CHAPTER 1   INTRODUCTION TO YOUR WORKSTATION

The XEROX DOCUMENT SYSTEM is a system that aids in creating, editing and formatting documents. This reference manual was created, edited and formatted using the system EDITOR, providing an example of the capabilities and features available.

This manual contains information regarding all system features, and is yours to keep. Write any notes in this manual which you feel may enhance your understanding.

Every effort has been made to include all the information we think you will need to learn the system. An on-site administrator will be available to assist you, should you find something which is not clearly explained. Please use the form at the back of this manual to tell us if you've found anything to be unclear or inadequately explained, or if you have any other remarks.

The next few pages will introduce you to the components that make up your workstation and the system. The description of each component is designed for easy reference and to aid you on your job.

WORKSTATION

DESCRIPTION

Your system workstation is a powerful, self-contained personal computer equipped with the following components:

1.   A high-resolution video display

2.   A standard typewriter-layout keyboard.

3.   A *mouse* (pointing device) for specifying positions on the display screen.

4.   One or two large-capacity disk storage units.

5.   An optional DIABLO HYTYPE impact printer.

The disk unit, along with the computer processor itself and its power supply, is housed in a cabinet designed to fit conveniently under a tabletop.

COMMUNICATIONS

All individual workstations at your office site are connected by the ETHERNET network. One or more xerographic printers may also be connected to the network, providing high-quality printing services that are shared by all workstations at the site.

RELATED TOPICS

See the following components for further information on related topics:

DISPLAY   **DISK**
KEYBOARD
MOUSE

DISK

DESCRIPTION

Your workstation is equipped with one or two DIABLO Model 31 disk drives. All of the documents you create or use in the system, as well as the software (programs) necessary to run the system, are stored on interchangeable high-capacity disk cartridges. The space on a disk is separated into units, called disk pages.

A blank disk contains about 4000 blank pages. When programs are written onto the disk, they consume about half of the disk pages. One page of typed information equals about 5 disk pages.

LOCATION

The disk drive is housed in a free-standing cabinet (the processor) designed to fit conveniently under a table-top. If your workstation has two disk drives, the second is mounted in a separate, smaller unit that may be placed on top of the first, or on a desk or table.

DISK NOISE

The disk drive makes a characteristic chugging sound when in operation. You may find this noise a bit startling at first, but most users quickly become accustomed to it.

RELATED TOPICS

See the following unit for further information on related topics:

LOADING THE DISK   UNLOADING THE DISK

LOADING THE DISK

PROCEDURE

To load a disk cartridge into the DIABLO Model 31 disk drive:

1. Make sure the red POWER light and the white LOAD light are on and the white rocker switch is in the LOAD position.

2. Open the glass door on the front of the disk drive by swinging it down and towards you. *NEVER TRY TO OPEN THE GLASS DOOR UNLESS THE WHITE LOAD LIGHT IS ON*. If the door will not open readily, *DO NOT TRY TO FORCE IT* contact your on-site analyst or site administrator.

3. Insert the disk cartridge into the slot in the disk drive, with the disk label facing you and the all-plastic side of the cartridge uppermost. Slide the cartridge carefully into the disk drive as far as it will go.

4. Close the glass door gently but firmly.

5. Place the white rocker switch in the RUN position.

6. After a short delay while the disk comes up to operating speed (50 seconds), the yellow READY light will come on.

SINGLE DISKS

If you are using a single disk system, you must place the disk in the bottom disk drive. The top drive can only be used when there are two disks, which operate as a dual disk system.

DUAL DISKS

If your workstation is equipped with two disk drives, *IT IS ESSENTIAL THAT YOU LOAD THE PROPER*

DISK INTO EACH DRIVE. Your disk cartridges should be clearly labeled "Bottom-Disk#0'' (zero, not O) and "Top-Disk#1,'' to identify which drive each disk is intended to be used in. Loading the disks into the wrong drives can cause the information they contain to be irretrievably lost.

RELATED TOPICS

See the following components for further information on related topics:

STARTING A SESSION
UNLOADING THE DISK

UNLOADING THE DISK

PROCEDURE

To remove a disk cartridge from the DIABLO Model 31 disk drive:

1. Do not attempt to remove the disk while the workstation is in operation. Refer to the component on ENDING A SESSION before proceeding further. If you are in the system Editor, refer to the component HOW TO EXIT FROM THE SYSTEM before proceeding further.

2. Push the white rocker switch on the front of the disk drive to the LOAD position.

3. After a short pause (20 seconds), the white LOAD light will come on.

4. Open the glass door and carefully slide your disk out of the machine.

RELATED TOPICS

See the following components for further information on related topics:

LOADING THE DISK
ENDING A SESSION
HOW TO EXIT FROM THE SYSTEM

KEYBOARD

DESCRIPTION

Your workstation uses a standard typewriter-layout keyboard with several special feature keys added.

Special feature keys will be explained in later components.

START BUTTON

The *start button* is located at the back of the keyboard unit, between the connectors to the display and the mouse. It is used to start up the workstation at the beginning of a session

RELATED TOPICS

See the following components for further information on related topics:

INSERTING TEXT
DELETING A TEXT SELECTION
STARTING A SESSION

STARTING A SESSION

PROCEDURE   Load the disk. When the READY light appears
                             press the START button located at the back of the
                             keyboard unit, between the connectors to the
                             display and the mouse. If you are using a dual-disk
                             system, both READY lights must appear.

                             After pressing the START button you will hear disk
                             activity. In a few seconds some text will appear on
                             your screen. This is known as the EXECUTIVE level
                             of the document system.

RELATED TOPICS   See the following components for further
                             information on related topics:

                                     DISPLAY   **LOADING THE DISK**
                                     KEYBOARD   **MOUSE**
                                     EXECUTIVE

EXECUTIVE

BASIC CONCEPT   The EXECUTIVE allows you to access your
workstation disk and the systems that are included
on the disk (like the Editor).

PROCEDURE   To get to the EXECUTIVE:

1.   Press the START button at the back of
the keyboard.

or

If you are in the document system
EDITOR, refer to the component HOW
TO EXIT FROM THE SYSTEM.

RELATED TOPICS   See the following components for further
information on related topics:

DISPLAY
KEYBOARD
LOADING THE DISK
MOUSE
STARTING A SESSION
HOW TO EXIT FROM THE SYSTEM

ENDING A SESSION

PROCEDURE

You must be at the EXECUTIVE before a session may be ended. If you are not, refer to the component HOW TO EXIT FROM THE SYSTEM before proceeding further.

At the EXECUTIVE:

TYPE Quit and PRESS the RETURN key.

EFFECT

The screen will go black and a small white cursor will appear on the screen.

RELATED TOPICS

See the following components for further information on related topics:

HOW TO EXIT FROM THE SYSTEM
EXECUTIVE

CHAPTER 2   INTRODUCTION TO THE SYSTEM

DESCRIPTION

The Xerox Document System Editor aids in creating, editing and formatting documents. *Creating* a document refers to the initial input of information (typing, if you prefer). *Editing* refers to the addition or removal of information. *Formatting* refers to the way the document looks (the form of the text on a page). An example of formatting would be indenting the first line of the paragraph. The system provides a number of options for editing, formatting, and printing.

The document system is paragraph oriented. This means that it recognizes information which is separated into paragraphs. When you format a document, you are formatting a collection of paragraphs.

RELATED TOPICS

See the following components for further information on related topics:

DISPLAY
KEYBOARD
LOADING THE DISK
STARTING A SESSION
HOW TO ENTER THE SYSTEM

HOW TO ENTER THE SYSTEM

PREREQUISITE   You must be at the EXECUTIVE before you can enter
                          the document system EDITOR. If you are not, refer
                          to the component on the EXECUTIVE before
                          proceeding further.

PROCEDURE   TYPE: Bravox
                          PRESS the RETURN key

                          Bravox is an older name for the document system
                          EDITOR. There will be disk activity while the screen
                          remains white. In a few seconds you will be in the
                          document system EDITOR.

RELATED TOPICS   See the following components for further
                          information on related topics:

                                   DISPLAY FORMAT
                                   LOADING THE DISK
                                   STARTING A SESSION
                                   EXECUTIVE

DISPLAY

DESCRIPTION

Your workstation consists of a standard video monitor. It can be used to display text and graphics in a variety of sizes and styles, with flexible layout and formatting facilities. The flexibility of the display allows you to compose documents directly on the workstation screen, while viewing a faithful representation of the document as it will appear on the printed page.

The display screen can be swiveled both horizontally and vertically to the most comfortable viewing position. A sliding control at the bottom of the viewing screen can be used to adjust screen brightness for varying levels of room light.

Do not clean your display with a commercial window cleaner. Use a soft, dry cloth instead.

