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# Document Designer™ Reference

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# *Document Designer Reference*

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## *Summary of Changes*

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The 2.0 release of the Document Designer is described in this second edition of the *Document Designer Reference* manual. The new features described in the second edition are summarized below.

- WYSIWYG display (What You See Is What You Get, pronounced "wizzy-wig")
- Multiple font support and variable point sizes
- Form processing
- Outline processing
- Section (or chapter) numbering
- Cross referencing
- Keystroke macro extensions
- Character, paragraph, and page formatting

In addition, this second edition of the *Document Designer Reference* manual has been published in a new, more accessible format. Command descriptions and procedures have been combined so that all the information about each command is presented in one place.



The documents described below provide additional information related to this manual.

**Introductory**

- Context Manager
- Context Manager II
- Executive
- Executive II
- Status Codes

**Office Automation**

- Art Designer: Charts and Drawings
- Document Designer User's Guide
- Extended Multiplan Reference
- Extended Multiplan User's Guide
- Generic Print System Programmer's Guide
- Getting Started with Charts
- Getting Started with Drawings
- Printing Guide

*Introductory*

The *Context Manager* manual describes the Context Manager, which allows the user to run applications concurrently and to interchange them on the screen.

The *Context Manager II* manual describes the Context Manager, which is a program that allows the user to run applications concurrently and transfer from one application to another. Also described is the interaction between the Context Manager and Window Services, in which the user can simultaneously view several applications on the screen.

The *Executive* manual describes the Interactive Command Interpreter, the program that interacts with the user when the system is turned on. It describes available commands and discusses command execution, file management, program invocation, and system management. It also addresses status inquiry, volume management, and execution of batch jobs.

The *Executive II* manual describes the Interactive Command Interpreter that interacts with the CTOS II operating system. The manual is both a user's guide and a reference to the commands. It addresses command execution, file management and protection, and program invocation. The manual also describes the fields in Executive commands.

The *Status Codes* manual contains a complete list of all the status codes that can be generated by a CTOS workstation or a Shared Resource Processor (SRP), including bootstrap ROM error codes and CTOS initialization codes. The manual also describes and interprets crash status codes.

## *Office Automation*

*Art Designer: Charts and Drawings* describes the workstation graphics package. The manual shows you how to create charts and graphs, draw original illustrations electronically, customize charts and drawings, and so forth. A reference section that describes each Art Designer tool and function is also included.

The *Document Designer User's Guide* is a tutorial designed for both novice and experienced users of word processing and office publishing applications. It provides step-by-step exercises that show how to use basic and advanced procedures and apply them to sample documents.

The *Extended Multiplan Reference* manual provides comprehensive reference material for the Extended Multiplan user. Extended Multiplan is a spreadsheet program that offers all the capabilities of Multiplan, plus additional memory, an interface to the graphics programs and to the Document Designer, as well as a personal data base and an interface to the CT-DBMS data base.

The *Extended Multiplan User's Guide* takes users through step-by-step instructions of most Extended Multiplan commands. The manual includes descriptions of the Relational Data Base (RDB) commands as well.

The *Generic Print System Programmer's Guide* is a guide for writing applications that use the Generic Print System or the Generic Print Access Method. It addresses applications that transfer data to the printer as well as more sophisticated applications that implement status checking and printer control. The manual includes descriptions of the Generic Print System and Generic Print Access Method procedural interfaces.

*Getting Started with Charts* is an introduction to the Chart Designer. The manual includes a description of how to create a pie chart from an Extended Multiplan spreadsheet. It describes how to change the size and layout of a chart, add and save text, and modify lines and patterns within a chart.

*Getting Started with Drawings* is an introduction to the Art Designer. The manual describes how to create business drawings using circles, squares, and lines. It also describes how to move objects and how to add to and enhance them with the picture library.

The *Printing Guide* provides the information you need to install any supported printing device on your standalone workstation or within a cluster. It describes the Print Manager, which is the interface to the Generic Print System. The guide also describes how to use the Print Manager to control and monitor the status of printing devices. This manual includes a chapter on troubleshooting printers.



The following conventions are used throughout this manual:

- **Procedure** indicates steps you perform to execute a command.
- **Shortcut** denotes a shortcut to a command.
- Steps you perform are numbered (single steps are not numbered).
- Keys you press are in boldface type, for example, **Delete**.
- Sometimes you hold down one key while you press another to issue a command, as in the example below:

**Code-F4**

- Sometimes you hold down two keys while you press a third key to issue a command, as in this example:

**Code-Shift-Hyphen**

- Sometimes you press a function key and then press a letter or character to select a command or option, as in this example:

**F4 c**

- Notes are displayed in italics.



The Document Designer is a powerful document management system that provides you with numerous tools and features. You can use the Document Designer to produce different types of documents, from letters and memos to reports, proposals, and newsletters.

This manual describes all aspects of the Document Designer software. If you are learning about computers and the Document Designer, you will find all the information that is necessary to use the software. If you are already familiar with word processing and office publishing, you can learn new features and tools that improve both your productivity and the appearance of the documents you create.

The Document Designer makes it easy for you to generate a table of contents, use different fonts and type sizes, process lists, and integrate graphs, worksheets, and text in a single document. You also have the option of printing these documents on a laser printer.

Figure 1-1 presents several of the font and column capabilities of the Document Designer. Figure 1-2 shows a document that integrates information from Extended Multiplan and Art Designer.

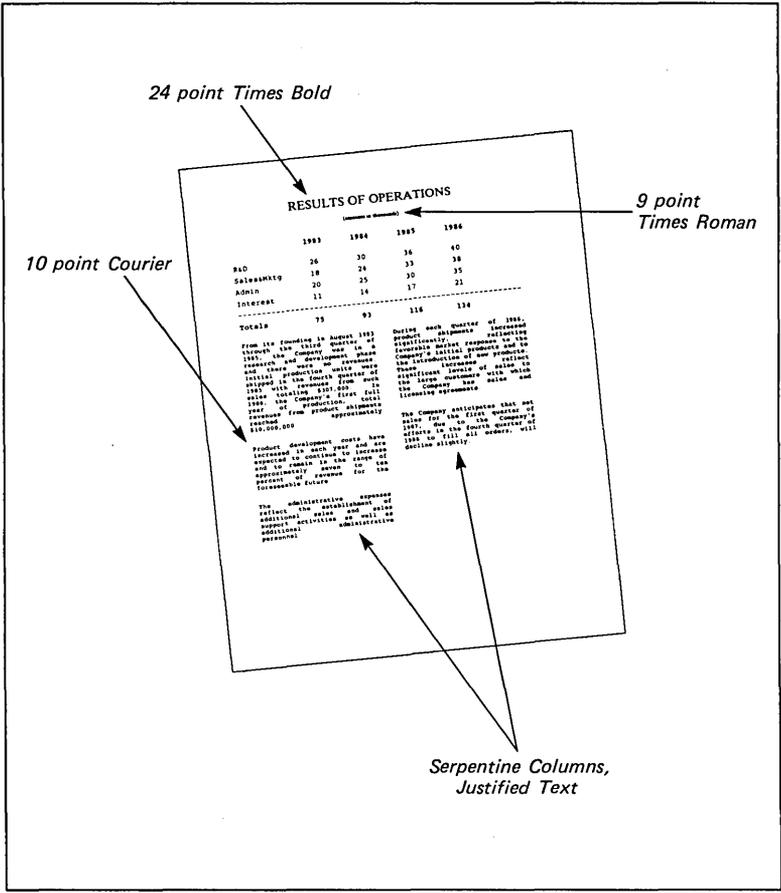


Figure 1-1. Document with Fonts and Columns

1173-001

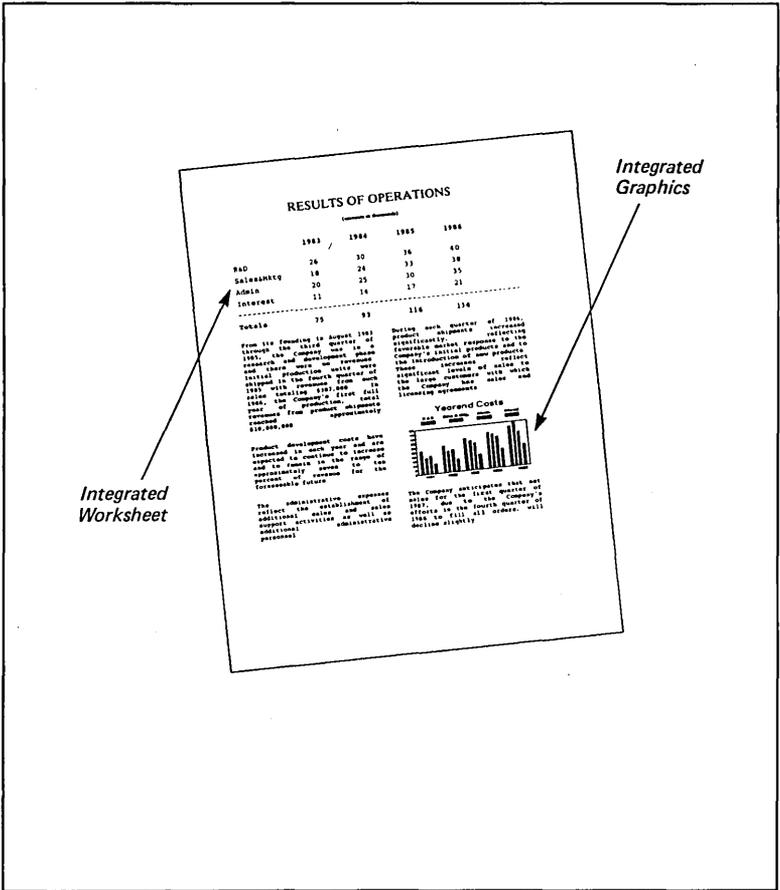


Figure 1-2. Integrated Document

1173-002

## WYSIWYG Displays

The Document Designer can be used on two monitors, a *bit map* monitor and a *character map* monitor. The bit map monitor displays fonts, line spacing, word spacing, subscript text, and superscript text on the screen the same way that they will be printed. This capability is called WYSIWYG (what you see is what you get, pronounced "wizzy-wig").

Character map monitors do not display font types and sizes on the screen. Instead, if you assign a font type to a character or group of characters, the font type is displayed at the top of the screen. Fonts, type sizes, word spacing, line spacing, and other features are always printed. Figure 1-3 illustrates a bit map screen, while Figure 1-4 illustrates a character map screen.

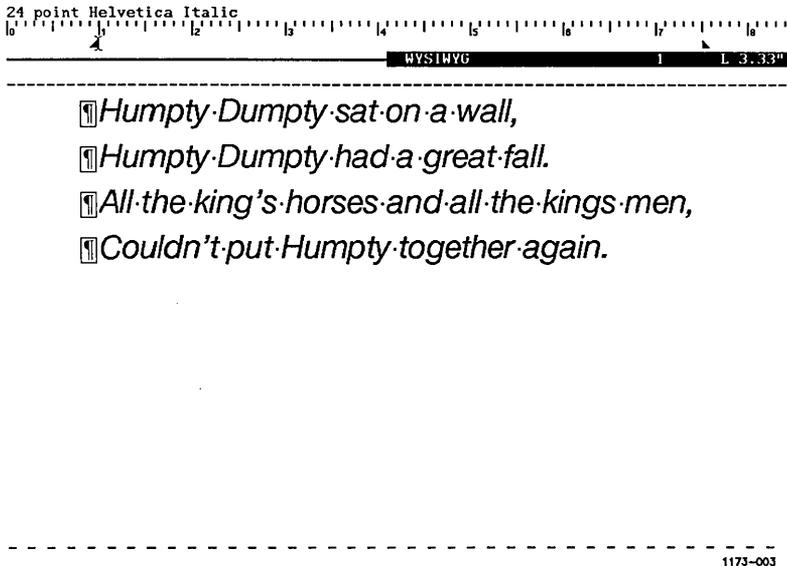


Figure 1-3. Bit Map Screen

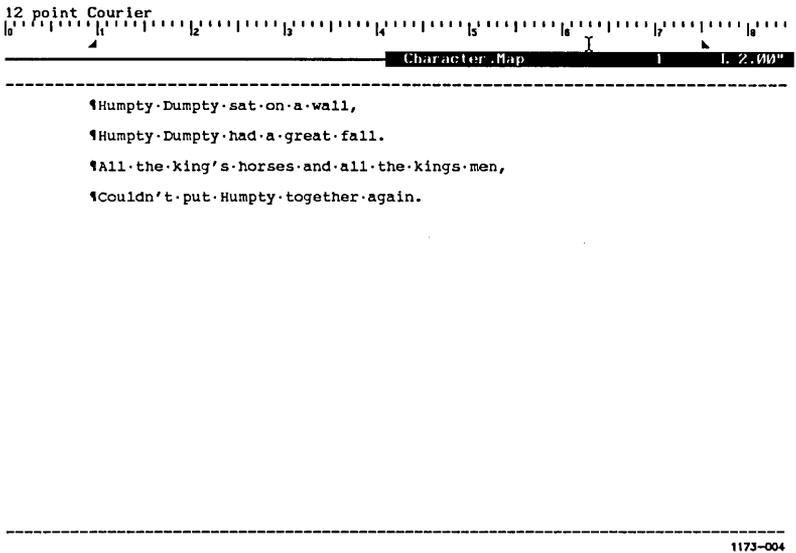


Figure 1-4. Character Map Screen

## *About This Manual*

Before you start, make sure that version 2.0 of the Document Designer software is installed on your system. If not, contact your system administrator.

Since this is a reference manual, it describes all commands in greater detail than a tutorial or a user's guide does. Therefore, if you are not familiar with the Document Designer, you should read the booklet entitled *Getting Started with Document Designer: Word Processing*.

In addition, see the *Document Designer User's Guide* for step-by-step instructions that explain how to use many of the features contained in the Document Designer.

## PURPOSES OF THIS MANUAL

This manual has several purposes. It

- describes and explains the commands and options of the Document Designer
- outlines the steps required to execute the Document Designer commands and options
- refers you to related documentation

## AIDS TO UNDERSTANDING

Look for these visual aides throughout the manual:

- numbers, boldface type, and indents to accentuate the steps you perform
- drawings and menus to clarify procedures
- "Notes" to emphasize points of interest and concern

## *Where to Go from Here*

The information presented in this manual provides you with straightforward reference information about the Document Designer. This manual is not meant to be read straight through. It consists of five sections, described below, that describe the Document Designer functions.

If you are already familiar with word processing software, you may want to proceed directly to "Timesaving Tools." This section documents the tools in the Document Designer that set it apart from other software packages. The following paragraphs tell you what areas of the manual to consult depending on the type of information you need.

## **Word Processing**

Chapters 2 through 6 introduce the word processing commands. These chapters show you how to open a document, enter and edit text, format text, and how to review and print a document.

## **Timesaving Tools**

Chapters 7 through 13 describe the Document Designer features that you can use to save time, including phrase, form processing, the table of contents command, list processing, and cross references.

## **Office Publishing**

Chapters 14 through 18 describe the Document Designer features that make it a powerful office publishing tool. This includes variable fonts, integrating objects, voice annotation, footnotes, and columns.

## **The Unexpected**

Chapter 19, "The Unexpected," lists several surprises that can arise when commands are issued improperly. It explains the results and shows you how to correct them.

## **System Administration**

Chapter 20, "System Administration," describes the tasks and features that the system administrator needs to know to properly administer the Document Designer software. Chapter 21, "Document Management," explains how to use the commands in the Documents menu.



# *Word Processing Commands*

The following five chapters describe the Document Designer word processing commands.

## *Chapter 2 Getting Started*

This chapter describes the keyboard, and shows you how to sign on, open, create, and save documents; it also describes the elements of the screen.

## *Chapter 3 Moving the Cursor*

There are many ways to move the cursor through Document Designer documents. Chapter 3 describes every cursor technique, including the **Arrow**, **Scrolling**, and **Page** keys, and the Jump menu.

## *Chapter 4 Entering and Editing Text*

Chapter 4 explains how to enter, edit, and cut and paste text. It describes the **Move**, **Copy**, **Backspace**, **Overtime**, and **Mark** commands.

## *Chapter 5 Formatting Text*

The Document Designer provides numerous commands that you can use to set up and change the appearance of your documents. This chapter explains boldface type, underlining, tabs, indents, paper size, and margins. (Fonts are described in Chapter 14.)

## *Chapter 6 Reviewing and Printing Text*

This chapter describes all options in the Review and Print menus. The **Review** and **Print** commands paginate, renumber, and update your documents.

**WORD PROCESSING COMMANDS**  
(Page 1 of 2)

---

<b>Command</b>	<b>Page Number</b>
Accumulative Total .....	4-43
Alignment.....	5-12
Arrow keys.....	3-1
Backspace.....	4-5
Boldface.....	5-5
Bound.....	4-11
Break Type .....	5-31
Capitalize.....	5-5
Check Spelling .....	4-29
Close Window .....	4-26
Copy .....	4-16
Create Document .....	2-8
Delete .....	4-4
Delete Word.....	4-6
Discard Edits.....	4-9
Divide Window .....	4-25
Edit Text .....	4-4
Enter Text .....	4-1
Finish .....	2-20
Footers.....	5-41
Go To .....	3-4
Headers .....	5-35
Hyphenate .....	5-8
Indents .....	5-13
Insert.....	4-7
Jump .....	3-4
Justify.....	5-12
Keyboard .....	2-2
Line Spacing.....	5-18
Margins .....	5-28

---

**WORD PROCESSING COMMANDS**  
(Page 2 of 2)

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<b>Command</b>	<b>Page Number</b>
Mark .....	4-11
Move .....	4-16
Next Page .....	3-3
Open Document .....	2-7
Overtypе.....	4-6
Page Breaks .....	5-29
Page Dimensions .....	5-22
Page Numbers .....	5-47
Previous Page .....	3-3
Print .....	6-6
Redo .....	4-7
Remove Format.....	5-34
Replace .....	4-20
Review .....	6-2
Save .....	2-19
Scroll Down.....	3-3
Scroll Up .....	3-3
Search .....	4-18
Select .....	4-11
Sign On .....	2-3
Tabs .....	5-15
Total .....	4-42
Underline .....	5-5
Undo.....	4-9
Vertical Tabs .....	5-20
Visible.....	4-3

---



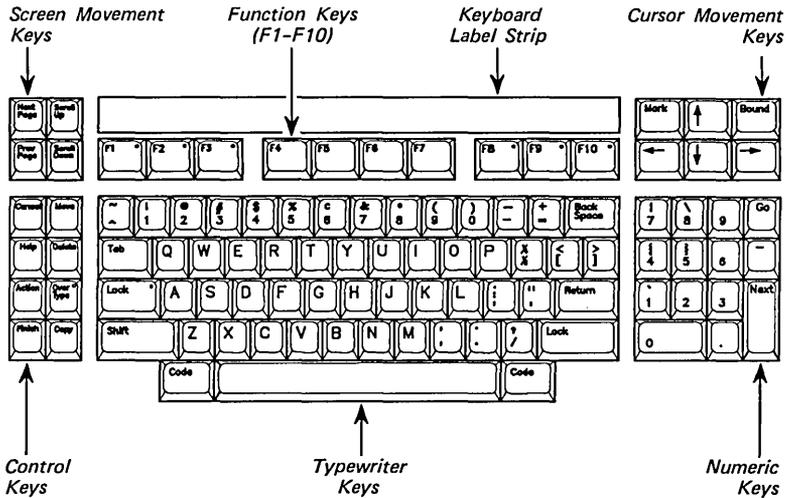
The information contained in this chapter describes the keyboard, how to sign on to the Document Designer, the Documents menu, the Document Designer screen, and how to issue commands to the Document Designer.

## *The Keyboard*

The keyboard is used to enter text and to issue commands that give instructions to the Document Designer. Some commands require the use of one key; other commands require the use of several keys pressed at the same time.

There are six key pads on the Document Designer keyboard; each performs a special function. Figure 2-1 shows the keyboard and the key pads.

<b>Keys</b>	<b>Description</b>
Typewriter	Includes all letters in the alphabet and numbers 0 through 9. When used with the <b>Shift</b> key, the typewriter keys produce punctuation symbols and other special characters.
Cursor Movement	The four <b>Arrow</b> keys, on the upper right of the keyboard, move the cursor in the direction indicated on each key.
Screen Movement	The <b>Scroll Up</b> and <b>Scroll Down</b> keys move the document up or down by one line at a time, respectively. The <b>Next Page</b> and <b>Previous Page</b> keys move the cursor to the following or preceding screen, respectively.
Numeric	Used to enter numbers. These keys consist of numbers 0 through 9, a decimal point (.), a negative sign (-), and the <b>Go</b> and <b>Next</b> keys.
Control	Used to execute commands, including <b>Cancel</b> and <b>Delete</b> . These keys are located on the far left side of the keyboard.
Function	Used to execute up to three different types of commands, depending on whether the function key is used by itself, or in conjunction with the <b>Shift</b> or <b>Code</b> key. The function keys are labeled on the keyboard from F1 through F10.



1173-005

Figure 2-1. Keyboard

## *Signing On to the Document Designer*

There are three ways to sign on to the Document Designer:

- SignOn form
- Executive
- Context Manager

How you sign on depends on the contents of your User Configuration file. Your system administrator is responsible for the contents of that file.

For the procedure on how to sign on, see the discussion in this chapter that corresponds to the system you are using. Additionally, see Chapter 20, "System Administration," for a more detailed discussion of signing on.

## THE SIGNON FORM

If your User Configuration file is set up to invoke the Document Designer through the SignOn form, then all you do is sign on.

### Procedure

To invoke the Document Designer through the SignOn form,

1. Enter your user name.
2. If necessary, press **Return** and enter your password.
3. Press **Go**.

One of two things occurs: the document that was open when you finished the last session is reopened, or the Documents menu is displayed. If the Documents menu is displayed, see "The Documents Menu" later in this chapter for a description of the commands in that menu.

## THE EXECUTIVE

You can also invoke the Document Designer from the Executive. To do so, you must already have signed on to the system. The Executive screen must also be displayed (as shown in Figure 2-2).

### Procedure

To invoke the Document Designer from the Executive:

1. Type **Document Designer** (or the abbreviations, **D D** or **d d**). Make sure you leave a space between the d's.
2. Press **Return**.

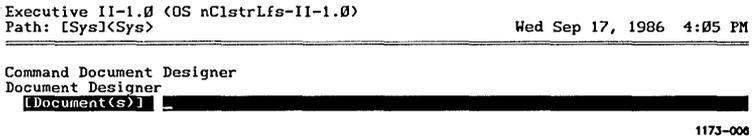
The Document Name field is displayed.

3. Enter the name of the document you want to open.

You can open more than one document at a time. Simply separate each document name with a single blank space.

4. Press **Go**.

To display the Documents menu instead of a specific document, skip steps 2 and 3.



**Figure 2-2. The Executive Screen**

## THE CONTEXT MANAGER

You can invoke the Document Designer from the Context Manager (shown in Figure 2-3) if it is installed on your system.

### Procedure

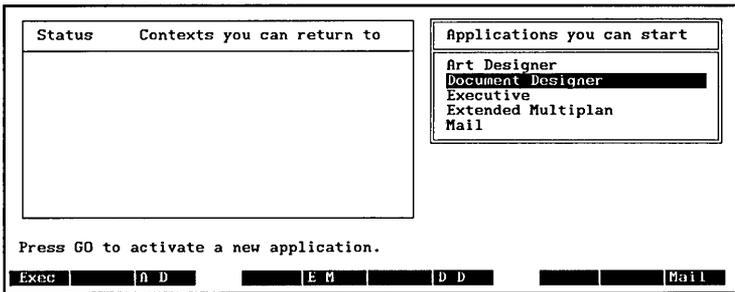
To invoke the Document Designer from the Context Manager:

1. Press the function key assigned to the Document Designer.

If one is not assigned, you can also use the Arrow keys to move the cursor (highlighted bar) to Document Designer.

2. Press Go.

The Documents menu is displayed on the screen.



1173-007

Figure 2-3. The Context Manager

## *The Documents Menu*

The Documents menu is a document management tool that contains the following six commands:

- Open document
- Delete document
- Copy document
- Rename document
- Change work area
- List documents

The **Open Document** command, described in the following paragraphs, gives you the ability to open existing documents and to create new ones. For more information about the other five commands, see Chapter 21, "Document Management."

```
.....|1|.....|2|.....|3|.....|4|.....|5|.....|6|.....|7|.....|8|
{
```

```
DOCUMENTS
-----
(Press FINISH to exit Document Designer)

Press O to Open document (Code=O)   Press W to Change work area
D   Delete document                 L   List documents
C   Copy document
R   Rename document
```

1173-008

**Figure 2-4. Documents Menu**

## DISPLAYING THE DOCUMENTS MENU

The Documents menu can be displayed upon sign on, as previously discussed; it can also be displayed when you have a document open on the screen. You may want to open another document to compare contents or copy contents to or from your current document.

### Procedure

To display the Documents menu during a Document Designer session, press **Code-F1**.

## Creating a New Document

Use the **Open Document** command to create new documents. The Document Designer assumes that you want to create a new document when you type a name that it does not recognize. You can create a new document with no contents, or you can create a new document that includes the contents of another document. Both procedures are described on the following pages.

**Shortcut:** *Code-o*

### Procedure

To create a new document while working in another document,

1. Press **Code-F1**.

The Documents menu is displayed

2. Press **o**.

The Open Document form is displayed.

3. Fill in the Open Document form.

Enter a name for the new document.

If you want to include the contents of an existing document in your new document, move the highlight to the Copy From Document field and type the name of the existing document.

*NOTE: Use uppercase and lowercase letters, numbers 0 – 9, and other punctuation symbols. Do not include spaces, question marks, or asterisks in a document name.*

4. Press **Go**.

This prompt appears on the screen.

**Press GO to create document, CANCEL to cancel command**

5. Press **Go**.

## **Opening an Existing Document**

Use the **Open Document** command to open existing documents. The Document Designer opens the document whose name is typed into the Open Document form.

**Shortcut:** *Code-o*

### **Procedure**

To open an existing document from the Documents menu:

1. Press **o**.

The Open Document form is displayed (see Figure 2-5).

2. Type the document name.
3. Press **Go**.

If the document you are opening is protected by a password, you are prompted to enter a password. Enter the document password, then press **Go**.

.....

**OPEN DOCUMENT**

(Press GO to execute, NEXT for next item, CANCEL to dismiss)

Document name: [REDACTED]  
[Password]  
Allow changes? **Yes** No (Press Y or N)  
[Copy from document]

1173-009

**Figure 2-5. Open Document Form**

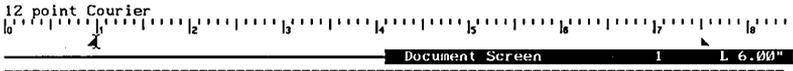
## *The Document Designer Screen*

When a document is open and displayed on the screen, it consists of the following elements, which are described on the following pages and illustrated in Figure 2-6.

Format status line	Lists the format options assigned to the character at the cursor location.
Ruler display	Provides information about the cursor location, tab stops, and paragraph indents.
Document status line	Displays the name of the document as well as the page and location of the cursor.
Main text area	Contains the contents of the displayed document.
Cursor	Indicates where the next character will be entered.
Shadow cursor	Shadows the cursor, thus making formatting easier. The shadow cursor is displayed in the ruler display.

## FORMAT STATUS LINE

The format characteristics of the character at the cursor location are displayed at the top of the screen in the format status line. If you are using a character map monitor, use this area to keep track of these characteristics, such as fonts and point sizes.



I

1173-010

**Figure 2-6. The Document Designer Screen**

## RULER DISPLAY

Only one ruler display exists per screen; it pertains to the document occupied by the cursor. This document is called the *active document*. Table 2-1 shows the symbols that appear in the ruler display.

**Table 2-1**  
**RULER DISPLAY SYMBOLS**

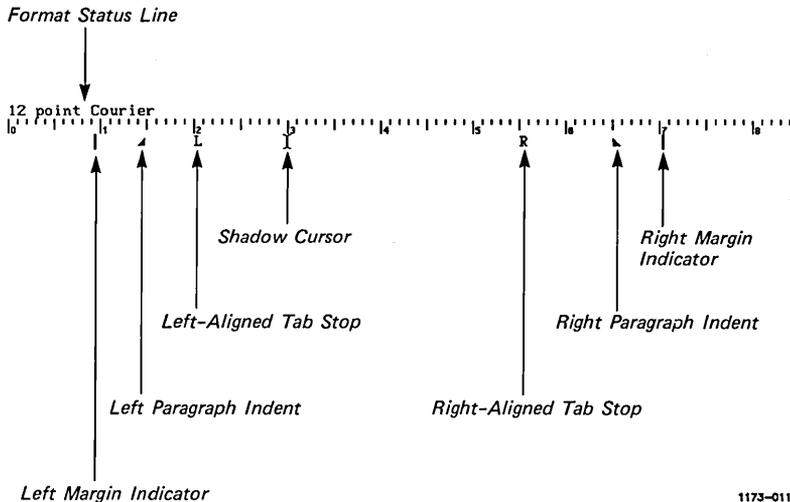
Symbol	Description
¶	First Line paragraph indent
▲	Other paragraph indent
▾	Right paragraph indent
	Column or page margin indicator
L	Left-aligned tab
R	Right-aligned tab
C	Centered tab
D	Decimal tab
...	Leader dots

The ruler display contains paragraph format indicators. The indicators pertain only to the paragraph where the cursor is located. If you move the cursor to another paragraph, the indent points and tab stops change to reflect the attributes of the new paragraph.

The ruler display also contains a blinking *shadow cursor*, which echoes the movement of the cursor on the screen. The shadow cursor is especially useful for positioning text and format options at specific points in a document.

## Reading the Ruler Display

The ruler display (as shown in Figure 2-7) is divided into inches, and further divided into tick marks. The tick marks correspond directly to the measurement of the printed page; they do not represent columns of characters.



1173-011

**Figure 2-7. Ruler Display**

When you set a paragraph indent or a tab stop at a specific tick mark, the associated text is aligned under the tick mark when you print the text. Tab stop symbols, however, do not appear immediately below the tick mark; they are shown to the right of the tick mark. Chapter 5, "Formatting Text," describes tab stops and indent marks in greater detail.

The ruler display contains paragraph indent and margin symbols at the outside edge of the text. When you set tab stops and paragraph indents, the respective symbols are displayed at the location of the shadow cursor.

A paragraph indent symbol can conceal a tab symbol on the screen. For example, a right-aligned tab, set at the same point as a right paragraph indent, is concealed by the right paragraph indent. Both the indent symbol and the tab symbol conceal the respective margin indicator.

## DOCUMENT STATUS LINE

The document status line is the highlighted strip located between the ruler display and the main text area. This status line contains the name of the current document, the number of the page displayed on the screen, and the distance (in inches) of the cursor from the top of the page. The distance is *not* measured in lines because the height of a line depends on the size of the font used on the line.

## MAIN TEXT AREA

The following items appear in the main text area:

Cursor	Indicates where the next character can be entered. The cursor automatically moves ahead when you enter text. Chapter 3, "Moving the Cursor," describes the commands you use to move the cursor.
Windows	The area of the screen that contains a document is called a <i>window</i> . Text is displayed in the main text area of a window. Up to seven windows can be displayed on the same screen. See Chapter 4, "Entering and Editing Text," for more information about opening and closing windows.
Format Status Line	Generally, the results of all format commands are displayed on the screen. All format attributes are displayed in the format status line at the top of the screen.

Status  
Messages and  
Prompts

The top line of a menu frequently displays status messages and prompts. Status messages inform you of occurrences within the system, including the status of a command. For example, the following message is displayed when you issue the **Finish** command:

**Press GO to confirm FINISH, or CANCEL  
to cancel the command**

To remove status messages and prompts from the screen, press **Cancel**.

## *Issuing Commands*

There are several ways to issue commands in the Document Designer. Some commands are issued by pressing a function key (for example, **F3**); others by pressing a control key (for example, **Delete**); and still others by pressing two or three keys at the same time (for example, **Code-s**).

### **HOW TO ISSUE COMMANDS**

In many cases when you issue a command, a menu is displayed that either provides more commands, or requests more information about a command.

After the command form or menu is described, the steps required to issue a command are explained under this heading:

#### **Procedure**

Most commands are applied to the character at the cursor location. If a section of text has been selected, however, and the cursor is within the selected text, a command is applied to the selected text. Some commands, such as **Save**, apply to a whole document, not to a single character or to a section of text.

Some of the more frequently-used commands have shortcuts. For example, you can issue the the **Synchronized Columns** command by pressing **Code-1**. The shortcut is documented before the procedure. Shortcuts are preceded by this heading:

### **Shortcut**

## **EDITING FORMS AND MENUS**

Most commands display menus and forms into which you supply additional information. Use the following keys and commands to edit and supply information in these menus:

- **Backspace**, **Delete**, and **Overtyp**e keys to change entries in forms and menus.
- **Return** and **Next** to move the cursor from field to field in a menu.
- **Go** to execute a command.
- **Cancel** to cancel a command.

### **Preset Responses**

Many forms contain default entries, or preset values. For example, the **Review** command displays a form that contains several fields, some of which require Yes/No answers. The Document Designer highlights the respective Yes or No default value.

Another example of a default entry is that the Document Designer automatically displays the name of the open document in the Document Name field of a menu. For example, when you issue the **Print** command, the name of the active document is included in the Print menu.

The Document Designer redisplay the entries in some menus according to the values you entered when you last issued the command. For example, subsequent **Search** and **Replace** commands redisplay the previous entries in the Search For and Replace With fields.

## RESULTS OF COMMANDS

Some commands produce immediate results. For example, the **Save** command immediately saves the document when the command is issued. Other commands display menus. For example, the **Print** command displays the Print menu. Still other commands display more commands. The **Mark** command for example, displays a menu of **Mark** commands.

## THE FUNCTION KEY LABEL STRIP

The function key label strip displays the three commands that you can issue using each function key. For example, you can issue the **Redo**, **Jump**, and **Documents** commands using the F1 function key. To execute the bottom row of commands on the label strip, you press the function key. For example, to issue the **Redo** command:

Press **F1**.

To execute the second row of commands, you press and hold the **Shift** key and then press the function key. For example, to display the Jump menu:

Press **Shift-F1**.

To execute the top row of commands, you press and hold the **Code** key and then press the function key. For example, to display the Documents menu:

Press **Code-F1**.

## GETTING HELP

To display the commands associated with each function key, press **Help**.

To display a list of commands and a short description of each, press **Help** again. Use the **Next Page**, **Prev Page**, **Scroll up**, and **Scroll Down** keys to display more Help text. Press **Cancel** to remove Help from the screen.

## *Saving Text*

Text entered or edited during a Document Designer session is not permanently saved until it is saved on a disk. This means that the contents of a document are copied to either a hard disk or a floppy disk.

A *disk* is a magnetic storage device. All workstations capable of using the Document Designer have an installed hard disk drive on either the local or master workstation that is capable of storing large amounts of information. Some workstations also have floppy disk drives. Because they are portable, floppy disks are used most frequently to move or copy information from one workstation to another.

The following information explains the **Save** and **Finish** commands and explains how and when to issue them. Generally, it is best to use the **Save** and **Finish** commands to store information on the hard disk. See Chapter 20, "System Administration," for additional information on disks, disk drives, and document storage.

### **SAVING A DOCUMENT WITHOUT ENDING THE SESSION**

You can execute the **Save** command at any time during a Document Designer session. This command writes the contents of all open documents to disk. The editing session in progress is not disturbed.

#### **Procedure**

To save the contents of documents without ending the session, press **Code-s**.

This message appears at the bottom of the screen:

**Saving ...**

Ten small boxes appear in the bottom-right corner to track the progress of the command. The command is complete when all ten boxes are filled in. At that point, the boxes disappear from the screen and this message appears at the bottom of the screen:

**Save complete**

## ENDING THE SESSION

Use the **Finish** command to end a Document Designer session when you want to save the changes and write the contents of the open file to disk.

### Procedure

To save the contents of documents and end the session,

1. Press **Finish**.

This message appears at the bottom of the screen:

**Press GO to confirm Finish, CANCEL to cancel command**

2. Press **Go**.

This message appears at the bottom of the screen, along with the ten small boxes in the bottom right corner:

**Saving ...**

After your current work is saved, the editing session is complete, and you are returned to the menu or form from which you started the Document Designer.

This chapter introduced you to the Document Designer. You learned how to sign on, how to use the keyboard, what the screen looks like, and how to issue commands. The next chapter shows you how to move the cursor. It describes the **Arrow** keys, the **Scrolling** keys, the **Next Page** and **Previous Page** keys, and the **Jump** command.

This chapter describes the different ways that you can move the cursor through documents. The **Cursor Movement** commands are listed in Table 3-1.

### *Cursor Movement Keys*

The cursor movement keys (called the **Arrow** keys) are located in the upper-right corner of the keyboard. Use these keys either alone or in conjunction with **Shift** and **Code** to move the cursor around the screen. The cursor movement keys can be used as follows. To move the cursor

One space	Press an <b>Arrow</b> key.
Three lines up or down	Press <b>Shift-Up Arrow</b> or <b>Shift-Down Arrow</b> .
Five spaces right or left	Press <b>Shift-Right Arrow</b> or <b>Shift-Left Arrow</b> .
To the top or bottom of the window	Press <b>Code-Up Arrow</b> or <b>Code-Down Arrow</b> .
To the end or beginning of a line	Press <b>Code-Right Arrow</b> or <b>Code-Left Arrow</b> .

**Table 3-1**  
**CURSOR MOVEMENT COMMANDS**

Direction	Keystroke(s)
One space right	Right Arrow (→)
One space left	Left Arrow (←)
One space up	Up Arrow (↑)
One space down	Down Arrow (↓)
Five spaces right	Shift-Right Arrow
Five spaces left	Shift-Left Arrow
Three lines up	Shift-Up Arrow
Three lines down	Shift-Down Arrow
End of line	Code-Right Arrow
Beginning of line	Code-Left Arrow
Top of window	Code-Up Arrow
Bottom of window	Code-Down Arrow
One line up	Scroll Up
One line down	Scroll Down
Four lines up	Shift-Scroll Up
Four lines down	Shift-Scroll Down
Next window	Code-Scroll Up
Previous window	Code-Scroll Down
Next page	Next Page
Previous page	Previous Page
Specific page	Shift-F1 p
Previous edit	Shift-F1 e
Selected text	Shift-F1 s
Beginning of document	Shift-F1 ^, Code-b, Code-^
End of document	Shift-F1 0 (zero), Code-e
Percent of document	Shift-F1 Number

## *Scrolling Keys*

The **Scroll Up** and **Scroll Down** keys are located at the top left of the keyboard. You use these keys to scroll through a document one line at a time. You can also scroll through a document four lines at a time using the **Shift** key in combination with the scrolling keys. The scrolling keys can be used as follows. To scroll

One line up	Press <b>Scroll Up</b> .
One line down	Press <b>Scroll Down</b> .
Four lines up	Press <b>Shift-Scroll Up</b> .
Four lines down	Press <b>Shift-Scroll Down</b> .
To the next screen	Press <b>Code-Scroll Up</b> .
To the previous screen	Press <b>Code-Scroll Down</b> .

## *Next Page and Previous Page Keys*

The **Next Page** and **Previous Page** keys are located at the top left or the keyboard next to the **Scroll Up** and **Scroll Down** keys. You use these **Page** keys to display the contents of adjacent pages in a document. To display

The next page	Press <b>Next Page</b> .
The previous page	Press <b>Prev Page</b> .

# The Jump Command

You can move the cursor to a specific location in a document using the **Jump** commands. To issue each **Jump** command, you must first display the Jump menu, and then type a letter to choose the desired command. Many of the **Jump** commands also require you to specify a number representing a page or a percent of the document.

The **Jump** command (and shortcuts, if any) are listed below and described on the following pages.

<b>Command</b>	<b>Shortcut</b>
Jump to Page Number	No shortcut
Jump to Previous Edit	Code-Shift-e
Jump to Selection	Code-l (el)
Jump to Beginning	Code-b
Jump to End	Code-e
Jump to Percent	Code-number

## Procedure

To display the Jump menu, press **Shift-F 1**.

## JUMP

---

Press P to jump to	Page
E	Previous edit
S	Selection
^	Beginning of document
0	End of document
1	10 percent of document

---

## MOVING THE CURSOR TO A SPECIFIC PAGE

To move the cursor to the beginning of a specified page in a document, use the **Jump to Page** command. There is no shortcut for this command, so you must select it from the Jump Command menu.

### Procedure

To move the cursor to a specific page,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press **p**.

The Page number form is displayed.

GO TO PAGE \_\_\_\_\_

Page Number:

---

3. Type the desired page number.

4. Press **Go**.

The cursor moves directly to the first character on the page you specified.

## MOVING THE CURSOR TO THE PREVIOUS EDIT

To move the cursor directly to the character you last edited or changed, including the location where you inserted, deleted, or overtyped characters, use the **Jump to Previous Edit** command.

The Document Designer "recalls" the locations of the last ten edits, so the first **Jump To Previous Edit** command moves to the location of the most recent edit; the next **Jump To Previous Edit** command moves the cursor to the edit prior to the most recent edit; and so on.

**Shortcut:** *Code-Shift-e*

### Procedure

To move the cursor to the previous edit,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press **e**.

The cursor moves to the previous edit.

*NOTE: You cannot use the Jump To Previous Edit command to move the cursor to an edit that was made before a Save or Discard Edits command.*

## MOVING THE CURSOR TO SELECTED TEXT

To move the cursor directly to the first character in a block of selected text, use the **Jump to Selected Text** command. If you select a single character, the cursor is positioned on the character. If you select a paragraph the cursor moves to the first character in the paragraph.

**Shortcut:** *Code-1 (el)*

### Procedure

To move the cursor to selected text,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press **s**.

The cursor moves to the first character in a string of selected text.

*NOTE: The cursor does not move if text was not previously selected.*

## MOVING THE CURSOR TO THE BEGINNING OF THE DOCUMENT

Use the **Jump To Beginning** command to move the cursor to the first character in a document.

**Shortcut:** *Code-^* or *Code-b*

### Procedure

To move the cursor to the first space in the active document,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press **^**

The cursor moves to the first character in the active document.

## MOVING THE CURSOR TO THE END OF THE DOCUMENT

Use the **Jump To End** command to move the cursor to the last space in a document.

**Shortcut:** *Code-0* or *Code-e*

### Procedure

To move the cursor to the last space in a document,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press **0** (zero).

The cursor moves to the last character in the active document.

## MOVING THE CURSOR PARTIALLY THROUGH A DOCUMENT

To move the cursor part of the way through a document, use the **Jump to Percent** command. You determine how far to move the cursor by entering a number from 1 to 9. If you enter 1, the cursor moves 10 percent of the way through a document; if you enter 9, the cursor moves 90 percent of the way through the document.

**Shortcut:** *Code-number (Code-1 to Code-9)*

### Procedure

To move the cursor part of the way through a document,

1. Press **Shift-F1**.

The Jump menu is displayed.

2. Press the appropriate number:

- |   |                        |   |                        |
|---|------------------------|---|------------------------|
| 1 | 10 percent of document | 6 | 60 percent of document |
| 2 | 20 percent of document | 7 | 70 percent of document |
| 3 | 30 percent of document | 8 | 80 percent of document |
| 4 | 40 percent of document | 9 | 90 percent of document |
| 5 | 50 percent of document |   |                        |

The cursor moves to the respective portion of the active document. For example, if you enter 5 (50 percent), the cursor moves to the middle of the document.

This chapter described the commands you can use to move the cursor. The next chapter shows you how to enter and edit text in Document Designer documents.



This chapter explains how to enter text into Document Designer documents and how to edit text using the **Overtyp**e, **Move**, **Copy**, and **Delete** commands. This chapter also shows you how to use the **Mark** commands to select text and the **Search** and **Replace** commands.

## *Entering Text*

The Document Designer frees you from the limitations of the typewriter. Since the text you enter online is stored electronically, you can easily type over existing text, move and copy entire paragraphs and pages of text to other locations, and store text for future editing. What makes electronically-stored information most valuable is that you can review and change text before you print it.

## THE CURSOR

In a new document, the cursor is displayed in the top-left corner of the screen, immediately to the right of the paragraph symbol. The cursor is bordered on the top and bottom by two dashed lines, which are the first page break and the end mark in the document, respectively.

### Procedure

To enter text into a document,

1. Move the cursor to the location you want to enter text.
2. Type the text.

Press **Shift-Return** to begin new lines within a paragraph.

Press **Return** to begin new paragraphs.

### Word Wrap

As you type in text, the cursor moves from left to right across the page. Notice that the cursor moves automatically to the next line when it reaches the right margin. This feature is called *word wrap*. It eliminates the need to estimate the length of each line or to manually begin a new line. The only time you need to press **Return** is to start a new paragraph.

## Displaying Format Symbols

You use the **Visible** command to display the format symbols in your documents. The three Visible modes are described below:

<b>Mode</b>	<b>Description</b>
Normal	Displays page and column breaks only, and special character format characteristics in half-bright intensity. Normal mode is used primarily to see how the printed page, without format symbols, will appear. The screen is in Normal mode when you sign on.
Half-visible	Displays paragraph symbols, line break symbols, anchor characters, and spaces.
Full-visible	Displays, in addition to the symbols listed above, tab symbols, and nonbreaking and discretionary space and hyphen symbols.

### Procedure

To change the Visible mode,

1. Press **Code-v**.

The screen is in Half-visible mode. Paragraph symbols, spaces, and line break symbols are displayed.

2. Press **Code-v**.

The screen is in Full-visible mode. Tab symbols and special hyphens are also displayed.

3. Press **Code-v**.

The screen returns to Normal mode.

## *Simple Text Editing*

The following information shows you how to:

- correct typing errors
- delete and insert text
- select text
- move and copy characters and words

### **CORRECTING TYPING ERRORS**

The simplest and most immediate way to correct typing errors is to fix them as they occur. There are three commands you can use to correct errors in single characters: **Delete**, **Backspace** and **Overtyp**.

*NOTE: You can use the Undo (F2) command to retrieve text deleted with the Backspace, Delete, or Overtyp keys. For more information, see "Undoing Changes" later in this chapter.*

### **Using the Delete Key to Delete Characters**

**Delete** is one of eight keys located on the control key pad on the far left side of the keyboard. You use this key to delete the character at the cursor's current position. To delete entire lines, paragraphs, and pages, use **Delete** in conjunction with any of the **Mark** and **Bound** commands.

### **Procedure**

To delete a single character at the cursor position,

1. Move the cursor to the character you want to delete.
2. Press **Delete**.

The character at the cursor location is removed from the screen.

### **Using the Backspace Key to Delete Characters**

You use the **Backspace** key to delete the character to the left of the cursor. Be sure that Overtyping mode is off before you use the following procedure.

#### **Procedure**

To delete characters with **Backspace**,

1. Move the cursor immediately to the right of the character you want to delete.
2. Press **Backspace**.

The character to the left of the cursor is removed from the screen.

*NOTE: When Overtyping mode is on, the Backspace key moves the cursor to the left but does not delete the characters.*

## Deleting Words

To delete one word at a time in a document, use the **Code-Backspace** command.

### Procedure

To delete a word,

1. Move the cursor to the space immediately to the right of the word you want to delete.
2. Press **Code-Backspace**.

The word to the left of the cursor is removed from the screen.

## Overtyping Characters

Another way to correct spelling errors is to type over them. The **Overtyp** command is especially useful when you need to go back and type over existing characters.

### Procedure

To type over existing text,

1. Move the cursor to the character you want to correct.
2. Press **Overtyp**.

The red indicator on the **Overtyp** key indicates that Overtyp mode is activated.

3. Type the correct character.

The new character replaces the incorrect character.

## INSERTING TEXT

You can easily insert text into an existing document using Insert mode, which inserts text at the location of the cursor. It does not replace material already contained in the document.

### Procedure

To insert text without replacing text already displayed,

1. If necessary, turn off **Overtime**.
2. Type the new text.

Characters that you type are inserted between those already contained in the document. The new characters do not replace those already displayed.

## *Redoing Changes*

To repeat edits, whether in a document or in a command menu, use the **Redo** command. **Redo** repeats keystrokes only, which can be repeated at any point in a document. It is most helpful when you want to:

- repeat a command with several steps, such as a format change or search for text.
- delete the same *number* of spaces or characters from several different lines.

For example, if you press **Delete** five times, move the cursor to another location, and press **Redo**, five characters are deleted from the new cursor location.

- enter a sequence of characters several times in a row.

## Procedure

To repeat an edit,

1. Move the cursor to the location where you want to repeat the edit.
2. Press **F1**.

The edit is repeated at the cursor location.

*NOTE: The Undo command undoes the result of the last Redo command.*

## *Undoing Changes*

There are two Document Designer commands that you can use to correct edits and undo the effects of commands:

- **Undo** to undo the most recent command only
- **Discard Changes** to discard all changes made since the last **Save** command

## UNDOING THE LAST EDIT

The last edit is defined as the place where the cursor was last positioned when you issued a command or entered text. **Undo** can undo its previous execution, but it does not work with these commands:

- Remove Format
- Discard Edits
- Save
- Print
- Total
- Accumulative Total

### Procedure

To undo the most recent formatting or editing change, press **F2**.

## UNDOING ALL CHANGES

Use the **Discard Changes** command to return a document to its state after the last **Save** or **Finish** command. The **Discard Changes** command is a more powerful version of the **Undo** command and cannot be undone.

## Procedure

To discard all changes since the last **Save** or **Finish** command,

1. Press **Code-F7**.

The Commands menu is displayed.

2. Press **u**.

This message is displayed:

**Press GO to confirm discard, CANCEL to cancel command**

If nothing has been changed since the last **Save** or **Finish** command, the following message is displayed:

**That document has not been changed**

3. Press **Go**.

The Document Designer removes all edits made since the last **Save** command.

## *Advanced Text Editing*

The following information describes how to move and copy large bodies of text, such as several paragraphs or pages. Note that text must be selected before it can be moved or copied.

## SELECTING TEXT

A *selection* is a group of characters that appear highlighted on the screen. You select text with the **Mark** and **Bound** commands. A selection typically indicates where the next command will be applied. However, the cursor must be positioned in the highlighted area for the command to affect the highlighted area. Otherwise, the command affects the character at the cursor location. Only one contiguous block of text can be selected at a time.

The eight **Mark** commands are described below. Each command selects a different portion of text, from a single character to an entire document (see Table 4-1.)

### Selecting a Single Character

#### Procedure

To select a single character,

1. Position the cursor on the character.
2. Press **Mark**.

The character is highlighted.

### Selecting a Word, Line, or Paragraph

#### Procedure

To select a word, line, or paragraph,

1. Move the cursor to a location in the respective word, line, or paragraph.
2. Press the appropriate key:
  - F8** Select word
  - F9** Select line
  - F10** Select paragraph

**Table 4-1**  
**MARK COMMANDS**

---

<b>Mark</b>	<b>Key</b>	<b>Description</b>
Character	<b>Mark</b>	Selects the character, object, or text-at-bay box that contains the cursor. This command is also used to select format characters, such as specially formatted paragraphs or page break symbols.
Column	<b>Code-Shift-c</b>	Selects the tabbed column that contains the cursor or the column nearest the cursor. This command does not select serpentine or synchronized columns.
Document	<b>Code-Shift-d</b>	Selects the entire document. This command is most useful when appending the contents of one document to another or making a global format change.
Format	<b>Code-Shift-f</b>	Selects and highlights the block of consecutive characters that have the same character format attributes.
Line	<b>F9</b>	Selects the line that contains the cursor.
Page	<b>Code-Shift-p</b>	Selects the text and page break for the page that contains the cursor.
Paragraph	<b>F10</b>	Selects the paragraph occupied by the cursor, including the paragraph symbol.
Word	<b>F8</b>	Selects the single word occupied by the cursor.

---

## Selecting a Tabbed Column, Page, or Document

<b>Shortcuts:</b> Mark Column	<i>Code-Shift-c</i>
Mark Document	<i>Code-Shift-d</i>
Mark Page	<i>Code-Shift-p</i>

### Procedure

To select a tabbed column, page, or document,

1. Move the cursor to a location in the respective tabbed column, page, or document.

2. Press **Code-F10**.

The Mark menu is displayed.

3. Press the appropriate letter:

- d** Select document
- p** Select page
- c** Select tabular column

## Changing the Boundaries of Selected Text

You can change the boundaries of any selection to include more or fewer characters by using the **Bound** command in combination with the **Mark** command.

**Selecting More Text.** The **Bound** command can increase a selection in one of two ways. First, press **Bound** repeatedly until all the desired characters are selected. Second, move the cursor to the last character to be selected, and press **Bound**.

## Procedure

To increase the range of selected text by one character at a time,

1. Position the cursor on a single character.

2. Press **Mark**.

The character is selected.

3. Press **Bound**.

The next character is selected.

4. Press **Bound** to select additional characters.

*NOTE: The number of characters selected by Bound depends on the Mark command; in the example above, each Bound command selected only one additional character. The same Bound command would select an additional line if the Mark Line command had been issued first. In fact, any Mark command will be duplicated when you press Bound.*

## Procedure

To increase the range of a selection by moving the cursor,

1. Select the first character.

2. Move the cursor to the last character to be selected.

3. Press **Bound**.

All characters between the highlighted character and the location of the cursor are highlighted.

**Selecting Less Text.** The **Bound** command can also be used to decrease the boundaries of a selection.

### **Procedure**

To reduce the range of selected text,

1. Move the cursor to the last character you want to select.
2. Press **Bound**.

Characters that fall outside the range of selected text are no longer highlighted.

*NOTE: The number of characters selected by Bound depends on the Mark command. The Bound command would select one less line if the Mark Line command had been issued first. In fact, the previous Mark command is always duplicated when you press Bound.*

## **UNMARKING ALL TEXT**

### **Procedure**

To unmark, or deselect, all highlighted text, press **Code-Mark**.

## *Working with Blocks of Text*

An advantage to electronic word processing is the ability to work with entire blocks of text within a document and between documents. For example, in the Document Designer, you can move several paragraphs from one page to another, or several pages from one document to another. You can copy text from one location to another, and you can delete text from a document.

### **MOVING AND COPYING BLOCKS OF TEXT**

To move text from one location to another, use the **Move** command. This command is useful when you are editing and rearranging a document. Use the **Copy** command to insert a copy of selected text at the cursor location. The text is then displayed in two or more locations.

The **Redo** and **Undo** commands can be issued after the **Move** and **Copy** commands. If you redo the **Move** command, the block of text is copied to the cursor location. If you redo the **Copy** command, another copy of the text is inserted at the cursor location. The **Undo** command returns moved text to its original location, and deletes text that was copied.

#### **Procedure**

To move or copy a block of text,

1. Select the text.
2. Move the cursor to the new location.
3. Press **Move** or **Copy**.

Alternatively, you can

1. Press **Move** or **Copy**.
2. Select the text.
3. Move the cursor to the new location.
4. Press **Go**.

## **DELETING BLOCKS OF TEXT**

Use the **Delete** command to delete blocks of text. Note that the cursor must be inside the highlighted text you want to delete, otherwise, only the character at the cursor location is deleted.

### **Procedure**

To delete a block of text,

1. Select the text to be deleted.

Make sure the cursor is within the highlighted area.

2. Press **Delete**.

The highlighted text is removed from the document.

## *The Search and Replace Commands*

The following discussion describes how to use the **Search** and **Replace** commands to search for and replace text in a document.

## SEARCHING FOR TEXT

The **Search** command searches the active document for a specific character, or group of characters, that you specify. The group of characters can include letters, numbers, spaces, and special symbols, including tab symbols and new line symbols. The **Search** command, however, does not search for page breaks or paragraph symbols. The **Search** command also finds strings of characters within other words. The fields in the **Search** form are described on the following page.

The **Search** command searches from the current cursor position to the end of the document.

### Procedure

To display the Search form, press **F6** (search).

**SEARCH** \_\_\_\_\_

Search For:		
Check caps?	<b>Yes</b>	<b>No</b>
Select?	<b>Yes</b>	<b>No</b>
Search hidden text?	<b>Yes</b>	<b>No</b>

---

### The Search Menu

The Search menu contains the following fields:

- |            |                                                                                                                                                                                                                                                                     |
|------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Search For | Enter the character(s) that you want to search for.                                                                                                                                                                                                                 |
| Check Caps | Preset to <b>No</b> , which means that all occurrences of the characters will be searched for, regardless of lowercase and uppercase letters. If set to <b>Yes</b> , only the occurrences that exactly match the entry in the Search For field will be highlighted. |

Select	Preset to <b>Yes</b> , which means that the next occurrence of the characters will be highlighted. If set to <b>No</b> , the occurrence will not be highlighted.
Search hidden text	Preset to <b>No</b> , which means that outlines will not be searched. See Chapter 9, "Outline Processing," for more information about outlines. If set to <b>Yes</b> , collapsed outlines will be searched.

## Executing the Search Command

### Procedure

To use the **Search** command,

1. Press **F6**.
2. Enter the characters to find.
3. Fill in other fields as required.
4. Press **Go**.

The cursor moves from the current location to the next occurrence of the character, or characters, specified in the form and displays them on the screen. Characters are selected regardless of format attributes. Therefore, characters that are bold or underlined are also located and highlighted.

## Canceling the Search Command

You can cancel the **Search** command at any time during its execution.

### Procedure

To cancel the **Search** command, press **Cancel**.

## Redoing the Search Command

You can redo the **Search** command after it has located and highlighted the characters you specified.

### Procedure

To redo the **Search** command, press **F1**.

The **Search** command is reexecuted, and the next occurrence of the same character(s) is highlighted.

## REPLACING TEXT

Similar to the **Search** command, the **Replace** command searches through a document for specific text. Once text is found and highlighted, however, the **Replace** command replaces the character(s) with other character(s) that you specify. This command can replace text throughout the entire document or only in an area that you select.

## The Replace Menu

### Procedure

To display the Replace menu, press **Shift-F6**.

