

**User's
Reference
Guide**

**Word Processing
for the
Professional
(OW251 - WP3)**

(Relative to Release Level 1.0.5)

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INTRODUCTION

This manual describes the features and operations of the Professional Word Processor (OW251-WP3). It begins with an overview, which discusses the system's software and hardware. The sections that follow cover all of the system's functions and features, beginning with its basic operating and text editing capabilities, and proceeding to its more advanced features.

This manual assumes that you have completed the instruction in the computer assisted training package.

Since the Professional Word Processor runs on B 20 Series workstations, it is assumed that you are familiar with the operations of your particular workstation model. Throughout this manual, reference is made to several other manuals that provide information about B 20 operations, including:

- B 20 Operations Learning to Use the System
- B 20 Systems Standard Software Operations Guide
- B 20 Systems Custom Installation and Reference Manual

You received a copy of each of these manuals when your workstation was installed.

This manual contains 11 sections, 8 appendixes, and an index.

Section 1, System Overview, and Section 2, Word Processing Sessions, introduce you to the system and explain the procedures for getting started using it.

Section 3, Editing Features, discusses the system's text editing capabilities, such as deleting, moving, and copying text, search and replace, etc.

Section 4, Character Formatting, Section 5, Paragraph Formatting, and Section 6, Page Formatting, discuss the system's features that let you specify how text looks on the page:

- Character formatting includes features such as boldfacing, underlining, and superscripts and subscripts.

- Paragraph formatting includes features such as line spacing, tabs, and automatic paragraph numbering.
- Page formatting includes features such as page margins, columnar text, and headers, footers, and page numbers.

Section 7, *Printing*, tells you how to print copies of the documents you prepare on the Professional Word Processor.

Section 8, *Filing Activities*, and Section 10, *Records Processing*, discuss procedures for organizing the information you store on your Professional Word Processor.

Section 9, *Accessing Other Applications*, explains how to incorporate information from documents you prepare with other applications programs into word processing documents.

Section 11, *Math Feature*, explains how to perform mathematical calculations on your Professional Word Processor.

Appendix A, *Code Key Commands*, discusses the keys you can use in combination with the **CODE** key to enter word processing commands.

Appendix B, *Custom Print Wheel Configuration*, and Appendix C, *Custom Printer Configuration*, explain how to print document with special print characteristics, such as multicolor type, italics, etc.

Appendix D, *Exchanging Documents Between Word Processors*, and Appendix F, *Document Migration Package*, discuss document interchange between the Professional Word Processor and other word processing systems.

Appendix E, *Operator Statistics*, explains how you can keep track of the number of keystrokes an operator makes when entering or revising a document, and the time when a document is saved.

Appendix G, *Spelling Checker* discusses the optional proofreading package.

Appendix H, *Glossary*, defines specialized word processing terms that appear in this manual. An index follows Appendix H.

SECTION 1

SYSTEM OVERVIEW

GENERAL

This section introduces the Professional Word Processor software and hardware. It discusses the features the system offers, and provides information about the keyboards available for the B 20, B 22, B 25, and OW25-3 workstations.

Other software packages are available separately. Some offer conversion tools (for example, the Document Migration Package described in Appendix F), or productivity enhancements (for example, Multiplan).

SYSTEM SOFTWARE

In addition to the Professional Word Processor, and perhaps some other applications programs, your system's software package includes the B 20 Operating System (BTOS), which incorporates the Executive.

A few operations described in this manual require interaction with the system through the Executive. Most of the time, however, you interact directly with the Professional Word Processor. For detailed information on the Executive, refer to the B 20 Systems Standard Software Operations Guide.

Procedures for installing the Professional Word Processor software on standalone systems with dual floppy disks and systems equipped with hard disks appear in section 2.

Professional Word Processor Features

In addition to such industry-standard features as automatic headers, footers, and page numbering, search and replace, stored phrases, etc., the Professional Word Processor offers many advanced text entry, editing, and formatting capabilities.

Table 1-1 lists the advanced word processing features described in this manual.

The Professional Word Processor also offers several features that deserve special mention: the function key user interface, context-oriented HELP feature, and windowing capability.

Function Key User Interface

The Professional Word Processor allows you to perform most operations using clearly labeled function keys, so it is not necessary for you to remember numerous codes and keystroke combinations.

Table 1-1. Professional Word Processor Features

- synchronized and serpentine columns
- footnote formatting and renumbering
- records processing
- spelling checker (optional)
- automatic paragraph numbering
- type-through (typewriter mode)
- keep together (prevents page breaks from separating text you specify)
- nonblank underlining (underlines characters but not spaces)
- document directory, sorted directory listings
- background print memory reduction
- document edit while printing
- disk full avoidance
- operator statistics

Your keyboard includes variable function keys (the keys numbered f1 through f10) and dedicated function keys (keys with labels such as **MOVE**, **COPY**, **DELETE**, etc.). Function keys are discussed later in this section.

Context-Oriented Help Feature

Whenever you need help, the Professional Word Processor's Context-oriented HELP feature allows you to display a message explaining how to perform any operation you specify--before you begin the operation or while it is in progress. For a detailed discussion of the Context-oriented HELP feature, refer to HELP Key, later in this section.

Windowing

To simplify operations involving more than one document, or more than one page of a document, the Professional Word Processor allows you to divide the display into as many as seven separate sections (called windows) at the same time. Each window can contain a separate document; or you can divide a document and display up to seven sections of it. The windowing capability is discussed in section 2.

SYSTEM HARDWARE

The Professional Word Processor software runs on the B 20 Family of workstations. These workstations are flexible designs that allow many different hardware configurations. Several models are available (refer to B 20 Operations, Learning to Use the System); however, they all include the following components:

- keyboard
- display
- processing unit
- disk drives

Keyboards

For text entry, your keyboard includes all of the keys found on a standard typewriter. In addition, the keyboard has many function keys for performing word processing operations.

Three types of keyboards are available; the type of workstation you have determines which keyboard you have. All are detachable, so you can position your keyboard for maximum comfort and typing ease.

For a detailed discussion of the keyboards, refer to Professional Word Processor Keyboards, later in this section.

Display

Depending on your system's configuration, the display has a total of 28 or 29 lines of 80 characters and spaces (B 22 workstations can display 132 characters and spaces). Horizontal scrolling allows a maximum document width of 25 inches.

When you work with more than one document, you can divide the display into a maximum of seven windows, each containing a separate document. The windowing feature allows you to display up to seven separate sections of the same document. The windowing capability is discussed in section 2.

Processing Unit

The processing unit includes the electronic components and circuitry the system uses to carry out your commands and process the text you enter.

Disk Drives

Depending on its configuration, your system will have some combination of disk drives using 5-1/4-inch floppy disks, 8-inch floppy disks, and Winchester disks.

For detailed discussions of your system's hardware, refer to the manuals in your B 20 Operations Training Package.

Printer

In most cases, you will also have a printer connected to your workstation. Several models of printers are available for use with your workstation. Refer to your printer's reference manual for further information.

PROFESSIONAL WORD PROCESSOR KEYBOARDS

Three keyboards are available for workstations that run the Professional Word Processor software:

- the B 20 keyboard (B 20 and B 22 workstations only)
- the B 25 K1 keyboard (B 25 workstations only)
- the OFIS[®] keyboard (OW25-3 workstations only)

NOTE

The OFISkeyboard is also called the OW25-OK Keyboard or the OK Keyboard.

Although the B 20 keyboard and the B 25 K1 keyboard differ in appearance, they share the same key arrangement and function in the same way; therefore, this manual treats them together and refers to them as the B 25 K1/B 20 keyboards.

The OFISkeyboard has a different key arrangement, including more dedicated function keys, and functions differently from the B 25 K1/B 20 keyboards when you perform certain operations.

B 25 K1/B 20 Keyboards

B 25 K1/B 20 keyboards (refer to figure 1-1) have 98 keys arranged into six groups:

- typewriter keys
- variable function keys

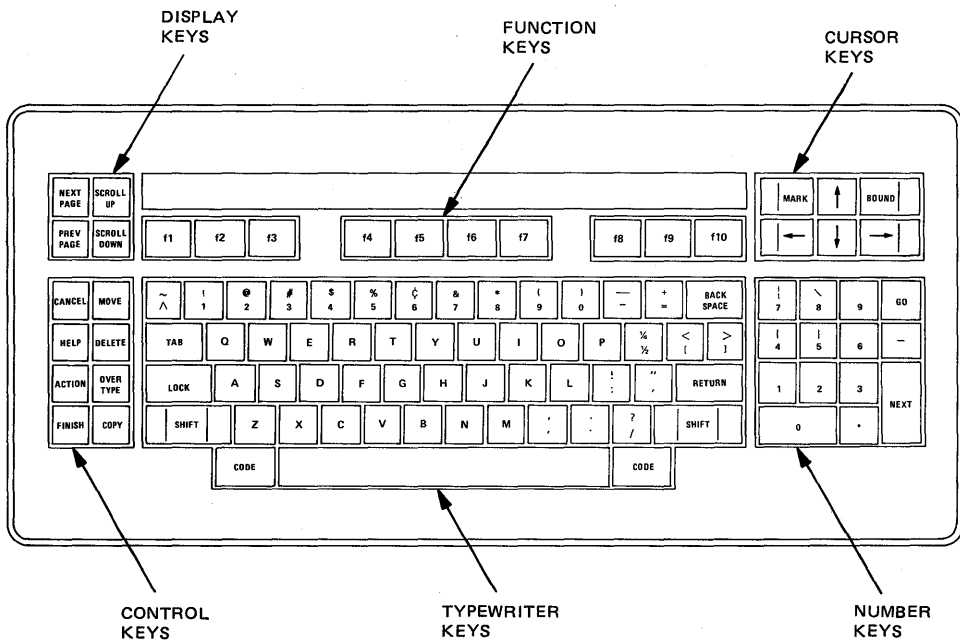


Figure 1-1. B 25 K1/B 20 Keyboard (Sample)

- control keys
- display keys
- cursor keys
- number keys

OFISkeyboard

The OFISkeyboard (refer to figure 1-2) has 110 keys arranged into eight groups:

- typewriter keys
- variable function keys
- control keys (two groups)
- display keys
- cursor keys
- text segment keys
- number keys

The OFISkeyboard includes all of the keys found on B 25 Kl/B 20 keyboards; however, some keys are located in different positions.

In addition, the OFISkeyboard includes the following keys:

- **DELETE CHAR** and **JUMP** keys in the control key group
- math function keys (**%**, **x**, **÷**, **-**, **+**, **=**) and a double-zero key (**00**) in the number key group
- the text segment key group (**COL**, **PAGE**, **PARA**, **SENT**, **WORD**, **LINE**)

Differences between the keyboards are pointed out in the sections that follow.

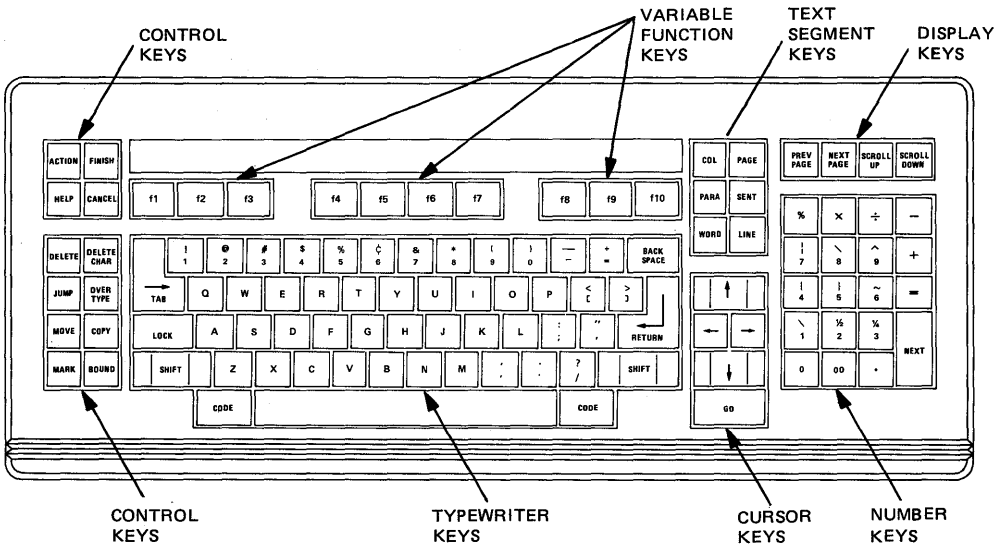


Figure 1-2. OFISKeyboard (Sample)

Typewriter Keys

The typewriter keys on B 25 K1/B 20 keyboards (refer to figure 1-3) and the OFISkeyboard (refer to figure 1-4) are arranged like the keys on a standard typewriter. On the OFISkeyboard, the **Caret (^)/Tilde (~)** key and the **One-half/One-quarter** key are located in the number key group, and the **TAB** and **RETURN** keys are L-shaped.

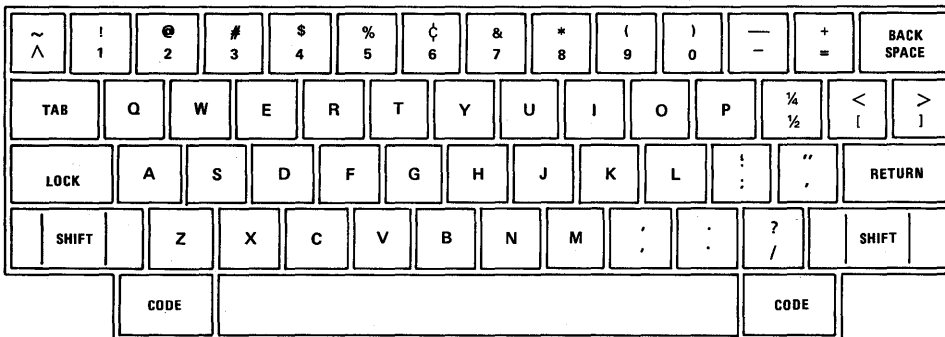
The typewriter keys function similarly to a standard typewriter's keys when you enter text. However, several keys and key combinations function differently; they include:

- **CODE**
- **LOCK**
- **SHIFT**
- **RETURN**
- **BACKSPACE**
- **Spacebar**

CODE Key

You use the **CODE** key (refer to figure 1-3 and figure 1-4) in combination with certain other keys to perform specific operations. For example, pressing **CODE** and the letter **t** at the same time displays the time and date at the bottom of the screen.

In addition, pressing the **CODE** key in combination with other keys provides an alternative method for performing many operations. For example, pressing **CODE** and the letter **s** at the same time initiates a Save operation. Refer to appendix B for a listing of commands using the **CODE** key with other keys.



TYPEWRITER KEYS

Figure 1-3. Typewriter Keys
B 25 K1/B 20 Keyboards (Sample)

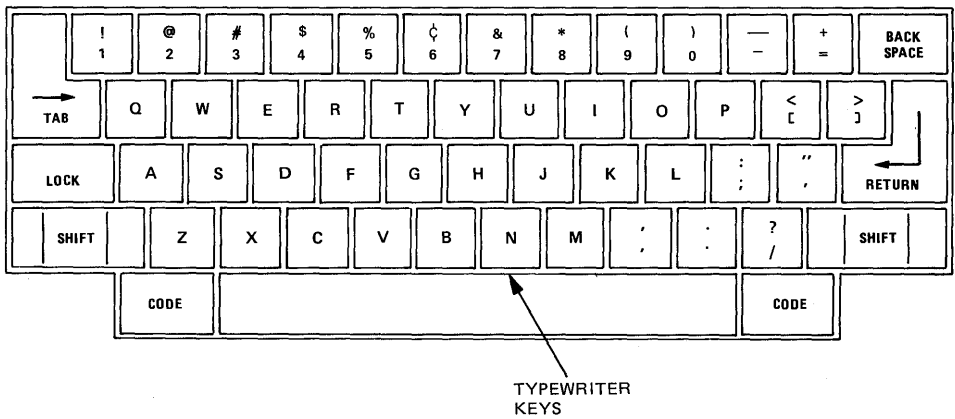


Figure 1-4. Typewriter Keys
OFISkeyboard (Sample)

LOCK Key

The **LOCK** key (refer to figure 1-3 and figure 1-4) functions similarly to the Shift-Lock key on a standard typewriter. When you press the **LOCK** key, the red keytop light illuminates, indicating that the key is activated.

When the **LOCK** key is activated, all letters you type appear on the display in uppercase; however, it does not affect the top row of numeric/symbol keys, nor any of the other symbol or punctuation keys on the keyboard.

For example, if you press the **Colon/Semicolon** key while the **LOCK** key is activated, the semicolon will appear; to type a colon, you must hold down the **SHIFT** key while you press the **Colon/Semicolon** key.

To deactivate the **LOCK** key, you press it again; the red keytop light goes out, indicating that the key is no longer activated.

NOTE

Pressing either of the **SHIFT** keys does not deactivate the **LOCK** key as it does on a standard typewriter.

SHIFT Key

The typewriter keys include two **SHIFT** keys (refer to figure 1-3 and figure 1-4) that function similarly to the Shift keys on a standard typewriter. Any letter you type while you hold down the **SHIFT** key appears on the display in uppercase. You use the **SHIFT** key in the same way to type the symbols or punctuation marks not affected by the **LOCK** key.

In addition, you use the **SHIFT** key in combination with the **RETURN** key to end short lines of text within a paragraph (refer to **RETURN** Key, later in this section).

RETURN Key

The system automatically wraps text as you type; that is, when you come to the right margin, the system ends the current line and begins a new one. In addition, you can use the **RETURN** key (refer to figure 1-3 and figure 1-4) to end a line or paragraph and move the cursor to the beginning of the next line. You can use the **RETURN** key alone, together with the **SHIFT** key, or with the **CODE** and **SHIFT** keys.

You press the **RETURN** key alone to end the last line of a paragraph. When you end a line by pressing **RETURN**, the system returns the cursor to the left margin (or to the current left indent level), and begins a new paragraph.

You use the **SHIFT-RETURN** key combination to end a line before the right margin (for example, when typing a table). If you hold down the **SHIFT** key while you press **RETURN**, the system returns the cursor to the current left indent level, but does not begin a new paragraph.

When you begin a new paragraph, you can use the **CODE-SHIFT-RETURN** key combination to return the cursor to the left page margin. When you press the **RETURN** key, the cursor returns to the current indent level on the next line. Then, when you press the **RETURN** key while you hold down **CODE** and **SHIFT**, the system returns the cursor to the left margin. This key combination works like the **TotalUn** function key (refer to Indented Text, in section 5).

BACKSPACE Key

If you press the **BACKSPACE** key once (refer to figure 1-3 and figure 1-4), it moves the cursor one character or space to the left; if you hold it down, it has repeat action.

In the normal text entry mode (the Insert mode), the **BACKSPACE** key deletes text one character or space at a time as it moves the cursor to the left (refer to Text Entry Modes in section 3).

In the Overtyping mode (that is, with the **OVERTYPE** key activated), the **BACKSPACE** key moves the cursor to the left without deleting text (refer to **OVERTYPE** Key, later in this section).

Spacebar

The **Spacebar** is the elongated key located at the bottom of the Typewriter key group, between the **CODE** keys (refer to figure 1-3 and figure 1-4) It functions similarly to the spacebar on a standard typewriter; however, instead of moving a carriage, it moves the cursor one position to the right each time you press it. If you hold the **Spacebar** down, it has repeat action.

NOTE

The **Spacebar** and the **Right Arrow** key (refer to Cursor Keys, later in this section) both move the cursor to the right. However, the **Spacebar** inserts a blank space each time you press it; the **Right Arrow** key simply moves the cursor to the next character or space.

Function Keys

In addition to the typewriter keys, the Professional Word Processor keyboards include function keys for performing operations such as opening and closing documents, underlining, moving and copying text, etc. There are two types of function keys: variable function keys and dedicated function keys.

A variable function key can perform many different operations because the system can assign different functions to it. The variable function keys are numbered **f1** through **f10**.

A dedicated function key performs the operation indicated on its keycap (and possibly other operations when used together with the **SHIFT** or **CODE** keys). The function of a dedicated function key does not change. Dedicated function keys include **MOVE**, **COPY**, **DELETE**, etc.

Variable Function Keys

The variable function keys (refer to figure 1-5) are located in the row directly above the typewriter keys both on B 25 K1/B 20 keyboards and OFISkeyboards. There are ten keys in the group, labeled **f1** through **f10**.

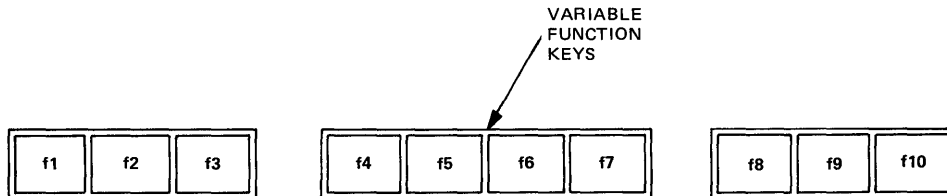


Figure 1-5. Variable Function Keys

During a word processing session, the Function Key display (refer to figure 1-6) appears in the bottom three lines of the screen. The Function Key display is a highlighted field, divided into ten sections corresponding to the ten variable function keys. The sections have labels indicating the operation each key currently performs.

The Function Key display serves the same purpose as the labels on the dedicated keys; that is, telling you what operation each key performs currently.

Whenever you press a variable function key, the system responds in one of the following ways:

- performs the operation without requiring further action on your part
- displays a form, menu, or prompt requiring further input from you
- changes the labels and functions of the function keys



Figure 1-6. Level 1 Function Key Display

Each function key can have up to four levels of functionality. For example, if you press the **Home** key (f1) in Level 1 (refer to figure 1-6), the system assigns Level 2 functions to the key group, and changes the Function Key display to correspond, as follows:



If you press the **Files** key (f5) in Level 2, the system assigns Level 3 functions to the key group, again changing the Function Key display to correspond, as follows:



If you press the **Copy** key (f4) in Level 3, the system displays the Copy Document form (refer to figure 8-2), which is Level 4 of this operation. When you complete the form and press **GO**, the system completes the operation and returns you to Level 3.

You return to the previous level by pressing **CANCEL**; for example, if you are in Level 3, you press **CANCEL** once to return to Level 2; you press **CANCEL** twice to return to Level 1.

Most operations using the variable function keys start from Level 1. After you open a document, you can return to Level 1 from other levels by pressing **CANCEL** one or more times.

A graphic representation of the variable function key user interface appears in the B 20 Systems Word Processing for the Professional Quick Reference Guide.

Dedicated Function Keys

The following four key groups on B 25 K1/B 20 keyboards (refer to figure 1-3) and six groups on the OFISkeyboard (refer to figure 1-4) include dedicated function keys:

- control keys
- display keys

- cursor keys
- number keys
- text segment keys (OFISkeyboard only)

NOTE

The OFISkeyboard has two control key groups.

