

**EDWORD™
USER GUIDE**

THE CORVUS CONCEPT™

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EDWORD™ USER GUIDE

THE CORVUS CONCEPT

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|
SCOPE |
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This manual is a comprehensive guide to the commands and features of EdWord™, the Editor/WORD processor for the Corvus Concept Personal Workstation™. The opening chapters of this guide are designed to acquaint you with the fundamental commands and functions of EdWord, thus enabling you to begin using EdWord. After the introductory chapters, each successive chapter introduces and explains more complex features of EdWord. By the time you reach the end of this guide, you will be knowledgeable of every aspect of EdWord.

As you read through this manual, you will see that the material is presented in short easy-to-understand segments, each dealing with an important aspect of EdWord. To get the maximum benefit from it, you should proceed step by step, learning each feature presented and trying it out on your computer before proceeding to the next feature.

CONVENTIONS

It is to your benefit to briefly review this section and acquaint yourself with some of the conventions used in this guide.

Requirements

Before you begin to use Edword, you should familiarize yourself with the Concept Personal Workstation, the utilities used with it, and available peripheral equipment used with it, such as diskette drives and printers. This information is presented in "The Corvus Concept Personal Workstation User Guide." Once you are familiar with the Concept, you can use this Guide to to learn about the capabilities of EdWord.

Type and Press

Throughout this guide the word TYPE is used to mean that two or more characters are to be entered at the computer keyboard. The word PRESS is used throughout this guide to mean that a single letter, number or label is to be entered at the computer keyboard. The form of a type and press statement is as follows:

Type HELLO and press [RETURN]

Keys and Function Key Labels

Throughout this guide you are instructed to press various keys. These keys vary from keys that are on your Concept Personal Workstation keyboard to function key labels, which appear in a row at the bottom of your screen. Keys that are found on your keyboard are called out specifically by name, and are illustrated in the following manner:

[RETURN]

In addition to being specifically named, they are referred to as KEYS.

Function key labels, however, are treated differently. Function key labels are called out specifically by name, and are illustrated in the following manner:

[Undo]

These function key labels are directly associated with the ten keys on your keyboard labeled [F1] through [F10]. When you are instructed to press a function key label, you actually press the the numbered function key on your keyboard that corresponds to the specified function key label. In addition, function labels are referred to as LABELS.

Label names that are not enclosed in brackets, e.g. Undo, are simply a reference to the operation associated with the label.

The Command Window

In this guide the Command window, which is the rectangular box directly above the function key labels on your screen, is illustrated as follows:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Edit           |               |               |
+-----+

```

While you are in the Workspace, various indicators and messages will display in this window.

The System Window

This guide refers to the System window as the Editing window. The Editing window is the box directly above the Command window. When reference is made to text that is displayed in the Editing window, the text is illustrated inside an outline of a video screen. For example, if the following is displays on the Editing window:

In the beginning, I used to work after midnight until dawn, but that was in the very beginning.

this guide illustrates it as follows:

```

-----
In the beginning, I used to work after midnight until

```

dawn, but that was in the very beginning.

Default and Current

Throughout this manual the terms **DEFAULT** and **CURRENT** are used. The term **default** is usually in reference to a question that contains a prompt for a certain value or action as part of the question. The **default** in this instance is the value or action part of the question. For example, in the following question:

Do you wish to continue? Y

The Y following the question is the **default**. If this question was asked by EdWord and you pressed **[RETURN]**, then EdWord would use the value Y, for Yes, and continue appropriately.

The term **current** is used in various instances. For example, if your **current** volume is **ONE**, then all actions will be directed to that volume unless you specify a different volume. In the case of a character, if the cursor is at the letter **E** then this means **E** is the **current** character.

OVERVIEW OF EDWORD	1
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EdWord is a powerful word processing program. Once you learn how to use it, you will find it to be a convenient tool which will increase your productivity. We hope that you will be comfortable using this Guide, because it is likely to be your constant companion for the next few days as you become familiar with word processing on the Corvus Concept.

First, let us take a look at word processing and how it can help you. It has been called computerized typewriting and electronic editing. Essentially, word processing is a series of programs that allow you to produce letters, reports, and other printed material much more easily and quickly than you can with a conventional typewriter.

EdWord offers many features that make it one of the best word processors available in today's personal computer field. It is easy to learn, easy to use, and very forgiving of mistakes and accidents. After you try it and become comfortable with its many features and benefits, you will see many ways you can use EdWord and the Corvus Concept to automate the production of documents in your office.

About EdWord

EdWord has all the popular word processing features such as Insert character, Delete character, Cut and Paste, automatic Centering, left or right Justification, global Search and Replace, along with a host of others. But one really unique feature of EdWord is called Undo/Redo. This feature allows you to change your mind or correct an error you have made. This feature is what makes EdWord forgiving and easy-to-use. With Undo/Redo you can go back through all the editing events on a particular document, until you reach the first event of your editing session.

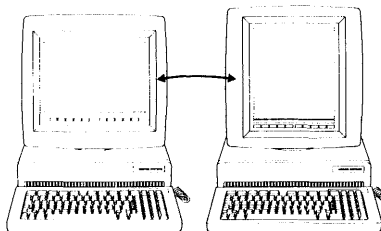
Most operations within the EdWord Workspace are performed by simply pressing a single key. Furthermore, the various functions for each operating mode are displayed in a special window at the bottom of the screen adding to the ease of use and convenience of EdWord.

As you use the Concept along with EdWord you will see

that it is a welcome replacement for the conventional typewriter, paper, correction fluid, scissors and tape you might otherwise use to write and edit a document.

EdWord and the Concept Display Screen

Unique among personal computer word processing equipment is the Concept Display screen. You can turn this screen to display either a full 8-1/2 by 11 inch page of text or to display a wide columnar format.

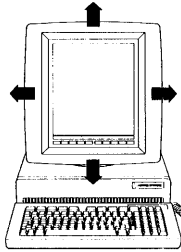


This versatility makes it much easier for you to select the format that is more comfortable to you.

When the display screen is in the vertical orientation it can display up to 85 columns and 63 lines. If you prefer a wider page display, the display screen can be placed in the horizontal orientation which can give you a width of 112 characters and a length of 45 lines. Keep in mind, however, that the number of characters displayed varies according to the character set you use. If you use a character set with larger characters, the screen will display fewer of them. Character sets are explained further in the "The Corvus Concept Personal Workstation User Guide," and are briefly covered in this Guide in Chapter Nine.

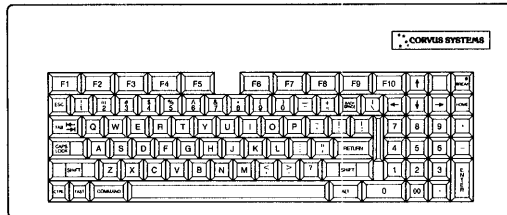
Another feature of the Concept screen is its ability to display either black characters on a white background, or white characters on a black background. This is performed by a label found at the Concept Dispatcher level. Reversing the screen background is also explained further in the "The Corvus Concept Personal Workstation User Guide" under the section discussing window management.

An additional feature of the Concept Display is its ability to be tilted and swiveled, whether it is in the vertical or horizontal orientation. This allows you to position the screen so as to provide maximum comfort when using the Concept Personal Workstation.



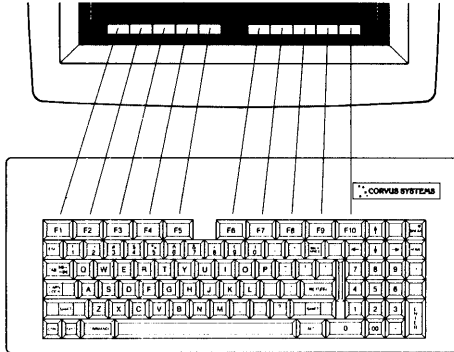
EdWord and the Concept Keyboard

For your comfort, the Concept uses the familiar Selectric style keyboard. Included on the keyboard is a 14 key numeric data entry pad, a COMMAND key, cursor controlling keys, and ten special function keys.

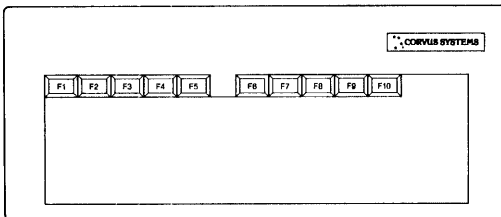


The function keys, located towards the top of the keyboard, directly correspond to one or more of the function key

labels on your screen.



Each set of function key labels contains a row of shifted and unshifted function key labels. To use the function of an unshifted label, you would press the corresponding function key (F1-F10).



To use the function of a shifted label, you would hold down the SHIFT key and press the corresponding function key (F1-F10).

----- Shifted and Unshifted Labels -----

Additional labels may display when the [COMMAND] key is held down. To use any of these labels, simply hold down the [COMMAND] key and press the appropriate unshifted or unshifted key.

An additional feature of the keys on the Concept keyboard is their ability to repeat when they are held down. To repeat a function or character at a faster rate, hold down the [FAST] key along with the key you want repeated.

THE	
EDWORD	2
WORKSPACE	

This chapter briefly explains the various aspects of the EdWord Workspace. The EdWord Workspace is a Concept file that is dedicated to providing an area where EdWord performs its editing and word processing functions.

The EdWord Workspace

Among the various files you will use with the Corvus Concept, the EdWord Workspace may be one of the most important. The EdWord Workspace is a file that exists inside one of your volumes.

To begin the discription of a Workspace it would be good to describe the entire system you will be using, and how it relates to creating documents. The major pieces of equipment you will be using are the Concept Personal Workstation, and the Corvus hard disk drive. The drive is used to store the various files you will be using.

The hard disk drive can be likened to an office building. Like an office building which contains various stories and office space, the Corvus drive contains different areas and space for various uses. For a drive the counterpart of an office story is a VOLUME. As a user of the Corvus Concept, volumes are allocated to you. If you are the System Manager then you will create your own volumes.

Generally speaking, each story of a building is divided into various offices, each office being dedicated to one person or function, and depending on which office you are in, may influence what you will be doing. A volume is divided in a similar way. The division is called a FILE. Files reside in volumes, just as offices reside in different stories of a building. You use files to perform specific tasks, just as specific tasks are performed in different offices.

Now, just as buildings and stories of the building and offices within the stories occupy space, so on the disk drive the volumes and the files also occupy space. The disk drive occupies physical space. The volumes occupy space within the drive, and files occupy space within the volumes.

Discussed in "The Corvus Concept Personal Workstation User Guide" are steps on how to display the volumes you are allowed to use, and the files in those volumes. It would be to your advantage to consult the chapter in that Guide dealing with the file management functions.

With this brief background we can now discuss EdWord and the EdWord Workspace. EdWord is a program that allows you to: 1) create a Workspace, and 2) create and manipulate documents. The Workspace is a file that provides an area within a volume that allows you create, store and easily manipulate your documents.

The Workspace can be likened to the office in which you carry on most of your activities. This office contains various items essential for creating documents. The items are EdWords numerous functions. The size of the Workspace is determined by you, and is placed in a volume of your choosing. The size limitations are also like an office. An office cannot be larger than the entire floor it is residing in, but can be smaller. Also, there must be room on the floor to accommodate it. With the Workspace, there must be room in the volume to accommodate it, and it cannot be larger than the volume in which it resides.

Two people cannot be in the same Workspace at the same time, it is meant for single person occupancy. So when you make a Workspace, make sure that it is in a volume to which no one else has access, or that no one will use while you use it.

After the Workspace is created, it remains the size it was created. As with an office, when you want to change the size of it, you must remove the present one and replace it with a new one. This is also the case with the Workspace, the the size of which can be changed only by making a new one.

The Workpad

Continuing with the analogy of the office, in your office you use file folders to hold and separate the various documents on which you are working. After you complete your work on a particular document, you put the document in a folder for future use. When you want to work on a particular document again, you open the appropriate folder.

The Workspace uses a system of folders to contain and organize the various documents you make. These Workspace folders are called workpads.

Workpad is a general term used to describe the file folders, or information containers, of the EdWord Workspace. Throughout this Guide, the terms workpad and document are used interchangeably. A workpad is a container, and a document is written material. Since a document is contained in a workpad, the relationship between these two is very close.

Let's continue with the analogy of a file folder. When you first get a file folder, it is empty, yet it has the capability of holding large amounts paper. This is the case with a workpad. A workpad is empty when you create it, but it has the capability to expand and hold more.

There are two main groups of workpads: 1) workpads that you will create and maintain, and 2) workpads that EdWord will create and maintain. Workpads are divided into specific types, depending on what information they contain. The types are TXT (Text), DIR (Directory), CPY (Copy), PRT (Print), UDO (Undo), and RDO (Redo).

The type of workpads that you create and maintain are TXT and DIR. A TXT (Text) workpad is the primary type of workpad you will use to create, edit, and store your documents. This workpad is maintained by you, in that you are responsible for its contents. A DIR (Directory) workpad is special workpad that is dedicated to keeping track of other workpad groups and their location in your Workspace. This type of workpad is unique, in that it is created by EdWord, but is maintained by both EdWord and you. You can create additional directories if you so desire. Additional directories are also maintained by EdWord and you.

The type of workpads that are created and maintained by EdWord are CPY, PRT, UDO and RDO. CPY (Copy) is the workpad dedicated to holding text that is copied by the Cut and Copy commands of EdWord. PRT (Print) is the workpad used to format and store text that is to be printed. When the text is formatted, EdWord then directs the text to the printer. UDO (Undo) and Redo (RDO) are the workpads used to keep track of your editing transactions. This allows EdWord to recover your transactions when you use the Undo and Redo labels.

As a final thought, just as you can make a copy of a document and place it in another part of a building, so with workpads, you can make copies of them and save them to various volumes on your drive.

You can now continue to the next chapter which

discusses the procedure to make a Workspace.

```

|
| CREATING |
| AN EDWORD | 3
| WORKSPACE |

```

This chapter covers the procedure to create an EdWord Workspace. It also contains an explanation of the various Status Indicators that you will find in the Workspace.

The EdWord function key labels discussed in this chapter are as follows:

```

----- Edit labels -----

```

F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
ScrlBack	ScrlFwr	Undo	Mark	InsChar

F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

Before You Make a Workspace

You can create an EdWord Workspace in any Concept volume. Yet, before you do this, there are a few steps that must be taken.

Since the EdWord Workspace is a file that resides in a volume, you will need a volume in which to put the Workspace. This volume should be a volume that is given to you by the System Manager. Information on listing the volumes available to you is given in "The Corvus Concept Personal Workstation User Guide." If you are the System Manager then the instructions on creating, accessing and mounting volumes is given in the "The Corvus Concept System Manager's Guide." All in all, you will need the following:

- O A volume that will contain the EdWord Workspace.
- O Access to that volume.

Listing Your Volume

Once you have a volume, it is important that you find out the amount of space available in it. This is important, since the amount of available space in the volume directly affects the size of the Workspace you can make.

The size of a volume is determined by how many BLOCKS it contains. Blocks are simply a unit of measure, each of which are equal to 512 characters.

When listing a volume, you should be aware of the unused space. If you have unused areas that are scattered about the volume you may need to reclaim the unused space into a contiguous area. To do this you will need to use the Crunch command of the File manager.

After you find out the total number of blocks unused, write this down so you'll have it for further reference. With this number you can figure out roughly how large a Workspace you can make.

A Workspace's size is measured by how many blocks it contains. As a guideline, six blocks is approximately equal to one page of text. A Workspace can only be as large as the largest amount of continuous unused blocks in a volume.

Once you decide on the volume that will be used to hold your Workspace, you should set that volume as your current volume. This is done with the SetVol command.

Making An EdWord Workspace

To make a Workspace, begin by pressing [EdWord] from the Dispatcher level. The Command window displays the following:

```

+-----+
|                                     |
|           Workspace name? W       |
|                                     |
+-----+

```

At this point, the Command window displays a prompt for a Workspace name. This name allows you to identify and distinguish your workspace from other files you may have. The default is for the name W. If you just press [RETURN] to this prompt the Workspace will be called W. Also, the

Workspace will be created in your current volume. The name of the current volume is displayed at the top of the System window following the word Volume.

You are also allowed to enter a name other than W by typing the new name followed by pressing [RETURN]. The new name can be up to 15 characters, containing letters and numbers. No special characters, except for a period and an underscore can be used. For example you could type WORKSPACE and press [RETURN].

Being able to specify a different name also allows you make the Workspace in a volume other than your current volume. To direct EdWord to make a Workspace in a volume other than your current volume, type the volume name followed by the Workspace name. For example, if your current volume is CCSYS and you want a Workspace in ONE, type /ONE/W and press [RETURN].

After you specify the Workspace name and its location, the Command window displays a final prompt for the correct Workspace name. At this point you can change the name if you so desire. For example, if you named the Workspace WORKSPACE, the Command window would display the following:

```
+-----+
|                                     |
|          Name of the new workspace? [WORKSPACE]          |
|                                     |
+-----+
```

If you press [RETURN] EdWord will continue with that name. If you type a new name and press [RETURN], EdWord will continue with the new name.

After you answer the prompt, the Command window displays the following:

```
+-----+
|                                     |
|          Creating workspace.  Number of blocks? 494          |
|                                     |
+-----+
```

This is a prompt for the size of the new Workspace. The default is for 494 blocks, which can contain approximately 84 pages of text. If you just press [RETURN], EdWord will continue and create a Workspace that is 494 blocks in length.

If you want to stop the program before it creates a Workspace, press the [ESC] key. This stops the program and

returns you to the Concept Dispatcher level. You can also, at this level, press 0 and press [RETURN] to stop the program. If you do this, the screen displays:

```

-----
Minimum workspace is 50 blocks
-----

```

after which you are returned to the Concept Dispatcher level.

If you want to make the Workspace larger or smaller, simply type the appropriate number and press [RETURN]. For example, if you had 1000 blocks available you could type 1000 and press [RETURN].

You cannot make the Workspace larger than the largest space unused in the volume. For example, if you tried to make the Workspace 2000 blocks long in a volume that had only 1600 continuous blocks available, the screen would display:

```

-----
Creating workspace
opening "W[2000]"
Unable to open workspace
-----

```

and you would be returned to the Concept Dispatcher level.

After you have provided the number blocks for the Workspace the screen displays that a Workspace is being created. For example, if you were making a workspace named WORKSPACE that was 1600 blocks long, the screen would display:

```

-----
Creating workspace
opening "WORKSPACE[1600]"
initializing workspace
setting up workspace
reading in !EDINIT
-----

```

After which you are placed in a workpad in the Workspace you created. The workpad you are in is named HELLO. This name is displayed in the top right corner of the Editing screen. HELLO offers a brief introduction to the Workspace. Go through the exercises detailed on the Editing screen. The exercises are designed to help you become more familiar with the EdWord function key labels.

When you enter that workpad, the EdWord function key labels displayed are as follows:

```

      F1          F2          F3          F4          F5
+-----+
|Enhance |Format  |Redo    |Bound   |Ins Line|
|ScrlBack|ScrlFwd|Undo    |Mark    |InsChar |
+-----+
      F6          F7          F8          F9          F10
+-----+
|Del Line|Adjust  |UserKeys|JoinLine|Exit    |
|Del Char|Erase  |Search  |Workpad |Go To  |
+-----+

```

These labels, in addition to many others, are what enable you to quickly process text and create neatly formatted documents.

At this time you should also notice the various indicators that are displayed in and around the Editing screen. These indicators are described further in the next chapter under the section dealing with Workpad indicators.

Exiting the Workspace

At any time while you are in the Workspace, you can exit from it and return to the Concept Dispatcher level. When you leave the Workspace, everything in it is preserved.

To leave the Workspace hold down the [SHIFT] key and

press [Exit]. When you press [Exit] you are returned to the Concept Dispatcher level. The following message displays in the Command window:

```

+-----+
|End of editing session.          0 hrs. / 15 mins.  |
+-----+

```

Following the message about ending the editing session is a display of the total amount of time spent in the Workspace. This information can be of use when you wish to keep track of your work sessions and time spent on various projects. In addition to the various messages, the text that you were previously viewing while in the Workspace remains on the screen. To clear this press [ClrWindow].

Review For Making a Workspace

For review, creating an EdWord Workspace involves that you:

- 1 Have a volume that will contain the EdWord Workspace.
- 2 Have access to that volume.
- 3 List the volume that will contain the Workspace.
- 4 Reclaim, if necessary, the unused space into a contiguous area.
- 5 Write down the number of the largest unused space.
- 6 Set the appropriate volume as the current volume.
- 7 Press [EdWord].
- 8 Enter the new Workspace name.
- 9 Specify the Workspace size.

Once a Workspace is created, its size can be changed only by deleting it with the File manager then creating a new Workspace of the appropriate size. When you remove a Workspace, all the workpads in it are also removed. Saving the contents of a Workspace is discussed in the final chapter of this guide. To delete the Workspace file, see "The Corvus Concept Personal Workstation User Guide" under the section dealing with file management functions.

THE	
WORKPAD	4

This chapter covers the procedure to enter an existing Workspace. It continues with a brief discussion of the workpads in the Workspace, and of the various indicators found in the workpads. In connection with the indicators, instructions for setting up various operating parameters are given.

After discussing workpads in general this chapter proceeds with the instructions to create a workpad. With this you will be able to begin creating additional documents. Also included are instructions on how to move from workpad to workpad. Finally, the chapter concludes with the instructions for exiting the Workspace.

The EdWord function key labels discussed in this chapter are as follows:

----- Edit level -----

F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
ScrlBack	ScrlFwr	Undo	Mark	InsChar

F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

----- Workpad level -----
(reached by pressing [Workpad])

F1	F2	F3	F4	F5
LoadFile		Del Pad		SaveFile
		Clear		

```

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+-----+
|Make Dir|          |List Vol|          |          |          |
|Make Pad|Ins File|View Dir|View Pad|Exit    |          |
+-----+-----+-----+-----+-----+

```

----- Set level -----
(reached by depressing [COMMAND] and pressing [Set])

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+-----+
|Set Scr1|Set Bell|          |          |          |
|Page Len|Set Mar |ClearMar|Left Mar|RightMar|
+-----+-----+-----+-----+-----+

```

```

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+-----+
|          |          |          |          |          |
|Set Tabs|Clr Tabs|Tab Set |Tab Clr |Exit    |
+-----+-----+-----+-----+-----+

```

Re-Entering the Workspace

Anytime you want to create, edit, or print a document, you must enter the Workspace.

To enter an existing Workspace, press [EdWord]. The Command window displays the following:

```

+-----+-----+-----+-----+-----+
|Workspace name? W          |
|          |          |          |          |          |
+-----+-----+-----+-----+-----+

```

Notice that the prompt is the same as if you were making a new Workspace. Yet, depending on your response to this, you will either make a new Workspace or enter an existing one.

To enter an existing Workspace that is in your current volume, simply type the name of Workspace, and press [RETURN]. For example, if your Workspace is named WORKSPACE, simply type WORKSPACE and press [RETURN].

To enter a Workspace that is in a volume other than your current volume, type the volume name followed by the name of the Workspace you wish to enter, and press [RETURN]. For example, if you have a Workspace named WORKSPACE in the volume ONE, type /ONE/WORKSPACE and press [RETURN].

If by accident, you specify a Workspace name that does not exist, the program will take this to mean that you want to create a new Workspace. You can stop the program by simply pressing 0 and [RETURN] when the Command window displays the following message:

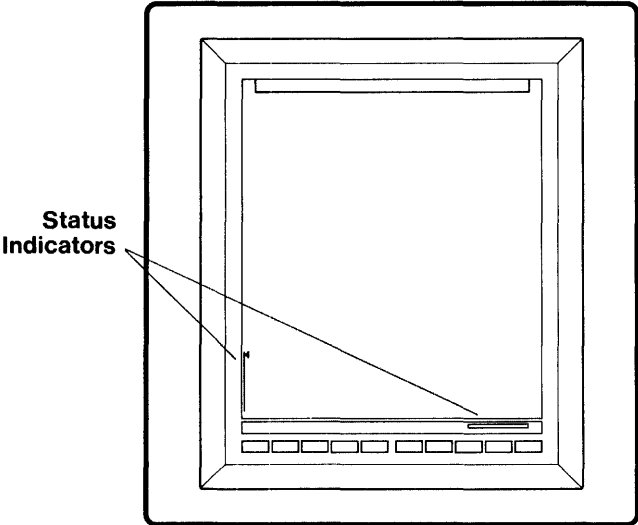
```
+-----+
|Creating a workspace.  Number of blocks? 494  |
+-----+
```

After you specify a valid Workspace name, you are immediately placed in the same workpad, and at the same location you were in when you last exited that Workspace.

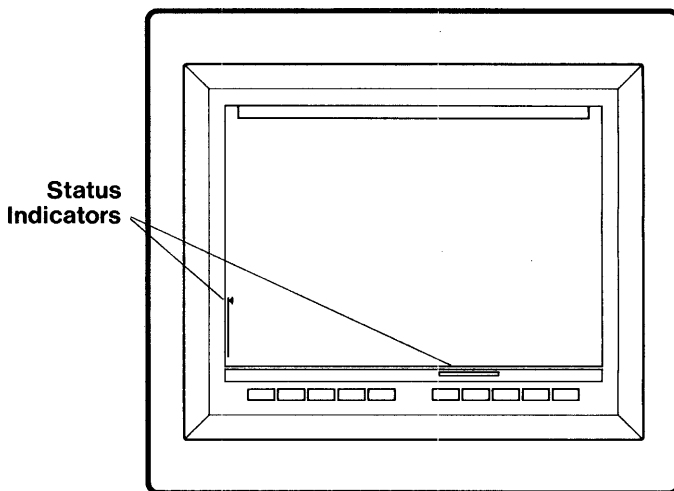
Workpad Status Indicators

Located around the Editing screen are various EdWord Status Indicators. Each workpad in the Workspace has these indicators. These indicators monitor different conditions in the Workspace, and generally updated while you are not typing.

