WORD PROCESSING USER'S GUIDE

Specifications Subject to Change

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This Manual is one of a set that documents the Convergent™ Family of Information Processing Systems. The set can be grouped as follows:

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This section outlines the contents of these manuals.

Introductory

The Installation Guide describes the procedure for unpacking, cabling, and powering up a system.

The Operator's Guide addresses the needs of the average user for operating instructions. It describes the workstation switches and controls, keyboard function, and floppy disk handling.

The Executive Manual describes the command interpreter, the program that first interacts with the user when the system is turned on. It specifies commands for managing files and invoking other programs such as the Editor and the programming language compilers.

Hardware

The Workstation Hardware Manual describes the mainframe, keyboard, and video display for the IWS family of workstations. It specifies system architecture, printed circuit boards (Motherboard, Processor, I/O-Memory, Video Control, Graphics Control Board, ROM and RAM Expansions), keyboard, video monitor, Multibus interface, communications interfaces, power supply, and environmental characteristics of the workstation.

The Peripherals Hardware Manual describes the non-SMD single-board Mass Storage Subsystem (MSS) and Mass Storage Expansion (MSX) disk subsystems for the IWS family of workstations. It contains

descriptions of the disk controller Motherboard, the two controller boards for floppy and Winchester disks, power supplies, disk drives, and environmental characteristics.

The IWS Peripherals Hardware (SMD Version) Manual describes the SMD MSS and MSX disk subsystems having one controller board.

The AWS-210 Hardware Manual describes the mainframe, keyboard, and video display of the AWS-210 workstation. It specifies architecture, theory of operation of the printed circuit boards (Motherboard, Deflection, and CPU), keyboard, video monitor, expansion interface, cluster communications interface, power supply, and environmental characteristics of the workstation.

The AWS-220, -230, -240 Hardware Manual describes the mainframe, keyboard, disk controllers, and video display of the AWS-220, -230, and -240 workstations. It specifies architecture, theory of operation of the printed circuit boards (Motherboard, Deflection, 8088 CPU, 8086 CPU, Floppy Disk Controller, and Hard Disk Controller), keyboard, video monitor, cluster communications interface, external interfaces, power supply, and environmental characteristics of the workstation.

The AWS Color Workstation Hardware Manual describes the mainframe, keyboard, and color video display of the AWS Color Workstation. This manual reports the architecture and theory of operation of the printed circuit boards (Motherboard, Graphics Control Board, Hard Disk Controller, Color Video, Color Deflection, and CPU), keyboard, color monitor, peripheral interfaces, cluster communications interface, power supply, and environmental characteristics of the workstation. This manual also contains four OEM disk drive manuals and a summary of adjustments for the color monitor.

Operating System

The CTOS™ Operating System Manual describes the Operating System. It specifies services for managing processes, messages, memory, exchanges, tasks, video, disk, keyboard, printer, timer, communications, and files. In particular, it specifies the standard file access methods: SAM,

the sequential access method; RSAM, the record sequential access method; and DAM, the direct access method.

The System Programmer's Guide addresses the needs of the system programmer or system manager for detailed information on Operating System structure and system operation. It describes (1) cluster architecture and operation, (2) procedures for building a customized Operating System, and (3) diagnostics.

The System Utilities Manual describes utilities such as Backup Volume, IVolume, Restore, Change Volume Name, PLog, Maintain File, Dump.

The Batch Manual describes the batch manager, which executes batch jobs under control of job control language (JCL) files.

Programming Languages

The COBOL, FORTRAN, BASIC [Interpreter], BASIC Compiler, PASCAL, and Assembly Language Manuals describe the system's programming languages. Each manual specifies both the language itself and also operating instructions for that language.

The Pascal Manual is supplemented by a popular text, Pascal User Manual and Report.

The Assembly Language Manual is supplemented by a text, the Central Processing Unit, which describes the main processor, the 8086. It specifies the machine architecture, instruction set, and programming at the symbolic instruction level.

Program Development Tools

The Editor Manual describes the text editor.

The Debugger Manual describes the Debugger, which is designed for use at the symbolic instruction level. Together with appropriate interlistings, it can be used for debugging FORTRAN, Pascal, and assembly language programs. (COBOL and BASIC, in contrast, are more conveniently debugged using special facilities described in their respective manuals.)

The Linker/Librarian Manual describes the Linker, which links together separately compiled object files, and the Librarian, which builds and manages libraries of object modules.

Data Management Facilities

The CT-DBMS Manual describes Convergent's data base management system (CT-DBMS), which consists of (1) a data manipulation language for accessing and manipulating the data base and (2) utilities for administering the data base activities such as maintinance, backup and recovery, and status reporting.

The ISAM Manual describes both the single- and the multiuser indexed sequential access method. It specifies the procedural interfaces (and how to call them from various languages) and the utilities.

The Forms Manual describes the Forms facility that includes (1) the Forms Editor, which is used to interactively design and edit forms, and (2) the Forms run time, which is called from an application program to display forms and accept user input.

The Sort/Merge Manual describes (1) the Sort and Merge utilities that run as a subsystem invoked at the Executive command level, and (2) the Sort/Merge object modules that can be called from an application program.

Text Management Facilities

The Word Processing User's Guide introduces the Word Processor to the first-time user. It provides step-by-step lessons that describe basic word processing operations. The lessons show how to execute operations and apply them to sample text.

The Word Processing Reference Manual is a reference tool for users already familiar with the Word Processor. It describes the Word Processor keyboard and screen; basic, advanced, and programmer-specific operations; list processing; printer and print wheel configurations; and hardware considerations.

The Word Processing Quick Reference provides a concise summary of all word processing operations and briefly describes the keyboard and commands.

Applications Facilities

Multiplan is a financial modeling package designed for business planning, analysis, budgeting, and forecasting.

The Business Graphics User's Guide introduces Business Graphics to the first-time user. It provides step-by-step lessons that describe basic Business Graphics operations. The lessons show how to execute operations and apply them to sample charts.

The Business Graphics Reference Manual is a reference tool for users already familiar with Business Graphics. It describes the Business Graphics keyboard and screen; box and arrow cursor movement; obtaining information from Multiplan; operations; and plotter configurations.

The Graphics Programmer's Guide is a reference for applications and systems programmers. It describes the graphics library procedures that can be called from application systems to generate graphic representations of data, and it includes a section on accessing Business Graphics from an application system.

The Font Designer Manual describes the interactive utility for designing new fonts (character sets) for the video display.

Communications

The Asynchronous Terminal Emulator Manual describes the asynchronous terminal emulator.

The 3270 Terminal Emulator Manual describes the 3270 emulator package.

The 2780/3780 RJE Terminal Emulator Manual describes the 2780/3780 emulator package.

The SNA Network Gateway Manual describes the SNA Network Gateway, which supports data communications over an SNA network. The SNA Network

Gateway comprises the Transport Service and Status Monitor. The Transport Service allows a Convergent workstation to function as cluster controller and forms the foundation for Convergent SNA products.

The SNA 3270 Emulator Manual describes the SNA 3270 emulator package. The SNA 3270 emulator provides CRT and printer subsystems in addition to a Virtual Terminal Interface for use in application programs.

The X.25 Network Gateway Manual describes the X.25 Network Gateway, which supports CCITT Recommendation X.25 communications over a public data network. There are three levels of access to the network: packet, X.25 sequential access method, and the Multimode Terminal Emulator X.25 communications option.

The Multimode Terminal Emulator User's Guide introduces the Multimode Terminal Emulator to the first-time user. It describes the MTE video display, keyboard, display memory, and advanced operations for the X.25 communications option.

The Multimode Terminal Emulator Reference Manual is a reference tool for sophisticated users of the Multimode Terminal Emulator. It describes the MTE escape sequences and field verification program.

INTRODUCTION TO WORD PROCESSING

The Word Processor is a sophisticated system for producing written material. It combines the features of a typewriter with the ease of automation to allow you to produce written information in the shortest possible time.

You can learn word processing with the help of this User's Guide. The lessons guide you step by step, from simple procedures to more complex ones.

This introduction

- summarizes the most frequently used basic operations,
- describes the workstation and its components,
- lists commands and what they do,
- defines a document, and
- outlines a typical lesson.

Word Processing Operations

Some of the more basic and frequently used operations that you will learn are

- opening a document to start it,
- inserting and deleting text,
- specifying boldface and underlined text,
- repeating previous edits with a single keystroke,
- moving and copying text,
- searching for and replacing specific words or characters,
- closing a document to end it,
- setting different tabs, such as left-aligned, right-aligned, decimal-aligned, and centered tabs,
- specifying paragraph formats, including paragraph blocking and indenting, paragraph spacing, and margin justification,

- specifying page formats, including setting side margins,
- specifying headings for each page of printed text,
- assigning page numbers before or during printing, and
- printing text.

You can learn other word processing operations after you have mastered the basic ones. All of these operations are described in the Word Processing Reference Manual.

The Workstation and Its Components

The workstation is shown in Figure Introduction-1. It consists of the screen, the workstation electronics, and the keyboard. It might be easier for you to understand the following descriptions if you read them while seated in front of a workstation. The screen and keyboard are described below.

Screen. The screen takes the place of the paper in a typewriter, and whatever you type on the keyboard appears on the screen.

The screen adjusts to make it comfortable to look at. A dial located underneath the screen at the lower left corner controls the brightness. Dial it away from you to make the characters on the screen less bright, or toward you to make the characters on the screen brighter.

You can adjust the angle of the screen by holding the edge with hands on both sides to swivel it, or hands on top and bottom to tilt it.

The screen contains a cursor. The cursor is a movable blinking underline that shows you where the next typed character will appear. You will learn how to move the cursor in the lessons that follow.

When you use the Word Processor, the screen shows what you are doing. It fills with text as you type, and the text automatically moves up when the screen is full so that you can keep typing. The movement of a whole screen of text is called scrolling.

Certain keys on the keyboard allow you to manually move whatever is displayed on the screen up and down. For example, if you are typing a long document, you can move the text on the screen up or

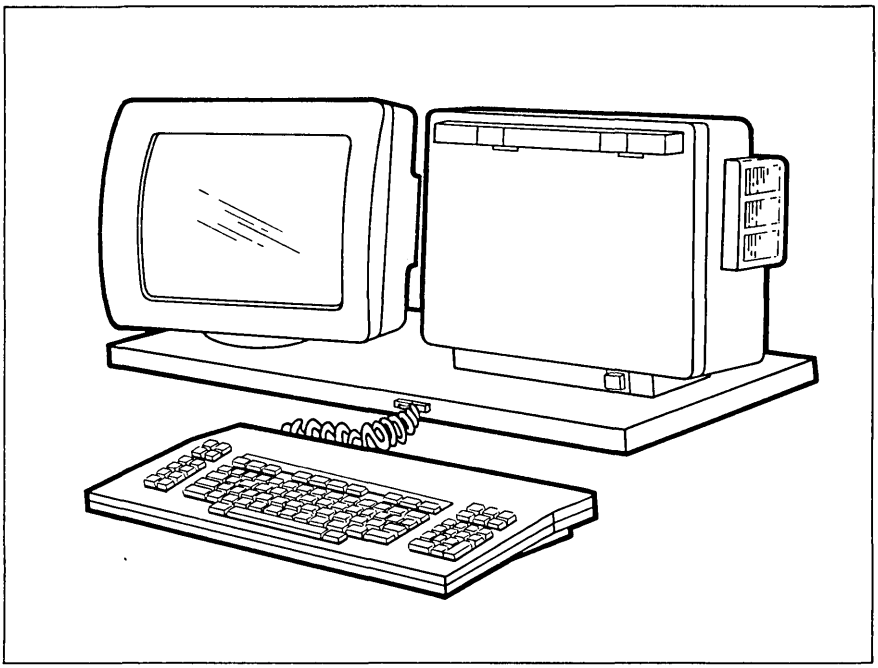


Figure Introduction-1. Screen and Keyboard.

down so that you can see another page. You will learn how to move the contents of the screen in the lessons that follow.

Keyboard. The keyboard is attached to the front of the workstation by a coiled cable. You can move the keyboard around on the desktop to any position that is comfortable for you. The keyboard is shown in Figure Introduction-2.

The keyboard is similar to a typewriter keyboard. However, it has more keys. Most of these keys are used for typing text, just like those on a typewriter. The other keys are used to perform many different operations, such as moving the cursor or copying, moving, deleting, and searching for text. You will learn how to use the keys to perform these operations in the lessons that follow.

The keyboard is divided into six sections, which are called pads. The keys in these pads have specific functions.

The typewriter pad keys are used just like regular typewriter keys for entering text. Some of these keys have additional uses, which you will learn about in the lessons that follow.

The cursor pad keys include four keys that control cursor movement and two keys labeled MARK and BOUND that are used for other purposes.

The function pad keys are used for many functions that are unique to word processing. Notice that these keys are numbered f1 through f10. The names of the word processing functions for each function key are shown on the keyboard label strip. The keyboard label strip is the removable plastic strip on the keyboard just above the function keys.

The control pad keys are used for general editing and control operations.

The display pad keys are used to move the contents of the screen up and down, by line and by page.

The numeric pad keys are used for typing numbers. The 10 numeric keys and the decimal point (.) key are laid out the same as the keys on an adding machine or calculator.

The lessons that follow show you how to use the keys discussed above in basic word processing commands.

For more detailed descriptions of all the keys on the keyboard, see Appendix B, "Keyboard."

Now that you are familiar with the workstation, read the next part of this section to learn about word processing commands.

Commands

The Word Processor responds to commands the user issues. A command is an action that tells the Word Processor what to do. A command is issued by pressing a key, either by itself or together with other keys.

The following paragraphs provide a general description of basic word processing commands and what they do. For more information about each command, see Appendix A, "Summary of Commands."

Most of the operations you will learn to use are done with word processing commands. When you issue a command, you are telling the Word Processor what to do to the text you are currently typing or with text that was previously typed.

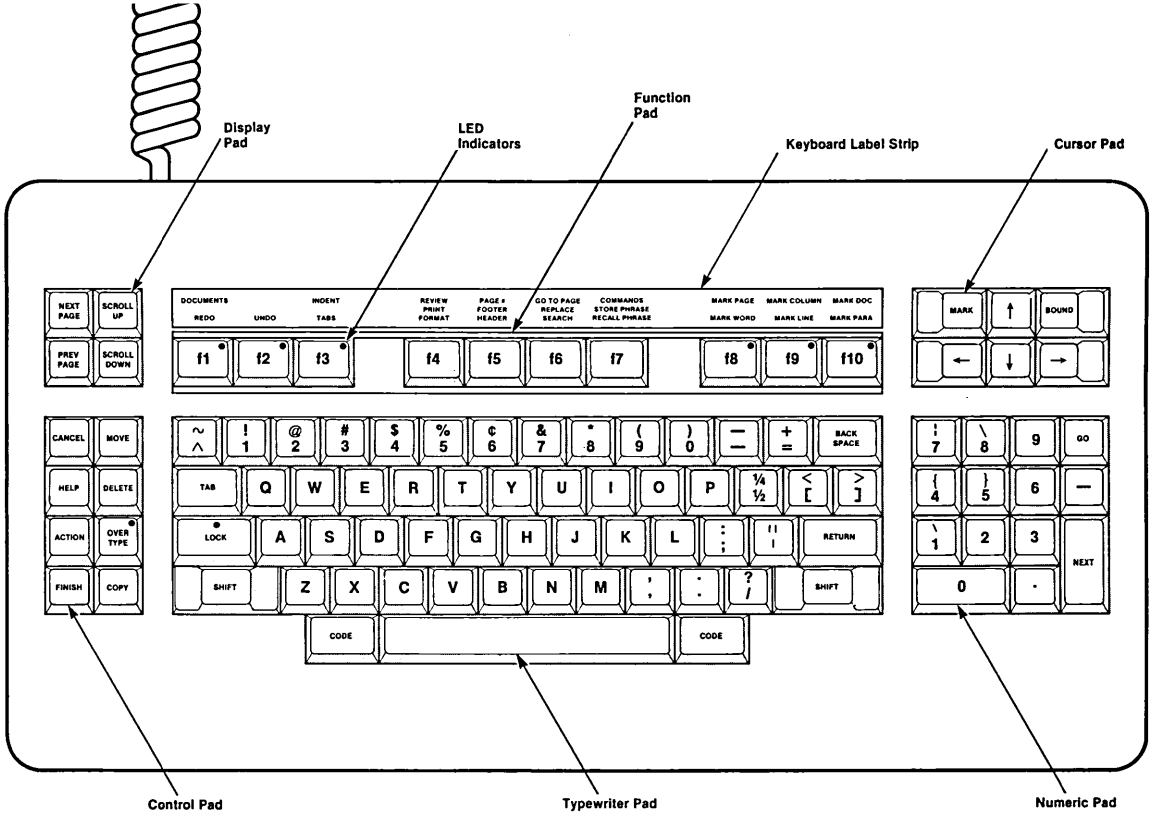


Figure Introduction-2. Keyboard.

For example, there is a command to search for a specific word or phrase in text that has already been typed and show the text containing it on the screen. This command is called the Search command.

Look at the keyboard label strip on the keyboard. The name "SEARCH" appears above the f6 function key. When you want to use the Search command, simply press the f6 function key. Pressing the key tells the Word Processor to start the search operation.

Pressing keys to issue a command is known as "invoking a command." For example, you invoke the Search comand when you press the f6 function key.

In some cases, as soon as you invoke a command, the operation is quickly completed. You can see the result of that operation on the screen in a few seconds.

In other cases, the screen changes when you invoke a command. Some of the text that was on the screen is temporarily "covered up." The Word Processor has responded to the command by placing some different text on the screen. This text is either a form or a menu, depending on the command. The reason for the forms and menus is that the Word Processor requires additional information to complete certain operations. The forms and menus provide a convenient way for you to give it that information.

Command Forms. A sample of a form is shown in Figure Introduction-3. This form appears when the Search command is used.

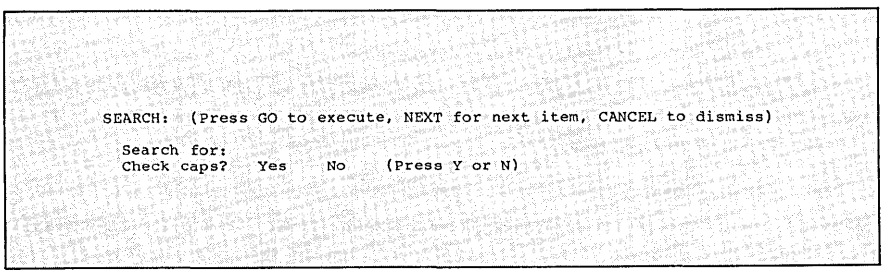


Figure Introduction-3. Example of a Form.

The forms you see on the screen are similar to common printed forms (for example, income tax forms). Printed forms usually have specific areas to be filled in, preceded by a word or two that tell you what belongs in that area.

In addition to having areas to be filled in, some word processing forms have areas in which a specific choice can be made. Forms also have a line of text at the top that tells you which keys to press for different actions.

You will learn more about forms and how to use them in the lessons that follow.

Command Menus. A sample of a menu is shown in Figure Introduction-4. This menu appears when the Documents command is used.

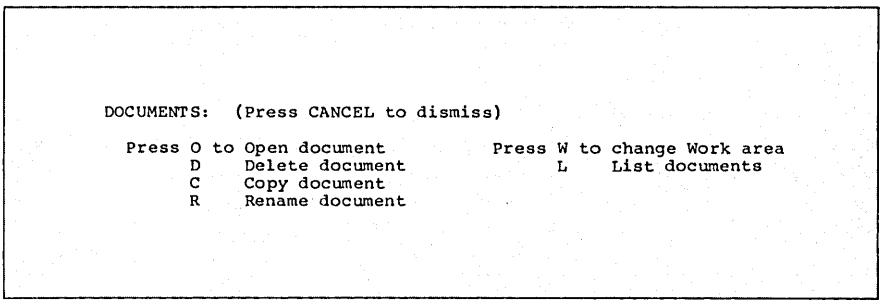


Figure Introduction-4. Example of a Menu.

A word processing menu is like any other menu. We generally think of a menu as a list of items from which we can make one or several choices. In a word processing menu, you can make only one choice from the list of items in the menu. The line at the top of the menu tells you what to do if you decide not to use the menu and want to cancel it.

You will learn more about menus and how to use them in the lessons that follow.

Documents

A document is any written material that is typed into the Word Processor. It can be a letter, a memo, a financial report, or anything else you choose.

Before you start typing a new document, you must assign a name to it. This is called "creating a document." When you want to use that document again, you must tell the Word Processor its name so that it can be found. This is called "opening a document."

When you finish typing or editing a document, you can "close" it and "open" another document. Or, you can close the document and end the word processing session at the same time. You will learn about these procedures in the lessons that follow.

Learning Word Processing

The rest of the Word Processing User's Guide consists of a series of lessons. The first lesson shows you how to sign on to the Executive. The second lesson teaches you how to begin and end a word processing session. Subsequent lessons teach you how to open and close a document; enter and edit text; search for and replace text; change character, paragraph, and page formats; and print a document. Other lessons teach you how to set tabs and type tabular text, and review many operations you have already learned. You will work with a short technical report and a letter.

Each lesson contains

1. an introductory paragraph that tells what you will be doing in the lesson and which commands and keys will be used,

2. an illustration of the keyboard showing which keys will be used in the commands introduced in the lesson,

3. step-by-step instructions to guide you through each operation,

4. examples of how the screen looks during or after the operation, and

5. a brief summary of what you have accomplished in the lesson.

Many of the lessons will require you to type specific text. This text will be supplied to you as part of the step-by-step instructions.

Don't worry if you make an occasional mistake while you are typing text. One of the first things you will learn is how to make corrections. However, if something unexpected occurs and you cannot continue the lesson, see your supervisor or system administrator for help.

OPERATING THE WORD PROCESSOR

The following lessons teach you how to use the Word Processor to complete a document.

Each lesson describes the word processing commands you are going to use and explains their purpose. The lesson also gives you an illustration of the keyboard, showing which keys you press to use a command.

The lesson then provides numbered steps that tell you which keys to press and what text to type. In these instructions, the exact keys to press and text to type are shaded to make them stand out from the surrounding text. Any information you must type on the keyboard is provided in the numbered steps and is shaded.

For example, if an instruction states

__ 1. Press the RETURN key.

locate the key labeled RETURN on the keyboard, press it, and release it. The underline at the beginning of the instruction is provided so that you can check off each step as you complete it.

Here is some general information that will help you to understand the lessons when you begin.

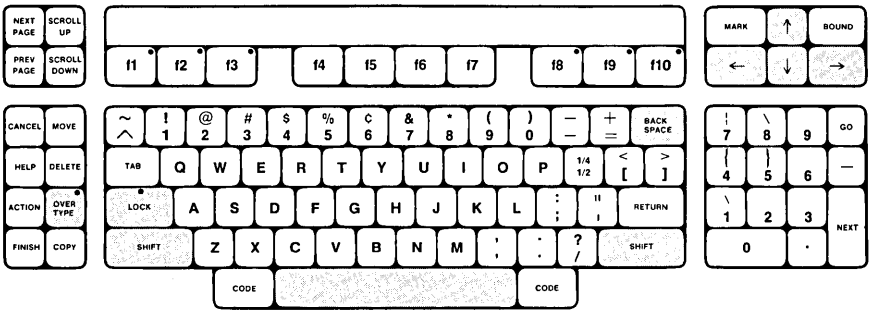
Each word processing command has a name that is used in the text of this Manual. For example, some command names are Format, Search, and Mark Word. Command names begin with uppercase letters, which makes them easy to identify in the text.

When a lesson describes a command, it also describes the key you press to invoke that command. When a key is described in the text, the name used is the name of that key on the keyboard. An example of keys described in the text are: the SHIFT key, the RETURN key, the f1 key, and the b key.

Some commands use a combination of keys. When you have to press two keys at a time to invoke a command, the lesson gives you exact directions on how to do it.

When one of the keys used in a command is a letter of the alphabet, always type it in lowercase. For example, when an instruction reads "press the b key", you simply press the key labeled B on the keyboard and type a lowercase b.

Before you begin the first lesson, look at the keyboard to learn some characteristics. When the keys are actually used in the steps of a lesson, that lesson will provide a full explanation of their use. The keys used in keyboard features are shown below.



Cursor Control Keys. The cursor control keys, ↑ , ↓ , ← , and → keys on the keyboard are shown above. These keys are discussed in detail later. For now, you should know that they are used to move the cursor to different positions on the screen.

Moving the cursor to a different position does not change any information in a document. It just provides a way to get from one location on the screen to another, or from one location in the document to another.

Spacebar. The spacebar works the same as the spacebar on a typewriter, putting a space in the text. This is the only key that is not labeled. Using the spacebar is different from just moving the cursor.

Keep in mind the difference between using the cursor control keys to move the cursor and using the spacebar to move the cursor. If you use the cursor control keys, nothing in the text changes. But, if you use the spacebar to move the cursor, you are putting spaces in the text. It is advisable to use the spacebar only for spaces and use the cursor control keys when you want to move the cursor to another place on the screen.

SHIFT Key. The SHIFT key is the same as the SHIFT key on a typewriter. Both keys labeled SHIFT provide the same function, but are located in two places for convenience. The SHIFT key also has some additional uses in word processing that are introduced in the lessons later in this Manual.

LOCK Key. The LOCK key is not the same as the LOCK key on a typewriter. When you press this key, the red light on the key goes on and remains on until you press the key a second time. When the red light is on, all letters that you type appear in uppercase. This key affects only the letters, not the numbers and special characters. For example, the only method for typing the special character % is to hold down the SHIFT key while pressing %.

OVERTYPE Key. When you press this key, the red light on the key goes on and remains on until you press the key a second time. When the red light is on, you can type over existing text and replace it. This function is described in detail in a lesson later in this Manual.

BACKSPACE Key. This key is not the same as the BACKSPACE key on a typewriter. The functions of the BACKSPACE key are described in a lesson later in this Manual.

LESSON 1 SIGNING ON TO THE EXECUTIVE AND LOGGING OUT

Introduction

This lesson shows you how to sign on to the Executive and how to log out. When no one is signed on to the workstation, a screen display appears that contains a Sign On form. Other information may also appear, such as notes about the system. These vary from one installation to another. Figure 1-1 shows the Sign On form.

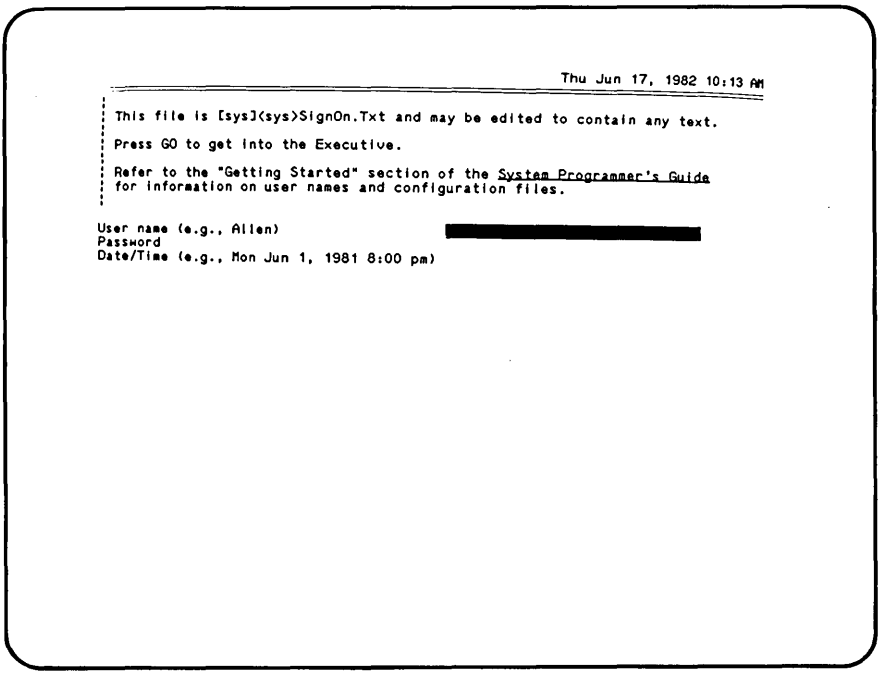
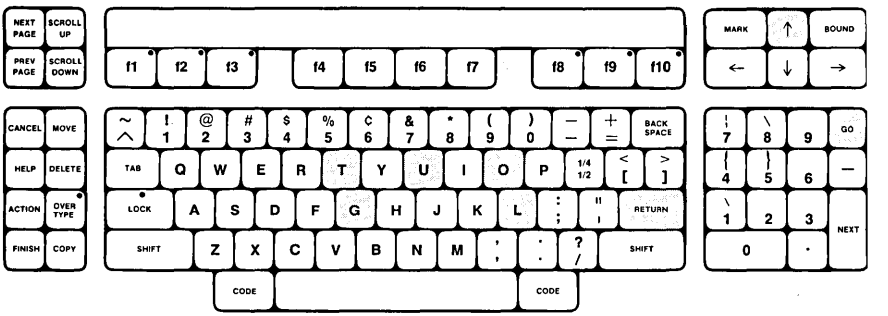


Figure 1-1. Sign On Form.

The form begins with "User name". If this form appears on the screen, then you are ready to sign on to the Executive. If the Sign On form is not on the screen, then see your system administrator. The keys used in commands and features introduced in this lesson are shown below.



Discussion

The Sign On form is used to access the system by entering a user name and, possibly, a password. The password may or may not be required on your installation. To start this lesson, first obtain a user name and password, if necessary, from your system administrator.

__ 1. Look for a wide strip of light containing the cursor. If the green strip appears on the same line as "User name", GO TO STEP 3 below.

Otherwise, press the ↑ key once or twice to move the green line up to "User name".

__ 2. Type your user name next to "User name".

__ 3. If you have a password, press the RETURN key to move the highlight to "Password".

Otherwise, press the GO key and SKIP STEPS 4 AND 5.

__ 4. Type your password next to "Password".

__ 5. Press the GO key.

When the Sign On command is complete, an Executive Command form or the First Word Processing screen will appear.

When the Executive Command form appears, it is added to the bottom of the screen, just below the Sign On form. This means that you are now signed on to the Executive, and you will use another Executive command called Word Processor, abbreviated "w p" to sign on to the Word Processor. The Executive Command form consists of the word "Command" and a bright green strip of light. The Executive Command form is shown in the example in Figure 1-2 below.

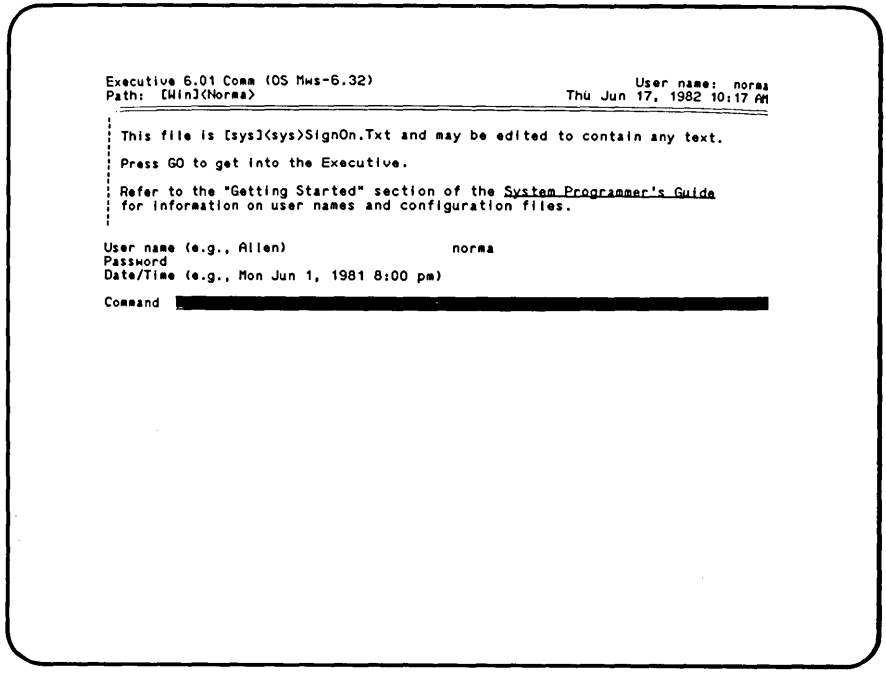


Figure 1-2. Executive Command Form.

The First Word Processing screen is shown in Figure 2-1 below. If the screen shown in Figure 2-1 or 2-2 appears, then you have a workstation with a dedicated Word Processor. This means that when you signed on to the Executive, you immediately entered the Word Processor, and you can now GO TO "SUMMARY OF LESSON 1" below.

The next Executive command you will learn is the Logout command. The Logout command ends the Executive session, and the Sign On form appears again. When you use the Logout command, you end the Executive session and are, normally, done using the workstation. You can now log out for practice by following the instructions below.

__ 6. Type logout.

__ 7. Press the GO key to end this Executive session. When the Logout command is completed, the Sign On form appears again, as shown in Figure 1-1.

Now that you have learned to log out, you can sign on to the Executive again.

__ 8. Repeat steps 2 through 5.

Summary of Lesson 1

In this lesson, you signed on to the Executive with a user name and, possibly, a password. You learned that the RETURN key moved the cursor to the next line of the Sign On form and the GO key executed the Sign On command.

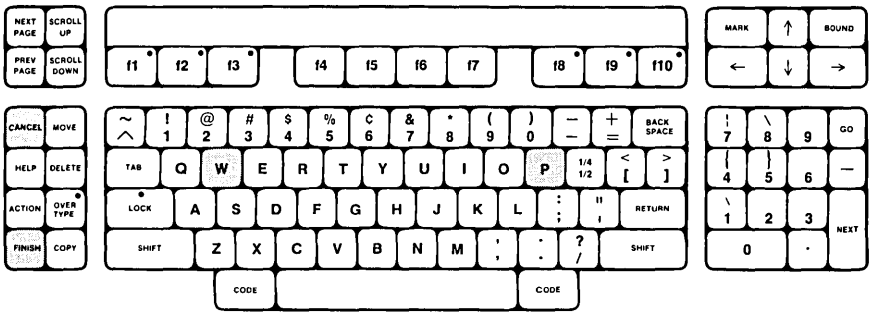
If you have a dedicated Word Processor, the next screen that appeared was the First Word Processing screen or the First Dedicated Word Processing screen. You skipped the rest of the lesson, are now signed on for a word processing session, and can GO TO LESSON 2, STEP 3.

Otherwise, the Executive Command form appeared below the Sign On form and you learned to log out. Then you signed on again to be ready for a word processing session.

LESSON 2 SIGNING ON AND FINISHING A WORD PROCESSING SESSION

Introduction

This lesson shows you how to sign on to start a word processing session and how to finish it. This allows you to begin and end a session at any time. The keys used in the commands and features introduced in this lesson are shown below.



Discussion

You can now sign on to the Word Processor using the abbreviation "w p", for the Executive command Word Processor.

__ 1. Type w p to sign on to the Word Processor.

__ 2. Press the GO key. A message appears on the screen, and then the screen is momentarily blank. The First Word Processing screen appears, as shown in Figure 2-1.

You are now signed on for a word processing session. SKIP THE INSTRUCTIONS THAT FOLLOW AND START AT THE PARAGRAPH FOLLOWING STEP 4 below.

__ 3. You are now signed on for a word processing session and can use word processing commands. You have a dedicated Word Processor, and the screen looks like either Figure 2-1 or Figure 2-2.

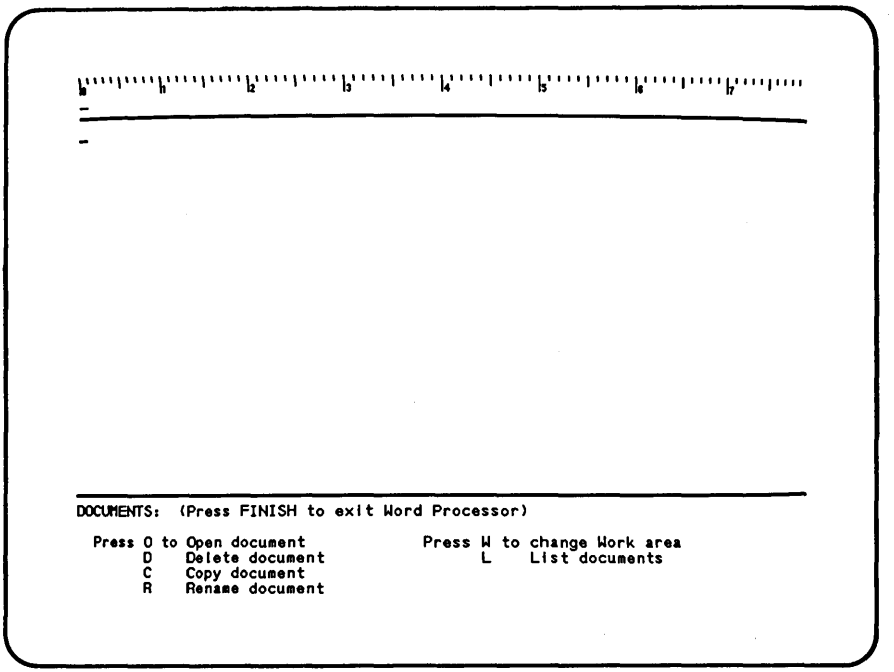


Figure 2-1. First Word Processing Screen.

