



**AT&T**

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**AT&T UNIX™** PC  
Model 7300

**Word Processor**  
User's Guide

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## NOTICE

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UPDATE TO  
AT&T UNIX™ PC  
WORD PROCESSOR USER'S GUIDE  
February 28, 1985

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This update package contains **Technical Tips**, **Replacement Wording** and **Replacement Pages**. When new features and capabilities are introduced on the AT&T UNIX PC Model 7300, information about them will be provided.

**Technical Tips**

Please keep the following Technical Tips with your Word Processor User's Guide.

1. Page 4-46. Some operations such as changing the text alignment to ragged left or setting the right margin beyond column 100 causes the text to shift awkwardly on the screen. Moving the cursor or pressing <Enter> should reformat the screen correctly.
2. Pages 4-58 - 4-65. The following text formatting attributes are only supported on a daisy wheel printer:

subscript  
superscript  
double-underscore  
1 1/2 line spacing  
required backspace

3. Page 4-77. In rare instances, when using headers and footers, the screen keys are labeled incorrectly - instead of being labeled with the edit functions, they have header/footer labels. If this occurs, move the cursor up to the format ruler then back down, and the labels will appear correctly.
4. Page 4-101. Only the <Enter> key can be used to step through a document review. The <B1> mouse button cannot be used for document review.
5. Page 4-101. Be sure to periodically review a new document. If a document is larger than thirty pages before the first review, insert page breaks into the document before attempting to review it.
6. Page 4-108. To ensure that your document is printed, wait 10 seconds after the Document queued for printing message is displayed before closing or suspending your document.
7. Page 4-108. To cancel a print job after the command has been given, select Printer Queue from the Office window. Select the job to be cancelled and press <Enter>.
8. Pages 4-108 - 4-110. You will need to use paper that is wider than 8 1/2 x 11 to print documents with a width that exceeds 85 columns. When using wider paper, select Wide for the Paper Type: field in the Document Print form.

### Replacement Wording

Please make the following changes to the Word Processor User's Guide. These updates will be included in future issues of the document.

1. Page 4-73. When proportional spacing is selected, fully justified text with bold characters may not align properly.
2. Page 4-73. The Page Width option in Page Format currently has no effect. Use the left and right margin settings in the Format Ruler to control page width.
3. Page 4-110. Printing wide documents or selecting the **Wide** option of the print form causes the last line of the document and any footer to be placed on the next page.

### Replacement Pages

This update also includes the following replacement page:

- o Remove pages 3-63 and 3-64 and replace them with the enclosed pages 3-63 and 3-64. The new page 3-63 adds "Press <Enter>" as the last step required to complete the procedure. The new page 3-64 corrects the names of the documents used in the example.



## Preface

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The AT&T UNIX<sup>TM</sup> PC Word Processor User's Guide describes how to install and use the UNIX PC Word Processor.

This guide can be used by both beginning and experienced users. It teaches the new user how to operate the program, and it provides reference information for the experienced user.

It's a good idea to go through the AT&T UNIX<sup>TM</sup> PC Getting Started Guide first and learn about the Office environment. Familiarity with the Office and the UNIX PC system will make learning and using the Word Processor easier.

### How to Use This Manual

If the Word Processor has not been installed on your workstation, you or your System Administrator can refer to the "Installing the Word Processor" section for instructions.

#### Beginners

New computer users should turn to "Learning the Word Processor." This section is a step-by-step self-teaching course that uses files supplied with the Word Processor software to speed the learning process.

#### Experts

Experienced users can skim or skip over the "Learning the Word Processor" section and go directly to the "Using the Word Processor" section for reference information. The Summary Chart at the beginning of the section lists all the Word Processor features and commands.

### Organization of This Manual

This manual consists of the following sections:

- o **Introducing the Word Processor**  
Explains the purpose and capabilities of the Word Processor.
- o **Installing the Word Processor**  
Covers installing the Word Processor software.
- o **Learning the Word Processor**  
Provides step-by-step instructions for new users, covering basic word-processing concepts and operations.
- o **Using the Word Processor**  
Contains detailed instructions, organized in groups of related tasks.
- o **Glossary**  
Defines word-processing terminology.
- o **Index**

### Other Useful Manuals

You will find additional information related to the Word Processor in these manuals:

- o AT&T UNIX<sup>TM</sup> PC Getting Started Guide  
Provides information for the new user, including how to use the Office.
- o AT&T UNIX<sup>TM</sup> PC Owner's Manual  
Provides reference information.

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## Introducing the AT&T UNIX<sup>TM</sup> PC Word Processor

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The Word Processor lets you create reports, letters, memos, and other documents quickly and easily. You can store a copy of each of your documents without filing endless pages of paper. You can easily recall a document and change part of its contents or correct errors without retyping the whole document. You can also format a document to your specifications and print it for distribution.

The Word Processor simulates the way you work in your office. That is, it organizes your documents in folders, which are stored in a Filecabinet. You open the Filecabinet, open the folder that contains your document, and then get right to work.

With the Word Processor, you can:

- o Copy frequently used text anywhere within a document or into any other document
- o Move text within a document or into any other document
- o Replace text throughout a document
- o Work with several documents at the same time
- o Set margins, tabs, line spacing, and text alignment
- o Add headers and footers to any or all pages of your document
- o Merge text with data files and print form letters

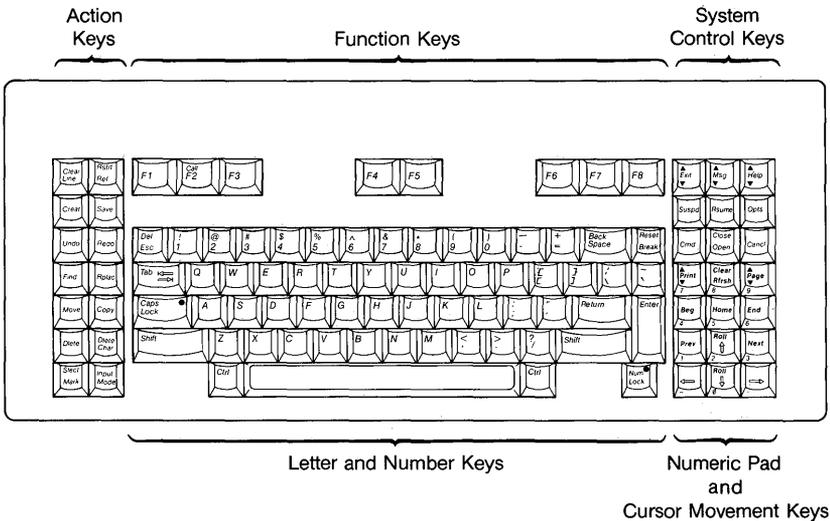
# Introducing the Word Processor

## Materials You Will Need

To use the UNIX PC Word Processor, all you need is a UNIX PC computer with the Word Processor software installed. If you want to print your documents, you will also need a printer attached to your UNIX PC computer. For more information on installing a printer, see the AT&T UNIX PC Owner's Manual.

## Keys You Will Use

You'll be using the following groups of keys when working with your documents. The task associated with each key is explained later. For now, take the time to get acquainted with the groups of keys and their location on the keyboard.



- o Action keys - The named keys on the left side of your keyboard perform various Word Processor commands and functions.
- o Function keys - The keys <F1> through <F8>, at the top of the keyboard, are used for different purposes for different programs. In the Word Processor their uses are indicated by labels displayed at the bottom of the screen.
- o System Control keys - Located in the upper-right corner of your keyboard, these keys perform various Word Processor commands and functions.
- o Cursor movement keys - Located in the lower-right corner of the keyboard, these keys move the cursor within a document.
- o Letter and number keys - You will use these keys to type information into your documents.

## Conventions

The conventions used in this guide are:

<Creat>	Keyboard keys. Press to
<Cmd>	initiate function.
<Shift>-<Find>	Press and hold the <Shift>
<Shift>-<Page>	key, then press the indicated
	key.
<B1>	Left mouse button.
<B2>	Middle mouse button.
<B3>	Right mouse button.
[GO TO PAGE]	Screen keys seen at bottom of
[LINE FORMAT]	display. Press corresponding
	function key, or point to
	screen key with mouse and
	press <B1> to select.
Copy	Highlighted menu item

## Terms

Point to menu item	Use cursor keys or mouse to
Point to field	highlight item or field
Select menu item	Press <B1> or <Enter> key
Display commands	Press <B2> or <Cmd> key
Display options	Press <B3> or <Slect> key
Save selections	Press <Enter> key or point to
	[OK] with mouse and press <B1>
Exit document	Press <Exit> key or point to
	[X] icon with mouse and press
	<B1>

---

## Installing the Word Processor

---

This section shows you how to install your Word Processor software. If your Word Processor is already installed, skip this section of the guide.

### Before You Begin

Before you begin to install your Word Processor software, you must:

- o Make sure the power is ON
- o Make sure your Word Processor software is not already installed by checking the Create menu.

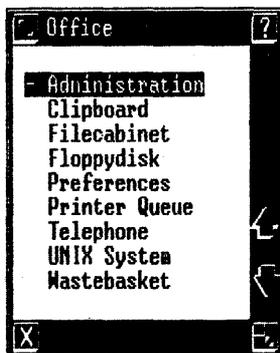
### Checking the Create Menu

To make sure your Word Processor software is not already installed:

If you see the Please login: message:

- > Type: install
- > Press <Enter>.

After a few moments, you see the following Office window:



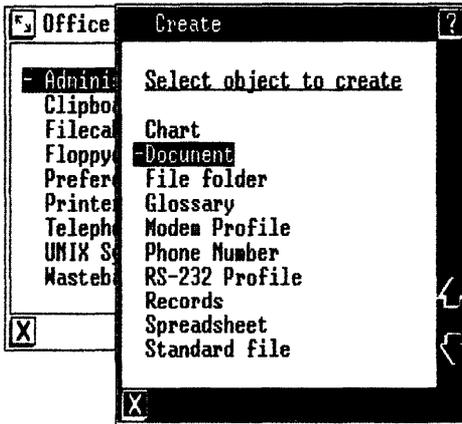
## Installing the Word Processor

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- > Press the <Creat> key to display the Create menu.

The <Creat> key is located in the upper-left corner of your keyboard.

A Create menu similar to the following appears:



If you see |Document|, as shown in the previous menu, your Word Processor software is already installed.

If your Word Processor software is already installed:

- > Press <Cancl> to cancel the Create menu.
- > Skip the rest of the "Installing the Word Processor" section of this guide.

If you do not see |Document| in the Create menu, you must install your Word Processor software.

- > Press <Cancl> to cancel the Create menu.
- > Install your Word Processor software.

---

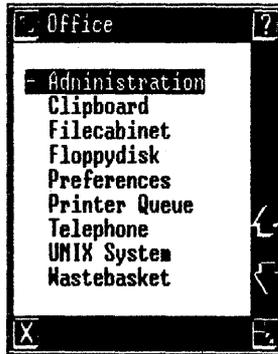
### Installing the Word Processor Software

Before you begin to install your Word Processing software, locate the following floppy disks:

- o WORD PROCESSOR (Disk 1 of 2)
- o WORD PROCESSOR (Disk 2 of 2)

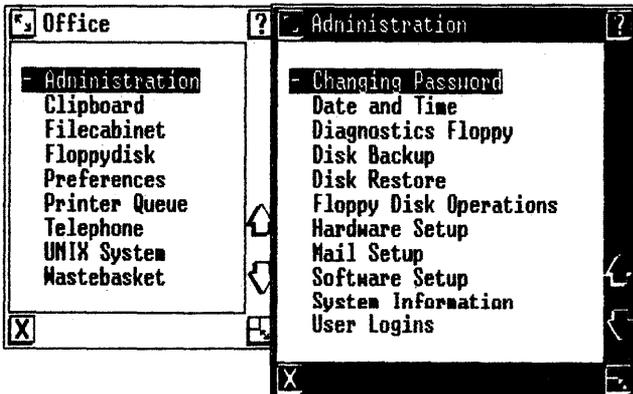
To install the Word Processor software:

- 1 Make sure |Administration| is highlighted in the Office window.



- 2 Press <Enter> to display the Administration menu.

You see the following Administration window:



## Installing the Word Processor

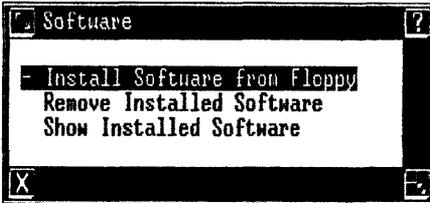
---

3 Type: **soft**

The highlight moves to the |Software Setup| selection.

4 Press <Enter>.

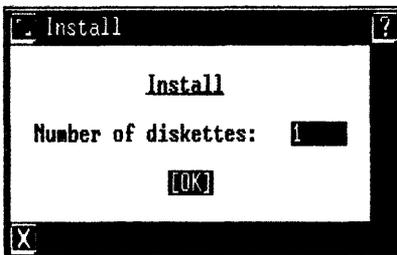
You see the following Software window:



Notice that |Install Software from Floppy| is highlighted.

5 Press <Enter>.

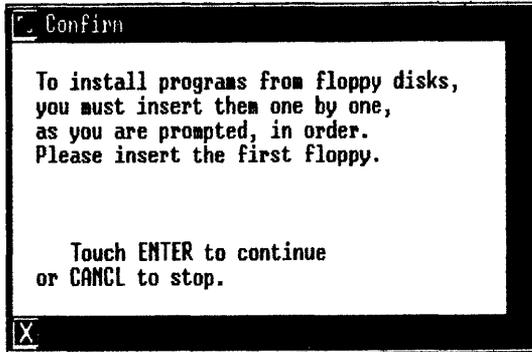
You see the following Install window:



6 Type: **2**

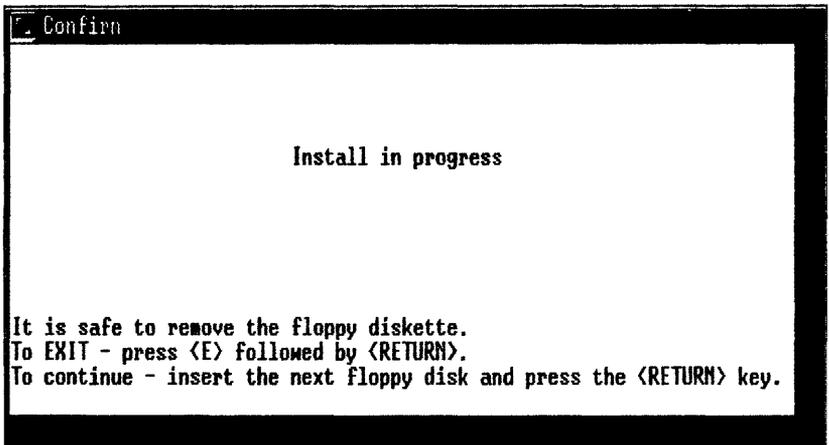
7 Press <Enter>.

You see the following Confirm window:



- 8 Insert the WORD PROCESSOR (DISK 1 of 2) disk into the floppy disk drive, and then close the floppy drive.
- 9 Press <Enter>.

You see the following messages:



## Installing the Word Processor

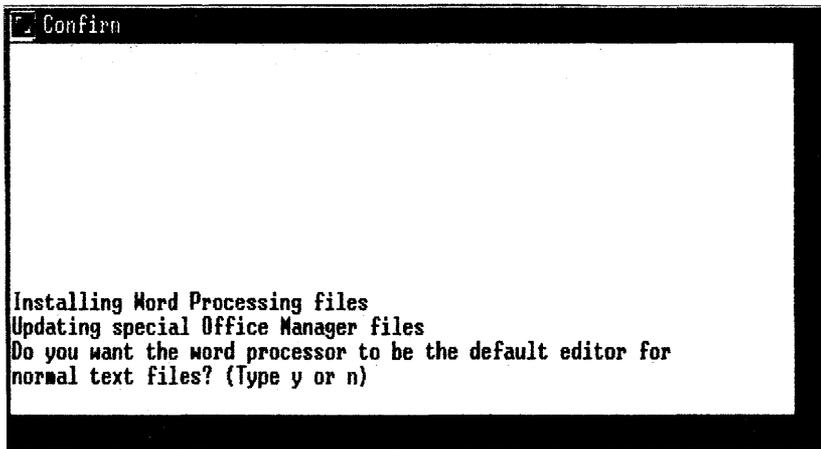
---

- 10 Remove the WORD PROCESSOR (DISK 1 of 2) disk from the floppy drive.
- 11 Insert the WORD PROCESSOR (DISK 2 OF 2) disk into the floppy drive, and then close the drive.
- 12 Press <Return>.

You see the following message:

Transfer in progress - Do not remove the floppy disk.

Then, you see the following messages and question:



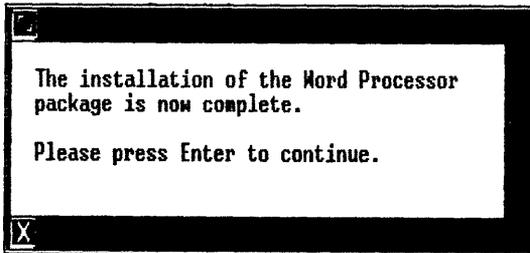
Your UNIX PC comes with an editor already installed for creating standard UNIX files. Or, you may have purchased a different editor to use with standard files, such as the VI editor. Both of these types of editors are commonly used when creating programs or other types of UNIX standard files.

If you want to keep the editor that is supplied or you want to use the VI editor for creating standard files, answer "N" to this question and then press <Return>.

If you want to use the Word Processor to create all of your files, whether they be documents or standard UNIX files:

- 13 Type: Y
- 14 Press <Return>.

You see the following window:



- 15 Press <Enter>.

The message window is removed from the screen, and the Software window is shown. The Word Processor software is installed.

- 16 Press <Exit> to return to the Administration window.
- 17 Press <Exit> to return to the Office window.

## Installing the Word Processor

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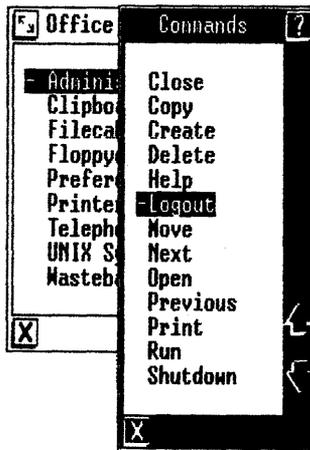
### Logging Out of Install

If you used the install login to install this software, you should log out of the install login after completing the Word Processor Installation.

To log out of the install login:

- 1 Press <Cmd>.

You see the following Commands menu:



- 2 Type: L

The |Logout| selection is highlighted.

- 3 Press <Enter>.

After a few moments, you see the following:

Welcome to the AT&T UNIX pc

Please login:

You are now ready to use your Word Processor software.

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## Learning the Word Processor

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## Introduction

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"Learning the Word Processor" is for someone who is new to word processing. It presents the Word Processor basics in easy, step-by-step practice examples.

### Organization of This Section

This section is divided into three chapters:

- o Chapter 1, "Creating a New Document," shows you how to get started with a new document and introduces some basic Word Processor concepts.
- o Chapter 2, "Editing Existing Documents," shows you how easy it is to change a document's contents. It also shows you how to work with multiple documents at the same time.
- o Chapter 3, "Reviewing and Printing a Document," shows you how to paginate a document, check the document layout, and make a paper copy of your document.

### How to Use This Section

This section will be most beneficial if you do the examples as you read the chapters. Sample documents are provided with the Word Processor software to minimize the time you spend typing information.

If you are an experienced user, skim through this section for an introduction to the Word Processor concepts.

If you are a beginning user, you can complete the chapters in order or start at the beginning of any chapter and quickly learn the basic word-processing concepts.

Always follow the steps for each example in order. The paragraphs that precede and follow the steps explain what you are going to do and what you have accomplished. If you can't finish a chapter, exit the practice document and start over at the beginning of the chapter when you have time.

## Introduction

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### Before You Begin

You do not need any prior knowledge of computers to follow the examples - all you need to know is how to turn your UNIX PC computer on. However, you may want to become acquainted with the concepts discussed in the AT&T UNIX PC Getting Started Guide. You should already know how to do these things:

- o Open files and folders
- o Select objects and commands from menus
- o Fill in forms

Allow yourself half an hour to an hour to complete each chapter. If you can't finish a chapter, exit the practice document and start over at the beginning of the chapter when you have time.

### Getting Started

The UNIX PC provides you with a special login for learning the Word Processor. When you use this login, you can use the practice folders and files, and your regular work files are protected from accidental damage while you are learning. You will use this login for practice sessions only.

See the AT&T UNIX PC Getting Started Guide if you want additional information on login procedures.

### The Tutorial Login

To use the tutorial login, make sure the UNIX PC power is on. Then look at your screen and see what is displayed.

### If you see the Please login: message:

- > Type: tutor
- > Press <Enter>.

A message on available disk space appears, and then after a moment you see the Office window. You are ready to begin "Learning the Word Processor."

### If you see the Office window (or any other window):

- > Press <Cmd> or <B2>.
- > Point to |Logout|.
- > Press <Enter> or <B1>.

You see the message: Please login:

- > Type: tutor
- > Press <Enter>.

After a few moments, you see the Office window. You are ready to begin "Learning the Word Processor."

## Introduction

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### Exiting a Chapter

You can exit any of the chapters in this section at any point and start over from the beginning of the chapter at another time.

To exit and start over from the beginning:

- > Press <Exit>.

The Save Changes to Document window appears.

- > Point to |No|.

- > Press <Enter> or <Bl>.

Your practice document is removed from the screen. Any changes you have made are not saved. You can start over at the beginning of the chapter whenever you are ready.

## Chapter 1 - Creating a New Document

---

This chapter shows you how to create and type a short memo. You will be introduced to the document window where you will do most of your word-processing work. You will also learn how to save your memo, get help and put your memo away.

### Before You Begin

You must log in as tutor before proceeding with this chapter. If you need to, refer to "Getting Started" in the "Introduction" section of "Learning the Word Processor" for instructions on using the tutorial login. If you are not already logged in as tutor do so now.

### Exiting a Document

Remember, you can exit any existing document whenever you want to by pressing the <Exit> key. For complete instructions, refer to "Exiting a Chapter" in the "Introduction" section of "Learning the Word Processor."

## Creating a New Document

---

### Creating a New Document

This example shows you how to create a new document in the Filecabinet.

- > Point to |Filecabinet|.
- > Press <Enter>.

The Filecabinet is opened.

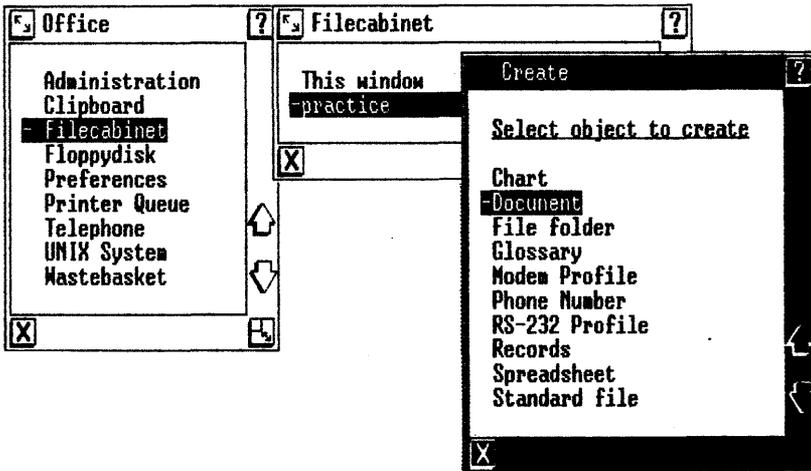
Before you begin typing a new document, you must select |Document| from the Create menu and then name the document.

