

# FORTUNE:WORD™

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A FORTUNE SYSTEMS  
WORD PROCESSING PRODUCT

OPERATOR'S GUIDE



**FORTUNE SYSTEMS**

300 Harbor Boulevard  
Belmont, CA 94002

# *How to Use This Guide*

This package contains everything you need to learn how to use Fortune:Word. Before you begin, use the checklist below to determine if your package is complete.

- A plastic template strip is slipped underneath the binder rings. Place this strip in the space below the top row of keys on your keyboard. It identifies the word processing use of each functions key.

In the back is a plastic sheet with three pockets that contain:

- Fortune:Word application disk. This disk contains the application. Follow the instructions in *Understand Your Fortune System* for installing your application.
- Fortune:Word training disk. The training disk contains sample documents you use with instructions in this guide for learning how to use Fortune:Word. Follow the instructions in *Understand Your Fortune System* for installing an application to install this disk.
- Fortune Systems software registration card. This postpaid card registers your application disk. Be sure to read and complete the card and return it to Fortune Systems Corporation.

This guide is designed to be used with the training disk to help you learn how to use the functions and features of Fortune:Word. If you're just beginning with word processing, this guide will take you step-by-step from the most basic through the most complex word processing functions.

If you've used word processing before, you may want to follow the training sequence in this guide using the training disk, or you may want to read this guide and proceed to the Reference Guide.

*Ordering*

**An Operator's Guide to Fortune:Word**

Order number: 1002115-01 April 1983

*An Operator's Guide to  
Fortune:Word™*

**FORTUNE SYSTEMS**



Fortune Systems Corporation  
300 Harbor Boulevard  
Belmont, CA 94002

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The invention of paper in China nearly 2000 years ago revolutionized written communication.

From the Practical Manual for Making Paper (1798)  
by Jibei Kumhigashi.



# *Introducing Fortune:Word™*

To use Fortune:Word, you'll need to know some basics about what it is, how it works, and what it can do for you. That's the purpose of this guide. In the next four chapters you'll learn about:

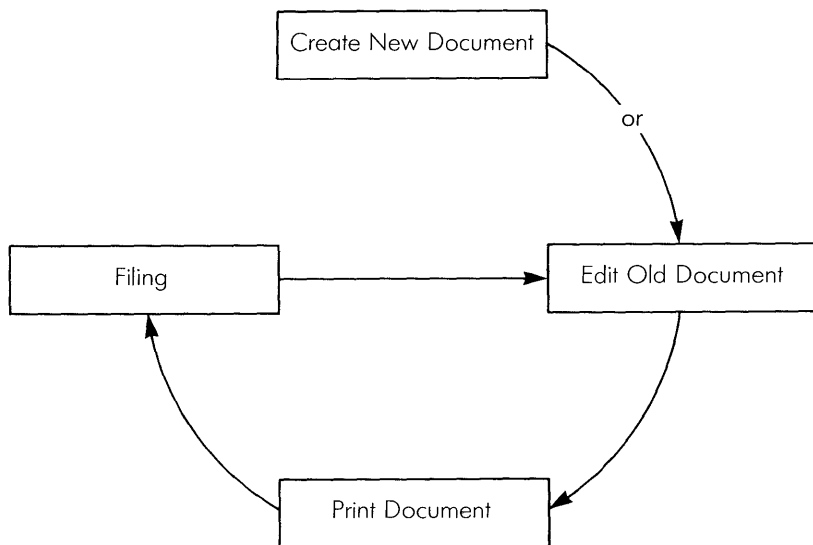
- What advantages Fortune:Word offers you
- What equipment and supplies you need to start training
- How you can learn on your own
- How different screens help you out
- How you can use the cursor

# 1 An Overview of Word Processing

What is *word processing*? It is an efficient method of producing documents electronically on computerized equipment. Fortune:Word is a computer program that allows you to use your Fortune 32:16 for word processing. It speeds up typewriter functions and offers you special features so you can produce attractive, final documents in less time and with less effort than you can with a typewriter. You can correct or change what you write without using messy correction fluid or retyping pages. With a few keystrokes, you can quickly add or delete words, paragraphs, and even pages.

When you press the keys on a typewriter, it simply prints the letters or symbols on paper. Using Fortune:Word, you create and edit text on a screen, and make any changes as you go. Then, you use a simple procedure to print your document automatically. Finally, by storing your document electronically, you can always make another copy without retyping it.

Producing documents with word processing involves a sequence of steps that we sometimes call the *document cycle*. This is illustrated below.



# Fortune:Word Features



Fortune:Word has many features that speed your work by allowing you to create a document and make corrections without retyping the whole document. You can also proofread your document and make any changes before you print it. Some of these features and their uses are:

<b>Feature</b>	<b>Use</b>
Format line for margins and tabs	Changes margins and tabs quickly and easily
Decimal tab key	Aligns decimal points in column format
Center key	Centers titles automatically
Insert and Delete keys	Make corrections easily and quickly
Text that you type shows on the screen	Allows you to check your work before you print it
Archiving procedure	Stores documents on a flexible disk for later use
Global search and replace	Locates and changes text automatically
Index	Shows a list of your documents
Copy and Move keys	Copy or move blocks of text quickly

No matter how long your document is or how complex the layout, Fortune:Word can speed your work. Before you learn how, two terms we use throughout this guide need definitions: *text* and *document*. Text is what you type and what appears on the screen. This includes all the characters that make up words, phrases, paragraphs, and columns of numbers. Document is a general term for a type of text that you might call a memo, report, contract, or list.



## 2 The Training Process

This guide lets you learn how to use word processing on your own and at a schedule and pace that suits your needs. There are three reasons for this. First, you will be working with training documents from the training disk supplied to you with this binder. You do not have to spend time creating and typing your own text to use for training. Second, special procedure charts show you exactly which keys to use and what to type. Third, you do not have to complete the entire training process at one time. We have clearly marked the points in the training when you can stop and later restart the training process. To prepare you for your training, in the following pages you will learn what to have on hand for your training and how to use the procedure charts.

### BEFORE YOU BEGIN TRAINING

Before you can begin your training, you must do four things. First, you must have your Fortune 32:16 set up and running. Second, you must have your printer or printers connected, tested, and loaded with continuous forms paper. Check your printer manual for more information. Third, you must have your word processing application installed. And, fourth, you must install the training documents. If you haven't done all of these things, refer to *Meet Your Fortune System* and *Understand Your Fortune System* for information and complete these steps before you go on.

### THE TRAINING DOCUMENTS

We designed the training documents so that you can perform particular editing functions on each one to help you build your word processing skills. In this step-by-step process you will use procedure charts with the documents. Some of the documents have spelling errors, missing words, or other mistakes that you'll correct.

## THE TRAINING STRUCTURE

1

You'll learn the functions and features of the word processing application in this guide from the simplest ones to the most complex as well as from the most-used to the least-used. This arrangement helps the novice to begin using word processing sooner. For instance, you'll probably use the Insert key more often than the hyphenation and pagination feature, and so you'll first learn how to use the Insert key. Also, we have structured the training so that each part and its documents compose a self-contained unit that starts and ends at the global menu.

If you've had some experience with word processing, you may want to choose certain chapters to read. But when you skip chapters remember that you'll need to work backward to find out where the training document you want to work on to learn a procedure is first introduced. You'll need to work through all the procedure charts for that document up to the point you want to start learning. Otherwise, what you see on the screen won't necessarily match what the procedure chart says.

## TRAINING MORE THAN ONE PERSON

During the training process you'll work at your own pace and change the training documents as you build your skill level. So, only one person can use the training documents at the same time. Of course, when you must go on to something else, you can mark your place in the manual and later begin again where you left off. If there is someone else who also needs to learn word processing, use the procedure in *Understand Your Fortune System* to remove the training documents. Then the next person can put on a fresh copy.

## STOPPING AND STARTING

Since we structured the training so that each part is a unit, you should work through a complete part before you stop. In some parts, where the chapters are also separate units, you can do one chapter and stop before going on. Throughout the manual we have clearly marked the points where you can stop your training by enclosing the instructions in a box.

## USING A MULTIUSER SYSTEM FOR TRAINING

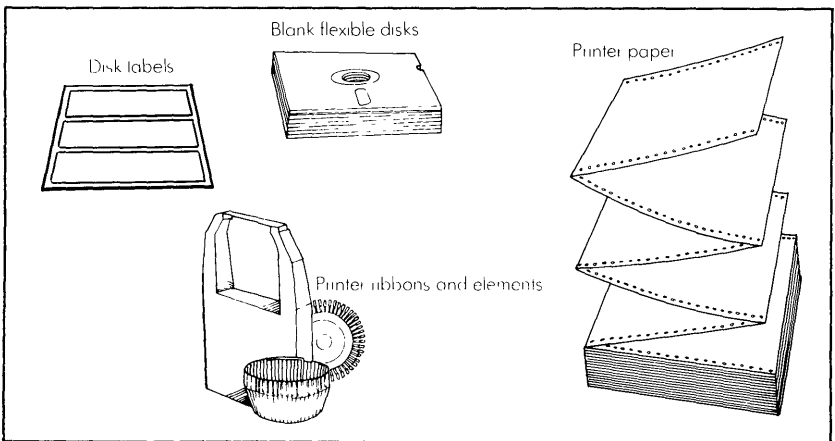
If you're using a multiuser Fortune system, check with your system manager to make sure that you are the only user who intends to go through the training. The training documents are not protected in any way to prevent more than one person from using them.



# Getting the Right Supplies

You may already have some supplies for your computer. The list below identifies the items you need to have on hand to complete the training. These supplies are available at computer and stationery stores.

- **Blank flexible disks.** You'll need a blank flexible disk to learn document archiving in Part 6. The disks must be 5 1/4", certified 96 tracks per inch, 80 tracks per side, dual sided, double density, and soft-sectored.
- **Printer paper.** Check your printer manual to determine what kind of paper you can use in your printer. You'll probably want to use continuous paper so that you can print report after report without changing the paper. Most cartons contain 3,000 sheets.
- **Printer ribbons.** Your printer manual will identify the type of printer ribbons you need. Have several ribbons on hand.
- **Printer elements.** You should have at least one extra element for your printer on hand.
- **Disk labels.** You'll need to label each disk you use to identify its contents. Labels are available that are especially made for flexible disks. If you can't find these, any 1" x 2" labels will do.



# Using Procedure Charts

Procedure charts outline the sequence of steps you follow to learn what you can do with word processing. The charts are always in the same format and are easy to read and follow.

To use a procedure chart, begin by reading the Screen Says column, as shown in the illustration on the next page.

Then read the Comments column. It may tell you what happened, advise you about the functions you have performed, and tell you what will happen next.

Then go to step 1 and read the text in the You Type column. It shows you what text to type or what keys to press. Keys are enclosed like this: EXECUTE. Here's an example of the way text and keys appear in the You Type column and a guide to using them.

## You Type column

## What you do

writing EXECUTE

Type the word "writing" and then press the Execute key.

(3) TAB

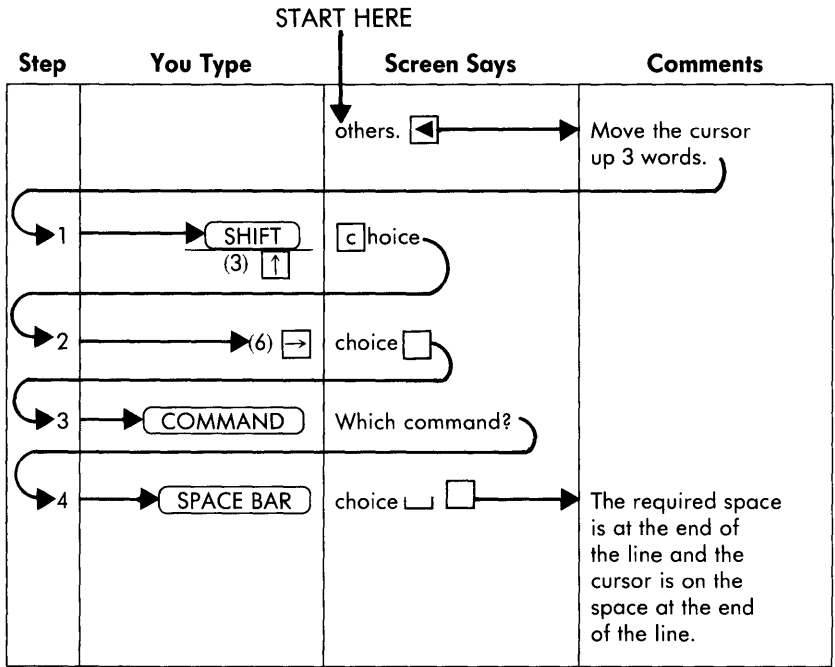
Press the Tab key three times.

SHIFT  
(4) ↓

While holding down the Shift key, press the ↓ key four times.

After you finish typing, always read across to the Screen Says column where you can check the results of your actions. For example, you may see a screen message such as "Delete what?" or the results of your editing changes. If nothing important has changed on the screen, this column may be blank. The cursor position is shown with a □. Continue by reading the Comments column, if it has a comment, and then going on to the next step.

The procedure charts build on one another, so be sure to follow them exactly. In the beginning, you may not understand the use of every key, but press the keys and type in what text is shown, including any spaces, in the order in which they're listed. Never use lowercase letter l for the number one.



*Follow this path when you use a procedure chart.*

# Selecting Your Application for Training

When you turn on your Fortune 32:16 to begin training, you should already have installed the word processing application and training disk on your system. After you log in, the screen will say FORTUNE SYSTEMS GLOBAL MENU. When you want to start training, you should access the word processing application through training, T3, on the global menu, and not through the application itself. Using this approach, you'll see the word processing main menu and will have access to the training documents.

Using the procedure below, you can begin your word processing training. You'll learn more about the keys in Chapter 3, but for now locate and use the ones shown below.

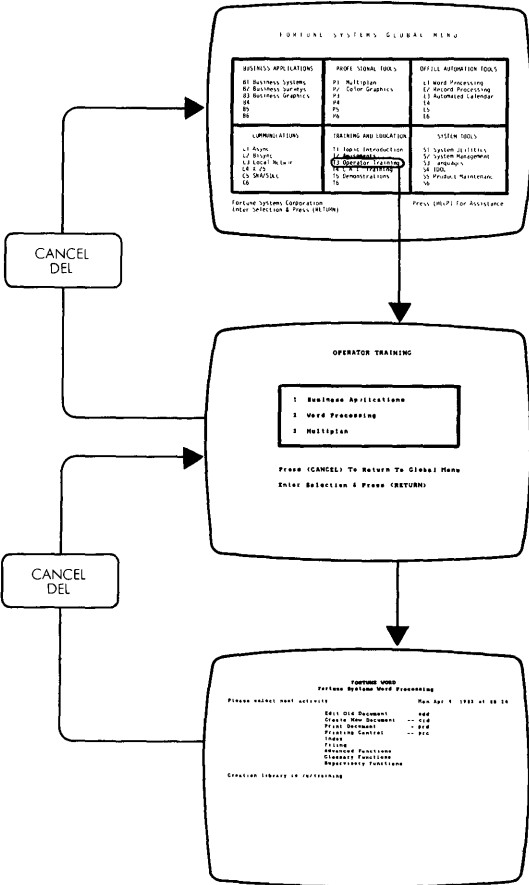
Step	You Type	Screen Says	Comments
1	T3	FORTUNE SYSTEMS GLOBAL MENU  T3 Operator Training	
2	<input type="button" value="RETURN"/>	OPERATOR TRAINING	
3	2	2 Word Processing	Going to the word processing application through operator training gives you access to the training documents.
4	<input type="button" value="RETURN"/>	(main menu) <input type="button" value="Edit Old Document"/>	

## LEAVING WORD PROCESSING

When you're finished with your training session or need to go to another application, you need to know how to leave word processing.

Step	You Type	Screen Says	Comments
1	<b>CANCEL</b>	(main menu) <b>Edit Old Document</b> <b>OPERATOR TRAINING</b>	Return to the global menu or to other applications you're learning.
2	<b>CANCEL</b>	<b>FORTUNE SYSTEMS GLOBAL MENU</b>	

1



Follow these paths to get to and from word processing for training.



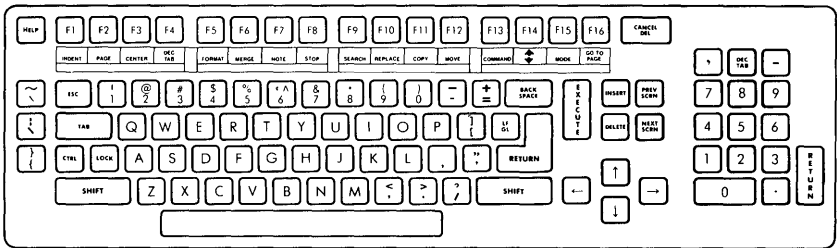
### 3 Using Word Processing

Now that you know how to access the word processing application and training documents, you're ready to begin using them. But first take a detailed look at the Fortune 32:16 keyboard and learn how to solve problems and get help as you're training.



# The Keyboard

The keyboard of your Fortune 32:16 looks similar to a typewriter. However, you can do many more things with it because it has special keys to use with word processing. The following illustration shows the Fortune 32:16 keyboard with the word processing template in place below the keys labeled F1 through F16.



Pause a few minutes and study the keyboard carefully. As you go through the descriptions below, locate the keys on your keyboard. Don't worry about remembering what these keys do. As you go through the training, you'll learn to use them one at a time. The descriptions start with the keys on the left side of the keyboard and, for the most part, go clockwise around the central keyboard, whose keys follow a placement similar to the keys on a typewriter.




In addition to the keys that you would expect to find on any typewriter, the three additional keys on the left side of the keyboard provide additional characters. When you press one of the keys, one of the characters appears on the screen. As with typewriter keys that have two characters, the Shift key controls whether the top or bottom is displayed. If your printer has a printwheel with those characters, it can print them.



Located at the top left corner of the keyboard, the Help key gives you more information about an editing function or menu selection you specify.

The following keys are marked F1 through F16 on the top. Their actual marking, and the functions they represent are shown in the chart below.

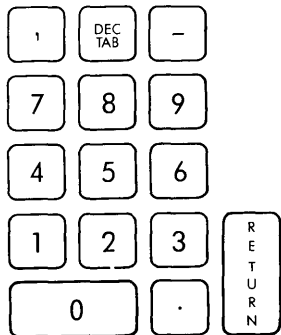
<b>Number</b>	<b>Function</b>	<b>Use</b>
F1	INDENT	Left-justifies and aligns a line or block of text with a tab stop.
F2	PAGE	Adds an optional or required page break to define text length and to set the cursor mode to page.
F3	CENTER	Centers text between left and right margin.
F4	DEC TAB	Aligns numbers on decimal points according to a tab stop set in the format line. There's another Dec Tab key on the numeric keypad.
F5	FORMAT	Moves the cursor to the format line to make changes or create alternate format lines.
F6	MERGE	Used to separate text for an alternating heading or footing.
F7	NOTE	Adds bookmarks or notes to a document.
F8	STOP	Used with the print queue to stop printing a document.
F9	SEARCH	Locates text in a document.
F10	REPLACE	Removes and replaces text with other text.
F11	COPY	Duplicates text in the same document or from one document to another.

Number	Function	Use
F12	MOVE	Moves text to a different location within a document or in another document.
F13	COMMAND	When used with another key, initiates functions such as bookmarks, horizontal scroll, hyphenation, required space, restoring a page, searching backward, and vertical scroll. It is also used to perform shortcuts between menus.
F14		Used with the Shift key to print characters below (subscript) or above (superscript) other text on the same line
F15	MODE	When used with another key, adds emphasis to text in the form of boldface, underline, double underline or overstrike, and starts and ends a glossary entry.
F16	GO TO PAGE	Moves the cursor to a particular page in a document.

The other keys that follow have markings on the top that indicate their word processing function.



Says no to any function or message. You can ignore the characters "DEL" below "CANCEL."



Duplicates a calculator keypad, and makes it more convenient to type numbers. The Dec Tab and Return keys are here also.



The Prev Scrn key moves the cursor back 21 lines to the previous screen.



The Next Scrn key moves the cursor forward 21 lines to the next screen.



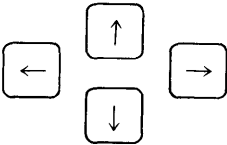
Allows text to be added.



Removes text.



Says yes to a function, feature, or message you're using.



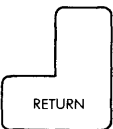
The four keys with directional arrows control the movement of the cursor up, down, left and right.



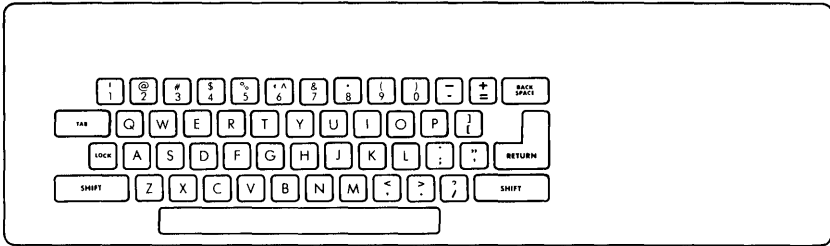
Moves the cursor backward one space at a time.



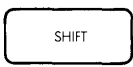
Used with the glossary function for recalling text. You can ignore the characters "LF" above "GL" because they don't apply to word processing.



Moves the cursor down one line and over to the left margin. It is also used with the paragraph cursor mode.



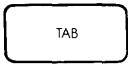
The central portion of the keyboard contains keys that follow the general placement of keys on a typewriter keyboard.



Permits the use of capital letters and other symbols when used with the typewriter keys, and can activate a change in cursor mode.



This key has no use in word processing.



Moves the cursor to a predetermined tab stop for a tab or indent, and can mark a tab stop in the format line.



This key has no use in word processing.

# Problem Solving and Getting Help

While using word processing the first few times, you're bound to make a mistake or two. Don't worry. If the screen doesn't do what you thought you instructed it to do, you might be able to solve the problem yourself. First, repeat the step-by-step instructions given in the procedure charts. If this doesn't work, check the message areas in the upper right hand corner and bottom of the screen. You may see a highlighted message telling you what to do. You may want to check the Reference Guide and its list of error messages for information on how to correct your errors.

## WHEN ALL ELSE FAILS

If you decide to stop a function you asked for or if you don't want to save changes you just made, press the Cancel key. For example, suppose you begin to delete some lines and then realize you are deleting the wrong text. Pressing the Cancel key stops the delete function.

In the following pages, you'll be using procedure charts with many different types of instructions. If you find you are getting lost, you can use the Cancel key to end the function.

## GETTING HELP

What do you do if you're using a menu and don't know how to proceed, or if you press a function key and then forget how to use it? Press the Help key. The Help key can rescue you quickly and save you time thumbing through the reference guide. It's your on-screen operator's guide.

Whenever you are creating or revising text on the editing screen or using any menu, you can press the Help key. You'll see a list of functions and keys. Move the cursor to the item for which you need help and press the Help key again. You'll see some instructions displayed on the screen to refresh your memory. For example, if you're deleting text and press the Help key, move the cursor to Delete on the list and press the Help key again. The screen will display a description of the delete function that tells you what it does, how to use it and how to abandon what you started.

Or, if you're using a menu and don't know what to do, press the Help key. You'll see a list of menu items. Move the cursor to choose the item you need help with, and press the Help key again. You'll see a description either of how the function works, or of what information you need to enter.

Using the procedure chart below, see how the Help key works. You may not understand the text you see, but you'll get an idea of how the Help key works.

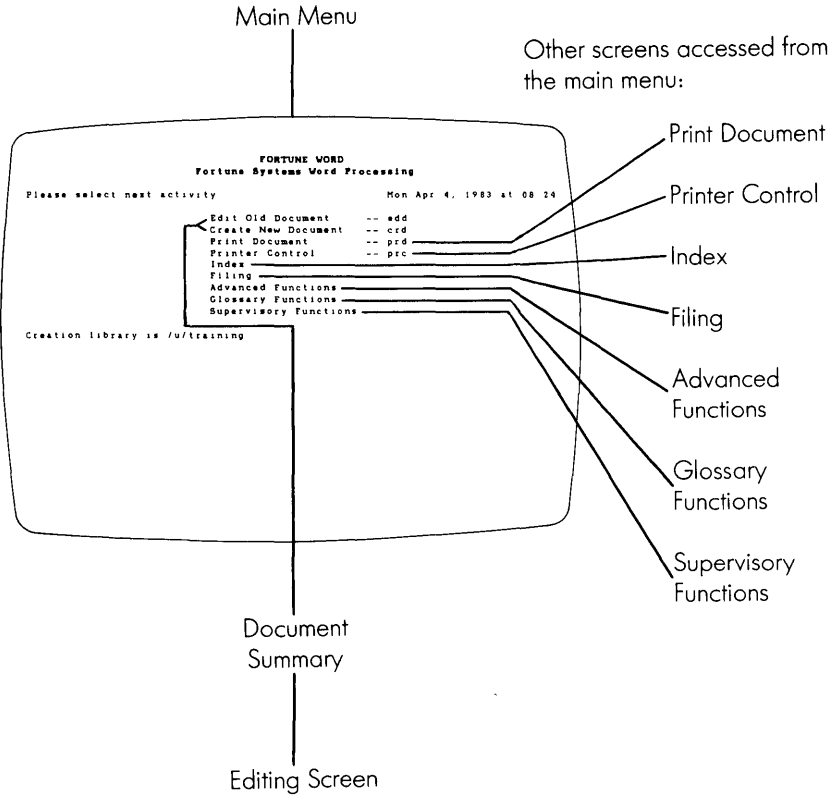
Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) <u>Edit Old Document</u>	
1	<b>HELP</b>	Welcome to Word Processing Help	You can move through the help list by using the down cursor key.
2	(14) ↓	Current library	Press the Help key again to see an explanation.
3	<b>HELP</b>	Current library	Now return to the help list.
4	<b>CANCEL</b>	Welcome to Word Processing Help	Now return to the main menu.
5	<b>CANCEL</b>	(main menu) <u>Edit Old Document</u>	



# Screens Move You Around

Screens allow you to move from one word processing activity to another and keep giving you choices for what you can do next until you reach the screen where you want to work. Your display shows you three general types of screens. Starting with the global menu screen, the illustration on the next page shows you the routes for moving from one screen to another. For now, you'll learn about menu and editing screens in detail.

- A menu screen provides access to various functions in word processing. Menu screens give you a list of choices, like a menu in a restaurant. You begin with a global menu, then go to the word processing main menu, and from there to other menus or to other screens.
- The summary screen maintains up-to-date facts about the editing and printing of each document.
- The editing screen is where you create and edit your document.



*You move through word processing with a variety of screens.*

# The Main Menu Screen

You just saw the main menu screen for word processing on your display when you chose operator training, T3, from the global menu. It contains a list of activities from which you can choose to perform word processing functions. You choose different activities at different times depending on whether you want to edit text in documents, revise that information, print it, file it or perform some maintenance activities.

The illustration below briefly identifies each activity. The codes to the right of the edit, create, print, and printer control activities are shortcuts you type in with the Command key to quickly move to those word processing activities. We'll explain them later after you've had more experience.

```

                                FORTUNE:WORD
                                Fortune Systems Word Processing

Please select next activity                               Mon Apr 4, 1983 at 08 24

                                Edit Old Document      -- edd
                                Create New Document    -- crd
                                Print Document         -- prd
                                Printer Control        -- prc
                                Index
                                Filing
                                Advanced Functions
                                Glossary Functions
                                Supervisory Functions

Creation library is /u/training
```

*The main menu screen is the beginning point for all word processing functions.*

# Using The Marker

Notice on the main menu screen that the line for "Edit Old Document" has a bright rectangle around it. This is called a *marker*. The letters inside it are displayed dark on a light background instead of light on a dark background like the other characters on the screen. This is called *reverse video*. The activity marked by the marker is the one currently selected. There are five basic ways you can move the marker on the menu. Try moving it from activity to activity with each one of the keys listed below to find which is most comfortable for you to use.

## Key you press

SPACE BAR

## What it does

Moves the marker down the list from top to bottom, item by item, then jumps back to the top of the list.

RETURN

Does the same thing as the spacebar.



Moves the marker up one choice at a time. When it reaches the top of the list, it jumps back to the bottom.



Moves the marker down one choice at a time. When it reaches the bottom of the list, the marker jumps back to the top.

E for Edit

C for Create

P for Print

P for Printer Control

I for Index

F for Filing

A for Advanced Functions

G for Glossary Functions

S for Supervisory

Functions

Moves the marker to the activity that starts with same letter. You can type the letters in either capitals or lower case. When you type a *p*, the marker moves first to print, and if you type it again, the marker moves down to printer control.

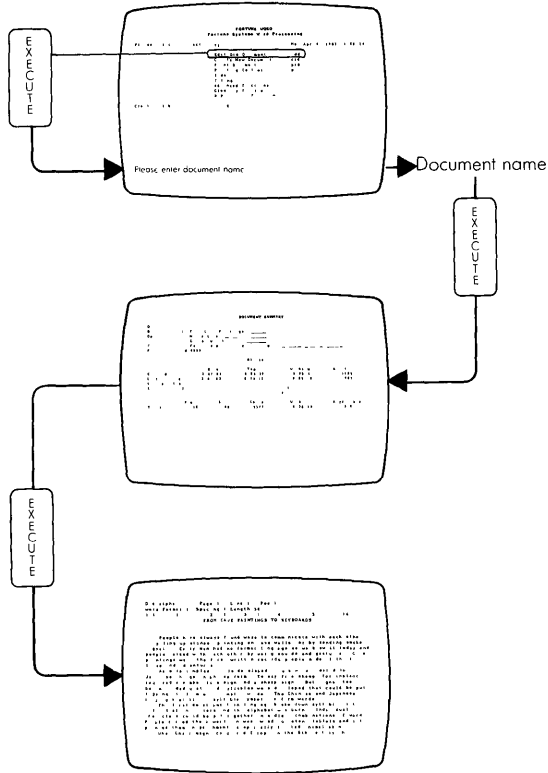
Once you have the marker positioned over the activity you want to use next, press the Execute key. This displays the appropriate screen. These same principles of moving the marker apply to all the other menu screens.

# Starting with the Editing Screen

Most of the time when you're doing word processing you'll be working your way to and from an editing screen. To get to the editing screen, you move from the main menu through the summary screen, as in the illustration on the next page.

Using the procedure chart below, go to the editing screen and look at some text from one of the training documents. If you type in the wrong document name, press the Cancel key, and try again with step 1.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	This is the main menu for word processing. Notice that the marker always starts on the Edit Old Document activity.
2	wpdev EXECUTE	Please enter document name <input type="text"/>  DOCUMENT SUMMARY	Type in the name of a document called "wpdev."  Here's the summary screen of the document named "wpdev." Move past this screen by pressing the Execute key.
3	EXECUTE	F FROM CAVE PAINTINGS TO KEYBOARDS ◀	The text of the document "wpdev" is on the editing screen.



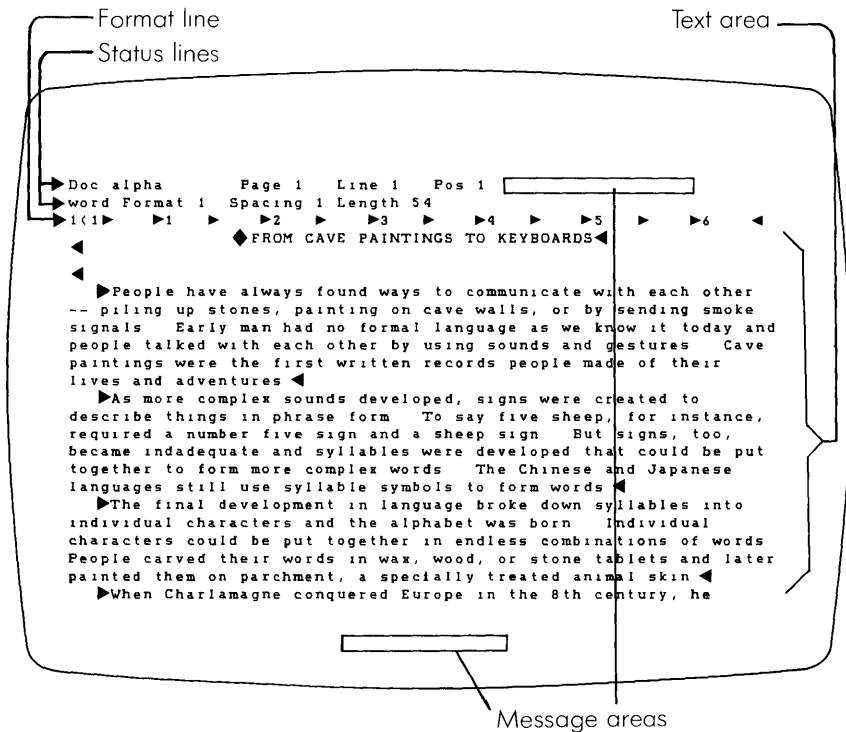
When you use word processing to edit a document, you work from menu screens through a summary screen to the editing screen.

## PARTS OF THE EDITING SCREEN

You create and revise a document on the editing screen, so most of your work will be done here. Four areas on your editing screen will guide you in creating a document.

- Two *status lines* are located at the very top of the screen. The first one tells you the document name and the current cursor location. The second one tells you the cursor mode, format line number, line spacing, and text length.

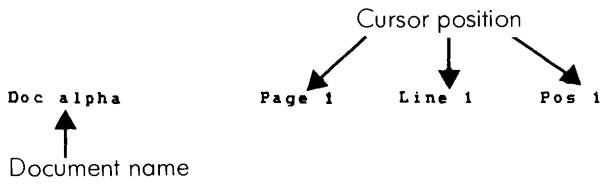
- The *format line*, located under the status lines, indicates the line spacing, format line number, tab settings, and right margin.
- The *text area*, in the center of the screen, is where the text of a document is created and edited.
- The *message areas* in the upper right, bottom left, bottom center and bottom right of the screen, are where messages to you are displayed.



These are the four areas of the editing screen.

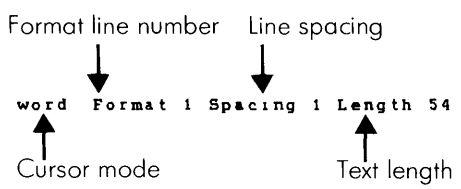
## THE STATUS LINES



The two status lines illustrated on the next page are followed by an explanation of their parts. The information the status lines contain changes as you change documents and the cursor location within a document.



- *Doc* followed by characters or words identifies the document name you are working on.
- *Page* followed by a number indicates on which page of the document the cursor is located.
- *Line* followed by a number indicates the line on the page where the cursor is located.
- *Pos* followed by a number indicates the number of character positions from the left margin to where the cursor is located.

The page number increases as you progress through the document. Line numbers increase as you move down a page. Position numbers increase as you go across a line.



The first word or abbreviation indicates one of four cursor modes: word, sentence, paragraph or page. The cursor mode controls the way the  and  cursor keys move the cursor through the document.

- *Format* followed by a number is the number that identifies which format line settings you are currently using.
- *Spacing* followed by a number determines the amount of space between lines of text.
- *Length* followed by a number is the number of text lines you want on a document page.



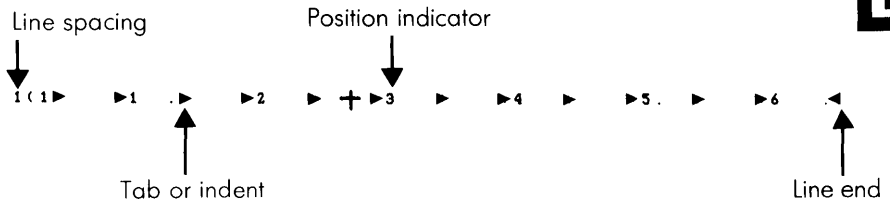
Use the following procedures to see how the status lines change.

Step	You Type	Screen Says	Comments
		F ROM CAVE P AINTINGS TO K EYBOARDS◀	The cursor is on page 1, line 1, and position 1 as shown by the status line. Move the cursor down 4 lines.
1	(4)↓	s ignals. Early	You've moved the cursor to line 5, position 1. Move the cursor 10 positions to the right.
2	(10)→	E arly man was	The cursor is on line 5, position 11. Move backward 3 positions.
3	(3)←	signals . Early	Now press the Next Scrn key twice to see where you end up.
4	(2) NEXT SCRN	f hey had	You've moved the cursor to page 1, line 37, position 1.

## THE FORMAT LINE

The format line, located below the second status line, has information about the format of your document. In addition to the information on the status line, you'll always know where the cursor is by looking at the position marker on the format line, which is shown as a +.

A format line, with its parts, is illustrated below.



- *Line spacing* shows the same setting as line spacing on the second status line.
- *Tab or indent* positions mark the points where you can tab or indent text. You'll learn more about these in Part 3. The *position marker* visually mirrors the cursor position across the page.
- *Position indicators* mark off the format lines into positions by 10s, for example 10, 20, 30, and so forth.
- *Line end* identifies how long the lines can be and therefore where the right margin begins.

Later you'll learn how to make changes to the format line that change the appearance of your printed document. Follow the procedures below to watch the position marker change its location on the format line.

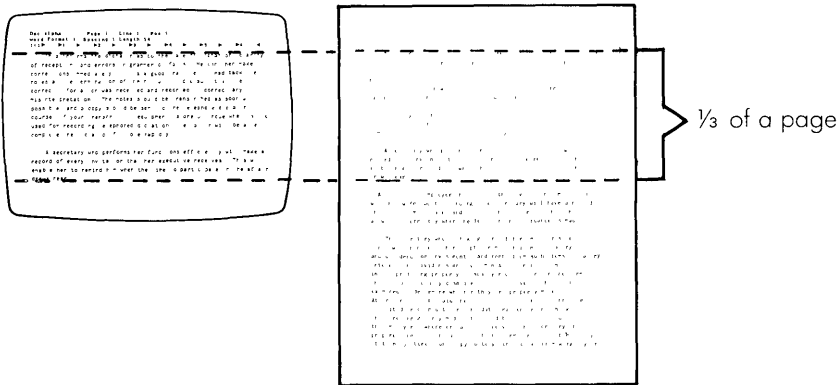
Step	You Type	Screen Says	Comments
1	(10) →	<p>they had</p> <p>they had be come</p>	<p>Move the cursor 10 characters to the right.</p> <p>Notice where the position marker is located on the format line. Move the cursor down 2 lines.</p>
2	(2) ↓	<p>the Midle Ages</p>	<p>The position marker doesn't move since the cursor is in the same position but on a different line.</p>

## THE TEXT AREA

You can display up to 21 lines of text on the editing screen at one time. This is equivalent to one-third of a standard 8-1/2" x 11" typed page. The screen displays what you type as soon as you press a key. You'll learn to use some special cursor keys on the keyboard to move through your document quickly and easily so you can see everything you typed.

The editing screen has a *standard format* indicated by a format line number "1." For example, the standard line of text is 65 characters long, with tabs at every 4 spaces. This leaves you free to type your document without thinking about formatting. After printing, your document will look just the way it appeared on the screen. Later, you'll learn about changing this standard format.

The illustration below shows you how the text displayed on the screen relates to printed copy.



*What you see on the editing screen is equivalent to one-third of a page.*

## THE SCREEN MESSAGE AREAS

1

The screens sometimes ask for information or tell you what functions are being performed. Question messages such as "Insert what?" require you to give precise directions. Other messages, like "(Searching)," give you information and need no response from you. Error messages alert you to possible problems by explaining these problems to you when they occur. You'll encounter many of these messages throughout your training.

Messages appear on the screen in one of four places: the upper right, bottom left, bottom center, and bottom right of the screen. Follow the procedure below to see how information messages work. You'll be using the Go To Page key.

Step	You Type	Screen Says	Comments
		the Mid <sup>d</sup> le Ages	The cursor is located here.
1	GO TO PAGE	Which page?	The message in the upper right corner asks you for more information. Respond by typing a <i>b</i> , meaning to go to the beginning of the document.
2	<i>b</i>	FROM CAVE PAINTINGS TO KEYBOARDS◀	Press the Delete key to see another message.
3	DELETE	Delete what?	Press the Cancel key to stop the deletion.
4	CANCEL	FROM CAVE PAINTINGS TO KEYBOARDS◀	Use the Go To Page key for another type of message.
5	GO TO PAGE	Which page?	Type <i>e</i> , meaning the end of the document.







**Step                      You Type                      Screen Says                      Comments**

6	e	enjoy using it. [= = = = = (Document end)	The row of equals signs and the message "(Document end)" mean the same thing. Go back to the beginning.
7	<div style="border: 1px solid black; border-radius: 10px; padding: 2px 10px; display: inline-block;">GO TO PAGE</div>	Which page?	Go back to the beginning of the document.
8	b	<div style="border: 1px solid black; padding: 2px;">F</div> ROM CAVE PAINTINGS TO KEYBOARDS◀	



# 4 Cursor Modes




You've already moved the cursor around in the document using the cursor keys, but you don't know that the cursor has different modes of operation—that is, different ways it can move across the screen or through the pages of a document. The Mode key, in the top row of the keyboard above the Execute key, is used in conjunction with other keys to change the way the up and down cursor keys operate when they are used with the Shift key. If you want to, you can skip these pages and go on to Part 2 and come back to this later.

## MODE AND THE CURSOR KEYS

The  and  cursor keys always move the cursor to the left or right one character at a time, regardless of the current cursor mode. The  and  cursor keys move the cursor up or down one line at a time. However, when you hold down the Shift key and press the  or  cursor keys, the cursor will move backward or forward according to the current cursor mode, which can be word, sentence, paragraph or page.

## CHANGING CURSOR MODES

When you begin creating a document, you'll be in the word mode, as shown on the first status line, unless you change the mode. This means that when you hold down the Shift key and press the  cursor key, the cursor will move backward a word at a time instead of a line at a time. Holding down the Shift key and pressing the  cursor key, you move the cursor forward a word at a time. You can change this mode by pressing the Mode key and then one other key. The chart below shows you the other keys you can use.

Cursor mode	Key to use
Word	
Sentence	. (period)
Paragraph	
Page	

After you press the Mode key, you'll see the message "What mode?" Press the other key of your choice and watch the mode change on the status line. The cursor will remain in that mode until you change it or go back to the main menu.

### MOVING BY THE SENTENCE MODE

The sentence mode moves the cursor quickly, sentence by sentence, to the exact one you want to change. When you use the sentence mode, the cursor moves to a position directly after the punctuation at the end of a sentence. Use the following procedure chart to change to the sentence mode and move the cursor a sentence at a time.

Step	You Type	Screen Says	Comments
1	<b>MODE</b>	<b>F</b> ROM CAVE PAINTINGS TO KEYBOARDS◀  What mode?	The cursor mode is "word." Change the mode.  Type a period.
2		sent	The mode in the second status line has changed. Move the cursor forward 4 sentences.
3	<b>SHIFT</b> (4) ↓	phrase form. ◻ To	Move the cursor forward one more sentence.
4	<b>SHIFT</b> ↓	sheep sign. ◻ But	

### MOVING BY THE PARAGRAPH MODE

During editing you may want to skim through your document faster than a word or sentence at a time. The paragraph mode is handy for this. As you move the cursor by the paragraph mode, notice that it stops on the return

symbol at the end of a paragraph. As it moves, the cursor counts any return symbol as if it is the end of a paragraph. Use the procedure chart on the next page to change to the paragraph mode and move the cursor a paragraph at a time.

Step	You Type	Screen Says	Comments
		sheep sign. <input type="checkbox"/> But	You are here in the document. Change to the paragraph mode.
1	<b>MODE</b>	What mode?	
2	<b>RETURN</b>	para	The mode in the second status line changed. Move forward 2 paragraphs.
3	<b>SHIFT</b> (2) ↓	languages still <input type="checkbox"/> The final	Notice that the cursor also moves to a return symbol that's not at the end of a paragraph. Move forward 3 more paragraphs.
4	<b>SHIFT</b> (3) ↓	capital letters. <input type="checkbox"/>	The cursor is on page 1, line 30, position 37 as shown in the first status line.

### MOVING BY THE PAGE MODE

If you want to quickly flip through the pages of a long document, use the page mode. To change to the page mode, press the Mode key and then the Page key. You'll always see the beginning of each page at the top of your editing screen.



Use this procedure chart to change to the page mode and move the cursor a page at a time.