Depending on the orientation of your Display unit the Editing screen will display something similar to the following:



Or something similiar to the following:



No matter which orientation you choose, the Workspace has the same look. This look distinguishes it from the other programs you will use on the Corvus Concept Personal Workstation. Thus, if ever you feel that you are lost, look at the Editing screen to determine where you are. EdWord provides many indicators that inform you about what workpad you are currently in, your position in that workpad, the level of labels you are using, and even your location in your current Workspace. So use these indicators to your benefit.

Regardless of your Display orientation, you can only display a specific amount of characters on the screen. Yet, EdWord allows you to more characters than the screen can display at one time. You can have up to 250 columns of characters, and about 2500 lines. If you want to view the additional columns to the right, simply press the right cursor key until it reaches the right edge of the editing window. When the cursor crosses that edge, the window moves

to the left to display an additional ten columns to the right. To move down simply press the down cursor arrow.

Column Rule

At the top of the Editing window is the Column Rule. This rule displays the width of your editing window. The Column Rule is made up of dots, commas, and numbers; each one marks the position of a character. The numbers mark every tenth character position. When you create a Workspace, the tabs are spaced apart in increments of eight.

The column indicator extends from column one, the absolute left margin, to column 250, the absolute right margin. Your current margin settings are indicated by a vertical bar in the column rule. When you create a Workspace, these margins are set a column one and column 65.

Workpad Name Display

At the top right corner of the Editing screen is the Workpad name indicator. This indicator displays the name of the workpad you are currently in. The workpad you are currently in is the one to the far right. In addition to the name of your current workpad this indicator displays the path of other workpad names that lead to that workpad. This set of names is called a Path name. A path name is like a map showing the route that EdWord takes to find your workpad. Path names are discussed further in this chapter.

Command window

Above the EdWord function key labels at the bottom of the Editing window, is an area called the the Command window. This window contains three separate indicators, in addition to a message area. This area is very important as it can give you much information about your location, what level of labels you are at, and your current status in the Workspace. It is very important that you monitor this window, as it will keep you aware of what is happening.

One indicator in this window displays your current line number and the number of lines in your workpad, another displays your current column, and the last displays the current space available in your Workpad. For example, if you are at the Edit level of labels the Command window displays as follows:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Edit |
+-----+

```

EdWord keeps track of your movement from line to line, and displays this information. The Line indicator splits the information for your current line and the total number of lines in your current workpad by a slash.

```

+-----+
| Line 1/512
+-----+

```

The number to the left of the slash is the line you are currently on. The number to the right of the slash is the total number of lines in your current workpad.

In addition to keeping track of your line location as you move vertically, EdWord also keeps track of your column position, as you move horizontally. The current cursor position is displayed in the Column indicator.

```

+-----+
| Column 10
+-----+

```

Each column is one character wide. For example, if you are ten characters over from column one, the absolute left margin of the workpad, you are at column ten.

Also in the Command window is a rectangular indicator named Workpad. This indicator represents the total space available in your Workpad. Workpads are not a set size as are Workspaces, but they do have a size limitation. This limitation is of about 250 blocks. The number lines or pages this equals can vary. As you enter text into the workpad, the size of it increases. The white section of the Workpad indicator represents the used portion of the Workspace, and the black section represents the space available to use.

If you have ten lines in your current workpad, and you are at line five, the arrow will point to the middle of the line, as follows:



This indicator should be used together with the Line indicator to determine where you are in your current workpad.

What To Do Inside a Workpad

Once you are in a TXT workpad you can begin typing without using any special EdWord functions. There are a few exceptions which are discussed later in this chapter and later in this guide. You can enter text anywhere inside the workpad margins.

This section explains some ways to move about the Workpad, how to set margins, and what happens while you are typing in a TXT workpad.

The Cursor

Your position in any workpad is indicated by the cursor. The cursor is the blinking box on your Editing window. This box is displayed in the same color as your letters. For example, if your screen is black and your letters white, your cursor is also white. If you reverse the background on your Editing screen, your cursor is also reversed.

Located at the top right hand corner of the Concept keyboard are a set of keys with arrows. These are called

the cursor keys. These keys allow you to move the cursor about the workpad. The direction of the arrow pressed determines which direction the cursor moves, i.e. up, down, left or right.

If you hold down the [FAST] key while you press one of the cursor arrows, the cursor will move in the direction of the arrow at a faster rate.

Pressing either the [BACK_SPACE] key, [RETURN] key, [TAB] key, or the Space Bar, also moves the cursor. The [FAST] key also works with these keys.

When you cross the left margin while pressing either the [BACK_SPACE] or left cursor arrow, your cursor jumps to the first character position on the line above. Yet, nothing happens if you move the cursor past your right margin.

While pressing the [SPACE BAR] the cursor moves in a forward direction, in addition to erasing any characters it passes over.

While you press the [RETURN] key, your cursor is placed on the next line.

In addition to the keys mentioned, the [HOME] key also moves the cursor. This key moves the cursor to four different home positions. The home position is the top left corner of the Editing window. The other positions to which the cursor can be moved are the bottom left corner of the Editing window, the left margin and the right margin.

When you press [HOME] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Edit   |Press HOME again or a cursor key |
+-----+

```

To home the cursor, press the up cursor arrow. To move the cursor to the bottom left corner, press the down cursor arrow. To move the cursor to the left margin of your current line, press the left cursor arrow. To move the cursor to the right margin of your current line, press the right cursor arrow. To cancel the entire action do not press any cursor key, but press the [HOME] key again.

Typing In A TXT Workpad

A major feature of EdWord's TXT workpad is that as soon as you enter a TXT workpad, you can begin typing without having to use any special EdWord function. This feature is known as Type Over. As you type, the cursor stays one character ahead of the last character you typed. For example, if you are typing:

 Dear Mr. Quible

and the last letter typed is the e in **Quible**, the cursor is positioned right after the e.

If you make a mistake while you are typing, you can always back up, using either the [BACK_SPACE] key or the left cursor arrow, and correct the mistake by typing over it.

In a workpad you are allowed to move the cursor to any area in the editing window and begin typing. You can even move the cursor to an area that already contains text and type over it. For example, in the following paragraph:

 Dear Mr. Quible.

We are pleased to announce that the new additive, ZX82, makes our paint 30 times stronger than our last batch.

 if you wanted to change **30 times** to **45 times**, all you have to do is use the cursor arrows to move the cursor to the number 3. Next, type the number 45. The result:

Dear Mr. Quible.

We are pleased to announce that the new additive, ZX82, makes our paint 45 times stronger than our last batch.

You can also erase a character or a line of characters by pressing the [SPACE BAR]. To avoid erasing letters while moving over an area of text use the cursor arrows.

Auto Word Wrap

Automatic word wraparound (Auto word wrap) is another feature of EdWord that makes typing while using EdWord much easier.

When you near the right margin while using a typewriter, the bell for the margin cue sounds indicating the margin is within a few characters. At that time, you usually press the carriage return and continue typing. With EdWord, when you near the right margin a bell sounds, additionally the character and the cursor drop automatically to the next line. The cursor is positioned right after the last letter you typed.

Auto word wrap works only while you are typing, not when you are moving the cursor with the space bar or the the right cursor key.

Whether you are in the Type Over mode or the Insert mode the word wrap principle is the same; whenever any letter in a word crosses the right margin, the whole word is carried to the next line. EdWord also allows you to hyphenate words that may have been carried over. This feature is performed by the Adjust command, which is discussed in Chapter Six. Insert mode is explained in Chapter Five.

Margins, Tabs, Etc.

Your workpads contain left and right boundaries called margins, between which your text is contained.

There are two types of margins in the Workspace. There

are the ABSOLUTE MARGINS: left boundary at column one and right boundary at column 250. These boundaries are fixed, and cannot be altered. The other margins are YOUR MARGINS. They can be set at any column position within the absolute margins.

To quickly move between the absolute margins you can use the [TAB]. The Tab key moves you to specified columns each time you press it. This key moves you forward when you press it, and backwards when you hold down the [SHIFT] key and press it.

When you create a Workspace, a default is set for your margins. The settings are at column one and column 65. Your tabs also have a default setting, which is set to eight spaces between each setting.

Your current margin settings are indicated by a vertical bar in the column rule. Your tab settings are indicated by a letter T under the Column indicator.

Setting Margins, Tabs and Etc.

Within the Workspace there are various settings that you are allowed to change, to make using it more comfortable for you. The settings you can alter are the margins, tabs, margin cue, page length display, and the scroll setting. To change these settings, hold down the [COMMAND] key and press [Set]. The following labels display:

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+
|Set Scr|Set Bell|          |          |          |
|Page Len|Set Mar |ClearMar|Left Mar|RightMar|
+-----+-----+-----+-----+

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+
|          |          |          |          |          |
|Set Tabs|Clr Tabs|Tab Set |Tab Clr |Exit   |
+-----+-----+-----+-----+

```

Exit

When you press [Exit] any changes you made are set, and the Edit labels return.

Margins

To set your margins use the following Set labels:

Set Mar. This label allows you to position both left and right margin at one time. When you press [Set Mar] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [   ]|
|Set   |Left margin? 1          |
+-----+

```

This is a prompt for the left margin setting, the default is for column one. If you press [RETURN], the left margin will be set at one. You can also enter your own left margin setting by typing the appropriate number, and pressing [RETURN]. Once you enter the left margin setting the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [   ]|
|Set   |Right margin? 65         |
+-----+

```

This is a prompt for the right margin setting, the default is for column 65. If you press [RETURN], the right margin will be set at 65. You can also enter your own right margin setting by typing the appropriate number and pressing [RETURN]. After you enter the appropriate settings the margins are set for that entire Workspace.

ClearMar. Causes EdWord to clear your current margins. Only the absolute margins, column one and column 250, remain.

Left Mar. Allows you to set just the left margin. When you press [Left Mar] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [   ]|
|Set   |Left margin? 1          |
+-----+

```

Following the prompt for the left margin is a column number. This number is your current column. If you press [RETURN] the margin will be set at that column. Yet, you can also enter your own left margin setting by typing the appropriate number, and pressing [RETURN].

RightMar. Allows you to set just the right margin. When you press [RightMar] the Command window displays the following:

```
+-----+
| Line 1/512   Column 10       Workpad [   ]|
|Set          |Right margin? 65|
+-----+
```

Following the prompt for the right margin is a column number. This number is your current column. If you press [RETURN] the margin will be set at that column. Yet, you can also enter your own right margin setting by typing the appropriate number, and pressing [RETURN]. The right margin must be located past the left margin. If the column number is lower than the left margin the Command window will display the following:

```
+-----+
| Line 1/512   Column 10       Workpad [   ]|
|Set          |Right margin must be to right of left margin |
+-----+
```

In this instance, the right margin will remain the same.

Margin Warning Bell. Similar to typewriters, EdWord uses a bell to cue you that the right margin is near. The bell sounds when you are six characters from the right margin. When you create a Workspace, this bell is set. If you want to turn the bell off, simply press [Set Bell]. The Command window displays as follows:

```
+-----+
| Line 1/512   Column 10       Workpad [   ]|
|Set          |Sound bell at margin? Y|
+-----+
```

To this prompt a default of Y, for Yes, is given. If you do not want the bell simply press N. From that time onward the margin cue will be deactivated.

Tabs

To set your tabs use the following Set labels:

Set Tabs. This label allows you to position tabs.

When you press [Set Tabs] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Set      |Tab separation (columns)? 8      |
+-----+

```

This is a prompt for the tab increments, the default of which is for eight spaces. If you press [RETURN], the tabs will be spaced at eight space increments from the current cursor position onward. This is indicated by the T's that will appear at the bottom of the column indicator.

Before using this command it is a good idea to clear all the tab settings, then proceed by setting the tabs. Clearing all tab settings is discussed next.

ClrTbs. This label clears all of the current tab settings. To use it simply press [Clr Tabs].

Tab Set. Allows you to set an individual tab. When you press [Tab Set] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Set      |Set tab at which column? 15      |
+-----+

```

Following the prompt for the tab setting is a column number. This number is your current column. If you press [RETURN] the tab will be set at that column. Yet, you can also enter your own tab setting by typing the appropriate number, and pressing [RETURN].

Tab Clr. Allows you to clear an individual tab. When you press [Tab Clr] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Set      |Clear tab at which column? 15      |
+-----+

```

Following the prompt for which tab to clear is a column number. This number is your current column. If you press

[RETURN] the tab at that column will be cleared. Yet, you can also clear a different tab by typing the appropriate number, and pressing [RETURN].

Page Length Display

At times you may want to see exactly how many lines of text can fit on a page. To do this EdWord has a function that displays where the each page boundary will be placed. The page boundaries are indicated by a line stretching from column one to column 70. When you create a Workspace this function is active, and is set to display every 56 lines.

You can change the page length display in one of two ways: 1) change the number of lines displayed between page boundaries, or 2) turn off the boundary display all together. If you turn off the page boundary display, text will be displayed as normal, with no line indicating the page boundary.

To change the page length display, press [Page Len]. The Command window displays the following:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Set      |New page length? 56  |
+-----+
```

Following the prompt for the page length is the default for 56 lines. To change this simply type the new number and press [RETURN]. If you want to deactivate the page display simply press [RETURN]. After you press [RETURN] the Command window displays the following:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Set      |Show page boundaries? Y |
+-----+
```

If you want the page boundaries to display press Y, for Yes. When you press Y, immediately the page boundaries will be shown starting from line one to the last line of your workpad. If you do not want the page boundaries to display press N, for No.

Scroll

Though the [Set Scrl] label is found under the Set level of labels, its function is discussed in Chapter Five under the

heading "Using the Scroll Labels."

Making a TXT Workpad

While in the Workspace, you are always in a workpad of some type. The workpad type is almost always a TXT workpad. A text workpad simply refers to the workpad commonly used to create your documents. When you create a Workspace one text workpad is created for you. This workpad is named HELLO. It becomes obvious as you begin to use EdWord that one workpad is not enough. Therefore EdWord allows you to create additional workpads. These workpads can be created anytime while you are in a workpad.

In the Workspace there are other types of workpads such as DIRECTORY, PRINT, and COPY. These workpad are are dedicated to specific functions, and are used as support areas for the TXT workpads. These types of workpads are discussed later throughout this Guide.

A workpad, unlike a Workspace, can increase in size. A Workpad increases in size as you add lines of text to it. Yet, workpads do have a limit, which is 250 blocks. This equates to approximately 2,500 lines, or 60 pages.

To make a TXT workpad, press [Workpad]. The labels change to display the following:

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+-----+
|         |         |Del Pad |         |         |
|LoadFile|         |Clear  |         |SaveFile|
+-----+-----+-----+-----+-----+

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+-----+
|Make Dir|         |List Vol|         |         |
|Make Pad|Ins File|View Dir|View Pad|Exit  |
+-----+-----+-----+-----+-----+

```

Additionally, the Command window displays the following:

```

+-----+-----+-----+-----+-----+
|   Line 1/512      Column 10      Workpad [         ]|
|Workpad |Select workpad management option         |
+-----+-----+-----+-----+-----+

```

Next, press [Make Pad]. The Command window displays the following:

```

+-----+
|   Line 1/512      Column 10      Workpad [          ]|
|Workpad | workpad name?          |
+-----+

```

A workpad name can be up to ten alphanumeric characters long, and can contain the following special characters: period and underscore. A name cannot contain any spaces, or other special characters. For example, valid workpad names are:

```

USELIST
LIST_10
LTON

```

For our example, type NEWTEXT and press [RETURN]. After you type the name and press [RETURN] the Command window displays an additional prompt, which is as follows:

```

+-----+
|   Line 1/512      Column 10      Workpad [          ]|
|Workpad | Workpad title?          |
+-----+

```

A title contains comments about the contents of the new workpad. To this prompt you can enter a comment of up to 36 characters. After you enter your comment and press [RETURN], you are immediately placed in the new workpad, which becomes your current workpad. To verify the name of the workpad look up at the top right hand corner of the screen, at the Workpad name indicator.

Moving From Workpad To Workpad

Once you create additional workpads, you will need to be able to move from to another. There are two ways of moving from one workpad to another: 1) view the DIRECTORY workpad and then select a workpad you want to view. or 2) view a workpad directly. Both of these methods use the same label.

This section first explains how to view a workpad from the directory, followed with an explanation of viewing a workpad directly.

Viewing The Directory

When you make the Workspace, a DIRECTORY workpad is automatically made to keep track of the other workpads in it. This directory is named ROOT. Without ROOT, EdWord would not be able to locate any of your other workpads. By this time, you should recognize this name from looking at the Workpad Name indicator.

Each time you make a workpad, the name of the workpad, its location in the Workspace, and other information about it, is recorded into this special workpad. This workpad is dedicated to just one function.

When you view the DIRECTORY, you are able to see the names of other workpads in the Workspace.

To view the DIRECTORY workpad, press [Workpad]. The labels change to display the following:

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+
|          |          |Del Pad |          |
|LoadFile|          |Clear  |          |SaveFile|
+-----+-----+-----+-----+

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+
|Make Dir|          |List Vol|          |
|Make Pad|Ins File|View Dir|View Pad|Exit  |
+-----+-----+-----+-----+

```

Additionally, the Command window displays the following:

```

+-----+-----+-----+-----+
| Line 1/512   Column 10   Workpad [      ] |
|Workpad |Select workpad management option |
+-----+-----+-----+-----+

```

Press [View Dir]. The editing screen immediately changes and displays your current DIRECTORY workpad. For example it could look like the following:

 D I R E C T O R Y

Name	Title	Typ	Fid	Lines	Save
MOMDIR		DIR	20		
CURDIR		DIR	6		
COPY		CPY	8		/ONE/COPY
REDO		RDO	10		/ONE/REDO
UNDO		UDO	12		/ONE/UNDO
PRINT		PRT	14		/ONE/PRINT
HELLO		TXT	17	58	/ONE/HELLO
NEWTEXT		TXT	23		/ONE/NEWTEXT

Notice, when the the directory displays, the list of various names. Also notice the name of the workpad you were just in, and that the cursor sits blinking on the name of that workpad. While you do not press any other labels, the labels remain the same and display the Workpad level.

While viewing the directory you can move the cursor about by using the cursor keys. Keep in mind that this directory is only for the Workspace, and is different than the directory described in the "The Corvus Concept Personal Workstation User Guide."

Directory Entries

The following section deals with an explanation of the various entries in the DIRECTORY.

Name. Under this column in the DIRECTORY are the names of all the workpads recorded in the current DIR workpad. Workpads that you create with the [Make Pad] label are displayed here.

Title. Under this column are the comments about the contents of each workpad. Comments are entered into this section when you make a workpad, but you can also type your comments directly into that section.

To type a new comment or typeover an old comment, exit from the Workpad level of labels, and move the cursor to column 12, which is the beginning of the Title entry area.

Next, type your new comment. In this section, only the normal typewriter keys and the cursor keys work.

Typ. Under this column is the type of each workpad. The type of a workpad determines what functions that workpad can perform.

There are six main types of workpads: DIR, TXT, CPY, RDO, UDO, PRT. RDO, UDO are discussed further in Chapter Five. PRT is discussed in Chapter Seven, CPY in Chapter Ten.

Fid. Under this column is the address of each workpad in the Workspace. This address is used by EdWord to record a workpad location.

Lines. Under this column is the total number of the lines contained in each workpad. This number corresponds with the number displayed in the line indicator of the workpad it is associated with.

Save. Under this column is the name of the Concept file that in which each workpad has been saved. To save a workpad to a file, you just simply use the [Save Pad] label, which is found in the Workpad level of labels.

The Command window. While in the DIRECTORY the Command window displays slightly different than it does when in a workpad. The difference is the Workpad indicator. While in the DIRECTORY this indicator is changed to display the amount of space used in the entire Workspace. Thus the indicator name changes to read Workspace instead of Workpad. The Command window displays as follows:

```

+-----+
| Line 1/512      Column 10      Workspace [      ] |
|Workpad |
+-----+

```

This indicator can be of aid in determining when it might be necessary to clear or delete unused workpads.

Using the DIR Workpad for Viewing

Each workpad listed in the DIR workpad is available to you. To view a different workpad while in the DIRECTORY, simply move the cursor to the name of the workpad you want to view. For example, move the cursor to the name HELLO.

If the Workpad level of labels do not display, then press [Workpad]. The labels may not display if you have pressed a label such as [Exit] while in the DIRECTORY. The labels then display the Workpad level of labels. Additionally, the Command window displays the following:

```

+-----+
|   Line 1/512      Column 10      Workpad [          ] |
|Workpad |Select workpad management option |
+-----+

```

Next press [View Pad]. The Command window displays the following:

```

+-----+
|   Line 1/512      Column 10      Workpad [          ] |
|Workpad |View which workpad? HELLO |
+-----+

```

Following the prompt for which workpad to view is the name of the workpad on which your cursor currently rests. To view that workpad press [RETURN]. If you want to view a workpad other than the one indicated, type the name and press [RETURN]. For example, you could type ONE and press [RETURN].

After your press [RETURN] the Editing screen will change to display the workpad you selected. To verify in which you are, look up to the right hand corner of the editing window, at the Workpad Name display.

Once you are placed in the selected workpad, notice that the labels are still at the Workpad level. This allows you to perform other workpad functions before returning to the Edit level of labels. When ready to return to the Edit level of labels press [Exit].

Viewing Workpads Directly

You can also view workpads without viewing the DIRECTORY workpad first. You can do this while you are in any of the workpads in the Workspace.

To view another workpad press [Workpad]. The labels

change to display the following:

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+-----+
| LoadFile|          |Del Pad |          | SaveFile|
+-----+-----+-----+-----+
      F6          F7          F8          F9          F10
+-----+-----+-----+-----+-----+
| Make Dir|          |List Vol|          |
| Make Pad|Ins File|View Dir|View Pad|Exit
+-----+-----+-----+-----+-----+

```

The Command window displays the following:

```

+-----+-----+-----+-----+
| Line 1/512   Column 10   Workpad [      ]|
+-----+-----+-----+-----+
| Workpad |Select workpad management option
+-----+-----+-----+-----+

```

Press [View Pad]. The Command window displays the following:

```

+-----+-----+-----+-----+
| Line 1/512   Column 10   Workpad [      ]|
+-----+-----+-----+-----+
| Workpad |View which workpad?
+-----+-----+-----+-----+

```

If you previously viewed a different workpad, then following the prompt for the workpad name will be the name of previous workpad. If you did not, the prompt will be blank.

To view the workpad indicated simply press [RETURN]. If you want to view a different workpad, type the name of the new workpad and press [RETURN]. When typing the workpad name it is best to include the name of the DIRECTORY, which in this case is ROOT. The name of the workpad follows the name of the directory, both are separated by a colon. For example, if you wanted to view the workpad NEWTEXT type ROOT:NEWTEXT and press [RETURN].

After you press [RETURN] the Editing screen changes to display the workpad you specified. To verify that you are in that workpad, look up to the right hand corner of the editing window at the Workpad Name display.

Exiting the Workspace

When you are finished your editing session, you can exit the Workspace and return to the Concept Dispatcher level of functional key labels. As you leave the Workspace, all its workpads are preserved in the same condition in which you leave them. Similar to when you leave your office.

To leave the Workspace hold down the [SHIFT] key and press [Exit]. When you press [Exit] the following message appears in Command window:

```
+-----+
|End of editing session.          0 hrs. / 20 mins.  |
+-----+
```

You are returned to the Concept Dispatcher level, which is indicated by the change of the labels. Following the message about ending the editing session is a display of the total time spent in the Workspace. This information can be of use when you wish to keep track of your work sessions and time spent on various projects. In addition to the messages, the text that you were previously viewing remains on the screen. To clear this, press [ClrWindow].

Whether you are a novice or an experienced user of computer editors and word processors, it is very helpful to understand the basic editing commands. This is precisely the intent of this chapter. After you have read it, you will be familiar with the basic commands of EdWord.

This chapter opens with instructions on using certain EdWord labels that allow you to move the cursor in different ways, such as from word to word or to various locations throughout your workpad. These easy to learn commands will aid you as you edit and revise documents.

Next, this chapter describes the editing commands that make EdWord so versatile. Throughout this chapter we give various examples that use these commands. When an example is presented, it would be very helpful if you re-create the example in your own EdWord Workspace. and follow the procedure given.

The EdWord function labels discussed in this chapter are as follows:

----- Edit level -----				
F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
Scr1Back	Scr1Fwr	Undo	Mark	InsChar
F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

----- Set labels -----

F1	F2	F3	F4	F5
Set Scr1	Set Bell			
Page Len	Set Mar	ClearMar	Left Mar	RightMar

F6	F7	F8	F9	F10
Set Tabs	Clr Tabs	Tab Set	Tab Clr	Exit

----- Go To labels -----

F1	F2	F3	F4	F5
PrevPara	NextPara		PrevSent	NextSent
PrevWord	NextWord	GoToLine	PrevPage	NextPage

F6	F7	F8	F9	F10
Up				Cancel
Down	GoToMark	FrstLine	LastLine	Exit

Scrolling

Workpads, like file folders, can contain various amounts of text. As you add lines of text to your document, the workpad that contains it gets bigger. EdWord keeps track of the contents of your workpad as if it were written on a long roll of paper and not as individual pages. Each time you add a line of text, EdWord makes the roll a little longer.

Your Editing screen allows you to view only a set number of lines of your document. To display the additional lines or characters of your document you need to reposition the lines of text so that the additional lines display. This action is called SCROLLING.

Scrolling is similar to moving the Editing window so that it displays additional lines of your document. You can make the editing screen scroll forward, so it displays the lines below your editing window, or you can make it scroll backward to display the lines above your Editing window. You can even scroll the screen to the right to display the characters as far right as column 250.

There are three main instances when the Editing window is scrolled: 1) when the cursor crosses the top or bottom of the Editing window, 2) when the cursor crosses the right side of the Editing window, and 3) when you press either of the EdWord scrolling labels.

