GRiDWrite (Part II)
Text Formatting

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GRiDWrite (Part II)—Text Formatting

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This chapter provides examples and reference information for the GRiD-Write text-formatting commands. An introduction describing the purpose of the commands is given in Part I of the "GRiDWrite" chapter.

Command Summary   Table 8-1 contains a summary of the text-formatting commands described in this chapter. To locate a more detailed description of the commands, refer to the Contents on the previous page.

Table 8-1. *Command Summary*

Command	Name and Description
^bm number	Bottom Margin. *Number* specifies the last line number on each page where nonfooter text ends. If you don't specify the ^bm command, GRiDWrite sets the bottom margin to the value in the Print Options form.
^bo[1]	Boldface. Prints a single character, word, phrase, or section of text in boldface type.
^cl[2]	Center Lines. Centers the text an equal distance between the left and right margins.
^cm character	Change marker. Changes the command marker (^) to any other character desired.
^co[1]	Condensed. Prints text in condensed type.
^d	Date. When inserted in header or footer text, this command puts the current date (according to the internal clock in your computer) in your document.

[1] *Insert this command twice, once before the first character of the text to be changed and once after the last character. The first time you insert the command, it is "on." The next time you insert it, the command is "off."*

[2] *Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

[3] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive; therefore the plus sign (+) is optional. The minus sign (–) is required.*

Command	Name and Description
^en[1]	Enlarged. Prints text in enlarged type.
^ep	Eject Page. Starts a new page.
^ff number	First Footer. *Number* specifies the page number where the first footer appears. If you don't specify the ^ff command, the first footer appears on page 1.
^fh number	First Header. *Number* specifies the page number where the first header appears. If you don't specify the ^fh command, the first header appears on page 2.
^fl number	Footer Line. *Number* specifies the line number where the footer appears. If you don't specify the ^fl command, the footer appears on line 59.
^fo " " " " " "	Footer ("left" "center" "right"). Prints the footer on each page.
^he " " " " " "	Header ("left" "center" "right"). Prints the header on each page.
^hl number	Header Line. *Number* specifies the line number where the header appears. If you don't specify the ^hl command, the header appears on line 3.
^if pathname	Include File. Includes any file other than a screen-image file in your document. *Pathname* identifies the file; see Appendix D for instructions on writing the pathname.

[1] *Insert this command twice, once before the first character of the text to be changed and once after the last character. The first time you insert the command, it is "on." The next time you insert it, the command is "off."*

[2] *Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

[3] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive; therefore the plus sign (+) is optional. The minus sign (–) is required.*

Command	Name and Description
^it[1]	Italics. Prints text in italics. **NOTE:** Some printers cannot print the italic typeface.
^lf " " " " " "	Left Footer ("left" "center" "right"). Prints the footer on only the left-hand pages of the document.
^lh " " " " " "	Left Header ("left" "center" "right"). Prints the header on only the left-hand pages of the document.
^li +/- number[3]	Left Indent. Indents the left margin of all the lines that follow it (+ = right, - = left).
^lm number	Left Margin. *Number* specifies the left margin. If you don't specify the ^lm command, GRiDWrite sets the left margin to the value in the Print Options form.
^ls number	Line Spacing. *Number* specifies the spaces between lines in your document. A decimal number is permitted if supported by your printer. See Appendix G, Printer Support.
^nl number	Need Lines. *Number* specifies the number of lines of text that follow that are to be kept together as one block.
^p	Page Number. When inserted in header or footer text, this command paginates your document.
^pn number	Page Number. *Number* specifies the next page number.
^rf " " " " " "	Right Footer ("left" "center" "right"). Prints the footer on only the right-hand pages of the document.

