
MODULE 7

DISPLAY MODES FOR THE SCREEN

This module will explain about menu options in general and the Display mode menu in detail.

Display modes can be used to display all the non-printing characters in your document (such as spaces, tabs, ends of lines, etc.). Other display modes allow you to view the document as it will look when printed.

When you come to the indented paragraphs with a check mark, follow the instructions.

PREREQUISITES

Completion of Module 6: DOCUMENT CREATION.

OBJECTIVES

At the end of this module you will have learned:

1. How menu options behave and how to apply them.
2. How to close menus.
3. What the options on the Display mode menu do when applied.

DISPLAY MODES FOR THE SCREEN

There is an easy way to see the ends of paragraphs in your document. This is useful when editing or manipulating text. In this module you will learn to use the various display modes for the screen.

-) Enter the Editor.
-) Open the documents directory; Get DISPLAY-MODES.
-) Begin reading from the screen. The heading below (MENUS) should be visible on the screen. If it is not on the screen, check to see if the title in the document menu is correct.

If you have not selected the proper title, open the document directory, select the proper title and get the correct document. If you are experiencing a problem, refer back to the summary at the end of Module 3.

MENUS

There are several items you should know about menus in general before looking at the specific details of the Display mode menu. To provide you with a meaningful discussion about menus, you will need to open one that applies. To open the Display mode menu:

-) Hold down the COM key while you type the letter d; release the COM key
-) You could also open the display menu by marking the Display mode command on the Main menu.

A menu (which looks like the example below) should be visible above your document window.

Display Menu

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

MENU OPTIONS GENERAL INFORMATION

Any option (on any menu) highlighted in black is ON. This means that options highlighted in black are in effect when the menu is opened.

You open menus because you want to make a change to something in your document. This means that you will mark other menu options to switch them ON. As you remember from our discussion about menus in Module 3, you must mark a menu option to switch it ON.

To mark an option, position the cursor directly underneath it, then press the LEFT mouse button.

BEHAVIOR OF MENU OPTIONS

Options do not take effect until they are marked and applied to a selection in the document window. Before you can apply them to a selection, they must be switched ON (by marking them).

Think of menu options as switches on a three-way light bulb. With a three-way light bulb you have three options: 50 watts, 100 watts and 150 watts.

Turning the switch (marking a menu option), turns the first option ON (50 watts, for example).

Turning the switch again (marking a different option) turns the 50 watt option OFF while turning the 100 watt option ON.

Turning the switch again (marking another menu option) turns the 100 watt option OFF while turning the 150 watt option ON.

Menu options are like switches. By turning ON one option, another item (appearing in the same line of that menu) will be turned OFF. REMEMBER: Options do not take effect until they are applied to a selection in the document window.

APPLYING MENU OPTIONS

Apply is a command. Commands take effect immediately. The word Apply is found in most menus. The option(s) which are currently ON will affect only the current selection in the document window after Apply is marked.

Marking Apply causes the option(s) currently ON to affect your selection in the document window.

CLOSING A MENU

The |X| in a menu represents a command. The |X| located on all menus containing the Apply command. The |X| will always appear at the extreme right margin of the menu.

Marking |X| will close the menu currently appearing above the document window and return to the Main menu.

-) Close the Display mode menu by marking then |X| the right side of the menu.

DISPLAY MENU OPTIONS

There are several display options which will allow you to look at the document on the screen in various ways. None of these options have any effect on the document or the way it will print.

Display options are applied to the entire document. Display options affect only the way the document will appear on the screen.

-) Hold down the COM key while you type the letter d.
-) Release the COM key.

The Display mode menu should now be visible above the document window. There are three lines on the display menu. Look at the last line (the one beginning with the word Characters:).

Characters:.....Refers to the characters in the document which are
shown on the screen.

Which option on this line of the menu is highlighted in black (currently in effect)? N

Normal.....When this option is ON, none of the non-printing characters are displayed (spaces, ends of paragraphs, etc.).

Each non-printing character can be displayed on the screen (each non-printing character has a visible representation for the screen). Having these representations visible on the screen makes editing them easy.

