

A GUIDED TOUR

of

*Folio*

A simple guide  
to some of  
the features of  
the primary wordprocessor  
FOLIO



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## Introduction

The object of this brief booklet is to take you through the main features of Folio. The package has been designed to allow you to set up your disc(s) to suit the age range of your children and also the style of writing needed. This guide hopes to explain simply how this can be done.

Folio has been written so that what you see on the screen is exactly how it is printed out on paper (with the exception of the newspaper style). It gives you the option of 3 different print styles with 3 different print sizes and 3 different print densities.

Most of the commands are chosen from menus and if you spend a short time with the program to become familiar with the basic idea of Folio, then you will be able to deal with the more advanced features more easily.

If you are not familiar with wordprocessing or Folio, make a work disc (as described on page 3) and follow pages 4 - 7. Practice the various menu options before trying to customise your disc as described later in the booklet.

Pages 15 - 20 explain how to make and use overlays for the concept keyboard.

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## Making Your Work Disc(s)

With the Folio package you are given a master disc. You cannot use this disc as a work disc but you can create as many discs as you or your school need from it. There are 2 types of discs you can make but you will only need to make a a work disc.

To make a work disc you will need a blank formatted (40 track) disc and the master disc. Type:-

```
*ENABLE          <RETURN>
*BACKUP 0 0      <RETURN>
```

The screen will prompt you to insert the source disc and the destination disc in turn. Follow the screen instructions until the normal prompt reappears.

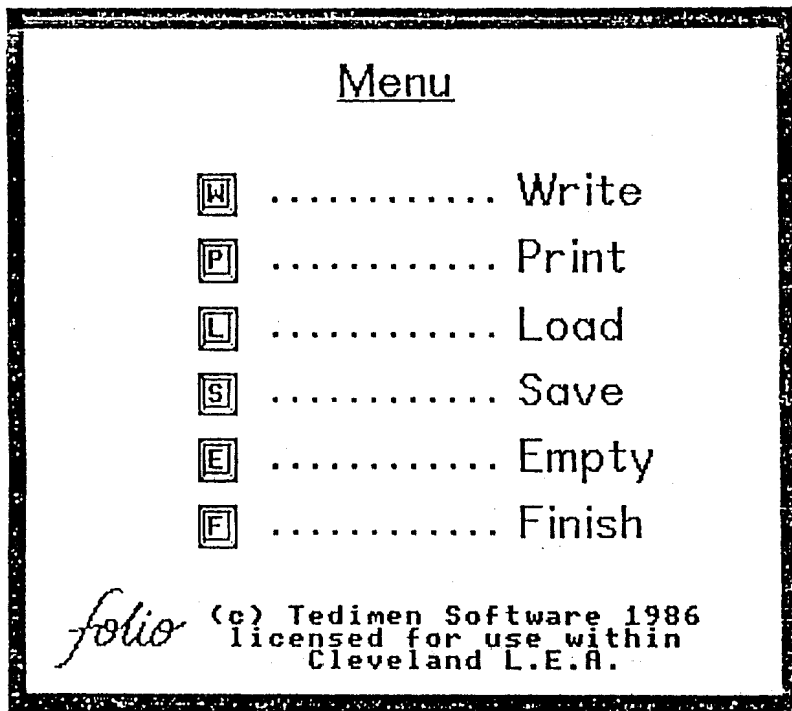
This must be done for each of the work discs you wish to make.

Once this has been successfully completed place a work disc in the disc drive, hold down <SHIFT> and tap <BREAK>.

You will be asked whether you wish to make a work disc or a utility disc. Choose option 1 to make a work disc.

After making the work disc you will be automatically taken into Folio and a menu screen will appear. Each time you use your work disc in future, you will be automatically taken to this menu screen.

## Using Your Work Disc



The menu shows all the options you need to use Folio. On the next page each option is dealt with in turn.

There are 2 ways of selecting from each menu.

1. Press the letter or number in the left hand box and that option will be selected.

2. Tap the <SPACEBAR> and the first option on the menu will be highlighted. Each subsequent tap of the <SPACEBAR> will highlight the next option. To select a highlighted option press <RETURN>.

## The Menu Options

**Write** On selecting this option you will be asked to select one of three writing styles. The only difference between these styles is type of print. Story Book is a large bold style, News simulates a newspaper style and prints out in 2 columns and Display is a cursive style.

Choose the style required and type in a few lines of text. Mistakes can be corrected by using the cursor (arrow) keys to move the pen around the screen and then inserting or deleting letters or words as necessary at the pen position.