[1] *Insert this command twice, once before the first character of the text to be changed and once after the last character. The first time you insert the command, it is "on." The next time you insert it, the command is "off."*

[2] *Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

[3] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive; therefore the plus sign (+) is optional. The minus sign (–) is required.*

Command	Name and Description
^rh " " " " " "	Right Header ("left" "center" "right"). Prints the header on only the right-hand pages of the document.
^ri +/- number[3]	Right Indent. Indents the right margin of all the lines that follow it (+ = right, - = left).
^rj[2]	Right Justify. Justifies the right margin of your text.
^rl number	Reserve Lines. Reserves lines for illustrations.
^rm number	Right Margin. *Number* specifies the right margin. If you don't specify the ^rm command, GRiDWrite sets the right margin to the value in the Print Options form.
^sb[1]	Subscript. Prints a subscript (a number or letter in smaller typeface and set below text).
^si pathname	Screen Image. Includes a screen-image file in your document. *Pathname* identifies the file; see Appendix D for instructions on writing the pathname.
^sl number	Skip Lines. *Number* specifies blank lines in your text.
^sp[1]	Superscript. Prints a superscript (a number or letter in smaller typeface and set above text).
^t	Time. When inserted in header or footer text, this command prints the time (according to the internal clock in your computer) your document is printed.

[1] *Insert this command twice, once before the first character of the text to be changed and once after the last character. The first time you insert the command, it is "on." The next time you insert it, the command is "off."*

[2] *Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

[3] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive; therefore the plus sign (+) is optional. The minus sign (–) is required.*

Command	Name and Description
^ti +/- number[3]	Temporary Indent. Temporarily indents the left margin for the line that follows (+ = right, - = left).
^tm number	Top Margin. *Number* specifies the first line number on each page where nonheader text starts. If you don't specify the ^tm command, GRiDWrite sets the top margin to the value in the Print Options form.
^un[1]	Underline. Underlines a single character, word, phrase, or section of text.

[1] *Insert this command twice, once before the first character of the text to be changed and once after the last character. The first time you insert the command, it is "on." The next time you insert it, the command is "off."*

[2] *Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

[3] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive; therefore the plus sign (+) is optional. The minus sign (–) is required.*

Format Commands: Syntax and Rules

A GRiDWrite format command contains the following two elements:

□ A command character, designated by the caret sign (^). This character tells GRiDWrite that what follows is a format command, not text. If you wish, you can specify a different format command marker with the ^cm command.

□ A command name, designated by a two-character abbreviation in upper- or lowercase letters.

A format command can also contain a parameter, which gives GRiDWrite further information about how to implement the command. A space, a plus sign, or a minus sign, depending on the command, follows the command name.

You should specify one format command per line. All format commands except the typeface commands (Table 8-7) must begin at the left margin. The

typeface commands surround the characters whose typeface they change. If you specify a command incorrectly, GRiDWrite ignores it and prints it out as ordinary text.

The following format commands are incorrect:

ti 3	missing caret sign
^ti 3 ^sl 1	two commands on one line
^ti	has no parameter where one is required
^ti q	incorrect parameter; should have been a number

Where to Insert Format Commands

Normally, you insert format commands at two different points in a document.

☐ At the start of the document, for those commands that affect margins, headers, and footers. See the Page Layout section and the Headers and Footers section later in this chapter for more information on these commands.

☐ Just before and/or after individual blocks of text, for those commands that affect typeface, changes in the current margins, reserving space for illustrations, and the like. See Text Layout and Typeface later in this section for more information.

Format Command Parameters

A parameter gives GRiDWrite information about how to carry out the format command. Command parameters can contain numbers, quoted text, or pathnames.

Number parameters refer to the number of spaces or lines. You can type in a number parameter in the range − 32767 to + 32767. Note that, while you don't need to write the plus sign (+) before the number, the minus sign (-) is required.

For example, to use the Left Indent command to move your left margin three spaces to the right, you type

^li 3 or ^li+3

To return to your original left margin after the indented text, you type

^li − 3

Quoted text refers to the text enclosed within two double quotation marks ("). You use these marks in Header or Footer commands. For example, to

print a three-part header at the top of every page, you enclose each part in a pair of double quotes as shown below.

`^he "Press Release" "Product Announcement" "^d"`

The above command causes the screen to display Press Release at the left margin, Product Announcement centered in the middle, and the current date at the right margin.