CURSOR

A small graphical symbol called a *cursor* is usually visible on your display screen. You can control the movements of the cursor on the screen with the *mouse,* or pointing device.

The shape of the cursor changes according to its location on the screen. This is to inform you what will happen if you press one of the buttons on the mouse, since the meanings of the buttons depend on the region of the screen you are in. The cursor's normal shape is a thin arrow pointing diagonally upward at an angle of about   eleven o'clock" like this: ð

4

RELATED TOPICS   See the following units for further information on
                            related topics:

                            DISPLAY FORMAT

DISPLAY FORMAT

WINDOWS

The EDITOR display is divided into *windows.* At the beginning of a session, three windows appear on the screen:

1. The *system window*, at the very top of the screen, which displays some identifying information such as the version and release date of the system you are using, along with a menu of commands applicable to the system as a whole (such as **Quit**).

2. A *document window*, used for displaying and editing the contents of a document.

3. The *status window*, at the very bottom of the screen, used for displaying messages from the system about what it is doing.

MENU REGIONS

Each window is headed by its own *menu*, a list of *commands* that may be applied to the contents of the window. The menu appears in a *menu region* at the top of the window.

THE MAIN MENU

Main menu   **Detail**
Print   Find < >   Subst < >   Confirm   *Styles:* **On   Show**

6

SPECIAL REGIONS

Near the extreme left and right edges of the display screen are three special regions:

1. The *scroll bar*, at the extreme left edge of the screen, is used for positioning the contents of a window.

2. The *line bar*, near the left edge of the screen but to the right of the scroll bar, is used for selecting lines or paragraphs of text.

3. The *window bar*, at the right edge of the screen, is used for manipulating windows on the screen.

These special regions are not marked in any way on the screen. You can tell where they are by the shape of the *cursor*, which changes whenever it is in one of these regions.

In the *scroll bar* the cursor is shaped like this: ó.

In the *line bar* the cursor is shaped like this: ò.

In the *window bar* the cursor is shaped like this: ÷.

RELATED TOPICS

See the following components for further information on related topics:

DISPLAY
MENUS
COMMANDS
MOUSE FUNCTIONS
MANIPULATING WINDOWS

MOUSE

DESCRIPTION   The mouse is a small rectangular box next to the
                           keyboard. It is ivory colored, with three black
                           buttons on the top, and a wire extending from the
                           back of the box into the back of the keyboard.

FUNCTION   The mouse controls the movement of the cursor on
                           the screen. It controls selection of text, moves
                           window edges, and scrolls through the document. It
                           is also used in setting tabs and margins, and for
                           marking menu items.

RELATED TOPICS   See the following components for further
                           information on related topics:

                                   HINTS ABOUT USING THE MOUSE
                                   MOUSE FUNCTIONS

HINTS ABOUT USING THE MOUSE

MASTERY HINTS

Using the mouse is not difficult, but does require a little practice. Here are some hints that you may find helpful:

1. Hold the mouse so that the end connected to the wire points directly toward the back of your desk or table. This makes the movements of fhe cursor on the screen correspond exactly to those of the mouse on the tabletop.

2. Use a thick plastic pad, or some other smooth, flat surface on which to roll the mouse, rather than rolling it directly on the tabletop. This makes the mouse's movements smoother and easier to control. Keep the pad free of dust or ashes, as both will hinder the movement of the mouse.

3. When moving the mouse, hold it firmly between your thumb and middle finger, using your index finger to press the buttons. Do not let go of the mouse in order to press a button, since this may cause the cursor to wander from the desired position.

4. If you find you are reaching too far or have to lean forward in order to control the mouse, pick it up and move it back to a more comfortable position. The cursor only responds to the rolling of the ball on the bottom of the mouse, and will not move when the mouse is lifted from the table. The mouse may be placed on either side of the keyboard.

RELATED TOPICS   See the following components for further
                        information on related topics:

                              MOUSE   **MOUSE FUNCTIONS**

MENUS

DESCRIPTION

A *menu* is a region of the EDITOR display containing the names of *commands*. The names of the commands are displayed in boldface. Words on the menu that are *not* in boldface are explanatory text, included to help clarify the meanings of the various commands. Each menu has its own particular purpose and contains commands related to that purpose.

MENU REGIONS

Each window on the display (except the status window at the very bottom) is headed by its own *menu region*. The commands displayed in a window's menu region apply only to the contents of that window. Each type of window has its own *standard menu*, which is displayed in the window's menu region when the window is first opened.

THE MAIN MENU

Main menu **Get** title: **< >**   **Detail**
Print   Find < >   Subst < >   Confirm   *Styles:* **On   Show**

OPTION MENUS

Certain commands cause the standard editing menu at the head of a document window to be replaced by an *option menu*. This is a menu that contains special formatting or editing options available. When the option menu is *dismissed*, the window's standard menu returns.

AN OPTION MENU

Print menu   **Detail Apply** Õ
Options: **Duplex Time stamp Preview**   *Copies: < >*
Print format: **Normal Landscape Two-Up Signature**   size*: < >*

ADJUSTING MENUS   A menu may be larger than the region allotted to it
                                   on the display. The procedure to reach a command
                                   that is hidden above or below the boundary of the
                                   menu region will be covered in a later component.

RELATED TOPICS   See the following components for further
                                   information on related topics:

                                        DISPLAY FORMAT
                                        MARKING MENU COMMANDS
                                        SCROLLING

MARKING MENU COMMANDS

BASIC CONCEPT

Before a menu command can take effect, it must be *marked* and, in some cases, *applied*. Only menu commands appearing in bold type may be marked. Marking a menu command is really *selecting* the menu command. Some menu commands take effect as soon as they are marked, some take effect when **Apply** is marked, or the DO key is pressed.

If you choose to press the DO key the menu commands chosen will take effect and the menu will be dismissed from your screen. Marking **Apply** causes the menu commands chosen to take effect but allows the menu to remain on the screen.

PROCEDURE

To mark a menu command:

1. Position the cursor (by moving the mouse) so that it appears over the option appearing in bold type.
2. Hold the mouse steady.
3. PRESS (and release) the LEFT mouse button.

The command will remain highlighted until the mouse button is released. Nothing happens until the mouse button is released. If you begin to mark the wrong command; move the mouse elsewhere, then release the button.

MENU COMMANDS "ON"

Any menu command that is highlighted in black is **"ON"**. This means that commands highlighted in black are the commands that are currently in effect when the menu is opened.

A menu command becomes "on" when it is marked (select command with the mouse and press the LEFT mouse button).

MENU COMMANDS "OFF"

A menu command becomes "off" (black on white) when marking an alternate command (select command with the mouse and press the LEFT mouse button).

MENU COMMANDS "NEUTRAL"

A menu command becomes "neutral" (neither on or off) when it appears grey on the menu.

RELATED TOPICS   See the following components for further information on related topics:

HINTS ABOUT USING THE MOUSE
DISPLAY FORMAT

EXPANDING A MENU

BASIC CONCEPT

A menu may be larger than the region allotted to it on the display. If so, there will be commands that are "hidden" from view. The hidden commands are those less frequently used. It is possible to expand the menu to view all of the commands.

PROCEDURE

To expand a menu:

MARK **Detail** in the System Menu.

The menu will expand to show all available commands and the **Detail** command will remain highlighted white on black. To close the expanded portion of the menu mark **Detail** once more.

RELATED TOPICS

See the following components for further information on related topics:

MARKING MENU COMMANDS
MENUS

EDITING A MENU BRACKET

DESCRIPTION   Menus contain brackets which may be edited in
                               conjunction with an instruction to the system.
                               These brackets appear as < > in the menu.

PROCEDURE   To edit a menu bracket:

                               Move the cursor so that it points at the bracket.

                                    < >
                                     ð

                               PRESS the LEFT mouse button. The blinking caret
                               should now appear in the middle of the brackets.

                               TYPE the necessary information into the bracket.

RELATED TOPICS   See the following components for further
                               information on related topics:

                                        DELETING A TEXT SELECTION

HOW TO EXIT FROM THE SYSTEM

PROCEDURE

To end a workstation session:

1.   In the System Menu mark **Quit** or **Exec.**

2.   WAIT for the screen to go black.

3.   PRESS the LOAD/RUN switch to the LOAD position.

4.   When the LOAD lamp is lit, remove the disk and place it on the desktop.

RELATED TOPICS

See the following components for further information on related topics:

UNLOADING THE DISK
STARTING A SESSION
MARKING MENU COMMANDS
CONFIRMATION MESSAGES
SAVING A DOCUMENT

CONFIRMATION MESSAGES

BASIC CONCEPT

A *confirmation message* is a message displayed in the status window (bottom of the display) that requires a "yes" or "no" response from you before an operation can proceed.

