TASWORD 464-D

The Word Processor

A
Tasman Software Program
for the
Amstrad CPC 464 and 664

TASWORD 464-D

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Contents

Introduction

This document is a supplement to the Tasword 464 manual. It describes the additional facilities and features in version D of Tasword 464. Version D will only run on, and is only supplied on, disc.

The cassette version of Tasword 464, version 1.02, is transferrable to disc. This document does not apply to that program. To determine your version of Tasword 464 enter Basic and list line 10 of the program.

The main differences between Tasword 464 versions 1.02 and D are that version D has:

(1) A larger maximum size text file. The amount of memory available to the text file is over twenty thousand characters.

(2) A built-in data merge facility. This allows a mail-merge type multiple print of a document using data extracted from a data file that has been entered using Tasword or exported from a database.

(3) The capability of printing one or more text files held on the disc. This allows long documents, held on disc as a number of text files, to be printed by executing a single "print text file" command.

(4) Some other minor corrections and improvements listed on page D19.

Page References

References to page numbers in the Tasword 464 manual are by the number alone. References to page numbers in this manual are prefixed by the letter D. For example, page 12 refers to page 12 in the Tasword 464 manual, page D5 refers to page 5 in this manual.

The △ and ▼ signs

The △ and ▼ signs occur frequently both in this manual and in the Tasword help pages. The △ sign represents the **CONTROL** key (marked **CTRL** on the keyboard) and the ▼ sign represents a **SHIFT** key.

△ = **CONTROL**
▼ = **SHIFT**

These keys are always used in conjunction with some other key by holding either **SHIFT** or **CONTROL** down and pressing the other key while still holding the **SHIFT** or **CONTROL** key down. For example:

△**W** means hold **CONTROL** down and press the **W** key
▼**DEL** means hold a **SHIFT** key down and press the **DEL** key

Loading and Saving

Loading Tasword

Place the program disc in drive A and execute:

RUN"TASWORD"

The program will load and run. THE PROGRAM DISC MUST REMAIN IN DRIVE A WHILST THE PROGRAM IS BEING USED.

Loading and Saving Text Files

Text file names may be up to eight characters, followed by an optional full stop and a three character terminator. The following examples of text file names are all valid:

TUTOR
TUTOR.TXT
DOCUMENT
DOCUMENT.002
DOCUMENT.BAK

If you save a text file with a name corresponding to a file that is already on the disc then the name of the file on the disc will be changed so that its file type is BAK. For example, if there is a file on the disc named:

DOCUMENT.TXT

and you save your text with the same name, then after your text has been saved the disc will contain the following two files:

DOCUMENT.TXT
DOCUMENT.BAK

where the latter is the old file that has been renamed. (If there was already a file DOCUMENT.BAK then it will have been erased).

The Program Disc

A catalogue of the Tasword 464-D program disc will show that it contains the following files:

MERGE1	.DAT	TASCODE2	.BIN	TEXT1	.TXT	TEXT5	.TXT
PRINT1	.PRT	TASCRTL	.BIN	TEXT2	.TXT	TUTOR	
README		TASTABLE	.BIN	TEXT3	.TXT		
TASCODE1	.BIN	TASWORD	.BAS	TEXT4	.TXT		

The files with the terminators BIN and BAS are the Tasword 464-D program files. These are the files that will be copied to another disc when you make a back-up or customised copy of the program using the "save Tasword" option from the main menu. The files with terminators DAT, PRT and TXT are example files that you can use when working through the tutorial sessions in this manual. TUTOR is the Tasword 464 tutor text file. README, if present, contains further information about the program.

Data Merge

Tasword 464-D includes a Data Merge facility. You can use Data Merge to, for example, produce multiple copies of a letter each individually addressed to a number of recipients whose names and addresses are held on a disc file called a Data Merge File.

You can create you own Data Merge File using Tasword, or you can use the Data Export facility in Masterfile with the Masterfile Program Extensions. The Tasword Data Merge facility is an intelligent one in that it allows conditional printing. You could, for example, have a Data Merge File which consists of a list of names and addresses of customers together with a number which represents the total value of the purchases that the customer has made from you in the last year. Using the Tasword Data Merge Facility you could send an individually addressed letter to each customer who had done over £500 of business with you in the last year.