Automatic Scrolling

This feature of EdWord automatically displays the next lines in your workpad, whenever you move the cursor either one line below the bottom of the editing window or move it one line above the editing window. When this happens the screen repositions the lines so that the next five lines display.

This feature is also active when you move the cursor beyond the right edge of the Editing window. If you want to view the characters to the right of the editing screen, simply hold down the right cursor arrow until you cross the last column displayed. When you cross that column, the screen will blink and reposition the text so that it displays the next ten characters to the right.

Using the Scroll Labels

In addition to automatic scrolling, EdWord also provides two scrolling labels. To scroll forward, press [ScrlFrwd]. The screen repositions the lines so that the next lines displays. To scroll backward, press [ScrlBack]. The screen repositions the lines so that previous lines display.

You can set the number of lines the Editing window moves when you press either [ScrlBack] or [ScrlFrwd]. To do this hold down the [COMMAND] key and press [Set]. When you press [Set] the labels change and display the following:

F1	F2	F3	F4	F5
Set Scrl	Set Bell			
Page Len	Set Mar	ClearMar	Left Mar	RightMar
F6	F7	F8	F9	F10
Set Tabs	Clr Tabs	Tab Set	Tab Clr	Exit

Next, hold down the [SHIFT] key and press [Set Scrl]. The

Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Set      |Scroll height? 21      |
+-----+

```

The number that follows the question varies according to your screen orientation. You can change the setting to any number of lines between one and 100. For example, if you want the editing window to move 60 lines at a time, type 60 and press [RETURN].

Moving the Cursor Quickly

In addition to using the keys on the Concept keyboard, such as the cursor keys, space bar, [BACK_SPACE], [HOME] [RETURN], and [TAB], EdWord provides a set of labels that will also move the cursor quickly. These labels are found in the Go To level.

This level allows you to move the cursor to different locations throughout your current workpad. The movement can be as small as from word to word, to as far as the first line to the last. Go To directly works in connection with the Location indicator, so it is good to be familiar with its function when using Go To.

To use Go To press [Go To], after which the labels change to display the following:

```

      F1          F2          F3          F4          F5
+-----+
|PrevPara|NextPara|          |PrevSent|NextSent|
|PrevWord|NextWord|GoToLine|PrevPage|NextPage|
+-----+
      F6          F7          F8          F9          F10
+-----+
|Up      |          |          |          |Cancel  |
|Down   |GoToMark|FrstLine|LastLine|Exit   |
+-----+

```

The Editing window changes and displays a small window at the top. This window becomes your current window. In this window three lines of text display. All movement, depending on the label selected, is shown in that window. While in the Go To window, pressing the cursor up or the cursor down arrow moves you one line at a time.

When you wish to return to the Edit level of labels at the area shown in the Go To window, press [Exit]. The screen will immediately change to display the appropriate text. If you want to cancel all movement instead and return to the Editing labels, then press [Cancel]. The Go To window will be erased and the appropriate text will be redisplayed.

An added feature of this window is that you can edit within it. This allows you to move to a different area in your current workpad, change something, and return to your previous position by pressing [Cancel]. Also, since this mode remains active until you press [Exit] or [Cancel], you can look around before you make any movements.

From Word to Word

While in the Go To window the smallest movement that can be made, besides moving from character to character with the cursor keys, is from word to word. The definition of a word to EdWord is a letter or number, or a group of letters or numbers bordered by blank spaces or punctuation. For example, valid words are:

```
a
4F
1982
Worcestershire
```

From the current cursor position, press [NextWord]. This moves the cursor to the beginning of the next word in your document. For example, in the following:

```
-----
News of his poems spread like the morning ...
-----
```

If you place your cursor anywhere in the word "his," and press [NextWord], the cursor moves to the first letter of the word "poems."

To move to the previous word in your document, press [PrevWord]. This moves the cursor to the beginning of the previous word in your document. For example, in the following:

News of his poems spread like the morning ...

If you place your cursor anywhere in the word "poems" and press [PrevWord], the cursor moves to the first letter of the word "his."

When you finally press [Exit] the cursor is placed on the word you are at when you press [Exit]. Depending on how far you moved, the screen may reposition so that line containing the word you are on at the top of the Editing window.

Moving From Sentence to Sentence

In addition to making the cursor move small distances, from character to character or word to word, you can make the cursor move from sentence to sentence. The definition of a sentence is when EdWord encounters a period. This would also include dot commands.

To move the cursor to the next sentence from the current cursor position, hold down the [SHIFT] key and press [NextSent]. This moves the cursor to the first letter of the next sentence in your document. For example, in the following:

News of his poems spread like the morning sunlight. For centuries they illuminated and watered the lives of many people whose lives might otherwise have been darker and dryer.

If you place your cursor anywhere in the first sentence and press [NextSent], the cursor moves to the first letter of the next sentence.

To move the cursor to the previous sentence from the current cursor position, hold down the [SHIFT] key and press [PrevSent]. This moves the cursor to the first letter of the next sentence in your document. For example, in the following:

News of his poems spread like the morning
sunlight. For centuries they illuminated and watered
the lives of many people whose lives might otherwise
have been darker and dryer.

If you place your cursor anywhere in the second sentence and press [PrevSent], the cursor moves to the first letter of the previous sentence.

Moving From Paragraph to Paragraph

While in the Go To window you can make larger jumps than form words and sentences. These jumps can be from paragraph to paragraph. The definition of a paragraph to EdWord is when EdWord encounters either: 1) a blank line, or 2) a dot command. The following is an example of two paragraphs:

News of his poems spread like the morning
sunlight. For centuries they illuminated and watered
the lives of many people whose lives might otherwise
have been darker and dryer.
.SK 1
Then shortly after the invention of file cabinets, some
major fans decided to archive his poetry forever, thus
saving mankind from enlightenment.

To move the cursor to the next paragraph from the current cursor position, hold down the [SHIFT] key and press [NextPara]. This moves the cursor to the beginning of the next paragraph in your document. For example, in the following:

News of his poems spread like the morning
sunlight. For centuries they illuminated and watered
the lives of many people whose lives might otherwise
have been darker and dryer.

.SK 1

Then shortly after the invention of file cabinets,
some major fans decided to archive his poetry forever,
thus saving mankind from enlightenment.

If you place your cursor anywhere in the first paragraph and
press [NextPara], the cursor moves to the first letter of
the next paragraph.

To move to the previous paragraph in your document,
press [PrevPara]. This moves the cursor to the beginning of
the previous paragraph in your document. For example, in
the following:

News of his poems spread like the morning
sunlight. For centuries they illuminated and watered
the lives of many people whose lives might otherwise
have been darker and dryer.

.SK 1

Then shortly after the invention of file cabinets,
some major fans decided to archive his poetry forever,
thus saving mankind from enlightenment.

If you place your cursor anywhere in the second paragraph
and press [PrevPara], the cursor moves to the first letter
of the previous paragraph.

Moving from Page to Page

If you have placed the page break dot command in your
document EdWord allows you to quickly move to these
commands. The page break Dot command is .PG. This command
is helpful, especially while you are in the PRINT workpad
and you want to move to the page above or below your current
cursor position.

To move to the next page break in your workpad, press

[NextPage]. To move to the previous page break, press [PrevPage]. When you press either of these labels, the Editing screen is repositioned so that the page break Dot command is displayed at the top.

GoLine

In addition to the various areas of your document you can move to with the Go To label, you are also allowed to move to a specific line in your current workpad. To move to a specific line press [GoToLine]. The Command window displays the following message:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Go To  |Go to what line? 1      |
+-----+
```

Following the question is a number. The number varies, depending on which line you are currently. For example, if you are on line 65 the message:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Go To  |Go to what line? 65     |
+-----+
```

Enter the number of the line that you want to go to and press [RETURN]. For example, if you want to go to line 100, you type 100 and press [RETURN].

After you press [RETURN] the Line indicator and the Location indicator change to reflect the number of the line to which you moved.

Moving Up and Down

Besides using the cursor arrow key to move you up and down through your workpad, you can use the the Go To labels [Up] and [Down]. The difference between these labels and the arrow keys is that these labels move you a further distance. The distance that these labels move you is determined by your Editing screen height, since these labels move the distance of your Editing screen height. Depending on the orientation of your Display you could move as much as 63 lines.

To move up the distance of your screen height press [Up]. To move down the distance of your screen height

press [Down]. Each time you press either of these labels the Line Number indicator and the Location indicator will change to reflect your move.

Moving to the First and Last Line

At times you may want to quickly move to either the top or bottom of your workpad. To move to the first line of your workpad press [FrstLine]. To move to the bottom press [LastLine]. After you press either of these labels the Line Number indicator and the Location indicator change to reflect the move.

Inserting Text

While you are in a text workpad, EdWord allows you to type anywhere between the absolute margins without using any special keys. This feature is called Type-Over. However, EdWord also allows you to type text so that it is inserted between existing text. To do this you must activate what is called Insert mode.

There are two ways to activate Insert mode: 1) by pressing [Ins Char], and 2) by pressing [Ins Line]. Using these commands frees you from having to re-type entire documents when only a word or sentence must be added.

We will first discuss the [InsChr] (Insert Character) label.

Inserting Characters

Inserting characters is often required. To insert characters move the cursor to where you want to insert your text. Next, press [Ins Char]. You can continue typing as you normally would.

While in the Insert Mode, the text you type is inserted between the character on which you placed the cursor and the character immediately to the its left.

For example, say you typed:

My purpose in sending this memo is to commend you
for the fine support given us.

You could insert "and your department," between the left
margin and the word "for." The result would be:

My purpose in sending this memo is to commend you
and your department for the fine support given us.

The characters located to the right of and including the
cursor location are pushed to the right.

While in the Insert mode the cursor changes from a box
to an underline character, and the following message appears
in the Command window:

```
+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit   |Insert mode|
+-----+
```

Each time you press the [BACK_SPACE] key while in
Insert mode, the character to which the cursor is moved is
deleted.

To return to Type-Over mode, press [InsChr] again or
any cursor key or any EdWord function key. If you press
[Ins Char] again the Command window displays the following:

```
+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit   |Typeover mode|
+-----+
```

If you press the [RETURN] key while you are in Insert
mode, a new line is inserted. If there was any text to the
right of the cursor, that text would be carried to the next
line. The text is lined up with the left most character on
the line above.

Look at the following example:

In our last letter we referred to the Amalgamated Brine Company as being the sole owner of the filets.

Place the cursor at the beginning of the word "sole" and press [Ins Char] followed by [RETURN], the result would be as follows:

In our last letter we referred to the Amalgamated Brine Company as being the
sole owner of the filets.

To put the above example back into paragraph form you could press either [Undo] or [Adjust]. Undo is described at the end of this chapter, and Adjust is described in Chapter Six.

Inserting Lines

We've discussed inserting characters so far, but now we'll discuss inserting blank lines, which can be inserted anywhere in your document. To insert a blank line, move your cursor to where you want the blank line, hold down the [SHIFT] key and press [Ins Line]. When you do this all the text below that line is moved down, but your cursor remains on the same line. The cursor is positioned at the left most character below the new line.

For example, in the following:

Strictly speaking, these are matters of the difference between right and wrong, not the choices between correct practices.

But there is good reason to include some such list for ready reference, and as a handy reminder.

Place the cursor on the first line of the second paragraph, hold down the [SHIFT] key and press [Ins Line]. The result is:

Strictly speaking, these are matters of the difference between right and wrong, not the choices between correct practices.

But there is good reason to include some such list for ready reference, and as a handy reminder.

When you press [Ins Line], the cursor changes to the Insert mode cursor. This allows you to either insert text, or insert more lines by pressing [RETURN].

To return to Type-Over mode, press [Ins Char].

Deleting Text

There are several different ways to remove characters. One way is to use the Space Bar. When you press the Space Bar the character on which the cursor sits is erased. Doing this leaves a space where the character was.

Examine the following example:

Our complete line is delivered in strong boxes.

If you place the cursor on the letter l, of "line," and press the Space Bar four times, you would see the following:

Our complete is delivered in strong boxes.

Notice that the spaces where the characters were remain, even though the characters were removed.

The other ways to remove characters are to use the delete commands of EdWord. The labels for these commands are [Del Char] (Delete Character), [Del Line] (Delete Line), and [Erase]. Using these commands allows you to delete any unnecessary or extra text in your document.

Once you delete text, you can recover it by using the [Undo] label of EdWord. Undo is discussed under the heading "Undoing an Edit."

We will first discuss the [Del Char] (Delete Character) label.

Deleting Characters

With the delete character command, you can delete the character that is at the current cursor position. When you delete a character, the character and the space it occupies is removed, and the characters to the right of the cursor are moved one position to the left.

To delete a character, place the cursor on the character you want deleted, and press [Del Char]. For example, in the following:

Boggle and Cabbage products are not very good.

If you place the cursor on the n, of "not," and press [Del Char] four times the result would be:

Boggle and Cabbage products are very good.

Notice that the characters, and the spaces the characters occupied, were removed. Also, notice that the letters to the right of the cursor were moved to the left to fill in the gap.

Deleting Lines

The [Del Line] allows you to delete an entire line of text. When you delete a line, the entire line is removed, and the lines below it are moved up to fill the gap. Also, the cursor moves to the left-most character of the line that follows the deleted line.

To remove the entire line that the cursor is on, hold

down the [SHIFT] key and press [Del Line]. For example, in the following:

Before any danger comes to your person, you should
disconnect your phone, write down the problem, and call
an authorized service technician.

If you place the cursor on the second line of the example above, hold down the [SHIFT] key and press [Del Line] the result would be:

Before any danger comes to your person, you should
an authorized service technician.

Notice that the third line in the sentence moved up to fill the gap.

When you delete a line, the Line number indicator is updated to reflect this. When you delete a line in your workpad, the cursor moves to the beginning of the next line.

Erasing Text

The [Erase] label allows you to erase text from the position of the cursor to column 250 of your current line. After the text is erased, the cursor drops to the next line and remains in the same column.

To erase a portion of text, place your cursor on the first character you want erased and press [Erase]. For example, in the following:

You will erase the contents of your diskette if you
place a magnet on its surface.

If you place your cursor on the t, in "the," and press [Erase] the result would be:

 You will erase
 place a magnet on its surface.

In the example above, when you press [Erase] the cursor moves down to the letter o, of "on." This allows you to continue erasing text.

Undoing an Edit

With EdWord correcting mistakes is easy. For instance, if you mistype a word, you can always back up and type over it. Or you can delete the word and insert the correct one. All in all, EdWord provides several easy-to-use commands for you to undo mistakes, or to revise your document.

But what if you were to press the wrong key, say [Del Line], re-typing a whole line can be time consuming. For such mistakes EdWord provides an additional function called Undo.

Undo allows you to recover from any actions or events that have occurred in your current workpad while creating or revising your document. An event can be defined as typing or using an EdWord command.

Events are undone sequentially from last to first. When you start to undo events, the reversal starts with the most current event. You can continue undoing these events until there are no more to undo.

To undo the previous event, press [Undo]. For example, if you type the following:

 In the face of such obstacles, one would think that a
 solution would be quite unfeasable.

When you press the [Undo] once, the result is:

In the face of such obstacles, one would think that a

The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Edit   |Undo                                |
+-----+

```

Notice that the last line typed is the first line removed. Now, for example, type the following without pressing the [RETURN] key:

Yet, when one examines the true

Now backspace and delete the word "true." After that, press [RETURN]. The result when you press [Undo] is:

The entire line disappears. This happens for two reasons: 1) because what preceeded the line with text was a line with no text, and 2) when multiple actions take place on a line before they are recorded, EdWord simply lumps them together as being one event.

An event is recorded each time you press [RETURN], or move to another line.

As you repeatedly press [Undo], you are taken back to the original state of your document. When you reach the point where there are no further events to undo, the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Edit      |No more events      |
+-----+

```

Each time you exit a workpad, all record of the events is erased. When you re-enter a workpad you start over with a clear UNDO/REDO workpad being and you are not able to undo your previous changes. Leaving a workpad also includes the the Workspace.

Undoing the Undo

In addition to undoing events, EdWord allows you to undo the Undo. This means you can restore the events reversed by Undo.

When you press [Redo] the most current event undone by [Undo] is restored to your workpad. If you repeatedly press [Redo], you will eventually be at the most current event in your workpad.

Until you use the Undo command, there are no events to redo. Events are redone from the last event undone to the first event undone.

Hold down the [SHIFT] key and press [Redo] to redo the previous undone event. For example, if you type the following:

```

-----
In the face of such obstacles, one would think that a
solution would be quite unfeasable.
-----

```

When you press the [Undo] once, the Editing window displays the following:

```

-----
In the face of such obstacles, one would think that a
-----

```

Notice that the last line typed is the first line undone. Next, hold down the [SHIFT] key and press [Redo]. The Editing window displays as follows:

 In the face of such obstacles, one would think that a
 solution would be quite unfeasable.

The Command window displays the following:

```
+-----+
|   Line 1/512      Column 10      Workpad [   ] |
|Edit   |Redo                                           |
+-----+
```

Also notice that the undo has been re-done.

As you repeatedly press [Redo], you are taken back to the state of your document before you pressed [Undo]. When you reach the point when there are no further events to redo, the Command window displays the following:

```
+-----+
|   Line 1/512      Column 10      Workpad [   ] |
|Edit   |No more events                                           |
+-----+
```

Each time you exit a workpad, all record of the events is erased. So when you re-enter the workpad you start over with a cleared UNDO/REDO workpad, and you are not able to redo any of your previous events.

FORMATTING		6
TEXT WITH		
EDWORD		

This chapter describes and gives instructions for using the text formatting labels of EdWord. Text formatting differs from simple editing in that text formatting involves the manipulation of text in blocks, rather than on a character by character basis. It is the text formatting functions that allow you to create neatly formatted documents in minimal time.

This chapter begins by covering the labels that allow you to format your document on the editing screen. These labels allow you to see how your document will look before you print it. These are the labels [Center], [Flush L], [Flush R], [Join], and [Adjust].

Finally this chapter discusses the [Mark] and [Bound] labels. These labels allow you to define a block of text. Once the block is defined, you can quickly edit that area by using the various editing and text formatting labels you have already learned.

The EdWord labels that are discussed in this chapter are as follows:

----- Edit level -----				
F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
Scr1Back	Scr1Fwrd	Undo	Mark	InsChar
F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

----- Edit level -----

(with the [COMMAND] key depressed)

F1	F2	F3	F4	F5
Forms				
CutText	PasteLin	PasteOvr	PasteCol	CopyText
F6	F7	F8	F9	F10
Print	Flush L	Center	Flush R	Verify
				Set

----- Adjust labels -----

F1	F2	F3	F4	F5
Left	Right	Hyphen	Break	No Break
F6	F7	F8	F9	F10
Mar Rel				Exit

Formatting Your Document

EdWord has several easy to use labels which allow you to format your document so that it has the same professional look on the screen as it will have when it is printed. The EdWord formatting labels allow you to format lines of text as well blocks of text, such as a paragraph. Formatting is performed instantly, thus allowing you to see the formatted copy before it is printed.

Centering Lines

Lines are centered with a single keystroke. When you use [Center], the entire line of text on which the cursor rests is centered between your left and right margins. After you center a line, the cursor drops to the next line allowing you to continue centering lines of text.

To center a line of text, move the cursor to any place on the line that contains the text you want to center, hold down the [COMMAND] key and press [Center]. For example, in the following text:

```
-----  
The History of Amalgamated Paper, Inc.  
-----
```

While the cursor is on that line, hold down the [COMMAND] key and press [Center]. The Editing window displays the following:

```
-----  
The History of Amalgamated Paper, Inc.  
-----
```

Notice that the line is centered between your left and right margin, and that the cursor drops to the next line.

If you want to center several consecutive lines, simply hold down the [COMMAND] key and [Center] until all the lines are centered. For example, in the following text:

```
-----  
The History of Amalgamated Paper, Inc.  
by Bob Frank Decibel  
8 June, 1982  
-----
```

Place the cursor on the first line and hold down the [COMMAND] key and [Center] until the cursor reaches the third line. The Editing window displays the following:

```
-----  
The History of Amalgamated Paper, Inc.  
by Bob Frank Decibel  
8 June, 1982  
-----
```

If the text on a line is wider than your left and right margin, The following message displays in the Command window when you press [Center].

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Edit      |Text too long to center
+-----+

```

To avoid this, you must change the margin settings, so the text will fit between the left and right margins.

Left Justifying Text

In the field of printing, the word "justify," refers to adjusting text alongside a margin. In the most common text format, each line of text begins at the same left margin making the left margin justified, and leaving the right margin uneven. This, for example, is the format used in this guide. Yet, lines of text can also be formatted so that the left margin is uneven and the right margin is justified.

It is easy to make documents in the left margin justified ragged format. To do this, you simply place your cursor at the left margin and begin typing. Consecutive lines of text begin at the left margin when: 1) you press [RETURN], or 2) or a word is carried over to the next line by the auto word wrap feature.

At times, consecutive lines of text may not line up at the left margin. For these occasions the [Flush L] label could be used. [Flush L] means Flush Left. This label allows you to push all text on your current line to the left margin. This makes text to the right of the cursor position flush with the left margin you have set.

To left justify text, place your cursor at the column you want the text to be flush. Next, hold the [COMMAND] key down and press [Flush L]. All text that is to the right of the cursor is pushed left, flush with the left margin. Also, the cursor drops to the next line, which allows you to continue to left justify lines. For example, in the following text:

To all personnel:

If you have a Temporary Status badge, it would be appreciated if you contact the personnel desk. The reason for this is that we would like to verify your temporary status, and issue you a new badge.

If you want the text on the third and fourth line to be flush with the left margin, begin by placing your cursor on the third line. Next, hold down the [COMMAND] key and press [Flush L] two times. The Editing screen displays the following:

To all personnel:

If you have a Temporary Status badge, it would be appreciated if you contact the personnel desk. The reason for this is that we would like to verify your temporary status, and issue you a new badge.

Notice that the entire line the cursor is on is pushed to the left margin.

Right Justifying Text

In addition to left justifying lines of text, EdWord allows you to right justify with the right margin as well. Right justifying lines of text leaves text at the left margin ragged. This type of format might be desirable when you are making a list.

When you use [Flush R], EdWord pushes the line on which your cursor rests. This makes lines flush with the right margin.

To right justify text, place your cursor on the line you want right justified. Next, hold the [COMMAND] key down and press [Flush R]. The line on which the cursor is pushed to the right, justified with the right margin. Also, the cursor drops to the next line, which allows you to continue to right justify additional lines. For example, in the

following text:

 Distribute to the following:

J. Gordon Prescott
 Cosmo Slotnick
 Yvonne Pizzaz
 Z. D. Bedalbrox

If you want each line to be flush at the right margin, place the cursor at the first line. Next, hold down the [COMMAND] key and press [Flush R] six times. The Editing window displays the following:

 Distribute to the following:

J. Gordon Prescott
 Cosmo Slotnick
 Yvonne Pizzaz
 Z. D. Bedalbrox

Joining Lines

At times, you may wish to combine consecutive lines of text to form one line of text. To combine consecutive lines of text, press the [Join] label.

Join appends to your current line the contents of the line below it. When two lines are joined, a single space separates the last character of your current line and first character of the next line. Unlike other EdWord commands, which move the cursor to the next line or another location after they are used, join leaves the cursor at the same location.

To join two lines, begin by placing the cursor anywhere in the top line of the lines you want to join. Next, hold down the [SHIFT] key and press [Join]. This causes the line that your cursor is on to be joined with the line below it. For example, in the following text:

Progress is made by
merging companies.

Place your cursor at any column in the top line of text,
hold down [SHIFT] and press [Join]. The Editing screen
displays the following:

Progress is made by merging companies.

The Join command ignores the right margin. Therefore
the combination of two lines may go beyond your right margin
setting. By pressing [Adjust], you can reform the line to
fit in your current margins.

Formatting Lines Into Paragraphs

Probably the most frequently used EdWord label is [Adjust].
This label rearranges consecutive lines of text into a
paragraph format. This allows you to condense as much text
as possible within your left and right margins. When you
adjust text, the format produced is ragged right.

To use Adjust, simply hold down [SHIFT] and press
[Adjust]. When you press [Adjust], the consecutive lines of
text from the first blank line above the current cursor
position down to the next blank line are adjusted to conform
to your current margin settings. EdWord will adjust all
text between blank lines or any Dot commands of EdWord. Dot
commands are discussed in Chapter 8.

The left side of text is adjusted to the position of
the left-most character of each line of text. The right
margin setting determines the length for each line of text.
Adjust does not affect indentation of the top-most line of
text.

For quick reference, the current left and right margins
are indicated in the Column Rule, which is displayed at the
top of your editing window.