To create a new document:

- > Press the <Creat> key, located in the upper-left corner of your keyboard.

A Create menu appears.

- > Point to |Document|.



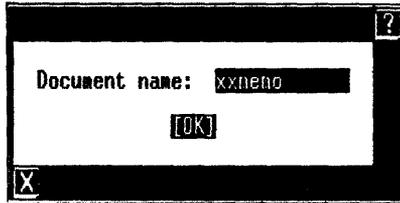
- > Press <Enter>.

The Document Name window appears.

Later you will learn about the things to keep in mind when naming a document.

Name your practice memo as follows, substituting your initials for xx:

> Type: `xxmemo`



> Press <Enter>.

The document name window is removed from the screen. The document name is added to the Filecabinet, and the following message is displayed:

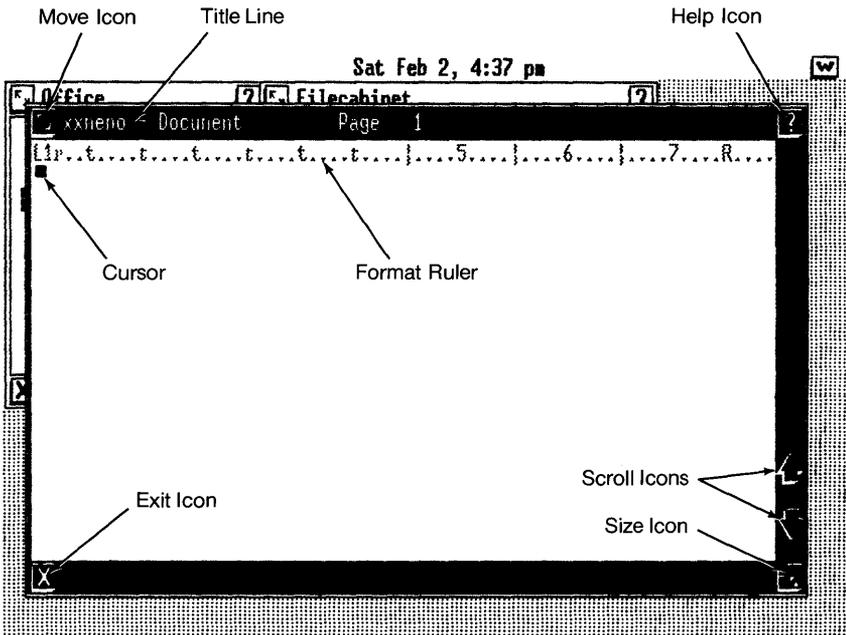
`xxmemo created in Filecabinet`

Then, the new document window is displayed.

## Creating a New Document

### The Document Window

All your documents are displayed within a document window. The following illustration shows the many parts of the document window. Acquaint yourself with these parts; you will learn how to use them later.



Screen Keys

- o Cursor--marks where your text will appear. The cursor always starts in the upper-left corner of a document.
- o Title line--displays document name and current page number.
- o Help icon--used for getting help with the mouse.
- o Format ruler--used for setting margins, tabs, line spacing, and text alignment.
- o Scroll icons--used for moving the cursor within a document with the mouse.
- o Size icon --used for resizing the document window.
- o Exit icon--used for exiting a document with the mouse.
- o Move icon --used for repositioning the document window.
- o Screen keys--used for performing various word-processing tasks.



Before you begin typing the memo, make sure the cursor is in the upper-left corner. If the cursor is not located in the upper-left corner, press the <Beg> key, located to the right of the <Enter> key, to move it there.

To begin:

> Type: TO: Personnel

Remember, you can use <Back Space> to correct any typing errors.

To end the previous line and skip another:

> Press <Return> twice.

The "<" you see following the "l" in "Personnel" indicates the end of a line. The "<" you see in the left margin below the "T" indicates a blank line.

> Type: FROM: J. Smith

> Press <Return> twice.

> Type: SUBJECT: Vacation Schedule

> Press <Return> twice.

> Type: DATE: December 5, 1984

> Press <Return> twice.

## Creating a New Document

---

Now you can begin typing the text of the memo. As you type, you will notice that the text automatically begins a new line when it reaches the right margin. This is called word wrapping. You only need to press <Return> when you want to end a line or start a new paragraph.

> Type: Happy Holidays!

> Press <Return> twice.

> Type:

This memo is to remind you that I will be extending my Christmas vacation to include Wednesday Jan. 3, Thursday Jan. 4, and Friday Jan. 5, as we discussed earlier.

> Press <Return> twice.

> Type:

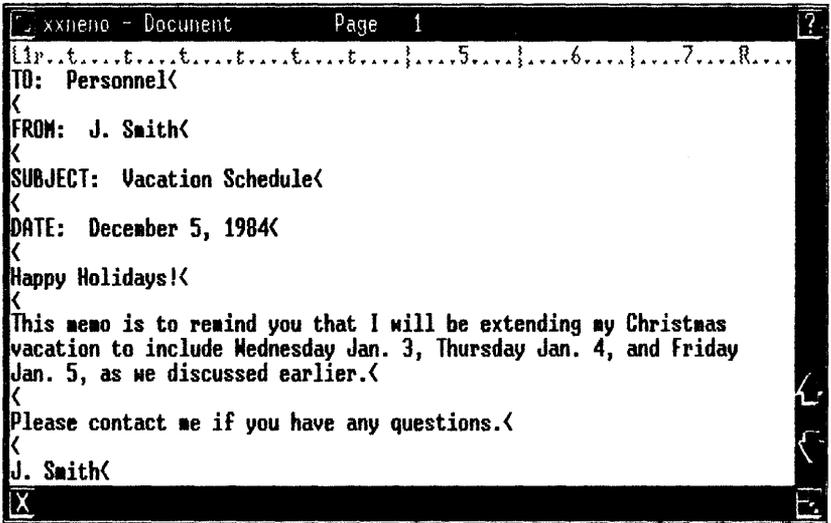
Please contact me if you have any questions.

> Press <Return> twice.

> Type: J. Smith

> Press <Return>.

Now your memo is complete and should look something like this:



Don't worry if it doesn't look exactly as shown here; you can easily correct any errors you may have made.

Before you learn how to correct mistakes, you are going to learn how to save your document.

## Creating a New Document

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### Saving Your Document

Saving a document is very important. When you save a document, the document is copied and what you have already typed is stored on disk.

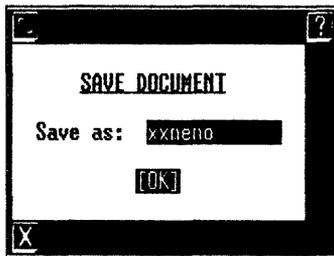
It's a good idea to get in the habit of saving every 15 minutes or so. This will protect what you have typed so far if a power failure should occur.

To save a document, you use the <Save> key, located in the upper-left corner of your keyboard, to the right of the <Creat> key.

To save your practice memo:

- > Press the <Save> key.

The following Save Document window, containing the name of your document, appears:



- > Press <Enter> to save your document.

The Save Document window is removed from your screen, and you are returned to your memo with the cursor placed at the beginning of the document.

Before you go back and edit your memo, take a few moments to learn how to get Help.



## Creating a New Document

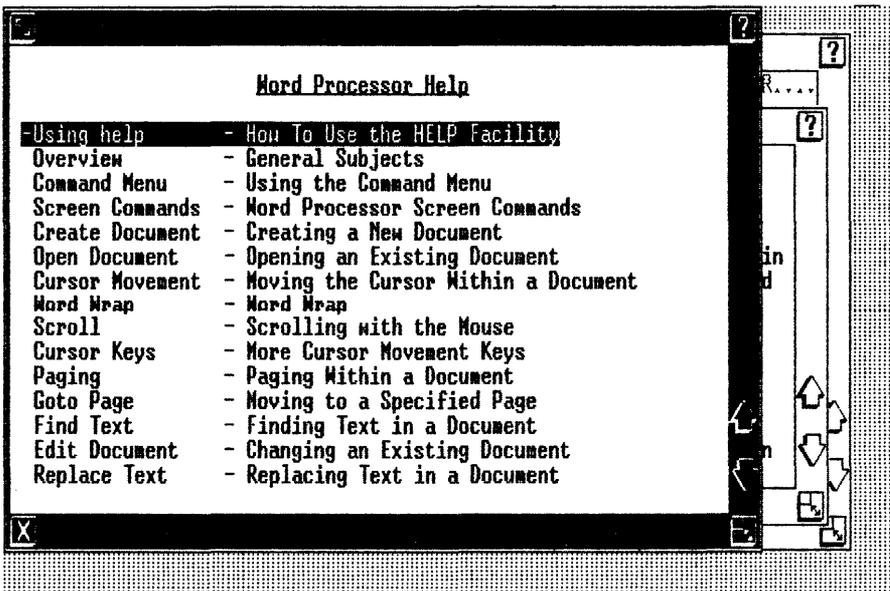
---

The [TABLE OF CONTENTS] screen key displays a list of all the subjects for which you can get Help.

To look at any of these Help displays:

- > Press [TABLE OF CONTENTS].

The <F1> function key is used for displaying the Table of Contents.



Select help display and touch ENTER

- > Move the cursor to highlight a topic that interests you.
- > Press <Enter>.

You see a display that explains the topic you selected.

### Exiting Help

When you have finished using Help:

> Press <Exit>.

The Help display is removed from your screen, and you see the memo again.

## Creating a New Document

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### Moving Around Your Document

You can move your cursor around your document using either the mouse or the cursor-movement keys. You will be practicing a few of the ways to move your cursor in this chapter, and you will learn the rest of the ways in Chapter 2.

#### Moving the Cursor with the Mouse

To use the mouse to move your cursor, you position the tip of the mouse pointer on the desired character and press the <B1> mouse button.

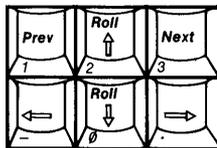
To move your cursor to the "C" in "Christmas":

- > Move the tip of the mouse pointer to "C."
- > Press <B1>.

Practice moving your cursor with the mouse.

#### Moving the Cursor with the Cursor-Movement Keys

The cursor-movement keys are located in the lower-right corner of your keyboard. The keys you will learn how to use in this chapter are:



### The Arrow Keys

The arrow keys move your cursor one line or character in the direction indicated on the key.

To move the cursor down one line:

- > Press the down arrow key.

To move the cursor up one line:

- > Press the up arrow key.

To move the cursor one character to the right:

- > Press the right arrow key.

To move the cursor one character to the left:

- > Press the left arrow key.

Practice moving the cursor a character at a time by pressing these keys.

## Creating a New Document

---

### The <Next> and <Prev> Keys

The <Next> and <Prev> keys, located on either side of the up arrow key, are used to move to the next or previous word in your memo.

To move the cursor to the next word:

> Press <Next>.

To move the cursor to the previous word:

> Press <Prev>.

Practice moving the cursor to the next and previous words by pressing these keys. Try holding them down to move rapidly between words.

You can use these cursor-movement keys to move your cursor anyplace within your document. Chapter 2 shows you other ways to move your cursor in a longer document.

## Editing Your New Document

Correcting mistakes is easy with the Word Processor. This section shows you how to replace incorrect text, insert missing text, and delete unwanted text.

### Replacing Incorrect Text

The actual dates of J. Smith's vacation are Jan. 2, 3, and 4. You are going to correct the dates by "overtyping" them.

Overtyping is started and stopped by using the <Input Mode> key, located in the lower-left corner of your keyboard.

To correct the dates:

- > Move the cursor to the "3" in "Jan. 3."
- > Press <Input Mode>.

Notice that \*OT is displayed in the document window border to the right of the page number. This indicates that you are in overtyping mode.

- > Type: 2
- > Press <Input Mode>.

The \*OT is removed from the window border. You are back in insert mode. This means that any text you type within an existing line is added to the existing line.

Correct the other two vacation dates by overtyping the "4" in Jan. 4 and the "5" in Jan. 5.

## Creating a New Document

---

### Inserting Text

To insert text, you simply move the cursor to the place where you want the inserted text to appear and begin typing. The new text is added to the existing text.

To insert the words "this week" after "earlier":

- > Move the cursor to the period following "earlier."
- > Press the space bar once to insert a space.

The line is opened, ready for you to type your inserted text.

- > Type:    this week

The text is inserted into the existing line.

- > Move the cursor off the line or press <Enter>.

The opened space that was created when you started inserting text is closed.

## Deleting Text

There are two methods for deleting text: you can delete either a single character or a block of text. This chapter shows you how to delete single characters. Deleting blocks of text is discussed in Chapter 2.

You have already seen how to use the <Back Space> key to delete characters as you type. You can also use the <Dlete Char> key to delete single characters.

The <Dlete Char> key is located in the lower-left corner of your keyboard, to the left of the <Shift> key.

To delete the "t" in "this week" (the text you previously inserted):

- > Move the cursor to the "t" in "this."
- > Press <Dlete Char>.

The "t" is deleted, leaving "his week" at the end of the sentence.

To delete the rest of "his week":

- > The cursor should be on the "h" in "his week."
- > Press and hold <Dlete Char>.
- > Release the <Dlete Char> key after you have deleted the "k" in "week."

The characters are deleted as the text moves to your left.

- > Press <Back Space> to delete the space to the left of the period.

## Creating a New Document

---

### Deleting a Blank Line

You can delete a blank line in the same way you delete a character.

To delete one of the blank lines near the end of the memo:

- > Move the cursor to the "<" above "J. Smith."
- > Press <Delete Char>.

The blank line is deleted and "J. Smith" moves up one line.

- > Press <Return> to insert the blank line back where it was.
- > Press <Enter> or move the cursor off the line to close the space.

### Putting Your Document Away

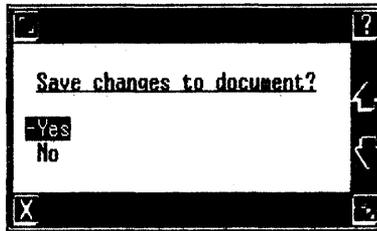
You can put a document away at any time by pressing the <Exit> key or by clicking the mouse pointer on the [X] icon in the lower-left corner of the document window border.

When you exit a document, the document is closed and removed from your screen.

To put away your memo:

- > Press <Exit>.

The following "Save changes to document" window appears:



To save all the changes you just made:

- > Press <Enter>.

The document window is removed from your screen, and the Filecabinet window is displayed. You will see the name of your memo listed in the Filecabinet display.

### Finishing Chapter 1

This chapter showed you how to create a new document in your Filecabinet. You are going to return to the Office, so you can begin Chapter 2 or go on to some other work.

To complete Chapter 1 and leave only the Office window displayed on your screen:

> Press <Exit>.

The Filecabinet display is removed from your screen. The Office window is the only window on your screen.

Chapter 2 shows you how to work with existing practice documents. You will use these practice documents to learn more of the editing tasks associated with word processing.

## Chapter 2 - Editing Existing Documents

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This chapter of "Learning the Word Processor" shows you how to edit existing documents. You are going to use some basic editing and text formatting commands to change these documents.

### Before You Begin

You must log in as tutor before proceeding with this chapter. If you need to, refer to "Getting Started" in the "Introduction" section of "Learning the Word Processor" for instructions on using the tutorial login. If you are not already logged in as tutor, do so now.

### Exiting a Document

Remember, you can exit any existing document whenever you want to by pressing the <Exit> key. For complete instructions, refer to "Exiting a Chapter" in the "Introduction" section of "Learning the Word Processor."

## Editing Existing Documents

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### Copying the Practice Documents

You are going to use some supplied documents to practice the word processing commands covered in this chapter.

It is very important that you copy these practice documents to preserve their original contents. Others may want to use these practice documents at a later date, and they may become confused if they attempt to use documents that you have already edited.

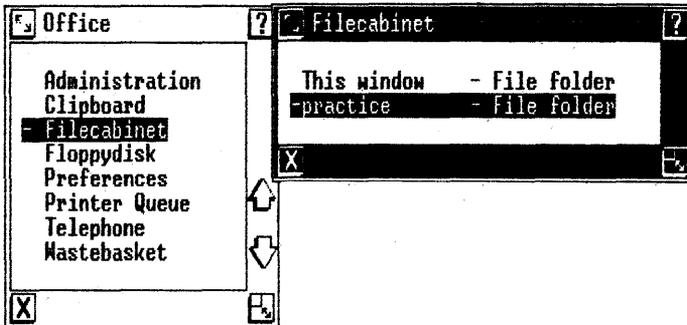
The two practice documents are the "edit" document and the "format" document. They are in the practice folder.

To copy these practice documents:

- 1 You must be logged in as tutor.
- 2 Point to |Filecabinet|.
- 3 Press <Enter>.

The Filecabinet is displayed.

- 4 Point to |practice - File folder|.

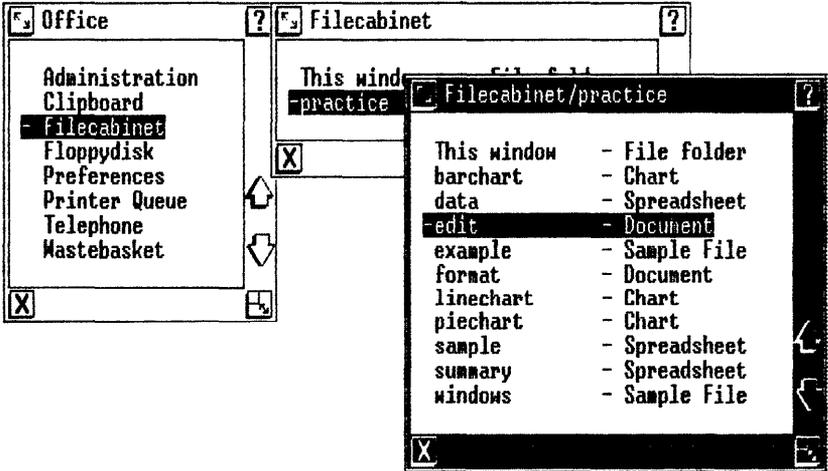


- 5 Press <Enter>.

The Filecabinet/practice folder is displayed.

You are now going to copy the edit practice document.

- 1 Point to |edit - Document|.



- 2 Press <Copy>.

You see the message:

Point to destination folder and touch paste.

- 3 Press [PASTE].

The <F8> function key is used for the Paste command.

You see the "Copy edit to:" window.

You are going to type a name for this copy that has your initials at the end. Substitute your initials where you see "xx" in the following document name.

- 4 Type: editxx

- 5 Press <Enter>.

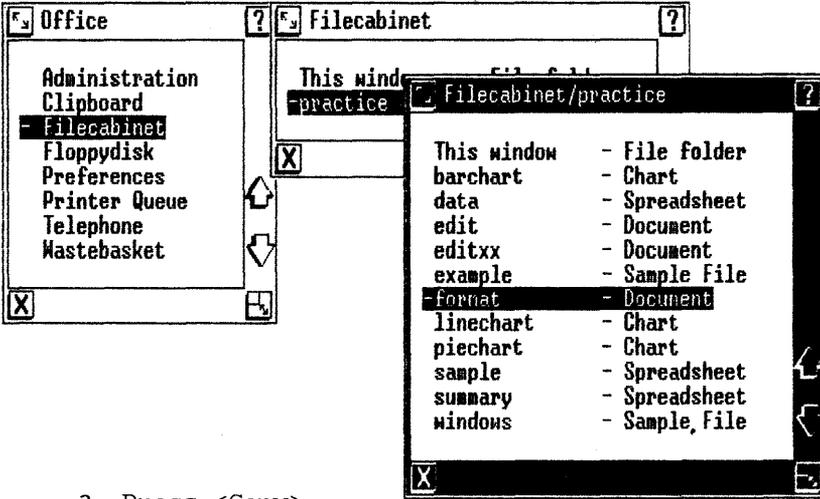
The edit practice document is copied to the new document with a new name.

## Editing Existing Documents

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You are now going to follow the same Copy procedure for the format practice document.

- 1 Point to |format - Document|.



- 2 Press <Copy>.

You see the message:

Point to destination folder and touch paste.

- 3 Press [PASTE].

You see the "Copy format to:" window.

You are going to type a name for this copy that has your initials at the end. Substitute your initials where you see "xx" in the following document name.

- 4 Type: formatxx
- 5 Press <Enter>.

The format practice document is copied to the new document with a new name.

Opening an Existing Document

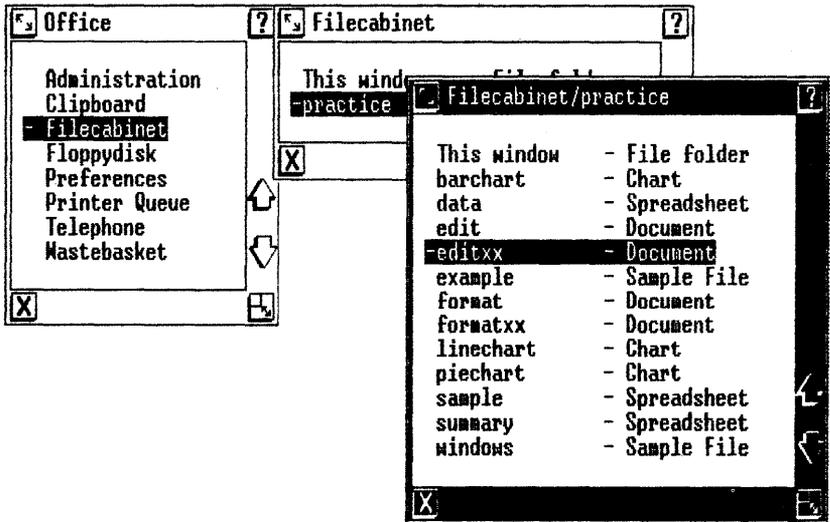
To open an existing document, you must first open the Filecabinet and then open the folder that contains the document.

You are going to be using the editxx document that you previously copied. You should already have the Filecabinet and the Filecabinet/practice folder open on your screen.

To open the editxx document:

> Point to |editxx - Document|.

Remember, this is a copy of the edit practice document that contains your initials. The "xx" in the name above your initials.