The conditional printing offered by the Tasword Data Merge facility is a powerful and useful feature. It allows printing to be turned on and off depending on whether the data in some field in the current Data Merge record satisfies a condition that is specified in the text file that is being printed. Users who wish to process and select their data under more complex criteria than those allowed by Tasword Data Merge are advised to enter their data using Masterfile 464 and to export it to Tasword using the Masterfile Program Extensions Package.

The Tutorial Sessions

Using the Tasword Data Merge facility requires an understanding of the concepts of files, records, and fields. Do not be daunted if these are unfamiliar terms. The Tasword program disc is supplied with a number of files which serve as examples. The tutorial sessions in this section of the manual invite you to use these example files to learn to use the Data Merge facility by seeing it in action. Do not worry if you do not understand on first reading each reference part of this section of the manual. Work through the tutorial session that concludes each reference section, and spend some time experimenting before ending each session. Then read the preceding reference part of the manual again.

The Data Merge Control Character — &

The & character is the Data Merge control character. This character is typed into the Tasword text file to specify where merge data will be printed. The & character is also used in the Data Merge file to specify different fields within a record. (The Data Merge control character may be changed by the user — see page D19).

Files, Records, and Fields — An Introductory Example

A good example of the use of the Tasword Data Merge facility is a straightforward mail merge in which a set of individually addressed letters are sent to a list of names and addresses held on a Data Merge file. The list of names and addresses, which could have been typed in using Tasword and then saved to disc as a text file, might look as follows:

```
&NCampbell Software Design Ltd
&A57 Trap's Hill
Loughton
Essex IG10 1TD
&T01 508 5058

&NMicromend
&A8 Manor Drive
Leeds 6
&T0532 742858

&NTasman Software Ltd
&ASpringfield House
Hyde Terrace
Leeds LS2 9LN
&T0532 438301

&NTransform Ltd
&A24 West Oak
Beckenham
Kent
&T01 658 6350
```

} this is a record

—— this is a field

a blank line separates records

} this is a field that is three lines long

In this example the Data Merge file consists of these four records – each consisting of a name, address and telephone no.

In a Data Merge file each field must be preceded by the Data Merge control character "&" followed by a letter which identifies the field. In the above example each Name is preceded by &N, each Address by &A, and each Telephone number by &T.

The character following each & in the Data Merge file MUST be a letter: i.e. A-Z or a-z. The program distinguishes between upper and lower case letters and therefore each record in a Data Merge file could consist of up to fifty-two fields. (The maximum size of record that the program will accept is around fifteen hundred characters.)

The letter in this mail merge example would be typed using Tasword and might look as follows:

```
&N
&A

Dear &N,

This is a very short letter that we are using as an example of a Tasword
Data Merge.

Yours sincerely,

Tasman
```

When this letter is printed using the Data Merge facility from the Tasword main menu with the above example file used as the Data Merge file then it will in fact be printed four times.

The first letter will be printed as:

```
Campbell Software Design Ltd
57 Trap's Hill
Loughton
Essex IG10 1TD

Dear Campbell Software Design Ltd,

This is a very short letter that we are using as an example of a Tasword
Data Merge.

Yours sincerely,

Tasman
```

Inspection of the first record in the Data Merge file (shown on the previous page) and the text file (shown at the top of this page) will show how the print with Data Merge has worked to produce this letter. The &N in the text file has been replaced with the field called &N in the first record of the Data Merge file: Campbell Software Design Ltd. Similarly, the &A in the text file has been replaced with the multi-line field called &A in the first record of the Data Merge file.

The second letter will read:

Micromend
8 Manor Drive
Leeds 6

Dear Micromend,

This is a very short letter that we are using as an example of a Tasword Data Merge.

Yours sincerely,

Tasman

The final two letters will similarly contain the names and addresses taken from the final two records of the Data Merge file:

Tasman Software Ltd
Springfield House
Hyde Terrace
Leeds LS2 9LN

Dear Tasman Software Ltd,

This is a very short letter that we are using as an example of a Tasword Data Merge.

