

T A S W O R D T W O T U T O R
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This Tasword Two Tutor is a text file that has been designed to help you use the Tasword control keys.

One of the shift keys must be held down when a control key is pressed. For example: TO means hold symbol shift down and press the T key; EDIT means hold caps shift down and press the I key.

The first key we will learn to use is the OR key. This takes you to the end of the text. Try OR now by holding symbol shift down and pressing the R key.

A useful key which saves you referring to the manual too often is EDIT. A help page is displayed on the screen when EDIT is pressed. Press ENTER when the help page is showing to return to the text. Try EDIT now.

There is also an "Extended Mode" help page - to see it press both shift keys when the normal help page is showing.

If you have come back from the end of the text press TO and keep pressing TO until you see a message telling you to stop.

You will have discovered that TO "scrolls" the display down through the text file.

The opposite to TO is THEN which scrolls the display up through the text towards the beginning. Use THEN now to scroll up a few lines and then use TO again to scroll back down until you see the stop message at the bottom of the screen.

The <> key centres text into the middle of the screen. You are going to learn to use <> by centering the "stop pressing to" message that you should now see near the bottom of the screen.

Use the cursor moving arrows (caps shift O, B, V, and D) to move the cursor onto the line containing the message. Then press <> twice watching what happens each time you press it. Scroll past the message after you have centered it.

STOP PRESSING TO

The >= key moves the text that is to the right of the cursor right one character position. The <= key moves moves the text that is to the left of the cursor left one position.

Study the above wording carefully and then see if you can use the cursor moving keys and the >= and <= keys to move the above message first to the right side of the screen and then back to the left side. Then scroll on down.

CAPS LOCK sets the capitals lock. Press it now and you will see a message at the bottom of the screen which reminds you that the capitals lock is set. Every letter you type will then be a capital letter. Press CAPS LOCK now.

Remember that capital letters can also be typed by holding the caps shift key down and pressing the letter key.

To turn capitals lock off press CAPS LOCK again. Do this now and you will see the caps lock message disappear.

TRUE VIDEO and INV. VIDEO move the cursor left and right

works as a time. Try moving the cursor along a line. Try auto repeat - just keep the key held down.

The GRAPHICS Key is used to type the graphics symbols printed on the number keys. Try typing some graphics symbols into the blank line below by first moving the cursor onto the line and then pressing GRAPHICS.

A message shows at the bottom of the screen to remind you that graphics is on. When graphics is on the symbol that is typed is the one in grey on the number key. To type the white symbol hold down Shift and press the key. Press GRAPHICS again to turn GRAPHICS off.

The graphics symbols can be used to send messages to printers. They are set up initially as shown on the normal mode help page for the Epson FX-80 printer but you can define them yourself as described in the manual.

The easiest way to correct a mis-typed character is to use the arrow to position the cursor over the character and then type the correct character. Do this now to correct the spelling mistake in this paragraph.

The DELETE Key is useful for removing unwanted characters and for correcting typing mistakes as they are made. It deletes the character under the cursor. XYZXYZ. Use it now to delete the unwanted letters in this paragraph.

If you have just used DELETE to remove the XYZXYZ in the above paragraph then you will have eradic the justification of the paragraph. This will happen quite often as you correct and change your text and it is nothing to worry about as it is very easy to rejustify text:

This is a paragraph which has been changed a lot and is a mess. Position the cursor in the first line of this paragraph. Press STEP (symbol shift D) and watch what happens. STEP reports from the line containing the cursor to the end of the paragraph.

This is a line which should not be here.

The NOT Key deletes the line that the cursor is on. Use it now to delete the above line that should not be there.

The AND Key is used to insert text in three different ways:

- (1) To insert a blank line put the cursor at the beginning of the line which is to be the line after the new line. Then press AND.
- (2) To insert a word between two existing words put the cursor in the space between the relevant words and press AND.
- (3) To insert a character into a word put the cursor over the character to the right of the new character position and press AND.

AND will usually destroy the justification of a paragraph. Remember that you can use STEP to reform the paragraph. Try using AND now to insert some letters and words into this paragraph. When you have finished move the cursor to the first line of the paragraph and use STEP to reform the paragraph.

[illegible]

1. 凡在本公司工作之员工，其工资由基本工资、绩效工资、奖金、津贴、补贴、福利费、社会保险费、住房公积金等组成。

You can move the cursor while Teletype is in Extended Mode by using the arrow keys in the same way as when in normal mode.