You may see a message at the bottom of the screen, as shown in Figure 2-2. Because this is your first word processing session and there are no documents from a previous session to display, your response to this message is going to be "CANCEL." In a later lesson, you will also learn what happens if you respond "GO."

__ 4. If the message shown in Figure 2-2 appears, press the CANCEL key. This removes the message from the screen, and you are ready to open a new document or end the word processing session. The screen looks like Figure 2-1.

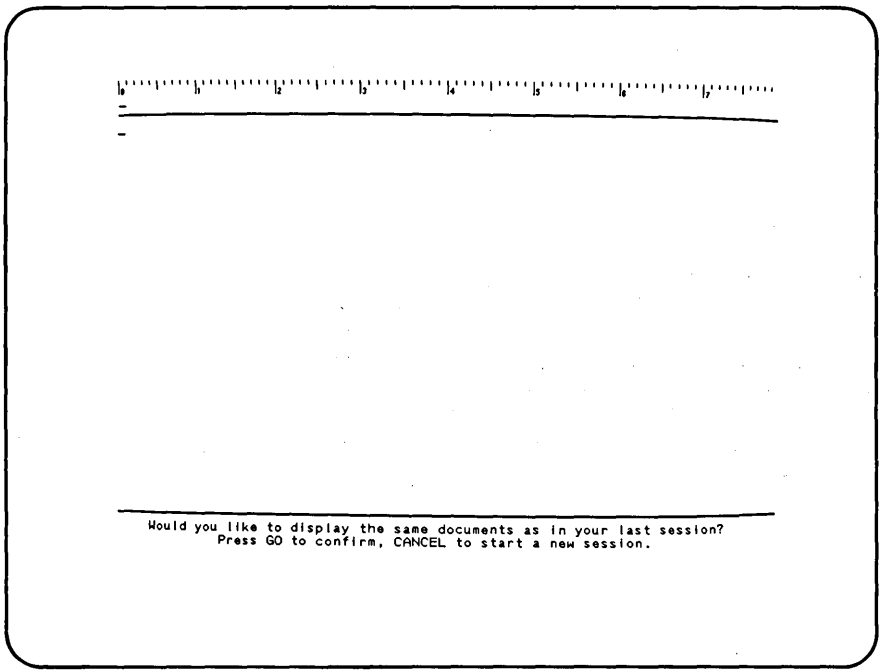


Figure 2-2. First Dedicated Word Processing Screen.

The next command you will learn is the Finish command. The Finish command saves all text entered and edited during this session, and then ends the session.

__ 5. Press the FINISH key.

At this point, the Finish command provides a choice of executing the command, or canceling it and continuing the word processing session. The following blinking message appears at the bottom of the screen: "Press GO to confirm FINISH, CANCEL to cancel command".

In this lesson, you are learning to end a word processing session, so you will execute the Finish command.

__ 6. Press the GO key to end this word processing session. While the Finish command is executing, the message "Saving..." appears at the bottom of the screen. When

the Finish command is completed, either the Sign On form shown in Figure 1-1, or the Executive Command form shown in Figure 1-2, will appear.

If you have a dedicated Word Processor, the Sign On form appears. If you do not have a dedicated Word Processor, the Executive Command form appears.

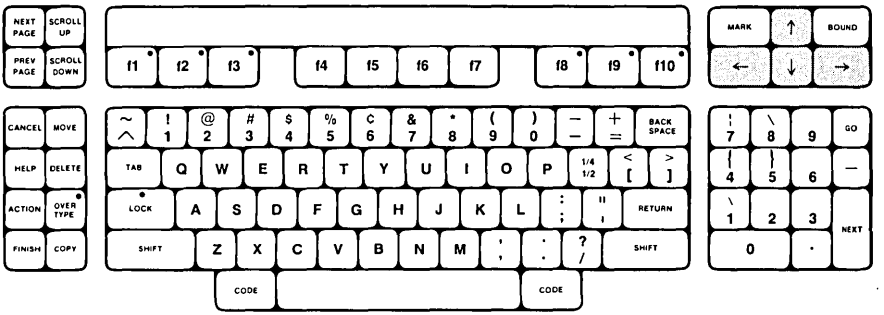
Summary of Lesson 2

In this lesson, you either signed on to the Word Processor with the Executive command w p and saw the first word processing screen, or you saw the first dedicated word processing screen. If you have a dedicated Word Processor, a message may have appeared in the main text area; you responded to this message by pressing the CANCEL key because you did not want any documents from a previous session to display. Then you signed off by invoking the Finish command. With the information you have learned in this lesson, you can now begin and end a word processing session any time you like.

LESSON 3 RULER, MAIN TEXT AREA, AND CURSOR MOVEMENT

Introduction

This lesson shows you the organization of the screen in a word processing session and shows you how to move the cursor to different positions on the screen. To begin, you must sign on to the Word Processor again. The procedures for both a standard and dedicated Word Processor are included again in the steps below. It is important now to learn for future reference which type of Word Processor you have: a standard or a dedicated Word Processor. The keys used in features introduced in this lesson are shown below.



__ 1. If the Executive Command form, shown in Figure 1-2, is on the screen, then you have a standard Word Processor and can now GO TO STEP 6 below.

__ 2. If the Sign On form, shown in Figure 1-1, is on the screen, then you have a dedicated Word Processor and can now type your user name next to "User name".

__ 3. If you have a password, press the RETURN key to move the highlight to "Password". Otherwise, press the GO key and GO TO STEP 6 below.

__ 4. Type your password next to "Password".

__ 5. Press the GO key.

__ 6. Type w p to sign on to the Word Processor.

__ 7. Press the GO key. A message briefly appears on the screen, and then the screen becomes momentarily blank. The first word processing screen appears again, as shown in Figure 2-1 or 2-2.

Discussion

Now you will learn about some of the characteristics of the Word Processor screen. It is divided into two parts, the ruler display and the main text area.

The ruler display at the top of the screen is used for purposes that are described in a later lesson.

The rest of the screen is called the main text area. This is the portion of the screen where you can type documents. Sometimes, the bottom of the main text area contains messages from the Word Processor or information that is necessary to execute commands. If you have a dedicated Word Processor, a message now appears at the bottom of the screen. Note that it is separated from the rest of the main text area by a wide green strip of light.

__ 8. If the screen looks like Figure 2-2, then press the CANCEL key to remove the message from the bottom of the screen. The Documents menu appears on the screen. You will learn how to use it in Lesson 4.

The rest of the steps in this lesson familiarize you with cursor movement. Remember that moving the cursor does not alter any information, but simply provides a way of getting to a specific location on the screen. The cursor is active only in the main text area: it cannot be moved onto the ruler display. You can now learn to use the cursor control keys.

__ 9. Press → and watch the cursor move to the right.

__ 10. Press ← and watch the cursor move to the left.

__ 11. Press ↓ and watch the cursor move down the screen one line.

__ 12. Press ↑ and watch the cursor move up the screen one line.

You can rapidly move the cursor to another location on the screen by pressing one of the cursor control keys and holding it down until the cursor has moved as far as you want it to go.

__ 13. Press → for a few seconds and watch the cursor move several positions to the right.

__ 14. Press ← for a few seconds and watch the cursor move several positions to the left.

__ 15. Press ↓ for a few seconds and watch the cursor move several lines down the screen.

__ 16. Press ↑ for a few seconds and watch the cursor move several lines up the screen.

__ 17. Repeat steps 9 through 16 as often as you like until you are familiar with the use of the ↑ , ↓ , ← , and → keys.

Now that you have seen how to move the cursor using the cursor control keys, you can learn more about the ruler display. The ruler display contains a shadow cursor that looks like the cursor in the main text area, except that it does not blink. The shadow cursor is shown under the zero on the ruler display in Figure 2-1. The shadow cursor moves with the real cursor back and forth across the screen. The ruler display is divided by lines that represent each column on the screen. You can observe the movement of the shadow cursor by using the → and ← keys again.

__ 18. Press → for a few seconds and watch how the shadow cursor moves along the ruler display while the real cursor moves to the right.

__ 19. Press ← for a few seconds and watch how the shadow cursor moves along the ruler display while the real cursor moves to the left.

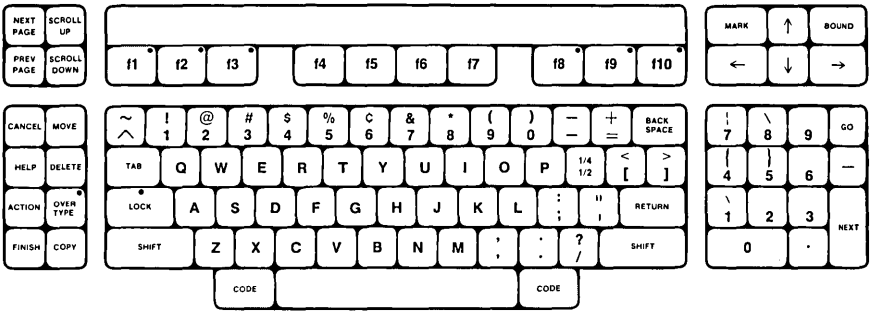
Summary of Lesson 3

In this lesson, you signed on to the Word Processor a second time and learned that the screen is divided into a ruler display and a main text area. You then started a new word processing session. You learned to move the cursor around on the screen and saw the behavior of the shadow cursor on the ruler display. You are now ready to open a new document.

LESSON 4 WORKING WITH DOCUMENTS

Introduction

This lesson shows you how to use the Documents command to open a document. Opening a document is a way of creating a new document or accessing a document that already exists. The keys used in commands introduced in this lesson are shown below.



__ 1. When you invoke the Word Processor and the screen looks like Figure 2-1, the Documents command has been invoked automatically. You also can invoke the Documents command at any time during a word processing session. To invoke the Documents command, hold down the CODE key while you press the f1 key. The screen looks like Figure 4-1.

Discussion

The Documents command has been invoked, and the Documents menu appears on the screen. This is the first example of a menu in these lessons. Remember that you can make only one response to the menu. The Documents command allows you to manipulate entire documents in many ways that are fully described in the Word Processing Reference Manual. In this lesson, you choose "Press O to Open document" from the Documents menu to use the Open document option.

__ 2. Press o to choose the Open document option. Be sure to use lowercase o and not uppercase O or 0 (zero). The Open document form appears on the screen, as in Figure 4-2.

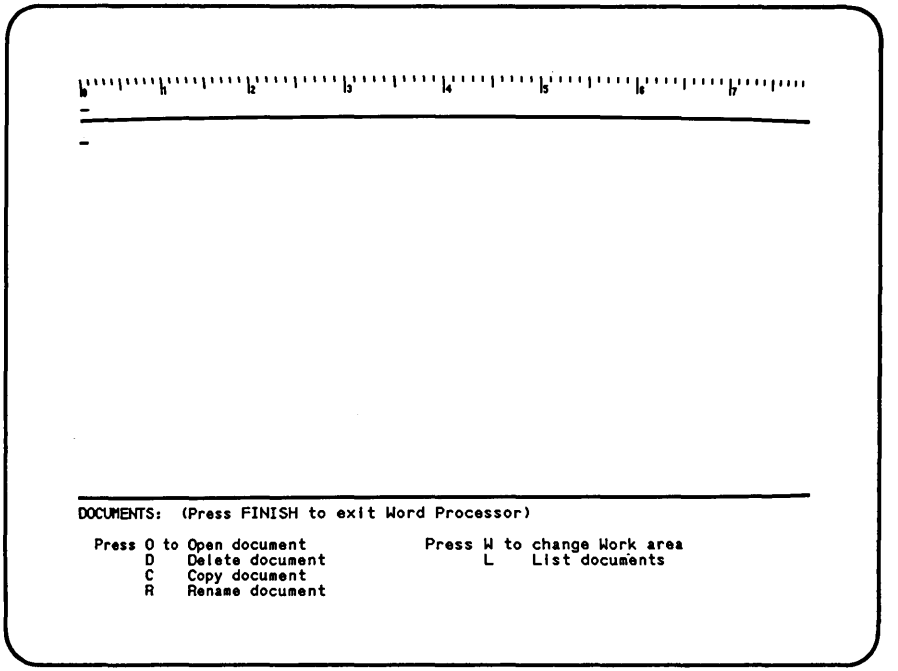


Figure 4-1. Documents Menu.

The Open document form that now appears on the screen is the first example of a form in these lessons. Respond to a form by filling in the answers and changing any values that you want to be different from the ones that are currently displayed. You can now use the Open document form to create a new document. Note that the highlight is at "Document name" in Figure 4-2.

__ 3. Type the new document name convergent.

You do not need to fill in the rest of this form because you do not need to change the current values for the other items. See the Word Processing Reference Manual for complete information on the Open document form. You are now ready to execute the Documents command.

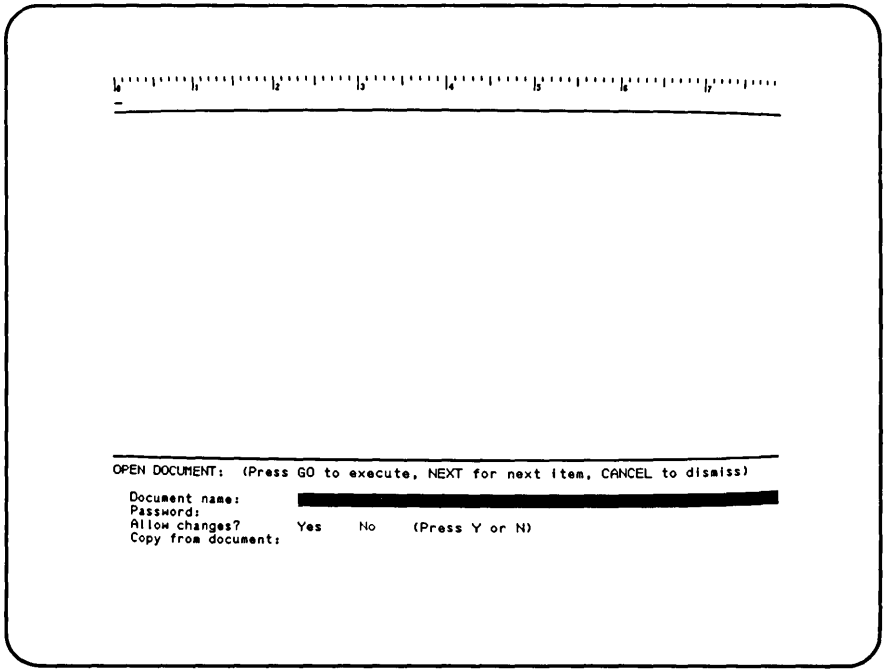


Figure 4-2. Open Document Form.

__ 4. Press the GO key.

A blinking message appears at the top of the Open document form telling you that you can now make a decision to press the GO key to create a new document or press the CANCEL key to remove the Open document form from the screen without creating a document. This message is a safeguard to give you a final opportunity to create, or not create, a new document.

__ 5. Press the GO key again to create the document. The screen looks like Figure 4-3.

You have now created a new document named "convergent". It does not yet contain any information. This document will stay open until you close it.

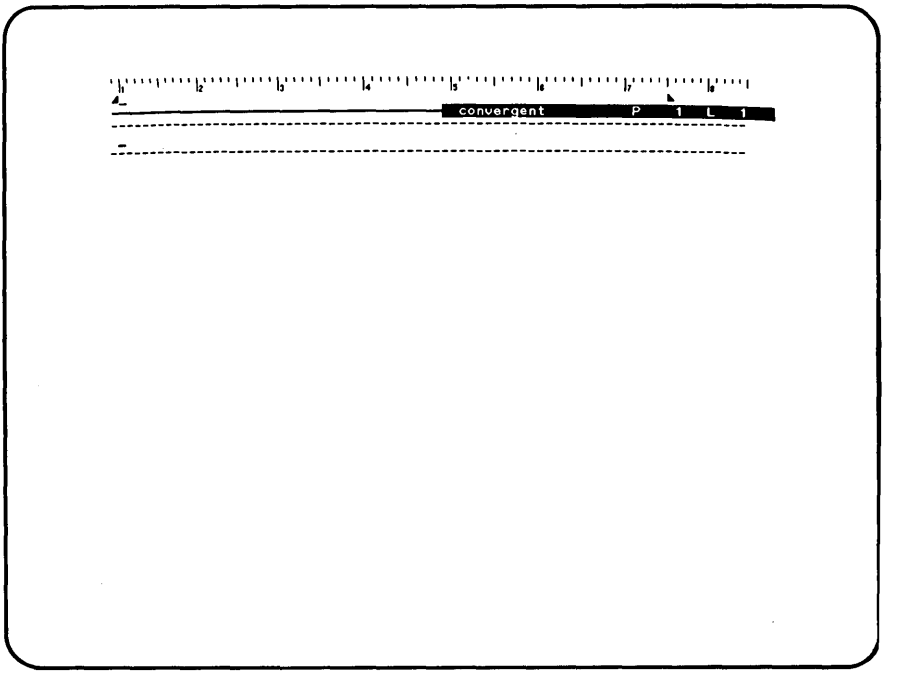


Figure 4-3. New Document Screen.

The screen organization has changed now that a document is open. The ruler display is separated from the main text area by a strip of green light called the document status line. This appears on the screen as long as the document is open, and it contains three items of information about the document: name, page, and line number.

The first item in the document status line is the document name. The second item, P, is the page number, which is updated to tell the page number of the cursor. The third item, L, is the line number of the cursor within the current page. Right now, the document status line indicates that the cursor is on line 1 of page 1 of the document named "convergent".

The second difference in screen organization is the addition of two broken lines in the main text area. The upper broken line represents the top of the new document. The lower broken line represents the bottom of the document. The blank line with the cursor is the line on which you can type text.

Summary of Lesson 4

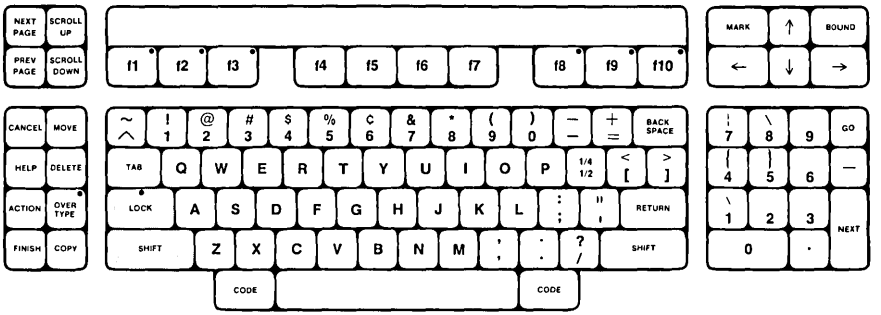
In this lesson, you learned that the Documents command can be used to open a document. You chose the "Open document" option from the Documents menu. You used the Open document form to name a new document "convergent". The rest of the lesson described how the screen looks when a new document has been created but does not yet contain any text.

LESSON 5 ENTERING NEW TEXT

Introduction

This lesson shows you how to enter text into the new document you opened in the last lesson.

When you type text into the document, you can end lines of text at a specific place and also begin paragraphs. This lesson shows you how to do both. The keys used in features introduced in this lesson are shown below.



If you make spelling errors as you type, do not attempt to correct them: a later lesson shows you how to correct errors in the text. You can now type four lines of text, beginning with the title of the document, and learn to end each line at a specific place.

__ 1. Type BRINGING IT TOGETHER.

Discussion

Notice that the cursor is in the position following the last letter that you typed. You can now end this line by using the SHIFT and RETURN keys together. When you type more text, it will start on the next line instead of continuing on this line. Both SHIFT keys do the same thing, so you can press whichever one is most comfortable for you.

__ 2. Hold down the SHIFT key while you press the RETURN key. The screen looks like Figure 5-1.

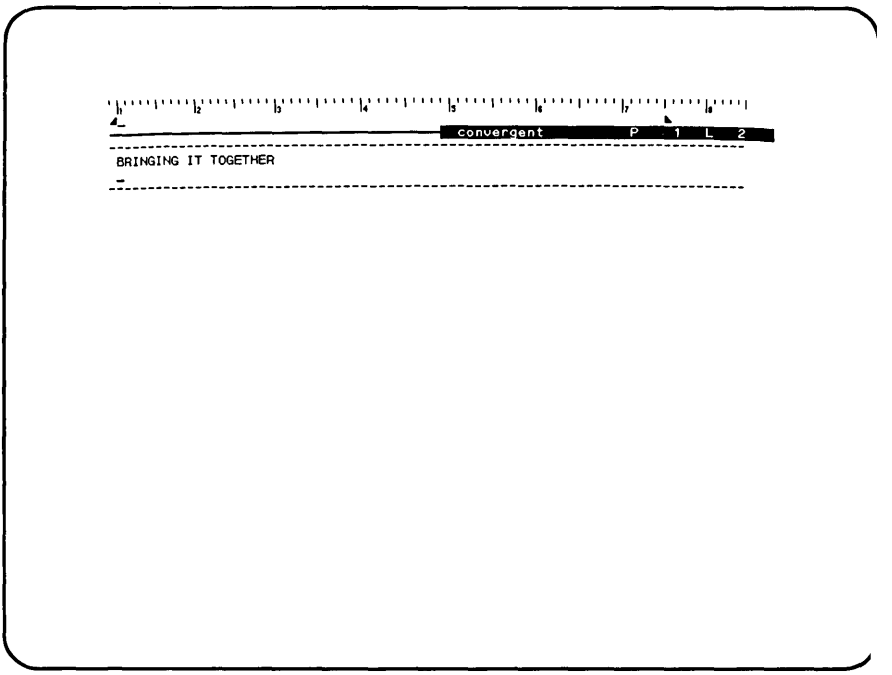


Figure 5-1. End of First Line.

Notice that the cursor has moved to the beginning of the nex line. You are now ready to type the next three lines and en them using the SHIFT and RETURN keys together.

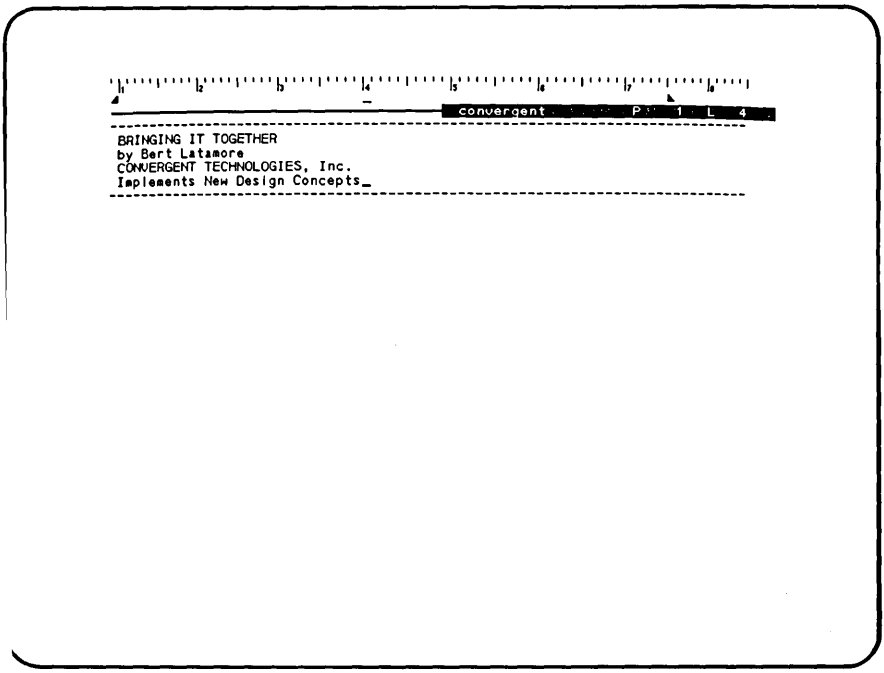
__ 3. Type by Bert Latamore.

__ 4. Hold down the SHIFT key while you press the RETURN key

__ 5. Type CONVERGENT TECHNOLOGIES, Inc.

__ 6. Hold down the SHIFT key while you press the RETURN key

__ 7. Type Implements New Design Concepts. The screen look like Figure 5-2.



igure 5-2. End of Fourth Line.

ntil now, you have been typing short headings that are less than ne line long. You can now learn to start a new paragraph and ype text that is several lines long.

efore you begin steps 8 through 12, read through the shaded ext. Notice that some spelling errors have been made ntentionally. Do not attempt to correct them as you type. You ill learn to correct them in a later lesson. This is also true f you make any other typing mistakes as you go along. You can orrect all mistakes later.

hen you type this text, you will notice a word processing eature called wraparound. When you type information up to the ight margin of the document, and then continue typing, any words hat extend beyond the margin are automatically moved to the next ine. This feature permits you to continue typing from line to ine in a paragraph.

__ 8. Press the RETURN key to start a new paragraph. Notice that pressing the RETURN key has moved the cursor to a new line to start a new paragraph.

__ 9. Type the text below, without correcting any mistakes.

```
Designers have been trying since the mid-40's to consolidate in a
single computer the broadest range of data processing
capabilities.
```

Notice how the text wrapped around to the next line on the screen as you typed. You can now continue to type text in the rest of this paragraph.

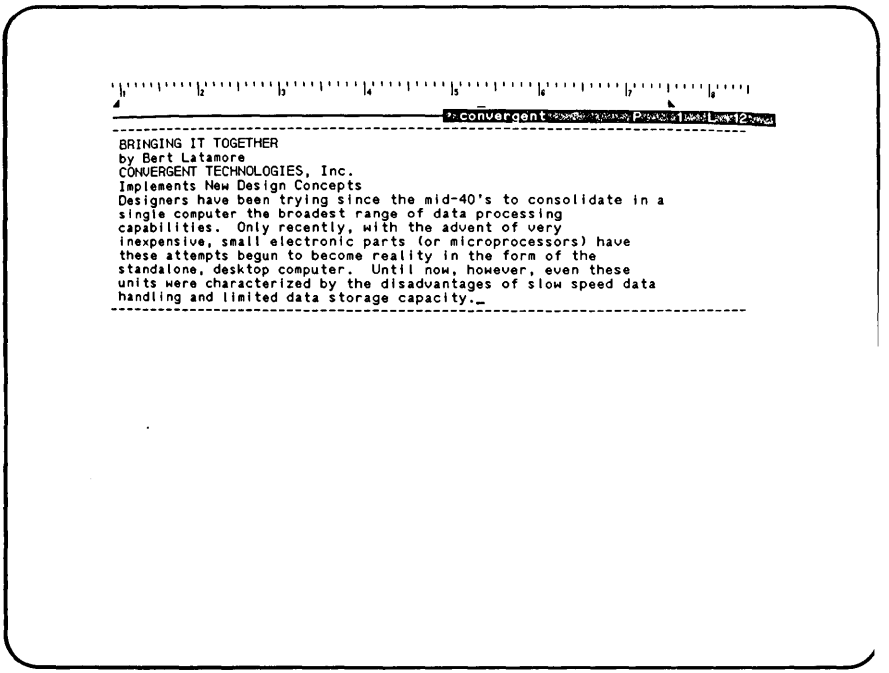


Figure 5-3. First Paragraph of Wraparound Text.

__ 10. Type the text below, without correcting any mistakes. Be sure to type the two spaces at the beginning.

Only recently, with the advent of very inexpensive, small electronic parts (or microprocessors) have these attempts begun to become reality in the form of the standalone, desktop computer. Until now, however, even these units were characterized by the disadvantages of slow speed data handling and limited data storage capacity.

The screen looks like Figure 5-3. You can now end the first paragraph and begin another one.

__ 11. Press the RETURN key to begin a new paragraph.

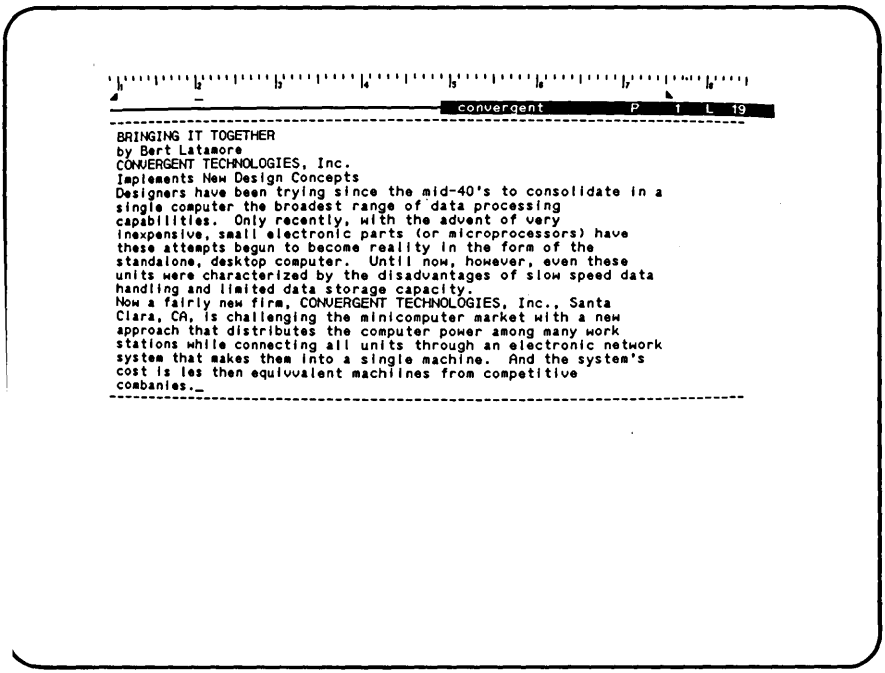


Figure 5-4. Second Paragraph of Wraparound Text.

__ 12. Type the text below, without correcting any mistakes.

```
Now a fairly new firm, CONVERGENT TECHNOLOGIES, Inc., Santa
Clara, CA, is challenging the minicomputer market with a new
approach that distributes the computer power among many work
stations while connecting all units through an electronic network
system that makes them into a single machine.  And the system's
cost is les then equivvalent machiines from competitive
combanies.
```

The screen looks like Figure 5-4.

Summary of Lesson 5

In this lesson, you learned how to type text in the document, end a line using the SHIFT and RETURN keys together, and begin a new paragraph using the RETURN key. You have observed the wraparound feature that allows you to automatically continue entering text on the next line in a paragraph.

LESSON 6 ADDITIONAL WAYS TO MOVE THE CURSOR

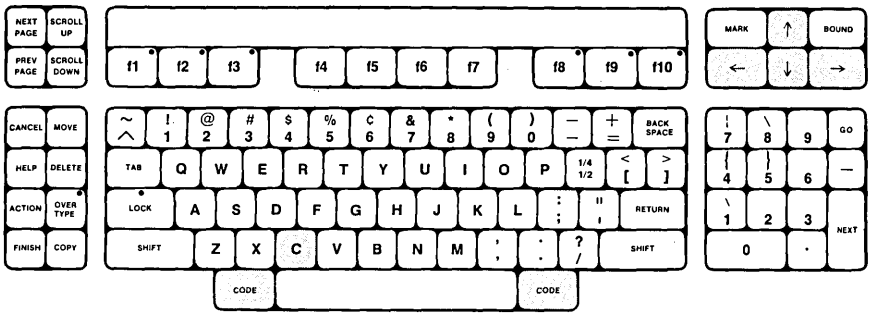
Introduction

Now that you have typed some text into the document, you can learn four other ways to move the cursor. In Lesson 3, you learned how to use the cursor control keys to move the cursor one position at a time. Now you can learn how to move the cursor directly to the top or bottom of the main text area and to the beginning or end of a line.

This lesson will also show you how to use the information in the document status line to find specific locations in the text.

You will then learn how to close a document, using the Close Window command. Closing a document is a way of removing the document from the screen without ending the word processing session. This is useful when you want to temporarily leave the workstation. The document is safely stored in the system and cannot be changed accidentally while you are gone. When you return, you can immediately open the document because you are still in the same word processing session. Other uses for the Close Window command are fully described in the Word Processing Reference Manual.

The keys used in commands and features introduced in this lesson are shown below.



Discussion

You can move the cursor directly to the top of the main text area by using the CODE and ↑ keys together.

__ 1. Hold down the CODE key while you press the ↑ key. Notice that the cursor moves directly to the document status line.

To move the cursor to the bottom of the main text area, use the CODE and ↓ keys together.

__ 2. Hold down the CODE key while you press the ↓ key. Notice that the cursor moves directly to the bottom of the main text area.

To move the cursor to the left end of a line, use the CODE and ← keys together. This is easiest to observe on a line filled with text, so in the steps below, you can first use the ↑ key to move the cursor into a line that has text.

In the steps below, the location of the cursor is described, when necessary, in two ways: by giving the page number and line number that should appear in the document status line when the cursor is on the right line for the correction, and by showing the cursor position in the line of text. Use the page and line number in the document status line as a guide when you move the cursor with the ↑ or ↓ keys. Then look at the specified figure showing the line of text to put the cursor in the exact position

__ 3. Press the ↑ key repeatedly (or hold it down) until the cursor is in the position shown below. The document status line reads P1 L17, unless you have made typing mistakes that have affected the length of the text. Use the document status line reading only as a guide, but be sure the cursor is moved to the location in the text shown below.

```
stations while connecting all units through an electronic network
system that makes them into a single machine.  And the system's
cost is les then equivvalent machiines from competitive
```

__ 4. Hold down the CODE key while you press the ← key. Notice that the cursor moves directly to the left end of the line.

You can move the cursor to the right end of a line using the CODE and → keys together.

__ 5. Hold down the CODE key while you press the → key. Notice that the cursor moves directly to the right end of the line.

You can now learn to close the document in case you need to leave the workstation. Closing the document protects it from accidental changes while you are away from the workstation, but does not end the word processing session. Closing the document requires the use of the CODE and c keys together.

__ 6. Hold down the CODE key while you press the c key. Be sure to type a lowercase c and not an uppercase C.

The main text area of the screen is blank. The document named "convergent" is closed, and no changes can be made to the text in that document until it is opened again. To open the document, invoke the Documents command again.

__ 7. Hold down the CODE key while you press the f1 key to invoke the Documents command. The screen looks like Figure 4-1, except the cursor is in a different position.

You have invoked the Documents command again and the Documents menu appears on the screen.

__ 8. Press the o key to choose the Open document option. Be sure to type a lowercase o and not an uppercase O or a 0 (zero). The screen looks like Figure 4-2.

You have invoked the Documents command, and the Open Document form appears again.

__ 9. Type the name of the document convergent.

__ 10. Press the GO key to execute the Documents command. The screen looks like Figure 5-4, except that the cursor is positioned at the beginning of the text.

You have now reopened the "convergent" document. Notice that when you pressed GO this time to execute the Open Document command, the command was immediately executed. This is because the "convergent" document already exists.

Summary of Lesson 6

In this lesson, you learned how to move the cursor directly to the top and bottom of the main text area and to the left and right ends of a line. The lesson also showed you how to close a document without finishing a word processing session and how to open it again.

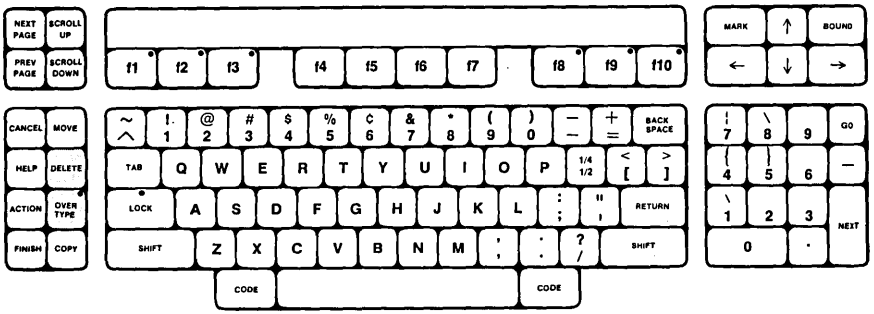
LESSON 7 CORRECTING EXISTING TEXT

Introduction

This lesson shows you three different ways to correct existing text: insertion, overtyping, and deletion. You will learn to use each method to make corrections in the text typed in previous lessons.