Yours sincerely,

Tasman

Transform Ltd
24 West Oak
Beckenham
Kent

Dear Transform Ltd,

This is a very short letter that we are using as an example of a Tasword Data Merge.

Yours sincerely,

Tasman

Tutorial Session One — A Mail Merge Print

Summary: In this tutorial session we shall:

(1) Load Tasword;
(2) Load and inspect the example Data Merge file MERGE1.DAT;
(3) Clear the text file;
(4) Load and inspect the example text file TEXT1.TXT;
(5) Do a Data Merge print of the text file using the data in MERGE1.DAT;
(6) Add an additional record to the Data Merge file and do another Data Merge print;
(7) Amend the text file to include the instruction to print the telephone numbers held in the Data Merge file during a Data Merge print.

(1) Load Tasword by putting the program disc into drive A and executing:

RUN"TASWORD"

(2) An example Data Merge file called MERGE1.DAT is recorded on the disc. This file is the same as the one illustrated on page D5. Load this file as a text file by accessing the main menu using △**ENTER** and specifying option **L** for "Load text file". When you press **ENTER** to confirm your choice a list of the files on the program disc will be displayed and you will be invited to type in the name of the file that you want to load. Type:

MERGE1.DAT

and press **ENTER**. The Data Merge file will load as a text file and you can inspect it to confirm that it is the same as the file shown on page D5. Later in this tutorial session you will want to edit this Data Merge file and to do this you will load it as a text file, make the necessary changes, and then save it. For the time being we want to leave this Data Merge file on disc unchanged so:

(3) Clear the text file by pressing △**CLR** and then pressing **Y** to confirm.

(4) Now load the text file TEXT1.TXT and confirm that it is the same as the text file illustrated on page D6.

(5) We will now do a Data Merge print of the text file that you have just loaded and which should still be on the screen. Press △**ENTER** to access the main menu and then press **D** to specify the "print with Data merge" option. When you press **ENTER** to confirm your choice the print menu will appear on the screen. Press **COPY** to choose the default options. A list of the files on the program disc will be displayed and you will be invited to type in the name of the Data Merge file that you wish to use. Type:

MERGE1.DAT

and press **ENTER**. The program will access the disc to check that the specified file exists and will then ask you to:

Press: A to print the text file for all records in the merge data

S to print the text file for selected records only

ESC to abandon data merge and return to main menu

Press **A** to specify all records and the four letters will be printed.

You would normally require each letter to start on a separate sheet. To do this simply specify Y for Yes to the "form feed after printing" option at the end of the Print Menu (see page 27).

Now repeat this Data Merge print but when given the option of All records or Selected Records specify **S** for selected records only. You will find that each record is displayed on the screen and that you are given the option of printing with this record, or of skipping the record and not printing with it.

(6) Now load the Data Merge file MERGE1.DAT as a text file and add your own name, address and telephone number to it. Do not forget to use the &N, &A, and &T field identifiers at the beginning of the appropriate records. Save the amended Data Merge file as TEMP.DAT, re-load the TEXT1.TXT text file, and do a print with Data Merge specifying TEMP.DAT to be the file containing the required Merge Data.

(7) Type in &T at some place of your choosing in the text file so that when you print with Data Merge the telephone number in each record will also be printed out. Do another print with a Data Merge to see if it works!

Text Entry During Printing — The &"prompt" Command

If the text file contains a Data Merge control sequence of the form:

&"prompt"

i.e. the Data Merge control character follwed by the double quote character followed by some text and terminated by another double quote character, then during a Data Merge print the following action will be taken when the sequence is encountered:

Printing will halt and the prompt text inside the double quotes will appear on the screen. Up to a line of text may be typed and will appear on the screen. When **ENTER** is pressed the text that has been entered will be printed and the printing of the text file will then continue.

When the text file is printed for the second and subsequent times during a Data Merge print the text that was last entered at the prompt will be displayed on the screen in addition to the prompt. To print this previously entered text just press **ENTER** when the prompt and text appear on the screen. If new text is typed in then it is the new text that is printed and this new text becomes the text that is displayed on the screen during the next print in the Data Merge print run.

