the disk and directory where the program is located in order to load it;* unless you have set up a DOS path (described shortly), DOS won't know where to find the program.

For instance, if the disk with the SP.EXE program is in Drive A but the prompt you see on your screen is `B>`, DOS won't know what you're talking about if you type `SP` and press *Enter,* and will give you the message `Bad command or file name.`

It's as if you were shuffling through the "School Records" file in your file cabinet looking for information about your home finances. You're in the wrong place. So if you happen to get that DOS message, simply switch to Drive A by typing `A:` and then press *Enter.* Then type `SP` and press *Enter* to load Sprint.

You can set up a "path" to the Sprint files so that DOS can find them, by using the DOS PATH command. See the section on the AUTOEXEC.BAT file for more information.

Directories

A *directory* is a convenient way to organize your floppy or hard disk files. Directories allow you to subdivide your disk into sections, much the way you might put groups of manila file folders into separate file boxes. For instance, you might want to put all your file folders having to do with finance—a bank statement file, an income tax file, or the like—into a box labeled "Finances."

On your computer, it would be convenient to make a directory to hold all your Sprint files, another for your SideKick files, another for your letters, and so on. That way, when you type DIR on the DOS command line, you don't have to wade through hundreds of file names looking for the file you want. You'll get a listing of only the files on the directory you're currently logged onto.

Although you can make directories on either floppy or hard disks, they are used most often on hard disks. This is because hard disks can hold a greater volume of data, so there is a greater need for organization and compartmentalization.

When you're at the DOS level, you can tell DOS to create directories, move files around between directories, and display which files are in a particular directory.

In the examples that follow, we assume you are using a hard disk system, and that you are logged on to the hard disk so that the prompt you see on your screen is C>. If you want to create directories on your floppy disks, just substitute *A* or *B* for *C* in the example.

To make a directory for your Sprint files, do the following:

1. At the C> prompt, type `MD SPRINT` and press *Enter*. The MD command tells DOS to make a directory called SPRINT.
2. Type `CD SPRINT` and press *Enter*. The CD command tells DOS to move you into the Sprint directory.
3. Now, put the Sprint disk you want to copy from into one of your floppy drives—let's say *A* for this example—and type `COPY A:*.*` *Enter*. (The asterisks are *wildcards* that stand for all files.) The COPY command tells DOS to copy all files on Drive A to the SPRINT directory on drive C. As each file on the disk is copied, you will see it listed on the screen.

That's all there is to it. Treat a directory the same way you would a disk drive: To load Sprint, you must be in the SPRINT directory before typing `SP` and pressing *Enter*, or DOS won't be able to find the program.

Subdirectories

If you are someone who really likes organization, you can further subdivide your directories into subdirectories. You can create as many directories and subdirectories as you like—just don't forget where you put your files!

A subdirectory is created the same way as a directory. To create a subdirectory from the SPRINT directory (for instance, for storing your letters and memos), do the following:

1. Be sure you are in the SPRINT directory.
2. Type `MD LETTERS` and press *Enter*.
3. Type `CD LETTERS` and press *Enter*. You are now in the LETTERS subdirectory.
4. Copy the letter files you want to the new subdirectory.

Where Am I? The $p $g Prompt

You have probably noticed that when you change directories, you still see the C> prompt; there is no evidence of what directory or subdirectory you

are in. This can be confusing, especially if you leave your computer for a while. It's easy to forget where you were when you left.

DOS gives you an easy way to find out. Just type

```
prompt=$p $g
```

and from now on (until you turn your computer off or reboot), the prompt will show you exactly where you are. Try it. If you are still in the LETTERS subdirectory, your DOS prompt should look like

```
C:\SPRINT\LETTERS >
```

The AUTOEXEC.BAT File

To avoid typing the prompt command (discussed in the previous section) to see "where you are" every time you turn on your computer, you can set up an AUTOEXEC.BAT file to do it for you each time you turn on your computer.

The AUTOEXEC.BAT file is a useful tool to get your computer to do things automatically. There are many more things it can do, but rather than go into great detail here, we suggest referring to your DOS manual for more information. We will show you how to create an AUTOEXEC.BAT file that will automatically change your prompt so you know where you are in your directory structure, set a *path* to the SPRINT directory, and then load Sprint.

The DOS PATH command tells your computer where to look for commands it doesn't recognize. DOS only recognizes programs in the current (logged) directory, unless there is a path to the directory containing pertinent programs or files.

In the following example, we will set a path to the SPRINT directory.

If you have an AUTOEXEC.BAT file in your root directory, your computer will do everything in that file when you first turn your computer on. (The root directory is where you see the `C>` or `C:\` prompt, with no directory names following it.)

Here's how to create an AUTOEXEC.BAT file.

1. Type `CD\` and press *Enter* to get to the root directory.
2. Type `COPY CON AUTOEXEC.BAT` and press *Enter*. This tells DOS to copy whatever you type next into a file called AUTOEXEC.BAT.

3. Type

```
PROMPT=$P $G Enter
PATH=C:\SPRINT
CHDIR SPRINT
Ctrl-ZEnter
```

4. The *Ctrl-Z* sequence saves your commands in the AUTOEXEC.BAT file. (You can use Sprint to create your AUTOEXEC.BAT file too, but make sure you save it as an ASCII file.)
5. To test your new AUTOEXEC.BAT file, reboot your computer by holding down the *Ctrl* and *Alt* keys and then pressing *Del*. You should see `C:\SPRINT>`.

Changing Directories

How do you get from one directory to another? It depends on where you want to go. The basic DOS command for changing directories is CD. Use it like this:

- *To move from one directory to another*: For example, to change from the SPRINT directory to one called DOCUMENTS, enter the following from the SPRINT directory:

  ```
  C:\SPRINT> CD\DOCUMENTS
  ```

  Notice the backslash (\) before the directory name. Whenever you are moving from one directory to another unrelated directory, enter the name of the directory, preceded by a backslash.

- *To move from a directory to its subdirectory*: For example, to move from the SPRINT directory to the LETTERS subdirectory, enter the following from the SPRINT directory:

  ```
  C:\SPRINT> CD LETTERS
  ```

  In this case, you did not need the backslash, because the LETTERS directory is a direct offshoot of the SPRINT directory. In fact, DOS would have misunderstood what you meant if you had used the backslash in this case. If you had included the backslash, DOS would have thought that LETTERS was a directory off the main (root) directory.

- *To move from a subdirectory to its parent directory*: For example, to move from the LETTERS subdirectory to the SPRINT directory, enter the following from the LETTERS subdirectory:

  ```
  C:\SPRINT\LETTERS> CD ..
  ```

DOS will move you back to the SPRINT directory. Any time you want to move back to the parent directory, use a space followed by two periods after the CD command.

- *To move to the root directory*: The *root directory* is the original directory. It is the parent (or grandparent) of all directories (and subdirectories). When you are in the root directory, you see this prompt: `C:\ >`.

  To move to the root directory from any other directory, simply type

  ```
  CD \
  ```

  and press *Enter*. The backslash without a directory name signals DOS that you want to return to the root directory.

This appendix has presented only a quick look at DOS and some of its functions. Once you're familiar with the information given here, you may want to study your DOS manual and discover the many things you can do with your computer's operating system. There are many other DOS functions not mentioned here that can simplify and enhance your computer use.

A P P E N D I X

B

Using Sprint on a Local Area Network

This chapter tells system administrators how to configure Sprint most effectively for a multi-user environment. We discuss the pros and cons of sharing the editor and formatter, and pitfalls to watch out for in a networked environment.

Remember that Borland requires that each user have a legal copy of Sprint—even when sharing it on a network. If you expect up to three people to be using Sprint *at the same time,* you must buy three copies of Sprint. Refer to our no-nonsense license statement on page 6 for details.

Sharing Sprint Files

As with most programs that are to be shared on a network, you have more than one option in deciding how and which Sprint files are shared. The particular configuration of your network—that is, which resources are shared and whether the personal computers in the net are identical—will determine which Sprint files are public and which private. In general, the two main programs—SP.EXE and SPFMT.EXE—along with dictionaries and engines (.LEX and .ENG files) and .FMT files, can be shared, while screen and printer drivers and the backup file (SP.SWP) cannot.

Here are some more specific guidelines:

- Store all shared Sprint files in one disk or directory on the network server. Don't put multiple copies of shared files on users' local directories; put only files that will *not* be shared on local computers.
- Store all non-shared Sprint files in one disk/directory on each user's PC.

- Set a path in each user's AUTOEXEC.BAT file first to the local disk/directory containing Sprint files, then to the public disk/directory. This will ensure that Sprint will use the local files that should not be shared before looking to the public directory.
- Also in each user's AUTOEXEC.BAT file, add this line:

```
SET HOME=C:\SPRINT
```

  This ensures that the Sprint backup file and all its other specially created files are stored locally on each user's drive C. The backup file *cannot* be shared. This example assumes that each user has a hard disk, and that Sprint files are stored in a directory called SPRINT. For users with floppy-based systems, replace the `C:` part of the instruction with `A:`.

Which Files to Share?

