

Essex County Council

THE ADVISORY UNIT FOR COMPUTER EDUCATION IN ESSEX

School of Computing  
Chelmer Institute of Higher Education  
Victoria Road South  
CHELMSFORD Essex CM1 1LL



Direct Line: CHELMSFORD (0245) 358864

COMPUTER SOFTWARE RELEASE

**EASY-ED**

**a simple word processor  
for the  
BBC MICROCOMPUTER**

designed and programmed by  
SUE TAYLOR

**Copies of both the software and documentation may only be made within the Institution to which EASY-ED was sold.**

## Contents

Page

What is word processing?	1
Introducing EASY-ED	1
The package contents	2
Notation conventions	2
Function key strip	2
Running EASY-ED	3
The options available	4
EASY-ED familiarization routine	4
Starting a new text file	4
Using the editing facilities	5
Saving the text to tape or disc	7
Printing the text	7
Using word banks	8
More about * commands	9
Summary of editing facilities	11
Ending an editing session	12
Disc to disc copies of EASY-ED	12
Tape to tape copies of EASY-ED	13
Tape to disc copies of text files or word banks	15

## **What is word processing?**

Think what typing a piece of text on a typewriter is like. You make a mistake, then its out with the correcting fluid, but this leaves a trace and is not good enough to send to the Headteacher. The document, when finished, is given back to the originator to check it through. He then decides that the introductory paragraph should really be the conclusion at the end, he wants a few words to be deleted and a line added in the middle. In short, the whole document has to be retyped.

In the classroom, some children may find redrafting their writing laborious. The idea of changing phrases to be more precise or more descriptive, adding sentences to clarify meaning or emphasis, or deleting words to be more concise is rarely encountered on a day to day basis.

A word processor allows all of this to be done, and perfect copies to be printed at will. EASY-ED is a simple word processor, it is not a full word processor allowing text to be formatted, paragraphs to be swapped etc., it just provides a small subset of the facilities which together add up to a simple to use but powerful editor.

## **Introducing EASY-ED**

EASY-ED is an extremely versatile word processing program designed especially with Primary schools and children with learning difficulties in mind. In addition to being able to edit their own pieces of text and having them reproduced on a printer, help may also be obtained by searching through word banks relevant to the task in hand. For instance, a word bank may contain words and phrases relating to the topic of farming, or perhaps the missing words from a partially complete passage, or perhaps a selection of words with a common ending that a particular child has difficulty with. The word bank facility is only available for use with disc systems.

EASY-ED allows text to be typed into the computer, corrected and improved, saved on a floppy disc or cassette tape, and also printed. All text is displayed as white double height characters on a blue background making a very clear readable display especially for young children and those having reading difficulties. Each page contains nine lines and a text as long as 20 pages may be typed.

Editing is achieved by using the cursor keys in conjunction with the function keys. Editing facilities include being able to join consecutive lines, delete words, insert or delete whole lines, insert words, split a line into two lines and finding a word in a word bank. Emphasis has been on providing a group of easy to use facilities which together make a powerful editor.

The bottom two lines of the screen are reserved for displaying notes for guidance or error messages. These are displayed as double height blue characters on a yellow background contrasting with the text above.

## The package contents

The pack contains the program EASY-ED, a sample text file called VISIT, and a sample word bank called WORDS.

VISIT is an account of a visit to the Benfleet flood barrier, written by Carly Haspenall, an 8 year old from Canvey Junior school.

WORDS is a word bank containing words and phrases related to the topic of flood barriers.

## Function key strip

There is a narrow piece of card in the EASY-ED pack. This must be slipped under the clear plastic strip just above the red function keys on the computer. The purpose of the strip is to remind you what function the red keys have. Red key f1 means 'display next page', red key f6 means 'delete a word'. It is important that the right description is above the right key.

WHICH PAGE	NEXT PAGE	INSERT LINE	SPLIT LINE	JOIN LINES	DELETE LINE	DELETE WORD	DELETE CHARACTER	INSERT OVERWRITE MODE	USE WORD BANK
f0	f1	f2	f3	f4	f5	f6	f7	f8	f9

## Notation conventions

Often it is necessary to press the **RETURN** key (on the right-hand side of the computer keyboard) after typing a sentence or instruction. This will be denoted by the symbol (R).

To type:

\*TAPE (R)

means the letters \* T A P E and then press the **RETURN** key.

Instructions must be copied exactly, extra spaces between the letters may cause the computer to misunderstand your intentions.

# Running EASY-ED

If the program EASY-ED is on cassette tape:

Put the cassette in the tape recorder with the side with EASY-ED on uppermost and, if necessary, rewind the tape to the beginning.

Note: If the tape recorder does not rewind it may be because the tape recorder has motor control in which case type:

\*TAPE (R)

\*CAT (R)

and when the tape has rewound press the ESCAPE key on the computer.