A pathname designates another file you want to include in the print-out of the text file you are currently working on and has this format:

`^if `Hard Disk`Reports`WeeklySales`text`

The pathname specifies, from left to right, Device (Hard Disk), Subject (Reports), Title (WeeklySales), and Kind (text). Pressing CODE-; forms the tilde character (˅) for ˅text˅. CODE-' forms the backquote character (`).

See the Including Files section later in this chapter for information on the Include commands and for the rules on writing pathnames.

Ignoring Format Commands

If you don't want GRiDWrite to interpret a command, type the command marker, ^, twice. For example, if you type

`^^li+5`

in the left column of your text, GRiDWrite ignores the ^li command, and no indentation takes place.

Headers and Footers
This section explains how to print headers and footers, which are lines of text that appear at the top and bottom of pages throughout your document.

Command Summary

Table 8-2 lists the Header and Footer commands. Subsequent sections describe each command in detail.

Table 8-2. *The Header and Footer Commands*

Command	Name and Description
^he " " " " " "	Header. Prints the header on each page ("left" "center" "right").
^lh " " " " " "	Left Header. Prints the header only on the left-hand pages of document ("left" "center" "right").

Command	Name and Description
^rh " " " " " "	Right Header. Prints the header only on the right-hand pages of document ("left" "center" "right").
^hl number	Header Line. *Number* specifies the line number where the header appears. If you don't specify the ^hl command, the header appears on line 3.
^fh number	First Header. *Number* specifies the page number where the first header appears. If you don't specify the ^fh command, the first header appears on page 2.
^fo " " " " " "	Footer. Prints the footer on each page ("left" "center" "right").
^lf " " " " " "	Left Footer. Prints the footer only on the left-hand pages of document ("left" "center" "right").
^rf " " " " " "	Right Footer. Prints the footer only on the right-hand pages of document ("left" "center" "right").
^fl number	Footer Line. *Number* specifies the line number where the footer appears. If you don't specify the ^fl command, the footer appears on line 59.
^ff number	First Footer. *Number* specifies the page number where the first footer appears. If you don't specify the ^ff command, the first footer appears on page 1.
^p	Page Number. When inserted in header or footer text, this command paginates your document.
^d	Date. When inserted in header or footer text, this command puts the current date (according to the internal clock in your computer) in your document.
^t	Time. When inserted in header or footer text, this command prints the time according to the internal clock in your computer when your document is printed.

How to Use Header and Footer Commands

In general, the Header and Footer commands work the same way, except that the Header command causes text to be printed at the top of the page and the Footer command, at the bottom. You normally type a Header or Footer command at the start of your document. To change the current header or footer in your document, type a subsequent header and/or footer command at the point at which you want to begin the change.

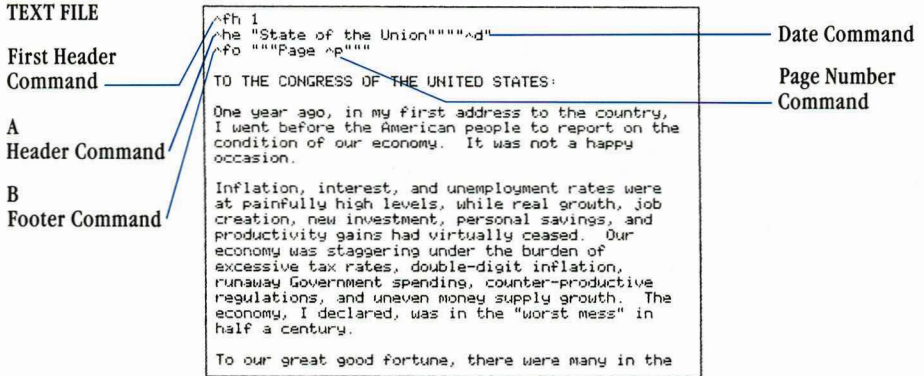Here is a summary of what you can do with the Header and Footer commands.

□ You can print headers and footers on all pages of your document by using the Header (^he) and Footer (^fo) commands.