### REPLACE \_\_\_\_\_

Search for:

[Replace with]

Check caps while searching?	Yes	No
Alter caps of replacement?	Yes	No
Confirm each?	Yes	No
Search hidden text?	Yes	No

The Replace menu has six fields:

**Search For**            Enter the character(s) that you want to search for.

**Replace With**        Enter the character(s) to replace those entered in the Search For field. You may leave this field empty; in which case you are replacing existing text with a blank space.

**Check Caps**            Preset to **No**, which means that all occurrences of the characters will be searched for, regardless of lowercase and uppercase construction. If set to **Yes**, only the occurrences that exactly match the entry in the Search For field are selected.

**Alter Caps of Replacement**    Preset to **Yes**. The first character in a word is capitalized if it appears at the beginning of a sentence, but is not capitalized if it appears later in the sentence. If set to **No**, text is replaced exactly as it appears in the Replace With field.

Confirm each	Preset to <b>No</b> , which means that the <b>Replace</b> command replaces every occurrence of the matching character(s). You should confirm each replacement (press <b>Yes</b> ) unless the character(s) is so unique that it will not be confused with a similar character.
Search hidden text	Preset to <b>No</b> , which means that text in collapsed outlines will not be searched for occurrences of the character(s) you specify. If set to <b>Yes</b> , collapsed outlines will be searched.

## Executing the Replace Command

### Procedure

To replace text,

1. If necessary, select the text where you want the replacement to occur.

Do not select text if you want to replace occurrences throughout the document.

2. Press **Shift-F6**.

The **Replace** menu is displayed. The **Search For** field is highlighted.

3. Type the characters to be replaced, and then press **Return**.

The **Replace With** field is highlighted.

4. Enter the new text, and then press **Return**.
5. If necessary, fill in other fields.

## 6. Press Go.

Document Designer searches through the entire document (or the selected text) for the text you entered in the Search For field, and replaces it with it with the text you specified.

If you requested Document Designer to confirm each request, you must respond to the prompt that is displayed. A message similar to the one shown below is displayed when the command is finished to tell you how many replacements were made.

**43 replacements made**

## Canceling the Replace Command

You can cancel the **Replace** command while it is underway. All replacements made before you canceled the **Replace** command are left intact.

### Procedure

To cancel the **Replace** command, press **Cancel**.

If you did not choose to confirm all replacements, all replacements are canceled.

If you cancel after confirming replacements, the replacements made before the command was canceled are left intact. To delete these confirmed replacements, you should immediately issue the **Undo** command. The **Undo** command returns the document to the state it was in before you issued the **Replace** command.

## *Opening More Than One Window*

You can divide the screen into windows that can be used to display either

- different parts of one document
- more than one document simultaneously

The following information shows you how to open, close, and move the cursor between windows.

### **DISPLAYING ONE DOCUMENT IN MULTIPLE WINDOWS**

A single document can be divided into as many as seven windows. This means that you can view seven parts of the same document at the same time. Changes made in any window are made to the entire document.

When you issue the **Divide Window** command, the *primary window*, or the window that contains the cursor, is divided exactly in half. At that point, a *window tab* is inserted, which contains the page number of the window below, and the number of inches from the top of the page to the line.

You can create secondary windows in any document that is displayed on the screen. The total number of windows cannot exceed seven. This message is displayed when you attempt to open a seventh secondary window:

**Too many windows**

*NOTE: Press Cancel to remove the message.*

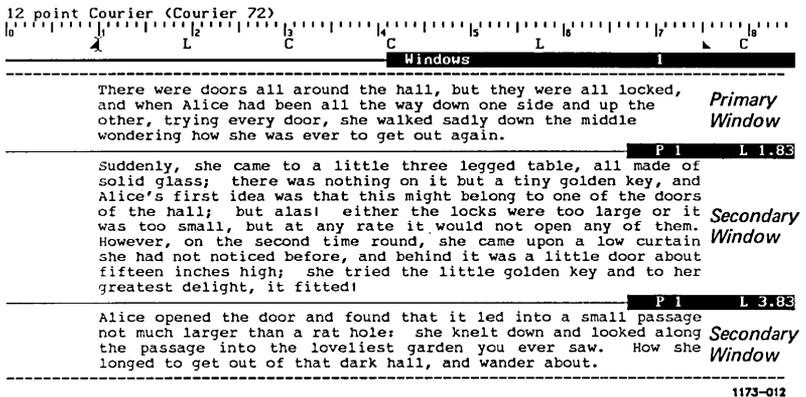
## Opening Secondary Windows

### Procedure

To open a secondary window,

1. Position the cursor in the window you want to divide.
2. Press **Code-d**.

A window tab is inserted in the middle of the screen to identify the secondary window. (See Figure 4-1.) Follow the steps above to open more secondary windows.



**Figure 4-1. Primary and Secondary Windows**

## Closing Secondary Windows

### Procedure

To close a secondary window,

1. Move the cursor into the secondary window you want to close.
2. Press **Code-c**.

The secondary window becomes part of the primary window, and the window tab is removed from the screen.

## DISPLAYING MORE THAN ONE DOCUMENT

The contents of up to seven different documents can be displayed on the same screen at the same time. Each document is viewed through its respective window. Each window contains its own document status line, which indicates the document name and cursor position.

## Opening Documents in Secondary Windows

**Shortcut:** *Code-o*

### Procedure

To open another document,

1. Press **Code-F1**.

The Documents menu is displayed.

2. Press **o**.

The Open document form is displayed. The cursor highlights the Document Name field.

3. Type the name of the document.

4. Press **Go**.

The specified document is displayed on the screen in its own window.

Use this procedure to display as many as seven documents on the workstation screen.

## Closing Documents

### Procedure

To close other documents,

1. Move the cursor into the window, or document, to be closed.
2. Press **Code-c**.

## MOVING THE CURSOR BETWEEN WINDOWS

Use the **Arrow** keys to move the cursor between windows. The **Code** key, when used with any of the **Arrow** keys, does not move the cursor outside the window it occupies. Instead, it moves the cursor to the status line above or below the location of the cursor.

## MOVING AND COPYING TEXT BETWEEN WINDOWS

Moving and copying text between documents is frequently called "cutting and pasting," because you are moving or copying text from one document (cutting) and placing it in another document (pasting).

## **Procedure**

To move or copy text from one document to another,

1. Select the text to be moved or copied.
2. Move the cursor to the new location.
3. Press **Move** or **Copy**.

The text is copied or moved to the cursor's location.

## **CHANGING WINDOW SIZE**

At times, the contents of a document may be hidden, especially when several windows are open at the same time. To display more of a document, you can increase the size of the window.

### **Enlarging a Window**

#### **Procedure**

To enlarge a window,

1. Place the cursor on the window tab of the window.
2. Issue one of the following commands until the window is the desired size.

#### **Scroll Up**

enlarge window one line

#### **Shift-Scroll Up**

enlarge window four lines

## Shrinking a Window

### Procedure

To shrink a window,

1. Place the cursor on the window tab of the window.
2. Issue one of the following commands until the window is the desired size.

#### **Scroll Down**

shrink window one line

#### **Shift-Scroll Down**

shrink window four lines

## *Checking Spelling*

The following information explains how to check a document for spelling errors. Although it is not required to check a document for spelling mistakes, it is a good idea to do so before you print it. See your system administrator if the **Check Spelling** command is not installed on your workstation.

The **Check Spelling** command uses two dictionaries, a *common word dictionary* and one you create, called a *personal dictionary*, which supplements the common word dictionary.

The common word dictionary consists of approximately 70,000 commonly used words. These entries in the dictionary cannot be viewed or altered. The common word dictionary must be installed on your workstation to use the **Check Spelling** command. The personal dictionary is optional and contains only those words that you enter into it.

The **Check Spelling** command scans both the common word dictionary and the personal dictionary to verify the spelling of words in a document. In addition to detecting misspelled words, **Check Spelling** highlights repeated words (the the) and erroneous capitalization at the beginning of a sentence.

When you execute the **Check Spelling** command, suggested corrections are offered when a suspected misspelling is identified. The suggestions are based on a phonetic analysis of the unrecognized structure. For example, *feat*, *feet*, and *fight* are similarly spelled; therefore, they are suggested as alternatives to *feit*.

## THE CHECK SPELLING COMMAND

The **Check Spelling** command reviews the entire document for spelling errors unless you select text before executing the command. If you select text before executing the command, only the selected text is checked.

### Procedure

To check for spelling errors,

1. If necessary, select the text to be checked.
2. Press **Code-F7**.

The Commands menu is displayed.

3. Press **c**.

The Dictionary Commands menu is displayed.

## DICTIONARY COMMANDS \_\_\_\_\_

Press	C	to	Check Spelling
	H		Hyphenate word
	L		Load personal dictionary
	U		Unload personal dictionary

---

4. Press **c**.

If the spelling checker is not installed, the following message is displayed:

**There is no file named  
[Sys]<Sys>Wp.CorrectS**

See your system administrator for information.

## **WORD NOT FOUND IN DICTIONARY MENU**

When a misspelled word is highlighted, the Word Not Found in Dictionary menu is displayed, which contains five options.

### **WORD NOT FOUND IN DICTIONARY \_\_\_\_\_**

Press	P to	Proceed
	I	Ignore for this pass
	E	Enter in personal dictionary
	C	Correct manually and check correction
	S	To get suggested corrections

---

The five options are described below:

Proceed	Proceeds with the <b>Check Spelling</b> command.
Ignore for this pass	Ignores the appearance of the highlighted word for the present execution of the <b>Check Spelling</b> command.
Enter in personal dictionary	Enters the highlighted word in the personal dictionary.

Correct manually and check correction	Displays the highlighted word in a form for you to correct yourself. Use this option when none of the three proposed corrections is appropriate.
Get suggested corrections	Offers three suggested spellings, which you may choose by selecting the corresponding number.

## Choosing an Alternative Spelling

### Procedure

To choose one of the alternative spellings suggested by the **Check Spelling** command, press the number that corresponds to the choice.

## Manually Correcting A Misspelled Word

This alternative lets you manually correct the highlighted word. Use it when all three proposed spellings are incorrect.

### Procedure

To correct the highlighted word,

1. Press **c**.  
The Correct and Check form appears.
2. The misspelled word is displayed in a field called Make Corrections.
3. Type the correct spelling of the word.
4. Press **Go**.  
The Document Designer replaces the misspelled word with the correctly spelled word.

## Proceeding to the Next Word

If you choose this option, the **Check Spelling** command continues with the spelling check, and does not change the highlighted word.

### Procedure

To go to the next misspelled word, press **p**.

The **Check Spelling** command is resumed.

## Ignoring the Word

This option instructs the **Check Spelling** command to ignore the highlighted word during the entire pass.

### Procedure

To ignore the spelling of the word:

1. Press **i**.

The Set Word Traits form is displayed (as shown below and described later in this chapter).

## SET WORD TRAITS ---

Edit the given word to reflect required capitalization and placement of periods. If you are entering this word in your personal dictionary, then you may use discretionary hyphens to indicate desired hyphenation points.

Please edit:

---

2. Enter any necessary capitalization, hyphenation, or periods.
3. Press **Go**.

The Document Designer resumes the **Check Spelling** command.

## **Entering the Word in the Personal Dictionary**

A highlighted word may not be contained in the common word dictionary. This option lets you add the word to your personal dictionary so that it will not be highlighted during future passes.

### **Procedure**

To enter the highlighted word in the personal dictionary,

1. Press **e**.

The Set Word Traits form is displayed.

2. Enter information about the word.
3. Press **Go**.

The word is entered into your personal dictionary.

## **THE SET WORD TRAITS FORM**

The Set Word Traits form is displayed whenever you choose the "Ignore for this pass" and "Enter in personal dictionary" options. The Set Word Traits form lets you specify traits, such as exact capitalization and the placement of punctuation. You can also include discretionary hyphens in this form, which are then stored in the personal dictionary.

## CANCELING THE CHECK SPELLING COMMAND

### Procedure

To cancel the **Check Spelling** command while it is in progress, press **Cancel**.

The **Check Spelling** command is stopped. All changes made before the command was canceled are saved.

## THE PERSONAL WORD DICTIONARY

The **Check Spelling** menu contains two commands that affect the personal word dictionary.

- **Unload personal dictionary**
- **Load personal dictionary**

### Unloading the Personal Dictionary

The **Unload Personal Dictionary** command copies the contents of the personal dictionary into a Document Designer document. You can then open that document to view, insert, delete, and edit the words in your personal dictionary.

### Procedure

To unload the personal dictionary,

1. Press **Code-F7**.

The **Commands** menu is displayed.

2. Press **c**.

The **Spelling Commands** menu is displayed.

3. Press **u**.

The Unload personal dictionary is displayed.

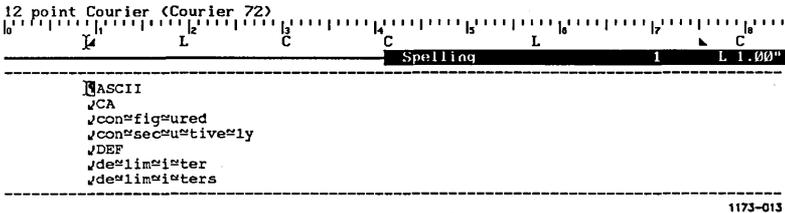
**UNLOAD PERSONAL DICTIONARY** \_\_\_\_\_

To Document:

---

4. Type the name of the document where you want the personal dictionary to be displayed. This can be a new document, or an existing document.
5. Press **Go**.

The contents of the personal dictionary are copied to the document whose name you entered next to Document Name. (See Figure 4-2.)



**Figure 4-2. Personal Dictionary Entries**

## Editing the Personal Dictionary

After you unload the contents of the personal dictionary into a document, you can open and work with that document just as you would any other document. Enter only one word on each line.

### Procedure

To edit the personal word dictionary,

1. Open the document that contains the personal dictionary.
2. Make the necessary changes.
3. Save the document.

## Loading the Personal Dictionary

Use the **Load Personal Dictionary** command to load the document that contains the edited personal dictionary back into the Spelling Checker so that its contents can be used during future **Check Spelling** commands.

### Procedure

To load the edited personal dictionary:

1. Press **Code-F7**.  
The Commands menu is displayed.
2. Press **c**.  
The Spelling Commands menu is displayed.
3. Press **l (el)**.  
The Load Personal Dictionary form is displayed.

## LOAD PERSONAL DICTIONARY \_\_\_\_\_

From Document:

Keep old dictionary contents:      Yes **No**

---

4.    Type the name of the document that contains the edited personal dictionary.
  
5.    Press **Go**.

Future **Check Spelling** commands will scan the personal dictionary to verify the spelling of words not found in the common word dictionary.

## *Calculating Values in Equations*

To calculate the value of equations contained in your documents, use the **Total** and **Accumulative Total** commands. The **Total** command calculates the value of an equation. The **Accumulative Total** command adds the value of one equation to another, thus keeping a running (or accumulative) total. Figure 4-3 contains an equation in text.

*NOTE: These two commands can be applied to any range of selected text, including tabbed columns. (See Figure 4-4.) See Chapter 15, "Columns," for a more detailed discussion of tabbed columns.*

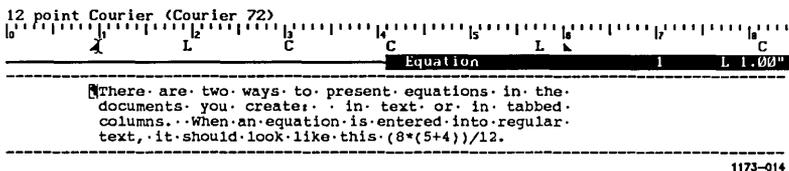


Figure 4-3. Equation in Text

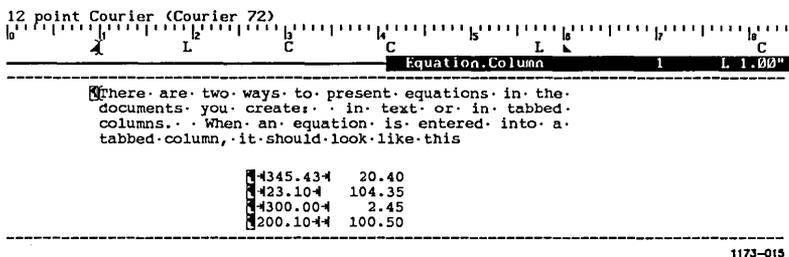


Figure 4-4. Equation in Tabbed Column

## SETTING UP AN EQUATION

The first step required to calculate the value of an expression is to set up the equation in a document. Be sure to use the mathematical expressions recognized by Document Designer (shown in Table 4-2).

### Procedure

To set up an equation,

1. Type the equation into a document.

Be sure to type an operand between numbers, and use parentheses to assign priority to operations. For example:

Type  $4+(5-(6/2))$  or

Type  $(4*(10-3))-8$

2. Calculate the sum of the equation.

## CALCULATING THE SUM OF SELECTED TEXT

You calculate the value of an equation after you enter the equation into a document. In most cases, the Document Designer presumes that the value of an expression enclosed in parentheses is a debit sign, and therefore interprets the results as a negative number.

The degree of precision included in the result depends on that specified for the most precise of the operands. For example, the result will contain four spaces to the right of the decimal if the most precise number in the equation contains four spaces to the right of the decimal point.

*NOTE: The Undo and Redo commands do not work with either of the two Total commands.*

**Table 4-2**  
**VALID MATHEMATICAL EXPRESSIONS**

Symbol	Function
+	Adds numbers
+	Denotes a positive number (+40)
+	Denotes a trailing unary plus (40+)
-	Subtract numbers
-	Denotes a negative number (-40)
-	Trailing unary minus (40-)
x	Multiplies numbers
*	Multiplies numbers (same as x)
/	Divides numbers
mod	Modulus
\$	Denotes a dollar sign
¢	Denotes a cent sign
%	Denotes percent
½	One-half
¼	One-fourth
( )	Parentheses*
< >	Debit signs
.	Decimal point
,	Comma
	Space

\*Parentheses can also be used as debit signs.

## Using the Total Command

Use the **Total** command to calculate the value of the selected numbers and insert the value into the document at the cursor location.

**Shortcut:** *Code*-=

### Procedure

To calculate the sum of selected text,

1. Select the expression to be evaluated.
2. If necessary, move the cursor to the location in the document where you want to insert the result of the equation.

3. Press **Code-F7**.

The Commands menu is displayed.

4. Press **m**.

The Miscellaneous Commands menu is displayed:

## MISCELLANEOUS COMMANDS \_\_\_\_\_

Press	U	to convert to Uppercase (Code-)]
	L	convert to Lowercase (Code-[)
	T	Total (Code-=)
	A	Accumulative Total (Code-Shift-=)
	D	Delete column (Code-Delete)
	W	Word backspace (Code-Backspace)
	K	Keep together (Code-K)
	S	Go to source code line
TAB		Reformat tabs

5. Press **t**.

The Document Designer calculates the value of the equation, and displays it in this form at the bottom of the screen:

TOTAL \_\_\_\_\_

Result: (Press COPY to copy result into document)

---

6. If necessary, press **Copy**.

The result is inserted into the document at the cursor location.

### Using the Accumulative Total Command

Use the **Accumulative Total** command to calculate the value of the selected numbers and add the result to the result of a previously calculated equation. This command works only when a **Total** or **Accumulative Total** command has just been executed. Also the **Total** or **Accumulative Total** window must be displayed on the screen.

#### Procedure

To add the result of an equation to a previously calculated equation,

1. Make sure a **Total** or **Accumulative Total** window is displayed at the bottom of the screen.

It should contain the result of a previously calculated equation.

2. Select the expression to be evaluated.
3. Press **Code-Shift-=**.

The result of the highlighted equation is added to the result that is already displayed in the Total or Accumulative Total window.

*NOTE: You must use the command shortcut (Code-Shift-=) to execute the second Accumulative Total command.*

This chapter describes some of the commands you can use to enhance the appearance of the text in your documents. It shows you how to use the **Visible** command to display formatting symbols, and how to change character formats, paragraph formats, and page formats. This chapter also explains how to align, indent, tab, and space text in your documents. Finally, it shows you how to hyphenate words and use headers and footers.

You can also enhance the appearance of the text in your documents by using different type styles and fonts. See Chapter 14, "Fonts," for the information and steps required to use the **Font** command. Chapter 14 also describes the Variable Line Spacing command in the Format Paragraph menu.

## *Format Commands*

The three **Format** commands described in this chapter are

- **Format Character**
- **Format Paragraph**
- **Format Page**

The scope of each format command is different. For example, the **Format Character** command is used to format single characters, while the **Format Page** command is used to change page dimensions. The **Format Paragraph** command is used to set tabs and paragraph justification, and to change indents, paragraph margins, and line spacing.

Only one of the **Format Document** commands, **Remove Formatting**, is discussed in this chapter. See the following chapters for information about the other **Format Document** commands:

- Chapter 9, "Outline Processing"
- Chapter 10, "Table of Contents"
- Chapter 11, "Cross References"
- Chapter 16, "Footnotes"

## DISPLAYING FORMAT SYMBOLS

You use the **Visible** command to display the format symbols in your documents. The three Visible modes are described below,

Mode	Description
Normal	Displays page and column breaks only, and special character format characteristics in half-bright intensity. Normal mode is used primarily to see how the printed page, without format symbols, will appear. The screen is in Normal mode when you sign on.
Half-visible	Displays paragraph symbols, line break symbols, anchor characters, and spaces.
Full-visible	Displays, in addition to the symbols listed above, tab symbols, and nonbreaking and discretionary space and hyphen symbols.

## Procedure

To change the Visible mode,

1. Press **Code-v**.

The screen is in Half-visible mode. Paragraph symbols, spaces, and line break symbols are displayed.

2. Press **Code-v**.

The screen is in Full-visible mode. Tab symbols and special hyphens are also displayed.

3. Press **Code-v**.

The screen returns to Normal mode.

## *Character Format Attributes*

A character format attribute is assigned to a character, or group of characters, to emphasize it when it is printed. For example, Underline is a character attribute that instructs the printer to print underlined text.

Format attributes can be applied to single characters and to blocks of characters. For example, you can underline a single character and you can underline an entire paragraph. Also, more than one attribute can be applied to the same character, or characters. For example, a character or group of characters can be both underlined and bold.

Characters typed over other characters take on the formatting of the original characters. For example, if you overtype an underlined word, the new characters will also be underlined.

## THE FORMAT CHARACTER MENU

There are 13 character format attributes, which are contained in the Format Character menu. The **Format Character** commands are displayed when you press **F4**. The Format Character menu also lists the attributes currently applied to the character at the cursor location, including typeface and size. Character format attributes can be changed before or after text is entered into a document. Both procedures are shown on the following pages.

There are two ways to change character format:

- change the format of existing characters
- enter text with the Format Character option

## CHANGING FORMAT OF EXISTING CHARACTERS

You can change character formats after you have entered text into a document.

### Procedure

To apply format character options to existing text,

1. Move the cursor to the desired character and select it.

If necessary, select other characters.

2. Press **F4**.

The Format Character menu is displayed.

## FORMAT CHARACTER

---

Current attributes of cursor:

10 point

Helvetica

Press **B** for Boldface

**I** Italic

**-** Underlined

**=** Double-underlined

**W** Word underlined

**S** Struck out

**A** Alternate

Press **^** for Superscript

**.** Subscript

**C** Capitalized

**K** Keyword

**P** Phrase

**U** Unprintable

**E** Uneditable

or press CODE and the Indicated key to remove attribute

Press **N** for Normal text

Press Space Bar to change pitch

---

3. Press the appropriate letter (see Figure 5-1):

**b** Boldface type

**i** Italic

**-** Underline (characters, including blank spaces, are underlined)

**=** Double underline (characters, including blank spaces, are double underlined)

**w** Word underline (words, not blank spaces or tabs, are underlined)

**s** Struck out (characters are struck out)

**a** Alternate ribbon color (characters are printed in another ribbon color)

**^** Superscript (characters are printed slightly above the line)

- . Subscript (characters are printed slightly below the line)
  - c** Capitalized (letters are converted from lowercase to uppercase type)
  - k** Merge Keyword
  - p** Phrase attribute
  - u** Unprintable (characters are not printed)
  - e** Noneditable (characters cannot be edited until attribute is removed)
  - n** Normal text (removes most formatting attributes; bold, underline, etc.)
- Spacebar** To change pitch (see Chapter 14, "Fonts")

**Boldface** type.

Underlined type.

Double underlined type.

Word underlined type.

~~Struck-out~~ type.

Superscri<sup>pt</sup> type.

Subscri<sub>pt</sub> type.

CAPITALIZED type.

1173-016

**Figure 5-1. Format Characters**

## REMOVING FORMAT ATTRIBUTES FROM EXISTING TEXT

You can remove all format attributes from existing text and return the text to "normal" text.

### Procedure

To remove format attributes,

1. Select the text.
2. Press **F4**.

The Format Character menu is displayed.

3. Press **n**.

The text is returned to normal.

## ENTERING TEXT WITH FORMAT CHARACTER OPTION

Another way to change the formatting of characters is to apply the respective format options *before* you type the characters. Use this technique when you want to apply format attributes to text as you enter it.

### Procedure

To apply format character options to text as it is entered,

1. Press **F4**.
2. Select an option.
3. Enter the text.

The Format Character menu is displayed.

Text is entered into the document with the format option, or options, that you specified.

*NOTE: You can apply more than one character format attribute to characters. To do so, repeat the first two steps for each desired option before entering the text.*

## ENTERING NORMAL TEXT

When you want to stop entering characters with special format character options into your document, you need to specify that text be entered as **Normal**. This is also done through the Format Character menu. Normal means that text is entered without any special character format attributes.

### Procedure

To enter normal text,

1. Press **F4**.

The Format Character menu is displayed.

2. Press **n**.

Text is now entered as normal, with no special format character options.

## HYPHENATING TEXT

There are three types of hyphens in Document Designer: normal hyphen, discretionary hyphen, and nonbreaking hyphen. They are described in the following text and illustrated in Figure 5-2.

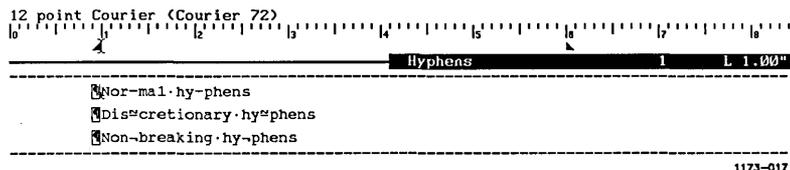


Figure 5-2. Hyphens

## Normal Hyphens

A *normal hyphen* is always displayed on the screen and on the printed page (for example, mother-in-law). The Document Designer places as many words as possible on a line. When part of a normally hyphenated word does not fit on a line, the Document Designer breaks the word after the hyphen and wraps the remainder to the next line.

### Procedure

To enter a normal hyphen,

1. Move the cursor to the location where you want to insert the hyphen.
2. Type - (hyphen).

## Discretionary Hyphens

*Discretionary hyphens* are used to specify a hyphen in a normally nonhyphenated word, if the word does not fit on one line. They are not displayed on the printed page unless a word will not fit on one line. Discretionary hyphens are displayed only when the screen is in Full-visible mode. Each discretionary hyphen is displayed, regardless of its location. A tilde appears above the hyphen to indicate that it is a discretionary hyphen.

### Procedure

To enter a discretionary hyphen,

1. Move the cursor to the location where you want to insert the hyphen.
2. Press **Code-hyphen (-)**.

## Nonbreaking Hyphens

A *nonbreaking hyphen* is used to keep text that contains hyphens together on a line. For example, this manual uses nonbreaking hyphens to keep figure and table numbers (for example, Table 12-1) together on the same line. When the screen is in Normal or Half-visible mode, nonbreaking hyphens look like regular hyphens. However, when the screen is in Full-visible mode, the nonbreaking hyphen has a downward tail.

### Procedure

To enter a nonbreaking hyphen,

1. Move the cursor to the location where you want to insert the hyphen.
2. Press **Code-Shift-hyphen (-)**.

If the text containing nonbreaking hyphens is longer than one line, the word is wrapped to the next line.

## *Format Paragraph Commands*

The **Format Paragraph** commands are contained in the Format Paragraph menu, which also lists the current paragraph attributes, such as left-justified and single-spaced paragraphs.

New paragraphs take on the formatting of the previous paragraph. For example, if you press **Return** to create a new paragraph after a double-spaced paragraph, the new paragraph will also be double-spaced. Paragraphs that are copied, moved, or placed in the document with the **Recall Phrase** command retain their initial format, regardless of the format of the previous paragraph. For example, if you move a single-spaced paragraph into an area of the document following a double-spaced paragraph, the moved paragraph will remain single-spaced in its new location.

Paragraph format options can be applied to one or more paragraphs (use the **Mark** commands to select more than one paragraph). Each **Format Paragraph** command is described on the following pages, with the exception of **Heading Level** and **Automatic Numbering**, which are described in Chapter 10, "Table of Contents," and Chapter 9, "Outline Processing," respectively.

## FORMAT PARAGRAPH ---

Current attributes of cursor:

Justified

10 point spacing

Press L for Left-flush text

Line spacing for standard size fonts:

C Centered text

Press 1 for Single-spaced text

J Justified text

2 Double-spaced text

R Right-flush text

/ Single/Double spacing

½ 1½ line spacing

Press S to set Line Spacing

I Indents

T Tabs

H Heading Level

# Automatic Numbering

---

## TEXT ALIGNMENT

New paragraphs take on the alignment of the previous paragraph.

### Procedure

To change text alignment,

1. Move the cursor to the paragraph.

If necessary, select additional paragraphs.

2. Press **F3**.

The Format Paragraph menu is displayed.

3. Press the letter that corresponds to the alignment you want:

<b>l</b> (el)	Left-aligned text (text aligned at the left margin)
<b>c</b>	Centered text (text centered between the right and left margins)
<b>j</b>	Justified text (text aligned at both left and right margins)
<b>r</b>	Right-aligned text (text aligned at the right margin)

The selected paragraph, or paragraphs, are now aligned according to the option you chose in step 3.

## INDENTING TEXT

The Format Paragraph menu contains an option called Indents, which contains four commands you can use to indent paragraphs. These indents are illustrated in Figure 5-3.

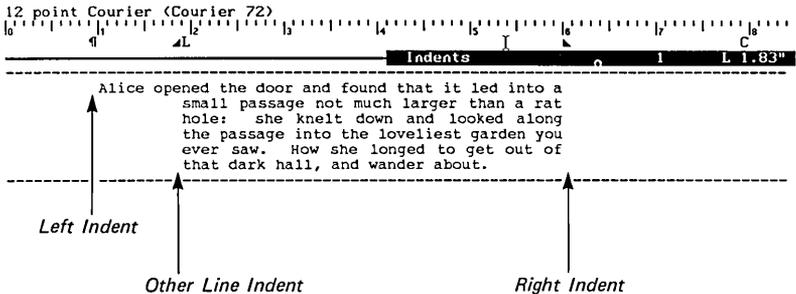


Figure 5-3. Paragraph Indents

### Procedure

Follow these steps to change paragraph indents,

1. Move the cursor to the position in the paragraph where you want to insert the indent.
2. Press **F3**.

The Format Paragraph menu is displayed.

3. Press **i**.

The Paragraph Indent menu is displayed.

## PARAGRAPH INDENT

---

Move cursor to desired indent position, then:

Press L to set Left indent  
R Right indent  
F First line indent only  
O Other lines

To automatically adjust left indents using tab stops:

Press I to Indent  
U Unindent  
T Total unindent

---

### 4. Press the applicable letter:

- l (el)** Left indent – indent all the lines on the left margin.
- r** Right indent – indent all the lines on the right margin.
- f** First line indent – indent only the first line on the left margin.
- o** Other line indent – indent all but the first line on the left margin.
- i** Indent – move paragraph right 5 spaces or 1 tab stop.
- u** Unindent – move paragraph left 5 spaces or 1 tab stop.
- t** Total unindent – move paragraph to left margin.

The selected paragraph is now indented accordingly.

## CHANGING TAB STOPS

You can insert and delete tab stops.

### Inserting Tab Stops

#### Procedure

Follow these steps to insert tab stops,

1. Move the cursor to the position where you want to insert a tab stop.

2. Press **F3**.

The Format Paragraph menu is displayed.

3. Press **t**.

The Tabs menu is displayed.

### TABS

---

Move cursor to desired indent, then:

Press **L** for Left-aligned tab  
**R** Right-aligned tab  
**C** Centered tab  
**D** Decimal tab  
**E** Evenly spaced left-aligned tab stops  
**.** Leader dots

Press **O** to clear one tab at cursor location  
**A** all tabs in current paragraph

---

4. Press the letter that corresponds to the tab stop you want.

- l (el)** Left-aligned tab – left edge of text aligned with tab stop
- r** Right-aligned tab – right edge of text aligned with tab stop
- c** Centered tab – text centered at tab stop
- d** Decimal tab – decimals aligned at tab stop
- e** Evenly spaced, left-aligned tab stops
- .** Leader dots – The Leader Dots menu is displayed. You can then choose left-aligned, right-aligned, centered, or decimal leader dots. The Table of Contents in this manual uses right-aligned leader dots. (Text is aligned to the left of the tab stop and dots lead out to the right from the tab.)

### **Deleting One Tab Stop**

Use the following procedure to delete one tab stop. This is most useful when you are setting up text and want to see how text at different tab stops will look.

#### **Procedure**

To remove one tab stop,

1. Move the cursor to the position of the tab stop you want to delete.
2. Press **F3**.

The Format Paragraph menu is displayed.

3. Press **t**.  
The Tabs menu is displayed.
4. Press **o**.  
The tab stop is deleted.
5. Press **Cancel** to remove the Tabs menu.

### **Deleting All Tab Stops**

You can delete all the tab stops in a paragraph with one command. This command is most useful when you have deleted a tabbed table from a document or when you want to clear preset tab stops. This command will delete all tab stops in the current paragraph, and tab stops in other paragraphs if they are selected.

#### **Procedure**

To remove all tab stops in a paragraph,

1. Move the cursor to the paragraph that contains the tabs stops to be deleted.  
  
If necessary, select other paragraphs.
2. Press **F3**.  
  
The Format Paragraph menu is displayed.
3. Press **t**.  
  
The Tabs menu is displayed.
4. Press **a**.  
  
All tab stops in the paragraph(s) are deleted.
5. Press **Cancel** to remove the Tabs menu.

## LINE SPACING

Paragraphs in new documents are usually single-spaced. However, you can change the line spacing using the five line spacing options in the Format Paragraph menu (see Figure 5-4). Four of the options can be selected directly from the menu, while the fifth, called Line Spacing, displays yet another menu. The Format Paragraph menu contains these line spacing options:

Single Spaced	Base-to-base spacing is set to 12 points; leading is set to 0 points.
Double Spaced	Base-to-base spacing is set to 24 points; leading is set to 12 points.
Single/Double	Base-to-base spacing is set to 12 points; leading is set to 12 points.
1½ Spaced	Base-to-base spacing is set to 12 points; leading is set to 6 points.
Line Spacing	Displays the Line Spacing menu, which is described in "Changing Variable Line Spacing," in Chapter 14, "Fonts."

### Procedure

To change standard line spacing,

1. Move the cursor to any location in the paragraph in which you want to change the line spacing.
2. Press **F3**.

The Format Paragraph menu is displayed.



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**Figure 5-4. Standard Line Spacing**

3. Press the appropriate character.
  - 1 single-spaced
  - 2 double-spaced
  - / single-double spaced
  - ½ 1½-spaced

If you choose one of the first four options, the paragraph immediately takes on the respective line spacing. If you choose the last option, the Line Spacing menu is displayed on the screen. (The Line Spacing menu is described under "Variable Line Spacing" in Chapter 14.)

4. Press **Cancel** to remove the Format Paragraph menu.

## VERTICAL TABS

Standard tabs are inserted into the ruler line to position columns of text horizontally on the page. *Vertical tabs* are used to position paragraphs vertically on the page. The position of a vertical tab does not change, unless there is so much text above it that the vertical tab must be pushed down to make room for that text.

There are two fields in the Line Spacing menu that are used to set vertical tabs:

**Vertical Tab** Specifies how far down the page the vertical tab is to be entered. The value can be entered in lines, points, or inches.

**Align Vertical Tab With** Determines how the paragraph is to be positioned. There are two choices: Base and Top; Top is preset.

### Base

The distance is measured from the top of the paper to the baseline of the first line of the paragraph.

### Top

The distance is measured from the top of the paper to the top of the first line of the paragraph.

## Procedure

To set a vertical tab,

1. Move the cursor to the paragraph where you want to insert the vertical tab.
2. Press **F3** s.

The Line Spacing menu is displayed.

3. Move the cursor to the Vertical Tab field, and enter a value.

The value specifies the vertical location of the paragraph and can be entered in points, lines, or inches. You only need to enter enough characters to make the unit of measure unique. For example,

**6L** = 6 lines, or

**72p** = 72 points, or

**4i** = 4 inches

4. Move the cursor to the Align Vertical Tab With field.
5. If necessary, press **b** to highlight Base.
6. Press **Go**.

The position of the paragraph is fixed.

## *Format Page Attributes*

The **Format Page** command contains seven options. Five of these options, **Dimensions**, and **Attributes**, **Break Type**, **Headers**, and **Footers** are described in this chapter. Synchronized and serpentine columns are described in Chapter 15, "Columns."

To display the Format Page menu, press **Shift-F3**.

**FORMAT PAGE** \_\_\_\_\_

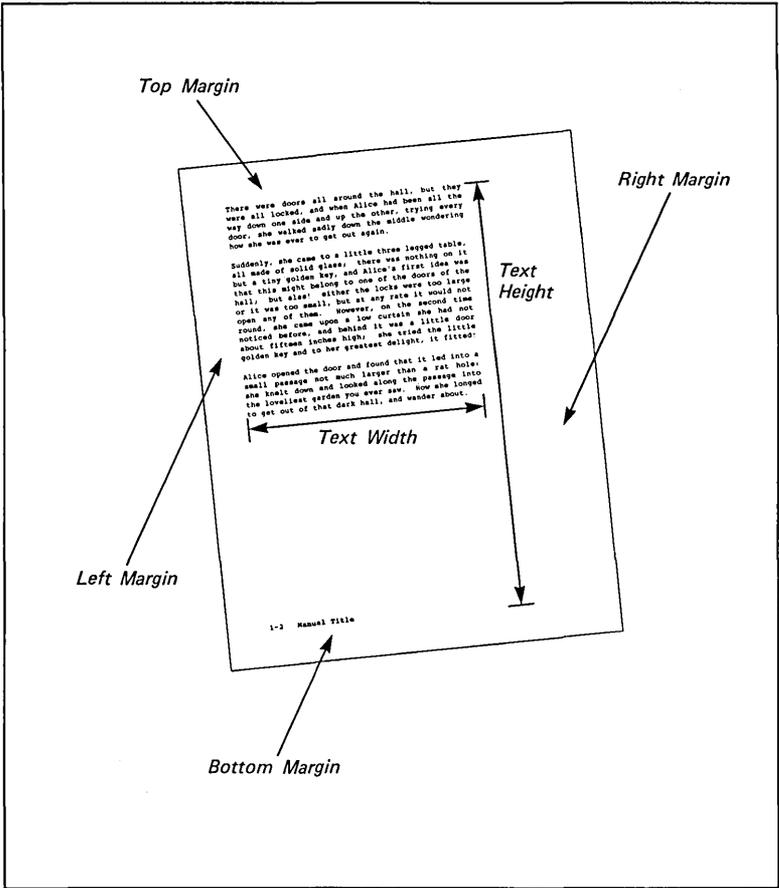
- Press D for Dimensions
  - A Attributes
  - B Break Type
  - C Synchronized Columns (Code-/)
  - S Serpentine Columns (Code-Shift-/)
  - H Headers
  - F Footers
- 

**THE PAGE DIMENSIONS MENU**

When you press **d** on the Format Page menu, the Page Dimensions menu is displayed as shown below. The elements of a page, as identified in the menu, are illustrated in Figure 5-5.

**PAGE DIMENSIONS** \_\_\_\_\_

- [Paper width:]
  - [Paper height:]
  
  - [Left margin:]
  - [Text width:]
  - [Right margin:]
  
  - [Top margin:]
  - [Text width:]
  - [Bottom margin:]
  
  - [Header position:]
  - [Footer position:]
  
  - [Footnote height:]
-



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Figure 5-5. Page Dimensions

The Page Dimensions menu contains 11 fields. Most values entered into the Page Dimensions menu can be entered in lines, points, or inches. Values in this menu are preset to current values for the page. The fields are blank when more than one page is selected.

- |              |                                                                                                                                                                  |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Width  | The physical width of the paper, which is preset for 8.5 inches. Paper width must be entered in inches.                                                          |
| Paper Height | The physical height of the paper, which is preset for 11 inches, or 66 lines. Paper height can be entered in inches or lines.                                    |
| Left Margin  | The distance from the left edge of the paper to the left edge of the text. Enter the value in inches.                                                            |
| Text Width   | The width of text as it appears on the page. It must be entered in inches, and is automatically calculated when you enter values for the right and left margins. |
| Right Margin | The distance from the right edge of the paper to the right edge of text. Enter the value in inches.                                                              |

Top Margin	The distance from the top edge of the paper to the top of the text. Enter the value in inches or lines.
Text Height	The height of text as it appears on the page. It can be entered in inches or lines, and is automatically calculated when you enter values for the top and bottom margins.
Bottom Margin	The distance from the bottom edge of the paper to the bottom of the text. Enter the value in inches or lines.
Header Position	The number of inches or lines between the top of the page and the top of the header.
Footer Position	The number of inches or lines between the bottom of the page and the top of the footer.
Footnote Height	When footnotes are printed on the page, the number of lines or inches between the bottom of the page and the top of the first footnote.

## CHANGING PAPER SIZE

Document Designer documents can be printed on a wide range of paper sizes. The minimum and maximum paper sizes depend on the printer you are using. However, the Document Designer maximum page size is 22 inches by 22 inches. Check the appropriate printer manuals for information on paper size. The default paper size is preset to 8.5 inches by 11 inches.

### Procedure

To change paper size,

1. Move the cursor to the page to be changed.
2. Press **Shift-F3**.

The Format Page menu is displayed.

3. Press **d**.

The Page Dimension menu is displayed.

4. Move the cursor to Paper Width, and enter the width of the paper in inches.
5. Move the cursor to Paper Height, and enter the height of the paper in inches.
6. Press **Go**.

## CHANGING TEXT DIMENSIONS

The area on the printed page that is occupied by text is defined by the values entered next to the Text Width and Text Height fields. You can change the area occupied by text in two ways:

- change the values for text width and text height, or
- change the right and left, and top and bottom margins

The following procedure shows you how to enter values for text width and text height. See "Changing Text Margins" later in this chapter for more information on changing text margins.

### Procedure

To change the text dimensions (text width and height),

1. Press **Shift-F3**.

The Format Page menu is displayed.

2. Press **d**.

The Page Dimensions menu is displayed.

3. Move the cursor to Text Width, and enter a value in inches.
4. Move the cursor to Text Height, and enter a value in inches or lines.
5. Press **Go**.

If you issued this command on a page that contains text, the text dimensions change and text is redisplayed. Otherwise, text that you now type is entered into the dimensions set in the procedure above. If you change Text Height the results are not visible until you review and repaginate the document.

## CHANGING TEXT MARGINS

You use four margin fields in the Format Page menu to change text margins:

- Left margin
- Right margin
- Top margin
- Bottom margin

Text margins set the distance between the text and the edges of the paper. If you enter values for any one or all of the margins, that value overrides the value that the Document Designer would automatically calculate.

In fact, you can instruct the Document Designer to calculate text width and text height by entering only the four margin values. Most often, you will use the following procedure to specify one margin value.

### Procedure

To change text margins,

1. Move the cursor to the page.

2. Press **Shift-F3**.

The Format Page menu is displayed.

3. Press **d**.

The Page Dimensions menu is displayed.

4. As desired, enter values next to Left Margin, Right Margin, Top Margin, and Bottom Margin.

5. Press **Go**.

## *Page Breaks*

Page breaks indicate the end of one page and the start of another. There are two kinds of page breaks in Document Designer documents:

<b>Page Breaks</b>	<b>Description</b>
Floating	These are temporary and can be removed or adjusted when you review a document.
Static	These are permanent and are not adjusted when you review a document.

When the document is reviewed or printed, floating page breaks are automatically inserted after a certain number of lines, regardless of the text and its content. For example, floating page breaks may be inserted into tables and figures if they extend below the bottom of the page. In such cases, you can move, copy, or delete the floating page break from the table or figure.

You can also delete a floating page break and insert a static page break to ensure that the text will not be divided during future **Review** and **Print** commands. In addition, you can use the **Break Type** command, contained in the Page Dimensions menu, to convert a floating page break to a static page break, and vice versa. Each procedure is detailed on the following pages.

## INSERTING STATIC PAGE BREAKS

Static page breaks do not appear in a document unless you insert them yourself. You can delete, move, and copy static page breaks, which appear as double dashed lines (====) on the screen. The location of static page breaks does not change when a document is reviewed.

### Procedure

To insert a static page break,

1. Position the cursor on the line where you want to insert the page break.

Make sure the cursor is at the left margin.

2. Press **Code-Next Page**.

## MOVING AND COPYING PAGE BREAKS

Use the following procedure to move or copy floating and static page breaks. The **Move** command moves the page break to another location, whereas the **Copy** command reproduces a page break at the cursor location.

### Procedure

To move or copy a page break,

1. Position the cursor on the page break.
2. Press **Mark**.
3. Move the cursor to the position where the page break is to appear.
4. Press **Move** or **Copy**.

## DELETING PAGE BREAKS

Use the following procedure to delete floating and static page breaks.

### Procedure

To delete a page break,

1. Position the cursor on the page break.
2. Press **Delete**.

The page break is removed from the screen.

## THE BREAK TYPE COMMAND

The **Break Type** command

- changes a page break from a static page break to a floating page break, or vice versa
- specifies the pagination of a static page break (odd or even)
- changes a serpentine column break from static to floating, or vice versa

You can make a static page break an odd-static or an even-static page break to force text to be printed on an odd or even page. When necessary, blank pages are inserted during the review process to make pages odd or even numbered. Odd and even static page breaks are displayed on the screen as half-bright, double-dashed lines.

## The Break Type Menu

There are five fields in the Break Type menu. Four are used with full pages; one is used with synchronized and serpentine columns.

### Procedure

To display the Break Type menu, press **Shift-F3 b**.

### BREAK TYPE \_\_\_\_\_

Current: Floating page break

Press F for Floating page break (page or column)  
S Static page break  
C Static column break  
O Static page break (odd)  
E Static page break (even)

---

The fields in the Break Type menu are described below.

Floating Page Break	Static page or column break is changed to a floating break. Remember that a floating page break is the default setting for page and column breaks.
Static Page Break	Floating page break is changed to a static page break.
Static Page Break (Odd)	Ensures that the page will always have an odd number.
Static Page Break (Even)	Ensures that the page will always have an even number.
Static Column Break	Floating serpentine column break is changed to a static column break. (See Chapter 15, "Columns," for more details about serpentine columns.)

## Changing Page Breaks

### Procedure

To convert a floating page break to a static page break, and vice versa,

1. Position the cursor on the page.

If necessary, select more than one page.

2. Press **Shift-F3**.

The Format Page menu is displayed.

3. Press **b**.

The Break Type menu is displayed.

4. Press the respective letter:

**f** floating page break

**s** static page break

**c** static column break

**o** static page break on odd-numbered page

**e** static page break on even-numbered page

## *Removing All Formatting*

You can remove all character, paragraph, and page formatting from a document using the **Remove Format** command, which is contained in the Format Document menu. Because the document is saved after the formatting is removed, the results of issuing **Remove Format** are irreversible, and *cannot* be undone by the **Redo** command.

### **Procedure**

To remove all character, paragraph, and page formatting from the active document,

1. Press **Code-F3**.

The Format Document menu is displayed.

### **FORMAT DOCUMENT** \_\_\_\_\_

Press O for Outlining  
C Cross referencing  
T Table of contents  
F Collect footnotes  
R Remove All Formatting

---

2. Press **r**.

This message is displayed at the bottom of the screen:

**Press GO to confirm REMOVE FORMAT,  
CANCEL to cancel command.**

3. Press **Go**.

This message is displayed at the bottom of the screen:

**Warning: REMOVE FORMAT is NOT undoable.  
Press Go to confirm REMOVE FORMAT,  
CANCEL to cancel command**

4. Press **Go** again.

All formatting is removed, and the document is saved.

*NOTE: See the following chapters for information about the other Format Document commands: Chapter 9, "Outline Processing," Chapter 10, "Table of Contents," Chapter 11, "Cross References," and Chapter 16, "Footnotes."*

## *Using Headers and Footers*

The following information shows you how to create, edit, and remove headers and footers from your documents.

### **USING HEADERS**

A header is displayed at the top of a page when the page is printed and can consist of one or more lines of text. Document Designer provides three types of headers:

<b>Headers</b>	<b>Description</b>
Odd	printed at the top of each odd-numbered page
Even	printed at the top of each even-numbered page
Both	printed at the top of all pages.

Headers are frequently used to display chapter or section titles. They can appear on every page in a document, on all odd-numbered pages, or on all even-numbered pages. Headers can also be applied to selected pages only. Both an odd header and an even header can be applied to the same page. However, only one of the headers is printed, depending upon whether the page is odd-numbered or even-numbered.

Additionally, you can apply Format commands to headers. For example, headers can be underlined or placed in boldface type. They can also be right- or left-aligned. Use the **Return**, **Tab**, **Arrow** keys, and **Scrolling** keys to move the cursor in the Header window. Other commands, such as **Redo**, **Undo**, and **Mark** can be used with headers and footers.

### Inserting Headers into a Document

Use the following procedure to insert a header into a document.

#### Procedure

To insert a header into a document,

1. Move the cursor to the beginning of the document.
2. Press **Shift-F3**.

The Format Page menu is displayed.

3. Press **h**.

The Header menu is displayed, as shown below.

HEADER: \_\_\_\_\_

Press O for Odd header  
E Even header  
B Both headers

---

4. Press the appropriate letter:
  - o header on odd pages only
  - e header on even pages only
  - b header on odd and even pages

The Header window is displayed at the bottom of the screen.

5. Type the header text.  
Apply formatting as necessary.

6. Press **Go**.

This message is displayed:

**Press GO to confirm applying header to entire document, CANCEL to cancel command.**

7. Press **Go**.

### **Creating a Header for a Specific Page**

You can also apply headers to selected pages only. The steps required to do so are similar to those for applying headers to the entire document. However, before you issue the **Header** command, you must select the page, or pages, where you want to apply the header.

Headers applied to specific pages override the headers applied to the entire document with the **Both Headers**, **Odd Header**, and **Even Header** commands.

You should review the document to properly paginate it before you select the page and apply the header. The **Review** command is detailed in Chapter 6, "Reviewing and Printing a Document."

### **Procedure**

To create a header for a specific page,

1. Move the cursor to the page on which the header is to appear.

2. Press **Code-F10 p**.

The page is highlighted. If necessary, select other pages.

3. Press **Shift-F3 h**.

The Header menu is displayed.

4. Select the odd or even header option.

The Header window is displayed at the bottom of the screen. If a header was applied to the first page in the document, it is displayed in the Header window.

5. Type or edit the text and apply any format options.

6. Press **Go**.

## Editing a Header

Once you enter headers into a document, you can edit one or all of them. For example, you might want to correct spelling errors, change the formatting, or change the text. To edit a header, it must be displayed on the screen in the Header window. Then use the following procedure.

### Procedure

To edit a header,

1. Move the cursor to the page that contains the header you want to edit.

2. Press **Shift-F3 h**.

The Header menu is displayed.

3. Specify the header you want to edit.

The header is displayed at the bottom of the screen in the Header window. The cursor is in the Header window.

4. Use the regular editing keys and commands to change the header.

5. Press **Go** after you make all the necessary corrections.

This message is displayed:

**Press GO to confirm applying header to entire document, CANCEL to cancel command.**

6. Press **Go**.

## Deleting a Header

With the header on the screen in the Header window, use the following procedure to delete a header from a document.

### Procedure

To delete a header from a document,

1. Press **Shift-F3 h**.

The Header menu is displayed.

2. Press the applicable character:
  - o displays odd-numbered header
  - e displays even-numbered header
  - b displays both headers

The respective header text is displayed in the Header window at the bottom of the screen. The Header window contains the cursor.

3. Use **Code-F10 p** to select the page occupied by the header.
4. Press **Delete**.

The header is removed from the screen.

5. Press **Go**.

This message is displayed:

**Press GO to confirm applying header to entire document, CANCEL to cancel command.**

6. Press **Go**.

## USING FOOTERS

A footer is displayed at the bottom of a page when the page is printed and can consist of one or more lines of text.

Footers are frequently used to display page numbers. For example, in this manual odd-numbered footers display the chapter title and odd-page numbers. Even-numbered footers display the name of the manual and even-page numbers.

Footers can appear on every page in a document, on all odd-numbered pages, or on all even-numbered pages. Footers can also be applied to selected pages only. Both an odd footer and an even footer can be applied to the same page. However, only one of the footers is printed, depending upon whether the page is odd- or even-numbered.

Additionally, you can apply **Format** commands to footers. For example, footers can be underlined and placed in boldface type. They can also be right- and left-aligned. Use the **Return**, **Tab**, **Arrow** keys, and **Scrolling** keys to move the cursor in the Footer window.

### Inserting Footers into a Document

Use the following procedure to apply footers to pages in a document.

#### Procedure

To insert a footer into a document,

1. Move the cursor to the beginning of the document.
2. Press **Shift-F3 f**.

The Footer menu is displayed.

**FOOTER:** \_\_\_\_\_

Press O for Odd footer  
E Even footer  
B Both footers

---

3. Press the applicable option:
  - o footer on odd pages only
  - e footer on even pages only
  - b footer on odd and even pages

The Footer window is displayed at the bottom of the screen.

4. Type the footer text and apply any format options you want to apply to the footer.
5. Press **Go**.

This message is displayed:

**Press GO to confirm applying footer to entire document, CANCEL to cancel command.**

6. Press **Go**.

## Creating A Footer for a Specific Page

Footers can also be applied to selected pages only. The steps required to do so are similar to those required to apply footers to the entire document. Before issuing the footer command, however, you need to select the page, or pages, where you want to apply the footer.

Footers applied to specific pages override the footers applied to the entire document with the **Both Footers**, **Odd Footer**, and **Even Footer** commands.

You should review the document to properly paginate it before you select the page and apply the footer. The Review command is detailed in Chapter 6, "Reviewing and Printing a Document."

### Procedure

To assign a footer to a specific page in a document,

1. Move the cursor to the page on which the footer is to appear.

2. Press **Code-F10 p**.

The page is highlighted.

3. Press **Shift-F3 f**.

The Footer menu is displayed.

4. Select the respective odd or even footer option.

The Footer window is displayed at the bottom of the screen. If a footer was applied to the first page in the document, it is displayed in the footer window.

5. Type the footer text, or edit that which is displayed, and apply any format options you want to apply to the footer.
6. Press **Go**.

## **Editing a Footer**

To edit a footer, it must be displayed on the screen in the footer window.

### **Procedure**

To edit a footer,

1. Press **Shift-F3 f**.

The Footer menu is displayed.

2. Select the footer option.

The respective footer text is displayed at the bottom of the screen in the footer window.

3. Use the regular editing keys and commands to edit the footer.
4. Press **Go**.

This message is displayed:

**Press GO to confirm applying header to entire document, CANCEL to cancel command.**

5. Press **Go**.

## Deleting a Footer

To delete a footer, it must be displayed on the screen in the footer window.

### Procedure

To delete a footer,

1. Press **Shift-F3 f**.

The Footer menu is displayed.

2. Select the footer option:
  - o displays odd-numbered footer
  - e displays even-numbered footer
  - b displays both footers

The footer text is displayed at the bottom of the screen in the footer window.

3. Press **Code-F10 p**.

The footer is selected.

4. Press **Delete**.

The footer is deleted from the window.

5. Press **Go**.

This message is displayed:

**Press GO to confirm applying header to entire document, CANCEL to cancel command.**

6. Press **Go**.

## FORMATTING FOOTERS, HEADERS, AND FOOTNOTES

To apply a **Format** command to headers, footers, and footnotes, you must choose the desired option (or options) from the **Apply** menu. This menu is displayed after you issue a **Format** command to selected text using the **Mark Page** or **Mark Document** commands.

### APPLY

---

Apply to regular text	Yes	No
Apply to odd headers	Yes	No
Apply to even headers	Yes	No
Apply to odd footers	Yes	No
Apply to even footers	Yes	No
Apply to footnotes	Yes	No

---

The **Apply** menu is preset to alter regular text only. To change an option, you must highlight **Yes** next to it.

### Procedure

To apply a command to all headers, footers, and footnotes,

1. Select the page or document.
2. Issue the desired **Format** command.  
The **Apply** menu is displayed.
3. Select **Yes** next to **Footers**, **Headers**, and **Footnotes** as required.

4. **Press Go.**

The command is applied to all footers, headers, and footnotes in the document. If you previously issued a command to change the margins of the regular text, the margins are changed for the headers, footers, and footnotes throughout the document.

## *Automatic Page Numbering*

The Document Designer can automatically number (and re-number) pages in your documents. Page numbers can be displayed at any location in a document, although they are most commonly displayed in headers or footers. You can assign Arabic numbers, uppercase or lowercase Roman numerals, and uppercase or lowercase alphabetical characters.

### **Procedure**

To enter a page number,

1. Move the cursor to the location in the document where the page number is to be inserted.

If necessary, display the respective header or footer window on the screen.

2. Press **Shift-F5 #**

A # is displayed at the cursor location. The # will be replaced by an actual page number when the document is printed.

If you are adding automatic page numbering to a header or footer, press **Go**.



This chapter explains how to review and print a document.

The Generic Print System (GPS) must be installed on your system to print documents created in the Document Designer. GPS makes it possible for you to use the various printing arrangements available with the Document Designer software, such as the wide variety of fonts, type styles, and columnar formats.

Your system administrator is responsible for installing GPS and connecting printers to the system. For further information about GPS, refer to the *Generic Print System Programmer's Guide* and the *Printing Guide*.

