

# XEROX DOCUMENT SYSTEM

## Reference Manual

### ABSTRACT

The XEROX DOCUMENT SYSTEM EDITOR provides a document creation environment with extensive formatting capabilities for creating, editing, formatting, filing, transmitting, and printing documents. A rich and flexible set of formatting facilities is provided for controlling the appearance of a printed document.

# XEROX

OFFICE PRODUCTS DIVISION

3333 Coyote Hill Road / Palo Alto / California 94304

# TABLE OF CONTENTS

---

---

## SECTION I

### BASIC EDITOR OPERATIONS

---

---

CHAPTER 1: INTRODUCTION TO YOUR WORKSTATION .....	1.....
Workstation.....	2.....
Disk.....	3.....
Loading the Disk.....	4.....
Unloading the Disk.....	6.....
Keyboard.....	7.....
Starting a Session.....	8.....
EXECUTIVE.....	9.....
Ending a Session.....	10.....
CHAPTER 2: INTRODUCTION TO THE SYSTEM.....	1.....
How to Enter the System.....	2.....
Display.....	3.....
Display Format.....	5.....
Mouse.....	7.....
Hints About Using the Mouse.....	8.....
Menus.....	10.....
Marking Menu Commands.....	12.....
Expanding a Menu.....	14.....
Editing a Menu Bracket.....	15.....
How to Exit from the System.....	16.....
Confirmation Messages.....	17.....

CHAPTER 3: INTRODUCTION TO DOCUMENT CREATION .....	1.....
The Document Catalog.....	2.....
Getting a Document from the Document Catalog.....	3.....
How to Close a Menu.....	4.....
Mouse Functions.....	5.....
Scrolling a Document.....	8.....
Selecting Text.....	11.....
Deleting a Text Selection.....	12.....
Canceling a Command.....	13.....
Repeating a Command.....	14.....
Inserting Text.....	15.....
The BACKSPACE Key.....	17.....
How To Create A Document.....	19.....
Typing Sentences.....	19.....
Typing Paragraphs.....	19.....
Typing Tabs.....	19.....
Typing Short Lines.....	20.....
Selecting Paragraphs.....	21.....
Saving a Document.....	22.....
When to Save a File.....	22.....
Naming Conventions.....	23.....
Document Versions.....	25.....
CHAPTER 4: DOCUMENT CATALOG MANAGEMENT .....	1.....
Detail Command.....	1.....
Delete Command.....	2.....
Undelete Command.....	2.....
Print Directory Command.....	2.....
Copy to Command.....	2.....
Rename to Command.....	3.....

CHAPTER 5: INTRODUCTION TO PARAGRAPH FORMATTING .....	1.....
The Paragraph Menu.....	2.....
The Margin Bar.....	4.....
Units Commands.....	6.....
Align Commands.....	6.....
Lead Commands .....	7.....
New Page Commands .....	8.....
Keep Commands .....	9.....
Printer Command.....	10.....
Global Commands.....	12.....
CHAPTER 6: Introduction to Character Formatting.....	1.....
Opening the Character Menu.....	1.....
Character Menu Commands "On".....	2.....
Changing a Character Style.....	2.....
Closing the Character Menu .....	2.....
CHAPTER 7: INTRODUCTION TO FONTS.....	1.....
Opening the Character Menu.....	1.....
Character Menu Commands "On".....	2.....
Character Face.....	2.....
Changing a Font Face.....	3.....
Character Size.....	3.....
Changing a Font Size .....	3.....
Character Case.....	5.....
Character Offset.....	6.....
Character Tab Pattern.....	7.....
Closing the Character Menu .....	9.....
CHAPTER 8: INTRODUCTION TO PRINTING.....	1.....
Opening the Print Menu.....	1.....

Closing the Print Menu.....1.....

Editing Menu Brackets.....2.....

Transmitting a Document to the Xerographic Printer

Transmitting a Document to the HyType Printer.....4.....