The complete list of files on the Sprint disks can be found in Chapter 1, "Before You Begin." All of these files can be shared with the following exceptions and restrictions:

- All users should have their own copy of the .OVL file—the overlay file for the Sprint user interface they are using—and there should be no copy on the public volume. This allows users to create their own macros and change editor settings and colors. Sprint saves this file to the "home" directory automatically if you have defined such a directory in your AUTOEXEC.BAT file.
- Unless all users have identical computers, the SP.SPS file—the screen driver file—should not be shared. For example, if some users have color monitors and some monochrome, sharing the .SPS file will cause definite screen display problems. Sprint saves this file to the "home" directory automatically if you have defined such a directory in your AUTOEXEC.BAT file.
- There should be a shared copy of DEFAULT.SPP (the printer driver created by the SP-SETUP program) for any network printer. If users also have local printers, they can still put the alternate printer drivers on the network. Users simply choose Current Printer from the **Print** menu to select the printer they need.
- You may want to allow read-only rights to a shared copy of STANDARD.FMT, unless you want to allow users to modify STANDARD.FMT and add new formatter commands.
- The backup file (SP.SWP) *cannot* be shared. As long as you follow the procedure mentioned above for creating a private home directory for each user, there should be no conflicts with the backup file.

Double Editing

When two users can open and edit the same document, confusion is usually never far off. Happily, Sprint is smart enough to detect when this potentially perplexing condition is at play. A typical scenario:

Bruce opens a file and begins editing. Albert then opens the same file and begins *his* editing. Albert, who is a quicker worker, finishes, and saves his version of the file. When Bruce goes to save *his* version, Sprint notices that the file has been changed since Bruce opened it. Sprint politely tells Bruce he should save the file under another name to avoid ruining Albert's day.

Troubleshooting

If you've followed the guidelines we just outlined, you should have few problems with using Sprint on a network. Since there are some problems that can crop up when files are incorrectly shared, we'll mention these problems here and tell you how to solve them.

Problem: A user types `SP` and Sprint appears to "hang"; sometimes the cursor may be able to be moved about the screen as if in a Sprint file.

Solution: This means there is an .SPS screen-driver file in the shared volume or on the user's path that is not compatible with the user's computer. Delete the .SPS file from the shared volume.

Problem: A user types `SP` and receives an error message stating that there is a file-sharing conflict.

Solution: This usually means that there is another user working with Sprint in the shared volume, and there is a backup file (SP.SWP) in the volume. Follow the procedure on page 323 to force Sprint to create a separate backup file on each user's local volume.

Problem: When a user tries to format a file for a network printer, the formatter doesn't recognize certain commands in STANDARD.FMT.

Solution: This probably means that Sprint is using a local copy of STANDARD.FMT and/or the .SPP printer driver file when it should be using a shared copy. The user should either call the formatter from the shared volume that contains a copy of STANDARD.FMT and/or the .SPP file, or the user's path should be set to public first, then local.

A P P E N D I X

C

Converting Files to and from Sprint

When you choose File/Translate and then Export or Import, you are presented with a number of file formats of other word processors that you can convert from or to Sprint.

Note to two-floppy system users: Sprint may have to prompt you to insert the Convert Disk into Drive A before you can translate files. When you installed conversion utilities in SP-SETUP, you labeled the disks that contained the conversion files (one per disk). Sprint will prompt you to insert the disk with the appropriate conversion file when you pick File/Translate/Import or Export.

Choosing the Import command lets you convert files in the following formats into Sprint:

ASCII file
DisplayWrite 4 (DCA RFT)
MS Word
MultiMate
MultiMate Advantage
WordPerfect 4.2
WordStar
SideKick Plus (Outlook files only)

Choosing the Export command from the Translate menu lets you save your Sprint file in any of the same formats, except SideKick Plus (Outlook). Sprint prompts you for the original file name (the file to be imported or exported) and then the new file name (the file after it is imported or exported).

Choosing SideKick Plus from the Import menu displays this prompt on the status line:

```
Press (T) for tab indent, (O) for outline, or ESC to cancel:
```

If you press *O*, your Outlook outline will converted into a Sprint document formatted as an Outline list (that is, the Style/Lists/Outline command). If you press *T*, your Outlook outline will be converted into a Sprint documented that uses tabs to indent your topics and subtopics.

For most documents, the translation process is seamless and accurate, and you don't have to think about how it works. On the other hand, not every aspect of a Sprint document can be accurately translated to, say, a WordStar document, and not all WordStar formats can be correctly carried over into a Sprint file.

The rest of this appendix documents the major differences and dangers when translating to and from Sprint. In general, when Sprint is translating a file and finds a command it can't convert, it tries to strip out the control codes or delimiters but preserves the command name and the rest of the command as regular text. In a few cases, the conversion process will remove the entire command if it can't translate it.

Importing to Sprint

When importing a file created with another word processor into Sprint, there are two aspects of the conversion that are important: the formats that import correctly, and the main formats that cannot be imported correctly.

Formats That Import Correctly

Typestyles

Bold is converted correctly.

Italic is converted correctly.

Subscript and superscript are converted correctly.

Underlining is converted correctly as long as a single line is used. If the original file used a double underline rather than a single line, Sprint substitutes a single line but warns you of the substitution in a log file.

Strikethrough is converted correctly as long as a solid line is used. If the original file used something other than a solid line, Sprint substitutes a solid line but warns you of the substitution in a log file.

Nonprinting text (print off...print on) is converted to BEGIN COMMENT...END COMMENT.

Changes from the default font are converted correctly by either defining a font in a ruler line or by defining a region of text in a Text format modified by the *Font* parameter.

Line and Paragraph Formats

Columns are converted to regions of text governed by the COLUMNS*n* command where *n* is the number of columns. If the original document used more than six columns, the Sprint conversion uses six and warns you of the substitution in a log file. Column text in Sprint has a uniform width, regardless of the original's.

Hanging margins (hanging indents) are converted by adjusting Sprint's left margin on the ruler line. The first-line indent on the ruler line retains the original left margin setting.

Leading is converted correctly by creating a ruler line with the *Spacing* parameter set accordingly.

Justification (left-justified, right-justified, centered, or full-justified) is converted correctly.

Tab stops are converted correctly as *T*'s on the ruler line as long as the original file does not use any more than eight at a time. If all the tab stops have the same interval (for example, 4, 8, 12, 16, and so on), only the first one is put on the ruler.

Individual tab characters are converted correctly as ^I characters.

Layout Formats

Center-page formats are converted to Sprint's CENTERPAGE .5 PAGE command.

Conditional end-of-page is converted to Sprint's BEGIN GROUP...END GROUP command.

A hard new page is converted to a mandatory form feed and new line (that is, a ^L and ^J). Note that the conversion will insert a hard return immediately before the form feed if it isn't already there.

A soft page break is converted to a Sprint formatter page break (a page break that the formatter inserts). Note that the conversion will insert a hard return immediately before the form feed if it isn't already there.

Header and footer text is converted to the appropriate header or footer command (for example, HEADER, HEADER0, FOOTERE, and so on).

Footnotes and endnotes are converted to the correct Sprint command (FNOTE or ENOTE). Notes other than these will create warning messages in the conversion log file that is automatically created. Also, the format of the note or any command that sets the footnote number will be ignored in the conversion.

Page number is converted to the *Page* variable in Sprint.

Set-page-number commands are converted to **SET Page=*n*** commands. The next page is numbered *n*.

Character Conversions

The @-sign (@) is converted to *two* @-signs (@@) to prevent the formatter from misconstruing a single @-sign as a command prefix.

A non-breaking space character is correctly converted to Sprint's hard space character.

Hard returns and soft returns are converted correctly.

Discretionary hyphens (soft hyphens) are converted correctly.

Formats That Are Not Imported

Typestyles

Reverse image is not converted in Sprint.

Line and Paragraph Formats

"Hot zones" (predetermined areas of text that define where hyphenation should occur) are not converted in Sprint.

Layout Formats

The format of a header or footer (for example, its position and justification) is not converted in Sprint.

Merged files (as used in mail merge commands) are not converted in Sprint.

Variables

The format for automatic numbering is not converted in Sprint.

Inserting dates is not converted in Sprint.

Inserting the time is not converted in Sprint.

Inserting line numbers is not converted in Sprint.

Page number formatting is not converted in Sprint.

Setting automatic numbering (like line numbering) is not converted in Sprint.

Layout Formats

Any type of note besides footnotes or endnotes are not converted in Sprint.

The format for notes is not converted in Sprint.

Setting the footnote number is not converted in Sprint.

A non-breaking hyphen is not converted in Sprint.

Exporting from Sprint

When exporting a file created in Sprint to another word processor, there are two aspects of the conversion that are important: the Sprint formats that export correctly, and those that don't.

Typestyles

Bold is converted correctly to the appropriate command.

Italic is converted correctly.

Subscript and superscript are converted correctly.

Underlining is converted correctly.

Strikethrough mode is converted correctly.

Both types of Sprint comments are converted correctly to the appropriate print-on/print-off commands. One-line comments that begin with a semicolon (;) must begin a new line or be preceded by whitespace.

Line and Paragraph Formats

Two kinds of columns are correctly handled in the conversion: Columns generated by a Text format with the *Columns* parameter set to the correct number, and columns created with the menu command, which inserts a COLUMNS*n* command. Pressing *Enter*, inserting the ^J control character, or using the @* command all convert to a hard return.

A non-breaking space in a Sprint document exports correctly.

Spacing in a ruler line is converted to leading in other documents. Spacing can be in mm, cm, inches, picas, or characters.

Justification settings in rulers (J, L, R) are correctly converted as appropriate.

A special hyphen is converted to a discretionary hyphen. When the special hyphen falls at the end of a line, it is converted to a printing hyphen.

A flush right format (either to the margin or to a tab or decimal tab) is converted correctly.

Centering text with wide spaces, with the CENTER command (off the menu) or with @= all convert correctly.

Paragraph (first line) indentation or the *I* on a ruler line is converted correctly.

Lists

Numbered formats convert to paragraphs with numbers preceding each.

Hyphens formats convert to paragraphs with hyphens preceding each.

Quotation formats convert to paragraphs indented five characters from left and right margins.