## *Reviewing a Document*

Before you print, issue the **Review** command. The **Review** command performs many functions, from hyphenating words and inserting page breaks, to renumbering footnotes and updating page references.

Use the options on the Review menu to control which parts of the document are changed. The fields contained in the Review menu are described on the following pages.

## THE REVIEW MENU

The Review menu contains eleven fields.

### Procedure

To display the Review menu, press **Code-F4**.

## REVIEW DOCUMENT

---

[Document name(s):		
Hyphenate?	Yes	No
[Hot zone (default = ½ inch)]		
Paginate?	Yes	No
Leave room for footnotes?	Yes	No
Renumber footnotes?	Yes	No
Renumber outlines	Yes	No
Renumber sections	Yes	No
Update page references?	Yes	No
Regenerate Table of Contents?	Yes	No
Eliminate widows?	Yes	No
[Device type (for fonts)]		
[for example: Daisy, Imagen, EpFx286, HPLaserJet, etc.		
Number documents separately?	Yes	No

---

The fields in the Review menu are:

**Document names(s)** The name of the document(s) to be reviewed. If a document is open when you select the **Review** command, its name is displayed here. You can review more than one document at a time by entering the document names separated by commas.

For example: doc1, doc2

**Hyphenate?** Reduces white space by hyphenating words that would otherwise appear on the next line. Document Designer highlights each word that could be hyphenated and prompts you to specify yes or no to the hyphenation.

#### Hot Zone

Specifies the amount of blank space allowed at the end of a line before hyphenation. The initial setting is 1/2 inch.

**Paginate?** Specifies whether or not to move and insert floating page breaks. The default setting is **Yes**.

**Leave room for footnotes?** Set to **Yes**; space is left at the bottom of the page for footnotes. If you specify **No**, no room is left for footnotes. Select **No** if you want to collect footnotes at the end of the document.

**Renumber footnotes?** Preset to renumber the footnotes in a document. If you specify **No**, footnotes are not renumbered in the document.

**Renumber outlines** Preset to update outline numbers. If you press **No**, outline numbering is not updated.

**Renumber sections** Preset to update section numbers. If you press **No**, section numbering is not updated.

**Update Page References** Preset to update cross references.

**Regenerate Table of Contents** Preset to **No**; the table of contents is not regenerated. Press **Yes** to regenerate the table of contents.

Eliminate widows?	Preset to prevent widows (the first line of a paragraph that is separated from the rest of the paragraph) and orphans (the last line of a paragraph that is separated from the rest of the paragraph).
Device type for fonts	Initially blank, this field lets you select printers by typing a printer name.
Start numbering at	Document Designer starts numbering a document with number 1 unless you enter another number in this field.
Number Documents Separately	Preset to start numbering pages in each document from page 1. Press <b>No</b> to assign sequential page numbers when printing more than one document.

## REVIEWING ONE DOCUMENT

### Procedure

To review one document,

1. Open the document.
2. Press **Code-F4**.
3. If necessary, change the options.
4. Press **Go**.

Ten small boxes appear in the top-right corner of the Review menu that track the progress of the **Review** command. When all the boxes are filled, the review is complete. Keep in mind that it takes longer to review a long document than it does to review a short document.

## REVIEWING AND NUMBERING SEVERAL DOCUMENTS

You can use the Review menu to review several documents and number them sequentially. This procedure is most valuable when a single, large document has been divided into several smaller documents. The pages in each document can be numbered as though they were contained in a single, large document.

### Procedure

To assign sequential page numbers to several documents,

1. Open the document that contains page 1.

2. Press **Code-F4**.

The Review menu is displayed. The name of the open document is displayed in the Document name field.

3. Type the other document names.

Use commas to separate each name, and enter the document names in the order they should be numbered. For example:

Chap1,Chap2,Chap3

4. Move the cursor to the Start Page Numbering At field.
5. Type the number of the first page (usually 1).
6. If necessary, move the cursor to the Number Documents Separately field and press **No**.
7. Press **Go**.

Ten small boxes appear in the top-right corner of the Review menu that track the progress of the **Review** command. When all the boxes are filled, the review is complete, and the pages in each document are numbered sequentially.

## CANCELING A REVIEW COMMAND

### Procedure

To cancel a review command, press **Cancel**.

After a few moments, this message flashes at the top of the Review menu:

**Command Canceled**

The Review menu remains at the bottom of the screen. You can change the value of an item and reexecute the command or you can press **Cancel** to dismiss the menu.

## *Printing a Document*

After you have reviewed a document and are satisfied with it, you are ready to print it. You can also print all or part of a document. You can print a document whether or not it is open or closed.

## THE PRINT MENU

The Print menu is shown below; its fields are described on the following pages.

### Procedure

To display the Print menu, press **Shift-F4**.

## PRINT

---

Document name(s):  
Paginate? Yes No  
Save pagination changes? Yes No  
Print footnotes? Yes No  
Renumber footnotes? Yes No  
Renumber outlines? Yes No  
Renumber sections? Yes No  
Expand phrases and keywords? Yes No  
Inform when formatting done? Yes No  
Paper feed: Continuous Manual  
Printer name:  
    for example: Imagen  
[Number of copies]  
[Pages to print]  
    for example: 1,3-5  
[Start numbering at]  
Number docs. separately? Yes No  
[Priority (0-9)]

---

- Document Name**      Enter the name of the document(s) you want to print. If the document was open and displayed on the screen when you issued the **Print** command, the document name is already displayed in this field. You can backspace over the displayed name and enter another, if necessary. If you enter more than one name, separate the names with commas.
- Paginate**            Preset to **Yes**, which means that floating page breaks are reassigned before the document is printed. If set to **No**, page breaks are not moved.
- Save Pagination Changes**      Preset to **Yes**, which means that changes in pagination are saved with the document. Select **No**, if you do not want to save the changes.

Print Footnotes	Preset to <b>Yes</b> , which means that footnotes will be printed at the bottom of the same page as their references. If you are collecting footnotes at the end of the document, select <b>No</b> . If set to <b>No</b> , footnotes are not printed.
Renumber Footnotes	Preset to <b>Yes</b> so that footnote references are renumbered before the document is printed. Footnotes should be renumbered if you inserted, deleted, or moved references. If set to <b>No</b> , the footnotes are not renumbered.
Renumber Outlines	Preset to <b>Yes</b> , which means that outline numbers are renumbered when the document is reviewed and printed. When set to <b>No</b> , outline numbers are not renumbered.
Renumber Sections	Preset to <b>Yes</b> , which means that section numbers are renumbered when the document is reviewed and printed. When set to <b>No</b> , section numbers are not renumbered.
Expand Phrases and Keywords	Preset to <b>No</b> , which means that phrase names, with the Phrase attribute applied, are not replaced with their contents (expanded) when the document is printed. If set to <b>Yes</b> , phrases are expanded when printed.
Inform When Formatting Done	Preset to <b>No</b> , which means that you are not notified when formatting is completed. When set to <b>Yes</b> (for background print requests) the message "Formatting done" is displayed at the top-left corner of the screen when formatting is complete. When the formatting is done, you may want to check the status of your print job by pressing <b>Code-F p</b> (printer status).

Paper Feed	Preset for continuous paper feed. Manual paper feed requires you to insert each sheet of paper into the printer before each page is printed.
Printer Name	Enter the name of the printer on which to print the document(s). This field usually contains the name of the default printer. Alternative printer names are listed below this field.
Number of Copies	Enter the number of copies that you want printed.
Pages to Print	Preset to print all pages in a document. Fill in this field to only print specific pages. Separate individual pages with commas and use hyphens to specify page ranges. For example:  1,4-9,15
Start Numbering At	Preset to assign the number 1 to the first page in the document. To specify otherwise, enter a value.  The Document Designer applies the entry in this field to all documents in the Document Name field.
Number Documents Separately	Preset to <b>Yes</b> , which means that the documents specified in the Document Name field are numbered separately, typically from page 1.  Press <b>No</b> to assign consecutive page numbers to the documents specified in the Document Name field.
Priority	Specifies the urgency of the print command. 0 is top priority; 9 is the lowest priority. The default setting is 5.

## ISSUING THE PRINT COMMAND

### Procedure

To print a document,

1. Press **Shift-F4**.

The Print menu is displayed.

2. Enter the document name.

If the document was open and displayed on the screen when you issued the command, then the document name already appears in the Document name field.

3. If necessary, change the entries in other fields.

(Use **Return** or **Next** to move the cursor between fields; use the **Delete** and **Backspace** keys to edit your entries.)

4. Press **Go**.

Ten small boxes are displayed in the top-right of the Print menu. The boxes are filled and removed from the screen when the **Print** command is complete. If you instructed Document Designer to inform you when formatting is complete, that prompt appears in the top-left of the screen. Otherwise, the document is printed to the specified printer.

## NUMBERING SEVERAL DOCUMENTS SEQUENTIALLY

You can also use the **Print** command to assign sequential page numbers to several documents. This procedure is most valuable when a single, large document has been divided into several smaller documents. The pages in each document can be numbered as though they were contained in that single, large document.

## Procedure

To number several documents sequentially,

1. Open the document that contains page 1.
2. Press **Shift-F4**.

The Print menu is displayed. The name of the open document is displayed next to Document name.

3. Type the names of the documents.

Enter the names in the order that they are to be numbered and type commas to separate each document name. For example:

**Doc1,Doc2,Doc3**

4. Move the cursor to the Start Page Numbering At field.
5. Type the number of the first page (usually 1).  
The Number Documents Separately field is highlighted. It is preset to **Yes**, which means that the documents will all begin with page number 1.
6. Move the cursor to the Number Documents Separately field, and press **No**.
7. Press **Go**.

Each document entered next to the Document Name field is printed; the page numbering assigned to each document is sequential.

## CHECKING PRINTER STATUS

Use the **Printer Status** option in the Commands menu to follow the progress of a document when it is in the print queue. Also, use the **Printer Status** option to cancel a print job or select another printer.

### Procedure

To display printer status,

1. Press **Code-F7**.

The Commands menu is displayed.

2. Press **p**.

Printer Status is displayed.

### PRINTER STATUS \_\_\_\_\_

Printer name: Franklin  
Status: printing  
Status Code:

Press S to Select printer  
H Halt printing  
R Resume printing  
L List available printers  
P Reprint from page *n*  
C Cancel printing  
Q Display selected printer queue  
B Display background queue

---

## **Listing Available Printers**

### **Procedure**

To list the names of the available printers,

1. Display the Printer Status form on the screen.
2. Press I (el).

The names of the available printers are displayed on the screen.

## **Selecting a Printer**

### **Procedure**

To select a printer,

1. Display the Printer Status form on the screen.
2. Press s.

The Select Printer form is displayed.

**SELECT PRINTER** \_\_\_\_\_

Printer name:  
for example:

---

3. Type the name of the printer.
4. Press Go.

All **Print** commands, including **Printer Status**, now apply to the printer you selected in step 3.

## Displaying the Printer Queue

You can display the queue for the printer specified in the **Print** command. When used with the **Select Printer** option, **Printer Queue** can display the queue for any printer connected to either your local workstation or the cluster.

### Procedure

To display the list of documents that are either printing or waiting to be printed,

1. Display the Printer Status form on the screen.
2. Press the appropriate letter:
  - q** display print jobs issued from the Document Designer
  - b** display print jobs being formatted in the background, along with print jobs already in the printer queue

The Document Designer scans the queue for the selected printer. If the queue is empty, this message appears:

**Print queue empty**

Otherwise, the following information is displayed on the screen:

---

Document	User	Priority	Time to Print
Menus	Midge	5	Printing
Games	Cliff	5	Formatting
Teams	Skip	5	4 min
Eats	Buffy	5	20 min

---

## Canceling a Print Request

You can cancel a print request while the document is formatting, printing, or waiting to print. When you cancel the print request for a document, the next document in the queue is printed, beginning from the first page.

### Procedure

To cancel a print command,

1. Display the Printer Status form on the screen.
2. Press **q**.
3. Position the cursor on the name of the Document you want to cancel.
4. Press **Mark**.

The document name is selected.

5. Press **c**.

The following form is displayed:

**CANCEL PRINTING** \_\_\_\_\_

Printer name:	Franklin
Status:	Printing Memos
Document name(s):	<u>Memos</u>

---

6. Press **Go**.

## Halting a Print Request

Instead of canceling a print request altogether, you can halt it temporarily (if it is the print job currently being printed). Once halted, you must then use the **Resume Print** command to resume the print request.

### Procedure

To halt a print job,

1. Display the Printer Status form on the screen.
2. Press **h**.

After several seconds, the printer halts the printing of the current document.

To resume the printing of the current document, you must issue the **Resume Print** command.

## Resuming a Print Request

### Procedure

To resume a print request,

1. Display the Printer Status form on the screen.
2. Press **r**.

The current print job resumes printing.

## Reprinting a Document from a Specified Page

After halting a print request, you can resume printing the current document from a page other than the page where printing was stopped.

### Procedure

To reprint a document from a specific page,

1. Display the Printer Status form on the screen.
2. Press **p**.

The following message is displayed:

**REPRINT FROM PAGE** \_\_\_\_\_

Printer name:           Franklin  
Status:                 Printing Memos

Page number:  
(Leave blank to restart from the top of current page)

---

3. If necessary, enter a page number in the Page Number field.
4. Press **Go**.

The current document is reprinted, starting from the page number you entered in step 3.

This chapter explained the **Review** and **Print** commands, their menus, and showed you how to use them. The following chapters describe the tools that you can use to speed up your work, including phrases, outlines, footnotes, and tables of contents.



## *Time Saving Tools*

The following seven chapters describe the Document Designer tools that can save you time. Chapters 7 through 13 show you how to use merge documents, use phrases, forms, outlines, tables of contents, cross references, and macros.

### *Chapter 7 Phrases*

This chapter describes the seven **Phrase** commands, which let you to store text and punctuation from documents in phrases.

### *Chapter 8 Form Processing*

This chapter describes the **Form Processing** command. Form Processing lets you create predefined forms that other users can copy and customize according to their needs.

### *Chapter 9 Outline Processing*

**Outline Processing** is a powerful command that you can use to organize your documents. You can create outlines that include headings and text, and you can collapse and expand all or part of an outline.

### *Chapter 10 Table of Contents*

This chapter explains how to create a table of contents with the **Table of Contents** command.

## *Chapter 11 Cross References*

Cross references are entries you make in your document to refer readers to related information on other pages. This chapter describes the **Cross Reference** command and the options it provides.

## *Chapter 12 List Processing*

The List Processing feature provides two options. The **Merge** command lets you create customized form letters, while the **Sort/Select** command lets you sort or select records. This chapter explains how to use these commands.

## *Chapter 13 Keystroke Macros*

Like phrases, keystroke macros let you store text and other information. Keystroke macros are more powerful, however, because you can also include Document Designer commands in macros. In effect, they provide a programming tool. This chapter describes the **Macro** commands and how to use them.

## TIME SAVING TOOLS

---

Command	Page Number
Absorb Macro File .....	13-11
Absorb Phrase File .....	7-12
Collapse Outline .....	9-12
Delete Macro .....	13-10
Delete Phrase .....	7-11
Expand Outline .....	9-15
Expand Phrases .....	7-17
Expand Phrases and Keywords .....	7-15
Form Fill .....	8-10
Fully Expand Outline .....	9-15
Go To Next Reference .....	11-5
Go To Next Page Reference .....	11-5
Go To Its Target Reference .....	11-5
Go To Its Page Reference .....	11-5
Go To Its Next Reference .....	11-5
Heading Level .....	10-2
Insert Cross Reference .....	11-3
Insert Multichoice Stop Code .....	8-6
Insert Stop Code .....	8-5
List Macros .....	13-8
List Phrases .....	7-8
Load Macro .....	13-15
Macro Commands .....	13-17
Mark Outline .....	9-13
Merge .....	12-7
Merge to a Document .....	12-7
Outline Body Text .....	9-10
Outline Indent .....	9-5
Outline Unindent .....	9-6
Recall Macro .....	13-6
Recall Phrase .....	7-4
Reserved Keywords .....	7-16
Sort/Select .....	12-15
Store Macro .....	13-3
Store Phrase .....	7-3
Total Unindent .....	9-6
Table of Contents .....	10-7
Unload Macro .....	13-13

---



A phrase is a collection of frequently-used text and its associated punctuation and formatting – sometimes referred to as “boiler-plate” text. A phrase is stored under a phrase name; it can then be easily recalled and inserted into a document with a simple command. For example, a memo distribution list consisting of many names can be inserted with the **Recall Phrase** command, thus saving repetitious typing.

You can store text and punctuation from open documents into phrases and insert a copy of that text and punctuation in the same document or in another document. Graphic objects and voice messages can also be stored as phrases. (Graphic objects are described in Chapter 17, “Integrating Objects.” Voice messages are described in Chapter 18, “Voice Annotation.”) Phrase names (without the actual phrase contents) can also be inserted into a document and, at a later date, expanded to display its contents.

Special keywords, representing the date and time, can also be stored in phrases and replaced with the appropriate date and time when the document is edited or printed.

Phrases are stored in a phrase file and each phrase has a distinct name. There is one phrase file per user, which is created automatically in the file called [Sys]<Wp>username.phrases when you store the first phrase.

# The Phrase Menu

Each **Phrase** command is issued by first displaying the Phrase menu, and then pressing a letter to choose the desired command. You must follow the above sequence to issue all the **Phrase** commands except the **Recall Phrase** command, which has a shortcut. The **Phrase** commands are briefly described below and detailed on the following pages.

## Procedure

To display the Phrase menu, press **F7** (phrase).

### PHRASE

---

- Press R to Recall phrase (Code-p)
  - S Store phrase
  - L List phrases
  - D Delete phrase
  - A Absorb phrase file
  - E Expand phrases
- 

- |               |                                                                                        |
|---------------|----------------------------------------------------------------------------------------|
| Recall Phrase | Recalls a previously stored phrase and inserts it at the cursor location.              |
| Store Phrase  | Stores selected text in a phrase.                                                      |
| List Phrases  | Lists the names and, if specified, the contents of all the phrases in the phrase file. |
| Delete Phrase | Deletes the specified phrase.                                                          |

Absorb Phrase File	Incorporates the phrases contained in another user's phrase file with the phrases contained in your phrase file.
Expand Phrases	Replaces phrase names and keywords in the active document with the phrase contents and appropriate dates and times. (The Phrase attribute and the Keyword attribute must already be applied to the phrase names and reserved keywords, respectively. Reserved keywords are detailed later in this chapter.)

## *Storing a Phrase*

Use the **Store Phrase** command to store new and updated phrases in your phrase file. Except for the **Absorb Phrase** command, a phrase must be stored before you can execute any of the other **Phrase** commands.

### **Procedure**

To store a phrase,

1. Open a document.
2. Type the text and enter the format attributes that you want included in the phrase.
3. Select the text and format information (include page breaks and paragraph symbols, if desired).
4. Press **F7**.  
The Phrase menu is displayed.
5. Press **s**.  
The Store Phrase form is displayed.

## STORE PHRASE \_\_\_\_\_

Phrase name:

---

6. Enter a short name to describe the phrase.

Phrases are more quickly recalled when their names are short. Use names that help you to remember their contents, and use similar names for similar phrases.

For example, phrases that contain promotional text could be named P1, P2, P3, and so on. Letters, numbers, and special symbols (@, \$, +) are acceptable in phrase names.

7. Press **Go**.

The selected text remains in the document and is stored in the phrase file under the name you entered in step 6.

## *The Recall Phrase Command*

### THE RECALL PHRASE FORM

The **Recall Phrase** command is used to insert the contents of a phrase into the current document. The **Recall Phrase** command displays the Recall Phrase form, which contains the three fields described on the following page.

#### **Procedure**

To display the Recall Phrase form, press **Code-p**.

## RECALL PHRASE \_\_\_\_\_

Phrase name:

Expand embedded phrases?	<b>Yes</b>	<b>No</b>
Expand embedded reserved keywords?	<b>Yes</b>	<b>No</b>

---

Phrase Name      Enter the name of the phrase you want to recall.

Expand Embedded Phrases      Preset to **Yes**, which means that the **Recall Phrase** command replaces phrase names (that have the Phrase attribute applied to them) with their contents. To specify that phrases with the Phrase attribute not be expanded when you execute this command, select **No**.

Expand Embedded Reserved Keywords      Preset to **No**, which means that the **Recall Phrase** command does not replace reserved keywords with their contents. To specify that reserved keywords be expanded when you execute this command, select **Yes**.

## RECALLING A PHRASE

The **Recall Phrase** command inserts the contents of a phrase into the current document. Remember that a phrase must already be stored before you can recall it. This command is the most frequently used **Phrase** command, and therefore has a shortcut.

**Shortcut:** *Code-p*

### Procedure

To recall a previously stored phrase,

1. Move the cursor to the location in the document where you want to insert the phrase.

2. Press **F7**.  
The Phrase menu is displayed.
3. Press **r**.  
The Recall Phrase form is displayed.
4. Type the name of the phrase, and then press **Return**.  
The Expand Phrases field is highlighted.
5. If you do not want to expand any embedded phrases, press **No**.
6. Press **Return**.  
The Expand Embedded Reserved Keywords field is highlighted.
7. If you want to expand keywords in the phrase, press **Yes**.  
  
For more information on keywords, see "Expanding Phrases and Reserved Keywords" later in this chapter.
8. Press **Go**.  
The contents of the phrase are displayed at the cursor location.

Alternatively, you can use the following procedure to recall a phrase. This procedure does not display the Recall Phrase form.

1. Move the cursor to the place in your document where you want to insert the phrase.
2. Type the name of the phrase.

3. Use the **Mark Word (F8)** command to select the phrase name.

4. Press **Code-p**.

The contents of the phrase replace the phrase name.

Any embedded phrases or keywords are not expanded.

## **EDITING A PHRASE**

Phrases can be edited after they are stored. For example, you can update a distribution list, modify a letter format, or change the font of a style sheet. The following procedure uses both the **Store Phrase** and **Recall Phrase** commands.

### **Procedure**

To edit a phrase,

1. Move the cursor to the location in your document where you want to insert the phrase.

2. Press **F7 r**.

Fill in the Recall Phrase form with the name of the phrase you want to edit.

3. Press **Go**.

The Phrase is inserted at the cursor location.

4. Make the desired changes to the phrase.

5. Select the edited phrase.

6. Press **F7** s.

Fill in the Store Phrase form as required. If you enter the old phrase name, the original phrase is overwritten. However, if you enter a previously unused name, a new phrase is created.

7. Press **Go**.

This message is displayed if you entered an existing phrase name:

**There is already a phrase named [the name you entered], press GO to redefine, CANCEL to cancel command**

8. Press **Go**.

## *Listing Phrases*

Since phrases can be used for many purposes and each one has its own name, it is easy to forget their names. The **List Phrase** command lists the names and contents of the phrases in your phrase file. Phrase names and contents can be listed without opening a document.

### **Procedure**

To list the names of your phrases,

1. Press **F7**.

The Phrase menu is displayed.

2. Press I (el).

The List Phrases form is displayed, and the Pattern field is highlighted.

#### LIST PHRASES

---

[Pattern:]	Names	Expansions	Complete expansions
Details:			

---

3. If necessary, enter the pattern that is common to the phrases you want to list.

For example, to recall all phrases that begin with P, type:

**p\***

If you do not enter a value in this field, all phrase names will be listed. See Chapter 21, "Document Management," for more information about wildcard characters (\* and ?).

4. Press **Return**.

The cursor moves to the Details field.

**Names** list phrase names only.

**Expansions** lists up to ten lines of each phrase, and then displays ellipses (...) if there is more text (see Figure 7-1). **Complete Expansions** lists all the lines in each phrase (see Figure 7-2).

```

|0|1|2|3|4|5|6|7|8|
I
Memo Tweed Phrase List
Number of phrases listed: 2

```

```

PHRASE
-----
(Press CANCEL to dismiss)
Press R to Recall phrase (Code-P)   Press D to Delete phrase
S Store phrase                       A Absorb phrase file
L List phrases                       E Expand phrases

```

1173-021

**Figure 7-1. Phrase Names**

5. Press the appropriate letter:
  - n List phrase names only
  - e List phrase names and up to ten lines of each phrase
  - c List phrase names and the entire phrase
6. Press **Go**.

The selected phrases are displayed at the top of the screen. If necessary, use the **Scroll Up** and **Scroll Down** keys to enlarge and shrink the window where the names are displayed.

```

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
Memo:

¶To:
¶From:
¶Date:
¶Subject:

tweed:

¶Dunfanaghy Enterprises is an manufacturer of fine Irish tweed. Dunfanaghy tweed
is made in the rugged county of Donegal. Donegal is located on the west coast
of Ireland.

Number of phrases listed:      2
-----
PHRASE
(Press CANCEL to dismiss)

Press R to Recall phrase (Code-P)      Press D to Delete phrase
  S   Store phrase                      A   Absorb phrase file
  L   List phrases                      E   Expand phrases

```

1173-022

**Figure 7-2. Phrases Completely Expanded**

## *Deleting Phrases*

You can delete single phrases with the **Delete Phrase** command. The following procedure shows you how to do so. Deleted phrases cannot be recalled, edited, listed, or printed.

You can also delete all phrases and the phrase file in which they are stored. See Chapter 20, "System Administration," to learn how to delete all phrases, including the phrase file itself.

### **Procedure**

To delete a phrase,

1. Press **F7**.

The Phrase menu is displayed.

2. Press **d**.

The Delete Phrase form is displayed.

**DELETE PHRASE** \_\_\_\_\_

Phrase name:

---

3. Type in the name of the phrase you want to delete.
4. Press **Go**.

The phrase is deleted from the phrase file.

## *Absorbing Phrase Files*

A valuable feature of phrase files is that their contents can be accessed and used by different users. The **Absorb Phrase File** command combines the phrases contained in another user's phrase file with the phrases stored in your phrase file.

## THE ABSORB PHRASE FILE MENU

The Absorb Phrase File form contains the three fields described below.

### Procedure

To display the Absorb Phase File form, press **F7 a**.

### ABSORB PHRASE FILE

---

Phrase file name:			
Overwrite?	Yes	No	Confirm
Confirm each?	Yes	No	

---

Phrase File  
Name

Enter the name of the other user's phrase file that contains the phrases that you want to absorb into your phrase file. Be sure to include the volume and directory names. For example:

Type `[!sys]<wp>username.phrases`

Overwrite?

Preset to **Confirm**. This field provides three choices that let you specify exactly how you want to overwrite, or not overwrite, your phrases with those in the file specified next to the **Phrase File Name** field.

Yes

Select **Yes** to overwrite your phrases that have the same names as those in the other phrase file.

## No

Select **No** to neither copy nor overwrite your phrases with those from the other phrase file, when the phrase names are the same.

## Confirm

Select **Confirm** to specify that the Document Designer display each common phrase before it overwrites your version.

## Confirm Each?

Preset to **No**, which means that the phrases are absorbed without your confirmation. If set to **Yes**, you control the phrases that are absorbed or not absorbed.

## Procedure

To absorb the phrases contained in another phrase file with the phrases stored in your phrase file,

1. Press **F7**.

The Phrase menu is displayed.

2. Press **a**.

The Absorb Phrase File form is displayed. Phrase File name is highlighted.

3. Type the name of the phrase file (include the volume and directory name).

4. Respond to the remaining two fields.

The preset values instruct the Document Designer to copy every phrase into your phrase file, confirming those that have the same name.

5. Press Go.

The phrases in your phrase file are compared with those in the second phrase file. Phrases are copied into your phrase file as specified. If specified, those phrases with identical names are overwritten.

## *Expanding Phrases and Reserved Keywords*

The **Phrase** and **Reserved Keyword** attributes, when used with the **Expand Phrase** command, provide powerful ways to implement phrases in your documents. For example, you can store frequently-used text in phrases, enter the names of the phrases into a document, such as a form letter, and then replace the phrase names with its contents. You can also type reserved keywords into a document, apply the **Reserved Keyword** attribute to the keywords, and replace the reserved keyword with its contents.

There are two steps required to expand phrases and keywords: first you assign the phrase or keyword attribute, and then you issue the **Expand Phrase** or **Expand Phrase and Reserved Keywords** command.

Phrases and reserved keywords can be expanded before a document is printed or while it is printing. Both procedures are described on the following pages.

## ASSIGNING KEYWORDS

The four keywords displayed below are recognized by the Document Designer as reserved keywords when you assign them the **Keyword** attribute. These keywords insert the current date and time when they are expanded.

- `date`                    July 18, 1989
- `sdate`                    7/18/89
- `ldate`                    Thursday, July 18, 1989
- `time`                     1:22 pm

### Procedure

To assign a keyword,

1. Open the document or recall the phrase that will contain the keyword.
2. Move the cursor to the location where you want to place the keyword.
3. Type one of the four reserved keywords.
4. Use the **Mark Word** (F8) command to select the keyword.
5. Press **F4**.

The Format Character menu is displayed.

6. Press **k**.

The keyword is assigned.

When the keyword is expanded, it is replaced by the current system date or time.

Keywords are expanded by selecting the Expand Embedded Reserved Keywords option of the Recall Phrase menu. Keywords can also be expanded when printing the document.

## EXPANDING PHRASES

Phrases can be expanded before a document is printed or while it is printing. The procedure is described on the following pages.

### Procedure

To expand phrases in the current document,

1. Type the name of an already stored phrase into your document.
2. Use the **Mark Word (F8)** command to select the name.
3. Press **F4**.

The Format Character menu is displayed.

4. Press **p**.

The term "Phrase" is displayed at the top of the screen when the cursor occupies the phrase, and the phrase is displayed in half-bright intensity.

5. Repeat steps 1 through 4 to assign the **Phrase** attribute to other phrase name.

6. Press **F7**.

The Phrase menu is displayed.

7. Press **e**.

The contents of the selected phrases are displayed on the screen.

Phrases and reserved keywords can also be expanded when a document is printed. Use the following procedure when the phrases and reserved keywords are frequently used and need not be checked.

### **Procedure**

To expand phrases and keywords when printing,

1. Type the names of the stored phrases and reserved keywords into your document.
2. Assign the **Phrase** and **Reserved Keyword** attributes to each phrase name and reserved keyword.
3. Press **Shift-F4**.

The Print menu is displayed.

4. Fill in the Print menu.

If necessary, select **Yes** next to **Expand Phrases and Reserved Keywords?**

5. Press **Go**.

When the document is printed, the names of the phrases and reserved keywords are replaced by their contents.

This chapter explains form processing and the **Form Processing** command. Form Processing enables you to create predefined forms that other users can copy and customize according to their needs. For example, you can create a form document called **order.shirts** that can be used by others in your company to process orders for shirts. In short, two types of people use forms: those who create the form document and those who fill in the form.

A *form document* is a document that contains text and stop codes. The *stop codes* are symbols that you enter into the form document that the Document Designer uses to prompt you, or another user, for information.

## *Creating a Form*

In general, there are two steps required to create a form:

- enter the structure of the form
- insert stop codes

After these tasks are completed, you can recall, fill in, and store the form. The commands and procedures to do so are described on the following pages.

## THE FORM PROCESSING MENU

The Form Processing menu contains the commands described below.

### Procedure

To display the Form Processing menu, press **Code-F2**.

### FORM PROCESSING

---

Press	F	Form fill
	E	Expand phrases
	K	Expand phrases and reserved keywords
	I	Insert stop code
	C	Insert multi-choice stop code

---

**Form Fill** Searches through a document for stop codes. When it locates a stop code, it prompts you for information.

**Expand Phrases** Replaces phrase names with their contents. The Phrase attribute must already be applied to the phrase name. See Chapter 5, "Formatting Text," for information concerning the Phrase attribute.

**Expand Phrases and Reserved Keywords** Replaces phrase names and reserved keywords with the contents of the corresponding phrases and keywords. (There are four reserved keywords; they are shown below, along with examples.)

date	December 31, 1988
ldate	Monday, December 31, 1988
sdate	12/31/88
time	8:15 am

Reserved keywords are described in greater detail in Chapter 7, "Prases."

Insert Stop Code	Inserts a stop code at the cursor location. This command displays a stop code window for you to enter the text that describes the prompt.
Insert Multi-Choice Stop Code	Inserts a multichoice stop code at the cursor location. This command displays a stop code window and a menu for you to describe the prompts in more detail.

## ENTERING THE FORM STRUCTURE

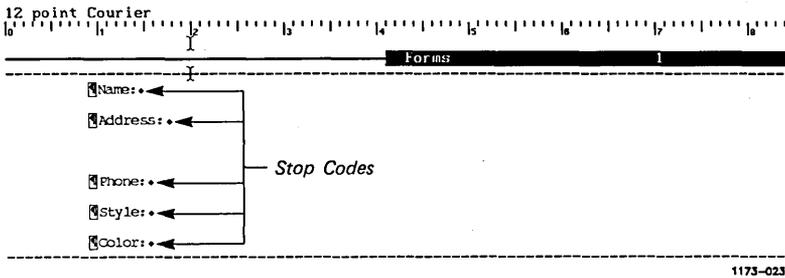
To create a form, you must first enter the text of the form document, which is done in a normal document. Figure 8-1 illustrates a sample form document.

### Procedure

To enter text into a form document,

1. Open a document.
2. Enter the form document text.
3. Insert the stop codes (see "Inserting Stop Codes into a Form" later in this chapter).
4. Save the form as a document or as a phrase.

*NOTE: If desired, you can make the text uneditable (that is, "read only") so that future users cannot change the text contained in the form. To do so, use the Uneditable Text command, which is described in Chapter 5, "Formatting Text."*



**Figure 8-1. Sample Form Document**

## INSERTING STOP CODES INTO A FORM

Stop codes are signals that the Document Designer uses to prompt you for information when you fill in a form. Stop codes are displayed on the screen as bullets (•) or diamonds.

There are two types of stop codes: stop codes and multichoice stop codes. Multichoice stop codes let you choose from a list of information to fill in the form. Stop codes can be moved, copied, and deleted. When you move, copy, or delete a stop code, you also move, copy, and delete the stop code prompts and choices.

Your screen should be in Half-visible or Full-visible mode when you enter stop codes since they are not displayed when the screen is in Normal mode.

## Entering a Single Stop Code

Use normal stop codes when the user is to enter text, such as a name or an address. This type of stop code accepts one piece of information that you or another user enters. It does not provide you with several choices. See "Entering Multichoice Stop Codes" later in this chapter to enter stop codes that provide multiple choice prompts.

### Procedure

To enter a stop code,

1. Move the cursor to the location in the form where the stop code is to be inserted.

This is the position where the response will be displayed when a user is filling in the form. Therefore, enter the necessary tab stops, colons, and other punctuation in front of the stop code.

2. Press **Code-F2**.

The Process Document menu is displayed.

3. Press **f**.

The Form Processing menu is displayed.

4. Press **i**.

The Stop code prompt window is displayed.

5. Enter a description of the information that should be inserted into the form, for example:

**Type the client's name**

**Type the dollar amount**

6. **Press Go.**

The stop code symbol (bullet (•) or diamond) is displayed at the cursor location. It indicates where the user's response will be inserted when the form is eventually filled. When the cursor is on the stop code, the document status line displays the words "Stop Code."

### **Entering Multichoice Stop Codes**

Use multichoice stop codes when there are several choices available to the user and when the text for each choice is predefined. For example, if the question concerns marital status (single, married, widowed, divorced), you can display four choices.

#### **Procedure**

To enter a multichoice stop code,

1. Move the cursor to the location where the stop code is to be inserted.
2. Press **Code-F2**.

The Process Document menu is displayed.

3. Press **f**.

The Form Processing menu is displayed.

4. Press **c**.

The Stop code prompt window is displayed.

5. Enter the text that describes the type of information required to answer the prompt.

6. **Press Go.**

The Stop Code Prompt window is removed from the screen and replaced by the Form Fill Choices menu. Use the **Scrolling** keys to display choices 6 through 10. Two types of information can be entered into this menu:

**Mnemonic:** A single letter or number that is used to identify the choice.

**Text:** The text that will be inserted at the stop code location.

**FORM FILL CHOICES** \_\_\_\_\_

Choice 1 mnemonic:

Choice 1 text:

Choice 2 mnemonic:

Choice 2 text:

Choice 3 mnemonic:

Choice 3 text:

Choice 4 mnemonic:

Choice 4 text:

Choice 5 mnemonic:

Choice 5 text:

---

7. If desired, enter the mnemonics and text for the stop code.

If you do not enter a mnemonic, the Document Designer uses the first letter of the text that describes the choice. You can enter up to ten choices in a multichoice stop code.

8. Enter other mnemonics and text as required. Mnemonics must be unique.

## 9. Press Go.

The stop code symbol is displayed at the cursor location. It indicates where the user's response will be displayed when the form is filled in. When the cursor is on the stop code, the document status line displays the words Stop Code.

## *Storing the Form*

The form can be stored after the text and the stop codes are entered. Forms are usually stored in their own documents, although they can also be stored as phrases; store forms in phrases only when they will represent a portion of a document.

### STORING A FORM IN A DOCUMENT

If you created the form in a separate document, the document then becomes the master form document. Remember that you can make the text in the master form document uneditable using the **Uneditable Text** command, as described in Chapter 5, "Formatting Text."

Copies of the master form document can be renamed according to specific information that you or others enter when the form is filled. For example, Form.letter could be copied and renamed Yoes.letter if it were sent to Konrad Yoes.

#### **Procedure**

To copy a form into a new document and fill it with information specific to a client or order,

1. Press **Code-F1**.

The Documents Menu is displayed.

2. Press **o**.

The Open Document form is displayed.

3. Enter the name of the new document.

Choose a name that is related to the form, such as Form.letter or Order.shirts.

4. Move the cursor to the Copy From Document field.
5. Enter the name of the document that contains the form.
6. Press **Go**.

The new document is displayed on the screen. To fill in the newly created form issue the **Form Fill** command (described in "Using a Form" later in this chapter).

## STORING A FORM IN A PHRASE

A form can also be stored in a phrase, especially if it represents only a portion of a document. When the phrase is recalled, the Document Designer automatically searches for the first stop code and prompts you for a response.

### Procedure

To store a form as a phrase,

1. Select the form, including the stop codes.
2. Press **F7**.

The Phrase menu is displayed.

3. Press **s**.

The Store Phrase form is displayed.

4. Type a name that describes the phrase.

5. Press **Go**.

To recall the form, use the **Recall Phrase** or **Expand Phrase** commands. When the form is recalled, the Document Designer automatically prompts you for responses when it locates stop codes. **Expand Phrase** also expands all phrases in the document that have the Phrase attribute.

## *Using a Form*

The easiest part to working with forms is filling them in. The Document Designer locates the stop codes, displays the prompts required to fill in the form, and stores your responses in the document. To terminate the Form Fill mode and remove the Form Fill menu from the screen, press **Cancel**.

### **Procedure**

To fill in a form when it is stored in another document,

1. Display a copy of the form document on the screen.
2. Press **Code-F2**.

The Process Document menu is displayed.

3. Press **f**.

The Form Processing menu is displayed.

4. Press **f**.

The Document Designer enters Form Fill mode and searches the document for the first stop code prompt. Then, either a single prompt, or a list of several choices, is displayed at the bottom of the screen. Figure 8-2 displays a stop code prompt. Figure 8-3 displays a multichoice stop code prompt.

5. Respond to the prompt.

The Document Designer searches for the next stop code and displays another prompt.

6. Continue to respond to the prompts until the form is complete.

12 point Courier

Forms 1 L 1.00"

Name: [ ]

Address: •

Phone: •

Style: •

Color: •

FORM FILL

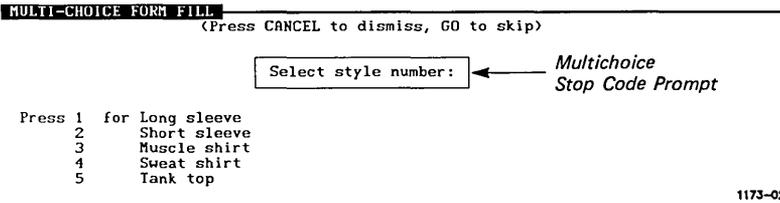
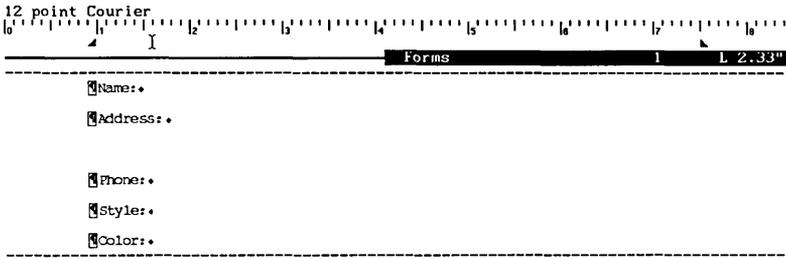
(Press CANCEL to dismiss)

Type customer name: [ ] ← Stop Code Prompt

When done, press GO to advance to next stop code.

1173-024

**Figure 8-2. Stop Code Prompt**



**Figure 8-3. Multichoice Stop Code Prompt**

## Editing a Form

A completed form consists of three parts: the standard text, the stop code text, and the response text. You can edit all three parts, as shown in the following steps.

*Standard text* is the structure of the form, for example, the parts of a form letter that do not vary. *Stop code text* consists of the prompts that are displayed when you fill in the form. *Response text* is text that a user types in response to the stop code prompts.

### STANDARD TEXT

If a form is contained in another document, simply open that document and edit the text or change the stop codes using standard editing. (See Chapter 4, "Editing and Entering Text," to insert, move, copy, and delete the text.)

## RESPONSE TEXT

Text that is inserted into a document as a result of a stop code prompt can be edited as normal text. Simply open the document that contains the response text and edit it as necessary.

## STOP CODE TEXT

Use the following procedure to update stop code choices or prompts. Also use this procedure to change a single-character mnemonic.

### Procedure

To edit the stop code text,

1. Move the cursor to the stop code.

2. Press **Code-F2**.

The Process Document menu is displayed.

3. Press **f**.

The Form Processing menu is displayed.

4. Press the letter that corresponds to the stop code.

**i** for stop code

**c** for multichoice stop code

The text is displayed in the stop code window at the bottom of the screen.

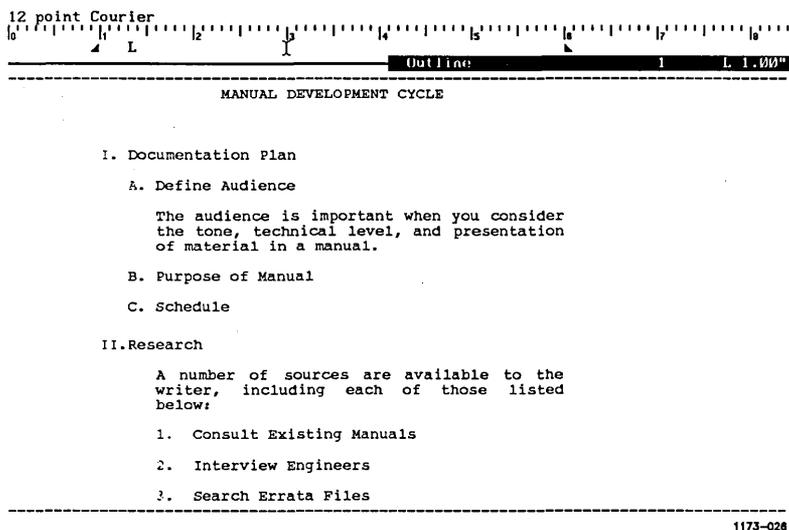
5. Edit the text.

6. Press **Go**.

The stop code window is removed from the screen. When the form document is filled in, the prompts will contain the new stop code text.



The Outline Processing feature lets you create outlines that are automatically numbered and renumbered. Once created, you can move and copy entire sections in the outline, add body text to the outline, and collapse and expand the outline. Figure 9-1 contains a sample outline.



**Figure 9-1. Sample Outline**

An outline usually consists of indented and numbered lines of text, although you can also include blocks of regular text, called outline body text. Outlines can be hierarchical; each line represents a separate level of information. This structure makes it easy to perform the following outline-related operations:

- move, copy, delete, or reformat selections as single units
- select an entire outline, or a part of an outline, such as a heading or subheading
- selectively collapse sections of an outline, or the entire outline, so that less significant information is not displayed on the screen
- expand outlines by one or several levels at a time
- automatically number and renumber outline headings with a variety of numbering styles

## *The Outlining Menu*

The Outlining menu contains seven commands that you use when working with outlines. To issue each **Outlining** command, first display the Outlining menu, and then press a letter to choose the desired command. Four of the more frequently-used **Outlining** commands also have shortcuts. Each is described on the following pages.

### **Procedure**

To display the Outlining menu, press **Code-F3 o**.

<b>Command</b>	<b>Shortcut</b>
Collapse Outline	No shortcut
Expand Outline	No shortcut
Fully Expand Outline	No shortcut
Outline Indent	Code-Tab
Outline Unindent	Code-Shift-Tab
Total Unindent	Code-Shift-Return
Mark Outline	Code-Shift-o

## OUTLINING

---

Press C to Collapse outline  
E Expand outline  
F Fully expand outline  
I Outline indent (Code-Tab)  
U Outline unindent (Code-Shift-Tab)  
T Total unindent (Code-Shift-Return)  
M Mark outline (Code-Shift-O)

---

## *Creating an Outline*

In general, three steps are required to create an outline:

- type the headings into a document
- indent the headings
- assign heading levels and outline numbers

## TYPING HEADINGS

The first step in creating an outline is to type the headings into a document; the following procedure explains how to do so. You can indent the headings when you enter them, or you can enter all the headings and then indent them. See "Indenting Outline Headings," later in this chapter for information on how to indent headings.

### Procedure

To type outline headings,

1. Open the document that you want to contain an outline.
2. Enter the headings you want included in the outline.

You can enter one heading and then assign the heading an outline level, or you can enter all the headings at one time. See "Assigning Outline Levels to Headings" later in this chapter.

## OUTLINE INDENT COMMANDS

You indent heading levels to show the hierarchy of an outline. Both the Outlining and the Format Paragraph menus contain commands that you use to indent outline level headings.

The three **Indent** commands (contained in the Outlining menu and described on the following pages) not only move outline headings to the right and left, they also update the subordination of the heading to reflect its new position. For example, a level 3 outline heading automatically becomes a level 2 outline heading when you unindent it with the **Outline Unindent** command.

There are three commands in the Outlining menu that you can use to indent and "unindent" outline levels:

Indent Outline	Moves a heading five spaces to the right and sets heading to lower outline level.
Unindent Outline	If indented, moves a heading five spaces to the left and sets heading to higher outline level.
Total Unindent	If indented, moves a heading to the left margin and sets heading to highest outline level.

### Indenting Outline Headings

Use the following procedure to indent a heading five spaces to the right, *unless* you have set tab stops with the **Tabs** command in the **Format Paragraph** menu. In this case, the tabs you set will override the default setting of five spaces.

**Shortcut:** *Code-Tab*

#### Procedure

To indent an outline heading,

1. Move the cursor to the heading you want to indent.

2. Press **Code-F3 o**.

The Outlining menu is displayed.

3. Press **i**.

The heading is indented five spaces or to the first tab stop if one is set.

## Unindenting Outline Headings

There are two commands that you can use to remove the indents from an outline heading: **Outline Unindent** moves the cursor one tab stop (or five spaces) to the left, while **Total Unindent** moves the heading all the way to the left margin. These commands also raise the outline level of the heading that you move. For example, a level 4 heading becomes a level 3 heading when you use the **Outline Unindent** command; it becomes a level 1 heading if you use the **Total Unindent** command.

**Shortcuts:** *Code-Shift-Tab* (Outline Unindent)  
*Code-Shift-Return* (Total Unindent)

### Procedure

To remove the indents from an outline heading,

1. Move the cursor to the heading for which you want to change the indent.
2. Press **Code-F3 o**.

The Outlining menu is displayed.

3. Press the appropriate letter:
  - u** to move the heading five spaces to the left.
  - To move the heading five more spaces to the left, press **Redo**.
  - t** to move the heading to the left margin.

## ASSIGNING OUTLINE LEVELS TO HEADINGS

The final step required to enter a heading into an outline is to assign it an outline level heading. Outline headings are assigned through the Format Paragraph menu. There are six outline levels, from major headings to minor details. Use them to display the hierarchical structure of your outlines.

### Procedure

To assign outline level headings,

1. Move the cursor to the heading.
2. Press **F3 h**.

The Heading Level menu is displayed. The Outline Level headings are displayed on the right (Table of Contents headings are displayed on the left).

### HEADING LEVELS

---

Press **S** for Section heading  
1 Level 1 heading  
2 Level 2 heading  
3 Level 3 heading  
4 Level 4 heading  
5 Level 5 heading

Press **N** for Normal text

Press **A** for Outline level 1  
**B** Outline level 2  
**C** Outline level 3  
**D** Outline level 4  
**E** Outline level 5  
**F** Outline level 6

Press **O** for Outline Body text

---

3. Press the appropriate character (see Figure 9-2 for definitions of these outline levels):
- a for a section or chapter title
  - b for a first level heading
  - c for a second level heading
  - d for a third level heading
  - e for a fourth level heading
  - f for a fifth level heading

The Automatic Numbering menu is displayed after you press one of the letters.

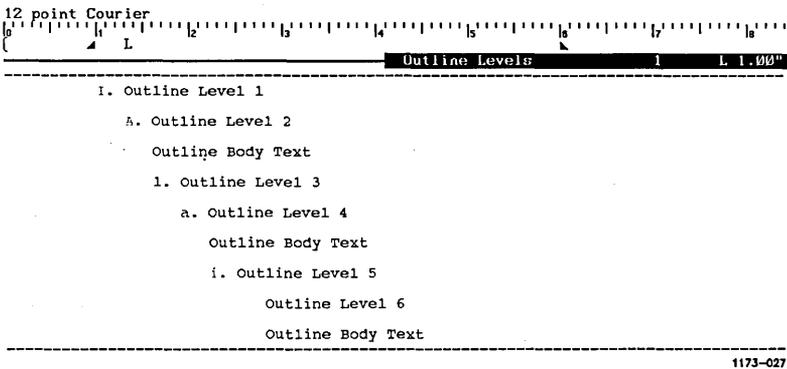


Figure 9-2. Sample Outline Levels

### Automatic Outline Numbering Menu

When you apply an outline level, the Automatic Numbering menu is displayed at the bottom of the screen. If necessary, use this menu to specify exactly how you want to number the outline headings.

#### Procedure

The Automatic Numbering menu must be displayed on the screen. The Numbering Scheme field is highlighted. It is preset to **None**, which means that the heading will not be numbered.

To assign numbers to outline headings,

1. To number the outline heading, press the appropriate character:

- 1 Arabic numbers
- i Lowercase roman numerals
- v Uppercase roman numerals
- a Lowercase characters
- b Uppercase characters

2. Press **Return**.

The Concatenation field is highlighted. It is preset to **None**, which means that numbers will not be displayed.

- 3 Press the appropriate character to specify how to display heading and heading numbers:

- |   |                |     |
|---|----------------|-----|
| - | Hyphen         | A-1 |
| . | Period         | A.1 |
| X | No punctuation | A1  |

The first character (in this case, A) is the parent heading. The second character (in this case, a 1) is the subheading.

4. Press **Return**.

The Numbering Format field is highlighted.

5. Press the appropriate character to specify how to display the heading level:

#	Heading only	A
(	Heading in parentheses	(A)
)	Heading left of parenthesis	A)
.	Heading left of period	A.
:	Heading left of colon	A:

6. Press **Go**.

The Automatic Numbering Scheme menu is removed from the screen, and the heading level indicator (a small empty box) is displayed at the left margin of the heading. The heading level indicator is displayed only when the screen is in Half-Visible or Full-visible modes.

Press **Cancel** to remove the Format Paragraph menu, or type **h** to select another heading.

*NOTE: The Review and Print menus are preset to renumber outline level headings.*

## INSERTING TEXT INTO AN OUTLINE

The **Outline Body Text** command enables you to enter regular text into an outline structure. Most commonly, you would insert body text when you develop an outline into a complete document. Outline body text can be collapsed and expanded just like headings are collapsed and expanded. Collapsing and Expanding outlines is discussed later in this chapter under "Collapsing and Expanding Outlines."

## Procedure

To insert outline body text into an outline,

1. If necessary, to start a new paragraph, press **Return**.
2. To select the new paragraph, press **F10**.
3. Press **F3 h**.  
The Heading Level menu is displayed.
4. Press **o**.
5. Press **Cancel** to remove the Format Paragraph menu.
6. Press **Code-Mark** to unmark the selected paragraph.

The outline level indicator replaces the paragraph symbol with an outline body text indicator to denote outline text. Text entered next to the indicator is considered to be part of the outline, and can be collapsed and expanded using the **Collapse Outline** and **Expand Outline** commands.

## *Collapsing and Expanding Outlines*

A complete outline (including outline body text) can occupy several pages, which makes it difficult to locate headings. Using the **Collapse Outline**, **Expand Outline**, and **Fully Expand Outline** commands, you can select portions of an outline and hide, or collapse them, to show as much detail as desired.

This feature enables you to focus attention on a specific level of an outline, while lower-level information is temporarily hidden from view. The three commands that you use to collapse and expand outlines are described below.

Collapse Outline	At the heading occupied by the cursor, temporarily replaces the subheadings with ellipses (...).
------------------	--------------------------------------------------------------------------------------------------

- Expand Outline    At the heading occupied by the cursor, returns the subheadings immediately below to the screen.
- Fully Expand Outline    At the heading occupied by the cursor, returns all subheadings to the screen.

## COLLAPSING AN OUTLINE

The **Collapse Outline** command temporarily removes selected subheadings and outline text from the screen and replaces them with ellipses (...). With the **Collapse Outline** command, you can collapse one major heading at a time. To select and collapse more than one major heading and its subheadings, use one of the **Mark** commands. Figure 9-3 displays an outline that has been collapsed.

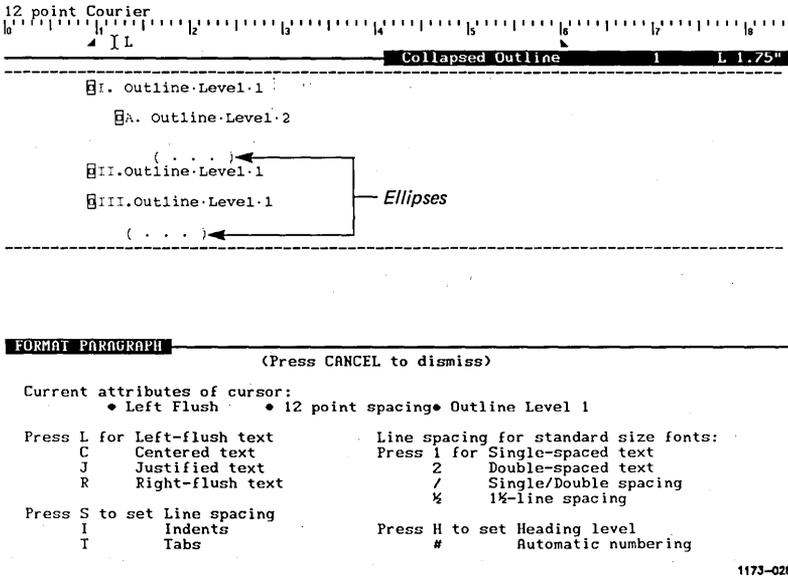


Figure 9-3. Collapsed Outline

## Procedure

To collapse a heading,

1. Move the cursor to the heading.
2. Press **Code-F3**.

The Format Document menu is displayed.

3. Press **o**.

The Outlining menu is displayed.

4. Press **c**.

The subheadings and outline text below the major heading occupied by the cursor are removed from the screen; they are replaced by ellipses enclosed in parentheses (...).

## COLLAPSING MORE THAN ONE HEADING

To collapse more than one heading and text in an outline, use any of the **Mark** commands. For example, to select and collapse an entire outline, use the **Mark Document** command. To select one heading and its subheadings, use the **Mark Outline** command.

You can use the same **Mark** commands with the **Expand Outline** and **Fully Expand Outline** commands to selectively restore all or part of the outline to the screen.

## Procedure

To collapse more than one heading,

1. Mark one heading.

For example, to select the paragraph at the cursor location, press **F10**.

2. Press **Bound**.

The next paragraph is selected. To select more paragraphs, including other major headings, press **Bound**.

3. Press **Code-F3 o**.

The Outlining menu is displayed.

4. Press **c**.

The headings subordinate to the heading occupied by the cursor are removed from the screen and replaced with ellipses.

## **EXPANDING AN OUTLINE**

After you collapse an outline, you can selectively restore headings and subheadings to the screen. For example, if an outline consists of 10 major headings, you can collapse the entire outline, and then expand one heading and work on it.

You use two commands, **Expand Outline** and **Fully Expand Outline**, to expand an outline after it has been collapsed. The **Expand Outline** command restores one subheading to the screen each time you issue the command, and the **Fully Expand Outline** command restores all subheadings under a major heading to the screen. The location of the cursor is important when you issue these commands. Only the headings and subheadings below the cursor are restored.

## **Expanding One Heading at a Time**

Use the following procedure to restore individual subheadings to the screen after you have collapsed an outline.

### **Procedure**

To expand one heading level,

1. Move the cursor to the major heading you want to expand.

2. Press **Code-F3**.

The Format Document menu is displayed.

3. Press **o**.

The Outlining menu is displayed.

4. Press **e**.

The heading levels immediately subordinate to the major heading are displayed on the screen. Each time you issue the command, more headings are expanded and displayed on the screen.

## **Expanding the Entire Outline**

If you have already expanded parts of a heading, the **Fully Expand Outline** command expands the remaining subheadings.

### **Procedure**

To expand a collapsed outline at one time,

1. Move the cursor to any location under a heading.

2. Press **Code-F3 o**.

The Outlining menu is displayed.

3. Press **f**.

Ellipses are removed from below the heading at the cursor location, and all the subheadings are restored to the screen.

*NOTE: To restore all headings at all levels to the screen, use the **Mark Document** command to select the entire outline, and then issue the **Fully Expand Outline** command.*

## **ADDING AND DELETING OUTLINE HEADINGS**

You can add new headings and delete existing headings to and from outlines. After you have finished adding or deleting headings, use the **Review** command to renumber the outline headings.