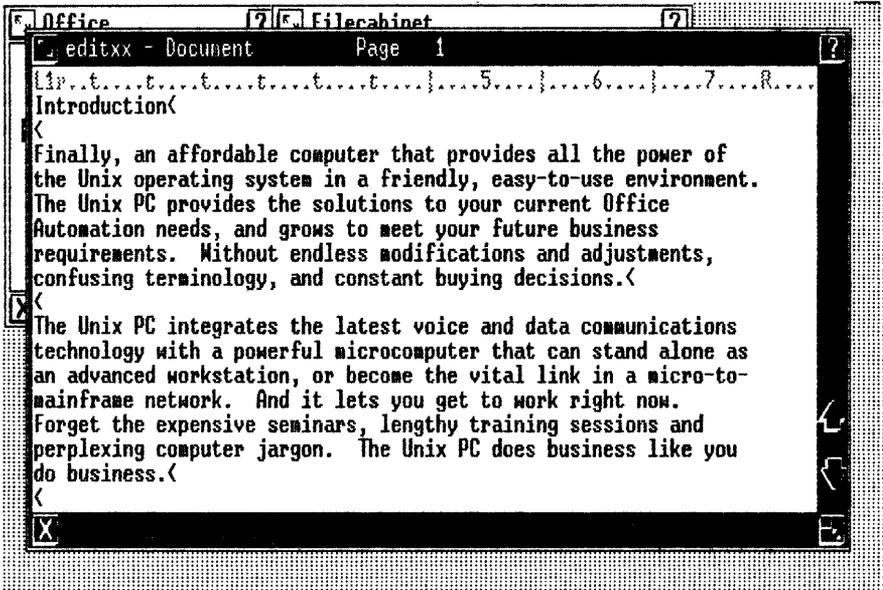


> Press <Enter>.

## Editing Existing Documents

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The following document window appears:



HOME KEYS	GO TO PAGE	INDENT	CENTER	SOFT PAGE	LINE FORMAT	SPECIAL CHARS	PASTE
-----------	------------	--------	--------	-----------	-------------	---------------	-------

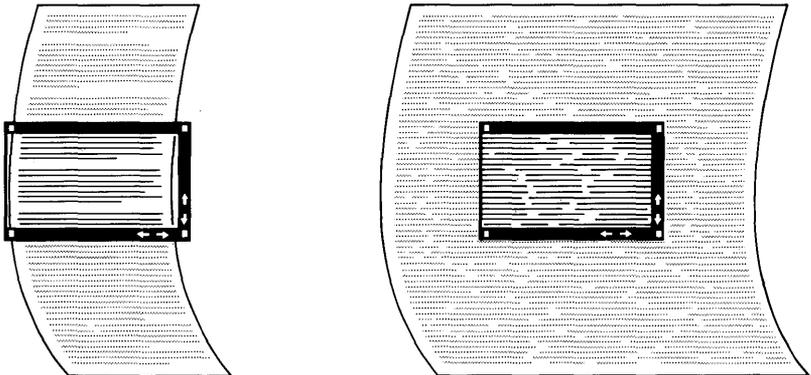
### Moving Within a Document

In "Creating a New Document," you learned how to move the cursor around a short memo. This section shows you how to quickly move the cursor to parts of a longer document.

#### Scrolling with the Mouse

Sometimes a document contains more information than can be displayed in one window. To move the cursor to the parts of your document that are not displayed in the current document window, you scroll to that part of the document. This means that you roll forward or backward in the window to see text not shown in the original window display.

The following illustration represents the portion of the document that is contained in the document window in a large document:



To scroll within a document with the mouse, you use the scroll icons located in the border on the right side of the window. The arrows indicate which part of the document comes into view when the icon is selected.

## Editing Existing Documents

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To scroll the next five lines into view:

- > Point to the down arrow icon.
- > Press <B1>.

The text scrolls up five lines.

To scroll your document back five lines:

- > Point to the up arrow icon.
- > Press <B1>.

The text scrolls back five lines.

### Scrolling with <B2> and <B3>

You can scroll more than five lines at a time in either direction by using the <B2> or <B3> mouse buttons with the scroll icons.

The <B2> mouse button is used to scroll the next or previous "windowful" of the document into view. A "windowful" is typically less than a page.

- > Point to the down arrow icon.
- > Press <B2>.

The text is moved up and you see the next full window of text.

- > Point to the up arrow icon.
- > Press <B2>.

The text is moved down and you see the previous full window of text.

The <B3> mouse button is used to scroll to the beginning or end of the current page.

> Point to the down arrow icon.

> Press <B3>.

The cursor moves to the end of the first page.

> Point to the up arrow icon.

> Press <B3>.

The cursor moves to the beginning of the first page.

## Editing Existing Documents

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### Moving with the Cursor-Movement Keys

In "Creating a New Document," you learned how to use the arrow keys to scroll a character or line at a time and how to use the <Next> and <Prev> keys to move a word at a time. This section shows you how to use the rest of the cursor-movement keys to move the cursor around a document.

### Moving to the Beginning or End of a Line

To move to the beginning or end of a line, you press [GO TO PAGE] (the <F2> function key) and then press the appropriate arrow key for the direction you choose to move.

For the next example, start at the top left corner of the document, on the "I" in "Introduction."

- > Press the down arrow key twice.

The cursor moves to the "F" in "Finally."

To move to the end of the line:

- > Press [GO TO PAGE].
- > Press the right arrow key.

The cursor moves to the end of the line.

To move to the beginning of the line:

- > Press [GO TO PAGE].
- > Press the left arrow key.

The cursor moves to the beginning of the line.

### Moving to the Beginning or End of a Page

To move to the beginning or end of a page, you use the <Beg> or <End> key.

To move to the end of a page:

> Press the <End> key.

The cursor is moved to the end of the page.

To move to the beginning of a page:

> Press the <Beg> key.

The cursor is moved to the beginning of the page.

### Moving a "Windowful" at a Time

To move forward one full window at a time, you use the <Page> key, located above the <End> key.

To move forward one full window:

> Press <Page>.

The text moves up one full window.

To move backward one full window at a time, you hold down the <Shift> key and press the <Page> key.

To move backward one full window:

> Press <Shift>-<Page>.

The text moves down one full window.

## Editing Existing Documents

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### Go To a Page

To move to the beginning of any page in your document, you use [GO TO PAGE] and then type the desired page number.

To move to page 2, for example:

> Press [GO TO PAGE].

You see the message:   Which page:

> Type:    2

> Press <Enter>.

The cursor moves to the beginning of page 2.

### Moving to the End of a Document

To move to the end of a document, you use [GO TO PAGE] and type "e" for end.

To move to the end of the document:

> Press [GO TO PAGE].

> Type:    e

The cursor moves to the end of the document.

### Moving to the Beginning of the Document

To move to the beginning of your document, you use [GO TO PAGE], type in page number 1, and then press the <Enter> key.

To move to the beginning of the document:

> Press [GO TO PAGE].

> Type:    1

> Press <Enter>.

The cursor moves to the beginning of the document.

### Editing Text in a Document

In "Creating a New Document," you learned how to insert and overtype text, as well as how to delete single characters. This section shows you how to delete, copy, and move blocks of text.

### Commands Menu and Action Keys

Most of your editing tasks can be accomplished by selecting a command from the Commands menu or by pressing an action key (the named keys on the left side of your keyboard). This section introduces the Commands menu, shows you how to carry out the Delete command using the Commands menu, and then shows you how to use the Delete command with an action key.

### Canceling Commands

If you are using a command and you do not want to complete it for any reason, you can cancel the command by pressing the <Cancl> key located in the far right column of keys on the keyboard.

To cancel any command:

- > Press <Cancl>.

## Editing Existing Documents

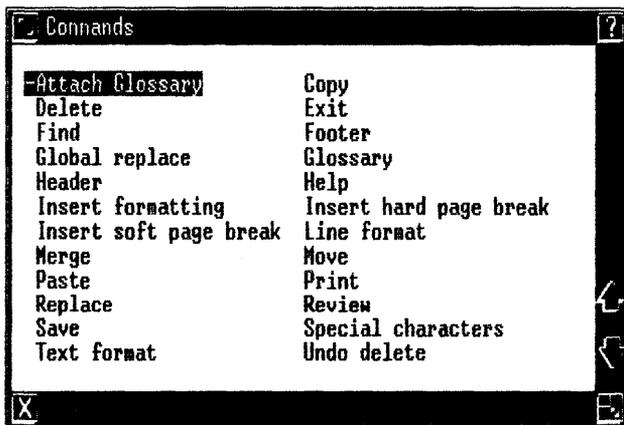
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### The Commands Menu

The Commands menu allows you to select many word-processing commands from a menu.

To display the Commands menu:

- > Press <Cmd> or <B2>.



To cancel the Commands menu:

- > Press <Cancl>.

The <Cancl> key is located two keys to the right of the <Cmd> key.

### Deleting Text

The following two examples show you how to use the Commands menu and the mouse to delete a block of text and how to use an action key to delete a block of text. Try both ways; then choose the method that best suits your way of working.

### Deleting a Block of Text with the Mouse

A block of text is a group of characters that are pointed to and selected. This means that you are highlighting a group of characters to delete.

Whenever you perform an operation on a block of text, the basic steps are the same. First you move the cursor to the beginning of the block and then select the command. You will then be prompted to highlight the block of text you want the command to affect. This simply requires that you move the cursor to the end of the block of text. Following this, you press <ENTER>.

For this example, you are going to delete the first line of text in the edit document.

- > Point to the "I" in "Introduction."
- > Press <B2> or <Cmd> to display the Commands menu.
- > Point to |Delete|.
- > Press <B1>.

You see the message:     Delete what?

- > Move the mouse pointer to the right to highlight |Introduction<|.
- > Press <B1>.

The first line of text is deleted.

### Deleting a Block of Text with the <Dlete> Key

For this example, you are going to use the <Dlete> key to delete the first paragraph of the document. The cursor should be on the "< " above the first paragraph.

- > Press the down arrow key to move to the beginning of the first paragraph.
- > Press <Dlete>.

## Editing Existing Documents

---

You see the message: `Delete what?`

- > Press the down arrow key until you have highlighted the entire first paragraph.
- > Press `<Enter>`.

The first paragraph is deleted.

### Undoing a Delete

When you delete a block of text, it is not gone forever. You can "undo" a delete and recall the deleted text by pressing the `<Undo>` key, located at the upper-left of your keyboard, below the `<Creat>` key.

All deleted text can be recalled. Deleted text is recalled in the reverse order of deletion. In other words, the last text deleted is the first text recalled.

To undo the paragraph that you previously deleted:

- > Press `<Undo>`.

The previously deleted paragraph is retrieved and placed in your document at the cursor's current position.

- > Press `<Undo>` again.

"Introduction" is recalled and placed in the document at the cursor's current position.

Notice that "Introduction" is not placed at the beginning of the document, where it was before you deleted it. Recalled text is always placed at the cursor's current position. The next example shows you how to move the recalled text back to its original position.

### Moving Text Within a Document

Moving text within a document is sometimes referred to as cutting and pasting because you are removing text from one area (cutting) and placing it into another area within the document (pasting).

To cut and paste (move) text:

- > Move to the first character of the block of text you want to move.
- > For this example, move to the beginning of the word "Introduction" (the last text you recalled in the previous example).
- > Press the <Move> key.

You see the message: **Move what?**

- > Move the cursor to the right until you have highlighted |Introduction<|.
- > Press <Enter>.

The highlighted block is removed from its previous position, and you see the message:

**Point to destination and touch PASTE**

- > Move the cursor to the area of the document where you want the block of text to appear.
- > For this example, move to the "<" at the top of the document, above "Finally."
- > Press [PASTE].

The block of text is moved to the beginning of the document, where it was before you deleted it in an earlier example.

### Copying Text Within a Document

Copying a block of text is similar to moving a block of text. The difference is that when you copy a block of text, you do not remove the text from its original place in the document. You simply make another copy of the text at a new location in the document.

This example shows you how to copy "Introduction" and place it between the first two paragraphs.

- > Move the cursor to the first character of the block of text you want to copy.
- > For this example, move to the beginning of "Introduction".
- > Press <Copy>.

You see the message:    Copy what?

- > Move the cursor to highlight the whole line.
- > Press <Enter>.

You see the message:

Point to destination and touch PASTE

- > Move the cursor to the area of the document where you want to place the copied block.

For this example, you are going to move between the first two paragraphs.

- > Press the down arrow key until the cursor is over the "T" that begins the second paragraph.
- > Press [PASTE].

"Introduction<" is copied between the two paragraphs.

### Searching for Text

You can search for any letter, word, or group of words in your document and find every place they appear by using the <Find> key. The <Find> key is located between the <Undo> and <Move> keys.

Pressing <Find> will search your document from your cursor position to the end of the document. Pressing <Shift>-<Find> will begin a search from the beginning of the document. The following example shows you how to search from the beginning of the document.

For example, to find the word "Unix":

> Press <Shift>-<Find>.

Remember, this means hold down the <Shift> key and then press the <Find> key.

You see the message:      Find what?

> Type:      Unix

As soon as you type the "U" in "Unix", the cursor finds the first occurrence of "Unix."

> To find the next occurrence of "Unix," press <Find> again.

The second occurrence of "Unix" is found.

> Keep pressing <Find> until you see the message:

            String not found

This message means that there are no more occurrences of "Unix" in the document. You will also see this message if you misspell the word you want to find.

### Replacing Text

The Replace command is frequently used along with the Find command. That is, you use the Find command to search for the text you want to replace, and then you use the Replace command to replace the text. Use the <Replac> key, located to the right of the <Find> key, to start the Replace command.

There are two types of Replace commands, one in which you want to replace only the first occurrence of the text and another in which you want to replace multiple occurrences of the text. This example shows you how to move to the beginning of the document and then replace multiple occurrences of text.

For example, to replace multiple occurrences of "Unix":

- > Press [GO TO PAGE].
- > Type: 1
- > Press <Enter>.

The cursor moves to the beginning of the document.

- > Press <Find>.

You see the message: Find what?

- > Type: Unix

The first occurrence of "Unix" is found.

- > Press <Shift>-<Rplac>.

You see the message: Replace what?

- > Move the cursor to the right until you have highlighted the whole word "Unix."
- > Press <Enter>.

"Unix" is removed from the line of text, and you see the message: Replace it with?

- > Type: UNIX

The original text is replaced with the text you typed.

- > Press <Enter> to close up the opened space and find the next occurrence of "Unix."

The next occurrence of the "Unix" is found, and you see the message:    Replace it?

- > Press <Enter> to replace it.

The word is replaced and the cursor moves to the next occurrence of the word "Unix."

- > Press <Shift>-<Rplac> to replace all further occurrences of "Unix."

You see the message:    Global replace in progress

After all occurrences of "Unix" have been replaced by "UNIX," you see the message:    Global replace complete

### Centering Text

There are two methods for centering text. You can center existing text or you can insert centered text into your document. The following example shows you how to center existing text.

To center existing text:

- > Move to the area of the document where you want to add the centered text.

For this example, you are going to center the word "Introduction" at the beginning of the document.

- > Press [GO TO PAGE].
- > Type: 1
- > Press <Enter>.

The cursor moves to the beginning of the document.

- > Press [CENTER] (the <F4> function key).

"Introduction" is centered on the first line. You will notice the centered line indicator "~" in the left margin of the screen.

- > Move your cursor or press <Enter> to close up the space opened when you started the Center command.

### Indenting Text

You can indent text by using the <Tab> key or by using [INDENT] (the <F3> function key), depending on how many lines of a paragraph you want to indent.

To indent the first line of a paragraph, for example:

- > Move the cursor to the first character of the first line of the paragraph.
- > For this example, move to the word "Finally," which begins the first paragraph.
- > Press <Tab>.
- > Move the cursor off the first line.

The line is indented and the text is adjusted.

To remove the indent from the first line:

- > Move the cursor to the first character of the first line of the paragraph.
- > For this example, move to the "F" in the word "Finally" in the line you previously indented.
- > Press <Back Space>.

The previously indented line moves back to the left margin.

To indent a whole paragraph:

- > Move the cursor to the first character of the first line of the paragraph.
- > For this example, move to the second paragraph, which begins with "The."
- > Press [INDENT].
- > Move the cursor or press <Enter> to close up the space.

The whole paragraph is indented.

## Editing Existing Documents

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### Formatting a Document

When you format a document, you are changing the way the document appears. You can change the appearance of the paragraphs and lines of the document. This is commonly referred to as changing the line format.

To change the line format of a paragraph or a portion of your document, you change the settings of the format ruler.

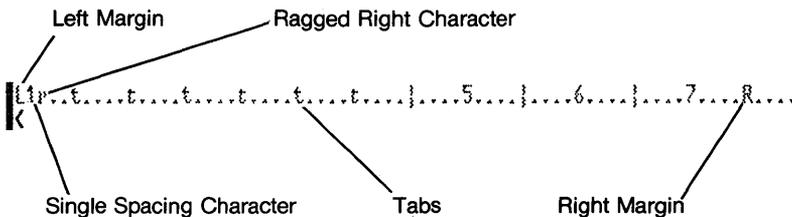
### The Format Ruler

A format ruler appears at the top of the first page of every document. Called the primary format ruler, it shows all the initial format settings of the document. A format ruler also appears at the top of each new page.

To see the primary format ruler:

- > Press [GO TO PAGE].
- > Type: 1
- > Press <Enter> to move to the beginning of the document.
- > Press the up arrow key.

You see the following primary format ruler:



Notice that the format ruler shows a "t" every five columns on the left side of the screen and a vertical bar (|) before and after the 5 and 6.

The first column shown in the format ruler is column 10, the left margin.

All format rulers are displayed only for your reference. They do not appear in your printed document.

### Initial Format Settings

When you first create a document, the primary ruler displays the following initial format settings:

Left margin:	column 10
Right margin:	column 75
Line spacing:	1 (single space)
Text alignment:	flush-left, ragged right margins
Tabs:	every 5 columns (up to column 40)

## Editing Existing Documents

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### Changing Margins

The initial left and right margin settings are displayed in the primary format ruler line. The "L" (left margin character) is at column 10, and the "R" (right margin character) is at column 75.

#### Changing the Left Margin

To change the left margin from column 10 to column 20:

- > Move the cursor into the format line.
- > Point to column 20 (the second "t" to the right).
- > Press <Shift>-L to change the left margin.

The "L" moves from column 10 to column 20.

- > Move the cursor off the format ruler line.

After you move off the ruler line, your text adjusts to the new left margin.

To change the left margin back to column 10:

- > Move the cursor into the format line.
- > Press the left arrow key to move the cursor to column 10.

Column 10 is currently off the screen to the left. As soon as you move the cursor to the left of the "L," the document is moved to the right of your screen and you see the "0" and "1" (column 10) displayed near the left window border.

- > Press <Shift>-L to change the left margin.

The "L" moves from column 20 to column 10.

- > Move your cursor off the format ruler line.

The left margin returns to column 10 and the text adjusts to the new margin.

### Changing Tabs

The initial format settings contain a tab at every five columns up to column 40. You can add new tab settings and clear any initial tab settings.

There are many different types of tab stops that you can use. The following keys correspond to each type:

Flush-left tab:	t or <Tab>
Decimal tab:	d
Flush-right tab:	f
Centered tab:	c
Period leader tab:	p or . (period)

The following examples show you how to add a new flush-left tab and how to clear a tab stop. All the other tabs are added or cleared in the same manner as a flush-left tab.

#### Adding a New Tab

To add a new flush-left tab at column 15:

> Move the cursor into the format line.

The ruler line changes to full intensity.

> Point to column 15 (the | to the left of 2).

> Press <Tab> to set a flush-left tab.

A "t" is inserted in the ruler line at column 15.

#### Clearing a Tab

To clear the flush-left tab stop at column 15:

> Point to column 15.

> Press <Delete Char>.

The "t" is removed.

### Changing Line Spacing

The initial setting for line spacing is single spacing. The "1" to the right of the left margin setting in the format line indicates that this document is set for single spacing.

The available line-spacing settings are:

- 1 single spacing
- w 1 1/2 line spacing
- 2 double spacing
- 3 triple spacing

### Double Spacing

To change from single to double spacing:

- > Point to the "1" to the right of the "L" on the format line.
- > Type: 2
- > Move the cursor off the format line.

Your text is immediately double-spaced.

All the existing lines of text are double-spaced. Any new text you type is also double-spaced.

### Single Spacing

To change back to single spacing:

- > Point to the "2" to the right of the "L" in the format ruler line.
- > Type: 1
- > Move the cursor off the format line.

Your text returns to single spacing.

### Changing Text Alignment

The initial setting for text alignment is "r" for "ragged right." Notice the "r" to the right of the "l" that stands for single spacing.

The available text-alignment settings are:

```
r  ragged right (text aligned at left margin)
l  ragged left (text aligned at right margin)
j  justified (text aligned both left and right)
c  centered
```

To change the text-alignment setting to ragged left:

- > Move the cursor into the format line.
- > Point to the "r."
- > Type: l
- > Move the cursor off the format line.

Your text shifts and lines up on the right, leaving a ragged left margin.

To change back to ragged right:

- > Move the cursor into the format line.
- > Point to the "l."
- > Type: r
- > Move the cursor off the format line.

Your text shifts and lines up on the left, leaving a ragged right margin.

### Changing Text Format

You can emphasize words or blocks of text by adding text formatting attributes to the text. This is commonly referred to as changing the text format. Boldfacing and underlining are examples of text formatting attributes that are frequently used to emphasize text.

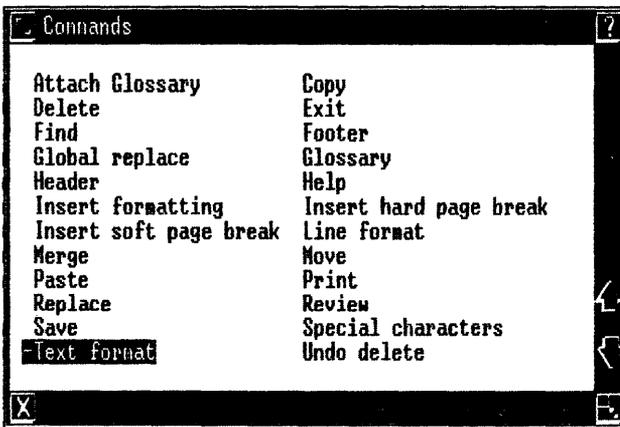
### Using the Text Formatting Menu

The Text Formatting menu displays attributes for emphasizing text. This example shows you how to use the Text Formatting menu to boldface text.

- > Move the cursor to the beginning of the text you want to make bold.

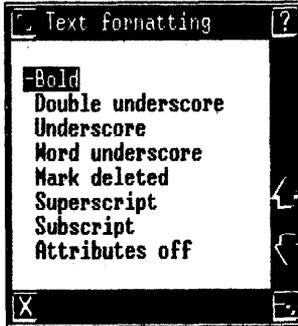
For this example, you are going to boldface the first line of the document, "Introduction<."

- > Move the cursor to the "I" in "Introduction."
- > Press <Cmd> or <B2> to display the Commands menu.
- > Point to |Text format|.



- > Press <Enter> or <B1>.

You see the following Text Formatting menu:



- > Point to |Bold| (it should already be highlighted).
- > Press <Enter> or <B1>.

You see the message: **Set attributes**

- > Move the cursor to the right to highlight the "Introduction."
- > Press <Enter> or <B1>.

"Introduction" is boldfaced. Notice that it appears bolder than it was before.

## Editing Existing Documents

---

### Removing Text Formatting Attributes

You can also use the Text Formatting menu to remove text formatting attributes.

To remove the boldface you previously added:

- > Point to the beginning of the text that contains the attributes you want to remove.