All spaces in a line remain as they are. This action

is similar to that of the Join label. in which case EdWord will insert only one space. For example, in the following text:

```

-----
one, two,
three, four, five,
six, seven, eight, nine,
ten.
-----

```

If you set your left margin at column one and your right margin at column 55, and hold down [SHIFT] and press [Adjust], while the cursor is on any of the lines of text, the result is:

```

-----
one, two, three, four, five, six, seven, eight, nine,
ten.
-----

```

Notice that the text is compacted into a neatly formatted paragraph. When you press [Adjust], EdWord adjusts each word in sequential order. During the adjust the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit   |Adjusting...(Press BREAK to interupt) |
+-----+

```

This message informs you that while EdWord is rearranging the text, you have the ability to interrupt it. If you press the [BREAK] key the process will be stopped and the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit   |Continue? Y                |
+-----+

```

If you press [RETURN] to accept the default of Y, for yes, EdWord will finish the adjusting. If you press N, for NO, the adjusting will be terminated and the Command window will indicate this by displaying the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ] |
| Edit           |Command stopped by BREAK key |
+-----+

```

Additionally the text will remain unadjusted.

If you complete the adjust procedure, the cursor will be positioned at the beginning of the next paragraph.

When you perform an adjust, the indentation of the first line is not affected. To illustrate this use the same example of text as before, but this time indent the first line five spaces, as follows:

```

-----
      one, two,
      three, four, five,
      six, seven, eight, nine,
      ten.
-----

```

Now, if your left margin is at column one and your right margin at column 55, hold down [SHIFT] and press [Adjust]. The Editing window displays the following:

```

-----
      one, two, three, four. five. six, seven. eight.
      nine, ten.
-----

```

While the words are being adjusted, EdWord may come upon a word that does not fit between the space of the last word adjusted and the right margin. In such a case, the word may have to be hyphenated in order to fit. EdWord alerts you to such words by sounding a bell tone, in addition to displaying the word in the Command window.

Hyphenation

After you are alerted to a word that may have to be hyphenated, you should notice that the labels change. The labels that display are:

F1	F2	F3	F4	F5
Left	Right	Hyphen	Break	No Break
F6	F7	F8	F9	F10
Mar Rel				Exit

For example, in the following text:

```

-----
Thank you for responding to my request. I
appreciate the
input from my audience,
even if it is critical.
-----

```

Set your left margin at column one and your right margin at column 55. While the cursor is on any of the lines of text, hold down the [SHIFT] key and press [Adjust]. EdWord signals that a word might have to be hyphenated, and the Command window displays:

Line 1/512	Column 10	Workpad []
Adjust	appreciate	

At this point, you can: 1) hyphenate the word with a hyphen, 2) break the word without a hyphen, 3) leave the word unbroken and carry it to the next line, 4) use the margin release to allow the word to extend over the margin or 5) exit the hyphenation options.

If you wish to exit the hyphenation options, press [Exit]. This cancels anything that has not yet been adjusted by the adjust command, and leaves the remainder of the text unchanged.

If you wish to hyphenate a word then you must decide 1) where you want the word to break, and 2) whether you want a hyphen character or not.

Moving the Break Point. A "|" mark indicates the point at which EdWord will break the word. This point is where the word is broken by the right margin.

If you wish to move the break point to the left press [Left]. Each time you press [Left] the "|" moves one space to the left.

If you wish to move the break point to the right simply press [Right]. Each time you press [Right] the "|" moves one space to the right. If you want to move the break point further right you must use the [Mar Rel] label. This label is discussed next.

As in our previous example:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Adjust |appreciate |
+-----+

```

You can move the break point between the letters "e" and "c" by pressing [left] twice. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Adjust |appr|eciate |
+-----+

```

If you wanted to move it back between the "i" and the "a" press [Right] twice. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Adjust |appreciate |
+-----+

```

Marging Release. If you want to move the break so that it passes the margin restriction, you press [Mar Rel]. After that you can move the break point with the [Right] label, followed by pressing a break label. You must select a break label of some type, you cannot use this command with the [No Break] label.

Breaking A Word. When the break point is positioned, you can decide how you want the break to be. You can

break the word with a hyphen character, by pressing [Hyphen] or you can break the word without a hyphen character by pressing [Break].

Using the previous example, if you want to break the word with a hyphen character press [Hyphen]. The result is:

Thank you for responding to my request. I appreciate the input from my audience, even if it is critical.

Again using the previous example, if you want to break the word without a hyphen character you press [Break]. The Editing window displays the following:

Thank you for responding to my request. I appreciate the input from my audience, even if it is critical.

No Break. If you do not wish to hyphenate or split the word, press [No Break]. When you do this, the word is dropped to the next line and is left unbroken.

As in our previous example:

Thank you for responding to my request. I appreciate the input from my audience, even if it is critical.

Set your left margin at column one and your right margin at column 50. Hold down [SHIFT] and press [Adjust], while the cursor is on any of the lines of a paragraph. When EdWord signals that a word might have to be hyphenated, the Command window displays:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Adjust |appreciate|
+-----+

```

press [No Break]. The Editing window displays the following:

```

-----
          Thank you for responding to my request. I
          appreciate the input from my audience. even if it
          is critical.
-----

```

Mark and Bound

EdWord provides a set of labels that allow you to manipulate blocks of text rather than individual lines. These labels are [Mark] and [Bound].

With [Mark] and [Bound] you first define a rectangular area of text. After you have established the perimeter of the area, you can then manipulate it with one of 11 different EdWord labels.

To define an area of text, first move the cursor to the top left corner of the area you want to manipulate. When you are at the appropriate spot, and press [Mark]. To finish, define the end boundary by moving the cursor to the bottom right corner where you want the area, hold the [SHIFT] key down and press [Bound].

When you press [Bound] the screen color reverses in the area that you defined. This area can be called the BOUND AREA. Additionally, the labels change as follows:

```

          F1          F2          F3          F4          F5
+-----+
|CutText |          |          |          |          |
|CopyText|Flush L |Center  |Flush R |Indent  |
+-----+

```

F6	F7	F8	F9	F10
Del Line				
Del Col	Erase	Replace	Print	Exit

Once an area is defined, only that area is affected when you use any one of the displayed EdWord functions.

If you wish to exit the Bound set of labels, press [Exit]. This returns the Edit labels.

There are different types of bound areas. For example you can define a bound area of one word, one line, or a large area of text.

For example, in the following text:

```

-----
The last time he ventured into the dark abyss of
-----

```

if you want to define a bound area on the word "ventured" simply move the cursor to the letter v, and press [Mark]. Next, move the cursor to the space past the letter d, and hold down the [SHIFT] key and press [Bound]. After you press [Bound], the Editing window displays the following:

```

-----
The last time he ventured into the dark abyss of
-----

```

The area is now ready for you to manipulate by pressing one of the labels displayed.

Look, for example, at the following text:

```

-----
The last time he ventured into the dark abyss of
the sewer, he couldn't help but wonder if he would
ever make it out with his life.
-----

```

If you wanted to define a larger bound area, like a

rectangle from the word "The" to the word "out" you simply move the cursor to the letter T in "The" and press [Mark]. Next, move the cursor to the space past the letter t in "out" and hold down the [SHIFT] key and press [Bound]. After you press [Bound], the Editing window displays:

 The last time he ventured into the dark abyss of
 the sewer, he couldn't help but wonder if he would
 ever make it out with his life.

The area is now ready for you to manipulate.

Once the area is defined, you can use the following labels to manipulate the area:

Exit. Allows you to exit and return to the Edit level of labels.

Center. Centers the text, on a given line, between the left and right boundaries of a bound area.

ChgAll. Finds a specified pattern and replaces it with a different pattern, only within the bound area.

CopyText. Makes a copy of the contents of the bound area, and stores it in the COPY workpad so you can use one of the Paste labels to place it elsewhere.

CutText. Removes the contents of the bound area, and stores it in the COPY workpad so you can use one of the Paste labels to place it elsewhere.

Del Col. Deletes the characters in the bound area.

Del Line. Deletes the entire line of text, regardless of the left and right margin of the bound area.

Erase. Erases only characters in the bound area, but leaves the spaces.

Flush L. Left justifies all the text within the bound area.

Flush R. Right justifies all text within the bound area.

Print. Prints the contents of the bound area.

This chapter gives instructions for using the Print command of EdWord. Additionally, this chapter describes the basic mechanics of printing a workpad.

This chapter opens with a discussion of the preparations needed to set up your Concept with a printer. After that, it continues with an explanation of the various elements involved in printing a document, including a discussion of the PRINT workpad.

The EdWord labels discussed in this chapter are:

----- Print Labels -----

(reached by depressing the [COMMAND] key and pressing [Print])

F1	F2	F3	F4	F5
Pause	Continue		SglSheet	PageRnge
F6	F7	F8	F9	F10
Dis Play	Printer	File	Layout	Exit

----- Workpad Labels -----

(reached by pressing [Workpad])

F1	F2	F3	F4	F5
LoadFile		Del Pad		SaveFile
		Clear		
F6	F7	F8	F9	F10
Make Dir		List Vol		
Make Pad	Ins File	View Dir	View Pad	Exit

Setting Up Your Concept and Printer

Before you print the contents of an EdWord workpad, you first need to: 1) connect the RS-232-C interface from your printer to to one of the serial communication ports located on the rear of the Concept, and 2) specify the appropriate communication parameters with the SetDtaCm command.

It will most likely be the responsibility of the System Manager of your network to set up the appropriate printer parameters, so you should consult this person before setting the parameters yourself. If you do not have such an individual then you should turn to the chapter in "The Corvus Concept Personal Workstation User Guide," that deals with setting the Data Communications ports of the Concept.

When setting up the parameters with the SetDtaCm command it is important to keep in mind that you match the settings of your printer. If you cannot match the settings on your printer with the options available from SetDtaCm, you should then adjust the settings on your printer to make a compatible combination. Keep in mind that if there is a difference between your printer settings and the settings on the Concept, you will be unable to use the printer.

You may have to reconfigure certain switches on your printer in order to create a combination that will match the Concept. Consult your printer reference manual for instructions.

After you perform the necessary setup steps, you can continue to the section "Using Print," found in this chapter.

Using Print

Once you have completed the necessary setup steps, you can enter the Workspace. It is only while you are in the EdWord Workspace that you can print a workpad.

When you enter the Workspace a bell tone will sound along with a message that is displayed in the Command window. All of this alerts you to the fact that the printer is ready for use. The Command window displays the following:


```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Edit   |/PRINTER is available for use |
+-----+

```

To print a workpad, you must first place yourself in the text workpad you want printed. Once in the appropriate workpad, hold down the [COMMAND] key and press [Print]. This causes the labels to change, and display as follows:

```

      F1          F2          F3          F4          F5
+-----+
| Pause  |Continue|          |SglSheet|PageRnge|
+-----+

      F6          F7          F8          F9          F10
+-----+
|Display |Printer |File   |Layout  |Exit   |
+-----+

```

For example, if you were in the workpad named NEWTEXT, and wanted to print the following text:

```

-----
A quick brown fox that jumps over the all the good
boys, who deserve favor, gathers no moss.
-----

```

you would simply hold down the [COMMAND] key and press [Print]. After which the labels would change. At that time you should select one of the options. But, before continuing with the explanation of the Print label options, it is best that you understand how EdWord prints the contents of a workpad.

The PRINT Workpad

After you press [Print] you are then prompted to select from various options offered through the Print label. You are offered the choice of where the text 'ill be printed. The choices for the destination of the print are: Display, Printer and File. There are also options for the manner in which the text will be printed to a local printer. These options are SglSheet and PageRnge. The options of Layout, Pause, and Continue are miscellaneous ones. Finally, there

is an Exit option, which allows you to stop and return to the Edit labels. These options are discussed later in this chapter.

Once you select an option, EdWord examines your document for any Dot commands. If a Dot command is found, the command is processed according to the format specified. Dot commands are discussed further in Chapter Eight.

While EdWord examines your workpad, you should notice that the arrow of the Location indicator moves from the top to the bottom.

After the workpad is checked for Dot commands EdWord sends a copy of the formatted contents of your current workpad to another workpad in your current Workspace. This workpad is named PRINT, and is found in the ROOT directory.

PRINT is a workpad dedicated to two main functions. Its first function is to provide a holding area for formatted text and to act as a control valve when directing the contents to the appropriate destination.

PRINT's second function is to send the formatted contents to the appropriate destination. This destination is most likely a printer connected to your Concept, but could also be the screen, or a file in the Concept file system.

EdWord handles all the interaction between the PRINT workpad, and your current workpad. You need only tell EdWord where and in what manner you want your document printed.

Exit

EdWord does not begin formatting the contents of your workpad until you have selected a printing option. If after pressing [Print], you want to cancel this action, press [Exit]. This returns you the Edit level of labels without formatting or printing the contents of your workpad.

Display

Display allows you to view the formatted contents of your workpad before it is sent to a printed. In addition to seeing the contents of the workpad, you are even allowed to perform simple editing changes prior to printing the text.

When you press [Display], the following message displays in the Command window:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print   |Formatting text...(Press BREAK to interupt)|
+-----+

```

Also, the arrow in the Location indicator moves from the top of the indicator line to the bottom of it as EdWord formats the contents. The prompt in the Command window not only tells you what EdWord is doing, but also instructs you on how stop the action.

If you press the [BREAK] key, the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print   |Continue? Y
+-----+

```

This allows you to verify whether or not you want to continue this action. If you do not, press N, for No, after which the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit    |Command stopped by BREAK.
+-----+

```

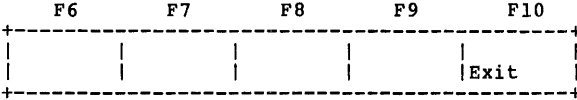
This allows you to terminate an action before anything happens. The labels remain in the Print level.

If you do not press [BREAK], when the formatting is completed EdWord moves you to the PRINT workpad. PRINT becomes your current workpad. You can verify this by looking up to the right hand corner of the Editing window, where you will see the name **ROOT:PRINT**. The labels change and display as follows:

```

      F1      F2      F3      F4      F5
+-----+
|ScrlFwr|ScrlBack|      |      |      |
+-----+

```



The scroll labels allow you to move the cursor quickly. The function of the Exit label is explained in just moment.

Using our previous example, the top of the Editing screen in the PRINT workpad would look like the following:

```

-----
.CF

A quick brown fox that jumps over the all the good
boys, who deserve favor, gathers no moss.
-----

```

The .CF is a Dot command which is related to the print feed mode. You could move the cursor down with the scroll labels, and down about 58 lines you would see that the Editing window displays the following:

```

-----
.PG//////////////////////////////////END OF PAGE//////////////////////////////////
-----

```

This is discussed later in this chapter. The .PG is another Dot command used to advance the paper to the top of the next page. This Dot command is discussed in Chapter Eight of this guide.

While you are in the PRINT workpad EdWord takes no action to print its contents. At this time you are in type-over mode. so to view additional text or modify the text you see, you must do it without any of EdWords commands.

The real difference between this and any other text workpad is that once you leave the PRINT workpad, by pressing [Exit], any contents in that workpad are immediately directed to the appropriate destination.

When you have finished with the PRINT workpad you can perform one of two actions: 1) have the contents printed to

the printer connected to your Concept, or 2) clear the contents of the PRINT workpad, and return to your original workpad.

To Print or Not to Print. If you choose to print press [Exit]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print   |Do you want this printed? N   |
+-----+

```

If you press [RETURN], EdWord clears the contents of the PRINT workpad and returns you to your original workpad. If you press Y, for Yes, EdWord returns you to your original workpad and begins sending the contents of the PRINT workpad to the printer connected to your Concept.

Printer

To send the formatted contents of your workpad directly to the printer connected to your Concept press [Printer]. This printer is referred to as the local printer. As soon as you press this label, EdWord sends the formatted contents to the printer. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print   |Formatting text ...(Press BREAK to interupt) |
+-----+

```

The prompt in the Command window not only tells you what EdWord is doing, but also instructs you on how stop the action.

If you press the [BREAK] key. the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print   |Continue? Y   |
+-----+

```

This allows you to verify whether or not you want to continue this action. If you do not, press N, for No, after which the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Edit   |Command stopped by BREAK. |
+-----+

```

This allows you to terminate an action before anything happens. The labels remain in the Print level.

If you do not press [BREAK], EdWord will keep sending contents to the printer.

Pausing while Printing. There may arise a situation where you will need to make the printer pause for a moment. For example, if the paper were to jam, or the ribbon were to run out. In these instances you can use the label [Pause]. This label causes EdWord to send a pause message to the printer, thus causing it to wait. When you press [Pause] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Print  |Print pause. Press CONTINUE to resume printing|
+-----+

```

At that time the printer will idle until you press [Continue].

If you choose to make the printer pause, keep in mind that after pressing [Pause] the printer may take a few seconds to respond. So it is likely that a few lines will be printed before the printer pauses.

When you are ready to resume printing, you can continue by pressing [Continue]. When you do this the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Print  |Printing resumed |
+-----+

```

Immediately the printer will resume printing where it left off.

File

This label sends the formatted contents of your workpad directly to a file in the Concept file system. Files are

described in "The Corvus Concept Personal Workstation User Guide." Having a formatted copy of your workpad allows you to send to a network printer. To send the formatted copy to a network printer you must use the Spool command. Spool is discussed in "The Corvus Concept Personal Workstation User Guide" under the heading "Spooling."

This command is different than the [SaveFile] label found under the [Workpad] level of labels. Both labels write the contents of your current workpad to a file, but the difference is that [File] formats the workpad and then writes it out. As a word of caution, do not specify the same file name when using [File] as specified with the [SaveFile] label. In fact it is good to give the formatted file a name that indicates it is formatted. For example if your workpad name is NEWTEXT, you could specify F.NEWTEXT for the print formatted file.

To have the contents of your current workpad formatted and sent to a file, press [File]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Print to what file? (enter file name) |
+-----+

```

To this prompt type the name of the file to which you want to send the formatted contents of your current workpad. Valid file names can consist of ten alphanumeric characters, and may contain the following special characters: an underscore, hyphen, and period. The only restrictions are that the file name must begin with a letter and cannot contain any punctuation or special characters. Valid file names are:

```

F.83REPORT
MEMO.10
1TON

```

To enter the file name, type the name and press [RETURN]. For example, you could type F.QTRSALES and press [RETURN]. Doing this will make a file in your current volume. If there is not enough room in your current volume, you can specify a file name in a volume that has enough room.

To specify a file in a volume other than your current volume, type the volume name followed by the file name. For example, if your current volume is ONE and you want the formatted contents written to a file called F.QTRSALES in

the volume TWO. type /TWO/F.QTRSALES and press [RETURN].

After you type the appropriate name and press [RETURN] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print  |Formatting text ...(Press BREAK to interupt) |
+-----+

```

The prompt in the Command window not only tells you what EdWord is doing, but also instructs you on how stop the action.

If you press the [BREAK] key. the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print  |Continue? Y
+-----+

```

This allows you to verify whether or not you want to continue this action. If you do not, press N, for No, after which the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit   |Command stopped by BREAK.
+-----+

```

This allows you to terminate the action. A file with the name you specified is created when you enter the file name. The file may contain text depending on when the action was terminated.

If you do not press [BREAK], EdWord will keep sending contents to the specified file. When finished, the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Print  |Formatting completed.
+-----+

```

If you want to verify that the file was written to the appropriate Concept file, you can exit the Workspace and use the ListVol command in the Concept Dispatcher level to list the volume for the file to which you wrote the workpad. This label is discribed in "The Corvus Concept Personal Workstation User Guide."

Continuous or Single Sheet Feed

At times you may want to print your documents, feeding in single sheets of paper for each page instead of using the continuous sheet feed paper commonly used by printers.

Before you select the [Printer] label you can decide whether you want single sheet feed mode or not. EdWord defaults to the continuous sheet mode if you do not specify which mode. To indicate single sheet mode press [SglSheet]. When you press [SglSheet] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Pause at the end to insert paper? N |
+-----+

```

Displayed is a default of N, for No. If you press [RETURN] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Printing will be continuous |
+-----+

```

Which leaves the default for continuous sheet feed. If you press Y, for Yes, the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Printing will stop at the end of every page |
+-----+

```

Doing this sets the mode for printing a single sheet at a time.

When you select single sheet feed EdWord inserts a Dot command that indicates the mode is single sheet. If you were to select the [Display] label after you pressed [SglSheet], the PRINT workpad would display the following Dot command at the top of the workpad:

 .SF

If you did not select an option, EdWord would insert the Dot command .CF instead.

Since the paper feed mode is controlled by a simple Dot command, this means that it can be changed by simply changing the Dot command. The Dot command for continuous feed is .CF, and the Dot command for single feed is .SF. After formatting the document to go to the display, if you want to change the mode, type the Dot command .CF over .SF. Then when you leave the PRINT workpad, EdWord would print the document in the mode indicated. Dot commands are discussed further in Chapter Eight.

Printing the Layout of a Page

This command allows you to display in the Editing window 24 pages at a time. Now this may sound unbelievable, but it's true. The way it does this is to format and print your document in an interpreted manner. Instead of each character displaying, a dot corresponding to each character is displayed.

As the name indicates, it allows you to examine the layout of your pages before you actually print them. This can save you time since you can determine the overall look of your document before you print it.

To layout your document simply press [Layout]. When you do this the Editing window clears and EdWord begins to display the layout. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad {  }|
|Print  |Formatting text...(Press BREAK to interupt) |
+-----+

```

The prompt in the Command window not only tells you what EdWord is doing, but also instructs you on how stop the action.

If you press the [BREAK] key, the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print  |Continue? Y |
+-----+

```

This allows you to verify whether or not you want to continue this action. If you do not, press N, for No, after which the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print  |Command stopped by BREAK. |
+-----+

```

This allows you to terminate the action. After the action is terminated the Command window will display the following:

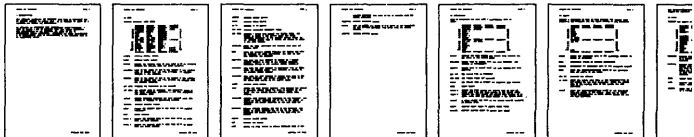
```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print  |Press RETURN to continue |
+-----+

```

You must press the [RETURN] key so that the Editing window will be cleared of the layout and you will be returned to the normal display of your workpad.

If you do not press [BREAK], EdWord will keep laying out your document. The following is an example of the layout:



When finished, the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Press RETURN to continue|
+-----+

```

You must press the [RETURN] key so that the Editing window will be cleared of the layout and you will be returned to the normal display of your workpad.

Keep in mind, that in order for this command to display the layout properly you must have the character set file with the name CSD.07.11 loaded. Loading character sets is explained in "The Corvus Concept Personal Workstation User Guide," under the section dealing with character sets. This function displays only 24 pages at a time. If you have a document larger than 24 pages, this command, after displaying 24 pages, will start again at the left hand side of the Editing window and display the additional pages.

Printing a Range of Pages

This command can be used in connection with the [Display], [Printer], and [Layout] labels to print only the range of pages specified by you. For example, out a 12 page document, two of the pages require minor changes. changes that wouldn't upset the page numbering. In this instance, you could print the appropriate range of pages to get the desired pages, without printing the entire document.

To print a range of pages, press [PageRnge] before selecting one of the destination print labels. The command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Print   |Page at which to start printing? 1 |
+-----+

```

To this prompt reply with the number of the page you want to start at. For example, if it was the tenth page then you would enter 10 and press [RETURN]. If you are using the Dot command that increments the page numbers, then specify the actual number you want to start at. After you press [RETURN] the Command window displays the following:

```
+-----+
|   Line 1/512      Column 10      Workpad [      ]|
|Print   |Page at which to stop printing? 32767   |
+-----+
```

To this prompt reply with the appropriate last page, and press [RETURN]. After you specify the beginning and ending pages you can select the destination labels.

One thing to keep in mind when you are using the Dot command for the page numbering. If you change the page numbering at various places in your document, EdWord will discover this when printing a range of pages. For example, if you reset the page numbering so that you had two sets of pages numbering from one to ten, and specified a page range of one to five, EdWord would print both sets of pages from one to five.

text is finally placed in the PRINT workpad, and from there it is directed to the appropriate printing device.

The Format of a Dot Command

Dot commands always begin with a period (.) placed in column one, and are generally followed by two alpha characters. The following is an example of how these dots commands appear in your workpad:

```

-----
.FI
.JT
.PG
-----

```

The characters that make up the Dot command can be either upper case or lower case, EdWord interprets both cases to be the same.

Occasionally there are dot commands that contain numeric characters to set limits. These commands are to have a space between the alpha characters and the numeric characters. The following is an example of how they appear in your workpad:

```

-----
.LM 6
.NE 10
.TL 56
-----

```

Note that even though Dot commands appear on the Editing screen in your current workpad, they will not appear on the printed document.

A second point about the format of Dot commands is that only one command can occupy a line at a time. There can be no multiple commands on the same line. Also, any text to on the same line as a Dot command will be ignored when the document is formatted.

The following is a figure showing the construction of a Dot command.