### **Procedure**

To add or delete a new heading,

1. Move the cursor to the location where you want to insert or delete the heading.
2. To delete the heading, select it and press **Delete**.
3. To add a new heading, type the text and assign the appropriate outline heading and numbering scheme information. If necessary, see "Creating an Outline" earlier in this chapter.

4. Press **Code-F4**.

The Review menu is displayed. Be sure that the Renumber Outlines field is set to **Yes**.

5. Press **Go**.

The document is reviewed, and the outline headings are renumbered to reflect those you either added or deleted.

## **CHANGING OUTLINE HEADING LEVELS**

There are two ways to change a heading level:

- assign another heading level with the **Heading Level** command. See "Assigning Outline Levels to Headings" earlier in this chapter for the correct procedure.
- use the **Indent Outline** or **Unindent Outline** commands. When you indent or unindent a heading, the Document Designer automatically updates the heading level. See "Outline Indent Commands" earlier in this chapter for the correct procedure.





In general, there are two steps required to create a table of contents:

- assign heading levels to the table of contents entries in your document with the **Heading** command
- set up the table of contents template and generate the table of contents with the **Table of Contents** command

Once you assign a heading level to a table of contents entry, its page number is automatically updated when you issue the **Review** command. You can also use the **Review** command to regenerate the entire table of contents. This is necessary when you change the content or level of a heading. Both procedures are described later in this chapter.

Figure 10-2 illustrates the steps that the Document Designer takes to create a table of contents.

## *Assigning Heading Levels*

To signal the Document Designer that you want a heading to be inserted into the table of contents, you must assign a heading level attribute to each heading. Figure 10-3 illustrates the heading levels. You can assign as you enter the heading text, or after the document is complete.

### **Procedure**

To assign heading level attributes,

1. Move the cursor to the desired heading.
2. Press **F3 h**.

The **Heading Level** menu is displayed. The **Section Heading** commands are displayed on the left of the menu (**Outline Heading** commands are displayed on the right). See Chapter 9, "Outline Processing," for more information about the **Outline Heading** commands.

## 1. Set Heading Level Attributes

```

12 point Courier
.....
DOWN THE RABBIT HOLE
Alice was beginning to get very tired of sitting
by her sister on the bank, and of having nothing
to do; - once or twice she had peeped into the book
her sister was reading...

Alice Finds a Table
Suddenly she came upon a little three-legged
table, all made of a solid glass; - there was
nothing on it but a tiny golden key...

Alice Takes a Drink
However, this bottle was not marked "poison," so
Alice ventured to taste it, and find it very nice
(it had, in fact, a sort of almond flavor)...
    
```

## 2. Create TOC Template

```

12 point Courier
.....
DOWN THE RABBIT HOLE
Alice was beginning to get very tired of sitting
by her sister on the bank, and of having nothing
to do; - once or twice she had peeped into the book
her sister was reading...

Alice Finds a Table
Suddenly she came upon a little three-legged
table, all made of a solid glass; - there was
nothing on it but a tiny golden key...

Alice Takes a Drink
However, this bottle was not marked "poison," so
Alice ventured to taste it, and find it very nice
(it had, in fact, a sort of almond flavor)...

.....
Section Heading
.....
Level 1 heading
.....
Level 2 heading
    
```

## 3. Finished Table of Contents

```

12 point Courier
.....
DOWN THE RABBIT HOLE..... 17
  Alice Finds a Table..... 17
  Alice Takes a Drink..... 19
  A COIN TO BURNED THE TABLE..... 21
THE POOL OF TEARS..... 25
WHO AM I?..... 25
  THE SMILING PAN..... 27
  ALICE MEETS A MOUSE..... 30
THE CARD-RACE AND A LONG TALK..... 34
  THE MOUSE GIVES A SPEECH..... 34
  TO THE RESCU!..... 37
  ALICE WILD A TRIANGLE..... 38
  THE MOUSE TELLS A TALE..... 41
    
```

1173-030

Figure 10-2. Table of Contents Process

12 point Courier

---

Table of Contents	2	L 2.83"
-------------------	---	---------

---

§DOWN THE RABBIT HOLE

¶Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do: once or twice she had peeped into the book her sister was reading...

§Alice Finds a Table

¶Suddenly she came upon a little three-legged table, all made of a solid glass; there was nothing on it but a tiny golden key...

§Alice Takes a Drink

¶However, this bottle was not marked "poison," so Alice ventured to taste it, and find it very nice (it had, in fact, a sort of mixed flavour)...

---

1173-031

**Figure 10-3. Table of Contents Heading Levels**

3. Press the appropriate letter or number:

- s for a section or chapter title
- 1 for a first level heading
- 2 for a second level heading
- 3 for a third level heading
- 4 for a fourth level heading
- 5 for a fifth level heading

The Automatic Numbering menu is displayed.

## AUTOMATIC NUMBERING MENU

The Automatic Numbering menu is displayed at the bottom of the screen so that you can assign heading numbers to entries in the table of contents.

### Procedure

The Numbering Scheme field (in the Automatic Numbering Menu) is highlighted. It is preset to **None**, which means that the heading will not be numbered.

1. To number the table of contents heading, press the appropriate character:
  - 1** Arabic numbers
  - i** Lowercase roman numerals
  - v** Uppercase roman numerals
  - a** Lowercase characters
  - b** Uppercase characters
  
2. Press **Return**.

The Concatenation field is highlighted. It is preset to **None**, so that numbers will not be displayed. A value entered in this field specifies how the section numbers will be displayed in the table of contents.

3. You may want to specify how to display heading and parent heading numbers. If so, press the appropriate character:

-	Hyphen	1-a
.	Period	1.a
X	No punctuation	1a

4. Press **Return**.

The Numbering Format field is highlighted.

5. If you want to display the heading number, press the appropriate character:

#	Heading number only	1
(	Heading number in parentheses	(1)
)	Heading number left of parenthesis	1)
.	Heading number left of period	1.
:	Heading number left of colon	1:

6. Press **Go**.

The Automatic Numbering menu is removed, and the Format Paragraph menu is redisplayed on the screen. In addition, a heading level indicator (a small box containing an "s") is displayed at the left margin of the heading (if the screen is in Half-Visible or Full-visible mode).

*NOTE: The Review and Print menus are preset to update the page numbers of section headings.*

## *Creating a Table of Contents*

Use the **Table of Contents** command to create the table of contents (TOC) template and the table of contents. The table of contents template is the map into which the Document Designer inserts the headings that you specify.

The finished table of contents is the result of combining the formatting instructions in the template with the actual text headings in the document. The headings are formatted according to the template and arranged sequentially at the cursor location.

### **THE TABLE OF CONTENTS TEMPLATE**

The **Table of Contents** command displays the TOC template in a window at the bottom of the screen. Each heading level that you want included in the final table of contents must be assigned a paragraph in the TOC template. Since there are six heading levels, the TOC template can contain up to six paragraph symbols. The first paragraph in the template corresponds to section headings, the second paragraph to first level headings, and so on.

You can assign paragraph and character format attributes to template paragraphs: these steps are included in the following procedure, which explains how to set up the table of contents template. A sample table of contents template is illustrated below (see Figure 10-4).

#### **Procedure**

To create the table of contents template,

1. Assign the heading levels, as instructed in "Assigning Heading Levels" earlier in this chapter.
2. Move the cursor to the location in the document where the table of contents is to be inserted. Generally, the table of contents is at the beginning of a document.

§DOWN THE RABBIT HOLE

¶Alice was beginning to get very tired of sitting by her sister on the bank, and of having nothing to do: once or twice she had peeped into the book her sister was reading...

§Alice Finds a Table

¶Suddenly she came upon a little three-legged table, all made of a solid glass; there was nothing on it but a tiny golden key...

§Alice Takes a Drink

¶However, this bottle was not marked "poison," so Alice ventured to taste it, and find it very nice (it had, in fact, a sort of mixed flavour)...

TOC Template

¶Section Heading

¶Level 1 Heading

¶Level 2 Heading

**Figure 10-4. Sample TOC Template**

**3. Press Code-F3 t.**

The TOC Template window is displayed at the bottom of the screen.

**4. Enter one paragraph symbol for each heading level in the document.**

Apply paragraph format attributes to the paragraph, including line spacing, tabs, and indentation. See Chapter 5, "Formatting Text," for more information about tabs, including leader dots.

5. Apply character format attributes. To do so,

Type a single character next to the paragraph symbol.

Apply the character format attributes, including boldface type and underline, to the single character.

When you create the table of contents, the headings will take on the formatting of (and replace) the single character. The headings take on the formatting present in the headings if no formatted characters are inserted in the TOC template.

6. Press **Go**.

This message is displayed:

**Press GO to insert table of contents at cursor location, CANCEL to cancel command**

7. Press **Go**.

This message is displayed:

**Generating table of contents ...**

When the 10 small boxes in the bottom-right corner of the screen are filled in, the table of contents is inserted on its own page at the cursor location. Figure 10-5 illustrates a finished table of contents.

12 point Courier

10 11 12 13 14 15 16 17 18  
Table of Contents . 1 L 3.67"

---

DOWN THE RABBIT HOLE.....	17
Alice Finds a Table.....	17
Alice Takes a Drink.....	19
A Cookie Beneath the Table.....	21
THE POOL OF TEARS.....	25
Who Am I?.....	25
The Shrinking Fan.....	27
Alice Meets a Mouse.....	30
THE CAUCUS-RACE AND A LONG TALE.....	34
The Mouse Gives a Speech.....	34
To the Races!.....	37
Alice Wins a Thimble.....	39
The Mouse Tells a Tale.....	41

---

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**Figure 10-5. Finished Table of Contents**

The table of contents occupies its own page in a document. The first page of the document therefore begins with page number 2 (or higher if the table of contents occupies more than one page). To ensure that the document starts with page 1, the first text page must be assigned a forced page number 1.

In effect, the page numbers in the finished table of contents are cross references that refer specifically to headings in the document. You can move the cursor directly from a page reference in the table of contents to the heading it refers to in your document. To do so, see Chapter 11, "Cross References," for more information.

## *Editing the Table of Contents*

Once you have created a table of contents, you can update it to include new page numbers and new headings. In this way, you do not have to create a new table of contents each time you edit a document. Instead, all you need to do is issue the **Review** command.

### **UPDATING PAGE NUMBERS**

#### **Procedure**

To update the page numbers in an existing table of contents,

1. Open the document.
2. Press **Code-F4**.

The Review Document menu is displayed. The Update Page References field is preset to renumber the page numbers in the table of contents.

3. Press **Go**.

The Document Designer updates the page references in both your document and in the table of contents.

## REVIEW DOCUMENT

---

[Document name(s):		
Hyphenate?	Yes	No
[Hot zone (default = 1/2 inch)]		
Paginate?	Yes	No
Leave room for footnotes?	Yes	No
Renumber footnotes?	Yes	No
Renumber outlines?	Yes	No
Renumber sections?	Yes	No
Update page references?	Yes	No
Regenerate table of contents?	Yes	No
Eliminate widows?	Yes	No
[Device type (for fonts)]		
for example: Daisy, Imagen, EpFx286, HPLaserJet, etc.		
[Start page numbering at]		
Number documents separately?	Yes	No

---

## UPDATING HEADING LEVELS

### Procedure

To update the heading levels in an existing table of contents,

1. Open the document.
2. Press **Code-F4**.  
The Review Document menu is displayed.
3. Move the cursor to the Regenerate Table of Contents field, and select **Yes**.
4. Press **Go**.

The Document Designer regenerates the table of contents with the updated heading levels.

## *Including Headings from Other Documents*

Use the following procedure to create a table of contents that includes the headings from several different documents.

### **Procedure**

To include headings from several different documents in one table of contents,

1. Assign heading levels in each document.
2. Set up the table of contents template and generate the table of contents in the document where you want to insert it.

For example, to create a table of contents at the beginning of the first document:

Open the first document.

Move the cursor to the beginning of the document.

Create the table of contents template.

Press **Go**.

The table of contents template is created and inserted at the cursor location.

3. Press **Code-F4**.

The Review menu is displayed, and the Document Names field is highlighted; it includes the name of the open document.

4. Type a comma after the name of the open document, and then type the names of the other documents you want to include in the table of contents. For example,

**Doc1,Doc2,Doc3**

5. Move the cursor to the Regenerate Table of Contents field and select **Yes**.
6. Move the cursor to the Start Page Numbering At field and type **1**
7. Move the cursor to the Number Documents Separately field and select **No**.
8. Press **Go**.

This message is displayed:

**Press GO to insert table of contents at  
cursor location, CANCEL to cancel  
command**

9. Press **Go**.

This message is displayed:

**Generating table of contents ...**

When the 10 small boxes in the bottom right corner of the screen are filled in, the new table of contents is inserted at the cursor location.

## *Moving and Copying a Table of Contents*

You can move and copy tables of contents to other locations in the same document. If you move or copy a table of contents outside the original document, the cross references between the page numbers and the heading levels no longer exist; the table of contents, therefore, is inaccurate.

### **Procedure**

To move or copy a table of contents to another location in the same document,

1. Use **Mark Page** and **Bound** to select the table of contents page(s), including the static page break.
2. Move the cursor to the location where you want to insert the table of contents.
3. Press **Move** or **Copy**.

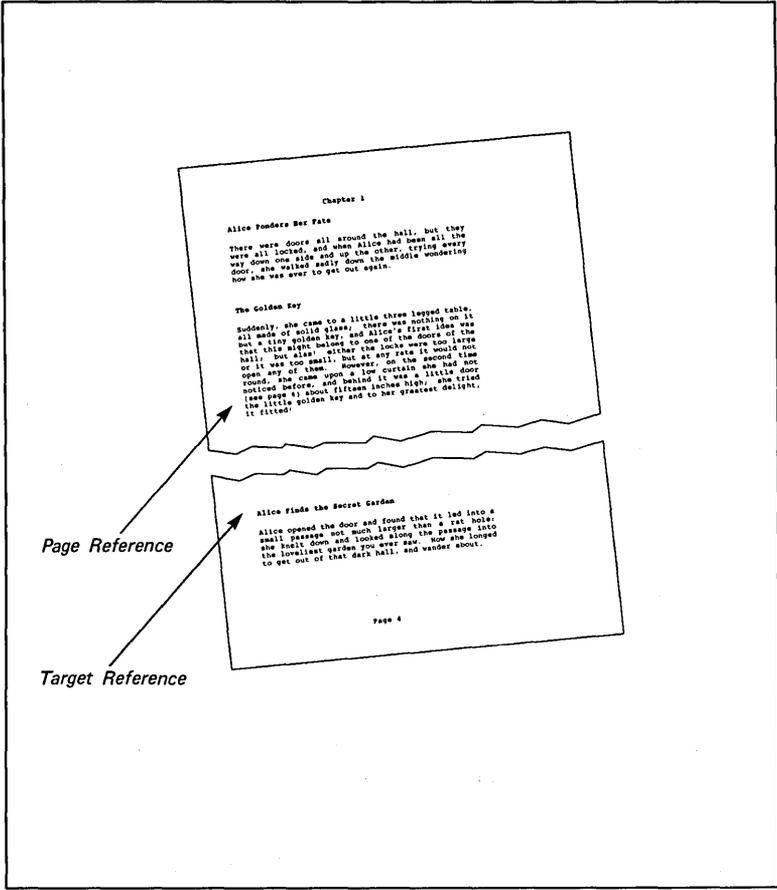
Recall that the **Move** command removes the table of contents from the original location and moves it to the cursor location. The **Copy** command reproduces the table of contents at the cursor location, leaving a copy of the original in place.



This chapter explains how to create cross references using the **Cross Reference** command and its options. *Cross references* are entries you make in your document to refer a reader to related information on another page(s). A cross reference consists of two parts (see Figure 11-1):

<b>Reference</b>	<b>Description</b>
Page	The place where the reference to related information is made.
Target	The location in the document of the related information.

The Cross Reference menu is displayed below. It contains six options that you use to insert and search for page and target references. The first three commands can be executed from any location in a document. The last three options must be executed from a cross reference.



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Figure 11-1. Cross Reference Terms Defined

## Procedure

To display the Cross Reference menu, press **Code-F3 c**.

### CROSS REFERENCE ---

Anywhere in document:

Press I to Insert a cross reference  
T Go to next target reference  
P Go to next page reference

From current cross reference:

Press G to Go to its target  
F Go to its first reference  
N Go to its next reference

---

## *Inserting a Cross Reference*

You must first insert a cross reference in a document before you can use any of the other five **Cross Reference** commands. The other five commands, in effect, search through the active document for other page and target references.

### Procedure

To insert a cross reference,

1. Move the cursor to the text you want to cross reference.
2. Select the character, or block of text, you want to reference (this is called the target reference).

*NOTE: You cannot assign a target reference to another reference character such as an anchor character, a footnote reference, or a page reference.*

3. Move the cursor to the location where you want to insert the page number (this is the page reference).

Be sure that the target and page references are contained in the same document; you cannot cross reference text in one document with text contained in another.

4. Press **Code-F3**.

The Format Document menu is displayed.

5. Press **c**.

The Cross Reference menu is displayed.

6. Press **i**.

The number of the page that contains the target reference is inserted at the cursor location. When the cursor is on the page reference, "Page Reference" is displayed at the top of the screen. ("Target Reference" is displayed at the top of the screen when the cursor highlights the target reference.)

*NOTE: The target reference remains highlighted. You can insert more than one page reference to a target reference. To do so, repeat steps 3 to 6.*

7. To unmark the target reference, press **Code-Mark**.

## *Moving the Cursor to Target and Page References*

There are five **Cross Reference** commands that move the cursor through documents that contain target and page references.

### **Procedure**

To use any of the five **Cross Reference** commands,

1. If necessary, move the cursor to the respective page or target reference.
2. Press **Code-F3 c**.

The Cross Reference menu is displayed.

3. Press the appropriate letter.
  - t** moves the cursor to the next target reference.
  - p** moves the cursor to the next page reference.
  - g** from the current cross reference, moves the cursor to the respective target reference.
  - f** from the current cross reference, moves the cursor to the first page reference of the respective target.
  - n** from the current cross reference, moves the cursor to the next page reference of the respective target.

The cursor moves to the respective target or page reference.

When there is no corresponding cross reference, the cursor is not moved and the following message is displayed:

**Cursor must be on a cross reference**

If there are no more target references in a document, the cursor does not move and the following message is displayed:

**Reference not found**

## *Cross References and The Table of Contents*

Using the **Cross Reference** command, you can move the cursor from a page (page reference) in a finished table of contents directly to its heading (target reference) in a document.

### **Procedure**

To move the cursor from a page reference in a table of contents to its target,

1. Move the cursor to a page number.
2. Press **Code-F3 c**.

The Cross Reference menu is displayed.

3. Press **g**.

The cursor moves to the page (target reference) where the referenced heading is displayed.

## *Moving and Copying Cross References*

You can move and copy target and page references to other locations, whether in the same document or in another document. If you move or copy both a page reference and its target reference to another document, each will automatically take on the new page numbers when you issue the **Review** command.

*NOTE: If you move either a target or a page reference (but not both) into another document and then issue the Save command in either document, the cross reference no longer exists. However, the cross reference remains intact if you move the reference back to the original document before you issue the Save command.*



*List processing* occurs when records in one document are merged with a form contained in a second document. In general, three steps are required to merge form letters:

- create a records file
- create a form document
- merge and produce the output document(s)

This chapter describes list processing and explains how to use the three **List Processing** commands: **Merge to a Printer**, **Merge to a Document**, and **Sort/Select**. The **Merge** commands are most frequently used to create customized form letters. The **Sort/Select** command selects and organizes text according to conditions that you specify.

The following special terms are used throughout this chapter:

Field	Identifies an entry in a record. Fields can be alphabetical, alphanumeric, or numeric. Each field must be preceded by the field start character.
Form document	The document into which records from the records file are merged. The form document is required only to merge documents; you do not have to create a form document to sort or select records.

Field start character Identifies the field(s) within a record. There can be several fields in each record. The field start character can consist of any characters *except* the paragraph symbol, the page break symbol, and a blank space.

*NOTE: Repeat the field start character to begin each new field. Within a document there can be only one type of field start character. For example, if you use an asterisk (\*) as the first field start character, you must use the asterisk for all field start characters in the document.*

Keyword The word(s) in a form document that will be replaced by the contents of a field(s) from the records file. The **Keyword** command is contained in the Character Format menu. Keywords must be fewer than 20 characters, and cannot include blank spaces, commas, line break symbols, paragraph symbols, forced page symbols, or forced column symbols.

Record Represents a group of related items. For example, a document can contain information that describes employees, including name, rank, and salaries. Each employee (and data) is a record.

Record template The first entry in the records file. This entry defines the format of the records file and includes the record start character, the field start character, and the field names.

Record start character Identifies a new record. Each record has one record start character. The record start character can consist of any characters *except* the paragraph symbol, the page break symbol, and a blank space.

*NOTE: Repeat the record start character to begin each new record. Within a records file, there can be only one type of record start character. For example, if you use a number sign (#) as the first record start character, you must use the number sign for all record start characters in that records file.*

Records file The document that contains the records you want to sort or select. It also contains the record template.

Reserved keyword There are five reserved keywords, each predefined by the Document Designer and automatically expanded by the Merge commands.

Date

Displays the date. For example:

**December 31, 1988**

Ldate

Displays the full date. For example:

**Monday, December 31, 1988**

Sdate

Displays the date in an abbreviated form. For example:

**12/31/88**

## Time

Displays the current time. For example:

**8:15 pm**

## Sequence

Displays the sequence number of the current record.

# *Creating a Records File*

Before you can sort, select, or merge records, you must first create a records file. The records file contains the record template and the records (see Figure 12-1).

The record template is the first entry in the records file. This template defines the format of the records file and includes the record start character, the field start character, and the field names.

## **Procedure**

To create a records file,

1. Open a new document.

Use a document name that identifies the records, such as **Merge.records**.

2. Enter the record template.

The first entry in Figure 12-1 is the record template. It includes the record start character, the field start characters, and the field names.

Be sure to enter the record start characters and field start characters. Assign field names that are easily recognized.

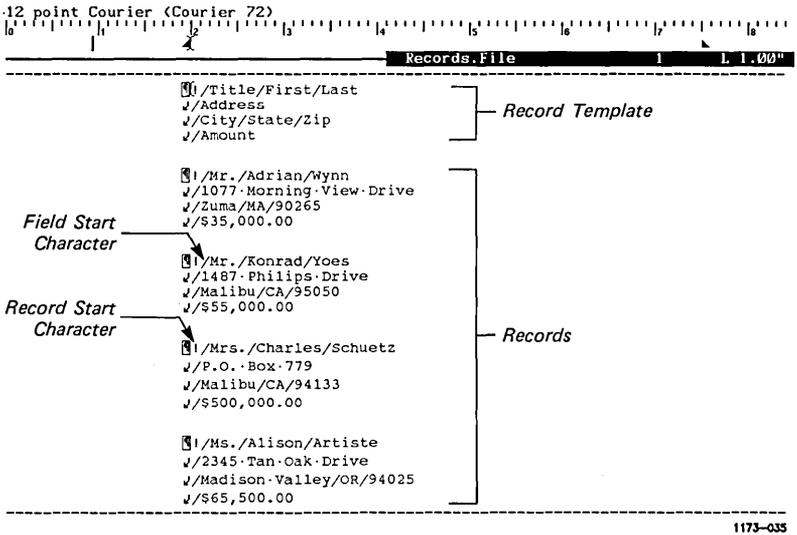


Figure 12-1. Sample Records File

3. Enter the records.

Leave one blank line between the record template and each record. Enter each record in a separate paragraph. Press **Shift-Return** to begin new lines within each record.

The remaining entries in Figure 12-1 are the records. The record start character is the first entry in each record; the field start characters are inserted before each field.

4. To save the records file, press **Code-s**.

The records file is complete. To execute either of the two Merge commands, you must also create a form document. To do so, see "Creating a Form Document" below. Otherwise, you can execute the Sort/Select command to sort or select records from the records file. See "Sorting Records" and "Selecting Records," later in this chapter.

## CREATING A FORM DOCUMENT

---

Before you can merge two documents, you must create a form document. The form document contains the structure into which records are entered from the records file. It also contains the keywords that you want to replace with fields from the records file. The example in Figure 12-2 shows a typical form document.

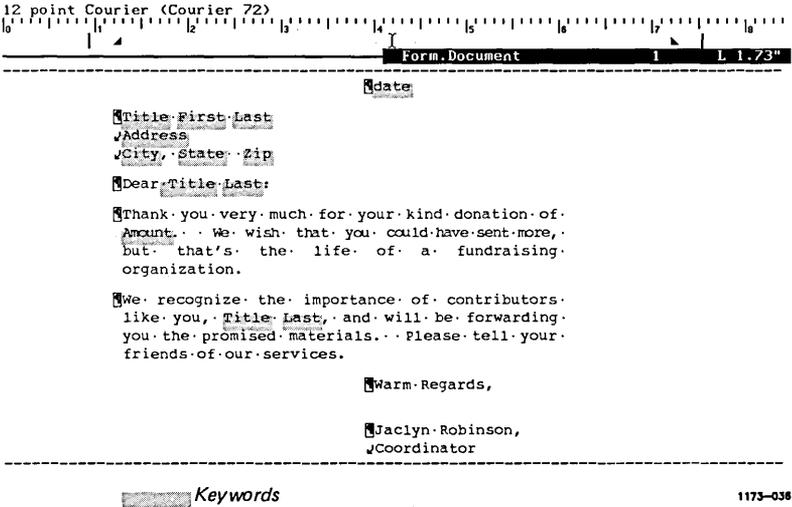


Figure 12-2. Sample Form Document

## Procedure

To create a form document,

1. Open a new document.

Use a document name that identifies the records, such as **Merge.form**.

2. Enter the form.

Create your own form, or use one similar to that illustrated in Figure 12-2.

3. Move the cursor to the first field and select it.

4. Press **F4 k**.

The Keyword attribute is assigned to the keyword that you selected. Keywords correspond to the fields in the record template. Notice that "Keyword" is displayed at the top of the screen when the cursor is positioned on the word.

5. Apply the Keyword attribute to each keyword in the form.

6. To save the form document, press **Code-s**.

When *both* the form document and the records file are complete, you can merge the two documents. You have the choice of merging the two documents into another document or directly to a printer.

## *The Merge Commands*

The Document Designer contains two **Merge** commands: **Merge to a Printer** and **Merge to a Document**. List Processing occurs when you merge the records in the records file with the form contained in the form document. Most often, you will merge documents to create customized form letters. A completed letter is created each time a record from the records file is processed with the form document.

You use the **Merge to a Printer** command to print the document that results when you merge the selected records in the records file with the form in the form document. No online version of the combined information is saved.

The **Merge to a Document** command merges the records in the records file with the form in the form document, and then creates a third document that is saved on disk. You can edit the saved document, reorganize it, and print it.

---

## THE MERGE COMMAND MENUS

The two **Merge** command menus are shown below. The fields in each menu are described on the following pages.

### MERGE

---

Form name:  
Record file(s):  
[Number of records to skip]  
[Start numbering at]  
Number forms separately?  
Paper feed:  
Printer name:  
[Priority (0-9)]  
Inform when formatting done?  
Print statistics?

---

### MERGE TO A DOCUMENT

---

Form name:  
Record file(s):  
Document to merge to:  
[Number of records to skip]  
[Start numbering at]  
Number forms separately?  
Inform when formatting done?  
Attach statistics?

---

Form Name	Enter the name of the document that contains the form into which records from the records file will be merged. Enter one form name only.
Record file(s)	Enter the name(s) of the record file(s) that contains the record(s) you want to merge with the form. If you enter more than one record file, use a comma to separate each name.
Document to Merge to	(Contained in the Merge to a Document menu only.) Enter the name of the document that will contain the merged records and form.
Number of Records to Skip	Enter the number of records to be skipped. For example, if you enter <b>10</b> in this field, the Document Designer skips the first ten records. Leave this field blank if you do not want to skip any records.
Start Numbering at	Preset to assign page number 1 to the first page in the document. To specify otherwise, enter a value. The form must already contain an automatic page number symbol. See Chapter 5, "Formatting Text," for information about the <b>Automatic Page Number</b> command.
Number Forms Separately	Preset to <b>Yes</b> , which means that each merged form is numbered separately, usually from page 1. To assign consecutive page numbers to the merged forms, press <b>No</b> .
Paper Feed	(Contained in the Merge to a Printer menu only.) It is preset for <b>Continuous</b> paper feed. If this field is set to <b>Manual</b> paper feed, you must insert each sheet of paper into the printer before each page is printed.

**Printer Name** (Contained in the Merge to a Printer menu only.) Enter the name of the printer on which to print the merged form(s). This field usually contains the name of the default printer. Alternative printer names are listed below this field.

**Priority** Contained in the Merge to a Printer menu only.—Specifies the urgency of the print command. 0 is top priority; 9 is the lowest priority. The default setting is 5.

---

**Inform When Formatting Done** Preset to **No**, which means that you are not notified when formatting is completed. When set to **Yes** (for background print requests), the message "Formatting done" is displayed at the top left of the screen when formatting is complete.

**Print Statistics** (Contained in the Merge to a Printer menu only.) The Document Designer prints information about the merge on the last page that is printed when you issue the **Merge to a Printer** command. This includes the number of successfully merged forms, the number of rejected forms, and the number of records that were skipped. For example:

**31 record(s) successfully merged**  
**4 record file(s) rejected**  
**In the records files used, 4 record(s) rejected**  
**or skipped**

**Attach statistics** (Contained in the Merge to a Document menu only.) Same as Print Statistics above, except that the statistics are displayed on the last page of the document.

## *Merging a Records File with a Form Document*

The following procedure shows you how to merge a records file with a form document. You have two choices: you can either merge the two documents into a third document, or you can merge the two documents and send it directly to a printer.

### **Procedure**

To merge a records file with a form document,

1. Open the form document.
2. Press **F2 I (el)**.

The List Processing menu is displayed.

3. Press the appropriate letter:
  - m** merge the records file and form document to a *printer*
  - d** merge the records file and form document to another *document*

The respective Merge form is displayed. The Form Name field should contain the name of the form document.

4. If necessary, move the cursor to Form Name and type the name of the document that contains the form.
5. Press **Return**.

The Records to field is highlighted.

6. Enter the name of the document that is to contain the merged records and forms.

*NOTE: You can enter the names of several records files. Insert commas between the names of each records file.*

7. If merging to a document, press **Return** and then enter the name of the document that will contain the merged records and form.
8. Respond to the remaining fields as required (refer to the field descriptions earlier in this chapter).
9. Press **Go**.

This message is displayed:

**Verifying form document ...  
(Press CANCEL to interrupt)**

When the form document is verified, a second message is displayed:

**Formatting ...**

Ten small boxes are also displayed at the top of the Merge menu.

When the Merge menu is removed from the screen, the merge is complete. A status message like the one below is displayed at the bottom of the screen:

**33 record(s) successfully merged  
0 record file(s) rejected  
In the records files used, 0 record(s)  
rejected or skipped**

The merged forms are either printed to the printer you specified or contained in the document you specified. If you merge several records with a form document and output the results to a document, each form letter is a separate page.

Additionally, if you merge the form letter at the printer, the printer automatically advances one page before it prints the next merged letter. Two sample menus are shown on the following pages; they produce the letter shown in Figure 12-3.

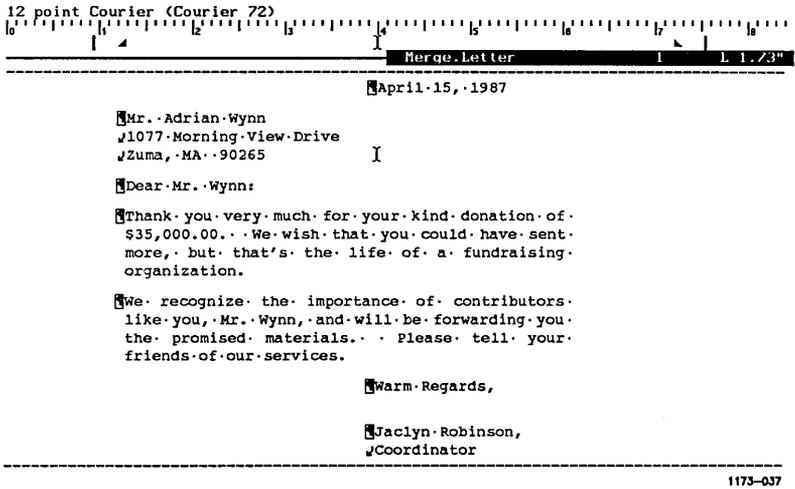


Figure 12-3. Sample Merge Letter

**MERGE** \_\_\_\_\_

Form name:	<b>Form.document</b>
Record file(s):	<b>Names.employees</b>
[Number of records to skip]	
[Start numbering at]	
Number forms separately?	<b>Yes</b> <b>No</b>
Paper feed:	<b>Cont</b> <b>Manual</b>
Printer name:	<b>Fast1</b>
[Priority (0-9)]	
Inform when formatting done?	<b>Yes</b> <b>No</b>
Print statistics?	<b>Yes</b> <b>No</b>

---

**MERGE TO A DOCUMENT** \_\_\_\_\_

Form name:	<b>Form.document</b>
Record file(s):	<b>Names.employees</b>
Document to merge to:	<b>Output.form</b>
[Number of records to skip]	
[Start numbering at]	
Number forms separately?	<b>Yes</b> <b>No</b>
Inform when formatting done?	<b>Yes</b> <b>No</b>
Attach statistics?	<b>Yes</b> <b>No</b>

---

If the merge is not successful, a message (like the one shown below) is displayed at the bottom of the screen. The top line differs from the confirmation displayed if the merge were successful.

**0 record(s) successfully merged  
33 record file(s) rejected  
In the records files used, 33 record(s)  
rejected or skipped**

When such a message is displayed, check for the following:

- **Keyword** command has been properly applied to each keyword in the form document
- Record start characters and field start characters (in the records file) have been entered correctly

## *The Sort/Select Command*

The **Sort/Select** command searches a records file (or several records files) and either sorts or selects the records according to criteria you specify in the Sort/Select menu. Then, only the sorted or selected records are merged.

### **THE SORT/SELECT MENU**

The Sort/Select menu and its fields are described on the following pages.

#### **Procedure**

To display the Sort/Select menu, press **Code-F2 I (el) s**.

**SORT/SELECT** \_\_\_\_\_

Records from file(s):

Records to file:

Selection test 1:

Select on field:

Field value(s):

Keep/discard these records:                      **Keep**      Discard

Selection test 2:

Select on field:

Field value(s):

Keep/discard these records:                      **Keep**      Discard

Selection test 3:

Select on field:

Field value(s):

Keep/discard these records:                      **Keep**      Discard

Primary sort field:

Sort type:                      **Ascending**      Descending

Secondary sort field:

Sort type:                      **Ascending**      Descending

Tertiary sort field:

Sort type:                      **Ascending**      Descending

---

Records from File                      Specifies the name(s) of the records file.

Records to File                      Specifies the name of the document where the sorted or selected records are to be stored. It can be an existing document, or you can create a new one.

Selection tests 1,2,3

Identifies the fields you want to select. To select records from one field, fill in Selection Test 1. To select records from two fields, fill in Selection Test 1 *and* Selection Test 2. To select records from three fields, fill in all three Selection Test fields.

Select on field

Enter the keyword for the field you want selected. Do not include the record or field start characters.

Field value(s)

Enter the values you want selected. You can enter a single value or a range of values. For example:

35-45 A-J K- 1010-

Keep/Discard Records

Preset to **Keep** so that selected records are kept in the "Records To" file. To discard the selected records from the "Records To" file, press **Discard**.

Primary Sort Field

Enter the name of the most important field you want the Document Designer to use when it sorts the records.

Sort Type

Specifies how records are sorted. It is preset to **Ascending** (A-Z or 1-10), which sorts records from bottom to top. To sort records in descending order (from top to bottom) (Z-A or 10-1), press **Descending**.

*NOTE: This field is also contained in the Secondary Sort and the Tertiary Sort fields.*

Secondary Sort Field	Enter the name of the second most important field you want the Document Designer to use when it sorts the records.
Tertiary Sort Field	Enter the name of the third most important field you want the Document Designer to use when it sorts the records.

## *Sorting Records*

To sort text, issue the **Sort/Select** command and fill in the menu. Following this procedure is a sample Sort/Select menu and Figure 12-4, which contains the records sorted from the records file according to the entries contained in that menu.

### **Procedure**

To sort records contained in a records file,

1. Press **Code-F2 I (el)**.

The List Processing menu is displayed.

2. Press **s**.

The Sort/Select form is displayed. The Records From File field is highlighted, which includes the name of the records file.

If necessary, enter the names of other documents you want included in the sort. Separate each document with a comma.

3. Press **Return**.

The Records To File field is highlighted.

4. Enter the name of the document where you want the sorted records to be stored.

You can enter the name of an existing document or you can enter the name of a new document. The Document Designer creates a new document when it does not recognize the name you enter. If you enter the name of the records file, or any other existing document, the sorted records overwrite those in the original document.

5. Move the cursor to the Primary Sort field.
6. Type the name of the most important field by which you want the Document Designer to sort.
7. Press **Return**.

The Sort Type field is highlighted.

8. Press the appropriate letter.
  - a to sort records from A-Z or 1-10
  - d to sort records from Z-A or 10-1

9. If necessary, fill in the Secondary Sort field and the Tertiary Sort field.

10. Press **Go**.

This message is displayed:

**Press GO to create document,  
Press CANCEL to cancel command**

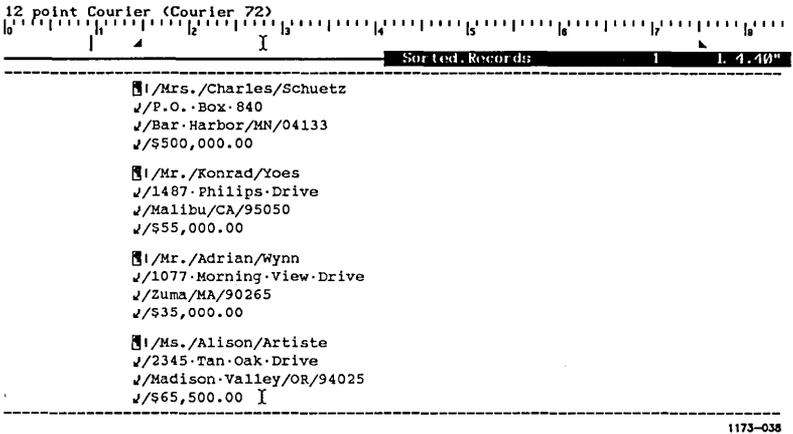
11. Press Go.

Ten small boxes are displayed at the top right of the Sort/Select menu. The command is complete when they are filled and the menu is removed from the screen. To see the sorted records, open the document whose name you entered in the Records To File field.

**SORT/SELECT** \_\_\_\_\_

Records from file(s):	<b>Records.file</b>	
Records to file:	<b>State.last</b>	
Selection test 1:		
Select on field:		
Field value(s):		
Keep/discard these records:	<b>Keep</b>	Discard
Selection test 2:		
Select on field:		
Field value(s):		
Keep/discard these records:	<b>Keep</b>	Discard
Selection test 3:		
Select on field:		
Field value(s):		
Keep/discard these records:	<b>Keep</b>	Discard
Primary sort field:	<b>State</b>	
Sort type:	<b>Ascending</b>	Descending
Secondary sort field:	<b>Last</b>	
Sort type:	<b>Ascending</b>	Descending
Tertiary sort field:		
Sort type:	<b>Ascending</b>	Descending

---



**Figure 12-4. Sample Sorted Records**

## *Selecting Records*

You can select specific records from a records file using the **Sort/Select** command. Do this when you want to send letters to a limited number of clients. For example, you could select only those contributors who live at addresses in a certain zip code.

Following this procedure is a sample Sort/Select menu and Figure 12-5, which contains the records that were selected from the records file according to the entries contained in the menu.

### **Procedure**

To select specific records from the records file,

1. Open the records file.

2. Press **Code-F2 1 (e)**.

The List Processing menu is displayed.

3. Press **s**.

The Sort/Select form is displayed. The Records From File field is highlighted. It should already include the name of the records file. If not,

4. Type the name of the records file.

If necessary, enter the names of other documents you want included in the select process. Separate each document with a comma.

5. Press **Return**.

The Records To File field is highlighted.

6. Enter the name of the document where you want the selected records to be stored.

You can enter the name of an existing document or you can enter the name of a new document. The Document Designer creates a new document when it does not recognize the name you enter. If you enter the name of the records file, the selected records overwrite those in the original document.

7. Press **Return**.

The Select On field (under Selection Test 1) is highlighted.

8. Type the name of the first field that you want to sort records from, and then press **Return**.

Field Values is highlighted.

9. Type the values you want selected from the first field.

For example:

35-45 A-J K- 1010-

10. Press **Return**.

The **Keep/Discard These Values** field is highlighted.

11. Press the letter that corresponds to the value you want.

**k** to **Keep** the selected records in the document whose name you entered next to **Records To**.

**d** to **Discard** the selected records in the document whose name you entered next to **Records To**.

12. If necessary, enter values for the remaining two selection fields (**Selection Test 2** and **Selection Test 3**).

13. Press **Go**.

This message is displayed:

**Press GO to create document,  
Press CANCEL to cancel command**

*NOTE: The message is altered slightly if you typed the name of an existing document in the **Records to File** field. In this case, the following message is displayed:*

**Press GO to overwrite document,  
Press CANCEL to cancel command**

14. Press Go.

This message is displayed:

**Generating new records file ...  
Press CANCEL to interrupt**

The command is complete when the Sort/Select menu is removed from the screen. To see the selected records, open the document whose name you entered in the Records To File field.

**SORT/SELECT** \_\_\_\_\_

Records from file(s):	<b>Records.file</b>		
Records to file:	<b>Zip.code</b>		
Selection test 1:			
Select on field:	<b>Zip</b>		
Field value(s):	<b>95000-99999</b>		
Keep/discard these records:		<b>Keep</b>	Discard
Selection test 2:			
Select on field:			
Field value(s):			
Keep/discard these records:		<b>Keep</b>	Discard
Selection test 3:			
Select on field:			
Field value(s):			
Keep/discard these records:		<b>Keep</b>	Discard
Primary sort field:			
Sort type:	<b>Ascending</b>	Descending	
Secondary sort field:			
Sort type:	<b>Ascending</b>	Descending	
Tertiary sort field:			
Sort type:	<b>Ascending</b>	Descending	

---

12 point Courier (Courier 72)

0 1 2 3 4 5 6 7 8

---

Selected Record 1 L 1.60

---

1/Mr./Konrad/Joos  
 2/1487·Phillips·Drive  
 3/Malibu/CA/95050  
 4/\$55,000.00

---

1173-039

**Figure 12-5. Sample Selected Records**

---

You can use the **Macro** commands in the Document Designer to automate many tasks that you usually perform keystroke by keystroke. The **Macro** commands are most valuable when used to perform repetitive tasks, such as filling in monthly reports or completing a series of predictable, repetitive edits.

Most Document Designer commands can be stored in a macro, including the **Save** command. You cannot, however, store the **Typethrough**, **Finish**, or **Macro** commands in keystroke macros.

The following terms are used in this chapter:

Keystroke macro	Series of keystrokes that you store and later recall. Each keystroke macro has its own name.
Macro file	Machine-readable file, much like a phrase file, in which you store all your macros.
Macro commands	Commands created specifically for use in macros.

## *The Macro Menu*

There are seven **Macro** commands in the Macro menu. Six of these must be executed from the Macros menu; only the **Recall Macro** command has a shortcut. The **Macro** commands are listed below and described in greater detail on the following pages.

### **Procedure**

---

To display the Macro menu, press **Shift-F2**.

### **MACRO**

---

Press R to Recall Macro (Code-m)  
S Store macro  
L List macros  
D Delete macro  
A Absorb macro file  
O Load macro  
U Unload macro

---

The macro menu contains the following commands:

Recall Macro	Recalls a previously stored macro and inserts it at the cursor location.
Store Macro	Stores the indicated keystrokes and commands.
List Macros	Lists the names and, if specified, the contents of the macros contained in the macro file.
Delete Macro	Deletes the specified macro(s) from the macro file.



**Macro Name**      The name you want to assign to the macro, or the name of the existing macro to which you want to append the indicated keystrokes.

**Append**            Preset to **No**, to specify that the indicated keystrokes are not to be appended to an existing macro. Instead, the indicated keystrokes are to replace those already contained in the specified macro. If set to **Yes**, the keystrokes are inserted, or appended, to the end of the existing macro.

---

**Confirmation From**      Specifies where the macro should search for the confirmation, or information, needed to complete a command contained in the macro. For example, you can specify that the Document Designer prompt you for information needed to execute the **Replace** command. This field has three choices:

**User**

Default setting. It instructs the Document Designer to prompt the user for the information required to complete a command.

**Macro**

Instructs the Document Designer to use the responses made during the **Store Macro** command when it requires information to complete a command.

**Default**

Instructs the Document Designer to use the default settings when information is needed to complete a command.

## Procedure

To create a macro with the **Store Macro** command,

1. Open a document.

2. Press **Shift-F2**.

The Store Macro form is displayed.

3. Press **s**.

The Store Macro form is displayed.

4. Enter a short name to describe the macro.

Macros are more quickly recalled when you use short names. Use names that help you to remember their contents, and use similar names for similar macros.

5. Respond to the remaining two fields as necessary.

6. Press **Go**.

7. Enter the keystrokes you want to store in the macro.

Each of the keystrokes you enter will be stored in the macro. They will be reproduced and reexecuted when you later recall the macro. For details on how to recall a macro, see "Recalling a Macro" later in this chapter.

8. To terminate the **Store Macro** command and discontinue the storing of keystrokes, press **Code-Shift-m**.

You can now use the **Recall Macro** command to execute the macro. You can also use the **Unload Macro** command to copy the contents of the macro to a document for editing and updating. For information on how to copy a macro, see "Unloading the Contents of a Macro" later in this chapter.

---

## *Recalling a Macro*

Use the **Recall Macro** command to recall and execute the keystrokes you stored in the specified macro. The macro replays, or executes, each keystroke as it was stored. By default, the recalled macro is executed once.

### **THE RECALL MACRO FORM**

The Recall Macro form contains three fields that you use to specify how you want to execute the recalled macro.

#### **RECALL MACRO**

---

Macro name:

Number of repetitions:

Single step mode:

Yes

No

---

Macro Name	Enter the name of the macro you want to recall.
Number of Repetitions	Type the number of times you want to execute the macro.
Single Step Mode	Preset to <b>No</b> , so that the entire macro is executed without pause. Select <b>Yes</b> to instruct the Document Designer to pause after each command is executed or each string of text is entered. The <b>Yes</b> option lets you see the keystrokes in the macro.

### **Shortcut.** *Code-m*

### **Procedure**

To recall a macro,

1. Move the cursor to the location where the first keystroke of the recalled macro is to be inserted.
2. Press **Shift-F2**.  
The Macro menu is displayed.
3. Press **r**.  
The Recall Macro form is displayed.
4. Type the name of the macro you want to recall.

If necessary, use the **List Macros** command, described under "Listing Macros" below, to display the names of available macros.

5. As necessary, respond to the remaining two fields.
6. Press **Go**.

The keystrokes contained in the specified macro are reproduced at the cursor location.

A message is displayed in the upper left corner of the screen when the macro is recalled and executed. Press **Cancel** if you want to terminate the execution of the macro.

## *Listing Macros*

Use the **List Macros** command to list the names and contents of the macros in a macro file. You can list the macro names and contents without first opening a document.

### **Procedure**

To list the macros in your macro file,

1. Press **Shift-F2**.

The Macro menu is displayed.

2. Press **l (el)**.

The List Macros form is displayed, and the Pattern field is highlighted.

### **LIST MACROS**

---

[Pattern:]

Details:

**Names**

Expansions

Complete expansions

---

3. If necessary, enter the pattern that is common to the macros you want to list.

For example, to recall all macros that begin with the word "text," type:

**text\***

If you do not enter a value in this field, all macro names are listed. See Chapter 20, "System Administration," for more information about wildcard characters.

4. Press **Return**.

The cursor moves to the Details field and highlights **Names**.

5. Press the appropriate letter:

**n** List macro names only

**e** List macro names and up to ten lines of each macro

**c** List macro names and the entire macro

6. Press **Go**.

The specified macros are displayed at the top of the screen. If necessary, use the **Scroll Up** and **Scroll Down** keys to enlarge and shrink the window where the names are displayed.

**Expansions** lists up to ten lines of each macro and then displays ellipses (...) if there is more text. **Complete Expansions** lists all the lines in each macro; it never displays ellipses in place of text.

To remove the macros from the screen, press **Cancel**.

To remove the Macro menu from the screen, press **Cancel**.

## *Deleting Macros*

You can delete single macros using the **Delete Macro** command; the following procedure shows you how to do so. Deleted macros cannot be recalled, edited, listed, or printed.

You can also delete all macros and the macro file in which they are stored. To do so, see Chapter 20, "System Administration." The macro file is regenerated when you issue the next **Store Macro** command.

---

### **Procedure**

To delete a macro,

1. Press **Shift-F2**.

The Macro menu is displayed.

2. Press **d**.

The Delete Macro form is displayed.

### **DELETE MACRO**

---

Macro name:

---

3. Type the name of the macro you want to delete.

Use the **List Macros** command if you are not sure of the name of the macro you want to delete.

4. Press **Go**.

The macro is deleted from the macro file.

## *Absorbing Macro Files*

The **Absorb Macro File** command combines your macro file with another that you specify; this enables users to share macros.

### **THE ABSORB MACRO FILE FORM**

The Absorb Macro File form contains the following three fields:

**ABSORB MACRO FILE** \_\_\_\_\_

Macro file name:			
Overwrite?	Yes	No	<b>Confirm</b>
Confirm each?	Yes	<b>No</b>	

---

Macro File  
Name

Enter the name of the macro file that contains the macro that you want to absorb into your macro file. Be sure to include the volume and directory names.

Overwrite?

Preset to **Confirm**. This field provides three choices that let you specify exactly how you want to overwrite, or not overwrite, your macros with those in the file specified next to the Macro File Name field.

Yes

Select **Yes** to overwrite your macros with those from the other macro file, when the macro names are the same.

## No

Select **No** to neither copy nor overwrite your macros with those from the other macro file, when the macro names are the same.

## Confirm

---

The default setting. Specifies that the Document Designer display each common macro before it overwrites your version.

## Confirm Each?

Preset to **No**, which means that the macros are absorbed without your confirmation. If set to **Yes**, you control the macros that are absorbed into your file.

## Procedure

To absorb macros contained in another macro file with those stored in your macro file,

1. Press **Shift-F2**.

The Macro menu is displayed.

2. Press **a**.

The Absorb Macro File form is displayed. The Macro File Name field is highlighted.

3. Type the name of the macro file (include the volume and directory name).

4. Respond to the remaining two fields.

The preset values instruct the Document Designer to copy every macro into your macro file, confirming those that have the same name.

## 5. Press Go.

The macros in your macro file are compared with those in the second macro file and are copied into your macro file. If specified, those with identical names are overwritten.

## *Unloading the Contents of a Macro*

The **Unload Macro** command displays the macro keystrokes and commands in a document. The following is an example of a simple macro that has been unloaded into a document.

You can edit the contents of a macro. You can also change the order in which commands are issued, insert additional commands, and insert macro commands that were not included in a macro when it was originally stored. Use the **Load Macro** command to replace an existing macro with the updated version. For a complete listing of the macro commands, see "Macro Commands" later in this chapter.

---

Typing 'Macros contain text and commands.'  
NewParagraph  
Typing 'Here s'  
Backspace  
Typing 'is a corrected mistake.'  
CursorUp  
MarkLine  
Bound  
DisplayFormatMenu  
DisplayOtherLineSpacingMenu  
Typing '1'  
OtherLineSpacing

---

## Procedure

To unload the contents of a macro to a document,

1. Press **Shift-F2**.

The Macro menu is displayed.

2. Press **u**.

---

The Unload Macro form is displayed. The Macro Name field is highlighted.

3. Type the name of the macro you want unloaded to the document.

4. Press **Return**.

The To Document field is highlighted.

5. Type the name of the document where you want to display the contents of the macro.

6. Press **Go**.

The following message is displayed at the top of the Unload Macro form:

**Unloading macro ...**

The document that contains the Macro is displayed. You can now edit the macro or close the macro document.

## *Editing an Unloaded Macro*

You can edit and change a macro when it has been copied, or unloaded, to a document. Since it is contained in a normal document, the regular editing commands, procedures, and keystrokes all apply. You can use the **Move**, **Copy**, **Delete**, and **Cancel** commands just as you would normally. You can also use the function key commands.

After you edit the macro, you can either overwrite the original version or create a new macro. In either case, for more information, see "Loading Macros," below.

To overwrite the originally-stored macro with the new version, use the **Load Macro** command.

## *Loading Macros*

Use the **Load Macro** command to load the macro commands from a document into a macro. You can use this command to replace the contents of an existing macro or create a new one.

### **Procedure**

To load the contents of a macro,

1. Open the document that contains the unloaded macro.
2. If necessary, select the lines you want included in the macro.
3. Press **Shift-F2**.

The Macro menu is displayed.

4. Press **o**.

The Load Macro form is displayed. The Macro Name field is highlighted.

5. Type the name of macro that is to contain the text you selected in step 2.

6. Press **Go**.
- 

The macro commands in the document are copied into the macro whose name you entered above. This message is displayed:

**Loading macro ...**

If you entered characters into the unloaded macro that the Document Designer does not recognize, the command is terminated and this message is displayed:

**Cannot translate this command into macro format**

The following message is displayed if you entered the name of an existing macro:

**There is already a macro name (name) Press GO to redefine, CANCEL to cancel command**

To redefine the macro, press **Go**.

To cancel the command, press **Cancel**.

## *Macro Commands*

The following pages explain how to program with macro commands. You should be familiar with keystroke macros and the **Macro** command before you continue.

There are four types of macro commands: macro programming commands, screen and cursor movement macro commands, Document Designer macro commands, and advanced macro programming commands. All four types of commands are described on the following pages.

Certain macro commands require that you supply *parameters*, additional information the Document Designer requires to execute the command.

In the following descriptions, if a macro command requires parameters, they are indicated within single quotation marks ('description'). Parameters should be given in single quotes when you add the macro command to your document. If you want to skip a parameter, you must still include the single quotation marks with no spaces between them ("). To add a single quotation mark within your quoted string, you must type it twice ("). For example, to include a single quotation mark in a typing string, type **'Here''s the single quotation mark.'**

If you want to learn about the function of a macro command, or you need to know how to give a series of macro commands, try to issue the command. Use the following steps to experiment issuing macro commands:

1. Store the macro command in a macro using the **Store Macro** command.
2. Unload the listing using the **Unload Macro** command.
3. Insert the desired macro command(s).
4. Load the Macro using the **Load Macro** command.
5. Execute the macro using the **Recall Macro** command.

## MACRO PROGRAMMING COMMANDS

Macro programming commands allow you to include special functions in your macro that you cannot add with the **Store Macro** command. To use these functions you must add them to a macro listing (usually created with the **Unload Macro** command), then insert the whole macro into your macro file using the **Load Macro** command.

---

You must use the syntax defined below for each macro command when you add it to the macro listing.

### **Message 'message' 'number of lines for message' 'beep' 'a'**

This syntax displays the message in the specified number of lines at the bottom of the screen, beeps, stops the macro until you enter 'a', but allows no other operator input. The maximum number of lines on the screen is 31.

The character 'a' has to be a typing character, that is, one that can be entered from the keyboard without the use of the **Insert Literal** or **Insert Hexadecimal** commands. If you do not want the workstation to beep, enter 'Do not beep'.

### **AllowOperatorInput 'message' 'number of lines for message' 'beep'**

This command displays the message in the specified number of lines at the bottom of the screen, beeps, displays the 'CODE-GO to Continue Macro' message, and suspends the recalling of the macro so that you can perform any Document Designer commands. The macro is resumed when you press **Code-Go**.

The maximum number of lines on the screen is 31. (This may vary with type of workstation.) If you do not want the workstation to beep, enter 'Do not beep'.

**Goto 'labelname'**

Goto jumps to the specified label.

**Label 'labelname'**

Label defines a label for all commands that jump to a label.

**If 'Found' 'labelname'**

If the previous **Search** is successful, the macro jumps to the specified label. This command must only be used immediately after the **Search** command.

**If 'Not Found' 'labelname'**

If the previous **Search** is not successful, the macro jumps to the specified label. This command must only be used immediately after the **Search** command.

**If 'This Character' 'a' 'labelname'**

If the character under the cursor is the same as 'a', the macro jumps to the specified label.

**If 'Not This Character' 'a' 'labelname'**

If the character under the cursor is not 'a', the macro jumps to the specified label.

### **If 'At End Of Document' 'Label'**

Used to jump to the specified label if the macro is at the end of the document. Note that this does not mean the last character of the document, but a point past the last character.

### **If 'Not At End Of Document' 'Label'**

---

Used to jump to the specified label if the macro is not at the end of the document.

### **If 'Operator Choice' 'a' 'b' 'message' 'number of lines for message' 'labelname'**

'a' and 'b' must be different typing characters.

Displays the message in the specified number of lines at the bottom of the screen, stops the macro until you enter 'a' or 'b'. If 'a' is entered, jumps to the specified label; if 'b' is entered, continues to the next macro command without jumping.

### **Exitmacro**

Exitmacro ends the recall of the current macro. Use with a condition to end a macro at a place other than the last macro command.

### **Confirmation 'From'**

Used to indicate where confirmation for commands requiring user confirmation will come from: user, stored in the macro, or internal Document Designer default. Valid entries are 'From User', 'From Macro', and 'Use Default'.

## **MACRO COMMANDS FOR SCREEN AND CURSOR MOVEMENT**

The screen and cursor movement macro commands are used to indicate keystrokes that you regularly use to type, move the cursor, and move the screen display. In the list below, keys or key combinations are indicated in parentheses.