Step	You Type	Screen Says	Comments
1	<b>MODE</b>	capital letters.◀ What mode?	Change to the page mode.
2	<b>PAGE</b>	page	The mode in the second status line has changed. Move forward 1 page.
3	<b>SHIFT</b> ↓	i nvention was	The cursor has moved to the top of the next page and is now on page 2, line 1, position 1.

### MOVING BY WORD MODE

As you create or revise documents, you'll probably use word mode more than any other cursor mode. Each time you begin editing, the cursor mode is already set in the word mode. Moving the cursor in this mode places it in between words when moving forward, or on the first letter of each word when moving backward.

Changing the cursor mode back to the word mode is easy to do. Move through the practice document and see how it works.

Step	You Type	Screen Says	Comments
1	<b>MODE</b>	i nvention was What mode?	This is the current cursor location. Change to the word mode.

Step	You Type	Screen Says	Comments
2	SPACE BAR	word	The mode in the second status line has changed again. Move the cursor forward two words.
3	SHIFT (2) ↓	was <input type="checkbox"/> special	Move the cursor five words back.
4	SHIFT (5) ↑	<input type="checkbox"/> metal type	The cursor just backed up five words, which put it on page 1 again. The dashed line shows where page 1 ends and page 2 begins. End the edit.
5	CANCEL	END OF EDIT options	Press the Delete key to erase the changes.
6	DELETE	(main menu) Edit Old Document	You can skip the next two steps if you intend to continue on to Part 2.
7	CANCEL	OPERATOR TRAINING	
8	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	

*In the Middle Ages, each copy of each book had to be written letter by letter by scribes.*

*Courtesy of the New York Library.*



# *Creating and Revising a Document*

## 2

Producing a printed document with word processing involves three steps: creation, editing, and printing. You'll perform these steps with almost every document you work with. Up to now you've been working only with documents from the training disk. In this part, you'll be introduced to the basic procedures you need to know to move through this document cycle.

In the following four chapters, you'll learn how to:

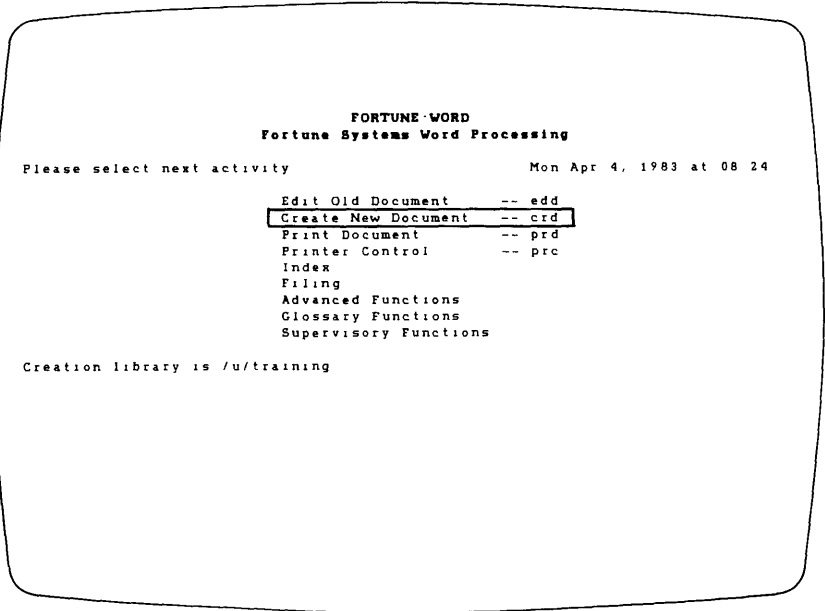
- Create a document
- Choose a document name
- Edit text and use the Insert and Delete keys
- Preserve editing changes you've made
- Print your work in a standard format

# 5 Creating a New Document

When you create a new document, the editing screen is empty except for the status and format lines. It's like having a clean piece of paper to work on. When you're finished creating and editing your work, you'll have to make some choices about what to do with it. Your choices will be:

- To save your work
- To do more editing
- To save a copy of an old document as well as your revised copy
- To abandon your work

In the next few pages you'll also get some more information about creating and using document names. For now, take a look below to locate "Create New Document" on the main menu.



Select "Create New Document" to begin a new document.

# Starting a New Document

Before you reach the editing screen to start a new document, you'll name your document, encounter a prototype function (which you'll ignore for now), and move to the document summary screen. Because you're starting a new document, the summary screen is blank except for the document name. While it's not a requirement that you fill in anything on this screen before you go on, giving the requested information will help you identify the document in the future. In Part 5 we'll explain the purpose of filling in the document summary screen as well as its uses.

Use the following procedure to start a new document.

Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) Edit Old Document	Use the down cursor key to move the marker down to "Create New Document."
1	↓	Create New Document	
2	EXECUTE	Please enter document name <input type="text"/>	Name your first document "fortune."
3	fortune EXECUTE	Prototype 0000	Ignore this information for now and go on. We will cover it in Part 4.
4	EXECUTE	DOCUMENT SUMMARY Document title <input type="text"/>	Fill in this information now.
5	wp document RETURN	Operator <input type="text"/>	Type your name for operator.

Step	You Type	Screen Says	Comments
6	(your name) RETURN	Author <input type="checkbox"/>	Type your name again for author.
7	(your name) RETURN	Comments <input type="checkbox"/>	Describe the document here.
8	To learn word processing EXECUTE	= = = = =	You should see the editing screen with only the status and format lines and the row of equals signs that indicate the end of the document.
9			Type in some text without pressing the Return key at the end of each line. When you are ready, press the Cancel key to end the document.
10	CANCEL	END OF EDIT options	This screen shows you what keys you can use to end the editing. For now, press the Execute key to save your document.
11	EXECUTE	(main menu) Edit Old Document	You have saved your document and can go on to another activity.

# Document Names

2

The documents on your training disk already have document names. Whenever you create a document, however, you must first name it by typing what you want to call it when you see the message "Please enter document name."

Each time you edit an old document, you must ask for it by typing in the name you originally gave it. Choose a name that's a clue to identifying your document. This serves as a reminder. LTR-JONES, for example, might identify a letter to a person named Jones. It can save you time if you don't have to look through a whole list of names. Once you assign a name to a document you must always type in exactly the same name, character for character, each time you edit it. For example, if you choose the name *Letter*, you must type in *Letter* and not *letter*.

Here are some points you should know about document names, and some examples of acceptable and unacceptable names.

- A name can be up to 11 characters long.  
Example: engine.spec  
Not: engineering specification
- You can make a name begin with either letters or numbers or both.  
Example: jones3 and 3jon.ltr
- Document names can be typed in either upper- or lowercase or a combination of both  
Example: Rpt.9-16, SPECeng
- Names cannot have ?, !, @, &, \*, ", ', ;, \, /, or spaces in them. If you try to use one of these characters you'll see an error message, "Illegal document name."  
Example: ltr-1.23  
Not: ltr/wils, or spec\*drf
- Document names cannot have a .dc, .fr, or .gl as part of the name.

So that you don't have to type it twice, the document name from the main menu screen is moved to the document name line on the document summary screen.

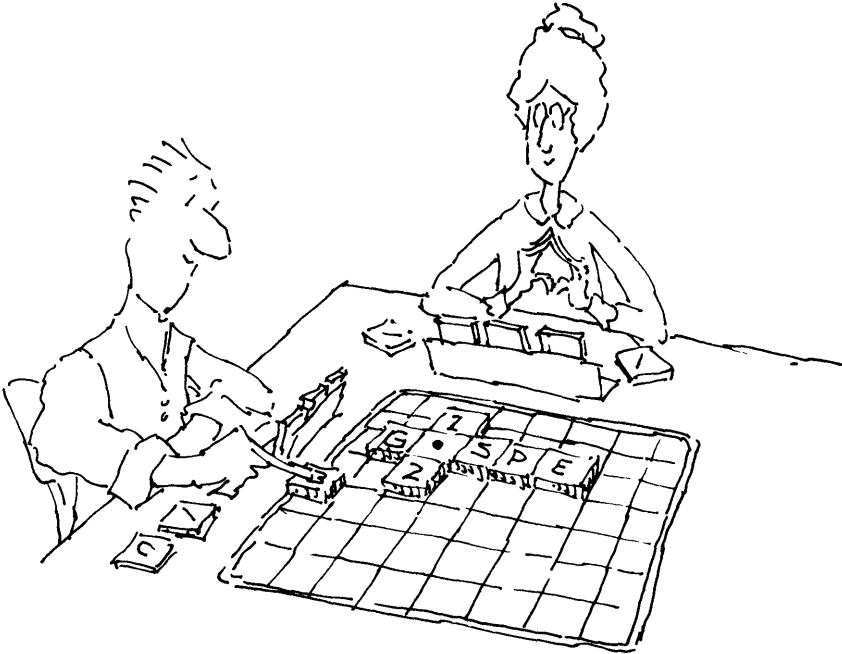


# Document Titles

A document title is a description of your document in several words. It can be as long as 25 characters and doesn't have to be the same as the actual title of the text. You can use uppercase or lowercase letters, special characters, and spaces for a document title. You typed a title on the document summary screen, right after the document name. Look below at some document names with their titles to see how they relate.

<b>Document name</b>	<b>Document title</b>
Wallspec	Specifications for wall
Cont.Byd	Boyd retirement contract
Man-type	Type manual for newsletter

Any time you go back to the document summary screen, you can easily change the title but not the name. Later on, you'll learn about renaming documents.

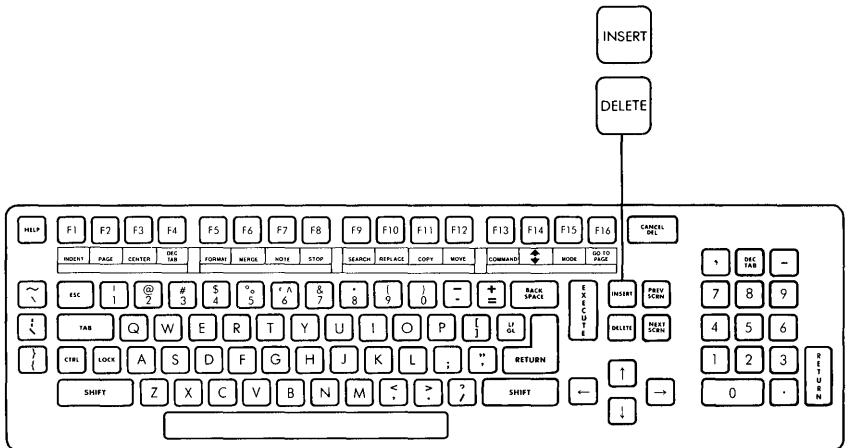


## 6 Changing Text

2

Now that you know how to create a new document, you need to know how to make corrections. It's easy to correct errors or change text by using some new key combinations. You can add text with the Insert key, type over text you want to change, or remove it altogether with the Delete key.

As a review, locate the Insert and Delete keys on your keyboard using the illustration below.



*You'll use the Insert and Delete keys to change text.*

# The Insert Key

You can use the Insert key for all text insertions -- a character, a word, or a page. The Insert key opens up a space on the editing screen for adding text. When you've finished your changes and press the Execute key, all the text following the revisions moves back into its proper place. That way, you don't have to readjust lines.

If you decide you don't want to insert the text you typed, press the Cancel key. You'll see the message "Are you sure?" Press the Execute key to remove the inserted text, or press Cancel to retain the text.

Go to a practice document and try making an insertion in the text.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	
1		Please enter document name f ortune	To use a document called "writing," type over the name "fortune."
2	writing EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE	◆ THE WELL-PLANNED REPORT ◀	Move the cursor eight lines down.
4	(8) ↓	person  o r	Move the cursor forward a word at a time for 5 words.
5	SHIFT (5) ↓	those   to do	
6	INSERT	Insert what?	Insert "skills" after "those."
7	skills SPACE BAR EXECUTE	those skills   to do	

# Word Wrap

2

An important feature of typing text is word wrap, which happens automatically when you type new text. Word wrap allows you to keep typing, inserting, or deleting without worrying about how many words will fit on each line.

Word wrap improves your typing speed because you don't have to press the Return key at the end of each line as you must do with a typewriter. You can continue typing without looking at the screen until you reach the end of a paragraph. Then press the Return key. A return shows on the screen as a ◀.

Practice typing to see how word wrap works.

Step	You Type	Screen Says	Comments
		those skills □ to do	Start where you left off and move down one line.
1	↓	job. ◀	
2	INSERT	Insert what?	Insert this text.
3	(2) SPACE BAR But each skill involves a choice of form, and each choice influences others. EXECUTE	others. ◀	Word wrap moves the text after your insert to the next line.

## IF YOU DON'T WANT WORD WRAP

Sometimes you may not want words to wrap around to another line. Perhaps you don't want a person's first name on one line and last name on the line below. Also, a date might be confusing if it's split onto two lines. To prevent this, use the Command key and the Space Bar to enter a required space symbol □ where you would ordinarily type a regular space. This keeps together the name, or date, or whatever you want all on one line. To remove a required space, type over the □ with the Space Bar.

Try adding a required space to your document.

Step	You Type	Screen Says	Comments
1	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">SHIFT</div> (3) <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="↑"/>	others. <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="◀"/>  <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="c"/> hoice	Move the cursor up 3 words.  Move the cursor 6 spaces to the right.
2	(6) <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="→"/>	choice <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="□"/>	Now put in the required space.
3	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">COMMAND</div>	Which command?	
4	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">SPACE BAR</div>	choice <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="↵"/> <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="□"/>	The required space is at the end of both the word and line and the cursor is on the next space at the end of that line.
5	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">DELETE</div>	Delete what?	To keep the two words together on the same line, you must remove the space after the required space.
6	<div style="border: 1px solid black; border-radius: 5px; padding: 2px; display: inline-block;">EXECUTE</div>	choice <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="↵"/> <input style="border: 1px solid black; width: 15px; height: 15px;" type="button" value="i"/> influences	The two words are now on the same line.

# Typing Over Text

The easiest way to replace one word with another one of about the same length is to type new text over the old. To begin with, practice typing over a character in this procedure.

Step	You Type	Screen Says	Comments
		choice <input type="text"/> i nfluences	Move the cursor to the typo, 5 lines down.
1	(5) <input type="text"/> ↓	goo <input type="text"/> d teble	Move the cursor 3 spaces to the right.
2	(3) <input type="text"/> →	t <input type="text"/> e ble	Here's the mistake so type over it.
3	a	ta <input type="text"/> b le	

Now practice typing over a word. Replace the word "others" at the end of the previous paragraph with the word "design."

Step	You Type	Screen Says	Comments
		ta <input type="text"/> b le	Move up to the line where you want to type.
1	(5) <input type="text"/> ↑	infl <input type="text"/> u ences	Now move over to the next word.
2	(7) <input type="text"/> →	<input type="text"/> o thers.	The cursor is now positioned at the beginning of the correction. Replace "others" with "design".
3	design	design <input type="text"/> . ◀	

# Deleting Text

Sometimes typing over text won't accomplish the corrections you need because the text you want to insert has fewer characters than what you want to take out. You would then end up with empty spaces. The Delete key is useful for removing text from a document and closing up the space around it.

In the same document, use the Delete key to delete.

Step	You Type	Screen Says	Comments
		design . ◀	Your cursor is on line 11, position 25. Begin moving it to where you will delete.
1	(5) ↓	conten t s	Continue moving the cursor.
2	SHIFT (8) ↓	a report and	Now the cursor is in place for the delete.
3	DELETE	Delete what?	The delete starts here.
4	SHIFT (2) ↓	where you	Two words are shown in reverse video.

## A SHORTCUT

There's a shortcut you can use to show in reverse video the text you want to delete. Type any character -- letter, number, or punctuation mark, or press the Space Bar -- and the cursor will move forward to the next occurrence of it. For example, if you type a z, the cursor will move forward to the first z it finds. Or, if you type a period (.), the cursor will move to the end of the sentence. After you've used the shortcut to show in reverse video the text you want to delete, press the Execute key to complete the deletion.

Step	You Type	Screen Says	Comments
1	.	where <input type="text"/> you	Try the shortcut to the end of the sentence.
		find it <input type="text"/> .	Now go to the "w" in the word "written" on the next line.
2	w	<input type="text"/> ritten	Move to the end of this sentence.
3	.	written <input type="text"/> .	Now complete the delete.
4	<input type="button" value="EXECUTE"/>	report <input type="text"/> It	

**2**



# Restoring the Page

If you've made editing changes on a page that you don't want, using the restore page feature removes all the changes you've made on the page. The pages before and after the one you've restored remain the same.

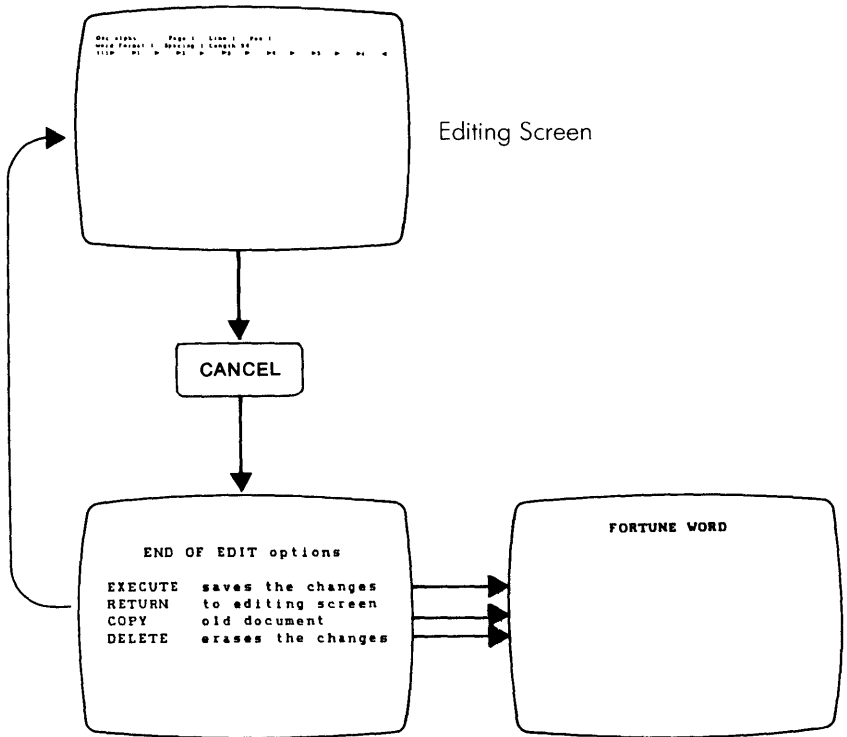
The procedure below shows you how to restore the page you just changed.

Step	You Type	Screen Says	Comments
1	<b>COMMAND</b>	report <input type="checkbox"/> It Which command?	The cursor is on line 16, position 60. Press the Command key. Activate the restore feature.
2	r	(Reading pages)  <input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	The original text is restored, and the cursor is at the top of the screen on the title. Press the Cancel key to stop editing.
3	<b>CANCEL</b>	END OF EDIT options	This shows some choices you can make. You'll learn about them in detail in the next few pages. For now, erase all the changes by pressing the Delete key.
4	<b>DELETE</b>	(main menu) <b>Edit Old Document</b>	

# Ending Editing and Saving Your Work

To use any word processing features besides editing, you must leave the editing screen and move back to the main menu. But before you do that, you must decide what to do with the document you're working on. To help you, the end-of-edit screen gives you four choices: to abandon all your changes, to save the revised document, to go back to the editing screen, or to save a copy of your old document as well as the revised document.

The next few pages show how to use the end-of-edit options mentioned above.



*The end of edit screen provides choices.*

# Discarding Changes in a Document

When you abandon a document, this means you cancel all the changes you made during the editing session. Abandoning your revisions in an old document is a good choice when you create or revise a document and then realize it's not what you want. If you abandon a new document, it will have no text when you return to edit it. You can use the same document name at some other time, if you wish, and type in new text. You'll learn later how to remove the document name completely.

Try creating a new document, abandoning it, and going back to see what happened.

Step	You Type	Screen Says	Comments
		(main menu) <u>Edit Old Document</u>	Move the marker to the create activity using the Space Bar.
1	SPACE BAR	Create New Document	
2	EXECUTE	Please enter document name <input type="checkbox"/>	Name this new document "hello."
3	hello EXECUTE	Prototype 0000	Move on to the document summary.
4	EXECUTE	DOCUMENT SUMMARY	Skip the document title and operator.
5	RETURN	Operator <input type="checkbox"/>	
6	RETURN	Author <input type="checkbox"/>	You're the author.
7	(Your Name) EXECUTE	<input type="checkbox"/> = = = = =	You should now have a blank screen.
8	(Type in any text.)		

Step	You Type	Screen Says	Comments
9	<input type="button" value="CANCEL"/>	END OF EDIT options	You are through editing. Use the Delete key to abandon the text you created.
10	<input type="button" value="DELETE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Return to the document you just created.
11	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text" value="h"/> ello	"Hello" is the document you just edited.
12	<input type="button" value="EXECUTE"/>	DOCUMENT SUMMARY	
13	<input type="button" value="EXECUTE"/>	<input type="text" value="="/> = = = = =	The screen is blank because you abandoned the text.
14	<input type="button" value="CANCEL"/>	END OF EDIT options	
15	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	

## DISCARDING THE CHANGES IN AN OLD DOCUMENT

Abandoning changes in an old document is a radical step. You can compare it to using the restore feature on each page. Instead, you may want to leave the document with its unacceptable changes and revise it again.

# Saving Text and Changes

Most of the time you'll want to keep the changes you've made. Then you can print the document and have the author indicate any further changes. The Execute key tells Fortune:Word to save the document for later editing or printing. After saving a new document, it is considered *old*. The next time you want to revise it, you must use the Edit Old Document selection.

Try saving a document and returning to edit it.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	
2	EXECUTE	Please enter document name h]ello	
3	EXECUTE	DOCUMENT SUMMARY	
4	(Type in some text.)	= = = = =	You have the blank screen again.
5	CANCEL	END OF EDIT options	This time, save the text you created.
6	EXECUTE	(main menu) Edit Old Documents	Check to see if the text was saved.
7	EXECUTE	Please enter document name h]ello	
8	EXECUTE	DOCUMENT SUMMARY	

Step	You Type	Screen Says	Comments
9	EXECUTE		The text you typed is still there. Return to the main menu and again preserve your text.
10	CANCEL	END OF EDIT options	
11	EXECUTE	(main menu) Edit Old Document	

2

### COPYING THE DOCUMENT TO SAVE THE ORIGINAL

Another option on the end-of-edit screen is to press the Copy key to save the old document. When you choose this, you're saving the document you just edited with its original name, as well as the old version with a new document name you specify. If you choose this, be aware that you're really adding another document to your system disk and that your disk will get full sooner.

# Returning to the Editing Screen

From the end-of-edit screen, you can easily return to your document to make further changes before going back to the main menu. Press the Return key while in the end-of-edit screen to move back to the editing screen. You can resume editing immediately because the cursor returns to the same position it was in when you left the document.

Try moving to the end-of-edit screen again and returning to edit the document.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Documents Please enter document name hello	
2	EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE		You should see your text again.
4	CANCEL	END OF EDIT options	Now use the Return key to go back to the editing screen.
5	RETURN		The text is on the editing screen once more. You may now make any changes.
6	CANCEL	END OF EDIT options	Save the changes.
7	EXECUTE	(main menu) Edit Old Documents	

# 7 Printing

2

Printing a document is the final stage in the word processing document cycle. You may want a printed document so you can mark further changes, or use it as the final version. To print your document you'll use the *print menu*, illustrated below. After you have printed a document, compare your results with what you've seen on the editing screen. In Part 3, you'll learn how printed results can differ from the screen.

The printer you have with your Fortune system probably came with a guide telling you how to install it, turn it on, load paper, and generally take care of it. Before you print anything, make sure the printer is on and paper, ribbon, and printwheel are ready. The information in the following pages covers only a portion of the selections on the print menu. Some of the others that relate to document format will be covered in Part 3, and the others in Part 4 on printing.

```

                                PRINT DOCUMENT
Document name alpha
Print from page 1__
Print through page 3__
Starting as page no 1__

Paper length 66__
Left margin 10__
No of originals 1__

First heading page 1__
First footing page 1__
Footing begins on line 61__

Printer number 1__
Print wheel no 1__

Please select one from each column

Pitch  Format      Feed  Style  Summary  LPI  Paper  Banner  To file  Copy
10  Unjustified  Tractor  Final  No      6  Std   No      No      Yes
12  Justified    Sheet    Draft  Yes     8  Bin 1  Yes     Yes     No
15  With notes   One bin  Two bins
                                Alt
```

Use the print menu to print your document.

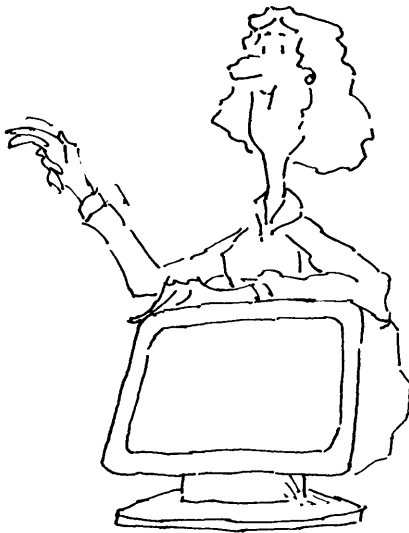


# Setting the Printer and Print Wheel Numbers

Since there are different types of printers and print wheels, for printing functions to work correctly you must tell some facts about your printer. Since you may use more than one printer with your Fortune system, you assign a number to each one when you install it to identify the type of printer it is. The printwheel number identifies the kind of printwheel you're using. Number 1 is the number for standard American printwheels. Other available numbers are listed in Part 4.

*Character* printers have printing mechanisms resembling those on a typewriter and produce results that look like typewritten text. Other printers have a unique kind of printing that produces characters made of small dots. These are called *dot matrix printers*.

When you want to print a document, you must enter the number for the printer you're using on the print menu under printer number. The number already assigned is "1." You'll change the printer number to fit your printer as you print each document in this guide for complete instructions on setting up your printer, check *Understand Your Fortune System*.



# Printing Your Document

With a few keystrokes, you can see the results of your work on paper. You'll learn how to change the print menu screen later, but for now, it's already set up for you.

Before you begin the procedure chart below, make sure that your printer is turned on and loaded with paper.

Step	You Type	Screen Says	Comments
1	(2) ↓	(main menu) Edit Old Document Print Document	
2	EXECUTE	Please enter document name h]ello	Use the document you created called "fortune."
3	fortune EXECUTE	PRINT DOCUMENT	Change the printer number for your printer before you print. Press the Return key 9 times to move the cursor to the printer number.
4	(9) RETURN	Printer number <input type="checkbox"/>	Type in the number for your printer.
5	(printer number)	Printer number <input type="checkbox"/>	Now you're ready to execute the printing.
6	EXECUTE	(main menu) Edit Old Document	Your document should be printing on your printer. The screen returns to the main menu.

# Comparing Printed Text to the Screen

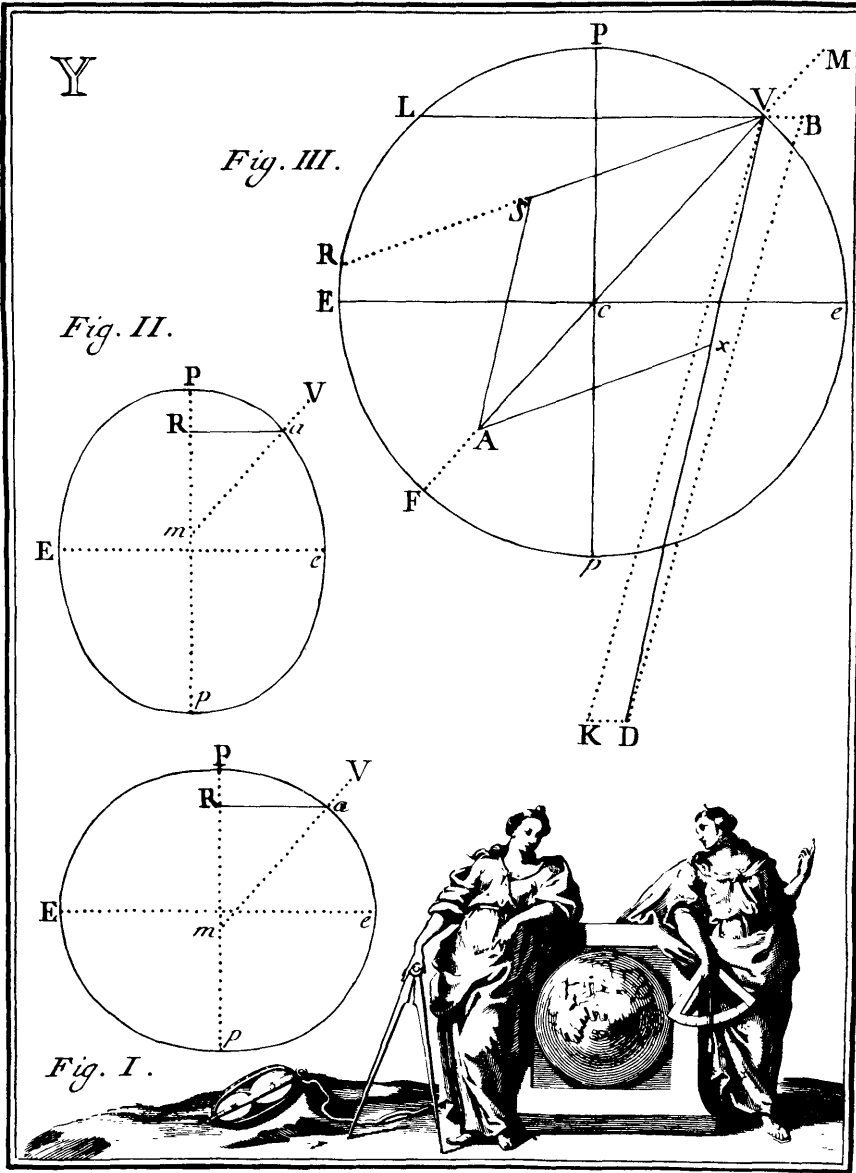
Now that you have a paper copy of your document, compare it to the text you saw on the editing screen. This will help you see the relationship between the two as well as prepare you for learning about changing page layout. Your printed document should reflect the same layout as the document you see on the screen.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document Please enter document name f]ortune	Take a look at the document you just printed.
2	EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE		Put your printed copy up next to the screen and compare the two. Review the whole document.
4	CANCEL	END OF EDIT options	
5	EXECUTE	(main menu) Edit Old Document	If you are continuing on to the next part of this guide, you don't need to go to the global menu.
6	CANCEL	OPERATOR TRAINING	
7	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	



Laying out a page format is not as complicated as the geometric constructions shown on this page from an early mathematics book, but it does require planning.

From Epistolarum Mathematicarum Fasoculus by Johannis Poleri.



# *Page and Document Layout*

Understanding how to set up documents is an important part of becoming a successful word processing operator. You'll need to know all the things that control and change what your document looks like on the editing screen and how it prints on paper. For instance, if you normally type single-page documents, there are some guidelines for a standard page format for one-inch margins on all sides of the text. You can speed your work by using the standard page layout and print perfectly spaced documents every time.

Typing multipage documents, though, sometimes requires some format changes to account for different kinds of text on each page. For multipage documents you may change things such as margin settings, line length, and line spacing. You can make these changes on the editing screen and specify other important layout details on the print menu.

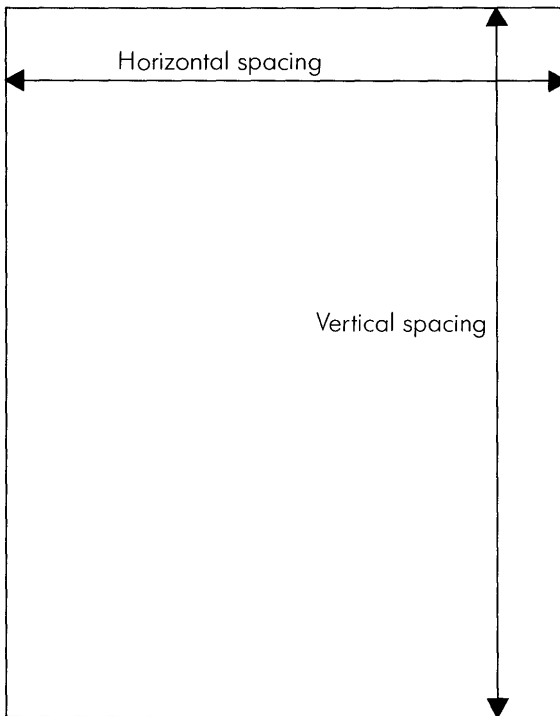
In the next seven chapters, you'll learn:

- To use the standard page format
- To make layout and printing changes
- To make format changes to single and multipage documents
- To set your own layout standards for documents

# 8 Elements of Page Layout

When you're typing a document, it's convenient to know you can create, edit, and print it with a standard page layout and not bother to change the format. The format standards may resemble those you've used before on a typewriter. Later, you'll learn how to change the format to suit the needs of your business. But first, you'll take a look at all the formatting standards in detail and learn what all the layout terms mean.

Standard spacing for page layout falls into two categories, horizontal, which is the spacing across the page, and vertical, which is the spacing down the page.



*Page layout standards for horizontal and vertical spacing are already set for normal office correspondence on standard sized 8-1/2" x 11 " paper. You'll learn later how to make adjustments for different sizes of paper, such as legal paper.*

## HORIZONTAL SPACING

You usually measure horizontal spacing by the number of *characters* or *spaces* across the page from edge to edge. On an 8-1/2-inch-wide paper printed in 10 pitch (10 characters to an inch), there are (8.5 × 10) 85 total spaces across.

The list below shows the guideline standards for horizontal spacing across the paper.

3

<b>Format element</b>	<b>Standard</b>
Left margin	10 spaces
Line length	65 spaces
Right margin	10 spaces
Centering	Between right and left margins
Tab stops for tab and indent	Every fourth space
Pitch	10 characters per inch
Justified/unjustified right margin	Unjustified

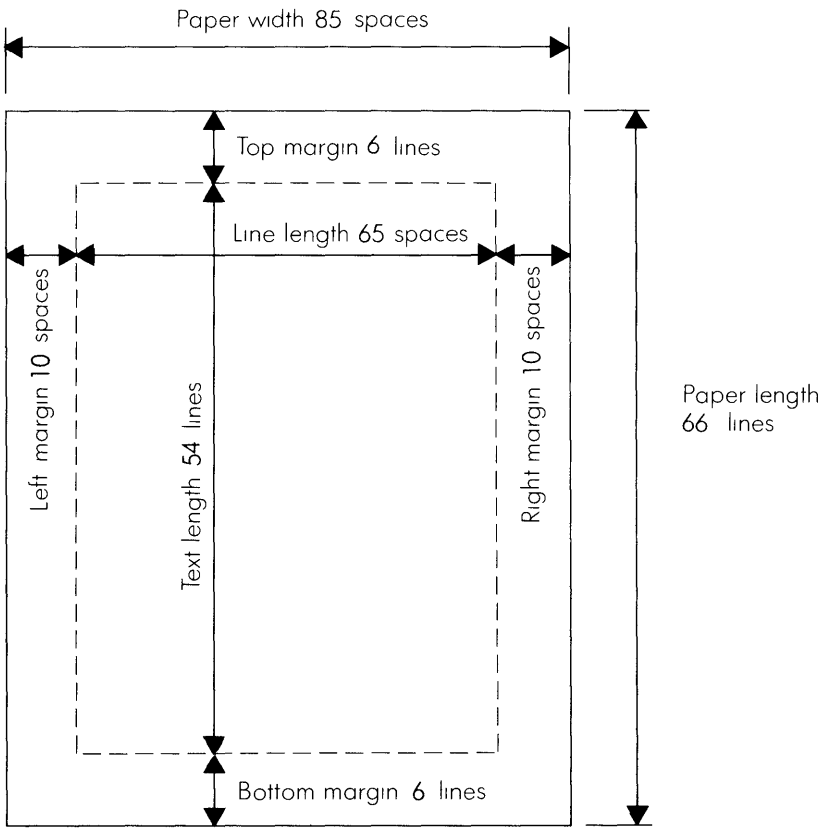
## VERTICAL SPACING

Vertical spacing controls printing down the sheet of paper. You measure it by the number of *lines* down the page. Regular paper has 66 lines. The list below shows the guideline standards for vertical spacing.

<b>Format element</b>	<b>Standard</b>
Line spacing	6 lines per inch
Paper length	66 lines
Top margin	6 lines
Bottom margin	6 lines
Length of text on the page	54 lines

An example of standard format is shown in the illustration on the next page. Remember that horizontal measurements are given in characters or spaces and vertical measurements in lines.





*These are the elements of the standard format.*

# Definitions

You'll understand the details of page layout better if you have a firm grasp of the meaning of the terms used.

3

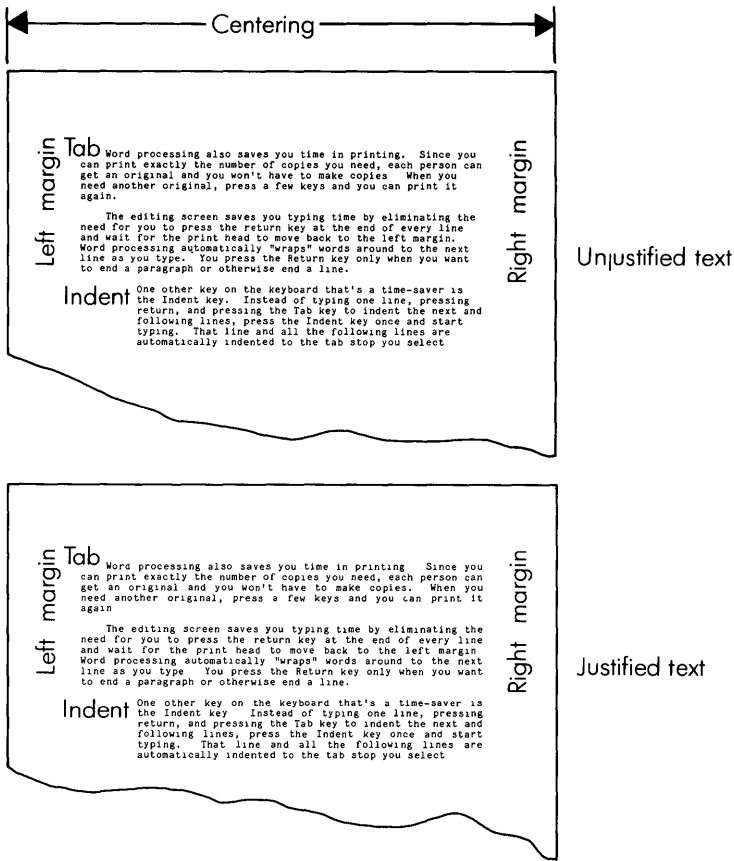
## HORIZONTAL SPACING

***Left margin, line length, and right margin.*** Left and right *margins* are the blank areas on either side of the page of text. *Line length* is the measure of the text area between the two side margins. You can type as many characters across as the line length allows. The margin and line length settings are major factors in producing attractive documents.

***Centering, tabs, and indent.*** *Centering* any text, like a heading or title, puts it in the middle of the line length. A *tab* is a fixed position on the line length to which your cursor moves when you press the Tab key. An *indent* aligns text to a tab stop you've specified to the right of the left margin. As you type, text continues to wrap around and align with the indent until you press the Return key.

***Pitch.*** When printed, line length may look different from the screen because of *pitch*. Pitch is measured by the number of characters printed in one inch across the paper. 10 pitch is 10 characters per inch, and 12 pitch is 12 characters per inch. On many printers, 15 pitch is also available.

***Justified and unjustified margin.*** When text is *justified* it lines up evenly along the right and left margins. When text is *unjustified*, the left margin is even, while the right margin is uneven and follows the natural breaks in words and sentences.



*These are the elements of horizontal spacing.*

## VERTICAL SPACING

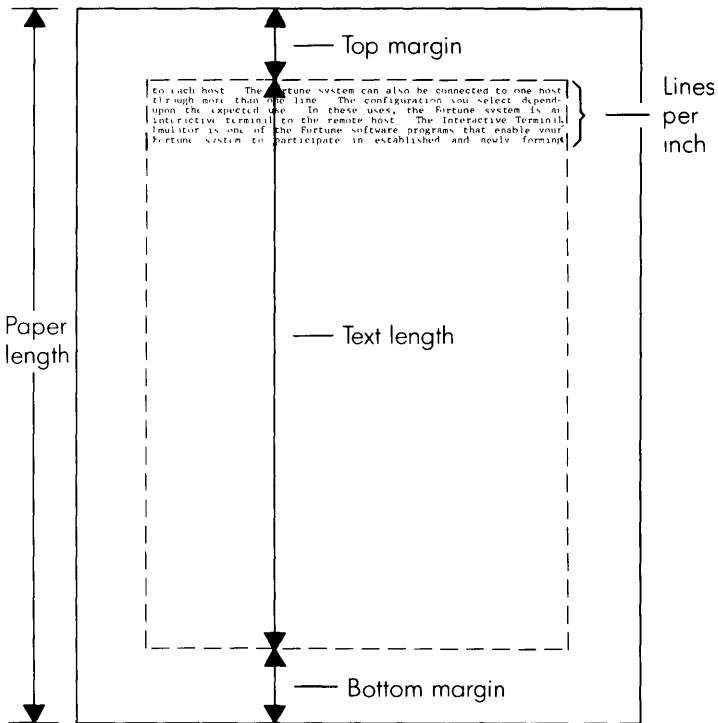
**Line Spacing.** *Line spacing* determines the amount of space between lines of text. You probably type most of your correspondence with single line spacing, and use double line spacing only for drafts of long reports. You can choose a line spacing of zero, quarter, half, single, space and a half, double, or triple. No matter what line spacing you choose, your screen displays single spacing. Changing the line spacing only affects the appearance of your printed document. However, the status line will show the correct line number based on the line spacing you've set.

**Lines per inch.** *Lines per inch* controls the number of lines that print in one inch down the page. The standard is six lines per inch, but you can change it to eight lines and print more copy on a page.

**Paper length.** All of the vertical settings are based on the *paper length*, which you calculate by multiplying the lines per inch by the length of the page in inches. If you use 11-inch-long paper with six lines per inch, the paper length is 66 lines. On the same size page, a line spacing of eight would result in a paper length of 88 lines.

**Top and bottom margins.** The blank spaces at the top and bottom of the page are the *top and bottom margins*. These margins are measured in terms of number of lines per inch. A margin of six lines with six lines per inch would result in a one-inch margin. Therefore, a one-inch margin with eight-line spacing would result in a margin of eight lines.

**Length.** The vertical space that remains after you determine the top and bottom margins is the *length* of the text.



*These elements compose vertical spacing.*

# Setting Standards

There are two places where you can set and change the standards for horizontal and vertical spacing. They are the editing screen and the print menu. The following list shows which screen you use to change formatting standards.

## Editing Screen

- Line spacing
- Tabs for tab and indent
- Line length
- Text length
- Right margin
- Top margin
- Bottom margin
- Centering

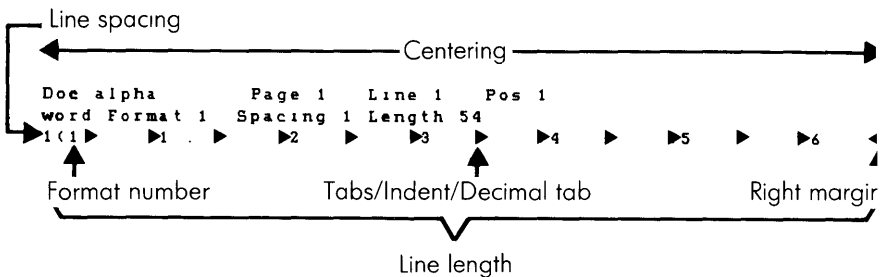
## Print menu screen

- Paper length
- Lines per inch
- Pitch
- Justified or unjustified margin
- Left margin

## FORMAT STANDARDS ON THE EDITING SCREEN

You set most format standards on the editing screen because you're likely to change line spacing, tabs, text length, and other format controls as you type. The format line, located at the top of the screen under the status line, is where you set many horizontal and vertical layout standards. You can see these settings on the format line while you work on a document.

Here's an example of what standards you can set on the format line.



**Line spacing.** The first character on the format line, as well as information on the record status line, shows the line spacing setting. The standard is "1" for single spacing, but you can vary it from zero to three. Zero spacing will make one line print over another.