Each command is followed by a space and three pairs of double quote marks. The three pairs of quotation marks must always be part of the command. If you don't designate any text within a pair of quotation marks, that space in the printed document remains blank.

□ You can print headers and footers so that they appear only on left or right facing pages by using the Left and Right Footer commands (^lf, ^rf) and the Left and Right Header commands (^lh, ^rh). The format of these commands is the same as the Header and Footer commands.

□ You can automatically paginate your document by using the Page command (^p) within your header or footer text. You need to specify the Page command only once, at the beginning of your document.

□ You can automatically add the current date and time in the header or footer with the Date (^d) and Time (^t) commands. The date and time that is printed is determined by the setting of the time-of-day clock in your computer using the Set Time command in the "GRiDManager" chapter.

□ You can specify the line number where the header or footer is to appear by using the Header Line (^hl) or Footer Line (^fl) commands. If you don't use these commands, GRiDWrite is preset to place the header on line 3 and the footer on line 59.

□ You can specify the page number where the first header or footer is to appear using the First Header (^fh) or First Footer (^ff) commands. If you don't use these commands, GRiDWrite prints the first header on page 2 and the first footer on page 1.

Figure 8-1 shows a printed page with headers and footers, and the commands that produced this.

Figure 8-1. *Example of Header and Footer Commands*

TEXT FILE

First Header Command

A Header Command

B Footer Command

Date Command

Page Number Command

```
^fh 1
^he "State of the Union"""""^d"
^fo """Page ^p"""

TO THE CONGRESS OF THE UNITED STATES:

One year ago, in my first address to the country,
I went before the American people to report on the
condition of our economy.  It was not a happy
occasion.

Inflation, interest, and unemployment rates were
at painfully high levels, while real growth, job
creation, new investment, personal savings, and
productivity gains had virtually ceased.  Our
economy was staggering under the burden of
excessive tax rates, double-digit inflation,
runaway Government spending, counter-productive
regulations, and uneven money supply growth.  The
economy, I declared, was in the "worst mess" in
half a century.

To our great good fortune, there were many in the
```

PRINTED DOCUMENT

A

```
State of the Union                              30-Nov-83

TO THE CONGRESS OF THE UNITED STATES:

One year ago, in my first address to the country, I went
before the American people to report on the condition of our
economy.  It was not a happy occasion.

Inflation, interest, and unemployment rates were at painfully
high levels, while real growth, job creation, new investment,
personal savings, and productivity gains had virtually
ceased.  Our economy was staggering under the burden of
excessive tax rates, double-digit inflation, runaway
Government spending, counter-productive regulations, and
uneven money supply growth.  The economy, I declared, was in
the "worst mess" in half a century.

To our great good fortune, there were many in the Congress
who understood he nature of our difficulties and who rose
with us to meet the challenge.  Fundamental and log-overdue
remedies were proposed and put in place.  Together, we

                          .  .  .

We did not promise the American people a miracle.  We did
promise them progress, and progress they will get.

Our goal was, and still remains, economic recovery - the
return of non-inflationary and sustained prosperity.  We seek
a larger economic pie to provide all Americans more jobs,
more after-tax income, and a better life.  Quick fixes won't
get us there.

What will get us there is firm resolve and...
```

B ———————————————————— Page 1

Including Files GRiDWrite's various Include commands let you print one or more files in addition to the text file you're currently creating or changing. When you print out the current file using the Format a Text File command (CODE-T), the other files are included in the print-out at the point where you inserted the Include command.

An advantage of Include commands is that you can use one CODE-T command to print several files. In a separate (new) file, type a series of Include commands, each of which specifies a text or screen-image file to be printed out. Then, with the Format a Text File command (CODE-T), select this file (containing the series of Include commands) as the input text file. All the files you specified in your include commands are then printed out sequentially.

Command Summary

Table 8-3 shows the Include commands; they are described in detail in the sections following the table.

Table 8-3. *The Include Commands*

Command	Name and Description
^if pathname	Include File. Includes any file other than a screen-image file in your document.
^si pathname	Screen Image. Includes a screen-image file in your document.