This lesson also shows you how to change the use of the keyboard for either insertion or overtyping. When insertion or overtyping is in use, the keyboard is described as being in that "mode." For example, when new text can be inserted, the keyboard is described as being in "insert mode." When text can be overtyped, the keyboard is in "overtype mode."

The keys used in commands and features introduced in this lesson are shown below.



Discussion

First, you will correct the errors that were intentionally typed in the text. After you become familiar with the procedures for correcting text, you can correct any additional typing mistakes you may have made up to this point.

The first method for correcting text is insertion. This is easy to do because, unlike a typewriter, this keyboard is always in insert mode unless you change it. This means that corrections, or new text, can be inserted into existing text without destroying what is already there. When you want to insert a change, move the cursor to where you want the new text to appear, and type it.

You are already familiar with the use of the cursor control keys to move the cursor and can now use them to position the cursor where you want to insert a change.

__ 1. If the red light on the OVERTYPE key is on, press the OVERTYPE key to turn it off.

__ 2. Press the ↓ key repeatedly (or hold it down) until the cursor is on the line shown below. The document status line reads Pl L18, unless you have made typing mistakes that have affected the length of the text. Use the document status line reading only as a guide, but be sure the cursor is moved to the location in the text shown below.

```
system that makes them into a single machine.  And the system's
cost is les then equivvalent machiines from competitive
combanies.
```

You are now ready to move the cursor to the correct position on the line.

__ 3. Press the → key repeatedly (or hold it down) until the cursor is in the position shown below.

```
system that makes them into a single machine.  And the system's
cost is les_then equivvalent machiines from competitive
combanies.
```

The cursor is now positioned for you to insert a correction.

__ 4. Type s. The corrected text is shown below.

```
system that makes them into a single machine.  And the system's
cost is less_then equivvalent machiines from competitive
combanies.
```

You have now made the first correction in insert mode and can go on to make another one.

__ 5. Press the ↑ key to move the cursor up one line. The cursor is on the line shown below. The document status line reads P1 L17, unless you have made typing mistakes that have affected the length of the text. Use the document status line reading only as a guide, but be sure the cursor is moved to the location in the text shown below.

```
stations while connecting all units through an electronic network
system that makes them into a single machine.  And the system's
cost is less then equivvalent machiines from competitive
```

You are now ready to move the cursor to the correct position on the line.

__ 6. Press the → key repeatedly (or hold it down) until the cursor is in the position shown below.

```
stations while connecting all units through an electronic network
system that makes them into a single machine.  And the system's
cost is less then equivvalent machiines from competitive
```

The cursor is now positioned for you to insert a correction.

__ 7. Type the following text, being sure to type two spaces at the beginning.

```
                                                    The result --a
system that grows with the owner's needs from the size of a
single minicomputer to that of a minicomputer network.
```

he screen looks like Figure 7-1.

ou have now made the second correction in insert mode and can go n to learn another method of correcting text.

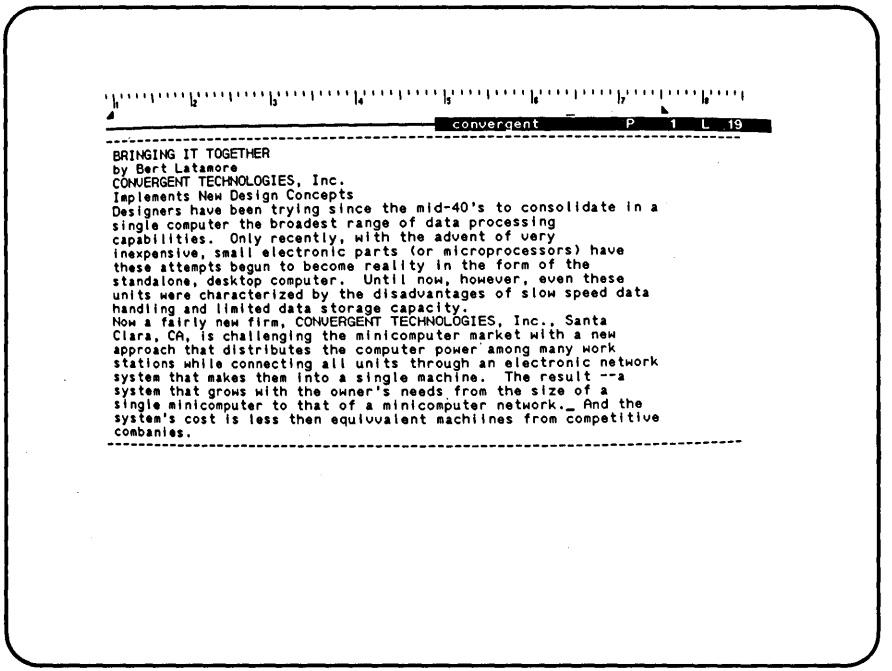


Figure 7-1. Text after Second Insertion.

The second method for correcting text is overtyping. When the keyboard is in overtype mode, each character you type replaces the existing one at the cursor position. You are typing "over" text to correct errors. You type corrections on top of existing text and replace it. When you press the OVERTYPE key, a red light goes on, and the keyboard is in OVERTYPE mode. When you press the OVERTYPE key a second time, the red light goes off, and the keyboard is in insert mode again.

The only difference in the procedure for overtyping and inserting is that you must put the keyboard in overtype mode.

__ 8. Press the OVERTYPE key to put the keyboard in overtype mode. Notice that the red light on the OVERTYPE key goes on.

__ 9. Press the ↓ key to move the cursor down one line. The cursor is on the line shown below. The document statu

line reads Pl L20, unless you have made typing mistakes that have affected the length of the text.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less then equivvalent machiines from competitive
combanies.
```

__ 10. Press the ← key repeatedly (or hold it down) until the cursor is in the position shown below.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less then equivvalent machiines from competitive
combanies.
```

The cursor is now positioned for overtyping a correction.

__ 11. Type a. The corrected text is shown below.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less than equivvalent machiines from competitive
combanies.
```

You have now made the first correction in overtype mode and can go on to make another one.

__ 12. Press the ↓ to move the cursor down one line. The cursor is on the line shown below. The document status line reads Pl L21, unless you have made typing mistakes that have affected the length of the text.

```
system's cost is less than equivvalent machiines from competitive
combanies.
                    _
--------------------------------------------------------------------
```

__ 13. Press the ← key repeatedly (or hold it down) until the cursor is in the position shown below.

```
system's cost is less than equivvalent machiines from competitive
combanies.
--------------------------------------------------------------------
```

The cursor is now positioned for you to overtype a correction.

__ 14. Type p. The screen looks like Figure 7-2.

You are now ready to turn overtype mode off and return to insert mode by pressing the OVERTYPE key.

__ 15. Press the OVERTYPE key to return the keyboard to insert mode. Notice that the red light on the OVERTYPE key goes off.

The third method for correcting text is deletion. You can remove a character from the existing text by pressing the DELETE key.

The DELETE key removes a character the same way in overtype mode as it does in insert mode; so for the purpose of this lesson you can make deletions with the keyboard in insert mode.

__ 16. Press the ↑ key to move the cursor up one line. The cursor is on the line shown below. The document status line reads Pl L20, unless you have made typing mistakes that have affected the length of the text.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less than equivvalent machiines from competitive
companies.
```

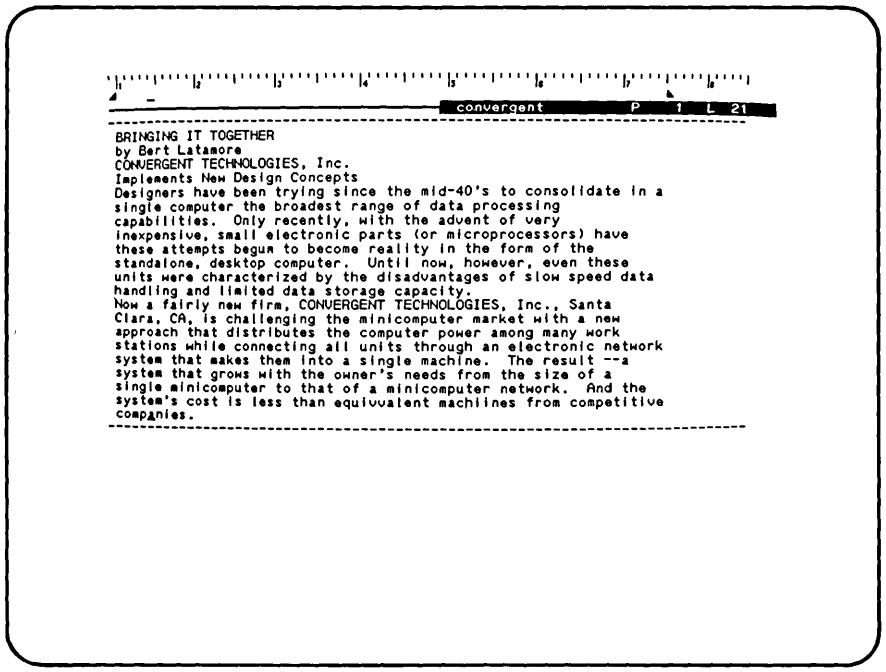


Figure 7-2. Text after Second Overtype.

__ 17. Press the → key repeatedly (or hold it down) until the cursor is in the position shown below.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less than equivvalent machiines from competitive
companies.
```

The cursor is now positioned for you to delete a character to make a correction.

__ 18. Press the DELETE key. The corrected text is shown below.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less than equivalent machiines from competitive
companies.
```

You have now made the first correction using the DELETE key and can go on to make another one.

__ 19. Press the → key repeatedly (or hold it down) until the cursor is in the position shown below.

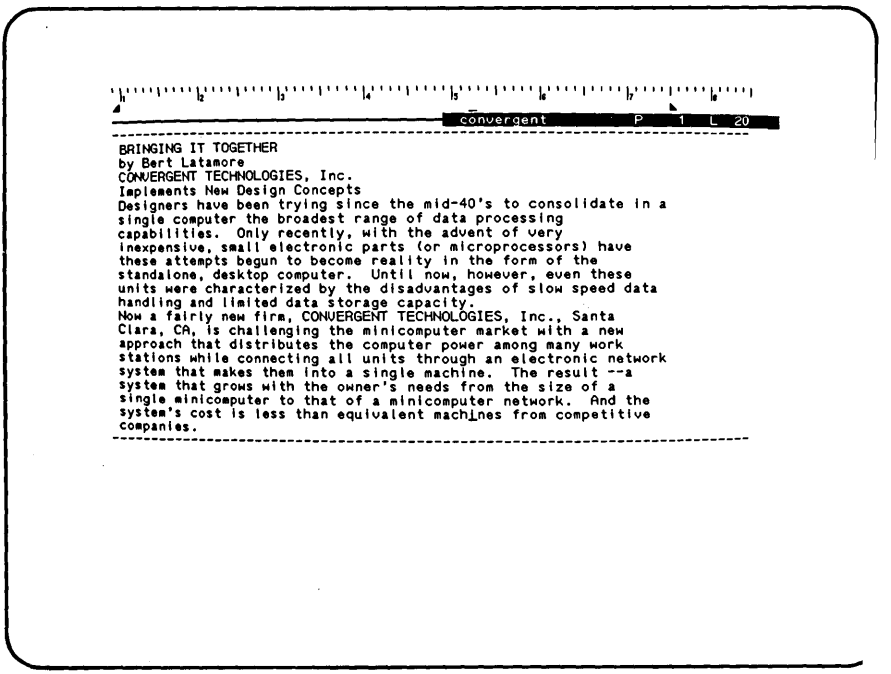


Figure 7-3. Text after Second Deletion.

```
single minicomputer to that of a minicomputer network.  And the
system's cost is less than equivalent machiines from competitive
companies.
```

The cursor is now positioned for you to delete a character to make a correction.

__ 20. Press the DELETE key. The screen looks like Figure 7-3.

Now that you know how to correct existing text, you can go back over the text of the entire document and correct any additional typing mistakes you may have made. Review the steps in this lesson, if necessary, to remind you of how each type of correction is made.

__ 21. Correct all mistakes using any method you learned in this lesson. When you have completed all corrections, the screen looks like Figure 7-3, except that the cursor may be in a different position depending on where you made the last correction.

Summary of Lesson 7

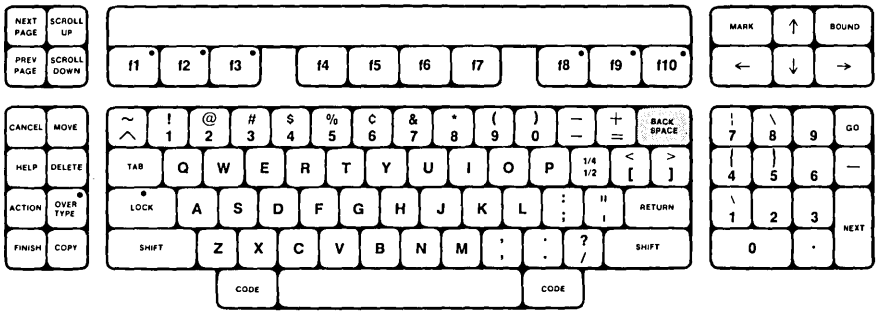
In this lesson, you learned to use three basic methods of correcting existing text: insertion, overtyping, and deletion. Then you corrected all mistakes in the text.

LESSON 8 BACKSPACE KEY

Introduction

This lesson shows you how to use the BACKSPACE key to correct new text while you are typing. The BACKSPACE key works differently when the keyboard is in insert mode from the way it does in overtype mode.

The key used in the feature introduced in this lesson is shown below.



Discussion

If you press the BACKSPACE key when the keyboard is in insert mode, the cursor moves to the left and removes the character in that position. If you press the BACKSPACE key when the keyboard is in overtype mode, the cursor moves to the left without removing the character in that position, so it works the same as the ← key and the backspace key on a typewriter.

You can now go to the end of the document, type new text, and correct it as you go along, using the BACKSPACE key.

__ 1. If the cursor is not already on the last line of the document, press ↓ repeatedly, or hold it down, until the cursor is on the last line of the document.

__ 2. Hold down the CODE key while you press the → key to move the cursor to the right end of the line. The document status line reads Pl L21.

The cursor is now positioned for you to add new text to the end of the document. You can begin a new paragraph by following the steps below. Type the new text exactly as shown.

__ 3. Press the RETURN key to start a new paragraph.

__ 4. Type the text below exactly as shown.

```
The secret to CONVERGENT TECHNOLOGIES' macheee
```

The text is shown below. You have just typed an error in the word "macheee" that you can now correct using the BACKSPACE key.

```
companies.
The secret to CONVERGENT TECHNOLOGIES' macheee_
```

__ 5. Press the BACKSPACE key and notice that it moves the cursor to the left and removes the character in that position. The text is shown below.

```
companies.
The secret to CONVERGENT TECHNOLOGIES' machee_
```

__ 6. Press the BACKSPACE key twice to remove the next two characters to the left of the cursor. The text is shown below.

```
companies.
The secret to CONVERGENT TECHNOLOGIES' mach_
```

You have used the BACKSPACE key to remove three characters that were typed by mistake. Now you can type the correct information in the same positions.

__ 7. Type the text below exactly as shown.

ine is not a new technology. Rather, as the firms

The end of the document is shown below.

```
The secret to CONVERGENT TECHNOLOGIES' machine is not a new
technology.  Rather, as the firms_
-------------------------------------------------------------------------
```

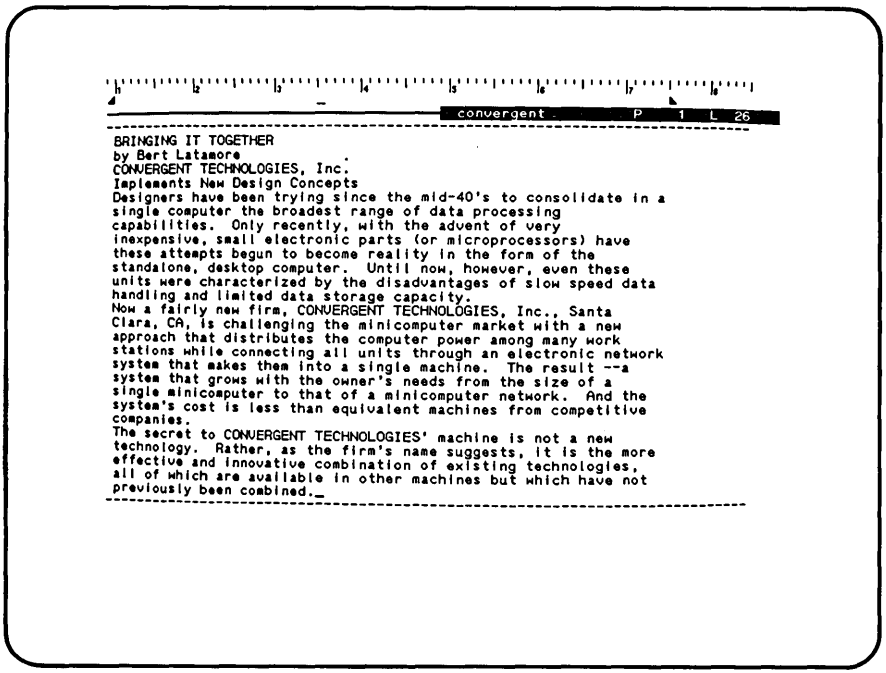


Figure 8-1. Corrected Text and More New Text.

The last word you typed, "firms", must be corrected to read "firm's". In the steps below, you use the BACKSPACE key again.

__ 8. Press the BACKSPACE key to remove the letter "s".

__ 9. Type the text below exactly as shown.

```
                                's name suggests, it is the more
effective and innovative combination of existing technologies,
all of which are available in other machines but which have not
previously been combined.
```

The screen looks like Figure 8-1.

Now that you have used the BACKSPACE key when the keyboard is in insert mode, you can learn to use it when the keyboard is in overtype mode. Remember that when you use the BACKSPACE key in overtype mode, the cursor moves to the left without removing the character in that position, so it works the same as the ← key. You can now type more new text, and correct it as you go along using the BACKSPACE key.

__ 10. Press the RETURN key to start a new paragraph.

__ 11. Type the text below exactly as shown.

```
The computer is housed in modular units which can be combined in
seperal ways to xreate arch desktop work station.
```

The text is shown below. The last line of text has several mistakes that you can correct using overtype mode and the backspace key.

```
The computer is housed in modular units which can be combined in
seperal ways to xreate arch desktop work station._
-------------------------------------------------------------------
```

__ 12. Press the OVERTYPE key to put the keyboard in overtyp mode. Notice that the red light on the key goes on.

__ 13. Press the BACKSPACE key repeatedly (or hold it down until the cursor is in the position shown below.

```
The computer is housed in modular units which can be combined in
seperal ways to xreate arch desktop work station.
-------------------------------------------------------------------
```

The cursor is now positioned for you to type a correction in overtype mode.

__ 14. Type ea. You have corrected the word "arch" to read "each".

In the steps below, you can make two other corrections using the same method of backspacing in overtype mode.

__ 15. Press the BACKSPACE key repeatedly (or hold it down) until the cursor is in the position shown below.

```
The computer is housed in modular units which can be combined in
seperal ways to xreate each desktop work station.
-------------------------------------------------------------------
```

The cursor is now positioned for you to type a correction in overtype mode.

__ 16. Type c. You have corrected the word "xreate" to read "create".

__ 17. Press the BACKSPACE key repeatedly to move the cursor to the position shown below.

```
The computer is housed in modular units which can be combined in
seperal ways to create each desktop work station.
-------------------------------------------------------------------
```

The cursor is now in the position to type a correction in overtype mode.

__ 18. Type v. The screen looks like Figure 8-2 below. You have corrected the word "seperal" to read "several".

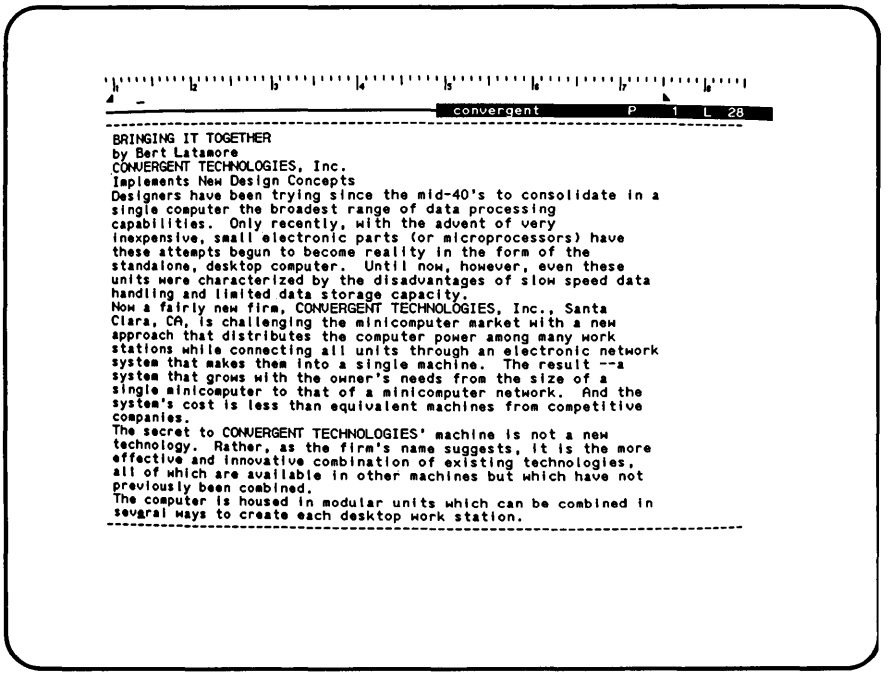


Figure 8-2. All Corrections Made Using the BACKSPACE Key in Overtype Mode.

__ 19. Press the OVERTYPE key to return to insert mode. Notice that the red light goes off.

Summary of Lesson 8

In this lesson, you learned that the BACKSPACE key removes characters when the keyboard is in insert mode but does not remove them when the keyboard is in overtype mode.

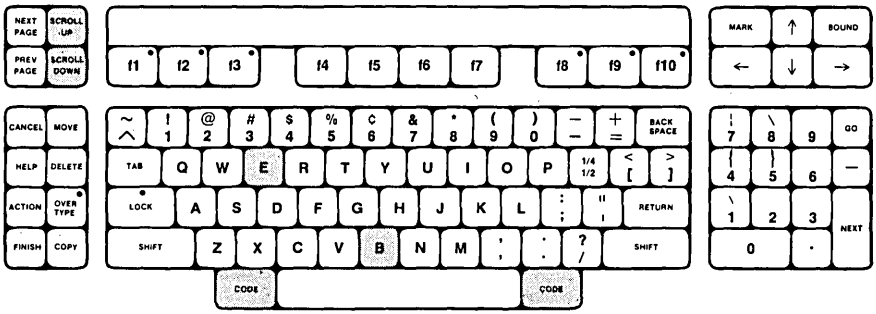
LESSON 9 MORE CURSOR MOVEMENT AND SCROLLING

Introduction

This lesson shows you how to move the cursor directly to the beginning and end of the document and how to scroll the contents of the screen up and down.

Discussion

The Go to Beginning command moves the cursor directly to the beginning of the document. The Go to End command moves the cursor directly to the end of the document. These commands are especially useful when a document is long because they are faster and easier to use than the cursor control keys. The keys used in commands and features introduced in this lesson are shown below.



__ 1. Hold the CODE key down while you press the b key to invoke the Go to Beginning command. The cursor has moved to the beginning of the document, as shown below.

```
---------------------------------------------------------------------
BRINGING IT TOGETHER
by Bert Latamore
```

__ 2. Hold the CODE key down while you press the e key to invoke the Go to End command. The cursor has moved to the end of the document, as shown below.

```
The computer is housed in modular units which can be combined in
several ways to create each desktop work station._
------------------------------------------------------------------
```

Before you begin adding more text to this paragraph, you can learn about automatic scrolling. While typing the text below, you will see that the lines of information are disappearing off the top of the screen as you type. This is called scrolling and is done automatically.

The number of lines in the main text area depends on the model of your workstation. In this lesson, it is only important for you to understand that automatic scrolling will begin when you type at the end of the last line on the screen and will happen while you are typing the rest of the paragraph provided in the steps below.

__ 3. Type the text below, correcting any mistakes as you go along. Be sure to type the two spaces at the beginning.

```
  The visual display module, for instance, features a 15-inch, high-
resolution, green-tinted screen that can be tilted up and down
and rotated up to 60 degrees from far left to far right. The
display can be split into any number of windows, each of which
can have its own cursor, to accommodate an entire document or
several different data displays at the same time. Displays can
be scrolled up and down or left and right. Multiple displays can
be scrolled independently of each other. Single characters or
groups of characters can be made to stand out in several ways
including underlining, reverse video to give dark on light,
intensifying and blinking.
```

The screen looks like Figure 9-1.

Remember that the top line of text in Figure 9-1 may be different from the top line of text on your screen, depending on the model of your workstation.

You can now learn to manually scroll the text up and down using the SCROLL UP and SCROLL DOWN keys.

__ 4. Press the SCROLL UP key and notice that the top line of text scrolls off the top of the screen.

__ 5. Press the SCROLL DOWN key and notice that the top line of text scrolls down from the top of the screen.

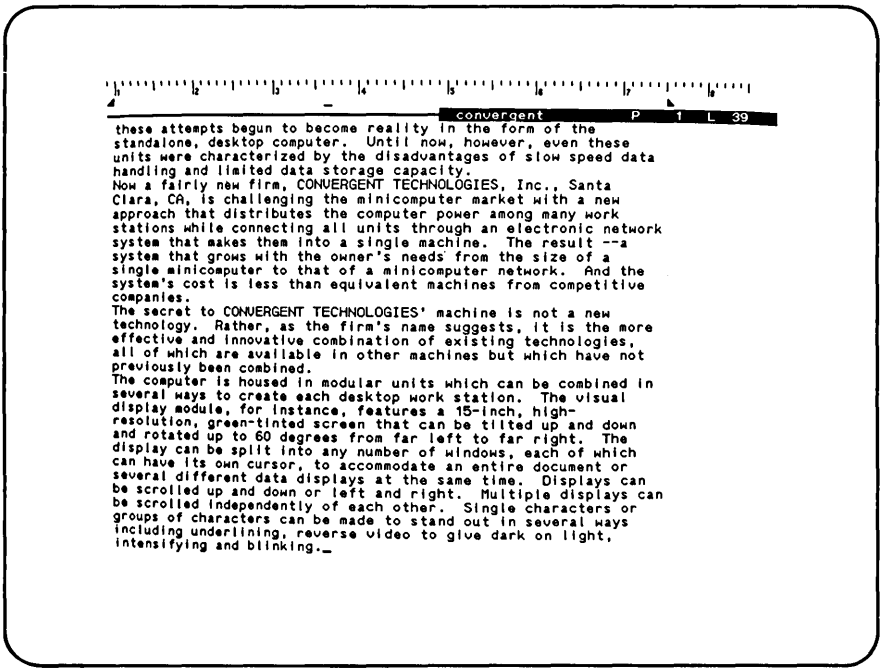


Figure 9-1. Text Scrolling off the Top of the Screen.

__ 6. Press the SCROLL UP key repeatedly (or hold it down) until the top line of your screen is the top line on the screen shown in Figure 9-2.

Summary of Lesson 9

In this lesson, you learned the Go to Beginning and Go to End commands for moving the cursor to the beginning and end of the document. You also learned that the Word Processor provides

automatic scrolling when you type past the last line on the screen and automatic page breaking when you have typed a full page of text. You learned how to manually scroll using the SCROLL UP and SCROLL DOWN keys to move text on and off the screen.

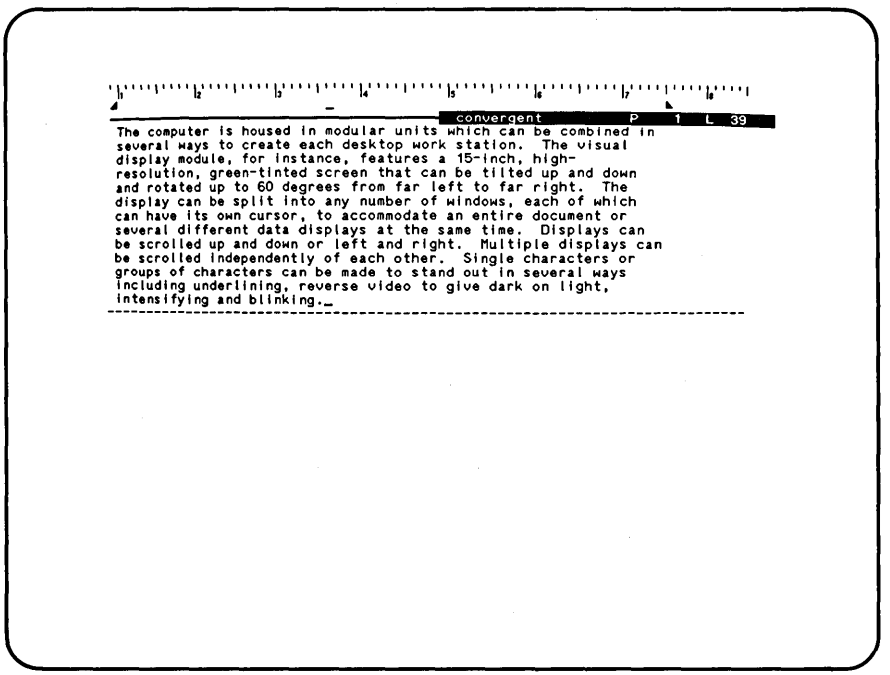
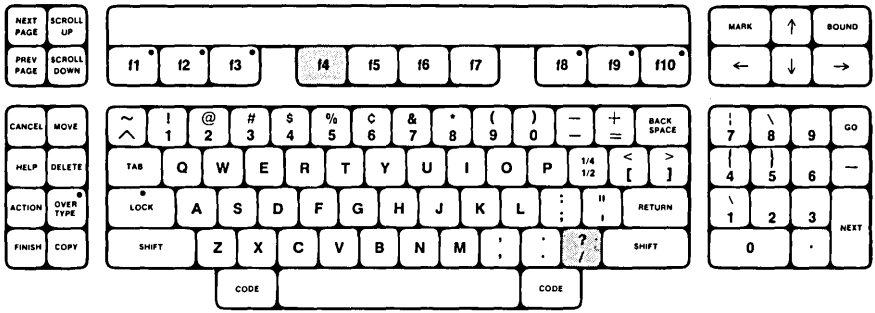


Figure 9-2. Text Scrolled Up.

LESSON 10 SPACING BETWEEN PARAGRAPHS

Introduction

This lesson shows you how to use the Format command to automatically leave a space between paragraphs. The keys used in commands introduced in this lesson are shown below.



Discussion

The Format command has many uses that are described in the Word Processing Reference Manual. This Manual discusses only the most basic features of the Format command. This lesson shows you how to use the Format command to automatically put a blank line between paragraphs when you press RETURN. You can now enter a new paragraph of text.

__ 1. Press the RETURN key to start a new paragraph.

__ 2. Press the f4 key to invoke the Format command. The screen looks like Figure 10-1.

The Format command provides a two-part menu for specifying page and text formats for the document. The first part of the menu is now on the screen.

This is the first lesson in which a menu or form appears on the screen at the same time your document is displayed. Menus and forms can sometimes cover up some of the text of the document while they appear on the screen. When the menu or form leaves the screen, the rest of the text reappears.

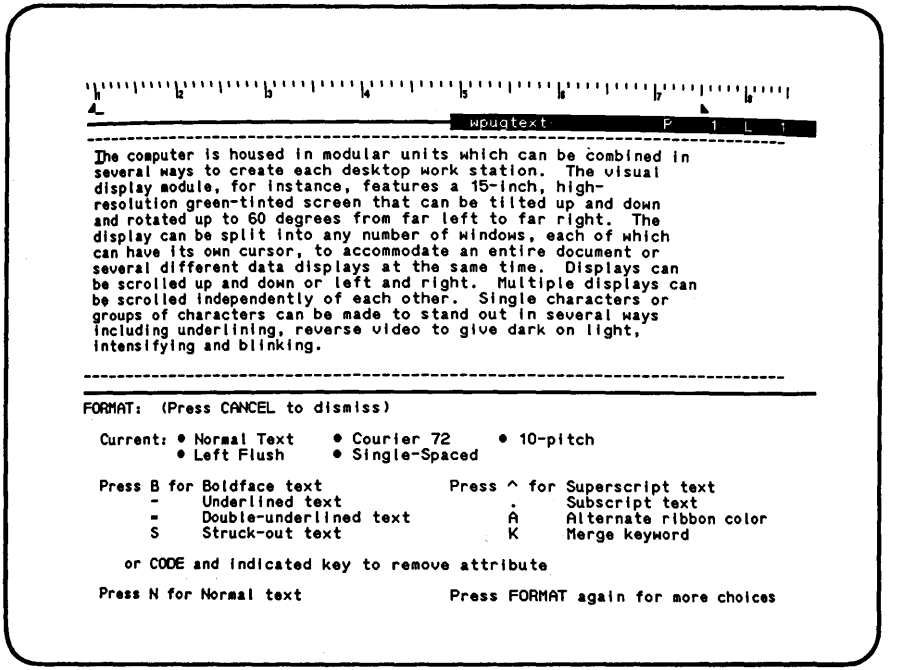


Figure 10-1. Format Menu, First Part.

The top of the Format menu lists the current settings for text formatting. Because you have not yet made any changes to these specifications, the form shows the standard values provided by the Word Processor.

All the text that you have already typed has been formatted as normal text, left-flush, and single-spaced. The rest of the menu lists items for you to choose to execute the command. The second part of the Format menu offers additional options. Pressing the f4 key again invokes the second part of the Format menu.

__ 3. Press the f4 key again to see the second part of the Format menu. The screen looks like Figure 10-2.

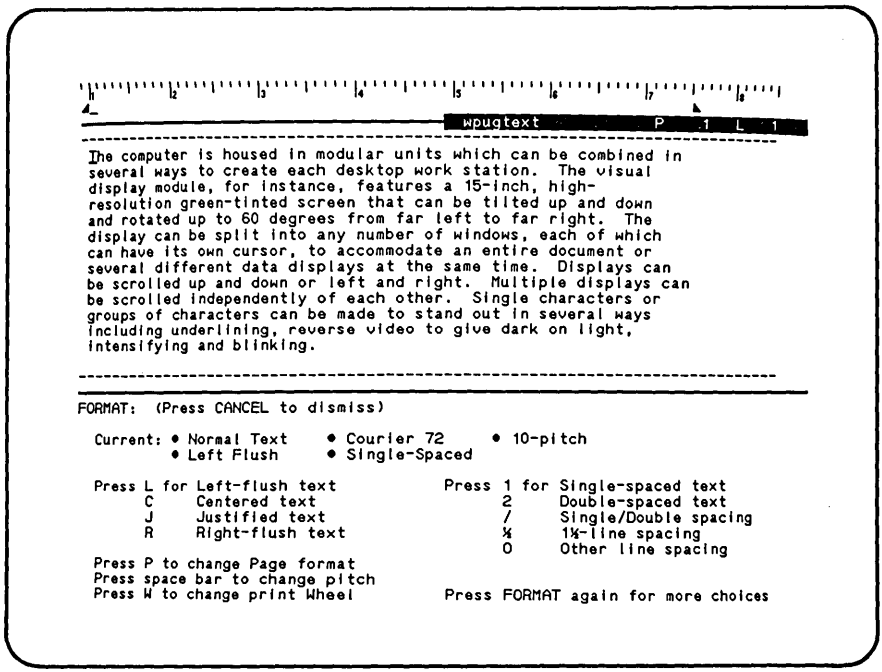


Figure 10-2. Format Menu, Second Part.

The second part of the Format menu offers the option "/ Single/double spacing". This option formats the text to have double spacing between paragraphs and single spacing within paragraphs. When you choose this item, the paragraph containing the cursor has this format.

__ 4. Press the / key to choose the Single/double spacing option from the Format menu. The Format menu leaves the screen. The cursor has moved down one line to leave a double space before the next paragraph, as shown below.

```
intensifying and blinking.

_----------------------------------------------------------------
```

Now that you have made a choice, the Format menu leaves the screen. You can now start a new paragraph that is separated from the one above it by a double space. After you type the text of this paragraph, you can type other new paragraphs that will inherit the same format, unless you choose to change it.