```
-----
Column one
```

```
▼
```

```
.Alpha characters -space- numeric values
```

```
Format of a Dot Command
```

Using Dot Commands

Dot commands are simple to use. To use one you must follow two rules: 1) the format must be a period in column one followed by the letters of the Dot command you want to use, and 2) only one Dot command is allowed per line.

Following these two simple rules, you can begin using EdWord Dot commands.

In addition to the Dot commands, EdWord also allows you to use any special escape codes your printer may offer. Escape codes allow you to use special options of your printer, options such as as enlarged character printing of the Epson, or shadow printing of the NEC printer.

Setting Margins (.LM, .RM)

Certain Dot commands of EdWord require that you specify the margin settings with a Dot command. These settings would be in addition to the margin settings of your workpad. The commands used to set the margins are .RM and .LM each followed by the column setting.

Setting your margins with .LM and .RM does not affect any of the settings in your current workpad. Those are Workspace settings and are changed by the [Set] label. These commands are used to specify the margin settings, and are used in connection with the commands .CE, .FI and .JT. which are discussed later.

To use .LM and .RM, simply type either or both of them at the top of your workpad. Each command should be followed by a number, setting the margin value. For example, if you want to set your left margin at column one, and your right margin at column 70, you type the following:

```
-----
.LM 1
.RM 70
-----
```

The commands `.CE`, `.JT` and `.FI`, should be located after the margin commands so that the margin settings are known by them.

These margin settings relate to the printer setting. Column one starts at the left-most character position that the printer would print. The right margin is calculated from column one.

The settings for the margin commands can change throughout a document. If you wish to change the margins for a certain section of text, simply enter the appropriate margin code before the appropriate area of text. For example, if you wanted to change the left margin setting from column one to column ten, you would type the following:

```
-----
.LM 10
-----
```

In this example, if you wanted the right margin to remain the same, you would not have to type anything. The margin settings will remain the same until you change them.

If you do not specify a number after `.LM` or `.RM` EdWord will automatically set the value for `.LM` to one and the value for `.RM` to 65.

Setting the Top and Bottom Margins (`.TM`, `.BM`)

EdWord allows you to set a top and bottom margin for printing. This allows you to print your documents using special letter heads, and avoid printing over the mast head, or address section. These settings can also be used to determine at what level on a page the header and footer will be printed.

Setting your the top and bottom margins with the `.TM` and `.BM` commands does not affect any of the settings in your current workpad.

To use .TM and .BM, type either or both of them at the top of your workpad. Each command should be followed by a number, setting the margin value. For example, if you want to 12 lines for the top margin, and 6 lines for the bottom margin you would type the following:

```
-----
.TM 12
.BM 6
-----
```

If you are using headers and footers, keep in mind that these commands will include the lines used by them in the overall setting.

Compacting Text (.FI, .NF)

EdWord provides the label [Adjust] to rearrange text and compact it between the left and right margins. When you use this label, text is reformatted on the screen, thus allowing you to see the format of the text before it is printed. Yet there are instances, such as when using [Forms], when you cannot adjust the text until after it is formatted for other commands. For such cases EdWord provides a Dot command that performs the function of the adjust label. This the .FI command.

The .FI command is also called "fill mode." This is because once the fill command is entered, text that follows it is compacted to fill in the spaces between the left and right margin settings. The margin settings referred to here are set by the .LM and .RM commands. Its function is exactly the same as the [Adjust] label, with the difference that it is not acted upon until you press [Print].

To use .FI simply type it at the top of your workpad. This command should follow the margin commands, but should precede the .JT command. This is because it determines the margin settings by the values set by those commands. For example, your workpad could look like the following:

```

-----
.LM 1
.RM 70
.FI
Dear Mrs. Haagen,

We are pleased to announce our new rates...
-----

```

With this arrangement all the text that follows, regardless of the setting in your current workpad, will be compacted to fit between margin settings of one and seventy. The text would be adjusted by blocks. Just like the [Adjust] label, a block is text that is between either blank lines or Dot commands.

Now what if you have a section that you do not want to adjust, for instance a chart or text that is formatted in a certain sized column? For these instances, EdWord allows you to turn off the fill mode. This is done by the Dot command .NF, which stands for "no fill."

To turn off the fill mode simply type .NF before the area you want to be unchanged. For example, it would look like the following:

```

-----
Our annual report figures are as follows:

```

```

.NF
1980      1981      1982
----      ----      ----
100K      453K      673K
-----

```

To turn fill mode on again, after the appropriate text is accounted for, simply put in the .FI command at the appropriate area.

As a final thought, EdWord defaults to the no fill mode if no .FI command is entered.

Jusifying Text (.JT, .NJ)

In addition to compacting text, EdWord also allows you to

justify text between the left and right margins. The command for this is `.JT`. This command must follow the Dot command `.FI`.

This command allows you to justify each line of text so that it lines up with the left and right margins, a format which is common in printing books and magazines.

When you finally print your document with EdWord, EdWord first formats the document to compact the text between the left and right margins. The margins are determined by the `.LM` and `.RM` commands, and not the settings in your workpad. After compacting the text, EdWord then counts the number of characters and spaces in each line, after which it places between each word an even amount of spaces till the text is flush with the right margin. Since this justification works with whole character spaces as opposed to fractions of spaces, the spaces may not always be evenly distributed.

Additionally, justification only works on lines of text that fill the entire line. Partial lines of text are left unjustified.

To use this command, simply type the `.JT` command after the `.FI` command, remembering that the `.FI` command requires the `.LM` and `.RM` command. Your document could look like the following:

```
-----
.LM 1
.RM 70
.FI
.JT
Dear Mrs. Haagen,
```

```
We are pleased to announce our new rates...
```

```
-----
```

With this arrangement all the text that follows, is compacted and justified to fit between margin settings of one and seventy.

Now what if you have a section that you do not want to justify, for instance a chart or text that is formatted in a certain sized column? For these instances, EdWord allows you to turn off the justify mode. This is done by the Dot command `.NJ`, which stands for "not justified."

To turn off the justify mode simply type .NJ before the area you want to be unchanged. For example, it would look like the following:

```
-----
Our annual report figures are as follows:
.NF
.NJ
1980      1981      1982
-----
100K      453K      673K
-----
```

To turn justify mode on again, after the appropriate text is accounted for, simply put in the .FI and .JT command at the appropriate area.

Page length (.PL)

EdWord allows you to specify how many lines will be printed before a page break is made. If you do not specify the paper length, when EdWord formats your document it will default to 58 lines for each page. This will cause EdWord to place a page break symbol at every 58th line of the print workpad. Yet, with this command you are allowed to change the page length, which allows you to make your document fit correctly on a variety of paper sizes.

The command to set your page length is .PL followed by the length value. This command can be placed anywhere, but it is recommended that you place it at the top near the first few lines of the workpad.

For example, if you want each page to contain 40 lines of text, you would type the following:

```
-----
.PL 40
-----
```

If you do not specify a number after .PL EdWord will automatically set the value for it 56 lines per page. Additionally, if you wish to change the length of pages further down in the document, simply enter .PL with the new value before the appropriate location. The new value will

then be used after the page break closest to the new .PL command.

If you use the top and bottom margin commands, make sure that your page length is of the appropriate length, so that including the margin settings it will still fit on your paper.

Page Breaks (.PG)

Page break symbols are placed in your document to tell the printer when to eject the current sheet of paper and advance to the next. When you press [Print], EdWord will format your document and place page break symbols at various locations in the formatted document. This is the command .PG.

The page break symbol is one of two dot commands that do not get processed by EdWord, but are processed by the printer. This is because the page ejects and paper advances are handled by the printer and not the screen. For this reason, that is why the page symbol is displayed in the PRINT workpad.

Quite frequently you may want to start a new page at specific line, at a place other than the default setting. To do this you will need to tell EdWord where you want the new page to start. This is called setting a page break. To set a break at a particular line, simply type the following on the line above the appropriate area:

```
-----
.PG
-----
```

After each page break EdWord resets the line counters. This means that if you have set the page length to 45 lines per page, and if you set a page break at 30 lines, then at 30 lines the page will eject. EdWord then resets the count to one starting at the top of the second page, counting until the next page break symbol.

If you have defined page numbering, in either the header or footer commands, .PG can be used to change the number. This is discussed under the header "Page Numbering with EdWord."

Line Spacing (.LS)

With just one Dot command, you can double space a document, triple space or add as many blank lines between lines of text as you wish. This command is .LS followed by the number of line spaces. This command can be placed anywhere in your document, but it is recommended that you place it within the first few lines of your document.

To double space a document, simply type the following at the top of your workpad:

```
-----
.LS 2
-----
```

This causes EdWord to double the space between each line. If there is a single space between a line, EdWord will insert two spaces between the line, and if there are two spaces between a line, EdWord will insert four, and so on.

If you have set the page length with the .PL command, EdWord will calculate the additional blank lines as part of the total line length.

If you wish to return to single spacing for a certain area of text, or for that matter, if you want to change the line spacing to a different value, just type the .JT followed by the appropriate value. To return to single spacing you can simply type the following:

```
-----
.LS
-----
```

Printed Page Offset (.PO)

EdWord allows you to move, or offset, the starting point where the printer prints a document. The effect is similar to moving the entire left margin of a document over. The starting point for the offset is counted from the point the printer uses for column one.

To offset your printed document you use the .PO Dot command followed by the appropriate value for the offset. The offset command can be placed anywhere in your document,

but it is recommend that you place within the first few lines of your document.

To offset the left margin of text, simply type .PO followed by the appropriate offset value. For example, if your printer is set so the starting point is one character from the left hand side of the paper, but you want the document to be printed 10 spaces over from that point, you would type the following:

```
-----  
.PO 10  
-----
```

This setting could then be used as the absolute setting. From that setting you can adjust forward or backward, as long as the value never goes below zero.

The page offset can be reset at any time in your document, simply by entering an new value for the offset. For example, if you originally set the offset to ten and if you want to change it to five, you could either type the following:

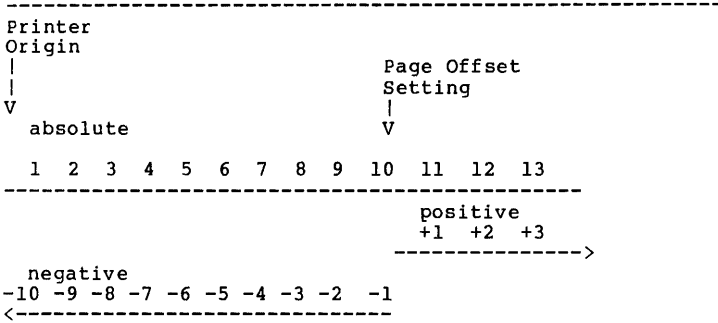
```
-----  
.PO 5  
-----
```

which sets it to the absolute value of 5, or you could type the following:

```
-----  
.PO -5  
-----
```

which moves the offset backwards in relation to the absolute value set originally. Both will accomplish the same action. But if you set the offset to ten, you could not reset the offset minus 11 spaces, that would be a value lower than zero.

To illustrate the relationship between the absolute value you type and the value you could enter, examine the following figure:



Relationship of Offset Settings

Producing Alternating Offsets (.EPO, .OPO)

As explained, offsetting a page is a way to move the left margin of text over from the left edge of the paper. Yet, EdWord also allows you to alternate this offset between odd and even pages. This format is commonly used in books and magazines. The commands for this are .EPO and OPO.

These commands work the same as the .PO command, discussed previously, with the exception that these commands allow you to set the offset for even pages and odd pages.

The offset for even and odd pages is counted from the same point of origin. The difference is that when you specify the even page offset, you would most likely want to set it less than the odd page offset.

For example, if you are using 8-1/2 by 11 inch paper and the printer is set for ten pitch and set to print one character over from the left edge, then the following settings:

```
-----
.OPO 10
.EPO 1
-----
```

would print the odd pages about an inch from the left side, while the even pages would be printed two characters over from the left hand side.

When you use either of these commands, you should not use the .PO command, as this would conflict with the settings. Furthermore, if you wanted, you could specify one setting, say the odd setting, without specifying the other.

Inserting Lines (.SK)

EdWord allows you to insert blank lines at print time. The command to insert lines is .SK followed by the number of blank lines you wish to insert.

To insert three lines between two lines of text, for example, just type the following on the line between the appropriate lines:

```
-----
our request is very simply stated:
.SK 3
SEND YOUR PAYMENT IN EARLY!
-----
```

Since this command occupies only one line, it is of special value when you want to conserve on the number of lines used in your workpad. If you only want to insert one blank line, is perhaps easier to use [Ins Line] instead of using this command. However, when you want several blank lines between lines of text, the command .SK is very useful.

Headers and Footers (.HD, .FT, .TL)

EdWord enables you to place a one line header and a one line footer on every printed page. The commands for this are .HD for the header and .FT for the footer.

Specifying the Tile Line Length. Before you specify a header or footer, you must first specify the width of the header or footer line, also called the title line. The tile length is set by the .TL command followed by the appropriate width. This command also sets the number of characters that can be printed in the header and footer. This command should be placed before the header, footer commands, and the margin commands if they are present.

Generally a title line is set to the same width as your document. So, for example, if your document margins were set were set at one and 70 you would specify the title length line to be 70 characters also. This is done by typing the following:

```
-----
.TL 70
-----
```

Specifying the Header and Footer. Once the title length is specified, you can specify your header and footer information. Both the header and footer lines are divided into three sections. The first section is for text to be printed flush with the left margin. The second section is for text to be printed center with respects to the title line length. The third section is for text to be printed flush with the right side of the title line length. When specifying the different sections, they are divided by apostrophes. The sections are as follows:

```
-----
.HD 'LEFT ' CENTER ' RIGHT '
.FT 'LEFT ' CENTER ' RIGHT '
-----
```

When you specify a header or footer, EdWord allocates three lines for each. If you use the top margin and bottom margin commands (.TM and .BM) the appropriate number of lines are still allocated for the header and footer. For a header, EdWord allocates one line to print the title line, with two blank lines following. For a footer, EdWord allocates one line for the title line with two lines above the title line. This is important to remember, since these are included in the over all page length. So if you wanted a page to be 58 lines long, and you have both headers and footers, you would have to actually have 52 lines of text.

with the header and footer making the entire page 58 lines.

To specify a header simply type .HD followed by the appropriate message, and location in the title line. When a header is printed, it is printed at the top of the page.

For example, if you wanted to print a header with the text flush left in the title line you would type the following:

```
-----  
.TL 70  
.HD 'Dobb Inc. '''  
-----
```

If you wanted to print a header with the text centered in the title line you would type the following:

```
-----  
.TL 70  
.HD ''Annual Report''  
-----
```

If you wanted to print a header with the text flush right in the title line you would type the following:

```
-----  
.TL 70  
.HD '''July 26, 1982'  
-----
```

A header or footer can contain text in all three sections. For example you could type the following:

```
-----  
.TL 70  
.HD 'Dobb Inc.'Annual Report'July 26, 1982'  
-----
```

The parameters and requirements for specifying a header also apply to specifying a footer. A footer will be placed on the last line of a page.

You are also allowed to specify both a header and a footer to be printed on each page. This could look similar to the following:

```
-----
.TL 70
.HD 'Dobb Inc.'Annual Report'July 26, 1982'
.FT '''Presented by D. Harkonnen'
-----
```

If you wish to change either at some point in your document, enter the new header or footer command with the new information. The new command should be placed before the area you wish the title to change. The title will be changed at the next page break.

Odd and Even Headers and Footers (.HDO, .HDE, .FTO, .FTE)

As previously discussed, EdWord allows you to print both headers and footers on each page. In addition, EdWord also allows you to print headers and footers for odd and even pages. The Dot command for odd and even headers is .HDO and for footers are .FTO and .FTE.

The alternating header and footer commands operate under the same constrain as the regular header and footer commands. The additional feature offered by these new commands is that they allow you to have, for example, a header on odd pages that differs from that found on even pages.

For example, you specify the following:

```
-----
.TL 70
.HDE 'Dobb Inc. '''
.HDO '''Annual Report'
-----
```

This would print **Dobb Inc.** left justified on the even pages, and **Annual Report** right justified on the odd pages.

The pararmeters and requirements for specifying an alternating header also apply to specifying an alternating footer.

You are also allowed to specify both an alternating header and an alternating footer to be printed on each page. This could look similar to the following:

```
-----
.TL 70
.HDE 'Dobb Inc. '''
.HDO '''Annual Report'
.FTE 'Presented by D. Harkonnen'''
.FTO '''July 26, 1982'
-----
```

If you wish to change either at some point in your document, simply enter the new alternating header or footer command with the new information. The new command should be placed before the area you wish the title to change. The title will be changed at the next page break.

Page Numbering with EdWord (%)

Specifying page numbers is very easy to do. To do this you must first specify either a header or a footer, or alternating header or alternating footer. Next, decide where in the header or footer you want the page numbers to print. After that, type a percent sign (%) in the appropriate area.

For example, if you wanted page numbers to print in a header, flush right in the title line, you would type the following:

```
-----
.HD '''%'
-----
```

Doing the above causes just the page numbers to be printed. You can enter any text before the page number to give the number further identification. For example you could type a specific section number, as follows:

```
-----
.HD '''Section G-%'
-----
```

If you wanted to change the page number sequence you simply type .PG followed by the new page number. For example, if you wanted to set the counter to start at page 10 you would type the following:

```
-----
.PG 10
-----
```

This causes EdWord to set a page break, in addition to numbering the new page with the number 10. Also, the counter would continue from the number 10.

Conditional Page Test (.NE)

At times you may want to hold a group of text together, so that it is not separated by a page break that is set by EdWord. For those times you need a command that evaluates the length remaining on a page to determine whether a specified group of text can fit on the page or not. EdWord provides such a command. This is the .NE command.

This command is referred to as the "need lines" command. Another term for it is a "conditional page test." This command tests a page for lines remaining and compares it to the number of lines required by an group of text.

This command is placed on the line before the lines of text you want printed on the same page. You are required to enter the number of lines required to hold the group in question together.

For example, in the following text:

```
-----
While we were dining in Flagstaff, Arizona, we decided,
on the advice of a fellow traveler, to see Boulder Dam.
-----
```


If you wanted those three lines to be printed on the same page, you would type `.NE` followed by the number 3. Your document would look as follows:

```
-----
.NE 2
While we were dining in Flagstaff, Arizona, we decided,
on the advice of a fellow traveler, to see Boulder Dam.
-----
```

Then when EdWord tested for the number of lines left on a page, it could determine whether that three lines of text would be printed on the current page or if it would be moved to the next page.

Centering Text (`.CE`, `.EC`)

EdWord allows you to center lines with a Dot command. The command for this is `.CE`. This command can be placed anywhere in your document, yet, it requires that you have the left and right margins set with Dot commands.

Centering with a Dot command allows you to leave the text in a jumbled state on the screen, and at print time format it correctly. To use this command simply type `.CE` on the line before the lines you want centered. For example, your text would look as follows:

```
-----
.CE
Bester Beefwater Contractors
Proudly Presents:

Vila Elite
-----
```

Text that follows the `.CE` command is centered between margin settings set by `.LM` and `.RM`.

This command will continue to center lines of text until it reaches the stop centering command. This command is `.EC`, which stands for "end centering." This command is placed after the last line of text you want to be centered. For example:

```

-----
.CE
Bester Beefwater Contractors
Proudly Presents:

Villa Elite
.EC
-----

```

Inserting Non-printing Comments (..)

At times you may wish to put in comments that will display in your workpad, but will not be printed. For this you can use the dot dot command. This command consists of two periods, followed by whatever comment you want to write. This command can be placed anywhere in your document.

To use this command, simply type .. followed by your message. For example:

```

-----
.. The next four paragraphs are about Dry Gultch.

Dry Gultch is proably the most ...
-----

```

This command comments out only one line of text at a time. For each comment line, you place this command.

Review

The following is the ordering that the commands should follow in your document. This chart will help you to determine the order in which certain Dot commands should be placed. If a command is above another, it is safe to place it in your document before the command below it. A command that has a pound sign next to it indicates that any commands requires a numeric value.

As you have read, you know that certain commands listed can be placed anywhere in a document.

```

.TL ##          title length
.HD ' '' '' '' header
.HDO ' '' '' '' odd header
.HDE ' '' '' '' even header
.FT ' '' '' '' footer
.FTO ' '' '' '' odd footer
.FTE ' '' '' '' even footer
.TM            top margin
.BM            bottom margin
.LM ##        left margin
.RM ##        right margin
.FI ##        fill mode
.NF           no fill
.PO ##        page offset
.OPO ##       odd page offset
.EPO ##       even page offset
.PL ##        page length
.LS ##        line spacing
.JT           justification
.NJ           not justified
.SK ##        skip lines
.PG           page break
.NE ##        need lines held
.CE           begin center
.EC           end center
..           comment

```

Hierarchy of Dot Commands

Using Escape Codes

The rules for using escape codes is for the most part governed by your printer and what features it has. The escape codes can be placed anywhere throughout your document. One thought to keep in mind is that some escape codes turn off their function when the end of the line is reached. Verification of this can be found by looking at your printer reference manuals under the section dealing with escape codes.

To use an escape code for your printer you simply type a backslash character (\), followed by the appropriate escape code. The value of the escape code must be in a decimal value. The escape code can be placed anywhere in your document.

Also, these backslash characters are not acted upon by EdWord, but are processed by the printer. So if you display the PRINT workpad, these characters will still display.

For example, if you have an Epson MX80 or MX100 printer, and you want to print enlarged characters you would type \14 to turn on enlarged character printing, and \20 to turn it off, as follows:

 It was assumed that the \14Giant\20 which Jack...

If you had a NEC printer, and you wanted to print shadow characters, you would simple type \27+ to turn on the shadow printing, and \27, to turn it off.

 Only the \27+Shadow\27, knows for sure.

A few escape codes are detailed in Appendix A of this manual. For a complete list specific to your printer you should consult the operations manual of your printer. What you will look for is a section that deals with escape codes for your printer. The codes may take different forms. For example some may describe the code as follows:

ESC - or FF

For these types you must convert the control codes ESC and FF to the ASCII decimal value (incidentally ESC is 27 and FF is 12). Once you have the value, you simply type \ followed by the correct code.

CHARACTER	
ENHANCEMENTS	9

To come up with a good idea is one thing, to get it noticed is another. This is the case with creating a document. To compose a document can require much thought and effort, and to produce it can require additional skill as well as additional effort. But all of this does not insure that it will be read or even noticed. So sometimes to get a document noticed cleverness is required; cleverness in the form of presentation. This chapter covers the functions that allow you to enhance the printed characters and improve appearance of the document.

Up to this point, this manual has covered functions that enable you to produce documents, and allow you to arrange the document in the appropriate format. This chapter deals with the label [Enhance], that allows you to enhance a character's appearance. Character enhancements, as described in this chapter, are embellishments to the character that can be both displayed on the Editing window and printed to a printer.

Since the [Enhance] label directly relates to printing, it is of advantage to consult your printer reference manuals as to enhancement functions available, and that you be acquainted with the procedures to print a document.

This chapter opens with an explanation of the various enhancements available in EdWord. After acquainting you with the enhancements, this chapter continues with instructions on how to use the [Enhance] label.

The EdWord function key labels discussed in this chapter are:

----- Edit Labels -----				
F1	F2	F3	F4	F5
+-----+				
Enhance	Format	Redo	Bound	Ins Line
ScrlBack	ScrlFwr	Undo	Mark	InsChar
+-----+				

F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

----- Enhance Labels -----
(reached by holding down [SHIFT] and pressing [Enhance])

F1	F2	F3	F4	F5
DbUline	Super	StrkOut		
Uline	Sub	Bold	OverStrk	Insert

F6	F7	F8	F9	F10
Enh On	Enh Off			Exit

What are Enhanced Characters?

An enhanced character is simply a normal typewritten character that has been setoff with additional type. For example, an enhancement is overstrike, where one letter is written over with another letter. Overstrike is as follows:

O overstriked with / equals Ø

Presentation of a document plays an important part in getting the point of a document across, and can at times make a difference in a document being read or not. In legal documents, and other instances, specific enhancements, such as strikeout, are vital to properly convey certain meanings to the document.

Available through the label [Enhance] are the following enhancements:

BOLD: Typing over a letter to make it appear thicker.

example: **BOLD**

STRIKEOUT: Typing over characters with the dash (-) character.

example: ~~STRIKEOUT~~

OVERSTRIKE: Typing over a character with a different character.

example: ~~O~~**VERSTRIKE**

SUBSCRIPT: Typing a character, or group of characters, next to and slightly lower than the adjacent character.

example: SUB_{SCRIPT}

SUPERSCRIPT: Typing a character, or group of characters, next to and slightly higher to the adjacent character.

example: SUPER^{SCRIPT}

UNDERLINE: Typing a line underneath specified text.

example: UNDERLINE

DOUBLE UNDERLINE: Typing two lines underneath specified text.

example: DOUBLE UNDERLINE

When you use these enhancements, the characters typed and their enhancements appear on the Editing screen.

Using Enhance

There are two ways to use the [Enhance] label: 1) enter new characters with enhancements, or 2) enhance characters that have previously been entered. We will first cover entering new characters with enhancements:

Entering Enhanced Characters

To begin, press [Enhance]. The labels change and display

the following:

F1	F2	F3	F4	F5
Db U Line	Super	StrkOut		
U Line	Sub	Bold	OverStrk	Insert
F6	F7	F8	F9	F10
Enh On	Enh Off			Exit

In addition, the Command window displays the following:

	Line 1/512	Column 10	Workpad []
	Enhance	Enhancement(s) selected:	(none)	

Notice that the Command window indicates that no there are no enhancements currently active. In order to enhance a character, you must first activate the enhancement, followed by typing the appropriate characters. For example, if you want to print bold letters press [Bold], the Command window displays the following:

	Line 1/512	Column 10	Workpad []
	Enhance	Enhancement(s) selected:	BOLD	

Next, type the appropriate characters. For example, the text typed would look as follows:

```
-----
Mr. Ajax Babcock
Square Pegs, Inc.
3180 State Street
Boise, Idaho 88703
-----
```

You should be aware that the during the time that you are in the Enhance level, your cursor remains in the Editing window. Also, you can move your cursor anywhere about your document by using the cursor keys. This allows you to enter text as you would normally in typeover mode, with the exception that the characters will be enhanced.

As long as the Command window displays that an enhancement is active, all characters typed, while in the Enhance level, will be enhanced.

Enhancements can be grouped as well. For example, you can make a character in bold print, and underline it as well. To group enhancements, simply press the labels of the enhancements you want selected. It makes no difference what order they are selected in. As in the following, if you press [ULine] and [Bold] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Enhance | Enhancement(s) selected: Bold, Underline |
+-----+

```

With the above enhancements selected the following would result:

```

-----
According to the Encyclopedia Britannica,,
Jakob Bernoulli-- a Swiss mathematician ...
-----

```

When grouping enhancements, it is important to note that certain enhancements will either negate one another, or offer no additional value. For example, superscripting and subscripting cancel one another, and single underlining while double underlining serves no value.

All of the enhancements work on what is called a "toggle" principle. Toggle simply refers to the fact that an enhancement is activated when the label is pressed, and deactivated when pressed again. To deactivate an enhancement you only have to press the appropriate corresponding label. For example, if the Command window displayed the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Enhance | Enhancement(s) selected: BOLD, SUPERSCRIPT |
+-----+

```

To deactivate the Bold enhancement you press [Bold]. The Command displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Enhance | Enhancement(s) selected: SUPERSCRIP |
+-----+

```

At some time you may want to deactivate all of the enhancements, yet while still remaining in the Enhance level. To do this simply press [Enh Off]. The Command window displays that no Enhancements are active. Once the enhancements are deactivated, they do not become active until you reselect them.

All of the enhancement labels, with the exception of one, operate the in the same manner. Once an enhancement is selected all letters typed are then enhanced. The exception is the overstrike enhancement.