The OFISkeyboard includes the following dedicated function keys in addition to those on B 25 K1/B 20 keyboards:

- **DELETE CHAR**
- **JUMP**
- **COL**
- **PAGE**
- **PARA**
- **SENT**
- **WORD**
- **LINE**

If your system is equipped with the OFISkeyboard, you use these keys for deleting individual characters, jumping the cursor forward or backward by text segments, and selecting text (that is, indicating text you want to move, copy, delete, etc.). Deleting, jumping, and selecting text are discussed in section 3.

Control Keys

On B 25 K1/B 20 keyboards, the control keys are located to the left of the typewriter keys (refer to figure 1-7).

There are eight keys in the group:

- **CANCEL**
- **MOVE**

- **HELP**
- **DELETE**
- **ACTION**
- **OVERTYPE**
- **FINISH**
- **COPY**

The OFISkeyboard has two control key groups, located to the left of the typewriter keys (refer to figure 1-8). The upper group includes four keys:

- **ACTION**
- **FINISH**
- **HELP**
- **CANCEL**

The lower group includes eight keys:

- **DELETE**
- **DELETE CHAR**
- **JUMP**
- **OVERTYPE**
- **MOVE**
- **COPY**
- **MARK**
- **BOUND**

The **CANCEL**, **HELP**, and **FINISH** keys have special functions that help you operate your system. The **ACTION** key is not used to perform word processing operations; however, it is used together with other keys to enter commands you may find helpful in operating your system (refer to the B 20 Systems Standard Software Operations Guide).

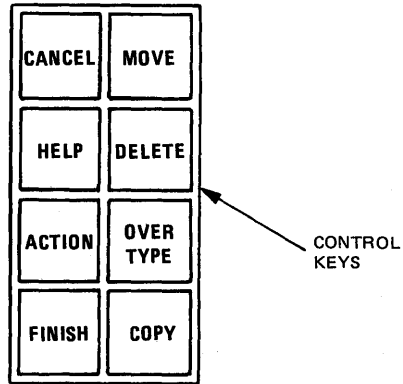


Figure 1-7. Control Keys (B 25 K1/B 20 Keyboards)

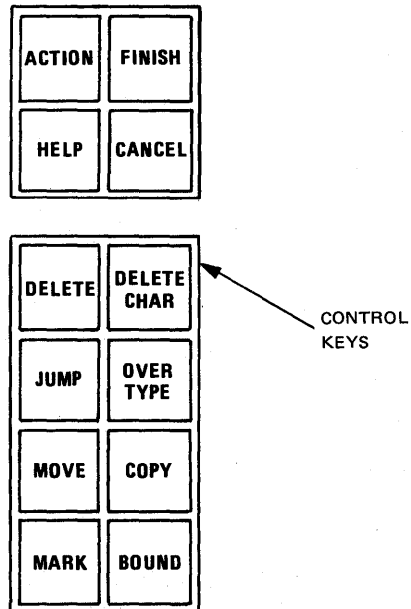


Figure 1-8. Control Keys (OFISkeyboard)

The **MOVE**, **DELETE**, **OVERTYPE**, and **COPY** keys are editing keys you use when you enter and revise text.

The **DELETE CHAR** and **JUMP** keys on the OFISkeyboard have corresponding variable function keys on systems equipped with B 25 K1/B 20 keyboards.

The **MARK** and **BOUND** keys are included in the cursor key group on B 25 K1/B 20 keyboards.

CANCEL Key

You use the **CANCEL** key (refer to figure 1-7 and figure 1-8) to cancel a command you do not want to execute, or to terminate an operation before it is completed.

HELP Key

Pressing the **HELP** key activates the Professional Word Processor's Context-oriented **HELP** feature.

When you press **HELP**, a message appears at the bottom of the screen explaining how to display a help message for any operation you want to perform. You then press the key that initiates the operation you want help with. A message explaining that operation appears at the bottom of the screen.

For example, if you need help setting tabs, press **HELP**; then, after the initial message appears, press the **Tabs** key (f3).

The **HELP** feature works with all function keys (variable and dedicated) except **OVERTYPE** and **ACTION**.

NOTE

If you want help using a variable function key, it must appear in the Function Key display before you press **HELP**.

FINISH Key

You use the **FINISH** key (refer to figure 1-7 and figure 1-8) to end a word processing session and save the entries and revisions you made during the session. When you press **FINISH**, then press **GO**, the system initiates a save operation. After completing the save operation, the system returns you to the Executive.

MOVE Key

You use the **MOVE** key (refer to figure 1-7 and figure 1-8) to move text you select using other function keys (refer to Selecting Text, in section 3). The system moves the text to the new location and deletes it from its original location.

COPY Key

You use the **COPY** key (refer to figure 1-7 and figure 1-8) to copy text you select using other function keys (refer to Selecting Text in section 3). The system copies the text to the new location; it also remains in its original location.

DELETE Key

You use the **DELETE** key (refer to figure 1-7 and figure 1-8) to erase text you select using other function keys (refer to Selecting Text, in section 3).

OVERTYPE Key

When you press the **OVERTYPE** key (refer to figure 1-7 and figure 1-8), the red keytop light illuminates, indicating that the system is in the Overtyping mode (refer to Text Entry Modes, in section 3). In this mode, each character or space you type replaces the existing character or space at the cursor position.

In addition, the **BACKSPACE** key does not delete characters as it moves the cursor to the left. To deactivate the **OVERTYPE** key, you press it again; the red keytop light goes out, indicating that the system is in the Insert mode.

DELETE CHAR Key (OFISkeyboard Only)

The **DELETE CHAR** key (refer to figure 1-8) erases the character or space at the cursor position. Any text following the cursor position within the paragraph moves to the left to fill the space. Refer to *Deleting Text*, in section 3.

JUMP Key (OFISkeyboard Only)

You use the **JUMP** key (refer to figure 1-8) and the text segment keys (refer to figure 1-15) to move the cursor forward or, in combination with the **CODE** key, backward through a document. Refer to *Jumping*, in section 3.

MARK and BOUND Keys (OFISkeyboard)

You normally use the function keys to select text for editing operations, such as moving, copying, deleting, etc. However, you can use the **MARK** and **BOUND** keys (refer to figure 1-8) with the cursor keys as an alternative method (refer to *Selecting Text*, in section 3).

Display Keys

The display keys are located in the upper left corner of B 25 K1/B 20 keyboards (refer to figure 1-9), and in the upper right corner on the OFISkeyboard (refer to figure 1-10).

There are four keys in the display key group:

- **PREV PAGE**
- **NEXT PAGE**
- **SCROLL UP**
- **SCROLL DOWN**

The display keys allow you to scroll forward or backward through a document a line at a time, several lines at a time, or a page at a time.

You can also use the **SCROLL UP** and **SCROLL DOWN** keys to expand windows when you have more than one window open on the display (refer to Expanding Window Size, in section 2).

PREV PAGE Key

When you press the **PREV PAGE** key (refer to figure 1-9 and figure 1-10), the first lines of the current document's previous page appear. If you hold the key down, it has repeat action.

NOTE

If you have more than one window open, the **PREV PAGE** key affects the window where the cursor is located.

NEXT PAGE Key

When you press the **NEXT PAGE** key (refer to figure 1-9 and figure 1-10), the first lines of the current document's next page appear. If you hold the key down, it has repeat action.

NOTE

If you have more than one window open, the **PREV PAGE** key affects the window where the cursor is located.

SCROLL UP Key

When you press the **SCROLL UP** key (refer to figure 1-9 and figure 1-10), the text in the window where the cursor is located scrolls upward one line. If you hold the key down, it has repeat action.

If you press **SCROLL UP** while you hold down the **SHIFT** key or the **CODE** key, the text scrolls upward so that the next to last line becomes the first line of text in the window.

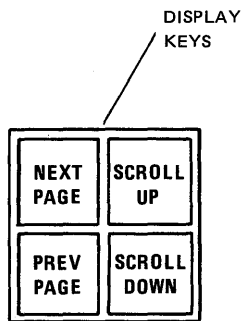


Figure 1-9. Display Keys (B 25 K1/B 20 Keyboards)

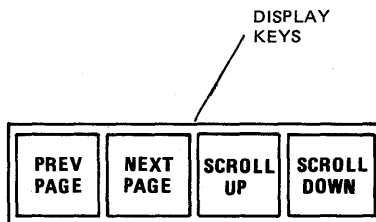


Figure 1-10. Display Keys (OFISkeyboard)

SCROLL DOWN Key

When you press the **SCROLL DOWN** key (refer to figure 1-9 and figure 1-10), the text in the window where the cursor is located scrolls downward one line. If you hold the key down, it has repeat action.

If you press **SCROLL DOWN** while you hold down the **SHIFT** key or the **CODE** key, the text scrolls downward so that the first line of text in the window becomes the next to last line.

Cursor Keys

On B 25 K1/B 20 keyboards, the cursor keys are located in the upper right corner (refer to figure 1-11). There are six keys in the group:

- Up Arrow (↑)
- Down Arrow (↓)
- Left Arrow (←)
- Right Arrow (→)
- MARK
- BOUND

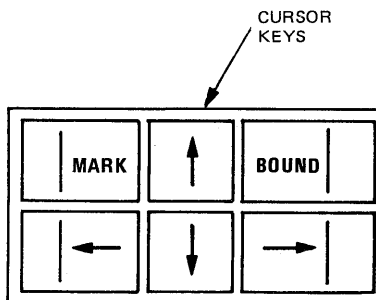


Figure 1-11. Cursor Keys (B 25 K1/B 20 Keyboards)

On the OFISkeyboard, the cursor keys are located to the right of the typewriter keys. (refer to figure 1-12).

There are five keys in the group:

- Up Arrow (↑)
- Down Arrow (↓)
- Left Arrow (←)
- Right Arrow (→)
- GO

Arrow Keys

You use the Up Arrow (↑), Down Arrow (↓), Left Arrow (←), and Right Arrow (→) keys (refer to figure 1-11 and figure 1-12) to position the cursor within the display.

Pressing an arrow key moves the cursor one position in the direction indicated by the arrow. If you hold an arrow key down, it has repeat action.

If you hold down the **SHIFT** key while you press an arrow key, the cursor moves five characters to the left or right, or three lines up or down.

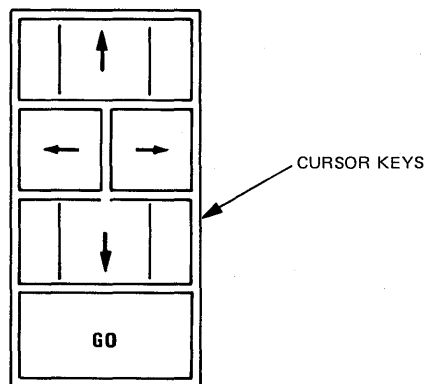


Figure 1-12. Cursor Keys (OFISkeyboard)

If you hold down the **CODE** key while you press the **Right Arrow** (→) or **Left Arrow** (←) key, the cursor moves to the right or left end of that line of text.

If you hold down the **CODE** key while you press the **Up Arrow** (↑) key, the cursor moves to the line between the first line of text and the Document Status line.

If you hold down the **CODE** key while you press the **Down Arrow** (↓) key with only one window open, the cursor moves to the line immediately below the Function Key display boundary.

If you have more than one window open, the cursor moves into the next window below, to the line between the Document Status line and the first line of text, or to the line immediately below the Function Key display boundary.

MARK and BOUND Keys (B 25 K1/B 20 Keyboards)

While you normally use the function keys to select text for editing operations, such as moving, copying, deleting, etc., you can use the **MARK** and **BOUND** keys (refer to figure 1-11) with the cursor keys as an alternative method (refer to Selecting Text, in section 3).

GO Key (OFISkeyboard)

You use the **GO** key (refer to figure 1-12) to begin executing most operations.

Number Keys

The number keys are located to the right of the typewriter keys on B 25 K1/B 20 keyboards (refer to figure 1-13) and the OFISkeyboard (figure 1-14). You may find the number keys more convenient than the typewriter keys for entering numeric data. In addition, you use the math symbol keys to perform calculations with the Math feature (the Math feature is discussed in section 11).

On B 25 K1/B 20 keyboards, there are 14 keys in the group:

- numbers 0 through 9
- minus sign (-)
- decimal point (.)
- GO
- NEXT

You can also produce the following characters using the number keys in combination with the **SHIFT** key:

- vertical bar (|): **SHIFT-7**
- backslash (\): **SHIFT-8**
- left brace ({): **SHIFT-4**
- right brace (}): **SHIFT-5**
- grave accent (`): **SHIFT-1**
(appears as a single quotation mark on the screen)

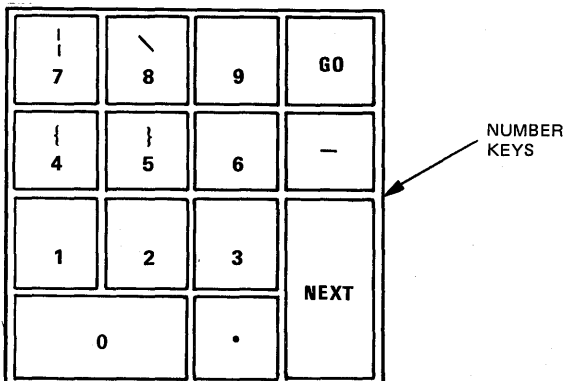


Figure 1-13. Number Keys (B 25 K1/B 20 Keyboards)

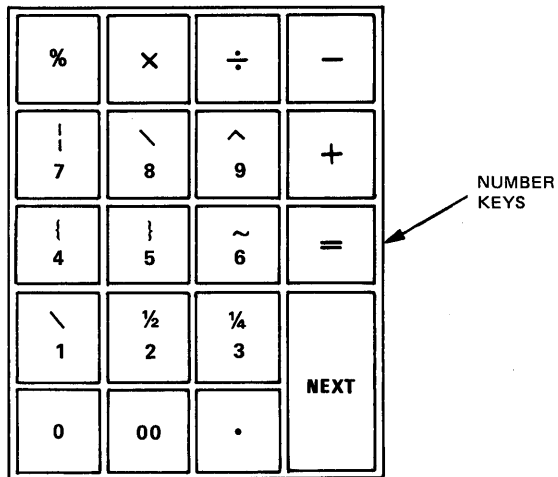


Figure 1-14. Number Keys (OFISkeyboard)

On the OFISkeyboard, there are 19 keys in the group:

- numbers 0 through 9
- double zero (00)
- percent sign (%)
- multiplication sign (×)
- division sign (÷)
- minus sign (-)
- plus sign (+)
- equality sign(=)
- decimal point (.)
- **NEXT**

You can also produce the following characters using the number keys in combination with the **SHIFT** key:

- vertical bar (|): **SHIFT-7**
- backslash (\): **SHIFT-8**
- caret (^): **SHIFT-9**
- left brace ({): **SHIFT-4**
- right brace (}): **SHIFT-5**
- tilde (~): **SHIFT-6**
- grave accent (`): **SHIFT-1**
(appears as a single quotation mark on the screen)
- one-half (1/2): **SHIFT-2**
- one-fourth (1/4): **SHIFT-3**

NOTE

On B 25 K1/B 20 keyboards, the caret (^), tilde (~), one-half (1/2), and one-fourth (1/4) characters are located in the typewriter keys.

GO Key (B 25 K1/B 20 Keyboards)

You use the **GO** key (refer to figure 1-13) to begin executing commands.

NEXT Key

You use the **NEXT** key (refer to figure 1-13 and figure 1-14) to move the cursor and the highlight to the next line when you fill in forms (for example, the Page Format form).

In addition, the **NEXT** key functions similarly to the **RETURN** key when you enter numerical data in tables and columns; however, you cannot use the **NEXT** key to enter text or move the cursor in text.

Text Segment Keys (OFISkeyboard Only)

The Text segment keys (refer to figure 1-15) are located to the right of the variable function keys on the OFISkeyboard.

There are six keys in the group; each one indicates a specific text segment:

- **COL** (column)
- **PAGE**
- **PARA** (paragraph)
- **SENT** (sentence)
- **WORD**
- **LINE**

You use the text segment keys to select text for editing or formatting operations. Refer to *Selecting Text*, in section 3.

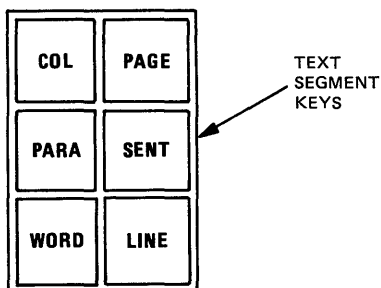


Figure 1-15. Text Segment Keys (OFISkeyboard Only)

SECTION 2

WORD PROCESSING SESSIONS

GENERAL

This section explains basic operating procedures for the Professional Word Processor, including:

- starting up the system and installing the Professional Word Processor software
- signing onto the system and activating the Professional Word Processor program
- opening and closing documents
- entering text
- finishing word processing sessions
- logging out

SYSTEM STARTUP

On hard disk systems, the B 20 Operating System (BTOS) is stored on the hard disk, and is automatically activated when you set the **POWER** switch to ON.

On dual floppy standalone systems, BTOS is stored on the Operating System boot diskette supplied with your workstation. You must insert it into the lefthand disk drive (drive f0) each time you start up the system or begin a new application (refer to Software Installation on Dual Floppy Standalone Systems, later in this section).

At startup, BTOS performs a diagnostic test to ensure that your system is functioning properly. The test takes less than a minute; during this time, the red lights on the disk drives flash on and off, and the system displays various letters and symbols. Your system may also display a graphic depiction of its configuration.

Upon successful completion of the test, the Signon form appears on the screen (refer to figure 2-1).

Installing The Software

Software installation procedures are different for systems with hard disks than for dual floppy standalone systems.

Once you install the Professional Word Processor software on a hard disk system, you activate the word processor in one of the following ways:

- by entering a command from the Executive
- by signing on with one of the user names provided by the system (PWP1, PWP2, PWP3, or PWP4)
- by entering your user name in the Signon form (if your user file has been set up activate the word processor)

Refer to Beginning a Word Processing Session, later in this section.

With a dual floppy standalone system, you must install the software each time you want to use the word processor.

Software Installation On Hard Disk Systems

The Professional Word Processor software for hard disk systems is supplied on two diskettes. Labels identify them as diskette OW251-WP3-1 and diskette OW251-WP3-2.

To install the Professional Word Processor software on hard disk systems, use the following procedure:

1. After starting up your system and signing on (refer to System Startup, earlier in this section and Signing On To the System, later in this section), insert diskette OW251-WP3-1 in your workstation's floppy disk drive.

NOTE

If you have a cluster system, you must install the software on the master workstation.

2. Enter the command **Software Installation** in the highlighted Command field; then press **GO**. The system begins to load the software.

After a few seconds, the system displays the following message:

B 20 Systems OFISwriter 25 PWP Installation

If this is the master station of a cluster system, then power down all cluster workstations.

If this is a cluster workstation, then power down all other workstations except this station and the master station.

Volume Status will display the number of free sectors on your [Sys] volume.

PRESS <GO> to invoke Volume Status, note the number of free sectors, then PRESS <GO> again to continue.

NOTE

If you have a cluster system, you must set the **POWER** switch to OFF on all cluster workstations before continuing.

3. Press **GO**. The system automatically clears the screen, then enters the Volume Status command (for more information on the Volume Status command, refer to the B 20 Systems Standard Software Operations Guide).

Note the number of free pages and the number of free file headers, then press **GO** again.

4. The system clears the screen, then displays the following message:

B 20 SYSTEMS OFISwriter 25 PWP requires 1200 free pages on a B 20 series hard disk system with a minimum of 512K of memory for all B 25, master, and standalone systems, and 384K for B 21 and B 22 cluster systems.

If this system does not have the required space or memory available PRESS <ACTION><FINISH> to cancel installation.

If this system does have the required space and memory available PRESS <GO> to continue.

If your system has less than the required 1200 free pages of memory, press the **ACTION** and **FINISH** keys simultaneously to cancel the installation. Delete some of the files from your hard disk, then begin this installation procedure again.

If your system has the required memory, press **GO** to continue the installation.

5. The system continues loading the software. When the system completes loading the software from diskette OW251-WP3-1, it displays the following message:

Remove the disk from the floppy disk drive and insert OFISwriter software disk number 2.

Press <GO> when ready

6. Remove diskette OW251-WP3-1 and insert diskette OW251-WP3-2 into the floppy disk drive; then press **GO**. The system continues loading the software.

7. After approximately one minute, the system displays the following message:

TYPE OF INSTALLATION

1. Installation of OFISwriter 25 PWP on a B 20 system from a B 20 standalone, master, or cluster station.
2. Installation of OFISwriter 25 PWP on an XE520 system from a B 20 cluster.

Enter the number (1 or 2) of the appropriate option in the [Parameters] field of the Submit command form below, then PRESS <GO>.

NOTE: For cluster stations, OFISwriter 25 PWP will be installed on the system you have booted from (i.e. master or local).

```
Command Submit
Submit
  File list           [OW251-WP3-2]<sys>Choice.Sub
  [Parameters]
  [Force Expansion?] yes
  [Show Expansion]
```

The Parameters field is highlighted.

If you have a B 20 Family system, enter the number 1, then press GO.

If you have an XE520 system, enter the number 2, then press GO.

The system resumes loading the software.

8. When the system completes loading the software, it displays the following message:

***** INSTALLATION OF B 20 Systems OFISwriter 25 PWP COMPLETE *****

Please remove the OFISwriter 25 PWP disk from the disk drive and put it in a safe place.

If this is a cluster system, you may now resume cluster operations.

5. Remove diskette OW251-WP3-2 from the floppy disk drive. Return both diskettes to their protective envelopes and put them in a place suitable for storing floppy disks.

NOTE

If you have a cluster system, you can set the **POWER** switch on cluster workstations to ON.

Software Installation On Dual Floppy Standalone Systems

The Professional Word Processor software for dual floppy systems is supplied on one diskette. The label identifies it as diskette OW251-WP3-2.

You will also need your Operating System boot diskette, and a formatted work diskette to store the word processing documents you create.

To install the Professional Word Processor software on dual floppy standalone systems, use the following procedure:

1. Insert the Operating System boot diskette in the lefthand disk drive (drive f0).
2. Press the Reset button located on the back of the CPU module. The Signon form (refer to figure 2-1) appears on the screen.
3. Remove the Operating System boot diskette and insert the Professional Word Processing software diskette OW251-WP3-2 in drive f0.

NOTE

You must remove the write-protect label from diskette OW251-WP3-2 before inserting it into the disk drive.

4. Insert the formatted work diskette in the righthand drive (drive f1).

5. Sign on to the system (refer to Signing On To the System, later in this section) with the user name **PWP**.
6. When the Executive Command prompt appears, set the path (volume and directory names) appropriate for the work diskette in drive fl.

SIGNING ON TO THE SYSTEM

After you start up the system, you must sign on.

On dual floppy standalone systems, signing on when you install the Professional Word Processor software immediately activates the word processor.