DESCRIPTION

Confirmation messages are displayed to warn you that the system is about to perform some irreversible operation, such as returning to the EXECUTIVE without having saved your document. The system pauses before performing the operation and displays a confirmation message in the status window, asking you to confirm or deny the procedure. The message will end with the words:

> ...Press DO to continue, or CANCEL to cancel command.

This gives you the opportunity to cancel the operation if you wish (for example, if you have marked the wrong command by mistake).

PROCEDURE

When a confirmation message appears in the status window, the system will not permit you to do anything further until you have answered the confirmation message.

To answer "yes", PRESS the DO key.
To answer "no", PRESS the CANCEL key.

RELATED TOPICS   See the following components for further information on related topics:

DISPLAY FORMAT
SAVING A DOCUMENT
HOW TO EXIT FROM THE SYSTEM

CHAPTER 3   INTRODUCTION TO DOCUMENT CREATION

By now you have learned what the components of your workstation are and how to begin a session. In this chapter you will learn how to use the XEROX DOCUMENT SYSTEM EDITOR for document creation and how to print a document created with the system.

The system provides several editing features, which allow rapid removal, modification, or repositioning of text passages.

THE DOCUMENT CATALOG

BASIC CONCEPT

Documents are stored on your system disk in the *Document Catalog*. You could think of it as an electronic filing cabinet. The Document Catalog is headed by its own menu of commands. These commands will be covered in later components.

TO GET MENU

MARK **Documents** in the System Menu.

EFFECT

The display changes to show the Document Catalog menu and the names of the files (documents) in the Document Catalog.

RELATED TOPICS

See the following components for further information on related topics:

DISPLAY   **MARKING MENU COMMANDS**
MENUS   **HOW TO CLOSE A MENU**
DOCUMENT VERSIONS

THE DOCUMENT CATALOG

Document catalog menu	**Detail Apply Õ**
Get Copy to <new title> **Delete Undelete Print catalog**	

EXERCISE-SCREEN	MEMO-EXAMPLE	EXERCISE-EDITING
TEST-DOCUMENT		

GETTING A DOCUMENT FROM THE DOCUMENT CATALOG

BASIC CONCEPT

In order that you may view a document on your screen you must "get" the document from the Document Catalog.

PROCEDURE

Move the cursor directly underneath the title EXERCISE-SCREEN, in the catalog.

To select this title: PRESS and release the LEFT mouse button. (The title should now be underlined.)

MARK **Get** in the Document Catalog Menu.

EFFECT

In the Document Catalog Menu, **Get** will remain highlighted in grey until the document selected is fully displayed in the document window. When the document window contains the document, the catalog will close. The status window, at the very bottom of the screen, will display the size of the document (in characters).

RELATED TOPICS

See the following components for further information on related topics:

DISPLAY FORMAT
MARKING MENU COMMANDS
THE DOCUMENT CATALOG

4

HOW TO CLOSE A MENU

PROCEDURE   To close a menu:

                             MARK the Õon the far right margin of the menu.

EFFECT   Closes the menu and returns the main document
                             menu to its position directly under the System Menu.

RELATED TOPICS   See the following components for further
                             information on related topics:

                        MARKING MENU COMMANDS

MOUSE FUNCTIONS

DESCRIPTION

The mouse controls the movement of the cursor on the screen. It controls selection, moves window edges, and scrolls through the document. It is also used to set tabs and mark menu items.

The mouse also controls the position of the caret on the screen. The caret is the blinking inverted "v" you see on the screen.

There are four (4) areas of the screen. The cursor looks different in each area.

Place	Pointer Shape	Purpose
Far left	ó	Used to scroll the document.
Left side	ò	Points at a line or paragraph.
Center	ð	Points at characters or words.
Far right	÷	Manipulates windows.

The mouse buttons perform within the four (4) areas of the screen in the following manner:

	Document Center	*Left side*
Left button	points to one character	points to one line
Middle button	selects a word	points to a paragraph
Right button	extends the selection	extends the selection

	Right side of Window	*Setting tabs in the Paragraph Menu*
Left button	moves a window edge	moves a tab arrow
Middle button	splits a window or creates a new window when SHIFT key is held down with middle button	creates a new tab arrow
Right button	deletes a window	deletes a tab arrow

Far left (the only odd one).

Left button	scroll up
Middle button	scroll the entire document ("thumbing")
Right button	scroll down

RELATED TOPICS   See the following components for further information on related topics:

HINTS ABOUT USING THE MOUSE
SCROLLING A DOCUMENT
SELECTING TEXT

SCROLLING A DOCUMENT

DESCRIPTION

Documents on the screen can be thought of as one long page of text. You use the mouse to move the text up or down to see what you want to read or edit. This is called *scrolling* the document. The information in menus may also be scrolled. The mouse only controls the text scroll when the pointer is at the left edge of your screen.

PROCEDURE

MOVE the cursor all the way to the left of the screen. Move it so it is a double-pointed arrow, pointing both up and down like this: ó. This is the scroll arrow. If you have moved it to the left of the screen so it points up and to the right, like this: ò, you need to go farther left.

TO SCROLL UP

With the cursor all the way to the *bottom* left of the screen HOLD down the LEFT mouse button. The double-pointed arrow will point up like this: ô. When you release the mouse button the text right next to the arrow pointing up will become the top line on the screen.

Scrolling up will move the information currently displayed in the document window up, and out of view. Scrolling up will position the text on the screen closer to the end of the document (like turning pages over).

TO SCROLL DOWN

With the cursor all the way to the *top* left of the screen HOLD down the RIGHT mouse button. The double-pointed arrow will point down like this: ⌐.

When you release the mouse button the text right next to the arrow pointing down will be moved down to where the cursor is on the screen.

Scrolling down will move the information currently displayed in the document window down, and out of view. Scrolling down will position the text on the screen closer to the beginning of the document.

THUMBING

Thumbing is the process of choosing a *relative* position in a document (like thumbing through a book). With the cursor all the way to the top left of the screen HOLD down the MIDDLE mouse button. The cursor changes to a triangular shape similar to a thumb nail like this: ö. Without releasing the mouse button, move the mouse up and down. Notice that the triangle moves with the mouse, but that there is another triangle which does not move. The triangle that does not move indicates where you are in the document, relative to the beginning. The triangle that moves indicates where you will thumb *to,* relative to the beginning of the document.

Hold down the middle mouse button and position the triangle at the top of your window. Let up on the mouse button. All the text on the screen will change. You are now at the beginning of your document.

Now, hold down the MIDDLE mouse button and position the triangle at the bottom of your window. Let up on the mouse button. All the text on the screen will change. You are now at the end of your document.

To get to the middle of the document, hold down the MIDDLE mouse button and move the triangle to the middle of your window and let up the mouse button.

RELATED TOPICS   See the following components for further information on related topics:

MOUSE FUNCTIONS
DISPLAY FORMAT

SELECTING TEXT

DESCRIPTION

In a document, text is selected by using the mouse to position the cursor and then pressing and releasing a mouse button.

PROCEDURE

When selecting text, the mouse buttons (when pressed and released) perform in the following manner:

	Document Center	*Left side*
Left button	points to one character	points to one line
Middle button	selects a word	points to a paragraph
Right button	extends the selection	extends the selection

RELATED TOPICS

See the following components for further information on related topics:

HINTS ON USING THE MOUSE
MOUSE FUNCTIONS

DELETING A TEXT SELECTION

To Delete Text   SELECT the text to be deleted with the mouse.

                              PRESS the DEL key.

                              The DEL key is located at the upper right corner of
                              the keyboard.

Mastery Hints   When deleting words, be sure to include the
                              space(s) following them.

Related Topics   See the following components for further
                              information on related topics:

                                      SELECTING TEXT

CANCELING A COMMAND

DESCRIPTION

The system provides a feature which will cancel your last command. For example, if you inadvertently deleted the wrong passage of text, instead of retyping the entire passage you can cancel the delete command (and return the passage to the document).

TO CANCEL A COMMAND

PRESS the CANCEL key.

MASTERY HINTS

Warning: You may only cancel the *last* command issued.

RELATED TOPICS

See the following components for further information on related topics:

DELETING A TEXT SELECTION

14

REPEATING A COMMAND

BASIC CONCEPT

The system provides a feature which will repeat your last command. For example, you may want to insert the same passage of text in two places. Or, you may wish to repeat the delete command.

TO REPEAT A COMMAND

PRESS the DO key.

By pressing the DO key you instruct the document system to *do it again* Your last command will be repeated as many times as you press the DO key.

RELATED TOPICS

See the following components for further information on related topics:

INSERTING TEXT
DELETING TEXT

INSERTING TEXT

BASIC CONCEPT

Text may be inserted into a document by **first** positioning the blinking caret to indicate the point of insertion. The blinking caret is positioned by making a selection with the mouse.

TO INSERT TEXT

Make a selection with the mouse at the point of insertion.

Begin typing.