Introduction to Display Modes.....6.....

---

---

SECTION II

INTERMEDIATE EDITOR OPERATIONS

---

---

CHAPTER 9: INTRODUCTION TO TABS.....	1.....
Tabs as Paragraph Properties.....	1.....
Left Tabs.....	1.....
Right Tabs.....	2.....
Centered Tabs.....	2.....
Aligned Tabs.....	2.....
Leader Dot Tabs.....	2.....
Setting Tabs.....	3.....
Setting Leader Dot Tabs.....	4.....
Resetting Tabs.....	4.....
Changing Tab Type.....	5.....
Deleting Tabs.....	5.....
DefaultTabs.....	5.....
CHAPTER 10: INTRODUCTION TO PRECISION FORMATTING.....	1.....
Precision Paragraph Formatting.....	1.....
Margin Control.....	2.....
Precision Tab Formatting.....	6.....
Tab Control.....	7.....
Measuring Positions on the Screen.....	10.....
Precision Line Leading.....	13.....
Vertical Column Alignment.....	16.....
Vertical Paragraph Positioning.....	22.....
CHAPTER 11: TEXT MANIPULATION.....	1.....

Sorting Text.....	1.....
Finding Text.....	7.....
Substituting Text.....	11.....
CHAPTER 12: WINDOW MANIPULATION .....	1.....
Window Limitations .....	1.....
Cursor Position for Window Manipulation.....	2.....
Splitting a Window.....	2.....
Creating a New Document Window.....	2.....
Moving Window Boundaries.....	3.....
Closing Windows.....	3.....
Moving Text.....	4.....
Exchanging Text.....	5.....
Copying Text.....	7.....
CHAPTER 13: HYPHENATION.....	1.....
Automatic.....	1.....
Manual.....	3.....
CHAPTER 14: INTRODUCTION TO FORMS.....	1.....
Establishing Form Fields.....	1.....
Unlocked Form Fields .....	2.....
Locked Form Fields.....	2.....
CHAPTER 15: INTRODUCTION TO ABBREVIATIONS.....	1.....
To Get the Abbreviations Menu.....	2.....
Defining an Abbreviation.....	3.....
Deleting an Abbreviation.....	3.....
Undeleting an Abbreviation.....	3.....
To Close the Abbreviations Menu.....	3.....

Expanding An Abbreviation.....	5.....
CHAPTER 16: INTRODUCTION TO FOOTNOTES .....	1.....
The Footnote Reference Look.....	2.....
The Footnote Text Look.....	4.....
Inserting Footnotes.....	6.....
Renumbering Footnotes.....	7.....

---



---

SECTION III

ADVANCED EDITOR OPERATIONS

---



---

CHAPTER 17: INTRODUCTION TO LONG DOCUMENT PRINTING .....	1.....
Procedure.....	1.....
CHAPTER 18: INTRODUCTION TO INTERMEDIATE PRINTING.....	1.....
Previewing a Document.....	1.....
Time Stamping a Document.....	2.....
Landscape Printing.....	3.....
Horizontal Scrolling.....	3.....
Printing a Landscape Document.....	3.....
Signature Two-Up Printing.....	5.....
Creating a Two-Up Document.....	5.....
Creating a Signature Document.....	6.....
CHAPTER 19: DOCUMENT TRANSFER BETWEEN LOCAL WORKSTATIONS .....	1.....
Transmitting A Document To A Local Workstation...	



CHAPTER 20:	DOCUMENT TRANSFER TO A REMOTE FILE SERVER .....	1.....
	Transferring a File .....	2.....
	Retrieving a File.....	3.....
CHAPTER 21:	INTRODUCTION TO QUICK COMMANDS .....	1.....
	Quick Commands to Open Menus.....	1.....
	Quick Commands to Position the Caret.....	1.....
	Quick Commands when Inserting Text .....	2.....
	Using Quick Commands to Edit Existing Text..	3.....
	Using Quick Commands to Format Paragraphs During Type-In.....	5.....
	Using Quick Commands to Format Paragraphs After Type-In.....	6.....
	Other Quick Commands .....	7.....
CHAPTER 22:	ERROR RECOVERY .....	1.....
	System Replay.....	1.....
	Scavenger .....	1.....
CHAPTER 23:	DOCUMENT COMMUNICATIONS .....	1.....