On hard disk systems, signing on brings you to the Executive level, unless you want your system to activate the word processor immediately. There are two ways to activate the word processor at sign on:

- To bypass the Executive and immediately activate the word processor for the current session only, you sign on with one of the user names provided by the system (PWPl, PWP2, PWP3, or PWP4).
- To automatically activate the word processor whenever you sign on, you use the User File Editor to set up your user file accordingly. Refer to the B 20 Systems Custom Installation and Reference Manual.

Use the following procedure:

1. If you have a hard disk system, enter your user name in the highlighted User name field in the Signon form (refer to figure 2-1).

If you want the system to bypass the Executive and activate the word processor immediately, enter one of the user names provided by the system (PWPl, PWP2, PWP3, or PWP4).

If you have a dual floppy standalone system, enter the user name **PWP**.

Press **RETURN**. The cursor and the highlight move to the Password field.

2. Enter your password (if any); then press **RETURN**. The cursor and the highlight move to the Date/Time field.
3. Enter the current date and time, using the example given in the Date/Time prompt; then press **GO**.

On hard disk systems, one of the following results:

- If you do not automatically activate the word processor, the Executive Command prompt appears below the Signon form, indicating that you are signed onto the system.
- If you sign on with PWP1, PWP2, PWP3, or PWP4, or if your user file is set up appropriately, the system immediately activates the word processor and displays the Initial Word Processor screen (refer to figure 2-2).

On dual floppy standalone systems, the Initial Word Processor screen (refer to figure 2-2) appears on the display.

NOTE

The system displays an error message if your signon entries are incorrect (for example, the system does not accept misspelled entries). If the message appears, check your entries, and make the necessary corrections; then press **GO** again.

BEGINNING A WORD PROCESSING SESSION

Procedures for activating the Professional Word Processor and beginning a word processing session are different for hard disk systems than for dual floppy standalone systems.

BURROUGHS B20 OPERATING SYSTEM BTOS 4.0.H

User name	Enter an application name or leave this line blank to display a Command form.
Password	Enter your assigned password (optional).
Day/Date/Time	Enter the current day, date and time (if not already set).

Then press the **GO** key.

User name (e.g., Allen)

Password

Date/Time (e.g., Fri Sep 9, 1983 8:00 am)

Figure 2-1. Signon Form (Sample)

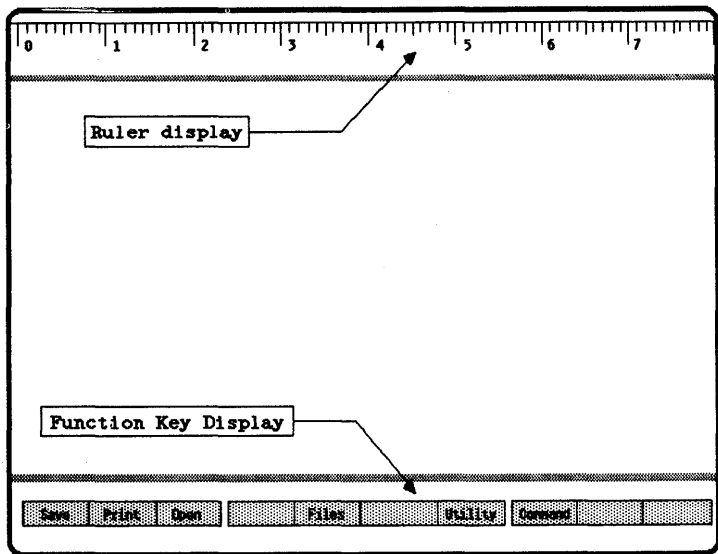


Figure 2-2. Initial Word Processor Screen

Beginning A Session On Hard Disk Systems

If your system does not immediately activate the word processor at sign on (refer to Signing On to the System, earlier in this section), you begin a word processing session in either of two ways:

- by displaying the Initial Word Processor screen (refer to figure 2-2)
- by opening documents from the Executive

When you display the Initial Word Processor screen, you can use the function keys to open a document, or choose from a range of other operations. When you open documents from the Executive, you can specify and immediately open as many as seven documents, bypassing the Initial Word Processor screen.

To open a document, you specify a document name--either a new document you want to begin entering, or the name of an existing document you want to review or revise.

Displaying The Initial Word Processing Screen

To begin a session by displaying the Initial Word Processor screen, use the following procedure:

1. Enter the Command **PWP** in the Command field; then press **GO**. The following display appears:

```
Command PWP  
Professional Word Processor  
  
OW251-WP3 Version x.x.x
```

where x.x.x indicates the version number.

2. After a few seconds, the Initial Word Processor screen appears (refer to figure 2-2).

You can proceed by opening a new document or an existing document (refer to Opening a Document from the Initial Word Processor Screen, later in this section).

Opening Documents From The Executive

To begin a word processing session and open one to seven documents from the Executive, use the following procedure:

1. Enter the Command **PWP** in the Command field; then press **RETURN**. The following display appears:

```
Command  PWP  
PWP  
[Document(s)]
```

2. Enter the name(s) of the document(s) you want to open in the highlighted [Document(s)] field. The following rules apply:
 - You can open a maximum of seven document names.
 - You can include letters, digits, and punctuation marks, but not spaces, within a document name.
 - If you enter more than one document name, you must separate each one with a space.
 - If you enter only one document name, your entry can be up to 46 characters long.
 - If you open more than one document, your entry can be up to 61 characters long (including spaces between document names).

NOTE

Do not use **-old** or **-new** at the end of your document's name; the system reserves these designations for its own use.

3. Press **GO**. The system displays the following message below the command form, then displays the Document screen (refer to figure 2-4).

OW251-WP3 version x.x.x

where x.x.x indicates the version number.

If you are opening more than one document, each document appears in a separate window in the text area (refer to Text Area, later in this section). You can now enter new text or revise the existing text.

NOTE

If you do not specify a document in step 2 above, the Initial Word Processor screen (refer to figure 2-2) appears when you press **GO**.

Beginning A Session On Dual Floppy Standalone Systems

On dual floppy standalone systems, the Initial Word Processor screen (refer to figure 2-2) appears when you finish signing on to the system.

You can proceed by opening a new document or an existing document (refer to Opening a Document from the Initial Word Processor Screen, later in this section).

Initial Word Processor Screen

The Initial Word Processor screen (refer to figure 2-2) is divided into three sections:

- the Ruler display at the top of the screen
- an area of 20 or 21 blank lines
- the Function Key display at the bottom

You cannot change the Ruler display or enter text at this time; you must use the function keys to enter commands, or end the current word processing session.

When you press one of the labeled function keys, the system responds in one of the following ways:

- performs the operation without requiring further action on your part

- displays a form, menu, or prompt requiring further input from you
- changes the labels and functions of the function keys

Pressing any of the unlabeled function keys has no effect.

Opening A Document From The Initial Word Processor Screen

After beginning a word processing session by displaying the Initial Word Processor screen, you can open a new document or an existing document.

Opening A New Document

A new document is one you open for the first time. To open a new document, use the following procedure:


1. Press the **Open** key (f3); the Open Document form (refer to figure 2-3) appears at the bottom of the screen. The Document name field is highlighted.
2. Enter a document name. Document names can be any combination of up to 46 characters.

NOTE

Do not use **-old** or **-new** at the end of your document's name; the system reserves these designations for its own use.

3. Press **NEXT** (or **RETURN**). The highlight moves to the Password field. If your office procedures include assigning passwords, enter a password for the document.
4. If you wish to copy the text of an existing document as a new document under the name you entered in step 2, press **NEXT** (or **RETURN**) twice; the highlight moves to the Copy from document field.

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

Document name: 

Password:

Allow changes? Yes No (Press Y or N)

Copy from document:

Figure 2-3. Open Document Form

NOTE

The Allow changes? field does not apply to new documents. If you specify NO, system displays the flashing message **Please specify "Allow changes: Yes"**.

5. Enter the name of the document you want to copy; then press GO. The system displays the following flashing message:

Press GO to create document xxxxx
CANCEL to cancel command

where xxxxx is the document name.

6. Press GO again; the Document screen (refer to figure 2-4) appears on the display. If you entered a document name in step 4, the system displays the document. You can now enter text.

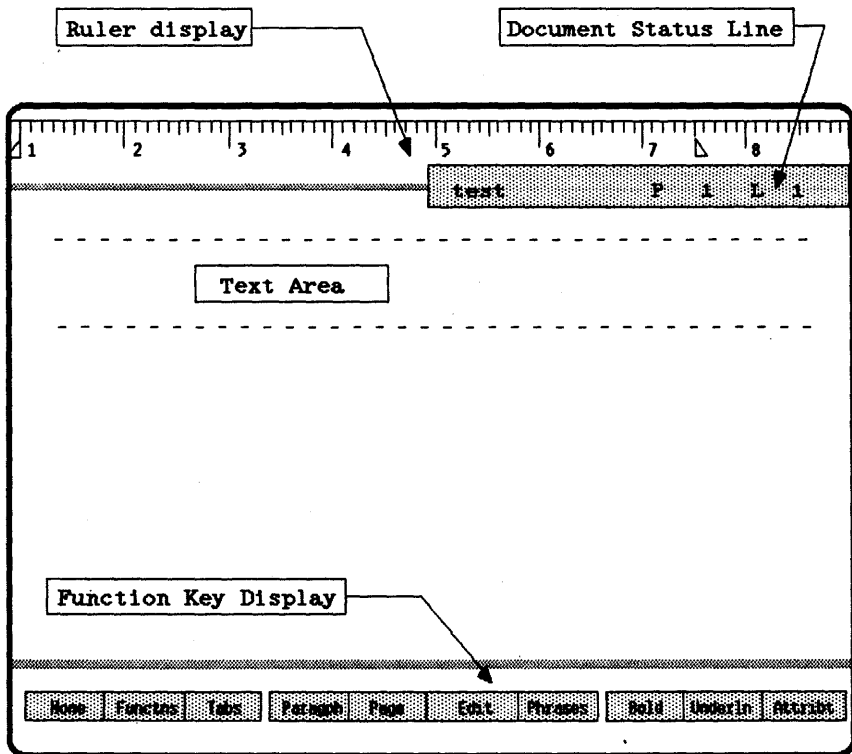


Figure 2-4. Document Screen

Opening An Existing Document

An existing document is one that you or another user has previously opened. To open an existing document, use the following procedure:

1. Press the **Open** key (f3); the Open Document form (refer to figure 2-3) replaces the Function Key display at the bottom of the screen. The Document name field is highlighted.
2. Enter the name of the document you want to open; then press **NEXT** (or **RETURN**). The highlight moves to the Password field.
3. Enter the document's password (if any), then press **NEXT** (or **RETURN**); the highlight moves to the Allow changes? field.

4. The default is Yes. If you want to revise the text of the document or type new text, leave this field blank (or enter the letter y or Y for Yes).

If you want to review the document without changing it, enter the letter n or N for NO.

NOTE

The Copy from document field does not apply to existing documents.

5. Press **GO**; the Document screen (refer to figure 2-4) appears on the display, with the first page of the document you specify in step 2.

Performing Other Operations From The Initial Word Processor Screen

You can perform other operations from the Initial Word Processor screen by pressing other functions keys. For example, you can perform a Print operation by pressing the **Print** key (f2). Detailed explanations of these operations appear in the appropriate sections of this manual.

Document Screen

The Document screen (refer to figure 2-4) is divided into four areas:

- the Ruler display occupies the top two lines
- if you have a document open, the Document Status line occupies the third line (if you open more than one document, each window has its own Document Status line)
- the Text Area occupies the next 22 lines (23 lines in some systems)
- the Function Key display occupies the bottom three lines.

Ruler Display

The Ruler display (refer to figure 2-4) serves as a guide to help you format text (text formatting is discussed in sections 4, 5, and 6). Its length indicates the width of the page. The ruler is divided into inches, half-inches, and further subdivisions determined by the pitch (refer to Changing Pitch, in section 4); the space between each mark on the ruler represents one character.

A second cursor (the Ruler Display Cursor) parallels the movement of the cursor, indicating where the cursor is positioned within a line on the page. This helps you determine margin, tab, and indent settings.

The system places special symbols inside the Ruler display to indicate the formatting parameters in effect within the paragraph where the cursor is currently positioned on the page.

Document Status Line

The Document Status line (refer to figure 2-4) presents the following information:

- the name of the document
- the number of the page in which the cursor is located
- the number of the line in which the cursor is located

Each window you open has its own Document Status line.

Text Area

When you open a new document, the system opens a window for it inside the Text Area (refer to figure 2-4). Initially, the window consists of a Document Status line and one blank line between two parallel broken lines. The text you type appears inside the window. As you add text to your document, the window expands to include it.

When you open an existing document, the system opens a window and displays the document inside it. It has a Document Status line at the top, a broken line just above the first line of text, and another just below the last line.

You can open as many as seven documents and seven windows within the Text Area.

Function Key Display

The Function Key display (refer to figure 2-4) tells you which operations you can currently perform using the variable function keys.

The Function Key display is a highlighted field, divided into ten sections corresponding to the ten variable function keys, with labels in reverse video that indicate the operations the keys perform at the current level.

When you open a document, the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen. When you press one of these keys, the system assigns different functions to them; it also changes the labels in the Function Key display correspondingly. In this way, each function key can perform several different operations (refer to Function Keys, in section 1).

OPENING MORE THAN ONE DOCUMENT

You can simplify operations that involve more than one document by opening and displaying several documents at once. For example, moving or copying text from one document to another is easier if both documents appear on the screen simultaneously.

You can have up to seven documents open at one time. The system opens a separate window, with its own Document Status line, for each document. Initially, the amount of text in each window depends on the number of documents on the screen; however, the system includes function key operations for adjusting the size of windows (refer to Adjusting Window Size, later in this section).

On hard disk systems, when you begin a word processing session from the Executive, the system displays the Open Document form (refer to figure 2-3) that allows you to open as many as seven documents (refer to Opening Documents from the Executive, earlier in this section).

When you begin a word processing session from the Initial Word Processor Screen, you can open only one document at a time (refer to Opening Documents from the Initial Word Processor Screen, earlier in this section). Subsequently, however, you can open more documents.

To open an additional new document or an additional existing document during a word processing session, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key (refer to figure 1-6) display appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Follow the steps in Opening a Document from the Initial Word Processor Screen, earlier in this section.

Adjusting Window Size

The amount of text the system initially displays in each window depends on the number of documents you have open. You can use the function keys to increase and decrease the number of lines displayed in a window.

Expanding the size of one window reduces the amount of display space available for the others. You cannot reduce a window to less than its Document Status line and the broken line indicating the top of the page, however, nor force a window off the screen.

To display the function keys for adjusting window size, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Windows** key (f6); the following Function Key display appears:



Expanding Window Size

You use the **ExpndUp** key (f1) and **ExpndDn** key (f2) to expand the size of a window and display more text. Use the following procedure:

1. Position the cursor in the window you want to expand.
2. Press **ExpndUp**; the Document Status line moves up one line, and an additional line of text appears at the bottom of the window. Press the key once for each additional line of text you want to display.

NOTE

The **ExpndUp** key has no effect when the cursor is positioned in the top window on the screen.

3. Press **ExpndDn**; the Document Status line of the window below the current window moves down one line, and an additional line of text appears at the bottom of the window. Press the key once for each additional line of text you want to screen.

NOTE

The **ExpndDn** key has no effect when the cursor is positioned in the bottom window on the display.

Pressing the **ExpndUp** key reduces the size of the window(s) above the current window; pressing **ExpndDn** reduces the size of the window(s) below the current window.

You can also use the **SCROLL UP** key to expand the size of windows (except the top window on the screen). Use the following procedure:

1. Position the cursor between the Document Status line and the first line of text of the window you want to expand.
2. Press **SCROLL UP**; the Document Status line moves up one line, expanding the size of the window, and reducing the size of the window above it. If you hold the key down, it has repeat action.

If you hold down the **SHIFT** or **CODE** key while you press **SCROLL UP**, the system immediately expands the window to its maximum possible size.

Reducing Window Size

You use the **LowrTop** key (f3) and **RaisBot** key (f4) to reduce the size of a window and display less text. Use the following procedure:

1. Position the cursor in the window you want to reduce.
2. Press **LowrTop**; the Document Status line moves down one line, removing the bottom line of text from the window. Press the key once for each additional line you want to reduce the window.

NOTE

The **LowrTop** key has no effect when the cursor is positioned in the top window on the screen.

3. Press **RaisBot**; the Document Status line of the window below the current window moves up one line, removing the bottom line of text from the window. Press the key once for each additional line you want to reduce the window, or hold it down for repeat action.

NOTE

The **RaisBot** key has no effect when the cursor is positioned in the bottom window on the screen.

Pressing the **LowrTop** key expands the size of the window above the current window; pressing **RaisBot** expands the size of the window below the current window.

You can also use the **SCROLL DOWN** key to reduce the size of windows (except the top window on the screen). Use the following procedure:

1. Position the cursor between the Document Status line and the first line of text of the window you want to reduce.
2. Press **SCROLL DOWN**; the Document Status line moves down one line, reducing the size of the window, and expanding the size of the window above it. If you hold the key down, it has repeat action.

If you hold down the **SHIFT** or **CODE** key while you press **SCROLL DOWN**, the system immediately reduces the window to its smallest possible size.

Dividing Windows

You can divide each window so that you have a maximum of seven windows and/or window sections open at one time. into a maximum of seven sections. If you try to open more than seven, the system displays the following flashing message at the bottom of the screen:

Too many windows

To divide windows into sections, use the following procedure:

1. Position the cursor in the window you want to divide.
2. Press the **Divide** key (f5) once for each section you want to display. The system creates a Document Status line for each section, and displays the first line of the document (or more, depending on the number of windows you have open on the display).
3. With the cursor positioned in the window section you want, use the Display keys (refer to section 1) to scroll to the page you want to display.

You can use the function keys to increase and reduce window sections in the same way you use them to increase and reduce windows. Refer to Expanding Window Size and Reducing Window Size, earlier in this section.

If you divide a window into sections, you can close one section without closing any of the other sections. Refer to Closing a Document, later in this section.

Closing Windows

If more than one window is open, you can close one window without closing the others. Refer to Closing a Document, later in this section.

CLOSING A DOCUMENT

When you finish typing or revising a document, you can close it and begin working on another without finishing the word processing session. If you have more than one document open, you can close individual documents without closing the others. If you divide a window into sections, you can close a section without closing any of the other sections. Use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Position the cursor in the document or window section you want to close; then press the **Close** key (f4). The system closes the document or section and removes it from the screen.

You can now open or work with another document, or perform another operation.

CAUTION

Closing a document does not automatically record the text you type or revise. The system does not save the document until you perform a Save operation or finish the word processing session.

SAVING A DOCUMENT

Performing a Save operation protects you from a loss of text in the event of a system failure. A Save operation permanently records all text and revisions you have typed

since the beginning of the current word processing session, or since the last Save operation. To perform a Save operation, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the Home key (f1). The following Function Key display appears:



3. Press the Save key (f1). The following message appears at the bottom of the screen:

Saving...

Ten small blank squares appear to the right of the message. The system indicates that the operation is in progress by filling in each of the squares in sequence.

When the system completes the Save operation, it replaces the Function Key display with the following message:

Save complete

4. Press **CANCEL** to return the Function Key display to the screen; then continue entering or revising text.

CHANGING WORK DISKETTES

To access documents stored on a diskette other than the one you currently have in drive f1, you must exchange diskettes. Use the following procedure:

1. Perform a Save operation, then close any documents that are currently open. The following Function Key display appears at the bottom of the screen:



2. Remove the work diskette from drive fl. Place it in its envelope, and put it aside or store it in a safe place.
3. Insert the diskette containing the document(s) you want to work with.
4. Change to the path that is appropriate for the diskette you insert in step 3 (refer to Changing the Path, in section 8).

FINISHING A WORD PROCESSING SESSION

When you complete a word processing session, you can deactivate the Professional Word Processor by performing a Finish operation.

A Finish operation automatically closes all currently open documents and saves all documents you have worked with during the current session. Use the following procedure:

1. Press the **FINISH** key (refer to figure 1-1). The following flashing message replaces the Function Key display at the bottom of the screen:

Press GO to confirm FINISH, CANCEL to cancel command

2. Press **GO**. The following message appears:

Saving...

Ten small blank squares appear to the right of the message. The system indicates that the operation is in progress by filling in each of the squares in sequence.

When the system completes the operation, it displays the following message:

Save complete

On hard disk systems, one of the following results:

- If you did not automatically activate the word processor to begin the current session, the screen goes momentarily blank; then the Executive Command prompt appears.

- If you began the current session by signing on with PWP1, PWP2, PWP3, or PWP4, or if your user file is set up appropriately, the Signon form appears.

On dual floppy standalone systems, the screen goes blank and the audio tone sounds. Remove the software diskette OW251-WP-2 from drive f0, insert the Operating System Boot diskette, and press **GO**.

LOGGING OUT

On hard disk systems, when you finish working with the system and want to make it available for another operator, you enter the Executive command **Logout**, and then press **GO**. The screen goes blank momentarily; then the Signon form appears.

On dual floppy standalone systems, the Signon form appears after you insert the Operating System Boot diskette in drive f0 and press **GO**.

SECTION 3

EDITING FEATURES

GENERAL

This section includes descriptions of the Professional Word Processor's features that allow you to access, display, and revise text.

The text access and display features include:

- Visible feature (edit code display)
- Jumping
- Thumbing
- Searching

The text editing features include:

- Inserting
- Selecting
- Deleting
- Moving and Copying

Other related features include:

- Search and Replace
- Redo and Undo
- Phrase Storing and Recalling

ACCESSING AND DISPLAYING TEXT

The Professional Word Processor's access and display features allow you to display edit codes, move the cursor rapidly through documents, and find specific text sequences.

Visible Feature

When you press a text formatting key, such as **TAB** or **RETURN**, the system inserts an edit code into the text. The Visible feature makes characters representing these edit codes appear on the screen; you can also view text without displaying them. Table 3-1 illustrates the Visible feature characters.

Table 3-1. Visible Feature Edit Code Characters

Edit Codes that appear when you press **Visible** once:

Edit Code	Description
.	space
↵	RETURN
↵	SHIFT-RETURN
—	synchronization mark
{ }	keep together (nonseparation of text)

Edit Codes that appear when you press **Visible** twice:

Edit Code	Description
→	tab
⌋	required nonbreaking hyphen
⌋	nonrequired breaking hyphen
⌋	required nonbreaking space
⌋	required back space (used to create overstruck characters)

Press **Visible** a third time: all edit codes disappear.

While most edit code characters do not appear on the page when you print it, some do (refer to Special Formatting Characters, in section 4).

