SECTION X: FOR EXPERTS

X.1 USING KEYBOARD (EXPERT) COMMANDS

Though you've probably already become familiar with many of the expert commands, the following is a summary list of the commands and their effects.

Keyboard commands that make **menu** selections:

To:	*Press:*	*The cursor becomes:*
draw	**DO**	The cross + to mark lines and curves
delete	**LOOK X**	Large X
select	**LOOK S**	The box
move	**LOOK Z**	Single arrow
caption	**RETURN**	The line of text in the caption area

Keyboard commands that **correct errors**:

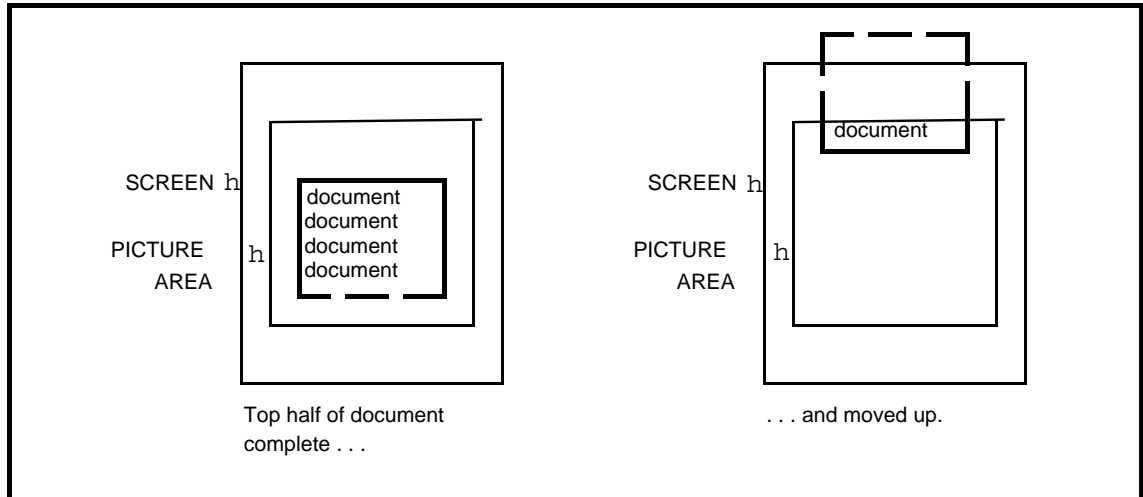| *To delete, correct or undo:*	*Press:*
the last mouse point(s)	**LOOK A**
all mouse points	**DELete**
the last command	**LOOK U** (Undo)
all selected portions	**LOOK D**
typos in the message or picture area	**BS** (backspace)

Keyboard commands that act on the **entire picture area**:

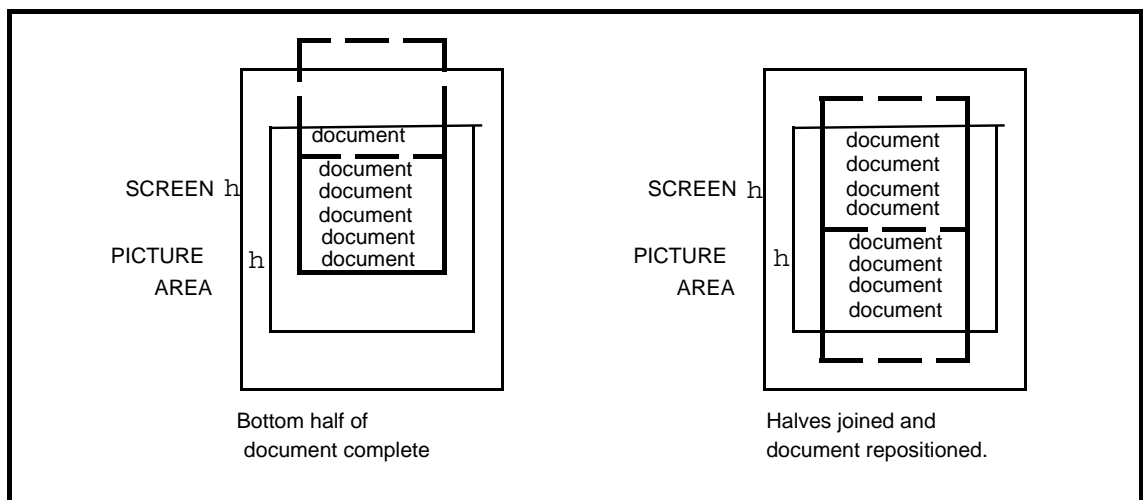| *To:*	*Press:*
turn grid on/off	**LOOK G**
refresh the screen	**TAB**
select everything in the picture area	**LOOK E**
delete everything in the picture area	**LOOK E + LOOK D**