Asterisks formats convert to paragraphs with asterisks (*) preceding each.

Bullets formats convert to paragraphs with lowercase *o*'s preceding each.

Layout Formats

T in a ruler line is converted to an undifferentiated tab stop.

Tab (a ^I) is converted to a tab character.

RESERVE commands will convert to the closest number of hard returns.

An unconditional page break will convert to a hard page break.

CENTERPAGE command converts correctly.

GROUP commands convert to conditional page breaks.

The *Page* variable converts to the appropriate page number.

The **SET PAGE=*n*** command converts to the appropriate set page number command.

All header and footer commands convert appropriately.

Sprint Syntax

There are three different ways a formatter command can be entered in a Sprint document. For every formatter command that converts correctly, all three forms are supported.

The three ways are

@-sign version	@Center[Memo to All Employees]
@Begin version	@Begin[center] Memo to All employees @End[center]
Menu version	**BEGIN CENTER** Memo to All Employees **END CENTER**

There are seven pairs of legal delimiters used to enter @-sign version of command in Sprint. All seven are correctly recognized in the conversion.

Sprint Formats That Do Not Export Correctly

Using the Char command with values from 0 through 31 will result in a space being substituted for the command.

Only one level of lists convert correctly; nested lists may not have the correct bullet or number format as they have in Sprint.

Only editor (ruler) tabs are converted. Formatter (precise) tabs are not converted. In other words, the TABSET command and @/ are ignored in the conversion process.

A P P E N D I X

D

Help!

Answers to Common Questions about Sprint

General Questions

Q. How much RAM do I need to run Sprint?

A. You need at least 256K.

Q. Why doesn't my screen look like what prints on my printer?

A. Sprint supports many advanced formats that cannot be accurately displayed on a normal computer monitor. For this reason, many commands take effect only when you print. On the screen, these commands appear as highlighted text, indicating that their "magic" will only be realized when you print. In general, these commands are called *formatter* commands because they take effect only when your document is being formatted by Sprint just prior to printing.

Q. What do I do if I get a `Disk Full` error?

A. You'll need to delete some unnecessary files to free up space on your disk. You can do one of two things:

1. Choose File Manager/List Directory and make note of any files you can delete, then choose Erase to delete those files.
2. Choose File/Write As and write the file to another disk.

Backup File Confusion

Q. How come when I close a file, another file appears in its place?

A. You must have opened several files. When you open a second file in Sprint without first closing the current file, Sprint keeps both of them open (although only one file is visible at a time unless you have opened a separate window for it using the Window menu commands). Sprint allows you to have up to 24 files open at once.

Q. I've made changes to a file and quit Sprint, but when I open Sprint again, the old version of the file is there, not my changed one.

A. You're probably working on two different computers. When you have Preserve Editing Session set to Yes, Sprint saves all open files to the backup file and automatically brings up this backup file when you open Sprint. But if you have made changes to this file using another computer and then copied the changed file to the first computer, the backup file will not be current even though the file on disk is.

In such cases, the easiest solution is to close the file in the backup file and then open the file again. This discards the outdated version in the backup file and retrieves the correct version from disk.

The moral is: When editing the same files on several computers, set the Preserve Editing Session command to No or close the file when you're finished.

User Interfaces

Q. How come the menus you talk about in the Sprint manuals look different on my screen?

A. You must be using an alternative user interface (UI). The manuals assume you are using the default Sprint user interface and not an alternative one. For the purposes of learning what Sprint has to offer, you should switch to basic or advanced (see the next question for how to do this). For information on the user interface that you're using, refer to the separate booklet on alternative user interfaces.

If, on the other hand, you seem to have a Sprint user interface, but some of the commands are missing from your menus, you probably forgot to switch from tutorial to basic or advanced. The tutorial user interface includes only the most fundamental commands and should not be used except as an introduction to word processing and to Sprint. If you want to see *all* the

menu commands mentioned in the Sprint manuals, you must be running the advanced user interface.

Q. Out of curiosity, I loaded an alternative user interface, but now I want to return to the basic Sprint user interface. How do I do this?

A. You can call up the list of alternative user interfaces from *any* user interface by pressing *Shift-Alt-U.* Choose the one you want to load and press *Enter.*

Note to two-floppy system users: If you have low-density (360K) drives, you cannot use Customize/User Interface/Load to load an alternative user interface or Customize/User Interface/Reset Shortcuts to recover an unaltered user interface after changing keyboard shortcuts *unless* you first insert the disk containing the appropriate user interface in Drive A. If you don't have a separate user interface disk, you must run the SP-SETUP program to reinstall the user interface you want as a default. If you have high-density (720K or more) drives, however, and the user interface you want to load or return to is listed when you choose Customize/User Interface/Load or Reset Shortcuts, then you can use those commands.

Control Codes

Q. Sometimes I use the arrow key but the cursor doesn't move. Pressing it again gets it going.

A. Your cursor is actually "moving" over hidden control codes. Sprint inserts control codes to begin and end various commands (like the commands in the Typestyle and Style menus). Ordinarily, there is no reason why you need to see these codes, so Sprint keeps them hidden. Even so, Sprint knows they exist and accounts for them when counting characters. You can see what column number your cursor is on—even if it's invisible—by looking at the column indicator in the lower-right corner. The column indicator also changes style as you move past a typestyle control code.

You can always opt to show the control codes in your documents by choosing Customize/Screen/Codes and setting the command to On.

Q. Sometimes when I type next to a word that's in bold, the text I type is in bold too. But other times, it's not. What's up?

A. If your cursor is placed to the left of the hidden control code that turns off the bold typestyle (it's a ^N), text you insert there will also be in bold. But if your cursor is to the right of the ^N character, new text will not be

bold. The confusion sometimes arises because ordinarily the codes are invisible (see the previous question for more information).

You can choose to show the screen control codes to reduce confusion.

Shortcuts

Q. I assigned a shortcut to a key, but now it's gone. What happened?

A. Sprint stores the shortcuts you assign to keystrokes in the SP.OVL file. If for any reason you deleted this file, your macros get zapped along with it. Also, if you reinstall Sprint, you'll lose your shortcuts.

Another possibility is that you had a power outage before Sprint could save your shortcut to the SP.OVL file (Sprint saves the shortcuts you assign only when you quit Sprint).

You will also lose your shortcuts if you choose **Customize/User Interface/ Reset Shortcuts.**

Q. How can I quickly get to a command that's buried in several levels of menus?

A. You can create your own shortcuts. Display the chain of menus that leads to the command you want. Use the arrow keys to choose (highlight) the desired command. Now press *Ctrl-Enter.* Sprint displays this prompt in the status line:

```
Shortcut for menu item:
```

Now press the desired key. For example, if you want to be able to change text to bold by pressing a key instead of choosing **Typestyle/Bold,** you could assign a keystroke to the menu command (like *Shift-Alt-B*). Then whenever you selected a block of text and pressed *Shift-Alt-B,* Sprint would immediately change the style of the text to bold.

Q. What should I do if I can't remember the shortcuts I've assigned to menu commands?

A. Choose **QuickCard** from the **Utilities** menu. Sprint creates a file containing all the defined shortcuts, including those you've defined yourself. You can then print out this file for reference.

Printing

Q. How do I queue a number of files to print?

A. Create a batch file (QUEUE.BAT), which contains the following:

```
for %%f in (%1 %2 %3 %4) do spfmt %%f <print options>
```

This batch file allows you to queue up to four files at once. To increase the number of files, simply add %5, %6, %7, and so on to the batch file.

To execute the batch file, type the following at the DOS prompt:

```
QUEUE <file1> <file2> <file 3> <file4>
```

Q. I set up a table on the screen, but when it prints, the columns are not lined up.

A. You probably used spaces to create your columns instead of tabs. Unless you are printing in a fixed-width typeface, the fixed-width screen characters will not accurately show the correct widths of your printed document. When setting up tables to print in proportionally spaced fonts, always press the *Tab* key to move from one column to the next. This will keep your columns aligned regardless of the font your printer is using.

Even if you are printing your document in a proportionally spaced font, you might still want to print your tables in a fixed-width font (assuming your printer can output both types of typefaces). To do this, you can select the text of your table as a block, and then choose **Typestyle/Font**. Sprint displays a menu of the fonts your printer can use. Choose a fixed-width one from that list (it might be called Courier, Elite, Pica, or something else).

Q. My printer manual says I have all sorts of special symbols in its character sets. How do I print them from Sprint?

A. You need to use the Char command. This command sends a decimal ASCII code to your printer, which in turn prints the character represented by that decimal code in your printer's font. In order to use the Char command, you need to know the decimal code for the character you want to print (only your printer manual can tell you that). When you know the code (it will be between 32 and 255), type the number, select it as a block, choose **Style/Other Format**, type `Char`, and then press *R* for Region at the prompt. When this document prints, the special character prints where you inserted the Char command.

A more "techie" way to embed the decimal code into your Sprint document is to press *Shift-Alt* while you type the decimal number (32 or greater) from the numeric keypad. When you release the keys, the character will be

embedded at the cursor position. If your computer has a character defined for that number, it will appear (but that character will probably not correspond to the look of the character in the printer's character set).

Rulers

Q. How can I change the default ruler?

A. Create a glossary entry that contains a modified ruler. Save the glossary under the name AUTOEXEC. Each time you open a new file, Sprint will use the modified ruler.

Q. The manual says I can change the ruler by just typing on it, but when I do that, Sprint beeps at me.

A. You first need to put your ruler into an "editable" state. You do this by pressing *Alt-A* or choosing **Layout/Ruler/Edit on Screen**. When you do this, your cursor jumps to the ruler above it (if it's not already on it), the ruler becomes highlighted, and you can type on the ruler to change its settings.