To print no text when the prompt and a remembered text sequence appear on the screen press **SPACE BAR** and then **ENTER**.

There can be any number of &"prompt" commands within a text file but the program will only remember the previously entered text for six &"prompt" commands.

Tutorial Session Two — Text Entry During Printing

Summary: In this tutorial session we shall:

(1) Load and inspect the example text file TEXT2.TXT. This text file contains &"prompt" commands;
(2) Do a Data Merge print of the text file using the data in MERGE1.DAT;
(3) Add an additional &"prompt" command to the text file and do another Data Merge print;

(1) Load the text file TEXT2.TXT and confirm that it is as follows:

```
&N
&A

Dear &N,

Thankyou for your interest in our new product range. I have passed on your
request for a demonstration at your premises to our sales office and a sales
engineer will visit you on &"enter date".

Yours sincerely,

Mr. Hope U Buyit
```

This text file contains an &"prompt" command which allows a date to be typed in when the letter is printed.

(2) Carry out a "print with Data Merge" on this text file using the Data Merge file MERGE1.DAT.

(3) Add another &"prompt" command to the end of the letter which allows you to type in a postscript at the end of each print of the letter. Then perform another print with Data Merge.

Numbering Documents — The &number Command

The documents printed during a Data Merge print of the text file may be numbered in sequence using the &number command.

If, for example, a text file contains the Data Merge command:

&57

then during a print with Data Merge the number 57 will be printed on the first print of the text file, 58 will be printed on the second print, and so on.

A text file may contain up to sixteen &number commands.

Tutorial Session Three — Numbering Documents

Summary: In this tutorial session we shall:

(1) Add an &number command to the example text file TEXT2.TXT;

(2) Do a Data Merge print of the text file in which the letters are sequentially numbered starting with 1.

(3) Amend the &number command in the text file so that the numbering starts at some other number than 1.

(1) Load the example text file TEXT2.TXT and add an extra line so that it appears as follows:

```
&N
&A

In any reply please quote ref. &1

Dear &N,

Thankyou for your interest in our new product range. I have passed on your
request for a demonstration at your premises to our sales office and a sales
engineer will visit you on &"enter date".

Yours sincerely,

Mr. Hope U Buyit
```

(2) Carry out a print with Data Merge on this text file using the Data Merge file MERGE1.DAT.

(3) Amend the &number command in the text file so that the numbering starts at some other number than one and carry out another print with Data Merge.

Conditional Printing — The && Commands

A double occurrence of the Data Merge control character, &&, is a conditional printing command. Conditional printing commands can be used to turn printing on and off within a document depending on whether some condition, specified in the text file using the && command, and related to a specified field in the current record of the Data Merge file, is true or false.

The syntax of a conditional printing command is: && followed by a field identifier followed by a logic symbol followed by a number or text.

The allowed logic symbols are:

= equal to
> greater than
< less than
<> not equal to

The following are valid examples of conditional printing commands:

```
&&T=1
&&N<>Tasman Software Ltd
&&X>500
&&
```

When a conditional printing command is encountered during a print with Data Merge the number or text following the logic symbol is compared with the number or text contained within the field of the current Data Merge record that is specified by the letter following the && characters. If the condition is true then printing proceeds. If it is false then printing is turned off for the remainder of the current print of the text file or until the "printing on" command is encountered.

The "printing on" command is && followed by a space.

The following points concerning the comparisons in conditional printing commands should be noted:

Numbers are integers and must be terminated by a space. If a number includes a non-numeric character, e.g. a decimal point, then it is treated as a text string. If both the conditional text string and the relevant data field are found to be integer numbers then the comparison is arithmetic. If either is non integer then the comparison is as if each is a string of text. Strings are compared by ASCII value of each character in the string. When a comparison is made only the first line in multi-line fields is inspected. A conditional print command turns printing off if the field identifier is not in the current record.

In a conditional printing command containing text all the text after the && up to the end of the line is compared with the field in the data merge record. Conditional printing commands should therefore be inserted on blank lines of the text as in the examples given in the tutorial sessions below. Conditional printing commands simply turn printing on or off — an AND type logical relation between two conditional cannot be implemented.