To activate the Visible feature, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (refer to figure 1-6).
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Windows** key (f6). The following Function Key display appears:



4. Press the **Visible** key (f6). If any of the following edit code characters exist in your document, the system displays them (refer to table 3-1):
 - space
 - paragraph (**RETURN**)
 - carriage return (**SHIFT-RETURN**)
 - synchronization mark
 - keep together (nonseparation of text)
5. Press the **Visible** key again; if any of the following edit code characters exist within your document, the system adds them to the display (refer to table 3-1):
 - tab
 - required nonbreaking hyphen

- nonrequired breaking hyphen
- required nonbreaking space
- nonrequired breaking space
- overstruck characters (refer to section 4)

6. Press the **Visible** key again; all edit codes disappear.

The edit codes remain on the display until you finish the word processing session, or press the **Visible** key to remove them.

Jumping

The Jump feature allows you to move the cursor through a document in specific text segments. You can move the cursor forward or backward through the text by jumping from word to word, sentence to sentence, paragraph to paragraph, etc. You can also use the Jump feature to display a particular page within a document, or to jump to the beginning or end of the document.

Jumping By Text Segments (OFISkeyboard)

On systems with the OFISkeyboard, you use the text segment keys (refer to Text Segment Keys (OFISkeyboard Only), in section 1) to jump the cursor by text segments.

To jump the cursor forward, press the function key that indicates the amount of text you want the cursor to jump.

To jump the cursor back, hold down **CODE** and press the function key at the same time.

NOTE

The **COL** key applies to tabbed columns only, not to synchronized or serpentine columns (refer to Columns, in section 6).

Table 3-2 presents the cursor movements that occur when you press each key or combination of keys.

Table 3-2. Jump Feature Cursor Movements

Variable function key designations (f1 through f6) apply to B 25 K1/B 20 Keyboards only.

Key/Key Combination	Cursor Movement
WORD (f1)	Cursor jumps forward to the first character of the next word.
SENT (f2)	Cursor jumps forward to the first character of the next sentence.
PARA (f3)	Cursor jumps forward to the first character of the next paragraph.
PAGE (f4)	Cursor jumps forward to the next page, same line and space location.
LINE (f5)	Cursor jumps forward to the beginning of the next line.
COL (f6)	Cursor jumps forward to the second character in the same line of the next tabular column. If the cursor is located in the last column of a table, the cursor will not jump forward to the next line of the first column; the system displays the flashing message Not found .
CODE-WORD (f1)	Cursor jumps back to the first character of the previous word.
CODE-SENT (f2)	Cursor jumps back to the first character of the previous sentence.

Table 3-2. Jump Feature Cursor Movements (Cont)

Key/Key Combination	Cursor Movement
CODE-PARA (f3)	Cursor jumps back to the first character of the previous paragraph.
CODE-PAGE (f4)	Cursor jumps back to the previous page, same line and space location.
CODE-LINE (f5)	Cursor jumps back to the beginning of the previous line.
CODE-COL (f6)	Cursor jumps back to the last character in the same line of the previous tabular column. If the cursor is located in the first column of a table, the cursor will not jump back to the previous line of the last column.

Jumping By Text Segments (B 25 K1/B 20 Keyboards)

On systems with B 25 K1/B 20 keyboards, use the following procedure to jump the cursor by text segments:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Funcns** key (f2). The following Function Key display appears:



3. Press the **Jump** key (f7). The following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL	ToPage#	Start	End	
------	------	------	------	------	-----	---------	-------	-----	--

4. To jump the cursor forward, press the function key that indicates the amount of text you want the cursor to jump.

To jump the cursor back, hold down **CODE** and press the function key at the same time.

NOTE

The **COL** key (f6) applies to tabbed columns only, not to synchronized or serpentine columns (refer to Columns, in section 6).

Table 3-2 presents the cursor movements that occur when you press each key or combination of keys.

Jumping To A Specific Page

To jump to a specific page in a document, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Functns** key (f2). The following Function Key display appears:

Prepare	Search		SPACE			Jump	CTFOOTN		
---------	--------	--	-------	--	--	------	---------	--	--

3. Press the **Jump** key (f7). On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL	ToPage#	Start	End	
------	------	------	------	------	-----	---------	-------	-----	--

On systems with the OFISkeyboard, the following Function Key display appears:



4. Press the **ToPage#** key (f7); the Go To Page form (refer to figure 3-1) appears on the screen. The Page number field is highlighted.
5. Enter the number of the page you want to display in the Page number field; then press **GO**. The page appears on the screen.

Jumping To The Beginning Or End Of A Document

To jump to the beginning or end of a document, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Functns** key (f2). The following Function Key display appears:



3. Press the **Jump** key (f7). On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



GO TO PAGE: (Press GO to execute, CANCEL to dismiss)

Page number:

Figure 3-1. Go To Page Form

On systems with the OFISkeyboard, the following Function Key display appears:



4. To jump to the beginning of the document, press the **Start** key (f8); the first page of the document appears on the screen.

To jump to the end of the document, press the **End** key (f9); the last page appears on the screen.

Thumbing

The Thumbing feature allows you to move the cursor a specific percentage of the document's total length. You enter Thumbing commands by pressing the **CODE** key and certain other keys at the same time. Table 3-3 shows the key combinations and the percentage of the document the cursor moves.

Table 3-3. Thumbing Commands

Command	Cursor Movement (% of Total Document Length)
CODE-b (or CODE-^)	0% (Go to the beginning of the document)
CODE-1	10%
CODE-2	20%
CODE-3	30%
CODE-4	40%
CODE-5	50%
CODE-6	60%
CODE-7	70%
CODE-8	80%
CODE-9	90%
CODE-0 (or CODE-e)	100% (Go to the end of the document)

Searching

You use the Search feature to locate specific text strings (that is, sequences of characters and spaces) in a document. The search starts from the position of the cursor, and proceeds forward through the text to the end of the document, or until you cancel the search.

The Search feature identifies text strings that match the one you specify, but disregards any associated formatting such as boldface or underlining; for example, you cannot search for only the boldface occurrences of a text string.

To perform a Search operation, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Move the cursor to the location where you want the search to begin.
3. Press the **Functns** key (f2).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Press the **Search** key (f2). The Search form (refer to figure 3-2) replaces the Function Key display at the bottom of the screen; the Search for field is highlighted.

SEARCH: (Press GO to execute, CANCEL to dismiss)

Search for: 

Check caps? Yes No (Press Y or N)

Figure 3-2. Search Form

5. Enter the text string you want the system to search for; then press **NEXT** (or **RETURN**). The highlight moves to the Check caps field.

If you accept the default (NO), the system disregards capitalization and stops at matching text strings without comparing upper- and lowercase characters.

6. Enter Y or y for YES if you want the system to recognize only those matching text strings having the same upper- and lowercase characters as the original text string you specify in step 4.
7. Press **GO**; the highlight disappears, and the following message appears at the top of the form:

Searching... (Press CANCEL to interrupt)

When the system finds a matching text string, it halts the search and highlights the string.

You can make a revision in the text, or leave it unchanged and resume the search (search for the next occurrence of the text string). To remove the highlight, hold down **CODE** and press **MARK** at the same time.

8. To resume the search, press **GO**. The system repeats step 6.

9. Repeat step 7 until you reach the end of the document, or terminate the search by pressing **CANCEL**.

If the system does not find any matching text strings, the Search form remains on the display; when the system completes the search, it displays the following flashing message above the Search form:

Not found

The highlight reappears in the Search for field. If you want to perform another search, use the **BACKSPACE** key to delete the original text string, and type another; or press **CANCEL** to terminate the operation.

NOTE

The text string remains in the Search for field until you perform a Save operation.

Searching And Replacing

You use the Search and Replace feature to locate a specific text string (that is, a sequence of characters and spaces) in a document and automatically replace it with another.

The search starts from the beginning of the of the document and proceeds forward through the text to the end of the document, or until you cancel the operation.

NOTE

To perform a Search and Replace operation on a limited portion of text, you select the text before initiating the operation (refer to *Selecting Text*, later in this section).

The Search and Replace feature identifies text strings that match the one you specify, but disregards any associated formatting such as boldface or underlining; for example, you can not search for only the boldface occurrences of a text string.

To perform a Search and Replace operation, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Functns** key (f2).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. Press the **Replace** key (f1); the Replace form and Function Key display (refer to figure 3-3) appear on the screen; the Search for field is highlighted.
4. Enter the text string you want the system to search for.

NOTE

You can use the function keys to select and enter a text string in the Search for field. Use the following steps:

- Before you press the **Replace** key (f1) in step 3, move the cursor to the first word in the text string you want to select.
 - Use the text segment keys to select the text.
 - Move the cursor back to the Search for field, then press **COPY** while you hold down the **SHIFT** key.
5. Press **NEXT** (or **RETURN**). The highlight moves to the Replace with field. Enter the replacement text string.

REPLACE: (Select text,
Press GO to execute, CANCEL to dismiss)

Search for:	[REDACTED]		
Replace with:	[REDACTED]		
Check caps while searching?	Yes	No	(Press Y or N)
Alter caps of replacement?	Yes	No	(Press Y or N)
Confirm each?	Yes	No	(Press Y or N)

Figure 3-3. Replace Form

6. The remaining fields are optional. To accept the defaults and begin the operation, press GO.

If you want to make entries in the remaining fields, press NEXT (or RETURN). The cursor moves to the Check caps while searching field.

7. The default is NO; if you accept it (or enter N or n for NO), the system disregards capitalization and stops at matching text strings without comparing upper- and lowercase characters.

Enter Y or y for YES if you want the system to recognize only those matching text strings having the same upper- and lowercase characters as the original text string.

8. Press NEXT (or RETURN); the highlight moves to the Alter caps of replacement field.
9. The default is YES; if you accept it (or enter Y or y for YES), the system matches the capitalization of the replacement text string to the original string.

When you enter a YES response, the system determines capitalization by checking the first two letters of each text string it replaces. The system preserves capitalization at the beginning of a sentence, but does not capitalize a matching string in the middle of a sentence.

If the text string you enter in the Replace with field includes any capital letters, the system does not change them to lowercase when it makes a replacement, even if the Alter Caps of replacement field response is YES.

If you enter N or n for NO, the system makes replacements regardless of the capitalization of the original text string.

10. Press **NEXT** (or **RETURN**); the highlight moves to the Confirm each field.
11. If you enter N or n for NO, and then press **GO**, the system searches and replaces according to your specifications without displaying the replacement process.

If you enter Y or y for YES in the Confirm each field, the system flashes the following message above the Replace form each time it finds a match:

**Press GO to replace, NEXT to skip item,
CANCEL to cancel command**

- If you press **GO**, the system makes the replacement, then searches for the next match.
- If you press **NEXT**, the system leaves the current match as it is, and searches for the next match.
- If you press **CANCEL**, the Replace form leaves the display, and the system cancels the operation.

At the completion of each Search and Replace operation (including one you cancel), the system reports the number of replacements it makes at the bottom of the screen. Press **CANCEL** to dismiss the message; the Function Key display appears.

If the text string you specify in the Search for field does not match any in the text, the following flashing message appears at the bottom of the screen:

Not found

To enter a different text string, you press **CANCEL** (or any key) to dismiss the message; the Function Key display appears. Press **Funcn**s and **Replace** to display the Replace form again.

NOTE

If you leave the Replace with field blank, the system deletes the original text string.

ENTERING AND REVISING TEXT

The Professional Word Processor includes many features that make text entry and revision simple and fast.

Text Entry Modes

The system has two text entry modes: the insert mode and the overtyping mode. The insert mode is the system's default mode for entering text. You activate and deactivate the overtyping mode by pressing the **OVERTYPE** key.

Insert Mode

When you enter text in the insert mode, each character or space you type appears at the position of the cursor; existing text moves to the right to make room for the insert.

The system is in the insert mode when you start it up, and remains in that mode until you activate the overtyping mode (refer to Overtyping Mode, in this section).

In insert mode, the **BACKSPACE** key deletes text. If you press **BACKSPACE** once, it deletes the character or space to the left of the cursor, and moves the cursor one space to the left. If you hold the key down, it has repeat action.

Overtyping Mode

When you enter text in the overtyping mode, the system automatically replaces existing characters and spaces with new text as you type.

To activate the overtyping mode, you press the **OVERTYPE** key. The red keytop light illuminates, indicating that the system is in the overtyping mode. To deactivate it, you press **OVERTYPE** again; the red keytop light goes out.

In overtyping mode, pressing the **BACKSPACE** key moves the cursor to the left without deleting any characters or spaces. If you press **BACKSPACE** once, the cursor moves one space to the left. If you hold the key down, it has repeat action.

Selecting Text

When you select text, you specify the text you want to perform an editing or formatting operation on. For example, the procedure for deleting a paragraph includes selecting it.

The following operations require that you select text:

- Delete
- Move
- Copy
- Jump
- Keep Together
- Merge
- Store phrases
- Bold
- Underlining
- Change ribbon color
- Struck-out text

- Subscripts
- Superscripts

In addition, you can limit many editing or formatting operations to a portion of a document by selecting the text you want to change. For example, you can change the tab settings of a paragraph by selecting it, then reset the tabs.

You can use the function keys to select text for most operations; however, some operations require you to use the **MARK** and **BOUND** keys. If you decide not to complete an operation, you can cancel a text selection by pressing **MARK** while you hold down **CODE**.

The procedure for selecting text varies somewhat depending on whether your system is equipped with a B 25 K1/B 20 keyboard or an OFISkeyboard.

Using The Function Keys To Select Text (B 25 K1/B 20 Keyboards)

On systems with B 25 K1/B 20 keyboards, the Function Key display appears at the bottom of the screen when you begin most procedures that require selecting text (for example, when you press **DELETE**). The labels of keys **f7** through **f10** vary depending on the operation; except in one case, however, keys **f1** through **f6** have the following labels:

WORD	SENT	PARA	PAGE	LINE	COL				
------	------	------	------	------	-----	--	--	--	--

(The exception is the Togethr feature, which does not apply to columns; refer to Using the Togethr Feature to Prevent Page Breaks, in section 6).

In addition, some forms include a Function Key display to facilitate selecting text. For example, the Page Format form (refer to figure 6-1) includes a Function Key display with a **PAGE** key (**f10**).

To select text with these function keys, use the following procedure:

1. Position the cursor inside the text segment you want to select; then press the corresponding function key (f1 through f6). The system highlights the selected text segment.

NOTE

The **COL** key (f6) applies to tabbed columns only, not to synchronized or serpentine columns (refer to Columns, in section 6).

If you press **COL** when the cursor is not located in a tabbed column, the flashing message **Cannot select there** appears at the bottom of the screen.

To return the Function Key display to the screen, you press **CANCEL**.

2. To extend the selection forward, press the same function key again until all the text you want to select is highlighted. For example, if you initially press the **SENT** key (f2), each time you press it again, you select another sentence.

To extend the selection backward, hold down **CODE** and press the function key at the same time.

Using The Text Segment Keys To Select Text (OFISkeyboard)

The OFISkeyboard includes dedicated text segment keys for selecting text (refer to Text Segment Keys, in section 1). To perform most operations that require selecting text, you use the following steps:

- press the key that initiates the operation (for example, the **MOVE** key)

- press the appropriate text segment key
- position the cursor (if required)
- press **GO**

The Function Key display appears at the bottom of the screen when you begin some operations. For example, when you press **JUMP**, the following Function Key display appears:



The procedures for these operations explain how to use the function keys.

To select text with the text segment keys, use the following procedure:

1. Position the cursor inside the text segment you want to select; then press the corresponding text segment key. The system highlights the selected text segment.

NOTE

The **COL** key applies to tabbed columns only, not to synchronized or serpentine columns (refer to Columns, in section 6).

If you press **COL** when the cursor is not located in a tabbed column, the flashing message **Cannot select there** appears at the bottom of the screen.

To return the Function Key display to the screen, you press **CANCEL**.

2. To extend the selection forward, press the same text segment key again until all the text you want to select is highlighted. For example, if you initially press the **SENT** key, each time you press it again, you select another sentence.

To extend the selection backward, hold down **CODE** and press the text segment key at the same time.

Using The MARK And BOUND Keys To Select Text

To perform certain editing and formatting operations, you must use the **MARK** and **BOUND** keys to select text. You can use **MARK** and **BOUND** instead of the function keys to select text for most other operations, as well. Use the following procedure:

1. Position the cursor at the beginning (or end) of the text you want to select; then press **MARK**.
2. Position the cursor at the end (or beginning) of the text you want to select; then press **BOUND**. The system highlights the text between the **MARK** and **BOUND** keystrokes.

You can extend a selection as follows:

- press the **BOUND** key once for each additional character or space you want to select
- move the cursor to the last character you want to include in the selection, then press **BOUND**.

To shorten a selection, move the cursor to the last character you want to include in the selection, then press **BOUND**.

NOTE

If you select text by pressing **MARK** at the beginning of the selection and **BOUND** at the end, the system shortens the end of the selection.

If you select text by pressing **BOUND** at the end of the selection and **MARK** at the beginning, the system shortens the beginning of the selection.

3. To complete the operation you want to perform on the selected text, finish the procedural steps for that operation.

Canceling A Text Selection

To cancel an entire selection, you hold down **MARK** and press **CODE** at the same time. The highlight disappears, indicating that you have canceled the selection.

Retyping An Operation

The Retype feature allows you to repeat a sequence of text entry keystrokes automatically. For example, if you want to duplicate a paragraph you have just typed, you can use a Retype operation to insert it at another location in the document.

When you perform a Retype operation, the system duplicates all text entry keystrokes since the last time you pressed a function key (variable or dedicated), or since the beginning of the current word processing session (if you have not used functions keys yet).

To duplicate a sequence of text entry keystrokes immediately after you type them, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (**f6**). The following Function Key display appears:



3. Move the cursor to the location where you want the text to appear.
4. Press the **ReType** key (**f7**); the system duplicates the text entered just prior to step 1, and inserts it at the cursor position.
5. To duplicate the text again, repeat steps 3 and 4.

Redoing An Operation

You can duplicate many editing operations, such as Search, Move, Copy, Indent, etc., by using the **CODE** key in combination with the **ReType** key (f7). You move the cursor to the location where you want to repeat the operation, then press **CODE-f7**.

Undoing An Operation

The Undo feature allows you to undo your most recent editing operation or your most recent sequence of text entry keystrokes. For example, if you delete text by mistake, you can use the Undo feature to restore it automatically.

To reverse an editing operation or delete your most recent text entry keystrokes, use the following procedure immediately after performing the operation or typing the keystrokes:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (f6). The following Function Key display appears:

Math	Page#	Roman#	Para#	Undo	Retype	Foot#	InsTime	InsDate
------	-------	--------	-------	------	--------	-------	---------	---------

3. Press the **Undo** key (f6); the system reverses the most recent word processing operation you performed, or deletes the most recent sequence of text entry keystrokes you typed just prior to step 1.

When the operation is complete, the Level 1 Function Key display returns to the screen.

Deleting Text

The Delete feature allows you to delete text from a document in segments (words, sentences, paragraphs, etc.), or one character or space at a time. You use a different procedure to delete characters/spaces from a menu or form entry.

NOTE

If you delete text by mistake, you can restore it automatically by performing an Undo operation (refer to Undoing an Operation, earlier in this section).

The procedure varies somewhat depending on whether your system is equipped with a B 25 K1/B 20 keyboard or an OFISkeyboard.

Deleting Text Segments (B 25 K1/B 20 Keyboards)

To delete text in segments on systems with B 25 K1/B 20 keyboards, use the following procedure:

1. Press the **DELETE** key (refer to figure 1-1). The following Function Key display appears at the bottom of the screen:



The following message appears above the Function Key display:

Select Text and Press GO

2. Select the text you want to delete (refer to Selecting Text, earlier in this section).
3. Press **GO**. The system deletes the selected text.

Deleting Text Segments (OFISkeyboard)

To delete text in segments on systems with the OFISkeyboard, use the following procedure:

1. Press the **DELETE** key (refer to figure 1-2). The following message appears at the bottom of the screen:

Select Text and Press GO

2. Select the text you want to delete (refer to Selecting Text, earlier in this section).
3. Press **GO**. The system deletes the selected text.

Deleting Characters/Spaces From Text (B 25 K1/B 20 Keyboards)

To delete text one character or space at a time from text on systems with B 25 K1/B 20 keyboards, use the following procedure:

1. Press the **DELETE** key (refer to figure 1-7). The following Function Key display appears:



The following message appears above the Function Key display:

Select Text and Press GO

2. Position the cursor under the first character or space you want to delete.
3. Press the **DelChar** key (**f7**) once for each character or space you want to delete.

The system deletes the character or space at the cursor position; the rest of the line moves one space to the left.

4. When you finish deleting, press **CANCEL** to dismiss the message.

Deleting Characters/Spaces From Text (OFISkeyboard)

To delete text one character or space at a time from text on systems with the OFISkeyboard, use the following procedure:

1. Position the cursor under the first character or space you want to delete.

2. Press the **DELETE CHAR** key once for each character or space you want to delete.

The system deletes the character or space at the cursor position; the rest of the line moves one space to the left.

Deleting Characters/Spaces From Forms And Menus

You use the **SHIFT-DELETE** key combination to delete characters and/or spaces from a form or menu; use the following procedure:

1. Position the cursor under the first character or space you want to delete.
2. While you hold down the **SHIFT** key, press **DELETE** once for each character or space you want to delete.

The system deletes the character or space at the cursor position; the rest of the line moves one space to the left.

CAUTION

If you use the **SHIFT-DELETE** combination with the cursor located anywhere but in a form or menu, the system deletes all selected text.

NOTE

You can also use the **BACKSPACE** key to delete characters or spaces in forms and menus just as you can in text (refer to **BACKSPACE** key, in section 1).

Moving And Copying Text

The Move and Copy features allow you to move and copy text segments (words, sentences, lines, etc.) from one position to another within a document, or from one document to another.

When you move text, the system moves the text to the new location and deletes it from its original location. When you copy text, the system copies the text to the new location; it also remains in its original location.

The procedure varies somewhat depending on whether your system is equipped with a B 25 K1/B 20 keyboard or an OFISkeyboard.

Moving Text Within A Document (B 25 K1/B 20 Keyboards)

To move text from one location to another within a document on systems with B 25 K1/B 20 keyboards, use the following procedure:

1. Press the **MOVE** key (refer to figure 1-7). The following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

The following message appears above the Function Key display:

Select Text and Press GO

2. Select the text you want to move (refer to Selecting Text, earlier in this section).
3. Move the cursor to the location where you want to insert the selected text.

NOTE

You can use the **JUMP** key (f10) to move the cursor to another location (refer to Jumping, earlier in this section).

4. Press **GO**. The system moves the text from its original position and inserts it at the cursor position.

When the operation is complete, the Function Key display appears at the bottom of the screen.

Moving Text Within A Document (OFISkeyboard)

To move text from one location to another within a document on systems with the OFISkeyboard, use the following procedure:

1. Press the **MOVE** key (refer to figure 1-8). The following message appears at the bottom of the screen:

Select Text and Press GO

2. Select the text you want to move (refer to Selecting Text, earlier in this section).
3. Move the cursor to the location where you want to insert the selected text.

NOTE

You can use the **JUMP** key to move the cursor to another location (refer to Jumping, earlier in this section).