Q. When I type, the words go right off the edge of the screen. I thought Sprint was supposed to automatically wordwrap?

A. It does, but you have to tell Sprint at what point to wrap the line. Normally, you do this with a ruler. You probably deleted the ruler from your file that Sprint automatically put there. Insert a ruler at the top of your file by choosing the **Layout/Ruler/Insert** command (or by pressing *Alt-R*).

Or, you may have toggled **Customize/Options/Codes** to On and started typing. Sprint won't wrap lines with codes displayed, so toggle **Codes** Off to wrap lines.

Indexing

Q. When I index a word in my file, the word doesn't appear in the document anymore.

A. You chose **Reference Word** instead of **Word** from the **Index** menu. The **Reference Word** command indexes the word without printing it in the text.

Q. When I index a word in my file, the word appears in my document twice.

A. You chose **Word** instead of **Reference Word**. See the previous question.

Q. I've changed my mind about indexing a certain word. How do I unindex it?

A. You have to delete the usually hidden control codes surrounding the indexed word. Press *Alt-Z* to display the codes. Now you can delete the ^D (which precedes the index item) and the ^N (which goes after it) just as you would any other character.

You don't have to do this to undo a typestyle change, however. In that case, you need only select the text and choose Normal from the Typestyle menu.

Recovering from Mistakes

Q. My cat just walked across the keyboard and made a mess out of my document. How can I get back my original?

A. You can choose File/Revert to Saved. This command discards the version on the screen and loads the last-saved version of the file from disk. Using this method, you will recover the version that existed the last time you chose File/Save (or pressed *Ctrl-F2*).

Q. When I paste from the Clipboard, sometimes the text pasted is only the last thing I cut and sometimes it's the last *several* things I cut. Why the difference?

A. You're inadvertently using the append feature of Sprint's Clipboard. When you make repeated cuts *without moving the cursor* (using, for example, *Ctrl-Y* several times in a row to delete one line after another), Sprint takes the last item cut and tacks it onto the end of what's currently in the Clipboard. If you move the cursor between cuts, however, Sprint keeps replacing what's in the Clipboard with the most recent cut.

Error Messages

Q. I get an error message "Variable Not Found" when I try to print, but I don't have any variables in my document.

A. You probably tried to define a tag with one of the words reserved for variables (like *page* or *month*).

Q. Sprint keeps running out of memory when it tries to print my document.

A. You must have a document with a lot of formatting commands. Running out of memory should be a rare occurrence; each of the Sprint manuals was printed with Sprint—without running out of memory. Nonetheless, if you

do run out of memory, try to free up some extra memory by looking for unnecessary control codes in your file. Because the codes are invisible until you press *Alt-Z*, they can pile up sometimes without your knowing it. Look especially for typestyle codes with nothing between them, like ^B^B^N^N and the like. Another way of freeing up memory is to make your document less complicated by removing redundant or nested commands.

Q. I keep getting an error message saying "Unknown command." What am I doing wrong?

A. It's possible you have a stray @-sign in your document that's not followed by a space, a number, or a symbol. If you do, Sprint tries to interpret that @-sign as a special command. If you need to put an @-sign right before a letter character, you have to use two @-signs in a row (that is, type `@@`).

Searching

Q. When I use the **S**earch-Replace commands, Sprint finds almost every word instead of just the text I entered.

A. You probably have entered a wildcard in your search text with the **U**se Wildcards command set to Yes. When this command is set to yes, Sprint matches the asterisk (*) with any group of characters, the question mark (?) with any one character, and the space character with any whitespace (including tabs). Sprint also considers brackets (] and [) as enclosing a set of matchable characters. If you want to use these characters as normal text, you either have to precede each of them with a backslash (\) or set **U**se Wildcards to No.

Q. Sometimes searching using the *F7* key is case-sensitive and sometimes it's not. Why the difference?

A. The *F7* search key is a shortcut to choosing **F**ind from the **S**earch-Replace menu, *using the menu settings as they stand when you press F7.* If you use the *F7* shortcut, change the settings in the **S**earch-Replace menu, and then use *F7* again, the two *F* searches will operate under different settings.

A P P E N D I X

E

Working with ASCII (Plain Text) Files

If you plan to use only Sprint to create, edit, and print files, and don't intend to share files with anyone else who uses another word processor, you don't need to read this section.

But please read on, however, if you plan to do one of the following:

- write computer programs
- edit your Sprint files with SideKick or some other ASCII text editor
- send your files over a modem

Note: If you will be sharing files with someone who uses WordPerfect, Microsoft Word, MultiMate, or WordStar, please see Appendix C.

Note to two-floppy system users: You must have your Program A Disk in Drive A in order to use any of the commands on the Customize/ASCII File Handling menu.

Translating Files

There may be times when you (or someone else) will need to use an ASCII text editor (for example, SideKick) to edit files created with Sprint. Or, just the opposite: You may want to use Sprint to edit files created with a different word processor.

Sprint's Translate command on the File menu displays the Translate menu (Figure E.1), which allows you to change Sprint files to ASCII (plain text) files that any word processor can understand, or take another word

processor's files and read them into Sprint. Every word processor has special internal methods for creating and saving files, and these ways of doing things are not necessarily compatible.

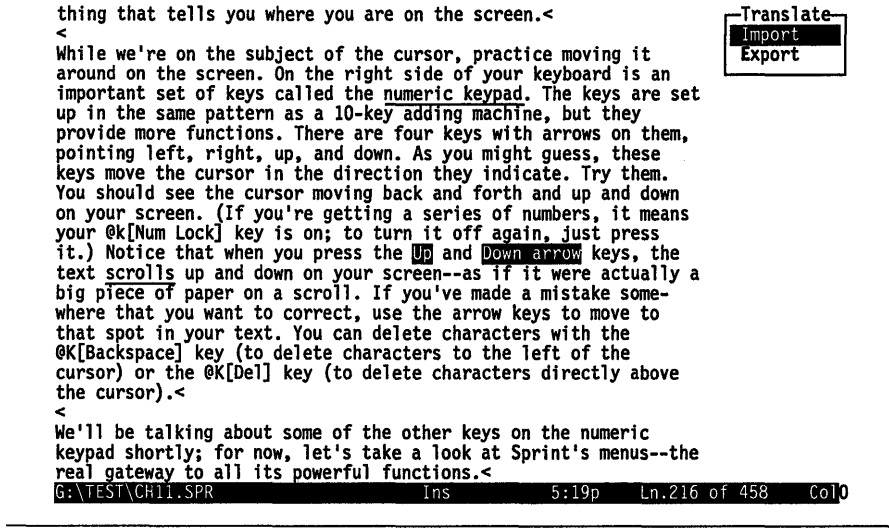


Figure E.1: The Translate Menu

There are also several settings on the Customize/Ascii File Handling menu that pertain to ASCII files. First we'll discuss the Import/Export procedures, then we'll go on to talk about the settings that deal with ASCII files.

Note: When you open a new file in Sprint that you intend to edit later with an ASCII editor, be sure to delete the ruler line before saving the file; your text editor won't understand the control codes in the ruler.

Importing an ASCII File

Let's say you want to take a file you created with Borland's SideKick and edit it in Sprint. The SideKick Notepad, like other ASCII text editors, puts hard return characters at the end of every line; Sprint does not. In order for your text to automatically "wrap" at the right margin, you need to get rid of those hard returns. First choose Customize/ASCII File Handling and toggle Wrap Long Lines to Yes. Sprint will ask you at what character to

wrap lines (65 is the default). Press *Enter* to accept 65 or enter another number. Next, choose Translate/Import from the File menu. This displays the Import From menu (see Figure E.2 below), a list of possible origins of the file you want to import to Sprint.

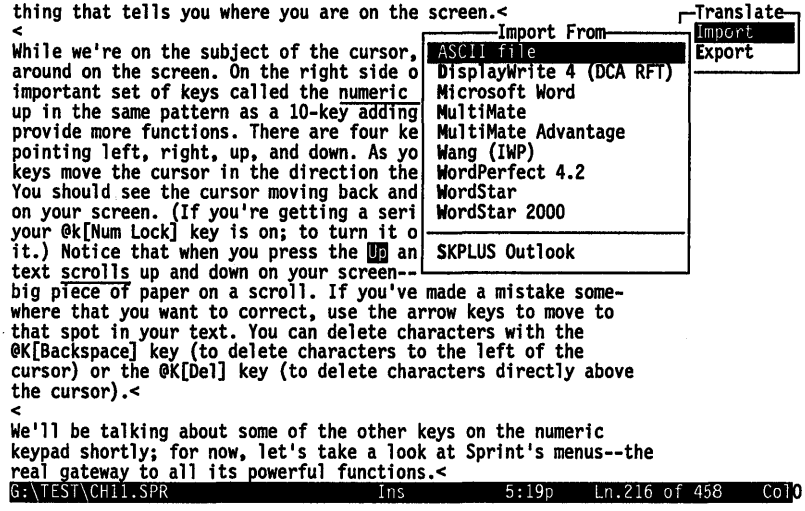


Figure E.2: The Import From Menu

Choose ASCII File. At the prompt, enter the file name you want to read into Sprint. Sprint then asks you

```
Enter the minimum line length to wrap: 50
```

The default value of 50 means Sprint will reformat (that is, convert hard returns to soft) all lines in the file that are 50 characters or longer. If the lines in the file you are importing are generally shorter—say, 35—you can enter 35, and Sprint will wrap all lines that are 35 characters or longer.