For this example, you are going to remove the boldface you previously added.

- > Move the cursor to the "I" in "Introduction."
- > Press <Cmd> or <B2>.

The Commands menu appears.

- > Point to |Text format|.
- > Press <Enter> or <B1>.

The Text Formatting menu appears.

- > Point to |Attributes Off|.
- > Press <Enter> or <B1>.

You see the message:   Normal text

This means that you are going to point to the text that contains the attributes you want to remove.

- > Move the cursor to highlight "Introduction."
- > Press <Enter> or <B1>.

The boldface attribute is removed and your text returns to "normal."

### Text Formatting Shortcut

The previous examples showed you how to use the Text Formatting menu to assign character attributes. You can assign character attributes, however, without using the formatting menu. This is accomplished by using [MORE KEYS] and then typing an attribute character.

This method may prove faster than using the menu, depending on the text and the number of attributes you want to assign. You can assign only one attribute at a time when using the "shortcut" method.

The following list shows you some of the attributes and their corresponding characters. For a complete list of the shortcut characters, see the "Using the Word Processor" section of this guide.

Press:	Type:	Attribute:
[MORE KEYS]	b	Boldface
[MORE KEYS]	d	Double underscore
[MORE KEYS]	e	End (remove) an attribute
[MORE KEYS]	s	Strike-through text
[MORE KEYS]	u	Underscore text

The following two examples show you how to use the text formatting shortcut to boldface text and to remove the boldface attribute.

### **Boldface Shortcut**

To boldface text using the shortcut method:

- > Move the cursor to the beginning of the text you want to boldface.
- > For this example, move the cursor to the "I" in "Introduction."
- > Press [MORE KEYS] (the <F1> function key).

You see the message: **Which command?**

- > Type: **b**

You see the message: **Bold what?**

- > Move the cursor to the right to highlight "Introduction."
- > Press <Enter>.

"Introduction" is boldfaced.

### Shortcut for Removing Attributes

To remove the boldface using the shortcut method:

- > Move the cursor to the beginning of the text that contains the attributes you want to remove.

For this example, you are going to remove the boldface from "Introduction," as you did when you used the Commands menu.

- > Move the cursor to the "I" in "Introduction."
- > Press [MORE KEYS].

You see the message: **Which command?**

- > Type: **e**

You see the message: **Normal text**

- > Move the cursor to the right to highlight "Introduction<."
- > Press <Enter>.

The boldface is removed from "Introduction."

## Editing Existing Documents

---

### Working With Multiple Documents

You can have many documents open on your console screen, but only one document is your current active document.

#### Opening Another Document

The following example shows you how to open a folder and then open another document with the mouse. You can also open the folder and the other document by using the <SuspD> key and the Window Manager menu.

For example, when you have a current document (in this case, editxx) displayed, and you want to open another document:

- > Move the tip of the mouse pointer above the editxx document and into the Filecabinet window border.

You can see the Filecabinet window border above "Page 1" in the top border of the editxx document.

- > Press <B1>.

The Filecabinet becomes the active window. You see a list of folders and files contained in the Filecabinet.

- > Point to |practice|.
- > Press <B1>.

You see a list of the files contained in the practice folder.

- > Point to |formatxx - Document|.

Remember, this is the copy of the practice document that contains your initials.

- > Press <B1>.

The formatxx document is opened and is "on top." It is the active window.

### Moving Between Documents

Moving between open documents is a matter of suspending one document and resuming another document.

To move from `formatxx` to `editxx`, for example:

- > Press `<Suspd>`.

The `formatxx` document is suspended, and the Window Manager menu is displayed.

- > Point to `|editxx - Document|`.

- > Press `<Enter>`.

The `editxx` document becomes your active document.

### Copying Text Between Documents

Copying text between documents combines suspending and resuming with the normal Copy procedure.

The following example shows you how to use the `<Suspd>` key and Window Manager menu to copy text between the `editxx` document and the `formatxx` document.

- > Move the cursor to the beginning of the block of text you want to copy.

For this example, you are going to copy "Introduction."

- > Move the cursor to the "I" in "Introduction<."

- > Press `<Copy>`.

You see the message: `Copy what?`

- > Move the cursor to the right until you have highlighted "Introduction<."

- > Press `<Enter>`.

## Editing Existing Documents

---

You see the message:

Point to destination and touch PASTE

Your destination is the `formatxx` document, so you have to resume that document.

> Press `<Suspd>`.

The Window Manager menu appears.

> Point to `|formatxx - Document|`.

> Press `<Enter>`.

The `formatxx` document is resumed.

> Move to the area of the document where you want to paste the block of text.

For this example, you are going to copy "Introduction" above the first paragraph of the `formatxx` document.

> Move the cursor to the "T" in "This."

> Press `[PASTE]`.

"Introduction" is copied from the `editxx` document to the `formatxx` document.

### Moving Text Between Documents

Moving text between documents is almost the same as copying text between documents, except you press the `<Move>` key to begin, and the block of text is removed from the original document and pasted into the other document.

Exiting the Practice Documents

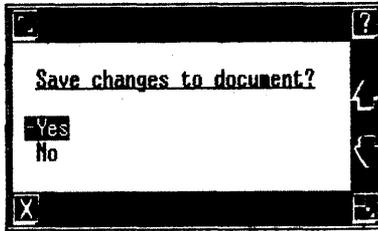
Before you finish this chapter you are going to put away the practice documents. The formatxx document is your current active document.

To exit the formatxx document:

> Press <Exit>.

The Save Changes to Document window is displayed.

Notice that |Yes| is highlighted, and the following message appears: Yes: changes will be saved.



> Press <Enter>.

The formatxx document is saved and removed from your screen. All the changes you have made to this document are stored on disk.

The Filecabinet/practice folder is displayed.

## Editing Existing Documents

---

### Resuming the Edit Document

Before you can finish this chapter, you must resume the `editxx` document, and then follow the steps you used to exit the `formatxx` document.

To resume the `editxx` document:

> Press `<Suspd>`.

The Window Manager menu is displayed.

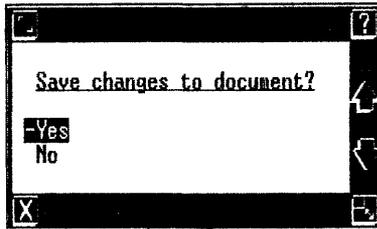
> Point to `|editxx - Document|`.

> Press `<Enter>`.

The `editxx` document is resumed.

> Press `<Exit>`.

Notice that `|Yes|` is highlighted, and the following message appears: `Yes: changes will be saved.`



> Press `<Enter>`.

The `editxx` document is removed from the screen and the `Filecabinet/practice` folder is displayed.

## Finishing Chapter 2

This chapter showed you how the Word Processor makes it easy to edit and format documents. There are many more editing and formatting commands than those that were covered in this chapter. When you begin to work on your own documents, you will find the "Using the Word Processor" section of this guide very useful for obtaining reference information.

To complete Chapter 2 and leave only the Office window displayed on your screen:

> Press <Exit>.

The Filecabinet/practice display is removed from your screen.

The Filecabinet becomes the active window.

> Press <Exit>.

The Filecabinet display is removed from the screen.

The Office window is the only window on your screen.

Chapter 3 shows you how to review and print a document. You may want to skip Chapter 3 if you do not have a printer attached to your UNIX PC.

## Editing Existing Documents

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## Chapter 3 - Reviewing and Printing a Document

---

This chapter shows you how to review and then print a document.

### Before You Begin

You must log in as tutor before proceeding with this chapter. If you need to, refer to "Getting Started" in the "Introduction" section of "Learning the Word Processor" for instructions on using the tutorial login. If you are not already logged in as tutor, do so now.

### Exiting a Document

Remember, you can exit any existing document whenever you want to by pressing the <Exit> key. For complete instructions, refer to "Exiting a Chapter" in the "Introduction" section of "Learning the Word Processor."

## Reviewing and Printing a Document

---

### Opening an Existing Document

To review a document, you must first open an existing document. To open a document, you must first open the Filecabinet and then open the folder that contains the document. You are going to be using the `editxx` document (the document you copied in Chapter 2).

To open the `editxx` document:

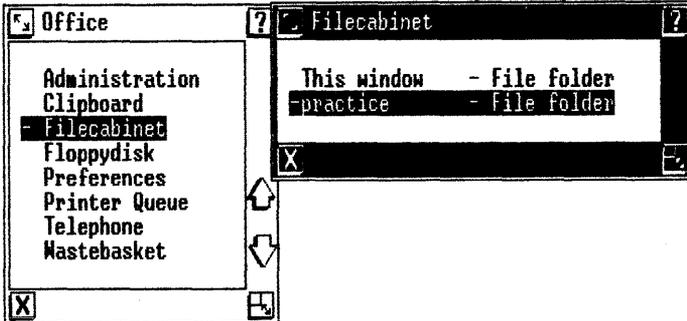
- > Point to |Filecabinet|.
- > Press <Enter>.

A Filecabinet window appears.

The `editxx` document is stored in the practice folder.

To open the practice folder:

- > Point to |practice - File folder|.



- > Press <Enter>.



## Reviewing and Printing a Document

---

### Reviewing a Document

The Review command divides a new document into pages, so you must review a new document before you print it.

The Review command also allows you to view the document layout, the page breaks, the areas containing special formatting, and other elements before you make a paper copy of the document.

The following examples show you how to use the initial settings when reviewing a document and how to change one of the settings before a review. If you want to know more about all the review settings, see "Reviewing and Printing a Document" in the "Using the Word Processor" section of this guide.

Before you can review a document, you must open the document. If you are following this Chapter, you will already have the `editxx` file open.

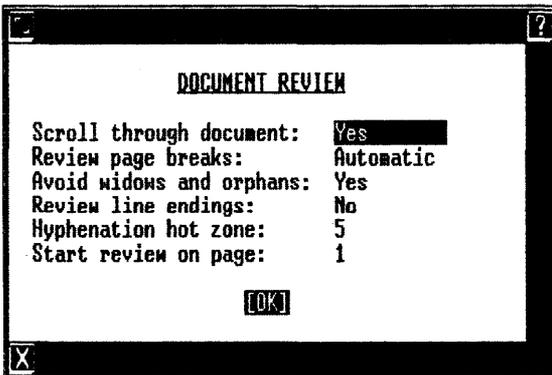
To review the "editxx" document:

> Press [MORE KEYS].

You see the message: Which command?

> Press [REVIEW] to begin the Review Document command.

The following form appears:



A screenshot of a dialog box titled "DOCUMENT REVIEW". The dialog box has a black border with a question mark in the top right corner and an 'X' in the bottom left corner. The text inside the dialog box is as follows:

<b>DOCUMENT REVIEW</b>	
Scroll through document:	Yes
Review page breaks:	Automatic
Avoid widows and orphans:	Yes
Review line endings:	No
Hyphenation hot zone:	5
Start review on page:	1
[OK]	

### Using the Initial Review Settings

You can change any of the review settings displayed in this form, or you can perform the review with the current settings. The next example shows you how to perform the review with the initial settings.

To review the edit document with the initial settings:

> Press <Enter>.

The document is removed from your screen for a moment, and then you see the message: **Review in progress...**

When the document returns to the screen, the cursor is at the bottom of the screen, along with the message:

**Touch ENTER to continue**

> Press <Enter>.

The document scrolls up a screen at a time, and again you see the message: **Touch ENTER to continue**

> Continue pressing <Enter> until the review is complete and you are returned to page 1 of your document.

### Canceling a Review

You can cancel a review at any time.

To cancel a review:

> Press <Cancl>.

You see the message:

**Cancel review - touch ENTER to confirm**

> Press <Enter> to cancel the review.

The review is canceled, and the cursor returns to the beginning of the document.

## Reviewing and Printing a Document

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### Changing a Review Setting

This example shows you how to change an initial review setting. It also shows you the difference the change makes in the review process.

To change the setting for "Review line endings," for example:

> Press [MORE KEYS].

You see the message: **Which command?**

> Press [REVIEW].

The Review form appears.

> Point to |Review line endings: No|.

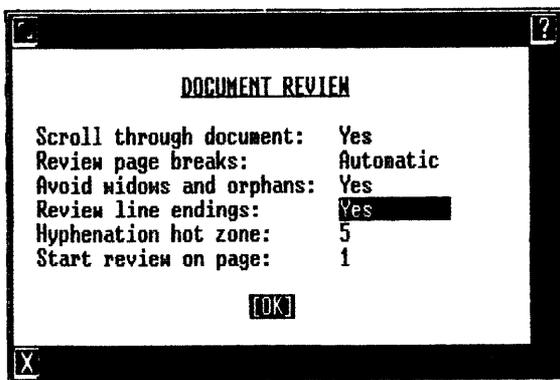
> Press <Cmd> or <Opts>.

You see a window that displays: **Yes and No**

> Point to |Yes|.

> Press <Enter>.

You see the Review form again, as follows:

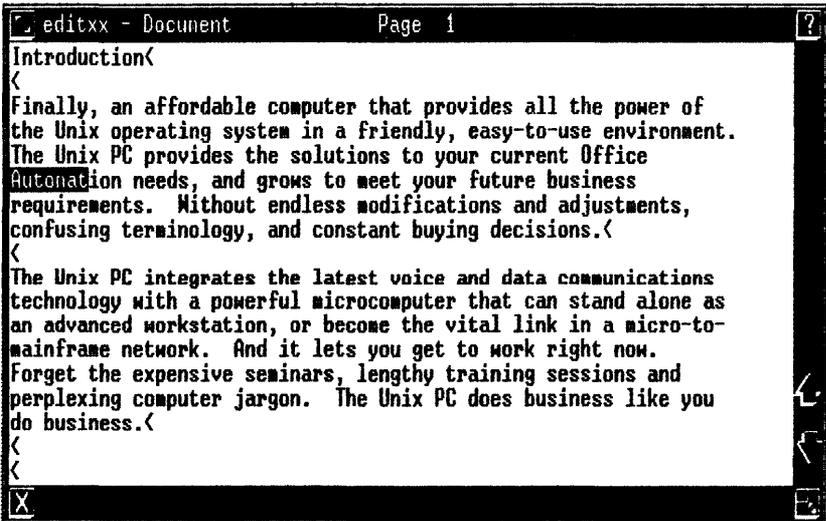


> Press <Enter> to start the review.

The document is removed from your screen for a moment, and you see the message:

Review in progress...

The document is displayed again, and the word "Automation" is highlighted, as shown below:



The following message appears at the bottom of the screen:

Hyphenate: Cursor to hyphen position and touch  
ENTER

This message tells you to move the cursor to the point where you want to hyphenate the word "Automation." This occurred because "Automation" violates the initial "hot zone" setting of 5. This means that there are more than five blank characters at the end of the line above "Automation." You can hyphenate this word, or you can choose not to hyphenate.

## Reviewing and Printing a Document

---

- > Press the left arrow key 3 times to move the cursor so it blinks on the first "o" in "Automation."
- > Press <Enter>.

"Automation" is hyphenated, and the next word that violates the hot zone setting of 5 is highlighted.

Notice the [DON'T] screen key. You use this to avoid hyphenation and leave the word as it appears.

- > Press [DON'T].

The word is not hyphenated and is left in its original position. The next word that violates the hot zone is highlighted.

For the rest of the review, follow the messages at the bottom of your screen.

If the message is Hyphenate, press [DON'T].

If the message is Touch ENTER to continue, press <Enter>.

After you respond to all the messages, the review is completed and your document is displayed again.

Remember, you can cancel a review at any time.

To cancel this review:

- > Press <Cancel>.

You see the following message:

Cancel review - touch ENTER to confirm

- > Press <Enter> to cancel the review.

The review is canceled, and the cursor returns to the beginning of the document.

### Printing a Document

The following examples show you how to:

- o Get ready to print a document
- o Print your current document using the initial print settings
- o Print your current document after changing one of the initial print settings

For more information on different ways to print your document using the other print settings, see "Reviewing and Printing a Document" in the "Using the Word Processor" section of this guide.

### Getting Ready to Print

Before you begin to print a document, you should:

- o Open the document you want to print
- o Review the document
- o Check your printer

If you are following this chapter, you have already done the first two steps. Read the next section, "Checking Your Printer," before attempting to print the edit document.

## Reviewing and Printing a Document

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### Checking Your Printer

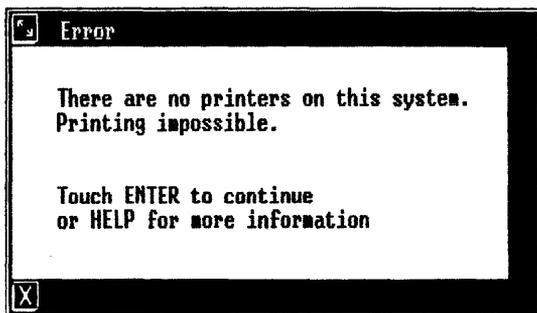
Make sure your printer is attached and is loaded with paper before attempting to print a document.

Your printer is ready to go if:

- o The printer is plugged in and the printer cable is attached to the back of your UNIX PC at the printer port.
- o The printer is turned ON, and its power lights are on.
- o Paper has been loaded into your printer.

Ask your system administrator if you are not sure about your printer's status.

If your printer has not been installed, you see the following message when you attempt to print a document:



If you see the preceding message:

- > Press <Enter>.

The document is redisplayed.

- > Configure your printer using the "Administration" procedure in the Office window. See the AT&T UNIX PC Owner's Manual for information.

### Printing Your Current Document

You can print all or part of your current document by using the <Print> key, located to the right of the <Enter> key.

The following example shows you how to print your current document using the initial print settings.

To print the `editxx` document:

> Press <Print>.

The following Print form appears:

```
DOCUMENT PRINT
Printer name:  ATT470
Number of copies: 1
Print pages:  1      through: 3
Horizontal spacing: Don't change
Paper type:   Standard
Feeder source: Normal
[OK]
```

> Press <Enter>.

The document is redisplayed and the cursor moves to the top of the document.

You see the following message:

Document queued for printing

After a few moments, the "editxx" document is printed.

## Reviewing and Printing a Document

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### Changing Print Settings

The following example shows you how to change the "Print pages" setting to print only a portion of your document (Page 2).

For more information about all the available print settings, see "Reviewing and Printing a Document" in the "Using the Word Processor" section of this guide.

To print the edit document with a new "Print pages" setting:

- > Press <Print> to display the Print form.
- > Press <Next> twice to move the cursor to the "Print pages" setting.
- > Type: 2
- > Press <Next> to move to the "through:" setting.

For this example, the new through page setting is "2."

- > Type: 2
- > Press <Enter> to start printing.

Page 2 of the editxx document is printed.

Wait until your document begins to print before you exit your document.

### Exiting Your Document

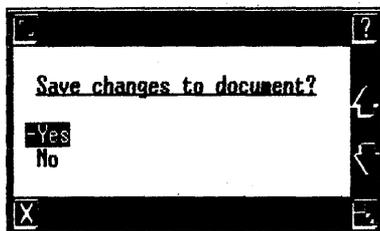
To exit a document, you use the <Exit> key located in the upper-right corner of your keyboard, to the right of the <F8> function key.

To put away the `editxx` document:

- > Press <Exit>.

The Save Changes to Document? window appears.

Notice that `|Yes|` is highlighted, and the following message appears: **Yes: changes will be saved.**



- > Press <Enter>.

The `editxx` document is saved and removed from your screen. All the changes you have made to this document are stored on disk.

The Filecabinet/practice folder is displayed.

### Finishing Chapter 3

To complete chapter 3 and leave only the Office window displayed on your screen:

- > Press <Exit> to remove the Filecabinet/practice folder display.
- > Press <Exit> again to remove the Filecabinet display.

Reviewing and Printing a Document

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## Summary

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These chapters covered many of the basic word-processing tasks. There are many commands that were not covered. You will find all the features of the Word Processor discussed in detail in the "Using the Word Processor" section of this guide.

If you have followed all the examples in "Learning the Word Processor," you have created or edited the following files:

- o xxmemo
- o editxx
- o formatxx

The "xx" portion of the file names represents your initials. You can experiment further with these files, or you can delete them now. If you need help to delete these files, refer to the AT&T UNIX PC Owner's Manual.

### Leaving the Tutorial Login

If you are still logged in as **tutor**, you are ready to leave the tutorial login and begin using the Word Processor to create your own documents.

To log out of the tutor login:

- > Press <Cmd>.
- > Point to |Logout|.
- > Press <Enter>.

You see the following message: **Please login:**

- > Log in with your usual login name.

You are now ready to begin creating some of your own documents. Remember to look in the "Using the Word Processor" section for the answers to any questions that may arise.

## Summary

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## Using the Word Processor

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## Introduction

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This section is a step-by-step reference guide for the Word Processor commands. It is intended for experienced users. If you have finished the "Learning the Word Processor" section, you are ready to begin creating and editing your own documents and can turn to this section when you have questions.

The information in this section is organized in groups of related tasks, in roughly the order in which you are likely to use them. Use the Command Summary Chart that follows this Introduction, or the Index, to locate the information you need.

### Organization of This Section

This section is divided into the following chapters:

- o Command Summary Chart provides a "lookup table" for the Word Processor commands and functions.
- o Overview of the Word Processor discusses the major functions of the Word Processor and how they are used.
- o Chapter 1, "Starting, Saving, and Exiting," shows you the steps to creating a new document, opening an existing document, saving a document, and exiting a document.
- o Chapter 2, "Moving the Cursor and Scrolling," explains how to move the cursor with the mouse or with the cursor movement keys.
- o Chapter 3, "Editing, Moving, and Copying Text," describes the steps for moving, copying, and deleting text by using both the Commands menu and the action keys.
- o Chapter 4, "Finding and Replacing Text," discusses the procedure for finding and replacing text.

## Introduction

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- o Chapter 5, "Changing Text Format," explains how to use format rulers to change margins, tabs, text alignment, and line spacing. It also shows you how to center, indent, hyphenate, and use formatting character attributes.
- o Chapter 6, "Changing Page Format," shows you how to change the page format.
- o Chapter 7, "Adding Headers and Footers," describes how to add headers and footers to your documents.
- o Chapter 8, "Using Multiple Documents," discusses how to work with multiple documents and to copy and move text between documents and the Clipboard.
- o Chapter 9, "Reviewing and Printing a Document," gives the procedures for reviewing and printing a document.
- o Chapter 10, "Using the Glossary and Merge Commands," shows you the steps for using the Glossary command and how to merge data files with documents.

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### Command Summary Chart

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The following chart lists the Word Processor commands and functions found in this section.

The commands are arranged alphabetically by name, with a brief description of the command or function and the page number where you can find related information.

If you are looking for information about a command or function, but do not know its name, look in the "Description" column for a brief explanation of the task you want to perform.