Then type:

CHAIN "EASY-ED" (R)

and press PLAY on the tape recorder. The computer will then display the word 'Searching'. This means it is looking for the start of the computer program on the tape. When it has found it, the screen will display the words 'Loading EASY-ED' and some numbers. If any other message appears then the transfer process from the tape to the computer has gone wrong. This may be due to the volume setting on the tape recorder being too high or too low. Try adjusting the volume, rewind the tape and press PLAY again.

If the program EASY-ED is on floppy disc:

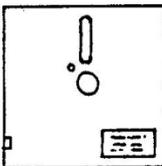
Push the disc into the disc drive as far as it will go with the label uppermost, like so:



then close the disc drive. Type:

\*DISC (R)

CHAIN "EASY-ED" (R)



This will transfer the computer program EASY-ED from the disc to the computer and run the program.

# The Options Available

Having run EASY-ED, press RETURN to get past the title page. Then the list of options will be displayed.

## EASY-ED MENU

1. Start new text file
2. See/Change a text file
3. Start new word bank
4. See/Change a word bank
5. Save a file
6. Print the file
- \*. Give \* command
- Q. Quit the program

Which option?

Try the familiarization routine so that you become au fait with the options and the editing facilities available.

## Notes

1. If the ESCAPE key is pressed the program will return to the EASY-ED menu. Any text file or word bank will remain in computer memory unless another operation is then carried out which erases it.

2. Pressing the BREAK key will have the effect of rerunning the program. However, any text file or word bank will be lost from the computer's memory.

## EASY-ED familiarization routine

### 1. Option 1: Start new text file

Any piece of text, whether it be a story, a critique, a shopping list or a piece of descriptive writing is stored in a text file and is referred to as a text file. Select Option 1 from the EASY-ED menu by just typing the number 1 (no need to press RETURN) so that the new text file may be started.

The computer then responds:

Give file name:

The computer requires you to give a name to the text file so that it may be referred to later on. The name must be seven letters or less. Type the name STORY and press RETURN.

The screen will then empty leaving a blue coloured area for the text to be typed into. There will be a flashing white line at the top left corner of the blue area, this is called the cursor and its purpose is to mark where the next letter typed is going to appear.

Try typing the following, don't worry about coming to the end of a line - keep typing and see what the computer does. Capital letters are displayed by pressing the required letter and SHIFT at the same time. Don't worry about mistakes, these will be corrected later.

Once upon a time there lived a  
nasty green gremlin kn the loud  
speaker of my BBC micro. it was so  
frustrating, evry time I tried to  
do something on my Beeb, tyh grmlin  
interfered and made things go  
wrong.

As you can see a number of mistakes were included, these must now be edited.

## 2. Using the editing facilities

**Overtyping a letter:** The first mistake in the passage occurred in the second line, 'kn' was typed instead of 'in', so the 'k' has to be overtyped with 'i'.

To do this, move the cursor upwards using the arrow key ↑ on the right hand side of the keyboard, until it is under the second line. Then use the → key to move the cursor right until it is under the k. Now type the letter 'i'. Similarly correct 'it' in the third line.

EASY-ED is either in overtype mode, allowing letters to be typed on top of other letters, or insert mode, allowing letters to be inserted between existing letters. The current mode is indicated at the top right hand side of the screen, OV stands for overtype and IN stands for insert.

**Changing to overtype or insert mode:** Press the red function key f8, OV will then change to IN on the top line of the screen. Press the key again and OV will reappear.

**Inserting letters in a word:** The letter 'e' has been missed out from the word 'evry' in the fourth line. Put EASY-ED into insert mode by typing the red key f8, if necessary. Using the arrow keys, move the cursor under the 'r' in 'evry'. Now type the missing letter 'e'.

**Deleting a letter:** There is an extra 'r' in the word 'frustrating'. Move the cursor under this 'r', press the red function key f7.

Go back into overtyping mode and change the word 'tyh' to 'the' in line 5. Return to insert mode and try adding the missing 'e' to the word 'grmlin'. The computer replies:

Can't insert any more letters.

EASY-ED only allows 35 letters on a line, line 5 has already got 35 letters and so no more can be added. The trick is to split the line so that 'grmlin' goes onto the next line.

**Splitting a line into two lines:** Move the cursor to the place where the line has to be split - under the 'g' in this case. Press the red function key f3. The screen then changes to:

Title : STORY                      Page : 1                      IN

```
Once upon a time there lived a
nasty green gremlin in the loud
speaker of my BBC micro. It was so
frustrating, every time I tried to
do something on my Beeb, the
grmlin
interfered and made things go
wrong.
```

Move the cursor under 'm' in grmlin and insert 'e'. Now join the next line on after the word gremlin by pressing the red function key f4. The bottom three lines are now:

```
gremlin interfered and made things
go
wrong
```

EASY-ED can only join single lines at a time. Move the cursor to the line with 'go' on it, and press f4 again to join the next two lines.