Note that when you are storing a macro, the Document Designer records the depression and continued holding down of an Arrow key as a series of single-spaced cursor movements, which is different from the way it records the use of **Code** or **Shift** plus an Arrow key.

### **Backspace**

Moves the cursor back one space. In Overtyping mode, does not delete the character. (Backspace)

### **ClearColumn**

Clears a column of tabbed text at the cursor location. (Code-Delete)

### **CursorDown**

Moves cursor down one space. (Down Arrow)

### **CursorLeft**

Moves cursor left one space. (Left Arrow)

### **CursorRight**

Moves cursor right one space. (Right Arrow)

### **CursorToBeginningOfLine**

Moves the cursor to the first character or format symbol on the line. (Code-Left Arrow)

### **CursorToBottomOfWindow**

Moves the cursor to the bottom of the window. (Code-Down Arrow)

---

### **CursorToEndOfLine**

Moves the cursor to the point after the last character on the line. (Code-Right Arrow)

### **CursorToTopOfWindow**

Moves the cursor to the top of the window. (Code-Up Arrow)

### **CursorUp**

Moves cursor up one space. (Code-Up Arrow)

### **Diacritical ’’**

Inserts a diacritical mark into text. This example shows the umlaut, but any other diacritical mark can be added. The mark should be followed by a **Typing** macro command to indicate the letter to which the diacritical mark is added.

### **FastCursorDown**

Moves cursor down three spaces. (Shift-Down Arrow)

**FastCursorLeft**

Moves cursor left five spaces. (Shift-Left Arrow)

**FastCursorRight**

Moves cursor right five spaces. (Shift-Right Arrow)

**FastCursorUp**

Moves cursor up three spaces. (Shift-Up Arrow)

**FastScrollDown**

Scrolls document displayed in window down four lines.  
(Shift-Scroll Down)

**FastScrollUp**

Scrolls document displayed in window up four lines.  
(Shift-Scroll up)

**NextPage**

Scroll to next page break. (Next Page)

**PrevPage**

Scroll to last page break. (Prev Page)

**Next**

Moves the cursor to the next field of a command form.  
(Next)

**NextTab**

Moves the cursor to the next tab position. (Next)

**NewLine**

Inserts a line break. (Shift-Return)

---

**Overtyp**

Turns the **Overtyp** key on if it is off, and off if it is on.  
(Overtyp)

**ScrollScreenDown**

Scrolls the window down as far as it will go. (Code-Scroll  
Down when the cursor is on the window divider)

**ScrollScreenUp**

Scrolls the window up as far as it will go. (Code-Scroll Up  
when the cursor is on the window divider)

**ScrollDown**

Scrolls down one line. (Scroll Down)

**ScrollUp**

Scrolls up one line. (Scroll Up)

### **SetChoice 'Y'**

Sets a menu choice. Y can be any character that is a menu choice. For example, in a menu there is usually a Yes or No (Y or N) choice. However, in the Break Type menu, S (for Static Page Break) is a choice.

### **InsertSingleTab**

Inserts only one tab symbol into text. (Shift-Tab)

### **Tab**

Inserts the specified number of tab symbols and moves the cursor to the next tab stop. (Tab)

### **Typing 'whatever you type'**

Used to indicate typing of any text in a macro, whether text in a document or typing that completes a command form.

## **DOCUMENT DESIGNER COMMANDS**

You can use all Document Designer commands in a macro except **Typethrough**, **Finish**, **Load Macro**, **Unload Macro**, **List Macros**, and **Remove Macro**.

Use of macro commands reflects internal Document Designer execution. This means that sometimes you must use a macro command for a special circumstance. For example, the macro command **RemoveTabsorIndentMenu** is used when you press **Cancel** to remove the Tabs or the Indent menu from the screen, since this is a use of the **Cancel** key for which the Document Designer requires special information.

Note that when you use a command that invokes a menu, one macro command brings up the menu, then an additional macro command indicates the choice. For example, to use boldface, you give the **DisplayFormatMenu** macro command, then the **BoldOn** macro command.

When you use a command that has a command form, a macro command brings up the form, and then you make the necessary typing commands to complete the form; an additional command executes the command. **Go** does not appear explicitly as a macro command.

For example, for the **Collect Footnotes** command, **DisplayCollectFootnotesMenu** brings up the menu, then the macro command **Typing** 'Document name' is used with the name of the document that you type into the command form shown in the quotes, and lastly, the macro command **CollectFootnotes** executes the command.

In addition, if the form is one like Page Dimension, for which choices must be set, you use the **SetChoice** macro command, described in "Macro Commands for Screen and Cursor Movement" earlier in this chapter.

The following listing is organized alphabetically by command name. The keystrokes that each macro command represents are shown at the right edge of the page. When the macro command is the same as the command name, only the name is listed.

## Accumulative Total

EvaluateExpressionAccumulatively      Code-Shift-=

## Backspace

Backspace

RequiredBackspace      Code-Backspace

## Backspace, Word

Backspace

BacksWord      Code-Backspace

## Bound

Bound

## Box Position

DisplayBoxBoundaryorDimension      Code-F8

ApplyBox      e

CenterObject      b c

DisplayBoxBoundaryorDimension      b

DisplayExplicitBoxMenu      b

DisplayMoreBoxMenu      b

LeftRightOrientBox      b o

MoveObject      b m

ResizeObject      b r

RestoreAspectRatio      b a

StretchObject      b s

StretchTextBay      b t

## Cancel

Cancel

*(See also Interrupt)*

## Close Window

CloseWindow      Code-c

## Collect Footnotes

DisplayCollectFootnotesMenu	<b>Code-F3</b>	<b>f</b>
CollectFootnotes		

## Commands

**Code-F7**

### Dictionary Commands

**Code-F7 c**

#### Check Spelling

VerifySpelling	<b>c</b>
DisplayWordNotFoundMenu	

UseCorrection1	<b>1</b>
UseCorrection2	<b>2</b>
UseCorrection3	<b>3</b>
SkipWord	<b>p</b>
IgnoreWord	<b>i</b>
AddWordToUserDictionary	<b>e</b>
CorrectWord	<b>c</b>

CancelSpell	<b>Cancel</b>
SetWordTraits	

#### LoadDictionary

DisplayLoadDictionaryMenu	<b>l</b>
LoadDictionary	

#### UnloadDictionary

DisplayUnLoadDictionaryMenu	<b>u</b>
UnLoadDictionary	

#### HyphenateWord

HyphenateWord	<b>h</b>
---------------	----------

## Commands (cont.)

Code-F7

### Exit Commands

Code-F7 x

ElectronicMail	e
Multiplan	m
ExtendedMultiplan	y
PictureEditor	p
Executive	x

### Document Exchange

DisplayDEFMenu DEF	d
-----------------------	---

### Discard Edits

Discard	u
---------	---

### Date and Time

DisplayDateandTime	t
--------------------	---

### Save work

Save	s
------	---

### Miscellaneous

ChangeToUpperCase	u
ChangeToLowerCase	l
DeleteColumn	d
Word Backspace	w
KeepTogether	k

## Commands (cont.)

Code-F7

### Printer Status

DisplayPrinterStatusMenu	Code-F7	p
DisplaySelectPrinterMenu		s
SelectPrinter		
HaltPrinting		h
ResumePrinting		r
DisplayReprintFromPageMenu		p
Reprint		
DisplayCancelPrintingMenu		c
CancelPrinting		
PrintQueue		q
BackgroundQueue		b
ListAvailablePrinters		l

### Copy

DisplayCopyMenu	Copy
-----------------	------

### Cross Reference

DisplayReferenceMenu	Code-F3	c
----------------------	---------	---

#### Insert A Cross Reference

InsertReference	i
-----------------	---

#### Go To Next Target Reference

GoToNextTarget	t
----------------	---

#### Go To Next Page Reference

GoToNextPageReference	p
-----------------------	---

## **Cross Reference (cont.)**

### **Go To Its Target**

GoToTarget g

### **Go To Its First Reference**

GoToFirstReference f

### **Go To Its Next Reference**

GoToTarget n

## **Divide Window**

DivideWindow Code-d

## **Documents**

DisplayDocumentsMenu Code-F1

### **Open Document**

DisplayOpenDocumentMenuFromDocumentsMenu o  
OpenDocument

*NOTE: The Open Document command is displayed in macro command format as follows:*

DisplayOpenDocumentMenu Code-o  
OpenDocument

### **Delete Document**

DisplayDeleteDocumentMenu d  
DeleteDocument

## Documents (cont.)

### Copy Document

DisplayCopyDocumentMenu	c
CopyDocument	

### Rename Document

DisplayRenameDocumentMenu	r
RenameDocument	

### Work Area

DisplayWorkAreaMenu	w
WorkArea	

### List Documents

DisplayListDocumentsMenu	l
ListDocuments	

## Dotted Boxes

DottedBoxesOn	Code-F8 d
DottedBoxesOff	Code-F8 Code-d

## Edit Object

DisplayEditObjectMenu	Code-F8 e
EditObjectUsingChoice1	Code-F8 e 1
EditObjectUsingChoice2	Code-F8 e 2
EditObjectUsingChoice3	Code-F8 e 3
EditObjectUsingChoice4	Code-F8 e 4
EditObjectUsingChoice5	Code-F8 e 5
EditObjectUsingChoice6	Code-F8 e 6
EditObjectUsingChoice7	Code-F8 e 7
EditObjectUsingChoice8	Code-F8 e 8
EditObjectUsingChoice9	Code-F8 e 9
EditObjectUsingChoice10	Code-F8 e 10

## Find Anchor

FindAnchor

Code-F8 s

## Finish

*NOTE: The Finish command can be stored in a macro; it cannot, however, be executed from a macro.*

## Fonts

DisplayFontMenu  
SetFont

F5

## Print Wheel

DisplayPrintWheelMenu

F5

Wheel1  
Wheel2  
Wheel3  
Wheel4  
Wheel5  
Wheel6  
Wheel7  
Wheel8  
Wheel9  
Wheel10

DisplaySecondPrintWheelMenu

F5

Wheel11  
Wheel12  
Wheel13  
Wheel14  
Wheel15  
Wheel16  
Wheel17  
Wheel18  
Wheel19  
Wheel20

## Fonts (cont.)

DisplayWheelOnlyMenu **F5**

Wheel1Only  
Wheel2Only  
Wheel3Only  
Wheel4Only  
Wheel5Only  
Wheel6Only  
Wheel7Only  
Wheel8Only  
Wheel9Only  
Wheel10Only

DisplaySecondWheelOnlyMenu

Wheel11Only  
Wheel12Only  
Wheel13Only  
Wheel14Only  
Wheel15Only  
Wheel16Only  
Wheel17Only  
Wheel18Only  
Wheel19Only  
Wheel20Only

## Footers

DisplayFooterMenu **Shift-F3 f**

DisplayBothFooters **b**  
DisplayEvenFooter **e**  
DisplayOddFooter **o**

ApplyHeaderorFooter

## Format Character

DisplayFormatMenu **F4**

## Format Character (cont.)

### Normal Text

NormalText n

### Boldface

BoldOn b  
BoldOff Code-b

### Underline

UnderlineOn -  
UnderlineOff Code--

### Double Underline

UnderlineOn =  
UnderlineOff Code==

### Struck-out Text

StrikeThroughOn s  
StrikeThroughOff Code-s

### Keyword

KeywordOn k  
KeywordOff Code-k

### Phrase

PhraseOn p  
PhraseOff Code-p

### Subscript Text

SubscriptOn  
SubscriptOff Code-.

## Format Character (cont.)

### Superscript Text

SuperscriptOn	^
SuperscriptOff	Code-^

### Alternate Ribbon Color

AlternateRibbonOn	a
AlternateRibbonOff	Code-a

### Capitalized Text

FormatUpperCase	c
FormatUpperCaseOff	Code-c

### Unprintable Text

NonPrintingOn	u
NonPrintingOff	Code-u

### Uneditable Text

NonEditableTextOn	e
NonEditableTextOff	Code-e

### Italics

ItalicOn	i
ItalicOff	Code-i

### Pitch

DisplayPitchMenu	Spacebar
8Pitch	8
10Pitch	0
12Pitch	2
15Pitch	5
DefaultPitch	D

## **Format Paragraph**

DisplayFormatParagraphMenu	<b>F3</b>
<b>Left Aligned Text</b>	
LeftFlush	l
<b>Centered Text</b>	
Center	c
<b>Justified Text</b>	
Justify	j
<b>Right Aligned Text</b>	
RightFlush	r
<b>Single-spaced Text</b>	
SingleSpacing	1
<b>Double-spaced Text</b>	
DoubleSpacing	2
<b>Single/Double Spaced Text</b>	
Single/DoubleSpacing	/
<b>1 1/2 Spaced Text</b>	
OneandaHalfSpacing	1/2
<b>Line Spacing</b>	
DisplayOtherLineSpacingMenu	S
OtherLineSpacing	

## Format Paragraph (cont.)

### Indents

DisplaySetParagraphIndentMenu	I
SetLeftIndent	l
SetRightIndent	r
SetFirstLineIndent	f
SetOtherLineIndent	o
Indent	Code-Tab
Unindent	Code-Shift-Tab
TotalUnindent	Code-Shift-Return
RemoveTabsorIndentMenu	Cancel

### Tabs

DisplaySetTabMenu	T
SetLeftTab	l
SetRightTab	r
SetCenteredTab	c
SetDecimalTab	d
SetEvenlySpacedTabs	e
ClearOneTab	o
ClearAllTabs	a
DisplayLeaderDotsMenu	.
SetLeftTabwithLeaderDots	l
SetRightTabwithLeaderDots	r
SetCenteredTabwithLeaderDots	c
SetDecimalTabwithLeaderDots	d
RemoveTabsorIndentMenu	Cancel

### Heading Levels

DisplayHeadingMenu	h
SectionHeading	s
HeadingLevel1	1
HeadingLevel2	2
HeadingLevel3	3
HeadingLevel4	4
HeadingLevel5	5
HeadingOff	Code-h

## Format Paragraph (cont.)

OutlineLevel1	a
OutlineLevel2	b
OutlineLevel3	c
OutlineLevel4	d
OutlineLevel5	e
OutlineLevel6	f
OutlineBodyText	0
DisplayAutoNumberingMenu	a
ApplyAutoNumberingMenu	

## Format Page

DisplayPageFormatCommandsMenu	Shift-F3
SetPageFormat	

### Page Dimensions

DisplayPageDimensionMenu	d
FormatPageDimensions	

### Page Attributes

DisplayPageAttributeMenu	a
FormatPageAttributes	

### Break Type

DisplayBreakTypeMenu	b
SetFloatingBreak	f
SetStaticPageBreak	s
SetOddPageBreak	o
SetEvenPageBreak	e
SetColumnPageBreak	c

## Footnotes

DisplayFootnote	Code-f
ApplyFootnote	

## Form Processing

Code-F2

DisplayDocumentCreationCommandsMenu	f
-------------------------------------	---

### Form Fill

f

DisplayStopCodePrompt  
ApplyStopCodeInfo  
DisplayStopCodeChoicePrompt  
ApplyStopCodeChoiceInfo

### Expand Phrases

ExpandPhrases	e
---------------	---

### Expand Phrases and Reserved Keywords

ExpandPhrasesAndReservedKeywords	k
----------------------------------	---

### Insert Stop Code

ApplyStopCodePrompt	i
---------------------	---

### Insert Multichoice Stop Code

ApplyStopCodeChoicePrompt	c
---------------------------	---

## Forced Page

InsertForcedPage	Code-Next Page
------------------	----------------

## Go

*NOTE: The Go command can be stored in a macro; it cannot, however, be executed from a macro.*

## Headers

DisplayHeaderMenu	Shift-F3	h
DisplayBothHeaders		b
DisplayEvenHeader		e
DisplayOddHeader		o
ApplyHeaderorFooter		

## Help

DisplayHelpMenu	Help
-----------------	------

## Hyphen

Hyphen	Hyphen
NonbreakingHyphen	Code-Hyphen
NonrequiredHyphen	Code-Shift-Hyphen

## Insert Hexadecimal

DisplayInsertHexadecimalMenu	Code-i
InsertHexadecimal	

## Interrupt

*NOTE: The Interrupt command is used to cancel a command while it is executing.*

Interrupt	Cancel
-----------	--------

## Jump

DisplayJumpCommandsMenu **Shift-F1**

### Jump To Page Number

DisplayGoToPageNumberMenu **p**  
GoToPage

### Jump To Previous Edit

PreviousInsertionPoint **e**

### Jump To Selection

GoToSelection **s**

### Jump To Beginning

ThumbTo0Percent **^**

### Jump To End

Thumbto100Percent **b**

### Jump to Percent

Thumbto0percent **^**  
Thumbto10percent **1**  
Thumbto20percent **2**  
Thumbto30percent **3**  
Thumbto40percent **4**  
Thumbto50percent **5**  
Thumbto60percent **6**  
Thumbto70percent **7**  
Thumbto80percent **8**  
Thumbto90percent **9**  
Thumbto100percent **0**

## Keep Together

KeepTogether **Code-k**

## Line Break

NewLine

Shift-Return

## List Processing

Code-F2

DisplayDocumentCreationCommandsMenu

l

### Sort/Select

DisplaySortSelectMenu

s

SortSelect

### Merge

DisplayMergeMenu

m

Merge

### Merge to a Document

DisplayMergeToADocumentMenu

d

Merge

## Literal Keystroke

DisplayLiteralInsertionMenu

Code-'

LiteralInsertion

## Macros

DisplayMacroCommandsMenu

Shift-F2

### Recall Macro

DisplayRecallMacroMenu

r

### Store Macro

DisplayStoreMacroMacro

s

## **Macros (cont.)**

### **List Macros**

DisplayListMacrosMenu 1

### **Delete Macro**

DisplayRemoveMacroMenu d

### **Absorb Macro File**

DisplayAbsorbMacroMenu a

### **Load Macro**

DisplayLoadMacroMenu o

### **Unload Macro**

DisplayUnloadMacroMenu u

## **Mark Character**

MarkCharacter **Mark**

## **Mark Word**

MarkWord **F8**

## **Mark Line**

MarkLine **F9**

## **Mark Paragraph**

MarkParagraph **F10**

## Mark Commands

DisplayMarkCommandsMenu	<b>Code-F10</b>
MarkPage	<b>p</b>
MarkDocument	<b>d</b>
MarkTabularColumn	<b>c</b>

*NOTE: The Apply menu is displayed when you issue the Mark Page and Mark Document commands in conjunction with the Format Character command.*

## Mark Outline

MarkOutline	<b>Code-F3 o m</b>
-------------	--------------------

## Mark Format

MarkRun	<b>Code-Shift f</b>
---------	---------------------

## Move

DisplayMoveMenu	
Move	<b>Move</b>

## Next Key

Next (moves to next field in menu)	<b>Next</b>
NextTab (moves to next tab stop in document)	<b>Next</b>
NextColumn (begins next synchronized or serpentine column)	<b>Code-Next</b>

## Object Menu

DisplayObjectMenu **Code-F8**

## Outline

DisplayOutlineCommandsMenu **Code-F3 o**

### **Collapse Outline**

CollapseOutline **c**

### **Expand Outline**

ExpandOutline **e**

### **Fully Expand Outline**

FullyExpandOutline **f**

### **Outline Indent**

OutlineIndent **i**

### **Outline Unindent**

OutlineUnindent **u**

### **TotalUnindent**

TotalUnindent **t**

### **Collapse Outline**

CollapseOutline **c**

## **Paragraph, New**

NewParagraph

**Return**

## **Place Object**

PlaceObject

**Code-F8 p**

## **Phrases**

DisplayPhraseCommandsMenu

**F7**

### **Recall Phrase**

DisplayRecallPhraseMenu

**r**

### **Store Phrase**

DisplayStorePhraseMenu

**s**

### **List Phrases**

DisplayListPhrasesMenu

**l**

### **Delete Phrase**

DisplayRemovePhrasePhrase

**d**

### **Absorb Phrase File**

DisplayAbsorbPhraseMenu

**a**

### **Expand Phrases**

ExpandPhrases

**e**

### **Expand Phrases and Reserved Keywords**

ExpandPhrasesandReservedKeywords

**k**

## **Print**

DisplayPrintMenu	<b>Shift-F4</b>
Print	

## **Redo**

Redo	<b>F1</b>
------	-----------

## **Replace**

DisplayReplaceMenu	<b>Shift-F6</b>
Replace	<b>Remove Format</b>
RemoveFormat	<b>Code-r</b>

## **Review Document**

DisplayReviewMenu	<b>Shift-F4</b>
Review	

## **Save**

Save	<b>Save</b>
------	-------------

## **Search**

DisplaySearchMenu	<b>F6</b>
Search	

## **Serpentine Columns**

DisplaySerpColumnsMenu	<b>Shift-F3 s</b>
SetSerpColumns	

## Space

NonbreakingSpace  
NonrequiredSpace

**Code-Shift-Spacebar**  
**Spacebar**

## Synchronized Columns

DisplaySynchColumnsMenu  
SetSynchColumns

**Shift-F3 d**

## Table of Contents

ApplyTOCTemplate  
DisplayTOCTemplate

**Code-F3 t**  
**Code-F3 t**

## Total

EvaluateExpression

**Code-=**

## Unmark

Unmark

**Code-Mark**

## Undo

Undo

**F2**

## Visible

Visible

**Code-v**

## Voice

DisplayVoiceMenu

Shift-F8

### Record

VoiceRecordSetup  
VoiceRecord

r

### Play

VoicePlay

p

### Stop

VoiceStop

s

### Hangup

VoiceHangup

h

### Continue Playback

VoiceContinuePlay

c

### Find Next Voice

VoiceFindPlay

f

### Remove All Voice

VoiceRemoveVoice

m

# *Advanced Macro Programming*

## *Commands*

The following information describes these new, advanced macro programming commands:

- Literals
- Variables
- Operators
- Expressions
- Reserved Functions
- Meta Commands
- External Functions

You can use any of the above elements to create expressions. An *expression* is a sequence of characters that the Document Designer evaluates to determine a result that is either a number or a string. Expressions are described in greater detail at the end of this chapter.

### **LITERALS**

There are two types of literals: numeric and string. The Document Designer interprets the number or string of characters literally, hence the name. Examples of literals are presented below. When a number is included in a string variable, the Document Designer does not regard it as a number, but rather as a string.

<b>Numeric literals</b>	345 573.50
-------------------------	---------------

<b>String literals</b>	"Here is a string" "Strings can include 4567" "They can also include ab67"
------------------------	----------------------------------------------------------------------------------

## VARIABLES

Variable names must consist of 1 to 12 *alphabetical* characters only. They cannot contain numbers or special symbols such as asterisks (\*) or number signs (#).

There are two types of variables that you can use in Document Designer macros. *Numeric* variables can contain numbers only, while *string* variables can contain strings only. The two types of variables are distinguished by the variable name. String variable names must begin with the dollar sign (\$) character. Therefore, Cost is a numeric variable, whereas \$Cost is a string variable.

There are two reserved variables that always pertain to the text currently selected in a document:

<b>CurrentSelection</b>	evaluates the currently highlighted text in a document
<b>\$CurrentSelection</b>	evaluates the currently highlighted text as a string

## OPERATORS

Two types of operators have been added to the macro command programming feature: *numeric* operators and *string* operators.

### Numeric

The three types of numeric operators, unary prefix, unary postfix, and binary, are described below, along with examples.

<b>Unary prefix</b>	displayed in front of an expression	
	Unary Prefix	Example
	+	+11
	-	-11
	\$	\$11

<b>Unary postfix</b>	displayed after an expression	
	Unary Postfix	Example
	+	11+
	-	11-
	¢	11¢
	%	11%

<b>Binary</b>	evaluate the value of an expression	
	Binary	Example
	+ (add)	11+12
	- (subtract)	12-1
	* (multiply)	12*31
	x (multiply)	12x31
	/ (divide)	12/2
	mod	10 mod 3

## String Operators

The string operator concatenation (||) concatenates a string on one side of the concatenation sign with a string on the other side. For example,

**"Hello" || "There"**

## EXPRESSIONS

An expression is a sequence of characters that can contain any of the literals, variables, operators, reserved or external functions described in "Advanced Macro Programming Commands" earlier in this chapter. The result of all expressions is a number or a string. Examples of numeric and string expressions are displayed below.

Numeric expressions:

**45 + 34.5 \* (34/56.7) mod 6 + Cost/Units**

**\$54.67 + Length("XYZ" || \$Cost)**

String expressions:

**"Hello" || "There" || \$ABC || \$CurrentSelection**

**Substr("hello there", Length(String(45.67),4/2)**

## RESERVED FUNCTIONS

Reserved functions are those functions predefined by the Document Designer that can be used in macro commands. The four reserved functions are

**Length** Takes a string expression and returns a number that is the length of the string. For example, the value of the expression below is 3:

**Length("ABC")**

**String** Takes a numeric expression and returns its string representation. For example, the value of the expression below is "49".

**String(45+4)**

**Number** Takes a string expression, interprets it as a number, and returns the number. For example, the value of the expression below is the number 51.

`Number("10" || "2/2")`

**Substr** Provides a way to extract a portion of a string. For example, the **Substr** macro command can extract the letters "llow" from the string "Halloween". To do so, provide three pieces of information: the original string ("Halloween"), an index into the string where you want the extracted string to start (3), and the number of characters you want to extract (4):

`Substr($Halloween,3,4)`

## META COMMANDS

The following commands, **Assign** and **InsertAtCursor**, can be used along with the other macro commands described earlier in this chapter under "Macro Programming Commands."

### Assign

This command requires two fields, a variable and an expression. If the variable is numeric, the expression must also be numeric. Likewise, if the variable is a string, the expression must also be a string. For example, the following command calculates the numeric expression `Price * Units` and then stores the result in the numeric variable called `Cost`:

`Assign Cost 'Price * Units'`

The next example evaluates the string "The cost is" and stores the result in the string variable called `$Cost`:

`Assign $Cost "'The cost is " || String(Cost)'`

## InsertAtCursor

The **InsertAtCursor** command requires one field, which is an expression (string or numeric), evaluates it, and then inserts the results at the current cursor location. For example:

**InsertAtCursor 'Cost + Taxes'**

## Comparative Predicates for IF Commands

The **IF** macro command includes the following five predicates that you can use to evaluate expressions:

<	less than
>	greater than
=	equal to
<=	less than or equal to
>=	greater than or equal to

These operators work with a number of strings. For example, the following command transfers control to the label **QuitJob** if the number contained in **CostOfLiving** is greater than or equal to the number contained in **Income**.

**If CostOfLiving >= Income QuitJob**

## EXTERNAL FUNCTIONS

*External functions* are functions that are implemented by a program separate from the Document Designer. To use external functions, ICMS (Inter-Context Message Server) must be installed. External functions are executed in their own contexts and are not supplied as part of the Document Designer software. External functions are most often created by the user.

The external function feature has been designed so that existing programs can be used with minimal alteration. They are most valuable to users who want to extend the capabilities of the Document Designer without changing its code.

## Creating External Functions

External functions are most often created by a user. They must be set up as applications recognized by the Context Manager. In fact, the name of the program forms the linkage from the macro to the external program.

You must enter the name of the external function in the file called CmConfig.Sys. To do so, use the **Context Manager Configuration File Editor** command. For example, an external function called **Reverse** would be entered into CmConfig.Sys on its own line.

External functions always return a string. Therefore, they can be used only where strings are acceptable. The following statement is an acceptable example of the external function called **CubedRoot**:

```
Assign X CurrentSelection
CursorDown
Assign $Output "The cubed root of"||String(X)|| " is "
InsertCursor $Output||CubedRoot(X)
```

The following statement, however, is unacceptable and would generate an error because the result is numeric:

```
Assign PHI 5+CubedRoot(X)
```

To use the result of an external function as a number, you must use the **Number** function, as follows:

```
Assign PHI 5+Number(CubedRoot(X))
```

## Implementing External Functions

The Document Designer completes these steps when a macro contains a reserved or external function:

1. checks to see if the function is an external function
2. if so, searches the Context Manager for the name of the external function
3. if the name is found, starts the external program in another context

When control is transferred to an external function, the Document Designer remains on the screen. External functions work in one of two ways, those that perform

- quick and easy calculations that do not affect the screen in any way; they simply return the result
- lengthy calculations or calculations that require user input to set up the screen as necessary

When an external function is contained in a macro, it is accessed and implemented in exactly the same way as a reserved function. The following example includes an external function called **Reverse**.

```
Assign $Text $CurrentSelection  
Delete  
InsertAtCursor Reverse($Text)
```

### Example of an External Function

The following example uses an external function called **DBMS** (Data Base Management System), which takes a variable number of parameters. The first parameter is always a Query Code that specifies what information is requested. The second parameter (Remaining Parameters) specifies the remaining parameters.

To use the function described below:

**InsertAtCursor DBMS**  
**(2,\$Passenger,\$Date,\$Flight,\$CC)**

<b>Query Code</b>	<b>Remaining Parameters</b>	<b>Function</b>
1	Passenger name, date	Returns string that includes flight number for passenger with reservation.
2	Passenger name, date, flight number, credit card number	Attempts to issue ticket for a passenger on the requested flight and date. Returns "Ticket Issued" when successful, or another string that explains why request was unsuccessful.
3	Flight number	Returns a string that displays the status of the requested flight.

The external function called **Reverse** is reproduced below.

Reverse:

```
do;  
declare ercOK literally '0';  
declare SdType literally 'str (pb pointer, cb word)';  
declare MsgDhExFuncType literally 'structure (  
    type word,  
    version word,  
    erc word,  
    cch word,  
    rgch(100) byte)';
```

MainProgram:

```
procedure public reentrant;  
declare chParent word;  
declare msgResult MsgDhExFuncType;  
declare cch word;  
declare erc word;  
declare sdParam SdType, rgchOrig based sdParam.pb (1) byte;
```

```
msgResult.type = 08000h;  
msgResult.erc = ercOK;  
msgResult.version = 0;  
msgResult.cch = 0;
```

```
msgResult.erc = RgParam(1, 0, @sdParam);  
if msgResult.erc <> ercOK then  
    go to ReturnMsg;
```

```
if sdParam.cb > 100 then  
    sdParam.cb = 100;
```

```
cch = sdParam.cb;  
msgResult.cch = cch;
```

```
do while cch > 0;  
    msgResult.rgch(sdParam.cb - cch) = rgchOrig(cch - 1);  
    cch = cch - 1;  
end;
```

ReturnMsg:

```
erc = ICMSSend(chParent, @msgResult, SIZE(msgResult));  
call ErrorExit(erc);  
end MainProgram;
```

```
call MainProgram;
```

```
end Reverse;
```

## *Office Publishing Commands*

The following five chapters describe the office publishing commands of the Document Designer. You can use these commands to produce professional-looking documents. Documents can include various font families, column types, as well as worksheets and graphs.

### *Chapter 14 Fonts*

You can use the **Font** command to create attractive, professional-looking documents of near-typeset quality. Since the **Font** command is closely linked to line spacing, the **Line Spacing** command in the Format Paragraph menu is also described in this chapter.

### *Chapter 15 Columns*

There are three types of columns you can use in your documents: tabbed, synchronized, and serpentine. Each is described in this chapter.

### *Chapter 16 Footnotes*

Footnotes are used for the acknowledgement of borrowed material, for notifying the reader of the source of statements or quotations, for the presentation of explanatory or supplementary material not appropriate to the text, and for cross references to other parts of the work. This chapter explains how to create, number, collect, delete, and print footnotes in your Document Designer documents.

## *Chapter 17 Integrating Objects*

This chapter explains the **Object** command, which you can use to combine worksheets and art with text in your Document Designer documents.

## *Chapter 18 Voice Annotation*

This chapter explains how to use the **Voice** commands, which let you narrate business reports, add voice messages to your letters, and annotate drafts of important documents.

## OFFICE PUBLISHING COMMANDS

---

<b>Command</b>	<b>Page Number</b>
Collect Footnotes .....	16-6
Continue Playback .....	18-10
Display Graphic Objects .....	17-21
Edit/Create Object .....	17-6
Find Next Voice Annotation .....	18-8
Font .....	14-10
Hangup .....	18-11
Insert Footnote .....	16-3
Line Spacing .....	14-13
Object .....	17-4
Place Waiting Object .....	17-20
Play .....	18-7
Record .....	18-4
Remove All Voice Annotations .....	18-9
Search for Anchor Character .....	17-19
Serpentine Column .....	15-16
Set Box Dimensions .....	17-10
Stop .....	18-10
Synchronized Column .....	15-9
Tabbed Column .....	15-3
Voice .....	18-2

---



You can use the different fonts and type sizes in the Document Designer to create attractive, professional-looking documents of near-typeset quality. A *font* consists of all characters (uppercase and lowercase) of one size of one particular typeface, for example 10 point Times Roman. The Document Designer offers a wide variety of font sizes and styles (see Figure 14-1), so that you can mix text sizes to emphasize important points in your documents. For example, you can use boldface for titles, italics for emphasis, and so forth. Appendix C contains a listing of the font families supported by the Document Designer.

This chapter explains how to use the **Font** command to vary the fonts and type sizes of the characters in a document. Since the **Font** command is closely linked to line spacing, the **Line Spacing** command in the Format Paragraph menu is also described in this chapter.

You can use the **Font** command whether or not you have a WYSIWYG monitor (What You See Is What You Get, pronounced "wizzy-wig"). If you are using a WYSIWYG monitor, fonts and type styles are displayed on the screen (see Figure 14-2). If you are not using a WYSIWYG monitor, you are not able to see the actual fonts and type sizes on the screen. In such cases, refer to the format status line at the top of the screen to see the format attributes of the character at the cursor location.



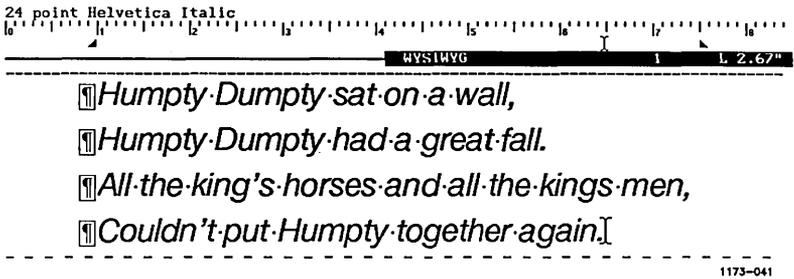


Figure 14-2. WYSIWYG Display and Status Line

## *Printers and the Font Data Base*

A laser printer is required to use many of the available fonts. See the manual for the printer you are using to determine the available fonts.

In addition, to use the **Font** command, the Font data base must be installed on your local or master workstation. It contains the information needed by the Document Designer to reproduce fonts. See your system administrator or the *Printing Guide* manual for more information about the Font data base.

Not all fonts that can be selected are available on all printers. The Font data base substitutes other fonts when the font you specify is not available on the printer you are using.

When the printer you are using cannot print a font according to your specifications, the options that *cannot* be printed are displayed in parentheses at the top of the screen. For example, the following information is displayed at the top of your screen when you specify 28 point Times Bold Italic and the largest type size supported by the printer is 24 points:

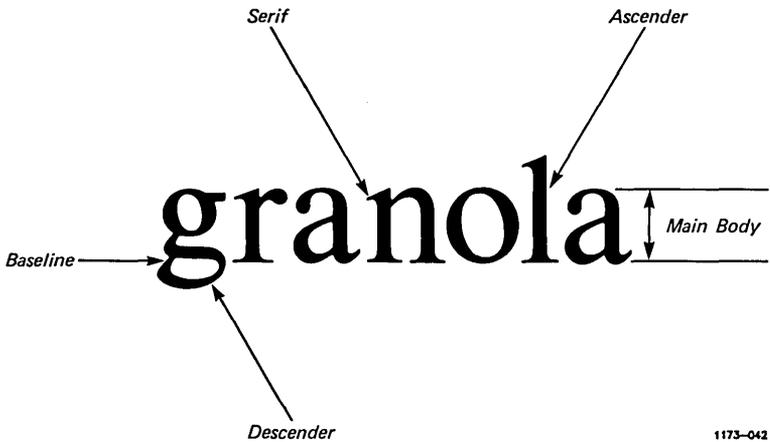
**24 (28) Times (Bold) Italic**

When you print the document, type will be displayed in 24 point Times Italic and not in 28 point Times Bold Italic.

## *Terminology*

The following terms are used in this chapter. Figure 14-3 illustrates the terms described below.

Baseline	Formed by the bottom of most characters. Descenders drop below the baseline.
Descender	Part of a lowercase character that extends below the main body of a character.
Font	Consists of all characters (uppercase and lowercase) of one size of one particular typeface. For example, 12 point Times Roman.
Font Family	Consists of all fonts that are related to each other, and differ only by size and style. For example, the Times family includes Times Roman, Times Bold, and Times Italic.
Main body	Size of a lowercase character, not including ascenders and descenders.



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**Figure 14-3. Parts of a Character**

Pitch	Width of a character in a monospaced (nonproportional) font. Pitch is stated as the number of characters that occupy an inch. For example, 8 pitch prints 8 characters per inch.
Point	Measurement of 1/72 inch. Type is measured in points. For example, 10 point type.
Sans serif	Characters that do not have short lines stemming from the main stroke of the letters.
Serifs	Short lines that stem from the main stroke of a character.
Type style	Appearance of a character. There are three type styles in the Document Designer: roman, bold, and italic.

## *Fonts and Line Spacing*

Line spacing and fonts are interrelated. The standard line spacing options in the Format Paragraph menu are generally useful only for 12 point type. They are described in Chapter 5, "Formatting Text." For other point sizes, you should use the **Line Spacing** command in the Format Paragraph menu. It lets you vary line spacing according to the point sizes you select.

In addition, you can use two fields that are contained in both the Font menu and the Line Spacing menu to determine line spacing. The two fields are Leading and Base-to-Base.

**Leading** allows line spacing to change from line to line in a paragraph when font sizes change. Leading is most often used when a paragraph contains several point sizes *and* when you want the Document Designer to adjust the distance between lines in a paragraph. For example, 2 points of leading instructs the Document Designer to insert 2 points of whitespace between each line in the paragraph, regardless of point size.

**Base-to-Base** is the distance between the base of one line to the base of the next line. The spacing of the lines in the paragraph is even, regardless of the point size of the characters each contains. Base-to-base spacing should be at least as large as the largest character in the paragraph. Base-to-base spacing is most often used when a paragraph contains different point sizes *and* when you want each line to be evenly spaced.

## *The Font Menu*

When you issue the **Font** command, the Font menu is displayed. This menu lets you choose font families, point sizes, bold or italic type styles, and line spacing.

### **Procedure**

To display the Font menu, press **F5** (Fonts).

### **FONT**

---

Press 1 for Courier  
2 Helvetica  
3 Times  
4 Cubic PS 96  
5 Courier WP  
6 Greek

Point size (6, 8, etc.):

Leading (points): 0

Bold Yes No

Italic: Yes No

Base to base spacing: Set to size **Grow if needed** Leave alone

Pitch: **Default for font** Leave alone

---

*NOTE: The Font menu contains preset values, some of which reflect the settings of the paragraph and/or the character occupied by the cursor. Some values are not preset when several paragraphs or characters with differing attributes are selected.*

The fields contained in the Font menu are described below. The term character run is introduced in the following fields. A *character run* is a range of text that has the same character format attributes.

**Font family**                    The default style is **Courier**. This field is preset when only one character run is selected. To select a font, press the number that corresponds to the font you want to use. (See "Selecting Fonts" later in this chapter for more information about the available fonts.)

**Point size**                    The default style is **12** points (a point is 1/72 inch). This field is preset when only one character run is selected. Enter the desired point size. Point sizes typically range from 6 to 36 points.

**Leading**                        Leading is the white space between the lines in a paragraph. The default style is **0** points. This field is preset when only one paragraph is selected. Type the number of points you want to insert between the lines in the paragraph occupied by the cursor. (See "Changing Variable Line Spacing" later in this chapter for more information about variable line spacing.)

**Bold**                            The default style is roman (that is, not bold). This field is preset when only one character run is selected. If you select **Yes** in this field, the selected characters are printed in boldface. (See "Changing Type Styles" later in this chapter for more information.)

## Italic

The default style is roman (that is, not italic). This field is preset when only one character run is selected. If you select **Yes** in this field, the selected characters are printed in the italic type style of the font. (See "Changing Type Styles" later in this chapter for more information about this option.)

## Base to Base

This field is preset to **Grow if Needed** (the default style) unless entire paragraphs are selected, in which case this field is preset to **Set to Size**. Use this field to assign line spacing to the selected paragraph. There are three choices (see "Changing Variable Line Spacing" later in this chapter for more information about this option).

### Grow if Needed

Base-to-base spacing is changed to the sum of point size and leading if point size is specified *and* this sum is greater than the current base-to-base spacing.

### Set to Size

Base-to-base spacing is changed to the sum of point size and leading if point size is specified.

### Leave Alone

Base-to-base spacing is not changed when the **Font** command is issued.

## Pitch

This field is always preset to **Default**, which means that character spacing is determined by the font. Pitch is the width of a character and is applicable only when using monospaced fonts such as Courier. (See "Changing Pitch" later in this chapter for more information about this option.)

### Default for Font

Character spacing is determined by the font.

### Leave Alone

Pitch does not change when the **Font** command is executed.

## *The Font Command*

You can change fonts of characters in a document by converting existing text to another font, or entering new text in the desired font. In both cases, use the steps below.

### Procedure

To change the font of characters,

1. If necessary, select the characters for which you want to change the font. (Skip this step if you are entering new text.)

To select a range of text that has the same character format attributes, press **Code-Shift-f**.

2. Press **F5**.

The Font menu is displayed.

3. Press the appropriate number for the font family.

- 1 Courier
- 2 Helvetica
- 3 Times
- 4 Cubic PS 96
- 5 Courier WP
- 6 Greek

4. Press **Return**.

The Point Size field is highlighted.

5. Enter the desired value for point size, and then press **Return**.

The Leading field is highlighted.

6. Enter the desired value for leading.

For example, type 2 points or 1 line.

7. Press **Return**.

The Bold field is highlighted.

8. If desired, press **y** to select bold type style, and then press **Return**.

The Italic field is highlighted.

9. If desired, press **y** to select italic type style, and then press **Return**.

The Base to Base field is highlighted.

10. Press the appropriate character.

- l** if you do not want to change the base-to-base spacing of the paragraph
- s** to set the spacing to the sum of point size and leading
- g** to set the line spacing (only if the current spacing is less than the sum of point size and leading)

11. Press **Return**.

The Pitch field is highlighted.

12. If desired, press **l** (el) to use the value for pitch that was set in the Pitch menu.

13. Press **Go**.

The selected text is displayed in the new font you specified.

## *Selecting Fonts*

The standard Font data base contains the six font families listed below; the available font families are illustrated earlier in this chapter in Figure 14-1 (Appendix C displays the font families). Select font families from the Font menu. Each font family is assigned a number; the default is Courier.

- |   |           |   |             |
|---|-----------|---|-------------|
| 1 | Courier   | 4 | Cubic PS 96 |
| 2 | Helvetica | 5 | Courier WP  |
| 3 | Times     | 6 | Greek       |

## *Changing Variable Line Spacing*

The **Format Paragraph** command contains several options that change line spacing. The standard line spacing options (single-spaced, single/double-spaced, double-spaced, and 1½-spaced) are described in Chapter 5, "Formatting Text."

The standard line spacing options are most useful in paragraphs that contain 12 point type. To set line spacing in paragraphs that contain type sizes other than 12 point, use the **Line Spacing** command in the Format Paragraph menu (as described below). All fields in the Line Spacing menu concern the paragraph occupied by the cursor.

### **Procedure**

To display the Line Spacing menu, press **F3 s**.

#### **LINE SPACING**

---

Whitespace before:	0 points (0.0 lines)
Line spacing within:	
Base to base:	12 points (1.0 lines)
Leading:	0 points (0.0 lines)
Use:	<b>Base-base</b> Leading
Whitespace after:	0 points (0.0 lines)
Vertical tab:	none
Align vertical tab with:	Base <b>Top</b>

---

The Line Spacing menu contains the following fields:

Whitespace Before	The distance between the top of the top line of the present paragraph and the bottom of the bottom line of the paragraph above. The distance can be specified in points, inches, or "lines." A line is 1/6 inch.
-------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

**Line Spacing Within** The distance between lines within a paragraph (see Figure 14-4). Distance is measured in two ways: base-to-base or leading.

**Base-to-Base**

The distance between the base of one line to the base of the next line.

**Leading**

The distance between the bottom of one line and the top of the line below.

**Use** Instructs the Document Designer which measurement to use for the Line Spacing Within field. There are two choices: Base-to-Base and Leading.

**Whitespace After** The distance between the bottom of the bottom line of the present paragraph and the top of the top line of the paragraph below. The distance can be specified in inches, points, or lines.

*NOTE: When the value for Whitespace After in one paragraph differs from that of the next paragraph, the larger value is used.*

The two Vertical Tab fields are used to position paragraphs at a specific location on the page. To learn about vertical tabs, see Chapter 5, "Formatting Text."



Figure 14-4. Line Spacing Terms

Two procedures are presented on the following pages. The first shows you how to apply the same amount of leading (2 points) to an entire document. The second shows you how to apply 16 points of base-to-base spacing to one paragraph.

#### **Procedure**

To apply the same amount of leading to an entire document,

1. Open the document.
2. To select the entire document, press **Code-F10 d**.

3. Press **F3**.  
The Format Paragraph menu is displayed.
4. Press **s**.  
The Line Spacing menu is displayed.
5. If necessary, move the cursor to Whitespace Before, and enter a value.

*NOTE: You can enter line spacing values in points, lines, or inches, for example, 48 points, 4 lines, or 0.67 inches. The Document Designer assumes that you entered the value in points. If you want to enter inches, you must also type the word "inches."*

6. Move the cursor to Line Spacing Within, and highlight the Leading field.
7. Type **2** (for 2 points).
8. Move the cursor to Use, and press **l** (for Leading).
9. If necessary, move the cursor to Whitespace After, and enter a value.
10. Press **Go**.

2 points of whitespace is inserted between the lines in every paragraph. Subsequent paragraphs also assume this new line spacing.

To remove the Format Paragraph menu, press **Cancel**.

To unmark the selected text, press **Code-Mark**.

## Procedure

To specify that base-to-base spacing be 16 points in a single paragraph,

1. Open the document.
2. Move the cursor to the paragraph whose line spacing you want to change.
3. Press **F3**.  
The Format Paragraph menu is displayed.
4. Press **s**.  
The Line Spacing menu is displayed.
5. If necessary, move the cursor to Whitespace Before and enter a value.
6. Move the cursor to Line Spacing Within and highlight the Base-to-Base field.
7. Type **16 (16 points)**.
8. Move the cursor to Use and press **b** (for Base-to-Base).
9. If necessary, move the cursor to Whitespace After and enter a value.
10. Press **Go**.

To remove the Format Paragraph menu, press **Cancel**.

## *Changing Type Styles*

There are two fields in the Font menu, **Bold** and **Italic**, that you can use to change the type style of the fonts in a document. For convenience, these type styles can also be selected in the Format Character menu. See "Character Format Attributes" in Chapter 5, "Formatting Text."

## *Changing Pitch*

*Pitch* is the width of a character and is measured in terms of characters per inch. For example, 8-pitch text prints 8 characters per inch. The Pitch field contains two settings: **Default For Font** and **Leave Alone**. The field is preset to **Default For Font**, which means that the Document Designer spaces character pitch according to the font you select. The **Leave Alone** response is most useful when you are using a printer that does not have different point sizes and when you have previously specified the pitch with the Pitch menu.

In addition to the Pitch field in the Font menu, the Format Character menu contains a **Pitch** command. This command is most often used when an entire document is in the Courier font and you do not want to use the **Font** command to change type size. Point size can be implied from the pitch you specify.

### **Procedure**

To use the Pitch menu to change the pitch of text,

1. If necessary, select the paragraphs whose pitch you want to change.
2. Press **F3**.

3. Press the **Spacebar**.

The Pitch menu is displayed.

## PITCH

---

Press **8** for 8-pitch text  
**0** 10-pitch text  
**2** 12-pitch text  
**5** 15-pitch text  
**D** Default pitch

---

4. Press the appropriate character (the number in parentheses indicates the point size that will be most often applied).

**8** 8 characters per inch (14 points)  
**0** 10 characters per inch (12 points)  
**2** 12 characters per inch (10 points)  
**5** 15 characters per inch (8 points)  
**d** default pitch for point size

Use the default setting when you are using a proportional font family such as Helvetica.

## *Selecting Device Types*

The Review menu contains a field called Device Type. You can use it for two purposes, as described below. When you print a document that contains various font families and point sizes, the Document Designer formats the document according to the printer you select. For example, if the default printer is an Imagen, the document is formatted to print on an Imagen.

## Procedure

To determine the device type used by the Document Designer after a document was printed, press **Code-F4** (Review) and read the entry next to the Device Type field.

You can also use the Device Type field to see how a document will appear when printed to a different device type. For example, if you previously printed a document to an Imagen printer, you can select another device type and then review the document to see how it will look.

## Procedure

To see how a document will appear when it is formatted for another device type,

1. Press **F4**.

The Review menu is displayed.

2. Move the cursor to the Device Type field and type the name of the desired device.
3. Press **Go**.

The document is reformatted according to the entry you made in step 2.

At times, information is more readable when it is presented in columns, as opposed to full-page format. For example, numbers are often more clearly presented when they appear in tabbed columns, and certain types of text are more appealing when they appear in synchronized or serpentine columns.

The three types of columns that you can create in Document Designer are listed in Table 15-1 and are described in this chapter.

**Table 15-1**  
**TYPES OF COLUMNS**

---

<b>Column Type</b>	<b>Description</b>
Tabbed	Text and data are held in place by tab stops.
Synchronized	Text is kept side-by-side across the page in two or more columns. Text wraps around to form new lines in the same column until you specify otherwise.
Serpentine	Text flows from the bottom of one column to the top of another until the serpentine columns are full.

---

Table 15-2 shows the types of columns you might want to use depending on the type of information you want to present and how you want it to appear.

**Table 15-2**  
**WHEN TO USE A COLUMN**

<b>Task</b>	<b>Column Type</b>
Present data	Tabbed columns
Add columns of data	Tabbed columns
Compare and contrast text	Synchronized columns
Enter text so that it appears beside a block of text	Synchronized columns
Create an Index	Serpentine columns
Create a newsletter	Serpentine columns

Your workstation screen should be in Full-visible mode when you work with columns since some format symbols, such as tab symbols, are only displayed when the screen is in Full-visible mode. The screen is in Normal mode when you log in.

**Procedure**

To change the visible mode of your screen, press **Code-v**.

## Using Tabbed Columns

Tabbed columns are frequently used to present scientific and technical data in table format. They can also be used to display text, as long as the lines in only one column wrap around to the next line. The advantages to tabbed columns include the ability to display columns of numbers and to interchange columns of text easily. Figure 15-1 shows a sample of tabbed columns when your workstation screen is in Full-visible mode.

12 point Courier Bold

	Jan	Feb	Mar	Apr	YTD
Salaries	35,000	35,000	45,000	45,000	160,000
Overhead	500	355	503	255	1,613
Education	0	0	600	0	600
Travel	432	15	35	250	732
Meals	250	0	52	125	427
Supplies	44	148	25	88	305
Telephone	1,356	1,435	1,043	987	4,821
Total	37,582	36,953	47,258	46,705	166,498

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Figure 15-1. Tabbed Columns

### CREATING TABBED COLUMNS

Setting up tabbed columns is similar to setting tabs with a typewriter because tabs are used to separate the columns. The difference between the Document Designer and the typewriter is that the Document Designer makes it much easier to measure and position the tab stops. The Document Designer also provides different kinds of tab stops, from left-aligned tab stops to centered tab stops.

## Creating the Tabbed Column Format

### Procedure

To create tabbed columns,

1. Press **Return** to begin a new paragraph.
2. Determine the number of columns you want and estimate the width of each one.
3. Move the cursor to the location in the new paragraph of the first tab stop.
4. Press **F3 t**.  
The Tabs menu is displayed.
5. Press the appropriate key:
  - l** Left-aligned tab (left edge of text is aligned with the tab stop)
  - r** Right-aligned tab (right edge of text is aligned with the tab stop)
  - c** Centered tab (text centered at tab stop)
  - d** Decimal tab (decimals aligned at tab stop)
  - e** Evenly spaced, left-aligned tab stops
6. Repeat the steps above to insert the remaining tab stops.
7. Press **Cancel** to remove the Format Paragraph menu from the screen. The tabbed column format is in place.

## Entering Information into Tabbed Columns

### Procedure

To enter information into tabbed columns,

1. Enter the structure of the tabbed columns, as described earlier.
2. Move the cursor to the far left margin in the paragraph that contains the new tab stops.
3. Enter information into the first column.
4. Press **Tab**.

The cursor moves to the next tab stop.

5. Enter information into the second column.
6. Repeat these steps to enter all the information you want.

When the table is complete, press **Return** to create a new paragraph. Notice that the new paragraph contains the tab stops you used to create the tabbed columns. Since they are no longer necessary, you can remove them. To do so, see "Deleting Tabbed Columns" later in this chapter.

### Aligning Text in Tabbed Columns

Text that wraps around to the next line in a tabbed column is aligned at the position of the left-margin indicator. You will need to change the position of the left margin using the **Other Line Indent** command, so that text is aligned with the tab stop.

## Procedure

To align text with the tab stop,

1. Move the cursor to the point where the text is to be aligned.
2. Press **F3 i**.

The Indents menu is displayed.

3. Press **o**.

The left-margin indicator moves to the location specified in the steps above, and text is automatically aligned at that position.

4. Press **Cancel** to remove the Paragraph Indent menu.

*NOTE: Text (in tabbed columns) is easiest to align when it appears in the right column. Use synchronized columns when you need to align text in the left and middle columns.*

## WORKING WITH TABBED COLUMNS

The following information shows you how to select one or more columns, and how to move and copy columns.

### Selecting Tabbed Columns

- Use any of the **Mark** commands to select text that is contained in tabbed columns. In addition, you can use the **Mark Column** command to select an entire tabbed column. Once it is selected, you can then move, copy, or delete the entire column.

## Procedure

To select a tabbed column,

1. Move the cursor to any location in the tabbed column.

2. Press **Code-F10**.  
The Mark menu is displayed.
3. Press **c**.  
The tabbed column is now highlighted.
4. If necessary, press **Bound** to include additional tabbed columns.

### **Moving and Copying Tabbed Columns**

After you select a tabular column, use the **Move** and **Copy** commands to move and copy the tab stops (with the text or data) to another location within the same table. The Document Designer adjusts the positions of other tab stops to make room for the moved or copied tab stops.

#### **Procedure**

To move or copy a tabbed column,

1. Select the column.
2. Position the cursor where you want the column to appear.
3. Press **Move** or **Copy**.

### **DELETING TABBED COLUMNS**

You can delete tabbed columns in two ways: either delete all text, data, and tab symbols, or delete just the text and data and leave the tab symbols in place.

## Deleting an Entire Tabbed Column

Use the following procedure to delete an entire tabbed column, including the tab stops that are displayed in the ruler display. If there are tab stops and data to the right of the deleted column, they are moved left to occupy the vacated space.

### Procedure

To delete an entire tabbed column, including the tab symbols,

1. Select the column.

If necessary, use **Bound** to select additional columns.

2. Press **Delete**.

The tabbed column, including the tab symbols, disappears from the screen.

## Deleting Only the Text in a Tabbed Column

Use the following steps to delete only the text from a tabbed column. Since the tab stops remain in place, this is a good technique to use when you want to update text and data in tabbed columns.

### Procedure

To delete only the text and data contained in a tabbed column,

1. Select the column.

If necessary, use **Bound** to select additional columns.

2. Press **Code-Delete**.

The text and data in the selected column is deleted, but the tab symbols remain.

## Clearing Tab Stops from Tabbed Columns

You can delete, or clear, all tab stops after you have deleted the text or data and tab symbols from a tabbed column.

### Procedure

To remove the tab stops from the ruler line,

1. Move the cursor to any location on the page.
2. Select the page.
3. Press **F3 t**.

The Tabs menu is displayed.

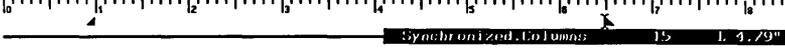
4. Press **a**.

All tab stops on the page are removed.

## *Synchronized Columns*

Synchronized columns are used to compare and contrast text, to print comments or headings in margins, and to create double- and triple-column lists and tables. For example, one synchronized column could contain instructions in Spanish, another in French, while the third could contain instructions in English.

Text in synchronized columns is aligned (or synchronized) across the page. A page can contain up to ten synchronized columns. Synchronized columns are most often used when text in two or more columns wraps around to the next line. Figure 15-2 shows an example of text in synchronized columns.



<p>Alice Leaves the Tea Party</p>	<p>This piece of rudeness was more than Alice could bear. . . she got up in great disgust, and walked off. . . The Doormouse fell asleep instantly, and neither of the others took the least notice of her going, though she looked back once or twice, half hoping that they would call after her. . . the last time she saw them, they were trying to put the Doormouse into the teapot.</p>
-----------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Alice Finds a Door</p>	<p>Just as she said this she noticed that one of the trees had a door leading right into it. . . That's very curious! she thought. . . But, everything's curious today. . . I think I may well go in at once. . . And she went.</p>
---------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

<p>Alice Enters the Garden</p>	<p>Once more she found herself in the long hall, and close to the little glass table. . . "Now, I'll manage better this time," she said to herself.</p>
--------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------

Figure 15-2. Synchronized Columns

### CREATING THE SYNCHRONIZED COLUMN FORMAT

The format for synchronized columns must be created before you can enter text. You need to know the text width before you can determine column and margin widths. Text width is contained in the Page Dimensions menu.

#### Entering the Column Format

The sum of the synchronized column widths and the margins between the columns must equal the value for text width. Values for column and margin widths can be entered either in inches or characters in the Synchronized Column form. If you enter a value without specifying inches or characters, the Document Designer assumes you entered the value in inches.

**Shortcut:** *Code-/*

**Procedure**

To create synchronized columns,

1. Determine Text Width:

Press **Shift-F3 d**.