**Format number.** The number in parentheses (the second half of the parentheses appears if you remove the first tab) indicates the format number you are currently using. Format number 1 is the standard format. You will learn more about format numbers in the coming pages.

**Tab, indent, and decimal tab.** Standard tab stops are set every fourth space across the format line. You can use these stops for tabbing or indenting. A ► is the screen symbol for a tab on the format line and in the text. An indent is shown as → . The decimal tab symbol is a ⊥. These latter two symbols do not appear on the format line, only in the text.

**Line length.** The standard line length before word wrap moves words to the next line is 65 spaces.

**Centering.** Centered text fits halfway between the right and left margin and within the maximum line length you have chosen. Pressing the Center key centers a line and is shown by the screen symbol ◆.

**Right margin.** The right margin begins at the end of the format line. It is shown by ◀, the screen symbol for a return.

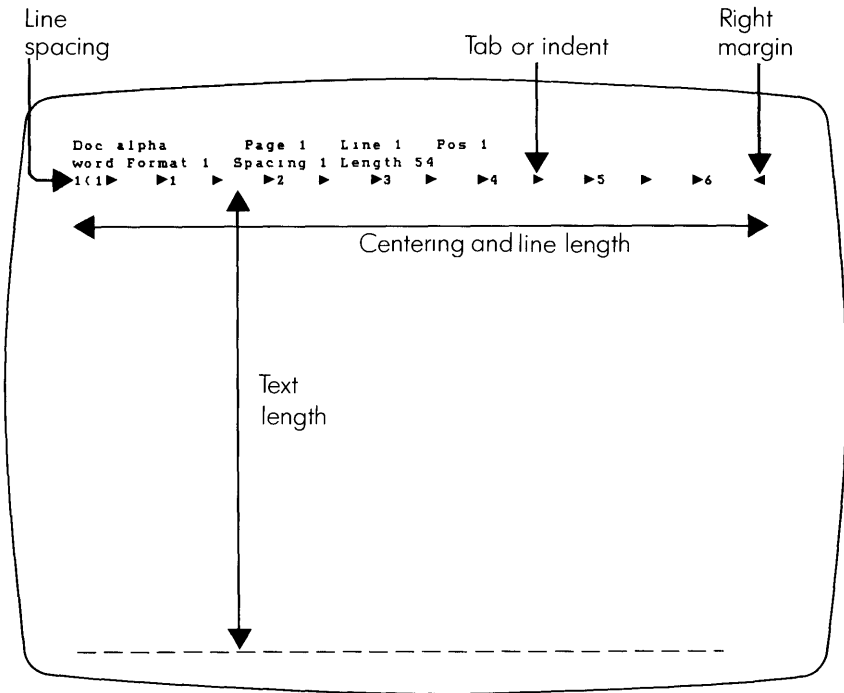
## SETTING OTHER STANDARDS ON THE EDITING SCREEN

You can set three other format standards on the editing screen that don't involve the format line. They are the top and bottom margins and the page length.

**Top margin.** You set the top margin with what is known as a heading.

**Text length.** You set the standard text length of 54 lines on a page with the Command and Page keys. When you start typing on line 55, the screen alerts you to start a new page. You'll learn how to do this later.

**Bottom margin.** The bottom margin is the remaining unprinted space at the bottom of the page after the text is printed below the top margin. If the heading is 6 lines and the page length is 54 lines, that leaves 6 lines for a bottom margin from a total page length of 66 lines.



Many format standards are set on the editing screen.

## STANDARDS ON THE PRINT MENU

You use the print menu to set the format standards that relate directly to the results you want from your printer. You can change the way your document prints without returning to the editing screen.

Look at the illustration of the print menu on the next page. The format standards set here are highlighted so you can locate them easily.

**Paper length.** The standard paper length is 66 lines. That's calculated by multiplying the number of lines per inch, which is 6, times the number of inches in length, which is 11, or  $6 \times 11$ .

**Left margin.** The standard left margin is 10 spaces.

**Pitch.** Pitch is the total characters your printer prints in one inch across the paper. The standard pitch is 10.

**Unjustified and justified.** Most letters are printed with an unjustified, or ragged, right margin. That's also the standard.

**Lines per inch (LPI).** Almost all typewriters type six lines of text per inch down the page. This standard results in well-formatted, easy-to-read documents.

3

PRINT DOCUMENT

Document name	alpha								
Print from page		1	__			Paper length	66		
Print through page		3	__			Left margin	10		
Starting as page no		1	__			No of originals	1		
First heading page		1	__			Printer number	1		
First footing page		1	__			Print wheel no	1		
Footing begins on line		61	__						

Please select one from each column

Pitch	Format	Feed	Style	Summary	LPI	Paper	Banner	To file	Copy
10	Unjustified	Tractor	Final	No	6	Std	No	No	Yes
12	Justified	Sheet	Draft	Yes	8	Bin 1	Yes	Yes	No
15	With notes	One bin				Bin 2			
		Two bins				Alt			

*Standards on the print menu determine how the final document will print.*



# 9 Setting Horizontal Layout

You can make most of the changes to the horizontal format on the format line in the editing screen. You can make them before you start a new document, while you edit, or when you revise old documents.

The horizontal layout involves three elements: line length, centering, and tab and indent stops. In this chapter, you'll see how these elements can vary the appearance of a line and learn the keys you use to determine the horizontal layout.



# Setting Line Length

Line length is important because it fixes the right margin, sets the boundaries for tabs, and determines what space is available for centering a line. To set the line length, you use the Format key, located in the top row of your keyboard.

## HOW THE SCREEN CHANGES

In addition to the format line at the beginning of your document, you can insert another format line with different settings anywhere in your document. In old documents, all the text on the screen following the changed format line changes to conform to your new line length. You'll learn later how to insert a format line.

If you're typing a new document with a line length less than the standard 65 characters, notice how the words wrap around to the next line at an earlier point than they did with the standard line length. Word wrap always takes into account any changes in line length that you make.

Try changing the line length to see how this works.

Step	You Type	Screen Says	Comments
		Move back to word processing training through T3 on the global menu	
		(main menu) Edit Old Document	
1	EXECUTE	Please enter document name f ortune	Use the document called "report."
2	report RETURN	DOCUMENT SUMMARY	This time you pressed the Return key after the document name because what you

Step	You Type	Screen Says	Comments
3	EXECUTE	THE WELL-PLANNED REPORT◀	typed in was shorter than what was there.  Change the format by pressing the Format key.
4	FORMAT	Change format 1(1▶....▶1..	The cursor moves up to the beginning of the format line. Now move the cursor to position 61.
5	(60) →	....▶ 6 . ...◀	The position number is shown on the status line. Press the Return key.
6	RETURN	....▶ 6 ◀	The return symbol marks the line length. Use the Execute key to complete the process. Watch the text change.
7	EXECUTE	(Rearranging) THE WELL-PLANNED REPORT◀	A screen message tells you that the text is being rearranged. Then the cursor moves back to the title at the top of the page. Now press the Format key to change back to the standard line length.
8	FORMAT	Change format	The cursor is in the format line again. Use the → cursor key to move it to the end of the line.






Step	You Type	Screen Says	Comments
9	(60) →  (4) SPACE BAR	Position 65	Then use the Space Bar to add onto the end of the line.  Use the Execute key to complete the change.
10	EXECUTE	THE WELL-PLANNED REPORT ◀	Watch the text change back.

**3**

# Centering Text

Word processing takes all the figuring out of centering lines by automatically centering text to the nearest space along the line length you specify when you use the Center key. For your reference, the ♦ screen symbol always appears at the beginning of centered text. This symbol will not be printed.

Try centering the title of the document on your screen.

Step	You Type	Screen Says	Comments
1		 THE WELL-PLANNED REPORT◀	To center a line of text that exists, use the Insert key first.
2	 	♦  THE WELL-PLANNED REPORT◀	Press the Center key. The title moves to a centered position.

## CHANGING CENTERED TEXT

If you want to change text you centered, position the cursor and type over, delete, or insert text as you would with other text. The text automatically recenters itself.

## REMOVING CENTERING

If you no longer want the text centered, position the cursor on the ♦, first press the Delete, and then press the Execute key. The title will move to align with the left margin.

# Using Tab Stops

Tab stops set in word processing are similar to tabs on a typewriter. They're easy to locate on the screen because they appear as a ► symbol both in the text and on the format line. You can change tab stops anywhere in a document by changing the format line.






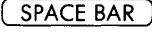





The Tab key is located in the same place as the tab on a typewriter keyboard, and it functions in a similar way. When you press the Tab key while typing text, the cursor moves to the first standard tab stop at position 4. When you have a tab symbol in position 4 on the format line, the tab symbol on the editing screen will also be located at position 4 and the cursor will be at position 5. Each time you press the Tab key, the cursor moves another 5 spaces to the next tab symbol. You can start typing at any tab stop across the line. If you don't have any tabs set on the format line and you press the Tab key, the cursor moves over one space.

In the following procedure, you'll put tabs in an existing document.

Step	You Type	Screen Says	Comments
		◆ T H E W E L L - P L A N N E D R E P O R T ◀	Move the cursor down to the first topic under OVERALL DESIGN.
1	NEXT SCR N	t o o l , a n o u t l i n e	
2	(2) ↓	P u r p o s e . E v e r y	Use the Insert key to add the tab.
3	INSERT	Insert what?	Put in a tab.
4	T A B    E X E C U T E	► P u r p o s e . E v e r y	The "P" of "Purpose" is at position 5. Check the status line to see this.

## CHANGING TAB STOPS

All tab stops, preset standard tabs and tabs you insert in the text, appear in the format line. The Format key allows you to change or remove any of these tabs. Change the tab stop setting to see how this is done.

Step	You Type	Screen Says	Comments
1		▶  urpose. Every Change format 1(1▶  ... ▶1..	Change the format line.  The cursor is in position 5 in the format line. Move the cursor backward, and type over the tab symbol at position 4.
2		1(1▶  ...▶1	Now remove the tab at position 4.
3		1(1.  ...▶1..	Add a tab.
4		1(1. ▶  .▶1..	This adds a tab at position 5.
5		▶  urpose. Every	The heading moves over to position 6.

## REMOVING TAB STOPS

Sometimes you'll want to remove tabs directly from your text. Move the cursor to the tab symbol on the screen, and press the Delete and the Execute keys to remove the symbol. The text will move to the left and align with the left margin or a previous tab stop in the text. See how removing tab stops works on the next page.

Step	You Type	Screen Says	Comments
1		▶ <u>P</u> urpose. Every  ◀ ▶ Purpose. Every	Move the cursor over the tab symbol.  Delete the tab symbol to move the text to the left margin.
2	DELETE	Delete what?	
3	EXECUTE	<u>P</u> urpose. Every	The text is now at the left margin. The tab symbol still remains in the format line at position 5.

**3**



# Indenting Text

Indented text aligns with a tab stop rather than with the left margin. As opposed to a tab, which affects only a single line, all text following an indent symbol aligns along the tab stop until you end the indent by using the Return key. Because indented text can be many lines long, it's an effective way to emphasize text.

## THE INDENT KEY

The Indent key is located in the top row of keys next to the Help key. Use it when you want to place block indents like quotes and bulleted items in your text. To indent just the first line of a paragraph, use a tab as you would on a typewriter.

Each time you press the Indent key, the cursor moves to the next tab stop, and an indent symbol, →, appears in the text area. When you type text after an indent and reach the end of a line, the rest of the words wrap around and align under the first line of indented text. The text continues to indent until you press the Return key. Any text typed after this aligns with the left margin.

If you press the Indent key a number of times, the text will align with each succeeding tab stop. If you're revising a document and want to indent text that hasn't been indented before, use the Insert key with the Indent key.

Here's a procedure for indenting text.

Step	You Type	Screen Says	Comments
1	INSERT	<u>P</u> urpose. Every Insert what?	Insert an indent.  Press the Indent key.
2	INDENT EXECUTE	→ <u>P</u> urpose. Every	The paragraph is indented to the first tab symbol on the format line. Now try indenting it once more.

Step	You Type	Screen Says	Comments
3	INSERT	Insert what?	
4	INDENT EXECUTE	⇒ ⇒ Purpose	The paragraph is indented to position 10.

## REMOVING INDENTS

When you want to return indented text to the left margin, you must use the Delete key to remove the indent symbol. The repositioned text lines up with the previous indent symbol or the left margin.

Remove the indents that you just inserted and watch what happens.

Step	You Type	Screen Says	Comments
		⇒ ⇒ Purpose	Position the cursor over the indent symbol.
1	←	⇒ ⇒ Purpose.	Delete the indent.
2	DELETE	Delete what?	Delete just the indent symbol.
3	EXECUTE	(Rearranging) ⇒ Ppurpose.	The text returns to the first indent. Remove the last indent.
4	←	⇒ Purpose.	
5	DELETE	Delete what?	Delete just the indent symbol.
6	EXECUTE	(Rearranging) Ppurpose. Every	The text returns to the way it was, aligned with the left margin.

# Using Decimal Tab

Another use of a tab stop is to align the decimal points in numbers on a tab stop with the Dec Tab key. When you press the Dec Tab key, the cursor moves to the next tab stop, and the text you type moves to the left until you press a decimal point or the Return key. You can tell the difference between text typed with a regular tab and a decimal tab because the regular tab displays as a ► and the decimal tab as a ◡ on the screen.

Text with a decimal tab must fit between tab stops so that the numbers line up with the decimal point. Most of the time, you'll need to change the format line when you want decimal text with a decimal tab in order to allow more room between tab stops.

Using the procedure below, change the format line and type in some numbers using the Dec Tab key.

Step	You Type	Screen Says	Comments
		Purpose. Every	First change the format line.
1	FORMAT	Change format 1 (1) ►... ► 1..	Move over to the tab at position 5.
2	(4) →	1(1)◡ ...► 1..	Now press the Space Bar to remove the tab.
3	SPACE BAR	1(1).◡..►1..	Complete the change with the Execute key.
4	EXECUTE	Purpose. Every	Move the cursor down one line.
5	↓	That purpose	Use the Insert key to change the text.
6	INSERT	Insert what?	Press the Dec Tab key and type in a number using a decimal point.

Step	You Type	Screen Says	Comments
7	\$459.82 DEC TAB	└ \$459.82	Go to the next line and try another number. Notice how the decimal points line up.
8	\$3,422.12 RETURN DEC TAB	└ \$459.82 ◀ └ \$3,422.12 □	You don't need this in the document, so cancel the insert.
9	CANCEL	Are you sure?	You see this message whenever you stop text insertion.
10	EXECUTE	□ hat purpose	

**3**

# 10 Setting Vertical Layout

The elements of vertical layout have a significant impact on the way your document is printed. Changing vertical layout by altering text length, line spacing, page breaks, and top and bottom margins, gives you different results with new and old documents. Changing the vertical format before you start a new document, or while you create one, makes the printed document follow the layout you've chosen. When you alter the vertical format in an old document, the text on the editing screen moves to match those changes.

The basic element of vertical spacing is the page. Any change to an element of vertical spacing alters how the text is broken up into pages. The editing screen shows you where pages end with a symbol called a *page break*. There are two kinds of page breaks you can use: optional and required. It's important to learn about the differences before going on to other format changes.

## OPTIONAL PAGE BREAKS

You can add *optional page breaks* at the text length you have specified as you type the document or when you use the hyphenation and pagination function. An optional page break appears in the text as a line of dashes between two lines of text. You can remove it manually, or automatically when you use the pagination feature. You will learn more about hyphenation and pagination in Part 5.

## REQUIRED PAGE BREAKS

*Required page breaks* are those you put in to force a new page, for example to end a page at the end of the chapter, or to set off a chart on a separate page. The required page break symbol is a row of equals signs. Required page breaks are not removed during pagination.

Each optional or required page break you set is automatically followed by a format line, reflecting the last format line on the previous page. When you print the document, the pages will end and begin according to the page breaks you set on the editing screen.

Suppose you have a text length of 54 lines. When you begin line 55, the line and position indicators in the status line brighten. At this point you can put in an optional page break using the Insert and the Page keys. Remember, a printed page usually corresponds to three screen's worth of text, so you won't see the status line brighten at the end of every screen. When you change the text length or line spacing, you change the line on which the page break signal occurs. You can add required page breaks by holding down the Shift key and pressing the Page key.

You can delete page breaks when you need to. Just move the cursor to the page break, and press the Delete key and then the Execute key. Both the page break and its format line leave the screen.

## THE IMPORTANCE OF PAGE BREAKS

Since you can keep on typing and adding lines to a page even beyond a specified page length, you may be tempted to do this and add page breaks later, either manually or through the pagination feature. This is not advisable for three reasons.

First, if you have a document that's one very long page in length, each time you edit the text the whole document is revised on the screen instead of just the page you're working on. The longer this page is, the longer it takes you to see your corrections or new text on the screen. Therefore, your work will go more slowly.

Second, you'll find it more difficult to determine how your document will look if you wait to paginate it when you're finished with it. One important feature of the editing screen is that you can see the end of one page and the beginning of another on the screen at the same time.

Third, the longer the page without page breaks, the more likely it is that your Fortune system will not have enough memory to edit your document.

## PAGE BREAKS AND INDENTED TEXT

If you add a page break between lines of indented text, the indent function will be removed beyond the page break. Since you can see across the page break on the editing screen, just insert a new indent at the beginning of the next page.

# Changing Text Length

You may want to change text length in a document, for example, to allow for a larger top margin when printing your document on letterhead stationery. There are two ways to change text length: manually while editing, or through the hyphenation and pagination feature. In the next few pages, you will learn how to manually change text length.

Use the next procedure chart to change the text length and move through the document, remove the page breaks that are now incorrect, and add new ones.

Step	You Type	Screen Says	Comments
		f hat purpose	Change the text length.
1	COMMAND	Which command?	
2	PAGE	Text length?	
3	50 EXECUTE	f hat purpose	The text length is now set for 50. Move the cursor to look at the first page break.
4	NEXT SCRNL	w ill persuade	Notice the page break near the bottom of the screen with the format line below it. Move the cursor down to line 51.
5	(14) ↓	s equence or in	The status line brightens. Move the cursor up and down a few times to see this happen. Then move it back to line 51. Insert a new page break.

Step	You Type	Screen Says	Comments
6	INSERT	Insert what?	
7	PAGE EXECUTE	s equence or in	The page break is in place, and the status line shows this as page 2, line 1. Now take out the page break below.
8	(4) ↓	conclusions - - - - -	The cursor is on the page break.
9	DELETE	Delete what?	
10	EXECUTE	o rganizing your	The page break is gone. Now move the cursor down to find the position of the next page break.
11	(3) NEXT SCR N	w heel, you	The cursor is on page 2, line 39. Now move the cursor to the place for the next page break.
12	(12) ↓	m ay number	Add the page break.
13	INSERT	Insert what?	
14	PAGE EXECUTE	- - - - - +(1)...▶1.. m ay number	Now on to remove the next page break.
15	(8) ↓	- - - - -	Delete this one.
16	DELETE	Delete what?	
17	EXECUTE	p oints clear	Now use the Next Scrn key to move to the location of the next page break.



Step	You Type	Screen Says	Comments
18	(3) <input type="button" value="NEXT SCRNR"/> (8) <input type="button" value="↓"/>	<input type="text" value="ables consecuti"/>	The cursor is on page 3, line 51. Add the page break here.
19	<input type="button" value="INSERT"/>	Insert what?	
20	<input type="button" value="PAGE"/> <input type="button" value="EXECUTE"/>	----- + (1)...▶1.. <input type="text" value="ables consecutively"/>	

# Changing Line Spacing

For line spacing on your printed document, you can use zero, quarter, half, and triple spacing, as well as standard typewriter double, one and a half, and single spacing. This gives you the opportunity to vary spacing for items like drafts, quotes, equations, and footnotes.

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## CHANGING LINE SPACING

The line spacing is set by pressing the Command key followed by typing the letter *s*, and then typing one of these characters or numerals.

- 0 Zero spacing
- q Quarter spacing
- h Half spacing
- 1 Single spacing
- w Space and one half
- 2 Double spacing
- 3 Triple spacing

## HOW LINE SPACING AFFECTS TEXT LENGTH

Line spacing and text length are related. When you change the spacing to double, that means that half the number of text lines can fit on a specified page length. In changing from double spacing to single, you can have twice as many lines on a page.

Changing line spacing does not cause line spacing changes on the editing screen, although the status line counts according to the line spacing you set. For example, suppose you change from single to double spacing. When the cursor is on the second line on the screen, the line count will say line 3, then line 5, and so on, as you move down the screen. When the line counter displays line 55, the status line brightens so you'll remember to insert a new page break.

Some examples of line spacing are shown in the illustration on the next page.

Zero spacing makes all the lines print over each other.  
The lines look boldface when they print.

**QUARTER SPACING OVERLAPS LINE PRINTING:**

Half spacing overlaps lines; too:

Single spacing is the standard.  
Single spacing is the standard.

Sometimes you need space and a half.  
Sometimes you need space and a half.

Double spacing fits fewer lines on a page.  
Double spacing fits fewer lines on a page.

You may want triple spacing.

You may want triple spacing.

*Changing the line spacing gives these results when you print.*

In the following procedure chart, you'll use the Go To Page key again to move the cursor across more than one page. The function is fully explained in Part 5. For now, the procedure chart tells you how to use the Go To Page key and where it is going to move the cursor.

Now, change the line spacing in your document to see what happens.

Step	You Type	Screen Says	Comments
		<input type="checkbox"/> ables consecutively	The cursor is on page 4, line 1, position 1. Go back to the beginning and change the line spacing.
1	<input type="button" value="GO TO PAGE"/>	Which page?	
2	b	<input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	
3	<input type="button" value="COMMAND"/>	Which command?	
4	s	Line spacing?	Change the spacing to double.
5	2	Spacing 2 <input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	The spacing indicators on the format and second status lines have changed to 2. Move the cursor down 3 lines to see the change in the cursor line position.
6	(3) <input type="button" value="↓"/>	design of a <input type="checkbox"/>	In double spacing this is now line 7 instead of 4. Move the cursor down 5 more lines to see the change.
7	(5) <input type="button" value="↓"/>	person <input type="checkbox"/> r many	Now the cursor is on line 17. Change the spacing back to single.
8	<input type="button" value="COMMAND"/>	Which command?	
9	s	Line spacing?	
10	1	Spacing 1 person <input type="checkbox"/> r many	This is now line 9.

# Setting the Top Margin

You may want to add a top margin to your document if you print letters on your company's letterhead. To change the top margin, you must alter the heading page of your document.

## HEADINGS

A word processing heading, is similar to a top margin. It is the space reserved from the top edge of the paper to the first text line. Headings can be blank, as they are when you create a new document, or contain information such as repeating titles or page numbers. You'll learn to use headings for page numbers in Part 5.

## THE HEADING PAGE

To create a heading, press the Go To Page key followed by typing an *h*. For a blank top margin, type as many returns as you need to equal the number of blank lines you want. For example, a heading of 10 returns gives you a top margin of 10 blank lines that will appear at the top of every page of your document. To leave the heading page, press the Go To Page key and the number of any page you want to work on.

## HOW A HEADING RELATES TO TEXT AND PAGE LENGTH

Be sure to account for the text length you've set when you change a top margin. For instance, 60 lines of text plus 6 heading lines for the top margin result in no bottom margin. Recall that the bottom margin is the number of lines left over after you subtract the heading length and text length from the total paper length. Take a look at an example of how this calculation works.

Top margin	4
Text length	+55
Bottom margin	<u>+ 7</u>
Paper length	=66

Now try changing the top margin and making a corresponding change to the text length.

Step	You Type	Screen Says	Comments
		person <input type="checkbox"/> r many	
1	<b>GO TO PAGE</b>	Which page?	You are on page 1, line 9. Change the top margin.
2	h	◀ ◀ ◀ ◀ ◀	This is the heading page. It has 6 return symbols on it. Notice that the page number on the format line is "h" for heading page. Add 6 more returns.
3	<b>INSERT</b>	Insert what?	
4	(6) <b>RETURN</b>	◀ ◀ ◀ ◀ ◀ ◀ <input type="checkbox"/>	The heading is now 12 blank lines. Complete the insert.
5	<b>EXECUTE</b>	◀ ◀	Return to the editing screen.
6	<b>GO TO PAGE</b>	Which page?	You can go to any page in your document. But go back to page 1 now.
7	1 <b>EXECUTE</b>	◆ THE WELL-PLANNED REPORT ◀	The text length is 50. Shorten it to 48.
8	<b>COMMAND</b>	Which command?	
9	<b>PAGE</b>	Text length?	
10	48 <b>EXECUTE</b>	◆ THE WELL-PLANNED REPORT ◀	The new page length is set.

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# Setting the Bottom Margin

You change the bottom margin by changing either the heading or text length. Here are two examples of calculations for a bottom margin. Notice how they relate to the top margin, text length, and page length settings.

Page length	66	Page length	66
Top margin	-10	Top margin	-15
Text length	<u>-50</u>	Text length	<u>-40</u>
Bottom margin	= 6	Bottom margin	=11

Whenever you make adjustments to the top and bottom margins and to the text length, you should reposition the page breaks. You can do this in one of two ways. First, you can move the cursor through the document and, watching the status line, delete unnecessary page breaks and insert new ones. Or, you can use the pagination feature described in Part 4. If you don't do this but go on to print your document, the text lines that can't fit onto the page will be "leftovers" printed on an extra page numbered with an "a" following the page number if you had the pages numbered.

Now adjust the bottom margin by making an adjustment to the text length and, following that, adjust the page breaks.

Step	You Type	Screen Says	Comments
		<input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	You're at the top of the document.
1	<input type="text" value="COMMAND"/>	Which command?	Shorten the text length by two lines.
2	<input type="text" value="PAGE"/>	Text length?	
3	46 <input type="text" value="EXECUTE"/>	<input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	You've changed the text, which results in a different bottom margin.
4			Move the cursor through the document and watch the status line. Add

Step	You Type	Screen Says	Comments
5	(CANCEL)	END OF EDIT options	a new page break at line 47 on each page and take out the page breaks that are no longer necessary.
6	(EXECUTE)	(main menu) Edit Old Document	Save the changes you've made and print the document to see the results.
7	(2) (SPACE BAR)	Print Document	
8	(EXECUTE)	Please enter document name r eport	
9	(EXECUTE)	PRINT DOCUMENT Print from page 1	Change the printer type for your printer if you need to.
10	(9) ↓	Printer number 1	
11	(Printer number.)	Printer number □	Now print the document.
12	(EXECUTE)	(main menu) Edit Old Document	Check the document to see how the top and bottom margins change the text position on the page.





# 11 Making Format Changes on the Print Menu



You make changes in pitch, lines per inch, left margin, paper length, and format on the print menu because these changes involve specific instructions to your printer.

- **Pitch.** *Pitch* controls the number of characters per inch.
- **LPI (Lines per inch).** *Lines per inch* determines the space between lines.
- **Left margin.** The *left margin* setting determines where the first character on a line prints in relation to the left edge of the paper.
- **Paper length.** *Paper length* tells the printer in number of lines how long the page is.
- **Format.** The format has settings for *justified* or *unjustified* text. Sometimes documents like manuals require the right edge of the text to be aligned, or justified.

The changes you make on the print menu don't affect what you see on the editing screen. For instance, although you may indicate justified text format, the text on the screen will not be right-justified. But it will print out that way.

## CHANGING SETTINGS

The print menu on the next page has two parts, upper and lower. The cursor is always positioned, to begin with, on the print from page category. To move from category to category on this part of the menu, use the Return,  ,  , Next Scrn, or Prev Scrn keys.

In the lower half of the menu, a marker under each category shows you what the current settings are. You can move into this part of the menu or between categories with the Next Scrn and Prev Scrn keys. To move the marker within each category, use the Return,  ,  , or Space Bar keys.

PRINT DOCUMENT

Document name alpha  
 Print from page 1\_\_  
 Print through page 3\_\_  
 Starting as page no 1\_\_  
 First heading page 1\_\_  
 First footing page 1\_\_  
 Footing begins on line 61\_\_

Paper length 46\_\_  
 Left margin 10\_\_  
 No of originals 1\_\_  
 Printer number 1\_\_  
 Print wheel no 1\_\_

Please select one from each column

Pitch	Format	Feed	Style	Summary	LPI	Paper	Banner	To file	Copy
10	Unjustified	Tractor	Final	No	6	Std	No	No	Yes
12	Justified	Sheet	Draft	Yes	8	Bin 1	Yes	Yes	No
15	With notes	One bin				Bin 2			
		Two bins				All			

The entries on the print menu where you can make format changes.

# Changing Printing Pitch

Changing printing pitch obviously alters your document when it prints. Some type styles are designed to print in one pitch, while other type styles are appropriate for any pitch. Changing the pitch is one way to fit more text on a page when you print the document.

Your editing screen always displays the characters in 10 pitch. If you change the pitch to 12 or 15 for printing without changing the line length, the printed document will have shorter lines and a wider right margin. You may want to adjust the line length if you frequently print in 12 or 15 pitch.

Once you change the pitch on the print menu, it remains that way for the document until you change it again. Try changing pitch to see the difference it makes. Be sure you turn on your printer and that it has paper in it.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	(2) ↓	Print Document	
2	EXECUTE	Please enter document name r eport	To try these print changes, use a different document called "page."
3	page RETURN	PRINT DOCUMENT Print from page 1	Change the printer number to fit your printer.
4	(9) ↓	Printer number 1	Type your printer number over this.
5	(Printer number.) RETURN	Printer number <input type="checkbox"/>	Now change the pitch.
6	(2) NEXT SCR N	Pitch 10 12 15	The pitch is set to 10 now. Change it to 12.
7	↓	Pitch 10 12 15	You're now set to print a page in 12 pitch. Print the document.

Step	You Type	Screen Says	Comments
8	EXECUTE	(main menu) Edit Old Document	Look at the document. Notice how close together the characters are printed and how this makes the line length short.

**3**

# Lines Per Inch

The lines per inch setting determines the number of lines printed vertically in one inch down a page. You may choose either the standard six lines per inch or eight lines per inch. Most documents you print will look good printed at the standard six lines per inch. Sometimes a closer spacing is appropriate, however, such as for the fine print in a contract.

The print wheel you use on your printer will influence how your text looks with more lines printed per inch. You may need to experiment to get the right combination of lines per inch and print style.

## LINES PER INCH AND TEXT LENGTH

Changing lines per inch from 6 to 8 allows 88 lines on an 11-inch page. You must remember to change the text length from the standard 54 to 72 and reposition the page breaks.

The following procedure chart shows you how to change the lines per inch on the print menu.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	(2) RETURN	Print Document	
2	EXECUTE	Please enter document name p]age	This is the document you want to print.
3	EXECUTE	PRINT DOCUMENT Print from page 1	Move the marker to the LPI (lines per inch) category in the bottom right-hand corner of the menu. Leave the pitch set on "12."

Step	You Type	Screen Says	Comments
4	(9) ↓	Printer number <input type="checkbox"/>	Move to the LPI (lines per inch) category using the Next Scrn key.
5	(7) NEXT SCRN	LPI 6 8	Move the marker down to 8 lines per inch.
6	↓	LPI 6 8	Now print the document.
7	EXECUTE	(main menu) Edit Old Document	Check your results to see how closely the lines are printed and how much more text you can fit on a piece of paper.

**3**

# Changing the Left Margin

If the standard left margin doesn't fit your business style or the paper you use, you can change it on the print menu. To give your documents balanced horizontal spacing, a rule of thumb is to change the line length when you change the left margin. The standard line length is 65 characters, with a 10 space right and left margin. This adds up to 85 spaces across the total width of the page in 10 pitch.

The procedure chart below shows how changing the left margin affects the printed document.

Step	You Type	Screen Says	Comments
1	(2) ↓	(main menu) Edit Old Document Print Document	
2	EXECUTE	Please enter document name p]age	Use the print menu to change the left margin.
3	EXECUTE	PRINT DOCUMENT Print from page 1	Move the cursor to the left margin category.
4	(7) ↓	Left margin 1 0	Now change it to 15.
5	15	Left margin 15	Print the document.
6	EXECUTE	(main menu) Edit Old Document	Take a look at your printed document. Changing the left margin makes the document look more centered on the page.

# Paper Length and Vertical Measure

**3**

Paper length determines how many horizontal lines are on a printed piece of paper—including the top margin, text, and bottom margin. When you change the paper length, you must also change one or all of the above settings in your document to have the correct number of lines printed on a page.

The paper length setting on the print menu, can be calculated by multiplying the length of the paper in inches by the number of lines per inch. When you want to print on paper other than the standard size or with different lines per inch, you must adjust the paper length. The chart below will help you with the calculation.

Lines per inch	Paper length	Paper length setting
6	11	66
8	11	88
6	14	84
8	14	112

You change the paper length on the print menu by the same process you've used for the other settings. When you change the paper length along with line spacing, remember that you may wish to change the other vertical settings: lines per inch, top margin, text length, and bottom margin.

Some printers have a setting on the front panel for the number of lines per page. Make sure to check your printer manual and change this setting if necessary.

Try changing the paper length setting.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document Please enter document name page	Use the document named "guide" for changing the text length and paper length.
2	guide EXECUTE	DOCUMENT SUMMARY	



Step	You Type	Screen Says	Comments
3	<input type="button" value="EXECUTE"/>	<input checked="" type="checkbox"/> THE WELL-PLANNED REPORT ◀	Now change the text length.
4	<input type="button" value="COMMAND"/>	Which command?	
5	<input type="button" value="PAGE"/>	Text length?	The text length should be 76.
6	76 <input type="button" value="EXECUTE"/>		Go through the document, removing page breaks and inserting new ones. Watch the status line.
7		(Document End)	
8	<input type="button" value="CANCEL"/>	END OF EDIT options	Save the changes.
9	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Now change the paper length and lines per inch, and print the document.
10	(2) <input type="button" value="RETURN"/>	<input type="button" value="Print document"/>	
11	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text" value="g"/> uide	
12	<input type="button" value="EXECUTE"/>	PRINT DOCUMENT Print from page <input type="text" value="1"/>	Move the marker to the paper length category.
13	(6) <input type="button" value="↓"/>	Paper length <input type="text" value="6"/> 6	Change it to 88.
14	88	Paper length 88 <input type="checkbox"/>	Now change the printer number to fit your printer.
15	(3) <input type="button" value="↓"/>	Printer number <input type="text" value="1"/>	Type in your printer number if it's different.
16	(Printer number.)	Printer number <input type="checkbox"/>	Now change the lines per inch.

Step	You Type	Screen Says	Comments
17	(7) <input type="button" value="NEXT SCRN"/>	LPI <input type="text" value="6"/> 8	
18	<input type="button" value="↓"/>	LPI 6 <input type="text" value="8"/>	Now print the document.
19	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Check your document to see that the margins around the document look even and pleasing.

**3**

# Justified and Unjustified Text

Because most typeset copy is aligned at both left and right margins, justifying text at the right margin adds a more formal look to your documents. If you prefer justified printing, you can specify it on the print menu.

When you right-justify text for printing, two things happen. First, filler space is added between characters and words so that the margin is aligned. Second, printed text looks different than it did on the editing screen.

See what results you get from justifying your document.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	(2) RETURN	Print Document	
2	EXECUTE	Please enter document name guide	Use the short document "page" to justify text.
3	page RETURN	PRINT DOCUMENT Print from page 1	First, change the pitch.
4	(11) NEXT SCRIN	Pitch 10 12 15	Change this back to "10."
5	↑	Pitch 10 12 15	Move the marker to format.
6	NEXT SCRIN	Format Unjustified Justified With notes	Change it to "Justified."
7	↓	Format Unjustified Justified With notes	Before you print, change the lines per inch.

Step	You Type	Screen Says	Comments
8	(4) <input type="button" value="NEXT SCREEN"/>	LPI 6 <input type="text" value="8"/>	Change it back to "6."
9	<input type="button" value="↑"/>	LPI <input type="text" value="6"/> 8	Now you're ready to print.
10	<input type="button" value="EXECUTE"/>	(main menu) <input type="text" value="Edit Old Document"/>	Look at the document to see how the text has changed.

**3**

# 12 Prototype Documents

You can also set your own document format standards for the editing and print menu screens. This is done with the *prototype document*. Whenever you create a new document, you can choose the layout you want by selecting a prototype document to use. You may have as many prototype documents as you want to create. The standards this prototype contains will be displayed on the editing screen and on the print menu. With prototypes you'll save time because you'll need to make fewer format changes when you create documents.

You do not have to use a prototype document if you don't want to. There are already layout standards provided. This is called the *default prototype* and is part of the word processing application. The first time you create a document with word processing, the default document, 0000, is automatically created. The editing standards for this are: line length of 65 characters, tabs every fourth space, and a page length of 54 lines. On the print menu the standards are: the footing or bottom margin starting on line 61, printer number 1, and all the items at the bottom of the print menu with the first choice selected.

You may type in your own prototype document name to replace 0000. When you do this, this prototype name will be shown for as long as you use word processing without returning to the global menu. If you return to the global menu and come back to the word processing main menu, the prototype document will be 0000 again.

## CHANGING THE 0000 PROTOTYPE DOCUMENT

Since the default prototype document is always 0000, one of the alternatives open to you is to revise 0000. When you do this, every time you use word processing you will have your own settings available as 0000 without specifying another prototype. The method for changing 0000 is the same as changing any other prototype document.

## PROTOTYPE DOCUMENT NAMES

You may want to give unique names to your prototype documents to distinguish them from text documents. If you look on the document index

described in Part 6, you won't be able to distinguish between prototype documents and text documents. You may want to use a numbering scheme, like 0000 and 0001, or you may want to begin all names with the phrase *proto*, as in *proto1* and *proto2*.

## SETTING EDITING STANDARDS

You create a prototype document like any other document up to the point where you see the editing screen. At this point, you change any of the standards that are changed on the editing screen just as you would with a text document. In addition, you may create as many additional format lines as you like. Then, when you create a new document by using this prototype, you have multiple format lines to use immediately.

## SETTING PRINT STANDARDS

After creating the editing standards, you can change the printing standards by changing settings on the print menu. "Print" the prototype document by selecting the print activity from the main menu. When you get to the print menu, change the settings you need. Then press the Execute key to save the changes.

## HOW LIBRARIES RELATE TO THE PROTOTYPE DOCUMENT

To understand more about what a prototype document does, you need to know about libraries. A *library* is a group of documents gathered together as a single unit for identification purposes. All of the documents you've been working with or creating thus far are in one library. You may have noticed the phrase "Creation library is /u/training" on the main menu. This means that you are currently using a library called "/u/training."

You can have as many libraries on your system as there is space for them, and this is described in Part 7. For now, what you need to know is that there is no limit to the number of prototype documents you can have available for each library. When you create a new library and then create new documents in it, you'll see the 0000 prototype document which you can change to make it unique for that library. You can also use prototype documents from different libraries by typing the complete location, or pathname. Pathnames are explained in Part 6.

# Creating the Prototype

Setting the editing screen standards for a prototype document involves everything in the format and status lines: line spacing, tab stops, line length, text length, and right margin.

The documents on your training disk and those you've created thus far have used default standards in the prototype document named "0000." You'll create and try out a new prototype, but will return to the built-in standards and continue using these as you work through the rest of this guide.

Step	You Type	Screen Says	Comments
		(main menu) <input type="text" value="Edit Old Document"/>	Move the marker to the Create New Document activity.
1	<input type="button" value="RETURN"/>	<input type="text" value="Create New Document"/>	
2	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text"/>	Name it "proto."
3	proto <input type="button" value="RETURN"/>	Prototype <input type="text" value="0"/> 000	Use this as the basis for your new prototype.
4	<input type="button" value="EXECUTE"/>	DOCUMENT SUMMARY Document title <input type="text"/>	Title this "prototype test".
5	prototype test <input type="button" value="RETURN"/>	Operator <input type="text"/>	Type in your name here and for the author also.
6	(your name) <input type="button" value="RETURN"/>	Author <input type="text"/>	Use your name.
7	(your name) <input type="button" value="RETURN"/>		You now have the default word processing prototype 0000 on the screen. Make some changes to it.
8	<input type="button" value="FORMAT"/>	Change format	The cursor is in the format line. Go to position 4.

Step	You Type	Screen Says	Comments
9	(5) →	1(1).▶	Remove this tab.
10	SPACE BAR	1(1. . ▶1..	Go to position 7.
11	(2) →	1(1... . ▶1..	Put in a tab.
12	TAB	1(1...▶ . ▶1..	Positions 7 and 9 have tabs. Go to position 45.
13	(36) →	...▶4...▶...▶5	Put in a return to shorten the line length.
14	RETURN	...▶4...◀	Now use the Execute key to set the format line.
15	EXECUTE		Now set a different text length.
16	COMMAND	Which command?	Use the Page key.
17	PAGE	Text length?	Make the text length very short, 25 lines.
18	25 EXECUTE		Leave the editing screen to set the print menu.
19	CANCEL	END OF EDIT options	Be sure to save the changes.
20	EXECUTE	(main menu) Edit Old Document	



# Defining Printing Standards

The final phase of creating a new prototype document is changing standards on the print menu. These include paper length, left margin, printer number, pitch, format, and lines per inch.

Make a few of these changes now. Then you'll create and print a short document to see how the new standards work.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	(2) RETURN	Print Document	
2	EXECUTE	Please enter document name p[roto	Print the prototype document.
3	EXECUTE	PRINT DOCUMENT Print from page 1	Change the printer type for your kind of printer.
4	(9) ↓	Printer number 1	Type in your printer number.
5	(Printer number)	Printer number 1	Move to pitch.
6	(2) NEXT SCRIN	Pitch 10 12 15	Change the pitch.
7	↓	Pitch 10 12 15	Change the print format, too.
8	NEXT SCRIN	Format Unjustified Justified With notes	Change it to justified.
9	↓	Format Unjustified Justified With notes	Now complete the process. The document doesn't print.

Step	You Type	Screen Says	Comments
10	EXECUTE	(main menu) Edit Old Document	

**3**

# Creating and Printing a New Document

Now that you've revised the prototype, try creating a short new document to see your new standards in action. Notice how the fields in the document summary are filled in from you prototype document

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	Create a new document.
1	RETURN	Create New Document	
2	EXECUTE	Please enter document name	Call this "trial."
3	trial RETURN	Prototype 0000	Type in the new prototype name.
4	proto EXECUTE	DOCUMENT SUMMARY	
5	RETURN	= =====	Notice the short format line. Type several lines so that you can see how the changed format line works. When you're done, stop the editing and save your work.
6	CANCEL	END OF EDIT options	Be sure to save your text.
7	EXECUTE	(main menu) End Old Document	Now print your document.
8	(2) ↓	Print Document	
9	EXECUTE	Please enter document name trial	

Step	You Type	Screen Says	Comments
10	EXECUTE	PRINT DOCUMENT Print from page 1	Notice the changes you made to the prototype. Print the document without making any more changes.
11	EXECUTE	(main menu) Edit Old Document	Check the printed document to see the results of both the editing screen and print menu changes.

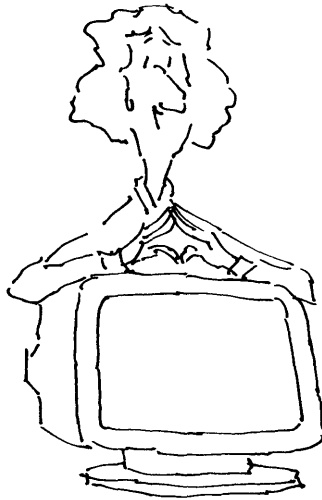
**3**

# 15 Multiple Format Lines

With word processing on the Fortune system, you can have 100 different format lines in a single document at one time, including many on the same page. You can combine many types of text in the same document, from lists to outlines to paragraphs, each having a separate format line.

You create an *alternate format line* every time you change the standard format line within a document. Each new format line you create will have a number, eliminating the difficulty and confusion of remembering which format line has which setting. You can even use the same format lines over and over just by typing in the number when you want to use one. For example, you can bring a format line from page 1 back into use on page 25 very quickly by using its number.

The following pages will explain the procedures you use to create, use, change, and delete format lines within a document.



# Creating an Alternate Format Line

**3**

Whenever you create a format line, you're making an alternate format line. This format line automatically will have a number different from all other format line numbers in the document. The standard format line at the beginning of your document is always numbered 1. The next time you add a format line it becomes number 2, the next number 3, and on through your document in numerical order.