### Command Summary Chart

Command	Page	Description
Attach Glossary	114	Attaches Glossary to document
Attributes Off	58	Removes text formatting attributes
Bold	58	Boldfaces text in document
Center	54	Centers text
Copy	38	Copies text within a document
	96	Copies text between documents
Create	23	Creates a new document
Delete	36	Deletes text
Double underscore	58	Double underlines
Find	40	Searches for text in document
Footer	84	Adds footer to bottom of document
Glossary Entry	115	Inserts glossary entries into document

## Command Summary Chart

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Command	Page	Description
Go To Page	31 14	Moves to a specified page Displays header and footer screen keys
Header	77	Adds header to top of document
Indent	55	Indents text in a paragraph
Line Format	47	Inserts format ruler into document
Mark Deleted	58	Crosses out text
Merge	116	Merges data file and document
Move	37 95 99	Moves text within a document Moves text between documents Moves text from Clipboard
Overtyping	35	Types over existing text
Page Break	74	Inserts new page in document
Page Format	71	Displays page format settings
Page Number	63	Inserts automatic page number into document
Paste	37	Places moved or copied text in new location
Print	106	Prints document
Replace	41	Replaces existing text with new text
Review	101	Reviews document
Save	25	Saves changes made in document
Strikethrough	64	Crosses-out text
Subscript	58	Adds subscript text
Superscript	58	Adds superscript text

## Command Summary Chart

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Underscore	58	Underlines text
Undo	36	Recalls deleted text
Word Underscore	58	Underlines by word

Command Summary Chart

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## Overview of the Word Processor

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The Word Processor simulates the way you work in your office. That is, it organizes your documents in folders and stores them in the Filecabinet. You open the Filecabinet, open the folder that contains your document, and then get right to work.

With the Word Processor you can:

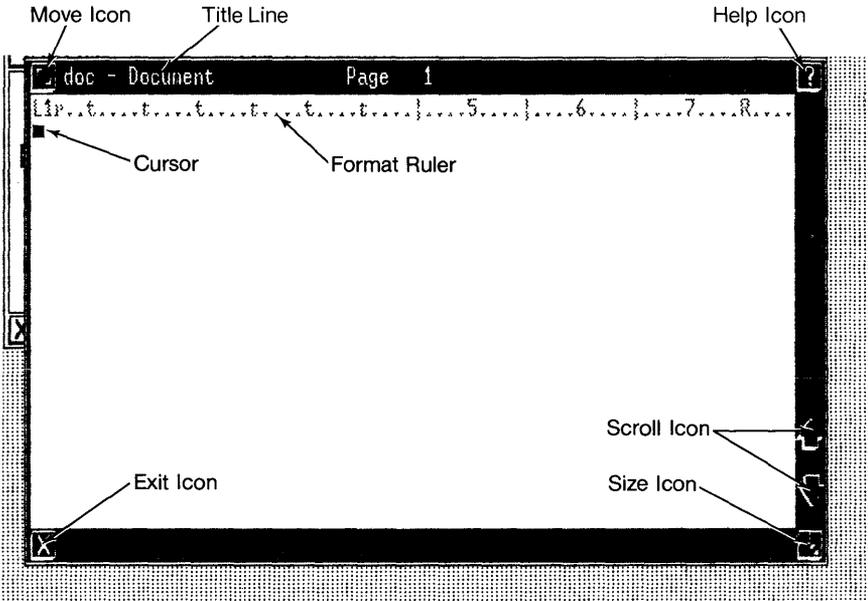
- o Copy frequently used text anywhere within a document or into any other document
- o Move text within a document or to any other document
- o Replace text throughout a document
- o Work with several documents at the same time
- o Set margins, tabs, line spacing, and text alignment
- o Add headers and footers to any or all pages of your document
- o Merge text with data record files and print form letters

## Overview

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### The Document Window

All your documents are displayed within a document window. The following illustration shows the many parts of the document window.



Screen Keys

- o Cursor -- Marks where your text will appear. The cursor always starts in the upper-left corner of a document.
- o Title line -- Displays document name and current page number.
- o Format ruler -- Used for setting margins, line spacing, tabs, and text alignment.

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## Window Icons

The document window contains many "mouse-sensitive" icons in the window border:

- o Move icon -- Used for repositioning a window. While pointing to the Move icon press and hold <B1> mouse button, then move outline to desired position.
- o Help icon -- Used for getting Help with the mouse. Press <B1> mouse button here to display Help message and enter Help function.
- o Scroll icons -- Used for moving the cursor within a document with the mouse. Press the following mouse buttons on the indicated icons to scroll:
  - <B1> on up arrow - Scrolls text back five lines
  - <B2> on up arrow - Scrolls text back one window
  - <B3> on up arrow - Moves cursor to beginning of current page
  - <B1> on down arrow - Scrolls text forward five lines
  - <B2> on down arrow - Scrolls text forward one window
  - <B3> on down arrow - Moves cursor to end of current page
- o Size icon -- Used for resizing current document window. When you point to this icon and press and hold <B1>, the top-left corner of window is anchored. Move outline up and to left to make window smaller.
- o Exit icon -- Used for exiting a document with the mouse. Press <B1> mouse button here to exit current document. You see the Save Changes to Document window. Highlight |Yes| or |No| and then press <B1> again to exit.

## Overview

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### Screen Keys

The following screen keys appear on the last two lines of the screen when you are using a Word Processor document. These labels change if you press the [MORE KEYS] screen key.

The initial screen keys are:

MORE KEYS	GO TO PAGE	INDENT	CENTER	SOFT PAGE	LINE FORMAT	SPECIAL CHARS	PASTE
--------------	---------------	--------	--------	--------------	----------------	------------------	-------

The screen keys shown when you press [MORE KEYS] are:

MORE KEYS	REVIEW	MERGE	TEXT FORMAT	HARD PAGE	VISIBLE MODE	ATTACH GLOSSARY	GLOSSARY ENTRY
--------------	--------	-------	----------------	--------------	-----------------	--------------------	-------------------

To use these commands with the mouse:

- 1 Point to the screen key with the mouse pointer.
- 2 Press the <B1> mouse button.
- 3 Follow the message on the message line to complete the command.

To use these commands with function keys (<F1> through <F8>):

- 1 Press the function key that corresponds to desired screen key.
- 2 Follow the message on the message line to complete the command.

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## Screen Key Descriptions

### Initial Screen keys

Key	Screen Key	Description
<F1>	[MORE KEYS]	Displays new set of commands. Displays message: Which command?
<F2>	[GO TO PAGE]	Displays message: Which page? Displays Header/Footer screen keys
<F3>	[INDENT]	Indents paragraph to next tab stop
<F4>	[CENTER]	Centers line
<F5>	[SOFT PAGE]	Inserts page break, and copies format ruler to top of new page
<F6>	[LINE FORMAT]	Inserts format ruler
<F7>	[SPECIAL CHARS]	Displays special characters menu
<F8>	[PASTE]	Copies or moves text to cursor location

### Screen keys displayed after pressing [MORE KEYS]

<F1>	[MORE KEYS]	Displays new set of commands. Displays message: Which command?
<F2>	[REVIEW]	Displays Document Review form
<F3>	[MERGE]	Starts Document Merge command
<F4>	[TEXT FORMAT]	Displays menu of text formatting character attributes
<F5>	[HARD PAGE]	Inserts page break, and copies format ruler to top of new page

## Overview

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<F6>	[VISIBLE MODE]	Makes spaces, and new line, indent, center, and tab characters, visible or invisible
<F7>	[ATTACH GLOSSARY]	Attaches glossary to document
<F8>	[GLOSSARY ENTRY]	Inserts glossary entry

### Additional Screen Keys

Two additional sets of screen keys are displayed depending on where the cursor is positioned.

#### Header/Footer Screen Keys

If the cursor is positioned on a Header/Footer line in the document, or if the [GO TO PAGE] screen key has been selected, the following screen keys are displayed.

Key	Screen Key	Description
<F1>	[HEADER]	Displays header window
<F2>	[EVEN HEADER]	Displays even pages header window
<F3>	[ODD HEADER]	Displays odd pages header window
<F4>	[FIRST HEADER]	Displays first page header window
<F5>	[FOOTER]	Displays footer window
<F6>	[EVEN FOOTER]	Displays even pages footer window
<F7>	[ODD FOOTER]	Displays odd pages footer window
<F8>	[FIRST FOOTER]	Displays first page footer window

These keys are displayed on the screen as follows:



### Format Ruler Screen Keys

When the cursor is positioned on a format ruler, the following screen keys are displayed:

Key	Screen Key	Description
<F1>	[MORE KEYS]	Displays new set of commands (same as displayed by initial screen key)
<F2>	[GO TO PAGE]	Displays message: Which Page? Displays header/footer screen key
<F5>	[PAGE FORMAT]	Displays Page Format form
<F6>	[INITIAL FORMAT]	Copies initial default settings to format ruler

These screen keys are displayed on the screen as follows:



### Message Line

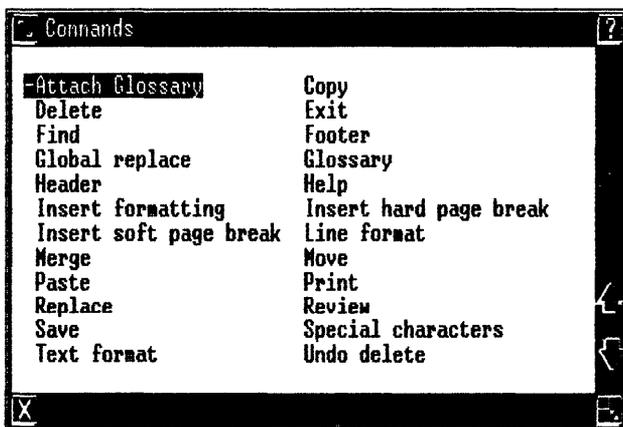
The area immediately above the screen keys is referred to as the message line. It is used for displaying messages associated with the various word processing commands



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To display the Commands menu:

- 1 Press <Cmd> or <B2>.



To select a command from the Commands menu with mouse:

- 1 Point to the desired command name.
- 2 Press <B1>.

To select a command from the Commands menu with a keyboard key:

- 1 Use the cursor movement keys to point to the desired command.
- 2 Press <Enter>.

### Canceling a Command

To cancel any command:

- > Press <Cancl>.

### Text Formatting and Special Characters Menus

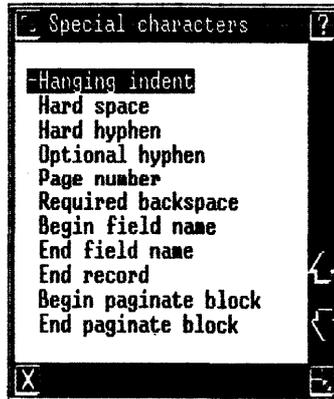
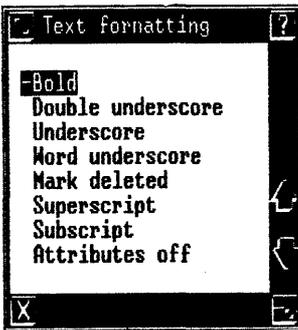
The Text formatting and the Special characters menus allow you to select many character attributes from menus.

To display the Text formatting menu:

- 1 Press <Cmd> or <B2> to display the Commands menu.
- 2 Point to |Text format|.
- 3 Press <Enter> or <B1>.

You can also display the Text formatting menu by selecting [MORE KEYS], then selecting the [TEXT FORMAT] screen key.

The Text formatting menu is described in Chapter 5.



To display the Special characters menu:

- 1 Press <Cmd> or <B2> to display the Commands menu.
- 2 Point to |Special characters|.
- 3 Press <Enter>.

You can also display the Special characters menu by selecting the [SPECIAL CHARS] screen key.

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## Getting Help

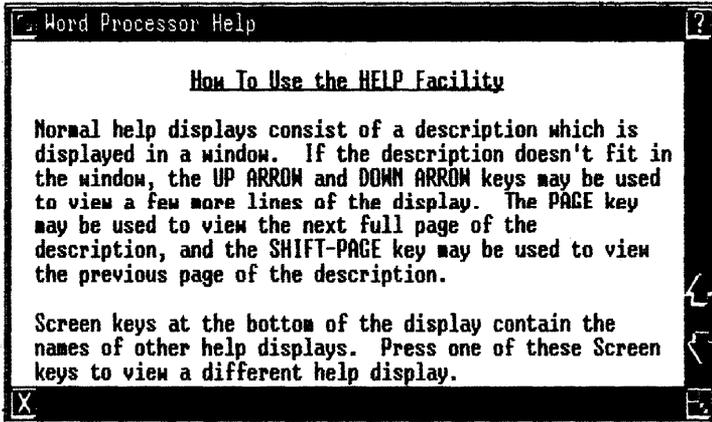
You can get Help any time you need more information about a Word Processor command. If you are in the process of entering a command, information about that command is displayed; otherwise you see a general information display.

After viewing Help information, you return to where you were when you requested Help by pressing <Exit>.

To get Help:

- 1 Press <Help> or select |Help| from the Commands menu or point to the Help icon [?] in the window border and press <B1>.

The following Help window appears:



To get more Help with the mouse:

- 1 Point to [TABLE OF CONTENTS].
- 2 Press <B1>.
- 3 Point to the desired topic.
- 4 Press <B1>.

## Overview

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To get more Help with keyboard keys:

- 1 Press [TABLE OF CONTENTS].
- 2 Move the cursor to highlight the desired topic.
- 3 Press <Enter>.

### Moving in a Help Window

There are a couple of different ways to view the information that is not shown in the initial window.

For all Help windows except the Table of Contents window, notice that the message **Press PAGE for more information** appears near the bottom of your screen.

To see the next screen of a Help window:

- 1 Press <Page>.

The next window of help information is displayed.

To see the previous screen in a Help window:

- 1 Press <Shift>-<Page>.

You can also use the arrow keys to scroll in a Help window. The arrow keys are located in the lower-right corner of your keyboard.

To see more of what is above in the Help window:

- 1 Press and hold the up arrow.

The information is moved down and you see the portion of the information that was above the cursor's position.

To see more of what is below in the Help window:

- 1 Press and hold the down arrow.

The information is moved up and you see the portion of the information that was below the cursor's position.

### Exiting Help

To exit Help:

- 1 Press <Exit> or point to the [X] icon and press <B1>.

## Overview

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## Chapter 1 - Starting, Saving, and Exiting

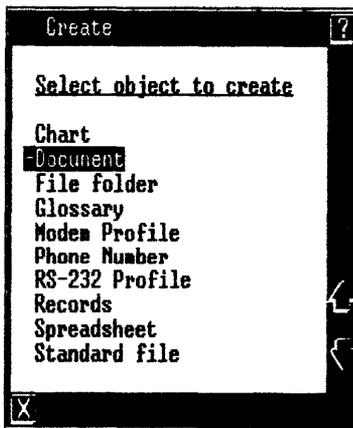
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This chapter shows you how to create a new document, open an existing document, save a document, and exit a document.

### Creating a New Document

To create a new document you must be in a folder, the Office, the Floppydisk, or the Filecabinet.

- 1 Press <Creat>.
- 2 Point to |Document|.
- 3 Press <Enter>.
- 4 Type the new document name.
- 5 Press <Enter>.



The document is created in whatever folder is current when you create the document.

## Starting, Saving, and Exiting

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### Naming Documents

Document names can be up to 12 characters long. Documents should be given unique names that reflect the contents of the document. Do not use the following characters or blank spaces in a document name:

? \* + - / > < = # ! % [ ] " ' : ; , ~ @ | \ { }

### Opening an Existing Document

To open an existing document, you must have the Filecabinet (or Floppydisk) open, and you must have the folder that contains the document open.

The page that was displayed when the document was last exited is displayed when you open the document.

To open the Filecabinet:

- 1 Point to |Filecabinet|.
- 2 Press <Enter>.

To open the Floppydisk:

- 1 Resume the Office window.
- 2 Point to |Floppydisk|.
- 3 Press <Enter>.

To open a folder:

- 1 Point to the folder name in the Filecabinet or Floppydisk window.
- 2 Press <Enter>.

To open a document:

- 1 Point to the document name in the folder window.
- 2 Press <Enter>.

### Saving a Document

Saving a document is very important. When you save a document, all the changes you have made in the document are saved and stored on disk.

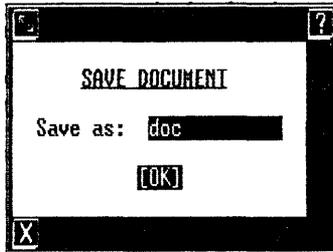
It is a good idea to save a document every fifteen minutes or so. This will protect what you have already typed so far if a power failure should occur.

To save a document, press the <Save> key located in the upper-left corner of your keyboard.

To save a document:

- 1 Press <Save>.

The following window appears:



You can save the document with the displayed name or copy the document into a new document with a new name.

- 2 To keep the same document name and save, press <Enter>.

The document is saved and the cursor is returned to the top of the current page.

To copy the document with a new name, type the new document name and then press <Enter>.

A message confirms that the current active document is copied to a new file with the name you typed.

## Starting, Saving, and Exiting

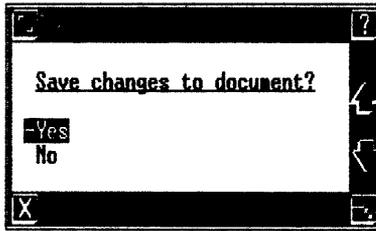
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### Exiting a Document

To exit a document, press the <Exit> key and respond to the Save changes to document window. The <Exit> key is located in the upper-right section of the keyboard to the right of the <F8> function key.

To exit a document:

- 1 Press <Exit>.



To save the changes you have made before exiting:

- 1 Point to |Yes|.
- 2 Press <Enter>.

All the changes you have made are saved and stored on disk.

To exit without saving any changes you may have made:

- 1 Point to |No|.
- 2 Press <Enter>.

All of the changes you have made since your last save are ignored.

## Chapter 2 - Moving the Cursor and Scrolling

This chapter shows you the many methods to move the cursor and scroll through a document.

### Moving with the Mouse

You can move your cursor anywhere within your current window by moving the mouse to the desired location and pressing the <B1> mouse button.

To move your cursor with the mouse:

- 1 Point to the area where you want to move the cursor.
- 2 Press <B1>.

The cursor moves to the location of your mouse pointer.

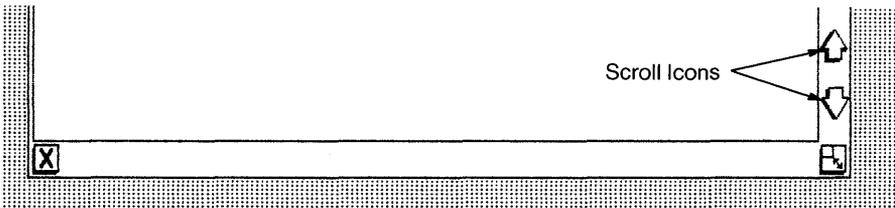
## Moving the Cursor and Scrolling

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### Scrolling with the Mouse

To see more of the document than what is displayed in your current window, you scroll through the document.

To scroll within a document with the mouse, you use the scroll icons located on the right-hand border of the window. The arrows indicate which part of the document comes into view when the icon is selected.



Press the following mouse buttons on the icons to scroll as indicated:

- <B1> on up arrow - Scrolls text back five lines
- <B2> on up arrow - Scrolls text back one window
- <B3> on up arrow - Moves cursor to beginning of current page
  
- <B1> on down arrow - Scrolls text forward five lines
- <B2> on down arrow - Scrolls text forward one window
- <B3> on down arrow - Moves cursor to end of current page

### Moving with the Cursor-Movement Keys

The cursor-movement keys consist of the <Roll> keys, the arrow keys, the <Page> key, the <Beg> key, the <End> key, the <Home> key, and the <Prev> and <Next> keys. These keys are all located in the bottom-right corner of your keyboard.

Key	Movement
up arrow	Moves cursor back one line until key is released or cursor reaches beginning of document
down arrow	Moves cursor forward one line until key is released or cursor reaches end of document
right arrow	Moves cursor one character to the right until key is released
left arrow	Moves cursor one character to the left until key is released
<Next>	Moves cursor to beginning of next word until key is released or cursor reaches end of document
<Prev>	Moves cursor to beginning of previous word until key is released or cursor reaches beginning of document
<End>	Moves cursor to end of current page
<Home>	Moves cursor to beginning of current window
<Beg>	Moves cursor to beginning of current page
<Page>	Moves text up one screen
<Shift>-<Page>	Moves text down one screen

## Moving the Cursor and Scrolling

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### Moving to the Beginning or End of a Line

When you want to move to the beginning or end of a line, you use the [GO TO PAGE] screen key and then press an arrow key that indicates the direction in which you want to move.

To move to the end of a line:

- 1 Press [GO TO PAGE].
- 2 Press the right arrow key.

To move to the beginning of a line:

- 1 Press [GO TO PAGE].
- 2 Press the left arrow key.

### Moving to the Beginning or End of a Page

You can move to the beginning or end of the current page by pressing either the <Beg> or the <End> key.

To move to the beginning of a page:

- 1 Press <Beg>.

To move to the end of a page:

- 1 Press <End>.

### Moving to the Beginning of the Current Window

To move to the beginning of the current window:

- 1 Press <Home>.

### Go To a Page

You can go directly to the page you want to move to by using [GO TO PAGE]. You can use [GO TO PAGE] to move forward or backward through a file.

To move to a page number:

- 1 Press [GO TO PAGE].

You see the message:   **Which page:**

- 2 Type the desired page number.
- 3 Press <Enter>.

The cursor moves to the beginning of the specified page.

### Moving to the Beginning of the Document

To move to the beginning of the document:

- 1 Press [GO TO PAGE].
- 2 Type:    1
- 3 Press <Enter>.

The cursor moves to the beginning of the document.

### Moving to the End of a Document

To move to the end of the document:

- 1 Press [GO TO PAGE].
- 2 Type:    e

The cursor moves to the end of the document.

Moving the Cursor and Scrolling

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## Chapter 3 - Editing, Moving, and Copying Text

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This chapter shows you how to edit, move, and copy text.

The Delete, Move, and Copy commands can be carried out by selecting the command from the Commands menu with the mouse or by pressing an action key.

If you want to select one of these commands from the Commands menu:

- 1 Press <Cmd> or <B2>.
- 2 Point to the command.
- 3 Press <Enter> or <B1>.

Use the method that is most suitable for your way of working.

### Editing Text

This part of Chapter 3 shows you how to correct typing errors, insert text, overwrite text, and delete text.

#### Correcting Typing Errors

Use the following keys to correct errors as you type:

<Back Space>	Deletes characters to the left of the cursor
<Delete Char>	Deletes characters highlighted by the cursor

#### Inserting Text

When you insert text, you add text to an existing word or line of text. You can also insert a new line of text between existing lines of text.

To insert text into an existing word or line of text:

- 1 Move the cursor to the area where you want the inserted text to appear.
- 2 Type the new text.
- 3 Press <Enter> to close up the opened space.

The new text is inserted into the existing word or line of text.

To insert a new line of text:

- 1 Move the cursor to the area where you want to insert the new line of text.
- 2 Press <Return> to start a new line.
- 3 Type the new text.
- 4 Press <Return> again if the new text is to stand alone as a paragraph.
- 5 Press <Enter> to close up the opened space.

### Overtyping Text

When you overwrite text, you replace existing text with new text.

To overwrite text:

- 1 Move to the beginning of the text you want to overwrite.
- 2 Press <Input Mode> to start overtyping.

\*OT is displayed in the document window border to the right of the page number. This indicates that you are in overwrite mode.

