

All of this nifty re-insertion of text contained in the "paste buffer" is accomplished by the PASTE command key. Notice that this key is located with the four command keys. This is because the PASTE key functions exactly the same way, no matter which of the applications programs you are using. At any time, pressing the PASTE key will cause whatever is stored in the "paste buffer" to be entered, just as if you had typed it in from the keyboard.

Now you know why the TEXT applications program is called a "CUT, COPY and PASTE" text editor. It is exactly analogous to the old fashioned method of editing by "cutting" out text that we want to get rid of, or "pasting" text in where we want it to be. Only you have the advantage now . . . Your scissors and glue-pot are electronic and will fit easily in your hands—without any mess!

There is another way to position the cursor besides with the cursor control keys when you are using the TEXT program. The (F 1) key has been defined as FIND and that is what it will let you do.

If you want to search your document, from the current cursor position all the way to the end, for an occurrence of a letter, number, symbol, word or any combination of them, you simply press (F 1) for FIND and you'll be prompted by the word "String" on the last usable line of the display. If you do not have Label function enabled, this will be the 8th line and if you do have Labels displayed, this will be the 7th line. By "String," the Model 100 wants to know what combination of characters, etc., that you want to locate. It will search your text for this string of characters, and if a match is found, the display will shift to show the surrounding lines with the cursor positioned at the beginning of the string of text you searched for. The FIND command is also usable when you are defining blocks of text for a CUT or COPY operation.

Three other function keys are defined in the TEXT program and they are:

LOAD—(F 2) function key. When this key is pressed, you will be prompted by "Load from: " on the last usable line of the display. You may specify a named file (6 characters maximum) that you want to be loaded from cassette or, to load the first text file found, type the general device specification for the cassette, which is "CAS:". More on the power of "general devices" later.

SAVE—(F 3) function key. When this key is pressed, you will be prompted by "Save to: " on the last usable line of the display. You may specify a named file (6 characters maximum) that you want to be saved to cassette or, to save to a specific allowable device type, enter the general device specification for the device that you want the file saved to.

MENU—(F 8) function key. In all of the provided applications programs, pressing (F 8) will return you to the point you were at when you entered the application. In the specific case of the TEXT program, since it is usable as a stand-alone word processor or from within BASIC to edit programs this feature is especially important. All other applications programs will return you to the main menu level.

The use of the TEXT program from BASIC is covered later, but the main point is that you have the full power of all TEXT features when editing BASIC programs.

SCHEDULER

The Scheduler applications program is abbreviated on the main menu as SCHEDL. This is a very powerful, free-

form, mini-data base that you can use to keep track of virtually any type of information that you desire.

This program uses information kept in a special file that has the required name NOTE (which is short for "notepad," if you want to think of it that way.) You use the TEXT program to create, add, change or update your "notepad" and the SCHEDL program will extract information from your notes in just about any way that you want.

When you enter SCHEDL you are presented a screen which looks like this:



Pressing **FIND** (F 1) function key) will prompt you with the word "Find" and wait for you to enter any character, number, symbol, word or group of words that you want to search for. SCHEDL will then scan the entire NOTE file, character by character, from beginning to end, and display all items that match your request. The display will pause when 7 lines of information is presented and prompt you for "More or Quit", which will be displayed immediately above the legends [3] and [4] (The original label display will disappear). All you have to do to see the next screenful of information is press the (F 3) function key. If you want to look for something else, just press (F 4).

If you've forgotten exactly what it is that you have in your notebook and want to "scan" through it, just press (ENTER) after pressing FIND. The Model 100 will then display your entire notebook, pausing at the end of each screen just as before.

LFIND (F 5) function key) will perform exactly as the FIND command, except that all the found items will be printed on a printer if one is attached, without pausing. LFIND and (ENTER) without any search criteria will print your entire notebook file to the printer.

MENU (F 8) function key) Pressing this key signifies that you want to exit the scheduler program and you will be returned to the main menu.

The most obvious use for the SCHEDL program is as an appointment reminder. You might enter the following into NOTE:

```
1/2 0800 Meeting with Bruce
1/2 1000 Advertising meeting
1/2 1300 Dentist appointment
1/3 0930 Budget due
1/3 **** Anniversary today!
1/4 0845 Update project status
1/9 1630 Update report due
1/10 **** Vacation Begins
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But that's not all, actually you can track anything that has to be tracked—times, people, events, etc.

TELECOMMUNICATIONS

The Model 100 has one of the easiest to use, yet most sophisticated, communications programs available.

The communications program exercises control over the internal 300 baud auto-dialer and direct-connect modem. It