Keyboard commands that **talk back**:

To:	*Press:*	*DRAW response:*
change text positioning mode	**LOOK T**	Text positioning mode: [Center, Bottom, Left, Top, Right ?]
change font	**LOOK F**	Load font 0, 1, 3 ? and Read font file:
read/ retrieve file	**LOOK R**	Read picture from file:
write working file	**LOOK W**	Write picture on file:
write Press File	**LOOK P**	Write PRESS file:
get help	**LOOK ?**	Stores your picture away, brings up on line manual of summary pages. A second **LOOK ?** stores manual and brings picture back.
get next page of Help Manual	**MOVE**	Shows you next page of manual
quit	**LOOK Q**	Quit ? [yes no]

X.2 *CREATING DOCUMENTS LARGER THAN THE PICTURE AREA*

Though only the picture area is available to you for creating
documents on the screen, you can, by moving parts of the document
around, create a final printed document that is a full 8| x 11 inches.
For example, if you wished to create a form that is 10 inches long,
create the top half of the document, then move it up, nearly off the
screen:

SCREEN h

PICTURE
AREA h

document
document
document
document

Top half of document
complete . . .

SCREEN h

PICTURE
AREA h

document

. . . and moved up.

Create the bottom half of the form, append it to the top half. Then
select the entire document and move it to the middle of the screen.
Though you won't be able to see the top and bottom of the document,
it will print.

SCREEN h

PICTURE
AREA h

document
document
document
document
document
document

Bottom half of
document complete

SCREEN h

PICTURE
AREA h

document
document
document
document
document
document
document
document

Halves joined and
document repositioned.

Similarly, should you want to position a title above the picture area, deposit the title within the picture area. Then, deposit any letter an inch or two below the title. This letter will act as a "handle" to boost the title beyond the picture area.

Select both the title and the letter. With the single arrow, mark the **letter** and move it up. The title will disappear, but the letter will remain in view on the screen. Now delete the letter as shown below:

Place and select . . .   . . . move and delete "handle"
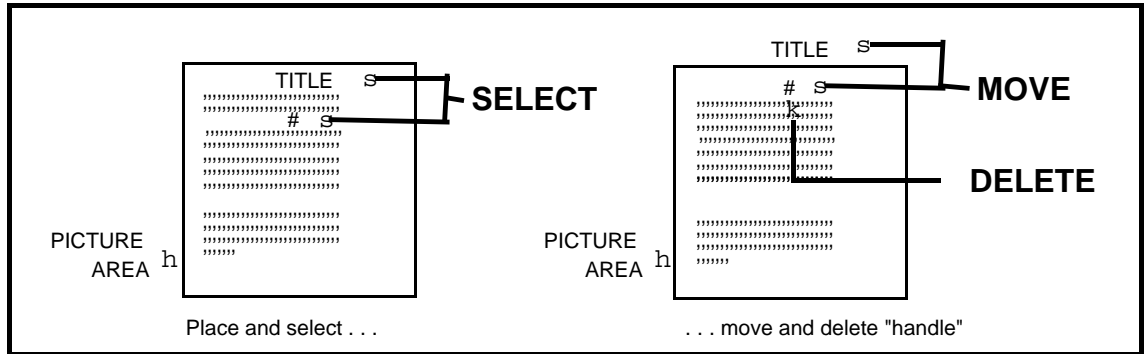
X.3 CHANGING DEFAULT VALUES

Certain characteristics of the DRAW program can be changed to suit your need to create different kinds of documents. These changes (called *command line switches*) must be made at the EXECUTIVE as you enter DRAW. The following is a summary of the changes you can make, what the default value is, and what effect the change has after you enter DRAW:

Switch	Default Value	Explanation
x/**G**	**16**	The default value produces **grid** points about one-sixth inch apart. Changing the default value to 20 makes the grid points about one-quarter inch apart. Conversely, a value of 8 results in about 10 grid points to the inch.
x/**S**	**200**	The maximum number of **splines** (lines and curves) allowed in an illustration is 200. To create illustrations that require many lines, you can specify additional splines, such as 300/S.
x/**T**	**100**	DRAW will allow 100 lines of **text** captions. For documents with an extraordinary amount of text, enter DRAW with a 150/T switch, for example.
x/**K**	**100**	The maximum number of **knots** a curve may have is 100. To make finer, tighter curved lines, increase this switch to 150 or even 200.
x/**D**	**16**	You can alter the length of the **dashes** in a dashed line by decreasing or increasing this default value. To make the dashes shorter, change the default to 8, or 4, or whatever. To make them longer, increase the default to 20, 32, or more.
x/**O**	**8**	The **open spaces between the dashes** can be altered too. To close them up, enter a smaller number; to widen the spaces increase the default value.

You may change one or more of these switches from the EXECUTIVE by typing:

> **draw 12/g 8/d 200/t**   **RETURN**
>   ^   ^   ^

The order doesn't matter--nor does upper or lower case letters. The arrows indicate spaces.

X.4 MERGING GRAPHICS AND TEXT (PRESSEDIT)

Sometimes you'll want to insert drawings and illustrations that have been created in DRAW into a text document that has been created with the EDITOR.   This manual was created in this fashion. Both the text document and the draw files must be prepared in a certain way, then merged at the EXECUTIVE using the program PRESSEDIT:

In DRAW:

a. Create or retrieve the drawing that is to be inserted.

b. Type these characters into the caption area:

> **< = = <<**   (no spaces)

This is a code that tells the system where to print the graphic. It will not appear in the final, printed copy.

c. Position the code at the upper left corner of the drawing.

d. Create a Press File of the document (**LOOK P**).

e. Make note of the name you give this file and quit from DRAW.

In the EDITOR:

a. Create or get the text document.

b. At the spot you want the graphic to appear, type its exact title within the code characters:

> **<= =<Pricechart.press<**

Position this line exactly where you want the upper left corner of the graphic to be placed. The system will overlay the first four code characters in the draw document exactly on top of the first four code characters in the text.

*Important: Be sure to leave sufficient *white space* in the text to accomodate the drawing. Otherwise the drawing will overprint onto the following text. Check page breaks, too, to make sure the drawing will fit onto the page.

c. Mark the Print Menu (or **COM H**), open it up, and find the **Store on File <>.** Type the name of the document with *.press* appended to it:

Store on File <PriceManual.press>

d. Press **DO** or mark **Apply** in the menu.

You now have two press files; one from DRAW and one from the EDITOR.

e. Return to the EXECUTIVE.

At the EXECUTIVE:

a. Devise a new name for the merged document. From the examples above:

Graphic press file title	*Pricechart.press*
Text press file title	*PriceManual.press*
New title	*PRICEDOCUMENT.PRESS*

b. Merge the two files by typing (arrows denote spaces):

pressedit/m PRICEDOCUMENT.PRESS _ PriceManual.press Pricechart.press
       ^   ^ ^   ^

c. Press **RETURN.**

If you have several graphic press files to insert into a document, each must be specified:

. . . Pricechart.press Pricegraph.press Earningsgraph.press

There is an easier way, however. If you name all your graphics files with the same beginning:

Pricechart1.press
Pricechart2.press
Pricegraph.press

then you can specify all of them with:

Price*.press

d. Print the new, merged document by typing (arrows denote spaces):

empress PRICEDOCUMENT.PRESS 5/C   RETURN
       ^   ^

The greatest possibility for error lies in the naming of the various files. So the following chart is inserted for your use in keeping track of the names of the various files that must be created. You might want to make several copies of this job aid to keep at your work station when you're working with the PRESSEDIT program.

IN DRAW:		**Graphics**
Working File Name(s)	Press File Name(s)	
.draw	$_y$ **3**	.press
.draw	$_y$ **3**	.press
.draw	$_y$ **3**	.press
.draw	$_y$ **3**	.press
.draw	$_y$ **3**	.press

IN TEXT EDITOR:		**Text**
Document Name(s)	Press File Name(s)	
	$_y$ **2**	.press

AT THE EXECUTIVE:	**Text & Graphics**
	Merged Document Name
	$_y$ **1**

pressedit/m   **MergedDocName** _ **TextFile.press**   **GraphicFile1.press . . .**
                         ^   ^   ^
                       (1)   **(2)**   **(3)**

empress   **MergedDocName** x/c