- 3 Type the new text.

The new text is typed over the existing text.

- 4 Press <Input Mode> to stop overtyping.

The \*OT is removed from the document window border. Any text you type is inserted into the existing text.

### Deleting Text

When you delete a block of text, the text is removed from the document. All deleted text can be "undone" or recalled and replaced in your document. See "Undoing a Deletion" for more information.

To delete a block of text:

- 1 Move to the beginning of the block of text you want to delete.
- 2 Press <Delete> or select |Delete| from the Commands menu.

You see the message: Delete what?

- 3 Move the cursor to the right and down to highlight the block of text you want to delete.
- 4 Press <Enter> or <Bl>.

The highlighted text is deleted.

To delete a line of text:

- 1 Press <Shift>-<Delete Char>.

### Undoing a Deletion

All deleted text can be "undone" or recalled and replaced in your document. The recalled text is placed in your document at the cursor's position at the time of the recall. Deleted text is recalled in the reverse order of deletion. In other words, the last block of text deleted is the first recalled.

To undo or recall a delete:

- 1 Move the cursor to the beginning of the area where you want to place the recalled text.
- 2 Press <Undo> or select |Undo delete| from the Commands menu.

The last block of text deleted is replaced in your document at the cursor's current position.

### Moving Text

When you move text, you remove text from one location in the document and place it in a new location in the document.

To move a block of text:

- 1 Point to the beginning of the block of text you want to move.
- 2 Press <Move> or select |Move| from the command menu.

You see the message: **Move what?**

- 3 Move your cursor to the right and down to highlight the block of text you want to move.
- 4 Press <Enter> or <Bl>.

The block of text is removed from its location, and the following message appears:

Point to destination and touch PASTE.

#### **Note:**

If you decide you do not want to move a block of text that has already been removed from its location, press [PASTE]. The text is returned to its original location

- 5 Move your cursor to the new location for the moved text.
- 6 Press [PASTE] to complete the Move command.

The text moves to the new location.

### **Multiple Moves**

You can consecutively move the same block of text to different locations by moving the cursor and pressing [PASTE]. If you start a new command between multiple moves, the Move command is terminated.

## Editing, Moving, and Copying Text

---

### Copying Text

When you copy text in a document, you make a copy of existing text and place the copied text in another location in the document.

To copy a block of text:

- 1 Point to the beginning of the block of text you want to copy.
- 2 Press <Copy> or select |Copy| from the Commands menu.

You see the message: **Copy what?**

- 3 Move the cursor to the right and down to highlight the block of text you want to copy.
- 4 Press <Enter> or <B1>.

The following message appears:

Point to destination and touch PASTE.

- 5 Move the cursor to location for the copied text.
- 6 Press [PASTE] to copy the text.

The text is copied into the new location.

### **Multiple Copies**

You can consecutively copy the same block of text to different locations by moving the cursor to the new locations and pressing [PASTE]. If you start a new command between multiple copies, the Copy command is terminated.

## Chapter 4 - Finding and Replacing Text

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This chapter shows you how to use the Find and Replace commands to search for and replace existing text.

The Find and Replace commands can be executed by using the Commands menu with the mouse or by pressing an action key.

If you want to select the command from the Commands menu:

- 1 Press <Cmd> or <B2>.
- 2 Point to the command.
- 3 Press <Enter> or <B1>.

Use the method that is most suitable for your way of working.

### Finding Text

There are two types of Find commands: one in which you search forward from your cursor position, and another in which you search from the beginning of the document.

To find text in your document:

- 1 Press <Find> or select |Find| from the Commands menu to search forward.

Press <Shift>-<Find> if you want to search from the beginning of the document.

You see the message: Find what?

- 2 Type the text you want to find.

Use <Back Space> to correct typing errors.

As soon as you type the first character in the text, the cursor finds the first occurrence of that character, then finds the first occurrence of the first two characters, and so on until you have highlighted the desired text.

Strings typed in lower case ignore case when searching. Strings typed in upper case search for exact matches.

- 3 To find the next occurrence of the text, press <Find> again. The next occurrence of the text is found without highlighting the individual characters.

Use <Cancl> to stop a Find command and start a new find command.

If you see the message: String not found, you may have misspelled the text, the text is between your cursor and the beginning of the document, the word does not exist in your document, or you have come to the end of your search.

If the text does not exist in your document, the cursor stays where it was before you began the Find command.

### Replacing Text

The Replace command is frequently used along with the Find command. That is, you use the Find command to search for text, and then you use the Replace command to replace the text.

There are two types of Replace commands: one in which you want to replace only the first occurrence of the text, and another in which you want to replace multiple occurrences of the text.

#### Replacing a Single Occurrence

When you want to replace only the first occurrence of some text, use the Find command to search for the text.

To replace the first occurrence of text:

- 1 Press <Find> or select |Find| from the Commands menu to search forward.

Press <Shift>-<Find> if you want to search from the beginning of the document.

You see the message: Find what?

- 2 Type the text you want to find.
- 3 After the word is found, press <Rplac> or select |Replace| from the Commands menu.

You see the message: Replace what?

- 4 Move the cursor to the right until you have highlighted the text, and then press <Enter>.

You see the message: Replace it with?

If you decide you do not want to replace the text, press <Undo>. The Replace command is cancelled.

- 5 Type the replacement text. The original text is replaced by the text you typed.
- 6 Move the cursor or press <Enter> to close up the space created when you typed the text.

### Replacing Multiple Occurrences

Replacing multiple occurrences of text differs slightly from replacing a single occurrence.

After you find the first occurrence of the text to be replaced, you press and hold the <Shift> key and then press <Rplac> to initiate the command for multiple occurrences.

Then, after replacing the first occurrence, you must decide whether you want to replace all other occurrences automatically or to look at each occurrence before replacing.

To replace multiple occurrences of text:

- 1 Press <Find> or select |Find| from the Commands menu.

You see the message:     **Find what?**

- 2 Type the text you want to find.
- 3 After the word is found, press <Shift>-<Rplac> or select |Global replace| from the Commands menu.

You see the message:     **Replace what?**

- 4 Move the cursor to the right until you have highlighted the whole word.
- 5 Press <Enter>.

The highlighted word is removed from the line of text, and you see the message:     **Replace it with?**

- 6 Type the replacement text and press <Enter>.

The original text is replaced by the text you typed, and the next occurrence of the text to be replaced is found.

You see the message:     **Replace it?**

7 Press <Enter> to replace.

Press <Find> to leave the text as it appears  
and find the next occurrence.}

8 To replace all further occurrences, press  
<Shift>-<Rplac>.

You see the message:      **Global replace in progress**

After all further occurrences are replaced you see the  
message:      **Global replace complete**

To cancel the replace at any time, press <Cancel>. Any  
replaces you have made up to the point where you cancel  
are retained.



## Chapter 5 - Changing Text Format

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This chapter shows you how to use format rulers for setting margins, adding and deleting tabs, setting line spacing, and adjusting text alignment.

This chapter also shows you the steps for centering text, indenting text, hyphenating text, and adding and removing text formatting attributes.



### Inserting Alternate Format Rulers

An alternate format ruler changes the format for any text that follows its insertion in a document. This includes any new pages that follow.

An alternate format ruler can be inserted within a page to control the format of a specific area of text. This alternate format ruler controls the format of the text up to the next format ruler.

To insert an alternate format ruler:

- 1 Move to line where you want to insert the alternate format ruler.
- 2 Press [LINE FORMAT].

The previous format ruler is copied into your document. You can change the format ruler settings to your desired format.

If you want to copy the settings from the initial format ruler, move the cursor into the format ruler line and press [INITIAL FORMAT].

### Changing the Format Ruler

To change the settings of any format ruler:

- 1 Move the cursor into the format ruler line.

The format ruler line is highlighted.

- 2 Move to the column that will contain the new format setting.
- 3 Type the desired formatting character, and then move the cursor off the format ruler line.

The new format setting takes effect on your document as soon as you move off the format line.

## Changing Text Format

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### Removing a Format Ruler

You can remove any format ruler except the primary format ruler.

To remove a format ruler:

- 1 Move the cursor into the format ruler line.
- 2 Press <Shift>-<Delete Char>.

### Changing Margins

The initial margin settings of a document are:

- o Left margin: column 10
- o Right margin: column 75

You can change the margins for the whole document by changing the settings of the primary format ruler, or you can change the margin settings for a portion of the document by changing an alternate format ruler.

### Changing the Left Margin

The initial setting for the left margin is column 10. Notice the "L" at column 10 in your format ruler line.

#### Note:

The first visible column in the primary format ruler is column 10. Although the "L" may appear to be at column 0, it is actually at column 10.

To change the left margin:

- 1 Move the cursor into the format line and point to the column that will contain the new left margin.
- 2 Press <Shift>-L.

The new left margin takes effect as soon as you move the cursor off the format ruler line.

### Changing the Right Margin

The initial setting for the right margin is column 75. Notice the "R" at column 75 in your format ruler line.

To change the right margin:

- 1 Move the cursor into the format line and point to the column that will contain the new right margin.
- 2 Press <Shift>-R.

The new right margin takes effect as soon as you move the cursor off the format ruler line.

### Adding Tab Stops

The initial tab settings of the primary format ruler are flush-left tabs every five columns (up to column 40).

To add a new tab stop:

- 1 Move the cursor to the column that will contain your new tab.
- 2 Press one of the following keys for the specific tab type:

Tab Type	Key
Flush-left tab (text aligns to the right of the tab stop)	t or TAB
Flush-right tab (text aligns to the left of the tab stop)	f
Decimal tab (decimal point aligns at the tab stop)	d
Centered tab (text centers at the tab stop)	c
Period leader tab (text aligns to the left of the tab stop and periods lead out from the tab to the text. Period leader tabs are used for producing a format such as that used for the Table of Contents in this manual)	p

## Changing Text Format

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The new tab stop takes effect as soon as you move the cursor off the format ruler line.

### Clearing a Tab Stop

To clear a tab stop:

- 1 Point to the tab stop you want to clear.
- 2 Press <Delete Char> or the space bar.

### Changing Line Spacing

The initial line spacing is single spacing. The line spacing setting is located one character to the right of the left margin setting.

To change line spacing:

- 1 Move the cursor into the format ruler line.
- 2 Point to the current line spacing character.
- 3 Type one of the following keys for the specific line spacing desired:
  - 1 single spacing
  - w 1 1/2 line spacing (only appears when printed on a letter quality printer)
  - 2 double spacing
  - 3 triple spacing
- 4 Move the cursor off the format ruler line.

The new line spacing setting takes effect.

You can change the line spacing for the whole document or only for a section of the document. If you want to change the line spacing for only a section of the document, insert a format ruler before and after the section.

### Changing Text Alignment

The initial text alignment setting is "r" for "ragged right." Notice the "r" to the right of the "l" for single spacing.

The available text alignment settings are:

```
r:  ragged right (text aligned at left margin)
l:  ragged left  (text aligned at right margin)
j:  justified   (text aligned both left and right)
c:  centered    (text centered between the margins)
```

To change the text alignment setting:

- 1 Move the cursor into the format line.

The format line is highlighted.

- 2 Point to the text alignment character and type one of the following:

```
  r  (for ragged right)
  l  (for ragged left)
  j  (for justified text)
  c  (for centered text)
```

- 3 Move the cursor off the format line.

The text shifts and lines up to the desired margin.

#### **Note:**

Justified text is aligned at the left and right margins when you print the document, although it does not appear that way on your screen.

You can change the text alignment for the whole document or only for a section of the document. If you want to change the alignment for only a section of the document, insert a format ruler before and after the section.

### Creating a Table

A table is a part of your document that contains lines of text arranged in columns. You use alternate format rulers and tabs to set up tables for two reasons: it is easy to keep the text in columns as you enter it, and the new tab settings do not affect preceding or subsequent parts of the document.

The steps in the following example assume that you are inserting a table in the middle of a document. This means that the tabs you use for the table are in effect only for the part of the document that is between the inserted alternate format ruler lines.

To create this example table:

- 1 Move the cursor to the place where you want to insert the table.
- 2 Press [LINE FORMAT] to insert an alternate format ruler.
- 3 Press the <down arrow> key to move the cursor off the format ruler line.
- 4 Press <Return> three times to leave some blank lines.
- 5 Press [LINE FORMAT] again to copy the previous format ruler line.

You now have two alternate format rulers in place. These separate the table you are creating from the rest of the document.

- 6 Move the cursor into the first alternate format ruler line you inserted and point to the first tab (t) at the left margin.
- 7 Press and hold the space bar until you have removed all the "t's."
- 8 Point to column 25 and then type f to create a flush-right tab.
- 9 Point to column 40 and then type t to create a flush-left tab.

- 10 Point to column 65 and then type d to create a decimal tab.
- 11 Move the cursor off the format ruler line.
- 12 Press <Tab> before typing the text for the first column.
- 13 Type the text for the first column, and then press <Tab>.
- 14 Type the text for the second column, and then press <Tab>.
- 15 Type the text for the third column, and then press <Return> to start the second line
- 16 Follow steps 12-15 for all the remaining lines in the table.

If you actually created this table, it looks something like this:

First person's name	Their title	350.00
Another name	Another title	450.00
Another person	Yet another title	1200.00

### Centering Text

You can center existing text or you can insert centered text. The Center command centers all text up to the end of the current line or to the next tab character.

To center a line of existing text:

- 1 Move the cursor to the beginning of the line to be centered.
- 2 Press [CENTER].
- 3 Move the cursor or press <Enter> to close up the space created when you began the Center command.

To insert centered text:

- 1 Move the cursor to the location where you want to insert the centered line.
- 2 Press [CENTER].
- 3 Type the text you want to insert.
- 4 Press <Return>.
- 5 Move the cursor or press <Enter>.

### Indenting Text

There are three ways to indent text, depending on which lines of a paragraph you want to indent. The specified lines are indented to the next tab stop.

To indent only the first line of a paragraph:

- 1 Move the cursor to the first line of the paragraph.
- 2 Press <Tab>.
- 3 Move the cursor or press <Enter>.

To indent all lines of a paragraph:

- 1 Move the cursor to the first line of the paragraph.
- 2 Press [INDENT].
- 3 Move the cursor or press <Enter>.

To indent all but the first line of a paragraph:

- 1 Move the cursor to the first line of the paragraph.
- 2 Press [SPECIAL CHARS].
- 3 Point to |Hanging indent|.
- 4 Press <Enter>.
- 5 Move the cursor or press <Enter>.

### Hyphenating Text

There are three types of hyphens: normal hyphens, hard hyphens, and optional hyphens.

Ordinarily, the Word Processor places as many words on a line as possible. When part of a normally hyphenated word (such as mother-in-law) does not fit at the end of a line, the Word Processor breaks the word after the hyphen and wraps it to the next line. This normal hyphen is always displayed in your document and is printed when the document is printed.

To specify that you want a long word to break at a certain point if it doesn't fit on one line, you use an optional hyphen.

To specify that you do not want to break text that contains hyphens (maybe a chemical formula, or something where the text must stay together on one line), you use a hard hyphen.

To create a "hard" hyphen:

- 1 Move the cursor to the letter that would follow the hyphen.
- 2 Press [SPECIAL CHARS]. The special characters menu is displayed.
- 3 Point to |Hard hyphen|
- 4 Press <Enter> or <B1>.

A hyphen is inserted in the text, and the text stays together on one line.

To create an "optional" hyphen:

- 1 Move the cursor to the letter that would follow the hyphen.
- 2 Press [SPECIAL CHARS].

The Special characters menu is displayed.

- 3 Point to |Optional hyphen|.
- 4 Press <Enter> or <B1>.

The optional hyphen is not displayed on the screen, but it is inserted in the text.

If you wish to see the optional hyphen on the screen, press the [VISIBLE MODE] screen key (see visible mode).

### Adding Character Attributes

A character attribute is a characteristic that is assigned to a group of characters to emphasize that group when it is printed. For instance, boldface is a character attribute, and underline is an attribute that can be applied to a group of characters. Subscript is another example of an attribute that instructs the printer to print the subscripted characters in a special way.

### Using the Text Formatting Menu

The Text formatting menu is especially useful when assigning attributes to groups of characters. The text formatting menu can be obtained from either the Commands menu or the <TEXT FORMAT] screen key. Following is a list of all the text formatting attributes available.

The Text formatting attributes that are provided are:

Bold

Double underscore

Underscore (underscores everything including spaces)

Word underscore (underscores words only, no spaces)

Mark Deleted (words with a line drawn through them)

Superscript

Subscript

Attributes off

The following example shows you how to boldface text by using the Text formatting menu. The other attributes work in the same way.

To boldface text with the Commands menu:

- 1 Point to the beginning of the text you want to make bold.
- 2 Press [Cmd] or <B2> to display the Commands menu.
- 3 Point to |Text format|. 

You can also display the Text formatting menu by pressing [MORE KEYS], and then pressing [TEXT FORMAT].
- 4 Press <Enter> or <B1>.
- 5 Point to |Bold|.
- 6 Press <Enter> or <B1>.

You see the message: **Set attributes**

- 7 Move the cursor to highlight the text you want to make bold.
- 8 Press <Enter> or <B1>.

The text is boldfaced. Notice that the line appears bolder in your document.

### Removing Attributes

You can also use the Text formatting menu to remove character attributes.

To remove an attribute with the Text formatting menu:

- 1 Point to the text that contains the attributes you want to remove.
- 2 Press <Cmd> or <B2> to display the Commands menu.
- 3 Point to |Text format|.
- 4 Press <Enter> or <B1>.

You see the Text formatting menu.

- 5 Point to |Attributes off|.
- 6 Press <Enter> or <B1>.

You see the message:     **Normal text**

- 7 Move the cursor until you have highlighted the text that contains the attributes you want to remove.
- 8 Press <Enter> or <B1>.

The attributes are removed and your text returns to "normal."

You can also remove attributes by using the Text Formatting Shortcut. See "Removing Attributes with Shortcut" for information.

### Combining Attributes

You can mark more than one attribute to be applied to your text. For instance, you can both boldface and underscore text with one procedure.

To boldface and underscore text:

- 1 Point to the text you want to emphasize.
- 2 Press <Cmd> or <B2> to display the Commands menu.
- 3 Point to |Text format|.
- 4 Press <Enter> or <B1>.

The Text formatting menu is displayed.

- 5 Point to |Bold|.
- 6 Press <Mark> or <B3>.
- 7 Point to |Underscore|.
- 8 Press <Mark> or <B3>.
- 9 Press <Enter> or <B1>.
- 10 Move the cursor to the right to highlight the text that you want to assign the attributes to.
- 11 Press <Enter> or <B1>.

The text is both underscored and boldfaced.

### Using the Special Characters Menu

The Special characters menu displays formatting attributes that are used in special circumstances.

To add a special character attribute:

- 1 Point to the location for the attribute.
- 2 Press [SPECIAL CHARS].

The Special characters menu is displayed. You can also display the Special characters menu by pointing to |Special Characters| in the Commands menu and pressing <B1>.

- 3 Point to the desired attribute.
- 4 Press <Enter> or <B1>.
- 5 Press enter again to close up the space.

The selected attribute is inserted into your document at the cursor's position.

Following is a list of the Special characters:

Special Character	Description
Hanging Indent	Indents all but the first line of a paragraph
Hard Space	Space that keeps text together on one line
Hard hyphen	Keeps hyphenated text together on line
Optional hyphen	Suggested hyphenation point during review
Page number	Prints consecutive page numbers
Required backspace	Used for over-striking
Begin field name	Used for beginning field in glossary entry and merge fields
End field name	Used for ending field in glossary entry and merge fields
End record	Used to separate record fields and end glossary entries
Begin paginate block	Beginning of block of text that must stay together
End paginate block	End of block of text that must stay together

### Using the Text Formatting and Special Characters Shortcut

You can assign character attributes and special characters without using a menu. This is accomplished by pressing [MORE KEYS] and then typing an attribute character. The attribute is assigned to the text after you highlight the text and press the <Enter> key.

This method may prove faster than using the menu, depending on the number of attributes you want to assign. You can assign only one attribute at a time when using the shortcut method.

The following list shows you the attributes and their corresponding characters:

Press:	Type:	Attribute:
[MORE KEYS]	<b>b</b>	Boldface existing text
[MORE KEYS]	<b>B</b>	Boldface inserted text
[MORE KEYS]	<b>d</b>	Double underscore existing text
[MORE KEYS]	<b>D</b>	Double underscore inserted text
[MORE KEYS]	<b>e</b>	End (remove) an attribute on existing text
[MORE KEYS]	<b>E</b>	End (remove) attribute on inserted text
[MORE KEYS]	<b>i</b>	Insert a hanging indent
[MORE KEYS]	-	Insert a hard hyphen
[MORE KEYS]	space	Insert a hard space
[MORE KEYS]	#	Insert automatic page number character
[MORE KEYS]	<b>s</b>	Strike-through existing text
[MORE KEYS]	<b>S</b>	Strike-through inserted text
[MORE KEYS]	<down arrow>	Subscript existing text
[MORE KEYS]	<Shift>-	Subscript inserted text
[MORE KEYS]	<down arrow>	
[MORE KEYS]	<up arrow>	Superscript existing text
[MORE KEYS]	<Shift>-	Superscript inserted text
[MORE KEYS]	<up arrow>	
[MORE KEYS]	<b>u</b>	Underscore existing text
[MORE KEYS]	<b>U</b>	Underscore inserted text
[MORE KEYS]	<b>w</b>	Underscore existing text by word
[MORE KEYS]	<b>W</b>	Underscore inserted text by word
[MORE KEYS]	[	Begin paginate block
[MORE KEYS]	]	End paginate block

NOTE:

Not all printers are able to recognize and use all the text formatting attributes. Your printer manual should describe the printer's capabilities.

### Assigning Attributes to Existing and Inserted Text

Notice that the preceding list shows shortcuts for assigning attributes to existing and inserted text. When you are using a shortcut for existing text, you press [MORE KEYS], type the specified attribute character, and then highlight the text you want to contain the attribute.

When you are using a shortcut while inserting text, you press [MORE KEYS], then type the specified attribute character. Any text that you insert will contain the attributes until you turn the attribute off.

To underscore existing text using the shortcut method:

- 1 Move the cursor to the beginning of the text you want to underscore.
- 2 Press [MORE KEYS].

You see the message: **Which command?**

- 3 Type: u

You see the message: **Underscore what?**

- 4 Move the cursor to highlight the text you want to underscore.
- 5 Press <Enter>.

The text is underscored.

To underscore while inserting text:

- 1 Move the cursor to the area where you want to insert underscored text.
- 2 Press [MORE KEYS].

You see the message: **Which command?**

- 3 Press U

You see the message: **Autoscore mode**

Your inserted text is underscored as you type it.

### Removing Attributes with Shortcut

You can remove attributes on existing text or you can end the attributes on inserted text and return to "normal text mode."

To remove attributes with shortcut:

- 1 Move the cursor to the text that contains the attributes you want to remove.
- 2 Press [MORE KEYS].

You see the message: **Which command?**

- 3 To remove attributes on existing text:

Type: e

To end attributes on you will insert text:

Type: E

- 4 If you are removing attributes from existing text, move the cursor to highlight the text that contains the attributes you want to remove.
- 5 Press <Enter> to remove the attributes.