1. 凡在本行开立存款账户的客户，均可向本行申请开立支票。
 2. 支票的有效期为自签发之日起六个月内。
 3. 支票的金额不得超过账户余额。
 4. 支票的签发人必须是账户持有人或其授权代理人。
 5. 支票的收款人必须是合法的收款人。
 6. 支票的签发必须符合国家的法律法规。
 7. 支票的签发必须符合本行的内部规定。
 8. 支票的签发必须符合国际惯例。
 9. 支票的签发必须符合商业习惯。
 10. 支票的签发必须符合社会公德。

Figure 1. The effect of the *hsp70* promoter on the expression of the reporter gene. The reporter gene was fused to the *hsp70* promoter and transfected into the cells. The cells were then treated with heat shock. The expression of the reporter gene was measured by luciferase activity. The results are shown as the mean $\pm$ SD of three independent experiments. The data were analyzed by one-way ANOVA. The significance of the difference between the control and the heat shock-treated cells was determined by the *t*-test. The results are shown as the mean $\pm$ SD of three independent experiments. The data were analyzed by one-way ANOVA. The significance of the difference between the control and the heat shock-treated cells was determined by the *t*-test.

To make your work more efficient, please extend the use of the COPY key. It is located at the bottom of the keyboard. Pressing this key will copy the data on the screen to the clipboard. This is useful for copying text or numbers into other applications.

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[illegible]

Extended Mode <M> key has the effect of un-justifying the line that the cursor is on. See what happens by un-justifying the line above that you have just justified.

The text in this Tasword Two Tutor has been typed right justified. You can turn right justification off by using the Extended Mode <E> key. Do this now and you will see the R. Justify message at the bottom of the screen change. When R. Justify is off the text that you type will not be justified at the completion of each line - your text will have a "ragged right" appearance.

It's easy to change the text you have already typed from one to the other. See if you can change this paragraph to ragged right by making sure that R. Justify is off, moving the cursor into the first line, and then using the normal mode STEP control key to reform the paragraph. Then can you change the paragraph back to right justified again? Use <E> again to turn R. Justify back on.

The Extended Mode <W> control key turns word-wrap off and on. The W/W message at the bottom of the screen shows the current status. If word-wrap is off words that overflow the end of a line during typing are not automatically transferred to the beginning of the next line.

The Extended Mode <I> key is used to turn Insert Mode on and off - a message at the bottom of the screen shows the current status. Insert Mode is very useful if you want to type some lines of text into the middle of some existing text. When Insert Mode is on a new line is created for you to type on as you complete each line and when you press ENTER.

Try turning Insert Mode on and type a couple of lines in the space above this paragraph. When you have finished make sure that Insert Mode is off and use **NOT** to delete the lines you have typed - we're going to need the space!

The <C> key opens and closes a 32 character wide window on the text. Try it now and use the cursor moving arrows to move the window. With the window open you see full size letters but not the whole line.

The <A> and keys set left and right margins respectively at the current cursor position. Text that is typed with margins set will normally be between the margins. The cursor moving arrows can be used to position the cursor inside margins, both to type text and to set new margin positions.

Try setting margins now and experiment a bit. Then use the Extended Mode control key which clears the margins.

You can enter Extended Mode to replace or find text using the <R> key. Tasword replaces or finds from the current cursor position so you will often want to put the cursor in the correct place (usually using AT for the beginning of the file) before entering extended mode.

Try using the find facility now to find the word
mode

Use AT to go to the beginning of the text file, enter Extended Mode, press <R> and press ENTER twice. Don't worry about a short delay while Tasword looks for the word. Do it now. Good luck!

When you pressed ENTER the second time just now you were telling Tasword that you just wanted to find the first occurrence of your specified word. To replace every occurrence of a given word you should type your replacement text before pressing ENTER the second time. Try this now by replacing all the following occurrences of:

(capital T) with:

Tasword the word processor
and scroll back to here when Tasword has finished.

You can move blocks of your text about. The key inserts a special symbol marking the line that the cursor is in as the first line of a block. There is a delay while Tasword checks that there isn't already a block beginning marker somewhere else. The <U> Key is similar - it marks the line that the cursor is on as the last line of a block.

Once you have marked a block you can move it by moving the cursor to the line above which you want the block moved to and pressing the Extended Mode <M> Key. Try moving this paragraph so that it is before the paragraph above.

The <N> Key is similar to the <M> key except that it copies the block rather than just moving it. This text file is almost full (320 lines maximum) so you won't be able to copy much text. But you are nearly at the end so why not read on and then clear the text file and then experiment with block move and copy on some text of your own?

The key that clears the text file is the Extended Mode <X> Key. Tasword will ask you to confirm when you press this key. This is the end of Tasword Tutor so if you wish you can try clearing the text file now.

Tasman hopes that you have found Tasword Tutor informative and enjoyable. GOOD TASWORDING!

If you have just got here using the OR control key then you want to know the control key that takes you back to the beginning of the text file.

The control key that takes you back to the beginning of the text file is AT (symbol shift I). Use it now.

TASWORD TWO TUTOR

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