4. Press **GO**. The system moves the text from its original position and inserts it at the cursor position.

When the operation is complete, the Function Key display appears at the bottom of the screen.

Copying Text Within A Document (B 25 K1/B 20 Keyboards)

To copy text from one position to another in the same document on systems with B 25 K1/B 20 Keyboards, use the following procedure:

1. Press the **COPY** key (refer to figure 1-7). The following Function Key display appears:



The following message appears above the Function Key display:

Select Text and Press GO

2. Select the text you want to copy (refer to Selecting Text, earlier in this section).
3. Move the cursor to the location where you want to insert the selected text.

NOTE

You can use the **JUMP** key (**f10**) to move the cursor to another location (refer to Jumping, earlier in this section).

4. Press **GO**. The system copies the text from its original position and inserts it at the cursor position. The text now appears in two places: its original location and the new location.

When the operation is complete, the Function Key display appears at the bottom of the screen.

Copying Text Within A Document (OFISkeyboard)

To copy text from one position to another in the same document on systems with the OFISkeyboard, use the following procedure:

1. Press the **COPY** key (refer to figure 1-8). The following message appears at the bottom of the screen:

Select Text and Press GO

2. Select the text you want to copy (refer to Selecting Text, earlier in this section).
3. Move the cursor to the location where you want to insert the selected text.

NOTE

You can use the **JUMP** key to move the cursor to another location (refer to Jumping, earlier in this section).

4. Press **GO**. The system copies the text from its original position and inserts it at the cursor position. The text now appears in two places: its original location and the new location.

When the operation is complete, the Function Key display appears at the bottom of the screen.

Moving/Copying From Document To Document

The Professional Word Processor's windowing capability allows you to open and display up to seven documents at one time (refer to Opening More Than One Document, in section 2). This simplifies moving or copying text from one document to another.

The procedure varies somewhat depending on whether your system is equipped with a B 25 K1/B 20 keyboard or an OFISkeyboard.

Moving/Copying From Document To Document (B 25 K1/B 20 Keyboards)

To move or copy text from one document to another, use the following procedure:

1. If you have not already done so, open the document you want to move or copy text to (document A).
2. Open the document you want to move or copy text from (document B). The system opens a window and displays document B under the window containing document A.

3. Press the **MOVE** key or the **COPY** key (refer to figure 1-7). The following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

The following message appears above the Function Key display:

Select Text and Press GO

4. Select the text you want to move or copy (refer to *Selecting Text*, earlier in this section).
5. Move the cursor to the location in document A where you want to insert the selected text.
6. Press **GO**. The system moves or copies the text from document B and inserts it at the cursor position in document A.

If you moved the text, it now appears in document A only.

If you copied the text, it now appears in both documents.

When the operation is complete, the system dismisses the message and returns the previous Function Key display to the screen.

To close one or both documents, refer to *Closing a Document*, in section 1).

Moving/Copying From Document To Document (OFISKeyboard)

To move or copy text from one document to another, use the following procedure:

1. If you have not already done so, open the document you want to move or copy text to (document A).

2. Open the document you want to move or copy text from (document B). The system opens a window and displays document B under the window containing document A.
3. Press the **MOVE** key or the **COPY** key (refer to figure 1-8). The following message appears at the bottom of the screen:

Select Text and Press GO

4. Select the text you want to move or copy (refer to Selecting Text, earlier in this section).
5. Move the cursor to the location in document A where you want to insert the selected text.
6. Press **GO**. The system moves or copies the text from document B and inserts it at the cursor position in document A.

If you moved the text, it now appears in document A only.

If you copied the text, it now appears in both documents.

When the operation is complete, the system removes the message from the screen.

To close one or both documents, refer to Closing a Document, in section 1).

Phrase Store And Recall

The Phrase Store and Recall feature allows you to select, store, and edit blocks of text (phrases) that you use frequently; afterward, you can recall a phrase and insert it into a document without retyping.

A phrase can be any block of text--a sequence of characters, words or sentences, a paragraph, page, or any combination of these. Phrases can be of any length. You can also store paragraph symbols or pages breaks that are included in the text of the phrase; or you can store paragraph symbols and page breaks without text to recall paragraph or page formats.

You assign a name to each phrase you store so the system can identify the phrase later when you recall, list, edit, or delete it. The name can be any combination of characters, or even a single symbol or character; however, two phrases in the same phrase file can not have the same name.

You can classify related phrases into groups by assigning phrase names containing common elements; or you can differentiate phrase names by including extensions (similar to file name extensions); this allows you to use wild card characters to list groups of phrases (wild cards are explained in the B 20 Systems Standard Software Operations Guide).

When you install the Professional Word Processor software, the system automatically creates a file for storing phrases. This default phrase file has the following name:

[Sys]<Wp>xxxxx.phrases

where **xxxxx** is your user name (if necessary, check with your system administrator to obtain a user name). In addition, you can create other phrase files to help you organize your stored phrases. Afterward, you can use the Select File function to select the phrase file you want to use (refer to Creating and Selecting Phrase Files).

You can recall a stored phrase all at once; or you can insert stop codes into a phrase and recall it in portions (refer to Recalling Stored Phrases).

The Phrase Store and Recall feature allows users on a cluster system or a network node to share phrase files; however, certain restrictions apply (refer to Multiuser Operations).

Creating And Selecting Phrase Files

You can create phrase files in addition to the default file the system creates. Afterward, you can select the phrase file you want to use currently. Use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

2. Press the **Phrases** key (f7). The following Function Key display appears:



3. Press the **SelFile** key (f9). The Select Phrase File form (refer to figure 3-4) appears at the bottom of the screen. The name of the current phrase file appears in the highlighted Phrasefile name field.
4. Use the **BACKSPACE** key to delete the current phrase files name. Then enter the name of the new phrase file you want to create, or the existing phrase file you want to activate.

NOTE

The phrase file name must include the volume and directory [**Sys**]**<Wp>**.

5. Press **GO**. The system automatically saves the current phrase file. When the Save operation is complete, the message **Save complete** appears.

The system uses the phrase file you specify until you activate another file, or end the current word processing session.

SELECT PHRASE FILE: (Press GO to execute, CANCEL to dismiss)

Phrasefile name: 

Figure 3-4. Select Phrase File Form

Figure 3-4. Select Phrase File Form

Creating And Storing Phrases

To create and store a phrase, you select existing text or type new text into an open document; use the following procedure:

1. Open the document containing the phrase you want to store; or type new text into an open document. Position the cursor within the text of the phrase.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Phrases** key (f7). The following Function Key display appears:



4. Press the **Store** key (f6); the Store Phrase form (refer to figure 3-5 and figure 3-6) appears. The cursor moves to the highlighted Phrase name field.
5. Enter a name for the phrase in the Phrase name field; then press **GO**. The cursor returns to its original position in the text.

The following flashing message appears on the screen:

Please make a selection

STORE PHRASE: (Press GO to execute, CANCEL to dismiss)

Phrase name:



**Figure 3-5. Store Phrase Form and Function Display
(B 25 K1/B 20 Keyboards)**

STORE PHRASE: (Press GO to execute, CANCEL to dismiss)

Phrase Name: 

**Figure 3-6. Store Phrase Form and Function Display
(OFISkeyboard)**

6. Select the text of the phrase you want to store (refer to Selecting Text, earlier in this section).
7. The following message appears on the screen:

(Press GO to execute, CANCEL to dismiss)
8. Press GO. The system stores your selection; it also remains in the text.

When the operation is complete, the system removes the highlighting from the selected text, and removes the Store Phrase form from the screen.

NOTE

If you enter a phrase name that already exists, the system displays the following message:

**There is already a phrase named xxxxx.
Press GO to redefine, CANCEL to cancel command.**

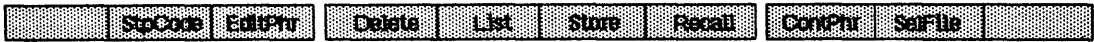
where xxxxx is the phrase name you enter in step 4.

When the operation is complete, the Function Key display appears at the bottom of the screen.

Editing Stored Phrases

You can display and edit a phrase any time after you create it and store it. The system recalls the phrase and inserts it into the current document. After editing the phrase, you can store it under a new phrase name, or under the same name (if you use the same name, the edited phrase replaces the original). Use the following procedure:

1. Activate the phrase file containing the phrase you want to edit (refer to Creating and Selecting Phrase Files, earlier in this section).
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Phrases** key (f7). The following Function Key display appears:



4. Position the cursor in the location where you want the phrase to appear.
5. Press the **EditPhr** key (f3). The Recall Phrase for Editing form (refer to figure 3-7) appears at the bottom of the screen; the cursor moves to the highlighted Phrase name field.
6. Enter the name of the phrase you want to edit; then press **GO**. The entire phrase (whether or not it contains stop codes) appears at the location of the cursor in step 4.
7. Edit the phrase, then store it.
 - To save the original phrase, store the edited phrase under a new phrase name (refer to Creating and Storing Phrases, earlier in this section).
 - To replace the original phrase with the edited phrase, store the edited phrase under the original name (refer to Creating and Storing Phrases, earlier in this section)

RECALL PHRASE FOR EDITING:

(Press **GO** to execute, **CANCEL** to dismiss)

Phrase name: 

Figure 3-7. Recall Phrase for Editing Form

Inserting Stop Codes Into Stored Phrases

By inserting one or more stop codes in a stored phrase, you can recall part of the phrase up to the first stop code, perform another operation (for example, text entry), then recall the next portion or the remainder of the phrase.

You can insert stop codes when you initially store a phrase, or you can add stop codes to an existing stored phrase.

Inserting Stop Codes Into New Stored Phrases

To insert stop codes when you initially create and store a phrase, use the following procedure:

1. Open the document containing the phrase you want to store; position the cursor at the end of the first portion of the phrase.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Phrases** key (**f7**). The following Function Key display appears:



4. Press the **StpCode** key (f2); a stop code (a small, solid square) appears at the cursor position.
5. Insert as many stop codes as you want by moving the cursor and repeating step 4; then store the phrase (refer to Creating and Storing Phrases, earlier in this section).
6. Delete the stop code(s) from the text of the document.

Adding Stop Codes To Existing Stored Phrases

You can add stop codes to an existing phrase; use the following procedure:

1. Display the phrase you want to edit (refer to Editing Stored Phrases, earlier in this section). Position the cursor at the end of the first portion of the phrase.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Phrases** key (f7). The following Function Key display appears:



4. Press the **StpCode** key (f2); a stop code (a small, solid square) appears at the cursor position.
5. Insert as many stop codes as you want by moving the cursor and repeating step 4; then store the phrase (refer to Editing Stored Phrases, earlier in this section).

Recalling Stored Phrases

The Recall Phrase feature allows you to recall a phrase you have stored and insert it into your text. If you have divided the phrase into portions by inserting stop codes, the system recalls the phrase one portion at a time.

Recalling A Stored Phrase Without Stop Codes

To recall a phrase that does not contain stop codes, use the following procedure:

1. Move the cursor to the location in the text where you want to insert the phrase.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Phrases** key (f7). The following Function Key display appears:



4. Press the **Recall** key (f7). The Recall Phrase form (refer to figure 3-8) appears. The Phrase name field is highlighted.
5. Enter the name of the phrase in the Phrase name field.
6. Press **GO**. The system inserts the phrase at the cursor. The Function Key display appears at the bottom of the screen, replacing the Recall Phrase form.

RECALL PHRASE: (Press GO to execute, CANCEL to dismiss)

Phrase name:

Figure 3-8. Recall Phrase Form

Recalling A Stored Phrase With Stop Codes

To recall a phrase that contains stop codes, use the following procedure:

1. Perform steps 1 through 5 of the previous procedure.
2. Press **GO**. The system inserts the first portion of the phrase at the cursor. The Function Key display appears at the bottom of the screen, replacing the Recall Phrase form.
3. Perform another text entry or editing operation, then press the **ContPhr** key (f8) to display the next portion of the phrase.
4. Repeat step 3 until you have recalled all portions of the phrase.

Listing Stored Phrases

The List Phrase feature allows you to list the names of the phrases you have stored. You can also display all or some of the text of each phrase. If you have classified related phrases by assigning phrase names with elements in common, you can use wild card characters to list groups of phrases.

To open a window containing a phrase list, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Phrases** key (f7). The following Function Key display appears:



3. Press the **List** key (f5). The List Phrase form (refer to figure 3-9) appears at the bottom of the display. The Pattern field is highlighted.

LIST PHRASES: (Press GO to execute, CANCEL to dismiss)

Pattern: 

Details: Names Expansions (Press N or E)

Figure 3-9. List Phrase Form

4. Enter one of the following:
 - to display a particular phrase, enter its phrase name
 - to display a group of related phrases, enter a phrase name including one or more wild card characters
 - to display all the phrases you have stored, leave the field blank
5. Press **RETURN**. The highlight moves to the Details field.
6. If you want to display a list of phrase names without any of the text, enter N or n for Names, or leave this field blank.

If you want the list to include all or some of the text, enter E or e for Expansions. The system displays all or approximately 200 characters of each phrase.
7. Press **GO**. The system opens a window containing the list you specified.

To remove the list from the display, close the window that contains it (refer to Closing a Document, in section 2).

Deleting Stored Phrases

The Remove Phrase feature allows you to delete stored phrases from the stored phrase file. To delete a stored phrase, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Phrases** key (**f7**). The following Function Key display appears:



3. Press the **Delete** key (**f4**). The Remove Phrase form (refer to figure 3-10) appears at the bottom of the screen. The Phrase name field is highlighted.
4. Enter the name of the phrase you want to delete in the Phrase name field.
5. Press **GO**. The system deletes the phrase. The Function Key display replaces the Remove Phrase form at the bottom of the screen.

To delete all phrases stored in phrase file at once, you enter the **Delete** command from the Executive, enter the phrase file name in the File name field, then press **GO**.

The system deletes the entire phrase file. The next time you store a phrase, however, the system automatically recreates a new default phrase file.

REMOVE PHRASE: (Press **GO** to execute, **CANCEL** to dismiss)

Phrase name:

Figure 3-10. Remove Phrase Form

Multiuser Operations

Multiple users on cluster systems and network nodes can access any phrase file on the system; however, the following restrictions apply:

- Multiple users can perform only Recall Phrase and List Phrases operations simultaneously.
- Only one user at a time can perform Store Phrase and Remove (Delete) Phrase operations, which change the phrase file.
- Users who have accessed a phrase file must perform a Save operation before any user can perform a Store Phrase or Remove (Delete) Phrase operation.
- A user who has performed a Store Phrase or Remove (Delete) Phrase operation must perform a save operation before other users can access the phrase file.

Insert Time/Insert Date

The Professional Word Processor's Insert Time/Insert Date feature allows you to insert the current time and/or date anywhere in your document automatically.

NOTE

The Insert Time/Insert Date feature uses the time and date you enter when you sign on to the system (refer to Signing On To the System, in section 2)

Use the following procedure:

1. Move the cursor to the location where you want to insert the current time or date.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

3. Press the **Edit** key (**f6**). The following Function Key display appears:

Math	Page#	Rotate	Para#		Undo	Retype	Footnote	InsTime	InsDate
------	-------	--------	-------	--	------	--------	----------	---------	---------

4. To insert the current time, press the **InsTime** key (**f9**); to insert the current date, press the **InsDate** key (**f10**). The time or date appears at the cursor position.

SECTION 4

CHARACTER FORMATTING

GENERAL

This section presents a discussion of the Professional Word Processor's character formatting capabilities, which include:

- standard character attributes (boldface, underline, subscripts, superscripts, and struck-out text)
- special character attributes (changes to ribbon color, pitch, and print wheels)
- special formatting characters (such as required backspace, special hyphens, required spaces, and discretionary line breaks)

You enter character formatting codes and instructions in the text of a document before you print it. You can include character formatting as you enter text initially, or you can revise it or add it to existing text.

NOTE

Some printers have limited character formatting capabilities. See your printer's manual to determine the features your printer can handle.

STANDARD CHARACTER ATTRIBUTES

The Professional Word Processor can produce several character attributes (that is, visual distinctions such as boldfaced, underlined, subscript, superscript, and struck-out text that make characters stand out from surrounding text). You can combine attributes; each character can have several attributes at the same time.

Table 4-1 lists the standard character attributes and the function key(s) you use to activate each one.

Underlining

The Professional Word Processor can produce three types of underlining:

- single (the default; underlines characters and spaces with a single underline)
- double (underlines characters and spaces with a double underline)
- nonblank (underlines characters but not spaces)

NOTE

You cannot combine single and double underlining to produce triple underlining.

Table 4-1. Standard Character Attributes

Type of Attribute	Level 1 Function Key	Example
Single Underline	Underln (f9)	<u>Now is the time</u>
Double Underline	Underln (f9) Double (f8)	<u><u>Now is the time</u></u>
Nonblank Underline	Underln (f9) NonBlk (f9)	<u>Now</u> <u>is</u> <u>the</u> <u>time</u>
Boldface	Bold (f8)	Now is the time
Superscript	Attribt (f10) Super (f9)	90 ^o Centigrade
Subscript	Attribt (f10) Sub (f8)	H ₂ O
Struck-out	Attribt (f10) Struck (f3)	Now is the time

You can underline text as you enter it, or you can underline existing text. To underline existing text, you select the text (refer to Selecting Text, in section 3) and then use the function keys to add the underlining. To underline as you enter text, you use the function keys to activate the underlining attribute and then enter the text.

Entering Underlined Text

To enter underlined text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Underln** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. The default is single underlining. To specify double or nonblank underlining, press one of the following function keys:

For double underlining, press the **Double** key (f8).

For nonblank underlining, press the **NonBlnk** key (f7).

If you press either **Double** or **NonBlnk**, the Function Key display for the f7 and f8 keys appears blank because you cannot use **Double** and **NonBlnk** together.

4. Press the **On** key (f9).

5. Enter the text.

If you selected single underlining in step 3, the text appears on the display with a single underline under characters and spaces.

If you selected double underlining, the text appears half-bright.

If you selected nonblank underlining, the text appears with a single underline under characters but not spaces.

6. To deactivate the underlining attribute, press the **Off** key (f10).

Underlining Existing Text

To underline existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Underln** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. The default is single underlining. To specify double or nonblank underlining, press one of the following function keys:

For double underlining, press the **Double** key (f8).

For nonblank underlining, press the **NonBlnk** key (f7).

If you press either **Double** or **NonBlnk**, the Function Key display for the f7 and f8 keys appears blank because you cannot use **Double** and **NonBlnk** together.

4. Select the text you want to underline (refer to *Selecting Text*, in section 3).
5. Press the **On** key (f9). If you selected single underlining in step 3, the text appears on the display with a single underline under characters and spaces; if you selected double underlining, the text appears half-bright; if you selected nonblank underlining, the text appears with a single underline under characters but not spaces.

Removing Underlining

To remove underlining, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Underln** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. The default is to remove single underlining. To remove double or nonblank underlining, press one of the following function keys:

For double underlining, press the **Double** key (f8).

For nonblank underlining, press the **NonBlnk** key (f7).

If you press either **Double** or **NonBlnk**, the Function Key display for the **f7** and **f8** keys appears blank because you cannot use **Double** and **NonBlnk** together.

4. Select the text you want to remove underlining from (refer to *Selecting Text*, in section 3).
5. Press the **Off** key (**f10**).

Boldfacing

You can apply boldfacing to characters to make them stand out from surrounding text. Boldfaced characters are darker (bolder) because the printer double-strikes them.

You can enter text with boldfacing, or you can add boldfacing to existing text. Boldfaced text appears half-bright on B 20 workstations; on B 25 workstations, boldfaced text appears in high-intensity brightness.

Entering Boldfaced Text

To enter boldfaced text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Bold** key (**f8**).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. Press the **On** key (f9).
4. Enter the text.
5. To deactivate the boldfacing attribute, press the **Off** key (f10).

Boldfacing Existing Text

To apply boldfacing to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Bold** key (f8).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. Select the text you want to add boldfacing to (refer to Selecting Text, in section 3).
4. Press the **On** key (f9). The system adds boldfacing to the selected text.

Removing Boldfacing

To remove boldfacing from text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Bold** key (f8).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



3. Select the text you want to remove boldfacing from (refer to Selecting Text, in section 3).
4. Press the **Off** key (f10). The system removes the boldfacing from the selected text.

Subscript And Superscript

Subscript and superscript characters print one-half line above or one-half line below the normal text line, respectively.

You can produce subscript and superscript characters as you create text, or you can add subscripts and superscripts to existing text.

To add the subscript or superscript attribute to existing text, you select the text (refer to Selecting Text, in section 3) and then use the function keys to add the subscript or superscript attribute.

To produce subscript or superscript characters as you enter text, you use the function keys to activate the subscript or superscript attribute and then enter the text.

NOTE

Since subscript and superscript characters print one-half line above or below text, you must adjust line spacing accordingly. If you use subscripts or superscripts with single line spacing, the subscript or superscript partially overstrikes text above or below the line.

Entering Subscript/Superscript Text

To enter subscript and superscript text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:

RtnColr	Struck	Current	MergKey	Sub	Super	All
---------	--------	---------	---------	-----	-------	-----

3. To specify subscript or superscript, press one of the following function keys:

For subscript, press the **Sub** key (f8).

For superscript, press the **Super** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL		On	Off
------	------	------	------	------	-----	--	----	-----

On systems with the OFISkeyboard, the following Function Key display appears:

							On	Off
--	--	--	--	--	--	--	----	-----

4. Press the **On** key (f9).
5. Enter the text. Numbers display as subscripts or superscripts; other subscript or superscript text appears half-bright on the display.
6. To deactivate the subscript or superscript attribute, press the **Off** key (f10).

Applying Subscript/Superscript To Existing Text

To apply the subscript or superscript attribute to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:



3. To specify subscript or superscript, press one of the following function keys:

For subscript, press the **Sub** key (f8).

For superscript, press the **Super** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Select the text you want to subscript or superscript (refer to Selecting Text, in section 3).
5. Press the **On** key (f9). Numbers display as subscripts or superscripts; other subscript or superscript text appears half-bright on the display.

Removing The Subscript Or Superscript Attribute

To remove the subscript or superscript attribute, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Function Key display appears:



3. To specify subscript or superscript, press one of the following function keys:

For subscript, press the **Sub** key (f8).

For superscript, press the **Super** key (f9).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Select the text (refer to Selecting Text, in section 3).
5. Press the **Off** key (f10).

Struck-Out Text

The Professional Word Processor allows you to produce text in a struck-out form (that is, the characters are struck over by hyphens when the text prints).

You can produce struck-out characters as you enter text, or you can add the struck-out attribute to existing text. To add the struck-out attribute to existing text, you select the text (refer to Selecting Text, in section 3) and then use the function keys to add the struck-out attribute. To produce struck-out characters as you enter text, you use the function keys to activate the struck-out attribute and then enter the text.