## Changing Text Format

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### Removing Selected Attributes with Shortcut

If you have text that has been assigned more than one attribute: for example; both bold and underscore, you can remove one of the attributes without having to remove them both.

For example, to remove the bold attribute from text that is both bold and underscored:

- 1 Point to the beginning of the text.
- 2 Press [MORE KEYS].

You see the message: **Which command?**

- 3 Type: **b**
- 4 Move the cursor to highlight the text you want to change, and press <Enter>.

The bold attribute is removed, but the underscore attribute remains.

### Using Visible Mode

Special format characters are displayed on the screen when you enter any of the following characters into your document:

Return	<
Tab	>
Indent	^
Center	~
Optional hyphen	-
Hard hyphen	-
Space	.
Hard space	(blank)
Required backspace	^

Visible mode is used to control the display of these characters on the screen.

Visible mode has three different displays. The original, default display shows return, center, indent, and tab characters and hard hyphens. The next display shows standard and hard spaces, optional hyphens, and required backspaces. The third display does not show any of the formatting characters. Use the visible mode command again to return to the original, default display.

To use visible mode and change the display:

- 1 Press [MORE KEYS].
- 2 Press [VISIBLE MODE]

Repeat the previous steps to change the desired display and move between the three types of display.



## Chapter 6 - Changing Page Format

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Page format is used to describe how a page of text is printed.

This chapter shows you the initial page format and how to change the page format settings to your specifications. This chapter also shows you how to add and delete pages in a document.

### The Initial Page Format Settings

The initial page size format for any document is 66 lines by 85 columns. You can change the page format to adjust to the paper size you are using with your printer or to adjust the top and bottom margins to your specifications.

You can also change the page size for only a specified number of pages in the document. If you change these settings, they stay in effect until you change them again.

The initial page format settings are:

Paper height:	66 lines (11 inches)
Paper width:	85 columns (8 1/2 inches)
Top margin:	6 lines (1 inch)
Bottom margin:	6 lines (1 inch)
Left margin offset:	0
Horizontal Spacing	10-pitch
Starting page number:	1

## Changing Page Format

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### Changing Page Format

You can change the page format for the whole document or only for a specified page.

To change the page format:

- 1 Move the cursor into the format line of the page where you want to begin the new page format.

If you are changing the page format for the whole document, move the cursor to the primary format line.

If you are changing the page format for a specific page, move the cursor to the format ruler that is at the top of the specific page.

- 2 Press [PAGE FORMAT] to display the following Page Format form.

```

PAGE FORMAT

Paper height: 66
Paper width: 85
Top margin: 6
Bottom margin: 6
Left margin offset: 0

Start page numbering at: 1
Horizontal spacing: 10-pitch

[OK]
```

- 3 Press <Next> or <Prev> to move the cursor to the setting you want to change.

The range of possible settings is displayed on the message line (at the bottom of the screen).

4 Type your new format setting.

5 Press <Enter>.

A page format line is displayed above the format line in your document, as follows:

.....I=1, H=66, W=85, T=6, B=6, L=0, P=10.....

This page format line displays the initial page format settings.

The following list explains these initial settings. It also explains the range of acceptable entries for each setting:

- I=1 indicates that the starting (initial) page is page 1. Accepts entries of 1-9999 pages.
- H=66 indicates that the page height is 66 lines (6 lines per inch). Accepts entries of 4-120 lines.
- W=85 indicates that the page width is 85 columns (10 columns per inch). Accepts entries of 20-255 columns.
- T=6 indicates the top margin is set to 6 lines or one inch (6 lines per inch). Accepts entries of 0-30 lines.
- B=6 indicates that the bottom margin is set to 6 lines or one inch (6 lines per inch). Accepts entries of 0-30 lines.
- L=0 indicates that the left margin offset (the number of columns between the left paper margin and the left text margin) is set to 0. Accepts entries of 0-100 columns.
- P=10 indicates that the pitch (horizontal spacing of text on each line) is set for 10 characters per inch. Accepts entries of 8 pitch, 12 pitch, 15 pitch, and proportional spacing. The setting should correspond to the print wheel used to print the document.

### Note:

If you never press [PAGE FORMAT], the page format line does not appear in your document, although the initial settings are in effect.

### Canceling a Page Format Command

To cancel a page format command:

- 1 Press <Cncl>.

### Removing a Page Format Line

To remove a page format line:

- 1 Move the cursor to the page format line.
- 2 Press <Shift>-<Delete Char>.

### Inserting a Page Break

A page break is an instruction to the printer to end one page and start another page. There are two kinds of page breaks: a soft page break and a hard page break.

A soft page break is a temporary page break that can be removed or adjusted by the Word Processor when you review a document.

A hard page break is a permanent page break that cannot be removed or adjusted when you review a document.

Both types of page breaks cause your printer to start a new page when you print the document.

To insert a soft page break:

- 1 Move the cursor to the line in your document where you want to start a new page.
- 2 Press [SOFT PAGE].

A dotted line is inserted in the document above the format line to represent the new page.

To insert a hard page break:

- 1 Move the cursor to the line in your document where you want to start a new page.
- 2 Press [MORE KEYS].
- 3 Press [HARD PAGE].

A double dotted line (=======) is inserted in the document above the format line to represent a new page.

### Removing a Page Break

To remove either kind of page break:

- 1 Move the cursor to the dotted or double dotted line that indicates a page break.
- 2 Press <Shift>-<Delete Char>.

The dotted line and the format ruler line for the new page are removed.



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## Chapter 7 - Adding Headers and Footers

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This chapter shows you how to add headers and footers to your documents.

### NOTE:

You must review a document before the headers and footers added to that document can be printed on the appropriate pages.

### Adding Headers

A header is a line or several lines of text that print at the top of the pages of your document. You can add a header to print at the top of every page. You can also add a header that prints only on a specified page, such as the first page, or on all odd or even pages.

To add a header for all pages:

- 1 Press [GO TO PAGE].
- 2 Type: 1
- 3 Press <Enter>.

The cursor moves to the beginning of the document.

- 4 Press [GO TO PAGE].
- 5 Press [HEADER].

The header line is inserted into your document, and you see "HDR" displayed in the line.



### Using Multiple Headers

You can use more than one type of header for a document. You may, for example, have a header that prints on only the first page of the document, and then have a header that prints on every odd page, and a header that prints on every even page.

You may also have a document that is divided into sections that have headers appropriate for each section. For example, if your document is divided into two chapters, you may have headers for the first chapter on page one and headers for the second chapter on the page that begins the second chapter. If this is the case, the Word Processor will use the first group of headers until it encounters the page containing the header line with the second group of headers.

You should keep all your headers in one header line unless you have a document that is divided into sections or chapters. This makes it easy to find your headers if you decide to change them.

The priority of headers is such that a Specified Page header takes priority over Odd and Even page headers, which take priority over a header for all pages.

### Adding a Header to the First Page Only

You should move to the first page of the document before creating your First Page header. This header will only print on the first page of the document. If you have a First Page header and a header for all pages, the header for all pages will print beginning on page 2 and continue for the rest of the document.

To add a header to the first page only:

- 1 Press [GO TO PAGE].
- 2 Type: 1
- 3 Press <Enter> to move to page 1.
- 4 Press [GO TO PAGE] again.
- 5 Press [FIRST HEADER].

You see the First Page header window.

## Adding Headers and Footers

---

- 6 Type the desired header.
- 7 Press <Exit>.

You see the First Page header identifier "FHD" inserted into your header format line.

- 8 Move the cursor off the header format line to return to your document.

### Adding a Header to a Specified Page

The procedure for adding a header to a specified page is similar to that used for adding a header to the first page except that you must first position your cursor on the page which is to contain the header. The header on this page will take precedence over any other existing headers in the document.

To add a header to a specified page:

- 1 Press [GO TO PAGE].
- 2 Type the page number that is to contain the header.
- 3 Press <Enter> to move to the beginning of the specified page.
- 4 Press [GO TO PAGE] again.
- 5 Press [FIRST HEADER].

You see the First Page header window. Don't let the title mislead you; the First Page header window is used for producing a header for any specified page in your document, not only the first page.

- 6 Type the desired header.
- 7 Press <Exit>.

You see the First Page header identifier "FHD" inserted in your header line.

- 8 Move the cursor off the header line to return to your document

### Adding Headers to Odd and Even Pages

You should move to the beginning of the document before adding a header for every odd and even page.

To add a header to every odd and even page:

- 1 Press [GO TO PAGE].
- 2 Type: 1
- 3 Press <Enter> to move to the beginning of the document.
- 4 Press [GO TO PAGE] again.
- 5 Press [EVEN HEADER] to add an even header.  
Press [ODD HEADER] to add an odd header.

You see the specified header identifier. "EHD" (Even header) or "OHD" (Odd header) is inserted into the header line.

- 6 Type the header you want to appear on every even or odd page of your document.
- 7 Press <Exit>.
- 8 Move the cursor off the header line to return to your document.

### Changing a Header

To change a header, you move the cursor into the desired header line, and then display the desired header window. Use your normal editing commands to change the header.

To edit a header:

- 1 Move the cursor into the header line in your document.
- 2 Press the screen key to display the desired header window.
- 3 Use your normal editing keys and commands to change the header.
- 4 Press <Exit>.
- 5 Move the cursor off the header line to return to your document.

### Removing a Header

To remove a header:

- 1 Move the cursor into the header line.
- 2 Press the screen key to display the desired header window.
- 3 Press <Delete>.

You see the message:     Delete what?

- 4 Move the cursor to highlight the entire header.
- 5 Press <Enter>.
- 6 Press <Exit>.
- 7 Move the cursor off the header line to return to your document.

The header identifier for the deleted header type (HDR, FHD, OHD, EHD) is deleted from the header line.

### Adding Automatic Page Numbering

You can add an automatic page numbering character to any header. This causes your printer to number the pages consecutively in the header.

To add an automatic page number:

- 1 Move the cursor into the header line. If a header line does not exist, press [GO TO PAGE] to display the header screen keys.
- 2 Display the specific header window that you want to contain the automatic page number.
- 3 Go to the specific line of the header window that you want the page number printed on.
- 4 Press [MORE KEYS], then type: #

You can also select |Page number| from the Special characters menu.

The "#" is replaced in your printed document with the correct page number.



All formatting commands apply to the Footer window. You can position your footer on the desired line by pressing the space bar, the <Tab> key, the Center command, and so on.

- 6 Press <Exit> after typing your footer.

The footer window is removed from the screen.

- 7 Move your cursor off the footer line to return to your document.

### Using Multiple Footers

You can use more than one type of footer for a document. You may, for example, have a footer that prints on only the first page of the document, and then have a footer that prints on every odd page, and a footer that prints on every even page.

You may also have a document that is divided into sections that have footers appropriate for each section. For example, if your document is divided into two chapters, you may have footers for the first chapter on page one and footers for the second chapter on the page that begins the second chapter. If this is the case, the Word Processor will use the first group of footers until it encounters the page containing the footer line with the second group of footers.

You should keep all your footers in one footer line unless you have a document that is divided into sections or chapters. This makes it easy to find your footers if you decide to change them.

The priority of footers is such that a Specified Page footer takes priority over Odd and Even page footers, which take priority over a footer for all pages.

### Adding a Footer to the First Page Only

You should move to the first page of the document before creating your First Page footer. This footer will only print on the first page of the document. If you have a First Page footer and a footer for all pages, the footer for all pages will print beginning on page 2 and continue for the rest of the document.

## Adding Headers and Footers

---

To add a footer to the first page only:

- 1 Press [GO TO PAGE].
- 2 Type: 1
- 3 Press <Enter> to move to page 1.
- 4 Press [GO TO PAGE] again.
- 5 Press [FIRST FOOTER].

You see the First Page footer window.

- 6 Type the desired footer.
- 7 Press <Exit>.

You see the footer identifier "FFT" (First Page Footer) inserted into your footer line.

- 8 Move the cursor off the footer line to return to your document.

### Adding a Footer to a Specified Page

The procedure for adding a footer to a specified page is similar to that used for adding a footer to the first page except that you must first position your cursor on the page which is to contain the footer. The footer on this page will take precedence over any other existing footers in the document.

To add a footer to a specified page:

- 1 Press [GO TO PAGE].
- 2 Type the page number that is to contain the footer.
- 3 Press <Enter> to move to the beginning of the specified page.
- 4 Press [GO TO PAGE].
- 5 Press [FIRST FOOTER].

You see the First Page footer window. Don't let the title mislead you, the First Page footer window is used for producing a footer for any specified page in your document, not only the first page.

6 Type the desired footer.

7 Press <Exit>.

You see the First Page footer identified "FFT" inserted into the footer line.

8 Move the Cursor off the footer line to return to your document.

### Adding Footers to Odd and Even Pages

You should move to the beginning of the document before adding a footer to every odd or even page.

To add a footer to every odd or even page:

1 Press [GO TO PAGE].

2 Type: 1

3 Press <Enter> to move to the beginning of the document.

4 Press [GO TO PAGE] again.

5 Press [EVEN FOOTER] to add an even footer.

Press [ODD FOOTER] to add an odd footer.

You see the specified footer window. "EFT" (Even footer) or "OFT" (Odd footer) is inserted into the footer line.

6 Type the footer you want to appear on every even or odd page of your document.

7 Press <Exit>.

8 Move the cursor off the footer line to return to your document.

### Changing a Footer

To change a footer, you move the cursor into the desired footer line, and then display the desired footer form. Use your normal editing commands to change the footer.

To edit a footer:

- 1 Move the cursor into the footer line in your document.
- 2 Press the screen key to display the desired footer window.
- 3 Use your normal editing keys and commands to change the footer.
- 4 Press <Exit>.
- 5 Move the cursor off the footer line to return to the document.

### Removing a Footer

To remove a footer:

- 1 Move the cursor into the footer line.
- 2 Press the screen key to display the desired footer window.
- 3 Press <Delete>.

You see the message:     **Delete what?**

- 4 Move the cursor to highlight the entire footer.
- 5 Press <Enter>.
- 6 Press <Exit>.
- 7 Move the cursor off the footer line to return to your document.

The footer identifier for the deleted footer type (FTR, FFT, OFT, EFT) is deleted from the footer line.

### Adding Automatic Page Numbering

You can add an automatic page numbering character to any header or footer. This causes your printer to number the pages consecutively in the footer.

To add an automatic page number:

- 1 Move the cursor into the footer line. If a Footer line does not exist, press [GO TO PAGE] to display the footer screen keys.
- 2 Display the specific footer window that you want to contain the automatic page number.
- 3 Go to the specific line of the footer window that you want the page number printed on.
- 4 Press [MORE KEYS], then type: #

You can also select |Page number| from the Special characters menu.

The "#" is replaced in your printed document with the correct page number.



## Chapter 8 - Working With Multiple Documents

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This chapter shows you how to move among multiple documents, copy blocks of text between documents, move blocks of text between documents, and how to use the Clipboard.

### Active Window

You can have many documents open on your workstation screen, but only one document is your active document.

You can always tell which document is the active document by looking at the window border. The border of the active document window is bolder and darker than any other window.

### Suspending a Document

When you suspend a document you are "putting it aside." Although it may be covered by another window or document, it is still open and still available. Suspending a document, unlike closing or exiting from a document, does not "put the window away."

There are three different ways to suspend a document:

- o Point to another suspended window with the mouse pointer
- o Point to the Window Manager [W] icon with the mouse pointer
- o Press <Susp>.

### Pointing to a Suspended Window with the Mouse Pointer

You can move directly to a suspended window by pointing to an exposed part of the suspended window and pressing <B1>.

For example, to move to the Office window:

- 1 Move the mouse pointer so that it is within the Office window border.

Notice the Office window border is exposed along the upper-left side of your screen.

- 2 Press <B1>.

The Office window becomes the active window, and the previous document is temporarily suspended.

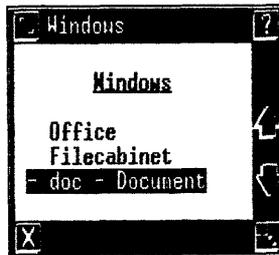
### Pointing to the Window Manager Icon

To suspend a document using the Window Manager icon, move the mouse pointer into the upper-right corner of your screen to [W].

To use the Window Manager menu with the mouse:

- 1 Point to [W].
- 2 Press <B1>.

You see a Window Manager menu similar to the following:



### Suspending a Document with <Suspd>

You can also suspend a document by pressing the <Suspd> key located between the <Exit> and <Cmd> keys. After you press the <Suspd> key, you see the Window Manager menu.

To suspend a document with <Suspd>:

- 1 Press <Suspd>.

You see the Window Manager menu.

The Window Manager menu waits for you to point to the window you want to make current. This is called resuming a window.

### Resuming a Document

When you activate a suspended window, you are resuming the window. The previous example showed you how to resume the Office window by pointing to its border.

You can suspend the Office window and resume any of the other open windows by pointing to any exposed part of the windows as you did for the Office window, or you can use the Window Manager menu.

To resume a document from the Window Manager menu:

- 1 Point to the document name in the Window Manager menu.
- 2 Press <Bl>.

The Window Manager menu is removed from your screen, and the document is resumed.

### Moving Between Documents

Moving between open documents is a matter of suspending one document and opening or resuming another document.

The following example shows you how to open another document by using the <Suspd> key. Remember, you can also use the mouse to move, suspend, and resume documents.

To move between two documents:

- 1 Press <Suspd> to suspend the current active document.

The Window Manager menu appears and displays the open available windows.

- 2 Point to the name of the document you want to resume.
- 3 Press <Enter>.

If the name of the document you want to open is not displayed in the Window Manager menu, you may have to point to the folder that contains the document you want to open, or you may have to point to the Filecabinet to open the folder that contains the document you want to open.

The new document becomes the current active window.

- 4 Press <Suspd> to suspend the new document.

The Window manager menu is displayed again.

- 5 Point to the name of the previously active document.
- 6 Press <Enter>.

The selected document is resumed.

### Moving Text Between Documents

Moving text between documents is often referred to as cutting and pasting, because you are removing a block of text from one document (cutting) and placing it in another document (pasting). Moving text between documents combines suspending and resuming with the normal move procedure.

To move a block of text from one document to another:

- 1 Move the cursor to the beginning of the block of text you want to move.
- 2 Press <Move>.

You see the message:     **Move what?**

- 3 Move the cursor to the right to highlight the text you want to move.
- 4 Press <Enter>.

You see the message:

**Point to destination and touch PASTE**

Since your destination is another document, you have to resume or open the other document.

- 5 Press <Suspnd>.

The Window Manager menu is displayed.

- 6 Point to name of the new document or the name of the folder that contains the document in the Window Manager menu.
- 7 Press <Enter>.

If you have opened a folder, point to the name of the document you want to open and press <Enter>.

- 8 Move to the area of the new document where you want to paste the block of text.
- 9 Press [PASTE].

The block of text is moved to the new document.

### Copying Text Between Documents

Copying text between documents is almost exactly the same as moving text between documents, except that you press the <Copy> key to begin, and the block of text is not removed from the original document.

To copy a block of text from one document to another:

- 1 Move the cursor to the beginning of the block of text you want to copy.
- 2 Press <Copy>.

You see the message:     **Copy what?**

- 3 Move the cursor to the right to highlight the text you want to copy.
- 4 Press <Enter>.

You see the message:

**Point to destination and touch PASTE**

Since your destination is another document, you have to resume or open the other document.

- 5 Press <Suspd>.

The Window Manager menu is displayed.

- 6 Point to name of the new document, or the name of the folder that contains the document in the Window Manager menu.
- 7 Press <Enter>.

If you have opened a folder, point to the name of the document you want to open and press <Enter>.

- 8 Move to the area of the new document where you want to copy the block of text.
- 9 Press [PASTE].

The block of text is copied into the new document.

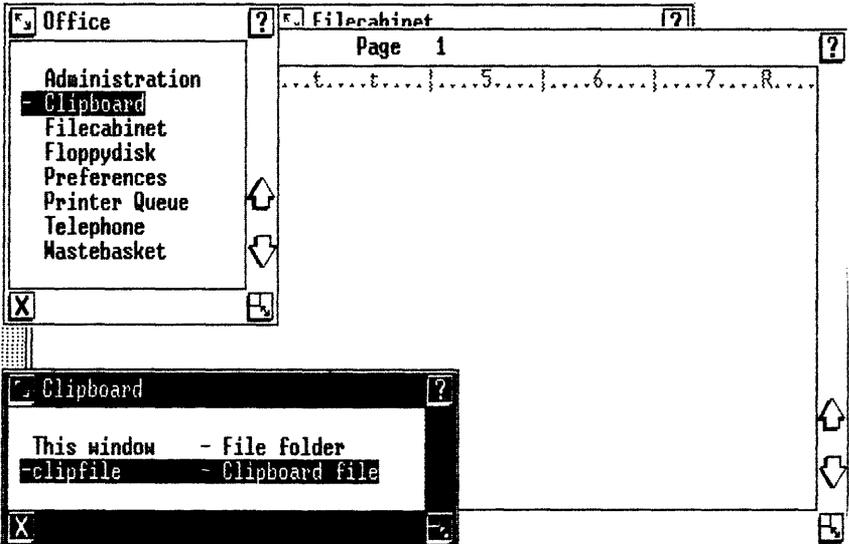
### Using the Clipboard

You can mark a block of text, paste the block in a temporary storage folder, and then copy or move the block to as many documents as you choose. The name of this temporary storage folder is the Clipboard.

### The Clipboard Folder

The Clipboard folder is an Office object. That is, you can open the Clipboard by pointing and selecting it from the Office window. However, you cannot open the files contained in the Clipboard folder.

The Clipboard folder holds as many blocks of text as you want to paste there. Its name gives you a good idea of what the Clipboard folder does. It holds words, blocks of text, or complete documents and waits for you to paste them where you choose.



### Copying Text to the Clipboard

To copy a block of text from a document to the Clipboard:

- 1 Move the cursor to the beginning of the block of text you want to copy.
- 2 Press <Copy>.
- 3 Move the cursor to highlight the text you want to copy.
- 4 Press <Enter>.

You see the message:

**Point to destination and touch PASTE**

Your destination is the Clipboard, which is located in the Office window.

- 5 Press <Suspd> to display the Window manager menu.
- 6 Point to |Office|.
- 7 Press <Enter>.

The Office is resumed.

- 8 Point to |Clipboard|.
- 9 Press <Enter>.

The Clipboard is opened.

- 10 Press [PASTE].

You see the Clipboard file name window.

- 11 Type a file name for your copied text.
- 12 Press <Enter>.

The Clipboard file name window is removed, and the Clipboard window is displayed containing the new Clipboard file.

### Moving Text from the Clipboard

Moving text from the Clipboard to a document is very similar to moving text between documents.

The following example assumes you are moving text from the Clipboard to your current open document.

To move text from the Clipboard to your current open document:

- 1 Press <Suspnd> to display the Window Manager Menu.
- 2 Point to |Office|.
- 3 Press <Enter>.
- 4 Point to Clipboard.
- 5 Press <Enter>.

The Clipboard folder is opened.