---



---

## SECTION IV

### DOCUMENT STYLING FUNCTIONS

---



---

CHAPTER 24:	INTRODUCTION TO STYLE SHEETS.....	1.....
	Overview of Style Sheets.....	3.....
	Display Summary.....	6.....

CHAPTER 25: PARAGRAPH STYLES.....	1.....
Description of Paragraph Styles.....	1.....
Paragraph Style Display.....	1.....
To "Style" a Paragraph.....	4.....
Viewing Paragraph Properties.....	4.....
Opening the Style Sheet Summary.....	5.....

CHAPTER 26: CHARACTER STYLES.....	1.....
Description of Character Styles.....	1.....
Character Style Display.....	1.....
Character Style as a Paragraph Substyle.....	2.....
Normal Character Style.....	2.....
Other Character Styles.....	3.....
Setting Character Styles.....	4.....
Viewing Character Properties.....	5.....
Opening the Style Sheet Summary.....	5.....
 CHAPTER 27: DIVISION STYLES.....	 1.....
Description of Division Styles.....	1.....
Division Style Display.....	1.....
Division Menu.....	2.....
Menu Commands.....	3.....
 CHAPTER 28: PAGE HEADING STYLES.....	 1.....
Description of Page Heading Styles.....	1.....
Page Heading Style Display.....	1.....
Page Heading Menu.....	2.....
Menu Commands.....	3.....
 CHAPTER 29: SHARING A STYLE SHEET.....	 1.....
How to Share a Style Sheet.....	5.....
 CHAPTER 30: INDEXING.....	 1.....
How to Open The Index Menu.....	1.....
Index Menu Options.....	2.....

CHAPTER 31: ADVANCED STYLES.....	1.....
Overview of Advanced Styles.....	2.....
Opening the Style Sheet Menu.....	2.....
Style Sheet Menu Commands.....	3.....
Style Sheet Organization.....	7.....
Paragraph Style Organization.....	8.....
Character Style Organization.....	8.....
Style Sheet Editing Procedures.....	11.....
How to Edit a Style Sheet.....	11.....
 CHAPTER 32: ADDING AND DELETING SUBSTYLES.....	 1.....
Adding Styles.....	1.....
Deleting Styles.....	3.....
 CHAPTER 33: RENAMING STYLES AND SUBSTYLES.....	 1.....
How to Rename a Style.....	1.....
 CHAPTER 34: CREATING NEW STYLES.....	 1.....
How to Create a New Paragraph Style.....	2.....
How to Create a New Character Style.....	3.....
How to Create a New Division Style.....	3.....
How to Create a New Page Heading Style.....	4.....
 CHAPTER 35: CHANGING STYLE SHEET FORMATTING PROPERTIES.....	 1.....
How to Change Formatting Properties.....	1.....
 CHAPTER 36: STORING STYLE SHEETS.....	 1.....
How to Store a Style Sheet.....	1.....
 CHAPTER 37: STYLING AN UNSTYLED DOCUMENT.....	 1.....
How to Style an Unstyled Document.....	1.....

CHAPTER 38: INTRODUCTION TO THE DOCUMENT PROFILE.....1.....

    Document Profile Options.....1.....

    Specifying Distances in the Document Profile.....2.....

    Page Numbers in the Document Profile.....2.....

    Line Numbers in the Document Profile.....3.....

    Page Margins in the Document Profile.....4.....

    Columns in the Document Profile.....5.....

    Page Headings in the Document Profile.....5.....

    How to Create a Document Profile.....7.....