Entering Struck-Out Text

To enter struck-out text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:

Rev/Colr	Struck	Current	Msg/Key	Sub	Super	All
----------	--------	---------	---------	-----	-------	-----

3. Press the **Struck** key (f3).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL		On	Off
------	------	------	------	------	-----	--	----	-----

On systems with the OFISkeyboard, the following Function Key display appears:

							On	Off
--	--	--	--	--	--	--	----	-----

4. Press the **On** key (f9), then enter the text. Depending on the model of your workstation, the text appears half-bright or struck-out on the display.
6. To deactivate the struck-out attribute, press the **Off** key (f10).

Applying The Struck-Out Attribute To Existing Text

To apply the struck-out attribute to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:

FontColor	Struck	Current	MemKey	Sub	Super	All
-----------	--------	---------	--------	-----	-------	-----

3. Press the **Struck** key (f3).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL	On	Off
------	------	------	------	------	-----	----	-----

On systems with the OFISkeyboard, the following Function Key display appears:

						On	Off
--	--	--	--	--	--	----	-----

4. Select the text you want to change (refer to *Selecting Text*, in section 3).
5. Press the **On** key (f9). Depending on the model of your workstation, the text appears half-bright or struck-out on the display.

Removing The Struck-Out Attribute

To remove the struck-out attribute from text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Attribt** key (f10). The following Functional Key display appears:

FontColr		Struck		Current		MargKey	Sub	Super	All
----------	--	--------	--	---------	--	---------	-----	-------	-----

3. Press the **Struck** key (f3).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL		On	Off
------	------	------	------	------	-----	--	----	-----

On systems with the OFISkeyboard, the following Function Key display appears:

							On	Off
--	--	--	--	--	--	--	----	-----

4. Select the text (refer to Selecting Text, in section 3); then press the **Off** key (f10).

Removing Multiple Character Attributes

You can remove all standard character attributes (underline, boldface, subscript, superscript, and struck-out) from selected text in one operation.

To remove multiple character attributes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:

FontColr		Struck		Current		MargKey	Sub	Super	All
----------	--	--------	--	---------	--	---------	-----	-------	-----

3. Press the **All** key (f10).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Select the text (refer to Selecting Text, in section 3)
5. Press the **Off** key (f10).

SPECIAL CHARACTER ATTRIBUTES

You can format your documents to include special character attributes that specify printing changes; the Professional Word Processor then directs the printer to:

- change ribbon color without interrupting printing
- change pitch (the number of characters per inch) without interrupting printing
- pause so you can change print wheels

Refer to your printer's reference manual to determine your printer's capabilities and requirements.

Changing Ribbon Color

You can specify ribbon color changes as a formatting attribute when you enter text or edit a document. The printer then changes ribbon colors automatically when it reaches the formatted text.

You can specify ribbon color as you enter text, or add it to existing text.

- To specify ribbon color as you enter text, you use the function keys to activate the ribbon color formatting attribute and then enter the text.
- To add ribbon color to existing text, you select the text (refer to Selecting Text, in section 3), then use the function keys to add the ribbon color formatting.

NOTE

Before printing text in alternating colors, you must install a two-color ribbon.

Entering Text With Ribbon Color Changes

To enter text with ribbon color changes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:

RbnColr		Struck		Current		MargKey	Sub	Super	All
---------	--	--------	--	---------	--	---------	-----	-------	-----

3. Press the **RbnColr** key (f1).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL		On	Off
------	------	------	------	------	-----	--	----	-----

On systems with the OFISkeyboard, the following Function Key display appears:

							On	Off
--	--	--	--	--	--	--	----	-----

4. Press the **On** key (f9).
5. Enter the text.
6. To return to the original ribbon color, press the **Off** key (f10).

Applying The Ribbon Color Change Attribute To Existing Text

To apply the ribbon color change to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:



3. Press the **RbnColr** key (f1).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Select the text (refer to Selecting Text, in section 3).
5. Press the **On** key (f9). The text appears half-bright on the display.

Removing The Ribbon Color Change Attribute

To remove the ribbon color change attribute, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Functional Key display appears:



3. Press the **RbnClr** key (f1).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



4. Select the text you want to change.
5. Press the **Off** key (f10).

Changing Pitch

You can specify changes to pitch (the number of characters per inch) as a formatting attribute when you enter text or when you edit a document. The printer then changes pitch automatically when it reaches the appropriate place in the text. Refer to section 7 for printing instructions.

You can specify pitch as you enter text, or the change pitch of existing text.

- To specify pitch as you enter text, you use the function keys to activate the pitch formatting attribute, then enter the text.
- To change pitch in existing text, you select the text (refer to Selecting Text, in section 3), then use the function keys to change the pitch formatting attribute.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file.

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

Entering Text With Pitch Changes

To enter text with pitch changes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Print** key (f2). The following Function Key display appears:



4. Move the cursor to the location where you want text in the new pitch to begin.
5. Press the **Pitch** key (f4). The Pitch form appears (refer to figure 4-1 or 4-2).
6. Press the number indicating the pitch you want or press the letter D for the default (10 pitch).
7. Enter the text you want to print in a different pitch. The Ruler display reflects the pitch you specify.
8. To return to the original pitch, repeat steps 5 through 7.

Applying The Pitch Change Attribute To Existing Text

To apply the pitch change attribute to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

PITCH: (Press CANCEL to dismiss)

Press 8 for 8-pitch text

- 0** 10-pitch text
- 2** 12-pitch text
- 5** 15-pitch text
- D** Default pitch



Figure 4-1. Pitch Form (B 25 K1/B 20 Keyboards)

PITCH: (Press CANCEL to dismiss)

Press 8 for 8-pitch text
0 10-pitch text
2 12-pitch text
5 15-pitch text
D Default pitch

Figure 4-2. Pitch Form (OFISkeyboard)

2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Print** key (f2). The following Function Key display appears:



4. Press the **Pitch** key (f4). The Pitch form appears (refer to figure 4-1 or 4-2).
5. Select the text you want to change (refer to Selecting Text, in section 3).
6. Press the number indicating the pitch you want or press the letter D for the default (10 pitch). The Ruler display reflects the pitch you specify.

Removing The Pitch Change Attribute

To remove the pitch change attribute, use the procedure described in Applying the Pitch Change Attribute to Existing Text, earlier in this section, to return the pitch to the default. The default is the pitch for the currently specified print wheel. (Courier 72 is the default print wheel; it has a pitch of 10 characters per inch.)

Changing Print Wheels

The Professional Word Processor specifies Courier 72 as the default print wheel. You can specify changes to the print wheel (and thereby vary the characters, pitch, and/or typeface) as a formatting attribute when you enter text or edit a document. Your printer then pauses and prompts you to change the print wheel when it reaches the appropriate place in the text (refer to section 7 for printing instructions).

You can specify print wheel changes as you enter text, or the change print wheel of existing text.

- To specify print wheel changes as you enter text, you use the function keys to activate the pitch formatting attribute, then enter the text.
- To change the print wheel of existing text, you select the text (refer to Selecting Text, in section 3), then use the function keys to change the pitch formatting attribute.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file (refer to Appendix D, Exchanging Documents Between Word Processors).

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

Entering Text With Print Wheel Changes

To enter text with print wheel changes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Print** key (f2). The following Function Key display appears:



4. Press the **Wheel** key (f5). The Print Wheel form appears (refer to figure 4-3 or 4-4).
5. If your system is configured for additional print wheel options, press the letter W to display the options.

PRINT WHEEL: (Press CANCEL to dismiss)

Press 1 for Courier 72
2 Elite 12
3 Cubic PS 96
4 Scientific 10
5 Courier 10

Press W again for more choices

Press O to change print wheel Only (and leave pitch as is)

Note: Changing print wheel also changes pitch to the default for that wheel.



Figure 4-3. Print Wheel Form (B 25 K1/B 20 Keyboards)

PRINT WHEEL: (Press CANCEL to dismiss)

Press 1 for Courier 72
2 Elite 12
3 Cubic PS 96
4 Scientific 10
5 Courier 10

Press W again for more choices

Press O to change print wheel Only (and leave pitch as is)

Note: Changing print wheel also changes pitch to the default for that wheel.

Figure 4-4. Print Wheel Form (OFISkeyboard)

6. To change both the print wheel and the pitch, press the number specifying the print wheel you want. (Courier 72 is the default print wheel.)

To change the print wheel only, press the letter O, and then press the number indicating the print wheel you want. (Courier 72 is the default print wheel.) The system dismisses the Print Wheel form.

7. Enter the text. The text appears half-bright on the display, and the Ruler display reflects the pitch change your print wheel choice causes (if any).
8. To return to the original print wheel, repeat steps 4 through 7.

Applying The Print Wheel Change Attribute To Existing Text

To apply the print wheel change attribute to existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Print** key (f2). The following Function Key display appears:



4. Press the **Wheel** key (f5). The Print Wheel form appears (refer to figure 4-3 or 4-4).
5. If your system is configured for additional print wheel options, press the letter W to display the options.
6. Select the text you want to change (refer to Selecting Text, in section 3).
7. To change both the print wheel and the pitch, press the number indicating the print wheel you want. (Courier 72 is the default print wheel.) The Print Wheel form leaves the screen. The text appears half-bright on the display, and the Ruler display reflects the pitch change your print wheel choice causes (if any).

To change the print wheel only, press the letter O, and then press the number indicating the print wheel you want. (Courier 72 is the default print wheel.) The Print Wheel form leaves the screen. The text appears half-bright on the display.

Removing The Print Wheel Change Attribute

To remove the print wheel change attribute, use the procedure described in Applying the Print Wheel Change Attribute to Existing Text, earlier in this section, to return the print wheel to the default. Courier 72 is the default print wheel; it has a pitch of 10 characters per inch.)

SPECIAL FORMATTING CHARACTERS

The Professional Word Processor can produce special characters that control the placement of text, and which may or may not print when you print the document. You can display special edit code characters that indicate nonrequired and nonbreaking characters in your text (refer to Visible Feature, in section 3).

Table 4-2 lists three types of hyphens and three types of spacebar breaks, and explains how to enter each character. The Required Backspace is also discussed in this section.

Checking The Formatting Attributes In A Document

To check formatting attributes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Attribt** key (f10). The following Function Key display appears.



3. Position the cursor within the text.
4. Press the **Current** key (f5). The Current Attributes form appears (refer to figure 4-5). The form indicates the current status of the following attributes:
 - standard character attributes
 - print wheel format
 - pitch format
 - paragraph alignment
 - line spacing

Table 4-2. Formatting Characters

Character	Key Combination	Print and Break Action
<u>Hyphens:</u>		
Required, Breaking	Hyphen	Always prints a hyphen; the text can break after the hyphen. For example, the word "son-in-law" was entered here with required, breaking hyphens.
Required, Nonbreaking	CODE-SHIFT-Hyphen	Always prints a hyphen; the text cannot break at the hyphen. For example, the word "son-in-law" was entered here with required, nonbreaking hyphens.
Nonrequired, Breaking	CODE-Hyphen	Only prints if the word breaks; the text can break after the hyphen. For example, the word "son-inlaw" was entered here with two nonrequired breaking hyphens (notice that the hyphen between in and law does not print).

(Cont)

Table 4-2. Formatting Characters (Cont)

Character	Key Combination	Print and Break Action
<u>Spaces:</u>		
Required, Breaking	Spacebar	Always prints a blank space; the text can break after the space. For example, phrase "figure 3" was entered here with a required breaking space.
Required, Nonbreaking	CODE-SHIFT-Spacebar	Always prints as a blank space; the text cannot break at the space. For example, phrase "figure 3" was entered here with a nonbreaking space.
Nonrequired, Breaking	CODE-Spacebar	Only prints if the word breaks; the text can break at the space. For example, the term "and/or" was entered here with a nonrequired, breaking space after the slash.

5. Press **CANCEL** to remove the Current Attributes form; the Function Key display returns.

CURRENT ATTRIBUTES: (Press **CANCEL** to dismiss)

- o Normal Text o Courier 72 o 10-pitch
- o Left Flush o Single/Double Spaced

Figure 4-5. Current Attributes Form (Sample)

Overstruck Characters

You can use **CODE-BACKSPACE** to print one character over another character to create overstruck characters. For example, if you enter a zero (0), a **CODE-BACKSPACE** , and then a slash (/), the system prints the character as \emptyset .

Displaying edit codes makes this operation easier to perform (refer to Visible Feature, in section 3). If you display edit code characters, the **CODE-BACKSPACE** symbol () appears on the screen between the two characters you strike.

To enter overstruck characters, use the following procedure:

1. Enter the character to be overprinted by another character.
2. Press **CODE-BACKSPACE**. If all edit codes are visible on the display, the backspace character appears to the right of your first character.
3. Enter the character you want to overstrike the character in step 1. If all edit codes are visible, this character appears to the right of the **CODE-BACKSPACE** symbol.

NOTE

To overprint a character more than once, repeat steps 2 and 3.

Deleting Special Characters

To delete special formatting characters, you position the cursor to the right of the character; then you press the **BACKSPACE** key once for each character. For example, you must press **BACKSPACE** three times to delete \emptyset .

NOTE

It is easier to delete special formatting characters if all edit codes are visible on the display (refer to Visible Feature, in section 3).

SECTION 5

PARAGRAPH FORMATTING

GENERAL

This section presents a discussion of the Professional Word Processor's paragraph formatting capabilities, which include:

- variable line spacing
- six types of tabs (left aligned, right aligned, centered, decimal aligned, evenly spaced, and tabs with leader dots)
- text alignment (centered, right flush, left flush, justified, and indented)
- automatic paragraph numbering (outline or technical)

You enter paragraph formatting codes and instructions in the text of a document before you print it. You can include paragraph formatting as you enter text initially, or you can revise it or add it to existing text.

If you are entering new text, the default paragraph formatting or the formatting you specify initially applies to each succeeding paragraph, until you specify different formatting. If you are revising or adding paragraph formatting to existing text, it applies only to the paragraph(s) you select (refer to Selecting Text, in section 3).

Special symbols appear in the Ruler display to indicate the current page margins, indent settings, and tab settings (refer to Paragraph Format Symbols in the Ruler Display, later in this section).

LINE SPACING

You can specify the line spacing for any paragraph. Your Professional Word Processor's line spacing capabilities include:

- 1 & 2 spacing (single spacing within paragraphs, double spacing between paragraphs); this is the default
- single spacing both within and between paragraphs
- double spacing both within and between paragraphs
- one and one-half spacing both within and between paragraphs
- other line spacing (two and one-half spacing, triple spacing, etc.)

Your system can display text single-, double- and triple-spaced on the screen as it appears on the printed page. Fractional line spacing (for example, one and one-half spacing) appears double-spaced on the screen; however, the line counter in the Document Status line indicates the correct line number, and the text prints correctly.

1 & 2-, Single-, Double-, And One And One-Half Spacing

To set 1 & 2-, single-, double-, or one and one-half spacing, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Paragraph** key (f4). The following Function Key display appears:



3. If you are editing existing text, position the cursor in the paragraph you want to change, then select it by pressing the **PARA** key (f10).

Press **PARA** again for each additional paragraph you want to select.

4. Press the **LinSpac** key (f2). The following Function Key display appears:

1	2	1 1/2	1 & 2	Other						
---	---	-------	-------	-------	--	--	--	--	--	--

5. To specify single-, double-, or one and one-half spacing, or single spacing within paragraphs and double spacing between paragraphs, press the corresponding function key:
 - For single spacing, press the **1** key (f1).
 - For double spacing, press the **2** key (f2).
 - For one and one-half spacing, press the **1 1/2** key (f3).
 - For single spacing within paragraphs and double spacing between paragraphs, press the **1 & 2** key (f4).
6. Press **GO**. If you are revising the line spacing of existing text, the new line spacing is reflected on the screen. New text will have the line spacing you specified.

Other Line Spacing

You can specify multiple line spacing (for example, triple spacing), or fractional line spacing (for example, two and one-half spacing). You can specify fractional line spacing in any increment your printer is capable of handling. For example, if your printer can advance the paper in increments of 1/10th line, you can specify 1.1 line spacing. Refer to your printer's operations guide to determine its capabilities.

To specify line spacing other than 1 & 2-, single-, double-, or one and one-half spacing, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Paragph** key (f4). The following Function Key display appears:



3. If you are editing existing text, position the cursor in the paragraph you want to change, then select it by pressing the the **PARA** key (f10).

Press **PARA** again for each additional paragraph you want to select.
4. Press the **LinSpac** key (f2). The following Function Key display appears:



5. Press the **Other** key (f5). The Line Spacing form (refer to figure 5-1) appears at the bottom of the screen. The form displays the current spacing before, within, and after paragraphs. The Before field is highlighted.

LINE SPACING:

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

	<u>Currently</u>	(Please enter measurements in lines)
Before:	1.0 line	<input type="text"/>
Within:	1.0 line	
After:	1.0 line	

Figure 5-1. Line Spacing Form (Sample)

6. Specify the number of lines you want before the paragraph; then press **RETURN**. The highlight moves to the Within field.
7. Specify the line spacing you want within the text of the paragraph; then press **RETURN**. The highlight moves to the After field.
8. Specify the number of lines you want after the paragraph.

NOTE

If you specify different line spacings in the Before and After fields for more than one paragraph, the spacing between paragraphs will be the larger of the two.

9. Press **GO**. If you are revising the line spacing of existing text, the new line spacing is reflected on the screen. New text will have the line spacing specified in steps 6 through 8.

TABS

The Professional Word Processor's Tab feature allows you to set six types of tabs for formatting paragraphs, including:

- left aligned
- right aligned
- centered
- decimal aligned
- evenly spaced
- tabs with leader dots

You can set tabs at any space across the width of the page.

When you set a tab, a symbol appears in the Ruler display to indicate the location of the tab; the symbols are as follows:

- L left aligned
- R right aligned
- C centered
- D decimal aligned

The letter L appears at even intervals to indicate evenly spaced left aligned tabs; periods (.) preceding the letter L, R, C, or D indicate tabs with leader dots.

When you press the **TAB** key while entering text, the system inserts an edit code into the text. This indicates the location of the tab keystroke. You can use the Visible feature (refer to Visible Feature, in section 3) to make the characters representing these edit codes visible on the screen.

In addition, you use the Tab feature to set up tabbed columns; refer to Tabbed Columns, in section 6.

NOTE

You can move, copy, or add attributes to tabbed columnar text. On B 25 K1/B 20 keyboards, you use the **COL** key (f6) to select the text. On the OFIS keyboard, you use the **COL** key to select the text.

Table 5-1 shows the function keys you use to set and clear tabs.

Setting Tabs For New Text

To set tabs as you enter text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).

Table 5-1. Tab Function Keys

<u>Key</u>	<u>Function</u>	<u>Result</u>	<u>Example</u>
f1	Decimal	vertically aligns decimal points in numerical text at tab	1.75 22.4 .278
f2	Center	centers text at tab	Centered Text
f3	Left	aligns left edge of text at tab	Left Aligned Text
f4	Right	aligns right edge of text at tab	Right Aligned Text
f5	Even	sets tabs at evenly spaced intervals across the page	Evenly Spaced Tabs
f6	Dots	adds a horizontal row of dots to text entered with right, centered and decimal tabsLeft ...Centered ..Right10.25
f8	ClrTab	clears tab at cursor position	
f9	ClrAll	clears all tab settings in the paragraph	
f10	PARA	selects paragraphs; tab settings apply to selected paragraphs	

2. Press the **Tabs** key (f3). The following Function Key display appears:



3. To set single tabs of any type except leader dot, position the cursor at the tab location; then press the **Decimal** (f1), **Center** (f2), **Left** (f3), or **Right** (f4) key. The letters D, C, L, or R appear in the Ruler display to indicate the type and position of each tab.
4. To set evenly spaced left aligned tabs, position the cursor at the first tab location; then press the **Even** key (f5). The letter L appears at evenly spaced intervals between the cursor location and the right margin in the Ruler display.

The distance between tabs is the distance between the cursor position and the left margin or the tab to the left of the cursor position.

For example, if you specify the first tab one inch to the right of your left margin or tab, the tab stops are automatically set at one inch intervals.

If you want tabs at every seven spaces, position the cursor seven spaces to the right of the left margin (or first tab).

5. To set leader dot tabs (left, right, centered, or decimal), press the **Dots** key (f6). The following Function Key display appears:



Position the cursor at the tab location; then press the **Decimal** (f4), **Center** (f5), **Left** (f6), or **Right** (f7) keys. The letter D, C, L, or R preceded by leader dots appears in the Ruler display, indicating the position of the tab.

Setting And Revising Tabs In Existing Text

You can set or revise tabs in existing text (for a single paragraph, several paragraphs, or the entire document at the same time); use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Tabs** key (f3). The following Function Key display appears:



3. Select the paragraph(s) you want to clear tabs from (refer to Selecting Text, in section 3).
4. Remove any current tab settings you do not want (refer to Clearing Tabs Without Deleting Text, later in this section).
5. Add any new tab settings you want (refer to Setting Tabs for New Text, earlier in this section).
6. Press **CODE-MARK** to remove the highlighting from the selected text.

NOTE

If you remove more tab settings than you add, or if you add more tab settings than you remove, you must also edit the text to insert or remove the extra **TAB** keystrokes and edit codes.

Clearing Tabs Or Tabbed Text

You can clear (remove) tab settings while you enter new text, or you can clear tabs settings from existing text without deleting the text.

NOTE

Procedures for deleting tabbed columns appear in *Deleting Tabbed Columns*, in section 6.

Clearing Tabs

Before continuing to enter text in a new document, you may wish to clear existing tab settings and enter revised settings. Use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Tabs** key (f3). The following Function Key display appears:



3. To remove one tab, position the cursor at the tab location; then press the **ClrTab** key (f8). The system removes the tab setting from the Ruler display.
4. To remove all the tabs, press the **ClrAll** key (f9). The system removes all the tabs settings from the Ruler display.

To enter revised tab settings, refer to *Setting Tabs for New Text*, earlier in this section.

Clearing Tabs Without Deleting Existing Text

To clear tab settings without deleting existing text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).

2. Press the **Tabs** key (f3). The following Function Key display appears:

Decimal	Center	Left	Right	Even	Dots		ClrTab	ClrAll	PARA
---------	--------	------	-------	------	------	--	--------	--------	------

3. Select the paragraph(s) you want to clear tabs from (refer to *Selecting Text*, in section 3).
4. To remove one tab, position the cursor at the tab location; then press the **ClrTab** key (f8). The system removes the tab setting from the Ruler display and reformats the selected text.
5. To remove all the tabs, press the **ClrAll** key (f9). The system removes all the tabs settings from the Ruler display and reformats the selected text.
6. Press **CODE-MARK** to remove the highlighting from the selected text.

NOTE

Clearing tab settings does not remove **TAB** key edit codes from the text. To delete the edit codes, use the Visible feature to display the tab edit codes (refer to *Visible Feature*, in section 3); then delete the codes (refer to *Deleting Text*, in section 3).

TEXT ALIGNMENT

Text alignment refers to the positioning of text between the left and right page margins (refer to *Setting Page Margins*, in section 6). The Professional Word Processor allows you five different text alignment options. Table 5-2 explains each option and indicates the function key you use to select the option you want.