Including a File

You can include a text file in your document with the Include File command:

^if pathname

The pathname designates the file you want to include in the print-out of the text you are currently working on. See Appendix D for the rules on specifying pathnames.

You may want to type into a master file a list of Margin, Header, Footer, and other page-formatting commands you frequently use. Thereafter, each time you prepare a report, you don't have to type in the commands at the start of your text file. Instead, you insert an Include File command with a pathname specifying the master file containing the commands.

For example, suppose you type in the following commands (they're explained in Tables 8-2 and 8-5) under the Title MemoFormats in the subject DepartmentReports on hard disk:

```
^tm 10
^bm 57
^lm 20
^rm 80
^hl 4
^rf """"""^p"
^lf "^p""""""
^ls 2
```

At the beginning of each new report you write, you type the Include File command and the identifying details of this file:

```
^if `Hard Disk`Department Reports`MemoFormat˜text˜
```

The new report would be formatted by the commands you specified in the MemoFormat file.

NOTE: To produce the special characters shown in the pathname, press CODE-; for the tilde character (˜) and CODE-' for the backquote character (`).

Including a Screen-Image File
You can include a screen-image file in your document with the Screen Image command:

```
^si pathname
```

This command works like the Include File command. GRiDWrite determines how much space is needed to print out the image without splitting it on another page. It also inserts a blank line before and after the screen image.

The following Screen Image command defines a screen image of a graph:

```
^si `Bubble Memory`graphs`Region Totals˜ScreenImage˜
```

The command can be inserted at any point in a text file. Using the Format a Text File item of the Transfer command (CODE-T) causes the graph to be

printed in the document at the point corresponding to the command's insertion in the text file.

(For information on creating screen images of graphs, see the Write Graph to File section under Transfer—CODE-T in the "GRiDPlot" chapter.)

NOTE: Screen images can be printed only on printers that support dot matrix graphics, such as the Epson printer.

Miscellaneous Commands   Table 8-4 shows some miscellaneous commands; they are described in detail in the sections following the table.

Table 8-4. *Miscellaneous Text-Formatting Commands*

Command	Name and Description
^re text	Remark. Subsequent text is displayed and inserted in your text file but doesn't appear when the file is printed.
^cm new marker	Change Marker. Changes the command marker (^) to any other character desired.

Changing the Command Marker
Normally, the GRiDWrite format command marker is the caret character (^). If for any reason you don't want the caret as your format command marker, you can change it with the following command:

^cm new command marker

If you want to change your command marker to the pound sign (#), for example, type the following:

^cm #

You would change back to the caret character by typing

#cm ^

Inserting Remarks

You place remarks in your text files with the Remark command.

^re the remark

A remark is usually a note in the text that you don't want printed. When you include a remark, all text up to the next line of text is ignored. For instance, you could make remarks before portions of your text, such as:

```
^cl
Daily Horoscope
^cl
^re repeat the Horoscope text here

Expect to put in some overtime to get ahead of
schedule.  Creative endeavors are favored today.
Romance is more settled than in the past.
```

The above text would be printed as follows (note that the remark repeat the Horoscope text here is not printed):

```
                    Daily Horoscope

Expect to put in some overtime to get ahead of schedule.   Creative
endeavors are favored today.   Romance is more settled than in the
past.
```

Page Layout   This section contains information on the following page-layout activities: specifying top and bottom margins; and left and right margins; indenting left and right margins; temporarily indenting the left margin for one line; and formatting tables, listed, and bulleted items.

Command Summary

Table 8-5 shows the Page Layout commands. The sections that follow the table describe the commands in detail.

Table 8-5. *The Page Layout Commands*

Command	Name and Description
^tm number	Top Margin. *Number* specifies the first line number on each page where nonheader text starts. If you don't specify the ^tm command, GRiDWrite sets the top margin to the value in the Print Options form.