To see the end of all paragraphs in the document:

Look at the display menu and find Paragraphs visible.

Paragraphs visible.....When this option is ON, the ends of paragraphs will become visible on the screen and will be represented in the shape of a paragraph symbol.

-) Mark Paragraphs visible. Paragraphs visible should now be highlighted in black.
-) Notice that Normal is no longer highlighted. Switching one option ON switches all others in the same line of the menu OFF.

Nothing will happen until you mark Apply.

-) Mark Apply.
-) Confirm that paragraph symbols are displayed at the end of each paragraph.

You can see how this document was typed.

-) Look closely at this paragraph. There is a single RETURN (represented as a paragraph symbol) before the first character in this paragraph and a single RETURN following the last character in the last sentence. A paragraph is a unit with a RETURN above and below.
-) Select the paragraph above. All the lines within that paragraph should be selected.

What do you think will happen when you switch Formatting visible ON?

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

RETURNSIndicated by a paragraph symbol.

SHIFT RETURNSIndicated by an arrow, curved and pointing downward.

SPACEIndicated by two underlined dots ().

TABIndicated by a thick, vertical bar with a thin horizontal line in the middle (;-).

-) Mark Formatting visible. Formatting visible should now be highlighted in black.
-) Notice that Paragraphs visible is no longer highlighted. Switching one option ON switches all others in the same line of the menu OFF.

The document will be difficult to read because all the non-printing characters will be visible on the screen.

-) Mark Apply.

Notice that the paragraphs (with the exception of the example below) do not contain any end of line markers (SHIFT RETURNS). The system ended all lines automatically except the defined paragraph which ended with a single RETURN (paragraph RETURN).

This paragraph contains two short lines.
 Each short line has a SHIFT RETURN at the end.
 The SHIFT RETURN forces the characters following it down to the following line.

-) Select the paragraph in the example above. Notice that all lines within the paragraph are underlined.
-) Select the first end of line marker (downward pointing arrow) as a character.
-) Replace the first end of line marker with two spaces.

Your paragraph should now look like the example below. If it does not, try the procedure again.

This paragraph contains two short lines. Each short line has a SHIFT RETURN at the end.

The SHIFT RETURN forces the characters following it down to the line below.

-) Select the remaining end of line marker (as a character).
-) Replace the remaining end of line marker with a single RETURN.

You should have two separate paragraphs like the example below.

This paragraph contains two short lines. Each short line has a SHIFT RETURN at the end.

The SHIFT RETURN forces the characters following it down to the line below.

-) Mark Normal on the third line of the display menu.
-) Mark Apply.

You should be reading this document without interruption from all the non-printing characters.

Displaying non-printing characters is valuable when editing a document. After working with the system, you will know where these characters are in your document without opening the display menu and changing the options.

The last character in any paragraph is the RETURN (paragraph symbol). Whether it is displayed or not, you know it is the last character you can select in any paragraph. To prove that:

-) Hold down the MIDDLE mouse button as you move the cursor underneath the last visible character in the paragraph below.
-) Continue moving the cursor to the right (still holding the button down) until you cannot get the underlined selection to move any further. Release the mouse button but do not move the mouse.
-) Mark Paragraphs visible.

-) Mark Apply. The paragraph symbol you selected in the instructions above should be underlined.
-) Mark Normal.
-) Mark Apply.

PRINTER DISPLAYS

You have been looking at documents which are displayed on the screen for input or editing. The type size is 20% larger on the screen than it will be printed on the page

Displaying documents as they will look when printed is controlled by the middle line of Display mode menu, the line beginning with Format for.

Format for:.....The options following Format for allow you to view a document on the screen as it will look when printed.

Which options on this line of the menu are highlighted? Screen and 10.

Screen.....Screen is the preset option for the screen. The document is displayed in a type size 20% larger than will actually print. Until another option is marked and applied, Screen will be in effect.

To see a document displayed on the screen the way it will look when printed (using a xerographic printer), mark Printer.

Printer.....When this option is ON (and applied), you can see how much space each paragraph or line will use on the printed page. The document will condense on the screen; the type size will become 20% smaller.