The current format line appears at the top of the editing screen, unless you have several format lines on the same page. In that case, the format line for the text your cursor is in will be the last one shown above the cursor. When you create an alternate format line, it changes the format for all the text that follows, until you use a different format line.

Try creating some alternate format lines.

Step	You Type	Screen Says	Comments
1	<b>EXECUTE</b>	(main menu) <b>Edit Old Document</b> Please enter document name trial	Remember that the screen always begins with the last document used. Use the document "history" instead.
2	history <b>RETURN</b>	DOCUMENT SUMMARY	
3	<b>EXECUTE</b>	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	Move the cursor to line 10.
4	(9) ↓	their lives and ◀ As more complex	Add another format line here by using the Insert key.
5	<b>INSERT</b>	Insert what?	Now use the Format key to add a format line.

Step	You Type	Screen Says	Comments
6	<input type="button" value="FORMAT"/>	Change format their lives <input type="text" value="1"/> (2▶.....▶1 ◀ As more complex	A new format line, 2, is displayed, with the cursor on it. Shorten the line length to 49 by moving the cursor over to position 50 and pressing the Return key. Now set the format line.
7	<input type="button" value="EXECUTE"/>	Insert what?	Complete the insert.
8	<input type="button" value="EXECUTE"/>	their lives and 1(2.....▶1 <input type="text" value="1"/> ◀ As more complex	You now have a new format line in place in the text. See how the text below it has changed.

# Recalling an Alternate Format Line

The possibilities for using format lines in your document are endless. If you've set up a special format line for a chart on page 2, for example, and need it again on page 20, you can use it again. All you need to know is the number of the format line you want.

**3**

Try inserting an alternate format line in the document.

Step	You Type	Screen Says	Comments
		their lives and 1(2▶....▶1.. ◀ As more complex	Move the cursor to line 15 in the document.
1	(5) ↓	b] became inadequate	Add an alternate format line here.
2	INSERT	Insert what?	Insert an alternate format line.
3	COPY    FORMAT	Which format?	Bring format line 1 in here again.
4	1    EXECUTE	Insert what?	This sets the format line in place. Now complete the insert.
5	EXECUTE	1(1▶....▶1.. b] became inadequate	The text below moves to follow format 1.



# Changing an Alternate Format Line

In a long document your layout needs may change from paragraph to paragraph, as well as from page to page. Word processing allows you to copy and change an alternate format line anywhere in a document, creating another alternate with a new number.

When you change an alternate format line, such as number 2, you're altering its appearance so that it's no longer exactly like the number 2 you first created, though you still call it number 2. If you do go back and change it, every other copy of format line 2 in your document will also change. It is important to remember this when you want to change an alternate format line.

The procedure chart for changing an alternate format line will show you how this works.

Step	You Type	Screen Says	Comments
		1(1▶...▶1... [b]ecame inadequate	Move the cursor down 3 lines.
1	(3) ↓	languages still ◀	Bring in format line 2 here again.
2	INSERT	Insert what?	
3	COPY    FORMAT	Which format?	Bring in format line 2.
4	2    EXECUTE	Insert what?	Complete the insert.
5	EXECUTE	+ (2▶...▶1... ◀ The final	The cursor is located below the new copy of format line 2. Now change the format line.
6	FORMAT	Change format [1] (2▶...▶1...	Change the line length to 39 by moving the cursor to position 39 and pressing the Return key.

Step	You Type	Screen Says	Comments
7	<p style="text-align: center;">RETURN</p>	<p>3...▶....◀</p>	<p>Press the Execute key to complete the change.</p>
8	<p style="text-align: center;">EXECUTE</p>	<p>◀ The final</p>	<p>Since you have changed format 2 here, it also changes format line 2 above it in the document. Take a look at it.</p>
9	<p style="text-align: center;">PREV SCRN</p>	<p>◀ FROM CAVE PAINTINGS TO KEYBOARDS◀</p>	<p>Look at the bottom of the screen. Format line 2 is the same length as the changed copy of format 2 on the next page.</p>

3

# Deleting an Alternate Format Line

Sometime you may need to delete a format line. For instance, you may decide that the format changes you made on a page were no longer necessary. Deleting the format line is the solution. When you delete a format line and add a new one later, the new format line will have the next highest number.

Try deleting a format line and see how it works.

Step	You Type	Screen Says	Comments
1	(9) ↓	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀ + (2) ▶ ... ▶ 1 ... ◀ As more	Move the cursor below format line 2.  Now delete format line 2.
2	FORMAT	Change format	This moves the cursor up into the format line.
3	DELETE	◀ As more complex	This copy of format 2 is gone, but the one below it remains. Now try removing another format line. Notice the cursor must be positioned below the format line you want to remove. Now move the cursor to delete another format line.
4	(7) ↓	+ (2) ▶ ... ▶ 1 ... ◀ The final	Move the cursor into it.
5	FORMAT	Change format	Delete it.

Step	You Type	Screen Says	Comments
6	<input type="button" value="DELETE"/>	Languages still <input type="button" value="◀"/> The final	Now that one is gone, too. See how all the text remaining on the page follows format line 1. Now leave the document.
7	<input type="button" value="CANCEL"/>	END OF EDIT options	Cancel the changes.
8	<input type="button" value="DELETE"/>	(main menu) <input type="button" value="Edit Old Document"/>	

**3**

# 14 Wide Documents

You may need to create wide documents for charts such as financial reports or lists such as mailing lists. You can create format lines as wide as 250 positions. In order to display the text of wide documents, *horizontal scroll* causes your screen to move to the left 20 character positions at a time when you create a format line that is wider than the screen.

Changing the format line is the first step in creating a wide document. You know by now how to change the format, but this time you'll move the cursor farther to the right than you have before, which causes the screen to scroll horizontally.

## USES OF HORIZONTAL SCROLL

There are several uses for horizontal scroll, such as to fit more characters across the page by using a small printing pitch and a wide format, or to set up financial tables with decimal tabs. By changing to a wider format on the editing screen and printing in a narrower pitch, you can fit 97 characters across in 15 pitch where you can fit only 65 characters in 10 pitch. Wide financial tables with rows and columns of numbers are easy to do with horizontal scroll.

Since you must change the format line anyway for the wider layout, change the tab stops as you need to at the same time. Then use the Dec Tab key to move from one tab stop to another across the screen to type in your numbers.

# Creating a Wide Format Line

To see what happens when you change a narrow format line to a wide one, use the procedure below.

**3**

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	Continue to use this document.
2	EXECUTE	Please enter document name histry	Move past this.
3	EXECUTE	DOCUMENT SUMMARY FROM CAVE PAINTINGS TO KEYBOARDS◀	This document now has a normal format. Change it to have a wider document.
4	FORMAT		The cursor is in the format line above the title. Hold down the cursor key until it stops at column 65.
5	(55) SPACE BAR		Press the Space Bar to move the cursor to position 120. Watch how the screen moves.  Now all you see is the right half of the document and the title. Set the format line, and watch how the text moves.

Step	You Type	Screen Says	Comments
6	<p style="text-align: center;">EXECUTE</p>	<p>◆ FROM CAVE PAINTINGS TO KEYBOARDS◀</p>	<p>See how the centered title moves over to a new position and how different the text looks in the wider format.</p>

# Changing the Horizontal Scroll Setting

**3**

In a wide document, the horizontal scroll setting determines how many positions to the right or left the screen moves when you move the cursor right or left. The setting is always 20 positions until you change it.

Using the procedure chart below, try scrolling horizontally with the current setting, and then change the setting to see what happens.

Step	You Type	Screen Says	Comments
1	(3) ↓	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀  communica↑e	Move the cursor down to a text line.  Hold down the → cursor key until it reaches the edge of the screen at position 80.
2		stone s	Press the cursor key again, and watch what happens.
3	→	stones , painting	Now you see an additional 20 spaces on the right and 20 spaces less on the left. Change the horizontal scroll setting.
4	COMMAND	Which command?	Type in the number and h.
5	15 h	stones , painting	Now try the new setting by moving the cursor over to position 100 at the right edge of the screen and then past it.



Step	You Type	Screen Says	Comments
6	(20) →	w a lls, or by	You see an additional 15 positions on the screen, up to position 115. Now save the document in its new format so you can print it.
7	CANCEL	END OF EDIT options	Be sure to save your changes.
8	EXECUTE	(main menu) Edit Old Document	

# Printing a Wide Document

**3**

Now that you've created your wide document, it's time to print it. Since you're printing a different-sized document than you've done before, you'll need to make additional adjustments to your printer.

Wide document printing requires wide paper. Legal-sized paper that is 14 inches long can be used on its side in your printer. You may also have some wide continuous sheet paper. Whichever kind you have, check your printer manual to learn how to insert the paper properly and line it up for printing.

The width of document you can print depends on your printer and the pitch you select. Most character printers can print from 120-140 characters across in 10 pitch, 156-163 characters in 12 pitch, and up to 230 characters with a 15 pitch print wheel. Although you can set up a document as wide as 250 characters, make sure that your printer can print it.

The document you've edited for this part of your training is 120 columns wide. You'll need to use wide paper and set the print menu for 10 pitch. After setting up your printer with wide paper, go on to the procedure below.

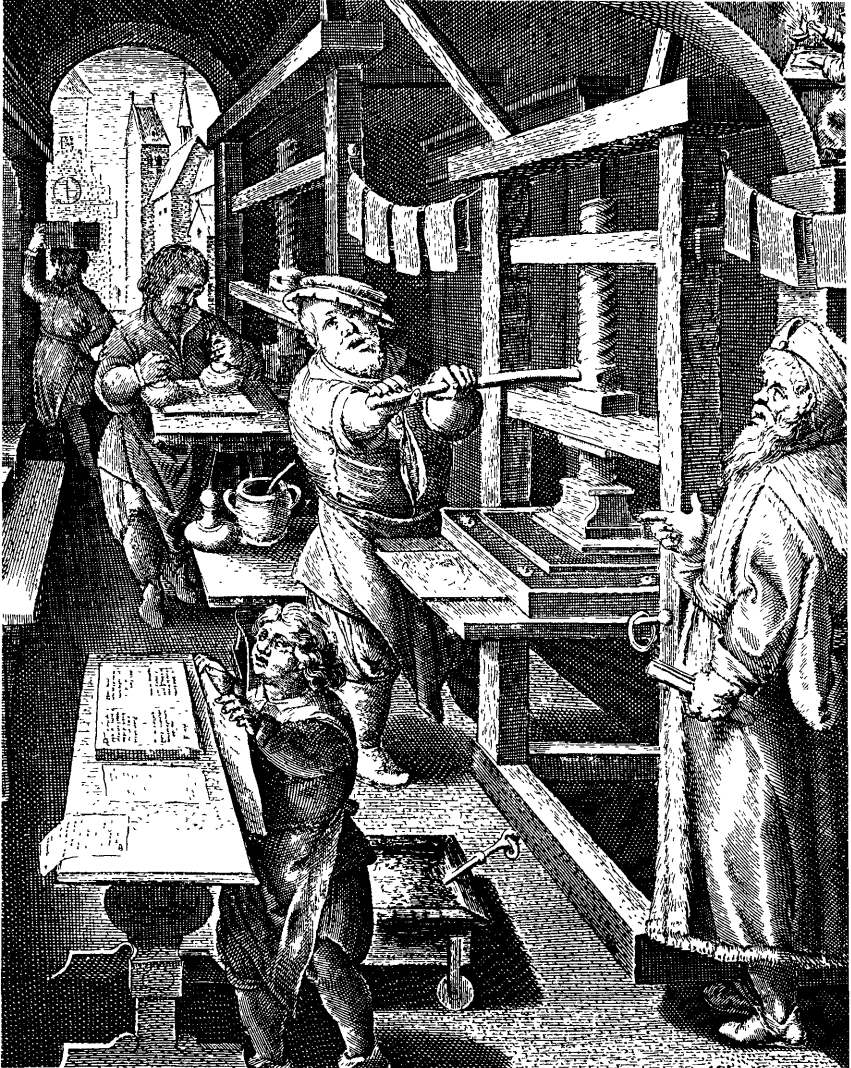
Step	You Type	Screen Says	Comments
1	p	(main menu) Edit Old Document Print Document	
2	EXECUTE	Please enter document name [h]istory	
3	EXECUTE	PRINT DOCUMENT Print from page [1]	Print only page 1 to see how this looks.
4	RETURN	Print thru page [3]	Change this to 1.
5	1 EXECUTE	(main menu) Edit Old Document	Check your document and notice how wide the text is printed. If you're going on to the next part, you don't have to follow steps 6 and 7.

Step	You Type	Screen Says	Comments
6	CANCEL	OPERATOR TRAINING	
7	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	



*At the end of the sixteenth century, type was still set largely by hand. Printing was then, and long after, considered to be part of the same process, as shown by this engraving by Johannes Stradanus.*

*Courtesy of the San Francisco Public Library.*



# *Printing Features*

## 4

You've printed quite a few documents, and as you've progressed through this guide, you've learned how to control page layout. Word processing also has many advanced printing features. In this part, some of the printing features you'll learn about are:

- Printing a number of originals
- Printing in final or draft style
- Specifying different paper types
- Printing portions of a document
- Using the print queue
- Having more than one printer
- Using the printer control menu
- Moving, suspending, restarting, or deleting a print job

# 15 Advanced Printing

So far you've used a few of the features of the print menu to print the training documents. Now you'll learn some of the advanced features, such as printing a number of originals, changing print style, and designating paper type. You'll also learn how to print portions of a document and add an identifying banner in front of printed documents.

**PRINT DOCUMENT**

Document name	alpha								
Print from page		1__				Paper length		66__	
Print through page		3__				Left margin		10__	
Starting as page no		1__				No of originals		1__	
First heading page		1__				Printer number		1__	
First footing page		1__				Print wheel no		1__	
Footing begins on line		61__							

Please select one from each column

Pitch	Format	Feed	Style	Summary	LPI	Paper	Banner	To file	Copy
10	Unjustified	Tractor	Final	No	6	Std	No	No	Yes
12	Justified	Sheet	Draft	Yes	8	Bin 1	Yes	Yes	No
15	With notes	One bin				Bin 2			
		Two bins				Alt			

*The print menu has many advanced functions, as well as the basic print functions you learned previously.*

# More Than One Original

You can print more than one copy of your document so that each recipient will get an original. The No. of originals selection is located on the print menu right under the Left margin entry. When you change this, the new setting remains until you change it again.

Using the following procedure, change the setting and print more than one original of a short document.

**4**

Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) Edit Old Document	
1	p	Print Document	
2	EXECUTE	Please enter document name p age	Use this document again.
3	EXECUTE	PRINT DOCUMENT Print from page 1	Move the marker to the "No. of originals" entry.
4	(8) ↓	No. of originals 1	Print two originals instead of one.
5	2	No. of originals 2	Now print the document.
6	EXECUTE	(main menu) Edit Old Document	Your printer will print two original documents.



# Printer Feed, Paper Type, and Printing Style

Printer feed, paper type, and printing style are closely related. Once you've selected the printing style for a document, you need to select the appropriate paper type and paper feed. You can set printer feed, printing style, and paper type on the print menu.

## PRINTER FEED

The paper you use and the type of equipment available for your printer determines your selection in the "Feed" category of the print menu. The standard selection is "Tractor." Other selections are "Sheet," "one bin," and "Two bins."

You can use two types of paper on the Fortune system, single sheet and continuous form. *Continuous form paper* has holes on the left and right sides so the pin mechanisms on a *tractor feeder* can move it through the printer. The paper is perforated for easy separation into standard-sized pages. The paper is best suited for drafts because the tractor feeds the paper through the printer automatically, page after page. You don't have to carefully tend the printer as it operates. Many companies buy tractor feeders for their printers. Manuals accompanying the printer explain how to load the tractor feeder. If you don't have a printer manual, ask your supervisor to help you load the paper.

*Single-sheet paper* is like regular typing paper, and usually is appropriate for letters and memos. There are two ways to load single-sheet paper into the printer: loading sheets one at a time by hand into a *friction feeder*, or loading a stack of single sheets into a *single-bin feeder*.

The friction feeder is the feeder commonly shipped with most character printers. It consists of a platen and platen knobs on either side of the printer that you turn to rotate the platen and load the paper. Each time the printer starts a new page, it waits for you to insert another piece of paper into the friction feeder. To use the friction feeder, select "Sheet" in the "Feed" category on the print menu.

If your department produces a lot of mass mailings, they may have purchased a single-bin feeder for the printer. A single-bin feeder is a large piece of equipment installed on top of a printer. Once you put a stack of paper in it, the bin continuously feeds single sheets into the printer as needed. To use single-bin feeding, you can choose either one bin or tractor in the "Feed" category of the print menu for the appropriate results. Get directions for using a friction feeder and single-bin feeder from your supervisor or from the manuals shipped with your printer. The other feed method listed applies to dual-bin feeders and can't be used at this time.

## PAPER TYPE

The paper type category has four selections, two of which can currently be used: "Std" (standard) and "Bin 1." "Std" is acceptable for either continuous-form paper mounted in a tractor feeder or single-sheet paper loaded in the friction feeder. You should use the Bin 1 selection when you're printing with a single bin feeder.



## PRINTING STYLE

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Word processing has two printing styles, final and draft; final is the standard style. *Final style* prints the document with all the format settings, including the page breaks, line spacing, heading, and footing in the correct places. *Draft style*, on the other hand, prints the entire document double-spaced, including the page breaks, heading, and footing, which are printed on the same lines you specified for a single-spaced document. Some authors may want their work printed in draft style until they've made all of their revisions.

When you look at the print menu in the following procedure, take note of the categories "Feed" and "Paper." For now, use the standards for these categories. You should have *continuous form* paper loaded in your printer before going on to the next procedure.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	p	Print Document	
2	EXECUTE	Please enter document name p age	Use this document again.
3	EXECUTE	PRINT DOCUMENT Print from page 1	First, change the number of originals back to "1."
4	(8) ↓	No. of originals 2	Type over the number.
5	1	No. of originals 1	Now move to "Style."
6	(6) NEXT SCRIN	Style Final Draft	Change the style to "Draft."

Step	You Type	Screen Says	Comments
7		Style Final Draft	Notice the values of the "Feed" and "Paper" categories on either side of "Style." Now print the document.
8		(main menu) Edit Old Document	Check the printed document to see the draft format of double-spacing.

# Printing Parts of a Document

If you want to print only certain pages of a document, or if after you've stopped printing a document you want to print the remaining pages, you must use the print menu to indicate which pages you want to print. Refer to the illustration of the print menu at the beginning of this chapter. Locate the "Print from page" and "Print thru page" selections under the document name.

If you change "Print from page" and "Print thru page," word processing prints only the pages you indicate. You can print just one page by giving "Print from page" and "Print thru page" the same number. The next time you print a document, the original setting is restored to print the entire document.

Using a different document, try printing only one page of it.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	(2) ↓	Print Document	
2	EXECUTE	Please enter document name p age	Use a longer document, "report," for this process.
3	report EXECUTE	PRINT DOCUMENT Print from page 1	Type over the number "1" with a "2."
4	2	Print from page 2	Move to the "Print thru page" entry.
5	RETURN	Print thru page 3	Change this to print only page 2.
6	2	Print thru page 2	
7	EXECUTE	(main menu) Edit Old Document	Check to see that only page 2 printed.

# Printing a Banner

A banner is a page printed before the document's text that contains the account name of the person owning the document, printed in large letters. The banner identifies the owner of the document about to be printed. It also causes a form feed to occur after the document is finished printing, to clear the paper out of the feeder.

Although banners make it easy to tell which document belongs to whom, they also take a long time to print. That is why the standard procedure in word processing is to omit the banner, especially for a short document on a single-user system. However, banners are helpful on a multiuser system where continuous form paper is used and operators are constantly sending documents to be printed. Not only do banners indicate documents' owners, but they also mark on the continuous forms where one document begins and another ends.

Reload continuous form paper into the printer. Now add a print banner to the document you just printed.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	p	Print Document	
2	EXECUTE	Please enter document name r]eport	
3	page RETURN	PRINT DOCUMENT Print from page 1	Go to the "style" category.
4	(14) NEXT SCRIN	Style Final Draft	Change the style back to final.
5	↑	Style Final Draft	Now go on to the "Banner" category.
6	(4) NEXT SCRIN	Banner No Yes	Move the marker to "Yes."

Step	You Type	Screen Says	Comments
7	<div style="border: 1px solid black; width: 20px; height: 20px; display: flex; align-items: center; justify-content: center;">↓</div>	Banner No <div style="border: 1px solid black; padding: 2px;">Yes</div>	Now print the document.
8	<div style="border: 1px solid black; border-radius: 10px; padding: 5px; display: inline-block;">EXECUTE</div>	(main menu) <div style="border: 1px solid black; padding: 2px;">Edit Old Document</div>	The document will print with the banner.

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# Print Wheels on Character Printers

A *print wheel* is a small, removable part on a character printer. (Dot matrix printers don't use print wheels.) The print wheel resembles a daisy or thimble, depending upon the printer model purchased. The print wheel contains characters that strike the printer ribbon to produce characters on paper.

For word processing, print wheels are numbered according to the type of characters the wheel contains. Print wheels containing American English characters (the ASCII character set) are assigned the print wheel number 1, the standard on domestic Fortune systems. If you look at the print menu, you'll notice the "1" in the "Print wheel no." category.

You may have purchased print wheels containing characters for languages other than American English. International print wheels have different print wheel numbers, depending on the language represented on the wheel. Here are the print wheel numbers and languages you can use on the Fortune system.

<b>Print Wheel Number</b>	<b>Description</b>
1	American English (ASCII standard)
2	French
3	German
4	Multilingual

# Special Features of the Print Menu

The print menu has two advanced features, "Copy" and "To File," used for performing special functions. The "Copy" feature enables you to send a document to the printer and edit it after you send it. The "To File" category converts the document into another format for use with certain types of printers.

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## USING COPY ON THE PRINT MENU

The "Copy" category on the print menu gives you two options, "Yes" and "No." "Yes" is the standard. If you print a document and leave the copy category set to yes, the system will make a second copy of the document. You can edit this second copy while the original is printed. Then you can send the newly edited copy to the printer. If you accept the "Yes" selection, you may have to wait a little for the system to copy the document, depending on the document's size. Be careful when using this function with a large document. If the document is 100 pages long, a response of yes results in the system creating another 100 page document. Obviously, this would use up a lot of space on the hard disk.

When you change the response in the "Copy" category to "No," the system won't create a copy of the document you sent to the printer. It will let you edit the document while it is waiting to be printed. However, the minute the document becomes active, the printer will stop printing and wait for you to finish editing before printing is resumed.

## USING TO FILE ON THE PRINT MENU

"To File" is a special category. Through To File, you can convert word processing documents into a format usable by programs other than the word processing application. The standard response for "To File" is "No," since it is not normally used in daily word processing applications.

However, sometimes you may do some typing for programmers, who'll want their documents saved as files rather than printed. In this case, you'll want to select "Yes" in the "To File" category. If you select "Yes," the system will prompt, "Please select output type." Respond by supplying the printer code for the printer whose number you've specified on the print menu. (Go to the *Fortune:Word Reference Guide* and check the section titled "Printer Information".) The system formats the document as required by the particular printer, and then asks you for a name for the document. The document itself is not printed. Instead, the computer copies it onto the system disk and retains the special printer codes attached to the document during formatting.



# 16 Controlling Printers

Printer control enables you to send documents to the printer one after the other, temporarily stop printing, change the order in which documents print, and cancel printing of certain documents. So far, you've sent documents to the printer one at a time and waited for each to print before returning to the print menu for the next document. Now you can send as many documents as is needed without having to wait for each to finish printing. On a multiuser system, operators can send documents to print at the same time. If more than one printer is attached to the Fortune 32:16, the printers can operate at the same time.

## THE PRINT QUEUE

With so many documents waiting for printing, a method of printer control is obviously needed. That is why the system keeps track of documents to be printed by means of a list called a print queue. The *print queue* contains the names of documents waiting to be printed, listed in the order that operators requested them. The system automatically assigns printing priority based on when an operator sends a document to the printer. This means that the first document sent to the printer is the first to get printed—unless you change the order of documents on the print queue.

## USING MORE THAN ONE PRINTER

You may have more than one printer attached to your Fortune system. The advantage of this arrangement is that different printers are suitable for different types of print jobs. Currently, the Fortune system supports two different models of printers, dot matrix printers for document drafts and program listings, and character printers for letters, memos, and other high quality printing.

## PRINTER NUMBERS

Each printer on the system has a printer number. On a system with several printers, the system manager or word processing supervisor is responsible for assigning printer numbers. To print on a system with more than one printer,

it is very important to specify the printer number in its appropriate place on the print menu. Failure to do this results in the error message "Printer not on system." If you do not know the printer numbers assigned, ask your supervisor.



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# The Printer Control Display

To look at the print queue, select "Printer Control" from the main menu. The printer control display shows the contents of the print queue and allows you to manipulate the documents listed. Documents queued to the printer are commonly referred to as *print jobs*. On a system with multiple printers, the printer control display will consist of several screens, showing a separate queue of print jobs for each printer.

## INFORMATION ON THE PRINTER CONTROL DISPLAY

The printer control display indicates the status of documents in the print queue for a particular printer. It also displays system messages and prompts in the upper right corner, under the title "Printer Control," and at the bottom of the screen. The illustration shows a typical print queue with several training documents waiting to be printed.

The line beneath "Printer Control" gives information about the printer to which the documents in the display have been queued. Included are the printer number, the printer model name, and the port where the printer is connected. If you have more than one printer, look at the queue for each printer by pressing the Next Scrn or Prev Scrn keys.

The rest of the printer control display is divided into columns, each of which tells about the documents in the queue. Here is what each column means.

Column Title	Definition
Job Name	Contains the document name, just the way you specify it on the word processing menu.
Status	Tells what the current print status of the job is, either "active" (printing) or "waiting" (to be printed).
Operator	Shows the name of the operator, as indicated on the "Operator" line of the document summary.

**Column Title****Definition**

Type	Indicates the type of print job. Typically, you'll see "document" for word processing documents. You may also see the words "file" and "script" in this category. People using features of the Fortune system other than word processing send print jobs of the type "file" and "script."
Copies	Tells how many copies of the print job you've requested.
Title	Contains the title you specified on the "Document title" line of the document summary.

**4**

```

                                PRINTER CONTROL
                                Printer 1      NEC3510      port lp



Job Name      Status      Operator      Type      Length      Copies      Title
-----
alpha        active      George      document  9102      1      From Cave Paintings
report       waiting     June        document  5603      2      The Well-Planned Report
page         suspended  Grace       document  389       1      One page

```

*The printer control menu contains the names of documents queued to a particular printer.*

**MOVING AROUND THE PRINT QUEUE**

You can manipulate the print queue by moving the cursor to the document you want and pressing the key for the function to be performed. The following keys move the cursor from place to place on the printer control display.

Key name	Function
	Moves the cursor to the print job on the line above it.
	Moves the cursor to the print job on the line below it.
PREV SCRN	Displays the previous screenful of print jobs. This is the print queue of another printer.
NEXT SCRN	Displays the next screenful of print jobs. This is the print queue of another printer.

## PRINT QUEUE FUNCTION KEYS

Some of the function keys you used for creating and editing documents also are used for manipulating the print queue. They are defined below.

Key name	Print queue function
STOP	Suspends a print job temporarily until you start it again.
GOTO	Starts a previously suspended print job at the place in a document that you specify.
MOVE	Moves a document to another place in the print queue.
DELETE	Deletes a document from the print queue.
EXECUTE	Redisplays the updated print queue.
CANCEL	Leaves the printer control display and returns to the main menu.

# Using the Print Queue

You can send documents to the printer one after the other and observe their printing progress on the printer control display. On a multiuser system, two or more users can send documents to the printer at the same time. In fact, two or more users can request copies of the same document and send them to the same or different printers.

Before printing, load each printer with continuous form paper. You should know your printer's number. Once documents start printing, the screens may take longer to be displayed because the system needs time to format documents.

The procedure charts on the next few pages assume you are on a single-user system with one printer attached. However, on a multiuser system, two of you should try the next procedure at the same time to obtain a queue of over a screenful in length. Then you can scroll up or down in the print queue by using the up and down cursor keys. On a system with multiple printers, use the next procedure to send documents to one printer. Then begin the same procedure, but this time specify a different printer number. Then you can use the Prev Scrn and Next Scrn keys to go to the print queues for both printers.

In the next procedures you'll print the documents "alpha," "guide," "history," "hyph," and "page." Plan ahead and reserve a period of uninterrupted worktime to do these procedures. Then going in order, work through the remaining procedure charts without stopping.

Step	You Type	Screen Says	Comments
1	(2) ↓	(main menu) Edit Old Document Print Document	Select "Print Document."
2	EXECUTE	Please enter document name page	Print the document "alpha."
3	alpha EXECUTE	PRINT DOCUMENT Print from page 1	Check that the printer number is correct and the feed selection is "Tractor." Now print the document.

Step	You Type	Screen Says	Comments
4	EXECUTE	(main menu) Edit Old Document	Now go to "Printer Control."
5	(3) ↓	Printer Control	
6	EXECUTE	PRINTER CONTROL a lpha active	The document "alpha" is "active," or printing. Leave "Printer Control."
7	CANCEL	(main menu) Edit Old Document	Return to "Print" "Document."
8	(2) ↓	Print Document	Print the document called "guide."
9	EXECUTE	Please enter document name a lpha	
10	guide EXECUTE	PRINT DOCUMENT Print from page 1	Check the categories as you did in step 3. When they're correct, print the document.
11	EXECUTE	(main menu) Edit Old Document	Print the next document.
12	(2) ↓	Print Document	
13	EXECUTE	Please enter document name g uide	Use the document named "history."
14	history EXECUTE	PRINT DOCUMENT Print from page 1	Check the categories as you did in step 3. When they're correct, print the document.
15	EXECUTE	(main menu) Edit Old Document	Print the next document.

Step	You Type	Screen Says	Comments
16	(2) ↓	Print Document	
17	EXECUTE	Please enter document name h istory	Now print the document named "hyph."
18	hyph RETURN	PRINT DOCUMENT Print from page 1	Check the categories as you did in step 3. When they're correct, print the document.
19	EXECUTE	(main menu) Edit Old Document	Print the next document.
20	(2) ↓	Print Document	
21	EXECUTE	Please enter document name h yph	Print the document named "page."
22	page EXECUTE	PRINT DOCUMENT Print from page 1	Check the categories as you did in step 3. When they're correct, print the document.
23	EXECUTE	(main menu) Edit Old Document	Now go to "Printer Control."
24	(3) ↓	Printer Control	Look at the print queue again.
25	EXECUTE	PRINTER CONTROL a lpha active guide waiting history waiting hyph waiting page waiting	The document "alpha" will probably still be printing. The other documents are listed with a "waiting" status. Now go back to the main menu.
26	CANCEL	(main menu) Edit Old Document	

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# Suspending a Job

Sometimes you'll need to temporarily stop or suspend a currently printing job to change a print wheel or fix buckling paper. After you fix the problem, you can start the printing again without any loss of information. Note that if the printer stops by itself because it has run out of paper or the ribbon needs changing, you'll lose the job that is currently printing.

Follow the procedure below to suspend a print job.

Step	You Type	Screen Says	Comments
1	(3) ↓	(main menu) Edit Old Document Printer Control	Go to "Printer Control." Look at the print queue again.
2	EXECUTE	PRINTER CONTROL g guide active history waiting hyph waiting page waiting	The document "guide" is printing. (If "alpha" is still printing, wait for it to finish before continuing.) The marker should be on "guide." Now suspend the print job.
3	STOP	Suspended -- waiting for operator intervention	The system gives you this message. The printer will not start again until you tell it to. Go on to the next procedure.

# Changing Positions in the Print Queue

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When dealing with print queues, always remember that the first job sent to a printer is the first one printed. This may result in less important documents getting printed before more important documents. That is why the printer control display has a feature enabling you to change the position of documents in the print queue.

To illustrate the need for moving documents within the print queue, suppose two operators are working at the same time. One is typing a document due next week, and the other is typing a document needed in two hours. If the operator typing the document due in a week finishes first and sends the document to the printer, this document will be printed sooner than the document needed in two hours. To further complicate the issue, what happens if the document needed next week is 20 pages long? The operator with the document needed in two hours may miss the deadline.

Anyone can rearrange documents in the print queue. In actual practice, it is suggested that only the word processing supervisor reposition documents. If there is no supervisor for your Fortune system, be considerate and consult your colleagues before moving or deleting documents they have sent to the printer.

You can change positions of documents on the print queue by using the Move key. First, place the marker on the document you want to move and press the Move key. Then place the marker on the document directly below the position where you want the document you are moving to go. The system moves the document directly above the position of the marker.

In the next procedure, you'll move some documents.

Step	You Type	Screen Says	Comments
1	(3) ↓	PRINTER CONTROL [g]uide waiting history waiting hyph waiting page waiting  [p]age waiting	You're going to move "page" from last place to second place on the queue.  Tell the system you want to move "page."

Step	You Type	Screen Says	Comments
2	<input type="button" value="MOVE"/>	Before which job?	You want "page" to be second in the queue, so move the marker to cover "history," the current second place document.
3	(2) <input type="button" value="↑"/>	<input type="text" value="h"/> istory waiting	
4	<input type="button" value="EXECUTE"/>	PRINTER CONTROL guide waiting <input type="text" value="p"/> age waiting history waiting hyph waiting	The system moves "page" to second place and all other documents down a place. Now send another document to the printer.
5	<input type="button" value="CANCEL"/>	(main menu) <input type="text" value="Edit Old Document"/>	Select "Print Document."
6	(2) <input type="button" value="↓"/>	<input type="text" value="Print Document"/>	
7	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text" value="p"/> age	Print the document called "paragraf."
8	paragraf <input type="button" value="EXECUTE"/>	Print Document Print from page <input type="text" value="1"/>	Check that the printer number is correct and the "Feed" category is "Tractor."
9	<input type="button" value="EXECUTE"/>	(main menu) <input type="text" value="Edit Old Document"/>	Select "Printer Control."
10	(3) <input type="button" value="↓"/>	<input type="text" value="Printer Control"/>	Look at the queue.
11	<input type="button" value="EXECUTE"/>	PRINTER CONTROL <input type="text" value="g"/> uide waiting page waiting history waiting hyph waiting paragraf waiting	Move "paragraf" to third place on the print queue.

Step	You Type	Screen Says	Comments
12	(4) ↓	PRINTER CONTROL guide waiting page waiting history waiting hyph waiting [p]aragraf waiting	
13	MOVE	Before which job?	Since "paragraf" is to print third, place the marker on "history," the document currently in third place.
14	(2) ↑	PRINTER CONTROL guide waiting page waiting [h]istory waiting hyph waiting paragraf waiting	
15	EXECUTE	PRINTER CONTROL [g]uide waiting page waiting paragraf waiting history waiting hyph waiting	"Paragraf" now occupies third place on the print queue. Go on to the next procedure.

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# Restarting a Job

You suspended printer operations before by manipulating documents on the print queue. In the meantime, the document "guide" has patiently waited for the order to resume printing. Now you'll learn how to restart a suspended job.

When you restart a job, the system asks, "Backup how many pages?" There are two ways to restart a job.

- You can restart printing in the exact place where it was suspended by pressing the Execute key.
- Or you can specify a page number where you want to restart printing.

In the second case, suppose, for example, you noticed the quality of print on a document was getting poor and you suspended printing on page 5. You checked the pages and saw that the last two were of poor quality. After adjusting the printer, you can restart printing on page 3 and print the last two pages over again. When you back up to a particular page, printing always resumes at the top of the page.

To restart a job, you press the Go To Page key. The following procedure shows how to restart a suspended job.

Step	You Type	Screen Says	Comments
		PRINTER CONTROL [g]uide waiting page waiting paragraf waiting history waiting hyph waiting	The marker is on "guide." Tell the system to restart printing.
1	GO TO PAGE	Backup how many pages?	Resume printing exactly where you stopped it.
2	EXECUTE	PRINTER CONTROL [g]uide active page waiting	Printing begins again. Check the paper to see what page is being printed. When the third page starts to print, suspend the job again.

Step	You Type	Screen Says	Comments	
3	STOP	Suspended--waiting for operator intervention	Start the job again.	
4	GO TO PAGE	Backup how many pages?	Start printing at the beginning of the document.	
5	1	EXECUTE	PRINTER CONTROL guide active	Printing resumes at the beginning of "guide." Go on to the next procedure.

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# Removing Documents from the Print Queue

There will be many times when you'll need to delete a document from the print queue. If you decide a document currently queued to the printer does not need to be printed at the current time, you can remove the document from the queue. You can also cancel the currently printing job, if necessary. Documents are easily removed by placing the marker on the document name and pressing the Delete key.

Before actually deleting documents, you should be aware that the delete feature has certain restrictions.

- You can delete a document from the queue if you are the person who sent the document to the printer.
- You can delete a document if you are logged in as manager.

For example, you can send a document typed by someone else to the printer and then delete the document while logged in as your regular account. But suppose someone else requested a printed copy of a document you originally typed? You would not be able to delete the document from the queue unless you were allowed to log in to the manager account. Only the person who requested the printed copy can delete the document from the queue.

Follow this procedure to delete some documents you sent to the printer.

Step	You Type	Screen Says	Comments
		PRINTER CONTROL [g]uide active page waiting paragraf waiting history waiting hyph waiting	While "guide" is printing, delete the rest of the queue, starting from the bottom up.
1	(4) ↓	[h]yph waiting	
2	<input type="button" value="DELETE"/>	Delete from queue? [h]yph waiting	Respond yes by pressing the Execute key.
3	<input type="button" value="EXECUTE"/>	PRINTER CONTROL [g]uide active page waiting paragraf waiting history waiting	Now delete "history."

Step	You Type	Screen Says	Comments
4	(3) ↓	h]istory waiting	
5	DELETE	Delete from queue?	
6	EXECUTE	PRINTER CONTROL g]uide active page waiting paragraf waiting	Delete "paragraf."
7	(2) ↓	p]aragraf waiting	
8	DELETE	Delete from queue?	
9	EXECUTE	PRINTER CONTROL g]uide active page waiting	Delete "page."
10	↓	p]age waiting	
11	DELETE	Delete from queue?	This time, answer no by pressing the Cancel key.
12	CANCEL	PRINTER CONTROL g]uide active page waiting	Wait until "guide" finishes printing.
13		p]age active	Let a couple of paragraphs of "page" print, and then try to delete the printing job.
14	DELETE	Delete from queue?	Press Execute to respond yes.
15	EXECUTE	No jobs in queue	The document will print a little longer and then stop. The last line on the printed page will say, PRINTING CANCELLED BY OPERATOR.
16	CANCEL	(main menu) Edit Old Document	



# Using Single-Sheet Paper

Letters, memos, and other documents needing high quality printing often require single, cut sheets of paper. To achieve the results you need, use the friction feeder on the character printer on your Fortune system to load single-sheet paper.

If the printer has a single-bin feeder attached, you'll normally want to use it for cut sheet paper. The single-bin feeder does not require hand feeding of paper. The procedures below do not apply to the single-bin feeder.

Single-sheet printing is handled through the printer control menu. In the next procedure, you'll print the document "alpha" by using the single-sheet feeder on your character printer. Before doing so, take the following steps.

- Remove the continuous-form paper from your printer.
- Remove any tractor or single-bin feeder attached to your character printer.
- Familiarize yourself with single-sheet feeding on your printer. Consult the manuals accompanying your printer for instructions on single-sheet feeding.
- If you have more than one printer, make sure you know the printer number of the character printer.
- Put the single sheets of paper near the printer, but do not load it yet.

Now perform the next procedure.

Step	You Type	Screen Says	Comments
1	p	(main menu) Edit Old Document	
2	EXECUTE	Print Document Please enter document name p aragraf	Print the document called "alpha."

Step	You Type	Screen Says	Comments
3	alpha    EXECUTE	PRINT DOCUMENT Print from page <b>T</b>	First, go to the printer number category.
4	(9) NEXT SCRIN	Printer number <b>T</b>	If this isn't the number of your character printer, change it. Then go on to "Feed."
5	(4) NEXT SCRIN	Feed <b>T</b> Tractor Sheet	Change "Tractor" feed to "Sheet."
6	↓	Feed Tractor <b>T</b> Sheet	Now look at the print style.
7	NEXT SCRIN	Style <b>T</b> Final Draft	"Style" should be "Final." Now start the printing.
8	EXECUTE	(main menu) <b>T</b> Edit Old Document	Go to the printer control display.
9	(3) ↓	<b>T</b> Printer Control	
10	EXECUTE	PRINTER CONTROL No jobs in queue.	When the printer is ready to be loaded, it will beep. Load the paper. Now look at the updated print queue.
11	EXECUTE	PRINTER CONTROL <b>a</b>  pha waiting	Start the print job.
12	GO TO PAGE	PRINTER CONTROL <b>a</b>  pha active	The page prints out. The printer will beep when it is ready to print the next page. When printing is complete, leave "Printer Control."

Step	You Type	Screen Says	Comments
13	CANCEL	(main menu) Edit Old Document	You can skip steps 13 and 14 if you are going on to Part 5.
14	CANCEL	OPERATOR TRAINING	
15	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	



R. J. Spalding's flying machine (1889) may never have lifted him out of this world, but he did get beyond the basics.

Courtesy of the U.S. Patent Office.

(Model.)

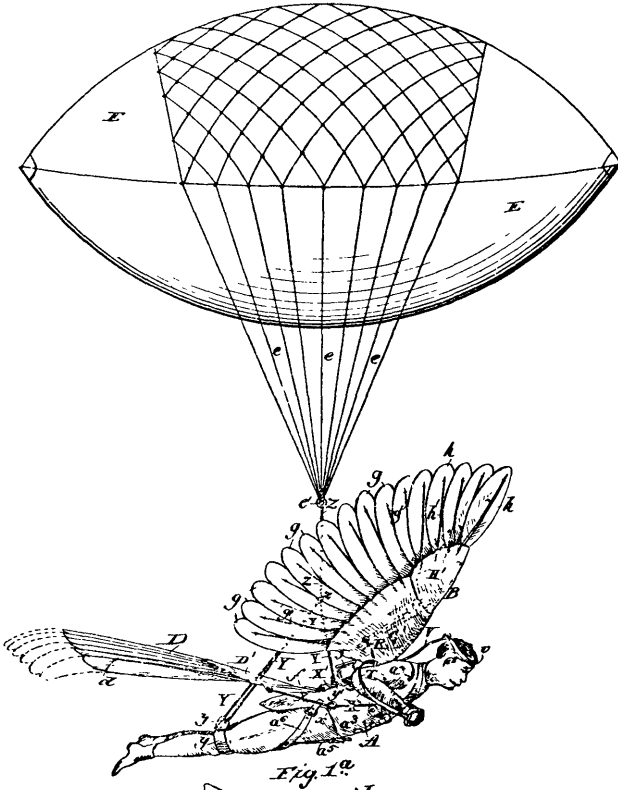
5 Sheets—Sheet 1.

R. J. SPALDING.  
FLYING MACHINE.

No. 398,984.

Patented Mar. 5, 1889.

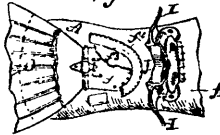
*Fig. 1.*



*Fig. 1.*

WITNESSES:

*J. W. Garfield*  
*E. M. Clark*



INVENTOR:

*R. J. Spalding*

BY

*Munn & Co.*

ATTORNEYS.

# *Intermediate Functions*

Now it's time to go on to the intermediate functions that add to your skills and may be useful for the kinds of documents your business needs. Intermediate word processing functions are grouped into seven categories.

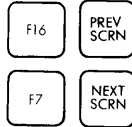
**5**

- Getting access to your documents in new ways
- Making up pages
- Copying and moving text between documents
- Hyphenating and paginating
- Changing your document with search and replace
- Adding emphasis to the text in your document
- Headings and footings

Most of the work you've done up to now has required you to use only some of the function keys on the keyboard. Now you'll learn how to use many more of them in ways that will speed your work and replace the cut-and-paste editing you may have done with typewritten documents.

# 17 Moving Through a Document

By now, you're accustomed to using the cursor keys to move around in a document and make changes. When you have changes on different pages in your document, there are four keys on your keyboard that help you move about quickly.



Each key has a special way of moving the cursor. In Part 3, you used the Go To Page and Next Scrn keys to move through a document. Before you learn in detail about how all four keys work, you should review what scrolling is and how amounts of text on the editing screen relate to standard-sized paper.