Whatever is typed will appear **in front of the blinking caret.**

POSITIONING THE CARET

	Document Center	*Left side*
Left button	points to one character	points to one line
Middle button	selects a word	points to a paragraph
Right button	extends the selection	extends the selection

IF YOU MAKE A MISTAKE

PRESS the BS key. The BS key will remove one letter at a time

RELATED TOPICS See the following components for further
information on related topics:

     MOUSE FUNCTIONS
     THE BS KEY
     REPEATING A COMMAND

THE BS (BACKSPACE) KEY

DESCRIPTION

The BS key is used to correct typing mistakes while inserting text into a document or menu bracket, by erasing characters from the display screen.

LOCATION

The BS key is located at the right end of the second row of keys on the keyboard.

EFFECT

When you press BS key, the single character immediately preceding the insertion caret is erased from the screen and is deleted from the document. The caret is backed up one character position to the left. If the caret is already positioned at the beginning of a document or menu bracket, nothing will happen. By pressing the BS key repeatedly, you can back up one character at a time, as far as you wish.

REMOVING A WORD

To backspace a *whole word* at a time, press the BS key while holding down the COM key. The single word immediately preceding the insertion caret disappears from the screen and is deleted from the document, along with any spaces and punctuation following the word. The caret is backed up the appropriate distance to the left. If the caret is already positioned at the beginning of a document or bracket, nothing will happen. By repeating this operation, you can back up one word at a time, as far as you wish.

RELATED TOPICS

See the following components for further
information on related topics:

DELETING A TEXT SELECTION

HOW TO CREATE A DOCUMENT

BASIC CONCEPT   The EDITOR treats lines of text somewhat differently
than a typewriter does. The document system is a
paragraph oriented system and recognizes
information which is separated into paragraphs.

TYPING SENTENCES   Sentences are typed as they would be on a
typewriter. As you type, text will automatically *wrap
around*. Thus, there is no need to press the RETURN
key at the end of each line. The sentences you type
will all become a part of one paragraph.

TYPING PARAGRAPHS   To create a new paragraph, type in the necessary
sentences *without* pressing the RETURN key. To end
the paragraph press the RETURN key. You will notice
that the space between the last line of text typed
and the blinking caret is wider than that between
the lines of preceding text. A later component will
cover the method for changing the spacing between
paragraphs and lines. Also notice that all
information in the new paragraph is formatted the
same as the previous paragraph.

TYPING TABS   The TAB key on your keyboard works much the
same way as the tab key on a typewriter. The
system tab has a *preset* length, however. A later
component will cover the method to change the
spacing between tabs.

TYPING SHORT LINES

To type short lines of text that are all one paragraph (the name and address in a letter, for example):

TYPE the first line of text.

PRESS the RETURN key while holding down the SHIFT key.

TYPE the second line of text.

PRESS the RETURN key while holding down the SHIFT key.

RELATED TOPICS

See the following components for further information on related topics:

INSERTING TEXT

SELECTING PARAGRAPHS

BASIC CONCEPT   The ability to select a paragraph as a unit is
                        provided.

PROCEDURE   Move the cursor into the left region of the screen,
                        so it points like this: ò

                        PRESS and release the MIDDLE mouse button.

EFFECT   When you release the mouse button the cursor will
                        change shape to display a paragraph symbol and
                        the selected paragraph will be underlined.

RELATED TOPICS   See the following components for further
                        information on related topics:

                                MOUSE FUNCTIONS
                                HOW TO CREATE A DOCUMENT

SAVING A DOCUMENT

BASIC CONCEPT

Saving a document is the process of "saving" all the changes you have made to your document. If you have created a *new* document, it is the process of creating a new file and assigning it a new document title.

WHEN TO SAVE A FILE

Before you exit from the system.
Every half hour of editing time.

ASSIGNING A TITLE

You need not assign a *new* title to a document that you "get" from the Document Catalog *unless you want to change the name of the document.* You **do** need to assign a title to a new document.

To change the name of an existing document:

1.   Select the document title in the brackets that follow title in the Main menu.

2.   PRESS the DEL key.

3.   TYPE in the new title of the document.

4.   MARK **Save all** in the System menu.

To assign a title to new document:

1.   Position the caret in the the brackets that follow title in the Main menu.

2.   PRESS the LEFT mouse button.

3.   TYPE in the new title of the document.

4.   MARK **Save all** in the System menu.

EFFECT   The screen will appear dark, except for the status
                          window at the very bottom of the display. There will
                          be noticeable disk activity while the file is being
                          written on the disk.

                          The status window at the very bottom of the display
                          will provide a message indicating that it is writing
                          the file onto the disk and will indicate the size (in
                          characters) of the file and the name under which
                          the document is being saved. At this point the
                          screen will return to normal and you can continue
                          working.

NAMING CONVENTIONS   Never use punctuation or spaces in a document title
                          (e.g., comma, @, $, &, ~, *). Use hyphens as
                          separators. You may use numbers or a period in
                          the title. For example, the title

                                  BudgetMemo-January.ED

                          indicates that a memo was created in January and
                          is budget-related. The extension ".ED" indicates
                          that it was created using the EDITOR. Periods are
                          most often used when separating the file name with
                          the method of the file creation (in the above case,
                          the EDITOR). This memo could have also been
                          named

                                  BudgetMemo1-January.ED

                          to indicate that there might be more than one memo
                          regarding budgets during the month of January.

                          Document titles up to 20 characters will be shown in
                          the document catalog. If a document title is more
                          than 20 characters it will be partially shown in the
                          document catalog followed by an ellipsis.

NAMING HINTS

Think of document titles as titles on folder labels. Using key words or initials, as the first part of the title, allows you to group related documents together in the Document Catalog.

DOCUMENT SIZE

The maximum size of a document is **60,000** characters. This is about 20 pages of typed text. When a document is saved, the status window indicates how many characters there currently are in the document. For this reason, it is important to always read the status window each time you save a document.

It is possible you may have a document which is close to the 60,000 character limit, yet still have much to add to the document. In this case, you will need to make new files to separate the large document into segments (or chapters, if you prefer).

Each segment will be a separate document in the document catalog. In a later component you will learn how to merge the segments into one large document for printing.

RELATED TOPICS

See the following components for further information on related topics:

HOW TO EXIT FROM THE SYSTEM
CONFIRMATION MESSAGES
MARKING MENU COMMANDS
EDITING A MENU BRACKET

DOCUMENT VERSIONS

BASIC CONCEPT
The system keeps two copies of each document saved. *Titles* in the document catalog represent the most recent version of the document (after editing and marking **Save all**). A *dagger* following a document title in the catalog represents the **old version** of the document (before the last edit and save). You could think of the old version of the document as a *back up* version of the file.

RELATED TOPICS
See the following components for further information on related topics:

SAVING A DOCUMENT
DOCUMENT CATALOG MANAGEMENT

THE DOCUMENT CATALOG SHOWING DOCUMENT VERSIONS

Document catalog menu　　　　　　　　　　　　　　　　**Detail Apply** Õ
Get Copy to <newtitle> **Delete Undelete Print catalog**

EXERCISE-SCREEN ,　　　　　　MEMO-BUDGET.ED　　　　EXERCISE-EDITING ,
TEST-DOCUMENT ,

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CHAPTER 4   DOCUMENT CATALOG MANAGEMENT

BASIC CONCEPT

The ability to manage files is provided in the Document catalog. You may delete or undelete, rename or copy files to new names using the commands on the Document directory menu.

Some commands on the Document catalog menu will be covered in later components.

TO GET DOCUMENT DIRECTORY MENU

MARK **Documents** in the System menu.

Detail COMMAND

Marking the **Detail** command on the Document directory menu will open the menu to display all available commands. **Detail** will remain highlighted white on black to indicate that it is "On".

Marking the **Detail** command on the Document directory menu will also expand the document catalog to show the following information for each file named in the Document catalog:

The *full title* of the document

The *creation date* and *time* that the first version of the document was created. It is possible, due to frequent revisions of a document, that the first version may no longer exist in the catalog.

The *revision date* and *time* that this *version* of the document was created. If this is the first version of the document, the creation and revision dates will be the same.

The name of the *author*, the person who created this version of the document.

The *length* of the document, in characters.

2

To get back to the undetailed catalog, mark **Detail** again.

Delete COMMAND

To delete a document from your catalog:

1. MARK the document to be deleted in your Document catalog.

2. MARK the **Delete** command in the Document Directory menu. A line will be drawn through the document title.

3. Mark **Apply** in the Document Directory menu.

Warning: Once you have completed the above steps your document is permanently deleted from your disk.

Undelete COMMAND

To undelete a document from your catalog:

Warning: This may only be done if you have not completed Step 3 above.