The Page Dimensions menu is displayed. The Text Width field contains an entry similar to this:

**Text width: 5.0" (75 chars)**

2. Calculate column and margin widths based on Text Width.

*NOTE: You can enter the number of columns and either the column widths or the margins between the columns. The Document Designer will calculate the values you do not enter.*

3. To remove the Page Dimension menu, press **Cancel**.
4. Move the cursor to the left margin of the line where synchronized columns will be created.
5. Press **Shift-F3 c**.

The Synchronized Column form is displayed. The cursor highlights the top field, called Number of Columns.

## SYNCHRONIZED COLUMNS

---

Number of columns:

Width of column 1:

(Margin between 1-2):

Width of column 2:

(Margin between 2-3):

Width of column 3:

(Margin between 3-4):

Width of column 4:

(Margin between 4-5):

Width of column 5:

---

6. Enter the number of columns, and then press **Return**.
7. Enter the width of column 1, and then press **Return**.
8. Enter the margin between columns 1 and 2, and then press **Return**.
9. Continue to fill in the form, entering column and margin widths for the remaining columns.
10. Press **Go**.

When the screen is in Half-visible mode, a half-bright line, called a *synchronization mark*, is displayed at the cursor location to indicate the position and width of column 1. Under it is a paragraph symbol. The cursor is immediately to the right of that paragraph symbol. Document Designer considers all text contained below the synchronization mark as a single column.

## Displaying Synchronized Column Dimensions

You can display the dimensions of synchronized columns after they are created. To do so, use the following procedure.

### Procedure

To display the values of a selected synchronization mark,

1. Move the cursor to the synchronization mark.

2. Press **Mark**.

The synchronization mark is selected.

3. Press **Shift-F3 c**.

The Synchronized Columns form is displayed. Notice that it contains the values of the selected synchronization mark.

To remove this Synchronized Column form, press **Cancel**.

To unmark the synchronization mark, press **Code-Mark**.

## ENTERING TEXT INTO SYNCHRONIZED COLUMNS

You enter text into synchronized columns the same way that you enter regular text. The only difference is that text in synchronized columns wraps around to the next line at the column margin, not at the page margin.

### Procedure

To enter text into synchronized columns,

1. Enter text into column 1.

When the cursor reaches the right margin, it automatically wraps around to begin the next line. New paragraphs are kept within the column.

2. Press **Code-Next** to begin column 2.

A synchronization mark is inserted to denote column 2.

3. Enter text into column 2.
4. Continue the steps to enter text and to create additional columns.

### **Redefining Synchronized Column Format**

You can redefine the format of synchronized columns. For example, if you create a format, enter text, and then see that the columns are too narrow or the margins are too wide, you can change the format.

#### **Procedure**

To redefine the synchronized column format,

1. Select the synchronization marks and the text that is to be reformatted.
2. Press **Shift-F3**.  
The Page Format menu is displayed.
3. Press **c**.  
The Synchronized Column form is displayed.
4. Enter the new values.
5. Press **Go**.

The selected text is now displayed according to the dimensions that you entered in the procedure above.

## Returning to Full Text Width

### Procedure

To stop working in synchronized columns,

1. Move the cursor to the left margin on the line where single column text is to begin.
2. Press **Shift-F3 c**.  
The Synchronized Column form is displayed.
3. Type **1** next to Number of Columns.
4. Press **Go**.

A synchronization mark, which spans the width of the screen, indicates that text entered below it will span the width of the screen.

## Deleting a Synchronization Mark

If you want to reformat text, or if you decide not to use synchronized columns, you can delete the half-intensity, synchronization marks. Text contained below the synchronization mark you delete is displayed in the same format as the paragraph it occupies.

### Procedure

To delete a synchronization mark,

1. Move the cursor to the synchronization mark.
2. Press **Delete**.

The synchronization mark is deleted from the document. Any text displayed below the synchronization mark is repositioned. For example, if you deleted the first synchronization mark, text occupies the full text width.

## MOVING AND COPYING SYNCHRONIZED COLUMNS

You can edit text in synchronized columns in the same way that you edit normal text. Use the **Mark** commands, except the **Select Column** command, to select text in a synchronized column. Once selected, the text can then be moved or copied to another location. Moved or copied text takes on the width of the synchronization mark under which it appears. If text is moved or copied to a location that is not within a synchronized column, then it takes on the width of the respective page.

*NOTE: It is best not to move or copy synchronization marks. Synchronization marks define the relationships of synchronized columns. You could, therefore, disrupt the synchronized column format if you move, copy, or delete the respective synchronization marks. Nonetheless, if you want to delete or copy a synchronization mark, use the **Mark**, **Mark Word**, or **Mark Line** commands to do so.*

After you select text in a synchronized column, you can change its format with any of the format commands. (See Chapter 5, "Formatting Text," for details on format options such as line spacing and tabs.)

## *Serpentine Columns*

Text organized into serpentine columns flows across the page from left to right, and from the bottom of one column to the top of the next column. Newspapers, magazines, and newsletters often display text in serpentine columns. Serpentine columns are shown in Figure 15-3.

This piece of rudeness was more than Alice could bear. she got up in great disgust, and walked off. The Doormouse fell asleep instantly, and neither of the others took the least notice of her going, though she looked back once or twice, half hoping that they would call after her. the last time she saw them, they were trying to put the Doormouse into the teapot.

Just as she said this she noticed that one of the trees had a door leading right into it. That's very curious, she thought. But, everthing's curious today. I think I may well go in at once. And she went.

Once more she found herself in the long hall, and close to the little glass table. Now, I'll manage better this time, she said to herself.

I

Figure 15-3. Serpentine Columns

### CREATING SERPENTINE COLUMNS

Serpentine columns are easy to create. Using the Serpentine Columns form, you enter the number of columns and the margin between the columns; the Document Designer calculates the column widths. You then issue the **Review** command to insert the column breaks.

## Entering the Serpentine Column Dimensions

**Shortcut:** *Code-Shift-/*

### Procedure

To create serpentine columns,

1. Press **Shift-F3** s.

The Serpentine Columns form is displayed.

## SERPENTINE COLUMNS \_\_\_\_\_

Number of columns:

Margin between columns:

---

2. Enter the number of columns, and then press **Return**.

The Margin Between Columns field is highlighted.

3. Enter the margin width in inches or characters.

For example, type

**0.5** for 1/2 inch between columns,

or

**5 chars** for five characters between columns

4. Press **Go**.

Two half-intensity, double horizontal lines, called *serpentine column marks*, appear on the screen. The top mark denotes the position and width of the first serpentine column. The bottom mark denotes the width of the full page. Text entered below the top mark will conform to the width of the mark. Text entered below the bottom mark will occupy the entire page.

*NOTE: Newly created serpentine columns may appear extremely narrow. In these cases, the serpentine column has taken on the relative margins of the page on which they appear. For example, if the paragraph margins are indented, then the column margins are also indented. To widen the columns, see the discussion on Indents in Chapter 5, "Formatting Text."*

You can also place existing text into serpentine columns. To do so, select the text and then follow the procedure presented above.

## Displaying Serpentine Column Dimensions

### Procedure

To display the values of a selected serpentine column mark,

1. Move the cursor to the serpentine column mark.
2. Press **Mark**.

The Serpentine Column mark is highlighted.

3. Press **Shift-F3** s.

The Serpentine Columns form is displayed. Notice that it contains the values of the selected serpentine column mark.

To remove the Serpentine Columns form, press **Cancel**.

## ENTERING TEXT INTO SERPENTINE COLUMNS

### Procedure

To enter text into serpentine columns,

1. Type text into column 1.

When text reaches the right margin of the column, it automatically wraps around to begin the next line. When the first column is full, Document Designer begins a new column. When the page is full, Document Designer begins a new page.

2. To begin another column before the current column is full, press **Code-Next**. (See "Beginning a New Serpentine Column," later in this chapter.)
3. Use the commands described in Chapter 4 and Chapter 5 to edit and format text entered into serpentine columns, respectively.

### Beginning a New Serpentine Column

You can create a new serpentine column in one of two ways. You can use either the **Review** and **Print** commands to insert floating column breaks or you can insert a static column break yourself. Both techniques are described below.

**Inserting Floating Column Breaks.** *Floating column breaks* are inserted automatically whenever you format a document using the **Review** and the **Print** commands. The **Review** command lets you see how the columns appear before they are printed.

### Procedure

To insert floating column breaks into serpentine columns,

1. Press **Code-F4**.

The Review Document form is displayed.

## 2. Press Go.

Ten small boxes appear in the top-right corner of the form to track the progress of the **Review** command. The review is complete when the boxes are filled in and the form disappears from the screen. When the cursor is moved to the top of the page, floating column breaks (-----) appear at the top of all but the left column.

**Inserting Static Column Breaks.** *Static column breaks* are inserted whenever you press **Code-Next** to begin a new column. The static column break appears at the top of the column and is denoted by the following characters (:::::).

### **Procedure**

To manually start a new column, press **Code-Next**.

## **Reviewing New Serpentine Columns**

After you create serpentine columns and enter text into them, you should review the document to properly paginate the columns.

### **Procedure**

To paginate serpentine columns, issue the **Review** command. (See Chapter 6, "Reviewing and Printing a Document," for details about the **Review** command.)

## **Returning to Full Text Width**

When you have finished working with serpentine columns and want to enter text in normal text width, use the following procedure.

## Procedure

To enter text across the full page,

1. Move the cursor to a location below the two, half-intensity lines that span the width of the screen.
2. Press **Return**.

Text entered into this new paragraph spans the width of the screen.

## Deleting A Serpentine Column Mark

If you want to reformat text or if you decide not to use serpentine columns, you can delete the half-intensity, serpentine marks.

### Procedure

To delete a serpentine column mark,

1. Move the cursor to the serpentine column mark.
2. Press **Delete**.

The serpentine column mark is deleted from the document. Any text displayed below the mark is repositioned. For example, text occupies the full text width if you deleted the first serpentine mark.

## EDITING TEXT IN SERPENTINE COLUMNS

You can edit text in serpentine columns in the same way that you normally edit text. See Chapter 4, "Entering and Editing Text," to edit single characters and blocks of text. As with synchronized columns, use the **Mark** commands, except the **Select Column** command, to select serpentine columns. After text in serpentine columns has been selected, it can be moved, copied, and deleted.

Text entered into serpentine columns can be formatted with any of the format commands described in Chapter 5, "Formatting Text." It is best, however, not to move, copy, or delete the serpentine column mark since the mark defines the relationship of serpentine columns. You could, therefore, disrupt the serpentine column format. Nonetheless, if you decide to delete a serpentine column mark, first select it with the **Mark**, **Mark Word**, or **Mark Line** commands.

## Mixing Column Types on the Same Page

You can use tabbed, synchronized, and serpentine columns on the same page. However, you cannot put serpentine columns in an area formatted for synchronized columns, and vice versa. Serpentine and synchronized columns must occupy their own *fixed area*, which means the top of the page could contain serpentine columns and the bottom of the page could contain synchronized columns.

You can, however, create tabbed columns inside the areas set up for synchronized or serpentine columns. Follow the procedures shown throughout this chapter to create pages like that shown in Figure 15-4.

12 point Courier (Courier 72)

Fixed Columns 1/ L 1.33"

This text demonstrates how serpentine, synchronized, and tabbed columns can be used on the same page to produce attractive results.

The figures below illustrate how tabbed columns can be used inside an area formatted for serpentine columns.

The top portion of this page contains an area formatted for serpentine and tabbed columns.

345.43	20.40
23.10	104.35
300.00	2.45
200.10	100.50

---

You can also use synchronized and tabbed columns to organize your text and your figures.

4345.43	20.40
23.10	104.35
4300.00	2.45
4200.10	100.50

1175-047

Figure 15-4. Three Types of Columns



Footnotes are references that you enter into a document to provide more information about a topic or to reference the source of specific material. Document Designer gives you a great deal of control over footnotes. You decide where they are printed, how much of a page they occupy, how they are formatted, and how they are numbered.

The following information shows you how to create, number, collect, delete, and print footnotes in your Document Designer documents. Figure 16-1 shows a sample page containing several footnotes.

## *Creating Footnotes*

Footnotes can occupy more than one paragraph and more than one page. When there is not enough room at the bottom of a page, the Document Designer finishes the footnote on the following page. In fact, the Document Designer does not start another footnote until the previous one is complete.

The **Page Dimension**, **Review**, and **Print** commands can affect the placement and numbering of footnotes. For example, you use **Page Dimensions** to determine where a footnote is placed on the page, and you use **Print** and **Review** to renumber footnotes. Each of these commands is described in this chapter.

Footnotes are references that you enter into a document to provide more information about a topic or to reference the source of specific material. Document Designer gives you a great deal of control over footnotes. You decide where they are placed, how much of a page they occupy, how they are formatted, and how they are numbered.

The following information shows you how to create, number, collect, delete, and print footnotes in your Document Designer documents. Figure 16-1 shows what a page looks like when it contains several footnotes.

- 
- 1 This is the first footnote.
  - 2 This is the second footnote.
  - 3 This is the third footnote.
  - 4 This is the fourth footnote.

Chapter title 1-9

1175-048

**Figure 16-1. Document with Footnotes**

## THE FOOTNOTE COMMAND

You can create footnotes as you develop a document, or you can return to a finished document and enter footnotes. In both cases, use the steps below to enter as many footnotes as necessary.

### The Footnote Window

Footnotes are entered in the footnote window. The footnote window is displayed only when you issue the **Insert Footnote (Code-f)** command. The footnote window is always displayed at the bottom of the screen, and is much like a document window. You can use the same editing, formatting, and cursor movement commands in the footnote window as you use in regular text.

#### Procedure

To enter a footnote reference,

1. Move the cursor to the place in the document where you want to enter the footnote reference.
2. Press **Code-f**.

A footnote window is displayed at the bottom of the screen. At the far left of that window is a zero in superscript and half-bright intensity. The cursor is located one space to the right of the zero.

*NOTE: Press Cancel to close the footnote window if you decide not to create a footnote.*

3. Enter the footnote text.

Footnotes can be several paragraphs long. The Document Designer takes as much room as necessary to display footnote text.

#### 4. Press **Go**.

The footnote window is removed from the screen. A half-bright, superscript zero is displayed at the location of the cursor when you issued the **Insert Footnote** command. One blank space is also inserted after the zero. To assign Arabic numerals to the footnotes, see "Numbering Footnotes" later in this chapter.

*NOTE: Characters and paragraphs entered into footnote windows do not take on the formatting of the rest of the document. You must apply format attributes yourself. (See "Editing and Formatting Footnotes" later in this chapter.)*

## NUMBERING FOOTNOTES

References to footnotes are displayed initially as half-intensity, superscript zeroes. They are not numbered until you review the document. The Review Document and Print menus each contain a field called Renumber Footnotes, which is preset to renumber footnotes.

When Renumber Footnotes is set to **Yes**, the zeroes are replaced by Arabic numbers, starting with the number 1. You can also choose to assign a number other than 1. The following procedures show you how to do both.

### Numbering Footnotes From Number 1

#### Procedure

To assign sequential numbers to footnote references, beginning with number 1,

1. Press **Code-F4**.

The Review Document menu is displayed.

2. If necessary, press **Yes** to Renumber Footnotes.

3. **Press Go.**

Ten small boxes are displayed in the upper-right corner of the Review Document menu to track the process of the command. The footnotes are numbered and the menu is removed from the screen when the command is complete.

If there is a discrepancy between a footnote and a footnote reference, the number displayed in the text determines the number of the footnote reference.

## **Numbering Footnotes From a Number Other Than 1**

### **Procedure**

To assign a number other than 1 to the first footnote in a document,

1. Insert a static page break at the top of the page where the first footnote reference is displayed.

See the **Break Type** command, described in "Page Breaks" in Chapter 5, for a detailed discussion of static and floating page breaks.

2. **Press Shift-F3.**

The Format Page menu is displayed.

3. **Press a.**

The Page Attributes form is displayed.

4. Move the cursor to the Forced Footnote Number field and type a whole number.

5. **Press Go.**

6. Issue the **Review (Code-F4)** command to re-number the footnote references.

# *Collecting Footnotes*

Footnotes can be displayed in one of three places:

- bottom of the page where they are referenced
- end of document where they are referenced
- separate document

To place footnotes at the end of a document or in a separate document, you must first collect the footnotes. To do so, use the **Collect Footnotes** command. The **Collect Footnotes** command collects the footnotes at the end of a document or in another document; it does not number or renumber footnotes, nor does it overwrite previously collected footnotes. If you are collecting footnotes for the second or third time, you should delete the previously gathered footnotes (see "Deleting Footnotes" later in this chapter).

## **FOOTNOTES AT THE END OF A DOCUMENT**

The procedure below shows you how to collect footnotes at the end of a document. These steps can also be used to proof footnotes that you want to print at the bottom of each page.

### **Procedure**

To collect footnotes so that they are displayed at the end of the document,

1. If necessary, review the document to number the footnotes.
2. Press **Code-F3**.

The Format Document menu is displayed.

3. Press **f**.

The Collect Footnotes form is displayed. To collect footnotes at the end of the current document, leave the Append To Document field blank. (If you enter a document name, the footnotes will be collected and placed in that document.)

4. Press **Go**.

The footnotes are collected and placed at the end of the document on their own page.

## FOOTNOTES IN ANOTHER DOCUMENT

Footnotes can also be collected and placed in a separate document.

### Procedure

To collect footnotes and place them in another document,

1. If necessary, review the document to number the footnotes.
2. Press **Code-F3**.

The Format Document menu is displayed.

3. Press **f**.

The Collect Footnotes form is displayed.

4. Type a document name.

If you do not enter a document name, the footnotes are collected and placed at the end of your present document.

5. **Press Go.**

This message is displayed:

**Press GO to create document name, press  
CANCEL to cancel command.**

6. **Press Go.**

The footnotes are collected and placed in another document.

Use the **Open Document** command to open the document containing the footnotes. You can then read, edit, and reformat the footnotes; you can also print the page(s) that contain the footnotes.

## *Deleting Footnotes*

Most commonly, you will delete either the reference to a footnote or a previously collected footnote. When you delete a footnote reference, the reference number and the contents of the footnote are deleted. When you delete a previously collected footnote, however, the reference is not deleted. The following procedures show you how to delete both a footnote reference and a previously collected footnote.

### **DELETING FOOTNOTE REFERENCE NUMBERS**

You delete footnote references the same way that you delete single characters. When you delete a footnote reference this way, you also delete the text associated with the footnote. This is, therefore, the way to permanently delete footnotes from documents.

Use the **Mark Character** and **Mark Word** commands to select a footnote reference that is more than one digit (for example, 12 or 102).

When you delete one or several footnotes, the remaining footnote references are not renumbered and collected until you review them. Therefore, you should renumber and collect the remaining footnote references using the **Review** command.

## Procedure

To delete a footnote reference from text,

1. Move the cursor to the half-intensity, superscript, footnote reference.
2. If the reference is more than one digit, select the entire number.
3. Press **Delete**.

*NOTE: This procedure does not delete any footnotes that have already been collected. (To delete footnotes that have been collected, see "Deleting Collected Footnotes" below.)*

## DELETING COLLECTED FOOTNOTES

Since the **Collect Footnotes** command does not overwrite previously collected footnotes, you must delete the old references yourself. Use the following procedure to delete previously collected footnotes.

Remember that footnote references are not renumbered and collected when you delete one or several references. Therefore, use the **Review** command to renumber and collect the remaining footnote references after some are deleted.

## Procedure

To delete previously collected footnotes,

1. Move the cursor to the footnote(s) to be deleted.
2. Select the text.
3. Press **Delete**.

## *Inserting Footnotes*

Footnote references are easily inserted. Use the steps below to insert, renumber, and collect the updated footnote references. Notice that these steps combine many of the procedures already presented in this chapter.

### **Procedure**

To insert footnotes,

1. Move the cursor to the location where you want to insert the footnote.
2. Press **Code-f**.  
The Footnote window is displayed.
3. Type the footnote.
4. Press **Go**.
5. Issue the **Review** command (Code-F4) to renumber the footnotes.
6. If necessary, delete any previously collected footnotes.
7. Issue the **Collect Footnote** (Code-F3 f) command to collect the footnotes, including the latest entries.

## *Editing and Formatting Footnotes*

You can edit and reformat footnotes after they are entered into your document. To edit or apply footnote-related format changes to a footnote, the footnote must be displayed on the screen.

### **Procedure**

To edit a footnote,

1. Move the cursor to the footnote reference.

2. Press **Code-f**.

The Footnote window is displayed at the bottom of the screen. The footnote is displayed inside that window.

3. Edit the text, and apply format commands.
4. Press **Go**.

When you next collect the footnote, it will reflect the edits made in the steps above.

## *Printing Footnotes*

The following information shows you how to print footnotes. Footnotes can be printed regardless of where they are displayed.

### **SPECIFYING FOOTNOTE HEIGHT**

The Page Dimensions menu contains a field called Footnote Height, which is preset to fluctuate according to the number of lines or inches required to display the footnote. However, you have the option of choosing how much room to leave at the bottom of the page for footnotes.

#### **Procedure**

To enter a value for footnote height,

1. Open the document.
2. Select the pages on which you want to specify the height of footnotes.
3. Press **Shift-F3 d**.

The Page Dimensions menu is displayed.

4. Move the cursor to Footnote Height.

5. Enter a value for footnote height, either in inches or lines (the value must be at least 4 lines).

Footnote text will be printed within the area you define. If necessary, Document Designer continues footnote text on subsequent pages. Other footnote references will not begin until the first reference is complete.

6. Press **Go**.

## PRINTING FOOTNOTES AT THE BOTTOM OF A PAGE

Before you can print footnotes at the bottom of a page, you must review the document by using either the **Review** or the **Print** command. The Review menu contains a field called Leave Room for Footnotes, which is preset to **Yes**. It instructs Document Designer to leave room for footnotes at the bottom of the page when the document is printed.

### Procedure

To review a document and print the footnotes at the bottom of each page,

1. Open the document.
2. Review the document.

Make sure that **Yes** is highlighted next to the Leave Room For Footnotes field.

3. Press **Shift-F4**.

The Print menu is displayed.

4. Fill in the fields.

If necessary, select **Yes** next to the Print Footnotes field. Footnotes will not be printed if you select **No**.

## 5. Press Go.

When the document is printed, footnotes are printed on the bottom of the pages where they are referenced. A short line is inserted against the left margin and between the last line of regular text and the first line in the footnote.

*NOTE: Footnote references entered into synchronized or serpentine columns are printed across the width of the page.*

## PRINTING FOOTNOTES AT THE END OF A DOCUMENT

When footnotes are collected at the end of the document, you use the **Print** command to print either the entire document or just the pages that contain the footnotes. The following two procedures show you how to print the entire document, or only the pages with the footnotes. (See Chapter 6, "Reviewing and Printing a Document," for more information about the **Print** command.)

### Printing the Entire Document

#### Procedure

To print the entire document, including the footnotes,

1. Collect the footnotes at the end of the document.
2. Press **Shift-F4**.

The Print menu is displayed.

3. Type the name of the document next to the Document Name(s) field.

4. Move the cursor to the Print Footnotes field and select **No**.
5. Press **Go**.

All the pages in the document are printed, including those at the end that contain the footnotes. Note that a short line separates the regular text from the footnote text.

## Printing the Footnotes Only

### Procedure

To print only the pages at the end of the document that contain the footnotes,

1. Collect the footnotes at the end of the document.
2. Press **Shift-F4**.

The Print menu is displayed.

3. Type the name of the document next to the Document Name(s) field.
4. Move the cursor to the Pages to Print field, and type the number of the page(s) that contain the footnotes.
5. Move the cursor to the Print Footnotes field, and select **No**.
6. Press **Go**.

Only those pages at the end of the document that contain the footnotes are printed.

## **PRINTING FOOTNOTES COLLECTED IN ANOTHER DOCUMENT**

Footnotes are most often collected in a separate document. The following procedure shows you how to print the document that contains the footnotes. (See Chapter 6, "Reviewing and Printing a Document," for more information about the **Print** command.)

### **Procedure**

To print the document that includes the footnotes,

1. Press **Shift-F4**.

The **Print** menu is displayed.

2. Type the name of the document next to the **Document Name(s)** field.

3. Press **Go**.

The pages in that document that contain the footnotes are printed.

This chapter showed you how to work with footnotes in your documents. The following chapter shows you how to integrate art, charts, spreadsheets, and text together in one document.



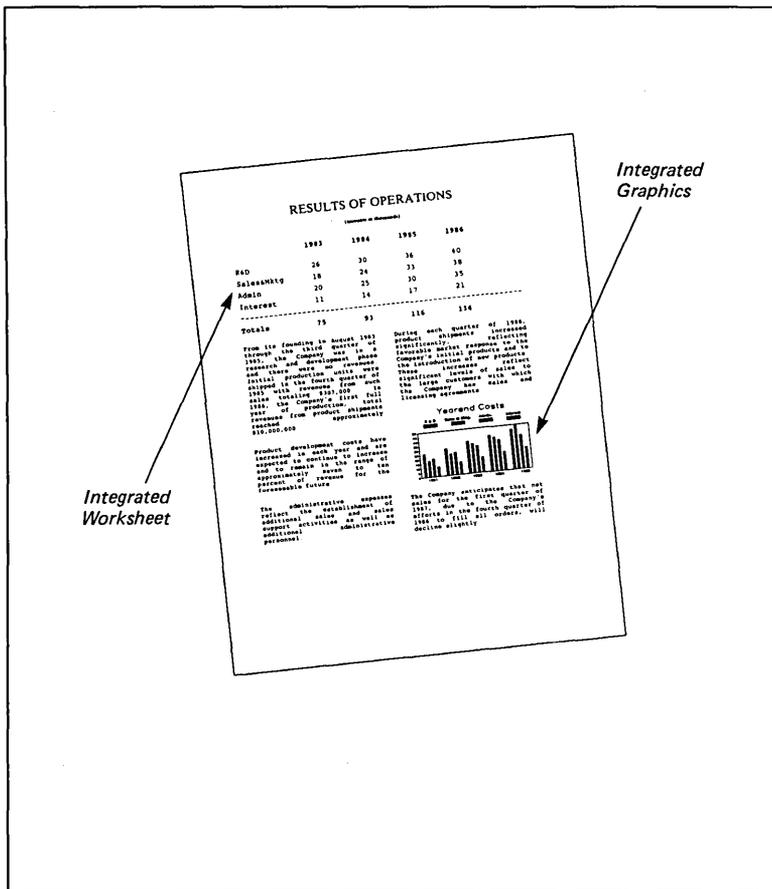
This chapter explains the **Object** commands that you can use to combine, or integrate, worksheets and art with text in your Document Designer documents. Figure 17-1 displays a page that contains both text and art created by the Art Designer.

Use the **Voice** commands, described in Chapter 18, to insert voice messages into your documents. The **Voice** commands differ from the **Object** commands; the two cannot be interchanged.

*NOTE: The Context Manager configuration file on the workstation you are using must be properly set up to use the Extended Multiplan and Art Designer software packages. Please see your system administrator, or Chapter 20, "System Administration," to determine that the workstation you are using is properly configured.*

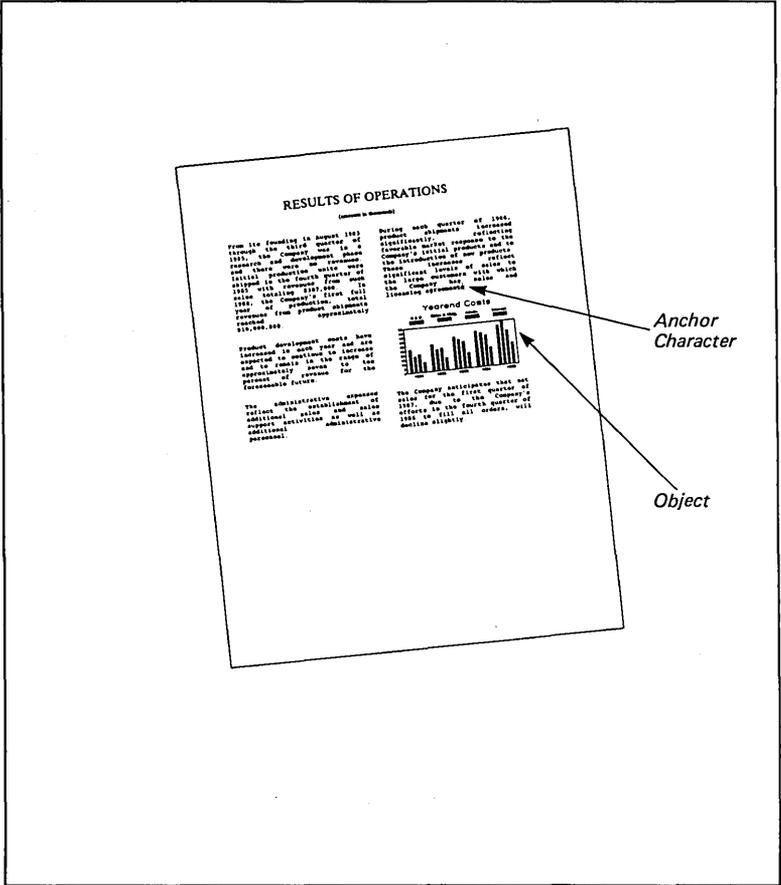
Three terms are used throughout this chapter. They are illustrated in Figure 17-2.

Anchor character	The character or space in the active document that identifies the location of an object. Anchor characters are displayed in half-bright intensity when the screen is in Normal mode. They blink on and off when the screen is in Half-visible or Full-visible mode.
Text-at-Bay Box	The space that defines the size and location of an object when it is integrated into a document.



1173-049

Figure 17-1. Integrated Document



1173-050

Figure 17-2. Terms Illustrated

**Object** Anything created in another application and inserted into a Document Designer document. There are two kinds of objects:

**Graphic Objects**

Created by graphics or picture-producing applications, such as a pie chart created by the Art Designer.

**Text Objects**

Created by text- or number-producing applications, such as a worksheet created in Extended Multiplan.

## *The Object Menu*

All objects are created, edited, and defined by the commands contained in the Object menu. The Object menu is displayed below, and the six **Object** commands are described on the following pages.

### **Procedure**

To display the Object menu, press **Code-F8**.

### **OBJECT** \_\_\_\_\_

- Press E to Edit (or create) an object
  - B Set box dimensions for object
  - S Search for next anchor character
  - P Place a waiting object
  
  - V change graphical object visibility (Code-Shift-v)
-

Edit Object	Displays the cooperating applications so that you can edit an existing object or create a new one.
Set Box Dimensions	If issued from a nonanchor character, this command displays the Box Dimensions menu. This command displays the Box Boundaries menu when issued from an anchor character. See "Defining a New Text-at-Bay Box" later in this chapter.
Search for Next Anchor Character	Searches the active document for the next anchor character.
Place a Waiting Object	Inserts an object created in a cooperating application into the active document at the location of the anchor character.
Change Graphical Object Visibility	<p>This command is a "toggle switch" that lets you change how graphic objects are displayed in a document. When you first issue it, the command displays graphic objects as dotted boxes. The performance of your workstation, particularly the scrolling feature, declines when graphic objects are displayed on the screen.</p> <p>When you want to redisplay graphic objects on the screen, issue the <b>Change Graphical Object Visibility</b> command again (Code-Shift-v).</p>

## *Creating an Object*

You can create both text objects and graphic objects. Most text objects are created in Extended Multiplan and most graphic objects are created in the Art Designer. To verify that these applications are installed on your workstation, check with your system administrator before you continue.

You can specify the size and location of the text-at-bay box before or after you create an object. The Document Designer automatically sets the size and location of the text-at-bay box if you do not. The following procedure specifies that the Document Designer create the text-at-bay box. See "About Text-at-Bay Boxes" later in this chapter to create and edit them.

### **Procedure**

To create an object and insert it into a Document Designer document,

1. Move the cursor to the location where you want to insert the object.
2. To select the anchor character, press **Mark**.
3. Press **Code-F8**.

The Object menu is displayed.

4. Press **e**.

If there is more than one cooperating application, the Edit/Create Object menu is displayed; otherwise, the single available cooperating application starts.

---

### **EDIT/CREATE OBJECT**

Press 1 for Art Designer  
2 Extended Multiplan

---

If the Edit/Create Object menu is displayed, press the appropriate character:

- 1 to create an object in the Art Designer
- 2 to create an object in Extended Multiplan

The respective application is started. The new application temporarily replaces the Document Designer screen.

5. Create the picture or worksheet as you want it to be displayed in the Document Designer.

If necessary, see the *Art Designer Reference* manual or the *Extended Multiplan* manuals for information on those applications.

6. Save the picture or worksheet.

In the Art Designer, use the **Save Picture** command in the Files menu.

In Extended Multiplan, use the **Save** command in the Transfer menu.

7. When the picture or worksheet is saved, press **Finish**.

If you are using Extended Multiplan, specify those cells you want to insert into the Document Designer document in the Image Area field.

8. The cooperating application closes, and you return to the Document Designer. This message is displayed at the bottom of the screen:

**Press GO to confirm assigning object to  
marked anchor character,  
Press CANCEL to deny.**

In addition, one of these two messages is displayed at the top of the screen:

**Text Object Waiting**

**Graphical Object Waiting**

9. You have two choices:
  - To assign the object to the selected anchor character, press **Go**.
  - To place the object in waiting while you change the anchor character or edit the document, press **Cancel**.

*NOTE: If you do place an object in waiting, use the **Place Waiting Object** command (described later in this chapter) to insert the waiting object in your document.*

## *About Text-At-Bay Boxes*

The objects you integrate into your Document Designer documents are contained in text-at-bay boxes. The Document Designer automatically creates the text-at-bay box if you do not create it yourself. The Document Designer also molds existing text around the text-at-bay box so that objects can be immediately integrated into your documents.

The text-at-bay box defines the location, size, and shape of the object it contains. When you select an anchor character, the corresponding text-at-bay box is also selected. The following items describe text-at-bay boxes and how best to use them. Text-at-Bay boxes

- by default, are inserted one line below the anchor character against the left margin.
- cannot be situated in the middle of the page with text displayed to the right *and* left. Instead, they must be flush against either the right or left margin, or extend completely from the right margin to the left margin.
- may change shape and size if you change the line spacing, size, or pitch of the surrounding text.
- may change in appearance if you restore the original aspect ratio after one or more sides have been changed.
- must contain the entire object. The object cannot extend beyond the boundaries of the text-at-bay box.
- do not always reduce the object they contain. At times, part of an object may be removed from the screen because it cannot be completely displayed in the smaller text-at-bay box.

## *Defining a New Text-At-Bay Box*

One of the ways you can use the **Set Box Dimensions** command is to define the size and shape of a new text-at-bay box. This command allows the default settings that the Document Designer uses when you create a new text-at-bay box to be changed.

One of two menus is displayed when you issue this command. Which menu displays depends on where the cursor is when you issue the command, as follows:

- The **Box Boundaries** menu is displayed when the cursor highlights an anchor character. The **Box Boundaries** menu is described later in this chapter under "Changing an Existing Text-at-Bay Box."
- The **Box Dimensions** menu is displayed when the cursor highlights a nonanchor character. The **Box Dimensions** menu is described in this section.

### **Procedure**

To display the **Box Dimensions** menu,

1. Move the cursor to any character you want to use as an anchor character.
2. Press **Mark**.
3. Press **Code-F8**.

The **Object** menu is displayed.

4. Press e.

The Box Dimensions menu appears, as shown below.

#### BOX DIMENSIONS

---

(Enter inches, lines or characters)

[Text at bay width]  
[Text at bay height]  
[Object width]  
[Object height]  
[Object left-offset]  
[Object down-offset]  
Orientation:

Left            Right  
Bottom        Float

Maintain aspect ratio?

Yes            No

Reminder: All fields are optional. Fill in none, or one, or any number of fields.

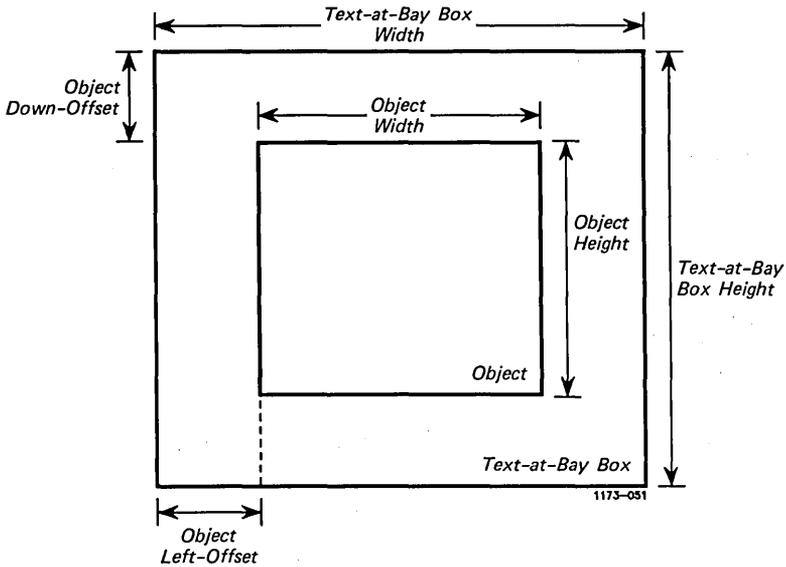
---

The first six fields in the menu do not contain values; only the Orientation and Maintain Aspect Ratio fields contain preset values. You can accept the preset values or enter other values. If you accept the preset values, the Document Designer creates a text-at-bay box with the default settings.

Values entered next to the Text-at-Bay Width and Object Width fields can be entered in inches or characters (not lines). Values entered next to the Text-at-Bay Height and Object Height fields must be entered in inches or lines (not characters). Figure 17-3 illustrates the fields in the Box Dimensions menu.

Text-at-Bay Width            Width of the text-at-bay box in inches or characters.

Text-at-Bay Height            Height of the text-at-bay box in inches or lines.



**Figure 17-3. Fields in the Box Dimensions Menu**

Object Width	Width of the object in inches or characters. This value must be smaller than the text-at-bay width.
Object Height	Height of the object in inches or lines. This value must be smaller than the text-at-bay height.
Object left-offset	Distance from the left side of the text-at-bay box to the left side of the object. Enter the value in inches or characters.
Object down-offset	Distance from the top of the text-at-bay box to the top of the object. Enter the value in inches or lines.

**Orientation** Placement of the text-at-bay box within the text. This is preset to **Float** against the **Left** margin. You can select two of the following four options:

**Left** Left side of the page

**Right** Right side of the page

**Bottom** Bottom of the page

**Float** Directly below the line of text that contains the anchor character.

**Maintain aspect ratio** Preset to **Yes**, which means that the aspect ratio is maintained when the dimensions of the text-at-bay box are altered. To disregard the aspect ratio, select **No**.

The *aspect ratio* is the relationship between the height and width of an object. It applies only to the object, not to the text-at-bay box. If one side of an object is made larger or smaller, the corresponding side is also increased or decreased to maintain the aspect ratio, or correct proportion.

### **Procedure**

To define the shape and size of a text-at-bay box and the object it contains,

1. Move the cursor to the anchor character of the object you want to create.
2. To select the anchor character, press **Mark**.
3. Press **Code-F8**.

The Object menu is displayed.

4. Press **b**.

The Box Dimensions menu is displayed.

5. Respond to the fields in the menu as required. (If you want to create a text-at-bay box with the default dimensions, leave all the fields blank.)
6. Press **Go**.

A text-at-bay box is inserted into the document near the anchor character. Its dimensions correspond to the height and width entered in the Box Dimensions menu.

*NOTE: You can "preview" the dimensions of the object to be placed in the text-at-bay box by pressing Code-v.*

## *Changing an Existing Text-At-Bay Box*

You can use the **Set Box Dimensions** command to change boundaries of an existing text-at-bay box and the object it contains. Recall that the text-at-bay box defines the size and location of the "white space" around the object when the object is integrated into a document. Every object is contained in its own text-at-bay box.

### **Procedure**

To display the Box Boundaries menu,

1. Move the cursor to an anchor character that is associated with an existing object.
2. To activate the anchor character, press **Mark**.

3. Press **Code-F8**.

The Object menu is displayed.

4. Press **Go**.

The Box Boundaries menu appears, as shown below.

**BOX BOUNDARIES** \_\_\_\_\_

Cursor to desired location, then:

Press **M** to Move object

**R** Resize object (maintains aspect ratio)

**S** Stretch object (may alter aspect ratio)

**T** Stretch text-at-bay box

Press **C** to Center object

**A** Restore original aspect ratio

**O** Change left/right box orientation

**E** Set box dimensions explicitly

---

There are two boxes displayed on the right and left of the Box Boundaries menu. The letters on those boxes (M, R, S, T) correspond to the letters on the first list of commands. The second set of commands does not correspond to the letters in the boxes.

**Move Object** Moves the top left corner of the object to the cursor location inside the text-at-bay box. If the top left corner of the object can no longer fit inside the text-at-bay box, the text-at-bay box is expanded to accommodate the object.

**Resize Object** Changes the size of an object and maintains the aspect ratio.

To maintain the aspect ratio, the Document Designer compensates for a change in one dimension of an object by increasing or decreasing the corresponding dimension of the object.

The lower right corner of a resized object is determined by the location of the cursor when you issue this command.

**Stretch Object** Stretches the size of an object, without maintaining the aspect ratio.

The lower right corner of a stretched object is determined by the location of the cursor when you issue this command.

*NOTE: To undo this command, issue the Restore Original Object Ratio command in the Box Boundaries menu.*

**Stretch Text-at-Bay Box** Stretches or shrinks the text-at-bay box as follows. When the box is positioned

- in a text-at-bay box that stretches to the full width of a page, its bottom edge is determined by the location of the cursor.
- at the left side of the page, the cursor location determines the lower right corner of the box.
- at the right side of the page, the cursor location determines the lower left corner of the box.

*NOTE: The aspect ratio does not change when you use this command to stretch the text-at-bay box. The aspect ratio may change, however, if you use this command to shrink a text-at-bay box.*

Center Object	Centers the object in its text-at-bay box. The location of the cursor does not affect the results of this command.
Restore Original Aspect Ratio	Restores the original aspect ratio (but not the size) of an object (as it was created in the application program). The location of the cursor does not affect the results of this command.
Change Box Orientation	Moves the text-at-bay box (and the object within it) from one side of the page to the other. The box retains its size, shape, and dimensions. The location of the cursor does not affect the results of this command.
Set Box Dimensions Explicitly	Displays the Box Dimensions menu, which lets you explicitly set the dimensions of a text-at-bay box.

### Procedure

To change the box boundaries of an existing text-at-bay box or object,

1. Move the cursor to the anchor character.
2. Press **Code-F8 b**.

The Box Boundaries menu is displayed. It contains eight commands. To display the second set of **Box Boundaries** commands, press **Next Page**.

3. Press the appropriate letters to reshape, resize, or move the text-at-bay box and the object it contains:
  - m Moves the object.
  - r Resizes the object.
  - s Stretches the object (and may alter the aspect ratio).
  - t Stretches or shrinks the text-at-bay box.
  - c Centers the object in the text-at-bay box.
  - a Restores the original aspect ratio of the object.
  - o Moves the text-at-bay box to the opposite side of the page.
  - e Displays the Box Dimensions menu. See "Defining a New Text-At-Bay Box" earlier in this chapter.

The text-at-bay box and its object change according to the options you choose in step 3.

4. To remove the Box Boundaries menu, press **Cancel**.

## *Searching for Anchor Characters*

The **Search for Next Anchor Character** command searches through the active document for the next anchor character and highlights it. Use this command to quickly scan a document for text and graphic objects.

### **Procedure**

To search a document for the next anchor character,

1. Move the cursor to a location in the document.
2. Press **Code-F8**.

The Object menu is displayed.

3. Press **s**.

The Document Designer searches the document for the next anchor character and highlights it.

Use the **Redo** (F1) command to reissue the command and search the document for the next anchor character.

To unmark an anchor character and the object highlighted by the **Search For Next Anchor Character** command, press **Code-Mark**.

## *Placing a Waiting Object*

Use the **Place Waiting Object** command to assign an object to the selected character. This command works only when an object has already been created in a cooperating program.

When an object is waiting to be placed, the message "Text object waiting" or "Graphic object waiting" is displayed in the upper left corner of the screen.

### **Procedure**

To place an already created object in the active document,

1. Move the cursor to a character in the document.
2. To define the character as an anchor character, press **Mark**.
3. Press **Code-F8**.

The Object menu is displayed.

4. Press **p**.

The object that you created in the Art Designer or Extended Multiplan is inserted at a location close to the anchor character you selected in step 2. The Document Designer uses default settings to create the text-at-bay box.

## *Changing Graphic Object Display*

The **Change Graphic Object Visibility** command replaces graphic objects with dotted boxes to improve the performance of the workstation you are using. By displaying objects as dotted boxes, you can speed up text handling operations such as scrolling and cursor movement.

*NOTE: When you issue this command, it is applied to the entire document; it is not applied to single graphic objects or to a range of selected text.*

### **Procedure**

To change how graphic objects are displayed,

1. Move the cursor to any location in the document.
2. Press **Code-Shift-v**.

Dotted boxes replace the graphic objects. They are displayed as squares and rectangles in roughly the same size as the graphic object they replace.

3. To redisplay the graphic objects, press **Code-Shift-v** again.



This chapter explains the voice annotation feature in the Document Designer. Voice annotation lets you narrate business reports, add voice messages to your letters, and annotate drafts of important documents.

There are seven **Voice Annotation** commands; to use them, a Voice Processor Module (or equivalent voice processing hardware) must be attached to your workstation. You also need a telephone. To attach your telephone to the Voice Processor Module, read Appendix A, "The Voice Processor Module." For additional technical information about the module, see the *Voice Processor* manual.

## *The Voice Menu*

The **Voice Annotation** commands are contained in the Voice menu. Three have shortcuts; the rest you must issue after first displaying the Voice menu. Each command is explained in more detail on the following pages.

<b>Command</b>	<b>Shortcut</b>
Record	No shortcut
Play	No shortcut
Stop	Code-h
Hangup	No shortcut
Continue Playback	Code-g
Find Next Voice	Code-a
Remove all Voice	No shortcut

### **Procedure**

To display the Voice menu, press **Shift-F8**.

### **VOICE**

---

Press	R to	Record
	P	Play
	S	Stop (Code-h)
	H	Hangup
	C	Continue playback (Code-g)
	F	Find next voice annotation and play (Code-a)
	M	Remove all voice annotations from selected text

---

Record	Displays the Record Setup form. Use this form to specify the length, quality, and volume of the message you want to record in the active document.
Play	Plays back prerecorded voice messages.
Stop	Stops a voice message from playing.
Hangup	Disconnects the telephone from the outside line, thereby terminating the dial tone (the dial tone can interrupt the playback or recording of a voice message).
Continue Playback	Restarts the voice message at a place just before you issued the <b>Stop</b> command.
Find Next Voice Annotation	Searches the active document for the next voice anchor character.
Remove All Voice Annotation	Removes all voice anchor characters and their messages from the active document.

## *Recording a Message*

A document must be open and displayed on the screen before you can record a message. Each voice message must have a *voice anchor character*. The voice anchor character identifies the location of a message in a document. Voice anchor characters are displayed in half-bright intensity when the screen is in Normal mode. They blink on and off when the screen is in Half-visible or Full-visible mode.

Like any other character, the voice anchor character can be selected, moved, copied, deleted, or typed over.

## THE RECORD SETUP FORM

The Record Setup form is displayed whenever you issue the **Record** command. The form contains four fields that specify different aspects of a voice message. These fields are described on the following pages.

### RECORD SETUP \_\_\_\_\_

Maximum message size in seconds:	<b>45</b>	
Disk utilization:	High	<b>Save</b>
Pause compression:	Yes	<b>No</b>
Increase volume:	Yes	<b>No</b>

---

*NOTE: Issue these Voice commands before you pick up the telephone handset. The Voice commands signal the Document Designer to disconnect the outside line and terminate the dial tone. The Document Designer cannot disconnect the outside line if you pick up the handset too soon.*

*However, if you do pick up the telephone handset before the line is disconnected, you can disconnect it with the Hangup command. (See "Disconnecting the Outside Line" at the end of this chapter.)*

Message Length	Preset to 45 seconds, which means that the message cannot exceed 45 seconds in length. You can change the maximum length of a message to any value you want. Type whole numbers only.
----------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

The maximum message length depends on available disk space, and therefore varies from system to system. When there is insufficient space for the voice message, the following message is displayed:

#### **Disk Full**

If this occurs, enter a smaller value next to the Maximum Message Length field.

#### **Disk Utilization**

Preset to **Save Disk Space**, which means that the recorded message occupies less disk space. This option reduces the voice quality of the message. For higher quality (but more disk usage), choose **High Voice Quality**.

Voice quality depends on the number of times per second the Document Designer reads the voice message when it transfers it to disk.

#### **Pause Compression**

Preset to **No**, which means that pauses and other silent gaps in the recorded message are left in place. Press **Yes** to eliminate pauses and save disk space.

**Pause Compression** can save a significant amount of disk space if your message is several minutes long or if it contains numerous pauses.

#### **Increase Volume**

Preset to **No**, which means that the volume of the playback is not increased. Press **Yes** to increase the volume of the message.

### **Procedure**

To record a message in a document,

1. Move the cursor to the location where you want to insert the voice message.

2. To select the voice anchor character, press **Mark**.
3. Press **Shift-F8**.  
The Voice menu is displayed.
4. Press **r**.  
The Record Setup form is displayed.
5. Fill in the form as required.
6. Press **Go**.

The message "Voice Record" is displayed in the upper-left corner of the screen, indicating that you can now record a message.

The Record Setup form is displayed. This message is displayed at the bottom of the screen:

**Press GO when done to apply annotation to character.**

7. Pick up the telephone handset and dictate the message.

*NOTE: If you hear the dial tone, issue the Hangup command (see "Disconnecting the Outside Line" at the end of this chapter). Repeat step 7 after you disconnect the outside line.*

8. To stop the command when your message is complete, press **Go**.  
The Document Designer stops recording. Your message is associated with the anchor character you selected in step 2.
9. Hang up the telephone handset.
10. To remove the Voice menu, press **Cancel**.

## *Playing Back Messages*

To play back recorded messages, you can use the **Play** and **Continue Playback** commands. The **Play** command plays back the entire message. This is useful, for example, when you want to review your message.

To transcribe messages, the **Continue Playback** command is most effectively used in conjunction with the **Stop** command. See "Stopping and Starting a Voice Message" later in this chapter for more information on the **Continue Playback** command.

### **Procedure**

To play back an entire recorded message,

1. Move the cursor to a voice anchor character in your document and press **Mark**.

2. Press **Shift-F8**.

The Voice menu is displayed.

3. Press **p**.

The message "Voice Playback" is displayed in the upper-left corner of the screen.

Pick up the telephone handset and listen to the message associated with the voice anchor character selected in step 1.

*NOTE: To replay the message from the beginning, press Redo or Shift p. You do not have to reselect the voice anchor character and reissue the Play command.*

4. When the message is finished, hang up the telephone handset.
5. To remove the Voice menu, press **Cancel**.

## *Find the Next Voice Message*

The number of voice anchor characters contained in a document is displayed at the bottom of the screen when you first open it. The **Find Next Voice Annotation** command lets you quickly locate those voice anchor characters and play back the associated messages.

**Shortcut:** *Code-a*

### **Procedure**

To search the active document for the next voice anchor character and play back the associated message,

1. Press **Shift-F8**.

The Voice menu is displayed.

2. Press **f**.

From the cursor location, the Document Designer searches the active document for the next voice anchor character. The cursor moves to one character to the right of the voice anchor character.

3. To listen to the message, pick up the telephone handset.

*NOTE: To replay the message, press Shift-F8 p.*

4. To find the next message and play it back, press **Redo**.

*NOTE: You can quickly locate a specific message by holding the telephone handset to your ear and pressing Redo. The Document Designer skips the rest of the message and immediately searches the document for the next voice anchor character.*

## *Removing All Voice Messages*

The **Remove All Voice Annotations** command deletes all voice anchor characters and their messages from the active document.

### **Procedure**

To remove all voice messages from a document,

1. Press **Shift-F8**.

The Voice menu is displayed.

2. Press **m**.

The following message is displayed:

**Press GO to confirm removing voice annotations from the entire document, CANCEL to cancel command.**

3. Press **Go**.

All voice messages are removed from the document. Each voice anchor character is returned to normal.

*NOTE: You can restore voice messages to a document if you issue **Undo (F2)** immediately after you issue the **Remove All Voice Annotations** command.*

## *Stopping and Starting a Voice Message*

You can play part of a message, stop it, then start the message again. This is especially valuable when you are transcribing a voice message. To replay portions of a voice message, use the **Continue Playback** command in conjunction with the **Stop** command.

*NOTE: You must use the shortcuts to stop and start a voice message.*

**Shortcuts:** *Code-h (Stop)*  
*Code-g (Continue Playback)*

### **Procedure**

To stop and start a voice message,

1. Select the voice anchor character.
2. Press **Shift-F8**.

The Voice menu is displayed.

3. Press **p**.

Pick up the telephone handset and listen to the message.

4. To stop the message, press **Code-h (Stop)**.

The message is stopped.

5. To resume playback of the message, press **Code-g (Continue Playback)**.

The Document Designer restarts the message when you pick up the telephone handset.

## *Disconnecting the Outside Line*

If you hear the dial tone when you pick up the telephone handset to record or play back a message, issue the **Hangup** command. This disconnects the telephone from the outside line and therefore prevents the dial tone from interfering with a **Record** or **Play** command.

### **Procedure**

To disconnect the outside line and stop the dial tone,

1. Pick up the telephone handset.
2. Press **Shift-F8**.

The Voice menu is displayed.

3. Press **h**.

The outside line is disconnected and the dial tone stops. Issue the **Record** or **Play** commands. If the outside line is disconnected and you want to return to it, hang up the receiver. The dial tone returns.



This chapter describes unexpected results that occur in the Document Designer when commands are issued incorrectly or equipment malfunctions. Typically, you perform one of three tasks when something unexpected occurs.

- Issue the **Undo** (F2) command to remove the effects of a command.
- Recover the keystrokes you have entered since the last **Save** or **Finish** command.
- Replace the document you edited with the original document (filename-old) retained by the Document Designer.

The **Recover** feature protects your documents from loss or damage caused by sudden loss of power or equipment malfunction. The Document Designer maintains a special file, called a *typescript*, that echoes all keystrokes executed since the last **Save** or **Finish** command. Recover and "-old" files are described in more detail in Chapter 21, "Document Management."

## *Undoing the Effects of Wrong Commands*

Unexpected results may occur when you press the wrong key. For example, **Code-Tab** indents an entire paragraph one tab stop, while **Code-Shift-F1** removes the indent.

The **Undo (F2)** command can be used to "undo" the results of most Document Designer commands, including situations like those described below.

You also can make incorrect entries in a command form. For example, you may unintentionally send a print request to the wrong printer if you issue a **Print** command that includes the default printer name in the Printer Name field.

On other occasions, you might fail to limit the range affected by a command. For example, you can use the **Replace** command to replace one punctuation character with another character on only two pages of a ten page document. Unless you use a **Mark** command to select those two pages, the character will be replaced on all ten pages.

The **Undo** command does *not* undo the commands listed below:

- Remove Format
- Discard Edits
- Save
- Print
- Total
- Accumulative Total

## *Unexpected Format Changes*

At times, the **Move**, **Copy**, **Recall Phrase**, and **Replace** commands produce unexpected results. For example, inserted text may take on new format characteristics, or it may not fit into the surrounding text as you expected.

For more information about formatting and the rules of inherited formatting, see Chapter 5, "Formatting Text."

## *Screen Shifts*

The screen shifts to the left when you move the cursor beyond the right edge of the screen. Screen shifts can also occur when you change paragraph indents. To restore the screen, move the cursor to the left margin of a document.

In addition, you can inadvertently move the cursor to another location in the document if you press **Code-number key** (for example, **Code-8**). To move the cursor back to its original location,

Press **F2** (Undo), or

Press **Shift-F1 e** (Go to Previous Edit)

## *Cannot Open an Existing Document*

If you cannot open an existing document, check the following:

- the name of the document entered in the Document Name field is spelled correctly.

- the correct volume and directory names are specified.

To change your work area, issue the **Work Area** command (Code-F1 w). See Chapter 21, "Document Management," for more information about the **Work Area** command.

- a password is not required.

You need to enter a password when the following message is displayed:

**Access denied**

## *Table of Contents Not Correct*

The final appearance of an automatically generated table of contents depends upon two things:

1. The table of contents template is set up correctly, with the desired indentation, tabs, format attributes, and line spacing specified in the template.
2. The correct heading level attributes are assigned to the text headings that you want to appear in the table of contents.

A couple of common problems in generating a table of contents are that the chapter and page numbers may be out of position when the table of contents is completed, or the alignment of the table of contents may not look like you want it to. These situations are most often caused because more than one tab stop is inserted into the table of contents template. Make sure there is only *one* tab set in your table of contents template, the one that holds the page numbers on the right side of the page. For more information about the **Table of Contents** command, see Chapter 10, "Table of Contents."

## *About Integrating Objects*

The following topics concern anchor characters, objects, and text-at-bay boxes, all of which are associated with integrating objects. See Chapter 17, "Integrating Objects," for more information on these topics and the commands mentioned below.

### **ANCHOR CHARACTERS AND OBJECTS DISAPPEAR**

Anchor characters are displayed in half-bright intensity when the screen is in Normal mode. Therefore, they can be easily overlooked and accidentally deleted. When you delete an anchor character, its object is also deleted. There are two steps to perform when this occurs:

1. Press **F2 (Undo)** to undo the **Delete** command and restore the anchor character and object to the screen.
2. Issue the **Visible** command (press **Code-v**) to display anchor characters as blinking characters.

### **OBJECT SUDDENLY GROWS LARGER**

Sometimes an object seems to increase in size when you issue the **Box Boundaries (Code-F8 b)** command. This occurs when you change the size of the box and maintain the aspect ratio. Depending upon the size and shape of your object, small changes to the object can produce large increases in size of the object.

If necessary, issue either the **Resize Object** command or the **Stretch Object** command to decrease the size of the object.