Command	Name and Description
^bm number	Bottom Margin. *Number* specifies the last line number on each page where nonfooter text ends. If you don't specify the ^bm command, GRiDWrite sets the bottom margin to the value in the Prints Options form.
^lm number	Left Margin. *Number* specifies the left margin. If you don't specify the ^lm command, GRiDWrite sets the left margin to the value in the Print Options form.
^rm number	Right Margin. *Number* specifies the right margin. If you don't specify the ^rm command, GRiDWrite sets the right margin to the value in the Print Options form.
^li number[1]	Left Indent. Indents the left margin of all the lines that follow it.
^ri number[1]	Right Indent. Indents the right margin of all the lines that follow it.
^ti number[1]	Temporary Indent. Temporarily indents the left margin for the line that follows.

[1] *A plus sign (+) or a minus sign (–) can precede the number, indicating the number of spaces to increase or decrease the margin. GRiDWrite interprets a space (blank) before a number as positive, therefore the plus sign (+) is optional; the minus sign (–) is required.*

Specifying Margins

The Margin commands shown in Table 8-5 (^tm, ^bm, ^lm, and ^rm) control the placement of text on the printed page. For each Margin command you do not specify. If you don't insert margin commands in your text file, GRiDWrite uses the settings in the Print Options form for the margins of the printed document. To determine the print options that currently apply to a text file you are working on, press CODE-T, select the Print item, and confirm. When the Print menu appears, select the Set Printings Options item and confirm. The Print Options form appears showing the current options in effect; you can change them as you wish.

NOTE: Before printing out a document, check the alignment of the paper in your printer. Adjust the paper with the manual paper-feed knob so that

the perforated edge is at the printhead level. Also, adjust the side edges so that the perforated edge is right above the 1 on the scale.

The following measurements apply to the standard paper size and type size for an Epson printer; keep them in mind when you write Margin commands.

□ 96 characters per line

□ 12 characters per inch (elite type)

□ 66 lines per page

Indenting Text

The Indent commands shown in Table 8-5 (^li and ^ri) let you change the setting of your left or right margins at any point in your text file. They are useful in creating numbered or bulleted items, columned paragraphs, or outlines.

The text and the ^li commands typed in below

```
This line starts at the current left margin.
^li+10
This line starts at the current left margin plus
10.
^li+10
This line starts at the current left margin plus
10.
^li-20
This line starts at the original left margin.
```

produce the following printed text:

```
This line starts at the current left margin.
            This line starts at the current left margin plus 10.
                    This line starts at the current left margin
                    plus 10.
This line starts at the original left margin.
```

The ^ri commands inserted below

```
^ri-40
This block of text ends at the current right
margin minus 40.  This block of text ends at the
current right margin minus 40.

^ri+40
This block of text ends at the original right
margin.  This block of text ends at the original
right margin.  This block of text ends at the
original right margin.
```

produce the following printed text:

```
This block of text ends at
the current right margin
minus 40.   This block of
text ends at the current
right margin minus 40.
```

```
This block of text ends at the original right margin.   This block
of text ends at the original right margin.   This block of text
ends at the original right margin.
```

Inserting the command

^ti 8

indents your margin eight spaces for the next line only. For an example, see the next section.

The Left Indent and Temporary Indent commands are useful in giving a uniform left margin to the text in a numbered list. The following shows a numbered list printed as it was typed in.

```
1.   Press CODE-RETURN to display the Options form.   Notice that
the Options form is set to send your formatted text to the printer
and to print all the pages.
```

```
2.   Select the settings you want. You are now ready to confirm
your choices.
```

To make all the numbered lines start at the current right margin and to align the lines of text, you enter Left and Temporary Indent commands as shown below.

```
^li+4
^ti-4
1.   Press CODE-RETURN to display the Options form.
Notice that the Options form is set to send your
formatted text to the printer and to print all the
pages.

^ti-4
2.   Select the settings you want. You are now
ready to confirm your choices.
^li-4
```

Typing ^li+4 command causes the left margin to move four columns to the right, where it aligns with "Press." The ^ti-4, in effect, cancels out the ^li+4,

causing each numbered line to begin at the old left margin. When you enter the commands shown above, you produce the following printed text:

```
1.   Press CODE-RETURN to display the Options form. Notice that the
     Options form is set to send your formatted text to the printer
     and to print all the pages.

2.   Select the settings you want. You are now ready to confirm
     your choices.
```

Note that you can type ^li 4 instead of ^li+4; GRiDWrite interprets the space as a plus sign (+).