Press ESCAPE to get back to the menu of options.

### **3. Saving the file onto tape or disc**

Press ESCAPE to return to the EASY-ED menu, if necessary.

Then select Option 5 from the EASY-ED menu by just typing 5 (no need to press RETURN). The computer again asks for a file name (this is in case you have changed your mind), remember it has to be seven letters or less.

#### **If you are using cassette tapes:**

Put a clean cassette in the tape recorder, rewind it if necessary.

Press RECORD and PLAY on the tape recorder, the tape will start moving. Wait until the coloured leader tape has gone past the tape heads, then press RETURN on the computer to signal that it is safe to save the file on the tape now.

#### **If you are using floppy discs:**

EASY-ED will automatically save the file on the disc already in the disc drive.

Text files are saved in the T directory, so their names are prefixed by the letter T in the disc catalogue.

The file is now saved, and may be recalled at any future date.

EASY-ED can only keep one file in memory at any point in time, in addition once the computer is switched off everything in its memory is erased, this is why files must be saved independently of the computer.

#### **Looking at an existing file.**

This is done by choosing Option 2 from the menu and giving the name of the file you want to look at or change. For instance, the package includes the text file VISIT. This can be changed and a revised version saved under a different name.

#### **Printing text**

Press ESCAPE to return to the EASY-ED menu when the text file is ready to be printed.

Then the \*FX commands relating to the particular printer being used must be entered. (These need only to be entered once, only on rerunning the program must they be entered again).

For example, a serial EPSON printer working at 2400 baud would require the following three commands:

- \*FX 5,2            (serial printer)
- \*FX 6,0            (line feed)
- \*FX 8,5            (transmit 2400 baud)

Whereas, the WALTERS printer requires just the single command:

- \*FX6,0            (line feed)

Type the appropriate commands when the menu is displayed. Consult with your local computer expert how to connect the printer to the computer and which of the \*FX commands are required.

When you are sure the printer is connected properly, select Option 6 from the menu to print the file. The computer will then output the piece of text to the printer.

Press ESCAPE to stop the process.

## **Using word banks**

N.B. Word banks may only be used with the disc systems, tape systems are too slow.

To start a word bank from scratch, select Option 3 from the menu. The screen clears in the same way as starting a new piece of text, in fact a word bank is just a special sort of text file - it just has single words or short phrases on each line. The process of creating or editing a word bank is exactly the same as that of creating or editing text files. Word banks are automatically saved in the W directory and so their names in the disc catalogue are prefixed with W.

Each word bank may hold up to 180 words. There is no need to worry about upper and lower case letters, a search for a word beginning with 'F' will find the word 'foreign'.

## Searching a word bank.

To find particular words or phrases in a word bank whilst editing a piece of text, select the red function key f9. Then type the part of the word which is known, prefixed or postfixed with stars as appropriate, e.g.

- fr\* finds all words beginning with 'fr'
- \*nd finds all words ending with 'nd'
- \*out\* finds all words with 'out' somewhere in the middle

Then give the name of the word bank. The package contains a sample word bank called WORDS for you to use. Each word satisfying the criteria is displayed at the bottom of the screen and the user is invited to press 'C' to continue searching or 'S' to stop.

## Looking at/changing word banks

To see the contents of a word bank and possibly change them, press ESCAPE to return to the menu and choose Option 4. Note that you may need to save your text file (Option 5) before you use Option 4, since the latter will delete your text file from the computer's memory and replace it by the word bank.

## Suggested uses of word banks.

1. To contain a selection of words which are new words the child is to be encouraged to use, or words the child has difficulty in spelling.
2. To contain words and phrases relevant to the topic currently being investigated.
3. To contain words of a particular type, for instance words with double consonants or similar ending. This would be useful for children with particular difficulties or perhaps in writing poetry.
4. To contain the missing words from a passage, providing a cloze type activity.

## More about \* commands

If a disc drive is not being currently used, just read this section since most of the \* commands considered will only apply to disc drive users.

\* commands are the resident BBC microcomputer operating system commands which are available regardless of whether a BASIC program such as EASY-ED is being used. These commands perform such functions as deleting a file from a disc, cataloguing a disc to see what files are on it, changing the name of a file and so on.

Some of these commands may be used with EASY-ED.

**\*CAT** (or \*. for short)

**Purpose:**

to find out what files are on the disc in the current drive. If there is more than one drive available then type \*CAT followed immediately by the required drive number to see what is on the disc in that drive e.g. \*CAT1

**\*DELETE** name

**Purpose:**

to delete a file from the disc. For example

**\*DELETE T.STORY**

Remember to include the prefixes shown in the disc catalogue.