## *Swap File Not Big Enough*

When working with the Document Designer in other applications, you may receive a status message 12097, which indicates that the swap file is not big enough.

To solve this problem, you must go into the Context Manager Configuration File Editor and increase the size of the swap file. This should be done by someone familiar with the Context Manager. For more information, see Chapter 20, "System Administration," and the *Context Manager* manual.

## *What About Status Messages?*

If a problem occurs with the Document Designer, a *status message* is flashed on the screen. A status message explains the problem you have encountered by presenting a numbered code or screen message detailing the problem as in the example shown below:

**A software error has occurred; status code 1301. Please report the error to your system administrator before recovering. Press any key to exit the Document Designer.**

Status codes in the range 1300 to 1399 indicate an internal Document Designer error.

Follow the recovery procedures described in Chapter 21, "Document Management," and then issue the **Save** command (Code-s) to save your work. If the **Save** command fails, recover again, but issue the **Cancel** command before the recovery is complete. For more information, see Chapter 21.

The average user rarely requires more than familiarity with the Document Designer commands and the principles of document management to use the Document Designer. Sometimes, however, Document Designer files need to be modified to tailor the system to a particular hardware or software configuration. This manual refers to the person who performs this task as the *system administrator*.

The information presented in this chapter is for the system administrator. It describes

- User Configuration files
- Context Manager Configuration files
- Chaining Configuration files
- Loadable Request files
- Document Designer error conditions
- Document Exchange Format for translating files
- Operator statistics

When the Document Designer is installed, most of the files necessary to operate the system are also installed. In addition, other files, such as the phrase file, are generated the first time you use a command for which they are necessary.

In addition to the default directory where your documents are located, the Document Designer accesses files in directories called <DD> and <WP>, and writes temporary and scratch files to a special dollar sign directory <\$>. (Dollar sign directories are named <\$nnn> or <\$nnnnn>, where nnn or nnnnn is your user number.)

In some cases, especially if there are several users on a multipartition system, there may not be enough <\$> directories created. If this is the case, you must create more directories.

To do this,

1. Enter the Executive.
2. Issue the **Create Directory** command and press **Return**.
3. In the New Directory Names field, enter the name of the <\$> directory you want to create.
4. Enter any other pertinent information in the other fields and press **Go**.

The number of <\$> directories varies from system to system, so you must determine the number you will need to create.

If an error causes the <DD>, <WP>, or <\$> directories to be deleted, you can recreate them using the same Executive command, **Create Directory**. For more information about the **Create Directory** command, see the *Executive* manual.

## *Configuration Files*

Configuring the Document Designer requires several configuration files. These files set up the application systems accessed by the Document Designer. The Document Designer can access other application systems in two ways:

- Through the Context Manager 2.0 (or above). This requires that you set up a Context Manager Configuration file.
- If you do not have the Context Manager 2.0 (or above), you must set up a Chaining Configuration file. This file makes it possible for you to chain to another application.

In order to run the Document Designer with other application systems, you must be configured with one of these two arrangements. However, if you want to use the Document Designer as a standard word processing system, without the ability to pass objects to and from other application systems, you can set it up without the Context Manager or Chaining Configuration files.

### **USER CONFIGURATION**

A User Configuration file (sometimes called a User Profile file) uniquely identifies each user to the system. This file is used by the SignOn program and by application systems such as the Document Designer. The file entries define such options as the application environment, the default volume and directory, and the messages displayed when you sign on to the system.

Each user in a system is assigned a unique user name, which is associated with a specific User Configuration file in that system. A user name can be any string of characters up to thirty characters long. A user can have more than one user name, but each name must have a unique User Configuration file.

User Configuration files are always located on the System Directory [Sys]<Sys>. The file specification consists of the user name given when you sign on, plus the suffix ".user".

For example, this is a valid User Configuration file specification:

```
[Sys]<Sys>Bonnie.User
```

The format of the User Configuration file and the standard entries required by the SignOn program are discussed in the *Executive* manual.

## DOCUMENT DESIGNER ENTRIES

When the Document Designer is installed on your system, it creates the files it needs to operate. If you want to use the default file specifications provided, you do not need to make any special Document Designer entries in the User Configuration file.

However, you might want to place a file in a different volume or directory than that used in the default specification. For instance, to save disk space, a common word dictionary on the master workstation of a cluster can be accessed by all cluster users by placing a dictionary entry that points to the file(s) on the master in each User Configuration file. (See the :WpDictionary:FilePrefix entry later in this chapter.)

Figure 20-1 shows the contents of a sample User Configuration file for a user named "Jessie." The file is configured so that the Document Designer is invoked through the Executive.

```
-----  
:SignOnExitFile:[Sys]<Sys>SignOn.Run  
:SignOnChainFile:[Sys]<Sys>cmInstall.Run  
'Install Context Manager'  
[Sys]<Sys>cmConfig.Sys  
:ExecCmdFile:[Sys]<Sys>Sys.cmds  
:SignOnVolume:DO  
:SignOnDirectory:Tales  
:SignOnFilePrefix:  
:SignOnPassword:  
:WpPhraseFile:[Sys]<Wp>Jessie.Phrases  
:WpDictionary:[Sys]<Sys>WpCorrech  
-----
```

1173-056

**Figure 20-1. Sample User Configuration File**

### Configuration File Format

The Document Designer entries that you can make in your User Configuration file are described below. The description of each entry is followed by the default file specification used. If no other entry is specified in your User Configuration file, then the Document Designer will create that file.

*NOTE: Users upgrading from the Word Processor to the Document Designer should not need to change their User Configuration file, with the possible exception of adding a DdConfigFile entry.*

User Configuration file entries are generally of the format shown below, where Keyword is the entry name and FileSpecification is the name of the file you want to access.

:Keyword:FileSpecification

*NOTE: In the file specification examples given below (such as "[Sys]<Wp>username.phrases"), the "username" is replaced with the actual name of the user on the system. For example, if the user's name is Nancy, the file specification will read "[Sys]<Wp>Nancy.phrases".*

## Configuration File Entries

These are the possible entries in your User Configuration file.

### **:WpPhraseFile:FileSpecification**

This entry points to a phrase file that is used by the **Store Phrase** (F7 s) and **Recall Phrase** (F7 r) commands. The phrase file can be unique for the user, or it can be shared. Phrase files are described in Chapter 7, "Phrases." The default phrase file is

```
[Sys]<Wp>username.phrases
```

### **:WpMacroFile:FileSpecification**

This entry points to a macro file that is used by the **Store Macro** (Shift-F2 s) and **Recall Macro** (Shift-F2 r) commands. Like a phrase file, a macro file can be unique for the user, or it can be shared. To share a macro file among several users, give each user the same file specification for this parameter in their user file. Macros are described in Chapter 13, "Keystroke Macros." The default macro file is

```
[Sys]<Wp>username.macros
```

If you share a macro file, you should be aware that if you use a command that changes the macro file, such as **Store Macro**, this requires that you have exclusive access to the file. No one else can use the file after you store the macro until you save. Similarly, you cannot store the macro until other users who have accessed the file (by storing, recalling, or listing) have also saved.

### **:WpPersonalDictionary:FileSpecification**

This entry points to a personal dictionary file used by the **Check Spelling** command (Code-F7 c). The personal dictionary file is unique for each user. The default personal dictionary file is

```
[Sys]<Wp>username.correct
```

## **:WpDictionary:FilePrefix**

This entry is used as a prefix for four dictionary files used by the Document Designer with the format

FileprefixDictionarysuffix

where "Dictionarysuffix" is X, M, S, or L. These dictionaries are added by the Document Designer when the dictionaries are accessed. For example, the file prefix "Dictionary" causes the Document Designer to look for the files DictionaryX, DictionaryM, DictionaryS, and DictionaryL. The default files are

- [Sys]<Sys>Wp.correctX
- [Sys]<Sys>Wp.correctM
- [Sys]<Sys>Wp.correctS
- [Sys]<Sys>Wp.correctL

To save local disk space, and provide a common word dictionary for all users of a system, you may want to share dictionaries at the master workstation. If this is the case, the entry in the User Configuration file may be:

:WpDictionary:[!Sys]<Sys>Wp.correct

In which case, the dictionary files used are

- [!Sys]<Sys>Wp.correctX
- [!Sys]<Sys>Wp.correctM
- [!Sys]<Sys>Wp.correctS
- [!Sys]<Sys>Wp.correctL

### **:WpPrintWheels:FileSpecification**

This entry points to a Font Configuration file that defines each available font. The default file is

[Sys]<GPS>Wp.Whl

### **:WpForceForegroundPrint:EnterYesOrNo**

If you find that your workstation frequently runs low on available memory when it prints in the background, you can add this field to your user file to force printing to the foreground. The default for this specification is **No**. To force printing to the foreground, select **Yes**.

### **:WpFormatSet:FileSpecification**

This entry points to a Format Set file. The Format Set file sets the default format characteristics used by the Document Designer when it creates new files. The default format file is

[Sys]<Sys>Wp.Fmt

In addition to the default file, two other files are available that create formats more suitable for programming:

- [Sys]<Sys>Prog132.fmt provides a default format with page width set to 132 characters and tab stops at .8-inch intervals.
- [Sys]<Sys>Prog80.fmt provides a default format with page width set to 80 characters and tab stops at .4-inch intervals.

### **:DdConfigFile:FileSpecification**

This entry points to the Chaining Configuration file. If the Document Designer is in *Multicontext mode*, it reads the Context Manager Configuration file for information about other application systems and ignores the Chaining Configuration file. Multicontext mode allows the Document Designer to run concurrently with another application; both can be active in memory at the same time. If the Document Designer is not in Multicontext mode, it reads the Chaining Configuration file for information about other application systems. The default file specification for the Chaining Configuration file is

[Sys]<Sys>DdConfig.sys

### **:WpStatistics:FileSpecification**

This entry points to the file in which operator statistics are stored. There is no default specification for this entry. If no entry is made in the User Configuration file, operator statistics are not stored.

Use the User Configuration File Editor to set up and alter the User Configuration file. For more information about the User Configuration File Editor, see the *Executive* manual.

## **CONTEXT MANAGER CONFIGURATION FILES**

The Context Manager Configuration file specifies from which application system the Document Designer may get objects when it is in Multicontext mode. When a Document Designer session is started, the following conditions must be met:

1. The Context Manager Request file (Request.7.sys) must be installed.
2. The Context Manager must be installed.
3. ICMS (Inter-Context Message Server) must be installed.

If all of these conditions are met, the Document Designer runs in Multicontext mode and reads the Context Manager Configuration file. If any condition is not met, the Document Designer runs in Chaining mode and reads the Chaining Configuration file. It is recommended that the Document Designer be configured to run in Multicontext mode.

For a related discussion on this topic, see "Chaining Configuration Files" later in this chapter.

The Context Manager Configuration file determines which application programs the Document Designer can enter. It also specifies the size of the Context Manager swap file (see "Swap File Space and Partition Status," later in this chapter) used when accessing other application systems. The Context Manager Configuration file must include the field

`:DdObjectEdited:[file type of files edited]`

Each application system configured to run with the Document Designer must have its own `DdObjectEdited` entry in the Context Manager Configuration file. A maximum of ten applications can be configured to pass objects to the Document Designer. Each application must have its own unique object number in the `:DdObjectEdited` field that identifies it to the Document Designer.

For example, the entry for Extended Multiplan must read

**`:DdObjectEdited:257`**

where "257" is the object number for Extended Multiplan.

Other application systems have their own unique `:DdObjectEdited` numbers. To find the object number for a particular application, see the Release Notice for that application.

## **Context Manager Configuration File Editor**

The Context Manager Configuration file is used to set up the :DdObjectEdited field. It is also used to specify the size of the swap file and to install the Inter-Context Message Server (ICMS). Recall that the swap file is used to manipulate transfers to and from other application systems.

Use the Context Manager Configuration File Editor to enter the :DdObjectEdited field in the Context Manager Configuration file.

There is a shortcut for the **Context Manager Configuration File Editor** command. To enter the Configuration File Editor, type

**cm c f e**

in the Executive command line.

## **Inter-Context Message Server (ICMS)**

The Inter-Context Message Server must be installed for the Document Designer to operate in Multicontext mode.

### **Procedure**

To make an entry in the Context Manager Configuration file so that the Inter-Context Message Server is installed every time the Context Manager is installed,

1. Begin a session in the Executive.
2. To enter the Context Manager Configuration File Editor, type **cm c f e** and press **Return**.

3. To accept the default configuration file name ([Sys]<Sys>CMConfig.sys), press **Go**.

To enter another configuration file name, type the name, and then press **Go**.

4. Press **ICMS**.
5. Type [Sys]<Sys>**ICMS.run**

This is the full file specification of the ICMS run file.

6. Press **Go**.
7. Press **Finish**.
8. Press **Go**.

The Context Manager Configuration File Editor now contains the entries you made in the steps above.

This is the recommended way to install ICMS in the Context Manager Configuration file. However, you may improve memory management by entering ICMS in the JCL file. This installs ICMS before the deinstallable servers.

If the server is deinstalled and ICMS is installed after a deinstallable server is installed, the memory used by the server will be isolated from the memory in the primary partition. This is because of the presence of the ICMS. The entry in the JCL file to install ICMS need only run ([Sys]<Sys>) ICMS.run without any parameters.

## Swap File Space and Partition Status

The Document Designer starts in Multicontext mode when it is configured in the Context Manager Configuration file.

To facilitate the exchange of objects between two (or more) programs, the Context Manager Configuration file can be configured to run concurrently in either of two ways:

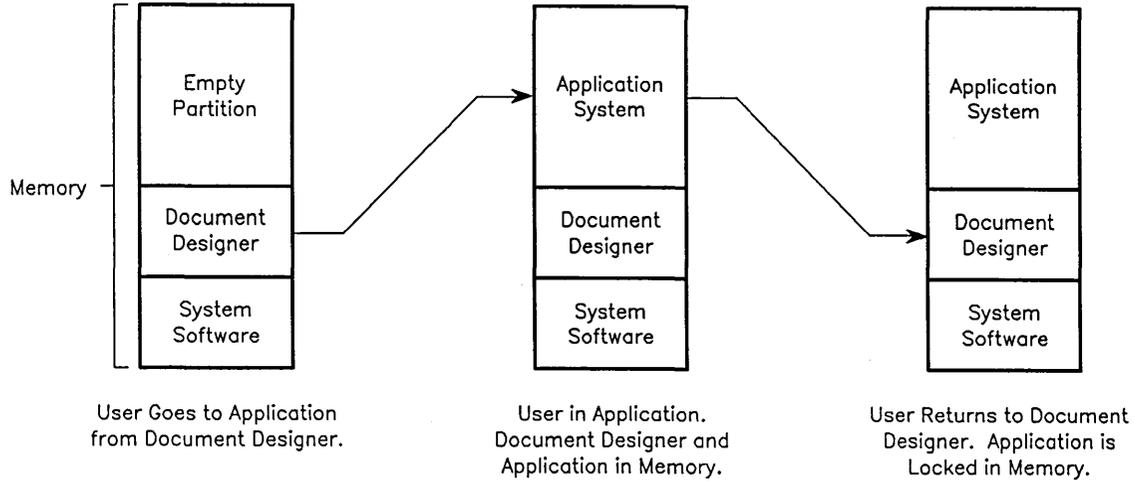
- A *swap file* is created to temporarily hold one of the programs when a transfer takes place between the Document Designer and another application.
- A large enough partition is created for each application system (including the Document Designer) so that transfers can take place without needing to enter a temporary swap file.

Both Context Manager configurations are shown in Figure 20-2.

**Swap File Configuration.** When the Document Designer accesses another application system (for example, Extended Multiplan), the Context Manager moves the Document Designer out of memory and into a temporary swap file. It then loads the application system into memory and carries out its operation. When work in the application is completed, the Context Manager reloads the Document Designer back into memory and replaces it in the swap file with the application. The application system is then considered to be "locked," (that is, waiting for the Document Designer). An application stays locked until the Document Designer returns to it or enters another application system.

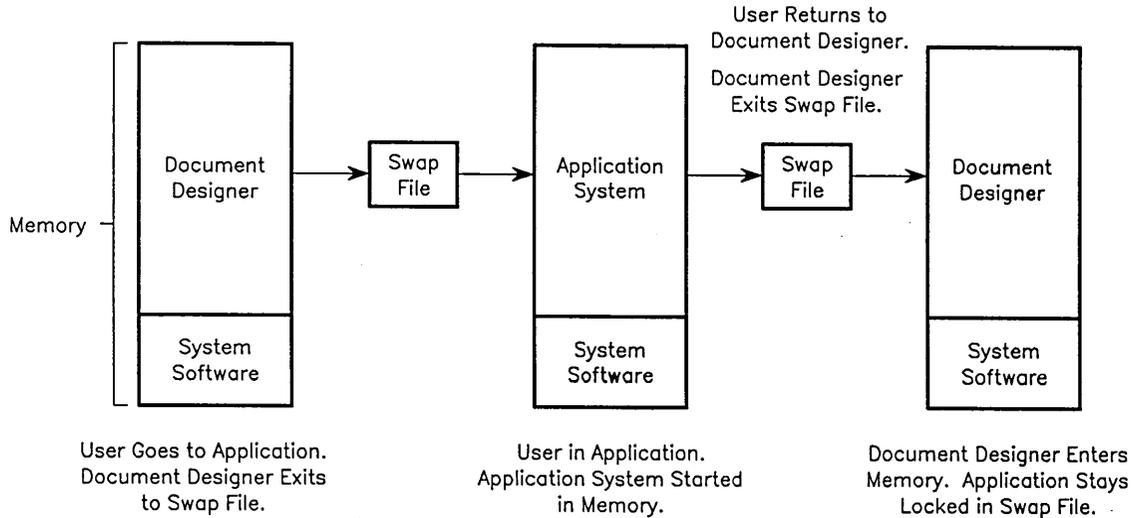
Sometimes the swap file is too small to accommodate an application during a swapping procedure. If this is the case, an Error Code 12097 is returned, indicating there is not enough room in the swap file. (For more information, see "Document Designer Error Conditions," later in this chapter).

### CONTEXT MANAGER: LARGE PARTITION



**Figure 20-2.** Context Manager Configurations (Page 1 of 2)

## CONTEXT MANAGER: SWAP FILE



**Figure 20-2.** Context Manager Configurations (Page 2 of 2)

**Context Manager Partition Configuration.** Error Codes can also be returned if the partition space is not large enough. If this occurs, enter the Context Manager Configuration File Editor, and enlarge the partition size. For more information on how this is done, see the *Context Manager II* manual, or the current Release Notice.

## CHAINING CONFIGURATION FILES

The alternative configuration to Multicontext mode is for the Document Designer to not use the Context Manager at all, but chain between the Document Designer and other applications instead.

To the user, chaining appears to work similarly to the Context Manager in Multicontext mode. However, when the Document Designer chains to another application, it saves any edits and finishes the session. (See Figure 20-3.)

The Document Designer must meet three conditions to run in Multicontext mode:

1. The Context Manager Request file (Request.7.sys) must be installed.
2. ICMS must be installed.
3. The Context Manager must be installed.

If all of these conditions are met, the Document Designer reads the Context Manager Configuration file. If any one condition is not met, the Document Designer shifts into Chaining mode and reads the Chaining Configuration file. The Document Designer looks for the Chaining Configuration file by first looking in the user file for the entry **:DdConfigFile:FileSpecification**.

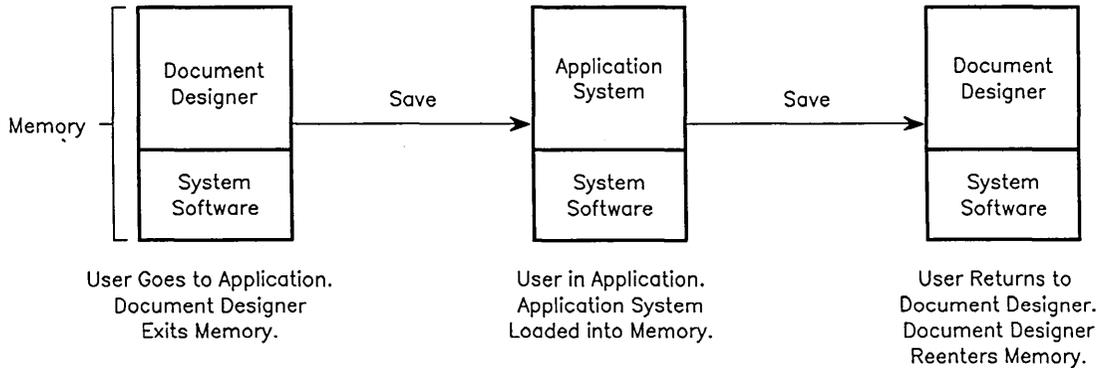


Figure 20-3. Chaining Configuration

If it does not find this file specification, the Document Designer assumes the Chaining Configuration file is [Sys]<Sys>DdConfig.sys. Chaining configuration is very different from Multicontext mode, where two or more applications stay active in memory at the same time. In the Chaining Configuration, only one application is active at a time, and a second application does not start up until the previous one is completed.

You must create a Chaining Configuration file to configure the Document Designer for Chaining mode. If this file is not given the default name [Sys]<Sys>DdConfig.sys, you must make an entry in the User Configuration file that specifies the Chaining Configuration file name. This entry is in the form

**:DdConfigFile:FileSpecification.**

### **Chaining Configuration File Format**

Entries in the Chaining Configuration file must be in the following form:

:CommandName:[Cooperating Program command name]

:RunFileName:[Cooperating Program run file name]

:DdObjectEdited:[file type of files edited]

One entry must be made for each application configured to run with the Document Designer. Like the Context Manager Configuration file, a maximum of ten application systems are allowed to be configured in the Chaining Configuration file. A sample Chaining Configuration file (for Extended Multiplan) looks like this:

:CommandName:Extended Multiplan  
:RunFileName:[Sys]<Sys>xmultiplan.run  
:DdObjectEdited:257

Each application system has its own unique :DdObjectEdited object number. For the object number to use for a particular application, see the Release Notice for that application system.

## *Loadable Request Files*

Loadable request files are additional files that must be installed for the Document Designer to use the services offered by other software systems. These files are not included on the Document Designer distribution diskettes. Instead, they are found on the distribution diskettes that accompany each of the individual software systems listed below.

These files must be copied off their respective diskettes into the Directory [Sys]<Sys>, and installed during the installation of the individual products. These files are as follows:

- Multiline Port Expander  
Request.2.sys Module
- Context Manager  
Request.7.sys
- CT-Mail  
Request.8.sys
- Generic Print System  
Request.9.sys
- Voice Processor/Voice  
Request.X.sys Data Services  
Request.T.sys

*NOTE: For Loadable Request files to be properly installed on your system and available to the Document Designer, your system must be rebooted after the request files have been installed.*

## *Document Designer Error Conditions*

Common errors in the Document Designer occur when the Document Designer attempts to enter another application, or an application attempts to pass an object back to the Document Designer. The following are the error conditions you are most likely to encounter:

1. You are returned to the Document Designer from an application, but you have no object placed in your text and no error message.
2. You are returned to the Document Designer from an application, but you receive an error message telling you that the object is an "invalid image."
3. The system is configured to operate in Multicontext mode, but when you successfully enter another application, the Document Designer does a save and behaves as if it is chaining.
4. The system is configured to operate in either Multicontext mode or Chaining mode. When you leave the Document Designer to enter another application, your system does not enter the application, and you receive an error message.
5. You enter another application system, and when you attempt to return to the Document Designer, you receive error 12097, telling you that your swap file is not big enough to handle the return to the Document Designer.

## **NO OBJECT, NO ERROR MESSAGE**

When you return from an application program to the Document Designer but have no object and no error message, there are two possible explanations.

- The application program terminated abnormally or exited due to an error.
- You mistakenly deleted the object before exiting, or indicated that you wanted nothing returned to the Document Designer.

## **MULTICONTTEXT MODE BEHAVES LIKE CHAINING MODE**

If you set up the Context Manager Configuration file for Multicontext mode, but the Document Designer behaves as if it is chaining, your ICMS file, the Context Manager, or a Loadable Request file is configured incorrectly. This causes the Document Designer to default to the Chaining Configuration file. If the Chaining Configuration file is set up correctly, you enter the application, and any changes to the Document Designer file are saved.

To resolve this, determine if the Inter-Context Message Server (ICMS) and the Context Manager are running. Both must be installed and running in memory for the Document Designer to operate in Multicontext mode. The **Partition Status** command in the Executive shows you which programs are currently running in memory. Also confirm that

1. The Context Manager request file was installed in the [Sys]<Sys> directory, and
2. The workstation in question has been booted since the request file was installed in that directory

For information on how to properly install the Inter-Context Message Server and the Context Manager Configuration file, see "Context Manager Configuration Files" earlier in this chapter, or the current Release Notice for the Context Manager.

## UNABLE TO ENTER APPLICATION, WITH AN ERROR MESSAGE

If you receive the following error message,

**There are no object editors specified in your configuration file**

you have one of two possible problems.

- You have not specified the DdObjectEdited field in the correct configuration file.
- You are not in the mode (Multicontext or Chaining) that you expected.

You are in Multicontext mode if the Context Manager Request file is installed, and the Context Manager and ICMS are running. If any of these conditions are not met, you are in Chaining mode.

When the system is in Multicontext mode, the Document Designer looks in whatever configuration file the Context Manager is using for applications that have the :DdObjectEdited field.

To determine what configuration file the Context Manager is currently using,

1. Press **Action-Go** to bring up the Context Manager screen.
2. Press **Code-Help**.

The current Context Manager Configuration file is displayed.

When you are in Chaining mode, the Document Designer looks in the Chaining Configuration file for applications that have the DdObjectEdited field. The Chaining Configuration file is whatever file is named in the DdConfigFile entry in the User Configuration file. If there is no DdConfig file entry in the User Configuration file, the Chaining Configuration file defaults to [Sys]<Sys>DdConfig.sys

When it is invoked, the Document Designer looks for the :DdObjectEdited field in the appropriate configuration file for whatever mode (Chaining or Multicontext) it is in. If this field is not present (because you are not in the mode you expected), or the DdObjectEdited entry is in the wrong file, the Document Designer displays an error message that includes the name of the file it looked in for the entry.

## **SWAP FILE NOT LARGE ENOUGH**

If you are in Multicontext mode and the swap file is not large enough to hold the Document Designer or an application program, you will receive an error 12097 and an error message indicating that the swap file is too small. To enlarge the swap file, see the current Release Notice for the Context Manager and the *Context Manager* manual.

## ***Translating Files: Document Exchange Format***

Document Exchange Format (DEF) provides a common language through which word processing files created by other word processing systems (such as IBM, Wang, or NBI) can be interpreted by the Document Designer. Files from the Document Designer can also be translated into a format that can be used by other word processors. DEF can also be used to translate files from other application systems, such as Extended Multiplan, to the Document Designer.

## **HOW DOES IT WORK?**

Each word processing system has its own internal structures to indicate format characteristics such as paragraphs, pages, boldface text, and so on. Documents created on the Document Designer have a complex binary internal structure that differs from word processing systems. Formatting information is kept in tables at the end of the file.

Word processing systems, on the other hand, embed format information in the text, using escape sequences to activate and deactivate formats. Translating files from one system to another calls for an intermediary formatting scheme. DEF format provides such a scheme.

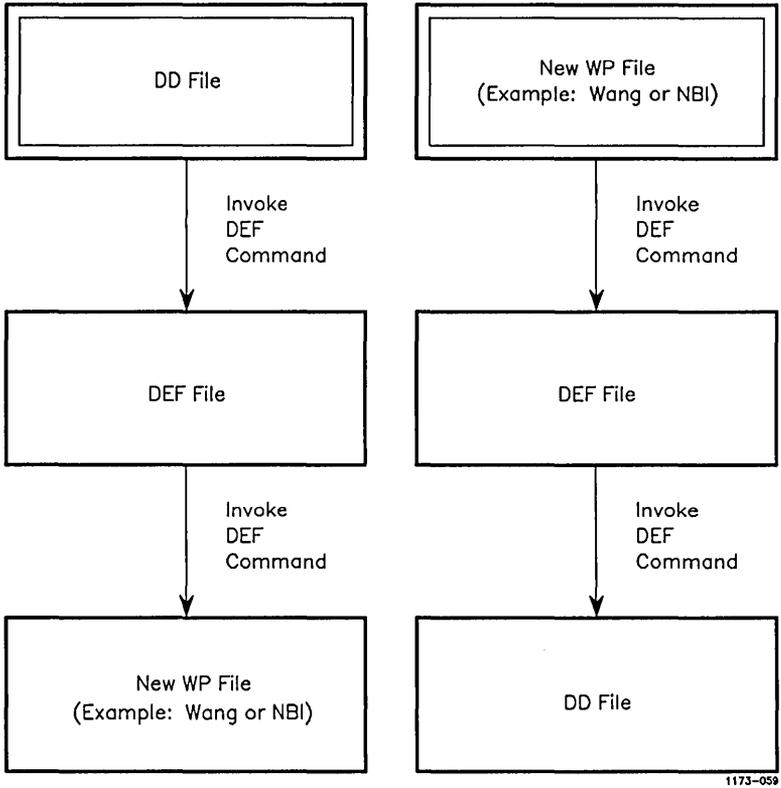
DEF format uses a series of escape sequences that can be put in the text to indicate format characteristics. Figure 20-4 shows the file conversion process using DEF.

### **Translating Document Designer Files to Other Systems**

To translate Document Designer files into DEF format, use the **Document Exchange Format** command (Code-F7 d). The Document Exchange menu is displayed, as shown in Figure 20-5. Before these files can be interpreted by another word processor, you may need to write a program that translates the DEF escape sequences into the internal structures used by that system.

To translate other word processor files for use with the Document Designer, you must first put those files into DEF format. This usually requires the following steps:

1. The document to be transferred is translated into an ASCII file.
2. A program is written to embed the DEF escape sequences in the ASCII file.
3. The ASCII file is run against the program to add format information using DEF escape sequences.
4. The **Document Exchange Format** command is used to translate the DEF formatted file into Document Designer format.



1173-059

**Figure 20-4. Document Exchange Format Operations**

### **Translating Other Files for the Document Designer**

If you know the internal structures used by the other word processing system, you could write a program to combine steps 1 and 3.

### **Using DEF with Other Application Systems**

DEF can be used to get the output of application systems other than word processors into Document Designer documents. Other applications (such as Extended Multiplan) may provide a command to produce output in DEF format.



The disadvantage of incorporating an object in this manner is that once an object has been converted using DEF, it is no longer possible to go back to the application to change the object around (for example, returning to Extended Multiplan to recalculate a spreadsheet based on new input). An object included in your text using DEF cannot be updated.

## **DEF FORMAT**

DEF uses escape sequences to signify each of the possible format attributes. DEF escape sequences are of the format \$(command). DEF escape sequences are listed in "DEF Escape Sequences" later in this chapter. There are six types of DEF escape sequences:

- character escape sequences
- paragraph escape sequences
- page escape sequences
- document escape sequences
- additional text escape sequences (for headers, footers, and footnotes)
- special escape sequences

### **Character, Paragraph, and Page Formatting**

The Document Designer applies document formatting attributes in three levels. DEF also applies three levels of formatting. The format levels are

- character (for example, boldface)
- paragraph (for example, tabs)
- page (for example, margins)

Formatting attributes are described in detail in Chapter 5, "Formatting Text." Certain format characteristics, such as boldface, are applied to characters. All characters in a paragraph can be boldface, but the Document Designer assigns the attribute to each character individually. Other format characteristics, such as tabs, however, apply tab settings to an entire paragraph, and the tab settings exist for all text within the paragraph.

**Format Attributes Are Indicated by Runs.** DEF indicates formatting as a "run" of any one type of format attribute. A *format run* is a contiguous portion of text sharing the same format attributes. The three types of format run are *character format run*, *paragraph format run*, and *page format run*. Each type of format run can coexist with the other types without dependencies, so that a new paragraph run, for example, does not effect an existing character run.

### Specifying a Run

DEF escape sequences indicate format runs. Any DEF escape sequence remains in effect until some other DEF escape sequence terminates the run. For example, if a DEF escape sequence sets the left document margin at two inches, all subsequent document margins are set at the same position until changed.

DEF files are stream files and are accessed sequentially. DEF escape sequences apply to subsequent text only. No DEF escape sequence can apply to prior text. DEF files are interpreted in a single pass. Although it may be necessary to make several passes on a foreign system document to create a DEF file, the DEF file can only be a sequential file. DEF escape sequences for character runs apply to the characters that immediately follow the escape sequence.

When paragraph and page escape sequences are used, however, the new attributes do not go into effect until an explicit New Paragraph or New Page escape sequence is encountered. This enables the DEF file to set a variety of paragraph and page formats prior to their actual invocation.

## Escape Sequences for Special Characters

Unique DEF escape sequences exist for some special characters the Document Designer uses that do not have an ASCII representation. Examples include page numbers, discretionary hyphens, and nonbreaking spaces. The escape sequences for New Paragraph and New Page are also unique.

## Escape Sequences for Additional Text

A document can have additional text associated with particular parts of it. *Additional text* is text that is not part of the main body of the document, but is associated with it. Examples are headers, footers, and footnotes, where headers and footers are associated with page breaks and footnotes are associated with footnote reference characters.

This additional text is not stored with the document text, but is stored immediately following the rest of the text in an *additional text array*. There can be more than one piece of additional text. In this case, pieces of additional text are stored in the array sequentially.

Headers and footers are page format attributes. They are both treated in the same way internally by the Document Designer and by DEF. (When this discussion uses the word "headers," it also applies to footers.)

Each page can have a different header, or each page can have the same header, or some or all pages can have no header at all. Header format includes the following:

- The **Header** command (Shift-F3 h)

This command specifies that a header will reside on a given page, and also references the additional text array entry for the text for that header.

- The additional header text itself

Since multiple headers are allowed (that is, each page can have a different header independent from the other pages), each new header is stored in the additional text array at the end of all other text in the DEF file.

Footnotes are character format attributes. They are treated in the same way by DEF as they are treated internally by the Document Designer. Footnote format includes the following:

- The **Footnote** command (Code-f)

This command specifies that a footnote will be associated with a particular reference character and will be printed at the bottom of the page on which the reference character is printed. The footnote reference character also refers to the footnote text in the additional text array at the end of the DEF file.

- The additional text itself

A special DEF escape sequence indicates the end of the text for the body of the document and the beginning of the additional text array. Note that additional text can contain paragraph and character formats but page formats are ignored.

## DEF ESCAPE SEQUENCES

All DEF escape sequences have the format  $\$(aa)$ , where *aa* is two or more characters. Escape sequences signal the beginning or end of a format run or insertion of a special character.

Certain DEF escape sequences require numeric values in addition to the two or three character escape sequence identifiers. Many of these numeric values are measurements, such as margins, tab stops, and page sizes. These measurements are given in units of 240ths of an inch. This allows the lowest common denominator of many standard word processing measuring schemes. Therefore, a numeric value of 240 represents one inch, and 48 represents 1/5 inch.

Note that these numeric values are kept in ASCII rather than binary. Thus, DEF can be used with simple communications schemes that only permit ASCII data, which makes DEF files easier to read.

## Character Escape Sequences

DEF character escape sequences affect formatting when they occur. All character Document Designer formats have corresponding escape sequence representations. Character formats set by DEF escape sequences remain in effect until reset by some other escape sequence.

<b>Escape Sequence</b>	<b>Format Action</b>
\$(AY)	Start alternate ribbon.
\$(AN)	Stop alternate ribbon.
\$(BY)	Start boldface.
\$(BN)	Stop boldface.
\$(DY)	Start double underline.
\$(DN)	Stop double underline.
\$(KY)	Start keyword.
\$(KN)	Stop keyword.
\$(NY)	Start nonprinting.
\$(NN)	Stop nonprinting.
\$(SY)	Start strike-through.
\$(SN)	Stop strike-through.
\$(UY)	Start underline.
\$(UN)	Stop underline.
\$(VY)	Start word underline.
\$(VN)	Stop word underline.
\$(XY)	Start superscript.
\$(YY)	Start subscript.
\$(YN)	Stop subscript.
\$(XN)	Stop superscript.

**Escape Sequence**

**Format Action**

<b>\$(NR)</b>	Start normal text. This resets all character attributes, including the font.						
<b>\$(WH<i>fontname</i>)</b>	Use font specified by <i>fontname</i> . The named font must be a supported font, otherwise this escape sequence is ignored.						
<b>\$(PT<i>n</i>)</b>	Set character pitch, where <i>n</i> represents the width of subsequent characters in units of 1/240 inch. For example, 12 pitch text would have the escape sequence \$(PT20).						
<b>\$(FR<i>n</i>)</b>	Footnote reference. The subsequent characters have footnote text associated with them. The footnote text is stored in the additional text array at the end of the document. The particular text for this footnote is indicated by <i>n</i> , which is an index into the additional text array.						
<b>\$(AC<i>n</i>)</b>	Set anchor character to the value specified by <i>n</i> (ihd).						
<b>\$(AT<i>n</i>)</b>	Set anchor character type (tyIhd). <i>n</i> is the type of anchor character specified. These are as follows:  <table><tr><td>0</td><td>Footnote</td></tr><tr><td>1</td><td>Voice</td></tr><tr><td>2</td><td>Text or graphic object</td></tr></table>	0	Footnote	1	Voice	2	Text or graphic object
0	Footnote						
1	Voice						
2	Text or graphic object						

## Paragraph Escape Sequences

Paragraph escape sequences (those that describe the paragraph attributes) do not go into effect immediately when encountered. Instead, their actions are saved until a New Paragraph escape sequence ( $\$(SB)$ ) is encountered. (See "Special Escape Sequences" later in this chapter.) This allows several formatting commands to go into effect at one time. All Document Designer paragraph formats have corresponding DEF escape sequences.

*NOTE: Whenever numeric values are required, these are represented in ASCII rather than in binary.*

Escape Sequence	Format Action
$\$(IFn)$	Set the paragraph first line indent to the value specified by $n$ (given in units of 1/240 inch). The first line indent is measured relative to the paragraph left margin indent (see below).
$\$(ILn)$	Set the paragraph left margin indent to the value specified by $n$ (given in units of 1/240 inch). The left margin indent is measured relative to the left document margin (see "Page Escape Sequences" later in this chapter).
$\$(IRn)$	Set the paragraph right margin indent to the value specified by $n$ (given in units of 1/240 inch). The right margin indent is measured relative to the right document margin (see "Page Escape Sequences" later in this chapter).
$\$(LF)$	Set the paragraph to left-flush.
$\$(RF)$	Set the paragraph to right-flush.

**Escape Sequence**

**Format Action**

\$(JS) Set the paragraph to justified.

\$(CN) Set the paragraph to centered.

*NOTE: Unlike other text handling systems, center is a paragraph format attribute. The left-flush, right-flush, justified, and centered attributes are mutually exclusive.*

\$(TBtp<,tp>,tp) Set the tab stops to the position represented by *p*, and of the type represented by *t*.

The tab types can be one of the following: L (left-flush), R (right-flush), C (centered), D (decimal-aligned), or A (comma-aligned).

Escape Further, each type can be optionally preceded by a period to indicate leader dots, for example, .L indicates a left-flush tab with leader dots.

The tab position is specified by *p* (in units of 1/240 inch). The position is measured relative to the left document margin. A maximum of twenty tabs per paragraph are allowed.

**Escape  
Sequence**

**Format Action**

`$(LNb,w,a)`

Set paragraph line spacing. These measurements are required to set paragraph line spacing: before (*b*), within (*w*), and after (*a*). All three measurements are given in units of 1/240 inch, with before and after biased by 40.

For example, to indicate single line spacing, where each line takes 1/6 inch of space on the page, specify `$(LN0,40,0)`.

For systems that support only two kinds of paragraph spacing, within and between, it is suggested that both before and after be set to one-half of the between value.

Because of the bias of 40, these values can be negative; for example, `$(LN65516,20,65516)` specifies 1/2 line spacing for before, within, and after values.

`$(HPn)`

Set heading level for paragraph, or for table of contents. *n* specifies type of heading level, with the following numbers:

- 0 Ordinary text
- 1 Chapter level heading
- 2-6 Heading levels 1 through 5
- 254 Table of contents

## Page Escape Sequences

Page escape sequences do not go into effect immediately when encountered. Instead, their actions are saved until a New Page escape sequence is encountered. (See "Special Escape Sequences" later in this chapter.)

This allows several formatting commands to go into effect at one time. All Document Designer page formats have corresponding escape sequence representations. Whenever numeric values are required, they are represented in ASCII rather than in binary.

Escape Sequence	Format Action
\$(PGI <i>i</i> )	Set column number. Subsequent text resides in column number <i>i</i> .
\$(PGSw, <i>h</i> )	Set page width, represented by <i>w</i> , and height, represented by <i>h</i> (each given in units of 1/240 inch). Both entries are required.
\$(PGML, <i>r,t,b</i> )	Set the page margins. These are represented by <i>l</i> (left margin), <i>r</i> (right margin), <i>t</i> (top margin), and <i>b</i> (bottom margin). All four entries are required. Each is given in units of 1/240 inch.
\$(PGN <i>fa,fo,n</i> )	Set the page attributes. These will set facing pages (represented by <i>fa</i> ), forced page (represented by <i>fo</i> ), and page number (represented by <i>n</i> ).  The facing pages value ( <i>fa</i> ) can be either Y or N, where Y means facing pages is true.

## Escape Sequence

## Format Action

The forced page value (*fo*) can be either **Y**, **N**, **O**, **E**, **C** or **S**, where **Y** means forced page, **N** means no forced page, **O** means odd forced page, **E** means even forced page (odd and even forced page breaks will produce blank pages in order to generate the necessary parity), **C** means forced column, and **S** means same as the last forced page value.

The page number (*n*) determines the actual page number only if one of the three types of forced page breaks (that is, **Y**, **O** or **E**) have been set.

`$(PGHh,f)`

Set the page header and footer margins. The header margin is represented by *h*, and the footer margin is represented by *f*. The header margin is measured relative to the top edge of the paper, and the footer margin to the bottom edge of the paper.

`$(PGCsyn,c,fr,fr)`

Set column attributes. These set the type of columns (synchronized or serpentine), the total number of columns, the column widths, and distances between columns.

The synchronized/serpentine value (*syn*) is either **Y** or **N**, where **Y** means synchronized columns.

The total number of columns (*c*) is the actual number of columns, with a maximum of 10.

**Escape  
Sequence**

**Format Action**

The *fr* values specify the margins of each column, where the first *fr* value is the right margin of the first column, the second *fr* value is the left margin of the second column, the third *fr* value is the right margin of the second column, and so on until the left margin of the last column. The total number of *fr* values is  $(c-1)*2$ ; there must be an even number of *fr* values.

The *fr* value represents a fraction of the text width, given in 1/240-inch increments.

Example: If a page has three synchronized columns, and the first column ends 1 inch from the left edge of the paper, and the second begins at 2 inches and ends at 3 inches, and the third begins at 4 inches and ends at 5 inches; the escape sequence would read

`$(PGCy,3,240,480,720,960)`

`$(PGFn)` Set forced footnote number. Subsequent footnotes are numbered starting at number *n*.

`$(PGOn)` Set section number for page. *n* specifies the section number used.

**Escape Sequence**

**Format Action**

**\$(PGPp,s)**

Set page and section numbering systems for page. *n* specifies the type of numbering system, with the following values:

- 0 Arabic
- 1 uppercase roman
- 2 lowercase roman
- 3 uppercase alphabetic
- 4 lowercase alphabetic

**\$(BI*n*)**

Set sheet feeder bin number equal to *n*. Valid numbers are 1, 2, and 3.

**\$(HO*n*)**

Set headers for odd pages to the *n*th Additional Text Definition. The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)

**\$(HE*n*)**

Set headers for even pages to the *n*th Additional Text Definition. The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)

**Escape  
Sequence**

**Format Action**

- \$(HB*n*)** Set headers for both odd and even pages to the *n*th Additional Text Definition. The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)
- \$(FO*n*)** Set footers for odd pages to the *n*th Additional Text Definition. The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)
- \$(FE*n*)** Set footers for even pages to the *n*th Additional Text Definition. The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)
- \$(FB*n*)** Set footers for both odd and even pages to the *n*th header of footer Text Definition.
- The number *n* indexes into the set of all additional text for the document as defined by the \$(DH) format escape sequence. (See "Additional Text Escape Sequences" later in this chapter.)
- \$(TM*n*)** Set table of contents template.

## Document Escape Sequences

Document escape sequences do not go into effect immediately when encountered. Instead, their actions are saved until a New Document escape sequence is encountered. (See "Special Escape Sequences" later in this chapter.) This allows several formatting commands to go into effect at one time.

All Document Designer document formats have corresponding escape sequence representations. Whenever numeric values are required, they are represented in ASCII rather than in binary.

Escape Sequence	Format Action
-----------------	---------------

\$(WY)	Start widow control. Indicates that widows have been eliminated during pagination of this document.
--------	-----------------------------------------------------------------------------------------------------

*NOTE: Widow control is applied at the document level.*

\$(WN)	Stop widow control.
--------	---------------------

## Additional Text Escape Sequences

Additional Text escape sequences are distinct from other format specifications. These specify the array at the end of the document that contains the text for headers, footers, and footnotes. The same characteristics apply to headers, footnotes, and footer text.

This escape sequence specifies the beginning of a piece of additional text that appears within the headers, footers, or footnotes as defined per page. (See "Page Escape Sequences," earlier in this chapter.)

The text contained within a header specification begins after the Define Header escape sequence and continues until the next Define Header escape sequence (or the end of the file). The first occurrence of a Define Header escape sequence signifies the end of the body text portion of a document. All Define Header escape sequences must be contiguous.

The text within a header text definition can itself contain DEF escape sequences. These can be either character escape sequences, paragraph escape sequences, or special escape sequences. Page escape sequences are not allowed; header escape sequences delimit header text.

<b>Escape Sequence</b>	<b>Format Action</b>
------------------------	----------------------

<b>\$(DH)</b>	Define additional header/footer text. The text includes that which follows the header escape sequence up to, but not inclusive of, the next header escape sequence (or the end of the file).
---------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **Special Escape Sequences**

Special escape sequences represent characters not easily interpreted by normal text. Included among the special escape sequences are New Paragraph and New Page. These special escape sequences signify the start of a new paragraph or page and also apply any new paragraph or page formats as defined by the paragraph or page escape sequences.

<b>Escape Sequence</b>	<b>Format Action</b>
------------------------	----------------------

<b>\$(SA)</b>	\$ Since the \$ character indicates an escape sequence, when the \$ character occurs in text, it is indicated with the escape sequence \$(SA).
---------------	------------------------------------------------------------------------------------------------------------------------------------------------

**Escape  
Sequence**

**Format Action**

\$(SB)	New paragraph. Begin a new paragraph and set any new paragraph format attributes defined for a new paragraph.
\$(SC)	New page. Begin a new page and set any new page format attributes defined for a new page.
\$(SD)	Arabic page number symbol (#).
\$(SE)	Discretionary line break (nrs) (also known as a discretionary space).
\$(SF)	Nondiscretionary space (nbh). (Also known as a required space.)
\$(SG)	Discretionary hyphen (nrh).
\$(SH)	Discretionary <b>Return</b> .

*NOTE: There is no such character as a discretionary Return in the Document Designer. This is included for compatibility with other word processing systems.*

\$(SI)	Nonbreaking hyphen (nbh) (also known as a required hyphen).
--------	-------------------------------------------------------------

**Escape Sequence****Format Action**

\$(SJ)	Roman page number symbol (i).
\$(SK)	New synchronization mark. Begin synchronized text and set any format attributes defined for a new synchronization mark.
\$(SL)	Keep Together open.
\$(SM)	Keep Together closed.
\$(SS)	Section number symbol (§). <Like \$(SD)>.
\$(SO <sub>n</sub> )	Character with high-order bit on. n is an ASCII character.
\$(OB)	Begin object.
\$(IO <sub>n</sub> )	Index of the object associated with the current header. This must appear immediately after a DH Code.

## *Operator Statistics*

If you have the operator statistics entered in your user file, statistics are sent to a separate statistics file each time you issue the **Save** command (Code-s). The **Operator Statistics** command is a separate option, which you may not have on your system; it is not part of standard software.

The statistics recorded are as follows:

- beginning date and time of each new session
- user name
- number of keystrokes made during a session
- names of the documents opened
- whether or not these documents have been modified

Once you have set up the user file to include the operator statistics, these statistics are saved every time you use the Document Designer. However, if you only want to use the operator statistics occasionally, set up an identical user file with a similar user name, and log in with that name when you do not want to record operator statistics.

For example, one user file may be set up for operator statistics with the user name "Davis." A second, separate user file, without the operator statistics, may be set up with the user name "Davis2." When you want statistics, log in as "Davis"; when you do not, log in as "Davis2." In either case, all other Document Designer functions remain the same.

Operator statistics cannot be read directly. To generate a report that lists the statistics for each session, you must enter the Executive and give the **Operator Statistics** command (O S).

The Operator Statistics command form is shown in Figure 20-6. A sample Operator Statistics report is shown in Figure 20-7.

```
-----  
Operator.Statistics  
[Statistics file name] _____  
[Starting date (e.g., Fri June 7, 1988 1:15pm)] _____  
[User name] _____  
[Output file] _____  
-----  
1173-080
```

**Figure 20-6. Operator Statistics Command Form**

### **COMPLETING THE OPERATOR STATISTICS COMMAND FORM**

All the fields of this command form are optional. If you do not complete any of them, the report is generated for all users in the system who are configured for operator statistics. In addition, all statistics are included in the report, and the results are written only to the screen.

#### **<Statistics file name>**

Enter the name of the statistics file from which you want the report.

The default file name is [Sys]<Wp>Wp.Stats.

#### **<Starting date>**

Enter the day and date from which you want the report to start. (For example, Wed Jun 26, 1985 8:00 PM.) Statistics are given for the date you enter to the present.

If you do not enter the time, all statistics are included in the report.

## Document Designer Operator Statistics

=====

### SESSION NUMBER 1

DATE	TIME	OPERATOR	KEYSTROKES
6/12/88	10:46am	Bernie	19040

OPERATION	DOCUMENT
Modified	[Bernie]<Temp>NewFile
Modified	[Bernie]<Temp>ReleaseNote

### SESSION NUMBER 2

DATE	TIME	OPERATOR	KEYSTROKES
6/12/88	10:47am	Bernie	1904

OPERATION	DOCUMENT
Not Modified	[Bernie]<Temp>NewFile
Not Modified	[Bernie]<Temp>ReleaseNote
Modified	[Bernie]<Temp>KeystrokeMacro.Doc

### SESSION NUMBER 3

DATE	TIME	OPERATOR	KEYSTROKES
6/12/88	10:48am	Bernie	904

OPERATION	DOCUMENT
Modified	[Bernie]<Games>AdventureScore

### SESSION NUMBER 4

DATE	TIME	OPERATOR	KEYSTROKES
6/12/88	11:08am	Bernie	9004

OPERATION	DOCUMENT
Deleted	[Bernie]<Games>AdventureScore

**Figure 20-7. Sample Operator Statistics Report**

<User name>

If statistics for more than one user name are recorded in the same statistics file, and you want statistics for specific user name(s) only, enter the name(s) here.

<Output file>

Enter the name of the file to which you want the report written.

If you have a printer directly attached to your workstation, you can also enter the name of that printer and the output is printed directly. Output is written to the screen by default.

## USING OPERATOR STATISTICS

Operator statistics are recorded by user name. If you have more than one user on your system, or you want to use the statistics for billing purposes, you may want to use a separate user name for each user or customer. Figure 20-7 illustrates a sample Operator Statistics form.

The Operator Statistics program records statistics whenever your workstation is used. Therefore, the file becomes larger with time. If the file becomes too large, you can rename the original file or you can delete it. The statistics file is created the next time the **Save** command is issued.

This chapter describes the commands contained in the Documents menu that you use to manage and organize your Document Designer files. It also presents information about naming documents, recovering files, and using floppy disks with the Document Designer.

## *Document Names*

There are some rules to follow when you assign names to your Document Designer documents. They are listed below.

- Use uppercase and lowercase letters, numbers 0 through 9, and other punctuation symbols.
- Document names should not be more than 46 characters long.

If a document name exceeds 46 characters, the document status line displays only the first 15 characters, and uses ellipses to indicate that there are more characters in the name.

- Do not include blank spaces, question marks (?), or asterisks (\*) in the document name. Blank spaces are used to separate document names; the question mark and asterisk are "wild card characters," which are used to match groups of file names.

## FULL FILE SPECIFICATIONS

The document name is also the file name, which is part of a full file specification. The *full file specification* is an expanded name for the file and indicates the work area of the document. A full file specification has the following form:

**{NodeName}[VolName]<DirName>FileName**

NodeName	<p>The name of the node where the file is located.</p> <p>A <i>node</i> is a location in a network of workstations. A cluster workstation is located at the same node as its master and the other workstations in the cluster.</p>
VolName	<p>The name of the volume where the file is located.</p> <p>A <i>volume</i> is a disk drive that has been formatted and initialized to store files. It can be a hard disk or a floppy disk. Each volume is divided into several directories.</p>
DirName	<p>The name of the directory where the file is located.</p> <p>A <i>directory</i> is a collection of related files on one volume.</p>
FileName	<p>The name you assign to the file. The file name is also the Document Designer document name.</p> <p>A <i>file</i> is a set of related records treated as a unit. A file can contain a series of executable instructions, a series of data items, a document, and so on.</p>

You can use any one of the following formats when you enter a file specification:

- [VolName]<DirName>filename  
Example: [D1]<SYS>Document1
- <DirName>filename  
Example: <SYS>Document1
- filename  
Example: Document1

## WILD CARD CHARACTERS

Some of the Document menus contain a field called Pattern. You can insert wild card characters in the Pattern field to list only the document names that share certain characters. *Wild card characters* instruct the Document Designer to list all the files that match the characters given, except the wildcard character.

Up to eight wild card characters can be included in a pattern. There are two types of wild card characters:

- an asterisk (\*) specifies all matches of zero or more characters
- a question mark (?) specifies all matches of exactly one character

For example, assume the following files are contained in the current directory:

Report.4-1-87  
Report.4-15-87  
Report.4-29-87  
Report.5-6-87  
Report.5-20-87  
Report.6-3-87  
Report.6-10-87

To list only the April reports,

Type **\*.4\***

The following reports would be listed: Report.4-1-87, Report.4-15-87, and Report.4-29-87.

To list only those reports that have a single digit for the day of the month,

Type **\*-?.\***

The following reports would be listed: Report.4-1-87, Report.5-6-87, and Report.6-3-87. Wild card characters can be used both in file and document specifications.

## *The Documents Menu*

The Documents menu is displayed below. The Documents menu can be displayed both upon sign on and when a Document Designer session is in progress.

### **Procedure**

To display the Documents menu during a Document Designer session, press **Code-F1**.

### **DOCUMENTS**

---

Press O to Open document (Code-O)  
D Delete document  
C Copy document  
R Rename document  
W Change work area  
L List documents

---

Open Document	Creates a document or opens an existing document for viewing or modification.
Delete Document	Deletes the specified document.
Copy Document	Copies the contents of one document to a new document with another name.
Rename Document	Changes the name of an existing document.
Change Work Area	Changes the work area to a different disk directory.
List Documents	Lists the names of all documents in one work area, sorted according to name or date of creation.

## *Opening Documents*

The **Open Document** command creates new documents and opens existing documents. The Document Designer assumes that you want to create a new document when you type a new name. You can open new and existing documents at any time during a Document Designer session.

The documents you work with are copies of those stored on disk in disk files. Changes made to the documents are retained in memory until you issue the **Save** or **Finish** commands. The **Save** and **Finish** commands transfer the contents of the open documents from memory to the disk file.

## OPEN DOCUMENT

---

Document name:

Password:

Allow changes?

Yes No

Copy from document:

---

**Document Name** Type the name of the document you want to open or create. See "Document Names" at the beginning of this chapter for the restrictions that apply to document names.

**Password** Type the password of the volume or directory from which you want to open or create the document.

You probably do not need to enter a password. To find out, leave this field blank when you issue the command. If the document is opened, the password is not required. If an error message is displayed, see your system administrator.

**Allow Changes** Applies only to existing documents. This is preset to **Yes**, so that an existing document can be edited. Select **No** to make the document "read only." This feature is especially useful for documents that contain forms. (See Chapter 8, "Form Processing.")

**Copy From Document** Applies only to new documents. It allows you to create a new document by copying an existing document.

## CREATING NEW DOCUMENTS

The Document Designer creates a new document when it does not recognize the name you enter in the Document Name field. Otherwise, it opens the document whose name you specify. The Document Designer looks for, or creates, a document in the current directory.

**Shortcut:** *Code-o*

### Procedure

To create a new document,

1. Press **Code-F1**.
2. Press **o**.  
The Open Document menu is displayed.
3. Enter a name for the new document.
4. If necessary, highlight the Copy From Document field and type the name of an existing document.
5. Press **Go**.

This prompt appears on the screen:

**Press GO to create document, CANCEL to cancel command**

6. Press **Go**.

The new document is displayed on the screen. The different parts of that document are described in detail in Chapter 2, "Getting Started."

*NOTE: The new document is not created on disk (hard disk or floppy disk) until you issue the Save or Finish commands. These commands are described in Chapter 2, "Getting Started."*

## OPENING EXISTING DOCUMENTS

The **Open Document** command opens existing documents. The Document Designer opens the document whose name is typed into the Open Document form.

**Shortcut:** *Code-o*

### Procedure

To open an existing document from the Documents menu,

1. Press **Code-F1**.  
The Documents menu is displayed.
2. Press **o**.  
The Open Document form is displayed.
3. Type the document name.
4. Press **Go**.  
The Documents menu is removed from the screen and the open document is displayed in its place.

## *Deleting Documents*

Use the **Delete Document** command to delete Document Designer files. You can issue this command whether documents are open or closed.

### Procedure

To delete a document,

1. Press **Code-F1**.  
The Documents menu is displayed.

2. Press **d**.

The Delete Document form is displayed, and the Document Name field is highlighted.

When you execute this command from an open document, the name of the open document is displayed in the Document Name field.