__ 5. Type the text below exactly as shown.

```
The system has been designed to be friendly and flexible,
allowing each user to configure it as needed. Because of this
flexibility, basic tasks are accomplished wherever possible by
using easily modified programs instead of unchangeable hardware.
```

__ 6. Press the RETURN key to start a new paragraph and notice that a double space automatically appears between paragraphs.

__ 7. Type the text below exactly as shown. Notice, as you type, that a broken line automatically appears on the screen near the end of the paragraph. This is called an automatic page break. The broken line designates the end of the first page of the document. The document status line now reads P2 L1, for page 2, line 1.

```
The keyboard is physically separate from the rest of the computer
to allow different users to adjust the distances between eye,
keyboard, and screen for individual comfort. The keyboard design
puts keys in clusters of logical groups, including a standard
typewriter character board, a 14-key numeric pad, an eight-key
status control pad, a six-key cursor control pad, and a 10-key
function group that is user definable. Because all key functions
are defined by program instructions rather than being built into
the hardware, the entire key encoding arrangement can be altered
easily by the user to customize his keyboard.
```

The screen looks like Figure 10-3.

Notice that the last paragraph you typed inherited th single/double line spacing format of the one before it. You ca now enter one more paragraph of new text that has this format.

__ 8. Press the RETURN key to start a new paragraph.

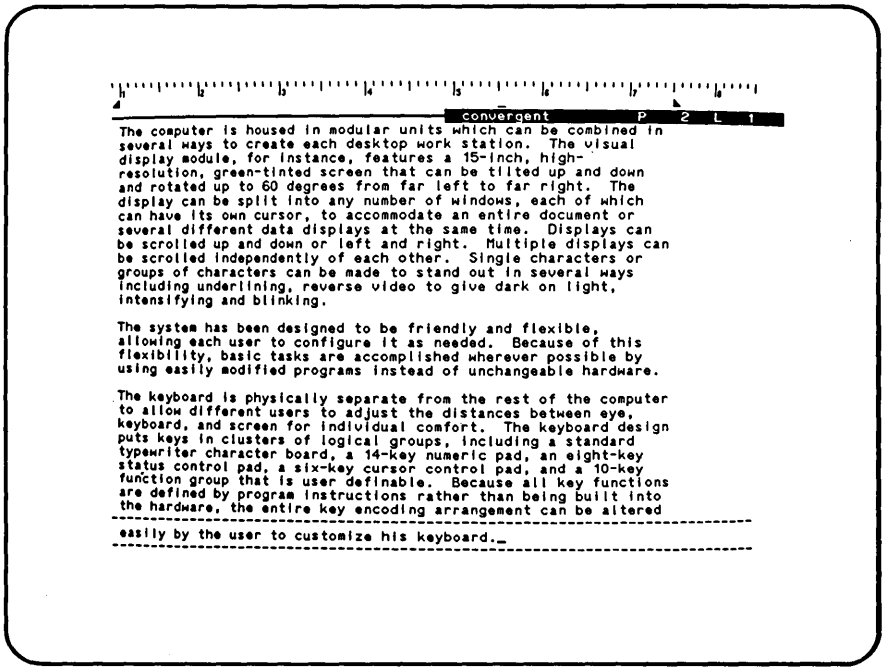


Figure 10-3. Two Paragraphs Single/Double Spaced.

__ 9. Type the text below, correcting any mistakes as you go along.

Each displayable character is built in a 10-by-15 pixel cell. The standard character set contains 256 characters. Unlike almost all computers, which store their character sets in Read Only Memory, Convergent's character set is stored in a high-speed memory on the video board. The character set may be easily changed under program control by loading another set from a disk file. This way the number of characters that may be used in the same application program is virtually limitless.

The screen looks like Figure 10-4.

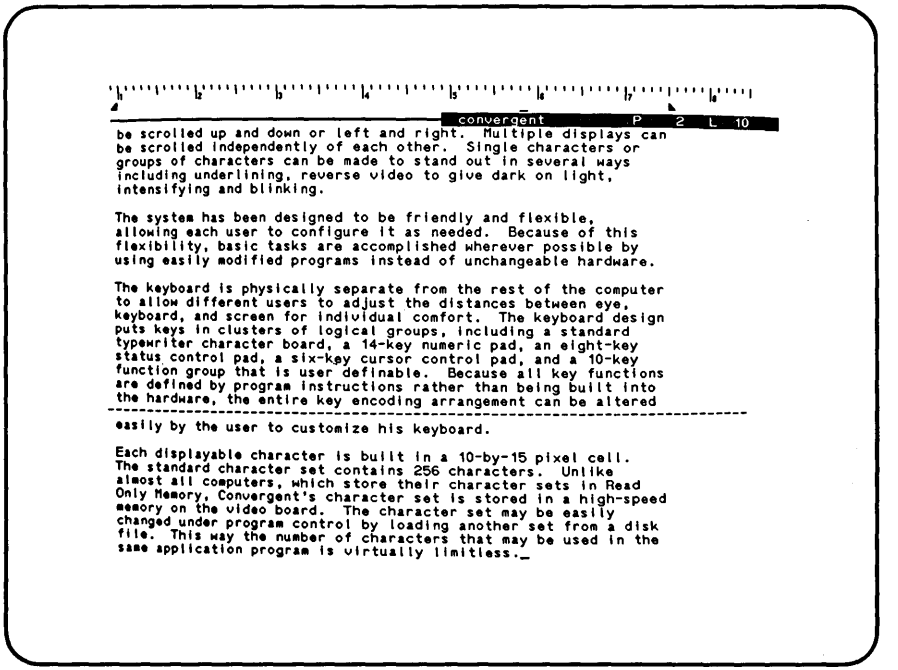


Figure 10-4. Three Paragraphs Single/Double Spaced.

You have typed three paragraphs of new text that have single/double line spacing. In a later lesson, you will to go back to paragraphs of existing text at the beginning of this document and change their formatting to single/double line spacing.

Summary of Lesson 10

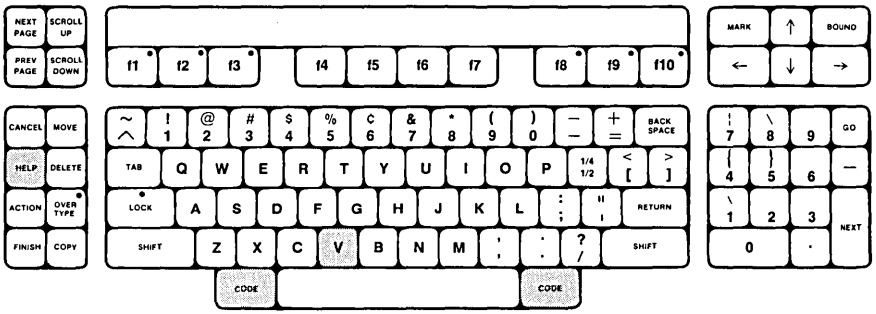
In this lesson, you learned to use the Format command, executed with the single/double line spacing option, to type a new paragraph of text with a blank line before it. You typed paragraphs of text and observed that they inherited the formatting of the previous paragraph. You also saw the Word Processor insert an automatic page break.

LESSON 11 VISIBLE AND HELP COMMANDS

Introduction

This lesson shows you how to use the Visible command, which provides a visible representation of characters that you normally cannot see on the screen. When the Visible command is in effect, you can see nonprinting characters as you type them. In this lesson, the Visible command is used to display the new paragraph symbol ¶ , the new line symbol ↵ , and the typed space symbol · . These characters are visible only on the screen and will not be part of a printed copy. The keys used in the commands introduced in this lesson are shown below.

You will also learn to use the Help command.



This lesson introduces a new "shorthand" for describing keys and key combinations. For example, instead of "press the RETURN key", the shorter instruction "press RETURN" is used. Instead of "hold down the CODE key while you press the v key", the shorter instruction "press CODE-v" is used. (Remember to always press lowercase letters in commands.)

Be sure you execute the new short instructions for using a key combination the same way you have been executing the old long instructions: by holding down the first key while pressing the second key. Remember that the hyphen between the names of the keys in an instruction is there only to separate the names of the keys. The hyphen is not shaded and you should not type the hyphen; press only the keys that are shaded.

__ 1. Press CODE-v to invoke the Visible command. (Remember that this instruction is the same as holding down the

CODE key while pressing the v key.) Be sure to type a lowercase v. The screen looks like Figure 11-1.

Discussion

Notice that the typed space symbol · appears everywhere you typed a space, including the end of a line. The new paragraph symbol ¶ appears at the beginning of each paragraph. These are nonprinting symbols, but they now appear on the screen everywhere the spacebar or the RETURN key was pressed. You can now type a new paragraph of text and see that the new paragraph symbol appears when you press the RETURN key.

__ 2. Press RETURN. (Remember that this is the same as pressing the RETURN key.)

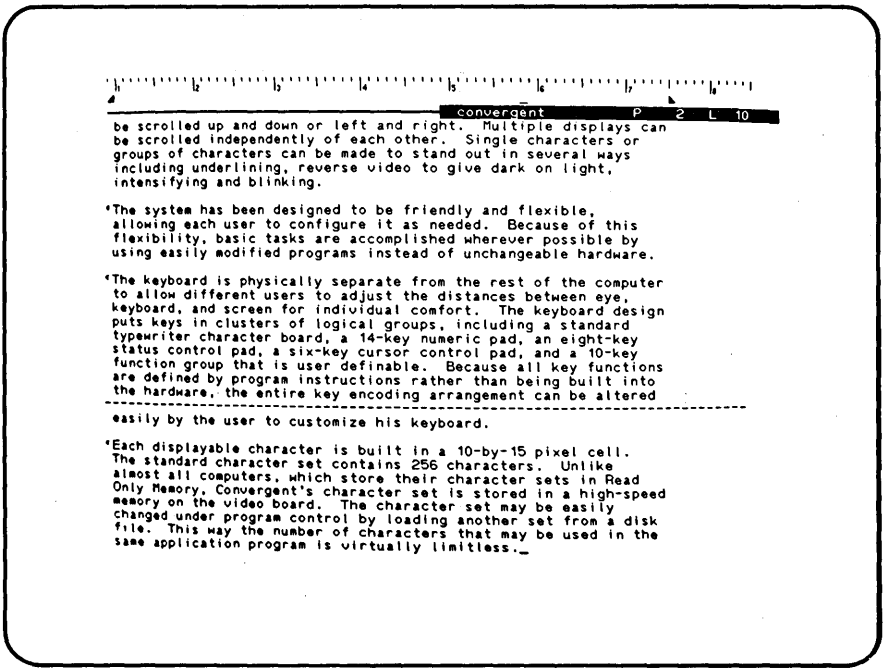


Figure 11-1. Visible Command Displaying New Paragraph Symbol ¶ and Typed Space Symbol · .

The new paragraph symbol ¶ has appeared as a result of your pressing RETURN. You are now ready to type new text. Notice, as you type, that the typed space symbol · appears when you press the spacebar.

__ 3. Type the text below exactly as shown.

The machine has a 16-bit processor and can hold up to one million characters of information in its usable memory, giving it capabilities closer to those of a large minicomputer than to most desktop microcomputers.

You can now make a new line symbol ↵ appear on the screen by pressing SHIFT-RETURN.

__ 4. Press SHIFT-RETURN. (Remember that this is the same as holding down the SHIFT key while pressing the RETURN key.)

Remember that the new line symbol ↵ shows you that the last line ended and new text begins on the line where ↵ appears. You can now type more new text in the same paragraph.

__ 5. Type the text below exactly as shown.

Permanent disk memory expansion units are also available.

The screen now looks like Figure 11-2. You can now type a new paragraph.

__ 6. Press RETURN. (Remember that this is the same as pressing the RETURN key.)

__ 7. Type the text below, correcting any mistakes along the way.

Even the basic computer --the black box that does the processing --has been redesigned to meet human needs. Instead of the standard box-shaped configuration, it is located behind a tilted board that stands to the right of the display screen and looks like a lectern. Its built-in copy clips hold documents being entered into the machine in the same visual plane as the video display, so as to eliminate constant refocusing and thus reduce eye fatigue.

The screen now looks like Figure 11-3.

The Help command provides you with a list of all word processing commands, tells which keys to press, and gives a brief description of the command. You can invoke the Help command any time you need to find out what to do: it has no effect on the text.

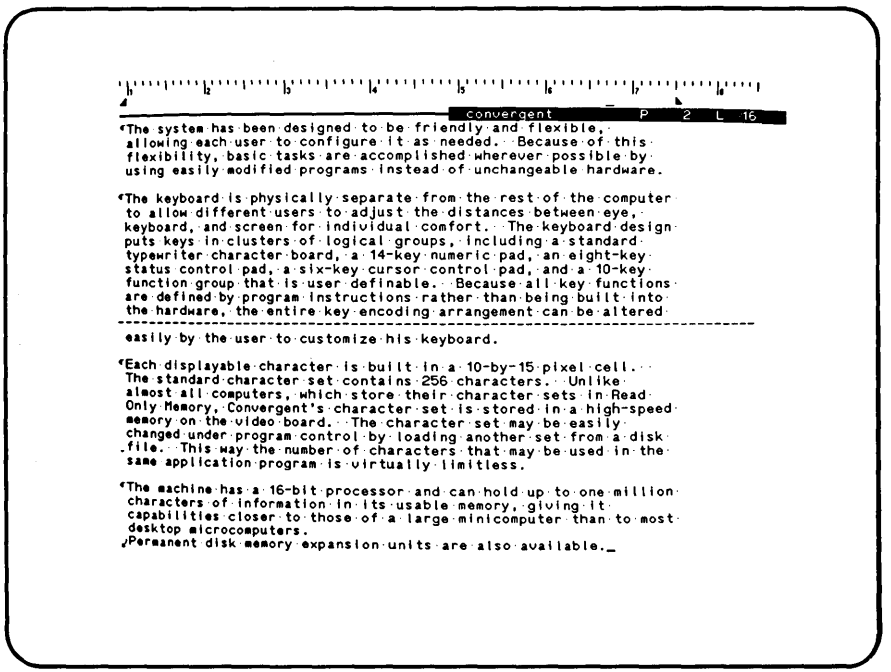


Figure 11-2. New Paragraph with Typed Space Symbol · and New Line Symbol ↵.

__ 8. Press HELP to invoke the Help command. A list appears on your screen. Instructions for using the Help command are given in the message at the top of the list.

__ 9. Press CANCEL to remove the Help command from your screen.

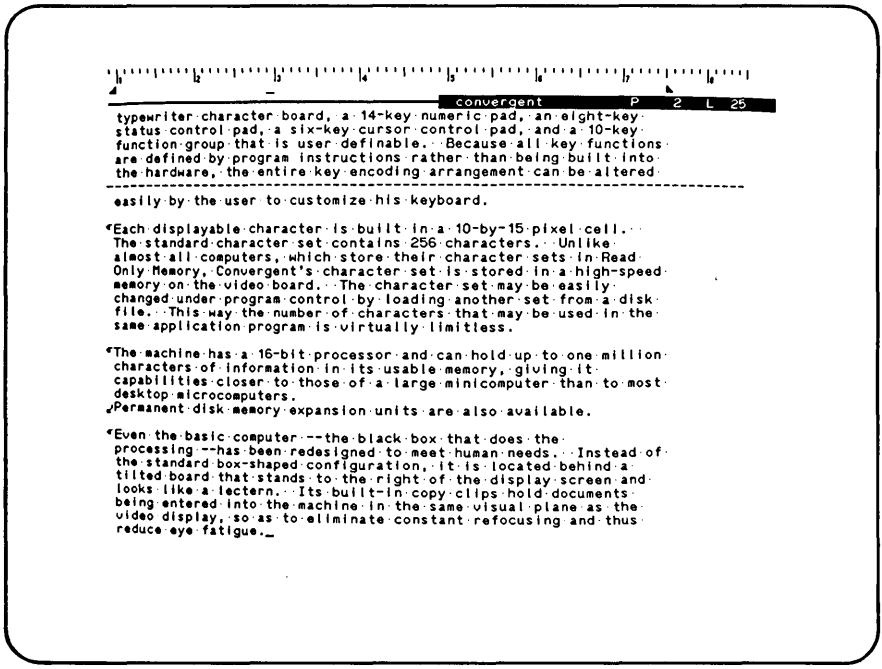


Figure 11-3. Second New Paragraph with Visible Command On.

Summary of Lesson 11

In this lesson, you learned how to use the Visible command to make the new paragraph symbol ¶ , new line symbol ↵ , and typed space symbol · appear on the screen.

A new short way of describing keys was introduced. For example, the rest of the lessons in this Manual instruct you to "press RETURN" instead of "press the RETURN key", and when a combination of keys is required, "press CODE-b" instead of "hold down the CODE key while you press the b key".

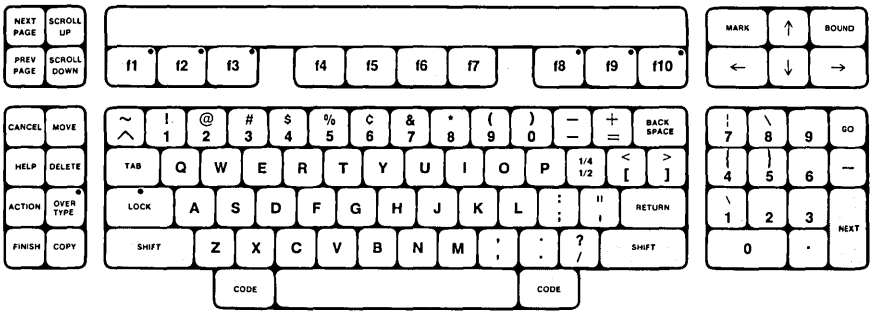
You also learned how to use the Help command.

LESSON 12 SEARCHING AND REPLACING

Introduction

When editing existing text, you must first locate the exact information that you want to change. This lesson shows you how to locate and change specific text by using the Search and Replace commands. Using these commands can be much faster than scrolling through many lines and visually scanning until you locate the text you want.

You can also learn how to repeat the last command you used to edit the text. This is done using the Redo command. The keys used in the commands and features introduced in this lesson are shown below.



Discussion

The purpose of the Search command is to locate a specific phrase in the text. It does not change the text. The Search command searches only the text that is at or below the cursor position. This lesson requires that you search the document from the beginning, so before you invoke the Search command, move the cursor to the beginning of the document using the Go to Beginning command, introduced in Lesson 6.

__ 1. Press CODE-b. (Remember that this is the same as holding down the CODE key while pressing the b key.) The cursor is now at the beginning of the document.

When the Search command is invoked, a form appears on the bottom of the screen. The information you type in this form is the text that the command searches for.

__ 2. Press f6 to invoke the Search command. (Remember that this is the same as pressing the f6 key.)

The Search form now appears on the screen. Notice that the form covers up some text at the bottom of the screen. This text is still part of the document, and it will return to the screen when the form leaves.

The Search form allows you to specify the text to search for. The cursor is in the highlight by "Search for". When you type the phrase you want to find, it can be any combination of words, numbers, or special characters. Any printing text that you can type in a document is acceptable.

__ 3. Type desktop computer in the highlight by "Search for".

__ 4. Press NEXT. (Remember that this is the same as pressing the NEXT key.)

You have now typed the phrase you want to find and moved the cursor and the highlight to "Check caps?" Notice that the form also tells you to "Press Y or N". When you choose "Yes", the Word Processor searches only for the words that have the same uppercase and lowercase letters as you specified in "Search for". When you choose "No", the Word Processor searches for all letters specified in "Search for", regardless of uppercase or lowercase characteristics. Notice that the current answer to "Check caps?" is bright, and the other option is half-bright. It is not important in this exercise to match any uppercase letters in the text, so the answer to choose for "Check caps?" is "No".

__ 5. If "Yes" is bright, press n to choose the "No" option. (Remember that this is the same as pressing the n key.) The screen looks like Figure 12-1.

Notice that the "No" option you chose for "Check caps?" is bright; and the "Yes" option is half-bright. You have now completely filled in the Search form and are ready to execute the command.

__ 6. Press GO to execute the Search command. (Remember that this is the same as pressing the GO key.) While the command is searching, the message "Searching..." appears at the top of the Search form.

When the search has completed, the screen looks like Figure 12-2. Notice that the Search form left the screen when the phrase was found. The phrase is highlighted to distinguish it from the rest of the text.

Now that the phrase has been located, you can remove the highlight found in Figure 12-2.

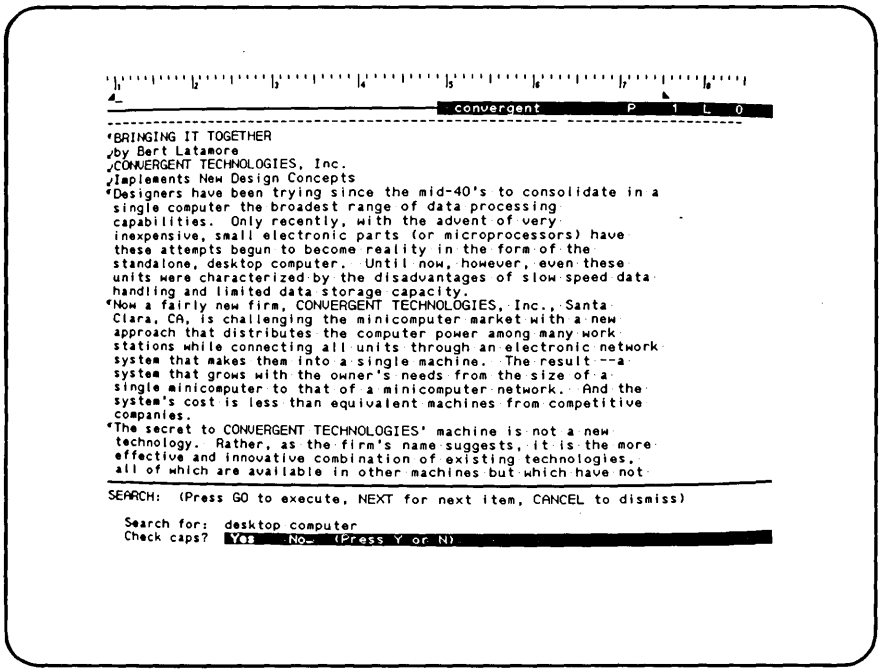


Figure 12-1. Search Form Filled In.

__ 7. Press CODE-MARK to remove the highlight from the "desktop computer" phrase.

Special characteristics of text, such as boldface or underlining, are ignored when the search is executed. For example, if the Search command is given the letter G to search for, and the first occurrence in the text is G, this underlined G will still be located by the command.

When you want to continue searching for another occurrence of the same phrase in the text, you can use the Redo command. The Redo command repeats the last edit command that was performed. In this exercise, the last edit command was Search. You can now use Redo to search for another occurrence of "desktop computer" in the text.

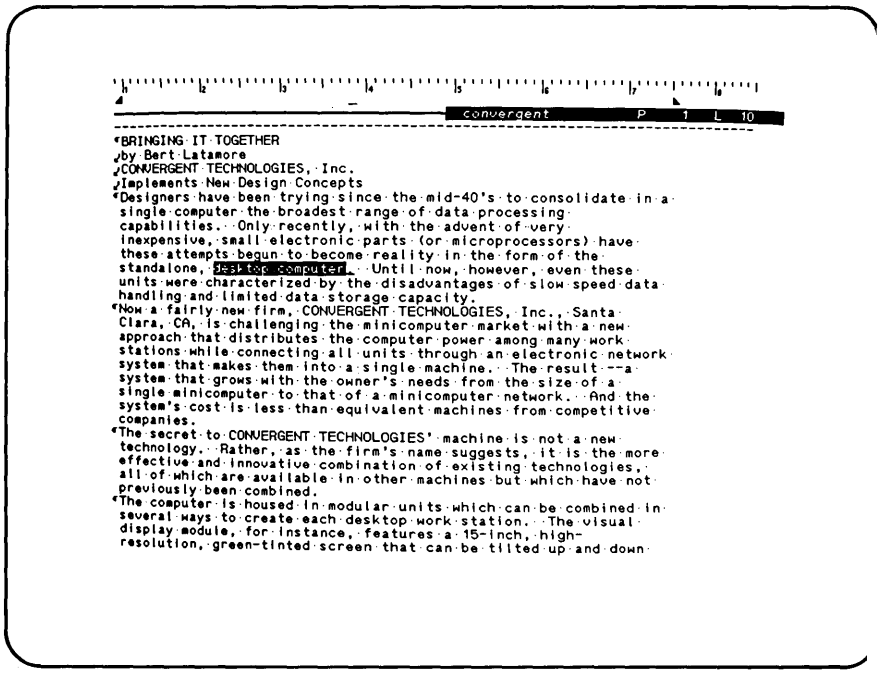


Figure 12-2. Search Phrase Found.

__ 8. Press f1 to invoke the Redo command. Notice that th Redo command causes the Search command to execute agai using the same specifications as before. Th "Searching ..." message appears at the bottom of th screen. When the Search command has completed, th blinking message "Not found" appears at the bottom o the screen, indicating that the phrase "deskto computer" does not occur in the rest of the document.

The purpose of the Replace command is to locate a specific phras in the text and replace it with new text. You can specify in th command whether or not to change every occurrence of a specifi phrase in the document or only some occurrences.

Unlike the Search command which searches only the text that is a or below the cursor position, the Replace command searches th entire document starting at the beginning, regardless of th cursor position.

When the Replace command is invoked, a form appears on the bottom of the screen. The information you type in this form specifies the text for which the command searches.

__ 9. Press SHIFT-f6 to invoke the Replace command. The Replace form now appears on the screen. Notice that it is similar to the Search form.

The Replace form is provided for specifying the text to search for and, possibly, to replace. The cursor is in the highlight by "Search for". Type the phrase you want to find. It can be any combination of words, numbers, or special characters. Any printing text that you can type in a document is acceptable.

__ 10. Type CONVERGENT TECHNOLOGIES in the highlight by "Search for".

__ 11. Press NEXT.

You have now specified the phrase you want to find and moved the cursor and the highlight to "Replace with". Type the phrase you want to replace the original phrase with. It can be any combination of words, numbers, or special characters.

__ 12. Type Convergent Technologies in the highlight by "Replace with".

__ 13. Press NEXT.

You have now specified the phrase you want to replace the original phrase with and moved the cursor and the highlight to "Check caps?" The form also tells you to "Press Y or N".

When you choose "Yes", the Word Processor searches only for the words that have the same uppercase and lowercase letters as you specified in "Search for".

When you choose "No", the Word Processor searches for all letters specified in the "Search for" phrase regardless of uppercase or lowercase characteristics, with one exception: if an uppercase letter is found in the text at the beginning of a sentence, it will be replaced by an uppercase letter even if you specified lowercase in the "Replace with" phrase.

Notice that the current answer to "Check caps?" is bright and the other option is half-bright. It is necessary in this exercise to match all uppercase letters in the text, so the answer to "Check caps?" is "Yes".

__ 14. If "No" is bright, press y to choose the "Yes" option.

__ 15. Press NEXT.

Notice that the "Yes" option that you chose for "Check caps?" is bright, and the "No" option is half-bright. You have specified that you want the text searched for the same uppercase and lowercase letters that are in the "Search for" phrase, and you moved the cursor and highlight to "Confirm each?"

Notice that the current answer to "Confirm each?" is bright and the other option is half-bright. The form tells you to "Press Y or N".

When you choose "Yes", the Word Processor searches for the "Search for" phrase and stops when it is located. You can then specify one of the following actions: (a) replace the phrase and continue searching for the next occurrence of the phrase, (b) skip this replacement and continue searching for the next occurrence, or (c) cancel the Replace command.

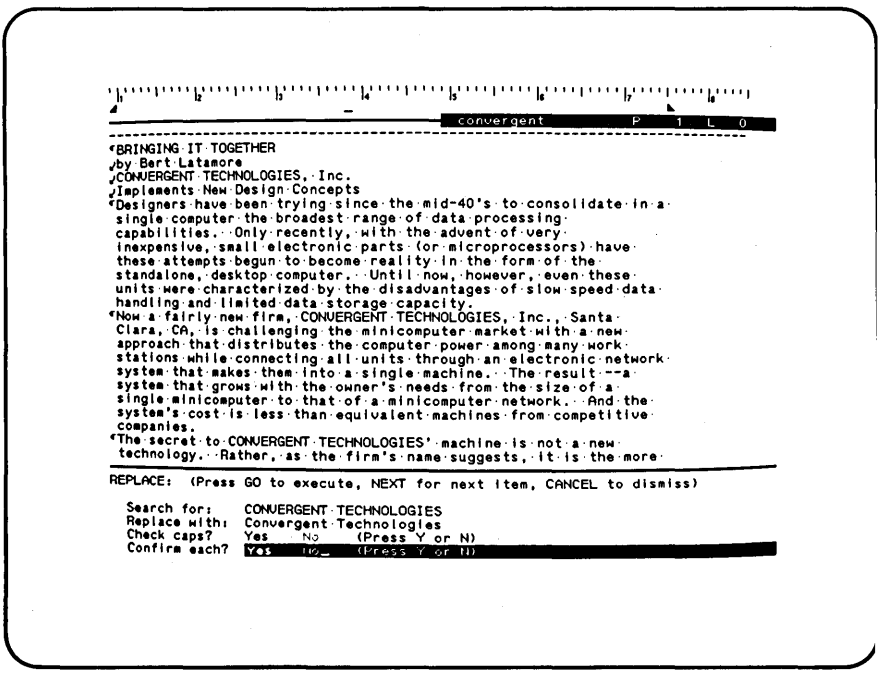


Figure 12-3. Replace Form Filled In.

When you choose "No", the Word Processor automatically replaces all occurrences of the "Search for" phrase with the "Replace with" phrase anywhere in the entire text. This exercise shows you how to use the "Confirm each?" feature by choosing "Yes".

__ 16. If "No" is bright, press y to choose the "yes" option. The screen looks like Figure 12-3.

Notice that the "Yes" option that you chose for "Confirm each?" is bright, and the "No" option is half-bright.

You have now completely filled in the Replace form and are ready to execute the command.

__ 17. Press GO to execute the Replace command. The "Searching..." message briefly appears in the Replace form.

When the Replace command has located the first occurrence of the "Search for" phrase, the screen looks like Figure 12-4. The phrase is highlighted to distinguish it from the rest of the text. Notice that the Replace form contains a new blinking message.

Now that the first occurrence of the phrase has been located, you can respond to the blinking message in the Replace form. Because you chose the "Yes" option of "Confirm each?" you can now choose one of three different actions described in the message: GO, NEXT, or CANCEL.

If you press GO: (a) the highlighted phrase is replaced, and (b) the Replace command continues to search for the next occurrence of the phrase.

If you press NEXT: (a) the highlighted phrase is skipped, and (b) the Replace command continues to search for the next occurrence.

If you press CANCEL: (a) the Replace command form is removed from the screen, and (b) the execution of the command ends. If you cancel the command at any time after a replacement has been made, it simply stops any further searching. It does not alter the replacements made up to that point.

__ 18. Press GO to make this replacement. When the Replace command has found the next occurrence of the phrase, you can respond again to the message in the Replace form.

__ 19. Press GO to make this replacement. When the Replace command has found the next occurrence of the phrase, you can respond again to the message in the Replace form.

__ 20. Press GO to make this replacement. When the Replace command has finished searching for the next occurrence of the phrase, the following status message appears at the bottom of the screen: "3 replacements made".

The Replace command has now finished executing because there were no more occurrences of the "Search for" phrase. This means that all the occurrences of the phrase "CONVERGENT TECHNOLOGIES" have been replaced by the phrase "Convergent Technologies".

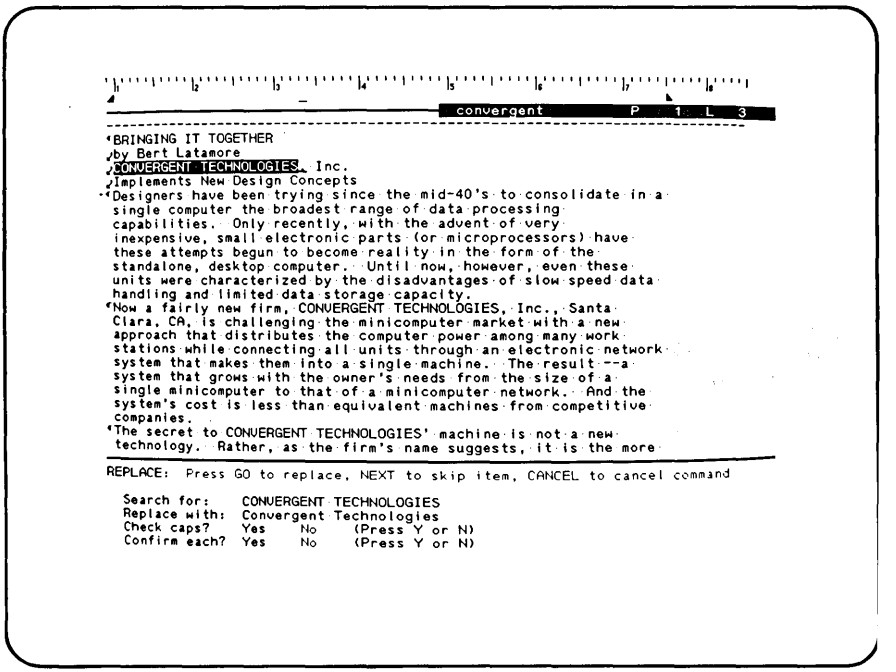


Figure 12-4. First Phrase Found by the Replace Command.

Summary of Lesson 12

In this lesson, you learned how to search for a phrase at or below the cursor using the Search command. You also learned how to use the Redo command to repeat the last editing command. Here, you used it to repeat the Search command without having to

fill in the Search form again. Then you learned how to use the Replace command to locate a phrase anywhere in the entire document, regardless of the cursor position, and replace it. This exercise used the "Confirm each?" option of the Replace form to allow you to see each phrase as it was located and decide to skip it, replace it, or end the Replace command at that point.

.ESSON 13 MAKING SELECTIONS

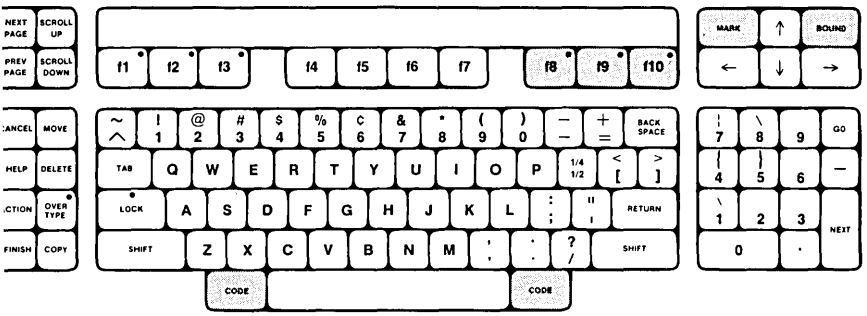
ntroduction

'his lesson shows you how to make selections in the text. A selection is a block of text that has been isolated from the rest of the text so that a particular operation can be performed on .t. When a selection is made, the text in the selection is ighlighted on the screen, which makes it easy to distinguish rom the unselected text.

'his lesson introduces a new "shorthand" for describing commands n the text. For example, instead of using the term "the Replace ommand", the shorter term "Replace" is introduced. This shorter erminology is used throughout the rest of this Manual. Whenever ou see "Replace", it means "the Replace command".

ecause you have now learned several ways to move the cursor, his lesson also introduces a new convention in the steps that ou follow: the steps will tell you to "move the cursor to the osition shown below". The steps will assume that you know how o move the cursor with the cursor control keys.

'he keys used in the commands and features introduced in this esson are shown below.



Iscussion

selection can consist of one or more characters, spaces, words, arases, lines, paragraphs, pages, or an entire document. Making elections is fully described in the Word Processing Reference anual. In this lesson, you will learn to select blocks of text

using Mark, Mark Word, and Mark Line. Making a selection is the easiest way to format, move, copy, or delete blocks of text. A selection can also be used to specify a particular block of text in which to search and replace.

A selection can be made using the Mark, Mark Word, Mark Line, Mark Para, Mark Page, Mark Column, or Mark Doc command. A selection can be extended or reduced by pressing the BOUND key. A selection can be canceled by pressing CODE-MARK. You can change a selection from one block of text to the next block of the same kind (for example, from word to word or line to line) by repeatedly pressing the key that invoked the original selection. A selection is temporary and is removed as soon as it is used in another command or another selection is made.

This lesson shows you how to make, extend, and remove selections. It is not important yet to learn how to use them: you will learn that in later lessons.