Sprint converts the hard returns to soft returns only if the hard return is at or beyond the line-length setting and only if the line following it doesn't start with whitespace (another hard return, a tab, or a space character). That way, Sprint knows where the true end of a paragraph is (which must retain a hard return); it also allows you to preserve the formatting of most tables.

Note: Be careful not to set your wrap margin at too low a number; if you do, you may format some lines in your file incorrectly. For example, if there are lines in your file that are particularly long (this is common in files

containing computer programs), you may not want Sprint to wrap those lines.

When you press *Enter*, Sprint will convert the file, then load and display the converted file, ready for editing. Note that the original file with the hard returns is still on your disk, but the one in Sprint's backup file is the converted one. If you want to keep the original file, *and* save the one you've just converted, choose Write As from the File menu to save the converted file to a file with a new name. Sprint will save the file under the new file name you specify. If you don't want to keep the original file, you can just choose Save and write over the original.

Exporting a Sprint File

Now, say you want to edit a Sprint file in the SideKick Notepad. In this case, you've got the opposite problem; because Sprint does *not* use hard returns to end lines (only paragraphs), when you load the Sprint file into the Notepad (or whatever text editor you're using), each paragraph will consist of one long line that goes off the right side of the screen. You could, of course, reformat the text in SideKick, but there's an easier way: choose Export, then choose ASCII File from the Export To menu that Sprint displays (Figure E.3).

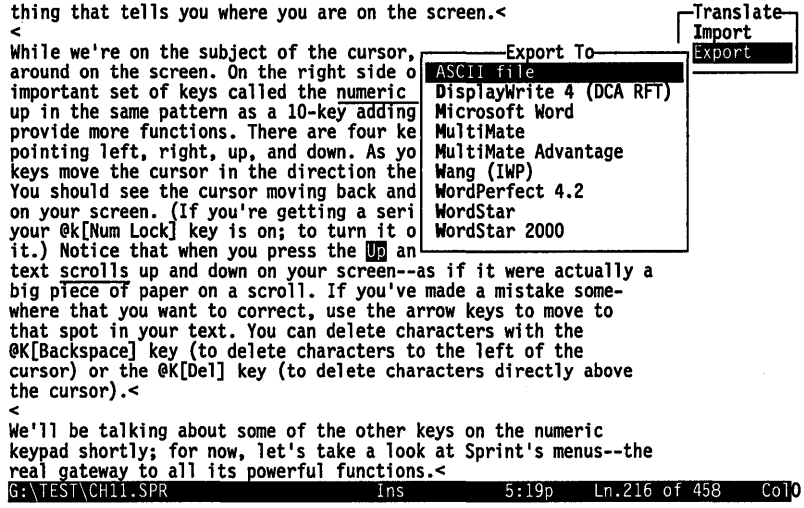


Figure E.3: The Export To Menu

Sprint asks you for a file name to export. It then creates an ASCII file that is identical to the original Sprint file, but each line will end with a hard return character. The file will have the same "first name" as the original, but will have the extension .ASC. For instance, if you want to export a file called EDIT.SPR, Sprint will create an ASCII file called EDIT.ASC. Your original file will remain untouched.

Editing an ASCII File with Sprint

You may want to edit an ASCII file with Sprint that you will later want to use with a different program; in this case, you would use the Customize/ ASCII File Handling menu (Figure E.4).

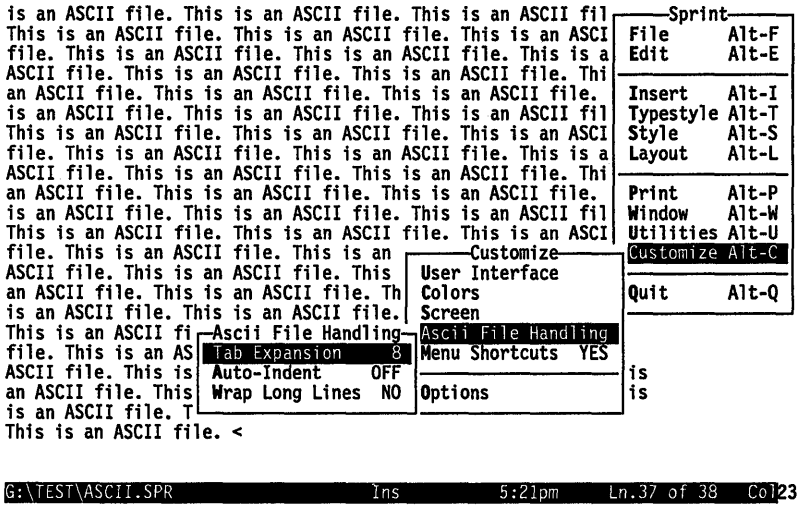


Figure E.4: The ASCII File Handling Menu

For instance, suppose you are creating a file that you will later pass on to someone who is using SideKick, which is a plain ASCII text editor. You don't want to introduce any codes into the file that SideKick might misinterpret. An example of such a code is the Sprint ruler line. To see what we mean, choose Codes from the Customize/Screen menu and toggle to Yes (or press *Alt-Z*). As you can see, the ruler begins with a *Ctrl-K* (^K) character and contains some other information that SideKick wouldn't understand.

The other issue is that ASCII text editors require that lines end with a "hard" return. Sprint lines end with soft returns.

In order to edit your file without a ruler line, you will want to change the three settings on the Customize/Ascii File Handling menu: Tab Expansion, Wrap Long Lines, and possibly Auto-Indent. You can also have Sprint automatically *suppress* rulers; see the next section.

Note: If you want to enter Sprint formatting commands in your ASCII files, you will need to use the @-sign method; see the "Formatting ASCII Files" section for instructions.

Suppressing the Ruler Line

If you will be working exclusively with pure ASCII files (for example, if you're writing computer programs), you can have Sprint automatically suppress rulers each time you use it.

To do so, move your cursor to a blank place in any file. Press *F3* to turn block select mode on, but don't move the cursor. Now choose **Utilities/Glossary/Define**. When Sprint prompts for a name, type `AUTOEXEC`. Sprint then asks if you want to save this item to STANDARD.SPG; press *Y* for Yes.

Now, each time you start Sprint, it will ask

```
Use your default settings?
```

Press *Y* to answer Yes whenever you want to open a blank file with no ruler line.

Tab Expansion

The **Tab Expansion** setting determines tab stops for a file that has no rulers. (Although you *could* use this to set tabs even if you are using a ruler that has no tabs set on it, we recommend that you set tabs on the ruler itself. The reason is that tabs set with **Tab Expansion** don't show up on the ruler, and so are easy to forget.) The default is five spaces; that is, each time you press the *Tab* key, the cursor will move five spaces to the right. This is exactly the same as a ruler with a single `T` at column 5. To change the default, choose **Tab Expansion** and press *Enter*. Sprint will ask you

```
Number of spaces to show tabs as:
```

Type in a number for the size of your tabs and press *Enter*.

If your file has a ruler in it, Sprint will encourage you with a message to use the ruler instead of the command to set tabs. If you're bent on setting tabs with the **Tab Expansion** command, you should delete the ruler first. A ruler tab causes the **Tab Expansion** command to be ignored.

Caution: Be aware that when you change the **Tab Expansion** setting, you affect the display of *all* files that have tabs based on ASCII tab size. In other words, if you have a file in which the original tab setting was 5, then change it to 10, the tab settings will be automatically changed in the file. For example, most programs, such as the DOS TYPE command, expect the tab interval to be 5 characters wide. If you change tab size to 10, and then TYPE a file that contains tabs, the screen will display incorrectly formatted (although readable) output.

Auto-Indent

Auto-Indent allows you to automatically indent lines of text according to how you have indented the first line in the paragraph. Since, in an ASCII file, you won't be using rulers, this is the easiest way to indent your text. It also comes in very handy for formatting computer programs you may write with Sprint.

By default, Auto-Indent mode is Off; you can toggle it to On by choosing Auto-Indent, then pressing *Enter*.

For example, to indent your text three spaces, space over the three spaces, then start typing. Sprint will automatically indent the lines of text that follow three spaces, until you press *Enter*.

You'll also like this feature if you write computer programs, since it will allow you to easily indent lines of code.

Wrap Long Lines

Use this command to set the line length for your file, without having to use a ruler. You enter a column number for the right margin (default is 65); Sprint will wrap your lines at 65 characters, putting a hard return character at the end of each line. If you *don't* use this feature, and you don't have a ruler in your file, your lines won't wrap at all, but will scroll off the right side of the screen.

To set the right margin, choose Wrap Long Lines, then enter a number for the right margin. Sprint will automatically wrap your lines at the column number you specify and will put a hard return character at the end of each line.

If you edit a paragraph after Sprint has wrapped the line, the line breaks might end up too long or too short. Press *Ctrl-B* to reformat the paragraph (adjust the wordwrap).

Formatting ASCII Files

When you want to create straight ASCII files (with Sprint, or any other editor) that you can format and print with Sprint's formatter, you should use *@-sign commands* instead of the commands listed on Sprint's pop-up menus. As mentioned in Chapter 5, @-sign commands are the ASCII equivalents of menu-chosen commands. For every command on a Sprint menu, there is an equivalent @-sign command that performs the identical

function. Unlike commands listed on Sprint's menus, @-sign commands *don't* insert control codes in your file, which means you can telecommunicate your files, complete with formatting commands, through a modem, or create them with other word-processing programs and still print them with the Sprint formatter.

Note: For complete information about @-sign commands discussed in this chapter, see Chapter 3 of the *Reference Guide.*

@-Sign Commands

@-sign commands have the same *printed* effect as menu-chosen formatting commands but have a different effect on your screen text. This section explains the differences between the two methods, and explains the @-sign approach in detail. This approach is important for users wanting to create straight ASCII files, while desiring to retain Sprint's formatting functions in these files.