**Remember:**

**Once a file has been deleted, it has gone forever. Be careful.**

**\*RENAME** oldname newname

**Purpose:**

to change the name of a file on disc. For example to change the name of the VISIT text to FLOODB type:

**\*RENAME T.VISIT T.FLOODB (R)**

Remember to include the prefixes shown in the disc catalogue.

**\*DRIVE** number

**PURPOSE:**

to change the current drive to the specified number. This is only needed if the disc drive is double sided, or if there are two disc drives, e.g. \*DRIVE2.

## **\*ACCESS name (L)**

### **Purpose:**

to lock or unlock a file so that it may or may not be deleted. Locking files prevents accidental erasure, e.g. to lock the text file VISIT type:

**\*ACCESS T.VISIT L**

the 'L' stands for lock, now the file cannot be deleted. Just type **\*ACCESS T.VISIT** (without the 'L') to unlock it again.

## **\*TAPE**

### **Purpose:**

This makes the computer change to the tape filing system so that all files go to or come from cassette tape.

## **\*DISC**

### **Purpose:**

this makes the computer change to the disc filing system so that all files go to or come from discs.

## **\*FX11,n**

### **Purpose:**

to set the delay period before a key repeats its character, e.g. **\*FX11,0** turns off repeat altogether

**\*FX11,5** sets the delay period to 5 hundredths of a second

These are the only \* commands you will need to use while running EASY-ED. It is possible to use any \* commands, but some of them will corrupt EASY-ED losing the program as well as your work.

## **Summary of editing facilities**

### The cursor keys:

→ move right one character

← move left one character

↓ move down one line

↑ move up one line

The red function keys:

- f0     move back one page
- f1     move forward one page
- f2     insert new line at cursor position
- f3     split a line into two
- f4     join two lines
- f5     delete line at cursor position
- f6     delete word
- f7     delete character above cursor
- f8     insert/overwrite mode
- f9     use a word bank

The DELETE key

delete character to the left of cursor

The RETURN key

move to the start of the next line even if it is on a new page.

**Ending an editing session**

Press ESCAPE. The text may then be saved to disc or tape.

## **Disc to disc copies of EASY-ED**

**Copies must be made before EASY-ED is run.**

Brand new discs must be formatted before they are used. See the disc drive manual for how to do this.

## Single disc drive

Type: \*COPY 0 0 \*.\* (R)

This means take a copy from drive 0 to drive 0 of the EASY-ED files.

The computer will respond:

Copying from drive 0 to drive 0

Insert source disc and hit a key

Put the disc with the original copy of the EASY-ED files in the disc drive and press any key.

The computer responds:

Insert destination disc and hit a key.

The computer has now loaded the first EASY-ED file from the source disc and is now going to put a copy onto the new disc, so put the new disc in the drive and press any key. The computer then asks for the source disc to be reinserted and the process is repeated many times transferring each file. The computer will then stop prompting for the discs when the process is complete.

## Dual (double) disc drive:

Put the original copy of EASY-ED in drive 0 and the new (formatted) disc in drive 1.

Type: \*COPY 0 1 \*.\* (R)

This means take a copy from drive 0 to drive 1 of the EASY-ED files which it will do automatically without further intervention by you.

## **Tape to tape copies of EASY-ED**

### **Copies must be made before EASY-ED is run.**

Load EASY-ED from the original tape by typing:

LOAD "EASY-ED" (R)

then press **PLAY** on the tape recorder. The computer first displays:

**Searching**

then, when it has found the beginning of **EASY-ED**

**Loading EASY-ED**

and some numbers.

The computer will make a short beep when it has finished loading **EASY-ED**. Now put the new cassette tape in the tape recorder and type:

**SAVE "EASY-ED" (R)**

Press **RECORD** and **PLAY** on the tape recorder and when the tape leader has passed press the **RETURN** key, and after a little while the computer displays:

**EASY-ED 01**

and will make another short beep when **EASY-ED** has been copied onto the new tape.

## **Disc to tape copies of EASY-ED**

Copies must be made before **EASY-ED** is run.

Insert the master disc into the disc drive and type:

**\*DISC (R)**  
**Load "EASY-ED" (R)**

Then type:

**\*TAPE (R)**

Press the **RECORD** and **PLAY** buttons on the cassette recorder and then type:

**SAVE "EASY-ED" (R)**

The computer will then save the **EASY-ED** program to tape.

## **Tape to disc copies of text files or word banks**

Run the program EASY-ED and select the option to change either a text file or a word bank. This will load the file into the computer. When the first page is displayed press ESCAPE to return to the menu.

Type \*DISC to change to the disc filing system. Put a disc in the drive and select the option to save a file, give the file name and the file will be copied onto the disc as required.



