MINCE: Hebrew-English Word Processor: Some Useful Hints

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The Mendel Gottesman Library at Yeshiva University houses several microcomputers dedicated to student use. The Library collects software and issues it to patrons for periods of up to two hours at a time for use on the Library's micros.

Early last year, the Library purchased the MINCE Hebrew-English Word Processor. In testing the program, library staff determined that patrons of limited computer literacy would probably experience some difficulty in following the manual and using the software. A detailed set of procedures for the novice using MINCE was developed and John Moryl compiled the "Helps" reproduced below, which is available to our patrons as a handout. The text which follows may require modification to conform with local microcomputer configurations.

Helps in Using MINCE on the IBM PC

1. You *must* have a blank disk of your own to use the MINCE program.
2. The MINCE program assumes that you know at least the very basics of using the IBM PC.
3. These helps are for the IBM PC. If you are using the IBM PC XT, refer to the manual.
4. These helps are a supplement to, not a substitute for, the manual.

Loading and Starting MINCE

1. Load DOS in drive A.
2. Format your blank disk, which is in drive B, with the command FORMAT B:/S
3. Remove DOS and put the MINCE disk in drive A.
4. Type LSET at the A prompt.
5. At the next A prompt, type MINCE

Writing and Editing

1. Choose EDIT from the main menu.
2. To set the *Word Wrap* option:
   a. Press the F1 key.
   b. Select option 1.
   c. Move the cursor to your desired right margin position by pressing the space bar.
   d. Press the F1 key.
   e. Select option 1.
   f. Press the CONTROL and X keys together; then press the TAB key.
   g. Choose #6 from the menu, i.e., "Set wrap margin."
3. Typing your text:
   a. Press the F5 key.
   b. Choose option #1 from the menu.
   c. Give a name to your file, i.e., the text you will type, making sure that it starts with the characters b:
   d. Type your text. You are operating with the main language as English. To insert Hebrew text—as a secondary language—press the CONTROL and L keys together. To return to English, press CONTROL and L again.

Printing Your Text

1. When you have finished typing your text, press the F5 key.
2. Choose option 3 to SAVE your new file of typed text.
3. Press the F5 key again, and choose option 5 to WRITE your text onto your disk. Give your file the same name as before, i.e., b: _____
4. Press the CONTROL and F2 keys, and then answer "yes" to the question: "Abandon modified buffer?"
5. Choose option 2 from the main menu. Answer or fill in as follows. (Remember to press the return key after each response.)
   a. File to format: Type the name you have given to your file of text.
   b. Printer type: 3
   c. Main language: 0 for English; 1 for Hebrew.
   d. OUTPUT file name: Give a name here that is *different* from the name listed under "file to format." Be sure to start with b:
6. Press the RETURN key.

7. Choose option 3 from the main menu, and fill in as follows:
   a. Change the file name to that of your OUTPUT file.
   b. Review option 3.
      06 and 07 are for the Epson LQ printer. 06 is for draft quality, and 07 for letter quality. Choose one, and set the printer accordingly.
   c. Review option 4. (Selecting an option will change an answer from yes to no; press ENTER if no change is necessary.)
      Paper width: 8.5 inches
      Continuous paper: yes.
      Single Hebrew-English wheel: yes.
      Output to file: no.
      Output file: give your output file name.
   d. Review option 6, "Change default options," to see that the information corresponds to that in option 4.
8. Choose #2. Answer "y" to "ready" question.

Setting the Main Language to Hebrew

Before doing any editing, press the SHIFT and F1 keys. Continue with the above procedures for setting the word wrap, etc. Refer to the manual, page 2–15, "Toggling Buffers Main Language."