The first selection you make in this lesson uses Mark. Mark selects and highlights the character or space that contains the cursor, or is nearest the cursor. You can select any text character or nonprinting character. Using Mark again changes the selection from the first character to the next character and takes the cursor with it. Pressing BOUND extends the selection you have made by one character. Moving the cursor to a different position below the selection in text and pressing BOUND extends or reduces the selection to that position.

__ 1. Move the cursor to the position shown below. The document status line reads Pl L5.

```
Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
```

__ 2. Press MARK to invoke the Mark command, as shown below.

```
Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
```

You have selected a character using Mark. You can now change the selection, moving it one character to the right, by using Mark again. In this exercise, use Mark repeatedly and see the movement of the selection one character at a time.

__ 3. Press MARK three times. Notice that the character selection moves one character to the right each time you press it. The selection is shown below.

```
↵Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
```

Remember that only the highlighted text is selected. The selection can be extended to include more letters when you use BOUND repeatedly.

__ 4. Press BOUND six times. Notice that the selection extends one character to the right each time you press it. The selection is shown below.

```
↵Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
 capabilities. Only recently with the advent of very inexpensive,
```

A character selection can be extended or reduced by many characters when you move the cursor to the last character that will be part of the selection and press BOUND. The selection will be automatically extended or reduced to include that cursor position.

__ 5. Move the cursor to the position shown below. The document status line reads P1 L7.

```
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
 capabilities.  Only recently, with the advent of very
 inexpensive, small electronic parts (or microprocessors) have
```

__ 6. Press BOUND. The selection extends to the curs position. The screen looks like Figure 13-1.

A selection is removed when you use the CODE and MARK ke together.

__ 7. Press CODE-MARK. The selection is removed from t screen.

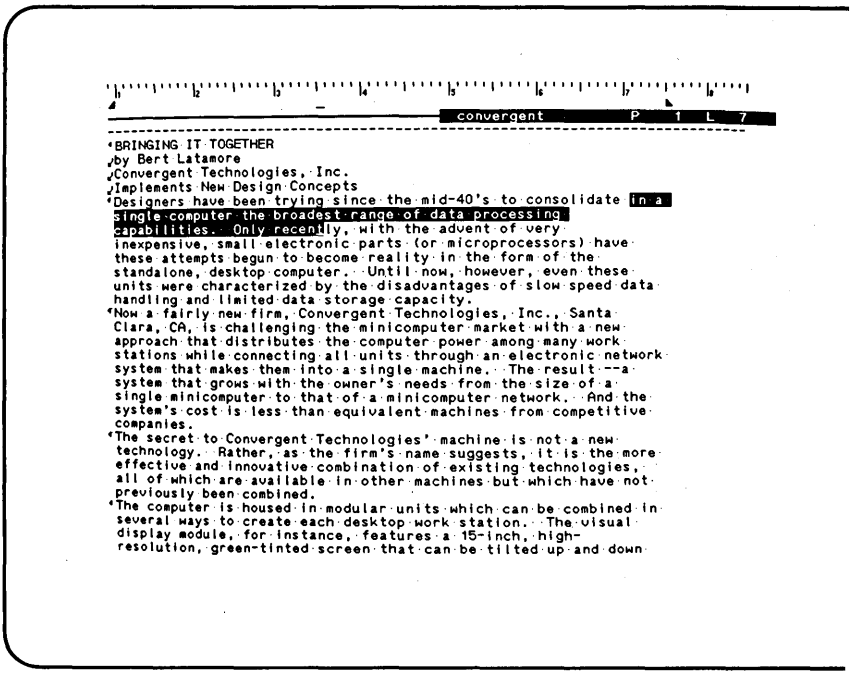


Figure 13-1. Selection Extended to the Cursor Position.

You have selected a character using Mark. You can now change the selection, moving it one character to the right, by using Mark again. In this exercise, use Mark repeatedly and see the movement of the selection one character at a time.

__ 3. Press MARK three times. Notice that the character selection moves one character to the right each time you press it. The selection is shown below.

```
┘Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
```

Remember that only the highlighted text is selected. The selection can be extended to include more letters when you use BOUND repeatedly.

__ 4. Press BOUND six times. Notice that the selection extends one character to the right each time you press it. The selection is shown below.

```
┘Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
 capabilities. Only recently with the advent of very inexpensive,
```

A character selection can be extended or reduced by many characters when you move the cursor to the last character that will be part of the selection and press BOUND. The selection will be automatically extended or reduced to include that cursor position.

__ 5. Move the cursor to the position shown below. The document status line reads Pl L7.

```
¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
 capabilities.  Only recently, with the advent of very
 inexpensive, small electronic parts (or microprocessors) have
```

__ 6. Press BOUND. The selection extends to the curs position. The screen looks like Figure 13-1.

A selection is removed when you use the CODE and MARK ke together.

__ 7. Press CODE-MARK. The selection is removed from t screen.

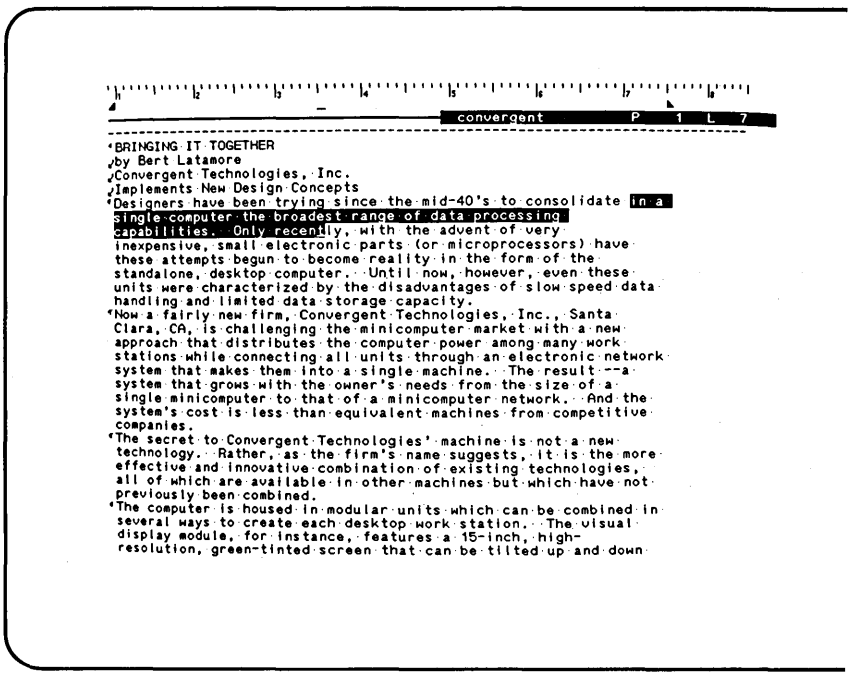


Figure 13-1. Selection Extended to the Cursor Position.

The next selection you make in this lesson uses Mark Word. Mark Word selects and highlights the word that contains the cursor, or is nearest the cursor. Using Mark Word again moves the selection to the next word and takes the cursor with it. Pressing BOUND extends the selection you have made by one word. Moving the cursor to a different word in the text and pressing BOUND extends or reduces the selection to include that word.

__ 8. Press f8 to invoke the Mark Word command, as shown below.

```
single computer the broadest range of data processing
capabilities. Only recently, with the advent of very
inexpensive, small electronic parts (or microprocessors) have
```

You have selected a word using Mark Word. Notice that the cursor was not in the first letter of the word selected. Remember that the selection is the word that the cursor is in or nearest.

A word selection can be moved one word to the right when you use Mark Word again. In this exercise, you can use Mark Word repeatedly and see the movement of the selection one word at a time.

Notice, as you do this, that a space between words is treated as a word in itself. Spaces, punctuation, and nonprinting symbols, such as ↵ and ¶, are considered to be words by the Mark Word command.

__ 9. Press f8 five times. Notice that the selection moves one word to the right each time you press it. The selection is shown below.

```
single computer the broadest range of data processing
capabilities. Only recently, with the advent of very
inexpensive, small electronic parts (or microprocessors) have
```

Remember that only the highlighted text is selected. The word selection will now be extended to include several words when you use BOUND repeatedly.

__ 10. Press BOUND six times and notice that the selectio extends one word to the right each time you press it The selection is shown below.

```
single computer the broadest range of data processing
capabilities.  Only recently, with the advent of very
inexpensive, small electronic parts (or microprocessors) have
```

A word selection can be extended or reduced by many words whe you move the cursor to the last word that will be part of th selection and press BOUND. The selection will automatically b extended or reduced to include the word containing the cursor.

__ 11. Move the cursor to the position shown below. Th document status line reads P1 L10.

```
single computer the broadest range of data processing
capabilities.  Only recently, with the advent of very
inexpensive, small electronic parts (or microprocessors) have
these attempts begun to become reality in the form of the
standalone, desktop computer.  Until now, however, even these
units were characterized by the disadvantages of slow speed data
```

__ 12. Press BOUND. The selection extends to the wor containing the cursor. The screen looks lik Figure 13-2.

The selection can again be removed when you use the CODE and MAF keys together.

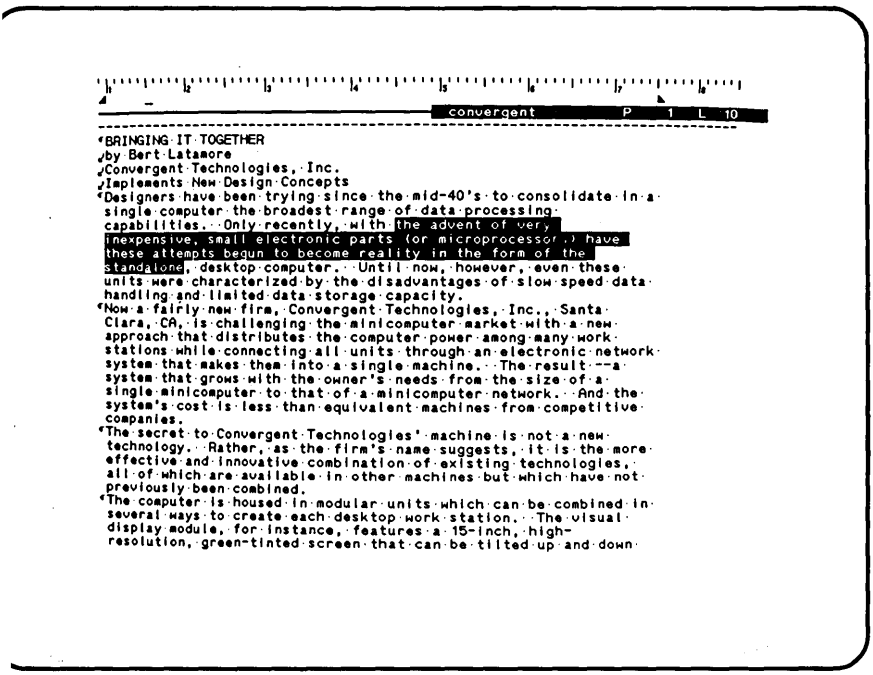
__ 13. Press CODE-MARK. The selection is removed from th screen.

The next selection you make in this lesson uses Mark Line. Mar Line selects and highlights the line that contains the cursor, c is nearest the cursor. Using Mark Line again moves the selectic you have made to the next line and takes the cursor with it Pressing BOUND extends the selection you have made by one line Moving the cursor to a different position in text and pressir BOUND extends or reduces the selection to that line.

__ 14. Press f9 to invoke the Mark Line command. The selection is shown below.

these attempts begun to become reality in the form of the standalone, desktop computer. Until now, however, even these units were characterized by the disadvantages of slow speed data.

lemember that the selection is the line that the cursor is on or learest.



jure 13-2. Selection Extended to the Word Containing the Cursor.

The selection can be moved down one line when you use Mark Line again. In this exercise, you can use Mark Line repeatedly and see the movement of the selection one line at a time.

__ 15. Press f9 again. Notice that the selection moves one line as you press it. The selection is shown below.

```
standalone, desktop computer. Until now, however, even these
units were characterized by the disadvantages of slow speed data
handling and limited data storage capacity.
```

Remember that only the highlighted text is selected. A line selection can be extended when you use f9 repeatedly.

__ 16. Press BOUND three times. Notice that the selection extends one line down each time you press it. The selection is shown below.

```
standalone, desktop computer. Until now, however, even these
units were characterized by the disadvantages of slow speed data
handling and limited data storage capacity.
¶Now, a fairly new firm, Convergent Technologies, Inc., Santa
Clara, CA, is challenging the minicomputer market with a new
approach that distributes the computer power among many work
```

When you want to extend or reduce a line selection by many lines you can move the cursor to the last line that will be part of the selection and press BOUND. The selection will automatically be extended or reduced to include the line containing the cursor.

__ 17. Move the cursor to the position shown below. The document status line reads Pl L19.

standalone, desktop computer. Until now, however, even these units were characterized by the disadvantages of slow speed data handling and limited data storage capacity.
¶Now, a fairly new firm, Convergent Technologies, Inc., Santa Clara, CA, is challenging the minicomputer market with a new approach that distributes the computer power among many work stations while connecting all units through an electronic network system that makes them into a single machine. The result - a system that grows with the owner's needs from the size of a single minicomputer to that of a minicomputer network. And the system's cost is less than equivalent machines from competitive

__ 18. Press BOUND. The selection extends to the line containing the cursor. The screen looks like Figure 13-3.

A line selection is removed when you use the CODE and MARK keys together.

__ 19. Press CODE-MARK. The selection is removed from the screen.

The Mark Para, Mark Page, and Mark Doc commands work in a similar way to the commands you have just been using. However, they work with paragraphs, pages, and entire documents. The rest of this lesson describes these commands, but does not require you to complete any steps. For complete information on all commands described in this lesson, see the Word Processing Reference Manual.

Mark Para selects and highlights the paragraph that contains the cursor, or is nearest the cursor. Using Mark Para again moves the selection you have made to the next paragraph and takes the cursor with it. Pressing BOUND extends the selection you have made by one paragraph. Moving the cursor to a different position in the text and pressing BOUND extends or reduces the selection to include that paragraph.

Mark Page selects and highlights the page that contains the cursor, or is nearest the cursor. Using Mark Page again moves the selection you have made to the next page and takes the cursor with it. Pressing BOUND extends the selection you have made by one page. Moving the cursor to a different position in the text and pressing BOUND extends or reduces the selection to that page.

Mark Doc selects and highlights the entire document.

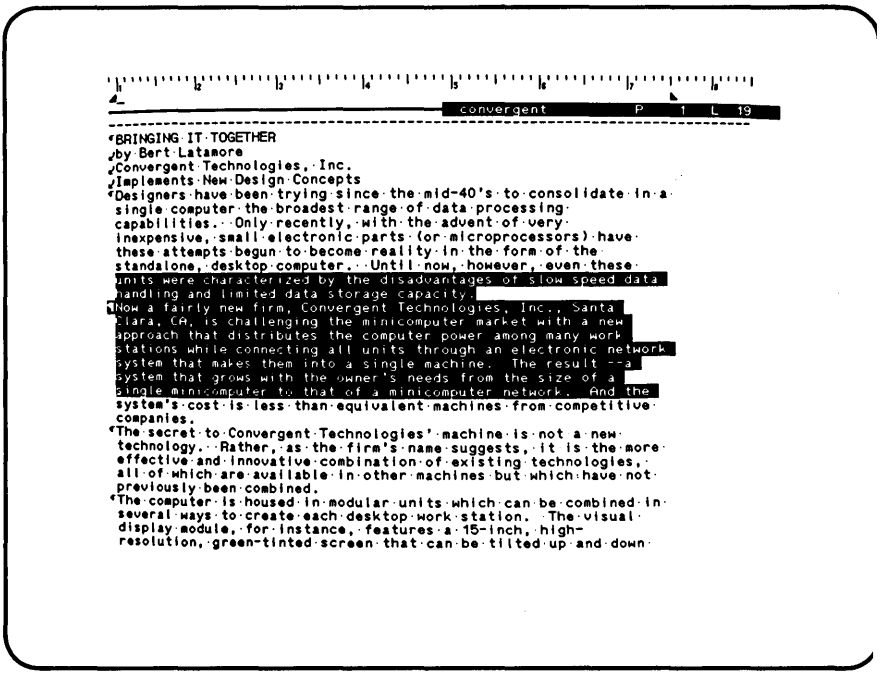


Figure 13-3. Selection Extended to the Line Containing the Cursor.

Summary of Lesson 13

In this lesson, you learned how to use Mark, Mark Word, and Mark Line. You have made and changed selections using each of the commands, extended selections using the BOUND key, and removed selections using CODE-MARK. Although the lesson did not provide steps for making selections with Mark Para, Mark Page, and Mark Doc, you learned that they operate in a similar way to Mark, Mark Word, Mark Column, and Mark Line. Now you are ready to learn how to use selections in the next lesson.

LESSON 14 MOVING, COPYING, AND DELETING SELECTIONS

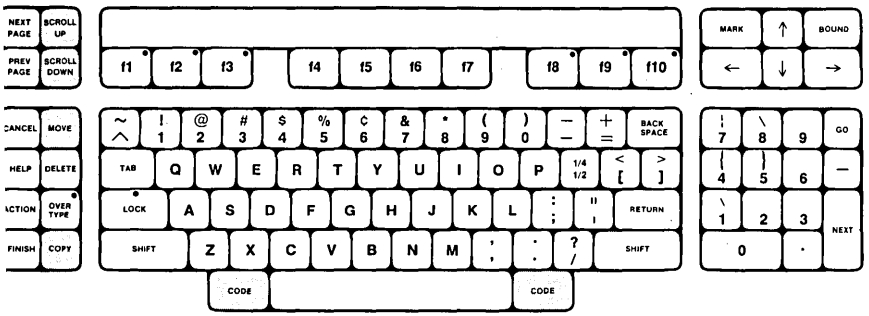
Introduction

This lesson shows you how to make a selection and move or copy the selected text to a different location in the document. It also shows you how to delete selected text from a document.

When text is moved from one location to another using Move, the text is deleted from its original location after it is moved to the new one. When text is copied from one location to another using Copy, the text is retained in its original location as well as copied to the new one.

This lesson also introduces new ways of scrolling many lines at once using the CODE key together with the SCROLL UP or SCROLL DOWN key.

The keys used in the commands and features introduced in this lesson are shown below.



Discussion

The steps below use Mark Para to select a paragraph, and Move to move it to the location of the cursor.

First, you must move the cursor to the paragraph you want to select for moving. In this exercise, you will learn a new method for finding this location that is based on a method you already know: scrolling. Remember that you press SCROLL UP to move text up on the screen. You can now learn a faster way to SCROLL UP many lines of text at once. This is done using the CODE and SCROLL UP keys together.

__ 1. Press CODE-SCROLL UP.

Notice that many lines of text have scrolled up the screen and that the last two lines from the previous screen are now the first two lines at the top.

Now you can again scroll up many lines of text using CODE-SCROLL UP.

__ 2. Press CODE-SCROLL UP again. The screen looks like Figure 14-1.

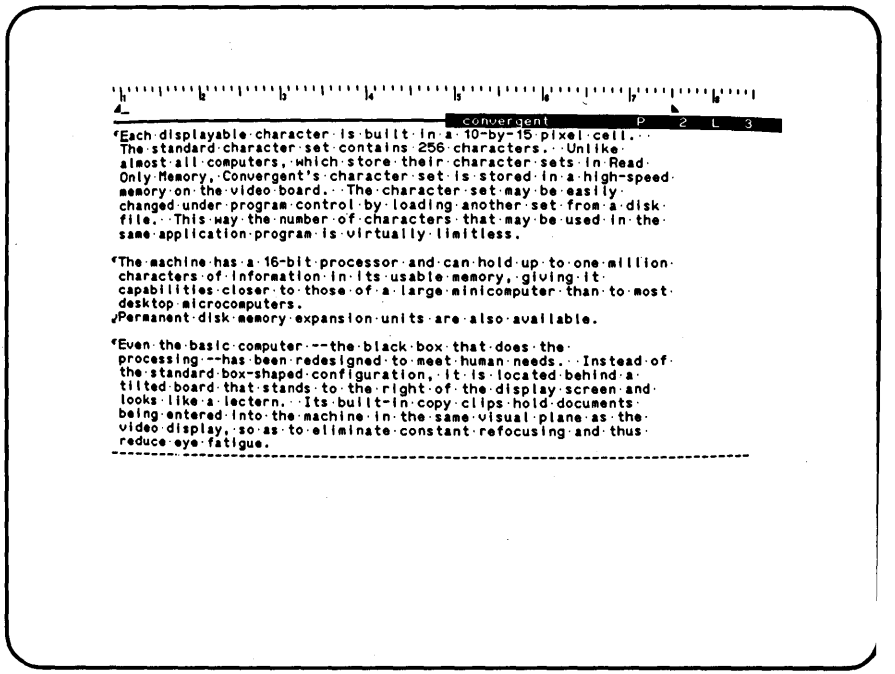


Figure 14-1. Text Scrolled Up.

Now the paragraph that you want to select and move is on the screen and you can position the cursor in it.

__ 3. Move the cursor to the position shown below. The document status line reads P2 L18.

```
  Permanent disk memory expansion units are also available.

¶Even the basic computer --the black box that does the
 processing --has been redesigned to meet human needs.  Instead of
```

The steps below use Mark Para to select a paragraph for moving to a new location.

__ 4. Press f10 to invoke the Mark Para command. The screen looks like Figure 14-2.

Now that you have selected the paragraph, you can move the cursor to the new location for that paragraph.

__ 5. Move the cursor to the position shown below. The document status line reads P2 L11.

```
  same application program is virtually limitless.

¶The machine has a 16-bit processor and can hold up to one million
```

You are now ready to use Move to move the selected paragraph to its new location, as indicated by the cursor.

__ 6. Press MOVE to invoke the Move command. The screen looks like Figure 14-3.

The paragraph you selected using Mark Para has now been moved to the location of the cursor. Notice that the highlight has been removed from the paragraph because the selection was used in a command. Remember that Move deletes the selected paragraph from its original location after moving it to the new one.

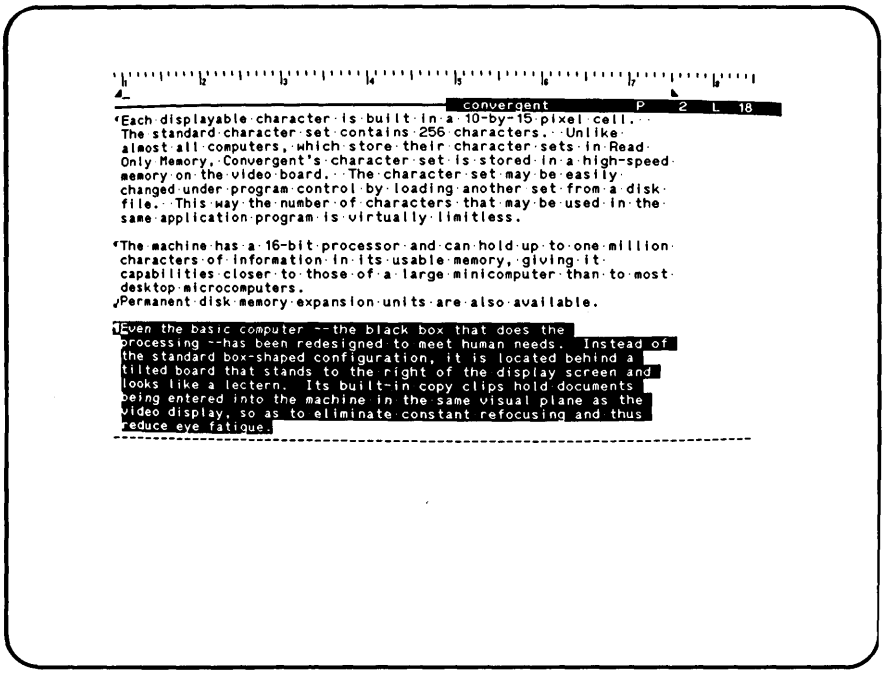


Figure 14-2. Selected Paragraph.

Now you can move the cursor to a different position to type a new paragraph and select a phrase to move.

__ 7. Move the cursor to the position shown below. The document status line reads P2 L24.

```
 capabilities closer to those of a large minicomputer than to most
 desktop microcomputers._
¶Permanent disk memory expansion units are also available.
```

__ 8. Press RETURN. A new paragraph begins.

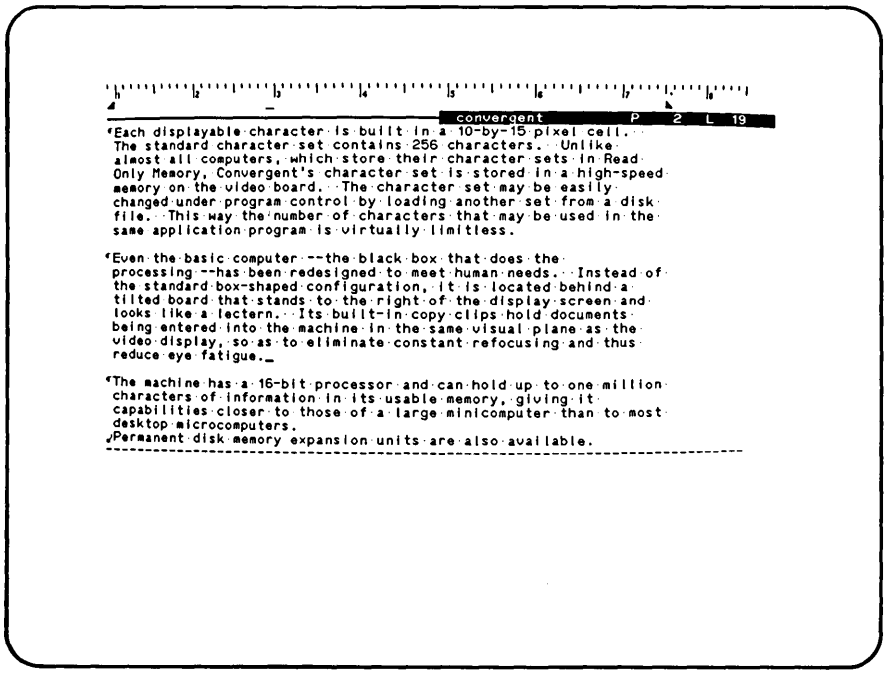


Figure 14-3. Moved Paragraph.

__ 9. Type the text below, exactly as shown.

For data storage, the user can choose between 1) a disk drive employing one interchangeable disk and one permanent, high capacity disk a two-disk drive unit with 500,000 characters of memory storage per interchangeable disk and 2). Convergent offers the permanent disk in models of 10, 20, and 40 million characters of storage space.

The screen looks like Figure 14-4.

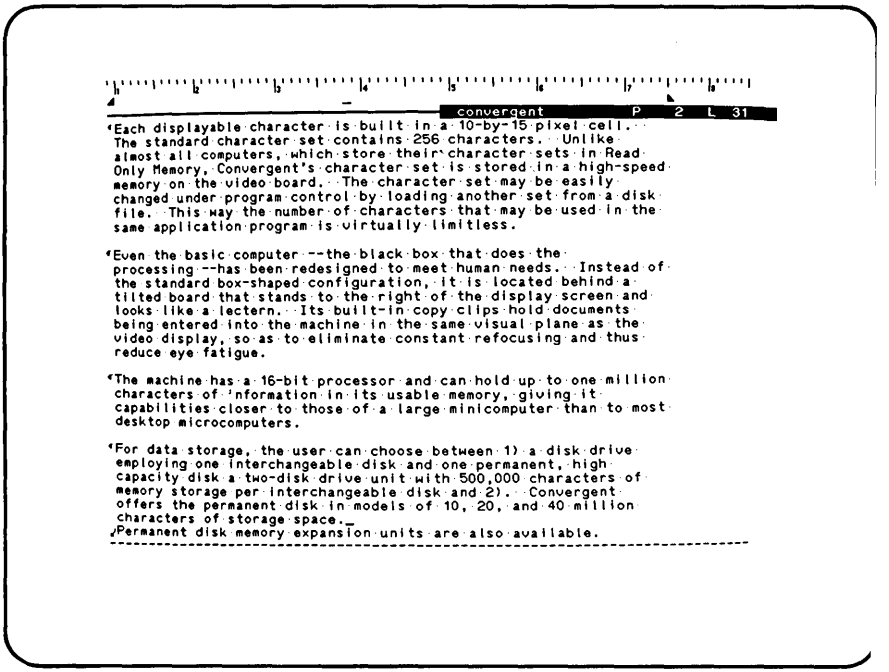


Figure 14-4. New Paragraph.

Now that you have typed this paragraph, you can select a phrase and move it.

__ 10. Move the cursor to the position shown below. The document status line reads P2 L26.

```
   desktop microcomputers.

¶For data storage, the user can choose between 1) a disk drive
  employing one interchangeable disk and one permanent, high
```

__ 11. Press MARK. This selects the character. The selection is shown below. Notice that the character is a space.

```
desktop microcomputers.

¶For data storage, the user can choose between 1) a disk drive
employing one interchangeable disk and one permanent, high
```

You have selected the character that begins the phrase you will move. Now extend the selection.

__ 12. Move the cursor to the position shown below. The document status line reads P2 L28.

```
desktop microcomputers.

¶For data storage, the user can choose between 1) a disk drive
employing one interchangeable disk and one permanent, high
capacity disk a two-disk drive unit with 500,000 characters of
memory storage per interchangeable disk and 2). Convergent
```

__ 13. Press BOUND. This extends the selection to the cursor position. The selection is shown below.

```
desktop microcomputers.

¶For data storage, the user can choose between 1) a disk drive
employing one interchangeable disk and one permanent, high
capacity disk a two-disk drive unit with 500,000 characters of
memory storage per interchangeable disk and 2). Convergent
```

Now that you have selected a phrase to move, you can position the cursor at the place you want the selection inserted.

__ 14. Move the cursor to the position shown below. The document status line reads P2 L29.

```
¶For data storage, the user can choose between 1) a disk drive
employing one interchangeable disk and one permanent, high
capacity disk a two-disk drive unit with 500,000 characters of
memory storage per interchangeable disk and 2). Convergent
offers the permanent disk in models of 10, 20, and 40 million
```

__ 15. Press MOVE to move the selection to the cursor position. The screen looks like Figure 14-5.

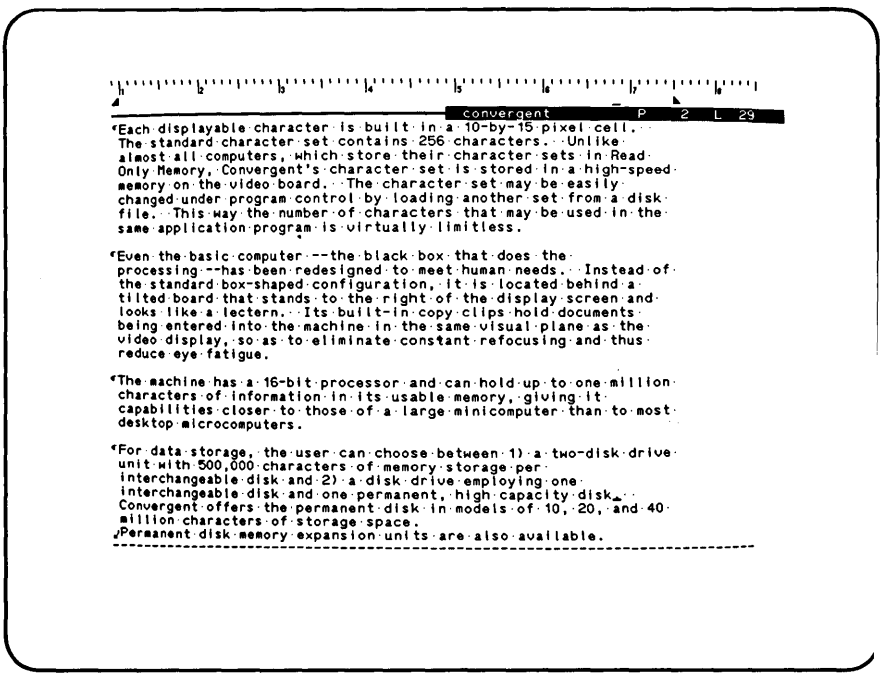
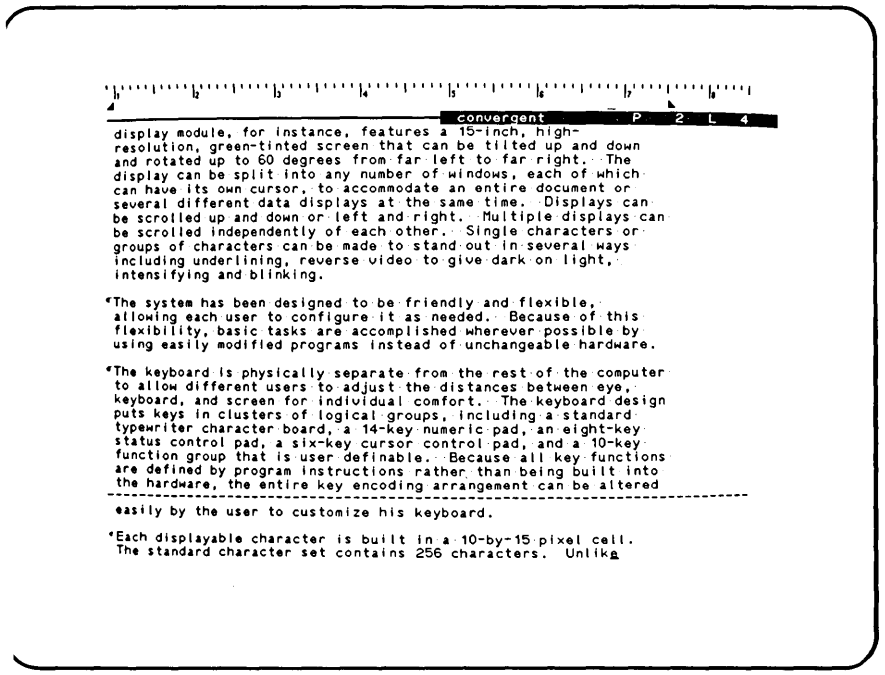


Figure 14-5. Moved Phrase.

Next, you can learn to copy a selection. The steps below use Mark Para to select a paragraph, and Copy to copy it to the location of the cursor. First, you must move the cursor to the paragraph you are going to copy. You can use the CODE and SCROLL DOWN keys together to obtain the text you want to copy on the screen.

__ 16. Press CODE-SCROLL DOWN. Many lines of text are scrolled down on the screen at once. The screen looks like Figure 14-6.



igure 14-6. Text Scrolled Down.

otice that many lines of text have scrolled down the screen and hat the first two lines from the previous screen are now the ast two lines at the bottom. Almost an entire screen of text is ow visible that was not before. Now you can move the cursor to he paragraph you want to select for copying.

__ 17. Move the cursor to the position shown below. The document status line reads P1 L44.

```
using easily modified programs instead of unchangeable hardware.

¶The keyboard is physically separate from the rest of the computer
```

The steps below use Mark Para to select the paragraph for copying to a new location.

__ 18. Press f10 to invoke the Mark Para command. The screen looks like Figure 14-7.

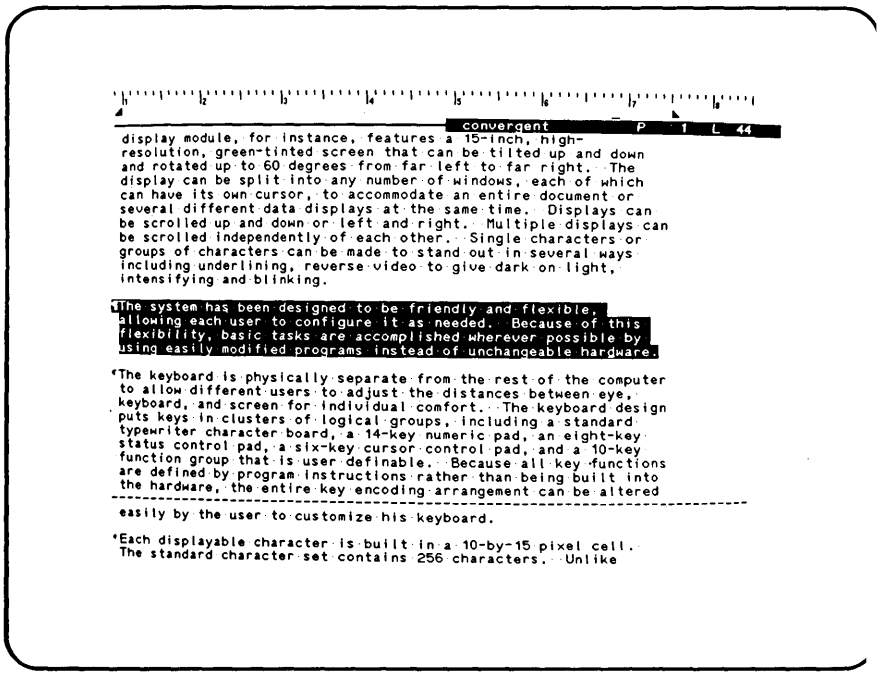


Figure 14-7. Selected Paragraph.