The same technique can be used to format tables, as shown below.

```
^ti-14
BACKSPACE     Pressing the BACKSPACE key once
causes the cursor to move one column from right to
left, erasing any character that the cursor moves
over.

^ti-14
CODE          The CODE key initiates many
operations. You will need to press CODE along with
another key to give the system a command.

^ti-14
CTRL          The CTRL key operates along with
other keys to generate special operations.
^li-14
```

Here is the printed table.

```
BACKSPACE        Pressing the BACKSPACE key once causes the cursor to
                 move one column from right to left, erasing any
                 character that the cursor moves over.

CODE             The CODE key initiates many operations. You will
                 need to press CODE along with another key to give
                 the system a command.

CTRL             The CTRL key operates along with other keys to
                 generate special operations.
```

Text Layout   This section contains information on these text layout activities: inserting blank lines, reserving lines for illustrations and titles, skipping to a new page, setting the page number, line spacing, and centering and justifying text.

Command Summary
Table 8-6 shows the Text Layout commands. The sections that follow the table describe each command in detail.

Table 8-6. *The Text Layout Commands*

Command	Name and Description
^sl number	Skip Lines. *Number* specifies the number of blank lines to be skipped.
^nl number	Need Lines. *Number* specifies the number of printed lines of text that follow that are to be kept together as one block.
^rl number	Reserve Lines. Reserves lines for illustrations.
^ep	Eject Page. Starts a new page.
^pn number	Page Number. *Number* specifies the next page number.
^ls number	Line Spacing. *Number* specifies the spaces between lines in your document. A decimal number is permitted if supported by your printer.
^cl[1]	Center Lines. Centers text.
^rj[1]	Right Justify. Justifies the right margin of your text.

[1]*Insert this command twice, once on the line before and once on the line after the lines of text to be centered or justified.*

Inserting Blank Lines

Frequently, you need to insert one or more blank lines in your text for space before and after headings. Blank lines are inserted with the Skip Lines command.

^sl number

To insert two blank lines before and after a title, type in the ^sl command as shown below.

```
This is a line of text.
^sl 2
Title
^sl 2
This is a line of text.
```

Keeping Text Together

To keep a block of printed lines together on a page, enter the Need Lines command (^nl) in the first column of the line immediately before the block. The command has the following format:

^nl number

For *number,* type the number of printed lines of text to be kept together as a block. When formatting, GRiDWrite prints the block of text at the start of a new page when there aren't enough lines to hold it on the current page.

A typical use of the Needs Lines commands is to make sure the lines immediately following a heading fall on the same page as the heading. In the following example,

^nl 5
^boLIST OF PARTS^bo

1. Part A.
2. Part B.
3. Part C.
4. Part D.
5. Part E.
6. Part F.

the Need Lines command ensures that the lines containing the heading (LIST OF PARTS) through item 3 appear on the same page.

Reserving Lines for Illustrations

To make sure that your space for illustrations is not broken up on two pages, use the Reserve Lines command:

^rl number

Number specifies the number of lines you want to reserve. The lines are reserved at the top of the next page when there aren't enough lines on the current page.

This command has the same effect as a Need Lines command (^nl) immediately followed by a Skip Lines command (^sl). For example, ^rl 15 has the same effect as

^nl 15

^sl 15

Ending a Page

The Eject Page command (^ep) lets you skip to the top of a new page whenever you wish. GRiDWrite causes the current page to eject at the point you insert the command.

Setting the Page Number

The Page Number command lets you change the current page number at any point in your document; the command has the following format.

^pn number

For *number,* type the page number to be printed on the subsequent page.

Line Spacing

GRiDWrite is preset to print your document single-spaced. You can insert spaces between lines in your document with the Line Space command.

^ls number

To print out your document double-spaced, insert this command at the beginning of your text file.