Overstrike allows you type one letter over another. This enhancement either overstrikes the last character typed or the current character the cursor is positioned at. Which character is overstruck depends on your last action. If right before you press [OverStrk] you type a character, the cursor will move back to the last character and the Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Enhance | Overstrike with what? |
+-----+

```

To this prompt you would press the appropriate character. For example, if you typed the following:

```

-----
enfant ga
-----

```

If while the cursor was following the last letter a you pressed [OverStrk], the cursor would back up to the letter a and the Command window would display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Enhance | Overstrike with what? |
+-----+

```

If you typed the caret (^) character, the Editing window would display the following:

enfant gâ

You could continue and type the following:

enfant gâte

While the cursor was following the last letter r you could press [OverStrk], the cursor would back up to the letter e and the Command window would again prompt for an overstrike character. If you typed the apostrophe (') character. The Editing window would display the following:

enfant gâté

This is how overstrike works if you type a letter and press [OverStrk]. Incidentally, the french phrase "enfant gâté" means spoiled child.

If you have not previously typed a letter, say you moved the cursor about the cursor keys, and you press overstrike the current character will be overstruck. For example, if you had previously typed the following:

enfant gate

If you wanted to accent it properly, simply move the cursor first to the letter a in "gate" and press [OverStrk]. The Command window would display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Enhance | Overstrike with what?|
+-----+

```

Press the caret (^) character. Next, move the cursor to the letter e in "gate" and press {OverStrk}, followed by the apostrophe (') character. After this the screen would display the following:

```

-----
enfant gâté
-----

```

Enhancing Previously Typed Characters

In addition to enhancing characters as you enter them, the enhance label also allows you to enhance previously typed characters. This feature allows you to first create your document and later go back through it to enhance the appropriate characters.

To enhance a previously typed character, begin by pressing [Enhance]. The labels change and display the following:

----- Enhance labels -----

The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Enhance | Enhancement(s) selected: none|
+-----+

```

Next, select the desired enhancements. For example, select [Strikeout]. Once the enhancement is selected, move the cursor to the appropriate character and press [Enh On]. When you press [Enh On] the character the cursor is currently at is enhanced, and the cursor then advances to the next character. For example, in the following text:

PARTNERSHIP AGREEMENT

THIS AGREEMENT, made in the City of San Diego, State of California, on the fifteenth day of September, 1982, between EDWARD HOOPY and WILLIAM PERFECT and THOMAS WOLFEY, all residents of San Diego ...

If the cursor is at the a of the "and" located before the name "WILLIAM" and you press [Enh On] until the cursor reaches the end of "PERFECT," then the Editing window will display the following:

PARTNERSHIP AGREEMENT

THIS AGREEMENT, made in the City of San Diego, State of California, on the fifteenth day of September, 1982, between EDWARD HOOPY and ~~WILLIAM PERFECT~~ and THOMAS WOLFEY, all residents of San Diego ...

Every time you press [Enh On] while an enhancement is selected, the enhancement will be added to the character.

Adding enhancements to characters with [Enh On] works for all of the enhancements, with the exception of one. The exception is overstrike. Overstrike requires a different method of handling, which is described in the previous section titled "Entering Enhanced Characters."

Inserting Enhanced Characters

In addition to entering enhanced characters, and enhancing previously typed characters, Enhance allows you to insert enhanced characters between other characters.

To insert enhanced characters, press [Enhance], followed by the selection of the appropriate enhancement. Next, move the cursor to the desired location and press [Insert]. The cursor changes from the Typeover cursor to the Insert cursor. Continue by typing the desired characters. For example, in the following text:

 Promptness is important for our company image.

select [Uline]. Next move the cursor to the letter i in "important" and press [Insert]. Type the word "very." The Editing window displays the following:

 Promptness is very important for our company image.

The insert mode of Enhance works similar to the insert mode of the Edit level.

Turning Off Enhancements

Once enhancements are added to a character, the character when printed or displayed will be enhanced. Yet, if you no longer want a character to be enhanced you must either deactivate the enhancement or delete the character and retype the character.

To deactivate enhancement, begin by pressing [Enhance]. Next move the cursor to the characters that you want unenhanced, and press [Enh Off]. This will turn off the enhancement for the current character and then move the cursor to the next character. For example, in the following text:

 Promptness is very important for our company image.

Move the cursor to the letter v in "very" and press [Enh-Off] until you reach the end of the word. The result is as a follows:

Promptness is very important for our company image.

Notice that the characters return to the normal appearance.

The other way to turn off an enhancement is to delete the enhanced characters with the [Del Char] label, of the Edit level, followed by re-typing the characters.

Once you become familiar with basic editing features of EdWord, you will see that creating documents can be a very quick and easy process. This is the intent of all editors and word processors. Yet, the requirements to produce a document varies from document to document. Some documents, such as memos and letters, require only simple character editing and text formatting functions. Other documents, reports for instance, can require more complex formatting functions, such as Dot commands that are used at the time of printing.

Among the various types of documents and the variety of production requirements, there arises another type of document that requires a combination of simple editing functions as well as the more complex formatting functions. This type of document is as a FORM document.

A Form document contains a combination of generic material and specific material. The generic material is the same for all recipients, while the specific material tailors the message to the individual. This allows you to create somewhat personalized documents.

For example, the generic information could be information on a new product and its availability in the form of a letter from your sales department. The specific information could be the name, address and perhaps discount rates which are effective to the individuals to which it is directed. An additional example of a form document is mailing labels, where the format for each label is the same for each envelope, but the addressee information is different.

This chapter covers the EdWord functions that enable you to produce different kinds of Form documents. This chapter primarily deals with the [Forms] label.

In addition to the [Forms] label, you will use most of the EdWord labels and functions already presented so far. So, it is to your advantage to have a basic knowledge, and be somewhat familiar with the EdWord functions presented in the previous chapters.

This chapter opens with an explanation of the building

blocks used to create a form document. After acquainting you with some terms, this chapter continues with instructions to create a list of records, a pattern, and to merge both to create a Form letter.

In this chapter the term Form is used when describing Form documents. The reason for using one term is merely to simplify matters.

After covering the steps to create a Form letter, this chapter continues by covering the steps needed to create a mailing label. A mailing letter does not differ much from a mailing label, aside from the fact that a label is a smaller and requires a slightly different handling.

Sorting the list of records is the final consideration of this chapter. Sorting allows you to organize the list in an order of your choosing.

The EdWord function key labels discussed in this chapter are:

```

----- Edit level -----

```

F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
ScrlBack	ScrlFwr	Undo	Mark	InsChar

F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

```

----- Workpad Level -----
(reached by pressing [WorkPad])

```

F1	F2	F3	F4	F5
LoadFile		Del Pad		
		Clear		SaveFile

F6	F7	F8	F9	F10
Make Dir		List Vol		
Make Pad	Ins File	View Dir	View Pad	Exit

----- Forms Level -----

(reached by depressing [COMMAND], [SHIFT] and pressing [Forms])

F1	F2	F3	F4	F5
Prev Rec	Next Rec	FirstRec	Last Rec	Ins Rec

F6	F7	F8	F9	F10
Del Rec	Sort	Print	Word Cap	Exit

Components of a Form

As described previously, a Form is a document that contains generic and specific material. By this description it's clear that there are two main parts to a Form. The first part is the generic material, or pattern. The second part is the specific material, or list of records that are inserted into the pattern. To properly create a Form you need both parts.

Pattern

A pattern, in reference to a Form, is simply the generic material that provides a blueprint or layout for the Form. When you follow the pattern you can create multiple documents with the same overall look and content.

This layout can be likened to a dress pattern. A dress pattern details the placement of each piece of cloth as well as the overall look of the garment. It is like generic material in that every time the pattern is followed the end result will be basically the same. Yet, a garment is not made from a pattern alone, cloth is needed as well. So, too, with a Form, the pattern is an integral part, but by itself does not create the Form.

In the case of a dress pattern, it is generally created by a manufacturer of some sort. In the case of a Form pattern, you are its manufacturer. The idea of a pattern is to create a document with blank areas in which to insert text appropriate to your reader. One pattern, for example, is the following:

Dear _____,

It was so nice to speak with you. Your discussion with Ms. Rodneger about _____ was very much appreciated.

Notice that the generic material is broken up with blank spaces. These areas are where the specific material would be inserted. Later, this chapter will discuss how to create a Form pattern with special areas that equate with the blanks in the above example.

Usually a dress pattern is used only once. However, if the pattern can be used again, its value is doubled. Additionally, its value is enhanced further when the pattern is used with different cloth, to create garments with an overall different look. The same holds true with a pattern for a Form. Form patterns can be used over and over. Also, their value is enhanced since the pattern can be merged with different lists of records.

As was previously mentioned, a Form needs two parts to be complete. Up to this point, only the pattern has been discussed. The next section of this chapter goes on to discuss the portion dealing with the list of records.

Lists, Records and Fields

A record, in reference to a Form, is simply a collection of information or data that is related to a particular person or subject. A list of records simply refers to the collection of records. When records are merged with a pattern a complete Form is yielded. As a matter of fact, it is the records which contain the information that makes the Form pertinent and personal to the reader.

Using the analogy of the dress pattern, the list of records can be likened to the cloth used. Just as there is a variety in types of cloth, there is a variety in types of lists. From list to list, the information in the records can give the Form a completely different meaning.

A list is made up of multiple records, just as cloth is

made up of multiple threads. As previously explained, a record is simply a grouping of related information. The implication of this is that a record is also made up of smaller parts, just as a thread is made up of fibers. The fibers in this case are fields. Field simply refers to the entries that make up a record. These would be things such as names, addresses, comments, etc. The following is an example of a record:

Mr. Theodore Cleaver
123 W. Main St.
Anytown, Ca.
ACME Insurance

The fields in the above example are all related since they apply to one person.

In the previous example of a pattern there were areas left open to allow insertion of appropriate detail. To demonstrate how a record with its various fields relates to pattern, consider the following:

Dear _____,

It was so nice to speak with you. Your discussion with Ms. Rodneger about _____ was very much appreciated.

It is obvious that the information to be inserted is a name and some subject. Using the previous example of record, the fields we can select from are as follows:

Mr. Theodore Cleaver
123 W. Main St.
Anytown, Ca.
The ACME Insurance Company

The appropriate fields would be from the first line and the fourth line. If we meld these fields from the record with the corresponding blank spaces, the result is as follows:

Dear Mr. Theodore Cleaver,

It was so nice to speak with you. Your discussion with Ms. Rodneger about The ACME Insurance Company was very much appreciated.

Thus we have created a form letter. With additional records we could merge them with the same pattern and create additional form letters. As should be noted in the above example, certain fields were not used with this pattern.

This does not mean the extra fields are not of use. Different patterns may call for a different field of a record. Using selected fields is discussed later in this chapter.

Summation of a Form

Keeping in mind the simple workings of Form, you should also keep in mind this thought: FLEXIBILITY. You are given a wide range of flexibility in creating various Forms since you can: 1) use a pattern with different lists of records, 2) use a list of records with different patterns, and 3) you can pick and choose which fields of a record are used with which pattern. You are offered tremendous flexibility when creating a Form, which in some instances is limited only by your ingenuity.

Since you are allowed flexibility when you create a pattern and a list of records, and flexibility when you combine them, the order in which you create either the pattern or the list is not that important. Yet, order is important when you merge the two.

As a final consideration before continuing to the next section, review the following definitions:

Form - is a document made up of a pattern (generic material) and records (specific material) which are merged to create a generic document that is tailored for each individual.

Pattern - is simply a blueprint or layout of generic material, with spaces for the insertion of specific material.

List - is a collection of records.

Record - is a collection of fields specific to an individual.

Fields - are the separate entries that make up a record.

Creating a List of Records

There are a few components that make up a list of records, so it is best to review these before creating a list. First, you need a workpad that will contain the list. This is covered under the section "Making a Workpad," found in this chapter.

Next you need to decide what fields, or entries, will make up one record, remembering that a record is simply a collection of entries pertaining to one person or subject. The most common entries are items such as name, address, and perhaps some personal circumstance. After you decide what fields are needed, you can then build a Data Entry Template. This is simply a guide, similar to a stencil, that allows you to quickly enter data into the various fields. This is discussed under the section "Making a Template."

Once you have created the template you can enter the appropriate data into the various fields. The template also possesses many features that allow you to move quickly in the fields as well as features that allow you to manipulate the records. This is covered under the section "Using the Template."

Making a Workpad for the Template

To begin, you must be in the EdWord Workspace. Once in the Workspace, you are allowed to create a workpad anywhere, regardless of whether you are in a text workpad or the directory. The reason for making an additional workpad is to provide a storage area for the new list of records.

To make a workpad, press [Workpad]. The Command window displays as follows:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Workpad | Select workpad management option |
+-----+

```

Additionally, the labels change and display as follows:

```

          F1          F2          F3          F4          F5
+-----+
| | | | |Del Pad | | | |
|LoadFile| | | |Clear | | | |SaveFile|
+-----+

          F6          F7          F8          F9          F10
+-----+
|Make Dir| | | |List Vol| | | |
|Make Pad|Ins File|View Dir|View Pad|Exit |
+-----+

```

Next, press [Make Pad]. The Command window displays:

```

+-----+
| Line 1/512   Column 10       Workpad [   ] |
|Workpad | workpad name?      |
+-----+

```

A workpad name can be up to ten alphanumeric characters long. In addition, a workpad name can contain punctuation characters. Yet, the name cannot contain any spaces, or colons. For example, valid workpad names are:

```

USELIST
LIST#10
4WARD

```

For our example, type USELIST and press [RETURN]. After you type the name and press [RETURN] the Command window displays an additional prompt, which is as follows:

```

+-----+
| Line 1/512   Column 10       Workpad [   ] |
|Workpad | Workpad title?      |
+-----+

```

A title contains comments about the contents of the new workpad. To this prompt you can enter a comment of up to 36 characters. After you enter your comment and press [RETURN], you are immediately placed in the new workpad, which becomes your current workpad. At this point you should decide what fields you will need so you can continue and create a template.

Making a Template

A template is simply a stencil on the editing screen that allows you to enter data into the different fields to make records with the same format.

A paper stencil has areas that are cut out to form a pattern. When you place the template over a sheet of paper and pass ink over it, the pattern is reproduced on the paper underneath. In the case of a form, the template on the editing screen has cut out areas called fields, and instead of ink you enter information into the fields. All the information is then recorded into the workpad used for the list of records, which is the one just created.

As with a stencil, the cut out areas have size and shape to them. The size and shape of the fields of a Form template are determined by the length of each field. For

instance, if you wanted a field for a person's first name in the template, you would have to make an area for it. Generally, an accommodating length for a first name is 10 characters. The following is an example of what a field looks like, keep in mind that you would type this into your current workpad:

```
-----
first name <10>
-----
```

The words "first name" before the left angle bracket (<) are merely for your benefit. This is simply a message to remind you what information will be placed into that field. The number between the two angle brackets is the length of the field. If you wanted a last name field, you might want to make it 20 characters in length. If you typed it on the next line, it would look like the following:

```
-----
first name <10>
last name <20>
-----
```

You would do this for each field.

When you type the field names and widths into the workpad, they do not have to be typed on separate lines. You can place many on a line if you wish. As is the case in the following example:

```
-----
first name <10> last name <20>
-----
```

This template is merely a mechanism to enter the data quickly and in the correct format. There is no real significance to the layout of the template, since the final layout is determined by the pattern with which you merge the list.

The only significance to the layout of the fields is to EdWord. After placing each field, EdWord keeps track of how they are layed out. The fields are sequenced from left to right and top to bottom. EdWord uses alphabetic characters

to keep track of the fields, and is able to keep track of 26 different fields for each record. Let us look at our first two fields, which were as follows:

```
-----  
first name <10>  
last name <20>  
-----
```

The first name field would be field A of the sequence, the last name field would be field B, and so on with each field.

At the end of this manual, in Appendix B, there is a form provided that will aid in creating a template. You can fill out the form before you begin to set the fields. The following is an example of how the top half of the form can be filled out:

LIST OF customer		RECORDS	
LIST WORKPAD: uselist		PATTERN WORKPAD:	
FIELD NAME	WIDTH	FIELD NAME	WIDTH
Field \A Mr/Mrs/Ms	3	Field \N	
Field \B last name	20	Field \O	
Field \C first name	10	Field \P	
Field \D street address	35	Field \Q	
Field \E city	15	Field \R	
Field \F state	2	Field \S	
Field \G zip	5	Field \T	
Field \H product interest	30	Field \U	
Field \I		Field \V	
Field \J		Field \W	
Field \K		Field \X	
Field \L		Field \Y	
Field \M		Field \Z	

Notice that a backslash () character precedes the alphabetic character of each field. This character is described under the heading "Making a Pattern" found in this chapter.

Once you complete the above form with the appropriate field names, you can enter the field names and widths in the designated list workpad. Using the entries in the example form above, your workpad could look like the following:

```

-----
Mr/Mrs/Ms <3>
last name <20>
first name <10>
street address <35>
city <15>
state <2>
zip <5>
product interest <30>
-----

```

The layout of the above example can be made more manageable by adding line spaces and combining certain fields with other fields on the same line. Take care not to change the order that fields are arranged, or else the form you filled out will be incorrect. A more readable layout, for example, could be as follows:

```

-----
Mr/Mrs/Ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <30>
-----

```

Keep in mind that this layout is to make entering the information easier, but the layout has no bearing on the final arrangement when merged with a pattern to be printed.

After you complete the layout of the fields for the template, you indicate that it is the template for a record. This is done by typing two tildas (~), at column one below the last field. This would look as follows:

```

-----
Mr/Mrs/Ms <3> last name <20>

first name <10>

street address <35>

city <15> state <2> zip <5>

product interest <30>

~~
-----

```

The tildas must be side by side, and start at column one.

Once you complete the layout of the fields for the template and finalize it with the two tildas, you can use it to enter your data. The instructions for this are found in the next section, titled "Using the Template."

Using the Template

Once you create the template, using it is very simple. To use the template means turning on the template mode. Before you begin be sure that the cursor is resting somewhere in the template and not below the two tildas. Hold down the [SHIFT] key and press [Forms]. The labels change to display the following:

```

      F1          F2          F3          F4          F5
+-----+
|       |       |       |       |       |
|Prev Rec|Next Rec|FirstRec|Last Rec|Ins Rec |
+-----+

      F6          F7          F8          F9          F10
+-----+
|Del Rec |Sort    |Print   |Word Cap|Exit   |
+-----+

```

In addition to the labels changing, the Editing screen changes and displays as follows:

```

-----
Mr/Mrs/Ms [   ] last name [           ]
first name [           ]
street address [           ]
city [           ] state [   ] zip [   ]
product interest [           ]
~~
-----

```

Notice the rectangular boxes, displayed in reverse background on the Editing screen, that follow the field names. This indicates the template mode is active. The length of these boxes is determined by the values you specified between the < and > signs. For example, the Mr/Mrs/Ms field, which was specified as <3>, would have a length of three characters. Also notice that the cursor, which appears as an underline character, is located in the first box.

Moving to different fields

The cursor indicates the field into which you will enter the information. To move the cursor to the next field press the [TAB] key. For example, in the following:

```

-----
Mr/Mrs/Ms [   ] last name [           ]
first name [           ]
street address [           ]
city [           ] state [   ] zip [   ]
product interest [           ]
~~
-----

```

If the cursor is in the first field (Mr/Mrs/Ms) when you

press [TAB], the cursor will move to the second field (last name).

To move the cursor to the first field of the next line press the [RETURN] key. For example, in the following:

```

-----
Mr/Mrs/Ms [   ] last name [           ]
first name [           ]
street address [           ]
city [           ] state [   ] zip [   ]
product interest [           ]
~~
-----

```

If the cursor is in the fifth field (city) when you press [RETURN], the cursor will move to the eighth field (product interest).

You can also use the cursor keys to move around the various fields. The left and right cursor keys move the cursor one character at a time, until the cursor reaches the last character of the field, in which case the cursor advances to the adjoining field. The up and down cursor keys move the cursor to the first field in the adjoining line.

Entering Information

To enter information into the fields, simply move the cursor to the appropriate box and begin typing. For example in the first field, type the courtesy title for the person you wish to address (e.g. Ms). If the person is to be referred to as Ms then type Ms and press [TAB]. The screen displays as follows:

```

-----
Mr/Mrs/Ms [Ms ] last name [          ]
first name [          ]
Street address [          ]
city [          ] state [  ] zip [    ]
product interest [          ]
~~
-----

```

Notice that the cursor is located in the second field. To continue, simply type the correct information in the appropriate fields. Remember, you can press the [TAB] key to advance to the next field, and hold down the [SHIFT] and press the [TAB] key to go back to the previous field.

At times the characters in a field are exactly the size of the field, in such a case the cursor advances to the next field automatically when the last letter is typed. For example, the field labeled zip is five characters in length, when you type the number 95129 the cursor automatically advances to the next field in the sequence when you type the last character.

An entire record is created after you have entered the appropriate information for each field, for example the following:

```

-----
Mr/Mrs/Ms [Ms ] last name [Steinhardt    ]
first name [Sylvia      ]
Street address [1250 Presson Drive      ]
city [San Jose      ] state [CA] zip [95129]
product interest [ACME 870 Figglesjammer hood    ]
~~
-----

```


When you have completed an entire record, you can continue on to create an additional record. If the cursor was located at the end of the word **hood** in the last field, do as follows:

```
-----  
Mr/Mrs/Ms [Ms ] last name [Steinhardt      ]  
first name [Sylvia      ]  
Street address [1250 Presson Drive          ]  
city [San Jose      ] state [CA] zip [95129]  
product interest [ACME 870 Figglejammer hood_ ]  
~~
```

```
-----
```

To advance to next record, simply press [RETURN]. In this case the next record is blank. To continue entering information in the various fields repeat the steps detailed above.

When you have completed a sufficient amount of records, you can press [Exit] to turn off the template mode thus returning the Edit labels and the normal editing window. For example, if you completed three records, the Editing window of your workpad would display as follows:

```
-----
mr/mrs/ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <40>
```

```
~~
Ms Steinhardt
Sylvia
1250 Presson Drive
San Jose CA 95129
ACME 870 Figglejammer Hoods
~~
```

```
Mr Tee
Brad
2100 Fardover Road
Oklahoma City OK 73108
Discrete Applications programs
~~
```

```
Mr Kroids
Anthony
678 South Pullman Avenue
South Bend IN 46618
Vulcan 220 Desktops
~~
```

```
-----
Notice that each record is separated by two tildas. These
tildas are an integral part of a record. Also notice the
placement of each field. This arrangement was setup by
EdWord when you entered the information with the template.
```

Each time you want to create new records you must turn on the template mode. To turn on the template mode, simply make sure that the cursor is located somewhere in any record. When you re-enter the template mode, the record that displays will be the one in which your cursor is located. For example, in the following list:

mr/mrs/ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <40>

~~
Ms Steinhardt
Sylvia
1250 Presson Drive
San Jose CA 95129
ACME 870 Figglejammer Hoods
~~

Mr Tee
Brad
2100 Fardover Road
Oklahoma City OK 73108
Discrete Applications programs
~~

Mr Kroids
Anthony
678 South Pullman Avenue
South Bend IN 46618
Vulcan 220 Desktops
~~

If the cursor is located on the third line of the second record when you press [Forms], the following would display:

```

-----
Mr/Mrs/Ms [Mr ] last name [Tee           ]
first name [Brad           ]
Street address [2100 Fardover Road       ]
city [Oklahoma City] state [OK] zip [73108]
product interest [Discrete Applications programs]
~~
-----

```

Notice that the cursor is located in the first field of the record.

Moving Through the List of Records

Upon re-entering the template mode within a list of records, you will most likely want to advance or go back to different records in your list. To move between the various records, the labels [Prev Rec], [Next Rec], [FirstRec], and [last Rec] are provided.

To go back to the record previous to your current location, simply press [Prev Rec]. This moves you to the first field in the previous record. If you are located in the first record of the list, and you press [Prev Rec], you are placed in the first field of that record.

To advance to the next record from your current location, simply press [Next Rec]. This moves you to the first field in the next record. If you are located in the last record of the list, and you press [Next Rec], you are placed in the first field of that record.

EdWord also allows you to quickly move from the top to the bottom of your list of records. To move to the first record in the list press [FirstRec], which places the cursor in the first field of the first record. To move to the last record in the list press [Last Rec], which moves the cursor to the last record in the list. Incidentally, the last record of any list is blank and ready to accept information. This allows you to move to the last record and add to the list.

Altering the List of Records

Generally speaking, a list is not fixed but is in a constant state of change. Because of this, it is most likely you will want to edit certain fields of various records. This can be done by moving to the appropriate field of a record and typing the correct information. Yet, there are cases where you would want to delete records from the list, or insert new records between existing records. For these instances, the labels [Ins Rec] and [Del Rec] are provided.

To insert a new record between the record at which you are currently located and the previous record, simply press [Ins Rec]. When you do this, the cursor is positioned in the first field of the new record. This label allows you to insert only new records, which are blank, into the list.

To delete the record in which you are currently located, simply press [Del Rec]. When you do this, the record is deleted and the cursor is positioned in the first field of the next record. If by some chance this action was not desired, you can exit the template mode by pressing [Exit], and remedy the situation by pressing [Undo].

Though it is recommended that you alter the information in the records only while in template mode, you can use the normal editing functions of EdWord to produce the same effect. One word of caution, you must be sure that you do not alter the format of each record. It is important that the shape of the record be maintained, as EdWord requires the pattern of the records to match the template in order to register the information correctly.

Word Capitalization Mode

To save time while entering certain types of information, a label with name [Word Cap] is provided. This feature capitalizes the first letter of each word automatically as it is typed. This saves you from depressing the [SHIFT] key, and in some instances can allow you to enter the information with no interruptions. This feature is active whenever you activate the template mode.

This mode remains active until you turn it off. To turn this feature off you press [Word Cap]. When you press [Word Cap] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Forms | Capitalize first letter of each word? Y |
+-----+

```

To turn it off press N. After this the mode will be turned off until you either turn it back on by pressing [Word Cap] and respond with Y, or leaving the template mode and returning to it.