- 6 Point to the name of the Clipboard file that contains the text you want to move to your document.
- 7 Press <Move>.

You see the message:

Point to destination and touch PASTE

- 8 Press <Suspnd> to display the Window Manager menu.
- 9 Point to name of the document where you want to paste the Clipboard text.

If the document is not displayed in the Window Manager menu, open the document by pointing to the Filecabinet or the name of the folder that contains the document.

- 10 Press <Enter> to open or resume the document.

- 11 Move to the location in the document where you want to paste the Clipboard file's contents.
- 12 Press [PASTE] to paste the Clipboard text into the document.

**Note:**

Moving text from the clipboard will automatically delete the Clipboard file which contained the text. If you wish to retain the file for future copying, use <Copy> instead of <Move>.

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## Chapter 9 - Reviewing and Printing a Document

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This chapter shows you how to review and print a document.

### Reviewing a Document

The Review command is used to paginate a document. You should review a document before you print it.

The Review command also establishes the correct header and footer locations and displays the document layout, the page breaks, the areas that require hyphenation, and so on.

To review a document:

- 1 Open the document you want to review.
- 2 Press [MORE KEYS].
- 3 Press [REVIEW].

You see the following Document Review form:

```
DOCUMENT REVIEW

Scroll through document:  Yes
Review page breaks:      Automatic
Avoid widows and orphans: Yes
Review line endings:     No
Hyphenation hot zone:    5
Start review on page:    1

[OK]
```

- 4 To start the document review using the initial review settings, press <Enter> or point to [OK] on the review form and press <B1>.

You see the message: Review in progress

- 5 Press <Enter> to see more of the review.

### Canceling a Review

To cancel a review at any time:

- 1 Press <Cancel>.

You see the message:

**Cancel Review - Touch ENTER to confirm**

- 2 Press <Enter>.

The review is cancelled and you are returned to the beginning of the document.

#### Note:

If you have selected No Scroll option on the Review form, you will not be able to cancel the review once you press <Enter> to start the review.

### The Document Review Form

The Document Review form settings can be changed depending on how you want to perform your review. The following list explains the document review choices:

**Scroll through document:** "Yes" is the initial setting, which causes the document to scroll one windowful at a time. If you change the setting to "No," the Word Processor does not scroll the review. You see only those areas of the document that require hyphenation or pagination, if those settings have been selected.

**Review page breaks:** "Automatic" is the initial setting. The Word Processor automatically sets your page breaks based on the number of lines per page set in the Page Format form. If you change the setting to "Manual," you see each proposed page break and can accept it by pressing [AUTO], <F1>. If the page break is not where you want it, you move the cursor to the line you choose, and press the <Enter> key. If you do not want to accept the proposed page break, press [DON'T] (<F2>).

To identify the proposed page break, the first few lines to appear on the next page are highlighted below the cursor. If you change the page break setting to "Don't Change," the Word Processor does not change any page endings previously set or does not paginate a new document.

**Avoid widows/orphans:** "Yes" is the initial setting. This setting allows the Word Processor to eliminate widows (the first line of a paragraph that is separated from rest of the paragraph) and orphans (the last line of a paragraph that is separated from the rest of the paragraph). If you change this setting to "No," the adjustment for widows and orphans is ignored.

**Review line endings:** "No" is the initial setting. This causes line endings to print as they are displayed on your screen. If you change this setting to "Yes," the Word Processor finds each line ending that violates the "hot zone" setting and waits for you to hyphenate the word that violates the "hot zone" setting.

**Hyphenation hot zone:** "5" is the initial setting. This is the amount of columns of white space allowed on a line before hyphenation.

**Start review on page:** "1" is the initial setting. If you want to start the review on a page other than page 1, you type in the page number.

### Reviewing Page Breaks

This example shows you how to review a document with the "Manual" page break setting. The "Manual" setting allows you to set each page break where you choose.

For example, to review page breaks manually:

- 1 Press [MORE KEYS].
- 2 Press [REVIEW].
- 3 Point to |Review page breaks:|.
- 4 Press <Cmd> or <Opts>.

You see a window that shows the available page break settings.

- 5 Point to |Manual|.
- 6 Press <Enter>.

You are returned to the Review form.

- 7 To start the review, press <Enter> or point to [OK] and press <B1>.

You see the message: **Review in progress**

Then, the document is displayed again.

The screen displays the first proposed page break, and you see the message:

**Paginate: Cursor to page break position and touch ENTER**

- 8 Press [AUTO] to accept the displayed page break.

Move the cursor to the desired location and then press <Enter> if you want to manually insert a page break.

Press [DON'T] to ignore the page break.

Follow the messages at the bottom of the screen until the review is completed.

### Reviewing Line Endings

This example shows you how to review a document's line endings.

Reviewing line endings is closely associated with the "hot zone" setting. The initial "hot zone" setting is "5," which means that the review looks for any line that contains more than five empty columns at the end.

For example, to review the line endings:

- 1 Press [MORE KEYS].
- 2 Press [REVIEW].
- 3 Point to |Review line endings:|.
- 4 Press <Cmd> or <Opts>.

You see the two available "line endings" settings.

- 5 Point to |Yes|.
- 6 Press <Enter>.
- 7 To start the review, press <Enter> or point to [OK] and press <Bl>.

Any word that violates the hot zone setting is displayed, partially highlighted, and you see the message:

**Hyphenate: Cursor to hyphen position and touch ENTER**

This means to move the cursor so the blinking part of the highlight is "over" the character where you want to hyphenate the word.

- 8 Press <Enter> to hyphenate the highlighted word.

If you do not want to hyphenate a highlighted word, press [DON'T].

The word is left as it appeared, and your screen displays the next word that violates the hot zone.

- 9 Follow the messages until the review is done.

### Printing a Document

This section shows you how to print a document.

#### Getting Ready to Print

Before you begin to print a document, you should:

- o Open the document you want to print
- o Review the document (not required, but it's a good practice to check pagination before printing)
- o Check your printer

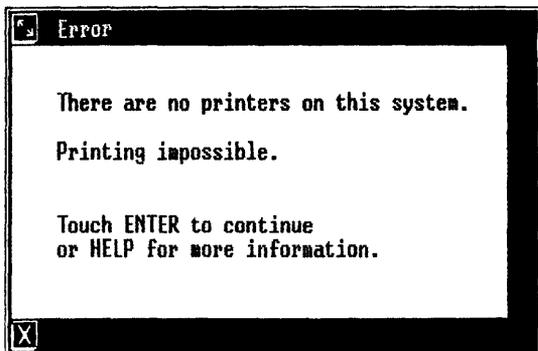
#### Checking Your Printer

Make sure your printer is attached and is loaded with paper and ribbon before attempting to print a document.

Your printer is ready to go if:

- o The printer is plugged in and the printer cable is attached to the back of your UNIX PC at the printer port.
- o The printer is turned ON, and its power lights are on.
- o Paper and a ribbon have been loaded into the printer.

If you have not set up your printer configuration, you see the following message when you attempt to print a document:



If you see the preceding message:

- 1 Press <Enter>.
- 2 Attach a printer to your system and set up the printer configuration through the Administration menu before attempting to print again.

**Note:**

If you have configured your printer, but it is not attached or the power is off, your document is queued for printing. You must reattach the printer or turn the power back on, then use the "Printer Restart" selection of the Administration menu before the document can be printed.

### Printing Your Current Document

You can print all or part of your current document by using the Commands menu and pointing to the Print command, or you can use the <Print> key.

The <Print> key is located to the right of the <Enter> key.

To print your current document:

- 1 Open or resume the document you want to print.
- 2 After your document is displayed, press <Print>.

You see the following print form. The printer name that is displayed depends upon the printer that was installed.

If you have more than one printer installed, press <Cmd> to display the choices.

```
DOCUMENT PRINT
Printer name:  ATT470
Number of copies:  1
Print pages:    1      through:  1
Horizontal spacing: Don't change
Paper type:     Standard
Feeder source:  Normal
[OK]
```

- 3 Press <Enter>.

You see the message: Document queued for printing

After a few moments, your document is printed.

To cancel the print form, press <Cancel>.

### Changing Print Form Settings

You can change any of the initial Print form settings by moving to any setting and then choosing from its available options. You can also move to the setting and type the desired setting.

To change any Print form setting:

- 1 Move the cursor to the desired setting.
- 2 Look at the message at the bottom of your screen.

If you see **Touch CMD for choices**, press <Cmd> to display the available settings. Then select one of the available settings from the menu.

If you see a message that begins with **Enter**, type a new setting. The old setting is cleared as soon as you begin to type.

- 3 Press <Enter> to print the document using the new print settings.

### Print Form Settings

The following list explains the acceptable Print form settings.

**Printer name** - Displays the name of your printer. The available printer type settings vary according to the printers you have configured for your system through the Administration menu.

**Number of copies** - Displays the number of copies to print. The initial setting is "1." Accepts entries of 1-9999.

**Print pages** - Lets you choose which pages to print. The initial setting is from "1" through "n," where "n" is the number of the last page of your document.

## Reviewing and Printing a Document

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**Horizontal spacing** - Displays the number of characters printed per inch of horizontal line space. The initial setting is "Don't change" (or the last setting that was chosen). "Don't change" means to leave the spacing the same as the spacing set in document page format. The available spacing settings are: 8 pitch, 10 pitch, 12 pitch, 15 pitch, Proportional, and Don't change.

**Paper type** - Displays the type of paper to print your document on. The initial setting is "Standard" (8 1/2 x 11). The available settings are:

- o Legal (8 1/2 x 13)
- o Legal (8 1/2 x 14)
- o Wide (11 x 8 1/2)
- o Government (8 x 10 1/2)
- o Monarch (7 1/4 x 10 1/2)
- o A4 long (210 mm x 297 mm)
- o A4 short (297 mm x 210 mm)

**Feeder source** - If your printer is equipped with a sheet feeder, this field specifies the bin(s) from which sheets are selected. The initial setting is "Normal": the first sheet is taken from the top bin, and subsequent sheets are taken from the bottom.

The available settings are:

- o Continuous (alternates between top and bottom bins)
- o Top bin (feeds from top bin only)
- o Bottom bin (feeds from bottom bin only)

### Printing the Current Screen's Contents

To print the contents displayed on your screen:

- 1 Press <Shift>-<Print>.

Everything displayed on your screen is printed, including window borders, function key labels, and so on.

## Chapter 10 - Using the Glossary and Merge Commands

This chapter shows you how to use the Glossary commands to insert phrases into a document. This chapter also shows you how to merge data from a data file into a document.

### Using the Glossary

A Glossary file is used to store frequently used phrases. These phrases can be inserted into your document, thus saving you a lot of repetitious typing. For example, if you have standard headers and footers that you always use in your documents, you could store them in a glossary and save a lot of typing. You could also store the complete title page for your Interoffice Memos in a Glossary file and insert it at the beginning of your memos.

There are five basic procedures associated with a Glossary:

- o Creating a glossary
- o Creating glossary entries
- o Attaching a glossary to a document
- o Inserting a specific glossary entry into a document
- o Editing a glossary

### Creating a Glossary

To create a glossary, use the <Creat> key and the Create form. Since you cannot use the Create form while you are in a document, you must suspend your document and return to a folder, the Filecabinet, or the Office window.

If you are already in a folder, the Filecabinet, or the Office, you do not need to follow the first two steps.

To create a glossary:

- 1 Press <Suspd> to suspend your current document.
- 2 Resume a folder, the Filecabinet or the Office.
- 3 Press <Creat>.
- 4 Point to |Glossary|.
- 5 Press <Enter>.

You see the Glossary name window.

- 6 Type a name for your new glossary.
- 7 Press <Enter>.

You see a window that is very similar to a document window. As in a new document, the cursor waits at the beginning of the glossary for you to create some entries.

The new glossary is created in the folder that was current when you pressed the <Creat> key.

### Creating Glossary Entries

All entries in a glossary must be preceded by a begin-field name character, a single identifying letter or number, and an end-field name character. All glossary entries are concluded by an end-record character. For example, a single line glossary entry could look something like this:

(a) This is entry a. /

These special field name and end-record characters can be selected from the Special Characters menu, or typed by pressing the [MORE KEYS] function key label and then typing a left parentheses (begin-field name character), right parentheses (end-field name character), and slash (end-record character).

A glossary entry can consist of as many lines of text as needed. You can use any of your normal editing and formatting commands when creating a glossary entry.

The following example shows you how to create the example entry shown previously using the [MORE KEYS] method of typing the special characters:

- 1 Press [MORE KEYS] (<F1>).
- 2 Type: (a
- 3 Press [MORE KEYS] again.

You can use only one number or character to identify a particular entry. You can have an entry "a," "b," "1," "2," but you cannot have an entry "aa," "bb," "11," "12," and so on.

- 4 Type a right parenthesis: )

Notice that the parentheses appear bold in your glossary.

- 5 Type your entry. For example: This is entry a
- 6 Press [MORE KEYS] again.
- 7 To conclude an entry, type a slash: /
- 8 Press <Exit>.

You see the Save Changes to document window.

- 9 Point to |Yes|.
- 10 Press <Enter>.

You are ready to attach the glossary to your document so you can use the entries in your documents.

### Attaching a Glossary

To attach a glossary to a document:

- 1 Open or resume the document to which you want to attach the glossary.
- 2 Press [MORE KEYS].
- 3 Press [ATTACH GLOSSARY].

You see the Glossary Name window.

- 4 Type the name of the glossary.
- 5 Press <Enter>.

The message window is removed, and you see the message: **Glossary attached** when you are returned to your document.

You are ready to add a glossary entry to your document.

#### NOTE:

A glossary only stays attached to a document for the duration of an editing session. Once you exit the document, the glossary is no longer attached.

### Adding a Glossary Entry to Your Document

To add a glossary entry to a document:

- 1 Move to the area of the document where you want to add the entry.
- 2 Press [MORE KEYS].
- 3 Press [GLOSSARY ENTRY].

You see the message: **Which entry?**

- 4 Type the single character that you used to identify the entry in the glossary.

You do not need to type the parentheses you used when creating the glossary entry.

The entry is inserted into your document at the cursor's position.

### **Editing the Glossary**

You can edit an existing glossary and add or delete entries. To do this, you use your normal word-processing editing commands and special characters for glossary entries.

All edited glossaries must be reattached to a document before any of the added entries can be found and inserted in the document. If you try to insert an added entry from an edited glossary that has not been reattached, you see the message: **Glossary entry not found.**

To edit a glossary:

- 1 Resume the folder that contains the glossary.
- 2 Open the glossary.
- 3 Use your normal word-processing editing commands to add or delete entries.
- 4 Press <Exit> and save the glossary.

Remember to reattach the edited glossary.

### Merging Documents

The Merge command allows you to merge data from a data file into one document and create numerous "form letters" that contain selected names and addresses and other pertinent information. You use the Word Processor to create both the data file and the document.

To use the Merge command, you:

- o Create data records
- o Create a document with merge fields
- o Merge the data records and the document into an output document
- o Print the output document

### Creating a Data Records File

The following example shows you how to create a data records file that contains some simple data records.

A data records file consists of a Field Names record, followed by data records that follow the format established in the Field Names record. For example, you could have a Field Names record such as this:

Name/Address/Phone//

This Field Names record would be followed by data records that match the format, such as:

J. Smith/25 Happy Lane, Aptos, CA/(555) 555-1212//

To create a data records file, you use the <Creat> key and the Create form. Since you cannot use the Create form while you are in a document, you must suspend your document and return to a folder, the Filecabinet, or the Office window.

To create a data records file:

1 Press <Creat>.

You see the Create form.

2 Point to |Records|.

3 Press <Enter>.

You see the Records Name window.

4 Type a name for the data records file.

For this example, name the records file  
"datarecord."

5 Press <Enter>.

You see a document window.

### Creating the Field Names Record

The first entry you type in a data records file is the Field Names record. This record defines the structure of the data records that follow.

The following example shows you how to create a simple Field Names record. This example record, consisting of Name, Address, and Phone number fields, will look like this: **Name/Address/Phone//**

To create the Field Names record:

- 1 Type: **Name**
- 2 Press [MORE KEYS].
- 3 Type: **/**

This creates a special separator between the fields in the Field Names record. You can also select the "end-field" character from the Special characters menu.

- 4 Type: **Address**
- 5 Press [MORE KEYS].
- 6 Type: **/**

This creates another field separator.

- 7 Type: **Phone**
- 8 Press [MORE KEYS].
- 9 Type: **/**
- 10 Press [MORE KEYS].
- 11 Type: **/**

The "///" creates a field terminator character.

The next step is to create the data records.

### Creating Data Records

To create the individual data records, you type each data record on a separate line following the format you set up in the Field Names record.

The following example shows you how to create a data record for J. Smith of 25 Happy Lane, Aptos, CA, whose phone number is: (555)555-1212.

To create this sample data record:

- 1 Press <Return> to start this record on its own line.
- 2 Type: J. Smith
- 3 Press [MORE KEYS].
- 4 Type: /
- 5 Type: 25 Happy Lane, Aptos, CA
- 6 Press [MORE KEYS].
- 7 Type: /
- 8 Type: (555)555-1212
- 9 Press [MORE KEYS].
- 10 Type: /
- 11 Press [MORE KEYS] again.
- 12 Type: /

Your sample data record is completed. It should look like this:

J. Smith/25 Happy Lane, Aptos, CA/(555)555-1212//

- 13 Press <Exit>.
- 14 Point to |Yes|.
- 15 Press <Enter>.

The data record is saved.

### Creating a Document with Merge Fields

The next step in merging data records with a document is to create a document that contains merge fields. The merge fields begin with the begin-field character and end with the end-field character. These characters can be typed using the [MORE KEYS] method, or they can be selected from the Special characters menu.

The merge fields will be filled in with the information from your data records when you merge the documents.

To create an example document with merge fields:

- 1 Press <Creat>.
- 2 Point to |document|.
- 3 Press <Enter>.

You see the Document name window.

- 4 Type a name for the document.  
For this example, use "mergedoc."
- 5 Press <Enter>.

The "mergedoc" is opened.

- 6 Type a letter that contains the data file records.

#### NOTE:

In the following example, where you see the (Name), (Address), and (Phone) merge fields, you must make the parentheses into special merge field separators by using [MORE KEYS] before typing each parentheses, or selecting the begin-field name and end-field name characters from the Special characters menu.

For example:

Dear **(Name)**,

Do you still reside at **(Address)** and answer the phone at **(Phone)**?

I am hoping to contact you.

Sincerely,

B. Jones

For example, for the **(Name)** field:

- 7 Press [MORE KEYS].
- 8 Type: **(Name**
- 9 Press [MORE KEYS] again.
- 10 Type a right parenthesis: **)**
- 11 Do steps 7, 8, and 9 for the **(Address)** and **(Phone)** fields, and then finish typing the rest of the document.
- 12 After typing the document, press <Exit> to exit the document.
- 13 Point to |Yes| and then press <Enter> to save the document.

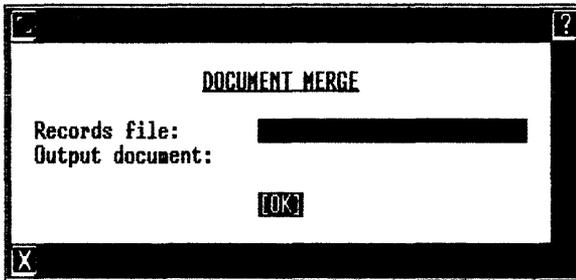
### Merging Data Records

When you merge a data records file with a merge document, you must create an output document to store the merged files before printing.

To merge the data records file with the merge document:

- 1 Open the document that contains merge fields (mergedoc, if you are following the example).
- 2 Press [MORE KEYS].
- 3 Press [MERGE].

You see the following merge form:



- 4 Point to |Records file|.
- 5 Type the data records file name (datarecord, if you are following the example).
- 6 Point to |Output document:|.
- 7 Type a name for the output document.  
For example, "datamerge".
- 8 Press <Enter>.

The merge document is redisplayed, and you see the message: **Document merge in progress**

The output document is created in the same folder as your merge document.

The records in the data file are created as separate letters with all the fields filled in. These "form letters" are separated in the output document by page breaks.

If you want to print the output document, follow the procedures for printing a document, as shown in Chapter 9.

The "form letters" will be printed as separate letters with the fields filled in.



## Glossary

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<b>Active Window</b>	The window that is "on top," where the next command or function will take place. The active window's border is highlighted.
<b>Character Attribute</b>	A characteristic assigned to a group of characters to emphasize that group when it is printed.
<b>Clipboard</b>	An Office object that holds words, blocks of text, or complete documents and waits for you to paste them where you choose.
<b>Command</b>	An instruction by which you tell the Word Processor to perform a function or carry out an operation.
<b>Commands Menu</b>	A window containing word processing commands that you can select with the mouse or with the Cursor Movement keys.
<b>Copy</b>	To duplicate text within a document or into another document.
<b>Cut and Paste</b>	To move text within a document or into another document.
<b>Delete</b>	To remove unwanted text.
<b>Document window</b>	A window border that surrounds each open document and contains icons and information pertinent to the document.
<b>Edit</b>	To modify an existing document.
<b>File</b>	A collection of data organized as a unit and identified by a name. All of the work you store on the computer is kept in files.
<b>Filecabinet</b>	An Office object in which you can store work, including folders and files.

## Glossary

---

File Folder	A named container which can store files and other folders.
Find	A command that searches for text in a document.
Footer	A line or several lines of text that print at the bottom of the pages of a document.
Format	The way in which text is displayed and printed as determined by the margins and tabs, line spacing, and text alignment.
Format Ruler	A line at the top of a document or inserted within a document that contains the margins and tabs, line spacing, and text alignment characters.
Global	A command that affects the entire document.
Header	A line or several lines of text that print at the top of the pages of a document.
Highlight	Indicates an object to be selected.
Hot Zone	Amount of columns of white space allowed at end of line before hyphenation.
Icon	A symbol that represents an action, an object, or a message. Used with mouse pointer to execute an action.
Insert	To add text within existing text in a document.
Justify	To align text evenly between the left and right margins of a document.
Mouse Pointer	A shape on the screen (usually an arrow) that follows the movement of the mouse.
Move	To place text in a new location within a document or in another document.

---

<b>Overtyp</b>	To replace existing text by typing over existing text. Started and stopped with Input Mode key.
<b>Paste</b>	To place highlighted text in a new location.
<b>Point</b>	To highlight an object to be selected.
<b>Print</b>	To make a paper copy of a document.
<b>Replace</b>	To search for existing text and substitute new text for it.
<b>Resume</b>	To make a suspended window active.
<b>Review</b>	To check a document's format before printing.
<b>Save</b>	To preserve text in a document by storing it on disk.
<b>Screen Keys</b>	Commands displayed at the bottom of the screen. Activated by pointing with mouse or pressing corresponding function key.
<b>Scrolling</b>	To display more of the document than what is displayed within the current window.
<b>Select</b>	To initiate action on an object or command that is "pointed to".
<b>Suspend</b>	To "put aside" the active window.
<b>Visible Mode</b>	Used to display or remove specific document format characters.
<b>Word Wrapping</b>	A word processing feature that automatically moves text to the next line when the text reaches the right margin of the document.



## WORD PROCESSOR

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