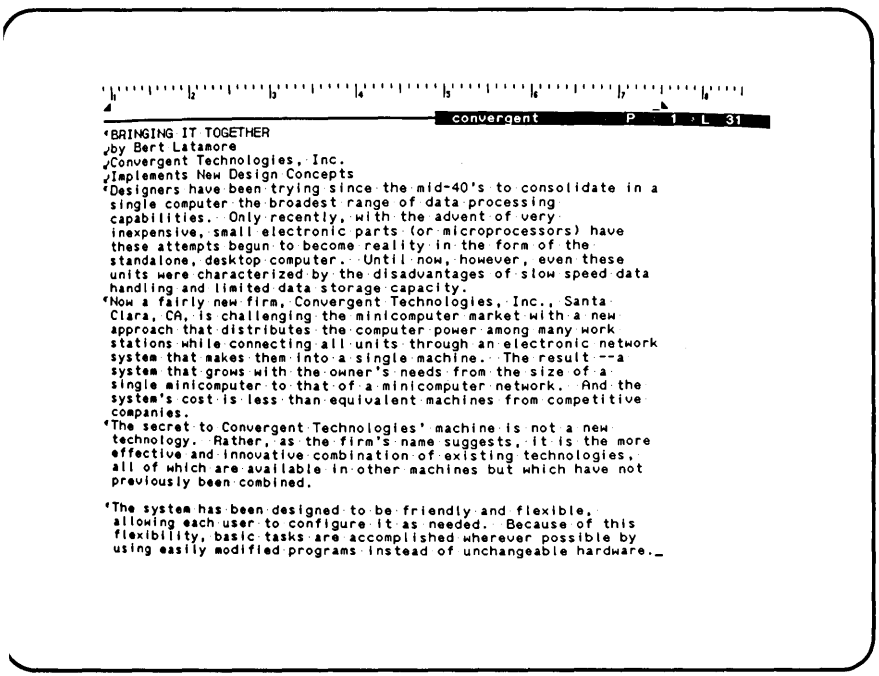
Now that you have selected the paragraph, you can move the cursor to the location where you want the paragraph copied. You can do this by scrolling down again many lines at a time using the CODE-SCROLL DOWN key combination.

__ 19. Press CODE-SCROLL DOWN.

__ 20. Move the cursor to the position shown below. The document status line reads Pl L26.

```
previously been combined.

¶The computer is housed in modular units which can be combined in
```



igure 14-8. Copied Paragraph.

You are now ready to use Copy to copy the selected paragraph to the new location indicated by the cursor.

__ 21. Press COPY to invoke the Copy command. The screen looks like Figure 14-8.

The paragraph that you selected using Mark Para has now been copied to the location of the cursor using Copy. Notice that the highlight has been removed from the paragraph because the selection was used in a command. Remember that Copy leaves the selected paragraph in its original location as well as copying it to the new one.

The last exercise in this lesson shows you how to delete a paragraph of text by selecting it and pressing DELETE. Using a selection to delete a block of text can be much faster than deleting text one character at a time as you have already learned to do.

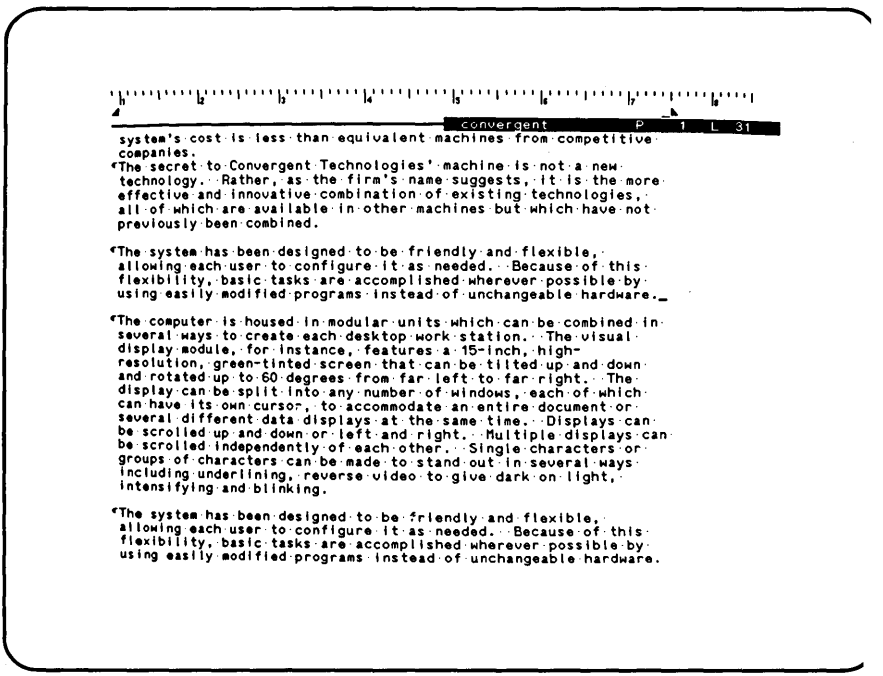


Figure 14-9. Paragraph to Delete Scrolled onto the Screen.

In this exercise, you can now delete the original paragraph that was copied in the steps above.

__ 22. Press SCROLL UP repeatedly, or hold it down, until the paragraph at the bottom of Figure 14-9 appears on the screen.

__ 23. Move the cursor to the paragraph shown in Figure 14-10. The cursor does not have to be in a specific position in the paragraph. It is important only to position the cursor somewhere in the paragraph so that the paragraph can be selected.

__ 24. Press f10 to invoke the Mark Para command.

__ 25. Press DELETE. The selected paragraph is deleted. The screen looks like Figure 14-11.

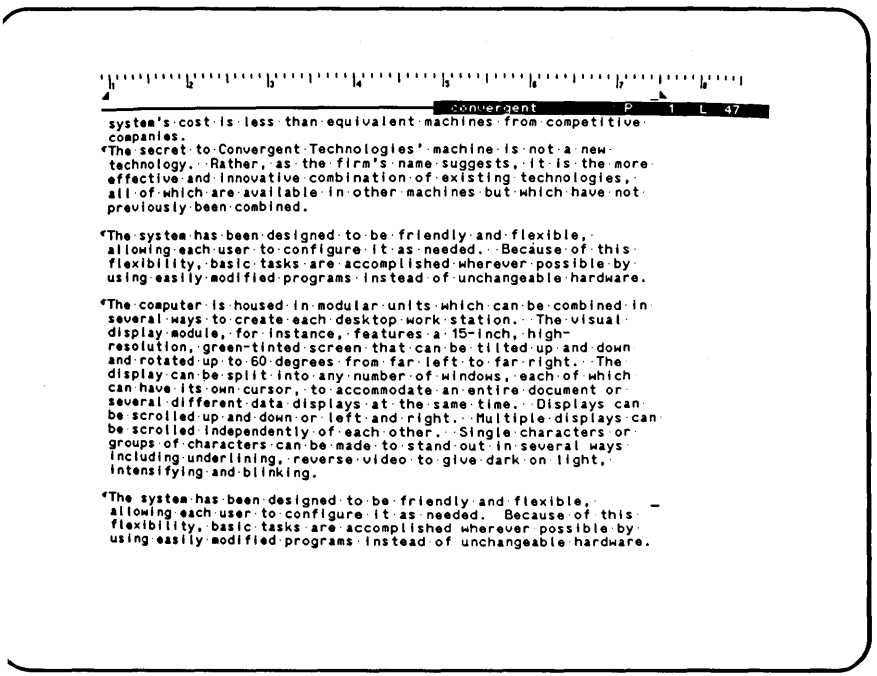


Figure 14-10. Selected Paragraph.

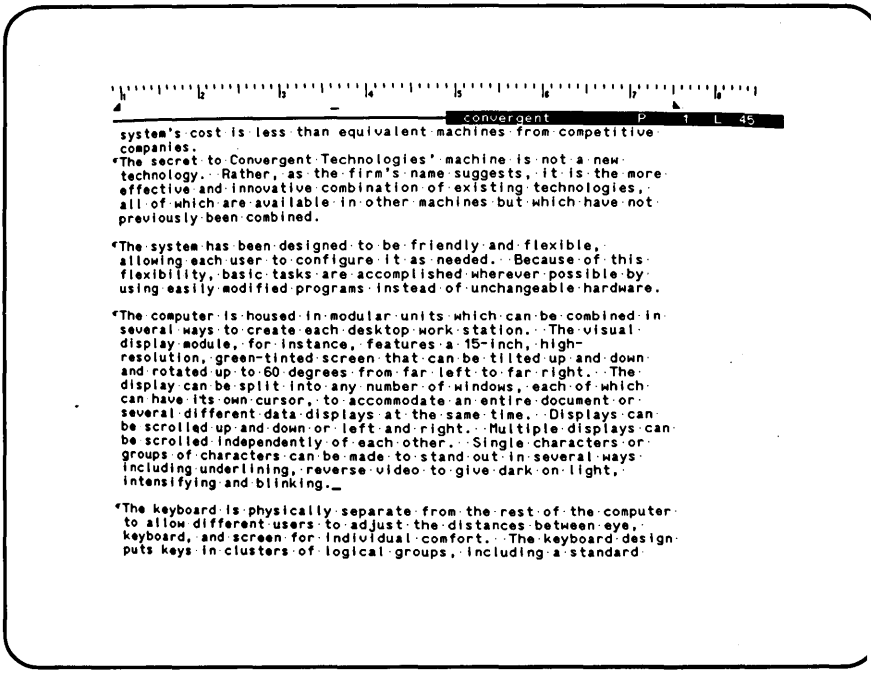


Figure 14-11. Deleted Paragraph.

Summary of Lesson 14

In this lesson, you learned several ways to use selections: fo moving, copying, and deleting. In the next lesson, you wil learn more ways of using selections. You used Move to move selection from one location in the text to another. You use Copy to copy a selection to a new location in the text and als retain it in the old one. You made a selection to delete a bloc of text all at once using DELETE.

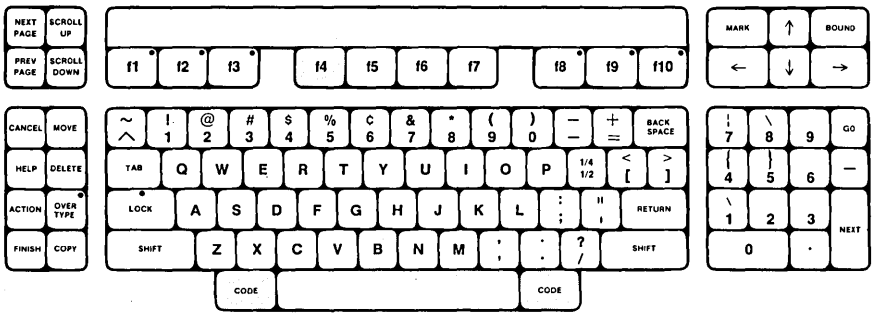
You also learned a new way to quickly scroll many lines on an off the screen, using CODE-SCROLL UP and CODE-SCROLL DOWN.

LESSON 15 FORMATTING

Introduction

This lesson shows you how to format text to appear boldface or underlined. You were first introduced to Format in Lesson 10, and you should review that lesson now. After you have followed the exercises that use Format to make text boldface or underlined, you will use Mark Doc to format all paragraphs of the document to be double spaced between paragraphs.

The keys used in the commands introduced in this lesson are shown below.



Discussion

Before proceeding with the exercises below, remember that when you press f4 to invoke Format, the first part of the Format menu appears on the screen. When you press f4 again, the second part of the menu appears. The second part lists the options you will use in this lesson to make text appear boldface or underlined.

Because this lesson shows you how to change the format of only portions of the existing text, you can learn an additional use of making a selection: to specify a block of text to reformat. After you learn to change the format of existing text, you can learn to format new text as you type it.

In this exercise, you must first return to the top of the document using Go to Beginning so you can format the top line of text.

__ 1. Press CODE-b to invoke Go to Beginning. Notice that the cursor is now in the first paragraph of the document.

The first text you will format is the top line of text in the document. To apply the formatting only to the first line of text, select that text using Mark Line. Then you can invoke Format and choose the Boldface text option.

__ 2. Press f9 to invoke Mark Line. The selection is shown below.

```
¶BRINGING IT TOGETHER
┘by Bert Latamore
```

You have selected the text where you want to apply boldface formatting. Now you can invoke Format and choose the item from the Format menu that produces boldface text.

__ 3. Press f4 to invoke Format. Notice that the current setting for this selection specifies "Normal Text".

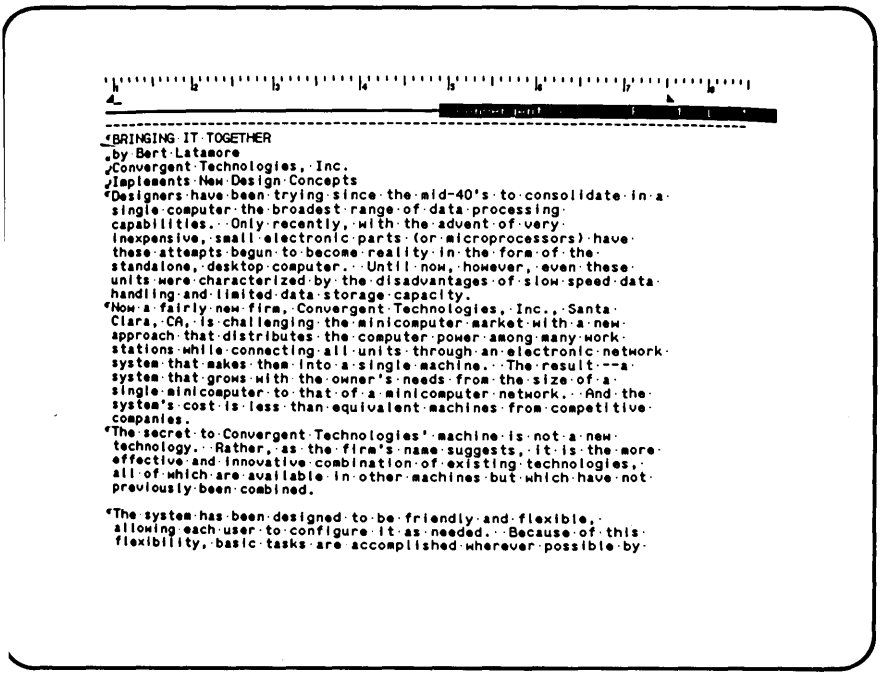
The first part of the Format menu offers the following option "Press B for Boldface text". This choice formats the selected text to be in boldface type. When you choose this option, the current selection will change to this format.

__ 4. Press b to choose the Boldface text option from the Format menu. The screen looks like Figure 15-1. Notice that boldface text is shown in half-brightness on the screen. The Format menu has now disappeared.

Next, you are ready to select two lines of text and format them to be underlined. The lines you will select are the third and fourth lines of text.

__ 5. Move the cursor to the position shown below. The document status line reads Pl L3.

```
┘by Bert Latamore
┘Convergent Technologies, Inc.
┘Implements New Design Concepts
```



igure 15-1. Boldface Formatting.

o apply the formatting only to the third and fourth lines of ext, you can select them by using Mark Line and then extending he selection. Then invoke Format and choose the item from the enu that produces underlined formatting.

__ 6. Press f9 to invoke Mark Line.

__ 7. Press BOUND. This extends the selection to the next line. The selection is shown below.

```
by Bert Latamore
Convergent Technologies, Inc.
Implements New Design Concepts
¶Designers have been trying since the mid-40's to consolidate in a
```

You are now ready to invoke Format and choose the option from th Format menu that produces underlined text.

__ 8. Press f4 to invoke Format. Notice that the curren setting for this selection specifies "Normal Text".

The first part of the Format menu offers the following option "- Underlined text". This choice formats the selected tex to be underlined. When you choose this item, the curren selection will have this format.

__ 9. Press - to choose the underlined text option from th Format menu. The screen looks like Figure 15-2 Notice that the Format menu has now disappeared fro the screen.

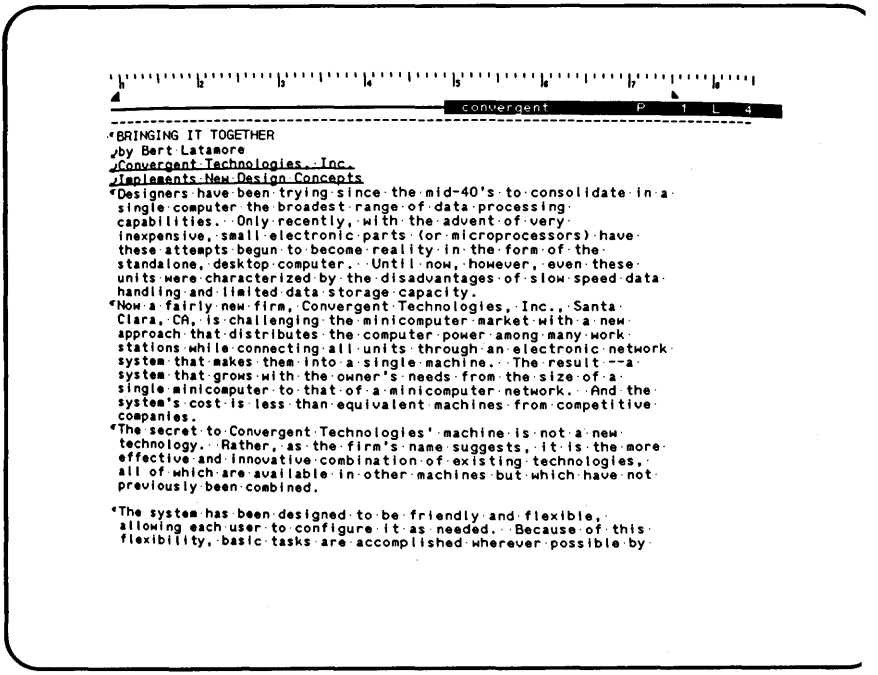


Figure 15-2. Underlined Formatting.

You have selected two lines of text and formatted them to be underlined. Notice that the new line symbol ↵ on each line has also been underlined because it was part of the selection you chose. This underlining appears only on the screen and does not appear on the printed copy because ↵ is a nonprinting character.

Now you are ready to learn to format new text as you type it. For this purpose, you must first move the cursor to a position in the text where you will type a new line of boldface text.

__ 10. Move the cursor to the line shown below. The document status line reads P1 L27.

```
 previously been combined.

¶The system has been designed to be friendly and flexible,
```

You are now ready to start a new paragraph and format it to be typed in boldface.

__ 11. Press RETURN. This begins a new paragraph.

__ 12. Press f4 to invoke Format.

Notice that the text now on the screen has scrolled up automatically. This has happened because the cursor was positioned so low on the screen that the Format menu would have covered the part of the text containing the cursor. Since the cursor position indicates the text that this formatting will be applied to, the Word Processor has moved that text up on the screen so the line with the cursor is still visible while the Format menu appears.

Now you are ready to choose the "Press B for Boldface text" option and execute the Format command.

__ 13. Press b. This chooses the Boldface text option from the Format menu. Notice that the Format menu has now disappeared from the screen.

Any new text that you type in this paragraph will now appear boldface.

__ 14. Type Friendly and flexible. The screen looks like Figure 15-3.

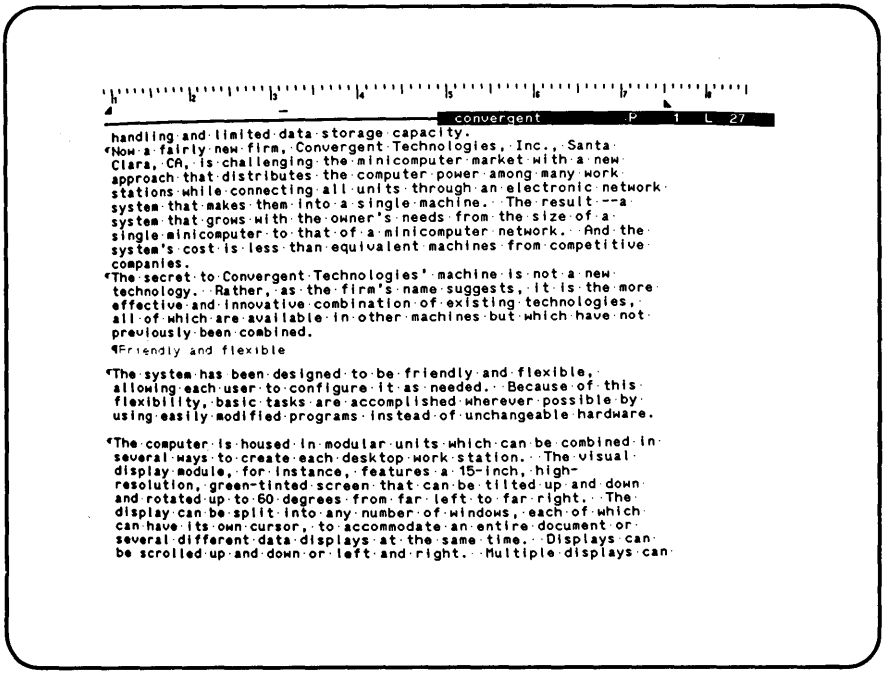


Figure 15-3. New Text Typed in Boldface.

You can discontinue the boldface formatting by invoking the Format command and choosing the CODE-b option. (Do not confuse this option with the Go to Beginning command that is executed by pressing CODE-b. This CODE-b option is used while the Format menu appears on the screen.) When you execute Format using the CODE-b option, any further text that you type in this paragraph will be normal instead of boldface.

__ 15. Press f4 to invoke Format.

__ 16. Press CODE-b. This removes the boldface option.

__ 17. Type zzzzz. The text is shown below. Notice that the text you just typed is normal, not boldface.

```
  previously been combined.
¶Friendly and flexiblezzzzz_

¶The system has been designed to be friendly and flexible,
```

Now that you have seen how formatting can be applied to new text as you type, remove the text you typed in step 17 above. Remember that the keyboard is in insert mode, so the backspace key removes a character each time you press it.

__ 18. Press BACKSPACE five times. The text you typed in step 17 above is removed. The screen again looks like Figure 15-3.

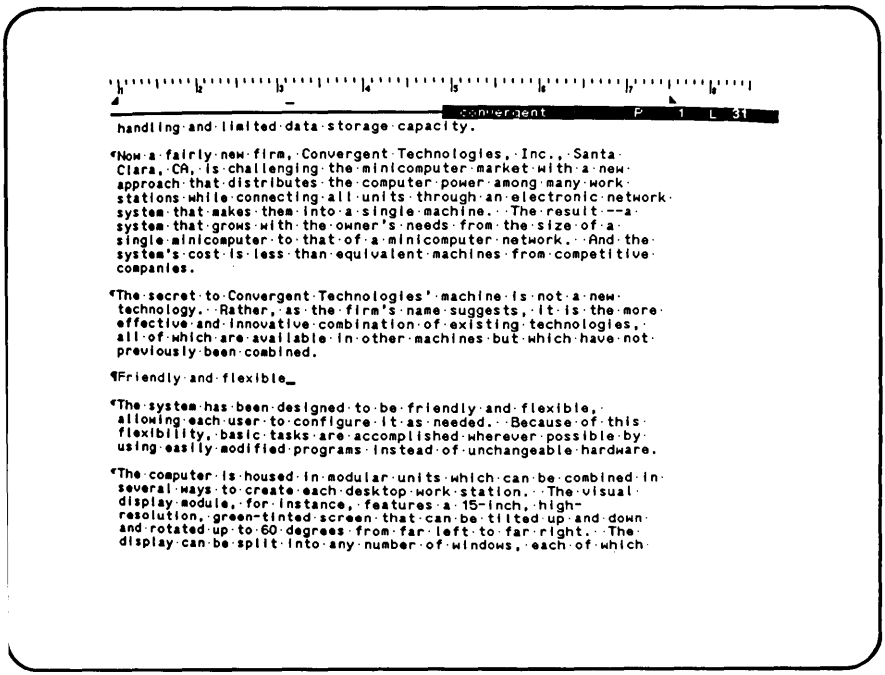


Figure 15-4. Double Spacing between All Paragraphs.

Now that you have learned to format text to be underlined or boldface, you can use Mark Doc to select the entire document for formatting. Remember that some of the paragraphs you typed were single spaced, and you left only a single space between paragraphs. In Lesson 10, you learned to use Format with the Single/double spacing option to leave a double space at the beginning of a paragraph. Every paragraph you typed below that paragraph then had single/double spacing.

Now you can format the entire document to have single/double spacing by selecting it with Mark Doc and applying Format to the selection.

__ 19. Press CODE-f10 to invoke Mark Doc. The entire document is selected.

__ 20. Press f4 twice. This invokes Format with the second part of the Format menu appearing on the screen.

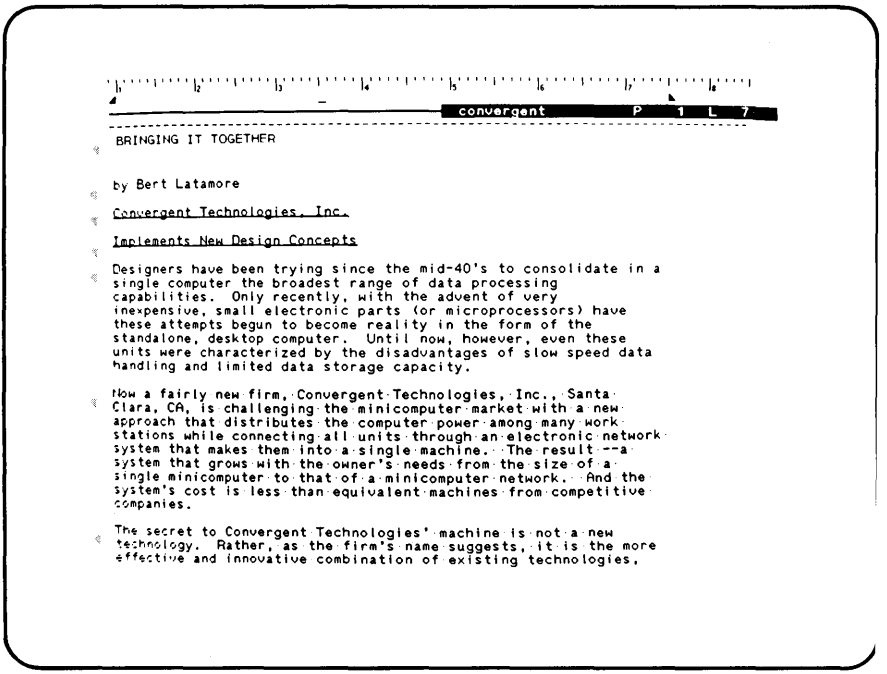


Figure 15-5. New Paragraph Symbols Inserted.

__ 21. Press /. This chooses the Single/double spacing option from the Format menu. The screen looks like Figure 15-4. Notice that the single spacing between paragraphs is now double spacing.

The document is double spaced between all paragraphs. Now you can change some new line symbols to new paragraph symbols. Start at the beginning of the document and change each new line symbol ↵ to a new paragraph symbol ¶. As you do it, notice there is a double space between each new paragraph because the formatting is inherited from the paragraph above.

__ 22. Press CODE-b to invoke Go to Beginning.

__ 23. Move the cursor to the next new line symbol ↵.

__ 24. Press DELETE. This removes the new line symbol ↵.

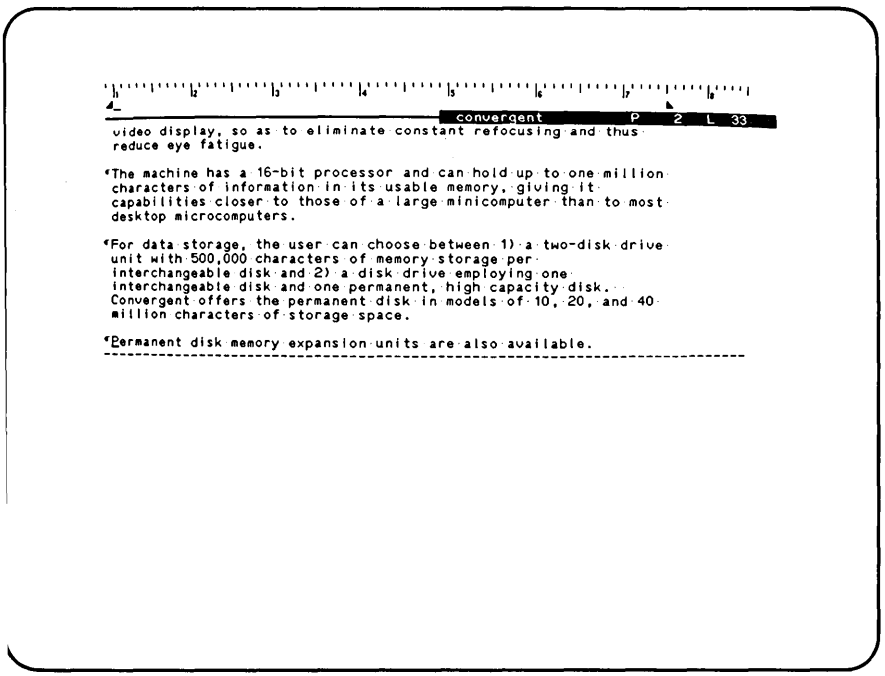


Figure 15-6. Last New Paragraph Symbol Inserted.

__ 25. Press RETURN. This starts a new paragraph. Notice that a double line is left before the new paragraph.

__ 26. Repeat steps 23 through 25 twice to remove the next two new line symbols and replace them with new paragraph symbols. The screen looks like Figure 15-5.

__ 27. Press CODE-e to invoke Go to End. Notice that the cursor is now on the last line of the document, which is also the only line left that contains a new line symbol.

You can now replace the last new line symbol with a new paragraph symbol.

__ 28. Press CODE-← to move the cursor to the new line symbol.

__ 29. Repeat steps 24 and 25 to remove the new line symbol and replace it with a new paragraph symbol. The screen looks like Figure 15-6.

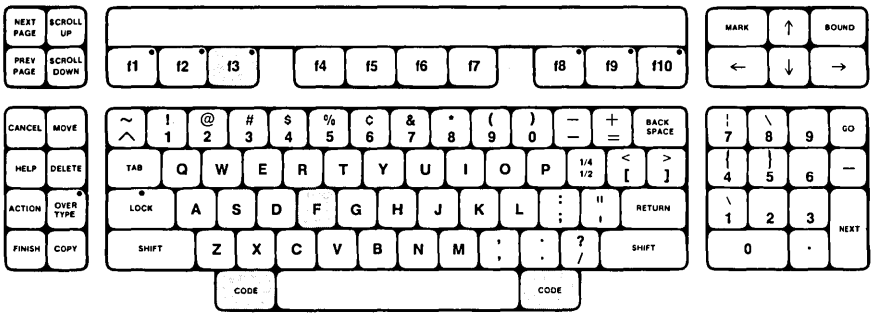
Summary of Lesson 15

In this lesson, you learned how to use Format to make text boldface and to underline it. You made selections in the existing text and formatted them. Then you learned how to format new text in boldface and remove the formatting to type normal text again. Finally, you used Mark Doc to select the entire document and used Format to double space between all paragraphs.

LESSON 16 PARAGRAPH INDENTING

Introduction

This lesson shows you how to use Paragraph Indent. This command can be used when you are typing new text, but the exercises below show you how to apply it to existing text. The keys used in the commands introduced in this lesson are shown below.



Discussion

The Paragraph Indent menu is described in the Word Processing Reference Manual. In this lesson, you learn how to indent the first line of a paragraph. The amount of indent depends on the position of the cursor on a line when Paragraph Indent is executed.

The shadow cursor on the ruler display at the top of the screen acts as a guide to help you position the cursor.

Begin by moving the cursor to the first paragraph that you want to indent.

__ 1. Press CODE-b to invoke Go to Beginning.

__ 2. Move the cursor to the position shown below. The document status line reads Pl L9.

```
¶Implements New Design Concepts

¶Designers have been trying since the mid-40's to consolidate in a
 single computer the broadest range of data processing
```

Now you can select three paragraphs whose first line will b indented.

__ 3. Press f10 to invoke Mark Para.

__ 4. Press BOUND twice. This extends the selection to th next two paragraphs.

__ 5. Press CODE-f3 to invoke Paragraph Indent. Th Paragraph Indent menu appears at the bottom of th screen.

Notice that the text automatically scrolled up a few lines t keep the cursor visible while the Paragraph Indent menu cover the bottom of the screen.

The menu offers four choices that are fully described in the Wor Processing Reference Manual. In this lesson, you use th "F First line indent only" option. This option allows you t specify where the first line of the selected paragraphs begins.

Now you are ready to apply Paragraph Indent to the selecte paragraphs. Paragraph Indent is executed after you position th shadow cursor correctly on the ruler display.

You can now position the shadow cursor on the ruler display a the position where you want the first line of each selecte paragraph to begin. Remember that the shadow cursor moves bac and forth reflecting the movement of the real cursor on a line.

__ 6. Move the cursor to the position shown below. Notic that this has placed the shadow cursor halfway betwee 1 and 2 on the ruler display. This is the amount th first line of each paragraph will be indented.

```
 companies.

¶The secret to Convergent Technologies' machine is not a new
```

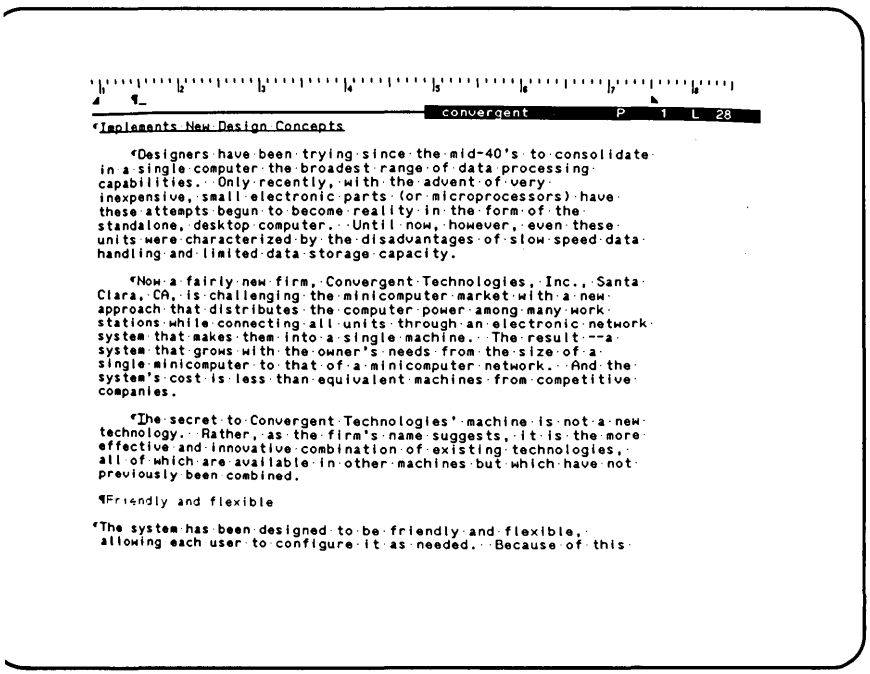
Remember that it is the location of the shadow cursor on th ruler display that is used when Paragraph Indent is executed

The regular cursor can be on any line in the selected portion of ext: it is used only as a horizontal guide for locating the hadow cursor at the correct position for indenting.)

hen Paragraph Indent is executed, the first lines of all elected paragraphs will be indented to the location of the hadow cursor.

__ 7. Press f to choose the First line indent option. The screen looks like Figure 16-1. Notice that the new paragraph symbol ¶ on the ruler display has now moved over to the location of the indent stop.

ou can now repeat this procedure to indent the first lines of he remaining paragraphs in the body of the text using Mark Para nd BOUND.



gure 16-1. Indented Paragraphs.

__ 8. Press CODE-↓ to move the cursor to the paragraph shown below. This is the first paragraph of the next selection you will apply Paragraph Indent to.

```
¶Friendly and flexible

¶The system has been designed to be friendly and flexible,
 allowing each user to configure it as needed. Because of this
```

__ 9. Press f10 to invoke Mark Para. This selects the paragraph.

__ 10. Press CODE-e to invoke Go to End. The cursor is now at the end of the document.

__ 11. Press BOUND. This extends the selection to the end of the last paragraph in the document.

You have selected the rest of the paragraphs in this document in which you want to have first lines indented. Now you can position the shadow cursor to be indented the same amount as you did in the previous steps.