Tutorial Session Four — Conditional Printing

Summary: In this tutorial session we shall:

(1) Load and inspect the example text file TEXT3.TXT. This text file contains a numeric conditional printing command;
(2) Do a Data Merge print of the text file using the data in MERGE1.DAT;
(3) Change the text and conditional printing command to print a different set of letters;
(4) Alter the conditional printing command in the text file so that the comparison is between text strings, and perform another print with Data Merge.

(1) Load the text file TEXT3.TXT and confirm that it is as follows:

```
&&T=1
&N
&A

Dear &N,

The enclosed brochures describe just some of the interesting new
products that will be on view at the London Computer Show. Hoping to see
you there.

Yours faithfully,

The Show Manager
```

This letter contains a conditional printing command in the first line. It turns printing on if the numeric field T in the current record during a Data Merge print is equal to 1.

(2) Carry out a print with Data Merge on this text file using the Data Merge file MERGE1.DAT.

You will find that you have just printed out the letter addressed to those correspondents in your mailing list who live in or near London. The print condition was to only print the text if the field T in the record was equal to one. Because numbers are terminated by a space the program only looks at the first part of the telephone number.

(3) Can you edit the text file so that it refers to a Leeds computer show and do a print with Data Merge that just sends the letter to the addresses with Leeds dialling codes? The dialling code for Leeds is 0532.

(4) Now load the example text file TEXT4.TXT which is slightly different from the test file you have just been using in that it looks as follows:

```
&N
&A

Dear &N,

The enclosed brochures describe just some of the interesting new
products that will be on view at the London Computer Show. Hoping to see
you there.
&&T=532
Special low cost group travel arrangements have been made for Leeds
residents. Contact the Leeds office of Get There Coaches Ltd for details.
&&
Yours faithfully,

The Show Manager
```

The conditional printing command between the two paragraphs of this letter will turn printing off if the field T does not have a numeric value of 532. The && after the second paragraph turns printing on if it was off.

Do a print with Data Merge on this text file using the Data Merge file MERGE1.DAT. You will find that the second paragraph of the letter is only printed in letters to addresses with Leeds telephone codes.

(5) Load the example text file TEXT5.TXT which reads as follows:

```
&&N=Micromend
&N
&A

Dear &N,

Thankyou for your letter of 16th August quoting for the repair of our
damaged computer. Please proceed with the work at your earliest
convenience.

Yours faithfully,

Mr. P. Monico
General Manager
```

This text file illustrates one of the many other possible uses of the Data Merge facility. The Data Merge file is a "name and address book" which is consulted by the program to find and print the address of your intended recipient. Do a Data Merge print using MERGE1.DAT to print the properly addressed letter.

Printing Labels

After a Data Merge print you may wish to print a set of labels containing, for example, the names and addresses of the intended recipients of the letters that you have just printed.

The easiest way to ensure that each label print starts at the same place on each label is to redefine the printer form length (page length) to be the distance between the start of each label. Standard address labels are offset by one and a half inches from each other. The standard line spacing is one sixth of an inch. The distance between the start of each label is therefore nine print lines. The Epson sequence to redefine the form length to nine lines is:

ESC "C" 9

Define a Tasword printer control character to be this sequence, which is, in decimal:

27 67 9

Send this sequence to the printer by printing a text file which contains just the printer control character which has been defined as described above. The labels can then be printed by doing a Data Merge print with a text file which would typically be as follows:

```
&N
&A
```

To obtain the correct spacing respond with Y for yes to the "form feed after printing" option in the print menu.

Restrictions

Tasword does not reformat text containing embedded data merge commands. A consequence is that the justification of a paragraph containing a data merge command within the body of the text can be lost when the text is printed.

Tasword does not keep a count of the additional lines which are printed as a result of printing a multi-line field during a Data Merge print. A consequence is that printed page starts will not correspond to the page starts shown by the program page break display after multi-line Data Merge fields have been printed.

