OPERATING THE MODEL 100

When you first power up the Model 100 you will be presented with a "menu" which shows you the Date, Day, Current time and a listing of all programs in the unit. At first it will show:

Jan 1, 1900 Sunday 00:00:00

BASIC	TEXT	TELECOM	ADDRSS
SCHEDL	-.-	-.-	-.-
-.-	-.-	-.-	-.-
-.-	-.-	-.-	-.-
-.-	-.-	-.-	-.-
Select:	xxxx	Bytes Free	

When you wish to have one of the internal applications programs operate, simply press the space bar until the shadow cursor is over the application you want and press ENTER. You can also use the cursor keys, or type in the name of the application, each time pressing ENTER to cause execution.

TEXT

If entering the TEXT application program directly (by positioning the shadow cursor over TEXT at the main menu), once you have pressed ENTER you will be asked for a "file name." This name can be up to 6 characters in length. The Model 100 will automatically assign an extension of ".DO" to any text file to indicate that it is a "Document" when the name is displayed on the MENU.

Alternatively, if you already have a text document that you wish to edit, you simply position the shadow cursor over the name of the file you wish to work on and press ENTER. TEXT will automatically load, and then automatically load in the desired file to edit—simple?? You bet!!

In the TEXT applications program, any letter or number key typed will be displayed at the current location of the cursor and will shift any text which is ahead of the cursor to the right. This is equivalent to what is called the "insert mode" in one of our versions of SCRIPSIT. That is, any character typed will appear at the current cursor position and will cause any existing text to shift over. For this reason, the TEXT program is a "modeless" editor. Everything is done one way, there is no way to "strike-over" existing text and the user doesn't have to worry if he/she is in the "insert" or "strike-over" mode. You know that anything typed will be inserted into the text.

Deleting text can be done a character at a time with the DEL/BKSP key. BKSP is for backspace, just like on your typewriter, it will delete the character prior to the cursor position and back up the cursor. The DEL key is for Delete and it erases the character *under* the cursor, and causes all text after the cursor to be moved backwards one character.

Blocks of text can be defined very simply—

In TEXT, F 7 is labeled "SELECT." When you want to define a block of text, you first press SELECT to indicate the starting point of the block of text. Then use the cursor positioning keys to select the text that you want to include in your "block." This "block" of text will be displayed in reversed characters (white letters on black background, instead of normal black letters on white background) so that you know at all times exactly what you have included in your "block." If you accidentally define too much, just back-up and un-select the material that you didn't want to include.

The cursor control keys have some extra power added to them to make your movement through documents easier. We've shown how they will move around in the following table:

	ALONE	SHFT	CTRL
←	left one character	left to beginning of prior word	to left end of current line
→	right one character	right to beginning of next word	to right end of current line
↑	up one line	up to top of display	to beginning of document
↓	down one line	down to bottom of display	to end of document

So that it is easy to make the following association . . . By itself, the cursor control keys move the cursor left or right one character and up or down one line. When used with the SHIFT key, the cursor moves left or right one word and up or down one full screen (after reaching the top or bottom of the LCD, the next subsequent command in the same direction will display the next screen either above or below the current one, depending on which direction you are moving the cursor). With CTRL, the cursor moves left to the beginning or right to the end of the line or up to the beginning or down to the end of the document.

After "Selecting" the block of text, well, what now? Either one of two operations. The first is COPY.

The F 5 key is defined as COPY in the TEXT applications program. After you have selected your "block," pressing the F 5 key (labeled COPY) will cause the text displayed in reverse letters to be copied into a special area of memory. The computer will then return the selected text to normal lettering to indicate the operation is completed. More about where the "copied" text went and what to do with it in just a little bit . . .

The other operation that you can do with a block of text is to delete it. The F 6 key is defined as CUT because that's just what it does—it "cuts-out" the defined block of text and removes it from your document. Again, operation is similar to COPY. After defining your "block," pressing F 6 key (labeled CUT) will cause the text displayed in reverse letters to be copied into a special area of memory. The text displayed in reverse letters will then be erased from your document. The deleted text isn't really gone forever as you'll see.

But where-did-it go? To an area called the "PASTE BUFFER". Think of this area in the Model 100 as an empty bucket that can hold whatever information you last put into it, from *either* a CUT or a COPY command. Since an area had to be allowed to retain the "block" of text in a copy operation to allow for later re-insertion, we thought it only good sense to allow the same thing for a cut (delete) operation. That way, if you make a mistake (who, me?) you can un-do the error by simply re-inserting the block and trying again.