# How Scrolling Works

*Scrolling* applies to any key or process you use to move through a document. In Part 3 you used *horizontal scrolling* to work across a page in a wide document and move it back and forth across the screen.

Most often, you'll use *vertical scrolling* when working with documents on your editing screen. Imagine that you're looking through a window that's covered by a paper scroll that rolls up and down over the glass like a window shade. Much like the way there are separate pages on a scroll, pages on the editing screen are continuous from the bottom of one screen to the top of the next. The editing screen can display a maximum of 21 lines on the screen at one time. So, a single page that you print may have more text than you can see at any one time on your screen.

Vertical scrolling allows you to move from the top of the "page" to the bottom, and back up again to the top, or across page breaks to see the parts of another page.

Remember, if the cursor is anywhere past the beginning of a document, vertical scrolling backward takes you closer to the first page. Scrolling forward moves the cursor toward the last page of the document.

## SCREENFULLS OF TEXT

When the text area of your editing screen is filled with characters, that's known as a *screenfull*. You can see 21 lines of text on your screen at one time. Three screenfulls are equal to a normal printed page. Three screenfulls contain about the same number of lines as an 8-1/2" x 11" printed page with single-spaced lines. The illustration on the next page shows how the text on a printed page relates to the way it appears on the screen.

The 21 lines that your display shows you include 3 lines from the bottom of the previous screen, or top of the next screen, depending on whether you are scrolling forward or backward.

5





# Moving from Screen to Screen

Now that you understand what scrolling is and how pages on the screen run together, they'll help you understand how the Next Scrn (for Next Screen) and Prev Scrn (for Previous Screen) keys work.

The Next Scrn and Prev Scrn keys are the easiest keys to use on your keyboard to review a page of text. The Next Scrn key moves the cursor forward to the next screen in your document. The Prev Scrn key scrolls the cursor backward to the previous screen.

Try this to see how it works.










Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.  (main menu) Edit Old Document	
1	EXECUTE	Please enter document name h istory	If there's another document name here, type over it with "alpha."
2	alpha RETURN	DOCUMENT SUMMARY	
3	EXECUTE	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	Now try using the Next Scrn key.
4	(2) NEXT SCRN	Italy, France	You've moved to page 1, line 37. Now press the Prev Scrn key.
5	PREV SCRN	individual	The cursor is on page 1, line 19.




# Moving to Another Page

If you want to move the cursor further than from one screen to another, you can use the Go To Page key. You already used this key in earlier procedure charts to create a top margin and move to the beginning and end of a document. This key also allows you to go directly to a particular page you need or to move the cursor around quickly on a page.

To move to one of the destinations listed below, first press the Go To Page key. You'll see the message "Which page?" on your screen. Then press one of the following keys.

<b>Key</b>	<b>Moves cursor to</b>
b	Beginning of the document
e	End of the document
	Right margin on the same line
	Left margin on the same line
	First character on the page
	Page break or end of document indicator
12 	To page 12, or any page number you want
	Top of the previous page
	Top of the next page

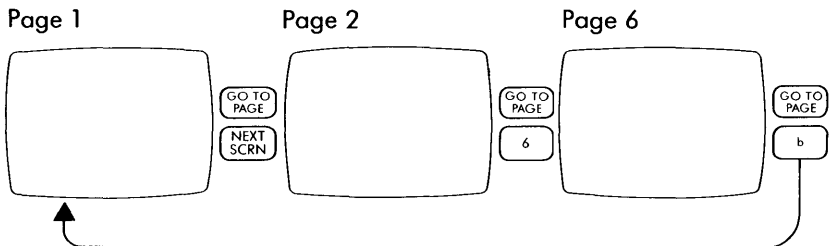
Try a few of these combinations and see what happens.

Step	You Type	Screen Says	Comments
		<input type="text" value="i"/> ndividual	The cursor is on page 1, line 19, position 1.
1		Which page?	Use the cursor key.
2		born. Individual <input type="text"/>	The cursor has jumped to the right margin.
3		Which page?	Now move to the end of the page.

Step	You Type	Screen Says	Comments
4	↓	So when Johannes - ..... 1(1▶....▶1..	Notice that the cursor is now on the line between pages 1 and 2.
5	GO TO PAGE	Which page?	Go to page 3.
6	3 EXECUTE	s storage medium	The cursor is now on page 3. Move it to the end of the document.
7	GO TO PAGE	Which page?	
8	e	enjoy using it.◀ = = = = = = = =	Now move the cursor back to the beginning.
9	GO TO PAGE	Which page?	
10	b	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	

5

Recall that you can also scroll through your document a page at a time in the page cursor mode. To set the mode to page, press the Mode key, then the Page key. To use the page mode, hold down the Shift key and press the up or down cursor keys.



Here are several ways to scroll through a document.

# Placing Bookmarks

Have you ever put slips of paper in a book to mark your place? You can do the same thing electronically in a document with a feature called *bookmark*. Once you mark the places in a document, you can move the cursor from one bookmark to another as you edit. This is especially helpful if you have many revisions to make in a long document.

You can have up to 10 bookmarks, numbered 0 through 9, in your document at one time. Bookmarks are removed automatically when you finish editing so that you can set new bookmarks the next time you edit.

Try creating and using bookmarks to see how they work.

Step	You Type	Screen Says	Comments
		◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	Move the cursor to add the first bookmark in line 11 of the text.
1	(10) ↓	complex □ sounds	Now add the bookmark.
2	COMMAND	Which command?	Put in bookmark 1.
3	1	Which command? 1	Notice that your bookmark number appears next to this message.
4	NOTE	complex □ sounds	The bookmark is in place. Move to the next position.
5	(2) NEXT SCRIN	□ taly, France	This is the place for bookmark 2.
6	COMMAND	Which command?	

Step	You Type	Screen Says	Comments
7	2	<input type="text" value="NOTE"/> Italy, France	Now go back to the beginning and use the bookmarks.
8	<input type="text" value="GO TO PAGE"/>	Which page?	
9	b	<input checked="" type="checkbox"/> FROM CAVE PAINTINGS TO KEYBOARDS◀	Move to the bookmarks you set up.
10	<input type="text" value="GO TO PAGE"/>	Which page?	Press the number of the bookmark you want, then the Note key.
11	1	<input type="text" value="NOTE"/> complex <input type="checkbox"/> sounds	
12	<input type="text" value="GO TO PAGE"/>	Which page?	You're back at bookmark 1. Now go on to 2.
13	2	<input type="text" value="NOTE"/> Italy, France	
14	<input type="text" value="GO TO PAGE"/>	Which page?	Go back to the beginning of the document.
15	b	<input checked="" type="checkbox"/> FROM CAVE PAINTINGS TO KEYBOARDS◀	

**5**

## 18 Assembling Pages

Since pages are the major unit of a document, you'll learn to use some special keys and functions that make it easier to assemble pages. These page editing functions include copying and moving text from one place to another, using a workpage to store text, and adding notes in the text as reminders. You might refer to these capabilities as "automatic cut and paste."

# Copying Text Within a Document

You can put the same text in many places in your document with just a few simple steps. The Copy key allows you to make an exact duplicate of text and put it in another place in the document. If you want to copy text that includes format lines, or special features like underlines and boldface, position the cursor on the position *before* these features. If you change your mind during the copy process and want to stop, press the Cancel key.

Try copying some text to learn how to do it.

**5**

Step	You Type	Screen Says	Comments
		◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	Move the cursor to line 6, position 17.
1	(5)↓	Early □ man	Start copying the text here by pressing the Copy key.
2	COPY	Copy what?	Move the cursor 5 words using word mode.
3	SHIFT ----- (5)↓	language □ as we	The text to be copied is shown in reverse video as you move the cursor. Use the Execute key to mark the end of the text to copy.
4	EXECUTE	To where?	Move the cursor to the place where the text will go, 3 lines down.
5	(3)↓	adventures.◀	Copy onto end of paragraph.
6	EXECUTE	language ◀	The copy is finished. Note that the original text is still in the document.



# Moving Text

Besides copying text from place to place, you can also remove it from one area of a document and put it somewhere else. The Move key, located in the row of function keys at the top of the keyboard, saves you time because you don't have to delete the text in one place, and then insert it somewhere else. You might want to think of the move function as an "automatic delete and insert."

Remember, the Copy key allows you to make a duplicate of the same text in one document. The Move key removes text permanently from one place and puts it wherever you specify. If you decide not to complete a move, press the Cancel key.

Follow the procedures below to move some text.

Step	You Type	Screen Says	Comments
		language ◀	Change the cursor mode back to word mode.
1	SHIFT (2) ↓	A s more complex	Start the move here.
2	MOVE	Move what?	As you move the cursor down 5 lines, you'll see the text appear in reverse video.
3	(5) ↓	l languages still	Move the cursor to the return symbol at the end of the paragraph.
4	SHIFT (8) ↓	words. ◀	
5	EXECUTE	To where?	Notice that the text remains in reverse video.

Step	You Type	Screen Says	Comments
6	<p data-bbox="285 302 444 331">NEXT SCRΝ</p> <p data-bbox="389 363 444 393">(5) ↓</p>	<p data-bbox="469 305 514 328">skin.</p> <p data-bbox="469 334 501 357">◀</p> <p data-bbox="469 367 671 389">When Charlemagne</p>	<p data-bbox="724 175 891 277">Move the cursor to the end of the following paragraph.</p> <p data-bbox="724 305 898 435">Put the text here. Notice that you can't see the text you're moving.</p>
7	<p data-bbox="314 461 444 490">EXECUTE</p>	<p data-bbox="469 464 614 487">languages still</p> <p data-bbox="469 493 501 516">▲</p> <p data-bbox="469 522 501 545">◀</p>	<p data-bbox="724 464 908 672">The cursor is positioned following the text you moved. Scroll back to see that the text is not in its former location.</p>
8	<p data-bbox="289 699 444 729">PREV SCRΝ</p>	<p data-bbox="469 704 634 776">◆ FROM CAVE PAINTINGS TO KEYBOARDS ◀</p>	

**5**

# Workpage

Wouldn't it be convenient to have a place to type text as you think of it, and then later bring it into your document at the correct place? That's the idea behind *workpage*. It's a place to store additional text while you're working on a document. The workpage might include an author's second thoughts on a chapter, text that may or may not be in the final document, charts to be revised—anything with a temporary status.

Every document can have one workpage with as many lines as you wish, given the amount of room on your disk. Because it can only be one page in length, you cannot put page breaks in it. You can copy or move text to a workpage from the text. When you copy or move text from the workpage into the body of the document, you may have to change or add page breaks in the document.

You can't print a workpage as a page you select on the print menu. You can only see it on the screen. If you want to print the contents, you must copy or move it to a document page.

Use the procedure below to create a workpage.

Step	You Type	Screen Says	Comments
1	<input type="text" value="GO TO PAGE"/>	<input checked="" type="checkbox"/> FROM CAVE PAINTINGS TO KEYBOARDS	Create a workpage.
2	w	Which page?  Page W	
3	<input type="text" value="GO TO PAGE"/>	Which page?	An open screen is available to create text for later use. As an example, type in a paragraph from this page. Go back to page 1 of the document.
4	<input type="text" value="EXECUTE"/>	<input checked="" type="checkbox"/> FROM CAVE PAINTINGS TO KEYBOARDS◀	

Step	You Type	Screen Says	Comments
5	<input type="button" value="GO TO PAGE"/>	Which page?	
6	w		Here's the text you typed for the workpage. Now delete it.
7	<input type="button" value="DELETE"/>	Delete what?	Move the cursor to the end of your text.
8	<input type="button" value="EXECUTE"/>		You have an open workpage again. Return to the beginning of the document.
9	<input type="button" value="GO TO PAGE"/>	Which page?	
10	b	◆ FROM CAVE PAINTINGS TO KEYBOARDS◀	

**5**

# Using Notes

One additional use of the Note key besides creating bookmarks is to place some text within the document like a reminder or piece of information about the document. In contrast to the workpage where you store text away from the document text, you can place notes directly in the text. This allows you to make comments within the body of the text and then print the text with the notes.

There is an option on the print menu under the format heading to print the document without notes. However, this option is not functional at this time, so that when you print a document that contains notes you always get the notes printed. You may want to eliminate the notes from your last draft and repaginate your document.

Now try out the Note key.

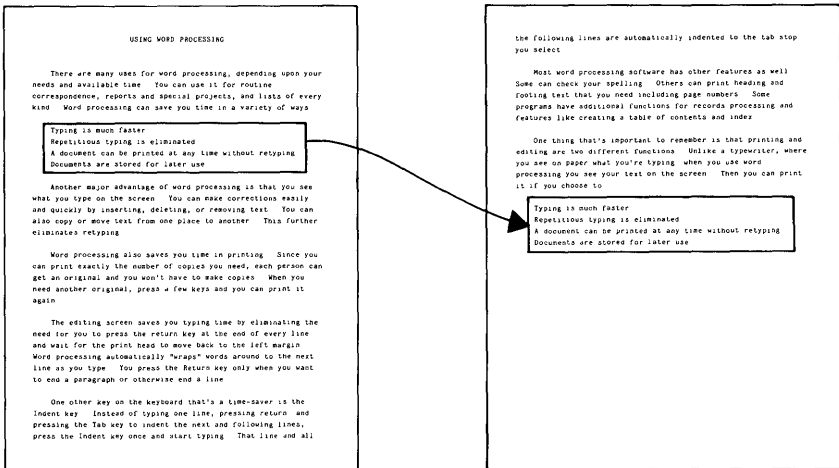
Step	You Type	Screen Says	Comments
1	COMMAND	FROM CAVE PAINTINGS TO KEYBOARDS◀	Restore the page first.
2	r	Which command?	
3	(2)↓	FROM CAVE PAINTINGS TO KEYBOARDS◀	Put the note near the beginning. You'll see how the Note key shows on the screen as double quotation marks.
4	NOTE This is a note.	◀ People have always	
5	NOTE NOTE	!!This is a note!!◀	Now leave the document, save the changes and print it.
6	CANCEL	END OF EDIT options	
6	EXECUTE	(main menu) Edit Old Document	

Step	You Type	Screen Says	Comments
7	p	<input type="text" value="Print Document"/>	
8	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text" value="alpha"/>	
9	<input type="button" value="EXECUTE"/>	PRINT DOCUMENT Print from page <input type="text" value="1"/>	Move down to the Print thru page category.
10	<input type="button" value="↓"/>	Print thru page <input type="text" value="3"/>	Print only the first page where you made the note.
11	1	Print thru page 1 <input type="text" value=""/>	Change the printer number, if you need to.
12	<input type="button" value="EXECUTE"/>	(main menu) <input type="text" value="Edit Old Document"/>	Locate the note printed on the first page.

**5**

# 19 Working Between Documents

Another time-saving feature is copying and moving text between documents. You can insert parts of other documents in the document you're working on and eliminate retyping the text. Or, you can combine several smaller documents into one larger one. When you use this feature, you can also copy or move the format lines with the text. If you do this, the format lines in the new text are automatically renumbered to follow the format lines in the original document in numerical order.



*Copying or moving text between documents eliminates retyping.*

# Copying Text Between Documents

You can take text from one document and easily put it in another document with a type of automatic cut-and-paste feature. For this process, called *copying between documents*, you use the Shift and Copy keys. Copying text from one document to another does not delete any text.

You'll first need to know the definitions of a couple of terms: the *original document* is the document you're currently editing, and the *source document* is the document from which you're going to copy text. Your source document must be available on your system disk, although it can be in a different library. If you type in an incorrect name, or if the document is not on your system disk, a screen message will let you know.

Follow these procedures to copy some text from one document to another.

**5**

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document Please enter document name a alpha	Use this document again.
2	EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE	◆FROM CAVE PAINTINGS TO KEYBOARDS◀	This is your original document. Move the cursor to where the new text will go.
4	(16)↓	languages ◀ The final	Begin the copy function on page 1, line 17, position 1.
5	SHIFT COPY	COPYING TEXT BETWEEN DOCUMENTS FROM: ◻ TO: alpha	The document you're copying to appears automatically. Type in "paragraf" as the source document name.



Step	You Type	Screen Says	Comments
6	paragraf <input type="button" value="EXECUTE"/>	Doc paragraf [W]ord processing From where?	The cursor is now in the source document and on the beginning of the text you need to copy. Press the Execute key to mark the beginning of it.
7	<input type="button" value="EXECUTE"/>	Copy what?	Move the cursor to the end of the paragraph.
8	(3) ↓	copying between ◀	The paragraph you're copying is in reverse video.
9	<input type="button" value="EXECUTE"/>	(Rearranging) copying between ◀ ◀	The screen shows the original document where the new text is now located.



# Moving Text Between Documents

Sometimes you may want to eliminate text from one document and place it permanently in another. For the process of *moving text from one document to another*, you use the Shift and Move keys.

Unlike copying text, moving text changes the source document. The text you've moved won't be in the source document when you return to edit it. If you move a format line, the text in the original document will change to fit this new format. The text in the source document will revert to whatever format occurred previous to the one you took out. If you're in doubt about moving text, copy it before you move it. Then you'll have it, if you need it.

Moving text from one document is similar to the process for copying text. The procedure below shows you how to do it.

**5**

Step	You Type	Screen Says	Comments
1	<div style="border: 1px solid black; padding: 2px; display: inline-block; margin-bottom: 2px;">SHIFT</div> <div style="border: 1px solid black; padding: 2px; display: inline-block;">MOVE</div>	 MOVING TEXT BETWEEN DOCUMENTS FROM: <input type="checkbox"/> TO: alpha	<p>Now try moving some text between documents. The cursor is on page 1, line 21.</p> <p>Notice that this is similar to the screen you saw for copying text. Use "paragraph" as the source document again.</p>
2	paragraph <div style="border: 1px solid black; padding: 2px; display: inline-block;">EXECUTE</div>	Doc paragraph <u>W</u> ord processing From where?	<p>Move the cursor to the second paragraph.</p>
3	(5) 	<u>S</u> ometimes you may	<p>Press the Execute key to mark the beginning of the text you will move.</p>

Step	You Type	Screen Says	Comments
4	EXECUTE	Move what?	Move the cursor to the end of the paragraph.
5	RETURN	to another. ◀	The whole paragraph is in reverse video. Complete the move.
6	EXECUTE	text from ◀ The final	The paragraph is now in the document. Leave this document to go on to another.
7	CANCEL	END OF EDIT options	Remove all the changes.
8	DELETE	(main menu) Edit Old Document	

## 20 Hyphenation and Pagination

Hyphenation and pagination are one selection on the advanced functions menu. *Hyphenation* is a word processing function you use to break long words at the end of a text line in your document for a more even right margin. This is especially important if you want to print the document right-justified. Word processing uses a special formula to determine where words should be hyphenated. *Pagination* is a way to add page breaks systematically throughout a document, after your editing or hyphenating has produced some pages that are longer or shorter than others.

5

Instead of going through your document page by page, hyphenating words and changing page breaks, you can do both or either function by using the hyphenation and pagination feature. At any point in either process, you can stop it by pressing the Cancel key. You'll see another screen, similar to the end-of-edit screen, that allows you to do one of three things.

Response you want	Key to press
Save the changes	EXECUTE
Go back to screen	RETURN
Erase the changes	DELETE

Notice on the menu on the next page that there are selections shown besides "Hyphenation and Pagination." These selections are not available at this time.

**ADVANCED FUNCTIONS**

Please select next activity

Hyphenation and Pagination	-- hyp
Records Processing	-- rpf
Spelling Checker	-- spl
Index Generator	-- ig
Table of Contents Generator	-- toc

Current library is /u/training

*Hyphenation and pagination are included on the advanced functions menu.*

# Three Types of Hyphens

Before you use the hyphenation function, you need to know about the three kinds of hyphens. You can hyphenate words in your document in one of two ways: manually as you create and revise or automatically through the hyphenation function. If you hyphenate as you edit, you may put in regular or required hyphens, depending upon the results you want. The third kind of hyphen, added with hyphenation, is described on the next page.

5

## REGULAR HYPHEN

A *regular hyphen* is one you put in by pressing the Hyphen key. It shows on the screen as a -. Use regular hyphens only on those words like "open-ended," that you should always hyphenate.

## REQUIRED HYPHEN

A *required hyphen* is one you put in during editing by using the Command key followed by pressing the Hyphen key. It shows on the screen as ⊥ . There are two uses of this kind of hyphen. The first is to show the *only* place where a word can be hyphenated in case you use the hyphenation function before you print your document. For instance, the word "hyphenation" would best be hyphenated as hyphen-ation, rather than hy-phenation. To show this in your document, use the required hyphen in the appropriate place. Then if you use the hyphenation function and the word needs to be hyphenated, it will be hyphenated only at this point.

The second use of the required hyphen is before a word, like a person's name, to show that this word should never be hyphenated, even if it occurs at the end of a line.

The required hyphen symbol that you see on the screen never prints. If you put them in as you edit and don't use the hyphenation function, the words will print as if the symbol were not there.

# Hyphenation

To use the hyphenation function when you've completed editing your document, you must check some information on a separate screen. All of the items are already filled in for you, but you can change them before you begin. These items include the hot zone length, page length, the page to begin and edit the process on, and whether or not you want to have the process run automatically without any further information from you.

## SETTING THE HOT ZONE LENGTH

The *hot zone length* is a specified number of character positions before the end of the text line that you want to fill in with characters by hyphenating words that appear there. Therefore, words are moved up from the next line and designated as appropriate for hyphenation, or words are moved down to the next line when one line is filled up.

You must determine the hot zone length at the beginning of the process. The standard hot zone length is 3 characters. This means that you'll see any word that can be broken within 3 characters of the end of the line. You can set the hot zone length from 3 to 99, but the smaller the hot zone length, the more even an unjustified right margin will be. To avoid hyphenation, set the zone length to any number greater than the line length.

## HOW HYPHENATION WORKS

After you've checked the settings on the hyphenation and pagination screen, you'll see some lines from the document on the screen with the first status line above. The cursor is located on the character following the place where a hyphen can go, and the characters to the left are bright on the screen. You can move the cursor as far right as one character before the end of the line, if this is a more appropriate place to hyphenate. Besides determining where the hyphen should go, you need to press one of two keys.

### Response you want

Add hyphen  
Don't add hyphen  
and look for  
next one

### Key to press

EXECUTE  
SEARCH

The hyphen you add with this process is called a *generated hyphen* and shows on the screen as a bright hyphen. If you go back and edit the document after you have used hyphenation, the generated hyphens are automatically removed. Or, you can use hyphenation again.

Try hyphenation on a training document.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	a	Advanced Functions	
2	EXECUTE	ADVANCED FUNCTIONS Hyphenation and Pagination	
3	EXECUTE	Please enter document name a]lpha	Use another document called "hyph."
4	hyph RETURN	Hot zone length 3	Notice that the hot zone length is already set as "3." Leave it this way.
5	EXECUTE	typ i]ng	The cursor is on page 1, line 8, position 63. Don't put a hyphen here because it would leave only the first three char- acters of the word at the end of the line. Continue the process.
6	SEARCH	Ap p]ropriate	The cursor is on page 1, line 43, position 59. Put a hyphen here.
7	EXECUTE	se q]uence	Use a hyphen here.

5



Step	You Type	Screen Says	Comments
8	EXECUTE	con <u>n</u> ections	Stop here and leave the document.
9	CANCEL	End of hyphenation and pagination	Look at the choices here. Save the changes and go on to pagination. If you had not cancelled this, you would have reached a pagination point.
10	EXECUTE	ADVANCED FUNCTIONS <u>H</u> yphenation and <u>P</u> agination	
11	CANCEL	(main menu) <u>E</u> dit Old Document	

# Pagination

You use the pagination function to determine where page breaks will occur when you print the document. Even though you can continue typing past the page break signal and create a document that is one long page, this is not advisable. You should always put in page breaks as you edit and use the pagination feature only for changing the location of the page breaks. A complete discussion of the need for page breaks is included in chapter 10, “Setting Vertical Layout.”

5

## MANUAL PAGINATION

You learned earlier how to manually change text length and put in two kinds of page breaks, optional and required. You use required page breaks at the end of a text page and required page breaks at the end of a chapter or wherever you want the following text to always start on a new page. However, editing often adds sentences, paragraphs, or pages to a document that didn't exist when you inserted optional page breaks. After a while, the page breaks may not be in the correct place, and some pages may be too long or too short. You can change the location of page breaks manually by scrolling through the document and adding or removing them.

## USING THE PAGINATION FUNCTION

After you've finished creating or editing your document, you can use the pagination function to change the page breaks before you print. The pagination function removes all the optional page breaks, scans your document, displays 20 lines of text on the screen, and shows the appropriate place for a page break as - - - with 10 lines of text before it and 10 lines after it. Use the ↑ or ↓ cursor keys to move the page break up or down a maximum of nine lines above or nine lines below the suggested setting.

When you have positioned the page break where you want it, press the Execute key to complete the process, and move to the next possible page break. But remember, making the page either shorter or longer than the specified text length affects the number of lines printed on a page.

The pagination feature *always* respects a required page break and does not remove it. To change this kind of page break, you must return to the editing screen and delete it.

## REMOVING PAGE BREAKS

You can remove a page break that you add manually or with the pagination function by positioning the cursor on the break and pressing the Delete key, and then pressing the Execute key.

Now try repaginating the same document you used for hyphenation.

Step	You Type	Screen Says	Comments
1	a	(main menu) Edit Old Document	Use the advanced functions again.
2	EXECUTE	Advanced Functions ADVANCED FUNCTIONS Hyphenation and Pagination	
3	EXECUTE	Please enter document name h yph	Use this document again.
4	RETURN	Hot zone length 3	To sidestep the hyphenation this time, use a very long hot zone.
5	99 RETURN	Text length 5 4	Use the standard text length.
6	EXECUTE	Set page break organizing - - - - - you want to	Here's the first appropriate place for a page break. Add one here.
7	EXECUTE	Set page break points clear - - - - - a very long	Try moving the page break down 1 line here.
8	↓	a very long - - - - - subpoints are	Continue with the process.

Step	You Type	Screen Says	Comments
9	EXECUTE	End of Hyphenation and Pagination	Now that you have finished the whole document, you can save the changes, or cancel them. This time, save the changes. If you delete them, you'll have the former page breaks.
10	EXECUTE	ADVANCED FUNCTIONS Hyphenation and Pagination	
11	CANCEL	(main menu) Edit Old Document	

5

## 21 Searching and Replacing

Using the search and replace functions you can locate words or phrases at points where you want to edit, or change words here and there. Starting where the cursor is currently located, the *search* function looks for the first instance of a word or set of words you've told it to find and then brightens it. You can also start the search at the beginning of a document or search backward toward the beginning.

The *replace* function works in basically the same way. You can replace one word with another one time or many times, all in a single operation. It's like doing a delete and an insert at the same time. You can also perform a global search and replace to replace up to 10 words or phrases throughout an entire document. These functions make a tedious job easy.



# Searching

The search function is versatile. You can use it to find a word as well as to locate a place in your document. Search finds any combination of characters you need up to a total of 36 characters. The following is a list of the kinds of things that the search function can locate.

- Numbers
- Symbols \*, \$, #, or /
- Punctuation
- Screen symbols for keys like Return, Tab, and Indent
- Uppercase and lowercase letters
- Any combination: hello !, \$5,497.01, SECTION I

5

There are several more things you should know about the search function. First, it doesn't differentiate between emphasized text such as underlined words and text that is not emphasized. For example, you can type in HELLO to find **HELLO**. Second, if the search function can't find what you want, you get the message "Text not found." Then if you press the Execute key, the cursor returns to the position where the search started. Third, you can stop the search at any time by pressing the Cancel key.

There are several ways to search, depending on the keys you use. The list below shows the choices.

Kind of search	Keys to use
Forward	<b>SEARCH</b>
Backward	<b>COMMAND</b> and <b>SEARCH</b>
From the beginning	<b>SHIFT</b> and <b>SEARCH</b>

When the search function locates a word, you can either look for the next word or temporarily halt the search and resume again. To look for the next occurrence, press the Execute key. If you want to make some editing changes, press the Cancel key and do so. Resume the search for the same text later by pressing the Search and Execute keys. You'll see the same text again and you won't have to type it over. In addition, you can change the text that's there by typing the search text again, or add onto it by pressing the Execute key and typing the additional text.

Try searching for a word and see what happens on your screen.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	EXECUTE	Please enter document name h yph	Use the document called "memo."
2	memo RETURN	DOCUMENT SUMMARY	
3	EXECUTE	◆ THE WELL-PLANNED REPORT ◀	Move the cursor to the third screen.
4	(2) NEXT SCR N	f  irst? Is your	The cursor is located on page 1, line 37. Search for the word "outline."
5	SEARCH	Search for what?	Type in the word to be found. Watch how the text appears below the message. If you type the word incorrectly, move the cursor back and retype.
6	outline	Search for what? outline	Now press the Execute key to start the search.
7	EXECUTE	an o  outline	The word "outline" is bright in the text. Cancel the search for now.
8	CANCEL	o  outline	You have stopped the search. Move the cursor to the right 5 characters to simulate editing.
9	(5) →	outli  n e	Now try the search again.

Step	You Type	Screen Says	Comments
10	SEARCH	Search for what? outline	The last text you searched for is saved. Try the search again.
11	EXECUTE	check your ooutline	The next occurrence of the word is found. Try it three more times.
12	EXECUTE	in your ooutline	
13	EXECUTE	to the ooutline	
14	EXECUTE	Text not found Press execute to continue	The word does not appear again in the document. Press the Execute key.
15	EXECUTE	to the ooutline.	The cursor moves back to where you restarted the search on page 2, line 19.

### SEARCHING FROM THE BEGINNING

Sometimes, when you're editing in the middle of a document, you may want to start back at the beginning and search for some words throughout the document. Using the same document, try starting the search at the beginning. If you type the word incorrectly, watch what happens and start over again.

Step	You Type	Screen Says	Comments
1	SHIFT SEARCH	ooutline  ◆THE WELL-PLANNED REPORT◀ Search for what? outline	The cursor is on page 2, line 19, position 25.  The cursor is back at the beginning and the text you last searched for



Step	You Type	Screen Says	Comments
			is remembered. This time search for "word processing."
2	word processing	Search for what? word processing	
3	<input type="button" value="EXECUTE"/>	w ord processing	Look for the phrase again.
4	<input type="button" value="EXECUTE"/>	Text not found, Press execute to continue	That phrase was the only occurrence in the document.
5	<input type="button" value="EXECUTE"/>	w o rd processing	The cursor moves back to the the word where you started.

## SEARCHING BACKWARD

When you're editing near the end of a document and want to make a search, you can search backward. Try this now.

Step	You Type	Screen Says	Comments
		w o rd processing	The cursor is on page 2, line 34, position 24.
1	<input type="button" value="COMMAND"/>	Which command?	Request a backward search.
2	<input type="button" value="SEARCH"/>	Search for what? word processing	Search for "skill."
3	skill <input type="button" value="EXECUTE"/>	each  s kill	The cursor is on page 1, line 10 position 16.

Step	You Type	Screen Says	Comments
4	EXECUTE	Those [s]kills	Try the search again.
5	EXECUTE	Many [s]kills	
6	EXECUTE	Text not found Press execute to continue	To continue the process, press the Execute key.
7	EXECUTE	Many [ ]skills	The cursor moves back to the last occurrence.

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# Replacing

Correcting one word throughout a long document is a simple process when you use the replace feature. It is the same as deleting and then inserting, except that it combines both steps to save you time. You can replace words of unequal as well as equal length. The replace function first locates the text and gives you the option to relace it.

Try the replace function to see how it works.

Step	You Type	Screen Says	Comments
1	<p>NEXT SCRN</p> <p>(17) ↓</p> <p>SHIFT</p> <p>(8) ↓</p> <p>→</p>	<p>Many □skills</p> <p>□information</p>	<p>The cursor is on page 1, line 7. Move it to the word you will replace.</p> <p>The word is on page 1, line 36, position 50.</p> <p>Start the replace.</p>
2	<p>REPLACE</p>	<p>Replace what?</p>	<p>Move the cursor to the right to brighten the whole word.</p>
3	<p>(10) →</p>	<p>informatio□n</p>	<p>This is the word you want to replace.</p>
4	<p>EXECUTE</p>	<p>Insert what?</p>	<p>The text disappears from the screen. Replace it with the word "ideas."</p>

Step	You Type	Screen Says	Comments
5	ideas <input type="button" value="EXECUTE"/>	certain ideas <input type="checkbox"/>	The word has been replaced and the line breaks in the rest of the paragraph are changed to account for the shorter word. Now leave the document.
6	<input type="button" value="CANCEL"/>	END OF EDIT options	Discard the changes you've made.
7	<input type="button" value="DELETE"/>	(main menu) <input type="button" value="Edit Old Document"/>	

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# Global Search and Replace

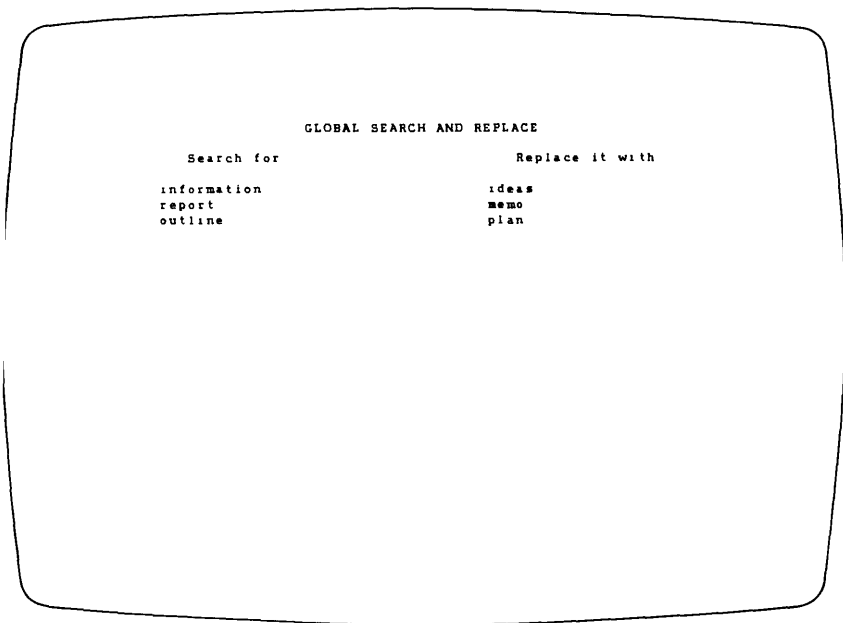
You can change many words or phrases in a document one at a time, as many times as each occurs, with the global search and replace function. With this function you use the Shift and Replace keys to replace up to 10 items with new text, with each replacement a maximum of 30 characters long. A special screen makes it easy for you to list the changes. You list the items you want to replace in one column, and their replacements in another column. Remember that you can search for screen symbols, so that if you press the Return key as part of your search for or replace with text, you'll see that symbol as part of the text. There are four keys you use on this screen to make up the list.

Key	Use
<b>RETURN</b>	Enters a return (↵) in the text.
<b>←</b> or <b>BACK SPACE</b>	Moves the cursor backward in the text to make corrections
<b>CANCEL</b>	Returns you to the editing screen and cancels the list
<b>EXECUTE</b>	Moves you to another column and when the list is complete, starts the process

The illustration on the next page shows what the screen looks like with a complete list.

When you complete the list and press the Execute key, the cursor moves back into the document, and you'll see whichever item on the list is first in your document. The text will brighten on the screen. When the screen message "Replace?" appears, you can respond to it by using one of these keys.

Key	Use
<b>SEARCH</b>	Skips changing this text and finds the next item
<b>EXECUTE</b>	Replaces the text and moves the cursor to the next word from the search list
<b>SHIFT</b> <b>REPLACE</b>	Does the whole list automatically



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*A completed search and replace screen looks like this.*

When you use Shift and Replace to use the automatic mode, the screen stops moving. When the process is complete, the screen changes and the cursor appears on the last word that was changed. If you stop the process by pressing the Cancel key, the same thing will happen. If you cancelled the search because you made some mistakes in your list, start global search and replace over to create a new list.

Now that you have some information about how the global search and replace function works, it's time to try it out.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document  Please enter document name m emo	Use this document again.
2	EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE	◆ THE WELL-PLANNED REPORT ◀	

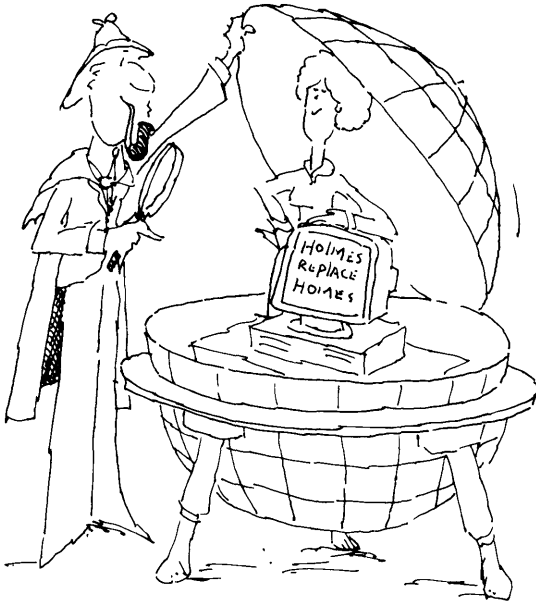
Step	You Type	Screen Says	Comments
4	<b>SHIFT</b> <b>REPLACE</b>	GLOBAL SEARCH AND REPLACE Search for: <input type="checkbox"/>	Replace the word "information."
5	information	Search for: information <input type="checkbox"/>	The Execute key moves the cursor to the Replace it with column.
6	<b>EXECUTE</b>	Replace it with: <input type="checkbox"/>	Replace "infor- mation" with "ideas."
7	ideas	Replace it with: ideas <input type="checkbox"/>	Now the Execute key moves the cursor back to the Search for column.
8	<b>EXECUTE</b>	Search for: information <input type="checkbox"/>	Replace "report."
9	report	Search for: information report <input type="checkbox"/>	
10	<b>EXECUTE</b>	Replace it with: ideas <input type="checkbox"/>	Replace "report" with "memo."
11	memo	Replace it with: ideas memo <input type="checkbox"/>	
12	<b>EXECUTE</b>	Search for: information report <input type="checkbox"/>	Replace "outline."
13	outline	Search for: information report outline <input type="checkbox"/>	

Step	You Type	Screen Says	Comments
14	<input type="button" value="EXECUTE"/>	Replace it with: ideas memo <input type="checkbox"/>	Replace "outline" with "plan."
15	plan	Replace it with: ideas memo plan <input type="checkbox"/>	Take a look at your list and see if it's all correct. If not, press the Cancel key and start again at step 1.
16	(2) <input type="button" value="EXECUTE"/>	Replace? a <input type="checkbox"/> eport	Here's one of the words on the list. Have this replaced.
17	<input type="button" value="EXECUTE"/>	<input type="checkbox"/> eport--	Notice how the word "report" was replaced with "memo" and the cursor has moved to the next item. Skip replacing this one.
18	<input type="button" value="SEARCH"/>	<input type="checkbox"/> eport and	The last word is unchanged, and the process proceeds. Find another word on the list.
19	<input type="button" value="SEARCH"/>	an <input type="checkbox"/> outline	Now change it to replace automatically.
20	<input type="button" value="SHIFT"/> <input type="button" value="REPLACE"/>	(Searching)	This takes 15 seconds, the screen doesn't scroll, and you'll hear a beep at the end. The cursor

**5**










Step	You Type	Screen Says	Comments
		mem <input type="checkbox"/> for	ends up on the last word that was replaced. Now leave the document.
21	<input type="button" value="CANCEL"/>	END OF EDIT options	Cancel the changes.
22	<input type="button" value="DELETE"/>	(main menu) <input type="button" value="Edit Old Document"/>	



## 22 Emphasizing Text and Using Special Symbols

From time to time, you'll need to add some special refinements to your printed documents. For example, you may want to add emphasis to text with boldface printing or underlining. Perhaps you have scientific or mathematical equations to do. Or you may have legal documents with text that needs overstriking with slashes. All of these are available for your use. You'll use the Mode key and one other to add boldface, underlines, overstrike, and double underlines. For using subscripts and superscripts, you'll use another function key in the top row of your keyboard, the key labeled with the two arrows, one pointing up and another pointing down. Here's a list of the keys you use and the effects you'll get.

5

Keys	Results
 and _	Underline
 and b	Boldface
 and /	Overstrike
 and =	Double underline
 and  	Subscript and superscript

The illustration on the next page shows how these enhancements look when printed.

### TRYING SOME REFINEMENTS

Special printing functions add emphasis to parts of your text and make your point more noticeable. These functions include **boldface**, underline, double underline, superscripts, subscripts, and ~~overstrike~~.

### BOLDFACE PRINTS BOLDLY

Use boldface to emphasize words in text. For instance, if you want a word boldfaced each time it appears in the text, you can turn on boldface before you type it, or add boldface when you already have the word in the text.

### TITLES LOOK GOOD UNDERLINED

You're probably more familiar with using underline for emphasis. Underline is useful for specific words in text as well as for titles and subheadings.

Double underline adds even more emphasis to text. It is often used in financial statements to indicate the bottom line in columns of numbers.

Net profit after taxes \$156,987.34

### FORMULAS NEED SUBSCRIPT AND SUPERSCRIPIT

You've probably seen subscript and superscript text before. Every time you see a temperature like 72°, the ° is superscripted. Chemical formulas like CO<sub>2</sub> have subscripted characters.

H<sub>2</sub>O

E=MC<sup>2</sup>

68°

1055°

### OVERSTRIKE FOR LEGAL TEXT

You can add overstrike as you type, or later when you edit. Overstrike is used in legal documents to show text that has been changed.

*Special printing functions give you these results.*

# Boldface

Boldface printing adds emphasis to your text. If you're not familiar with boldface type styles, just think of them as heavier and thicker than others. When you see them on paper, they catch your eye and stand out from the rest of the text. Boldface is good for titles and subheadings in a document. Text in boldface will always appear brightened on the screen.

Your printer prints boldface by printing each character twice: once in its normal place and again just a hair to the right. You won't need a different print wheel.

Use the procedure below to create some boldface text. You'll print the entire document at the end of this chapter.

Step	You Type	Screen Says	Comments
1	<input type="button" value="EXECUTE"/>	(main menu) <input type="text" value="Edit Old Document"/>	Use a new document called "refine."
		Please enter document name <input type="text" value="memo"/>	
2	refine <input type="button" value="EXECUTE"/>	DOCUMENT SUMMARY	Look at the printing refinements in the first paragraph. Now move the cursor to the first heading.
3	<input type="button" value="EXECUTE"/>	◆ TRYING SOME REFINEMENTS◀	
4	(8) ↓	◆ BOLDFACE PRINTS BOLDLY◀	
5	<input type="button" value="MODE"/>	What mode?	All the text below the cursor has brightened. Now move the cursor to end the boldface.
6	b	◆ BOLDFACE PRINTS BOLDLY◀	







Step	You Type	Screen Says	Comments
7	(3) ↓	<b>boldface d</b> each	End the boldface here.
8	MODE	What mode?	
9	b	<b>boldface d</b> each	Now remove some boldface from the text and just leave the heading bold.
10	(2) ↑	◀ <b>Use boldface to</b>	Turn off the boldface function.
11	MODE	What mode?	
12	b	◀ Use boldface to	Only the heading is brightened and will print in boldface.

# Underlining


Underlining is useful to emphasize an important point in a document, to indicate titles and other commonly italicized materials, to underline figures in accounting charts, or to draw lines. Unlike a typewriter, typing and underlining can occur at the same time with word processing.

Try adding underlines to some text.

Step	You Type	Screen Says	Comments
		◀ Use boldface to	The cursor is on page 1, line 10. Move the cursor down to the next heading.
1	(7) ↓	◆ TITLES LOOK GOOD UNDERLINED ◀	Start the underlining here.
2	MODE	What mode?	
3	SHIFT -	◆ TITLES LOOK GOOD UNDERLINED ◀	Move the cursor to the end of the paragraph.
4	(4) ↓ (4) →	subheadings .	Stop the underlining here.
5	MODE	What mode?	
6	SHIFT -	subheadings .	Now move the cursor to try some double underlining.
7	↓	◀ Double underline	Turn on the double underlining.
8	MODE	What mode?	