If you issue this command after you select a document name from the documents listing, the name of the selected document is displayed in the Document Name field.

3. If necessary, type the name of the document you want to delete.
4. If necessary, enter the password.
5. Press **Go**.

The document is removed from the directory listing. It is not removed from the disk until you issue the **Save** or **Finish** commands.

*NOTE: The document is immediately deleted from disk if you have not opened it since the last Save or Finish command was issued.*

6. To remove the Documents menu from the screen, press **Cancel**.

## *Renaming Documents*

Use the **Rename Document** command to change the name of an existing Document Designer document. This command is most useful when you want to copy a document to another work area and assign it another name.

### **Procedure**

To rename a document,

1. Press **Code-F1**.

The Documents menu is displayed.

2. Press **r**.

The Rename Document form is displayed. The Document Name field is highlighted. When you execute this command from an open document, the name of the open document is displayed in the Document Name field.

If you issue this command after you select a document name from the documents listing, the name of the selected document is displayed in the Document Name field.

3. If necessary, type the name of the document you want to rename.

4. Press **Return**.

5. Type the new document name.

If necessary, include the volume and directory of the renamed document.

6. If necessary, enter the password in the Password field.

7. Press **Go**.

The document is renamed when the Rename Document form is removed from the screen.

8. To remove the Documents menu from the screen, press **Cancel**.

## *Copying Documents*

Use the **Copy Document** command to duplicate the contents of an existing document. This command can be used to transfer the contents of a document to and from a floppy disk or another workstation, including the master workstation. See "Floppy Disks" later in this chapter for more information about floppy disks.

### **Procedure**

To copy a document,

1. Press **Code-F1**.

The Documents menu is displayed.

2. Press **c**.

The Copy Document form is displayed. The Document Name field is highlighted. When you execute this command from an open document, the name of the open document is automatically inserted into the Document Name field.

If you issue this command after you select a document name from the documents listing, the name of the selected document is displayed in the Document Name field.

3. If necessary, type the name of the document you want to copy.

4. Press **Return**.
5. Type the file name of the copy.  
If necessary, include the volume and directory names.
6. If necessary, enter the password in the Password field.
7. Press **Go**.  
The document is copied when the Copy Document form is removed from the screen.
8. To remove the Documents menu from the screen, press **Cancel**.

## *Listing Documents*

Use the **List Document** command to list the names of the documents in the volume and directory you specify. By default, the current volume and directory names are contained in the List Documents form.

### **Procedure**

To display the List Documents menu, press **Code-F1 1** (el).

#### **LIST DOCUMENTS**

---

[Pattern:]			
Volume:			
Directory:			
[Password:]			
Details:	<b>Names</b>	Dates	Everything
Sort by:	<b>Name</b>	Date	Unsorted
[Node:]			

---

**Pattern**                      Preset to list all documents in the volume and directory specified. Use the wildcard character (\*) to list only those documents with the common characters you specify. For example, to list all documents that begin with the letters "Fun,"

**Type Fun\***

See "Wildcard Characters" earlier in this chapter for more information about how and when to use them.

**Volume**                      Contains the name of the current volume. Can be changed to any other existing volume.

**Directory**                    Contains the name of the current directory. Can be changed to any other existing directory.

**Password**                    Since some volume/directory combinations are protected, you may be required to enter a password.

**Details**                      Preset to **Names**, so that only the names of the documents in the current volume/directory are listed.

Select **Dates** to display names, number of pages, file creation dates, file revision dates, printing dates, and dates of last access.

To display the following details about each document, select **Everything**.

### Length

Displays the length of each document in pages and the number of characters in each document.

### Created

Displays dates when documents were created.

### Revised

Displays dates and times when documents were last revised.

### Accessed

Displays dates and times when documents were last accessed.

### Printed

Displays dates and times when documents were last printed.

### Time to Print

Displays the amount of time required for each document to print.

**Sort by**                   Preset to **Names**, so that documents are sorted according to name only.

To sort documents according to the dates when they were created, select **Dates**.

To specify that the document names not be sorted, select **Unsorted**.

### **Procedure**

To list the documents,

1. Press **Code-F1**.

The Documents menu is displayed.

2. Press **l (el)**.

The List Document form is displayed.

3. Respond to the fields as required.

4. Press **Go**.

The documents in the volume and directory you specify are listed on the screen according to the entries you made in the List Documents form.

*NOTE: When a document name is listed, you can select it by moving the cursor to the document name and pressing Mark. The name of the selected document is then automatically displayed in the Document Name field when any of the other Document commands are issued.*

## *Changing the Work Area*

The **Change Work Area** command lets you change your work area from one directory to another, and/or from one disk to another. The *work area* is the location on disk where your documents are stored. Each disk, whether a hard disk or a floppy disk, is referred to as a *volume*. Each volume is divided into directories. Each *directory* is a collection of files. Directories are created in the Executive. See the *Executive* manual for the steps required to create new directories.

You are automatically in a work area when you sign on to the Document Designer. The work area you are in is determined by the entries in your User Configuration file. User configuration files are described in Chapter 20, "System Administration."

### **Procedure**

To change the work area,

1. Press **Code-F1**.  
The Documents menu is displayed.
2. Press **w**.  
The Work Area form is displayed. It includes the present volume and directory names.
3. If necessary, press **Backspace** to erase the existing volume name.
4. Type the new volume name and press **Return**.
5. Press **Backspace** to erase the existing directory name and type the new directory name.

6. If necessary, press **Return** to enter the password for the new work area.
7. If necessary, highlight the Node field and type the Node for the new work area.

## *Floppy Disks*

You can use properly formatted floppy disks to store Document Designer documents, application files, and operating system software. See the *Executive* manual for the procedures required to format floppy disks.

A *floppy disk* is a flexible plastic disk coated with a substance that allows it to magnetically record data. A square plastic envelope protects the disk.

### **CARING FOR A FLOPPY DISK**

Take the following precautions when using floppy disks:

- store them in their paper envelope
- insert them carefully into the drive slot with the write-protect notch up
- do not touch the open slot on the disk
- do not expose the disk to extreme temperatures (the acceptable temperature range is 50°F to 125°F)
- do not expose the disk to magnets, magnetized tools, or electric motors

## USING FLOPPY DISKS WITH THE DOCUMENT DESIGNER

Take special care when using floppy disks with the Document Designer. Never remove a floppy disk from the drive slot while documents are open and displayed on the screen. Remember that documents are not permanently stored on any disk, floppy or hard, until a **Save** or **Finish** command is issued. Therefore, you can destroy a file if you remove the floppy disk from the drive slot before you issue one of these two commands.

*NOTE: It is recommended that you use the Executive to copy, rename, and work with files contained on floppy disks.*

### *Recovery*

The **Recover** feature protects your documents from loss or damage caused by sudden loss of power or equipment malfunction. The Document Designer maintains a special file, called a *typescript*, that echoes all keystrokes executed since the last **Save** or **Finish** command.

When you invoke the Document Designer after a power or equipment failure, your workstation beeps and this message is displayed at the bottom of the screen:

**Your last session did not finish successfully.  
Press GO to recover, CANCEL to start a new session**

To see an "instant replay" of the keystrokes you made since the document was last saved to disk, press **Go**.

The Document Designer replays all the keystrokes that were entered and the editing that was performed on the open documents; it stops at the point where the failure occurred. This message is displayed when the recovery is complete:

**Recovery complete**

To interrupt the recovery at any time, press **Cancel**. The following message is displayed when you cancel the recovery:

**Recovery suspended;**  
**Press GO to continue, CANCEL to stop recovery**

You should usually cancel the recovery before the point at which the failure occurred. If the failure was caused by a software malfunction, then you will not repeat the same error. If you do repeat the error, simply recover the file again. Issue the **Save** command immediately after the recovery is complete.

## *-Old Files*

The Document Designer creates copies of your original documents. The original documents are not updated until you issue the **Save** or **Finish** command. When you issue a **Save** or **Finish** command, the original file is created with a new file name suffix, "-old."

-Old files are not displayed by the **List Documents** command, nor can they be opened in the Document Designer. You can, however, rename or copy a -old file and open it in the Document Designer. To do so,

1. Start an Executive session.

2. Rename the -old version of the document so that it no longer has the -old file name suffix (if necessary, see the **Rename** command in the *Executive* manual for further instructions).

For example, "Chapter21-old" could be renamed as "Chap21Help." With the new name, "Chap21Help" can be opened and edited.

3. Return to the Document Designer and open the renamed document.

You cannot use -old files for recovery, or with the **Discard Edits** command. They exist solely to provide you with a copy of a document as it existed at your last **Save**.

*NOTE: You should periodically delete -old files since they occupy disk space. Do so when you no longer need a copy of the original versions. From the Executive, use the Delete command to delete -old files.*

## *Appendixes*



To use the voice annotation feature of the Document Designer, your telephone and telephone line(s) must be plugged into the Voice Processor Module. To do so, you need the Voice Processor Module, the special phone cable supplied with the module, and a telephone set.

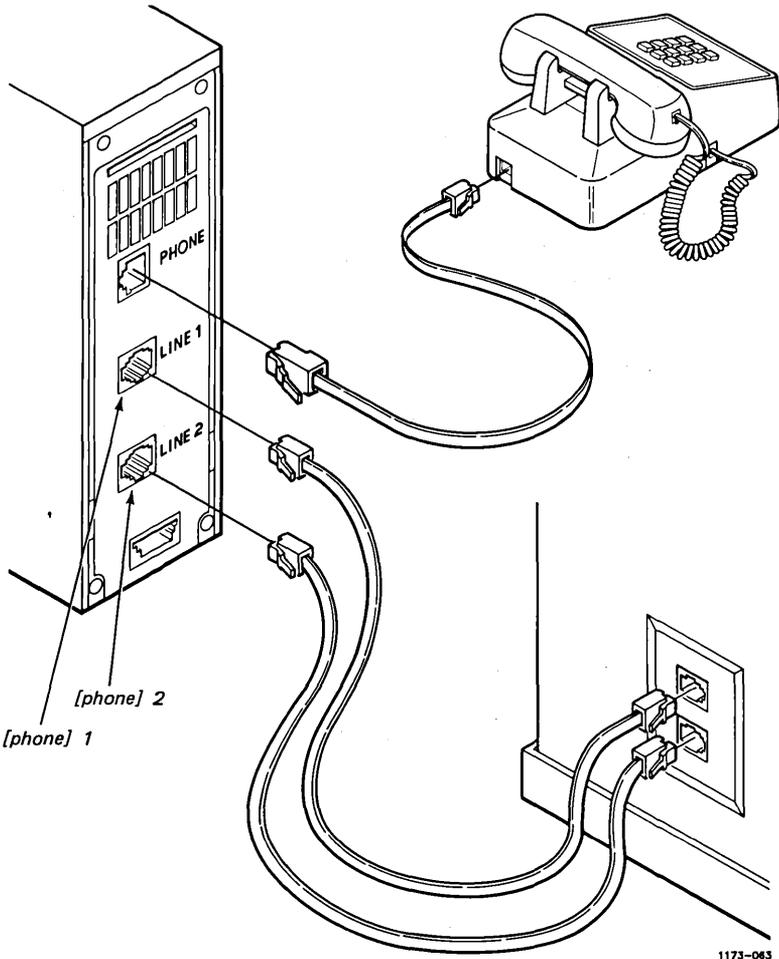
### **Procedure**

To attach your telephone to the Voice Processor Module,

1. Insert the phone line(s) from the wall into the Voice Processor Module. (See Figure A-1).

To connect only one line, plug the cable into the socket on the module labeled "Line 1".

2. Insert the cable from the telephone set into the slot on the Voice Processor module labeled "Phone". (Use the special cord supplied with the module.)



**Figure A-1. Attaching the Telephone to the Voice Processor Module**

# B

---

## *Additional Commands*

The Document Designer contains two menus that contain other commands you can use in your work: the Insert menu and the Miscellaneous menu. Both are described in this appendix.

### *The Miscellaneous Menu*

The Miscellaneous menu contains nine commands, which are described on the following pages.

#### **Procedure**

To display the Miscellaneous menu, press **Code-F7 m**.

#### **MISCELLANEOUS**

---

Press	U	to	Convert to uppercase	(Code-])
	L		Convert to lowercase	(Code-[)
	T		Total	(Code-=)
	A		Accumulative Total	(Code-Shift-=)
	D		Delete column	(Code-Delete)
	W		Word Backspace	(Code-Backspace)
	K		Keep together	(Code-k)
	S		Go to source code line	
	TAB		Reformat tabs	

---

## Procedure

To use any of the miscellaneous commands,

1. If necessary, select the text to which you want to apply the command.
2. Press **Code-F7**.  
The Commands menu is displayed.
3. Press **m**.  
The Miscellaneous Commands menu is displayed.
4. Press the appropriate letter:
  - u** converts selected lowercase characters to uppercase characters.
  - l** converts selected uppercase characters to lowercase characters.
  - t** calculates the sum of the selected text. (For more information, see Chapter 4, "Entering and Editing Text".)
  - a** calculates the accumulative total of the selected text. (For more information, see Chapter 4.)
  - d** deletes the selected tabbed column.
  - w** deletes one word. (For more information, see Chapter 4.)
  - k** keeps the selected text together.

s moves the cursor to the selected line.

**Tab** reformats tabs. (For more information, see "Reformatting Tabs" below.)

## REFORMATTING TABS

You can use the Document Designer to work with documents created by the Word Processor. However, since the Document Designer tabs function differently from Word Processor tabs, you must reformat them using the **Reformat Tabs** command. The **Reformat Tabs** command ensures that the relationship between the tabs stops and the data is maintained.

### Procedure

To reformat the tabs in a document created by the Word Processor,

1. Press **Code-F7**.

The Commands menu is displayed.

2. Press **Tab**.

This message is displayed:

**Press GO to reformat tabs,  
CANCEL to cancel command**

3. Press **Go**.

Ten small boxes are displayed at the top right of the Miscellaneous menu. When they are filled, the tabs are reformatted.

# The Insert Menu

The Insert menu contains sixteen commands that you can use to insert different types of text, punctuation, and page numbers.

## Procedure

To display the Insert menu, press **Code-F5**.

## INSERT

---

Press H for	Hexadecimal codes	(Code-t)
quote	Literal keystroke	(Code-quote)
#	Page number	(Code-Shift-#)
P	Page break	(Code-Next Page)
C	Column break	(Code-Next)
N	Next page number	
R	Roman page number	
S	Section number	
F	Footnote (Code-F)	

Press TAB to insert	Single tab	(Shift-Tab)
BACKSPACE	Backspace	
RETURN	End of line	(Shift-Return)
HYPHEN	Optional line	(Shift-Hyphen)
SHIFT-HYPHEN	Non-breaking hyphen	(Code-Shift-Hyphen)
O	Optional space	(Shift-Spacebar)
SPACEBAR	Nonbreaking space	(Code-Shift-Spacebar)

---

Only two of the **Insert** commands, **Hexadecimal Codes** and **Literal Keystrokes**, are described in this appendix; the rest are described in the following chapters:

<b>Command</b>	<b>Chapter No.</b>	<b>Chapter Title</b>
Page Number	5	Formatting Text
Page Break	4	Entering and Editing Text
Column Break	15	Columns
Next Page Number	5	Formatting Text
Roman Page Number	5	Formatting Text
Section Number	10	Table of Contents
Tab	5	Formatting Text
Backspace	4	Entering and Editing Text
Return	4	Entering and Editing Text
Hyphen	4	Entering and Editing Text
Shift-Hyphen	4	Entering and Editing Text
Optional Space	4	Entering and Editing Text
Spacebar	4	Entering and Editing Text

## HEXADECIMAL CODES

The **Hexadecimal Code** command inserts, at the cursor location, a special character that is identified with the hexadecimal code you specify. (See Tables B-1 and B-2.)

**Shortcut:** *Code-i*

### Procedure

To insert the special character associated with a hexadecimal code,

1. Move the cursor to the location in the document where you want to insert the special character.

2. Press **Code-F5**.

The Insert menu is displayed.

3. Press **h**.

The Insert Hexadecimal form is displayed.

### INSERT HEXADECIMAL \_\_\_\_\_

Hexadecimal code(s):

---

4. Enter the hexadecimal code that corresponds to the special character you want to insert.

To insert several special characters at the cursor location, type the hexadecimal codes in the form, for example, **050607** or **05 06 07**.

5. Press **Go**.

The special character is inserted at the cursor location. You can use the **Move**, **Copy**, and **Delete** commands to work with a special character.

## LITERAL KEYSTROKES

The **Literal Keystroke** command inserts, at the cursor location, the special character associated with the next key that you press. (See Tables B-1 and B-2.) For example, you can insert an Up Arrow at the cursor location.

**Shortcut:** *Code-'*

### Procedure

To insert the special character associated with a literal keystroke,

1. Move the cursor to the location in the document where you want to insert the special character.
2. Press **Code-F5**.

The Insert menu is displayed.

3. Press ' (single quotation mark).

This message is displayed at the bottom of the screen:

**Next key typed will be inserted literally**

4. Press the key that corresponds to the special character you want to insert.

The corresponding special character is inserted at the cursor location. To insert another literal keystroke, you must repeat the above steps.

## STANDARD CHARACTER SET

Table B-1 illustrates the characters that are inserted at the cursor location when you issue either the **Hexadecimal Code** or **Literal Keystroke** command. For example, an Up Arrow is inserted at the cursor location when you

1. type 01 in the **Hexadecimal Code** command form
2. issue the **Literal Keystroke** command and press **Up Arrow**.

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 1 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
00	null	Help
01	↑ (up arrow)	Up arrow
02	¾	Mark
03	¢	Shift-6
04	■ (filled square)	Finish
05	□ (empty square)	Prev Page
06	1/2	1/2
07	bell	Cancel
08	backspace	Backspace
09	tab	Tab
0A	new line	Return Next
0B	↓ (down arrow)	Down arrow
0C	formfeed	Next Page
0D	▲ (triangle)	Bound
0E	← (left arrow)	Left arrow
0F	‡ (double dagger)	Move
10	1/4	Shift-1/2
11	†	Scroll Up
12	→ (right arrow)	Right arrow
13	trough	Scroll Down
14	raised dot	Copy
15	÷	F1
16	(vertical bar)	F2
17	§	F3
18	≠	F4
19	similarity	F5
1A	¶	F6

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 2 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
1B	● (filled circle)	Go
1C	not	F7
1D	≤	F8
1E	±	F9
1F	≥	F10
20	space	Spacebar
21		Shift-
22	"	Shift-'
23	#	Shift-3
24	\$	Shift-4
25	%	Shift-5
26	&	Shift-7
27	'	'
28	(	Shift-9
29	)	Shift-0
2A	*	Shift-8
2B	+	Shift-=
2C	, (comma)	,
2D	- (hyphen)	-
2E	. (period)	.
2F	/	/
30	0	0
31	1	1
32	2	2
33	3	3
34	4	4
35	5	5
36	6	6

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 3 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
37	7	7
37	8	8
39	9	9
3A	:	Shift-;
3B	;	;
3C	<	Shift-[
3D	=	=
3E	>	Shift-]
3F	?	Shift-/
40	@	Shift-2
41	A	Shift-a
42	B	Shift-b
43	C	Shift-c
44	D	Shift-d
45	E	Shift-e
46	F	Shift-f
47	G	Shift-g
48	H	Shift-h
49	I	Shift-i
4A	J	Shift-j
4B	K	Shift-k
4C	L	Shift-l
4D	M	Shift-m
4E	N	Shift-n
4F	O	Shift-o
50	P	Shift-p
51	Q	Shift-q

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 4 of 9)

Character Code (hexadecimal)	Video Display Character	Key
52	R	Shift-r
53	S	Shift-s
54	T	Shift-t
55	U	Shift-u
56	V	Shift-v
57	W	Shift-w
58	X	Shift-x
59	Y	Shift-y
5A	Z	Shift-z
5B	[	[
5C	\ (backslash)	Shift-num 8
5D	]	]
5E	^ (caret)	^
5F	_ (underline)	Shift--
60	' (reverse accent)	Shift-num 1
61	a	a
62	b	b
63	c	c
64	d	d
65	e	e
66	f	f
67	g	g
68	h	h
69	i	i
6A	j	j
6B	k	k
6C	l	l
6D	m	m
6E	n	n
6F	o	o

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 5 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
70	p	p
71	q	q
72	r	r
73	s	s
74	t	t
75	u	u
76	v	v
77	w	w
78	x	x
79	y	y
7A	z	z
7B	{	Shift-num 4
7C		Shift-num 7
7D	}	Shift-num 5
7E	~ (tilde)	Shift-^
7F	filled rectangle	Delete
A0	A circle	
A1	a circle	Code-Shift-1
A2	A umlaut	Code-Shift-'
A3	a umlaut	Code-Shift-3
A4	O umlaut	Code-Shift-4
A5	o umlaut	Code-Shift-5
A6	O slashed	Code-Shift-7
A7	o slashed	Code-'
A8	U umlaut	Code-Shift-9
A9	u umlaut	Code-Shift-0

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 6 of 9)

Character Code (hexadecimal)	Video Display Character	Key
AA	c cedilla	Code-Shift-8
AB	e circumflex	Code-Shift-=
AC	e grave	Code-,
AD	e acute	Code--
AE	AE litature	Code-.
AF	ae litature	Code-/
B0	$\beta$	Code-0
B1	£	Code-1
B2	° (degree)	Code-2
B3	©	Code-3
B4	®	Code-4
B5	™	Code-5
B6	¡	Code-6
B7	¿	Code-7
B8	“	Code-8
B9	”	Code-9
BA	’	Code-Shift-;
BB	”	Code-;
BC	‘	Code-Shift-[
BD	’	Code-=
BE	~	Code-Shift-]
BF	—	Code-Shift-/
CO	see Table B-2	Code-Shift-2 Shift-Help
C1	see Table B-2	Code-Shift-a Shift-Up arrow
C2	see Table B-2	Code-Shift-b Shift-Mark

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 7 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
C3	see Table B-2	Code-Shift-c Shift-Bound
C4	see Table B-2	Code-Shift-d Shift-Finish
C5	see Table B-2	Code-Shift-e Shift-Prev Page
C6	see Table B-2	Code-Shift-f
C7	see Table B-2	Code-Shift-g Shift-
C8	see Table B-2	Code-Shift-h Shift-Delete
C9	see Table B-2	Code-Shift-i Shift-Go
CA	see Table B-2	Code-Shift-j Shift-F9
CB	see Table B-2	Code-Shift-k Shift-Down arrow
CC	see Table B-2	Code-Shift-l Shift-Next Page
CD	see Table B-2	Code-Shift-m Shift-F8
CE	see Table B-2	Code-Shift-n Shift-Left arrow
CF	see Table B-2	Code-Shift-o Shift-Move
D0	see Table B-2	Code-Shift-p OVERTYPE
D1	see Table B-2	Code-Shift-q Shift-Scroll Up
D2	see Table B-2	Code-Shift-r Shift-Right arrow

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 8 of 9)

Character Code (hexa- decimal)	Video Display Character	Key
D3	see Table B-2	Code-Shift-s Shift-Scroll Down
D4	see Table B-2	Code-Shift-t Shift-Copy
D5	see Table B-2	Code-Shift-u Shift-F1
D6	see Table B-2	Code-Shift-v Shift-F2
D7	see Table B-2	Code-Shift-w Shift-F3
D8	see Table B-2	Code-Shift-x Shift-F4
D9	see Table B-2	Code-Shift-y Shift-F5
DA	see Table B-2	Code-Shift-z Shift-F6
DB	see Table B-2	Code-[
DC	see Table B-2	Code-Shift-num 8 Shift-F8
DD	see Table B-2	Code-Shift-]
DE	see Table B-2	Code-
DF	see Table B-2	Code-Shift-- Shift-F10
E0	see Table B-2	Code-Shift-num 1
E1	see Table B-2	Code-a
E2	see Table B-2	Code-b
E3	see Table B-2	Code-c
E4	see Table B-2	Code-d
E5	see Table B-2	Code-e
E6	see Table B-2	Code-f

**Table B-1**  
**STANDARD CHARACTER SET**  
 (Page 9 of 9)

Character Code (hexadecimal)	Video Display Character	Key
E7	see Table B-2	Code-g
E8	see Table B-2	Code-h
E9	see Table B-2	Code-l
EA	see Table B-2	Code-j
EB	see Table B-2	Code-k
EC	see Table B-2	Code-l
ED	see Table B-2	Code-m
EE	see Table B-2	Code-n
EF	see Table B-2	Code-o
F0	see Table B-2	Code-p
F1	see Table B-2	Code-q
F2	see Table B-2	Code-r
F3	see Table B-2	Code-s
F4	see Table B-2	Code-t
F5	see Table B-2	Code-u
F6	see Table B-2	Code-v
F7	see Table B-2	Code-w
F8	see Table B-2	Code-y
F9	see Table B-2	Code-x
FA	see Table B-2	Code-z
FB	see Table B-2	Code-Shift-num 4
FC	see Table B-2	Code-Shift-num 7
FD	bar chart	Code-Shift-num 5
FE	bar chart	Code-Shift-
FF	bar chart	Code-Delete

Table B-2

GRAPHIC REPRESENTATION OF THE STANDARD CHARACTER SET

Character Code (hexa-decimal)	Video Display Character														
00		20		40	@	60	'	80		A0	À	C0	†	E0	£
01	↑	21	!	41	A	61	a	81	1	A1	Á	C1	‡	E1	€
02	→	22	"	42	B	62	b	82	10	A2	Â	C2	§	E2	†
03	←	23	#	43	C	63	c	83	11	A3	Ã	C3	¶	E3	‡
04	■	24	\$	44	D	64	d	84	12	A4	Ä	C4	•	E4	§
05	□	25	%	45	E	65	e	85	13	A5	Å	C5	¶	E5	¶
06	×	26	&	46	F	66	f	86	14	A6	Ø	C6		E6	§
07	△	27	'	47	G	67	g	87	15	A7	ø	C7	†	E7	¶
08	▽	28	(	48	H	68	h	88	16	A8	Ü	C8	‡	E8	¶
09	▲	29	)	49	I	69	i	89	17	A9	ü	C9	†	E9	¶
0A	▼	2A	*	4A	J	6A	j	8A	18	AA	ç	CA	‡	EA	¶
0B	↖	2B	+	4B	K	6B	k	8B	19	AB	ç	CB	†	EB	¶
0C	↗	2C	,	4C	L	6C	l	8C	10	AC	é	CC	‡	EC	¶
0D	↘	2D	-	4D	M	6D	m	8D	11	AD	è	CD	†	ED	¶
0E	↙	2E	.	4E	N	6E	n	8E	12	AE	ê	CE	‡	EE	¶
0F	↘	2F	/	4F	O	6F	o	8F	13	AF	ë	CF	†	EF	¶
10	↖	30	0	50	P	70	p	90	14	B0	æ	D0	‡	F0	¶
11	↑	31	1	51	Q	71	q	91	15	B1	ø	D1	†	F1	¶
12	→	32	2	52	R	72	r	92	16	B2	•	D2	‡	F2	¶
13	←	33	3	53	S	73	s	93	17	B3	°	D3	†	F3	¶
14	■	34	4	54	T	74	t	94	18	B4	•	D4	‡	F4	¶
15	□	35	5	55	U	75	u	95	19	B5	•	D5	†	F5	¶
16	×	36	6	56	V	76	v	96	10	B6	'	D6	‡	F6	¶
17	△	37	7	57	W	77	w	97	11	B7	'	D7	†	F7	¶
18	▽	38	8	58	X	78	x	98	12	B8	'	D8	‡	F8	¶
19	▲	39	9	59	Y	79	y	99	13	B9	'	D9	†	F9	¶
1A	▼	3A	:	5A	Z	7A	z	9A	14	BA	'	DA	‡	FA	¶
1B	•	3B	;	5B	[	7B	{	9B	15	BB	'	DB	†	FB	¶
1C	◦	3C	<	5C	\	7C	}	9C	16	BC	'	DC	‡	FD	¶
1D	◐	3D	=	5D	]	7D	~	9D	17	BD	'	DD	†	FD	¶
1E	◑	3E	>	5E	^	7E	~	9E	18	BE	'	DE	‡	FE	¶
1F	◒	3F	?	5F	_	7F	■	9F	19	BF	'	DF	†	FF	¶

# C

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## *Document Designer Font Families*

This appendix contains the font families available with the Document Designer. (For more information on using fonts, see Chapter 14, "Fonts.") The font families contained in this appendix were generated on a laser printer. If you are using another type of printer, the characters may print differently.

10 point      ABCDEFGHIJKLMNOPQRSTUVWXYZ^123456  
7890abcdefghijklmnopqrstuvwxyz~!  
@#%&\*()\_+[];'. /<>:"?|\{}`-`

12 point      ABCDEFGHIJKLMNOPQRSTUVWXYZab  
cdefghijklmnopqrstuvwxyz^123  
4567890=~!@#%&\*()\_+[];'. /<>:"?|\{}`-`

10 point      ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefg  
hijklmnopqrstuvwxyz^1234567890=~!  
@#%&\*()\_+[];'. /<>:"?|\{}`-`

12 point      ABCDEFGHIJKLMNOPQRSTUVWXYZab  
cdefghijklmnopqrstuvwxyz^123  
4567890=~!@#%&\*()\_+[];'. /<>:"?|\{}`-`

Figure C-1. Courier and Courier Bold

6 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZ`abcdefghijklmnopqrstuvwxyz1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
7 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
8 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
9 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
10 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
11 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
12 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqrstuvwxyz`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}
14 point	ABCDEFHGHIJKLMNOPQRSTUVWXYZ`1234567890= !@#%&*()_+½[];’,./¼<>:”? \{}

**Figure C-2. Helvetica (Page 1 of 3)**

16 point    ABCDEFGHIJKLMNOPQR  
STUVWXYZ^1234567890=~  
!@#%&\*()\_+1/2[];’,./1/4 <  
>:”?|\}‘

18 point ABCDEFGHIJKLMNOPQR  
STUVWXYZ^1234567890=~!  
@#%&\*()\_+1/2[];’,./1/4 <>:  
”?|\}‘

24 point ABCDEFGHIJKL  
MNOPQRSTUVWXYZ  
Z^1234567890=~!@#  
\$%&\*()\_+1/2[];’,./1/4  
<>:”?|\}‘

Figure C-2. Helvetica (Page 2 of 3)

36 point ABCDEF  
GHIJKLMNO  
PQRSTUVWXYZ  
YZ^ 12345678  
90= ~ ! @ # \$ % & ¢  
& \* ( ) \_ + 1/2 [] ; ' , . /  
1/4 < > : " ? | \ { } ‘

Figure C-2. Helvetica (Page 3 of 3)

6 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZ <sup>^</sup> abcdefghijklmnopqrstu vwxyz1234567890= !@#%&*()_+ ½[];',./¼ <>:"'?\ }
7 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnopq rstuvwxyz 1234567890= !@#%&*()_+ ½[];',./¼ <>:"'?\  {}
8 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnopq rstuvwxyz 1234567890= !@#%&*()_+ ½ [];',./¼ <>:"'?\ }
9 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnop qrstuvwxyz 1234567890= !@#% %&*()_+ ½[];',./¼ <>:"'?\ }
10 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnop qrstuvwxyz 1234567890= !@#% %&*()_+ ½[];',./¼ <>:"'?\ }
11 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnop qrstuvwxyz 1234567890= !@#% %&*()_+ ½[];',./¼ <>:"'?\ }
12 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnop qrstuvwxyz 1234567890= !@#% %&*()_+ ½[];',./¼ <>:"'?\ }
14 point	ABCDEF <sup>GH</sup> IJKLMNOPQRSTUVWXYZabcdefghijklmnop qrstuvwxyz 1234567890= !@#% %&*()_+ ½[];',./¼ <>:"'?\ }

Figure C-3. Helvetica Bold (Page 1 of 2)

**16 point** ABCDEFGHIJKLMNOPQ  
RSTUVWXYZabcdefghijkl  
mnopqrstuvwxyz^123456  
7890= !@#\$%&\*()\_+ 1/2 □  
;’,./1/4 <>:”?|\}‘

**18 point** ABCDEFGHIJKLMNOP  
QRSTUVWXYZabcdefghijkl  
mnopqrstuvwxyz  
1234567890= ~!@#\$%  
&\*()\_+ 1/2 □;’,./1/4 <>:”?  
|\}‘

**24 point** ABCDEFGHIJKL  
MNOPQRSTUVWXYZ  
abcdefghijkl  
mnopqrstuvwxyz  
^1234567890= ~!  
@#\$%&\*()\_+ 1/2  
□;’,./1/4 <>:”?|\}‘

Figure C-3. Helvetica Bold (Page 2 of 2)

6 point ABCDEFGHIJKLMNOPQRSTUVWXYZ`abcdefghijklmnopqrstuvwxy  
z1234567890= !@#\$\$%&\*()\_+1/2[]; ',./1/4<>:"?|\{}

7 point ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnopqr  
stuvwxyz`1234567890= !@#\$\$%&\*()\_+1/2[]; ',./1/4<>:"?|\{  
}

8 point ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnop  
opqrstuvwxyz`1234567890= !@#\$\$%&\*()\_+1/2[]; ',./1/4  
<>:"?|\{}

9 point ABCDEFGHIJKLMNOPQRSTUVWXYZabcdefghijklmnop  
ghijklmnopqrstuvwxyz`1234567890= !@#\$\$%&\*()  
\_+1/2[]; ',./1/4<>:"?|\{}

10 point ABCDEFGHIJKLMNOPQRSTUVWXYZabc  
defghijklmnopqrstuvwxyz`12345678  
90= !@#\$\$%&\*()\_+1/2[]; ',./1/4<>:"?|\{}

11 point ABCDEFGHIJKLMNOPQRSTUVWXYZa  
bcdefghijklmnopqrstuvwxyz`1234567890  
= !@#\$\$%&\*()\_+1/2[]; ',./1/4<>:"?|\{}

12 point ABCDEFGHIJKLMNOPQRSTUVWXYZ  
YZabcdefghijklmnopqrstuvwxyz`123  
4567890= !@#\$\$%&\*()\_+1/2[]; ',./1/4  
<>:"?|\{}

14 point ABCDEFGHIJKLMNOPQRSTU  
VWXYZabcdefghijklmnopqrstuv  
wxyz`1234567890= !@#\$\$%&  
\*()\_+1/2[]; ',./1/4<>:"?|\{}

Figure C-4. Helvetica Italic (Page 1 of 2)

16 point ABCDEFGHIJKLMNOPQRS  
TUVWXYZabcdefghijklmnopqrstuvwxyz  
pqrstuvwxyz^1234567890=~  
!@#\$%&\*()\_+1/2[];','./1/4<>:  
"?\|\\}'

18 point ABCDEFGHIJKLMNOPQ  
RSTUVWXYZabcdefghijklmnopqrstuvwxyz  
lmnopqrstuvwxyz^12345  
67890=~!@#\$%&\*()\_+  
1/2[];','./1/4<>:"?\|\\}'

24 point ABCDEFGHIJKL  
MNOPQRSTUVWXYZ  
XYZabcdefghijklmnopqrstuvwxyz  
nopqrstuvwxyz^12  
34567890=~!@#\$  
%&\*()\_+1/2[];','./1/4  
<>:"?\|\\}'

Figure C-4. Helvetica Italic (Page 2 of 2)

6 point ABCDEFGHIJKLMNOPQRSTUVWXYZ^ abcdefghijklmnopqrstuvwxyz  
 234567890= !@#%&\*()\_+1/2[];',./1/4<>:"?|\{}'

7 point ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqr  
 stuvwxyz 1234567890= !@#%&\*()\_+1/2[];',./1/4<>:"?|\{}'

8 point ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdefghijkl  
 mnopqrstuvwxyz 1234567890= !@#%&\*()\_+1/2[];',./1/4<>:"?|\{}'

9 point ABCDEFGHIJKLMNOPQRSTUVWXYZ abcdef  
 ghijklmnopqrstuvwxyz^ 1234567890= !@#%&\*()  
 \_+1/2[];',./1/4<>:"?|\{}'

10 point ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 abcdefghijklmnopqrstuvwxyz^ 1234567890= !  
 @#%&\*()\_+1/2[];',./1/4<>:"?|\{}'

11 point ABCDEFGHIJKLMNOPQRSTUVWXYZ  
 YZ abcdefghijklmnopqrstuvwxyz^ 1234567  
 890= !@#%&\*()\_+1/2[];',./1/4<>:"?|\{  
 }'

12 point ABCDEFGHIJKLMNOPQRSTU  
 VWXYZ abcdefghijklmnopqrstuvwxyz^  
 1234567890= !@#%&\*()\_+1/2[];',.  
 /1/4<>:"?|\{}'

14 point ABCDEFGHIJKLMNOPQRST  
 UVWXYZ abcdefghijklmnopqrst  
 uvwxyz^ 1234567890= !@#%&  
 &\*()\_+1/2[];',./1/4<>:"?|\{}'

Figure C-5. Times Roman (Page 1 of 3)

16 point      ABCDEFGHIJKLMNOPQ  
RSTUVWXYZabcdefghijklmnopqrstuvwxyz  
^123456789  
0=˜!@#%&\*()\_+1/2[];’,./  
1/4<>:”?|\}‘

18 point    ABCDEFGHIJKLMNOP  
QRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
^1234567890  
=˜!@#%&\*()\_+1/2[];’,./1/4  
<>:”?|\}‘

24 point    ABCDEFGHIJKL  
MNOPQRSTUVWXYZ  
abcdefghijklmnopqrstuvwxyz 1234567890  
=˜!@#%&\*()\_+1/2[  
];’,./1/4<>:”?|\}‘

Figure C-5. Times Roman (Page 2 of 3)

36 point ABCDE  
FGHIJKLMN  
OPQRSTUVWXYZ  
W XYZ abcdef  
ghijklmnopqrst  
uvwxyz ^ 123456  
7890 = ~ ! @ # \$ %  
¢ & \* ( ) \_ + 1/2 [ ] ; ' , .  
/ 1/4 <

Figure C-5. Times Roman (Page 3 of 3)

6 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijklm <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
7 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijklm <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
8 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
9 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
10 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
11 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
12 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘
14 point	ABCDEF <sup>ˆ</sup> GHIJKLMN <sup>ˆ</sup> OPQRSTU <sup>ˆ</sup> VWXYZ <sup>ˆ</sup> abcde <sup>ˆ</sup> fghijkl <sup>ˆ</sup> m <sup>ˆ</sup> nopqrst <sup>ˆ</sup> uvwxy <sup>ˆ</sup> z1234567890= !@#%\$%&*0_+½[];’,./¼<>:”?\ }‘

Figure C-6. Times Roman Bold (Page 1 of 2)

**16 point** ABCDEFGHIJKLMNOPQR  
STUVWXYZabcdefghijklmnopqrstuvwxyz  
opqrstuvwxyz ^ 1234567890=  
~!@#%&\*()\_+<sup>1/2</sup>[];’,./<sup>1/4</sup>  
<>:”?|\}‘

**18 point** ABCDEFGHIJKLMNOP  
QRSTUVWXYZabcdefghijklmnopqrstuvwxyz  
ijklmnopqrstuvwxyz ^ 1234  
567890= !@#%&\*()\_  
+<sup>1/2</sup>[];’,./<sup>1/4</sup><>:”?|\}‘

**24 point** ABCDEFGHIJKL  
MNOPQRSTUVW  
XYZabcdefghijklmnopqrstuvwxyz  
nopqrstuvwxyz ^ 123  
4567890= ~!@#%&  
&\*()\_+<sup>1/2</sup>[];’,./<sup>1/4</sup>  
<>:”?|\}‘

Figure C-6. Times Roman Bold (Page 2 of 2)

6 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZ abcdefghijklmnopqrstuvwxyz1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
7 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
8 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
9 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
10 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
11 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
12 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}
14 point	ABCDEF <sup>ˆ</sup> GHIJKLMNOPQRSTUVWXYZabcdeffghijklmnopqrstuvwxyz 1234567890="!@#%&*()_+1/2[];',./1/4<>:"? \{}

Figure C-7. Times Roman Italic (Page 1 of 2)

*16 point*    *ABCDEFGHIJKLMN OPQR  
STUVWXYZabcdefghijklmnop  
opqrstuvwxyz^1234567890=  
~!@#\$%&\*()\_+1/2[];’,./1/4  
<>:”?\|}{‘*

*18 point*    *ABCDEFGHIJKLMN OP  
QRSTUVWXYZabcdefghijklmnop  
ijklmnopqrstuvwxyz^1234  
567890=!@#\$%&\*()\_  
+1/2[];’,./1/4<>:”?\|}{‘*

*24 point* *ABCDEFGHIJKL  
MNOPQRSTUVW  
XYZabcdefghijklmnop  
nopqrstuvwxyz 123  
4567890= ~!@#\$%  
&\*()\_+1/2[];’,./  
1/4<>:”?\|}{‘*

**Figure C-7.** Times Roman Italic (Page 2 of 2)

6 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
7 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
8 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
9 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
10 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
11 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
12 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}
14 point	ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡΣΤΥςΩΞΨΖαβχδεφγηικλμνοπθρστυνωξψς 1234567890~!@#%ε&*()_+1/2[];’,./1/4<>:”?!\{}

Figure C-8. Greek (Page 1 of 2)

16 point ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠΘΡ  
ΣΤΥςΩΞΨΖαβχδεφγηιjκλμνο  
πθρστυνωξψς 1234567890=~  
!@#%&\*&\*\_+^1/2[];’,./1/4<  
>:”?!\}‘

18 point ΑΒΧΔΕΦΓΗΙJKΛΜΝΟΠ  
ΘΡΣΤΥςΩΞΨΖαβχδεφγηιj  
κλμνοπθρστυνωξψς 12345  
67890=~!@#%&\*&\*\_+  
^1/2[];’,./1/4<>:”?!\}‘

24 point ΑΒΧΔΕΦΓΗΙJKΛ  
ΜΝΟΠΘΡΣΤΥςΩΞ  
ΨΖαβχδεφγηιjκλμν  
οπθρστυνωξψς 1234  
567890=~!@#%&  
&\*\_+^1/2[];’,./1/4  
<>:”?!\}‘

Figure C-8. Greek (Page 2 of 2)

**active document.** The document that contains the cursor is called the active document. When using multiple windows, the document that the cursor is in is called the primary document.

**anchor character.** An anchor character is the character or space in a document that identifies the location of an object or a voice annotation.

**application.** An application is any program or service used directly by an end user, for example, Extended Multiplan.

**application system.** An application system is any application configured to run with the Document Designer.

**ascender.** The ascender is that part of a lowercase character that rises above the main body of a character.

**aspect ratio.** Aspect Ratio is the relationship between the height and width of an object. If one side of an object is made larger or smaller, the other side is also made smaller or larger to maintain the correct proportion. (Aspect ratio does not apply to voice annotations.)

**attribute.** See **format attribute.**

**Chaining mode.** Chaining mode is a mode of operation that uses the Document Designer configuration file to pass objects back and forth between the Document Designer and other applications. If the Document Designer is not set up for Multicontext mode, it automatically operates in Chaining mode. In Chaining mode, a **Save** is performed each time an object is transferred to or from the Document Designer. See also **Multicontext mode.**

**base line.** In type, the base line is the bottom alignment of capital letters.

**character.** A character is any number, letter, or symbol in your text. Any character can be used as an anchor character.

**character set.** A character set is a specific set of characters which are included in, and help determine, a font.

**character string.** A character string is a group of contiguous characters. Any characters that can appear on the screen can be included in the string.

**column break.** A column break is a dashed line or a line of colons that indicates the beginning or end of a serpentine column. Column breaks may be floating (moved as necessary by the Document Designer during pagination) or static (associated with that point in the text until you delete the column break).

**command form.** A command form is displayed when Document Designer requires you to supply information before it executes a command. The form is made up of *fields* for which you supply the requested information.

**cross reference.** A cross reference is an entry made in a document to refer a reader to another page. See also **page reference** and **target reference**.

**current paragraph.** The current paragraph is the paragraph within which the cursor is positioned.

**current window.** The current window is the window that the cursor is in. Editing operations affect the document in the current window.

**daisy wheel printer.** A daisy wheel printer is a character printer that uses interchangeable metal and plastic print wheels to print several types and sizes of characters. Daisy wheel printers usually produce letter quality printing. See also **draft printer**.

**dedicated printer.** A dedicated printer is a printer that is physically connected to a particular workstation and cannot be shared by another workstation. See also **local printer**.

**default value.** A default value is the choice among exclusive alternatives made by a program or system when no explicit choice is specified by the user.

**delimiter.** The delimiter is a character that is used to separate and organize items of data, but which is not a part of the data itself.

**descender.** A descender is that part of a lowercase letter that extends below the main body of a character.

**direct printing.** In direct printing, a file is printed directly from a workstation to a printer attached to that workstation. The printer must be unoccupied before any direct printing job can be started.

**disk.** A disk is a magnetic storage unit for computer-readable information. Most workstations have a hard disk permanently installed that can store large amounts of data. You can also use floppy disks to store data.

**document status line.** The document status line divides the main text area of the screen and the ruler display. It displays the name of the document, the current page number, and the number of the line in which the cursor is positioned.

**dotted box.** A dotted box is a grid of dots that represents a graphic object (or objects) in your document.

**draft printer.** A draft printer is a printer configured to print documents with draft-quality formatting. Such formatting does not reproduce character formats, such as underlines, boldface, proportional spacing, and so on. See also **daisy wheel printer**.

**field.** A field is a specified area in a form in which instructions can be given. A field is either a blank (to be filled in) or a choice of options. In list processing, a field is a group of characters, separated by delimiters, that represent a single unit.

**field start character.** A field start character identifies a field within a record. There can be any number of fields in a record.

**file.** A file is a set of related records treated as a unit. All the documents you create are stored on the disk as files.

**float.** Float is the default position for newly created text-at-bay boxes. It places the text-at-bay box one line below its assigned anchor character.

**font.** A font consists of all characters (uppercase and lowercase) of one size of one particular typeface.

**footer.** A footer is one or more lines of text that print at the bottom of each page of a document.

**footnote.** Footnotes are used for the acknowledgment of borrowed material, for notifying the reader of the source of statements or quotations, for the presentation of explanatory or supplementary material not appropriate to the text, and for cross references to other parts of the work.

**footnote reference.** A footnote reference is a character inserted into a document to indicate the number and position of a footnote.

**form.** See **command form**.

**format attribute.** A format attribute is a characteristic that can be applied to a character, paragraph, or page of text that changes the shape or appearance of the text. For example, boldface text, font, paragraph indent, and page length are all format attributes.

**form document.** In form processing, the document that contains the text and stop codes required by the user to complete the form.

**Full-visible mode.** See **Visible mode**.

**function key.** A function key is one of the ten keys, labeled F1 to F10, in the top row of the typewriter pad of the keyboard.

**graphic object.** A graphic object is an object created by a graphics-producing application, for example, a pie chart or picture.

**half-bright.** Half-bright intensity is a characteristic of screen display. When text appears in half-bright intensity it usually means that some format attribute has been applied to text that cannot be shown on the screen.

**Half-visible mode.** See **Visible mode.**

**header.** A header is one or more lines of text that can be printed at the top of each page of a document.

**heading.** A heading is a word or phrase within a document that introduces a body of text below it. Also used to refer to a paragraph that has been assigned a heading level attribute. See also **heading level attribute.**

**heading level attribute.** A heading level attribute is a paragraph attribute assigned to a document heading. The table of contents template generates a completed table of contents based on the heading level attributes assigned to the headings in a document.

**highlight.** See **selection.**

**ICMS (Inter-Context Message Server).** The Inter-Context Message Server facilitates communication between application systems configured to run with the Document Designer.

**indent.** An indent is the setting for the left, right, first line, or other line margin of each paragraph. Indent is a paragraph format attribute. Indents are not the same as margins, and are stored by the Document Designer internally as a measurement relative to the margin settings.

**Insert mode.** Insert mode is the mode in which characters typed from the typewriter pad of the keyboard are inserted into a document. The characters are inserted just before the cursor. The cursor, and any characters on the line to the right of it, move to the right. The Document Designer is in Insert mode when the light on the **Overtime** key is off. See also **Overtime mode**.

**keyword.** In list processing, a keyword is the symbolic field name (defined in the template record of the records file) that represents the actual data to be merged into the form document. A keyword cannot have embedded spaces. A keyword used in a form document must also have the Merge Keyword format attribute applied to it.

**leading.** Leading is the white space between lines in a paragraph.

**letter quality printing.** Letter quality printing reproduces all the formatting you can assign to Document Designer text. Not all printers can produce letter quality printing.

**lexicographic sort.** In list processing, a records file can be sorted either numerically or lexicographically, which is alphabetically and numerically. An ascending lexicographic sort places most characters and numbers before letters. Entries in a dictionary are sorted and listed lexicographically.

**line printer.** A line printer is a high-speed printer that usually produces draft quality printing.

**literal.** A literal is an ASCII character that can be inserted into text in place of the character it represents. For more information, see the *CTOS Operating System* manual.

**loadable request files.** A loadable request file is a file that comes with a system service that must be installed in order for the system service to work with the Document Designer.

**local printer.** A local printer is a printer that is directly attached to a particular workstation. It can be shared by other workstations if it is local to the master and the spooler is installed. See also **dedicated printer.**

**locked.** Locked refers to the state of being "locked in" to the Document Designer and denotes an application system that is started by the Document Designer and put on hold until the Document Designer returns to it.

**macro.** A macro is a series of keystrokes that are stored for later recall.

**macro commands.** Macro commands are commands created specifically for use in macros.

**macro file.** A macro file is a machine-readable file that stores all macros.

**main body.** The main body is the size of a lowercase character, not including ascenders and descenders.

**matrix printer.** A matrix printer prints each character as a group of dots within a matrix.

**menu.** A menu lists various command options, from which you can make one choice. When you select an option, the Document Designer may display an additional form for you to complete, or it may execute the command immediately.

**merge document.** In list processing, a merge document is the document into which data from a records file is merged during a merge operation. See also **records file**.

**Multicontext mode.** Multicontext mode is a mode of operation that uses the Context Manager to pass objects back and forth between the Document Designer and other applications. Transfers are made via a swap file or an enlarged memory partition. See also **Chaining mode**.

**Normal mode.** No formatting attributes are visible on the screen when the screen is in Normal mode. The screen is always in Normal mode when you begin each session. See also **Visible mode**.

**object.** An object is anything created in another application and inserted into a Document Designer document. An object can be a spreadsheet, a graph, or a picture. See also **graphic object** and **text object**.

**object number.** An object number is a unique, identifying number assigned to every type of object passed to and from the Document Designer. Each application system set up in a configuration file has an object number associated with it. When a transfer between the Document Designer and an application takes place, the object number informs the Document Designer of the type of object to pass, and the type of object to receive.

**object type.** See **object number.**

**offset.** The offset is the relationship of the upper-left corner of an object to the upper-left corner of a text-at-bay box. The object is "set off" from the upper-left corner, and the distance between the box and the object is referred to as the offset.

**orientation.** The position of a text-at-bay box on the left or right side of the page is referred to as its orientation.

**outline level attribute.** An outline level attribute is a paragraph attribute assigned to a heading that is part of an outline. It is used in outline processing to collapse and expand outlines.

**Overtyping mode.** Overtyping mode is the mode in which characters typed from the typewriter pad of the keyboard replace (rather than insert) characters in a document. You can move the cursor and type characters exactly as you do in Insert mode, but every character typed replaces the existing one (if any) at the cursor position. The Document Designer is in overtyping mode when the light on the **Overtyping** key is on.

**page break.** A page break is a dashed or double dashed line displayed on the screen that indicates the end of a page when it is printed. Page breaks may be floating (moved as necessary by the Document Designer during pagination) or static (associated with that point in the text until you delete the page break).

**page number symbol.** The page number symbol is displayed as a half-bright pound sign (#) on the screen, and is replaced with the appropriate page number when the document is printed.

**page reference.** In cross referencing, a page reference is the place where the reference to related information is made. See also **target reference.**

**pattern.** A pattern is a combination of wild card characters that are used in certain command parameters of the Document Designer to designate file specifications. The Document Designer acts on all files that match the pattern. See also **wild card character**.

**phrase.** A phrase is a group of characters and the associated formatting that are stored together and that can be recalled later into other documents.

**pitch.** Pitch is the width of a character (in characters per inch) of a font.

**point.** A point is a measurement of  $1/72$  inch. The height of type is measured in points, for example, 10 point type.

**primary window.** A primary window is the top window of a document.

**records.** In list processing, a record is a contiguous group of related items denoted by a record start character. Records consist of fields that begin with field start characters.

**records file.** In list processing, a records file is a text document containing a list of records, each of which contains zero or more fields. The contents of a records file can be sorted and/or selected during Sort/Select operations, and are merged with a form document during a Merge operation. See also **form document**.

**record start character.** A record start character is the character that identifies a new record. Each record has one record start character.

**record template.** In list processing, a record template is the entry in the records file that defines the format of the records file. It includes the record start character and the field start character.

**reserved keyword.** Reserved keywords are words predefined by the Document Designer for specific purposes. They must possess the Keyword attribute. The four reserved keywords, date, ldate, sdate, and time, when expanded, are replaced with the information they contain.

**response text.** In form processing, response text is text that a user enters in response to stop code prompts.

**ruler display.** The ruler display occupies the top two lines of the screen and is used for setting tabs, indents, and margins. It is divided into units that represent inches on the page. The ruler display may vary according to the pitch of the text displayed.

**sans serif.** Sans serif characters do not have short lines stemming from the main stroke of the characters.

**secondary window.** A secondary window is the window created after a document is divided using the **Divide Window** command (**Code-d**).

**section number symbol.** A section number symbol is a half-bright symbol (§) that is placed in the text to mark section numbers. The Document Designer inserts a section number wherever it finds this symbol in the text.

**selection.** A selection is a contiguous block of characters highlighted in reverse video, on which certain operations can be performed (such as formatting, moving, copying, and deleting).

**serifs.** Serifs are the short lines that stem from the main stroke of a character.

**serpentine column.** Text that flows from column to column across the page from the bottom of one column to the top of the next is called a serpentine column.

**serpentine column mark.** The serpentine column mark is a half-bright line that identifies the width and position of serpentine columns.

**spooled printing.** Spooled printing uses a queue system to transmit the contents of a file to a printer. With spooled printing, workstations in a cluster can print to a locally attached printer or to printers attached to other workstations in the cluster system.

**status message.** A status message appears at the bottom line of the screen to inform you of a particular occurrence within the system.

**stop codes.** In form processing, stop codes are the symbols that the Document Designer uses to prompt the user for information. Multichoice stop codes display a list of possible responses.

**string.** See **character string.**

**subscript.** Subscript is a character format attribute that specifies that characters be printed below the normal line of text.

**superscript.** Superscript is a character format attribute that specifies that characters be printed above the normal line of text.

**swap.** To swap is to exchange application systems in memory. See also **swap file**.

**swap file.** A swap file is a file set up through the Context Manager that allows the Document Designer and an application to be "swapped" in memory (if the available memory is not large enough to hold both programs at once).

**synchronization mark.** A synchronization mark is a half-bright line that indicates the tops and width of each synchronized column and is only visible when the screen is in Half- or Full-visible mode.

**synchronized columns.** Synchronized columns are aligned with each other side by side on the page. Text is kept within the column, despite page breaks, until a new column is started. The new column is aligned with the beginning of the first column.

**target reference.** In cross referencing, the target reference is the location in a document of related information. See also **page reference**.

**template paragraph.** A template paragraph is a paragraph entered into the table of contents template. A maximum of six template paragraphs may be entered into a table of contents template, each one corresponding to one of the six heading level attributes possible in a document. A template paragraph defines the line spacing, indentation, margins, and tab stops created in the finished table of contents.

**template record.** In list processing, the template record is the first record in a records file. It defines the record start and field start characters, and the keywords.

**template.** In the Document Designer, a template is a model used to automatically generate a table of contents from your document. You enter into it the attributes, line spacing, margins, and indentation that you want inserted into the finished table of contents; the template generates a table of contents from the heading level attributes in your text.

**text object.** A text object is an object created by a text-producing application system, such as a spreadsheet.

**text-at-bay box.** A text-at-bay box is the space in a document that defines the size and location of an object when it is integrated into a document.

**typescript.** A typescript is a file created during a Document Designer session that contains a record of all changes made to a document during that session.

**type style.** Type style refers to the appearance of a character. There are three type styles in the Document Designer: Roman, Bold, and Italic.

**vertical tabs.** Vertical tabs are used to hold paragraphs to specific lines on a page.

**Visible mode.** When the screen is in Visible mode, you can see special characters and symbols (such as paragraph signs, and tab symbols). When you issue the **Visible** command (**Code-v**), the screen is first placed into Half-visible mode. Paragraph signs, line feeds, anchor characters, and the dots that represent spaces appear in the text. When pressed a second time, this command places the screen in Full-visible mode. Tab symbols, required backspaces, and others are shown, as well as the symbols seen in Half-visible mode. Pressing **Code-v** a third time returns the screen to Normal mode.

**voice annotation.** A voice annotation is a voice file inserted into a document and linked to an anchor character. Voice annotations are often used to store messages, comments, and verbal corrections to a text. Voice annotations can be saved, replayed, moved, copied, and deleted.

**wild card character.** A wild card character is a character entered into certain command parameters of the Document Designer that instructs it to search for all file specifications that match the entry, except for the wild card character. Where a wild card character appears, all matches are considered valid. The Document Designer recognizes two wild card characters: the asterisk (\*), which specifies all matches of zero or more characters, and the question mark (?), which specifies a match of exactly one character.

**window tab.** A window tab is the highlighted strip that forms the top boundary of each secondary window. The window tab shows the number of the page being displayed and the number of the line where the cursor is positioned.

**word wrap.** Word wrap refers to the automatic movement of the cursor to the next line when it reaches the right margin.

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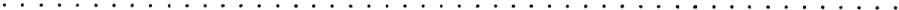
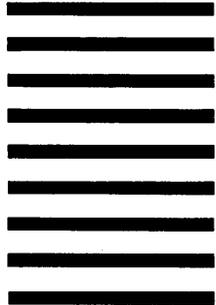


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