__ 12. Press CODE-← to move the regular cursor and the shadow cursor to the left end of the line.

__ 13. Move the cursor to the position shown below. Notice that this has placed the shadow cursor halfway between 1 and 2 on the ruler display.

```
 million characters of storage space.

¶Permanent disk memory expansion units are also available.
```

__ 14. Press CODE-f3 to invoke Paragraph Indent. The Paragraph Indent menu appears at the bottom of the screen.

Notice that this time you positioned the shadow cursor before invoking Paragraph Indent. The order in which you do these step

is not important. It is only important that you position the shadow cursor before choosing an option from the menu and executing the command.

__ 15. Press f to choose the first line indent option. The screen looks like Figure 16-2. Notice that the new paragraph symbol ¶ on the ruler display has now moved over to the location of the indent.

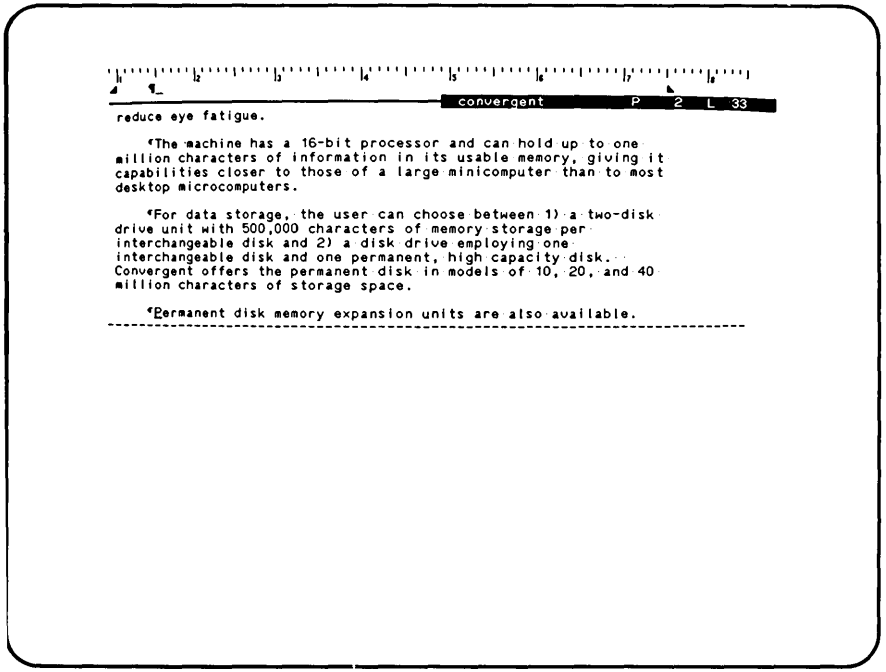


Figure 16-2. Indented Paragraphs.

Summary of Lesson 16

In this lesson, you used Paragraph Indent to indent the first line of a paragraph. Although this can be done as you are typing new text, in this lesson you selected existing paragraphs and applied Paragraph Indent to the selections.

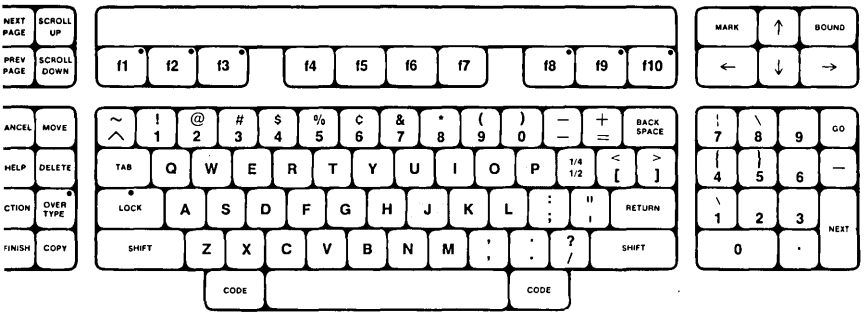
Paragraph Indent is the first command you have learned whose execution is based on the position of the shadow cursor on the ruler display.

You have now used all the basic commands that you will apply tc portions of text. The next few lessons introduce you to commands that you will apply to the entire document.

.ESSON 17 JUSTIFICATION AND PAGE FORMATTING

ntroduction

'his lesson shows you how to justify text to be aligned with both he left and right margins and how to format pages. This is a urther exercise in using Format, and you can apply these eatures to the entire document at once. The keys used in the ommands introduced in this lesson are shown below.



iscussion

ntil now, all of the text you have typed has been left-flush ecause the Word Processor automatically lines up text along the eft margin unless you change it. Text can be made left-flush, ight-flush, or justified (aligned at both left and right argins). You can apply the formatting to any existing text that as been selected or to new text as it is typed. In the exercise elow, justify all the text by using Mark Doc to select the ntire document, then invoking Format.

__ 1. Press CODE-f10 to invoke Mark Doc.

__ 2. Press f4 twice to invoke Format and see the second part of the Format menu.

he second part of the Format menu offers the following option: J Justified text". This option formats the selected text to e aligned at both left and right margins.

__ 3. Press j to choose the "J Justified text" option from the Format menu. The screen looks like Figure 17-1. Notice that the Format menu has disappeared from the screen, and that the text is now justified.

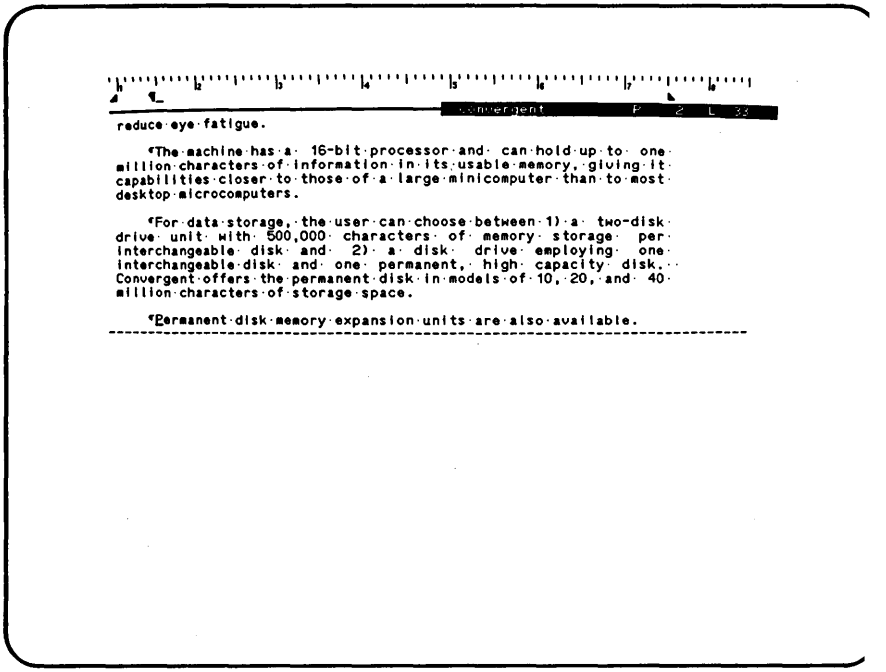


Figure 17-1. Justified Text.

The entire document is now justified. Notice that th Word Processor has automatically inserted spaces between som words to fill the line out to the right margin. These spaces ar different from the spaces you actually typed and can be remove automatically by the Word Processor when formatting changes ar required. When the Visible command is in effect, as it is now you can readily distinguish between a typed space and the space the Word Processor has inserted, because a typed space is show by the typed space symbol •.

Now that the text is justified, you can change the pag formatting of the document. Until now, all of the text you hav typed has been formatted to fit a standard page that th Word Processor automatically uses unless you change it. Some c the characteristics that have been automatically formatted are paper size; top, bottom, and side margins; number of lines pe page; and position of headers and footers. As in the step above, you must first select the entire document using Mark Do before changing the page format.

__ 4. Press CODE-f10 to invoke Mark Doc.

__ 5. Press f4 twice. This invokes Format showing the second part of the Format menu.

__ 6. Press p to choose "Press P to change Page format".

The Page Format form that now appears on the screen is described in the Word Processing Reference Manual. Notice that the values currently used by the Word Processor are shown. In this lesson, you will change only the left margin, text width, and right margin.

__ 7. Press NEXT twice to move the cursor and the highlight to "Left margin".

__ 8. Type 1.5 to change the left margin to 1.5 inches.

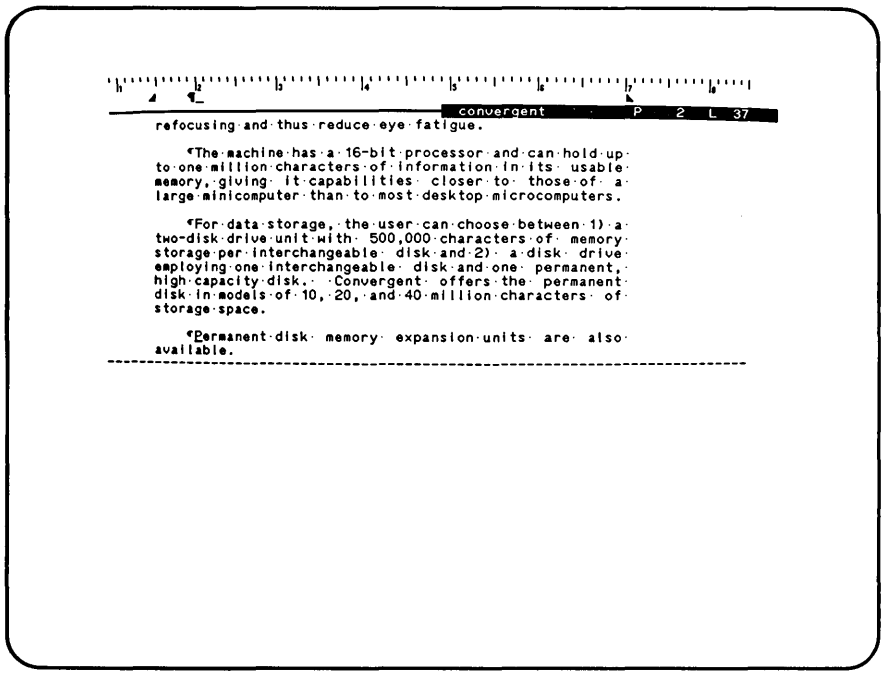


Figure 17-2. Margins and Text Width Changed.

__ 9. Press NEXT to move the cursor and the highlight t "Text width".

__ 10. Type 5.5 to change the text width to 5.5 inches.

__ 11. Press NEXT to move the cursor and the highlight t "Right margin".

__ 12. Type 1.5 to change the right margin to 1.5 inches.

Now that you have specified the new margins and text width for page, you can execute Format by following the instructions at th top of the Page Format form.

__ 13. Press GO to execute Format with the Page format optior The screen looks like Figure 17-2. Notice that th margins are wider than they were and the text width i narrower.

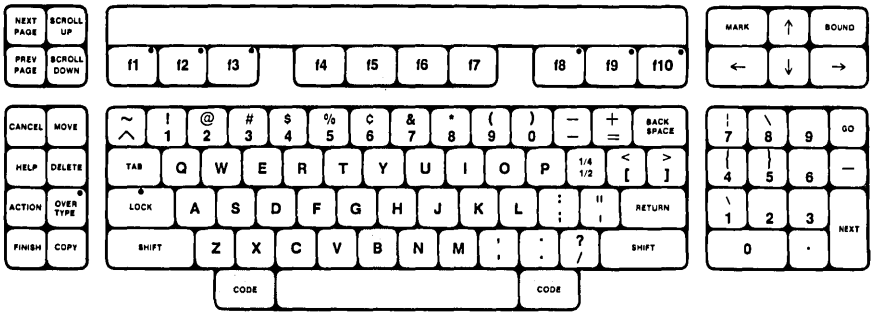
Summary of Lesson 17

In this lesson, you learned to justify text by choosing th Justify text option from the second part of the Format menu. Yc also learned how to change the formatting of the text pages b choosing the Page format option from the second part of th Format menu and then changing the current values of "Lef margin", "Text width", and "Right margin".

LESSON 18 HEADERS AND PAGE NUMBERS

Introduction

This lesson shows you how to put headers and page numbers in the document. A header is a line of information that prints in the top margin of each page. The keys used in the commands introduced in this lesson are shown below.



Discussion

The contents of the header is specified when you invoke the Header command and type the information you want in the header. In the exercise below, you also learn how to make a page number print in the header when the document is printed.

__ 1. Press f5 to invoke Header.

The Header menu that now appears on the screen provides features that are described in the Word Processing Reference Manual. For the purpose of this lesson, the same header will be used on all pages. Choosing "B Both headers" from the Header menu specifies that the same header is to be used on both left and right facing pages.

__ 2. Press b. This chooses the Both headers option from the Header menu. Notice that a line has been provided where you can type information to appear in the header.

You can type text in this line and format it exactly the way you type it in the document.

__ 3. Type page in the header, being sure to type the spac at the end.

Now you can learn to use the Page Number command to specify tha you want page numbers to increase sequentially with each page.

__ 4. Press CODE-f5 to invoke the Page Number command. Th screen looks like Figure 18-1. Notice that a half bright number symbol # has appeared. When the documen is printed, a sequential page number will automaticall appear in this position.

Now that you have executed the Page Number command to put sequential page number symbol # in the header, you are ready t execute the Header command.

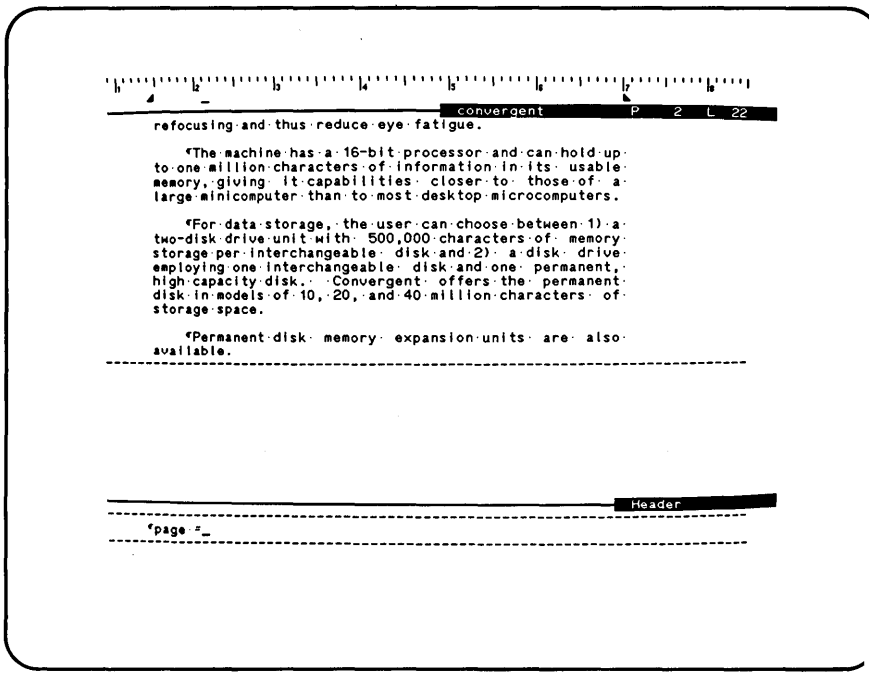


Figure 18-1. Sequential Page Number in the Header.

___ 5. Press GO to execute Header. The screen again looks like Figure 17-2. The header has disappeared from the screen, but it is in effect when printing.

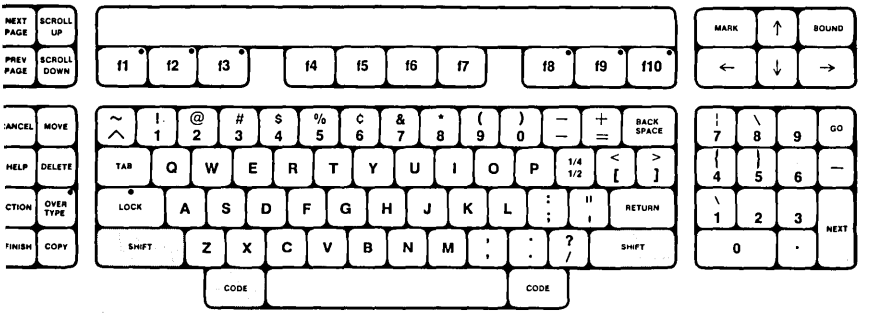
Summary of Lesson 18

In this lesson, you learned how to use Header to specify the contents of a header that will print on each page of the document. You also learned how to use Page Number to insert a half-bright number symbol # in the header. When the header prints, this half-bright number symbol is replaced by sequentially increasing page numbers.

LESSON 19 REVIEWING, PRINTING, AND FINISHING

Introduction

This lesson shows you how to use the Review Document command to put automatic page breaks in the text specified in the Page Format form of Format. It also shows you how to use the Print command to print a document. After you have printed the document, you can Finish a word processing session and log out of the Executive, if necessary. These commands are completely described in the Word Processing Reference Manual. The keys used in the commands introduced in this lesson are shown below.



Discussion

In this lesson, you will use Review Document to paginate the document. This removes the automatic page breaks that the Word Processor inserted at intervals while you were typing text and puts the breaks in the correct locations. The number of lines between the page breaks is determined by the current value of "Text height" in the Page Format form. To observe this change, first scroll text down the screen until an old page break is shown on the screen by a broken line.

__ 1. Press CODE-SCROLL DOWN to scroll the text down on the screen many lines at a time. Notice the location of the automatic page break shown by a broken line in the text.

__ 2. Press CODE-f4 to invoke the Review Document command.

Notice that the current values for the "Yes" or "No" answers appear bright, and the other values appear half-bright. Because

the current answer to "Paginate?" is "Yes" and you want pagination to be done, you do not have to change the current value. You can now execute Review as instructed at the top of the Review Document form.

__ 3. Press GO to execute Review Document. Notice that the message at the top of the Review Document form changes to "Formatting..." until execution completes and the Review Document form is removed from the screen. Notice also that the old automatic page break has been removed.

__ 4. Press CODE-SCROLL DOWN again and notice that an automatic page break has been put in the text at the correct place. The screen looks like Figure 19-1.

Now you are ready to print the document using the Print command. Print is described in the Word Processing Reference Manual.

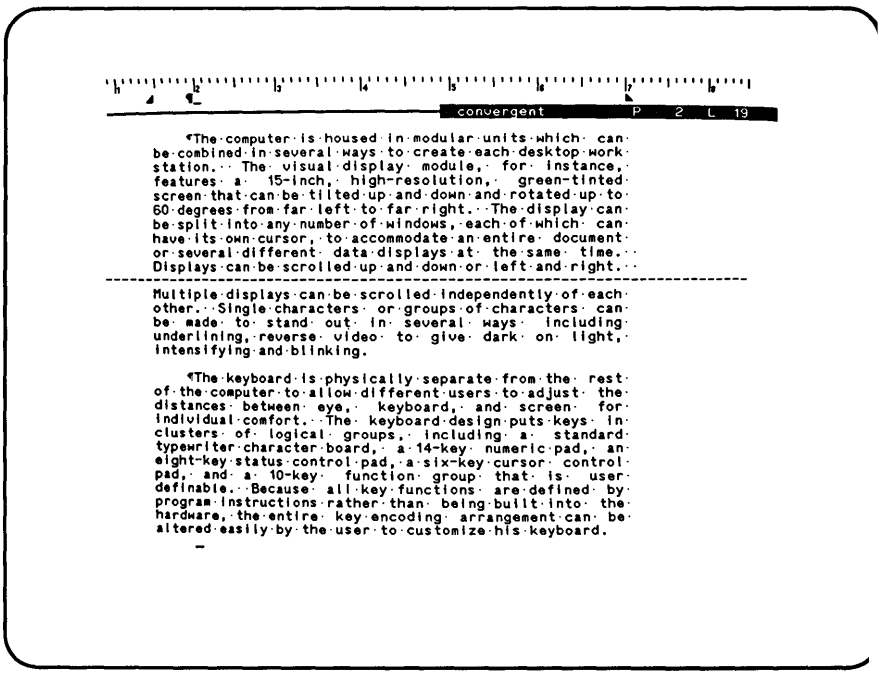


Figure 19-1. Pagination Changed.

__ 5. Press SHIFT-f4 to invoke the Print command.

Notice that the current values of "Yes" and "No" are bright and the other values are half-bright. In this lesson, you can print without changing any of the current values, so follow the instructions at the top of the Print form.

__ 6. Press GO to execute Print. Notice that the message at the top of the Print form changes to "Formatting...". When Print is finished, the Print form disappears from the screen.

Now that the document has been sent to the printer, you can end the word processing session with the Finish command that you learned in Lesson 2.

__ 7. Press FINISH to invoke the Finish command.

__ 8. Press GO to execute Finish.

When the Finish command is completed, either the Sign On form shown in Figure 1-1, or the Executive Command form shown in Figure 1-2, will appear.

If you have a dedicated Word Processor, the Sign On form appears. If you do not have a dedicated Word Processor, the Executive Command form appears.

When you get the printed copy of the document, compare it to Figure 19-2. If your copy does not match the illustration in Figure 19-2, you may want to repeat some of the lessons to correct it.

Summary of Lesson 19

In this lesson, you learned to paginate the document, using Review Document to remove old automatic page breaks and insert new ones in the correct places. You also learned to use Print. You then ended the word processing session using Finish.

page 1

BRINGING IT TOGETHER

by Bert Latamore

Convergent Technologies, Inc.

Implements New Design Concepts

Designers have been trying since the mid-40's to consolidate in a single computer the broadest range of data processing capabilities. Only recently, with the advent of very inexpensive, small electronic parts (or microprocessors) have these attempts begun to become reality in the form of the standalone, desktop computer. Until now, however, even these units were characterized by the disadvantages of slow speed data handling and limited data storage capacity.

Now a fairly new firm, Convergent Technologies, Inc., Santa Clara, CA, is challenging the minicomputer market with a new approach that distributes the computer power among many work stations while connecting all units through an electronic network system that makes them into a single machine. The result --a system that grows with the owner's needs from the size of a single minicomputer to that of a minicomputer network. And the system's cost is less than equivalent machines from competitive companies.

The secret to Convergent Technologies' machine is not a new technology. Rather, as the firm's name suggests, it is the more effective and innovative combination of existing technologies, all of which are available in other machines but which have not previously been combined.

Friendly and flexible

The system has been designed to be friendly and flexible, allowing each user to configure it as needed. Because of this flexibility, basic tasks are accomplished wherever possible by using easily modified programs instead of unchangeable hardware.

The computer is housed in modular units which can be combined in several ways to create each desktop work station. The visual display module, for instance, features a 15-inch, high-resolution, green-tinted screen that can be tilted up and down and rotated up to 60 degrees from far left to far right. The display can be split into any number of windows, each of which can have its own cursor, to accommodate an entire document or several different data displays at the same time. Displays can be scrolled up and down or left and right.

Figure 19-2. Printed Document. (Page 1 of 2)

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Multiple displays can be scrolled independently of each other. Single characters or groups of characters can be made to stand out in several ways including underlining, reverse video to give dark on light, intensifying and blinking.

The keyboard is physically separate from the rest of the computer to allow different users to adjust the distances between eye, keyboard, and screen for individual comfort. The keyboard design puts keys in clusters of logical groups, including a standard typewriter character board, a 14-key numeric pad, an eight-key status control pad, a six-key cursor control pad, and a 10-key function group that is user definable. Because all key functions are defined by program instructions rather than being built into the hardware, the entire key encoding arrangement can be altered easily by the user to customize his keyboard.

Each displayable character is built in a 10-by-15 pixel cell. The standard character set contains 256 characters. Unlike almost all computers, which store their character sets in Read Only Memory, Convergent's character set is stored in a high-speed memory on the video board. The character set may be easily changed under program control by loading another set from a disk file. This way the number of characters that may be used in the same application program is virtually limitless.

Even the basic computer --the black box that does the processing --has been redesigned to meet human needs. Instead of the standard box-shaped configuration, it is located behind a tilted board that stands to the right of the display screen and looks like a lectern. Its built-in copy clips hold documents being entered into the machine in the same visual plane as the video display, so as to eliminate constant refocusing and thus reduce eye fatigue.

The machine has a 16-bit processor and can hold up to one million characters of information in its usable memory, giving it capabilities closer to those of a large minicomputer than to most desktop microcomputers.

For data storage, the user can choose between 1) a two-disk drive unit with 500,000 characters of memory storage per interchangeable disk and 2) a disk drive employing one interchangeable disk and one permanent, high capacity disk. Convergent offers the permanent disk in models of 10, 20, and 40 million characters of storage space.

page 3

Permanent disk memory expansion units are also available.

gure 19-2. Printed Document. (Page 2 of 2)

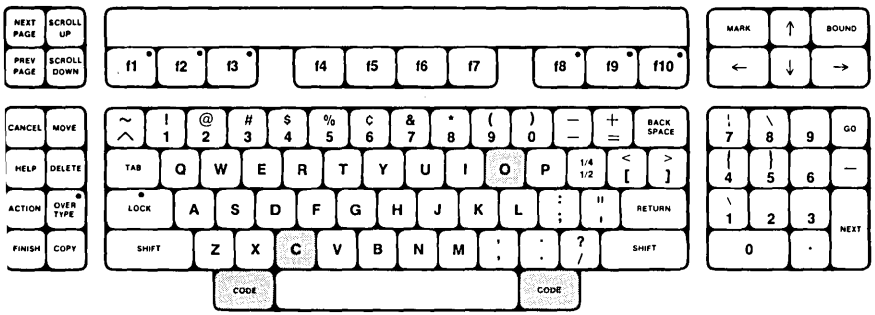
LESSON 20 SIGNING ON AND OPENING DOCUMENTS

Introduction

This lesson, and the lessons that follow, show you how to sign on to the Word Processor and open the same document that was displayed in the previous word processing session, if you have a dedicated Word Processor. It also shows you how to use the Tabs command.

The next series of lessons completes a short letter that has a return address, a sending address, a letter body, and a letter closing. The letter body includes a table of text.

This lesson shows you how to open the same document that was open in the previous word processing session. If you have a dedicated Word Processor, the same text that was displayed on the screen when the previous session ended appears when the document is opened. Then the lesson shows you how to close the document without ending a session and open a new document for use in the rest of these lessons. The keys used in the commands introduced in this lesson are shown below.



Discussion

First, you must sign on to the Executive, if necessary, and then sign on to the Word Processor.

__ 1. If the Executive Command form (consisting of the word "Command" and a green strip of light), as shown in Figure 1-2, is on the screen, then:

Type w p, press GO, and GO TO STEP 7 below.

__ 2. If the Sign On form, shown in Figure 1-1, is on the screen, then type your user name next to "User name".

__ 3. If you have a password, press RETURN to move the highlight to "Password".

Otherwise, press GO and GO TO STEP 6 below.

__ 4. Type your password next to "Password".

__ 5. Press GO. A message briefly appears on the screen and then the screen becomes momentarily blank. Then the screen looks like Figure 2-2.

In this lesson, you want to display the same document that was on the screen when you ended the last session.

__ 6. Press GO to display the same document as in your previous session. The screen is momentarily blank. Then the screen looks like Figure 19-1. This is exactly the same text that was on the screen when you ended the last session in Lesson 19.

__ 7. You can now learn to use the Close Window command. Close Window allows you to close and remove a document from the screen without ending the word processing session. If you have a dedicated Word Processor, then proceed with step 8 below. Otherwise, just note that the Close Window command exists and SKIP STEP 8.

__ 8. Press CODE-c to invoke the Close Window command. When Close Window has finished executing, the main text area of the screen shows the Documents menu.

You can now open a new document using the Open Document command. This is another way to open a document, instead of using the Documents command you learned in Lesson 4.

__ 9. Press CODE-o to invoke the Open Document command. The Open Document form appears on the screen with the highlight at "Document name".

__ 10. Type letter to name the document "letter".

__ 11. Press GO. Notice the blinking message at the top of the Open Document form.

__ 12. Press GO. This creates a new document. The screen is momentarily blank and then the New Document screer appears.

Summary of Lesson 20

In this lesson, you signed on to the Executive, if necessary, and then signed on to a new word processing session. If you have a dedicated Word Processor, you saw the same location in the same document that was on your screen when you ended the previous session. You then used Close Window to close and remove that document from the screen without ending the word processing session. You learned to use Open Document, as an alternative to the Documents command, to create a new document.

.ESSON 21 RETURN ADDRESS

ntroduction

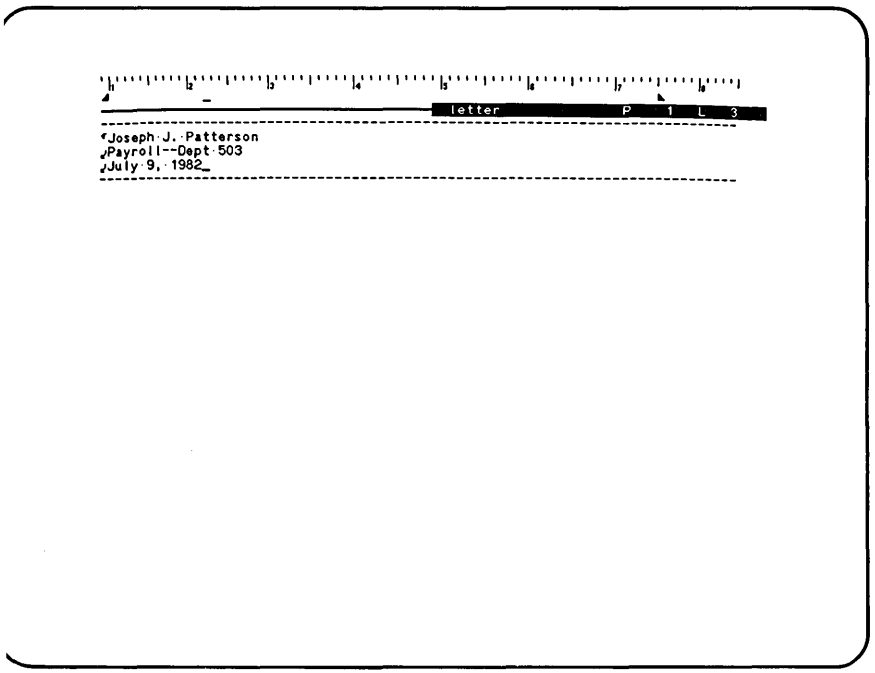
Jow you can type text in the letter, beginning with the paragraph containing the return address. No new commands are introduced in this lesson.

__ 1. Type Joseph J. Patterson.

__ 2. Press SHIFT-RETURN. This moves the cursor to a new line.

__ 3. Type Payroll--Dept. 503.

__ 4. Press SHIFT-RETURN. This moves the cursor to a new line.



igure 21-1. Return Address.

__ 5. Type July 9, 1982. The screen looks like Figure 21-1.

Summary of Lesson 21

In this lesson, you completed the return address of the letter.

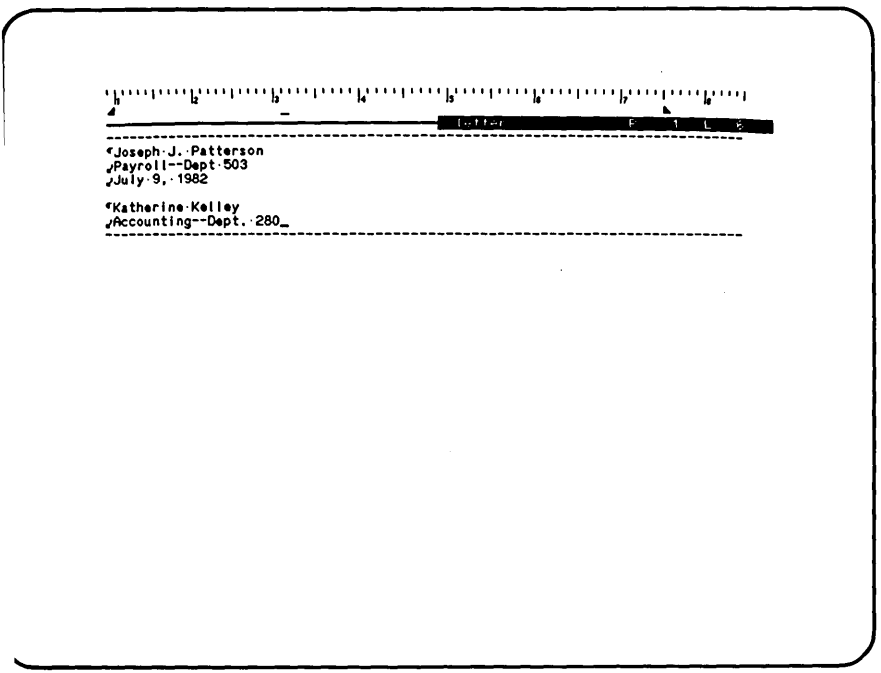
LESSON 22 SENDING ADDRESS

Introduction

You can now type the sending address in a new paragraph. Because all paragraphs in this letter should be separated by a space, you can format all remaining paragraphs to have a double space above them. This lesson shows you a new, faster way to execute the Format command. There are no new commands introduced in this lesson.

__ 1. Press RETURN. This starts a new paragraph.

__ 2. Press f4 to invoke Format. The first part of the Format menu appears on the screen.



gure 22-1. Sending Address.

Discussion

You are familiar with the Format menu from using it repeatedly in previous lessons. The "/ Single/double spacing" option appears on the second part of the menu. Until now, you have always pressed f4 twice to see the second part of the Format menu before making this choice. The only reason for pressing f4 twice was to see the menu: it is not necessary for the second part of the menu to appear on the screen to choose an item from it. This lesson shows you that when you know the choice you want, you have to press f4 only once to invoke Format, and then make your choice.

__ 3. Press /. This chooses the Single/double spacing option.

__ 4. Type Katherine Kelley.

__ 5. Press SHIFT-RETURN. This moves the cursor to a new line.

__ 6. Type Accounting--Dept. 280. The screen looks like Figure 22-1.

Summary of Lesson 22

In this lesson, you finished typing the sending address and formatted the paragraph to skip a line at the beginning. You learned to quickly invoke Format by pressing f4 only once and then choosing an item from the second part of the menu.

LESSON 23 FIRST PARAGRAPH OF THE LETTER BODY

Introduction

You can now begin typing the body of the letter. The first paragraph is a review of commands you learned in previous lessons: starting a paragraph, typing it, and justifying it to be aligned at both the left and right margins. There are no new keys introduced in this lesson.

__ 1. Press RETURN. This begins a new paragraph.

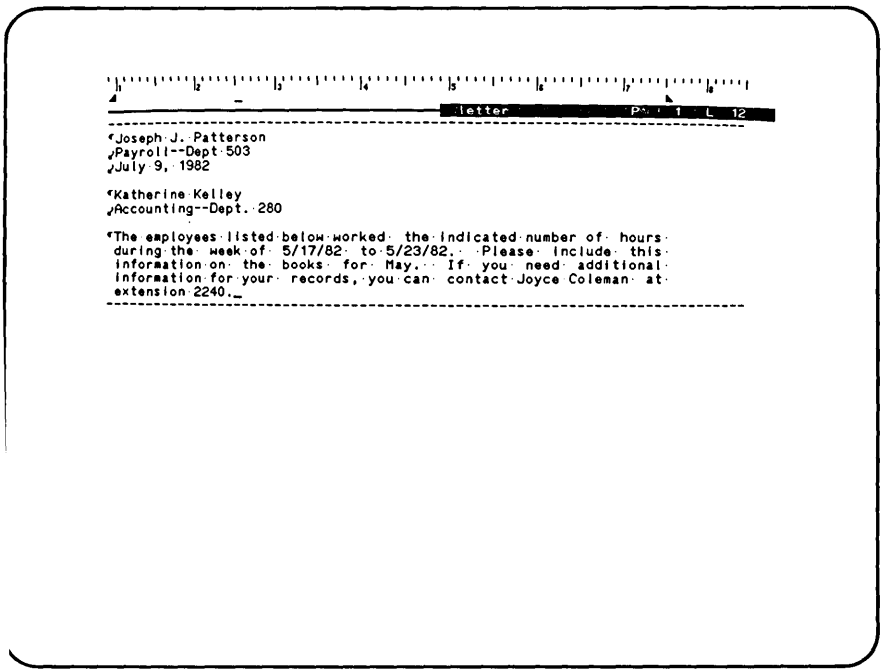


Figure 23-1. Justified Paragraph.