The default alignment is Flush Left; new text appears flush left until you specify a different alignment option.

You can specify the alignment of new text, or you can reset the alignment of existing text.

Table 5-2. Text Alignment Options

<u>Key</u>	<u>Function</u>	<u>Result</u>
f3	Indent	aligns text at temporary margins within the page margins
<p>This is an example of left and right indented flush left text. There are five other types of indents. Centered, Flush Left, Flush Right, and Justified Text alignments can be used with indented text.</p> <hr/>		
f4	Center	centers text between margins
<p>This is an example of centered text. The system centers your text between the right and left page margins, or between indented margins.</p> <hr/>		
f5	FlushLf	aligns text at left margin
<p>This is an example of flush left text alignment. The system wraps text when it reaches the right margin and aligns text evenly at the left margin.</p> <hr/>		
f6	FlushRt	aligns text at right margin
<p>This is an example of Flush Right text alignment. The system wraps the text when it reaches the left margin, and aligns text evenly at the right margin.</p> <hr/>		
f7	Justify	aligns text at right and left margin (inserts spaces as necessary)
<p>This is an example of Justified text alignment. The system inserts spaces so that text aligns at the right and left margins. You can hyphenate the text to remove large spaces between words.</p> <hr/>		

- To specify the alignment of new text, you press the appropriate function key to activate the alignment option you want, and then enter the text.
- To reset the alignment of existing text, you select the text (refer to *Selecting Text*, in section 3), and then press the appropriate function key to specify the alignment.

Centered, Flush Left, Flush Right, And Justified Text

To specify Centered, Flush Left, Flush Right, or Justified text, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Paragph** key (f4). The following Function Key display appears:



3. To enter new text, move the cursor to the location where you want the aligned text to begin.

To reset the alignment of existing text, select the paragraph(s) you want to change (refer to *Selecting Text*, in section 3).

4. Specify the type of text alignment you want by pressing one of the following the function keys:

For centered text, press the **Center** key (f4).

For left flush text, press the **FlushLf** key (f5).

For right flush text, press the **FlushRt** key (f6).

For justified text, press the **Justify** key (f7).

If you have changed the alignment of existing text, the system removes the highlighting from the selected text.

New text retains the alignment you specify in step 4 until you change it again. If you are resetting the alignment of existing text, the system immediately rearranges the text on the screen.

Indented Text

The Professional Word Processor's Indent feature allows you to set temporary margins or indent levels within the existing page margins (refer to Setting Page Margins, in section 6).

Table 5-3 explains the Indent feature's options, and indicates the function key you use to select the option you want.

You can indent new text as you enter it, or you can reset the indentation of existing text.

- To indent new text, you press the appropriate function key to activate the indent option you want, and then enter the text.
- To reset the indentation of existing text, you select the text (refer to Selecting Text, in section 3), and then press the appropriate function key to specify the indent.

Use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).
2. Press the **Paragraph** key (f4). The following Function Key display appears:



3. Press the **Indent** key (f3). The following Function Key display appears:



Table 5-3. Indent Options

<u>Key</u>	<u>Function</u>	<u>Result</u>
f1	FrstLin	indents the first line of a paragraph
<p>This is an example of a first line indent. The system indents the first line of the paragraph only; the remaining lines return to the page margin. (Text alignment for this example is left flush.)</p> <p>-----</p>		
f2	Right	indents the right margin
<p>This is an example of right indented text. All lines in the paragraph end at the temporary right margin, and return to the left page margin. (Text alignment for this example is left flush.)</p> <p>-----</p>		
f3	Left	indents the left margin
<p>This is an example of left indented text. All lines in the paragraph return to the temporary left margin, and end at the right page margin. (Text alignment for this example is left flush.)</p> <p>-----</p>		
f4	Others	indents every line in a paragraph except the first.
<p>This is an example of other line indented text. Every line of the paragraph after the first returns to the temporary left margin. (Text alignment for this example is left flush.)</p> <p>-----</p>		
f5	Outline	indents text one tab setting to the right for each time the key is pressed (if there are no tab settings, indents text in one-half inch increments)

Table 5-3. Indent Options (Cont)

<u>Key</u>	<u>Function</u>	<u>Result</u>
		<p>This is an example of outline indented text with 1 and 2 line spacing. (Refer to Line Spacing, in this section.)</p> <p>This example was created without tab settings. Each paragraph wraps to the outline indent setting.</p> <p>Each outline indent moves the text for that paragraph one-half inch to the right.</p> <p>(Text alignment is left flush.)</p> <hr/>
f6	UnIndnt	<p>Unindents text one tab setting to the left for each time the key is pressed (if there are no tab settings, unindents text in half inch increments.)</p> <p>This is an example of unindented text with 1 and 2 line spacing. (Refer to Line Spacing, in this section.)</p> <p>This example was created without tab settings. Each paragraph wraps to the current indent level.</p> <p>Each time you press the UnIndnt key, the indent level for that paragraph moves one-half inch to the left.</p> <p>(Text alignment is left flush.)</p> <hr/>
f7	TotalUn	<p>moves text to the left page margin specified in the Page Format menu</p> <p>This is an example of text after you specify the total unindent option. (Text alignment for this example is left flush.)</p> <hr/>

4. If you are entering new text, move the cursor to the location where you want the indented text to begin.

If you are resetting the indentation of existing text, select the text you want to change (refer to *Selecting Text*, in section 3).

5. Specify the type of indent you want by pressing one of the following function keys:

For first line indent, press the **FrstLin** key (f1).

For right indent, press the **Right** key (f2).

For left indent, press the **Left** key (f3).

For the other line indent, press the **Others** key (f4).

For outline indent, press the **Outline** key (f5).

For unindent, press the **UnIndnt** key (f6).

For total unindent, press the **TotalUn** key (f7).

6. If you have changed the indentation of existing text, press **CODE-MARK** to remove the highlighting from the selected text (the system removes the highlighting when you press **UnIndnt** or **TotalUn**).

New text retains the indentation you specify until you change it. If you are resetting the indentation of existing text, the system immediately rearranges the text on the screen.

AUTOMATIC PARAGRAPH NUMBERING

The Professional Word Processor's includes an automatic paragraph numbering feature. The feature allows you to number automatically the paragraphs of documents, such as technical reports, that have numbered headings.

The Automatic Paragraph Numbering feature includes two options:

- outline numbering
- technical numbering

These options are discussed in Paragraph Numbering Options, later in this section.

Instead of numbering the paragraphs, you use the function keys to enter special codes where you want paragraph numbers to appear. You also enter codes to indicate the level of subordination.

NOTE

If your document uses paragraph indentation in addition to numbering to indicate levels of subordination, you must set the indent levels.

When you print the document, the system automatically inserts the appropriate paragraph numbers in place of the codes. If you add or delete paragraphs when you revise the document, the system automatically adjusts the paragraph numbers when you repaginate the document.

PARAGRAPH NUMBERING OPTIONS

Figure 5-2 illustrates the outline numbering option; figure 5-3 illustrates the technical numbering option.

The outline numbering option allows a maximum of five levels of subordination, using alphanumeric characters followed by a period; technical numbering allows up to 25 levels, using arabic numerals separated by decimal points.

The system displays special symbols to indicate the position of numbering and level codes. Figure 5-2 and figure 5-3 illustrate the outline and technical numbering options as they appear on the display, and on the printed page.

Table 5-4 indicates the function keys you use to enter paragraph numbering codes, the symbol that appears on the screen, and the meaning of each code.

To number paragraphs automatically, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).

Display	Printed Page
0 Text	I. Text
> Text	A. Text
^ Text	B. Text
> Text	1. Text
^ Text	2. Text
> Text	a. Text
> Text	i. Text
< Text	b. Text
@01 Text	II. Text

**Figure 5-2. Outline Numbering Option
Display and Print Examples**

Display	Printed Page
T1 Text	1.0 Text
> Text	1.1 Text
^ Text	1.2 Text
> Text	1.2.1 Text
^ Text	1.2.2 Text
> Text	1.2.2.1Text
> Text	1.2.2.1.1Text
< Text	1.2.2.2Text
@01 Text	2.0 Text

**Figure 5-3. Technical Numbering Option
Display and Print Examples**

Table 5-4. Paragraph Numbering Function Keys

Function Key	Display Symbol	Definition
Outline	O	start outline numbering
Tech	T	start technical numbering
Next#	^	next number at the current level
LowerLvl	>	next lower level of subordination
Up1Lvl	<	next higher level of subordination
UpToLvll	@xx	level xx, where xx signifies a level of subordination higher than the current level

2. Press the **Edit** key (f6). The following Function Key display appears:



3. Press the **Para#** key (f4). The following Function Key display appears:



4. Move the cursor to the location where you want the paragraph number to print.
5. Select one of the paragraph numbering options.

To select the outline numbering option, press the **Outline** key (f4). The letter O appears on the screen.

To select the technical numbering option, press the **Tech** key (f2). The Specify Paragraph Number form (refer to figure 5-4) appears at the bottom of the screen. Enter the paragraph number you want (for example, 1, not 1.0), then press **GO**. The letter T and the paragraph number appear on the screen. The Function Key display replaces the Specify Paragraph form at the bottom of the screen.

6. Enter the document, specifying the level of subordination you want for each paragraph.

To specify a lower subordination level, move the cursor to the location where you want the paragraph to begin; then press the **LowerLvl** key (f5). A right angle bracket (>) appears on the screen.

To specify the same subordination level as the previous paragraph (but with the next number in sequence), move the cursor to the location where you want the paragraph to begin; then press the **Next#** key (f3). A caret (^) appears on the screen.

To specify a higher subordination level, move the cursor to the location where you want the paragraph to begin; then press the **UpLvl** key (f6). A left angle bracket (<) appears on the screen.

To specify a subordination level more than one level above the current level, position the cursor and press the **UpToLvl** key (f7). The Go To Paragraph Number Level form (refer to figure 5-5) appears at the bottom of the screen. Enter a number indicating the level you want; then press **GO**. The At symbol (@) appears, followed by the number indicating the level.

SPECIFY PARAGRAPH NUMBER: (Press GO to execute,
CANCEL to dismiss)


Paragraph Number (Technical form): 

Figure 5-4. Specify Paragraph Number Form

GO TO PARAGRAPH NUMBER LEVEL: (Press GO to execute,
CANCEL to dismiss)

Paragraph Number Level: 

Figure 5-5. Go To Paragraph Number Level Form

7. When you finish entering the document, paginate the text by performing a Review operation (refer to section 6) or a Print operation (refer to section 7).

During pagination, the system assigns the paragraph numbers for printing. If you do not paginate the document, the display symbols print instead of paragraph numbers.

PARAGRAPH FORMAT SYMBOLS IN THE RULER DISPLAY

Special symbols appear in the Ruler display to show page margins, indent settings, and tab settings. These symbols refer to formatting in the paragraph where the cursor is located.

Table 5-5 illustrates the Ruler display formatting symbols and gives the meaning of each.

Table 5-5. Ruler Display Symbols

Formatting	Symbol	Description
Page Margins	▀	right page or column margin
	▴	left page or column margin
Paragraph Indents	▴	left paragraph indent
	▀	right paragraph indent
	⏏	first line paragraph indent
	▴	other line paragraph indent
		page margin for indented paragraphs

NOTE

When you set an indent, the right or left page margin symbol moves to the indent. The system then displays a bar at the page margin.

Tabs	L	left-aligned tab
	R	right-aligned tab
	C	centered tab
	D	decimal tab
	L.....R	leader dots

SECTION 6

PAGE FORMATTING

GENERAL

This section presents a discussion of the Professional Word Processor's page formatting capabilities:

- page margins (including paper size, margins, header and footer positions, and facing pages)
- columns (tabbed, synchronized, and serpentine)
- pagination (including page and column breaks, headers, footers, footnotes, forced and automatic page numbering, and the Review operation)

SETTING PAGE MARGINS

The Professional Word Processor's Page Format feature allows you to set the format of individual pages or entire documents.

You use this feature to set left, right, top, and bottom margins and to specify header and/or footer placement for standard pages (pages all having the same dimensions) or for facing pages (pages with wider inside margins).

Section 5 includes procedures for specifying text alignment (centered, justified, right flush, left flush, or paragraph indents) within page margins.

Setting Page Margins For Standard Pages

To set page margins for standard pages, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:

BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr
--------	---------	---------	--------	--------	--------	---------	---------

3. If you are changing the formatting for every page of an existing document, use the **MARK** and **BOUND** keys to select the entire document (refer to Using the **MARK** and **BOUND** Keys to Select Text, in section 3.)
4. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1). The Paper width field is highlighted.

NOTE

The lower part of the form does not appear on the screen initially; press the **SCROLL UP** key one or more times to display the remaining lines as required.

Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight from field to field in the form; use steps 5 through 10 to change the current measurements.

5. To change paper size, enter the new paper width; press **RETURN**, then enter the new paper height.

The maximum paper width is 25 inches (250 spaces in 10 pitch); the maximum paper height is 22.5 inches (135 lines).

6. To change text width (that is, reset the left and right margins), you can do either of the following:
 - specify the text width in inches; when you press **GO**, the system automatically calculates the right margin, using the text width and the default value (or the current value) for the left margin.

or

- specify the left and right margins in inches; when you press **GO**, the system automatically calculates the text width.

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

(Press f10 to select PAGE) Currently (Please enter measurements in inches)

Paper width:	8.5"	
Paper height:	11.0" (66.0 lines)	
Left margin:	1.0"	
Text width:	6.5"	
Right margin:	1.0"	
Top margin:	1.0" (6.0 lines)	
Text height:	9.0" (54.0 lines)	
Bottom margin:	1.0" (6.0 lines)	
Header position:	0.5" (3.0 lines)	
Footer position:	0.5" (3.0 lines)	
Facing pages:	Yes No	(Press Y or N)
Forced page number:	none	
Forced footnote number:	none	
Number of columns:	1	
Margin between columns:		



Figure 6-1. Page Format Form with Default Values

7. To change text height (that is, reset top and bottom margins), you can do either of the following:
 - specify the text height in inches; when you press **GO**, the system automatically calculates the bottom margin, using the text height and the default value (or the current value) for the top margin.

or

 - specify the top and bottom margins in inches; when you press **GO**, the system automatically calculates the text height.
8. To change the header or footer position, specify the measurement in inches from the top or bottom of the page in the Header position or Footer position fields, respectively.

NOTE

The header and/or footer positions you specify must lie within the top and bottom margins, respectively.

If you specify header and/or footer positions that lie within the text area, the system overprints the headers and footers on the text of the page.

9. If you are changing the format of one or more pages in a document (but not the entire document), press the **PAGE** key (**f10**) once to select the current page; then press **PAGE** again once for each subsequent page you want to select, or press **CODE-PAGE** once for each previous page.
10. Press **GO**. The system changes the page format options according to your specifications.

If you are changing an existing document's height or width, you should perform a Review operation to repaginate the document (refer to Performing a Review operation, later in this section).

Pressing **CANCEL** instead of **GO** terminates the operation without changing the page format.

If an error message appears, refer to table 6-1 for an explanation and suggested action.

NOTE

The Page Format form also includes fields for forcing page or footnote numbers, selecting facing pages, and specifying text columns. These options are discussed separately in this section.

Setting Page Margins For Facing Pages

The Professional Word Processor's Page Format feature allows you to set left and right page margins so that facing pages are mirror images of each other.

For example, if you specify a 2-inch left margin and a 1-inch right margin for odd-numbered pages, even-numbered pages facing them will have a 1-inch left margin and a 2-inch right margin. This allows both pages to have a wider inside margin (for binding, printing on drilled paper, etc.).

You can use this feature for entering new text, or for reformatting existing text.

To set page margins for facing pages, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CiBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

Table 6-1. Page Format Error Messages

Error Message	Explanation	Suggested Action
Sum of values entered for Left margin, Text width, and Right margin exceeds Paper width.	If you specify the left margin, right margin, and text width, they must not total more than the paper width.	Use the BACKSPACE key to delete margin and/or text width entries, or change page width.
Sum of Values entered for Top Margin, Text height, and Bottom margin exceeds Paper height.	If you specify the top margin, bottom margin, and text height, they must not total more than paper height.	Use the BACKSPACE key to delete your margin and/or text height entries, or change your page height.
When Left margin, Text width, and Right margin are all specified, their sum must equal Paper width.	If you specify the left margin, right margin, and text width, the total must equal the paper width.	Use the BACKSPACE key to delete your margin and/or text width entries, or change your page width.
When Top margin, Text height, and Bottom margin are all specified, their sum must equal Paper height.	If you specify the top margin, bottom margin, and text height, the total must equal the paper height.	Use the BACKSPACE key to delete your margin and/or text height entries, or change your page height.
Field does not contain an acceptable numeric value.	You can enter only numeric characters and decimal points in Page Format form fields.	Use the BACKSPACE key to delete alphabetical or other punctuation characters, and then enter the numeric characters you want.

3. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1). The Paper width field is highlighted.

NOTE

The lower part of the form does not appear on the screen initially; press the **SCROLL UP** key one or more times to display the remaining lines as required.

Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight from field to field in the form; use steps 4 through 8 to change the current measurements.

4. Move the highlight to the Left margin field; enter the measurement you want for the inside page margin.
5. Move the highlight to the Right margin field; enter the measurement you want for the outside page margin.
6. Move the highlight to the Facing pages field; enter the letter y or Y for YES.
7. If you are changing the margins of an entire existing document, use the **MARK** and **BOUND** keys to select the document (refer to Selecting Text, in section 3).

If you are changing one page or several consecutive pages, press the **PAGE** key (f10) once for each page.

8. Press **GO**. If you are entering new text, the system automatically changes the margins whenever you begin a new page. If you are changing the margins of existing text, the system changes the margins and reformats the document on the display.

If an error message appears, refer to table 6-1.

COLUMNS

With the Professional Word Processor, you can enter text in three different types of columns: tabbed, synchronized and serpentine. For tabbed columns, you set tabs for each column (refer to Tabs, in section 5). You use variable function keys to set up synchronized and serpentine columns.

NOTE

When you select text, the **COL** key (f6 on B 25 K1/B 20 keyboards) applies to tabbed columns only, not to synchronized or serpentine columns (refer to Selecting Text, in section 3).

You use tabbed columns to enter data in tabular form (refer to figure 6-2). When you enter tabbed columns, you use the **TAB** key to move from column to column. Text does not wrap within tabbed columns. When you come to the end of a line, the text wraps to the left page margin.

Synchronized columns are blocks of related text arranged in vertical columns, and aligned side by side on the page (refer to figure 6-3). You can divide a page into a maximum of 10 vertical columns. Blocks of text within columns can be of different lengths and/or widths. Text you enter in synchronized columns wraps within the column's boundaries. Synchronized columns are independent; the text does not flow from one column to the next.

Serpentine columns are vertical columns in which text flows from one column to the next, like a magazine or newspaper (refer to figure 6-5). Serpentine columns apply to an entire page; you cannot have other types of text (for example, noncolumnar text or synchronized columns) on the same page. The columns must be equal in width, and the margins between columns must be equal, also.

NOTE

You can not have synchronized columns and serpentine columns on the same page.

Tabbed Columns

Tabbed columns (refer to figure 6-3) are useful for entering statistical or numerical data in tables. You can also enter text in tabbed columns; however, because text wraps to the left margin rather than within column boundaries, revisions can be difficult. For more information on setting, revising, and clearing tabs, refer to *Tabs*, in section 5.

Entering Tabbed Columns

To format tabbed columns, you set tabs to determine the location of each column. Then you enter text one row at a time, pressing the **TAB** key to move from column to column.

To enter tabbed columns, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Tabs** key (f3). The following Function Key display appears:

Decimal	Center	Left	Right	Even	Dots		ClrTab	ClrAll	PARA
---------	--------	------	-------	------	------	--	--------	--------	------

3. Move the cursor to the location where you want to position the tab. Press the appropriate function key to set the type of tab you want:
 - Press the **Decimal** key (f1) for decimal tabs; column aligns on the decimal point.
 - Press the **Center** key (f2) for centered tabs; the column centers on the tab.
 - Press the **Left** key (f3) for left-aligned columns; the first character of the column appears at the tab.
 - Press the **Right** key (f4) for right-aligned columns; the last character of the column appears at the tab position.

Left Tabbed Columns

35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday

Right Tabbed Columns

35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday

Center Tabbed Columns

35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday

Decimal Tabbed Columns

356.26	8.69	824.59	36.03
2,735.82	945.27	5.34	4.75
6.78	6,201.01	1,84.22	784.92
58.32	1.32	9.40	75.62

Left Tabbed Leader Dot Columns

First.....	Monday
Second.....	Tuesday
Third.....	Wednesday
Fourth.....	Thursday

Right Tabbed Leader Dot Columns

First.....	Monday
Second.....	Tuesday
Third.....	Wednesday
Fourth.....	Thursday

Center Tabbed Leader Dot Columns

First.....	Monday
Second.....	Tuesday
Third.....	Wednesday
Fourth.....	Thursday

Decimal Tabbed Leader Dot Columns

2,356.26.....	8.69
745.82.....	945.27
6.78.....	4,682.01
58.32.....	1.32

Figure 6-2. Tabbed Columns (Sample)

4. Repeat step 3 for each column you want.
5. Tab to the column where you want to begin entering text; when you complete the entry, tab to the next column.

NOTE

If you attempt to continue an entry beyond the right margin, it wraps to the left margin of the next line.

6. Repeat step 5 until you complete your column entries. Then press **RETURN**. The cursor moves to the left margin and begins a new paragraph. You can continue column entries, or begin entering noncolumnar text.

Moving And Copying Tabbed Columns

You can move or copy existing tabbed columns and insert them into noncolumnar text, or into other tabbed columns with the same format or a different format, synchronized columns, or serpentine columns. Use the following procedure:

1. To move the columns, press **MOVE**; to copy the columns, press **COPY**.

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

2. Select the column(s) you want to move or copy (refer to Selecting Text, in section 3).

3. Position the cursor in the location where you want the column(s) to begin; then press **GO**. The system inserts the selected column(s).

NOTE

The line where you position the cursor must begin with a tab. In addition, there must be no tab settings in that line; the system automatically inserts the tab settings.

Synchronized or serpentine columns must be wide enough to accommodate the tabbed columns without wrapping.

Reformatting Tabbed Columns

To reformat existing tabbed columns without retyping them, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Tabs** key (f3); the following Function Key display appears:

Decimal	Center	Left	Right	Even	Dots		ClrTab	ClrAll	PARA
---------	--------	------	-------	------	------	--	--------	--------	------

3. Use the **PARA** key (f10) or the **MARK** and **BOUND** keys to select the columns you want to reformat (refer to *Selecting Text*, in section 3).
4. Press the **ClrTab** key (f8) to remove the existing tab settings you want to clear; or press the **ClrAll** key (f9) key to clear all existing tabs.
5. Enter the new tab settings (refer to *Entering Tab Settings*, earlier in this section); as you enter the new settings, the columns move to their new positions.
6. Press **CODE-MARK** to remove the highlighting from the selected columns. Delete any unnecessary tab codes between the columns.