Let's say that you create files for distribution over a communications network, like MCI or CompuServe. Although Sprint files *are* ASCII files, some or all of the format control codes used in Sprint files could be misinterpreted by the communications program. But if you are sending the files to other Sprint users, you'll want to be able to include formatting commands. You know from Chapter 8, "Basic Formatting," that if you choose formatting commands from Sprint's menus, the editor inserts control codes to change the attribute of your commands or text on the screen and to tell the formatter what to do when it sees the text to be affected by your commands. If you strip out these control codes, the person receiving your file will get an *unformatted* version, which is probably not what you want to happen. Here's where @-sign commands come into play. You type these commands from the keyboard as straight ASCII text—there are no control codes in @-sign commands. If you use this method to format files for telecommunicating, the recipient can still format and print your file, and get the printed results you originally specified.

Suppose someone you know doesn't use Sprint, but is going to give you some files that *you* will then print with Sprint. That person could use @-sign commands in the file. Or maybe you want to create text with SideKick's Notepad (or some other ASCII editor) that you will later print with Sprint. @-sign commands are the only way you can insert formatting instructions in the notepad/ASCII editor.

Again, see the *Reference Guide* for information on how to use @-sign commands.

Printing ASCII Files

In this section, we describe how to print ASCII files—that is, files that do not contain formatter commands, or any files that you don't want Sprint to format in the usual way. This includes computer programs and other non-Sprint documents.

Unformatted Printing

Sprint will normally format your document before printing it (that is, it will interpret all formatter commands and fit the document into the defined—or default—page format). If you have a file that you don't want formatted (like a program listing), you must tell Sprint not to format. Otherwise, it will try to format the file.

To print a file without formatting, choose **F**ormatted Print from the **A**dvanced Options menu and press *Enter* to toggle to No.

If you want to change other print parameters, do so now. To start printing, choose **G**o from the **P**rint menu and press *Enter*.

DOS command-line method:

```
SPFMT -plain FILENAME
```

Your file will be paginated and each page will have a header consisting of the name of the document, the date and time printed, and the page number. The formatter will not recognize formatter commands, open/close delimiters (for example, the boldface delimiters will be printed as ^B and ^N), or ruler lines (they will printed as ^K). The formatter will recognize tabs and form feeds.

Wordwrapping an ASCII Document

In ASCII documents, every line ends with a hard return character. The formatter normally thinks that a return signals the end of a paragraph. You can override this by toggling Wordwrap ASCII Files (on the **P**rint/**A**dvanced Options menu) to Yes. This tells Sprint to wrap all lines, even those that end with hard returns, unless the return is followed by another return, space, or tab.

DOS command-line method:

```
SPFMT -f FILENAME
```

Changing the Size of Tabs

If you haven't set any tab positions in your document, you can specify the size of the tab character (^I) at print time. If you don't set the size, the formatter will use the tab size set by choosing Tab Expansion from the Customize/ASCII File Handling menu.

DOS command-line method:

```
SPFMT -t=N FILENAME
```

where `N` is the size of the tab character. (All tabs will be the same size.)

A P P E N D I X

F

Glossary of Terms

@-sign command: Alternative method of entering Sprint formatting commands (vs. the menu system) using an @-sign and text enclosed within *delimiters*; for example, `@chapter(The Chapter Title)`. Normally, you should only use the @-sign method when you are working with ASCII files, or when you are creating macros to be included in the STANDARD.FMT file.

active file: When you have opened multiple files, the file that contains the cursor.

active window: When there are multiple windows on your screen, the window that contains the cursor.

argument: Information used by a Sprint command. For example, in `GROUP, SPREAD 1`, `SPREAD 1` is a parameter of the `GROUP` command; it tells the Sprint formatter to put one line space between paragraphs in a grouped *format*.

ASCII file: A file containing only characters, numbers, and certain control characters that are universally understood (for example, a file created with Borland's SideKick Notepad). Also, all lines in pure ASCII files end with a *hard return*. Sprint can convert ASCII files to Sprint format and vice versa via the File/Translate menu. Special features for use with ASCII files are contained on the Customize/ASCII File Handling menu.

attribute: 1) On the computer screen, the color or monochrome mode in which characters are displayed. For example, on a color monitor, the color red is an attribute. On a monochrome screen, underlining is an attribute. 2) an *argument* used by Sprint format macros.

autosave: Sprint feature that automatically saves your file to disk in the *backup file* (*SP.SWP*) whenever you stop typing for three seconds or more.

background save: See *autosave.*

backup file: File in which Sprint saves all open files in your editing session. Whenever you stop typing for three seconds or more, Sprint saves your work in the backup file (*SP.SWP*). If there should be a power failure or system "crash," Sprint will recover any open files.

block: A chunk of text (one character or more) on your screen that you can manipulate (copy, move, change typeface, change format, etc.) with the Sprint *editor.* See also *select a block.*

Clipboard: Temporary storage area in your computer's memory (*RAM*) in which Sprint stores *blocks* you have moved or text you have deleted. You can retrieve text in the Clipboard by choosing **Insert-Paste** from the **Edit** menu, or by pressing *F6.*

close a file: Remove a file from the *backup file* and from the screen. When you close a file to which you have made changes since the last time you saved it to disk, Sprint asks you if you want to save the changes before closing the file.

close a window: Remove a window from Sprint's screen. When you close a window, you are *not* closing any open files; they are still available and can be accessed when you choose **File/Pick** from List.

Column mode: Block selection mode (turned on when you choose **Edit/Block Select/Column Mode**) in which you select columns of text (rather than lines) for block operations.

command line: See *DOS command line.*

control character: Special character used by Sprint to indicate different typefaces and formatting commands. Unless you have set **Customize/Screen/Codes** to On, you cannot see these characters; Sprint displays different typefaces and formats in a different *attribute* on your screen. With Codes On, the characters are letters preceded by a caret symbol—for example, ^B for boldface.

cross-reference: See *tag.*

current directory: The *directory* in which you are currently working.

current file: See *active file.*

current window: See *active window.*

Data Disk: On a floppy-disk system, the floppy disk on which you save the files you create with Sprint.

delimiters: One of six possible pairs of characters used to enclose the text to be affected by a command. See *@-sign command.*

directory: A section of your disk (usually a hard disk, although it is possible to create directories on a floppy disk) in which you store similar files. You create directories with the DOS MD command. For example, you might create a directory called SPRINT to store all your Sprint files. See Appendix A,"A DOS Primer," for information about directories.

discretionary hyphen: A soft hyphen, inserted by Sprint only if needed to break a word across lines. Contrast with *hard hyphen.*

DOS: Computer operating system required to run Sprint.

DOS command line: The line, preceded by a prompt (usually C:> or C> for a hard disk, A:> or B:> for a floppy disk), on which you enter commands to DOS. For example, to start Sprint, you type SP followed by *Enter* on the DOS command line.

editor: The part of Sprint that you use to create files, enter commands, and edit your text. When you type SP to start Sprint, what you see on your screen—the menus, windows, and text—is the Sprint editor. You enter formatting commands with the editor, but don't see the results of the commands until you invoke the *formatter* to print your files.

export a file: To convert (using the File/Translate menu) a file created with Sprint into a format understood by another word processor.

extension: An optional 1 to 3 character extension to a file name; a period separates the file name from the extension. Sprint automatically adds the extension .SPR to any files you create if you don't specify an extension. Examples: NOTE.SPR, DOC.TXT (SPR and TXT are extensions).

field: A category of information or values. Fields are enclosed by *delimiters* and set apart by *separators.*

file name extension: See *extension.*

fixed-width font: A type font in which all printed characters are of the same horizontal size. Contrast with *proportional-width font.*

FMT file: File that contains special instructions used by the Sprint *formatter* to format and print your files. Aside from the default FMT file, *STANDARD.FMT,* you can create your own .FMT files, which you then access via the Layout/Document-Wide/Style Sheet command.

font: A style of printed type. You can choose the default font for printing your Sprint documents when you run the the SP-SETUP program. You can also choose alternate fonts from the Typestyle/Font menu. The fonts available to you depend on the particular printer you are using.

footer: Text that is printed at the bottom of a page. By default, Sprint prints the page number on each page. You can change the footer text via the Layout/Footer menu.

format: The way your text appears when it is printed. Sprint provides a number of predefined formats that you invoke via *formatting commands*. For example, you can format lists in various ways by choosing commands from the Style/Lists menu.

formatter: The part of Sprint that formats and prints your documents. You invoke the formatter via the Print menu, or from the DOS command line by typing SPFMT. You use the Sprint *editor* to enter *formatting commands* that will later be interpreted by the formatter.

formatting command: Command that tells the *formatter* how to arrange and print your text. Most formatting commands are contained on the Layout and Style menus, with a few on the Insert menu. You enter these commands while in the *editor*, but don't see the results until your file is printed.

function keys: The keys labeled *F1* through *F10* on the grey keypad on the left side of your keyboard. On some keyboards, the keys are labeled *F1* through *F12* and are at the top of the keyboard. By default, Sprint assigns special functions to these keys. (See the Quick Reference Card for a complete listing.)

Glossary: Sprint utility (accessed via the Utilities/Glossary menu) that allows you to assign commonly-used keystrokes to abbreviations that you can recall or assign to a single key.

hanging indent: Format in which the first word of a paragraph is printed to the left of subsequent lines.

hard hyphen: Hyphen you insert by pressing the hyphen key. Contrast with *discretionary hyphen*.

hard return: A "forced" return inserted when you press the *Enter* key; hard returns are indicated by a left arrowhead on your screen. By default, Sprint will not *fill* lines that end with hard returns unless you choose Customize/ASCII File Handling and toggle Wrap Long Lines On. Contrast with *soft return*.

hard space: See *non-breaking space*.

header: Text that is printed at the top of the page. You specify text for the top of the page via the Layout/Header menu.

highlight a block: See *select a block*.

import a file: To convert into Sprint format (using the File/Translate menu) a file created with another word processor.