Printing Text Files From Disc

A document which is longer than the Tasword text file size must be held on disc as two or more text files. The document can be printed by loading and printing each file in turn. This procedure can be automated in Tasword 464-D by printing a special text file, called a "print file", which consists of the names of the text files that are to be printed.

The following is an example of a print file:

```
$
text1.txt
text2.txt
text3.txt
text4.txt
text5.txt
```

The dollar, which must be at the beginning of the text file in column one of line one, informs Tasword that the text is a print file. The dollar is followed by a list of filenames, each starting in column one of a new line. These filenames form a list of the text files that Tasword will print.

When Tasword is instructed to print it inspects the first character in the text file to see if it is a dollar. If it is, then Tasword checks that all the files specified in subsequent lines are on the disc. If any file is not found then an error message is displayed and the program returns to text editing mode so that the print file may be edited. If all the files are found then Tasword will print them in the specified order.

Tasword will search for the files on the current disc as shown on the bottom right hand corner of the main menu. The file names in the print file may include a disc specification by preceding the name with the disc letter and a colon, i.e.:

```
a:text1.txt
b:text2.txt
```

Printing text files from disc may only be done via the "print text file" main menu option; during a "print with data merge" the program disregards the dollar sign. It is recommended that the user answer Y for yes to the "form feed after printing" option on the print menu so that the printing of each text file begins on a new page: this is essential if headers, footers, or page numbers are being printed or if form feeds at page breaks is specified. Tasword will only print one copy of a document that is being printed from a print file.

Tutorial Session Five — Printing Text Files From Disc

Summary: In this tutorial session we shall:

(1) Load the text file PRINT1.PRT and confirm that it is the same as the file shown on the previous page. Note that the print file begins with a dollar right at the beginning of an otherwise blank line at the start of the text file. Also note that each of the filenames that follows also begins in column one.

(2) Press △**ENTER** to access the main menu and press **P** to select the "print text file" option. Press **ENTER** to confirm your choice and then **COPY** to choose the print menu defaults. The five files specified in the print file will be printed.

Additional Information

(1) THE DEFINE NUMERIC KEYPAD OPTION

This additional option within the Customise Program facility allows a sequence of one or two codes to be associated with each key on the numeric keypad in both normal and shifted states. This option has been provided for non English language versions of the program as it allows a second character set character to be typed with a single keystroke.

When this option is selected the user is prompted to specify a function key to define and is then prompted to type in a sequence of up to three character codes to be associated with the specified key. The third code entered will be ignored. When the redefined key is pressed in text editing mode the one or two characters associated with the key will be sent to the screen.

The code that is generated when **CTRL ** is pressed is 186. To define a numeric keypad character so that a second character set character is produced enter 186 followed by the ASCII code for the character that would normally be pressed after pressing **CTRL ** . For example, Greek alpha is normally typed by pressing **CTRL ** followed by the **a** key. To redefine a numeric keypad key to type Greek alpha, enter the code 186 followed by the code for "a" which is 97.

(2) FORM FEEDS AND CARRIAGE RETURNS

A few printers do not do an automatic carriage return after performing a form feed. With such printers the first line on a page after following a page terminated by a footer or a line number will not start at the correct position. With such printers add 128 to the printer code for a form feed (usually 12) and enter this number (i.e. 12+128=140) as your printer code for a form feed within the "define page layout" sub-option of the "customise program" option. The program performs a carriage return after a form feed if the define printer form feed code is greater than 128.

(3) THE CHECK SPELLING OPTION

The "check spelling option" on the main menu refers to a program that checks the spelling of the words in the text file. This program is expected to be available in Autumn 1985.

(4) THE ADDITIONAL "CHANGE PROGRAM" QUESTIONS

In Tasword 464-D the following questions appear in the "change program" option in addition to those shown on page 40:

data merge control character (38)
file print control character (36)
suppress ENTER to confirm Y/N

38 is the ASCII code for the "&" data merge control character. Some other character may be specified by entering the corresponding ASCII code. The dollar file print control character may similarly be changed in the second of the above three questions. The third additional question allows the user to choose not to have to press the **ENTER** key after pressing a key to choose one of the main menu options.

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