While in Word Capitalization mode, letters that have been capitalized can be made lower case by simply re-typing over them.

Altering a Template

Once the template is made, it should not be altered. If you alter the shape of the template by moving the fields around after you have entered information for various records, this causes EdWord problems in recognizing the correct information for each field. Keep in mind this thought: if you must alter the shape of the template by rearranging the fields or adding fields to the template, you must make this the change in each record before turning on the template mode. For example, if you wanted to add a field to the following template:

```

-----
mr/mrs/ms <3> last name <20>

first name <10>

street address <35>

city <15> state <2> zip <5>

product interest <40>

~~
-----

```

So as not to upset the sequence of the fields, it would be best to add it to the end. Thus, for our example we will add a field for the telephone, which would be field I. This would involve inserting a line below the "product interest" field, H, and typing the appropriate information. This would look as follows:

mr/mrs/ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <40>
telephone <13>
~~

The next action you must take is to make sure each field reflects this change. To do this you must insert a blank line below the last field in each record. The result would look as follows:

mr/mrs/ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <40>
telephone <13>
~~

Ms Steinhardt
Sylvia
1250 Presson Drive
San Jose CA 95129
ACME 870 Figglejammer Hoods

~~
Mr Tee
Brad
2100 Fardover Road
Oklahoma City OK 73108
Discrete Applications programs

~~
Mr Kroids
Anthony
678 South Pullman Avenue
South Bend IN 46618
Vulcan 220 Desktops

Then when you activate the template mode, all the fields
will be correct. The fields would display as follows:


```

-----
Mr/Mrs/Ms [Mr ] last name [Tee           ]
first name [Brad           ]
Street address [2100 Fardover Road       ]
city [Oklahoma City] state [OK] zip [73108]
product interest [Discrete Applications programs]
telephone [           ]
~
-----

```

Again, it is not advisable to alter the template.

The Pattern for a Form

A pattern, in reference to a Form, is simply the generic material that provides a blueprint or layout for the Form. It is this pattern that when merged with the appropriate list of records, produces the desired document.

You enter the information that makes up the pattern, as well as specifying the areas that information from your list of records is to be inserted. For example, as presented previously, the basic idea of a pattern is to create a document with blank areas to insert text appropriate to your reader. The idea is the following:

Dear _____,

It was so nice to speak with you. Your discussion with Ms. Rodneger about _____ was very much appreciated.

Notice that the generic material is broken up with blank spaces. The blanks in the above example merely indicate the spaces where the appropriate fields of a record would be inserted. In the case of a Form pattern, special characters are used to indicate the appropriate insertion of the appropriate field.

This pattern is contained within a workpad separate from the workpad that contains the list of records. You

must create another workpad that will contain the pattern for your form.

Making a Workpad for the Pattern

To begin, you must be in the EdWord Workspace. Once in the Workspace, you are allowed to create a workpad anywhere, regardless of whether you are in a text workpad or the directory. The reason for making an additional workpad is to provide a storage area for the new pattern for your Form.

To make a workpad, press [Workpad]. The Command window displays as follows:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Workpad | Select workpad management option |
+-----+
```

Additionally, the labels change and display as follows:

```
      F1      F2      F3      F4      F5
+-----+
|LoadFile|      |Del Pad |      |      |
+-----+
      F6      F7      F8      F9      F10
+-----+
|Make Dir|      |List Vol|      |      |
|Make Pad|Ins File|View Dir|View Pad|Exit  |
+-----+
```

Next, press [Make Pad]. The Command window displays:

```
+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Workpad | workpad name? |
+-----+
```

A workpad name can be up to ten alphanumeric characters long. In addition, a workpad name can contain punctuation characters. Yet, the name can not contain any spaces or colons. For example, valid workpad names are:

```
PRODUCTS
PATTERN#10
10SALES
```

For our example, type PRODUCTS and press [RETURN]. After you type the name and press [RETURN] the Command window displays an additional prompt, which is as follows:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Workpad | Workpad title?      |
+-----+

```

A title contains comments about the contents of the new workpad. To this prompt you can enter a comment of up to 36 characters. After you enter your comment and press [RETURN], you are immediately placed in the new workpad, which becomes your current workpad. At this point you should decide what the contents of your pattern will be.

Making a Pattern

Making a pattern is very simple, and basically involves a little forethought along with typing. The forethought primarily concerns the content of your document, and secondarily concerns the placement of the specific fields.

As already covered, under the heading "Making a List of Records," a list of fields has been created. These fields are accounted for in an alphabetic sequence. For example, in the following list:

```

-----
mr/mrs/ms <3> last name <20>
first name <10>
street address <35>
city <15> state <2> zip <5>
product interest <40>
~~
-----

```

From left to right and top to bottom, the sequence is: the first field is A, the second field is B, the third field is C, and so on. The contents of each should have been recorded on the form found in Appendix B of this manual.

When you create your document, you should keep in mind the areas in the document where you want the information from your list of records to be inserted. For example, you are writing a letter to a group of persons to say the following:

January 7, 1983

Mr. Richard Perry
270 Oxnard Street
Brooklyn, NY 11232

Dear Mr. Perry,

Enclosed please find the information on our line of RAKO 2000 Office Systems that you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

If you wanted to send this letter to a group of different persons, you should note that much of the above text can remain unaltered. Also note that only small areas of text such as the addressee information and the specific information requested by the person need to be changed in order to make it applicable to another person. This is the makings of a Form letter.

It is now apparent that to create a form letter like the previous example, the areas of specific information are the name, address, and specific information requested of the company. Continuing with this example, we can use the list of records created in the previous section to make our Form letter. The list of fields are as follows:

A Backslash (\) must precede the letters designating each field

	FIELD NAME	WIDTH		FIELD NAME	WIDTH
Field\A	Mr/Mrs/Ms	3	Field\N	-----	----
Field\B	last name	20	Field\O	-----	----
Field\C	first name	10	Field\P	-----	----
Field\D	street address	35	Field\Q	-----	----
Field\E	city	15	Field\R	-----	----
Field\F	state	2	Field\S	-----	----
Field\G	zip	5	Field\T	-----	----
Field\H	product interest	30	Field\U	-----	----
Field\I	-----	----	Field\V	-----	----
Field\J	-----	----	Field\W	-----	----
Field\K	-----	----	Field\X	-----	----
Field\L	-----	----	Field\Y	-----	----
Field\M	-----	----	Field\Z	-----	----

Also notice how helpful the list above is. It allows you to review the fields you have previously laid out so you will use them correctly in your pattern workpad. This form can be found in Appendix B, and should be filled out before you begin to type in the fields.

Once you have the basic format of the letter, you can proceed by typing the body of the letter while leaving spaces for the specific data. To indicate a space for the appropriate field, you simply type a backslash followed by the letter of the field. For example, the field for the last name is B. Thus you would type B. The field letters must be capitalized. The following is how the letter would look once you typed it in as a Form.

January 7, 1983

A. C B
D
D, F G

Dear A. B,

Enclosed please find the information on our line of H you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

Notice that the look of the entire letter is changed. Entire groups of information are exchanged with simply two characters.

You should keep in mind that the placement of the fields is also important. For example, see the following:

January 7, 1983

A. C B
 D
 E, F G

Dear A. B,

If you wanted two spaces between field F and G you would simply place it two spaces apart, as follows:

January 7, 1983

A. C B
 D
 E, F G

Dear A. B,

In addition, you can place punctuation or other characters immediately following the field, as was done in our example.

Once you have completed the form letter you must then add a few Dot commands to make the Form complete. Since the information of each field varies in size and length, it is obvious that you will not be able to control the text so that it fits in the allotted space. To control this you must use the Dot commands that control the fill mode and margins. It would also be advisable that you set the page length. After placing the appropriate commands, your pattern would look as follows:

.LM 1
 .RM 54
 .PL 58

January 7, 1983

A. C B
D
E, F G

Dear A. B,
.FI

Enclosed please find the information on our line of H you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

The above is a typical example of the placement of the appropriate Dot commands for a letter of this sort. You can use additional Dot commands to produce different formats. Dot commands and their proper placement are discussed in Chapter 7 of this manual.

Once you have placed the appropriate Dot commands you must then place one additional Dot command to indicate the end of the pattern. This is done by placing a .PG at at the last line of your pattern. Thus a complete pattern would look as follows:

.LM 1
.RM 54
.PL 58

January 7. 1983

A. C B
D
E, F G

Dear A. B,
.FI

Enclosed please find the information on our line of H you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

.PG

The above is one complete Form pattern. If you wish to print the Form one page at a time, instead of continuous feed, simply place the Dot command .SF at the top of the workpad, and at column one.

As a side point, the bottom of the form provided in Appendix B can now be filled out. The bottom would be filled out as follows:

Printing instructions:

```

Left Margin:   1           Right Margin:   54
-----
Title Length:  -----   Page Length:   58
-----
Headers:  -----
Footers:  -----

```

The next step is to merge the list of records with the pattern. Merging the list of records with a pattern simply means printing the Form letter, complete with all the specific information of each person. The next section details that procedure.

Merging a List of Records with a Pattern

Merging records with a pattern is the simplest step in producing a Form. This is because all the work of entering the records and preparing a pattern have already been done. But before beginning, you should keep in mind that merging involves printing. Thus, you should have the printer you wish to use connected to your Concept Personal Workstation, and have the printer parameters set prior to merging the records with the pattern. The procedures for this are covered in Chapter Six of this manual.

Once the necessary actions have been taken for the printer setup, you can begin by entering the workpad containing the appropriate list records. When in that workpad, hold down the [SHIFT] key and press [Forms]. The labels change to display the following:

```

      F1          F2          F3          F4          F5
+-----+-----+-----+-----+-----+
|Prev Rec|Next Rec|FirstRec|Last Rec|Ins Rec |
+-----+-----+-----+-----+-----+

      F6          F7          F8          F9          F10
+-----+-----+-----+-----+-----+
|Del Rec |Sort   |Print  |Word Cap|Exit   |
+-----+-----+-----+-----+-----+

```

Additionally, the template mode is activated. Next press [Print]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Forms | Which workpad has printing instructions? |
+-----+

```

To this question answer with the name of the workpad containing the appropriate pattern. It is best to include the directory name, thus making a complete pathname. For example, if the workpad containing the pattern was named PRODUCTS, you would type **ROOT:PRODUCTS** and press [RETURN].

After entering the appropriate workpad name, the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Forms | Formatting text... |
+-----+

```

After the text is formatted, the Editing screen will immediately change and display the contents of the PRINT workpad. This allows you to get the printer ready. When you are ready to print the contents, press [Workpad]. The labels change to display the following:

F1	F2	F3	F4	F5
LoadFile		Del Pad		SaveFile
		Clear		
F6	F7	F8	F9	F10
Make Dir		List Vol		
Make Pad	Ins File	View Dir	View Pad	Exit

Next press [View Pad]. The command window displays the following prompt:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Workpad | View which workpad? ROOT:USELIST |
+-----+

```

The workpad name following the prompt should be for the workpad containing your list of records. To this prompt press [RETURN], after which the printer will begin printing your document.

The number of documents that will be printed depends on how many records are in the list. Using our example of a list of records, the following would be produced:

January 7, 1983

Ms. Sylvia Steinhardt
1250 Presson Drive
San Jose, CA 95129

Dear Ms. Steinhardt

Enclosed please find the information on our line of ACME 870 Figglesjammer Hoods you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours
ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

January 7, 1983

Mr. Brad Tee
2100 Fardover Road
Oklahoma City, OK 73108

Dear Mr. Tee

Enclosed please find the information on our line of Discrete Applications programs you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

January 7, 1983

Mr. Anthony Kroids
678 South Pullman Avenue
South Bend, IN 46618

Dear Mr. Kroids

Enclosed please find the information on our line of Vulcan 220 Desktops you requested from our representative at the Pacific Office Conference.

Thank you for your interest in and consideration of our company. If you have any further questions, please do not hesitate to call us at 201-227-0453.

Sincerely yours

ZELMO ZAXON DISTRIBUTORS

Mrs. Evelyn Terry, Manager

Summary of a Form

As a brief example and summary on the make up of a Form, the following illustration should be of help:

Using Forms for Mailing Labels

In addition to creating Form letters, where additional text is merged with the fields from a record, you can also use Forms to create mailing labels. You can make the mailing labels, in most cases, without modifying or creating a new list of records.

To demonstrate this, we will use the previous example of the list records. The fields for those records are as follows:

	FIELD NAME	WIDTH		FIELD NAME	WIDTH
Field \A	Mr/Mrs/Ms	3	Field \N		
Field \B	last name	20	Field \O		
Field \C	first name	10	Field \P		
Field \D	street address	35	Field \Q		
Field \E	city	15	Field \R		
Field \F	state	2	Field \S		
Field \G	zip	5	Field \T		
Field \H	product interest	30	Field \U		
Field \I			Field \V		
Field \J			Field \W		
Field \K			Field \X		
Field \L			Field \Y		
Field \M			Field \Z		

It is most likely that you will want to use fields A through G for a mailing label. After deciding on the fields to be used, you can begin to create your pattern. As previously explained, under the heading "Making a Workpad for the pattern," you must make a workpad to contain your pattern. For example, say you named the workpad LABEL.

After creating the workpad, LABEL, you can begin to enter your pattern. Generally, the layout for a mailing label is as follows:

Mr. Cletus J. Johnston
 1643 Washington Drive
 Kansas City, KS 66102

Thus, using the fields available, your pattern would look as follows:

```
-----
A. C B
D
E, F G
-----
```

In addition to the pattern itself, you must also place the appropriate Dot commands. The commands needed would be as follows:

```
-----
.LM 1
.RM 30
.PL 18

A. C B
D
E, F G

.PG
-----
```

Take note of the values next to the Dot commands in the example above. These values will vary according to the length and width of your mailing label. In addition to setting these values, keep in mind that most printers have a mechanism that determines the length of your paper. In the case of a mailing label the length is generally short, and you must indicate this length to both EdWord and your printer. For more information on Dot commands, refer to Chapter Seven, and for information on your printer requirements, consult the reference manuals for your particular printer.

When the pattern is complete you can merge the list of records with this new pattern. To do this begin by entering the workpad containing the appropriate list records. Once you are in that workpad, hold down the [SHIFT] key and press [Forms]. The labels change to display the following:

F1	F2	F3	F4	F5
Prev Rec	Next Rec	FirstRec	Last Rec	Ins Rec
F6	F7	F8	F9	F10
Del Rec	Sort	Print	Word Cap	Exit

Additionally, the template mode is activated. Next press [Print]. The Command window displays the following:

	Line 1/512	Column 10	Workpad []
	Forms		Which workpad has printing instructions?	

To this question answer with the appropriate workpad name. It is best to include the directory name, thus making a complete pathname. For example, type **ROOT:LABEL** and press [RETURN].

After entering the appropriate workpad name, the Command window displays the following:

	Line 1/512	Column 10	Workpad []
	Forms		Formatting text...	

After the text is formatted, the Editing screen will immediately change and display the contents of the PRINT workpad. This allows you to get the printer ready. When you are ready to print the contents, press [Workpad]. The labels change to display the following:

F1	F2	F3	F4	F5
LoadFile		Del Pad		SaveFile
		Clear		

```

      F6          F7          F8          F9          F10
+-----+
|Make Dir|      |List Vol|      |      |      |
|Make Pad|Ins File|View Dir|View Pad|Exit  |
+-----+

```

Next press [View Pad]. The Command window displays the following prompt:

```

+-----+
|   Line 1/512      Column 10      Workpad [      ] |
|Workpad | View which workpad? ROOT:USELIST
+-----+

```

The workpad name following the prompt should be for the workpad containing your list of records. To this prompt press [RETURN], after which the printer will begin printing your document.

The number of sets of documents that will be printed depends on how many records are in the list. For example, using our example of a list of records, the following would be produced:

```

-----
|Ms. Sylvia Steinhardt
|1250 Presson Drive
|San Jose, CA 95129
-----

```

```

-----
|Mr. Brad Tee
|2100 Fardover Road
|Oklahoma City, OK 73108
-----

```

```

-----
|Mr. Anthony Kroids
|678 South Pullman Avenue
|South Bend, IN 46618
-----

```

Sorting the list of Records

There are times in which you will want to arrange your list of records in an order according to a specific field common

to all the records. To do this, you perform what is called sorting. Sorting involves the comparing of a selected field in a record with the same field in a different record. The fields are compared to determine the order of precedence for the records. Once this is determined, the records are then placed in the appropriate order. This procedure continues until all the records of a list are arranged in proper sequence.

Sorting a list of records is quite simple, since EdWord takes charge of comparing and rearranging the records. All that you have to do is specify the field by which EdWord is to sort the records. For example, use the list of records in our previous examples, which is as follows:

```

-----
mr/mrs/ms <3> last name <20>

first name <10>

street address <35>

city <15> state <2> zip <5>

product interest <40>

~~
Ms Steinhardt
Sylvia
1250 Presson Drive
San Jose CA 95129
ACME 870 Figglejammer Hoods
~~
Mr Tee
Brad
2100 Fardover Road
Oklahoma City OK 73108
Discrete Applications programs
~~
Mr Kroids
Anthony
678 South Pullman Avenue
South Bend IN 46618
Vulcan 220 Desktops
~~
-----

```

Hold down the [SHIFT] key and press [Forms]. This activates the template mode. In addition, the labels

change to display the following:

----- Forms Labels -----

Press [Sort]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Forms  | Sort List? N|
+-----+

```

To this prompt press Y if you want to continue. Press [RETURN] if you do not want to continue. When you press Y the Command then displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Forms  | Sort by what field (A-Z)|
+-----+

```

To this prompt, press the letter of the field you want the records arranged by. For example, the zip code is field G, to sort all the records by zip code simply press G. After you reply with a field the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Forms  | Sorting|
+-----+

```

In addition to this, notice the arrow of the Location indicator. The arrow is quite active, which indicates that EdWord is searching the lists, comparing each record, and arranging the records at the appropriate spots. When the sorting is completed, the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [          ]|
|Forms  | End of Sort.|
+-----+

```

At this point you are still in the template mode, and can continue to what ever task you desire.


```

SEARCH |
AND | 11
REPLACE |

```

This chapter discusses, in detail, the EdWord Search and Replace functions. Search allows you to search a document for a word pattern, then display the locations of the pattern. Using Search relieves you from manually scanning your workpad for words or word patterns.

Replace combines the searching function of Search with a function that allow you to change the search pattern to a different pattern. This function is especially useful when you want to change a word which is found in a number of places in a document.

Instructions for using the Search label are presented first, followed by instruction for the Replace label. The labels discussed in this chapter are as follows:

----- Edit Labels -----

F1	F2	F3	F4	F5
Enhance	Format	Redo	Bound	Ins Line
ScrlBack	ScrlFwr	Undo	Mark	InsChar
F6	F7	F8	F9	F10
Del Line	Adjust	UserKeys	JoinLine	Exit
Del Char	Erase	Search	Workpad	Go To

----- Search Labels -----

F1	F2	F3	F4	F5
Pattern3	Pattern4		First	Last
Pattern1	Pattern2	CursrPat	Prev	Next

F6	F7	F8	F9	F10
		Look Fwd		
WordSrch	Replace	Show All		Exit

----- Replace Labels -----

F1	F2	F3	F4	F5
			Prev	Next

F6	F7	F8	F9	F10
Change				Exit

Search

Search allows you to search your current workpad for a specified word or word pattern. A word refers to any group of alphanumeric characters. A word pattern refers to a group of words, or words containing punctuation and special characters.

With Search you can specify up to five different patterns at one time. Search also allows you to conduct your search with one of two search modes. The two search modes are as follows: 1) Wordsearch active, and 2) Wordsearch inactive. Having two modes allows you to search for a pattern in the quickest and most efficient manner appropriate to your needs.

Wordsearch in active allows you to conduct a broad search for a specified pattern, while the Wordsearch active mode allows you to conduct a narrower, but more specific search.

After you specify a pattern and search mode, you can display all occurrences of the pattern in your current workpad. Then you can move to a single location of the pattern.

Using Search

To initiate a search press [Search], after which the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Search |Pattern is "" |
+-----+

```

Additionally, the labels change to display the following:

```

      F1      F2      F3      F4      F5
+-----+
|Pattern3|Pattern4|      |First  |Last   |
|Pattern1|Pattern2|CursrPat|Prev   |Next   |
+-----+

      F6      F7      F8      F9      F10
+-----+
|      |      |Look Fwd|      |      |
|WordSrch|Replace |Show All|      |Exit  |
+-----+

```

If the cursor is positioned on a word when you press [Search], the word appears in between the quotation marks. This function is associated with the [CursrPat] label, which is discussed under the heading "Using the Cursor Pattern Label" found later in this chapter.

If you want to quit the Search function and return the Editing labels, simply press [Exit]. After you press [Exit], the Editing labels redisplay.

Specifying a Pattern

A word or word pattern must be specified before you can search for it. This is done by entering the pattern into one of the pattern labels.

A search pattern can be up to 65 character long. It can consist of letters, numbers, spaces, and punctuation.

To specify a pattern, press [Search] and the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Search |Pattern is ""|
+-----+

```

Next, press one of the Pattern labels, and type the pattern you wish to Search. For example, you could press [Pattern1], after which the Command window would display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Search |Pattern?|
+-----+

```

Next, type the pattern you want to search for. For example, type "personnel" and press [RETURN]. When you press [RETURN] the Command window will display the following message:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Search |Pattern is "personnel"|
+-----+

```

After doing this you can decide what kind of search you want to perform for your pattern. The various kinds of searches are discussed under the heading "Selecting the Appropriate Search," found in this chapter.

Keep in mind that when you specify a word pattern, such as a group of words, EdWord will Search the pattern in the form you have specified. For example, if you specified the pattern "one, two, and three" and if these words appear in your workpad as follows:

```

-----
one, two,
and three
-----

```

EdWord will not recognize this pattern to be the same as the actual pattern. This is because the pattern is on two different lines in your workpad. EdWord allows you to search for patterns only as long as the pattern is on a single line.

You can specify four different patterns in addition to

the pattern recorded by the [CursrPat] label. Having the additional pattern labels allows you to record up to four auxilliary patterns. This can save you time when you have a few frequently used search patterns. It also allows you to jump between search pattern selections.

To use a different Pattern label, press the appropriate label and enter your pattern. After that, specify the type of search you want to perform.

Using a Previously Specified Pattern. When you want to use the pattern already specified in one of the Pattern labels, simply press the appropriate label. When you do this the pattern specified for it will be displayed in the Command window.

For example, if you specified the pattern "group" for the [Pattern2] label, when you press [Pattern2] the Command window displays the following:

```
+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Search |Pattern is "group"      ||
+-----+
```

Using the Cursor Pattern Label

As a feature of Search, EdWord automatically enters the word that the cursor is positioned on when you press [Search] into the [CursrPat] label. This allows you move the cursor to a word and have it specified without having to type it in. Because of this feature the [CursrPat] label is in a volatile state, so patterns you wish to keep should be entered into a one of the [Pattern1] through [Pattern4] labels.

To use the [CursrPat] label. examine the following text:

```
-----
If you have a Class B license then you are ...
-----
```

If the cursor is positioned anywhere in the word "Class" when you press [Search], and press [CursrPat], the Command window then displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Search |Pattern is "Class"          |
+-----+

```

After selecting the cursor pattern, you can then select the appropriate type of search.

Selecting the Appropriate Search

In addition to offering options that allow you to specify different patterns, Search offers different options that allow you to specify the type of search conducted, whether it is to display all occurrences of the specified pattern so you can move to any occurrence displayed, or just to move to the next or previous pattern in order. Also, you can specify whether you want a broad search, ignoring word boundaries, or a narrow search, acknowledging word boundaries.

Additionally, after you select one of the following search modes, the pattern you are searching for is displayed in reverse background. This helps you identify the pattern at a glance. The Search labels remain, which allows you to move to various patterns, until you press [Exit], after which you are placed at the location currently displayed.

Word Search

Search offers two search modes. One is with the Word Search active, the other with the Word Search inactive. When you enter the Workspace the default is set for the Word Search mode to be active.

Word Search Active. With Word Search active you are allowed to search for an exact match to the pattern you have specified. For example, with Word Search on, if you conducted a search for the name "Jones" EdWord would Search only for that pattern, and in that form. For example, EdWord would Search the pattern in such occurrences:

```

Ms. Jones
Jones and Co.
Emerson, Lake and Jones

```

To set the Tokenized search mode press [Search], if it was changed, then press [WordSrch]. After you press [WordSrch] the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Search |Search for patterns which are parts of words?N|
+-----+

```

Reply to the default of N, for No, by pressing Y. This returns the Word Search mode back to its default. Once you activate the Word Search mode, it will remain active until you deactivate it.

Word Search Inactive. If you deactivate the Word Search mode you then allowed to conduct a broad search for a specified pattern. This search is throughout all words and text. For example, if you conducted a literal search for the word "ash" EdWord would Search and find it in the following forms:

```

ash
bash
ashes
splashes

```

Notice that the pattern is found regardless of whether it is contained within a different word.

Upon entering the Workspace, the default for Word Search is active. To deactivate this mode, simply press [WordSrch]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Search |Search for patterns which are parts of words?N|
+-----+

```

To this prompt press N, for No. This deactivates the Word Search mode, and allows you to conduct a broad search for your pattern. Once you deactivate the Word Search mode, it remains inactive until until you either reactivate it, or re-enter the Workspace.

Previous Pattern

The [Prev] label allows you to move to the previous occurrence of a specified pattern. This label takes the pattern you specify and moves you to the previous occurrence of it.

To use this label, first specify a pattern or select an existing pattern, and if you need to, the Word Search mode.