**Note:** You will have to use the function keys to look up or down the text if there is more than a screenful of text.

Folio will not allow words to be split so only use the <RETURN> key to start a new line. It is advisable to leave a blank line between paragraphs.

To type in capital letters hold down the <SHIFT> key and type the letter or simply press <SHIFT> once and then the next letter you type will be a capital.

Always leave a space after a comma or a full stop.

**NB** Make sure the SHIFT LOCK light is OFF at all times.

## The Menu Options (continued)

`<ESCAPE>` always takes you back to this menu.

**Print**        Selecting this option allows you to print all your text in either small, medium or large. Note that unless you select large the text will not be printed the full width of the page and columns can only be printed in the News style in small.

The print density is shown at the bottom of the size selection screen. This can be altered by tapping the `<SPACEBAR>` until it is highlighted and then tapping `<TAB>` until the required density is selected.

**Load**        This allows you to load a previously saved text. Pressing `<TAB>` after selecting Load will show you all the files on the disc.

**Save**        Once a piece of text has been typed in it can be saved to the disc for future use by selecting this option and then giving the piece of text a name of up to 7 characters.

**Empty**       The only way to start with a completely blank screen is to use this option which empties the computers memory of any text. If it has not saved a warning is given.

**Finish**      It is very important to use this option when you wish to finish a session of using Folio as this tidies up the disc. Most problems occurring with Folio can be traced back to the program not being ended properly.

**NB** Pressing `<BREAK>` or `<CTRL>` and `<BREAK>` will simply restart the program.



## Changing Text Styles

You have 3 styles available within Folio. At times it may be that you want to change styles.

To change to another text style press <TAB> from the main menu screen and the Control Menu will appear.

## Control Menu

- ☐ T ..... Text Format
- ☐ O ..... Options
- ☐ K ..... Keyboard Overlay
- ☐ A ..... Animator
- ☐ D ..... Disc Management
- ☐ U ..... Utilities

## Changing Text Styles (continued)

From that menu select Text Format by pressing <T> and a Current Format screen will appear.

Current Format is  
Magazine

① ..... Story Book

② ..... News

③ ..... Display

Select the new format and Folio will return to the writing screen displaying the text in the new format.

### Changing Text Formats

From the main menu select the control menu by pressing <TAB> and from that menu press <O> for Options.

#### Control Menu

- ☐ ..... Text Format
- ☐ ..... Options
- ☐ ..... Keyboard Overlay
- ☐ ..... Animator
- ☐ ..... Disc Management.
- ☐ ..... Utilities

#### Options


- ☐ ..... Describe Formats
- ☐ ..... Set up Printer
- ☐ ..... Hide Commands
- ☐ ..... Environment
- ☐ ..... File & Finish
- ☐ ..... Update Disc

From the Options menu select <D> - Describe Formats and a brief description of each format will appear.

Use the <SPACE BAR> to select the format you wish to change and then press <TAB>

A more detailed description of that format will appear and each option can be selected with the <SPACE BAR> and changed with the <TAB> key.

Note that each time you press the <TAB> key the various options available in each category will be shown on screen.

	Story Book		
Folio	Left	12	
2	News		
Bond	2 Columns	36	
3	Display		
Script-B	Centered	15	

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings

Name	Story Book		
Typeface	Folio		
Print	Ask		
<b>CTRL</b>	<b>COPY</b>	Medium	
Layout	Left		
Justification	Off		
Lines per Page	12		

**SPACE** to move    **TAB** to change  
**RETURN** to confirm these settings

When you are happy with the changes press <RETURN>.

NB The changes will only come into effect when the text format is changed (see page 8) and they will only be made permanent by using the Update Disc Option (see page 14)

## Updating Discs

Press <TAB> from the main menu and select <O>  
- Options from the control menu.

Control Menu

- ☐ ..... Text Format
- ☐ ..... Options
- ☐ ..... Keyboard Overlay
- ☐ ..... Animator
- ☐ ..... Disc Management
- ☐ ..... Utilities

Options

- ☐ ..... Describe Formats
- ☐ ..... Sæt up Printer
- ☐ ..... Hide Commands
- ☐ ..... Environment
- ☐ ..... File & Finish
- ☐ ..... Update Disc

Select <U> - Update disc from the Options menu  
and a screen similar to the one opposite will  
appear.