1. MARK the document to be undeleted in your Document catalog.

2. MARK the **Undelete** command in the Document Directory menu. The line through the document will be removed.

Print directory COMMAND

To print a copy of your document catalog, MARK **Print directory** in the Document Catalog menu. This will cause the Print menu to appear. Mark and apply the desired commands. If the **Detail** portion of your catalog is displayed, the printed version will also show all details.

Copy to COMMAND

This command makes a copy of the selected document to the new document name supplied in

the brackets following **Copy to**. To copy a document:

1. MARK the document you wish to make a copy of in the Document catalog.

2. On the Document directory menu, fill in the brackets following **Copy to** with the new document title.

3. Mark **Copy to.**

You now have two copies of the same document in your Document catalog, but with different names.

Rename to COMMAND   This command renames a selected document to a new document name supplied in the brackets following **Rename to**. To rename a document:

1. MARK the document you wish to rename in the Document catalog.

2. On the Document directory menu, fill in the brackets following **Rename to** with the new document title.

3. Mark **Rename to.**

The Document catalog will now show only the new name of the document.

TO CLOSE DOCUMENT DIRECTORY MENU

MARK Õ in The Document catalog menu.

RELATED TOPICS   See the following components for further
information on related topics:

DELETING A TEXT SELECTION
MARKING MENU COMMANDS
EDITING A MENU BRACKET
THE DOCUMENT CATALOG
BASIC PRINTING

CHAPTER 5   INTRODUCTION TO PARAGRAPH FORMATTING

Paragraphs are easily formatted using XEROX DOCUMENT SYSTEM features. Margins and tabs can be set, columns can be defined, spacing before and after paragraphs and headings can be determined, footnotes can be formatted, and the occurrence of page breaks can be designated. A paragraph is formatted by marking commands in the Paragraph menu and applying them to a selected paragraph.

Some of the terms used in this section may be unfamiliar to you. Listed below are some of the terms you will need to know.

LEAD   Lead (pronounced "led") is the term used for the amount of white space appearing between lines or paragraphs of text.

PARAGRAPH   A paragraph is a distinct portion of written material dealing with a particular idea, usually beginning with an indentation on a new line. In the XEROX DOCUMENT SYSTEM, a paragraph is the text of a document that is underlined (selected) when the cursor is placed in the left side of the document and the MIDDLE mouse button is pressed.

PROPERTIES   The properties of a paragraph are its formatting features or characteristics. To define properties for a paragraph means to assign certain features, such as where the margins are and the amount of lead between lines. The paragraph menu is used to assign the features, or "define the properties."

PARAGRAPH MENU

Paragraph menu   **Neutral Detail Apply** Õ
Units: **Inches Picas   Points**   *Style:*
Align: **Left Right Ctr Justified** *Vert:* **None First Next Same** column
Lead: before: < > after: < > line spacing: < >pts.
New page: **Before After** *Footnote text:* **Start Cont**
Tabs: **Left Right Ctr Align** on: <.> **Leader** default tabs: < > units

---

BASIC CONCEPT

The paragraph menu is used to set the formatting properties of the paragraphs in a document. Margins, indentations, tabs, and spacing between lines are some formatting properties associated with paragraphs.

DESCRIPTION

To give properties to a paragraph, the paragraph is selected, the menu is opened, commands are marked on the menu, and the commands are applied by marking **Apply**, or by pressing DO (which will also dismiss the menu.) After text insertion, pressing RETURN will end the current paragraph and start a new one. The new paragraph will have the same paragraph properties as the previous one.

You will learn how to use some Paragraph menu commands in this lesson. More advanced formatting commands will be discussed later.

SELECTING A PARAGRAPH

Paragraphs are selected by moving the cursor to the left side (not far left side) of the screen and pressing the MIDDLE mouse button. The paragraph text will be

underlined. When the mouse button is released, the cursor will look like a paragraph symbol.

There are times when you might wish to select an empty paragraph and apply new paragraph properties to it. This allows you to view the new properties during type-in. An empty paragraph is what you create when you PRESS RETURN.

GETTING THE MENU

To bring the paragraph menu into view, select a paragraph with the MIDDLE mouse button, hold down the COMMAND key and PRESS the LOOK key. This is called "PRESS COM-LOOK." Or, you may select a paragraph and MARK **Looks** in the main menu. (If your main menu is not fully open, you will have to MARK **Detail** so that it will reveal **Looks**.)

When the menu is brought into view, you will notice that some of the bold-face menu commands appear white-on-black and some of the menu brackets are filled in. These are the properties that are in effect for the paragraph selected. The long grey bar at the bottom of the menu is called the margin bar. It shows the margins of the paragraph you selected to open the paragraph menu, and is used to set new margins.

The commands in the paragraph menu operate as follows:

Detail COMMAND

When the paragraph menu is first brought to the screen, only the most common options will be displayed. Marking **Detail** will bring the rest of the menu into view. In the menu above, only the most common features are displayed.

4

Apply Command

Marking **Apply** changes the selected paragraph text so that it exhibits the marked commands in the Paragraph menu.

Neutral Command

Marking **Neutral** causes menu items to turn grey and brackets to be emptied. This means that they will have no effect when **Apply** is marked. This is useful if only a few properties are to be changed. After the "slate is wiped clean" with **Neutral**, the desired properties may be marked and applied by themselves, and no other changes will occur in a paragraph. For example, suppose that you wish to change all the margins in a section of a document, but not the spacing between lines and paragraphs:

1. Open the Paragraph menu.

2. "Neutralize" the properties set in the Paragraph menu by marking **Neutral**. Marking **Neutral** causes all the properties of selected text to remain constant when **Apply** is marked.

3. Change the margin settings by moving the margin bar (explained below).

4. Select the text whose margins are to be changed.

5. MARK **Apply**, or PRESS DO, to apply and dismiss the menu.

If you select more than one paragraph to open a menu, the menu will appear as if **Neutral** had been marked.

Margin Bar

When you first open the Paragraph menu, the margin bar indicates where the margins are currently set. The margin bar is used to set three margins in a selected paragraph. It is manipulated by the mouse. You may adjust the left margin of the first line of the paragraph (indent), the left margin of all other lines of a paragraph, and the right margins for all lines of the paragraph.

|__left margi__ __n of__ first line **in paragraph**   **right margin of paragraph**||
|| __left margin of all__ other lines **in paragraph** ||

Below the margin bar is a carriage scale. The numbers on the carriage scale indicate horizontal distance. The carriage scale is used to set margins. The carriage scale may be changed to display any one of several different units of measure, as explained under *Units:* COMMANDS below. Paragraph margins are set as follows:

1.   Select a paragraph using the MIDDLE mouse button.

2.   MARK **Points**, if it is not already marked. Notice that the numbers on the carriage scale changed. (Any unit measurement can be marked, but margins can be moved in the smallest increments using points.)

3.   Using the mouse, position the cursor in the black rectangle on the right edge of the margin bar. Hold the LEFT mouse button down and move the mouse to the right or the left. Notice that the bar follows the mouse, and the numbers in the rectangle change. When the black rectangle displays the margin measurement you desire, RELEASE the LEFT mouse button.

4.   Position the cursor in the upper half of the black rectangle on the left edge of the margin bar. Set the top half of the margin bar using the method described above. This is the section of the bar that sets the left margin of the first line of a paragraph.

5.   Position the cursor in the lower half of the black rectangle on the left edge of the margin bar. Set the bottom half of

6

the margin bar as above. This sets the left margin of all lines of a paragraph except the first.

6. To apply the new margins to the selected paragraph, MARK **Apply**, or PRESS DO to apply and dismiss the menu.

Units: COMMANDS   The units commands are used to choose the units of measurement for menu display. If measurements are to be designated in inches, **In** is marked with the LEFT mouse button. If measurements are to be designated in points, then **Pts** is marked. There are 72 points per inch. Marking **Picas** causes measurements to appear in picas. There are 6 picas per inch. Numbers in the menu brackets change to reflect the new measurement commands, unless otherwise specified (leading is always specified in points.) The margin bar, carriage scale, tabs, *and other menus* will also be displayed using the specified measurements.

STYLE   Styles will be explained later. At this point, *Style:* may be ignored.

Align: COMMANDS   Alignment refers to how print is arranged on the page. If **Left** is marked, the paragraph selected will be rendered left flush and right ragged.

This is an example of a paragraph that is aligned flush with the left margin. Notice that in each line, the character beginning the line touches the left edge of the print area boundary, but the last character in each line does not necessarily touch the right boundary.

Right means right flush, left ragged.

*This is an example of a paragraph that is aligned flush
with the right margin. Notice that in each line, the
character ending the line touches the right edge of
the print area boundary, although the first character in
a each line might not touch the left boundary.*

If **Ctr** is marked, the paragraph selected will be
aligned centered between the right and left margins.