The main purpose of this option is to see how much space each paragraph or line will use on the printed page.

Your main concern is space and the placement of words on a page. On the printed copy the characters will be clear and legible; however, on the screen they will appear to be slightly pushed together.

-) Mark Printer. Printer should be highlighted.
-) Notice that Screen is no longer highlighted. Switching one option ON switches all others in the same line of the menu OFF.
-) Mark Apply.

Characters look much smaller.

-) Turn to this page in your manual.
-) Notice where lines and paragraphs end (how much room they take on the page).
-) Compare that with what you see on the screen. It is a fairly accurate representation of the printed page.

It is possible to edit a document using this display option or any other option.

If you wanted to see how this document would look if printed on a HYTYPE printer, which option would you mark? HYTYPE.

Number 10 on the Display mode menu remains ON even though the Printer option is ON. This is because the HYTYPE allows you to print using any one of three type sizes (on the print wheel). When the HYTYPE option is switched ON, you must also specify which size wheel will be used (10 pitch is the preset option).

HYTYPE: 10.....When these two options are ON and applied, the document will be displayed as it will look when printed on the HYTYPE using a 10 pitch wheel.

10.....Refers to the type size on the print wheel for the HYTYPE printer.

-) Mark HYTYPE.

) Mark 10. HYTYPE: 10 should be highlighted .

) Mark Apply.

The document will look like this if you printed it on the HYTYPE printer using the 10 pitch print wheel.

) Notice that the check marks have been replaced with dashes. They are special characters not found on any print wheel used with the HYTYPE.

Check marks and other special characters print only on the xerographic printer; they will be replaced by dashes when printed by a HYTYPE printer.

) Mark Screen. Screen should be highlighted.

) Mark Apply.

HYTYPE: 12.....When these two options are ON and applied, the document will be displayed as it will be printed on the HYTYPE printer when using a 12 pitch wheel.

) Mark HYTYPE.

) Mark 12. HYTYPE: 12 should be highlighted.

) Mark Apply.

The document should look more condensed than when you displayed in HYTYPE: 10. The reason is simple: With a 10 pitch wheel, 10 characters are printed per inch; with a 12 pitch wheel, 12 characters will print per inch.

HYTYPE: PS.....When these two options are ON and applied, the document is displayed as it will be printed on the HYTYPE printer when using a proportionally spaced print wheel.

) Mark HYTYPE.

) Mark PS. HYTYPE: PS should be highlighted.

) Mark Apply.

Notice the change of the special characters. The dashes appear as thick vertical bars (which will not print at all) rather than check marks.

) Mark Screen.

) Press (and release) the DO key. Pressing the DO key will apply the option(s) you turned ON and close the menu automatically.

) Save this document.

) Quit.

If you are not comfortable with the information covered, DO NOT CONTINUE WITH THE NEXT MODULE.

Return to the modules you do not understand and read them again. It is important that you understand this information before you continue.

SUMMARY DISPLAY MODES FOR THE SCREEN

To open the Display mode menu. Hold down the COM key while typing the letter d. (COM d)

To close the Display mode menu Mark ⌘

TO SEE NON-PRINTING CHARACTERS REPRESENTED ON THE SCREEN:

Ends of paragraphs only.....Mark Paragraphs visible, Apply.

All non-printing characters..Mark Formatting visible, Apply.

Display the document normal..Mark Normal, Apply. (This is the preset option.)

TO DISPLAY THE DOCUMENT ON THE SCREEN AS IT WILL LOOK WHEN PRINTED:

Mark Printer, Apply.....Displays the document as it will look when printed on the xerographic printer.

Mark HYTYPE, 10, Apply.....Displays the document as it will look when printed on the HYTYPE using a 10 pitch print wheel.

Mark HYTYPE, 12, Apply.....Displays the document as it will look when printed on the HYTYPE using a 12 pitch print wheel.

Mark HYTYPE, PS, Apply.....Displays the document as it will look when printed on the HYTYPE using a proportionally spaced print wheel.