## Updating Discs (continued)

## Update Disc

## FORMATS

1	Story Book
2	News
3	Display
current	Magazine

## ENVIRONMENT

Commands hidden	0	Paper length	11.0
Starting format	Ask	Form feed	Off
Key repeat	Slow	Density	1-strike
Memory icon	On	Connection	Parallel
Page icon	On	Printer server	235
Start with	Menu	Baud rate	7
File index	On	Optimisation	On

## PRINTER

## FILING SYSTEM

Dir:  
Lib:  
Util:

Finish by \*Basic

**ARE YOU SURE?**

Check that the options are as required and then press <Y> to update the disc.

Pressing <N> will take you back to the main menu.

## Disc Management

The following options are available by selecting <D> - Disc Management from the Control Menu.

### Disc Management

- ☐ ..... Text File: Delete
- ☐ ..... Overlay File: Delete
- ☐ ..... Import File
- ☐ ..... Export File
- ☐ ..... Directories
- ☐ ..... Make New Disc

The 2 most useful options are the first 2, delete text or overlay files. When these are selected pressing <TAB> will show you a list of the files on the disc.

## Using a Concept Keyboard

Overlays for the concept keyboard can be made or used by selecting <K> - keyboard Overlay from the Control Menu.

### Keyboard Overlay

- ☐ ..... Install
- ☐ ..... Remove
- ☐ ..... Make
- ☐ ..... Edit

### Control Menu

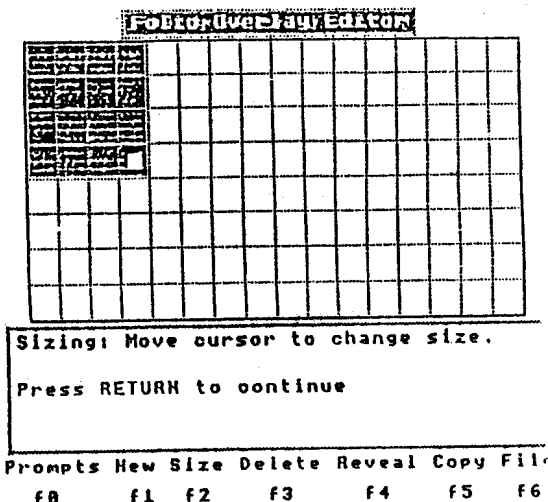
- ☐ ..... Text Format
- ☐ ..... Options
- ☐ ..... Keyboard Overlay
- ☐ ..... Animator
- ☐ ..... Disc Management
- ☐ ..... Utilities

From the Keyboard Overlay menu select either the Install option, if you wish to use an overlay, or the Make option if you want to make a new overlay.



Messages can be created to appear in any rectangular block of keys. It is assumed that you have a prepared overlay.

There are 4 steps to creating each message.



1. Position the cursor in the top left hand corner of the block to contain the message.
2. Press <f1>.
3. Using the cursor keys extend the block to the left and down until it is the right size.

## Making an Overlay (continued)

**Folio Overlay Editor**

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100
---	---	---	---	---	---	---	---	---	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	----	-----

Your message appears here

Prompts	New	Size	Delete	Reveal	Copy	File
f0	f1	f2	f3	f4	f5	f6

4. Press <RETURN> and type in the text for that block.

Repeat this sequence until you have typed in all the messages for that overlay.

Messages can be checked by moving the cursor into the appropriate box and any mistakes corrected.

The next page explains how command keys such as <RETURN> can be added to the overlay.

### Adding Command Keys

There are times when it is useful to have the command keys such as `<RETURN>` or `<DELETE>` on the overlay.

`<SHIFT>` is particularly useful as all words or phrases can begin with a capital letter by pressing `<SHIFT>` before pressing the message.

To add command keys to your overlay:-

1. Set up a block as before and press `<RETURN>`.
2. Press `<f7>` and the commands will be displayed at the bottom of the screen.
3. Press `<f7>` until the command you want appears at the bottom of the screen.

NB all command keys are highlighted in a light blue box at the bottom of the screen.

4. Press `<f5>` to copy the command key into that box.

Pressing `TAB` reveals all the messages that have been added to the overlay already.

## Saving an Overlay

To save an overlay on to a disc, press <f6> and the following menu will appear.

**Folio Overlay Editor**

## Menu

1. Set 'auto space' (OFF)
2. Set 'key clicks' (OFF)
3. Change speed (8)
4. Save
5. Continue

Which?...

Prompts	New	Size	Delete	Reveal	Copy	File
f0	f1	f2	f3	f4	f5	f6

Select option 4.

Type in the name you wish to save the overlay as and press <RETURN>.

### Installing an overlay

On selection of this option the following menu will appear.

#### Install Overlay

What is the overlay called?

Type in the name of the overlay and press  
<RETURN>.

or

Press <TAB> and a list of overlay files will  
appear from which a selection can be made.