*This is an example of a paragraph that is **Centered**.
Notice that the print aligns itself around an imaginary
line that divides the text in half vertically.*

If **Justified** is marked, the print in the paragraph will
be adjusted so that it fits exactly between the left
and right margins, with no empty space along either
margin except at the end of a paragraph.

*This is an example of a paragraph that is **Justified**.
Notice that the first and last character in each line
touches the edge of the margin. Slight adjustments
in spacing between words and letters have been
made so that the paragraph has a justified
appearance.*

Vert: COMMANDS   Vertical commands will be discussed in Chapter 11.
At this point, they may be ignored.

Lead: COMMANDS   Leading is the amount of white space between lines
and paragraphs. Leading measurements are always
specified in points. The leading between the lines in
this paragraph is 5 points. There are 30 points of
lead between this paragraph and the preceding one.

Select a paragraph on the screen. PRESS COM-LOOK (hold down the the COMMAND key and PRESS the LOOK key), or MARK **Looks** in the Main menu. This opens the Paragraph menu. To change leading specifications, do the following:

1. To change the points of lead between lines, delete the number presently in the brackets after line spacing:. Type a new number into the brackets.

2. To change the amount of lead before paragraphs, delete the number in the brackets after before:. Type a new number into the brackets.

3. Extra leading following a heading, or a special paragraph, may be specified by filling in the brackets following after:. This is more efficient than preceding the first paragraph in a section with extra leading. If the heading or special paragraph is moved, it will carry the extra leading with it. Leading added at the end of a paragraph will not be displayed on the screen. It will appear in print, or when **Preview** is marked in the print menu.

4. MARK **Apply** or PRESS DO, when you are finished making changes. The new leading designations will be applied to the selected paragraph.

Refer to the section on Fonts for advice on the amount of leading to use for specific applications.

New Page: COMMANDS

Page breaks can be forced to occur before or after a specific paragraph by selecting the paragraph and marking either **Before** or **After**. These commands are used when a paragraph starts a new section or idea and should begin a new page, or completes a section or idea and should be the last paragraph on a page.

Footnote: COMMANDS   Footnote text commands will be discussed in the chapter on footnotes.

Tabs: COMMANDS   Tabs will be discussed in chapter 10.

Keep: COMMANDS   The *Keep:* commands are used to assure that paragraphs which should logically or aesthetically be kept together will appear on the same page in hardcopy. Automatic page breaks may separate these paragraphs if *Keep:* commands are not applied. When *Keep:* commands are applied to a string of paragraphs, they will stay on the same page even if they all have to be shifted to the next page, leaving some extra blank space at the bottom of the preceding page.

The *Keep:* commands are in the concealed portion of the Paragraph menu. Mark **Detail** to expand the paragraph menu. A fully expanded menu looks like this:

Paragraph menu   **Neutral Detail Apply** Õ
Units: **Inches Picas   Points** *Style:*
Align: **Left Right Ctr Justified** *Vert:* **None First Next Same** column
Lead: before: ÙÚ after: ÙÚ line spacing: ÙÚ pts.
New page: **Before After** *Footnote text:* **Start Cont**
Tabs: **Left Right Ctr Align** on: ÙÚ **Leader** default tabs: ÙÚ units
Keep: **Start Cont Heading** keep: ÙÚ pts.
Misc: **Profile Printer** vert.pos.: ÙÚ units *Line #:* **Off**
Change margins: move **Left Right Set to** ÙÚ units   **Measure**
          Left margin, 1st line **Left** except 1st line **Right** margin
          All margins and tabs
Change tabs: **Clear** all tabs, or move **Left Right** by ÙÚ units
          Clear tab at ÙÚ Set tab at ÙÚ units
Change lead: **Add Subtract** ÙÚ pts. lead **Before After Spacing**

10

There are 4 *Keep:* commands: **Start**, **Cont**, **Heading** and the brackets after ᴋᴇᴇᴘ:. Marking **Start** applies a "keep" to the first paragraph of a set of paragraphs to be kept together. Each succeeding paragraph that is to stay on the same page with the **Start** paragraph must be selected and marked **Cont**inue.

A heading should be followed by a few lines of text. Marking **Heading** causes the selected heading paragraph to be kept with at least the first two lines of the immediately following paragraph.

The brackets after ᴋᴇᴇᴘ: appears for compatibility with earlier systems. Its function in this system is replaced by the *Keep:* commands described above.

Printer Cᴏᴍᴍᴀɴᴅ

To facilitate reading and editing, text displayed on the screen generally appears larger than in print. Therefore, fewer characters appear on one line in display mode than in print. It is difficult to judge what word actually begins a new line in print, how tabulated text will appear, and whether a heading actually fits on one line. For example, a line of text in this paragraph is approximately 33 characters long as it appears on the screen (display mode.) In print, the same line would contain approximately 47 characters (the numbers are approximate because this paragraph is justified, and text is expanded or contracted to fill the defined space.)

Printer is a miscellaneous command that provides the ability to view text in hardcopy mode, and assure that whenever the document is brought to the screen the selection will still be displayed in hardcopy mode. That is, you will be able to see where text will appear in the printed document. This is especially useful for accurately manipulating tabulated text, and formatting headings.

Marking **Printer** in the Paragraph menu differs from marking **Printer** in the Display mode menu in that you can select individual paragraphs to be displayed in printer mode.

Line Number: Commands

If your document shows line numbers when printed, they may be turned off for selected paragraphs by marking **Off** after *Line #:*. Line numbering is explained in greater detail in the chapter called Introduction to Style Sheets.

Mastery Hints:

If you wish to merge two consecutive paragraphs into a single one, you may delete the RETURN which ends the first of the two paragraphs. The result is one paragraph which has the paragraph properties of the *second* paragraph.

It is wise to close a menu after editing a paragraph, and use another paragraph requiring editing to open it again. Otherwise, it is relatively easy to apply formatting properties to the wrong paragraph.

Related Topics

See the following components for further information on related topics:

MARKING MENU COMMANDS
CLOSING A MENU
EXPANDING A MENU
SELECTING PARAGRAPHS
GUIDELINES FOR LINE LEADING
TYPING PARAGRAPHS

GLOBAL COMMANDS

BASIC CONCEPT

Global command features make it possible to repeat a command without using a menu, to change the formatting properties of one item of text to match the formatting properties of another, and to globally change the formatting properties of an entire document.

DESCRIPTION

Global commands are a combination of text selection and key strokes, and work independently of menus. The DO and COMMAND keys are utilized for global changes.

THE DO KEY

The DO key is used to repeat a command.

1. Select a paragraph.

2. PRESS COM-LOOK to open the Paragraph menu.

3. Make changes in the menu and MARK **Apply**.

4. Select another paragraph *before giving any other commands* and PRESS the DO key.

Pressing the DO key causes the previous command to be duplicated. Scrolling and selecting are not considered commands, so you may scroll and select specific items of text and apply the previous command by pressing DO.

LOOK

The LOOK key is used to "copy LOOKS" (or formatting properties) from one paragraph to another:

1. Select a paragraph that is to inherit formatting properties from another paragraph. The selection will become underlined.

2. Scroll to the paragraph whose formatting properties are to be copied.

3. Hold down the LOOK key while you select the paragraph. The paragraph will become underlined with dotted lines.

4. Release the LOOK key. The properties will be copied to the initially selected paragraph, without changing the paragraph whose formatting properties have been copied. The underlined paragraph will now have the same margins, line spacing, lead before paragraphs, etc., of the copied paragraph.

EVERYTHING COMMAND

The EVERYTHING command selects everything in a document. An entire document may be formatted with the properties of a selected paragraph. This should not be done unless you are certain that every paragraph is to look identical:

1. Open the Paragraph menu by selecting the paragraph whose formatting properties most closely duplicate the properties desired for the entire document.

2. Make any changes necesary in the menu.

2. Hold down the COMMAND key and PRESS the e key. This means *apply what I say to everything in this document.* This is called COMMAND-EVERYTHING (or COM-E.) You will notice that everything in your document window is now underlined. If you were to scroll your document, you would see that your entire document is underlined, including all titles.

3. MARK **Apply** in the menu, or PRESS DO.
    The properties marked in the menu will
    be applied to your entire document.

MASTERY HINTS

The DO key can be used to repeat any command,
but will also close any menu on the screen.

The LOOK command can also be used to copy
formatting properties from characters. You will learn
about character properties in the next chapter.

The EVERYTHING command (COM-E) is powerful and
should be used with care. It is usually a mistake to
select your entire document, including text, titles,
and tables, to apply format changes.

RELATED TOPICS

See the following components for further
information on related topics:

MENU COMMANDS
SELECTING PARAGRAPHS
REPEATING A COMMAND
TYPING PARAGRAPHS

CHAPTER 6   INTRODUCTION TO CHARACTER FORMATTING

DESCRIPTION

Character formatting is changing the identity of a character. **This is bold.** *This is italic.* This is <u>underlined</u> . T~~his is strikethru~~ . Character formats are selected by marking a command on the Character menu.