After specifying the pattern, press [Prev]. If you select an existing pattern, simply select the pattern then press [Prev]. After you pressed [Prev] the cursor moves to the pattern occurrence previous to your current location.

Next Pattern

The [Next] label allows you to move to the next occurrence of a specified pattern. This label takes the pattern you specify and moves to the next occurrence of it.

To use this label, first specify a pattern or select an existing pattern, and if you need to, the Word Search mode. After specifying the pattern, press [Next]. If you select an existing pattern, simply select the pattern then press [Next]. After you pressed [Next] the cursor moves to the pattern occurrence next to your current location.

Showall Occurrences of a Pattern

An additional feature of Search is that it allows you to display all the occurrences of a specified pattern. To do this you simply press the [Show All] label.

To use this label press [Search], then select a pattern in one of the pattern labels, and if you need to, specify the Word Search mode. After this press [Show All]. When you press [Show All] the Editing window clears and then displays each line that contains the specified pattern. The patterns in each line are highlighted in reverse background. Additionally, the cursor appears on the line containing the search pattern closest to your current position in the workpad.

Moving to the location of a Pattern. To move to a pattern that is displayed you can simply move the cursor up or down with cursor keys. When you are at the appropriate pattern press [Exit]. You can also use the [Prev] and [Next] labels that display to move you to the various occurrences.

Exit. Once you move the cursor to the appropriate occurrence in the display, press [Edit]. This returns the Search labels. You can press [Exit] again to move the the specified occurrence in your workpad.

Cancel. If after moving the cursor to different

occurrences you decide that you want to cancel all actions and return to your original location in your workpad, press [Cancel]. This returns you to the [Search] level of labels. You can then press [Exit] to return to your workpad and the Edit level of labels.

Changing Word Patterns with Replace

In addition to the word pattern search function, EdWord has a function that allows you to search for a word pattern and change it to an different pattern. This function is called Replace.

Replace allows you to search for the same type of patterns as the Search function. It can search for words and word patterns, and replace the specified pattern with a different word or word pattern. A word refers to any alphanumeric characters. A word pattern refers to a group of words, or words containing punctuation and special characters. You specify both the search pattern as well as the replace pattern.

After you specify the search pattern and the replace pattern, EdWord allows you to verify each change before it is made, or change all of the occurrences of the specified pattern.

Using Replace

To initiate a search and change operation first press [Search], then press [Replace]. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
| Replace |Replace what? |
+-----+

```

This question prompts you to enter the pattern you want to change. You can enter any alphanumeric characters, including punctuation and spaces. The search pattern cannot be longer than 40 characters. You can enter such information as:

11821 W. Chester ST. #7

For example, let us suppose that you typed "Mr. Bebal." After specifying the search pattern, "Mr. Bebal" press [RETURN]. The Command window will display the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Replace |Replace "Mr. Bebal" with what? |
+-----+

```

This question prompts you to enter the replacement pattern for the search pattern. You can again enter any alphanumeric characters, including punctuation and spaces. The replacement pattern cannot be longer than 40 characters. For example, we type the replacement pattern "Ms. Trillion." Keep in mind that the replacement pattern does not have to be the same size or format as the search pattern.

After specifying the replacement pattern press [RETURN]. Next the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Replace |Verify changes? Y |
+-----+

```

This question asks whether you want to verify the changes that will be made. Pressing N instructs EdWord to search from the top of your current workpad down to the bottom of your workpad, changing all occurrences of the specified pattern to the replacement pattern you specified. After you press N the Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Replace |Searching for "Mr. Bebal" |
+-----+

```

After EdWord finds and replaces the patterns, the Command window displays the total number of patterns that were changed in your current wordkpad. The Command window displays the following:

```

+-----+
| Line 1/512      Column 10      Workpad [      ] |
|Replace |20 patterns changed |
+-----+

```

You should notice that the search pattern has been exchanged with the appropriate replacement pattern.

Verifying the Changes Made

After specifying the replacement pattern as in our previous example, "Ms. Trillion" followed by [RETURN], the Command window displays the following:

```

+-----+
|   Line 1/512      Column 10          Workpad [          ] |
|Replace |Verify changes? Y          |
+-----+

```

This question asks whether you want to verify the changes that will be made. If you want to verify each change simply press [RETURN]. Verifying the changes just means that EdWord will let you check each search pattern to determine whether it should be changed or not.

When you press [RETURN], the Command window displays the following:

```

+-----+
|   Line 1/512      Column 10          Workpad [          ] |
|Replace |Searching forward for "Mr. Bebal" |
+-----+

```

This indicates that EdWord has begun to search for your specified pattern starting from the beginning of your current workpad. The labels change to display the following:

```

           F1           F2           F3           F4           F5
+-----+
|           |           |           |   Prev   |   Next   |
+-----+

           F6           F7           F8           F9           F10
+-----+
| Change   |           |           |           |   Exit   |
+-----+

```

Upon finding the first occurrence of your specified pattern the cursor will position itself on it. At this time you have the choice to: 1) Move to the next occurrence and not change the current occurrence, 2) change the current occurrence and move to the next occurrence, 3) terminate the operation at once.

To stop the operation from continuing simply press [Exit]. When you press [Exit] the Search labels immediately reappear. You can terminate the operation at any time

during verification for the changes made, whether or not you approved of any changes determines what is displayed in the Command window. If no patterns were changed the Command window displays as follows:

```

+-----+
| Line 1/512      Column 10      Workpad [      ]|
|Edit    |0 patterns changed      |
+-----+

```

Next Occurrence. To move to the next occurrence without changing the pattern press [Next]. When you press [Next] the cursor moves to the next occurrence and waits for your instructions.

Previous Occurrence. If you have bypassed an occurrence, you can move back to it and change it if necessary. To move to the previous occurrence, that has not been changed, press [Prev]. When you press [Prev] the cursor moves to the previous occurrence and waits for your instructions.

Changing a Pattern. To change the pattern that the cursor is on press [Change]. This causes the pattern to be changed with the appropriate replacement pattern and advances the cursor to the next occurrence of the specified search pattern.

Undoing a Change

If immediately after using [Replace] you decide that you want to reverse the action, simply press [Undo]. When you press [Undo] the previous action, Change All, is reversed. The Change All operation is treated as one action, all of the changes or decisions made during the Change All are reversed.

CUT	
AND	12
PASTE	

This chapter describes and gives instructions on how to use the CutText and Paste functions of of EdWord. These functions allow you to move portions of text to different locations within your current workpad or within your current Workspace.

This chapter first explains what the different CutText commands are, and when and why you would want to use them. Next, this chapter delivers the instructions for using the different CutText functions.

Following the section on the CutText function, this chapter continues with a discussion of Paste commands. These are the commands that allow you to place text that was previously CutText at a new location.

The EdWord labels discussed in this chapter are as follows:

----- CutText and Paste Labels -----				
F1	F2	F3	F4	F5
Forms				
CutText	PasteLin	PasteOvr	PasteCol	CopyText
F6	F7	F8	F9	F10
Print	Flush L	Center	Flush R	Verify
	Set			

Moving Text

Have you ever you wanted move a sentence, paragraph or block of text to a different section of your document? Or perhaps place multiple copies of certain text at various locations throughout your document? If you have, most likely you did it manually, cutting the appropriate text out with scissors, copying it if necessary, and pasting it at the new location with glue or tape. With EdWord, these functions can be performed on the screen before you print the document.

To move text around, much like cutting the text out with scissors, EdWord provides the labels [CutText] and [CopyText]. CutText and CopyText are similar in that they both allow you to move text to different locations through out your current workpad and current Workspace, and are similar in that they operate under the same functional principles. Since these functions are relatively similar, we will refer to them collectively as the Cut commands, or labels Cut labels.

As mentioned, these functions have similarities, yet, there is one major difference that distinguishes them from one another.

When to use CutText or CopyText

The major difference between CutText and CopyText lies in what remains after using either label. When you use [CutText] the line of text that is CutText is removed from your current workpad. On the other hand, when you use [CopyText] the line of text is copied, leaving the original unaffected.

When you use either Cut command on a line of text, everything from the cursor position onward is cut. So, for example, in the following text:

```
-----
The quick brown fox jumps over the lazy dog ...
-----
```

Positioning the cursor on the letter j in the word "jump" followed by using either Cut command will cut all the text that is to the right of the cursor position. This is the principle both use to cut or copy text.

Text is acted upon from the cursor position onwards. So, when to use [CutText] or [CopyText] depends entirely upon your application. If you want to move about portions of text most likely [CutText] will suit your needs. If you want duplicate text, then place it at various locations, [CopyText] will work fine. If your needs require, you can even alternate between the two functions. For example, using [CutText] on three lines then moving the cursor to another location and using the [CopyText] function on two lines.

Where does CutText or Copied text go?

Now that you've used CutText or CopyText, where is it placed while awaiting pasting? The answer is a workpad named COPY. This workpad name can be found if you view the directory ROOT. For example, if you press [Workpad] then [ViewDir] you will most likely see the following:

```
-----
```

D I R E C T O R Y				
Name	Title	Typ	Fid	Lines Save
MOMDIR		DIR	20	
CURDIR		DIR	6	
COPY		CPY	8	/ONE/COPY
REDO		RDO	10	/ONE/REDO
UNDO		UDO	12	/ONE/UNDO
PRINT		PRT	14	/ONE/PRINT
HELLO		TXT	17	58 /ONE/HELLO
NEWTEXT		TXT	23	/ONE/NEWTEXT

```
-----
```

Notice in the NAME column the name COPY. This is the COPY workpad.

The COPY workpad has one major function, which is to store text that has been cut or copied so it can be later placed at a new location with a paste command.

When you use a Cut command the text that is acted upon is stored line by line into the COPY workpad, in the order that it is cut. Additional text can be appended to the contents of the COPY workpad by continuing the cutting process. This can continue until you use one of the paste labels, which are [PasteLin], [PasteOvr], and [PasteCol]. Once you use a paste label, the next CutText or CopyText clears the previous contents of the COPY workpad to allow space for the newly cut text. Although, keep in mind that you can use the paste repeatedly to place duplicate copies of the contents in your workpads.

An additional feature of the COPY workpad, other than storing text for future pasting, is that it is workpad similar to a text workpad. This means that you can view it and edit the contents of it. All of the EdWord editing, with some exceptions, and formatting labels work within the COPY workpad. Even the Print command is operational within

the COPY workpad. The only exceptions are [CutText], [CopyText], [PasteLin], [PasteOvr], and [PasteCol]. These keys should not be used while in the COPY workpad.

Having complete editing ability in the COPY workpad allows you to reformat text before it is placed in a workpad.

Finally, because text is stored in the COPY workpad, a workpad separate from your current workpad, this allows you to view other workpads within your current Workspace, cutting additional text and eventually pasting the text at different locations.

All of the features and functions of the COPY workpad may not be apparent immediately, but with use and experimentation you will find that it will make many functions in producing a document easier.

Using CutText

To use [CutText], position the cursor on the line and at the first character you want cut. Remember, all text that is to the right of the cursor position is acted upon. Once you have positioned the cursor, hold down the [COMMAND] key and press [CutText]. When you press [CutText] the line of text to the right of the cursor disappears. The text has merely gone into the COPY workpad.

After pressing [CutText] the cursor drops to the next line, while remaining at the same column. This allows you to cut columns of text. If the cursor is positioned at column one when you press [CutText], the entire line disappears. For example, in the following text:

```
-----
Madison Mechanisms
9900 W. Genesee St.
Syracuse, NY
-----
```

If you place the cursor at column one of the line containing "Madison Mechanisms" and press [CutText] the line the cursor is on disappears. The Editing window displays as follows:

```
-----
9900 W. Genesee St.
-----
```

Syracuse, NY

The cursor then drops to the next line, while remaining in the same column.

After cutting text, if you want to continue cutting additional text move the cursor to the next location. Using our previous example, move the cursor to the letter N in "NY" and press [CutText] again. This causes the Editing window to display as follows:

9900 W. Genesee St.
Syracuse,

The cursor then drops to the next line, while remaining in the same column. You now have two lines in the CopyText workpad. If you view the COPY workpad you can verify its contents. To view the COPY workpad go the heading "Verifying the COPY Workpad Contents" found later in this chapter.

Using CopyText

To use [CopyText], position the cursor on the line and at the first character you want copied. Remember, that all text to the right of the cursor position is acted upon. Once you position your cursor, hold down the [COMMAND] key and press [CopyText]. When you press [CopyText] the text to the right does not disappear, as it does with [CutText]. Yet, like the text that is Cut, copied text is also placed in the COPY workpad.

After pressing [CopyText] the cursor drops to the next line, while remaining at the same column. This allows you to copy rows of text. For example, in the following text:

Zelmo Zaxon Shoe Corporation
2001 E. Galactic Pl.
Bedelfest, NJ

Placing the cursor at column one of the line containing "Zelmo Zaxon Shoe Corporation" and pressing [CopyText], causes the line the cursor in on to be copied, while the Editing window display remains the same, as follows:

```
-----
Zelmo Zaxon Shoe Corporation
2001 E. Galactic Pl.
Bedalfest, NJ
-----
```

The cursor then drops to the next line, while remaining in the same column.

After copying text, if you wanted to continue copying additional text you just simply move the cursor to the next location. Using our previous example, if you move the cursor to the letter N in "NJ" and press [CopyText] again, the text "NJ" is copied into the COPY workpad. The display remains unchanged.

Following the example above would place two lines of text in the COPY workpad. If you want to verify the contents of COPY workpad, you can do this by viewing it. To view the COPY workpad follow the instructions in the next section.

Verifying the COPY Workpad Contents.

If you want to verify what is cut or copied, you can view the COPY workpad. To view the COPY workpad, press [Workpad] to begin. The labels change and display the following:

```

      F1          F2          F3          F4          F5
+-----+
|         |         |Del Pad |         |         |
|LoadFile|         |Clear   |         |SaveFile|
+-----+

      F6          F7          F8          F9          F10
+-----+
|Make Dir|         |List Vol|         |         |
|Make Pad|Ins File|View Dir|View Pad|Exit   |
+-----+
```

Additionally, the Command window displays the following:


```

+-----+
|   Line 1/512      Column 10      Workpad [      ]|
|Workpad |Select workpad management option      |
+-----+

```

Press [View Pad]. The Command window displays the following:

```

+-----+
|   Line 1/512      Column 10      Workpad [      ]|
|Workpad |View what workpad?                |
+-----+

```

Type the name **ROOT:COPY** and press [RETURN]. After you press [RETURN] the screen immediately displays the COPY workpad. To verify that you are in the COPY workpad, look up to the right hand corner of the Editing window and notice the name **ROOT:COPY**.

Once you verify that you are in the COPY workpad you should then examine the contents of it. Notice that what displays is exactly what you have cut with the [CutText] and [CopyText] labels. Here it is stored until it is cleared by the next cut after you paste the current contents.

To return to the workpad you were previously in, press [Workpad]. The Command window displays the following:

```

+-----+
|   Line 1/512      Column 10      Workpad [      ]|
|Workpad |Select workpad management option      |
+-----+

```

Next, press [View Pad]. The Command window displays:

```

+-----+
|   Line 1/512      Column 10      Workpad [      ]|
|Workpad |View what workpad?                |
+-----+

```

followed by the name of the workpad you were previously in. To this prompt press [RETURN]. Immediately you will be returned to your previous workpad. Also, keep in mind, the contents you viewed in the COPY workpad are waiting to be pasted.

Pasting Text

There are two very important steps to moving text. Both

should be becoming very obvious, if not already apparent. The first step, as was shown, is to cut or copy the text into the COPY workpad. The next step is to place it at the new location. Placing the text is done with the labels [PasteLin], [PasteOvr], and [PasteCol].

The labels [PasteLin], [PasteOvr], and [PasteCol] are similar to each other in that each, in some manner, allows you to place text at different locations through out your current workpad and current Workspace. Since these functions are relatively similar, we will refer to them collectively as paste commands, or paste labels.

When to use PasteLin, PasteOvr or PasteCol

The major difference between the paste functions lies in how the text is placed at the new location. When you use [PasteLin], existing lines of text are moved down to accomodate the lines of text being pasted from the COPY workpad. When you use [PasteOvr], characters of existing text are replaced with the text pasted from the COPY workpad. Lastly, when you use [PasteCol], existing text is pushed to the right to accomodate the text being pasted.

When you use any of the paste labels, the text from the COPY workpad is positioned in the appropriate manner from the cursor position onward. Yet, onward does not necessarily mean to the right of the cursor position, as it does with the cut commands. Onward really means that the cursor will be used as point to position text. The actual position of the text is determined by the paste function used. So, for example, in the following text:

 The quick brown fox jumps over the lazy dog ...

If you have one line of text in the COPY workpad when you position the cursor on the letter j in the word "jumps" and you follow this by using one of the paste labels, this will affect either the entire line of text, or the text to the right of the cursor position. What text is affected depends on which paste function you use.

So, when to use [PasteLin], [PasteOvr] or [PasteCol] depends entirely on your application. If you want paste text in between lines of text, then [PasteLin] will suit your needs. If you want to paste over existing text, then

[PasteOvr] should be your choice. And if you want to squeeze inbetween text in a columnar fashion, then the [PasteCol] label will meet your needs.

Keep in mind, that like the cut labels, if your needs require, you can even alternate between the three commands.

Using PasteLin

To use [PasteLin], position the cursor on the line at the column you want the text to be pasted at. Remember, that with PasteLin text that is pasted is done so line by line, which pushes existing text down to accomadate the new text. Once you have positioned the cursor, hold down the [COMMAND] key and press [PasteLin]. When you press [PasteLin] the lines below the cursor are moved downward to accomadate the text from the COPY workpad.

For example, if the following text was cut or copied to the COPY workpad:

```
-----
Madison Mechanisms
9900 W. Genesee St.
Syracuse, NY
-----
```

you would be able to place it at any location in your current workpad. Look at the following text:

```
-----
Mr. Bebalbrox, we would like to confirm your address.
Is it as follows:
If not, could you send us the correction?
-----
```

If you place the cursor at column one of the line starting with "If" and press [PasteLin], the contents of the CopyText workpad are pasted between the line the cursor is on, and the line below it. The Editing window displays as follows:

Mr. Bebalbrox, we would like to confirm your address.
Is it as follows:
Madison Mechanisms
9900 W. Genesee St.
Syracuse, NY
If not, could you send us the correction?

Notice that the text from the COPY workpad was inserted vertically.

After pasting text, if you want to continue and paste the same contents at a different location, just move the cursor to the next location, hold down the [COMMAND] key and press [PasteLin], or any of the other paste labels. You can continue pasting the same contents again and again, until you use a cut command. Once you use a cut command after a paste command, the contents of the COPY workpad are cleared and new contents are placed in it.

Using PasteOvr

To use [PasteOvr], position the cursor on the line and at the column you want the text to be pasted over at. With PasteOvr, text is pasted over existing text. This means that whatever text is in the COPY workpad, that text will be pasted over the contents of your current workpad. This function is very similar to overlaying a peice of paper over another peice of paper.

Once you have positioned the cursor, hold down the [COMMAND] key and press [PasteOvr]. When you press [PasteOvr] the existing text is replaced with the text from the COPY workpad.

For example, if the following text was cut or copied to the COPY workpad:

Madison Mechanisms
1267 E. Empires St.
Syracuse, NY

you would be able to place it at any location in your current workpad. Look at the following text:

RUSH - Please send Mr. Bebalbrox product information at the following address:

Madison Mechanisms
9900 W. Genesee St.
Syracuse, NY

If you place the cursor at column one of the line starting with "Madison" and press [PasteOvr], the contents of the COPY workpad are then pasted over the existing lines from the cursor on. The Editing window displays as follows:

RUSH - Please send Mr. Bebalbrox product information at the following address:

Madison Mechanisms
1267 E. Empires St.
Syracuse, NY

Notice that the text from the COPY workpad was inserted vertically.

After pasting text, if you want to continue and paste the same contents at a different location, just move the cursor to the next location, hold down the [COMMAND] key and press [PasteOvr], or any other paste label. You can continue pasting the same contents again and again, until you use a cut label. Once you use a cut label after a paste label, the contents of the COPY workpad is cleared and new contents are placed in it.

Using PasteCol

To use [PasteCol], position the cursor on the line and at the column you want the text to be pasted at. With PasteCol, the text is pasted horizontally, from side to side. This means that whatever text is in the COPY workpad, that text will be pasted between the columns, pushing the existing text to the right.

Once you have positioned the cursor, hold down the [COMMAND] key and press [PasteCol]. When you press [PasteCol] the existing text is pushed laterally to accomodate the text from the COPY workpad.

For example, if the following text was cut or copied to the COPY workpad:

```

-----
Madison Mechanisms
1267 E. Empires St.
Syracuse, NY
-----

```

you would be able to place it at any location in your current workpad. Look at the following text:

```

-----
RUSH - Please make note of the correction to Mr.
Bebalbrox's address. His current address is on the
left, and his old address is on the right:

Madison Mechanisms
9900 W. Genesee St.
Syracuse, NY
-----

```

If you place the cursor at column one of the line starting with "Madison" and press [PasteCol], the contents of the COPY workpad are then pasted between the left margin and the existing contents. The Editing window displays as follows:

MEMO - Please make note of the correction to Mr. Bebalbrox's address. His current address is on the left, and his old address is on the right:

Madison Mechanisms	Madison Mechanisms
1267 E. Empires St.	9900 W. Genesee St.
Syracuse, NY	Syracuse, NY

Notice that the text from the COPY workpad was inserted horizontally. If this affects the format of the text, causing it to be pushed beyond the right margin, you can reformat the text by using the [Adjust] label. The [Adjust] label is discussed in Chapter 6 of this manual, under the heading "Formatting Lines Into Paragraphs."

After pasting text, if you want to continue and paste the same contents at a different location, just move the cursor to the next location, hold down the [COMMAND] key and press [PasteCol], or any other paste label. You can continue pasting the same contents again and again, until you use a cut label. Once you use a cut label after a paste label, the contents of the COPY workpad are cleared and new contents are placed in it.

Undoing a Paste

If immediately after using a paste label you decide that you want to reverse the action, simply press [Undo]. When you press [Undo] the previous paste action is reversed. Each paste operation is treated as one action, so all of the changes made during a paste are reversed.

|
APPENDIX A |
 |

This appendix contains tables for frequently used printer control codes. The following tables are for the NEC printers models 7715, 7725, 7710, 7720, 5510, and 5520, the Epson printers, models MX80 and MX 100, and the IDS-460 Paper Tiger printer.

For further information about the function of each code you should consult your printer reference manuals.

Table A-1 Control codes for NEC Models 7715 and 7725

CONTROL FUNCTION	CONTROL CODE
Print in red	\27A
Print in black	\27B
Negative half-line feed	\27D
Half-line feed	\27U
Negative line feed	\27LF
Auto bidirectional print enable	\27/
Auto bidirectional print disable	\27\
Auto bold print on	\27O
Auto shadow print on	\27W
Auto bold/shadow print off	\27&
Auto underscore on	\27E

Table A-1 Control codes for NEC Models 7715 and 7725

CONTROL FUNCTION	CONTROL CODE
Auto underscore off	\27R
Cancel all WP modes	\27X

Table A-2 Control codes for NEC Models 7710 and 7720

CONTROL FUNCTION	CONTROL CODE
Print in red	\273
Print in black	\274
Negative half-line feed	\27;
Half-line feed	\27:
Auto bidirectional print enable	\27(
Auto bidirectional print disable	\27)
Auto bold print on	\27*
Auto shadow print on	\27+
Auto bold/shadow print off	\27,
Auto underscore on	\27- (minus)
Auto underscore off	\27'
Cancel all WP modes	\27&

Table A-3 Control codes for NEC Models 5510 and 5520

CONTROL FUNCTION	CONTROL CODE
Print in red	\273
Print in black	\274

Table A-4 Control codes for Epson MX80

CONTROL FUNCTION	CONTROL CODE
Turns on enlarged printing	\14
Turns on condensed printing	\15
Turns off enlarged printing	\20
Sets line spacing to 8 LPI	\48
Sets line spacing to 6 LPI	\50

Table A-5 Control codes for Epson MX100

CONTROL FUNCTION	CONTROL CODE
Turns on enlarged printing	\14
Turns on condensed printing	\15
Sets line spacing to 8 LPI	\48
Sets line spacing to 6 LPI	\50
Turns off condensed printing	\18
Turns off enlarged printing	\20

Table A-5 Control codes for Epson MX100

CONTROL FUNCTION	CONTROL CODE
Turns on emphasized character printing	\69
Turns off emphasized character printing	\69
Sets an international character set from among 8 languages	\27- (minus) \52

Table A-6 Control codes for IDS-460

CONTROL FUNCTION	CONTROL CODE
Turns on enhanced mode	\01
Turns on normal mode	\02
Sets character density to 10 cpi	\29
Sets character density to 12 cpi	\30
Sets character density to 16.8 cpi	\31

APPENDIX B |

The form on the following page is provided to help you to keep track of the various fields and print instructions used when making a list of records.

LIST OF _____ RECORDS

LIST WORKPAD: _____ PATTERN WORKPAD: _____

	FIELD NAME	WIDTH		FIELD NAME	WIDTH
Field A	_____	_____	Field N	_____	_____
Field B	_____	_____	Field O	_____	_____
Field C	_____	_____	Field P	_____	_____
Field D	_____	_____	Field Q	_____	_____
Field E	_____	_____	Field R	_____	_____
Field F	_____	_____	Field S	_____	_____
Field G	_____	_____	Field T	_____	_____
Field H	_____	_____	Field U	_____	_____
Field I	_____	_____	Field V	_____	_____
Field J	_____	_____	Field W	_____	_____
Field K	_____	_____	Field X	_____	_____
Field L	_____	_____	Field Y	_____	_____
Field M	_____	_____	Field Z	_____	_____

Printing instructions:

Left Margin: _____ Right Margin: _____
 Title Length: _____ Page Length: _____
 Headers: _____
 Footers: _____



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