Insert mode: Typing mode in which the characters you type are inserted into existing text without erasing anything. By default, Sprint is in insert mode. You can change this default via the **Customize/Options/Insert Mode** menu, and toggle between Insert and Overwrite modes by pressing *Ins*. Contrast with *Overwrite mode.*

justify: To align text at the left, right, both, or neither margin. You change the way Sprint justifies text via the **Layout/Ruler/Justification** menu.

kern: For *proportional-width fonts,* to tighten the space between characters. Sprint automatically kerns many character pairs, but you can use the KERN command to make your own fine adjustments.

logged directory: See *current directory.*

macro: A sequence of keystrokes and/or commands that are executed automatically. Sprint has a number of built-in macros, and you can create your own. Macros can be created, loaded, and executed via the **Utilities/Macro** menu. See also *glossary,* and refer to "Programming Sprint" in the *Advanced User's Guide* for details.

mark a block: See *select a block.*

monochrome monitor: Computer monitor that does not display in color.

nest: To include one command inside another. For example, within the text affected by a Numbered command, you can nest a Figure command.

non-breaking space: A space that Sprint will not stretch when it wraps a line; you insert this kind of space via the **Insert/Non-Breaking Space** menu. (Sprint stretches spaces you have entered by pressing the space bar when it formats a paragraph of text.)

open file: Any file you have loaded into the Sprint *editor* using the **File/New** or **File/Open** command, that you have not explicitly closed. All open files are kept in Sprint's *backup file* until you close them, and can be accessed with the **File/Pick from List** command.

orphan: See *widow.*

outdent: Format in which some text is printed to the left of the main body of text.

outfile: The intermediate file into which SprintMerge puts your merged records prior to printing. The default outfile is SPM.O$$.

Overwrite mode: Typing mode in which the characters you type write over and erase existing characters. Contrast with *insert mode.*

paragraph mark: Character inserted by the Sprint editor when you press *Enter* (a *hard return*).

path: The sequence of directories/subdirectories leading to a file. You can enter the full path name in response to a Sprint prompt for a file name. For example, `C:\BORLAND\SPRINT\MYTEXT.SPR` is the path name for a file called `MYTEXT.SPR` in a subdirectory called `SPRINT`.

PostScript: Page description language used by certain laser printers (such as the Apple LaserWriter) and typesetters. If your printer does not understand PostScript, you shouldn't try to use the items on the Style/Graphics menu.

proportional-width font: A type font in which the horizontal size of characters varies. Contrast with *fixed-width font.*

ragged: Text that is not aligned at a margin. Contrast with *justify.*

record: A set of information that comprises all the values on a single entry.

recover program: Program used by Sprint to recover your *backup file* if your computer system "crashes" or loses power while you are working with Sprint.

save a file: Store a file to your floppy or hard disk. Contrast with *close a file.*

select: To mark a block of text (with either *F3* or **Edit/Block Select/Turn** Select Mode) that you want to move, copy, delete, or be affected by another Sprint command.

shortcut: Key for which a Sprint function or feature is assigned. By default, your *function keys* and several other key combinations are assigned to Sprint functions; see the Quick Reference Card for a complete list. You can also create your own shortcuts.

Show Codes mode: Display mode in which normally hidden *control characters* are displayed.

soft hyphen: See *discretionary hyphen.*

soft return: Automatic line ending created by Sprint as you type. As long as there is a ruler in your file, Sprint *wraps* your lines at the right margin set on the ruler. Soft returns are invisible. Contrast with *hard return.*

sortfile: The intermediate file into which SprintMerge puts your sorted records prior to printing. The default sortfile is SPM.S$$.

SP.SWP: File name of the *backup file.*

spring: See *wide space.*

STANDARD.FMT: The style sheet file containing special instructions used by the Sprint *formatter* when it formats and prints your files. See also *.FMT file.*

status line: Highlighted line at the bottom of your screen that indicates the file name, typing mode, time, and column and line number.

style sheet: An *.FMT file.*

swap file: See *backup file.*

tag: A "word" you make up to stand for a cross-reference that will be filled in by the formatter when it prints your file.

template: 1) The format for a built-in numeric variable, chosen via the Insert/Variable command 2) In SprintMerge, the layout you create to organize the fields in your records.

toggle: To switch between two menu settings (usually On and Off or Yes and No) by pressing the same key.

typeface: See *font.*

typestyle: One of several built-in typing styles (such as boldface and underlining) available on the Typestyle menu that you can choose for your printed text (if your printer has that capability). See also *font.*

user interface: A program's method of operation (that is, the procedure it uses in responding to your commands). Besides its default user interface, Sprint provides several alternative interfaces that you can load by choosing Customize/User Interface/Load (Two-floppy system users: You have to rerun SP-SETUP to change user interfaces unless you have a high-density drive and/or the user interface you want is listed among the available user interfaces when you switch to another disk and choose User Interface/ Load).

variable: A place holder for some characters that will be filled in by the Sprint formatter when it prints your file. For instance, the *day* variable on the Insert/Variable menu will be replaced by the current weekday when Sprint prints your file.

wide space (spring): A space inserted by the Sprint formatter to fill any remaining space on a line.

widow: A line printed by itself at the top of bottom of a page. Sprint gives you control over how many lines are printed at the top or bottom of a page with the Layout/Page Breaks/Widow-Orphan Control command.

wildcard: The asterisk (*) or question mark (?) character that can be used when entering file names at Sprint prompts. These characters act like jokers in a deck of cards: the asterisk stands for any sequence of characters, and the question mark stands for any single character.

window: One of up to six display areas that you can open on your screen simultaneously. Each window can contain a different file, or part of the same file.

wrap: To automatically move the cursor from the end of one line to the beginning of the next. Sprint breaks a line according to the right margin setting on the ruler, and inserts a *soft return* at the end of each line.

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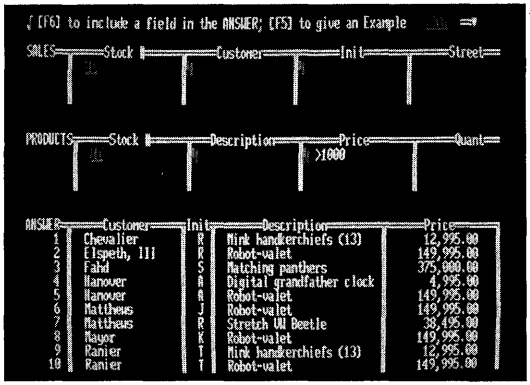
BOR 0516

PARADOX® 2.0

The Complete Database

Paradox 2.0 is the most powerful PC database ever for single or multiple users. And the first to let different users edit, enter, query and report on information in the same table at exactly the same time!



On your local area network, Paradox lets you access the most up-to-date information with the flexibility and responsiveness of being on a stand-alone PC. You'll get real-time updating and screen refreshing.

Instant access and reporting

You can enter, retrieve, analyze, and report on your data—quicker than you've ever thought possible. Paradox's convenient query by example interface lets you ask even complex questions about your data without programming.

Minimum system requirements: For the IBM PS/2™ and the IBM® family of personal computers and all 100% compatibles. Single user system requirements: DOS 2.0 or higher; 512K RAM; two floppy drives or one hard disk and one floppy drive (3½ and 5¼ inch formats supported); compatible monochrome, color or EGA monitor with adapter. Network use system requirements: 3Com 3Plus with 3Com 3+™ operating system, version 1.0, 1.1, or higher; Novell with Novell Advanced Netware® version 2.0A or higher; IBM Token Ring or PC Network with IBM PC Local Area Network Program version 1.12 or higher; Torus® Tapestry® version 1.45 or higher; AT&T Starlan version 1.1 or higher; Banyan VINES version 2.10; or other network configuration that is 100% compatible with DOS 3.1 and one of the networks listed above. Network workstation system requirements: DOS 3.1 or higher; any combination of hard, floppy or no disk drives; 640K RAM; compatible monochrome, color or EGA monitor with adapter.

Simply call up a form and check off the information you want

Its artificial intelligence lets Paradox figure out not just the right answer, but also the fastest way to get it. Query by example makes high-speed links between one piece data and another and quickly sees the relationships your question calls for.

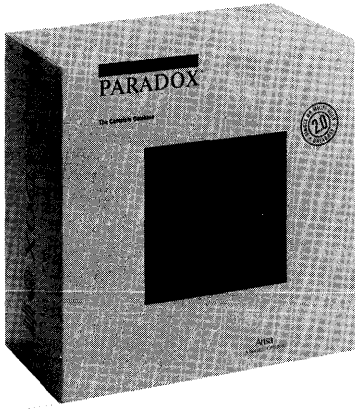
Create sophisticated applications

Paradox Personal Programmer™ lets beginners and developers alike create sophisticated custom applications the easy way—without programming!

Or program if you like with PAL™!

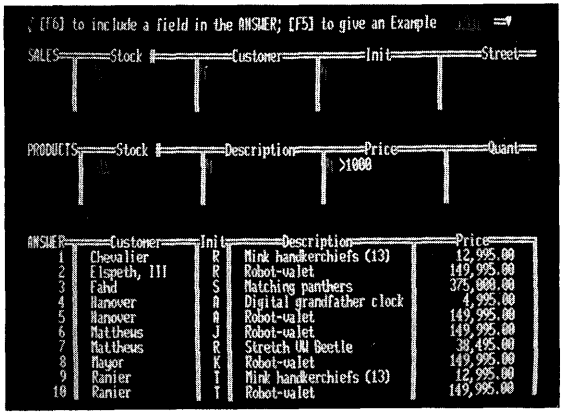
The Paradox Application Language™ (PAL) gives you a complete application development environment.