TO GET CHARACTER MENU

1.   SELECT a word, character, or line(s)

2.   PRESS the COM key **and** the LOOK key simultaneously.

or

1.   SELECT a word, character, or line(s)

2.   In the Main menu, mark **Detail**

3.   MARK **Looks**

THE CHARACTER MENU

Character menu   **Neutral Detail Apply** Õ
Type: **Bold Italic Underline Strikethru Footnote** *Style:*
Face: **Times Roman Helvetica Symbol Greek**
Size: **4 6 7 8 9 10 11 12 14 18 24** pts.
....
Case: **Normal Upper Lower Small caps**
Offset: **None Superscript Subscript** pts.
Tab pattern: **Tab stop** ..... ▬ ▬ ▬ ▬ **None**

CHARACTER MENU COMMANDS "ON"

> When the Character menu is first displayed the currently selected commands are shown as white on black. If commands are shown in grey it means that more than one command is marked for the current selection of words, characters, or lines (for example, if you had a word that was both bold and underlined).

> Some of the commands on the Character menu will be covered in a later component.

CHANGING A CHARACTER STYLE

> To change a character format:

> 1.   SELECT a word, character, or line(s)

> 2.   PRESS the COM key **and** the LOOK key simultaneously.

> 3.   MARK the new format (bold, italic, underline, strikethru or footnote).

> 4.   MARK **Apply** or PRESS the DO key.

TO CLOSE THE CHARACTER MENU

> MARK the Õ on the Character menu.

RELATED TOPICS

> See the following components for further information on related topics:

INTRODUCTION TO FONTS

DESCRIPTION   Fonts are a combination of a particular type face
                            and size. The system preset font (what you get
                            when you begin typing a new document) is Times
                            Roman. This document is set in Helvetica. Fonts
                            are selected by marking a command on the
                            Character menu. The Character menu may show
                            other fonts, depending upon your site requirements.

TO GET CHARACTER MENU

                     1.   SELECT a word, character, or line(s)

                     2.   PRESS the COM key **and** the LOOK key
                            simultaneously.

                     3.   MARK **Detail** to expand the menu.

                     or

                     1.   SELECT a word, character, or line(s)

                     2.   In the Main menu, mark **Detail**

                     3.   MARK **Looks**

                     4.   MARK **Detail** to expand the menu.

THE CHARACTER MENU

Character menu   **Neutral Detail Apply** Õ
Type: **Bold Italic Underline Strikethru Footnote** *Style:*
Face: **Times Roman Helvetica   Symbol Greek**
Size: **4 6 7 8 9 10 11 12 14 18 24** pts.

....

Case: **Normal Upper Lower Small caps**
Offset: **None Superscript Subscript** pts.
Tab pattern: **Tab stop** ..... ▬▬ ▬▬ ▬▬ ▬▬ **None**

CHARACTER MENU COMMANDS "ON"

When the Character menu is first displayed the
currently selected commands are shown as white on
black. Not all commands on the Character menu
will be covered in this chapter. Some of the more
advanced commands will be covered in a later
chapters.

CHARACTER *Face*

Only one type face can be set for a character. Here
are examples of the type faces available:

Times Roman is a *serif* type face. There are serifs, or
small feet, on the characters. Characters in Times
Roman are variable-pitch. This means that the
characters vary in width: the letter "m" is wider than
the letter "s".

Helvetica is a clean, round, simple type face. It is
sans-serif; there are no small feet on the characters.
Helvetica is also a variable-pitch type face.

Characters in the Symbols type face are shown
below:
```
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890-=\[]_;',./
!@#$%~&*() +|{}^:"<>?
```

Characters in the Greek type face are shown below.

```
abcdefghijklmnopqrstuvwxyz
ABCDEFGHIJKLMNOPQRSTUVWXYZ
1234567890-=\[]_;',./
!@#$%~&*() +|{}^:"<>?
```

CHANGING A FONT FACE

To change a font face:

1.	SELECT a word, character, or line(s).

2.	MARK the new face command on the Character Menu (TimesRoman, Helvetica, etc.).

3.	MARK **Apply**.

CHARACTER *Size*

Fonts are measured in points, a standard printing industry unit equal to 1/72 of an inch (e.g., there are 72 points to an inch). The text you are now reading is set in 10-point Helvetica. This is 8-point Helvetica. This is 12-point TimesRoman.

Fonts come in various sizes. If you are using a HyType printer you need not worry about fonts and font sizes. With the HyType you either get 10 characters printed to the inch (10-pitch), or 12 characters to the inch (12-pitch), or a proportionally spaced 12 characters to the inch (PS). Proportionally spaced means that the characters vary in width, with an average of 12 per inch. Here are the guidelines for what font sizes can be printed on the xerographic printer.

Times Roman:	4*, 6, 7, 8, 9, 10, 11, 12, 14, 18
Times Roman **Bold**:	6, 7, 8, 9, 10, 11, 12, 14, 18
Times Roman *Italic*:	6, 7, 8, 9, 10, 11, 12, 14, 18
Times Roman ***Bold Italic***:	6, 7, 8, 9, 10, 11, 12, 14

4

*Times Roman 4 point is only available with limited characters.

Helvetica:	6, 7, 8, 9, 10, 11, 12, 14, 18
Helvetica **Bold:**	6, 7, 8, 9, 10, 11, 12, 14, 18
Helvetica *Italic*:	6, 7, 8, 9, 10, 11, 12, 14, 18
Helvetica ***Bold Italic*:**	6, 7, 8, 9, 10, 11, 12, 14, 18

Symbols   8, 10

Greek   8, 10

CHANGING A FONT SIZE   To change a font size:

1.   SELECT a word, character, or line(s)

2.   MARK the new size on the Character menu (4, 6, 7 etc.).

3.   MARK **Apply**.

If you select a face-size combination that does not exist (like Helvetica 24 point) the system will default to Times Roman 10 point. That is, whatever you had selected to be Helvetica 24 point will actually print as Times Roman 10 point.

MASTERY HINTS   1.   Do not mix type faces, such as Times Roman and Helvetica. Stick to one or the other.

2.   Use different sizes within each type face for the most pleasing results. THIS IS AN EXAMPLE OF MIXING SIZES IN THE SAME TYPE FACE. THE LETTER THAT BEGINS EACH WORD IS 2 POINTS LARGER THAN THE REST OF THE WORD.

3. Don't combine type sizes that differ by more than 2 points. This throws off the line spacing and looks unprofessional.

MASTERY HINTS FOR LINE LEADING WHEN USING DIFFERENT FONT SIZES

For a single spaced document:

Font size	Between-line	Before-paragraph
6 points	1 point	6 points
8 points	1 point	8 points
10 points	1 point	10 points
12 points	1 point	12 points

For a 1-1/2 spaced document:

Font size	Between-line	Before-paragraph
6 points	3 points	9 points
8 points	4 points	12 points
10 points	5 points	15 points
12 points	6 points	18 points

For a double spaced document:

Font size	Between-line	Before-paragraph
6 points	6 points	12 points
8 points	8 points	16 points
10 points	10 points	20 points
12 points	12 points	24 points

CHARACTER *Case*

Normal
Normal case indicates text in both lower and upper case characters.

This sentence is normal.

Upper

Upon marking and applying the **Upper** command on a selected word it will become all upper case.

THIS IS AN EXAMPLE OF ALL UPPER CASE.

It looks the same as typing with the SHIFT key held down.

Lower

Upon marking and applying the **Lower** command on a selected word it will become all lower case.

this is an example of all lower case.

Small caps

Upon marking and applying the **Small caps** command on a selected word the lower case characters in the word will become capital letters in 2-point smaller font.

THIS IS AN EXAMPLE OF SMALL CAPS.

Small caps are aesthetically pleasing for headings.

CHARACTER *Offset*

None

Marking **None** assures that all characters will appear on the same level of the text baseline. In this paragraph, all characters appear on the same level of the baseline.

Superscript

Upon marking and applying the **Superscript** command on a selected character it will become superscripted by 4 points. Here is an example of superscript text:
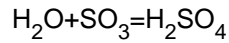
$$a^2+b^2=c^2$$

Each number in the above example is superscripted. If you do not specify a number of points in the brackets following **Superscript** then the character will

automatically be superscripted 4 points. In the above examples, the characters are subscripted 4 points and subscript characters were given 8 point type size.   Here is the same example with the characters subscripted 2 points:

$$a^2+b^2=c^2$$

Subscript

Upon marking and applying the **Subscript** command on a selected character it will become subscripted by 4 points. Here is an example of subscripted text:

$$H_2O+SO_3=H_2SO_4$$

Each number in the above example is subscripted. If you do not specify a number of points in the brackets following **Superscript** then the character will automatically be subscripted 4 points. In the above examples, the characters are subscripted 4 points and subscript characters were given 8 point type size.   Here is the same example with the characters subscripted 2 points:
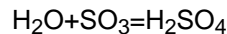
$$H_2O+SO_3=H_2SO_4$$

CHARACTER *Tab Pattern*

Tab patterns are applied to tab stops. They can be applied to a tab stop that has been set with the Paragraph menu, or a tab set by pressing the TAB key.