__ 2. Type the text below.

The employees listed below worked the indicated number of hours during the week of 5/17/82 to 5/23/82. Please include this information on the books for May. If you need additional information for your records, you can contact Joyce Coleman at extension 2240.

__ 3. Press f4 to invoke Format.

__ 4. Press j. This executes Format using the Justified text option from the Format menu. The screen looks like Figure 23-1.

Summary of Lesson 23

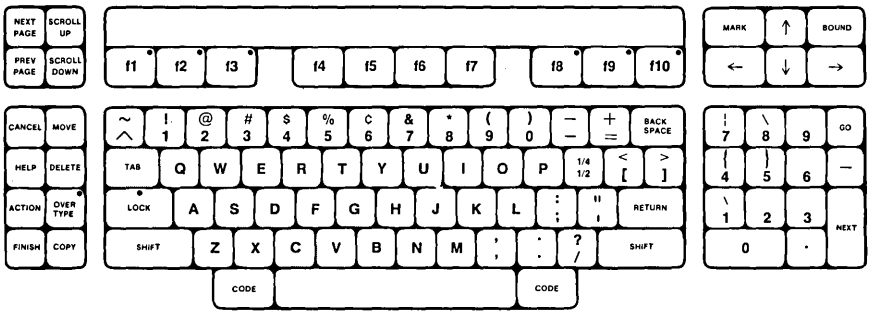
In this lesson, you typed the first paragraph of the letter body and justified it.

LESSON 24 USING TABS TO CENTER TEXT IN COLUMNS

Introduction

This lesson shows you how to use the Tabs command to type headings for a table of text. Tab stops make it easy for you to automatically type text into several lined-up columns. You can type text directly into columns spaced at intervals across a line and eliminate typing spaces between the columns.

This lesson, and the two lessons that follow, show you several different ways to use tab stops. The keys used in the command introduced in this lesson are shown below.



Now you can use the Tabs command to set centered tabs.

__ 1. Press f3 to invoke Tabs.

Discussion

The Tabs command is executed after you position the shadow cursor correctly on the ruler display. This is the second command you have learned about that uses the ruler display at the top of the screen as a guide for correctly positioning the cursor before executing the command. (The first command was Paragraph Indent.)

The Tabs menu offers several choices that are completely described in the Word Processing Reference Manual. In this lesson, you learn to use the "C Centered tab" option. This option allows you to specify what position you want the first tab to be centered on. In this exercise, the shadow cursor is already in the correct position. Notice that the shadow cursor is halfway between the 2 and the 3 on the ruler display.

Remember that it is the location of the shadow cursor on the ruler display that is used when Tabs is executed. The regular cursor can be on any line in the paragraph: it is used only as a horizontal guide for locating the shadow cursor at the correct position for centering the tab. When Tabs is executed using the "C Centered tab" option, the first column of tabbed information will be centered at the location of the shadow cursor.

__ 2. Press C to choose the Centered tab option. Notice that the letter C has appeared on the ruler display at the location of the centered tab, and the Tabs menu has disappeared from the screen.

You can now repeat this procedure to set two more centered tabs.

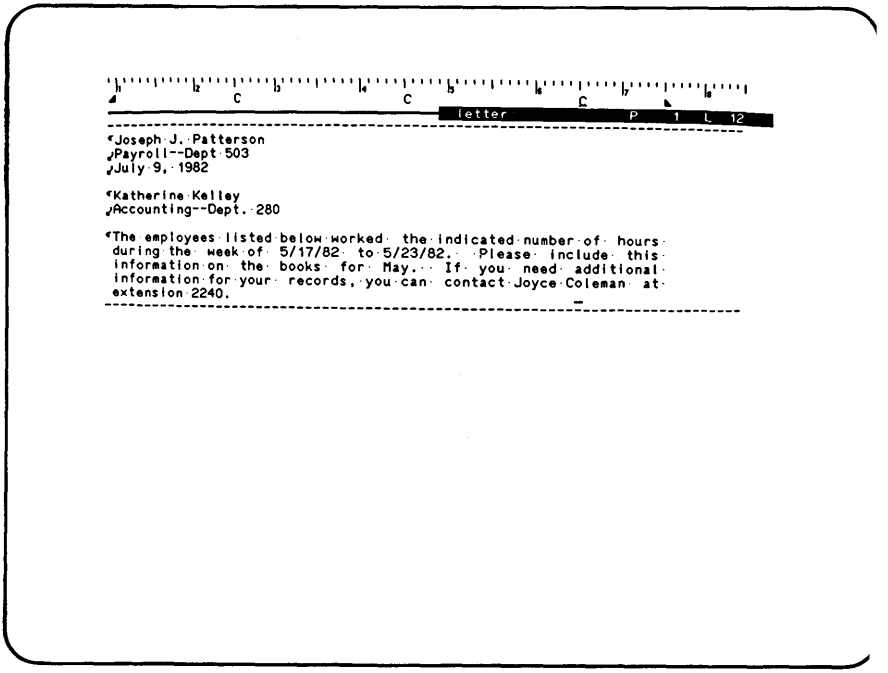


Figure 24-1. Three Centered Tabs Set.

__ 3. Move the cursor to the right until the shadow cursor is halfway between 4 and 5 on the ruler display. This is the second position you can apply the Tabs command to.

__ 4. Press f3 to invoke the Tabs command.

__ 5. Press c to execute the Tabs command. This sets another centered tab.

__ 6. Move the cursor to the right until the shadow cursor is halfway between 6 and 7 on the ruler display. This is the third position you can apply the Tabs command to.

__ 7. Repeat steps 4 and 5, above. The screen looks like Figure 24-1.

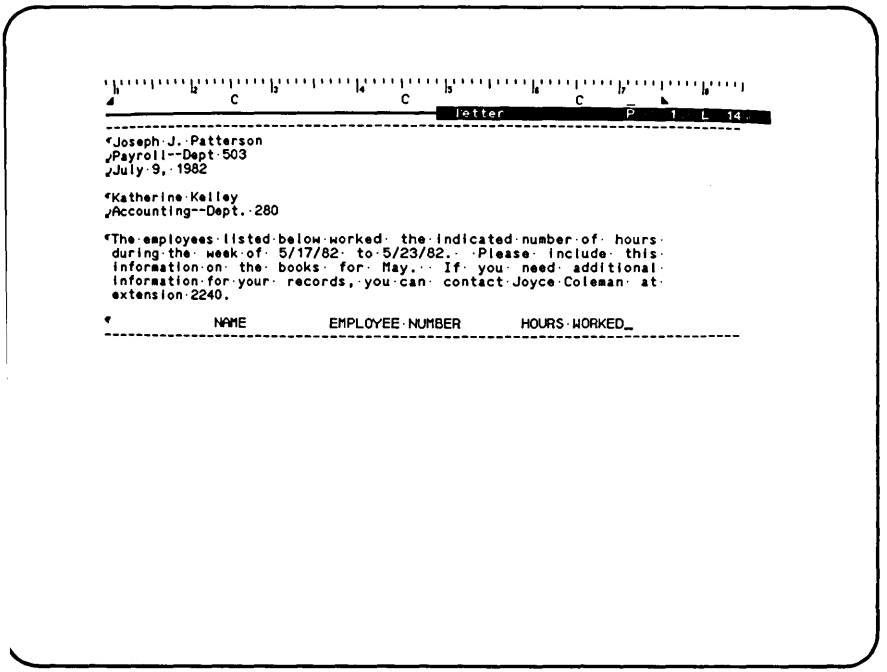


Figure 24-2. Three Centered Headings.

You have set three centered tabs using the "C Centered tab" option from the Tabs menu. You can now begin a new paragraph of text in columns.

__ 8. Press RETURN. This begins a new paragraph.

Now you can type text that will appear in three columns centered on the tabs you have set. This requires the use of the TAB key. (Do not confuse the TAB key with the Tabs command. You used the Tabs command to set the locations of the tabs; now you will use the TAB key to immediately move the cursor to those locations when you want to type text.) Each time you press TAB, the cursor moves to the location of the next tab stop.

__ 9. Press TAB. This moves the cursor to the next tab stop.

__ 10. Type NAME. Notice that the word you typed is centered at the location of the first C on the ruler display.

Now that you have centered the first heading, you can continue to center headings at the next two tab stops.

__ 11. Press TAB. This moves the cursor to the next tab stop.

__ 12. Type EMPLOYEE NUMBER.

__ 13. Press TAB. This moves the cursor to the next tab stop.

__ 14. Type HOURS WORKED.

The screen looks like Figure 24-2.

Summary of Lesson 24

In this lesson, you learned to set tabs by repeatedly using the Centered tab option from the Tabs menu to put three column across the line. You started a new paragraph and typed three headings, using the TAB key to move the cursor to each column and you saw that the text you typed in each column was automatically centered under the C on the ruler display.

LESSON 25 USING TABS FOR LEFT-, RIGHT-, AND DECIMAL-ALIGNED COLUMNS

Introduction

This lesson shows you how to invoke the Tabs command to type a table of text under the headings you typed in Lesson 24. You can learn to use tab settings to automatically line up text with the left side of a column, line up text with the right side of a column, and line up columns of numbers under the decimal points.

Discussion

First, you can start a new paragraph and remove the current tab stops from it.

__ 1. Press RETURN. This starts a new paragraph.

__ 2. Press f3 to invoke the Tabs command. Notice that one of the items in the Tabs menu is "A All tabs in current paragraph". This choice removes all tabs from this paragraph.

__ 3. Press a to execute the Tabs command. This removes all the current tab stops. Notice that all the C's have disappeared from the ruler display.

You can now set a tab for left-aligned text in the column under the first heading.

__ 4. Move the cursor to the right until the shadow cursor is at 2 on the ruler display. Now you can apply Tabs to produce left-aligned text under the heading "NAME".

__ 5. Press f3 to invoke the Tabs command again. Notice that one of the items in the Tabs menu is "Press L for Left-aligned tab".

__ 6. Press l to execute the Tabs command. This sets a left-aligned tab. (Be sure to type a lowercase l and not an uppercase I or a 1 [one].) Notice that the letter L has appeared on the ruler display at the location of the left-aligned tab, and the Tabs menu has disappeared from the screen.

You can now move the cursor to another position under the second heading and set a right-aligned tab.

__ 7. Move the cursor to the right until the shadow cursor is halfway between 4 and 5 on the ruler display. Now you can apply the Tabs command to produce right-aligned text under the heading "EMPLOYEE NUMBER".

__ 8. Press f3 to invoke the Tabs command. Notice that one of the items in the Tabs menu is "R Right-aligned tab".

__ 9. Press r to execute the Tabs command. This sets a right-aligned tab. Notice that the letter R has appeared on the ruler display at the location of the right-aligned tab and the Tabs menu has disappeared from the screen.

You can now move the cursor to another position under the third heading and set a decimal tab.

__ 10. Move the cursor to the right until the shadow cursor is halfway between 6 and 7 on the ruler display.

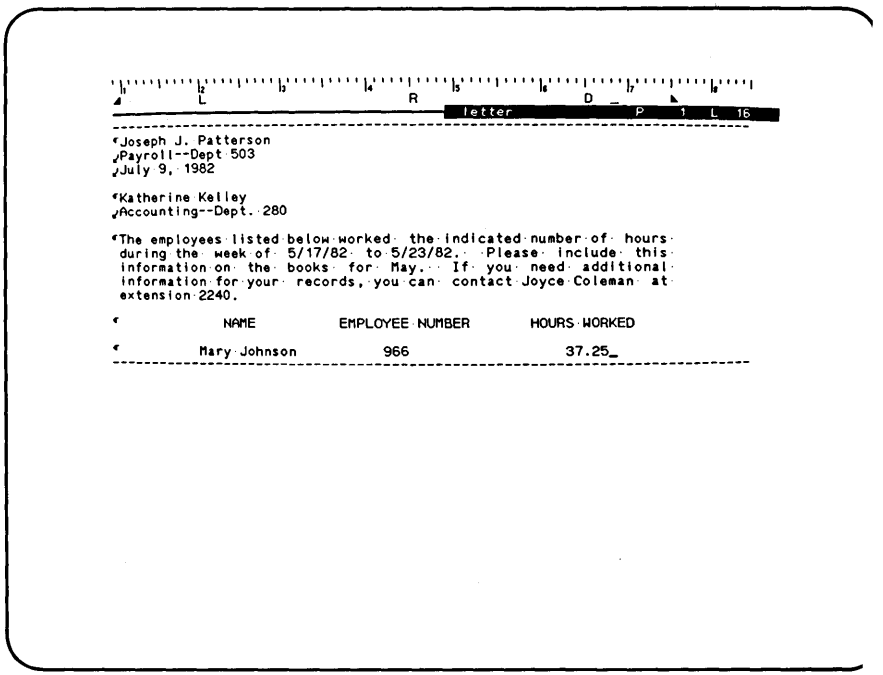


Figure 25-1. Three Columns in First Line of Table.

Now you can apply the Tabs command to produce decimal-aligned text under the heading "HOURS WORKED".

__ 11. Press f3 to invoke the Tabs command. Notice that one of the options in the Tabs menu is "D Decimal tab".

__ 12. Press d to execute the Tabs command. This sets a decimal tab. Notice that the letter D has appeared on the ruler display at the location of the decimal tab, and the Tabs menu has disappeared from the screen.

You have set three different tabs to use for the columns of text in the table. Now you can type a line of text and put it in three columns across the line.

__ 13. Press CODE-←. This moves the cursor to the beginning of the paragraph.

__ 14. Press TAB. This moves the cursor to the next tab stop.

__ 15. Type Mary Johnson. Notice that the text you typed is left-aligned under the L on the ruler display.

__ 16. Press TAB. This moves the cursor to the next tab stop.

__ 17. Type 966. Notice that the text you typed is right-aligned under the R on the ruler display.

__ 18. Press TAB. This moves the cursor to the next tab stop.

__ 19. Type 37.25. Notice that the text you typed is lined up with the decimal under the D on the ruler display. The screen looks like Figure 25-1.

You have typed the first line of text in the table. You can now type the second line of text.

__ 20. Press TAB. This moves the cursor to the next tab stop.

__ 21. Type James Ogden.

__ 22. Press TAB.

__ 23. Type 15067.

__ 24. Press TAB.

__ 25. Type 40.0. Notice that the three columns of text are lining up according to the type of column they are in.

You have typed the second line of the table. Now you can continue entering text in the columns using the same procedure as you used in the steps above.

__ 26. Press TAB. Type John Miller.

Press TAB. Type 12168.

Press TAB. Type 43.5.

__ 27. Press TAB. Type Kenneth Banks.

Press TAB. Type 5071.

Press TAB. Type 40.0.

__ 28. Press TAB. Type Charles Richter.

Press TAB. Type 935.

Press TAB. Type 8.0. The screen looks like Figure 25-2.

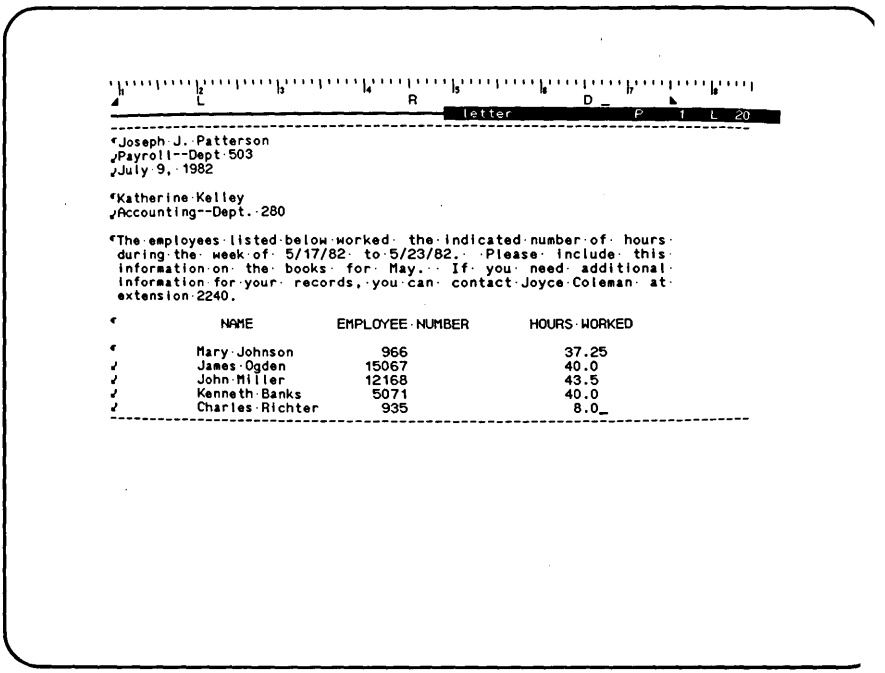


Figure 25-2. Completed Table.

Summary of Lesson 25

In this lesson, you learned to remove all the tabs in a current paragraph using "A All tabs in current paragraph" from the Tabs menu. You also learned to set tabs using the Left-aligned tab, Right-aligned tab, and Decimal tab options from the Tabs menu. You set a left-aligned column under the first heading, a right-aligned column under the second heading, and a decimal column under the third heading. You then learned to type text in columns by pressing TAB to automatically move the cursor to each column.

LESSON 26 CLOSING THE LETTER

Introduction

You can now type the closing for the letter. This is a separate paragraph that can be positioned using a left-aligned tab stop. There are no new commands introduced in this lesson.

__ 1. Press RETURN. This starts a new paragraph.

__ 2. Press f3 to invoke the Tabs command.

__ 3. Press a. This removes all tab stops from the current paragraph.

__ 4. Press f3 to invoke the Tabs command again.

__ 5. Move the shadow cursor to 5 on the ruler display.

__ 6. Press l. This chooses the Left-aligned tab option from the Tabs menu. (Be sure to type a lowercase l and not an uppercase I or a 1 [one].)

Discussion

You have set a Left-aligned tab for a column at 5 in the ruler display. Now you can type the closing of the letter in this column.

__ 7. Press TAB. (Do not be concerned if some text has shifted off the screen to the left.) This moves the cursor to the tab stop. (It may appear that this is unnecessary, but remember that the cursor was moved here only to correctly position the shadow cursor on the ruler display for execution of the Tabs command. Now, if you were to type text without first pressing TAB, the text would appear next to the new paragraph symbol at the beginning of the line instead of at the tab stop.)

__ 8. Type Sincerely yours,.

__ 9. Press TAB. This moves the cursor to the next tab stop. Notice that this also puts the cursor on the next line.

__ 10. Type Joe Patterson. The screen looks like Figure 26-1.

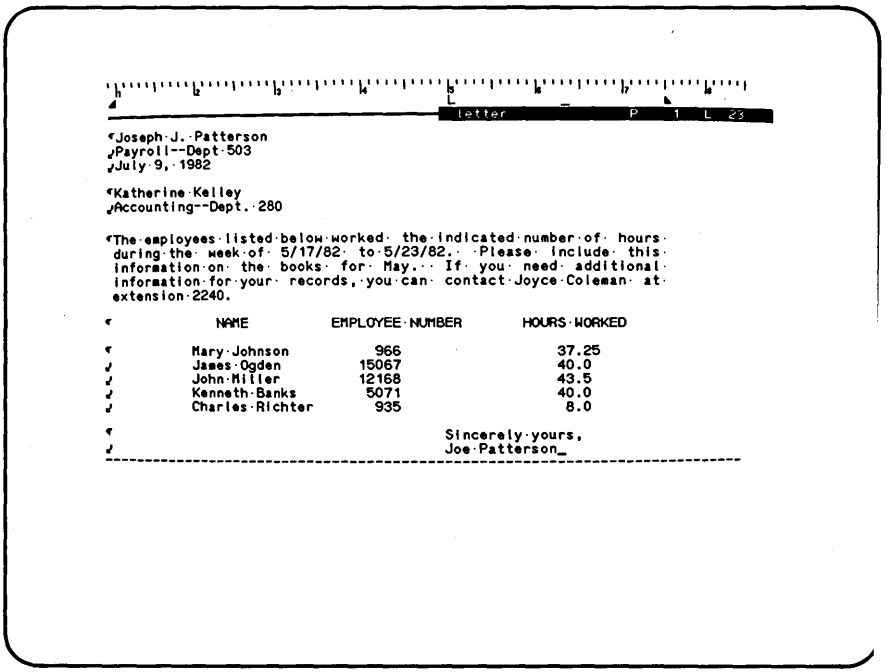


Figure 26-1. Letter Completed.

Summary of Lesson 26

In this lesson, you typed the closing lines of the letter by setting a left-aligned tab at the position where you wanted the columns to begin. You then pressed TAB to move the cursor to that position for each line you typed.

LESSON 27 MOVING EXISTING TEXT TO A TAB STOP

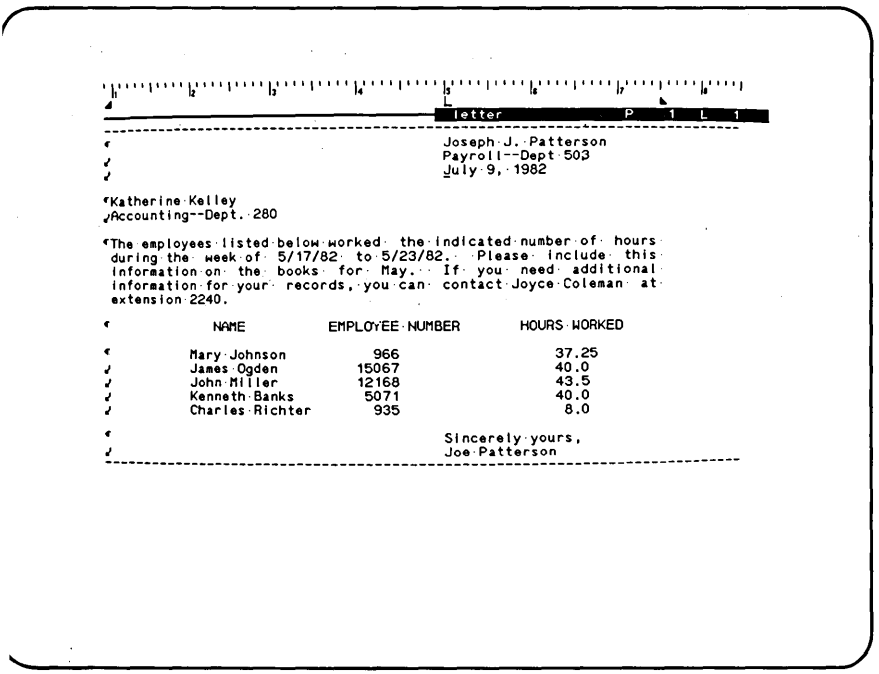
Introduction

The final change you will make to this letter is to move the return address that you typed in Lesson 21 to the right side of the page. No new commands are introduced in this lesson.

Discussion

You can make the return address line up with the closing you just typed in Lesson 26 by using the Tabs command. First, return to the beginning of the document.

__ 1. Press CODE-b to invoke Go to Beginning.



gure 27-1. Return Address Moved to Tab Stop.

__ 2. Move the shadow cursor to 5 on the ruler display.

__ 3. Press f3 to invoke the Tabs command.

__ 4. Press l. This chooses the Left-aligned tab option from the Tabs menu. (Be sure to type a lowercase l and not an uppercase I or a 1 [one].)

__ 5. Press CODE-←. This moves the cursor to the beginning of the paragraph.

__ 6. Press TAB. This move the text on the first line to the tab setting.

You have moved the text on the first line of the return address to the tab stop. You can now continue this procedure to move the next two lines.

__ 7. Press ↓ . This moves the cursor down one line.

__ 8. Press CODE-←. This moves the cursor to the left end of the line.

__ 9. Press TAB. This moves the line of text over to the tab stop.

__ 10. Repeat steps 7 through 9 to move the third line of the return address over to the tab stop. The screen looks like Figure 27-1.

Summary of Lesson 27

In this lesson, you learned how to move existing text to a tab stop. The document is complete and ready to print.

LESSON 28 PRINTING THE LETTER AND FINISHING

Introduction

This lesson reviews Print and Finish.

Discussion

Follow the steps below.

__ 1. Press SHIFT-f4 to invoke Print. You do not need to change any of the current values in the Print form.

__ 2. Press GO to execute Print. The Print command disappears from the screen when it is complete.

__ 3. Press FINISH to invoke Finish. This ends the word processing session.

__ 4. Press GO to execute Finish.

Joseph J. Patterson
Payroll--Dept 503
July 9, 1982

Katherine Kelley
Accounting--Dept. 280

The employees listed below worked the indicated number of hours during the week of 5/17/82 to 5/23/82. Please include this information on the books for May. If you need additional information for your records, you can contact Joyce Coleman at extension 2240.

NAME	EMPLOYEE NUMBER	HOURS WORKED
Mary Johnson	966	37.25
James Ogden	15067	40.0
John Miller	12168	43.5
Kenneth Banks	5071	40.0
Charles Richter	935	8.0

Sincerely yours,
Joe Patterson

gure 28-1. Printed Document.

__ 5. If you have a dedicated Word Processor, the Sign On form, shown in Figure 1-1, is on the screen, your session is completed, and you can SKIP STEPS 6 and 7.

__ 6. Type logout. This logs you out of the Executive.

__ 7. Press GO. The Sign On form, shown in Figure 1-1, is on the screen, and your session is completed.

When you get the printed copy of the letter, you can compare it to Figure 28-1. If your copy does not match the illustration in Figure 28-1, you may want to repeat some of the lessons to correct it.

Summary of Lesson 28

In this lesson, you reviewed Print and printed the letter. Then you reviewed Finish and ended the word processing session. If it was necessary, you logged out of the Executive. Now that you have completed these lessons, it is recommended that you refer to the Word Processing Reference Manual to learn all the features of basic word processing commands that you have been introduced to here. The Reference Manual also explains many commands that provide advanced word processing operations.

APPENDIX A: SUMMARY OF COMMANDS

Command	Keystroke	Description
Bound	BOUND	Moves the cursor and extends the selection to include another character, word, line, paragraph, or page. See Mark, Mark Word, Mark Line, Mark Para, and Mark Page.
Close Window	CODE-c	Closes the current document and removes it from the screen.
Copy	COPY	Copies selected text from one location and inserts it at the cursor position.
Delete	DELETE	Deletes a single character or a selected block of text.
Documents	DOCUMENTS (CODE-f1)	Opens documents and performs other functions described in the Word Processing Reference Manual.
Finish	FINISH	Finishes a word processing session by saving all the edits and closing the document.
Format	FORMAT (f4)	Invokes the Format menu for specifying page and text formats.
to Beginning	CODE-b	Moves the cursor to the beginning of the document.
to End	CODE-e	Moves the cursor to the end of the document.

Header	HEADER (f5)	Specifies text that appears at the top of each printed page.
Help	HELP	Lists all commands, keystrokes, and brief descriptions.
Mark	MARK	Selects and highlights the character at the cursor position.
Mark Document	MARK DOC (CODE-f10)	Selects and highlights the entire document containing the cursor.
Mark Line	MARK LINE (f9)	Selects and highlights the line containing the cursor.
Mark Page	MARK PAGE (CODE-f8)	Selects and highlights the page containing the cursor
Mark Paragraph	MARK PARA (f10)	Selects and highlights the paragraph containing the cursor.
Mark Word	MARK WORD (f8)	Selects and highlights the word containing the cursor
Move	MOVE	Moves selected text to the cursor position and removes the text from its original location.
Open Document	CODE-o	Opens an existing document or creates a new document.
Page Number	PAGE # (CODE-f5)	Enters a page number symbol in a header, which is replaced with the actual number when the document is printed.

Paragraph Indent	INDENT (CODE-f3)	Sets paragraph indents.
Print	PRINT (SHIFT-f4)	Prints a document.
Redo	REDO (f1)	Repeats the last command.
Replace	REPLACE (SHIFT-f6)	Replaces old text with new text.
Review Document	REVIEW (CODE-f4)	Checks for hyphenation and widows; repaginates the document without printing it.
Search	SEARCH (f6)	Searches for specific text.
Tabs	TABS (f3)	Sets and clears tab stops for columnar text.
Visible	CODE-v	Displays visible representations of nonprinting characters.

\PPENDIX B: KEYBOARD

'he keyboard is similar to a standard typewriter keyboard but has .dditional keys. It is divided into six key "pads," each of 'hich performs special word processing functions. These pads are

- typewriter,
- cursor,
- function,
- control,
- display, and
- numeric.

'he keys of each pad are pressed singly or together with other :eys.

See Sections 4 and 5 of the Word Processing Reference Manual for letails of all the commands invoked by pressing the various keys and key combinations.

Typewriter Pad

The typewriter pad keys are used to enter characters at the cursor position. Many of its keys are used with the SHIFT or CODE keys to invoke commands.

ıyphen	inserts a hyphen. (See "Special Characters" in Section 4 of the Reference Manual.)
BACKSPACE	backspaces one position. In insert mode, it deletes the character at the cursor position. In overtype mode, it moves the cursor one position to the left (or, if the cursor is at the beginning of a line, to the end of the preceding line) but does not delete a character.
TAB	moves the cursor to the next tab stop.
LOCK	locks the SHIFT key for entering uppercase alphabetic characters. (This key has a light that is on for uppercase and off for lowercase.) Unlike the SHIFT-LOCK key of a typewriter, this key affects only the alphabetic keys.

RETURN — moves the cursor to the next line to begin a ne\ paragraph.

SHIFT-RETURN
begins a new line without beginning a ne\ paragraph.

SHIFT — is similar to the SHIFT key on a typewriter. I\ allows you to enter uppercase alphabeti\ characters, punctuation marks, and symbols fro\ the typewriter keys. SHIFT is also used togethe\ with other keys to invoke commands.

CODE — is used together with other keys to invok\ commands.

Cursor Pad

The cursor pad keys control cursor movement and make selections.

↑ — moves the cursor upward one line at a time. I\ the cursor is at the top of the main text area, i\ remains there.

CODE-↑
quickly moves the cursor to the top border of th\ main text area.

← — moves the cursor one position to the left.

CODE-←
quickly moves the cursor to the beginning of th\ current line.

↓ — moves the cursor down one line at a time. If th\ cursor is at the bottom of the screen, it remain\ there.

CODE-↓
quickly moves the cursor to the bottom border o\ the main text area.

→ — moves the cursor one position to the right.

CODE-→
quickly moves the cursor to the end of the current line.

ıARK selects and highlights the character containing the cursor. (Also see MARK WORD, MARK LINE, MARK PARA, MARK PAGE, MARK DOC, and BOUND.)

CODE-MARK
removes the highlight from selected text without changing the text. (CODE-MARK applies to selections made with all Mark commands.)

ıOUND moves the cursor and extends the selection to include another character, space, word, line, paragraph, or page. (See MARK, MARK WORD, MARK LINE, MARK PARA, MARK PAGE, and MARK DOC.)

unction Pad

ıe function pad keys invoke a number of functions unique to the ord Processor. The keyboard label strip shows the names of the unction pad keys.

EDO (f1) repeats the last editing operation.

OCUMENTS (CODE-f1)
invokes the Documents command for opening documents.

ABS (f3) invokes the Tabs command for setting and clearing tabs.

NDENT (CODE-f3)
invokes the Paragraph Indent command for specifying paragraph indents.

ORMAT (f4) invokes the Format command for formatting text being entered or edited.

RINT (SHIFT-f4)
invokes the Print command for printing.

REVIEW (CODE-f4)
invokes the Review Document command for checking hyphenation and widows, and repaginating the document without printing it.

HEADER (f5) invokes the Header command for specifying header text for the top of each printed page.

PAGE # (CODE-f5)
invokes the Page Number command for entering a page number symbol that is replaced with the actual page number during printing.

SEARCH (f6) invokes the Search command for searching the document for specified text.

REPLACE (SHIFT-f6)
invokes the Replace command for replacing new text for old in a selection or throughout the document

MARK WORD (f8)
selects and highlights the word containing the cursor.

MARK PAGE (CODE-f8)
selects and highlights the page containing the cursor.

MARK LINE (f9)
selects and highlights the line containing the cursor.

MARK PARA (f10)
selects and highlights the paragraph containing the cursor.

MARK DOC (CODE-f10)
selects and highlights the document containing the cursor.

Control Pad

The control pad keys perform general editing and control functions.

CANCEL — cancels a command and dismisses the form or menu (if any).

MOVE — moves a selection to the cursor position (and removes the selected text at its original location).

HELP — displays an alphabetical listing of every command used in the Word Processor, describes each command, and tells which keystrokes are used to invoke it.

DELETE — deletes the character at the cursor position or deletes the selection containing the cursor.

OVERTYPE — allows each character that is typed to replace the existing character at that position. (The key has a light that is on for overtyping text and off for inserting text.)

FINISH — finishes a word processing session, saving all the edits and returning the Sign On form to the screen.

COPY — copies the selection to the cursor position (but leaves the selected text at its original location).

Display Pad

The display pad keys move displayed text up or down by lines or by pages.

SCROLL UP — scrolls the text in the window upward one line at a time.

CODE-SCROLL UP
scrolls the text upward in screen-size increments.

SCROLL DOWN — scrolls the text in the window downward one line at a time.

CODE-SCROLL DOWN
scrolls the text downward in screen-size increments.

Numeric Pad

The numeric pad keys are used to conveniently enter numbers. The numeric pad also includes the GO and NEXT keys.

GO — executes a command or responds ("go ahead") to a request by the Word Processor for confirmation.

NEXT — moves the cursor from item to item in a form.

GLOSSARY

BACKSPACE. The BACKSPACE key moves the cursor one position to the left. In insert mode, it deletes one character. In overtype mode, it moves the cursor, but does not delete a character.

BOUND. The BOUND key moves the cursor and extends or reduces the selection to the next space, character, word, line, paragraph, or page.

Cursor. The cursor is the blinking underline on the screen that indicates where the next character can be entered.

Document Status Line. The document status line is the line dividing the main text area of the screen and the ruler display. It displays the name of the current document, the current page number, and the line number containing the cursor.

Form. A form is a display that appears on the screen when certain commands are invoked. It contains areas to be filled in by the user to specify particular operations. Also see Menu.

Format. A format is a set of characteristics applied to a single character or to a block of text, for example, underlining, boldface, first line paragraph indent.

Function Key. A function key is one of the 10 keys, labeled f1 through f10, at the top of the typewriter pad on the keyboard. Also see Keyboard Label Strip.

Header. A header is one or more lines of text that print at the top of each page of a document.

Highlight. A highlight is the bright green area that surrounds the text when a selection is made. It is also the bright green movable strip in a form that indicates where something is to be typed. (Also called "reverse video" because when a highlight occurs, the text turns black and the area around it turns green.)

Indent. An indent is the left or right block indent of a paragraph from the left or right page margin, or the first line paragraph indent from the left page margin.

Insert Mode. Insert mode is the mode in which characters typed from the typewriter pad of the keyboard are inserted into a document. The characters are inserted just before (to the left of) the cursor. The cursor, and any characters on the line to the right of it, move to the right. The Word Processor is in insert mode when the light on the OVERTYPE key is off. Also see Overtype Mode.

Keyboard Label Strip. The keyboard label strip is the removabl plastic strip above the typewriter pad that shows the names c the function keys. Also see Function Key.

Menu. A menu is a display that appears on the screen whe certain commands are invoked. It lists several options an allows the user one choice to specify a particular operation Also see Form.

Overtype Mode. Overtype mode is the mode in which character typed from the typewriter pad of the keyboard replace (rathe than insert) characters in the text. You can move the cursor an type characters exactly as in insert mode, but every characte typed replaces the existing one (if any) at the cursor position The Word Processor is in overtype mode when the light on th OVERTYPE key is on. Also see Insert Mode.

Page Number Symbol. The page number symbol (CODE-f5) is a hal bright # on the screen that is replaced with the correct pag number when the document is printed.

Paragraph. A paragraph is an area of text beginning with paragraph mark and ending (but not including) the next paragrap mark or the end of the document. A new paragraph begins eac time RETURN is pressed.

Ruler Display. The ruler display occupies the top two lines o the screen and is used for setting tabs and paragraph indents It is divided into units that represent the columns of text.

Scrolling. Scrolling is the process of moving text up and dow on the screen with the SCROLL UP and SCROLL DOWN keys. No tex is altered during scrolling.

Selection. A selection is a block of highlighted text in a document on which certain editing operations can be performe (for example, formatting, moving, copying, deleting, etc.).

Status Message. A status message appears at the bottom line o the screen to inform the user of a particular occurrence in the system.

Window. A window is the part of a document that is currentl displayed on the screen.

Wraparound. Wraparound is the automatic moving of text (as it is entered) to the next line when the end of a line is reached.

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