Suggested retail price $725



PARADOX® 386

Paradox 386 is the powerful, easy-to-use database that takes full advantage of the power of your 386-based computer while it gives you all the features that made Paradox the new database standard!



Paradox 386 breaks through the 640K memory barrier, using all your 386 system's RAM up to 16Mb. It reduces time-consuming data swapping to and from disk. It was designed just for your 386 system's 32-bit architecture.

And Paradox 386 includes all the features of Paradox 2.0, including the same simple "query by example" interface and full multiuser capabilities—whether it's installed on a 386 workstation or a network file server. You can share data on the file server with all the workstations on your network, even if they have different processors and are running different network versions of Paradox. And all your Paradox 2.0 applications run unchanged under Paradox 386.

Minimum system requirements: Single user system: Paradox 386 is designed exclusively for personal computers based on the Intel 80386 microprocessor, including IBM Personal System/2, Model 80; personal computers equipped with Intel's Inboard 386; and other 100% compatbile computers equipped with a 386-based microprocessor. Operating system: PC-DOS (MS-DOS®) 3.0 or higher. Memory: 1.5 Mb or more. Memory above 1 Mb configured as extended memory. Requires one hard disk and at least one high-density floppy drive and compatible monochrome, color, EGA or VGA monitor and adapter.

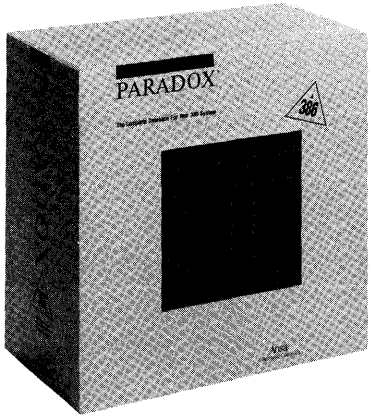
Network file server requirements: Novell Advanced Netware 2.0A or higher, 3COM 3+ operating system 1.0 or higher; Torus Tapestry version 1.45 or higher; AT&T PC 6300 Network Program; or any other network 100% compatible with DOS 3.1 and any one of the networks listed above.

Plus, Paradox 386 runs up to five times as fast as Paradox 2.0 on your power operations—sorting, querying and reporting on very large tables (with tens of thousands of records or more); developing applications with Paradox Personal Programmer 386; or running large PAL™ applications.

With Paradox 386 You Get:

- A powerful, intuitive query system for instant access to your data without programming.
- Professional reports with the Paradox report generator—without programming!
- Flexible forms for data entry, editing or record display. Create them interactively by painting on the screen or use Paradox's standard forms.
- Personal Programmer 386 to develop sophisticated, customized applications without programming.
- Paradox Application Language™ (PAL), a high-level programming language that helps you develop complex and ambitions applications that benefit from extended memory and 32-bit processing.

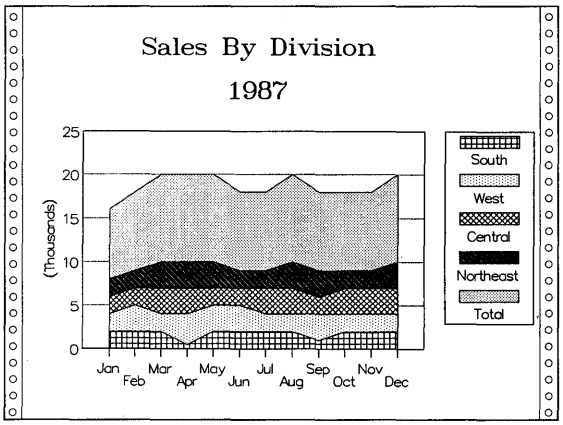
Suggested retail price $895



QUATTRO®

The Professional Spreadsheet

Quattro has twice the speed and power for half the price . . . seeing is believing!



Better graphics built in

To get graphics like Quattro's with another spreadsheet, you'd have to buy a separate package. Quattro gives you 10 different types of graphs and a huge selection of fonts, fill patterns and colors—plus PostScript® compatibility!

Faster recalculation

Quattro's recalculations are smart—and smart is fast! Quattro only recalculates the formulas that have changed.

Direct compatibility

There's no relearning and nothing to lose when you switch to Quattro. It can understand familiar 1-2-3® commands and directly load, read and write data files created with other programs like 1-2-3, dBASE,® Reflex® and Paradox®!

Easy, compatible macros

Create macros as you work. Quattro's learn mode lets you instantly record your actions and store them. Its built-in macro debugging environment makes it easy to spot problems and fix them.

Easy installation

Quattro can detect most computers and screen types, so it's always ready to load and run—no installation needed!

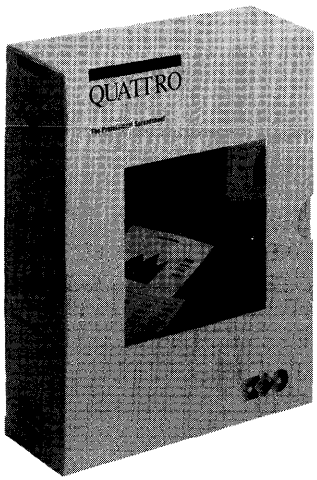
You can't lose!

If you forget to save your work or a power shortage shuts you down, no problem. Quattro's transcript add-in automatically saves your work as you go, keeping track of all your changes!

More Features

- Includes SQZ!® Plus data compression
- 100 built-in financial and statistical functions
- Menu Builder add-in for customizing menus
- Supports 8087/80287/80387 math coprocessors
- Supports EGA, CGA, VGA, and Hercules adapters
- Context-sensitive online help
- Supports extended and expanded memory

Suggested retail price $247.50



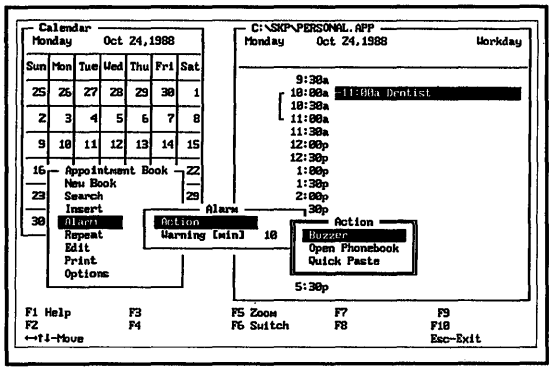
Minimum system requirements: For the IBM PS/2™ and the IBM® family of personal computers and all 100% compatibles. PC-DOS (MS-DOS®) 2.0 or later. Two floppies or a hard disk. 512K.

BOR 0414A

SIDEKICK® Plus

The Professional Desktop Manager

You hold in your hands the power of organization. It's SideKick Plus, the new professional desktop manager with seven supercharged productivity applications that finally let you work the way you think!



SideKick Plus lets you move back and forth between projects and applications instantly and effortlessly. And you can customize it to work the way you do. Set up your own menu system, function keys, and shortcuts with a few simple keystrokes. Use SideKick Plus as either a disk-based or RAM-resident application. Load a few SideKick Plus features or all of them. Even decide how much memory it takes! You can't outgrow SideKick Plus because it changes right along with your needs.

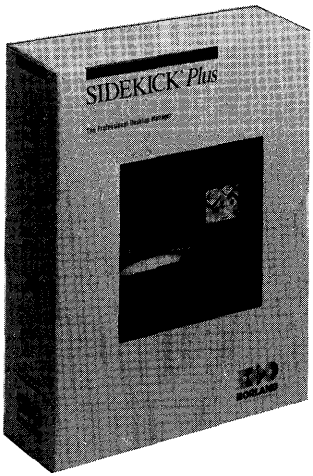
You get:

- *File Manager:* Extended DOS file and directory management
- *Outliners:* Nine Outliners with automatic numbering, tree charts, and table of contents
- *Phonebook:* Complete data and voice communications that you can set to take place in the background, with auto-dialing, an encrypted glossary, and a full Script language. Even if you don't have a modem, it keeps your names, addresses, and phone numbers at your fingertips
- *Notepads:* Nine file-editor Notepads, up to 11,000 words each
- *Time Planner:* Includes a Calendar, Appointment Book, and Schedule window, plus alarms, repeating appointments, and attached agenda. Supports networks via a common calendar
- *Calculators:* Four types: Business, Scientific, Programmer, and Formula
- *Clipboard:* For copy-and-paste integration between files and with other application programs
- *ASCII Table:* To find and paste characters quickly
- *Expanded Memory and RAM disk support:* With expanded memory, SideKick Plus runs even better! If you have an Intel® Above™ Board or other expanded or extended memory card, you can load the SideKick Plus desk accessories into expanded memory and leave your 640K of conventional memory for your other applications.

Hard disk required.
Suggested retail price $199.95

Minimum system requirements: For the IBM PS/2™ and the IBM family of personal computers and all 100% compatibles. PC-DOS (MS-DOS®) 2.0 or later. Minimum system memory, 384K. Minimum RAM-resident memory for smallest configuration 72K. Hard disk drive. Networks: 3Com, Novell, IBM, Vianet

Modems for dialing and data communications: Hayes or Hayes-compatible, IBM PCjr internal, AT&T 4000, Telebit Trailblazer PC/SA, Cermatek Infomate 212PC, Novation Access 1-2-3, Racal-Vadic Autodial VA212.



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