Step	You Type	Screen Says	Comments
9	=	 <u>Double underline</u>	Move the cursor to the end of the paragraph.
10	(3)  (19) 	<u>of numbers.</u> 	Now turn off the double underline.
11		What mode?	
12	=	<u>of numbers.</u> 	

# Making Subscripts and Superscripts














With the subscript and superscript key, , the one with the two arrows on it in the top row of keys, you can create documents with scientific or mathematical formulas. You can use this key to instruct the printer to move the paper to a position one-fourth line below, or one-fourth line above the normal printing line.

Even though you may not know it, you've seen superscript before. When the weather is reported as 78°, the degree symbol is in a superscript position on the line. Chemical and mathematical formulas contain text with subscripts and superscripts, such as H<sub>2</sub>O for water or E=MC<sup>2</sup>.

Since subscript and superscript symbols, ↓ and ↑, are displayed on the screen, they take up space across the line. But remember, the symbols don't print. If your line of text with subscripts and superscripts looks far too long on the editing screen, it will print much shorter.

Try subscripts and superscripts with the procedure below.

**5**

Step	You Type	Screen Says	Comments
		<u>of numbers.</u> 	The cursor is on page 1, line 25. Move it to the text with subscripts and superscripts 10 lines below.
1	(10) 	characters. 	Move the cursor to the formula for water.
2	 (2) 	▶H2O▶ 	
3	(3) 	▶  2O	Now to the "2."
4		▶H  O	Change the "2" to a subscript.
5		Insert what?	Now add the subscript character.
6		▶H ↓ 	Complete the insert.



Step	You Type	Screen Says	Comments
7	EXECUTE	▶H ↓ 2 ○	Add the super-script character to turn off the subscript function.
8	→	▶H ↓ 2 ○	
9	INSERT	Insert what?	
10	SHIFT ⇕	▶H2 ↑ □	Complete the insert.
11	EXECUTE	▶H ↓ 2 ↑ ○▶	The subscript and superscript are in place.
12	(8) →	E = MC 2 ◀	Make the "2" a superscript here.
13	INSERT	Insert what?	
14	SHIFT ⇕	▶E = MC ↑ □	
15	EXECUTE	▶E = MC ↑ 2 ▶	End the super-script function by adding the sub-script character.
16	→	▶E = MC ↑ 2 ◀	
17	INSERT	Insert what?	
18	⇕	▶E = MC ↑ 2 ↓ □	Finish the insert.
19	EXECUTE	▶E = MC ↑ 2 ↓ ◀	

# Overstrike

When you want to put a slash over each character in some text, it's called overstriking and shown as a vertical line on the screen. The slash (/) is the only character you can use on your keyboard for overstriking. In legal documents, you can use overstriking to show text that will be deleted from the final document. You can also use overstriking to create logical symbols, like a 0. The overstrike function works like the underline and boldface functions. You can type slashes over your text as you type, or type them in later.

Use the procedure below to overstrike some text.

5

Step	You Type	Screen Says	Comments
1	(10) ↓ (4) →	▶ E=MC ↑ 2 ↓ ◀ documen ↑	Move the cursor down 10 lines. Start the overstrike function on the word "have."
2	SHIFT (3) ↓	shall □ have	
3	MODE	What mode?	
4	/	□ have   30   days	The rest of the page shows text with overstriking. You want the 6 words starting with "have" to be overstruck text.
5	SHIFT (6) ↓	† □ correspond	End the overstrike function here.
6	MODE	What mode?	
7	/	† □ correspond	This is the text that will be overstruck.
8	CANCEL	END OF EDIT options	Save the changes.

Step	You Type	Screen Says	Comments
9	EXECUTE	(main menu) Edit Old Document	Print the document
10	p	Print Document	
11	EXECUTE	Please enter document name r efine	
12	EXECUTE	PRINT DOCUMENT Print from page 1	Change the printer number if you need to.
13	(9) ↓	Printer number 1	Type in your printer number.
14	(Your printer number)	Printer number <input type="text"/>	Now complete the printing.
15	EXECUTE	(main menu) Edit Old Document	Watch the printer as it prints this document to see how it works.

## 23 Headings and Footings

You often use headings and footings in long or technical documents. In case you're not familiar with them, they're the lines that appear at the top margin (heading) or bottom margin (footing) of a page, above or below the text. You may have two types of headings or footings in your document, depending upon your needs: regular and alternating. They may contain page numbers, titles, chapter headings, or just returns. In the following pages, regular headings and footings are described first, and alternating last.

Headings and footings are ways of printing identifying information on each page. This helps readers identify their location in the document without referring to the table of contents page. Type the heading or footing once, and it will automatically appear at the top or bottom of every page when you print the document. The following are some characteristics of headings and footings.

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- A document can have both a heading and a footing of any length, but only one of each.
- You can have blank headings and footings that contain only returns.
- You won't see headings and footings on the screen as part of the page format. They are inserted when you print the document. When you create a heading or footing, you'll do it on a blank screen.
- When you print a document, headings and footings will take up some of the space on a page. To compensate for this, shorten the text length after you create the document by the total number of lines you've allowed for the heading plus the footing. Then repaginate the document.
- Headings and footings can be as long as you want them to be. You can use indent, tabs, center, decimal tab, and any edit function like move or copy to create them.
- If you want a blank line between the last line of text and the first line of a footing, start your footing with a return. The last line of a heading or footing must end with a return.
- You can store frequently used headings and footings as part of a prototype document.

## CHANGING SETTINGS TO PRINT HEADINGS AND FOOTINGS

There are six categories on the print document menu to use with headings and footings. These are listed on the next page with a description of their use.

<b>Print menu setting</b>	<b>How you use it</b>
Print from page	To choose which page of the document should be printed first if it's other than the first page.
Print thru page	To select the page of the document that should be printed last, if it's other than the last page of the document.
Starting as page no.	To choose the page number that will be printed with headings or footings that contain a # symbol, or to choose whether the page is odd-numbered or even-numbered for alternating headings and footings.
First heading page	To select the page of the document that you want to have the heading printed on first.
First footing page	To determine the page of the document that you want to have the footing printed on first.
Footing begins on line	To determine on which line vertically down the page the first line of the footing will print.

When you choose the numbers for the "First heading page" and "First footing page" settings, the printing of the heading or footing continues from that page to the end of the document. You can, for example, have the heading begin printing on page 10 while the footing begins on page 2.

Before you type in a setting for "Footing begins on line," be sure to count the text length and the number of lines in the heading and footing. A six-line heading and 54 lines of text equals 60 lines. Therefore, you'll want to start the footing on the next line, line 61. The total number of heading lines and text length plus the number of footing lines should not be greater than the paper length setting on the print menu. In this example, if the footing is 8 lines long, you've chosen to print a total of 68 lines on a page that's only 66 lines long. The result is that the footing will print on the line you specify and the extra lines of text will be printed on an additional page. When this happens, you need to examine your settings and change them.



# Headings

Headings are useful for letting the reader know the kind of information the page contains. Common heading information might be the title of the document, the author's name, or the current date. You can have one heading per document. Type in the heading as you begin the document so you can adjust the text length accordingly.

You can also have a heading that contains only blank lines by typing some returns. In this situation, you should align the top line of the paper in your printer with the top of the print wheel. When the document prints, the printer will scroll up the paper by the number of returns in the heading and start printing the text on the correct position on the page.

The following procedure chart shows how to create a heading for a document.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	EXECUTE	Please enter document name r]efine	Use the document called "memo."
2	memo RETURN	DOCUMENT SUMMARY	
3	EXECUTE	◆ THE WELL-PLANNED REPORT ◀	Put a heading in this document.
4	GO TO PAGE	Which page?	You want page h, the heading page.
5	h	Page H ◀ ◀ ◀ ◀ ◀	The heading text in this training document already has 6 returns. Move cursor down 2 lines to insert text.

Step	You Type	Screen Says	Comments
6	(2) ↓	▲ ▲ ▲ ▲ ▲	Add the title of the document to the heading. Notice that you can add text in front of a return symbol without using the Insert key.
7	CENTER The Well-Planned Report	◆ The Well-Planned Report ◀	The heading is finished.
8	GO TO PAGE	Which page?	Go back to the main document.
9	1 EXECUTE	◆ THE WELL-PLANNED REPORT ◀	

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# Footings

You may prefer to have the information about a page at the bottom, or different information from the heading. The procedure for creating footings is similar to the one for headings. Type in your footing when you begin the document so that you can adjust the page length. When you copy an entire document that has a footing, the footing will copy with the document. Remember, a document can print with both a heading and a footing, but can have only one of each!

Add a footing to the document you just used.

Step	You Type	Screen Says	Comments
		◆ THE WELL-PLANNED REPORT ◀	Now go to the footing.
1	GO TO PAGE	Which page?	Type an f to go to the footing page.
2	f	◀ ◀ ◀ ◀ ◀	This footing in the training document already has only return symbols in it. Add some text to the fourth line.
3	(3) ↓	◀ ◀ ◀ ◀	
4	Chapter 1 CENTER	◆ Chapter 1 ◀	
5	GO TO PAGE	Which page?	Before you print this document, you'll need to change the page text length to 54.
6	b	◆ THE WELL-PLANNED REPORT ◀	Go back to the beginning.
7	COMMAND	Which command?	

Step	You Type	Screen Says	Comments
8	<input type="button" value="PAGE"/>	Text length?	Use a new text length of 54 lines.
9	54 <input type="button" value="EXECUTE"/>	◆ THE WELL-PLANNED REPORT ◀	Now go through the document and reposition all the page breaks. When you're done, end the editing.
10	<input type="button" value="CANCEL"/>	END OF EDIT options	Save the changes to preserve the heading and footing.
11	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	
12	(2) <input type="button" value="RETURN"/>	<input type="button" value="Print Document"/>	
13	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text" value="m"/> emo	
14	<input type="button" value="EXECUTE"/>	PRINT DOCUMENT Print from page <input type="text" value="1"/>	Move the cursor down to the "First heading page" category.
15	(3) <input type="button" value="↓"/>	First heading page <input type="text" value="1"/>	The heading will start printing on page 1. Now change where the footing will print.
16	<input type="button" value="RETURN"/>	First footing page <input type="text" value="1"/>	Make the footing start printing on page 2.
17	2	First footing page 2 <input type="text" value=""/>	Now change the printer number if you need to.

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Step	You Type	Screen Says	Comments
18	(5) <input type="button" value="↓"/>	Printer number <input type="text" value="1"/>	Go ahead and print the document.
19	(Your printer number)	Printer number <input type="text"/>	
20	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Check the printed version to see the heading and footing.

# Headings or Footings as Page Numbers

You can print consecutive page numbers on your document when you use the # sign in the heading or footing, in combination with other text or by itself. You can position page numbering anywhere, on the same line as the text of a heading or footing, or on a separate line. For example, if you want the page number aligned with the left margin, type in the # symbol first.

When you're ready to print the document, you must choose what information you want for the "Starting as page no.," "First heading page" and "First footing page" on the print menu. If your document has a title page and table of contents preceding the text, these pages are usually not numbered because numbering begins with the text. If the text begins on page 5, and you have a footing with a page number in it, start the footing on page 5, but number it beginning with number 1.

If you have both a heading and a footing with a page number, you should take a few moments to consider these settings before you assign them. The first page of the document that prints with either the heading or footing starts the page number counting. For instance, if the heading starts printing on page 1, the footing on page 2, and the starting page number is 1, page 1 will be numbered 1, page 2 as 2, and so forth. You may need to experiment by printing a few pages to see if your settings are correct before you go on and print the entire document.

Use the steps below to add a page number to the footing you have and print the document again.

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Step	You Type	Screen Says	Comments
1	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	
		Please enter document name <input type="text" value="memo"/>	
2	<input type="button" value="EXECUTE"/>	DOCUMENT SUMMARY	
3	<input type="button" value="EXECUTE"/>	◆ THE WELL-PLANNED REPORT ◀	Go to the footing screen.
4	<input type="button" value="GO TO PAGE"/>	Which page?	

Step	You Type	Screen Says	Comments
5	f	◀ ◀ ◀ ◀Chapter 1◀	Add the page number after the chapter number.
6	(3) ↓	◆Chapter 1◀	
7	(10) →	Chapter 1 □	Add the word "page" and the # sign.
8	(2) SPACE BAR Page SPACE BAR #	Chapter 1 Page #◀	Leave the document.
9	CANCEL	END OF EDIT options	Save the changes.
10	EXECUTE	(main menu) Edit Old Document	
11	(2) ↓	Print Document	
12	EXECUTE	Please enter document name memo	
13	EXECUTE	PRINT DOCUMENT Print from page 1	The starting page number is "1."
14	(4) ↓	First footing page 1	Make this a "3."
15	3	First footing page 3 □	
16	EXECUTE	(main menu) Edit Old Document	Notice that the first two pages have no footing, and that page 3 has a footing and is numbered as page 1.

# Alternating Headings and Footings

Most headings and footings printed in books are *alternating*. This means that different text prints at the bottom or top of the page depending upon whether you define the page as odd-numbered or even-numbered. This type of heading or footing is often used to place page numbering at the outside edge of the pages so that the reader can “flip” through the pages quickly.

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## SETTING UP ALTERNATING HEADINGS OR FOOTINGS

The format for constructing an alternating heading or footing is different from a regular heading or footing. To create this type, you need to type in two items of text, one for odd-numbered pages and one for even-numbered pages. You separate them with a < > symbol by pressing the Merge key followed by holding down the Shift key and pressing the Merge key. Even though you can include a # sign to have the pages numbered, you don't have to do this to make the heading or footing print correctly.

## SETTING UP THE PRINT MENU TO PRINT AN ALTERNATING HEADING OR FOOTING

When you print a document with an alternating heading or footing, the key category on the print menu is “Starting as page no.” If you put an odd page number here, the odd-numbered heading or footing will print first, depending upon whether the heading or footing prints first.

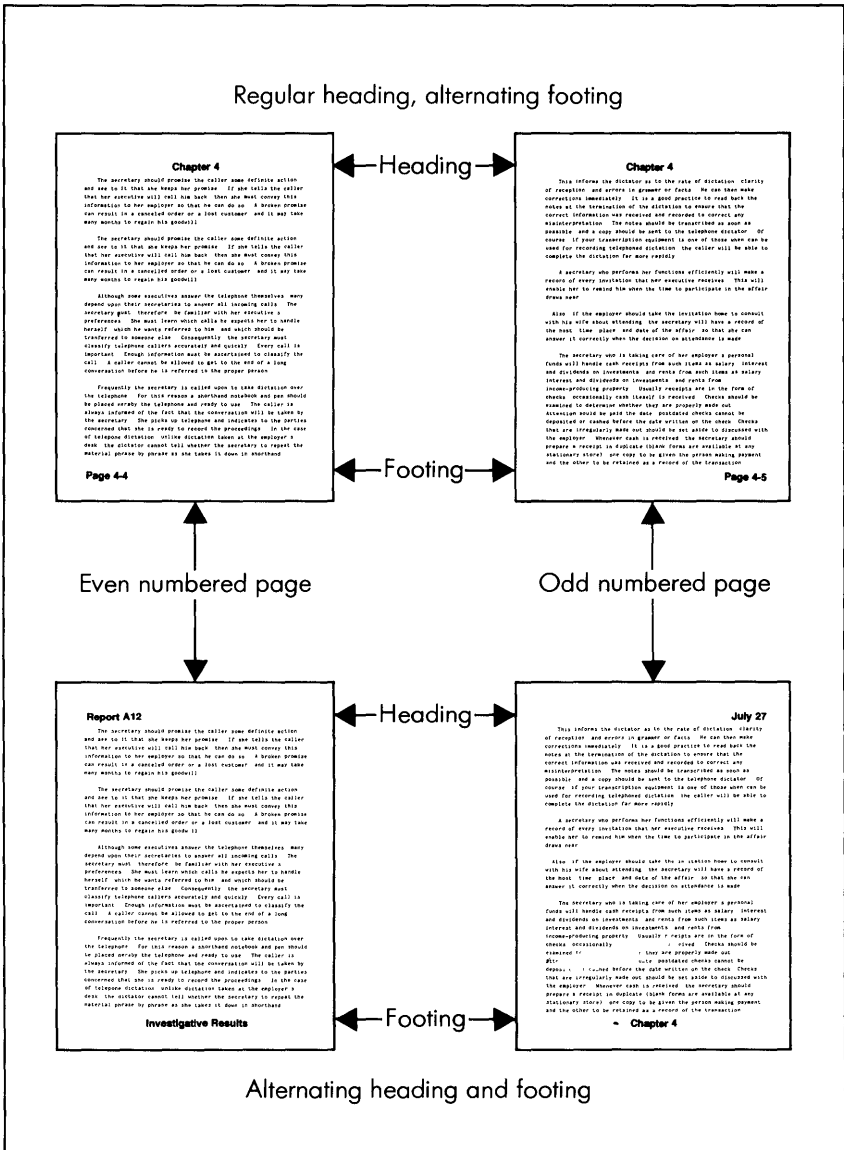
As an example of how this works, suppose that a document has an alternating heading with a page number symbol in it, and a regular footing. Here's how the categories on the print menu might be set up.

Print from page	<u>1</u>
Print thru page	<u>3</u>
Starting as page no.	<u>100</u>
First heading page	<u>1</u>
First footing page	<u>2</u>

These settings will print the even-numbered heading reflecting the even number for the “Starting as page no.” on the odd-numbered page of the

document, page 1, with page number 100. The following pages will be numbered 101 and 102. The footing will not start printing until page 2.

Before you go on, take a look at the illustration of alternating headings and footings.



Alternating headings and footings print different text on odd-numbered and even-numbered pages.

Use the same document and change the heading and footing to be alternating.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	EXECUTE	Please enter document name [m]emo	
2	EXECUTE	DOCUMENT SUMMARY	
3	EXECUTE	◆ THE WELL-PLANNED REPORT ◀	Go to the footing screen.
4	GO TO PAGE	Which page?	
5	f	◀ ◀ ◀ ◆ Chapter 1 Page # ◀ ◀	Go to the end of the footing.
6	GO TO PAGE	Which page?	
7	↓	◆ Chapter 1 Page # ◀ ◀ [ ] = = = = =	Now add the symbol < >.
8	MERGE SHIFT MERGE RETURN	◆ Chapter 1 Page # ◀ ◀ < > ◀ = = = = =	Now add some returns and one line of text for even-numbered pages.
9	(3) RETURN Page # for even-numbered pages RETURN	◀ ◀ ◀ Page # for even-numbered pages ◀ [ ] = = = = =	Now go to the heading.

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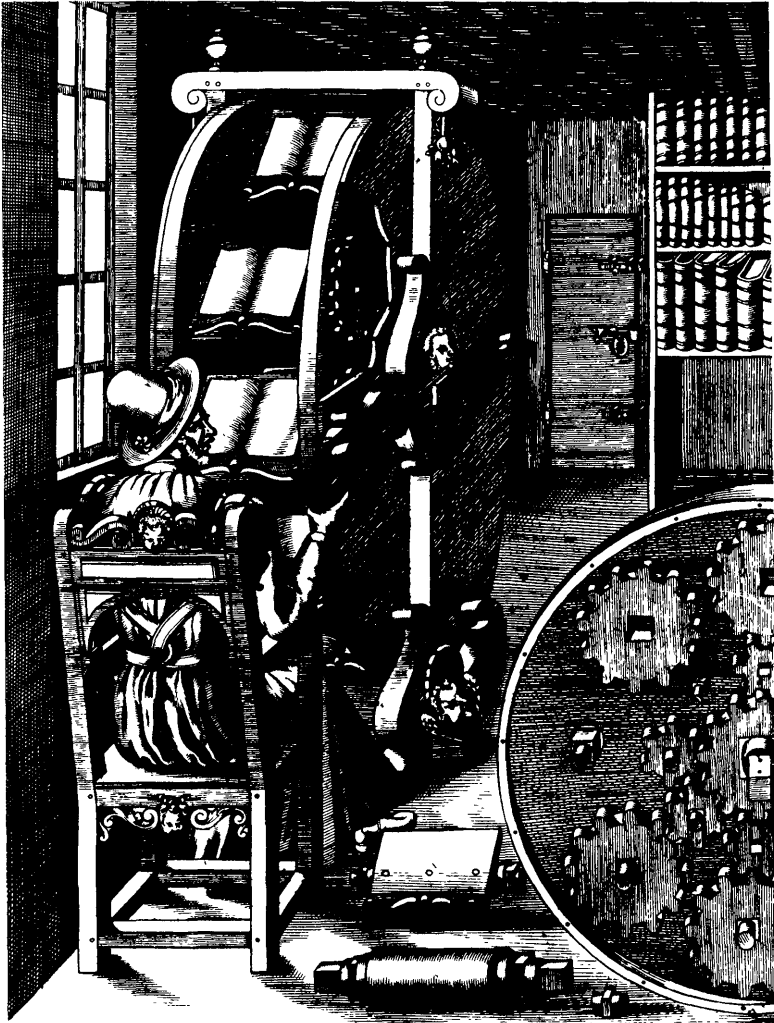
Step	You Type	Screen Says	Comments
10	GO TO PAGE	Which page?	
11	h	◀ ◀ ◆ The Well-Planned Report ◀ ◀ ◀	Go to the end of the heading.
12	GO TO PAGE	Which page?	
13	↓	◀ ◀ ◆ The Well-Planned Report ◀ ◀ ◀ = = = = =	Add the symbol that marks the division between this text and the text for even-numbered pages.
14	MERGE SHIFT MERGE RETURN	< > ◀  = = = = =	Now add some returns and text without the page number symbol.
15	(2) RETURN CENTER RETURN	◀ ◀ ◆ Part 2 ◀ = = = = =	Leave the document and print it.
16	CANCEL	END OF EDIT options	Save the changes.
17	EXECUTE	(main menu) Edit Old Document	Now print the document.
18	p	Print Document	
19	EXECUTE	Please enter document name memo	
20	EXECUTE	PRINT DOCUMENT Print from page T	Move down to the "Starting as page no." setting.

Step	You Type	Screen Says	Comments
21	(2) ↓	Starting as page no. 1	Change this to a "2."
22	2	Starting as page no. 2	Now change the first footing page to 2.
23	(2) ↓	First footing page 3	
24	2	First footing page 2	Now print the document.
25	EXECUTE	(main menu) Edit Old Document	When the document has finished printing, check the position and page numbering for the heading and footing. If you're going on to Part 6, skip the next two steps.
26	CANCEL	OPERATOR TRAINING	
27	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	

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*Ramelli's reading machine (1588) kept books at the proper reading angle and did away with the need to fetch books from shelves.*

*Courtesy of The Bettman Archive.*



# *Managing Documents*

Managing documents that you create with word processing is similar to managing the paperwork in your office. You must know when to throw things out as well as when to save them. When you save documents, you must decide where to keep them and how to organize them. To help you with these basic decisions, you can use the document summary and index.

In the following chapters, you will learn about:

- Using the document summary page
- Working with libraries
- Saving documents
- Copying, renaming, and deleting documents
- Archiving documents
- Making an index
- Taking care of flexible disks
- Organizing and labeling your flexible disks

## 24 The Document Summary

The document summary screen contains information about the document name, title, operator, author, and prototype document used, as well as some additional information to help you manage your documents. You see this screen each time you create a new document or edit an old one. You can print this information for future reference, for example, to keep a record of the time invested in a document. In the next few pages, you'll review the contents of the document summary and learn how the information is useful for document management. A sample document summary is shown below.

DOCUMENT SUMMARY					
Document name	alpha				
Document title	From Cave Paintings_____				
Operator	Nancy Lane_____				
Author	George Winston_____				
Comments	For word processing training_____				
Prototype used	0000				
Statistics					
Created	Date	Time	Worktime	Keystrokes	
	2/07/83	8 03 39	0 05 41	1185	
Last revised	2/07/83	8 23 12	0 05 10	987	
Last printed					
Last archived					
Last retrieved			to		
			from		
Total	Pages	Lines	Chars	Worktime	Keystrokes
	10	180	5577	0 38 13	7370

*A document summary screen looks like this.*

# Using a Summary

Look at the categories at the bottom of the sample document summary screen illustrated on the previous page. They give you specific information about your document. The chart below shows you what each item of information means.

- **Created.** "Created" gives you the date and time you created the document as well as the total worktime and keystrokes it took.
- **Last revised.** Whenever you edit a document, "Last revised" is automatically updated.
- **Last printed.** This category gives you the date and time you last printed the document.
- **Last archived.** "Last archived" gives you the date of the last time you stored the document on an archive disk and the archive disk name. You'll learn about archiving later in this part.
- **Last retrieved.** "Last retrieved" gives you the last time you put the document back on the system disk from an archive disk and the archive disk name.

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The document summary gives you a good picture of the age and use of your document. You can see if you haven't revised or printed it lately, and so you may want to delete it to make room for newer documents. If you think it may be used again later, you may want to archive it to protect against its loss or to save space on the disk for current documents.

# Printing a Document Summary

You can print a document summary when you print the document. That way you have a paper copy, too, for your files. Then you can use the document summary in making decisions about saving documents.

Most of the time, you won't want to print a document summary each time you print the document. Therefore, the standard setting for this category on the print menu is to omit the printing. If you want to print a summary, you'll need to change this setting. Since a document summary only prints with a document, you must print at least one page of the document to print the summary.

Try printing a document summary to look at it in detail.

Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) Edit Old Document	
1	(2) RETURN	Print Document	
2	EXECUTE	Please enter document name memo	Print a summary for "report".
3	report EXECUTE	PRINT DOCUMENT Print from page 1	To print just one page, start the printing here and use the same page number for the "Print thru page" setting.
4		Print thru page 4	Use "1" for this setting also.
5	1	Print thru page 1	Now move the marker to the Summary category.

Step	You Type	Screen Says	Comments
6	(14) <input type="button" value="NEXT SCRN"/>	Summary <input type="button" value="No"/> Yes	Change this to "yes" to print the summary.
7	<input type="button" value="↓"/>	Summary No <input type="button" value="Yes"/>	Now you're ready to print.
8	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Cancel the print request after the summary prints.
9	(3) <input type="button" value="↓"/>	<input type="button" value="Printer Control"/>	
10	<input type="button" value="EXECUTE"/>	PRINTER CONTROL	
11	<input type="button" value="DELETE"/>	Delete from queue?	
12	<input type="button" value="EXECUTE"/>	PRINTER CONTROL	
13	<input type="button" value="CANCEL"/>	(main menu) <input type="button" value="Edit Old Document"/>	

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## 25 Libraries

You were briefly introduced to libraries earlier, but here you'll learn the details of creating and using libraries. *Libraries* are lists of document names that help both you and your Fortune 32:16 to organize documents so that they are easy to locate.

Every time you create a document, you store more information on the system disk. In a short time, the system disk becomes crowded with information, especially when a number of people use the computer. As you might imagine, your Fortune system needs a method of organizing all of this information so it can find the documents you request. Furthermore, *you* need a method of keeping track of documents you and others have created. That is where libraries come into play.

### **LIBRARIES HELP THE COMPUTER KEEP TRACK OF YOUR WORK**

A *library* is a list, rather like the table of contents in a book. A table of contents organizes the material in a book on several levels by using names of parts, chapters, and even subsections. For example, cookbooks and scientific texts often have many levels of organization. If you wanted to find a recipe for roast chicken in a cookbook, you would first look in the table of contents for a part on meats and a chapter on poultry. Then you would look for a section on chicken and finally find the recipe for roast chicken.

In word processing, documents are organized into libraries. You can create different levels of libraries, just as some books are organized in parts, chapters, sections and subsections. For example, you could make "part" libraries, and then make "chapter" libraries to go in the different part libraries, etc. Then you can list certain documents in the part library, others in the chapter library, and so on.

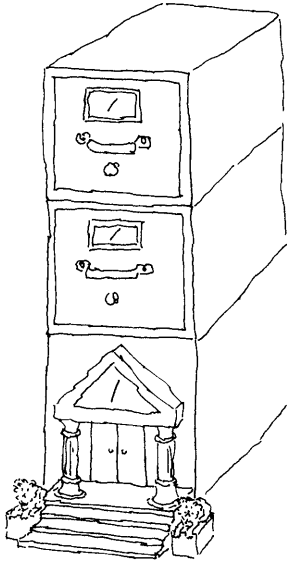
If you have used other Fortune Systems manuals and software, for example, the menu system or help screens, you probably came across the term *directory*. The words library and directory refer to the same thing. Library is a special word processing term.

## LIBRARIES HELP YOU KEEP TRACK OF YOUR WORK

The system disk contains many libraries. By using the supervisory functions available from the word processing menu, you can make libraries to organize your documents in the most efficient way possible.

Take a few minutes to think about your business. Do you create many documents of a particular type, for example, specifications or contracts? You can create a library devoted to each type of document. Are there many departments in your company? Each department can have an individual library for its documents. Furthermore, every account on the Fortune system has its own library. You may prefer to organize documents into a library belonging to the user that typed or wrote them.

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### YOUR HOME LIBRARY

When you first log in to the Fortune 32:16 and create your account, the system automatically creates a personal library for you. It is called your *home library* and has the same name as your account. For example, suppose your account name is "frank." The system gives you a home library named "/u/frank." Whenever you log in, the system places you in your home library.

At the start of a work session, the word processing menu displays the name of your home library next to the message, "Creation library is." This means that every document you create will be listed in your home library until you change libraries. If you go to the word processing menu now, you'll notice that the creation library is "/u/training." That is the name of the library that lists the training documents you've been using. Without realizing it, you've already left your home library and are using another, which lists the training documents. You'll often leave your home library to use documents in other libraries.

# Understanding Pathnames

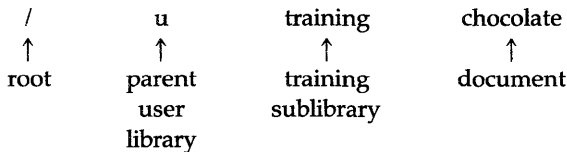
The first step in learning to manage documents is understanding how you name documents. Earlier, you learned that a document name may be 11 characters long and contain a variety of letters and numbers, along with a period and a hyphen. The full name of a document, or *pathname*, includes the document's name and the names of the different libraries under which it is organized. A pathname may be up to 36 characters long. Recall the example of looking in a cookbook for a recipe for roast chicken. The full pathname of "roast chicken" might be `"/meats/poultry/chicken/roast."`

Suppose you were to create a document called "chocolate" while your creation library was `"/u/training."` The complete name, or pathname, of chocolate would be `"/u/training/chocolate."` The last part of the pathname, in this case chocolate, is the name of the individual document. The previous name, training, indicates that the document chocolate was created in a library called training. But what about the "u"? The u is yet a higher level library. It is the *parent* library of training. Parent libraries are those with other *sublibraries* listed in them. The training sublibrary was created in the library called u.

The system uses pathnames to locate the document on the disk. The pathname `"/u/training/chocolate"` tells the system what route or path to take through the libraries to search for the document called "chocolate." Information on the system disk is grouped together in a structure called the *file system*.

The file system contains information organized in a structure resembling an upside down tree, with branches and leaves running downward instead of upward. At the top of the structure is the *root*, represented by the first slash (/) in the pathname. The root has many libraries, documents, and other information branching from it. The u library directly descends from the root; the home libraries of everyone on the system are sublibraries of u. That is why u can be thought of as the *parent user library*.

Go back to the example of the document chocolate. The following illustration breaks down its pathname `"/u/training/chocolate."`

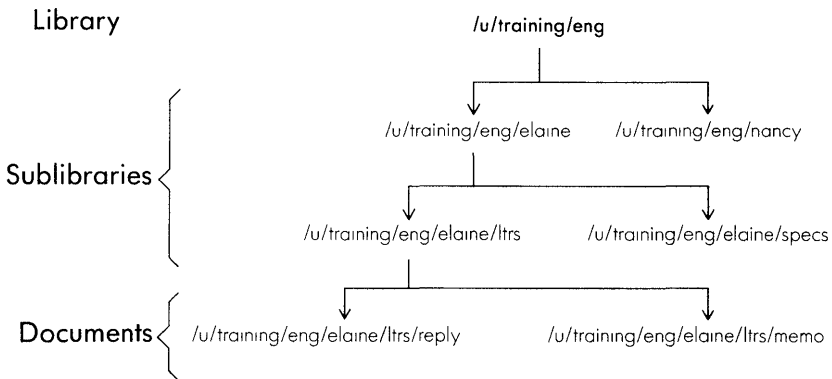


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## WHY USE PATHNAMES?

Whenever you log in to the computer for your own work, your home library automatically becomes your *creation library*, as shown on the word processing menu. However, the documents you may want to use may not be in your home library. Therefore, you'll have to change libraries by using the supervisory functions. To change libraries, you'll have to type the pathname of the library you want when prompted by the system.

The illustration below shows the structure of a mythical engineering department's library, "/u/eng." Two of the accounts in the department, elaine and nancy, have individual libraries for documents they've typed. Furthermore, these libraries contain sublibraries called "ltrs" and "specs." At the very bottom of the tree are the documents in their libraries. Suppose your creation library is "/u/training/elaine/ltrs," and you want to create a document called proposals in the library nancy. You can change libraries in either of two ways. The first way is to use the supervisory functions menu to change to the library "/u/training/eng/nancy." Then return to the word processing menu, select create new document, and type the name "proposals." Or, while the creation library remains "/u/training/elaine/ltrs, select create new document and type the entire pathname of the new document, "/u/training/eng/nancy/proposals." Using pathnames to specify the document you want is also helpful for other functions like archiving documents, explained in the chapters that follow.



*Libraries and sublibraries have a tree structure.*

# Making a New Library

Making a new library is part of the supervisory functions activity shown on the word processing menu. It's listed here because the responsibility for setting up libraries varies from company to company. Sometimes the duty is part of a word processing supervisor's job. Whether or not you are a supervisor, you can still create a library.

Use the following procedure to make a new library.

Step	You Type	Screen Says	Comments
1	s	(main menu) Edit Old Document Supervisory Functions	Go to the supervisory functions.
2	EXECUTE	SUPERVISORY FUNCTIONS Change library Current library is /u/training	Move the marker to the "Make library" selection.
3		↓ Make library	
4	EXECUTE	Enter new library name /u/training	You see the current library name. Move the cursor to the space beyond the name.
5	(11) →	/u/training	Now add an additional name.
6	/new EXECUTE	Change library Current library is /u/training	The marker goes back to the first choice on the menu to show you that the "Make library" function is complete. You must use the "Change library" function to use your new library.

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**SUPERVISORY FUNCTIONS**

Please select next activity

Change library	-- chl
Make library	-- mkl
Remove library	-- rml

Current library is /u/training

*Functions for working with libraries are on the supervisory functions menu.*

# Changing from One Library to Another

You can use only one library at a time with word processing. If you need to use a different library, use the "Change library" activity on the supervisory functions menu.

You now have two new libraries on your disk, "/u/training", which is the one that came on your training disk, and "/u/training/new" a sublibrary that you just created. If you create a document at this time it will go in "/u/training." To use "/u/training/new," you'll need to change the library because you're currently in "/u/training." The current library you're in is always shown on this menu, as well as on the main and index menus.

Change the library to "/u/training/new" so that you can use it.

**6**

Step	You Type	Screen Says	Comments
1	<input type="button" value="EXECUTE"/>	SUPERVISORY FUNCTIONS <input type="button" value="Change library"/> Current library is /u/training	The system puts the current library name here. You'll have to add the other library name to the end of it.
2	/new (11) <input type="button" value="→"/> <input type="button" value="EXECUTE"/>	Change library to <input type="text" value="/u/training"/> Current library is /u/training/new	You've changed the library. Any documents you create will now be in this library.



# Making a Sublibrary

Making a sublibrary uses the same process as making a library. You can create a sublibrary for any library by using the supervisory functions, no matter which library you are using.

As the library has been changed to "/u/training/new," make a sublibrary under that name.

Step	You Type	Screen Says	Comments
		SUPERVISORY FUNCTIONS Change library Current library is /u/training/new	
1	RETURN	Make library	To make a sub- library for "/u/training/new," add another name to the current library.
2	EXECUTE	Enter new library name /u/training/new	Move the cursor to the end of the current library name.
3	(15) →	Enter new library name /u/training/new	Call this sub- library "doc".
4	/doc	Enter new library name /u/training/new/doc	Complete the process.
5	EXECUTE	Change library Current library is /u/training/new	To use the sub- library, change to it.
6	EXECUTE	Change library to /u/training/new	Move the cursor to the end of the library name, and add the sublibrary name to it.

Step	You Type	Screen Says	Comments
7	(15) →	/u/training/new <input type="checkbox"/>	
8	/doc	/u/training/new/doc <input type="checkbox"/>	Press the Execute key to complete the process.
9	EXECUTE	Change library Current library is /u/training/new/doc	Now any documents you create will be in this sublibrary.

6

# Removing a Library

You'll occasionally need to eliminate a library from your disk. For instance, once you complete the training, you should remove any libraries or sublibraries that aren't needed to make more room for your own documents. Before doing this, you must remove all the sublibraries and documents that are part of this library. So don't attempt this without giving it some thought. Removing a library is a long process unless you just created it and don't have any sublibraries or documents connected with it. You can't remove the library you're currently using. You must change to another library and then remove the first one.

To learn how to remove a library, use the procedure below to remove the sublibrary and library you just created. You'll learn later how to delete documents.

Step	You Type	Screen Says	Comments
1	<b>EXECUTE</b>	SUPERVISORY FUNCTIONS Change library Current library is /u/training/new/doc Change library to /u/training/new/doc	Change back to the "/u/training" library before deleting the other one.
2	(11) →	/u/training / new/doc	You must use the Space Bar to remove the rest of the name.
3	(8) <b>SPACE BAR</b>	Change library to /u/training □	
4	<b>EXECUTE</b>	Current library is /u/training	Now move the marker to the "Remove library" activity.

Step	You Type	Screen Says	Comments
5	(2) ↓	Remove library	
6	EXECUTE	Please enter library name <input type="text"/>	Type in the sub-library you just created.
7	/new/doc EXECUTE	Change library	Go back to the main menu.
8	CANCEL	(main menu) Edit Old Document	

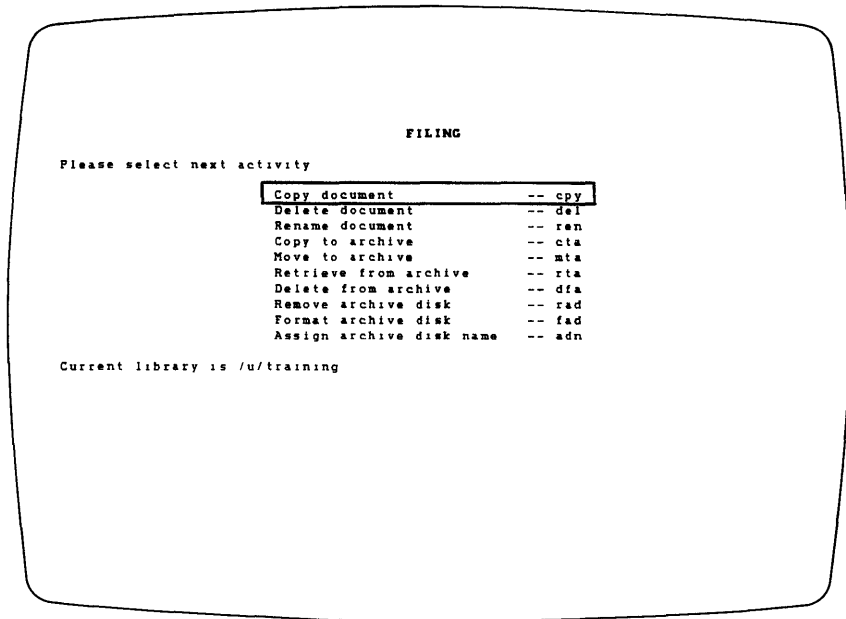
6

## 26 Filing Documents

Documents can exist in two places. When you create new documents and edit them, they are on your system disk. To save or archive them and remove them from your system disk, you put them on a flexible disk known as the archive disk. To use them again, however, you will have to transfer the documents back to the system disk. Document filing is a group of functions that help you do all these things.

Filing is an activity on the word processing menu and has its own separate menu. The first three functions on the filing menu—copy document, delete document, and rename document—are used for documents on your system disk. You use the rest of the functions for your archive disks.

Look at the filing menu to locate the functions you can use.



*The filing menu has functions to manage your documents.*

# Copying a Document to Have Extras

When you work on long documents and make complex changes, it's good to have a copy available at all times in case you need it. For example, you may make some drastic changes and find out that the changes aren't needed. If you have a copy, you can use it instead of deleting and rearranging the latest version.

When you copy a document, you'll have two of them on the system disk. To avoid confusion, you can't have two documents with the same name in the same library on the system disk. The original document name is called the *source document name*. The name for the copy is called the *destination document name*. For example, you can give the name "Wilson.3" to a copy of "Wilson.2." But whatever name you choose, make it similar enough to the original name so you can easily identify it.

6



Use the procedure below to copy a document.

Step	You Type	Screen Says	Comments	
1	f	(main menu) Edit Old Document Filing		
2	EXECUTE	FILING Copy document	First, copy a document.	
3	EXECUTE	Source document name <input type="text"/> eport	Here's where you type in the name of your original document. Let's use a document "refine" that you've already used.	
4	refine	EXECUTE	Destination document name <input type="text"/>	You need to supply a name for the copy. Call it "refine1."
5	refine1	EXECUTE	FILING Copy document	The document named "refine" has been copied and the name for the copy is "refine1."

# Changing a Document Name or Location

There are two ways to use the rename function: change the name of a document or, using a pathname, move a document into a different library.

## RENAMING DOCUMENTS

You may need to rename a document if you have many related documents that have very different names. For instance, you may have many letters that you've named "wils.ltr," "john.ltr," and "lane.ltr." You may now want to give each one the general name of "ltr" and then follow it with a code. By renaming them and grouping them, you'll be able to see the relationship between them listed in the library "ltr".

The key to changing document names is to make the new name easily identifiable. If you change "spec.23" to "wilson.4," will you be able to find it again? Until you remember the new names, you may want to keep a written record of them or print an index which you'll learn to do in Chapter 28.

6

## MOVING A DOCUMENT TO A NEW LIBRARY

When you choose to rename a document, the system actually moves the document to a different place on the system disk. Therefore, you can use this capability to move a document to a new library. To do this, you must include the full pathname for the new location, for example, "/u/training/new/guide." Note also that since you're moving the document to a new location, you don't have to change the name.

You renamed a document in the chapter covering the prototype document, so this time use rename to move a document to a new library.



Step	You Type	Screen Says	Comments
1	r	FILING <input type="text" value="Copy document"/> <input type="text" value="Rename document"/>	
2	EXECUTE	Old document name <input type="text" value="r"/> efine1	The name of the last document you used appears. Now rename it.
3	EXECUTE	New document name <input type="text"/>	Name it "refine2."
4	refine2	EXECUTE FILING <input type="text" value="Copy document"/>	

# Deleting a Document

You should think carefully before you delete a document. When you delete it, it's gone. Unless you have it on an archive disk, you won't be able to work with it again. Even though this sounds major, and it is, deleting documents is a necessary part of good document management. It makes room to create new documents and eliminates confusion. But, before you delete a document, take a moment to think about it. Perhaps you want to move or copy it to an archive disk instead. Moving a document removes it from the system disk, but doesn't erase it completely. So, if in doubt, archive, which you'll learn to do in the next chapter.

Use the procedure below to delete a document.

6

Step	You Type	Screen Says	Comments
1	d	FILING Copy document Delete document	
2	EXECUTE	Document name refine2	Delete the document you renamed.
3	EXECUTE	Press execute to delete	You could change your mind here by pressing the Cancel key to stop the delete. Use the Execute key to complete it.
4	EXECUTE	FILING Copy document	

## 27 Archiving Documents

*Archiving* is a key part of document management. It is the process of saving or storing documents on a flexible disk. Just as you occasionally need to clean out a filing cabinet, the same is true for your system disk. The filing menu, which you've just seen, has activities for copying and filing documents to an archive disk, deleting and retrieving documents from an archive disk, formatting an archive disk, and assigning a disk name.

Copying a document to an archive disk is like copying text. It saves the original as well as a duplicate because you must give the duplicate a new name. Filing is similar to moving text. The document moves from the system disk to the archive disk. You can't edit it until you put it back on the system disk.

