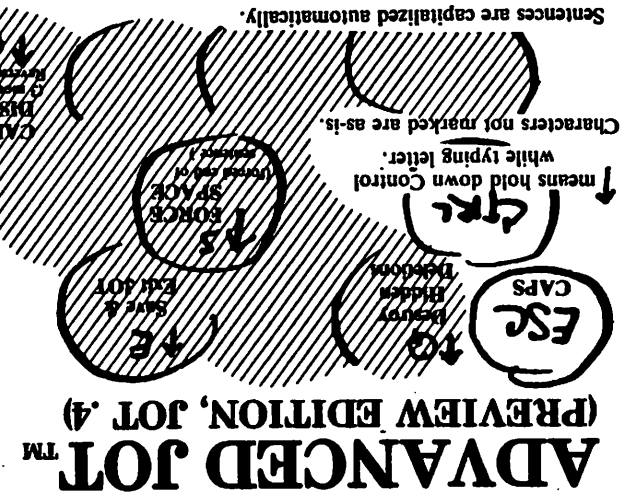
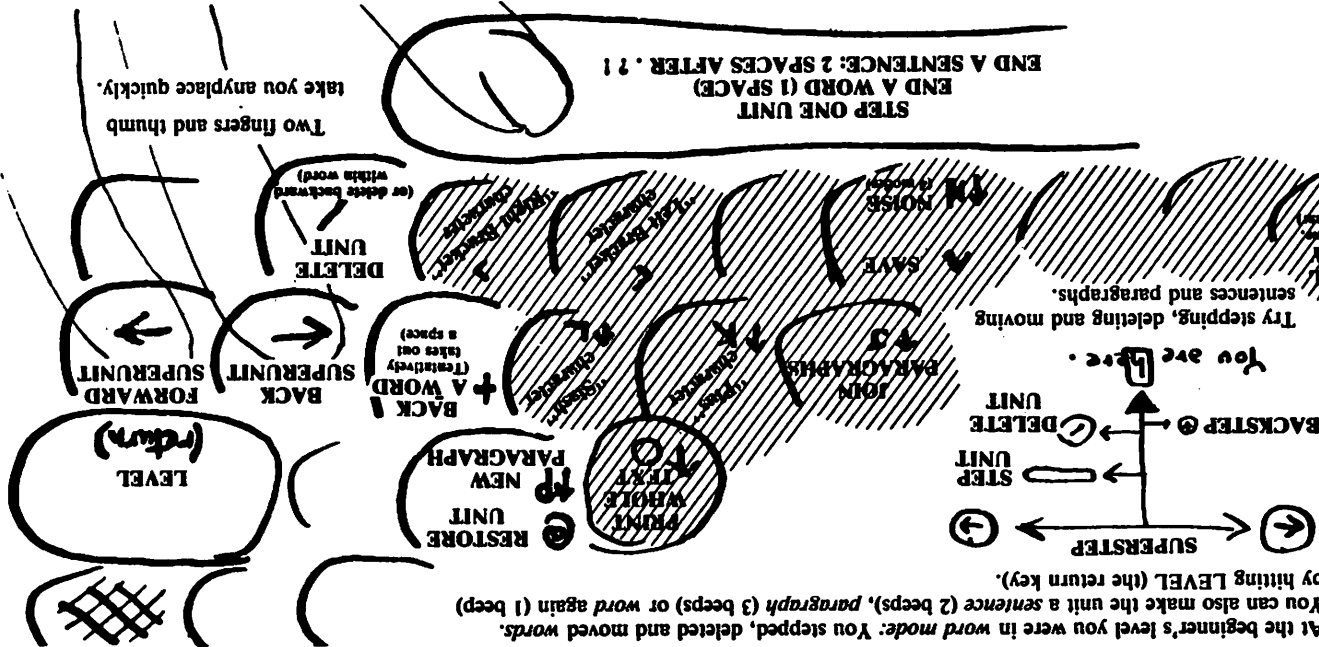


PERMACAPS: ESC one cap
 ESC ESC next word capitalized
 ESC ESC ESC shift lock ESC unshift



ADVANCED JOT™ (PREVIEW EDITION, JOT 4)



TO START.
 Place Home Disk (JOT system disk) in Drive 1.
 APPLE II+: Turn on.
 APPLE II: Turn on, type PR#6 (return).
 16-SECTOR SYSTEMS (DOS 3.3): Load "BASICS" disk first.
 JOT comes up with whatever working text is on your Home Disk.
TO USE ANOTHER TEXT DISK:
 1. CONTROL E (turns off JOT, safeguarding text on your current text disk in Drive 1).
 2. Put the prepared document disk in Drive 1.
 3. Type JOT (return).
DO NOT REMOVE YOUR HOME DISK OR TEXT DISK BEFORE TYPING CONTROL E (which saves all your contents).
TO INITIALIZE A FRESH DISK FOR A NEW DOCUMENT:
 1. CONTROL E (turns off JOT, safeguarding text on your current text disk in Drive 1).
 2. Insert blank or unwanted disk in Drive 2 and type NEW-DISK (return).
 (Computer grinds to a halt.) NOW YOU HAVE A FRESH EMPTY DISK. TO START A NEW DOCUMENT ON IT, PUT IN DRIVE 1 AND TYPE JOT (return) WHICH TURNS ON THE JOT SYSTEM AGAIN.
TO COPY DOCUMENT ON A DISK:
 1. CONTROL E (turns off JOT, safeguarding text on your current text disk in Drive 1).
 2. Put original in Drive 1.
 3. Put blank or unwanted disk in Drive 2.
 4. Type COPY-DISK (return).
 (Computer grinds to a halt.) NOW YOU HAVE TWO IDENTICAL DISKS. PUT THE ONE YOU WANT TO USE INTO DRIVE 1 AND RESTART BY TYPING JOT (return) WHICH TURNS ON THE JOT SYSTEM AGAIN.
TO SET LINE SPACING ON PRINTOUT:
 CONTROL E (turns off JOT, safeguarding text on your current text disk in Drive 1).
 Type 2 SPACING SET (return). Type JOT (return) This sets double space. Other numbers will work.
FOR EXTRA BLANK LINE BETWEEN PRINTED PARAGRAPHS: CONTROL E (turns off JOT, safeguarding text on your current text disk in Drive 1). 1 PARA-SKIP SET (return) Other numbers will work. JOT (return)



USE JOT™ IMMEDIATELY.