Tab stop

Marking **Tab stop** defers the "look" of a tab to what is specified in the Paragraph menu. For example, if leader dot tabs are specified in the Paragraph menu, that is the "look" that will apply to a tab until another tab pattern on the Character menu is selected and applied to the tab.

8

.... (Leader Dots)

Marking **.....** on the Character menu will assign leader dots to a tab. Leader dots that lead up to a tab location help guide the reader's eye across the page. They are especially useful in formatting tables of contents and other tabular material. For example:

Text before the tab   Text after the tab

Marking ▬ on the Character menu causes the tab to be a 2 point wide rule that is raised 4 points above the baseline of the text

Text before the tab   Text after the tab

Marking ▬ on the Character menu causes the tab to be a 4 point wide rule above a 1/2 point rule separated by 2 points of white space.

Text before the tab ▬Text after the tab

Marking ▬ on the Character menu causes the tab to be a 1/2 point wide rule above a 4 point rule separated by 2 points of white space.

Text before the tab ▬Text after the tab

Marking ═ on the Character menu causes the tab to be two 1 point rules separated by 2 points of white space.

Text before the tab ════Text after the tab

Here is an example of how rules might be used:

─────────────────────

SECTION 1   COST ANALYSIS

─────────────────────

None
Marking **None** on the Character menu assures that
no tab pattern will appear when the tab is set.

TO CLOSE THE CHARACTER MENU

MARK the Õ on the Character menu.

RELATED TOPICS   See the following components for further
information on related topics:

INTRODUCTION TO CHARACTER FORMATTING

THIS PAGE LEFT INTENTIONALLY BLANK

BASIC CONCEPT

Printing of system documents is possible on either a xerographic printer or a Diablo HyType printer. Printing options are listed as *commands* on the Print Menu.

TO GET PRINT MENU

MARK **Print** on the Main menu. MARK **Detail** to show the details of the Print menu.

TO CLOSE PRINT MENU

MARK Õ on the Print menu.

THE PRINT MENU

Print menu   **Detail Apply** Õ
Options: **Duplex Time stamp Preview** *Copies* <1>
Print format: **Normal Landscape Two-Up Signature** size: <4>

....

Limits: start at page: < > end at page: < > *Store:* on file: < >
Print on: **Printer HyType 10 12 PS**
Printer name: <Printer> printed by: <YourName> *Footnotes:*
Renumber
Paper feed: **Manual Continuous**

MENU COMMANDS

This component will only cover basic printing commands on the Print menu. Advanced printing commands will be covered in a later component.

Options: MENU BRACKET

Copies < >
The number inserted in the brackets indicates how many copies of the document will be printed.

Duplex

Instructs the xerographic printer to print on both sides of the page.

Limits: MENU BRACKET

Start at page < >
Start printing at the page number indicated in the brackets.

End at page < >
Stop printing at the page number indicated in the brackets.

Allows you to specify a particular page or a range of pages in your document to be printed.

Printer name: MENU BRACKET

To specify the xerographic printer at your site. If there is only one xerographic printer available at your site, do not change the name in the brackets. If there is more than one printer available for use, you may send your document to the printer of your choice. See your administrator for the name(s) of the xerographic printer(s) available on your site.

Printed by < >
Printed documents are separated alphabetically according to the name in the "Printed by" bracket. If no name is inserted, the document will be printed as "Unknown".

TRANSMITTING A DOCUMENT TO THE XEROGRAPHIC PRINTER

After marking commands or filling in brackets on the Print menu, the document can be transmitted to the xerographic printer with the chosen menu commands in effect. To transmit a document to the printer:

1.   MARK **Printer** (in the Print menu).

2.　　FILL IN or edit menu brackets as necessary.

3.　　MARK **Apply** (in the Print menu). (Or, press the DO key to apply commands and dismiss the Print menu.)

The screen will turn black (except for the status window) and a series of messages will display in the status window indicating that the document is being formatted (into a code which the printer understands) for printing.　After all pages are formatted an electronic copy is sent to the printer (transmitted).　The status window will indicate the number of the last page printed and will advise that transmission of the document has been completed. Formatting and transmitting takes about 5 seconds per page.

PICKING UP A DOCUMENT AT THE XEROGRAPHIC PRINTER

Each slot on the bin of the xerographic printer may be labeled with a letter of the alphabet.　In some cases, a range of letters (X,Y and Z, for example) are associated with a single slot.　In this case, when a document is printed, it will come out of the printer into one of the labeled sorter slots (according to the name appearing in the Printed by brackets).

Documents are automatically collated, regardless of the number of copies printed.

Each document will have a title page on top of the first page that will include the name of the printer, the name of the document, the creation date and time that the document was printed and the name under which the document was printed (Printed by).

CANCELING THE PRINT COMMAND

To cancel the print command:

PRESS the CANCEL key.

4

TRANSMITTING A DOCUMENT TO THE HYTYPE PRINTER

If your workstation is connected to a HyType printer, the document can be transmitted to the HyType with the chosen menu commands in effect.

HyType Options

10, **12** or **PS**

10: 10 characters per inch on the HyType print wheel.

12: 12 characters per inch on the HyType print wheel.

PS: Proportional spacing on the HyType print wheel.

Manual or **Continuous**

Manual: Each sheet of paper will be loaded manually into the HyType printer.

Continous: Continuous form paper will be loaded into the HyType printer.

To transmit a document to the HyType printer:

1.   MARK **HyType** on Print menu.
2.   MARK **10**, **12** or **PS**.
3.   LOAD paper into HyType.
4.   MARK **Manual** or **Continuous.**
5.   MARK **Apply** (in the Print menu).
6.   PRESS DO to begin printing.

To suspend printing:

PRESS the CANCEL key.

To resume printing:

PRESS the DO key.

CANCELING THE HYTYPE PRINT COMMAND

To cancel the HyType print command:

PRESS the CANCEL key *twice.*

RELATED TOPICS

See the following components for further information on related topics:

MARKING MENU COMMANDS

INTRODUCTION TO DISPLAY MODES

BASIC CONCEPT

In the normal display mode used on the screen, characters are spaced for the most comfortable viewing and editing of a document. However, the appearance of the document in this mode does not correspond exactly to the way it will look when printed. For example, the line breaks in the hardcopy of a document will not fall in the same places as on the screen. You can view your document exactly as it will appear in various forms of hardcopy by marking a display mode command on the Display mode menu. These options control the display of the entire document.

Your document is shown on the display about 20% larger than it will be printed on the page. By marking a display mode you can view your document as it actually will appear on a printed page.

Your document contains several *non-printing* characters. For example, characters that signify the end of a paragraph. Or, characters that signify a tab, or a space. By marking a display mode you can view these non-printing characters.

PROCEDURE

In the Main menu:

1.   MARK **Detail**
2.   MARK **Display mode**

THE DISPLAY MODE MENU

Display mode menu   **Apply** Õ
Format for: **Screen   Printer   HyType   10 12 PS**
Characters: **Normal   Formatting visible   Paragraphs visible**

COMMANDS   Commands that are in effect are shown as white on
                            black. To select and apply another command:

                            MARK the command.

                            MARK **Apply** (or PRESS the DO key).

Format for:

                            Screen: Displays the document on the screen
                            slightly larger than it will be printed to permit easy
                            reading. Until another command is marked and
                            applied, **Screen** will be in effect.

                            Printer: When applied, displays the document on
                            the screen about 20% smaller and exactly as it will
                            be printed on the xerographic printer.

                            HYTYPE: When applied, displays the document on
                            the screen as it will look when printed on the
                            HYTYPE Printer. You must also mark either **10**, **12** or
                            PS when **HYTYPE** is marked.

Characters:

                            Normal: None of the non-printing characters are
                            displayed.

Formatting visible: When applied, allows all non-printing characters to become
                            visible on the screen.

8

RETURNS are indicated by a paragraph symbol: ”

SHIFT RETURNS are indicated by an arrow, curved and pointing downward: ✗

SPACE is indicated by two underlined dots: Ø

TAB is indicated by a thick, vertical bar with a thin horizontal line in the middle: Ö

Paragraphs visible: When applied, allows the end-of-paragarph characters to become visible on the screen.

TO CLOSE THE DISPLAY MODE MENU

MARK Õ on the Display mode menu.

Related Topics   See the following components for further information on related topics:

INTRODUCTION TO PRINTING