Keep in mind the following points about archiving:

- Check your system disk often to see how much room you have available. For maximum performance, it should be no more than 90 percent full. Watch for the message "  % of the available space is in use" when you log into your system.
- Keep your most-used documents on the system disk. Otherwise, file them onto an archive disk.
- Copy or file a document onto only one disk. You may get confused if you have a copy on several different disks, and you'll have difficulty determining which one is the most up-to-date.
- Since you cannot have two documents on an archive disk with the same name, you will need to give documents you archive a new name.
- Make the new name similar to the original name.
- Keep archive disks no more than 70 percent full. This allows room for documents to grow in length from when you first archived them. You see a message showing you how full the archive disk is when you use it.
- You may want to print an index of each archive disk. You'll learn how to do this in the next chapter.

# Preparing an Archive Disk

A major function in document management is storing documents on flexible disks. This process is called *archiving*, or backing up. Before you can use a flexible disk to store any documents, the disk must be prepared by *formatting* it. When you format a flexible disk, the computer divides it into parts that it can identify for storing information. This division into parts in the computer is invisible to you but necessary for the flexible disk drive to retrieve and store information.

Formatting a disk also removes anything that is currently stored on it. Be sure not to format an archive disk that already has documents on it unless you really want to remove them. There is no way to recover documents when you have formatted the disk.

6

## ASSIGNING A DISK NAME

In conjunction with, or separately from, formatting a disk, you may assign it a name. You may want to format a group of disks all at once and assign disk names as you use them, or you may want to format and assign names one at a time.

A disk name may be a maximum of 32 characters long, including spaces. Use any name you want. The name "Formatted disk" is automatically assigned when you format the disk. You may want to archive all of one author's or operator's documents on a disk with that person's name. Once you assign a name, fill out a disk label and attach it to the disk.

You can also use the "Assign disk name" function to see what the disk name is when you're not sure. To end the process without assigning a new name, just press the Cancel key.

Use the "Format archive disk" and "Assign archive disk name" selections to prepare the disk.

Step	You Type	Screen Says	Comments
1	f	FILING Copy document Format archive disk	Use one of the extra disks you have.
2	EXECUTE	Insert disk and press execute	

Step	You Type	Screen Says	Comments
3	EXECUTE	Press execute to continue and cancel to remove disk Any documents on this disk will be destroyed	These warning messages appear to alert you to the impact of formatting and to tell you to insert the disk. Put in the disk now.
4	EXECUTE	(Formatting) Formatted, remove disk from drive Press execute to continue	You'll see a message during this process and then get the copy document selection again. Now assign a name.
5	EXECUTE	FILING Copy Document	
6	a	Assign archive disk name	
7	EXECUTE	Insert disk, press execute	
8	EXECUTE	Disk name is Formatted disk New archive disk name <input type="checkbox"/>	Formatting a disk assigns the name "Formatted disk." Give it a different one.
9	training archive disk EXECUTE	FILING Copy document	To see the disk name, try assigning disk names again.
10	a EXECUTE	Insert disk, press execute	
11	EXECUTE	Disk name is training archive disk New archive disk name <input type="checkbox"/>	Now cancel out of this function.
12	CANCEL	FILING Copy document	

# Copying Documents onto an Archive Disk

Copying a document onto an archive disk makes a duplicate of the document on that disk, but also leaves it on the system disk. This is helpful when you're working on long documents. When you save a copy on an archive disk and work on the original on your system disk, you can use the copy if you make some serious editing changes you later decide you don't want.

One important feature of both copying and moving documents to an archive disk is *overwriting*. If you've copied or moved the document to the archive disk before, you can allow the system to write the new copy of the document over the old one. Using this feature, you don't have to save multiple copies of document revisions with different document names and take up space on an archive disk.

Use your newly prepared archive disk to copy a file.

6

Step	You Type	Screen Says	Comments
1	(3) ↓	FILING Copy document Copy to archive	
2	EXECUTE	Insert disk, press execute	You get a reminder to insert the disk. Press the Execute key to continue.
3	EXECUTE	Disk name is training archive disk 0% full Press execute to continue cancel to remove disk	You can end the process here by using the Cancel key. Go on to copy a document to the archive disk.
4	EXECUTE	Source document name <input type="text"/>	Type in the name of the document you want to copy. Use the document named "memo."

Step	You Type	Screen Says	Comments
5	memo <input data-bbox="271 154 402 181" type="text" value="EXECUTE"/>	Destination document name <input data-bbox="434 207 511 235" type="text" value="memo"/>	When you copy the document to an archive, you may give it a new name if it isn't already on the disk, or use the same name.
6	<input data-bbox="271 393 402 420" type="text" value="EXECUTE"/>	FILING <input data-bbox="429 423 601 451" type="text" value="Copy document"/>	The archiving is complete. Now you can use another filing activity.

# Moving a Document

Moving a document to an archive disk is helpful when you don't need it on your system disk. Moving documents makes room on your system disk, and you can always retrieve a document when needed again.

Moving a document removes it from the system disk and moves it to the archive. Use the "Retrieve from archive" activity to move it back to the system disk when you want to revise it, rename it, or delete it. The steps you follow for moving are very similar to those for copying.

Try moving a document and you'll see how it works.

Step	You Type	Screen Says	Comments
		FILING Copy document	
1	(4) ↓	Move to archive	
2	EXECUTE	Source document name m emo	Try filing the same document.
3	EXECUTE	Destination document name m emo	
4	EXECUTE	Press execute to overwrite or Enter another name	
5	letter EXECUTE	Copy document	You could overwrite the document with the revised version. This time, type in a new name for it, "letter."
6	EXECUTE	Source document name	
			The moving is complete. Try to copy the original document again.



Step	You Type	Screen Says	Comments
7	memo <input data-bbox="270 159 400 181" type="button" value="EXECUTE"/>	Document doesn't exist	The message tells you that the document is no longer on the disk. Use the Cancel key to end this process.
8	<input data-bbox="275 370 400 393" type="button" value="CANCEL"/>	FILING <input data-bbox="426 399 596 425" type="button" value="Copy document"/>	

# Retrieving a Document

When you copy or file a document to an archive disk, you can still put it back on the system disk when needed. This process is called *retrieving a document*. When you retrieve a document, a copy of it is moved from the archive disk and put back on the system disk. If you look for it later on the archive disk, it will still be there. You can retrieve it again if you want still another copy on your system disk. If you copied the document to an archive disk, and never deleted it from the system disk, it still remains on the system disk. Therefore, when you retrieve it you must give it a new name.

Try retrieving a document with the procedure below.

6

Step	You Type	Screen Says	Comments
1	rr	FILING Copy document Retrieve from archive	
2	EXECUTE	Source document name letter	Bring back the document you just moved to the archive disk.
3	EXECUTE	Destination document name letter	If you want it to have the same name, just press the Execute key.
4	EXECUTE	FILING Copy document	

# Deleting a Document from the Archive Disk

Sometimes you'll find that you need to remove documents from the archive disk. You'll probably do this as the number of your archive disks increases. Then, you should review the contents of each disk and determine which documents can be eliminated.

Use this procedure to delete a document from the archive disk.

Step	You Type	Screen Says	Comments
1	d d	FILING Copy document Delete from archive	
2	EXECUTE	Document name letter	Since you brought back a copy with the retrieve function, this document is still on the archive disk.
3	EXECUTE	Press execute to delete	Here's a double-check to make sure you want to delete the document.
4	EXECUTE	FILING Copy document	Now use the remove archive disk function.
5	rrr	Remove archive disk	
6	EXECUTE	Remove disk from drive Press execute to continue	When you see this message you can remove the disk.
7	EXECUTE	FILING Copy document	Now return to the main menu.
8	CANCEL	(main menu) Edit Old Document	

## 28 Indexing

An important part of document management is knowing what documents you have and where they are. The index function, an activity listed on the word processing menu, gives you a list of your documents to view on the screen, and if you choose, you can print the list on paper for a permanent record.

There are two formats for the index, short and long. When you use the index menu without changing anything, you'll get the short format that shows only the document names in alphabetical order. When you choose an index by author or operator you'll get the documents by that particular operator or author in the long format. This format shows the document name, operator's name, author's name, comments, title, and storage space used. The long format selection, when used by itself, shows all the documents in a specified library in the long format. You can also make these choices about an index of the documents on an archive disk.

Look at the index menu shown below. You can move the marker around in the menu the same way as on every other menu. On the next page is a portion of a sample index. It lists information from the document summary of each document on a system or archive disk.

**DOCUMENT INDEX**

Please select one from each column

Type of Index	Index To	Index From
<input type="checkbox"/> Short format -- 1xs <input type="checkbox"/> Operator -- 1so <input type="checkbox"/> Author -- 1sa <input type="checkbox"/> Long format -- 1xl <input type="checkbox"/> Sublibraries -- 1lb	<input type="checkbox"/> Screen <input type="checkbox"/> Printer <input type="checkbox"/> Both	<input type="checkbox"/> Current library <input type="checkbox"/> Archive disk

Current library is /u/training

*The document index menu looks like this.*

DOCUMENT LISTING From Library /u/training				
DOCUMENT NAME	TITLE / COMMENTS	OPERATOR / AUTHOR	Total:	STORAGE 74189
0000	----- -----	----- -----		799
alpha	From Cave Paintings For word processing training	Sheri Mak Nancy Lane		7418
guide	The Well-Planned Report For word processing training	Nancy Lane June Westborough		8627
history	History of wp For word processing training	Jeanne Wilson Kathleen Robbins		7335
hyph	The Well-Planned Report For word processing training	Nancy Lane June Westborough		8490
memo	The Well-Planned Report For word processing training	Nancy Lane June Westborough		8757
page	One page For word processing training	Sherry Winslow Nancy Lane		3475
paragraf	paragraphs to copy For word processing training	nancy lane nancy lane		1129
refine	Refinements for printing For word processing training	Mark Rogers John Williams		2655
report	The Well-Planned Report For word processing training	David Westin Joanie Peters		8623
** traingloss	Training glossary For word processing training	Nancy Lane Nancy Lane		927

*This portion of a sample printed document index is in the long format.*

# Types of Indexes

When you use word processing to create an index, it takes very little of your time. You can display an index in any way that suits your needs.

You can move the cursor to different parts of the index by using  $\uparrow$  or  $\downarrow$  cursor keys, and the Prev Scrn or Next Scrn keys. Or you can go to particular documents by indicating the beginning letter of the document name. For example, for names beginning with "w", type a *w*. This works whether the index is in order by document name, author, or operator.

Look at several kinds of indexes.

Step	You Type	Screen Says	Comments
1	i	(main menu) Edit Old Document Index	
2	EXECUTE	DOCUMENT INDEX Type of Index Short format	The top choice in each column is bright. Pressing the Execute key now gives you an index of all the documents in the current library in short format.
3	EXECUTE	( In progress )  DOCUMENT LISTING	This is a screen message to tell you what's going on. Then you'll see the index. Use the cursor and Next Scrn keys to move around in it. Now use a character to find a document.
4	w	wpdev	Your cursor is located on the first document name that begins with a "w."

Step	You Type	Screen Says	Comments
5	<input type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index <input type="button" value="Short format"/>	Now try an index of the documents prepared by a particular operator.
6	<input type="button" value="SPACE BAR"/>	Type of Index <input type="button" value="Operator"/>	
7	<input type="button" value="EXECUTE"/>	Please enter operator's name <input type="text"/>	You only need to type 5 characters, in uppercase or lowercase to locate the operator's documents. Type the name "nancy."
8	nancy <input type="button" value="EXECUTE"/>	DOCUMENT LISTING	Notice the change in arrangement, with only the documents by that operator listed in alphabetical order. Now go back and try an index by author.
9	<input type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index <input type="button" value="Short format"/>	
10	(2) <input type="button" value="↓"/>	<input type="button" value="Author"/>	
11	<input type="button" value="EXECUTE"/>	Please enter author's name <input type="text"/>	Type the author's name. Use "june."
12	june <input type="button" value="EXECUTE"/>	DOCUMENT LISTING	Take a look at this index, then go back to the index menu.
13	<input type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index <input type="button" value="Short format"/>	Now look at the long format listing of the entire library.
14	1	DOCUMENT INDEX Type of Index <input type="button" value="Long format"/>	

Step	You Type	Screen Says	Comments
15	EXECUTE		Now look at the sublibraries.
16	CANCEL	DOCUMENT INDEX Type of Index Short format	
17	(4) ↓	DOCUMENT INDEX Type of Index List sublibraries	
18	EXECUTE	Library name /u/training  /u	The current library name is shown at the top with the sublibraries below. Now leave this index.
19	CANCEL	DOCUMENT INDEX Type of Index Short format	

6



# How Much Space Is Used?

An important thing to know about your Fortune system is how much disk space is available for additional documents that fill up the disk as you type. With this information, you can decide when to archive documents in order to make more disk space for your daily work.

## TOTAL SYSTEM SPACE USED

When you start up your Fortune system and log in, always check the message that says “\_\_ % of the available space is in use.” This is a very important message because it tells you how much of your total system disk capacity is currently being used. *Always* check it each time you start up the system. When your space in use is 90 percent or more, either file some documents using the filing menu or delete some documents. If you don’t and want to edit a large document, your system will become totally full, and you won’t be able to work on any more documents. Refer to *Understand your Fortune System* for more information about figuring storage space on your disk.

## LIBRARY SPACE USED

In addition to the total system space used, you should constantly check each library to see how much space is being used. You can do this by using the long format index for each library you have. Notice, when you do this, that there is a “Total : STORAGE” message above the index to the right. This tells you the total number of characters of disk storage that the documents in that library take up. Remember not to confuse it with the total system disk space being used. But keep track of this storage message.

## ARCHIVE DISK SPACE USED

Remember that, when you copy or move a document to an archive disk, you can see how much of the space is being used.

# Indexing an Archive Disk

Making an index of your archive disk is one way to keep track of your documents. You can also use this function to make sure there is enough space on your archive disk for more documents before you add documents to it.

Step	You Type	Screen Says	Comments
		DOCUMENT INDEX Type of index Short Format	First, change this so you can see everything on the archive disk.
1		Type of Index Long format	
2	(2) <input type="button" value="NEXT SCRNR"/>	Index From Current library Archive disk	
3	<input type="button" value="↓"/>	Index From Current library Archive disk	
4	<input type="button" value="EXECUTE"/>	Insert disk, press execute	Put an archive disk in the drive.
5	<input type="button" value="EXECUTE"/>	Disk name is . . . . —% full Press execute to continue or cancel to remove disk	Check the disk name to make sure you have the disk you want.
6	<input type="button" value="EXECUTE"/>	DOCUMENT LISTING	From the index you can note the amount of space used by each document.
7	<input type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index Short format	Go back to the main menu.
8	<input type="button" value="CANCEL"/>	(main menu) Edit Old Document	

6

# From the Word Processing Menu to an Index

Using the codes beside the entries in the first column of the index menu, you can move directly from the word processing menu to an index screen. This feature bypasses many extra steps and keystrokes. The shortcut codes are as follows:

Short format	ixs
Operator	ixo
Author	ixa
Long format	ixl
List sublibraries	lib

When you are at the word processing menu, pressing the Command key and then typing in the appropriate code will display the index screen. Pressing the Cancel key returns you to the word processing menu. You can type in the code in lower case as shown, or in upper case, or a combination of both. These codes do not allow you, however, to print an index, which you'll learn about shortly, or to make an index of an archive disk.

To see how a shortcut code works, use the procedure below.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	COMMAND	Which command?	
2	ixs	DOCUMENT LISTING	You now see a short format index of all the documents in the current library on your system disk. Use the Cancel key to move back to where you started.
3	CANCEL	(main menu) Edit Old Document	Now move to an index by author.

Step	You Type	Screen Says	Comments
4	COMMAND	Which command?	Use the code for index by author.
5	ixa	Please enter author's name <input type="checkbox"/>	Type in the name "june."
6	june EXECUTE	DOCUMENT LISTING	Now go back to the main menu again.
7	CANCEL	(main menu) Edit Old Document	

**6**

# Printing an Index

You can print an index in one of two ways: use the "Printer" activity on the index menu, or press the Format key when you have an index on the screen. This second option saves you the time of returning to the index menu. If you've already chosen the print index activity and choose it again by using the Format key, you'll get two copies of the index.

Before beginning this procedure, make sure that your printer is turned on and has paper in it.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	i	Index	
2	EXECUTE	DOCUMENT INDEX Type of Index Short format	
3	NEXT SCRNR	Index To Screen Printer Both	Select the entry to see the index both displayed and printed.
4	(2) ↓	Index To Screen Printer Both	
5	EXECUTE		The index prints and is displayed on the screen at the same time.
6	CANCEL	DOCUMENT INDEX Type of Index Short format	Display the index again.
7	EXECUTE		Print the index.

Step	You Type	Screen Says	Comments
8	<input data-bbox="323 155 455 183" type="button" value="FORMAT"/>		The index remains on the screen and is also printed.
9	<input data-bbox="327 264 451 292" type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index <input data-bbox="481 321 620 349" type="text" value="Short format"/>	

**6**

# Moving from the Index to the Editing Screen

Suppose you want to edit several documents in a row and don't remember their names. You can go directly from the index screen to a document for editing, then return to the index and choose another document. This saves time by eliminating the step of moving back to the word processing menu and then to the editing screen.

Use the following procedure to try this.

Step	You Type	Screen Says	Comments
1	<input type="button" value="EXECUTE"/>	DOCUMENT INDEX Type of Index <input type="button" value="Short format"/>	Look at the index again.
2	<input type="button" value="GO TO PAGE"/>	DOCUMENT LISTING	Move the cursor to one of the document names and press the Go To Page key.
3	<input type="button" value="CANCEL"/>	END OF EDIT options	You have the document on the editing screen. Now go back to the index.
4	<input type="button" value="DELETE"/>	DOCUMENT LISTING	Don't save any changes you may have made.
5	<input type="button" value="CANCEL"/>	DOCUMENT INDEX Type of Index <input type="button" value="Short format"/>	Now return to the index menu.

# Additional Functions on the Index Screen

You can perform four additional functions while on the document listing screen: copying, renaming, and deleting documents and moving to hyphenation and pagination function.

- **Copy a document.** To copy a document while you're on the document listing screen, position the cursor next to the document name on the document listing screen and then press the Copy key. You don't have to use the filing menu.
- **Rename a document.** You can change a document name while you're on the document listing screen by moving the cursor to the document name, pressing the Move key, and typing in a new name.
- **Delete a document.** Press the Delete key to remove documents.
- **Use hyphenation and pagination.** You can move to hyphenating and paginating a document by moving the cursor to the document name and pressing the Page key.

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Use the procedure below to try these out.

Step	You Type	Screen Says	Comments
1	EXECUTE	DOCUMENT INDEX Type of Index Short format	
2	(2) ↓	DOCUMENT LISTING alpha	Move the cursor down to the document named "letter."
3	COPY	letter Copy document Destination document name <input type="checkbox"/>	Type in a new name for the document, "lettera."



Step	You Type	Screen Says	Comments
4	lettera <input type="button" value="EXECUTE"/>	letter <input type="text" value="lettera"/> Document is copied	So that you can see that both documents are alike, the copied document follows the source document. If you leave the index and then return, the new entry will be in correct alphabetical order. You also see a message confirming your action. Now rename "lettera."
5	<input type="button" value="MOVE"/>	Rename document Destination document name <input type="text"/>	Type in a new name.
6	letter2 <input type="button" value="EXECUTE"/>	letter <input type="text" value="letter2"/> Document is renamed	"Lettera" has been renamed and stays next to the document called "letter." Now delete "letter2."
7	<input type="button" value="DELETE"/>	Press execute to delete	A message asks you to confirm this before you proceed.
8	<input type="button" value="EXECUTE"/>	Document is deleted <input type="text" value="page"/>	The document is gone and the index is revised. Now move to the hyphenation and pagination function.
9	<input type="button" value="PAGE"/>	typ <input type="text" value="i"/> ng	You see the first word for hyphenation. Now go back to the index.

Step	You Type	Screen Says	Comments
10	<input type="button" value="CANCEL"/>	End of Hyphenation and Pagination	Delete the changes.
11	<input type="button" value="DELETE"/>	<input type="text" value="page"/>	Go back to the document named "alpha."
12	α	DOCUMENT LISTING <input type="text" value="alpha"/>	

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# Archiving Documents from the Index

One time-saving way to archive a number of documents at one time, without typing in each name, is to use the index screen. Using the Copy and Move keys, you can either copy or move the documents, one after another, to an archive disk. In addition, if you move documents to an archive disk, the index is updated so that you can see exactly what it contains.

Use the procedure below to copy a document to the disk from an index. The archive disk should still be in place from the earlier procedure you used to see an index of it.

Step	You Type	Screen Says	Comments
		DOCUMENT LISTING alpha	Copy this document to the archive disk.
1	SHIFT COPY	Copy to archive Destination document name	Name this copy "beta."
2	beta EXECUTE	Document is copied	You can copy as many documents as you need. For now, leave the index.
3	CANCEL	DOCUMENT INDEX Type of Index Short format	Go back to the filing menu to remove the disk.
4	CANCEL	(main menu) Edit Old Document	
5	f	Filing	
6	EXECUTE	FILING Copy document	
7	r r r	Remove archive disk	
8	EXECUTE	Press execute to continue Remove disk from drive	

Step	You Type	Screen Says	Comments
9	EXECUTE	FILING Copy document	Go back to the main menu.
10	CANCEL	(main menu) Edit Old Document	If you're going on to the next part, skip steps 11 and 12.
11	CANCEL	OPERATOR TRAINING	
12	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	

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## 29 Organizing and Labeling Flexible Disks

How you organize and label your flexible disks depends, to a certain extent, on the kinds of documents you're creating and editing. For instance, if you're continually editing long documents, you should archive them often. This requires many disks and systematic labeling to find the documents later. If you create many small documents, you may need only a few extra disks. In either case, you should devise a scheme that works for you. You might make use of the following suggestions when you organize your disks.

- If you have many disks, organize them by department, then by author.
- When you need only a few disks, make the classifications much broader.
- Use color coding by attaching removable colored labels to differentiate between disks you're currently using and your other archive disks.
- Store your old archive disks in a safe place and keep the ones you're currently working on close at hand.

# Labeling Disks

Labeling disks is as important as deciding how to organize them. It saves you time when you want to locate a specific document, and allows you to file disks containing similar documents together for easy retrieval. You should have two labels on each disk. But be careful: you should never write directly on a disk. *Always write on the label before you put it on the disk.* The first label should be permanently attached to your disk. Write a number on it for identification purposes. The second label should contain information about the documents you've archived on this disk. Use a self-sticking, removable disk label. The information on this label should include:

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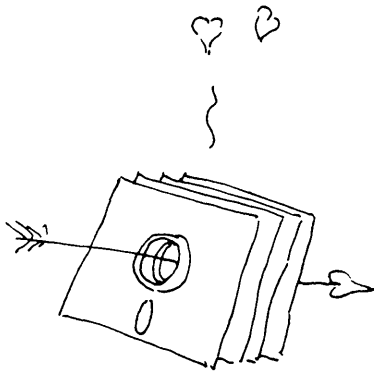
- **Disk name.** When you format an archive disk, choose a disk name. This could be the name of the department or individual the documents belong to. No matter what kind of name you use, choose unique ones that you can easily identify. Further information on this is in the earlier chapter on archiving.
- **Date begun.** Note the date that you first used the disk. This will help you determine later when the useful life has been reached and when you may need to replace the disk.
- **Description.** You may want to write more complete information about the contents of the disk, perhaps something that isn't readily apparent from the disk name. For instance, if the name is "letters", the description might read "letters from April, 1983".

When you attach a label to the disk, press the label in place gently. Putting too much pressure on the disk could damage it.

As information about the contents of the disk change, you should update the label. You'll need to remove the label, or put another one over it. To remove a label, lift up one corner and gently peel it away from the disk. Be careful not to bend the disk.

# Caring for Flexible Disks

By taking proper care of your flexible disks you can assure yourself of good documents and proper performance from your FORTUNE 32:16. When you take good care of a flexible disk it should last approximately 200 hours, or 8 hours a day for 25 days of continual use. Since archiving takes very little time, your disks should last a long time.



## HELPFUL HINTS

- Never touch or scratch the exposed magnetic surface of the disk.
- Keep the disk away from magnetic fields produced by electrical appliances such as TV sets, CRTs, electric pencil sharpeners, or air conditioners.
- Never write on the disk label when it's attached to the disk.
- Avoid having extremes of temperature where you store your flexible disks.
- Don't leave them in direct sunlight.

- Protect your disks against excessive humidity. Keep them within a humidity range of 20 to 50 percent.
- When you're not using a disk, return it to its protective sleeve and store it in a container with other disks.
- Do not bend, fold, staple, or otherwise mutilate your disk.
- Avoid spilling any liquids or cigarette ashes on the disk.

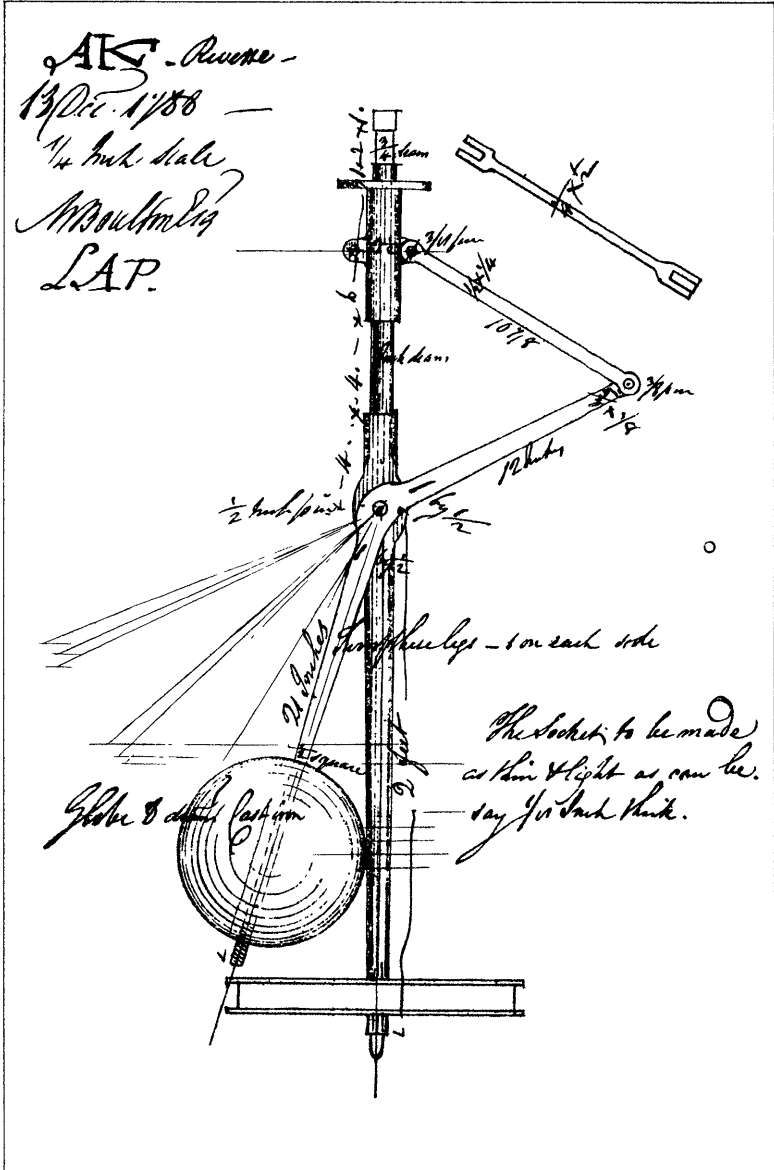
Remember, disks aren't fragile, but they do require a certain amount of tender loving care.

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James Watt's speed governor, pictured below,  
paved the way for modern automation.

From James Watt and the Steam Engine by  
H. W. Dickenson and Rhys Jenkins.  
(Oxford, Clarendon Press)



# *Shortcuts and Tips*

To make your work easier and to make your own use of word processing easier, there are some additional features available to you. In this part you'll learn how to:

- Use the shortcut codes
- Remove the screen symbols



## 30 Alternatives

To make your work with Fortune:Word easier and faster, especially if you're a good typist and are familiar with the application, there are two alternatives you can use, shortcut codes and removing the screen symbols.

Shortcut codes are the three-character abbreviations next to most of the activities on all of the menus. These allow you to use a function without being on the menu where the function is listed.

If you find the screen symbols interfere with your perception of how text is lined up on the screen, you can remove them, and replace them.



# Shortcut Codes

In the last chapter you got a hint of the usefulness of shortcut codes when you learned how to go from the main menu to an index. On most menu screens there are codes next to each activity. When you are working on one menu, you can press the Command key, type the appropriate code, and use a function from another menu. You can use these shortcut codes only when you're on a menu, and not while editing.

Below is a list of shortcut codes. You can type them as shown, in all capital letters, or in a combination of uppercase and lowercase letters.

Activity	Code
Assign archive disk name	adn
Attach glossary	agl
Change library	chl
Copy document	cpy
Copy to archive	cta
Create new glossary	cgl
Create new document	crd
Delete document	del
Delete from archive	dfa
Detach glossary	dgl
Edit old document	edd
Edit old glossary	egl
Format archive disk	fad
Hyphenation and pagination	hyp
Index by author	ixa
Index by operator	ixo
Long format (index)	ixl
Make library	mkl
Move to archive	mta
Print document	prd
Printer Control	prc
Remove archive disk	rad
Remove library	rml
Rename document	ren
Retrieve from archive	rfa
Short format (index)	ixs
Sublibraries (index)	lib
Verify glossary	vgl

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As you use shortcut codes and learn more of them, you'll find that you use some more frequently than others. If you change libraries often, for example, you'll speed up your work by using the code "chl" instead of working your way to and from the supervisory functions menu. And, you can copy a document to an archive disk with "cta," and remove the disk again with "rad."

Try the shortcuts in the procedure chart below to see how they work.

Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) Edit Old Document	To use a shortcut, you must use the Command key.
1	COMMAND	Which command?	Use the code "ixs" to see a short format index of the documents.
2	ixs	(short format index of the training library)	You now see the index. Return to the main menu.
3	CANCEL	(main menu) Edit Old Document	Now go to another menu screen in the usual manner.
4	f	Filing	
5	EXECUTE	FILING Copy document	Now make a new library.
6	COMMAND	Which command?	Type in the code for making a new library.
7	mk1	Please enter new library name [7] u/training	Add onto the end of the library name.
8	(11) →	/u/training <input type="checkbox"/>	
9	/library EXECUTE	FILING Copy document	Now change to the new library.

Step	You Type	Screen Says	Comments
10	<input type="text" value="COMMAND"/>	Which command?	Use the code for changing a library.  You're now in the new library. Change back to the library called "/u/training."  Go back to the main menu.
11	chl	Change library to <input checked="" type="checkbox"/> /u/training	
12	(11) <input type="text" value="→"/>	/u/training <input type="checkbox"/>	
13	/library <input type="text" value="EXECUTE"/>	FILING <input type="text" value="Copy document"/> Current library is /u/training/ library	
14	<input type="text" value="COMMAND"/>	Which command?	
15	chl	Change library to <input checked="" type="checkbox"/> u/training/library	
16	(11) <input type="text" value="→"/>	/u/training <input checked="" type="checkbox"/> library	
17	/u/training <input type="text" value="RETURN"/>	Current library is /u/training	
18	<input type="text" value="CANCEL"/>	(main menu) <input type="text" value="Edit Old Document"/>	

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# Removing and Replacing Screen Symbols

If you type text with many tabs, indents, or other screen symbols, you may find that these symbols interfere with your judgment about how the text is positioned on the editing screen. To solve this problem, you can remove, and then replace, the screen symbols.

Use the procedure chart below for a short example of how this works.

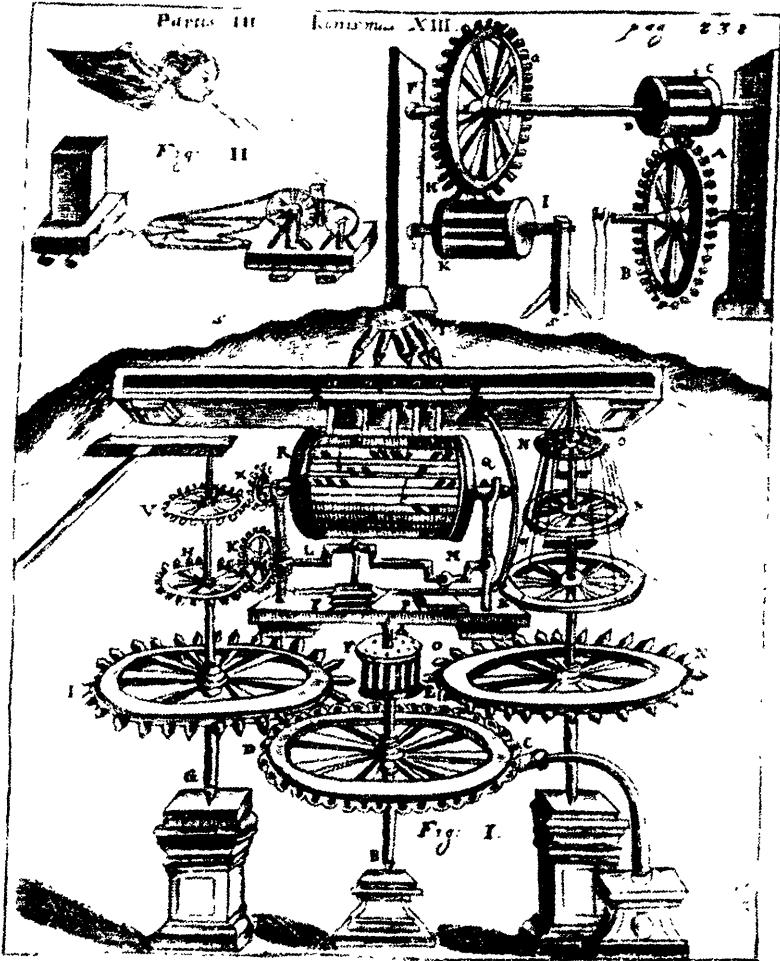
Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
	EXECUTE	Please enter document name beta	Use the document named "refine."
1	refine EXECUTE	DOCUMENT SUMMARY	
2	EXECUTE	◆ TRYING SOME REFINEMENTS ◀	Now remove the screen symbols.
3	COMMAND	Which command?	
4	REPLACE	TRYING SOME REFINEMENTS	The screen symbols are gone. Now put them back.
5	COMMAND	Which command?	
6	REPLACE	◆ TRYING SOME REFINEMENTS ◀	Now leave the document.
7	CANCEL	END OF EDIT options	
8	DELETE	(main menu) Edit Old Document	If you are going on to Part 8, you can skip steps 9 and 10.
9	CANCEL	OPERATOR TRAINING	
10	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	





Schott's engraving represents an apparatus of uncertain use, which dimly foreshadows the programming of movements by means of a perforated cylinder.

From Gaspar Schott, *Magia Universalis*, Bamberg, 1677.



# Glossary Documents

The glossary feature allows you to store text and the names of word processing function keys in a special document for instant recall and use. This saves you time because you don't have to type the same information time after time; just type it once and you'll have it for the future. Unless you are very familiar with this concept or have had considerable experience using Fortune Systems word processing, you should save this part for later.

First, you'll need to know from daily practice how the keys on the keyboard work and relate to one another, and understand what other information you must give, for example, in response to a message.

Second, in order to create a glossary document that answers your needs, you need to have experience in word processing to analyze those needs. This will keep you from spending needless time creating a glossary document when it's not appropriate, and give you the insight to create a useful glossary document.

The descriptions of the key functions that follow presume that you have this level of knowledge and experience so you can get the maximum benefit from the glossary feature.

If you're prepared to go on with this part about glossary documents, you'll learn:

- What a glossary document is and how you can use it
- What the glossary language is
- The steps in creating a glossary document
- How to edit, archive, and print glossary documents
- Methods for writing successful glossary documents
- Error and informational messages about glossary documents
- Ways to use glossary documents

# 31 Creating and Using Glossary Documents

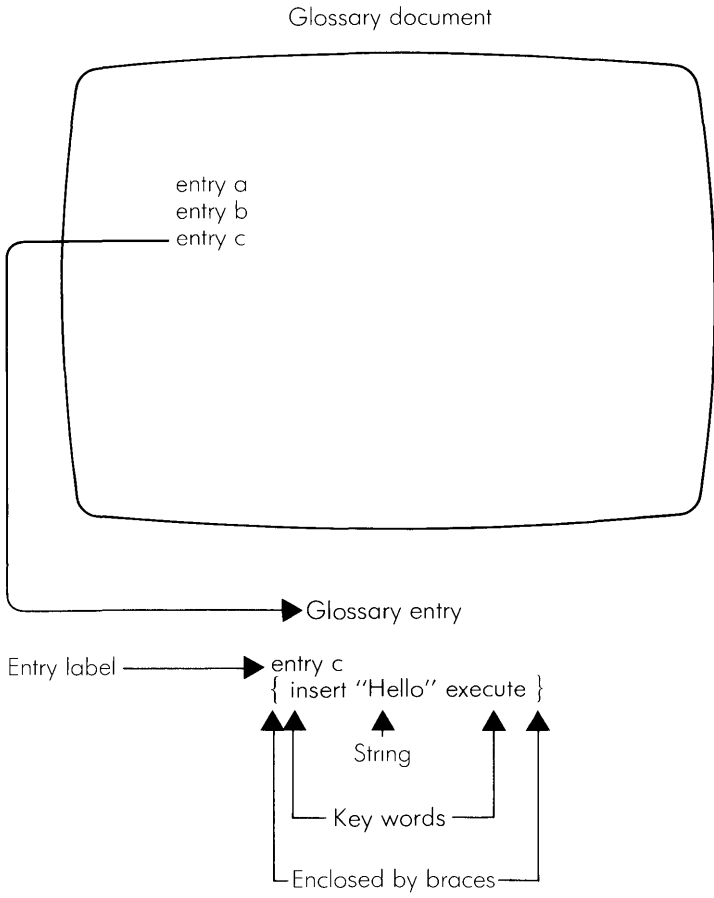
The dictionary definition of the word *glossary* is a list of words and their definitions. The term *glossary* used with word processing is a different concept. It refers to a special type of document in which you store text, like a company's name, and can store names of keyboard keys, like Insert and Execute. Then, in place of typing the same text or performing the same word processing function over and over again while you are editing a document, you can activate a glossary document to insert a company's name or use keys like Insert and Execute when you need to. In addition, you can use a glossary document to activate a word processing function that ordinarily requires you to go through several steps, like printing a document.

The advantages of using a glossary document are:

- It saves typing time and reduces errors when the same text is typed over and over again.
- More than one person at a time can use it.
- Typing is less repetitious.

As you can see, using a glossary document is somewhat like using shortcut codes, which you learned about in Part 7. The difference is that you decide what your glossary "code" will stand for and what it will do.

A glossary document contains groups of text called *entries*, which include text as well as the names of function keys. For example, an address can include returns, and have text that is boldface, underlined, and so on. In general, any size block of text or any number of functions can be a single glossary entry. Every entry has a one-character label and you can store as many as 95 entries in one glossary document. The illustration on the next page shows how a glossary document and entries are related. In the following pages you'll learn about each element of an entry.



*A glossary document may contain up to 95 entries, and each entry is a separate item with a specific structure.*

You may create as many glossary documents as you need, although you can use only one at a time. You can print a glossary document and store it on an archive disk. In many ways you can work with a glossary document in the same manner as you work with a text document. The greatest difference between a glossary document and a *text document* is that a glossary document contains separate, usable entries instead of one complete text.

To see this difference, look at the two sample entries from a glossary document at the beginning of the next page. Read them and see if you can think how they could be used with a text document to make someone's typing easier and faster.

entry a

```
{ insert "Howard, Wilson, Jones & Milton" return  
"2257 Beacon St." return  
"San Francisco, CA 90001" return execute }
```

entry b

```
{ insert "Contract number 49178918G" execute }
```

## USING GLOSSARY DOCUMENTS

You'll find a glossary document is very useful for cutting down on typing repetitious text. Legal documents, letters, specifications, and other types of documents often require that you type the same thing over and over. In a day's work, you may type the same address, or term, or date many times. By storing frequently used addresses in a glossary document, when you need a particular address as part of the letter you can press the GL key located next to the Return key on the keyboard, type the entry label that identifies it, and the address will appear immediately on the editing screen. Then you can continue typing the rest of your letter, and put in other glossary entries as you need them, such as a contract number or even entire standard paragraphs.

Using glossary entries, you don't need to proofread the entire document, but rather only the "new" portions. The text you store in a glossary document always remains the same. But when you need to, you can change the text in a glossary document at any time by editing it just as you would edit a text document.

## THE GLOSSARY FUNCTIONS MENU

The glossary functions menu is your primary resource for creating, editing and working with glossary documents. Some of the functions described below are similar to functions you've used with text documents.

## EDIT OLD GLOSSARY

Use this function to edit a glossary that you've already created, even one that's brand-new and doesn't have any entries in it. You can also use "Edit Old Document" on the word processing menu.

## CREATE NEW GLOSSARY

This function allows you to create the glossary document in the same manner as you create a text document. When you choose this method, the document is automatically verified when you end the editing. You can also use "Create New Document" on the word processing menu. However, if you use "Create New Document," you must verify the document using the "Verify glossary" activity on the glossary functions menu. Thereafter, when you edit the glossary, it is automatically verified.

You must give the glossary document a name. Choose a name that you'll be able to remember, like "gloss1," "gloss2," or even "specglos." A glossary document name is subject to the same naming restrictions as a text document. When you see a glossary name on the index screen, you'll see two asterisks (\*\*) before it to distinguish it from a text document.

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## VERIFY GLOSSARY

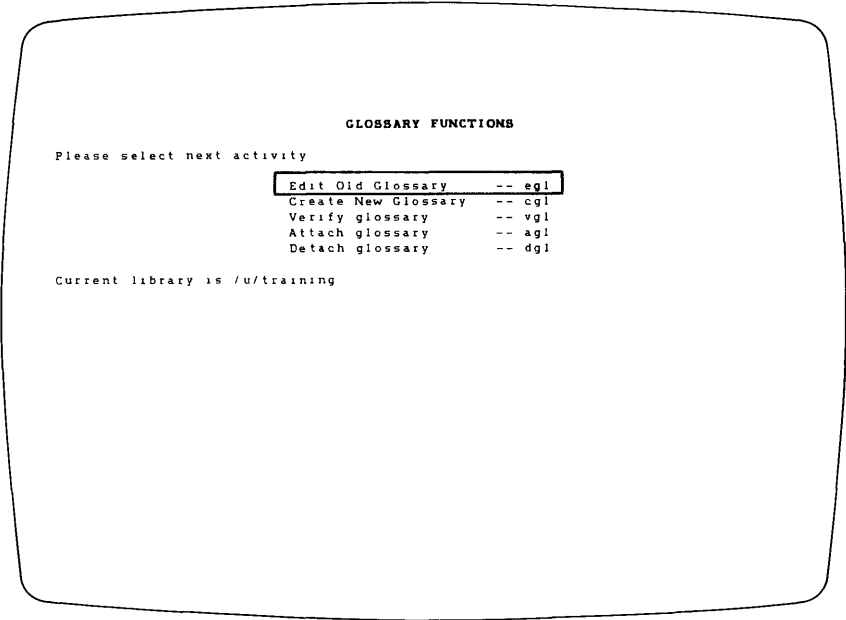
Although the verification process happens automatically when you finish editing or creating a glossary document with the glossary functions menu, you will sometimes need to use this function separately to verify a glossary document that had errors you've corrected, or to verify one that you created with "Create New Document." This process checks the glossary for errors, lets you know what they are, and prepares the glossary for successful use.

## ATTACH GLOSSARY

You use this function, explained in more detail later, to make the document available for use.

## DETACH GLOSSARY

When you detach a glossary document you remove it from use. It is still saved on the system disk. Another way to detach a glossary is to attach a new one. Anytime you attach a new one, the previous one is automatically detached and saved on the system disk.



*The glossary functions menu contains activities for working with glossary documents.*

# Creating a Glossary Document

You can create a glossary document in two ways, by using the "Create New Document" activity on the word processing menu, or by using the "Create Glossary" activity on the glossary functions menu. The difference between these two approaches is that when you create a glossary document using the "Create New Document" you must go to the glossary functions menu and verify it before you can use it the first time. Thereafter, you can edit it using "Edit Old Document" or "Edit Glossary" and in both cases the document will be verified.

To see how easy it is to create a glossary document, follow the procedure below.