^ls 2

You can return to single-spacing at anytime by inserting the command

^ls 1

If your printer allows fractional line spacing, you can specify fractional numbers—for example ^ls 1.5.

Centering Text

The Center Lines command (^cl) lets you center text between the right and left margins. You enter the command in the first column of the line immediately before and the line immediately after the line(s) of text you want to center.

For example, to center a title, you would insert the commands as shown below.

```
^cl
Your Horoscope for Today
^cl

Expect to put in some overtime to get ahead of
schedule.  Creative endeavors are favored today.
Romance is more settled than in the past.



```

When printed, the text appears as:

```
                Your Horoscope for Today

Expect to put in some overtime to get ahead of schedule.  Creative
endeavors are favored today.  Romance is more settled than in the
past.
```

Justifying Text

The Right Justify command (^rj) lets you align text along the right margin of your printed document. Normally, the text is jagged, or uneven, at the right margin. Type the Right Justify command in the first column of the line immediately before and the line immediately after the line(s) of text you want to justify.

```
^rj
Expect to put in some overtime to get ahead of
schedule.  Creative endeavors are favored today.
Romance is more settled than in the past.
^rj
```

The following text is printed out.

```
Expect to put in some overtime to get ahead of schedule.   Creative
endeavors  are favored today.   Romance is more settled than in the
past.
```

Typeface

The typeface commands in GRiDWrite let you print in bold typeface and italics, underline text, and write superscripts and subscripts.

Command Summary

Table 8-7 shows the Typeface commands; the subsequent sections describe the commands in detail.

Table 8-7. *The Typeface Commands*

Command	Name and Description
^bo[1]	Boldface. Prints a single character, word, phrase, or section of text in boldface type.
^un[1]	Underline. Underlines a single character, word, phrase, or section of text.
^sp[1]	Superscript. Prints a superscript (a number or letter in smaller typeface and set above text).
^sb[1]	Subscript. Prints a subscript (a number or letter in smaller typeface and set below text).

Command	Name and Description
^co[1]	Condensed. Prints text in condensed type.
^en[1]	Enlarged. Prints text in enlarged type.
^it[1]	Italics. Prints text in italics. **NOTE:** Some printers cannot print the italic typeface.

[1]*You must insert all of the typeface commands twice, once before the first character of the text to be changed and once after the last character. The first time you insert a typeface command, the command is "on." The next time you insert it, the command is "off."*

Printing in Boldface Type

The Boldface command (^bo) lets you print a single word, phrase or section of text in boldface type. You must insert ^bo twice, once before the first character of the text to be changed and once after the last character.

To print the heading "Introduction" in boldface type, for instance, type

`^boIntroduction^bo`

The result is shown below.

`Introduction`

Printing in Italics

If your printer supports italics, you can print a single word, phrase, or section of text in italic type with the Italics command (^it). You must type ^it twice, once before the first character of the text to be changed and once after the last character, as shown below:

`^itsee^it`

Underlining Text

The Underline command (^un) lets you underline a single word, phrase, or section of text. You must type ^un twice, once before the first character of the text to be changed and once after the last character, as shown below:

`^unA Work of Art^un`

Writing Superscripts and Subscripts

Superscripts and *subscripts* are numbers or letters in a smaller typeface and set above or below text, respectively. You may need them when you print

out such items as footnotes or mathematical expressions. You must insert the Superscript or Subscript commands (^sp, ^sb) twice, once before and once after the superscript or subscript character.

The Superscript command is

^sp

To print out the expression six squared, type

6^sp2^sp

The following text is printed out:

6^2

The Subscript command is

^sb

To print out the molecular structure of water, type

H^sb2^sb0

The following text is printed out:

H_2O

Enlarging and Condensing Typeface

You can change the size of the typeface in selected portions of your document with the Condensed (^co) and Enlarged (^en) commands if your printer supports enlarged and condensed typefaces. You must type ^co or ^en twice, once before the first character of the text to be changed and once after the last character.

The following are examples of the Enlarged and Condensed commands:

^enENLARGED^en

^coCONDENSED^co

Printed out, the text looks like this.

ENLARGED

CONDENSED