Step	You Type	Screen Says	Comments
		Move back into word processing through T3 on the global menu.	
		(main menu) <input type="text" value="Edit Old Document"/>	Use "Create New Document."
1	<input type="text" value="↓"/>	<input type="text" value="Create New Document"/>	
2	<input type="text" value="EXECUTE"/>	Please enter document name <input type="text"/>	Name your glossary "traingloss."
3	traingloss <input type="text" value="EXECUTE"/>	Prototype <input type="text" value="0000"/>	Your prototype document comes into use for glossary documents also.
4	<input type="text" value="EXECUTE"/>	DOCUMENT SUMMARY	Fill in the summary with some information.
5	<input type="text" value="EXECUTE"/>		Now you have an open editing screen for creating an entry. You'll learn how to do this in the next few pages.

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# Creating Glossary Entries

Now that you have a glossary document, there are two ways to create an entry: *by example*, which you do as you create a word processing document, and *original entry*, which you do by typing directly into a glossary document. The next few pages describe in detail these two ways of creating entries for a glossary.

## A GLOSSARY ENTRY BY EXAMPLE

The quickest way to store simple, short glossary entries is to create them by example. In this way, you are performing the keystrokes in your word processing document and at the same time storing them in a glossary document for later recall. Small entries, such as words or phrases, work best for a glossary by example. Later, you can always edit, change, and add to the entries in this glossary.

You can type a maximum of 512 characters in a glossary entry by example. Since a glossary by example collects every keystroke you use, it also includes the keys you press to make corrections in the entry or move the cursor around. Unless you're very sure exactly what the entry should contain, you may quickly reach the maximum entry size.

## TYPING ORIGINAL ENTRIES IN A GLOSSARY DOCUMENT

The other way to create glossary entries is from original entries that you type directly into a glossary document. This method allows you to create more complicated entries with less effort than when creating a glossary by example.

# Creating an Original Glossary Entry

Now that you have a glossary document, you can create glossary entries in it. Even though you might not understand everything that's shown as you create an original glossary entry, type it just as you see it. You'll learn about everything soon. One key you'll be using is the brace, { and }. Before you go on to the procedure, check for its location at the bottom of the group of special symbol keys at the bottom left of the keyboard. The brace is used to enclose the contents of a glossary entry.

Step	You Type	Screen Says	Comments
		(editing screen)	Type in an entry in this new glossary document. Begin by typing an entry label.
1	entry a (2) <b>RETURN</b>	entry a ◀ [ ] = = = = =	Begin the entry with a brace, follow it with the text, and end it with another brace.
2	{ insert "word processing" return execute } <b>RETURN</b>	{ insert "word processing" return execute } ◀ [ ] = = = = =	You've now completed an entry. Leave the glossary document.
3	<b>CANCEL</b>	END OF EDIT options	Save the new glossary document with its entry. Go to the glossary functions menu to verify it.
4	<b>EXECUTE</b>	(main menu) [ Edit Old Document ]	
5	(7) ↓	[ Glossary Functions ]	
6	<b>EXECUTE</b>	GLOSSARY FUNCTIONS [ Edit Old Glossary ]	Move down to the verify option.

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Step	You Type	Screen Says	Comments
7	(2) ↓	Verify glossary	
8	EXECUTE	Please enter glossary name <input type="text"/>	
9	traingloss	EXECUTE	(Verifying)
		GLOSSARY FUNCTIONS	You'll see this message for a short time. If you typed the entry correctly, you should see the glossary functions menu again. Now go back to the main menu.
		Edit Old Glossary	
10	CANCEL	(main menu) Edit Old Document	

# Creating a Glossary Entry by Example

While creating glossary entries by example may seem easier, at first glance, than creating entries in the glossary document directly, there is a disadvantage. The text you type and the keys you press are made into an entry that you can't see at the time. To see what the entry actually looks like, or even edit it, you must use "Edit Old Document" on the word processing menu, or "Edit Glossary" on the glossary functions menu.

In the following procedure, use the entry in the glossary document you just created, and then create a glossary entry by example.

Step	You Type	Screen Says	Comments
1	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Use the document named "paragraf" to experiment with.
		Please enter document name <input type="text" value="↑raingloss"/>	
2	paragraf <input type="button" value="RETURN"/>	DOCUMENT SUMMARY	Now move the cursor down to the end of the document.
3	<input type="button" value="EXECUTE"/>	<input type="text" value="W"/> ord processing	
4	<input type="button" value="GO TO PAGE"/>	Which page?	
5	e	Copying between ◀ ◀ <input type="text" value="= = = = ="/>	Begin the entry by pressing the Mode key.
6	<input type="button" value="MODE"/>	What mode?	Now press the GL key.
7	<input type="button" value="GL"/>	Glossary entry	Notice that a "Glossary entry" message is blinking at the bottom of the screen. Use the Insert key first.

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Step	You Type	Screen Says	Comments
8	<input type="button" value="INSERT"/>	Insert what?	Now type the entry text.
9	<input type="button" value="RETURN"/> This is a glossary entry. <input type="button" value="RETURN"/> <input type="button" value="EXECUTE"/>	◀ text from one ◀ This is a glossary entry.◀ [ ] = = = = =	End the entry with the Mode and GI keys.
10	<input type="button" value="MODE"/>	What mode?	
11	<input type="button" value="GL"/>	Which entry?	Now give the entry a one-character name.
12	b <input type="button" value="EXECUTE"/>	This is a glossary [ ] = = = = =	Now use the entry.
13	<input type="button" value="GL"/>	Which entry?	
14	b	This is a glossary entry◀ ◀ This is a glossary entry◀ [ ] = = = = =	The entry text is inserted in the document beneath the original. Now leave the document.
15	<input type="button" value="CANCEL"/>	END OF EDIT options	Remove the changes. The entry will still be saved in the glossary document.
16	<input type="button" value="DELETE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Now edit the glossary document
17	<input type="button" value="EXECUTE"/>	Please enter document name [p]aragraf	The glossary document is named "traingloss."
18	traingloss <input type="button" value="EXECUTE"/>	GLOSSARY SUMMARY	Since you verified the document to make it a glossary the summary screen, changes to "glossary summary." Look at entry "b."

Step	You Type	Screen Says	Comments
19	EXECUTE	entry b { insert return "This is a glossary entry." return execute }	Notice how the names of the keys you pressed have been converted into words. Now leave the document.
20	CANCEL	END OF EDIT options	Even when you delete the changes the verification process occurs.
21	DELETE	(Verifying)  (main menu) Edit Old Document	

# Glossary Syntax

Now that you've seen several entries in a glossary document, you're ready to learn the details of creating them. Entries must follow certain guidelines, called *syntax*, to work properly. Syntax describes how you must label an entry, define the entry with braces, use keywords and strings, and add comments for clarification. In addition, you'll find writing glossary entries easier if you know how page breaks and format lines affect entries.

## ENTRY LABELS

Just as each document needs a name, every glossary entry must have a label so that you can identify it when you use it. The requirements for a label are:

- A label must start with the word "entry," followed by a one-character code. For example, in "traingloss" you created two entries, and their labels were "entry a" and "entry b."
- Entry codes may be only one character in length. You can use any character on the keyboard including letters, numbers, and symbols in both lower and uppercase and the Space Bar. So, the maximum number of entries in a glossary document is 95. To have more entries available, you must put them in other glossary documents.
- Two entries in the same glossary document can't have the same label.

## DEFINING THE ENTRY WITH BRACES

You must use braces, { and }, to define the start and end of an entry after the entry label. Using "entry a" as an example, you can see that braces define the text to be inserted and the keyword functions associated with the entry.

entry a

```
{ insert "word processing" return execute }
```

## ADDING COMMENT LINES

Comment lines are descriptive remarks about a glossary entry. They can be very helpful to others who use your entries. Comments explain the flow of what you want the entry to do, give instructions for use, or describe the entry. Comments don't affect how the entry works, and you can write them in at any point in the entry after the brace that begins the entry. A comment line begins with a `/*` and ends with a `*/`. Adding comments to an entry makes it look like this:

entry a

```
{ /*this is a sample entry*/  
insert "word processing" return execute }
```



# Keywords

The glossary syntax describes how you structure the entry which is inside the braces. The entry consists of *keywords* and *strings*. Keywords are described below, and strings are described in the following pages.

Keywords are names that represent the formatting, editing, and cursor movement keys on the keyboard, such as Return, Tab, Search, Copy, Delete, and Insert. When you use an entry that contains keywords, the functions they perform are activated. For example, if you use the keyword insert followed by some text and then the keywords return and execute, the text will be inserted when you use the entry. In the previous pages, that is what happened when you used entry b.

There are four groups of keywords that define keys on the keyboard. Here are the groups with some examples. Refer to the keyword list in this section for the full list.

- **Formatting.** Keywords such as tab, indent, decimaltab, and return change the format of document text. On the editing screen they appear as screen symbols such as ◀ for a Return, or ▶ for a Tab.
- **Editing.** Keywords such as format, search, copy, and move cause a function to occur as you work on your text document. Editing keywords do not produce any screen symbols.
- **Cursor movement.** Keywords such as left, north, east and prevscrn make the cursor move over the text to a specific location without changing the text or format.
- **Other.** Keywords such as cancel, delete, and space compose a group of additional functions you can add to glossaries.

When you write a glossary entry, you must spell out the keywords so that word processing will recognize them as instructions. For example, if you want the cursor to move down one line when the entry is recalled, you must spell out the keyword "down" or "south" or "return" as an instruction. If you want to activate a function more than once, you can follow a keyword with a number in parentheses that defines how many times you want that key activated. For example, to have four returns in a row as part of an entry, you could either type out the keyword return four times or, more easily, type *return(4)*.

The sequence of events you describe with keywords determines how the glossary entry works. Therefore, it's very important that you understand how all the keys work. For example, if you want a glossary entry to insert the words "The Fortune Systems 32:16" in your word processing document, you must know what happens during the insert function when you're creating or editing text. You would see the message "Insert what?", type the words and/or formatting characters to be inserted, and press the Execute key to indicate that you have completed the insert. You must follow this same sequence when you write out an insert instruction in a glossary entry. If you leave out the "execute" that completes the insert and try to use the entry, it won't work the way you expected.

For a better idea of how this works, use the procedure below to create and use an entry that consists only of keywords.








Step	You Type	Screen Says	Comments
1	<b>EXECUTE</b>	(main menu) <b>Edit Old Document</b>	Edit the glossary document traingloss.
		Please enter document name p aragraf	
2	traingloss <b>EXECUTE</b>	GLOSSARY SUMMARY	Move down to the end of the document to add a new entry.
3	<b>EXECUTE</b>	e ntry a	
4	<b>GO TO PAGE</b>	Which page?	
5	e	insert return } ◀ = = = = =	Now add entry "c."
6	entry c (2) <b>RETURN</b>  { insert return(4) tab(2) return execute } <b>RETURN</b>	entry c ◀ ◀ { insert return(4) tab(2) return execute }◀ = = = = =	Now leave the glossary document and go to the training document to try out the entry.
7	<b>CANCEL</b>	END OF EDIT options	

Step	You Type	Screen Says	Comments
8	EXECUTE	(Verifying) (main menu) Edit Old Document	
9	EXECUTE	Please enter document name p aragraf	Go back to the document named "paragraf."
10	paragraf EXECUTE	DOCUMENT SUMMARY	
11	EXECUTE	W ord processing	Try out the entry here.
12	GL	Which entry?	
13	c	◀ ◀ ◀ ▶ ▶◀	This is an example of what you can do with just keywords in an entry. Now leave the document.
14	CANCEL	END OF EDIT options	Remove the changes.
15	DELETE	(main menu) Edit Old Document	

# Keyword List

You may want to pause a few minutes and familiarize yourself with the list of keywords below, or go on to finish this part and come back to the list when you're creating your own entries. Locate the keys they represent on the keyboard. Depending upon how you use glossary documents, you'll probably use some keywords more often than others.

## FORMATTING KEYWORDS

Keyword	Results
center	A screen symbol for center,  , appears on the screen. The text after it is centered.
decimaltab	The decimal tab screen symbol,  , appears in the next available tab stop. Numbers that follow are aligned on the decimal points. Note that the keyword is two words that are combined into one without a space in between.
indent	The screen symbol for an indent,  , appears on the editing screen under the next tab stop in the format line. The text after it is indented.
return	The screen symbol for a return,  , appears on the screen, and the cursor goes down one line.
subscript	The subscript screen symbol,  , appears on the screen.
superscript	A superscript screen symbol,  , appears on the screen.
tab	The tab screen symbol,  , appears on the screen under the next tab stop in the format line.

## EDITING KEYWORDS

<b>Keyword</b>	<b>Results</b>
command	The command function starts and the screen message, "Which command?" appears on the screen.
copy COPY	The copy text function starts and the screen message "Copy what?" appears on the screen. To copy text between documents, use the keyword in uppercase, COPY.
format	The cursor moves back to the first available format line and the screen message "Change format?" appears. Used with the insert keyword, this creates an alternate format line.
merge MERGE	The screen symbol for merge, <, appears on the screen. To produce the other half of the merge symbol, >, use MERGE.
mode	The mode function starts and the screen message "What mode?" appears on the screen. This must be followed by a letter indicating the mode to be used, such as mode "b" for boldface.
move MOVE	The move text function starts and the screen message "Move what?" appears. To use the function that moves text between documents, use the MOVE keyword. MOVE is equivalent to using Shift and Move.
note	The screen symbol for a note, !!, appears. Used alone and followed by text, this creates a note. When used with the command keyword and a number, such as command note"1", this creates a bookmark. To locate a bookmark, use goto note and the bookmark number.
page PAGE	When used with the insert and execute keywords, as in insert page execute, this adds an optional page break. To add a required page break use the keywords insert PAGE. To change the text length use the keywords command page.
replace REPLACE	The replace function starts, and the screen message "Replace what?" appears. The REPLACE keyword, equivalent to using Shift and Replace, starts the global search and replace function.
search SEARCH	The search function starts and the screen message "Search for what?" appears. The SEARCH keyword, equivalent to using Shift and Search, starts the search from the beginning and the keywords command search start a search backward.

## CURSOR MOVEMENT KEYWORDS

<b>Keyword</b>	<b>Results</b>
backspace	The cursor moves back one space.
down	The cursor moves down one line. You can use the keyword south instead.
east	The cursor moves to the right one position. You can use the keyword right instead.
goto	The cursor moves to a location as in goto "1", or goto "e", or to another location when followed by another cursor movement keyword, such as goto nextscrn.
left	The cursor moves to the left one position. You can use the west keyword instead.
nextscrn	The cursor moves to the next screenfull. When used with the goto keyword, as in goto nextscrn, the cursor moves to the top of the next page.
north	The cursor moves up one line. You can use the up keyword instead.
prevscrn	The cursor moves to the previous screenfull. When used with the goto keyword, as in goto prevscrn, the cursor moves to the top of the previous page.
right	The cursor moves one position to the right. You can use the east keyword instead.
south	The cursor moves down one line. You can use the down keyword instead.
up	The cursor moves up one line. You can use the north keyword instead.
west	The cursor moves to the left one space. You can use the left keyword instead.

## OTHER KEYWORDS

<b>Keyword</b>	<b>Results</b>
cancel	Cancels whatever function keyword precedes it.
delete	The delete function begins and the screen message "Delete what?" appears.
execute	This keyword executes another function keyword like insert.
insert	The insert function begins, and the screen message "Insert what?" appears.
quote	You use this keyword within a string to encompass quoted words or phrases with quotation marks.
space	The keyword places one space at the cursor location. Although spaces are not identified with a screen symbol, the system considers them as characters. This keyword need not be used between words in a quoted string. However, it is very useful in defining the movement of the space bar, for example, in changing a format line.

# Strings

Besides using keywords to activate functions, you can also have text in a glossary entry. You've already seen text in entries "a" and "b" that you created in the glossary document. Text, like a paragraph or word or phrase, is the foundation for entries. To differentiate between text and the words that represent keywords, you enclose the text in quotes. This is called a *string*. Since a string can be of any length in an original glossary entry, there are several definitions for it:

- One character such as any single number, letter or symbol that may be printed can be a string.

Examples: "a" "B" "1" "\$" "%"

- One word or number can be a string.

Examples: "Fortune" "32:16"

- A space or spaces can be a string. If you want to have blank space or spaces as part of the entry, enclose them in quotes. In the following example, four spaces compose the string.

Example: " "

Because "space" is also a keyword, you can use the keyword to have four blank spaces as part of the entry by following the keyword with a number for the number of times you want it used, for example, "space(4)." This alternative is also true for the keywords "tab," "return," and "indent."

- Words or numbers separated by spaces can compose a string.

Example: "Fortune Systems manufactures the Fortune 32:16."

You can think of the entire sentence above as one string because you enclosed it in quotes.





# Using Keywords With Strings

You'll often want to use keywords with a string to instruct the system to tab, return, search or perform other formatting and editing functions with the text. You can include keywords in an entry with strings in two ways: by using quotation marks before and after the keywords, or by using abbreviations for keywords within the string. If you use quotation marks around the keywords, you can use either whole or abbreviated names for them. If you want to include keywords within the string, you may only use the abbreviated names.

## USING WHOLE KEYWORDS IN STRINGS

To use whole keywords within strings, you must enclose the string with quotation marks, type the keyword, and open up the string again with quotation marks. If you have a long or complex entry it's easy to get confused about what text is a string and what text is keywords. Here's another example showing whole keywords within a string.

```
entry b
```

```
{ insert center "The Fortune Systems 32:16" return center "is a  
multiuser, multitasking microcomputer." return execute }
```

This example inserts and centers the two strings and ends both lines with a Return. Look at it carefully or you may have difficulty seeing exactly what's going on. Also, it's very easy with these kinds of entries to forget to enclose the string in quotes and leave the keywords outside. So, you can easily put errors in your entry.

## USING ABBREVIATIONS

To avoid problems with keywords in strings, use abbreviations for keywords whenever you can. You'll find it easier to have the keyword abbreviations enclosed in the string rather than figuring out the combinations of quotes before and after the keywords. The abbreviation method of showing key-

words uses a character for the keyword preceded by a backslash, \. The abbreviation \r, for example, is the same as the keyword "return." Here's a revision of the example above using keyword abbreviations within a string.

entry b

```
{ insert "\c The Fortune Systems 32:16 \r\c is a
  multiuser, multitasking microcomputer. \r" execute }
```

Once you become accustomed to the abbreviation method you'll probably find that your glossary entries are much easier to construct and review. Here are the keyword abbreviations you can use divided into the same categories as the keyword list, with their equivalent keyword or string. Note that not all keywords have abbreviations.

## FORMATTING ABBREVIATIONS

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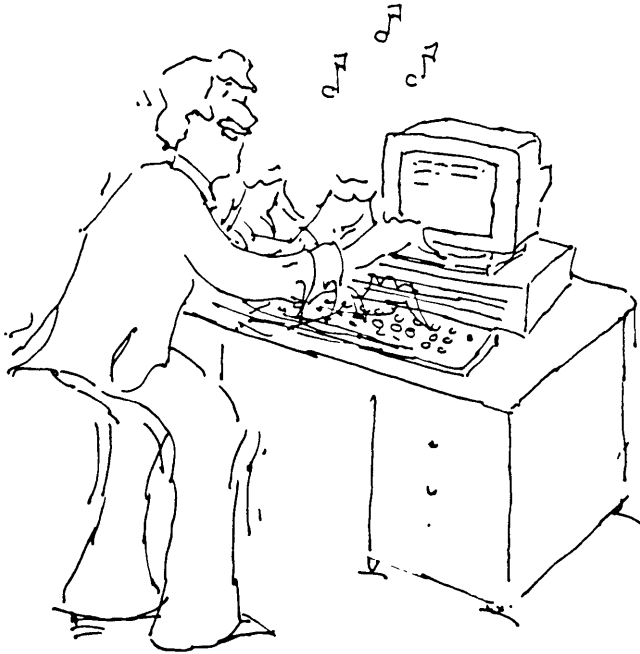
Abbreviation	Function	Keyword or String Equivalent
\c	center	center
\.	decimal tab	decimaltab
\i	indent	indent
\r	return	return
\S	subscript	subscript
\s	superscript	superscript
\t	tab	tab
\U	underline on	mode "_"
\u	underline off	mode " _"
\D	double underline on	mode "=="
\d	double underline off	mode "= "
\B	bold on	mode "b"
\b	bold off	mode "b"
\O	overstrike on	mode "'"
\o	overstrike off	mode "'"

## EDITING ABBREVIATIONS

<b>Abbreviation</b>	<b>Function</b>	<b>Keyword or String Equivalent</b>
\\	backslash	"\"
\q	double quote (")	quote
\g	optional page break	page
\G	required page break	PAGE
\<	merge on	merge
\>	merge off	MERGE
\n	note	note
\(space)	required space	command space
\-	required hyphen	command hyphen

## 32 Verifying, Troubleshooting, Attaching and Detaching

Once you have created a glossary document and written entries, you must complete the process by verifying it, correcting errors, and attaching or detaching it. Depending upon the complexity of your glossary entry and your experience creating them, you may have errors. Don't worry. That's part of the process of learning about and experimenting with glossaries.



# Verification

The purpose of *verification* is to check the glossary entries for correct syntax and keyword usage. This process also checks to be sure that all entries have a label and are defined by braces. If the verification is successful, which it most often is, your glossary is automatically attached and you'll be returned to the glossary functions menu. Then you can go ahead and use your entry in a document.

If verification is not successful, you'll see a new screen that shows you the number of errors detected and the key you can press to continue, either Return or Delete. The uses of these two keys is explained below.

## Key You Press

## Use

**RETURN**

Returns you to the editing screen. Press the Go To Page key and type the letter *w* to move to the workpage where the errors are listed.

**DELETE**

Returns you to the glossary functions menu and ignores the errors for now. Remember that a glossary document with unverified entries may give you results you don't want.

The best way to see what an error listing looks like is to try it. Use the procedure chart below to create a new entry with an error.

Step	You Type	Screen Says	Comments
1	<b>EXECUTE</b>	(main menu) <b>Edit Old Document</b> Please enter document name <b>p</b> aragraf	
2	trainingloss <b>EXECUTE</b>	DOCUMENT SUMMARY	
3	<b>EXECUTE</b>	<b>e</b> ntry a◀	Go to the end of the glossary document.
4	<b>GO TO PAGE</b>	Which page?	

Step	You Type	Screen Says	Comments
5	e	{ insert return = = = = = = = =	Add a new entry. Be sure to misspell the keyword "return" to make an error.
6	(2) RETURN entry d (2) RETURN { insert rturn execute } RETURN	entry d ◀ ◀ { insert rturn execute } ◀ = = = = = = = =	Now end the editing to use the verification process.
7	CANCEL	END OF EDIT options	
8	EXECUTE	No. of errors detected: 1 Verification error options	The verification process has found the error you put in the entry.

**8**

# Troubleshooting Errors and Reverting

Recognizing entry errors and correcting them is the process of *troubleshooting*. Common errors include leaving out an entry label, forgetting the braces, leaving out a keyword, or misspelling a keyword. Make the corrections you need. Then, reverify the document by pressing the Cancel key again.

The workpage shows the date and time that the verification was done and a list, by both line and page, of the error or errors found throughout the glossary document. Below is a sample Page W, displaying errors found in a glossary entry. Notice that it does not tell you in which entry the problem occurred. When you go back to the glossary document page, watch the line and position counters in the status line. Move the cursor through the document to the line and position specified to locate the error in an entry.

```
*****  
Fri Jan 28, 1983 at 10:45  
*****
```

```
page 1 , line 10 : syntax error  
page 3 , line 40 : syntax error
```

## REVERIFYING

When you reverify the document after correcting the errors, any new errors detected will be added to those already stored on the workpage. Once you have corrected all the errors, you can remove the old information from the workpage using the Delete key.

Use the procedure chart below to get a better idea of how to use information on the workpage.

Step	You Type	Screen Says	Comments
		No. of errors detected: 1 Verification error options	Press the Return key to go back to the document and look at the errors listed on the workpage.

Step	You Type	Screen Says	Comments
1	<input type="button" value="RETURN"/>	<input type="text" value="e"/> ntry a◀	
2	<input type="button" value="GO TO PAGE"/>	Which page?	
3	w	page 1, line 17: syntax error◀	Go back to the document.
4	<input type="button" value="GO TO PAGE"/>	Which page?	
5	b	<input type="text" value="e"/> ntry a◀	
6	(16)↓	{ insert rturn execute }	
7	(9)→	r <input type="text" value="t"/> urn	Here's the error you put in. Now correct it.
8	<input type="button" value="INSERT"/>	Insert what?	
9	<input type="button" value="EXECUTE"/>	{ insert re <input type="text" value="t"/> urn execute }	Leave the document and reverify it.
10	<input type="button" value="CANCEL"/>	END OF EDIT options	
11	<input type="button" value="EXECUTE"/>	(Verifying)  (main menu) <input type="button" value="Edit Old Document"/>	This time the verification was successful.

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## PRINTING THE GLOSSARY DOCUMENT

You can make troubleshooting multiple errors easier by printing the glossary document and its entries. Just use the "Print Document" selection on the main menu and print it as you would any other document. If you can't locate your error, printing the glossary and looking at it in detail may help you find it. You can't print the workpage as a page by itself. So, you must copy it onto a page in the glossary document and then print it. During the verification process, text on this "new" page will be identified as an error. Ignore that by pressing the Delete key, and go on and print the document.



## **OBSCURE ERRORS**

You may occasionally find that you can't resolve your errors. The problem may be that you misinterpreted how to use one of the keywords. Check the keyword list again. If the glossary still doesn't pass the verification process and you can't determine what's wrong, try writing out the entry again or making a flow chart of it to determine the problem. You may also want to mark the strings with a highlighting pen and see that each is enclosed in quotation marks.

# Attaching and Detaching a Glossary Document

The glossary document is automatically *attached* after it has been successfully verified. Attaching means the glossary information is available for your use. Then you can use the glossary document in any document you choose. If you have a multiuser Fortune system, you must attach the glossary document to the workstation you are using. When you detach a glossary, it is no longer available for use.

## ATTACHING A GLOSSARY

You can have only one glossary attached at a time. Since your glossary is automatically attached after you edit and verify it, you won't need to attach it during this process. However, there are other times when you'll need to use the attach function, for example, when you want to attach a glossary other than the one you're using, or when you want to use a shortcut code to do so while working on a menu. You can create a glossary document and entries in any library and use it in any other library to which you have access.

Three ways are available to attach a glossary document: by using the glossary functions menu, by attaching it while you're editing a document, and by using a shortcut code.

- ***The glossary functions menu.*** Use the glossary functions menu to attach a glossary when you want a different glossary. When you attach a new glossary, the old one is detached automatically so that you don't have to detach it first.
- ***While you're editing.*** Press the Command key and then the GL key while you're editing a document. Type in the glossary name and press the Execute key. When you attach a new glossary in this way, any other glossary that was attached is automatically detached.
- ***Using the shortcut code.*** Use the shortcut code when you are on any menu screen. Press the Command key and type the "agl" shortcut code.

## DETACHING A GLOSSARY DOCUMENT

Even though you can detach a glossary by attaching a different one in its place, the "Detach Glossary" function is still useful. If you don't want to use a glossary document any more and it is one that performs some sophisticated functions like printing a long document automatically, you'll save yourself from using this glossary by mistake when you don't want to by being sure to detach it. As an alternative, you can use a shortcut code on any menu to detach the glossary. Press the Command key and type in the "dgl" shortcut code.

## 33 Glossary Document Examples

Many applications of glossary documents are possible for your business. You're limited only by your imagination and available time. To get you started, this chapter contains four examples of glossary documents which you may find useful. Each example is described, and a procedure chart is given for each example except the last one. In this case, a thorough description and glossary entry text are shown for your use. You can modify all of these examples for your own use.



# Keyword List for Creating Glossary Documents

Writing keywords in a glossary entry is a tedious process, and you must be careful to spell the keywords correctly to avoid problems with verification. One of the uses of a glossary document is to use it in writing other glossary documents. You'll probably want to print this glossary document so that you can keep it beside you as you create new glossary entries.

In the procedure chart below, you'll create a new entry in the glossary document named "traingloss" with some keyword entries. Then you'll use this entry to create entries in a new glossary document. Because you're creating a long entry, the text is shown in the "Screen Says" column instead of the "You Type" column.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	
2	EXECUTE	Please enter document name traingloss	
3	EXECUTE	entry a	Move to the end of the glossary.
4	GO TO PAGE	Which page?	
5	e	{ insert return = = = = =	
6		entry e {"insert"} entry f {"return"} entry g {"execute"} = = = = =	You'll probably use these keywords frequently in glossary documents. Now leave the document and verify your entries.

Step	You Type	Screen Says	Comments
7	<input type="button" value="CANCEL"/>	END OF EDIT options	
8	<input type="button" value="EXECUTE"/>	(Verifying)  (main menu) <input type="button" value="Edit Old Document"/>	Now you'll create a new glossary document and use your new entries to add the keywords.
9	g	<input type="button" value="Glossary Functions"/>	
10	<input type="button" value="EXECUTE"/>	GLOSSARY FUNCTIONS <input type="button" value="Edit Old Glossary"/>	
11	<input type="button" value="↓"/>	<input type="button" value="Create New Glossary"/>	
12	<input type="button" value="EXECUTE"/>	Please enter document name <input type="checkbox"/>	
13	glosstest <input type="button" value="EXECUTE"/>	Prototype <input type="text" value="0"/> 000	
14	<input type="button" value="EXECUTE"/>	GLOSSARY SUMMARY	Go past this screen.
15	<input type="button" value="EXECUTE"/>	<input type="text" value="="/> = = = = =	Now start writing an entry.
16	entry a (2) <input type="button" value="RETURN"/> { <input type="button" value="RETURN"/>	entry a ◀ ◀ { ◀ <input type="text" value="="/> = = = = =	Use a keyword glossary entry.
17	<input type="button" value="GL"/>	Which entry?	
18	e <input type="button" value="SPACE BAR"/>	entry a ◀ ◀ {insert <input type="checkbox"/>	The keyword is added to the glossary. Try another one.
19	<input type="button" value="GL"/>	Which entry?	
20	g <input type="button" value="SPACE BAR"/>	entry a ◀ ◀ {insert execute <input type="checkbox"/>	Complete the entry and leave the document.

Step	You Type	Screen Says	Comments	
21	}	RETURN	entry a ◀ { insert execute }◀ [ ] = = = = =	
22		CANCEL	END OF EDIT options	
23		EXECUTE	(Verifying)  GLOSSARY FUNCTIONS Edit Old Glossary	

# Global Heading and Footing

If you frequently use the same headings and footings, you can use a glossary document to prevent typing the same text repeatedly. With the Goto keyword, you can create glossary entries to move from the document to the heading and footing pages, create the heading and footing for you, and return to the first page of the document.

In the procedure chart below you'll create a heading and footing entry. Follow the "Screen Says" column exactly to enter the correct text.

Step	You Type	Screen Says	Comments
1	EXECUTE	GLOSSARY FUNCTIONS Edit Old Glossary	Add the heading and footing entries to this glossary.
		Please enter glossary name g]losstest	
2	EXECUTE	GLOSSARY SUMMARY	Go to the end of the document to add these two entries.
3	EXECUTE	e]ntry a◀	
4	GO TO PAGE	Which page?	
5	↓	{insert execute} [ = = = = = = = =	Start the entry for the heading here.
6	(2) RETURN	◀ ◀ [ = = = = = = = =	
7		entry h◀ ◀ { goto "h" return "Department Report" return goto "1" execute } ◀	Now type the entry for the footing.

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Step	You Type	Screen Says	Comments
8		entry f◀ ◀ { goto "f" center "Page #" return goto "1" execute }◀ [ = ] = = = = =	Verify the entries and try them in a document
9	[ CANCEL ]	END OF EDIT options	
10	[ EXECUTE ]	GLOSSARY FUNCTIONS [ Edit Old Glossary ]	
11	[ CANCEL ]	(main menu) [ Edit Old Document ]	
12	[ EXECUTE ]	Please enter document name [ p ] aragraf	Use the short document named "paragraf."
13	paragraf [ EXECUTE ]	DOCUMENT SUMMARY	
14	[ EXECUTE ]	[ W ] ord processing	Watch very closely as you use these two entries because they happen so quickly.
15	[ GL ]	Which entry?	
16	h	[ W ] ord processing	Now put in the footing.
17	[ GL ]	Which entry?	
18	f	[ W ] ord processing	Go to the heading and see what happened.
19	[ GO TO PAGE ]	Which page?	
20	h	◀ Department Report◀	Leave the document and remove the changes.

Step	You Type	Screen Says	Comments
21	<input data-bbox="335 159 462 191" type="button" value="CANCEL"/>	END OF EDIT options	
22	<input data-bbox="345 240 462 272" type="button" value="DELETE"/>	(main menu) <input data-bbox="508 267 715 300" type="button" value="Edit Old Document"/>	



# A Form Letter

A way to eliminate the tedium of typing form letters is to create a glossary document with two entries, one for the date, and one for the text. Use the date entry first, type in the person's name and address, salutation, and follow this with the text entry. If you write many form letters, you may want to keep them all in one glossary document following the date entry. At the beginning of each day, edit the date entry so that you can use it all through the day.

Step	You Type	Screen Says	Comments
1	EXECUTE	(main menu) Edit Old Document	Use the glossary document named "glosstest."
2	glosstest EXECUTE	Please enter document name p aragraf	
3	EXECUTE	GLOSSARY SUMMARY e ntry a ◀	Go to the end of the glossary to add the new entries.
4	GO TO PAGE	Which page?	
5	↓	◀ = = = = =	Type the entries as shown below.
6	entry d ◀ ◀ { "May 12, 1983" return } ◀ ◀ ◀ entry l ◀ ◀ { tab "We appreciate your interest in Williams Research. Our unique consumer products are quickly gaining recognition as the finest of their kind. Enclosed you will find a copy of our latest catalog." return tab "Thank you for inquiring about Williams Research." return(3) "Sincerely," return(5) "Warren Jones" return "Sales Manager" return } ◀		

Step	You Type	Screen Says	Comments
7	<input type="button" value="CANCEL"/>	END OF EDIT options	Save the new entries.
8	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	Now create a new document to try this entry.
9	<input type="button" value="↓"/>	<input type="button" value="Create New Document"/>	
10	<input type="button" value="EXECUTE"/>	Please enter document name <input type="text"/>	
11	memo <input type="button" value="EXECUTE"/>	DOCUMENT SUMMARY	Don't bother to fill in anything.
12	<input type="button" value="EXECUTE"/>		Now use the first entry.
13	<input type="button" value="GL"/>	Which entry?	
14	d	May 12, 1983◀ ◀ ◀ <input type="text"/> = = = = =	You can type in a person's name and address and a salutation if you wish before you use the next entry.
15	<input type="button" value="GL"/>	Which entry?	
16	1	Sales Manager◀ <input type="text"/> = = = = =	The entire text of the letter is added to your document. Now leave the document
17	<input type="button" value="CANCEL"/>	END OF EDIT options	
18	<input type="button" value="EXECUTE"/>	(main menu) <input type="button" value="Edit Old Document"/>	

**8**

# Creating a Table or Chart

If you often use word processing to create chart and table formats to fill in, you know how tedious this can be. However, if you create a glossary entry for the chart or table you'll save a lot of time.

Most charts and tables are a combination of column or row heading lines and underlines, or vertical bars for the outlines. To construct this type of glossary you need to take a different approach. Begin by constructing the table on your editing screen as you normally do. Count the number of times you press each key, and write it down using keywords. Then use this information to write the entry. Be sure to go to a document and test the entry after you've verified it. Don't be surprised if you need to go back to the entry and make additional corrections.

In the procedure chart that follows you'll create a small table similar to this one.

Name	Title	Status

In addition, you'll use the cursor movement keywords to position the cursor at the first position in the chart ready for you to begin typing. You'll use a special character, `!`, to create the vertical lines. However, be sure to check your print wheel and see if this character is on it. You may want to use the exclamation point instead.

Step	You Type	Screen Says	Comments
		(main menu) Edit Old Document	
1	EXECUTE	Please enter document name memo	Edit the glossary document named "traingloss" instead.
2	traingloss EXECUTE	GLOSSARY SUMMARY	
3	EXECUTE	entry a	
4	GO TO PAGE	Which page?	
5	e	entry g { "execute" } =====	Type in the entry text just as you see it below. Use the Copy key to help you repeat some of the lines. When you've finished leave the document and save the changes. If you have verification errors, go back and correct them.
6	← ← entry t ← { tab mode "_" space(51) return tab "!" space(6) "Name" space(7) "!" space(5) "Title" space(5) "!" space(4) "Status" space(5) "!" mode "_" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab "!" space(17) "!" space(15) "!" space(15) "!" return tab mode "_" "!" space(17) "!" space(15) "!" space(15) "!" mode "_" return north(10) east (3) }		

Step	You Type	Screen Says	Comments
7	CANCEL	END OF EDIT options	
8	EXECUTE	(Verifying)  (main menu) Edit Old Document	
9	CANCEL	OPERATOR TRAINING	
10	CANCEL	FORTUNE SYSTEMS GLOBAL MENU	

# *Appendix A: Word Processing Terms*

## **Activity**

A choice on a menu.

## **Alternate Format Line**

An additional format line within a document besides the first one.

## **Alternating Heading or Footing**

A heading or footing with two parts: one that prints on odd-numbered pages, and one that prints on even-numbered pages.

## **Archive Disk**

A flexible disk used only for storing documents.

## **Author**

The person who composes a document.

## **Boldface**

A printing feature that creates results resembling boldface type so that the lines of the printed characters stand out as thicker and heavier.

## **Bookmark**

An electronic position marker in a document.

## **Brighten**

To display text with a more brilliant light on the editing screen than is usual.

## **Character**

A single letter, number, symbol or space in the text.

## **Comments**

A line on the document summary screen that allows space for typing a document description.



**Continuous Paper**

Paper that has the top of one sheet attached to another along the bottom and is perforated at regular intervals so that you can tear it into single sheets.

**Copy Key**

A function key used to duplicate text in a document or copy text from one document to another.

**Creation Library**

The library where all newly created documents will be filed, until you change it. The creation and current libraries are the same.

**Current Library**

The library that you're working in.

**Decimal Tab Key**

A key used to line up numbers vertically on their decimal points.

**Destination Document**

The document you create when you copy a document on the system disk, or copy or file it onto an archive disk.

**Disk Name**

An identifying name of 32 characters or less assigned to an archive disk.

**Document**

A generic name for word processing text that can be a memo, report, letter, or anything you can type in and print.

**Document Name**

An identifier for a document that can be up to 11 characters long.

**Document Summary**

A screen where you store information and statistics about a document.

**Document Title**

A 32-character field on the document summary screen you use to give a descriptive title to a document.

**Editing**

The process of making textual changes to a document.

**Editing Screen**

The screen where all text editing is done.

**Error Messages**

Screen messages that alert you to a problem or to a function that word processing doesn't allow. All word processing error messages are listed in Part 3 of the *Reference Guide*.

**Flexible Disk**

A magnetically coded plastic disk enclosed in a packet and used for storing applications or for archiving documents.

**Footing**

Text printed at the bottom of a page and is used to describe the text or to print page numbers.

**Format Disk**

An activity on the filing menu used to prepare a flexible disk for archiving.

**Format Line**

A line near the top of the editing screen that shows the format's particular number and the line spacing, line length, and tab stop settings that you are using to work with the text below it.

**Format Line Number**

The number assigned to each succeeding new format line in a document.

**Function Key**

Key that performs a word processing activity, unlike the character keys on the central keyboard.

**Generated Hyphen**

The hyphen created by the hyphenation process.

**Global Search and Replace**

The process of locating and removing many pieces of text in a document while substituting new pieces of text.

**Glossary Document**

A document created with the glossary functions menu and containing entries with keywords and text for later use.

**Glossary Entry**

A group of strings and/or keywords that are a unit within a glossary document.

**Heading**

Text that is printed at the top of a page and usually includes identifying information or page numbers.

**Help Key**

A function key used on menus or on the editing screen to get on-screen assistance.

**Horizontal Scroll**

The process of scrolling across a document. It allows you to shift what is on the screen to view documents wider than 80 characters.

**Horizontal Scroll Setting**

A setting that determines how many characters across the screen it is that the screen shifts during a horizontal scroll.

**Hot Zone Length**

A specified number of character positions from zero to 99, that are before the right margin and are used by the hyphenation function to determine when and where it should hyphenate a word.

**Hyphenation**

An activity on the advanced functions menu that uses hyphens to break words between lines of text throughout a document.

**Indent Key**

A key used to create text that starts and wraps back to a position to the right of the left margin.

**Index**

A listing of documents.

**Keystroke**

Each press of a key. Also, the category listed on document summary that shows the number of keystrokes used to create or revise each document.

**Keyword**

A name given to a keyboard function key to use in glossary entries.

**Library**

A list of documents.

**Line Length**

A setting on the format line on the editing screen that determines how many characters you can type in a line.

**Line Spacing**

The distance between printed lines.

**Lines Per Inch**

A setting on the print menu that determines the number of lines to be printed in one inch vertically down the page.

**Margins**

The open space left at the top, bottom, right, and left of printed text on a page.

**Menu**

A screen that shows you a group of activities you can choose from.

**Mode Key**

A key used to initiate word processing functions.

**Move Key**

A key used to take text from one area in a document and place it somewhere else in the same document or in another document.

**Note Key**

A key used to add bookmarks and comments to a document.

**Numeric Keypad**

A special grouping of numbers and punctuation keys that duplicates a calculator keypad for your convenience in typing numbers.

**Operator**

The person who types a document.

**Optional Page Break**

A row of dashes used to indicate the end of a page.

**Overstrike**

A printing function used to print slashes over characters.

**Page Break**

A row of dashes or equal signs that divide the text into pages.

**Pagination**

An activity on the advanced functions menu that removes optional page breaks and allows you to place them in a different place.

**Paper Length**

The number of lines that can be printed on one piece of paper.

**Pathname**

The complete location of a document including the library and sublibrary names.

**Pitch**

A setting on the print menu that determines how many characters the printer will print in one inch across the paper.

**Position Marker**

A + on the format line that mirrors horizontal cursor movement in the text across the screen.

**Print Queue**

A listing of print jobs and their status.

**Print Wheel Number**

A setting on the print menu used to assign a number to each print wheel used on a printer.

**Printer Number**

A setting on the print menu used to assign a number to each printer connected to a Fortune system.

**Prototype Document**

A document used to predetermine settings on the editing screen and print menu.

**Regular Hyphen**

A hyphen you add during editing and that the hyphenation function leaves in place.

**Required Page Break**

A page break that the pagination function leaves in place.

**Required Space**

A space used to prevent two words from being separated, especially if they come at the end of a line. The delete, copy, and move functions show text in reverse video so that you can distinguish it from other text.

**Reverse Video**

A display function that shows the characters on the screen as dark letters against a light background.

**Screen**

The visual display area of the Fortune 32:16 monitor on which you see information.

**Screen Symbols**

Symbols on the editing screen that represent functions such as tab, indent, superscript, subscript, notes, decimal tab, and center.

**Scrolling**

The movement of text on the screen, either horizontally or vertically, caused by moving the cursor through the text.

**Search Key**

A function key used to locate text in a document.

**Shortcut**

A simplified method of using keys or menu functions.

**Simultaneous Print and Edit**

The process of editing a document while it or another document is printing.

**Single Sheet Paper**

Paper that comes with each page as a separate sheet, in contrast to continuous paper.

**Source Document**

A document from which you copy text, or a document that you rename, copy, or file.

**Status Lines**

Two lines of information regarding the document shown at the top of the editing screen.

**String**

A group of text characters enclosed in quotes that is part of a glossary entry.

**Subscript Key**

A key that allows text to be printed 1/4 line below other text on the same line.

**Superscript Key**

A key that allows text to be printed 1/4 line above other text on the same line.

**System Disk**

The hard disk on which the documents are stored as you save them.

**Tab Key**

A key on the keyboard that moves the cursor across the screen by preset increments.

**Template**

A plastic strip that lays in a channel below the row of function keys at the top of the keyboard and identifies the function for each.

**Text Length**

A vertical measure for the number of lines of text before a page break.

**Verification**

The process of checking glossary entries for syntax and keyword errors.

**Vertical Scroll**

Scrolling up or down a page of text.

**Word Wrap**

The automatic process that moves excess words at the end of a line down to the next line.

**Workpage**

A page of the document where you can store text away from the main body of text and where glossary syntax errors are listed.

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