Using The Math Feature With Tabbed Columns

You can use the Professional Word Processor's Math feature to perform calculations with numbers in tabbed columns (refer to Totaling Numbers in Tabbed Columns, in section 11).

Deleting Text In Tabbed Columns

To delete text in tabbed columns without deleting the existing tab settings, use the following procedure:

1. Press the **DELETE** key. On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:



2. Position the cursor within the text of the tabbed column, then select it by pressing the **COL** key (f6 on B 25 K1/B 20 keyboards).
3. Press **CODE-DELETE**. The the system deletes the text, but the existing tab settings remain.

NOTE

If you press the **GO** key to execute the Delete operation, the system deletes the **TAB** key edit codes along with the text, and removes the tab settings from the Ruler display.

Synchronized Columns

The Professional Word Processor allows you to produce synchronized columns--blocks of related text arranged in vertical columns, and aligned side by side in rows on the page (refer to figure 6-3).

You can have a maximum of 10 columns on a page; the system automatically aligns the blocks in rows so that each block in a row begins on the same line.

You can have several rows on a page. Columns can be of different widths and blocks can be of different lengths, so you can display unequal blocks of text next to each other across the page.

When you enter text in a synchronized column, it wraps within the column's boundaries, and continues, even across page breaks, until you move to another column.

The system inserts a special edit code called a synchronization mark at the beginning of each row of columns. You use the Visible feature to display synchronization marks (refer to Visible Feature, in section 3).

NOTE

It is recommended that you display the synchronization marks whenever you enter or revise synchronized columns.

You can include tabbed columns in synchronized columns; however, you cannot include serpentine columns in synchronized columns, nor synchronized columns in serpentine columns.

You can add character attributes and formatting to synchronized columns, just as you can to other text. In addition, you can select text and perform operations as with other text (refer to Selecting Text, in section 3).

NOTE

You cannot use the COL key to select synchronized columns; it applies to tabbed columns only (refer to Selecting Text, in section 3)

You use tabbed columns to enter tabular data.

Synchronized columns are blocks of related text arranged side by side in rows and vertically in columns

Serpentine columns are vertical columns in which text flows from one column to the next, like a magazine or newspaper.

The OWP3 Word Processor allows you to produce synchronized columns-- blocks of related text arranged side by side in rows and vertically in columns (refer to figure 6-3).

You can place a maximum of ten columns in a row; the system automatically aligns the columns in a row so that each one begins on the same line.

You can have several rows of columns on a page. Columns can be of different lengths and/or widths, so you can display unequal blocks of text next to each other across the page.

When you enter text in a synchronized column, it wraps within the column's boundaries, and continues, even across page breaks, until you move to another column.

The system inserts a special edit code called a synchronization mark at the beginning of each row of columns. You use the Visible feature to display synchronization marks (refer to Visible Feature, in section 3).

You can include tabbed columns in synchronized columns; however, you cannot include serpentine columns in synchronized columns, nor synchronized columns in serpentine columns.

Figure 6-3. Synchronized Columns (Sample)

Entering Synchronized Columns

You can enter synchronized columns at the beginning of a new document, or at the end of an existing document; that is, where no existing text follows.

In addition, you can insert synchronized columns into documents where existing text (either noncolumnar text or existing synchronized columns) follows the new columns you enter. You must enter a synchronization mark to separate the text from the columns.

If a column entry is longer than the space available on a page, the system automatically inserts a temporary page break the width of the column so you can continue the column on the next page.

You can check the current format (values specified for number of columns, widths, and margins) of synchronized columns at any time. Refer to *Displaying the Current Format*, later in this section.

You can change the format (number of columns, widths, and margins) and continue entering synchronized columns at any time. Refer to *Reformatting Synchronized Columns*, later in this section.

To begin entering noncolumnar text, you must exit the synchronized column mode (refer to *Exiting the Synchronized Column Mode*, later in this section).

No Existing Text Follows

To enter synchronized columns at the beginning of a new document, or at the end of an existing document, where no existing text follows, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Move the cursor to the left margin of the line where you want the first column to begin.

3. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CiBreak	PgBreak	Format	Header	Footer	SyncCol	Together	
--	--------	---------	---------	--------	--------	--------	---------	----------	--

4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4); the Number of columns field is highlighted.

NOTE

The entire form does not appear on the screen initially; press the **SCROLL UP** key to display the remaining lines as required.

5. Specify the number of columns you want, up to a maximum of 10.
6. Using the **NEXT**, **RETURN**, **Up Arrow**, or **Down Arrow** keys to move the highlight from field to field, enter the following measurements:
 - enter the width of each column in inches
or
 - enter the width of each margin between columns in inches
or
 - enter both measurements in inches.

NOTE

If you do not specify column widths, the system makes all columns equal in width.

If you do not specify margin widths, the system spaces the columns evenly between the page margins.

If you enter both column and margin widths, the total of the measurements you enter must equal the total width of the text area between page margins (that is, the current entry in the Text width field of the Page Format form; refer to Setting Page Margins, earlier in this section).

7. Press **GO**. The Synch Columns form leaves the screen.

The system inserts a synchronization mark at the left margin of the line where you positioned the cursor in step 2. The synchronization mark is the width of the first column you specified in step 5.

NOTE

If you enter both column and margin widths in step 5, and the total does not equal the width of the page between page margins, the system displays one of the following messages:

**Total width specified exceeds available text width
(Paper width - Left margin - Right margin)**

or

**Total width specified does not equal available text width
(Paper width - Left margin - Right margin)**

8. Enter the text of the first column. The text wraps within the boundaries of the column.
9. To end the current column and move to the next, press the **ClBreak** key (f3). The system inserts a synchronization mark at the beginning of the next column.
10. Enter the text of the next column, then press **ClBreak**.
11. Repeat step 10 until you finish entering text in synchronized columns.

Existing Noncolumnar Text Follows

To enter synchronized columns when existing noncolumnar text follows, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CIBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

3. Move the cursor to location where you want to begin inserting columns.
4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4); the Number of columns field is highlighted.
5. Enter the number 1, then press **GO**; the system inserts a synchronization mark across the page to separate the columns you are about to enter from the existing text that follows.

NOTE

If you omit step 5, the system moves any existing text into the boundaries of the first column when you complete step 9.

6. Position the cursor anywhere between the synchronization mark and the line of text below it; then press **SyncCol** to display the Synch Columns form again; the Number of columns field is highlighted.
7. Specify the number of columns you want, up to a maximum of 10.

8. Using the **NEXT, RETURN, Up Arrow, or Down Arrow** keys to move the highlight, enter the following:

- enter the width of each column in inches

or

- enter the width of each margin between columns in inches

or

- enter both measurements in inches.

NOTE

If you do not specify column widths, the system makes all columns equal in width.

If you do not specify margin widths, the system spaces the columns evenly between the page margins.

If you enter both column and margin widths, the total of the measurements you enter must equal the total width of the text area between the page margins.

9. Press **GO**. The Synchron Columns form leaves the screen. Another synchronization mark appears above the first; it is the width of the column specified in step 8.

NOTE

If you enter both column and margin widths in step 8, and the total does not equal the width of the page between page margins, the system displays one of the following messages:

**Total width specified exceeds available text width
(Paper width - Left margin - Right margin)**

or

**Total width specified does not equal available text width
(Paper width - Left margin - Right margin)**

10. Enter the text of first column. The text wraps within the boundaries of the column.
11. To end the current column and move to the next, press the **ClBreak** key (f3). The system inserts a synchronization mark at the beginning of the next column.
12. Enter the text of the next column, then press **ClBreak**.
13. Repeat step 12 until you finish entering text in synchronized columns.

Existing Synchronized Columns Follow

To enter synchronized columns with a different format from the columns that follow, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:

	BkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	-------	---------	---------	--------	--------	--------	---------	---------	--

3. Move the cursor to the line or column after which you want to insert new columns; position the cursor in the space immediately following the last character.

To insert new columns at the beginning of an existing document, position the cursor between the synchronization mark and the first line of text in the first column.

4. Perform steps 4 through 13 of the procedure for entering synchronized columns at the beginning or end of a new document (refer to No Existing Text Follows, earlier in this section).

To enter new synchronized columns with the same format as the existing columns that follow, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Together	
--	--------	---------	---------	--------	--------	--------	---------	----------	--

3. Move the cursor to the column after which you want to insert one or more new columns; position the cursor in the space immediately following the last character.
4. Press the **ClBreak** key (f3). The system inserts a synchronization mark over the next column position; columns following the new one shift downward on the page.
5. Enter the new column of text. Repeat step 4 for each new column you want to insert, then enter the text.

Moving And Copying Synchronized Columns

You can move or copy synchronized columns to the beginning of a new document, or to the end of an existing document; that is, to a location where no existing text follows.

In addition, you can move or copy synchronized columns to locations where existing text (either noncolumnar text or existing synchronized columns) follows the new columns you enter.

When noncolumnar text follows the columns you move or copy, you must separate it from the columns.

No Existing Text Follows

To move or copy synchronized columns to a location where no existing text follows, use the following procedure:

1. Press the **MOVE** key or the **COPY** key (refer to Moving and Copying Text, in section 3).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:



2. Select the columns you want to move or copy (refer to Selecting Text, in section 3).

NOTE

Be sure to include all synchronization marks in the selection.

3. Move the cursor to the left of the line where you want to insert the columns.
4. Press **GO**. The system inserts the selected columns at the beginning of the next line.

Existing Noncolumnar Text Follows

To move or copy synchronized columns to a location where existing noncolumnar text follows, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:

BrkTyp	CIBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--------	---------	---------	--------	--------	--------	---------	---------	--

3. Move the cursor to the location where you want to insert the columns.
4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4); the Number of columns field is highlighted.
5. Enter the number 1, then press **GO**; the system inserts a synchronization mark across the page to separate the existing text from the columns you are about to enter.
6. Press the **MOVE** key or the **COPY** key (refer to Moving and Copying Text, in section 3).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:

WORD	SENT	PARA	PAGE	LINE	COL			JMP
------	------	------	------	------	-----	--	--	-----

7. Select the columns you want to move or copy (refer to Selecting Text, in section 3).

NOTE

Be sure to include all synchronization marks in the selection.

8. Position the cursor in the line immediately above the synchronization mark (refer to step 5 above).
9. Press **GO**. The system inserts the selected columns at the beginning of the line where you located the cursor in step 8.

Existing Synchronized Columns Follow

To move or copy synchronized columns to a location where existing synchronized columns follow, use the following procedure:

1. Press the **MOVE** key or the **COPY** key (refer to Moving and Copying Text, in section 3).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:



2. Select the columns you want to move or copy (refer to Selecting Text, in section 3).

NOTE

Be sure to include all synchronization marks in the selection.

3. Position the cursor in the space immediately after the last character of the column you want the selected columns to follow.
4. Press **GO**. The system inserts the selected columns at the beginning of the next line.

Revising Text In Synchronized Columns

You can add or delete text anywhere in an existing synchronized column. The system automatically moves existing text below the column you revise, adding or removing space as necessary. If there are synchronized columns below the column you revise, the system moves them all so they remain aligned.

Displaying The Current Format

To check the current format (that is, the values currently specified for number of columns, widths, and margins) of synchronized columns, you select any synchronization mark or any part of the text within the columns, then display the Synch Columns form. Use the following procedure:

1. Position the cursor under any synchronization mark, character, or space within the columns you want to check; then select it by pressing **MARK**.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
3. Press the **Page** key (f5). The following Function Key display appears:



4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4); the values currently specified for number of columns, widths, and margins appear in the fields.

Reformatting Synchronized Columns

To reformat synchronized columns (that is, change the number and/or widths of the columns), use the following procedure:

1. Use the **MARK** and **BOUND** keys to select the columns you want to reformat (refer to Using the Mark and Bound Keys to Select Text, in section 3).

NOTE

Be sure to include all synchronization marks in the selection; use the Visible feature to display them (refer to Visible Feature, in section 3).

2. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
3. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CiBreak	PgBreak	Format	Header	Footer	SyncCol	Together	
--	--------	---------	---------	--------	--------	--------	---------	----------	--

4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4), with the current column measurements entered; the Number of columns field is highlighted.

NOTE

The entire form does not appear on the screen initially; press the **SCROLL UP** key to display the remaining lines as required.

5. To change the number of columns, specify the new number you want, up to a maximum of 10.
6. To change the widths of the columns or margins between columns, use the **NEXT**, **RETURN**, **Up Arrow**, or **Down Arrow** keys to move the highlight, and enter the following:
 - enter the width of each column in inches

or

 - enter the width of each margin between columns in inches

or

 - enter both measurements in inches.

NOTE

If you do not specify column widths, the system makes all columns equal in width.

If you do not specify margin widths, the system spaces the columns evenly between the page margins.

If you enter both column and margin widths, the total of the measurements you enter must equal the total width of the text area between the page margins.

7. Press **GO**; the system automatically reformats the selected columns.

NOTE

If you enter both column and margin widths in step 6, and the total does not equal the width of the page between page margins, the system displays one of the following messages:

**Total width specified exceeds available text width
(Paper width - Left margin - Right margin)**

or

**Total width specified does not equal available text width
(Paper width - Left margin - Right margin)**

Exiting The Synchronized Column Mode

To enter noncolumnar text after you finish entering synchronized columns, you must exit the synchronized column mode; use the following procedure:

1. Position the cursor in the space after the last character in the last synchronized column.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
3. Press the **Page** key (f5). The following Function Key display appears:

Brk Typ	ClBreak	PgBreak	Format	Header	Footer	SynCol	Togethr
---------	---------	---------	--------	--------	--------	--------	---------

4. Press the **SyncCol** key (f8). The Synch Columns form appears (refer to figure 6-4); the Number of columns field is highlighted.
5. Enter the number 1, then press **GO**; the system inserts a synchronization mark across the page to separate synchronized columns from the text you are about to enter.

Deleting Synchronized Columns

You can delete the text and/or formatting of synchronized columns, as follows:

- delete the formatting without deleting the text
- delete the text without deleting the formatting
- delete both text and formatting

Deleting Formatting Without Deleting Text

To delete synchronized column formatting without deleting the text in the column, you delete the synchronization mark immediately above the column.

Use the Delete procedure (refer to Deleting Text, in section 3); or position the cursor immediately to the right of the synchronization mark, then press the **BACKSPACE** key.

Deleting Text Without Deleting Formatting

To remove the text from a synchronized column without deleting the format, you use the same Delete procedure as with other text (refer to Deleting Text, in section 3).

NOTE

Do not include the synchronization mark in the selection.

Deleting Text And Formatting

To delete synchronized columns, use the same Delete procedure (refer to Deleting Text, in section 3) as with other text.

NOTE

Include all synchronization marks in the selection.

Serpentine Columns

The Professional Word Processor's Serpentine Column feature allows you to enter text in continuous columns, like a magazine or newspaper. Text wraps within the column's boundaries; when it reaches the bottom of a column (determined by the current entry in the Text height field of the Page Format form; refer to Setting Page Margins, earlier in this section), the text continues at the top of the next column (refer to figure 6-5).

All text on a page must be formatted in serpentine columns. For example, you cannot have noncolumnar text and serpentine columns on the same page; neither can you combine synchronized and serpentine columns. You can, however, include tabbed columns in serpentine columns.

You can add character attributes and formatting to serpentine columns, just as you can to other text. In addition, you can select text and perform operations as with other text (refer to Selecting Text, in section 3).

NOTE

You cannot use the **COL** key to select serpentine columns; it applies to tabbed columns only (refer to Selecting Text, in section 3).

Formatting Serpentine Columns

To enter text or reformat existing text in serpentine columns, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

The text in this example is set for 3 columns with 0.5 inch margins between columns. The page formatting is set with 1.5 inch top and bottom margins

COLUMNS

With the OWP3 Word Processor, you can enter text in three different types of columns: tabbed, synchronized and serpentine. For tabbed columns, you set tabs for each column (refer to Tabs, in section 5). You use variable function keys to set up synchronized and serpentine columns.

You use tabbed columns to enter tabular data. When you enter tabbed columns, you use the **TAB** key to move from column to column. Text does not wrap within tabbed columns. When you come to the end of a line,

the text wraps to the left page margin.

Synchronized columns are blocks of related text arranged side by side in rows and vertically in columns. You can have up to ten synchronized columns on a page, and they can be of different lengths and/or widths. As you enter text in synchronized columns, it wraps within the column's boundaries. Synchronized columns are independent; the text does not flow from one column to the next.

Serpentine columns are vertical columns in which text flows from one column to the next, like a magazine or newspaper. Serpentine columns apply to an entire page; you cannot have other types of

text (for example, noncolumnar text or synchronized columns) on the same page. The columns must be equal in width, and the margins between columns must be equal, also.

SERPENTINE COLUMNS

The OWP3 Word Processor's Serpentine Column feature allows you to enter text in continuous columns, like a magazine or newspaper. Text wraps within the column's boundaries; when it reaches the bottom of a column (determined by the current entry in the Text height field of the Page-Format form; refer to Setting Page Margins, earlier in this section), the text continues at the top of the next column (refer to figure 6-5).

Figure 6-5. Serpentine Columns (Sample)

2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CIBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

3. Position the cursor in the page where you want the serpentine columns to begin.
4. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1). The Paper width field is highlighted.

Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight to the Number of columns field.

NOTE

If the entire form and function key display does not appear on your screen, press the **SCROLL UP** one or more time until the function key display appears.

5. Enter the number of columns you want; then press **RETURN**.
6. Specify the margin between the columns in inches (for example, 0.5 is one-half inch).
7. To reformat existing text, select the text by pressing the **PAGE** key (f10) once for each page you want to reformat.
8. Press **GO**. The system inserts a page break the width of the first column, and positions the cursor at the beginning of the first line of the column.

If you are setting up serpentine columns for new text, the system automatically formats text as you enter it.

If you are reformatting existing text, the system arranges the text you selected in step 7 into a single column under the page break. To reformat the text into columns, perform a Review operation (refer to Performing a Review Operation, later in this section).

Forcing A Serpentine Column Break

To force the end of a serpentine column and move the cursor and all subsequent text to the top of the next column, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (**f5**). The following Function Key display appears:

	BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

3. Move the cursor to the location within the serpentine column where you want the new column to start.
4. Press the **ClBreak** key (**f3**). The system inserts a double line of colons at the cursor position.
5. You must perform a Review operation to adjust column text (refer to Performing a Review Operation, later in this section).

Adding Text To Serpentine Columns

To add text to serpentine columns, move the cursor to the location where you want to begin, then add the text. The text you enter remains in the same column until you perform a Review operation (refer to Performing a Review Operation, later in this section).

Removing Serpentine Column Formatting

To remove serpentine column formatting, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

3. Position the cursor in the first page you want to change.
4. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1). The Paper width field is highlighted.

Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight to the Number of columns field.

NOTE

The lower part of the form does not appear on the screen initially; press the **SCROLL UP** key one or more times to display the remaining lines as required.

5. Enter the number 1.
6. Press the **PAGE** key (f10) once for each page you want to change; then press **GO**.

After completing the operation, you must delete any forced page breaks (refer to Deleting Text, in section 3).

Exiting The Serpentine Column Mode

To enter noncolumnar text after you finish entering serpentine columns, you must exit the serpentine column mode. Use the following procedure:

1. Position the cursor in the space immediately following the last character in the last column of text.
2. Enter a forced page break (refer to Forced Page Breaks, later in this section). The system begins a new page, and displays a double broken line the width of a currently specified column.

3. Remove the serpentine column formatting from the new page (refer to Removing Serpentine Column Formatting, earlier in this section).

The system extends the double broken line the full width of the screen, indicating that you are no longer in the serpentine column mode.

PAGINATION

When you type a document, the Professional Word Processor automatically numbers your document pages, and inserts temporary page breaks. You can override this automatic system by forcing page or column breaks, or by forcing page numbers.

When you reformat existing text into serpentine columns, you must perform a Review operation and select the repagination option to align the columns (refer to Performing a Review Operation, later in this section).

When you edit a document and the original pagination changes, you must perform a Review operation or a Print Operation to adjust the temporary page breaks and page numbers.

Table 6-2 explains the types of page breaks included in the Professional Word Processor, and shows the symbols that appear on the screen to indicate each type.

Page And Column Breaks

You can format your document for any of the breaks shown in table 6-2. Use one of the procedures in this section.

Formatting Temporary, Odd, Even, And Permanent Page And Column Breaks

To format temporary, odd, even, and permanent column and page breaks, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

Table 6-2. Page and Column Breaks

Break Type	Symbol	Characteristics
Temporary	- - - -	The system can change the page and column breaks during repagination.
Permanent Page or PgBreak	= = = = =	The system cannot change the page and column breaks during repagination.
Odd Page	= = = = =	The page must be odd numbered. During printing a blank page is inserted if necessary.
Even Page	= = = = =	The page must be even numbered. During printing a blank page is inserted if necessary.
Permanent Column	: : : : :	The next serpentine column must start at that location (not necessarily a new page).

2. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	CiBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	---------------	----------------	----------------	---------------	---------------	---------------	----------------	----------------	--

3. Press the **BrkTyp** key (f2). The following Function Key display appears:

	Temp	PermPg	OddPg	EvenPg	PermCol			PAGE
--	-------------	---------------	--------------	---------------	----------------	--	--	-------------

The following message appears above the Function Key display:

Current: xxxxx

where **xxxxx** is the current break type.

4. Position the cursor in the page you want, or select one or more pages by pressing the **PAGE** key (f10) once for each page.
5. Press the function key for the break type you want, as follows:

For temporary breaks, press the **Temp** key (f2)

For permanent column breaks, press the **PermCol** key (f6)

For odd pages, press the **OddPg** key (f4)

For even pages, press the **EvenPg** key (f5)

Forced Page Breaks

To enter a page break where you want a page to end, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:



3. Locate the cursor where you want the page to end.

NOTE

When you force a page break in synchronized columns, the break must occur immediately above a synchronization mark.

Position the cursor between the synchronization mark and the first line of text.

4. Press the **PgBreak** key (f4). The system inserts a double broken line in the text on the line where the cursor is located.

Deleting Page Or Column Breaks

To delete page or column breaks, select the line the break is on and use the delete procedure (refer to Deleting Text in section 3).

Using The Togethr Feature To Prevent Page Breaks

You can use the Professional Word Processor's Togethr feature to specify text selections you want to remain unbroken during pagination. To specify or remove this feature, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:



3. Press the **Togethr** key (f9).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

NOTE

Use the **PARA** key (f3 on B 25 K1/B 20 keyboards) to select tabbed columns.

4. Select the text (refer to Selecting Text in section 3).
5. Press **GO**. The system inserts half-bright braces at the beginning and end of your selection; use the Visible feature to display them (refer to Visible Feature, in section 3).
6. To deactivate the feature, delete the braces.

Headers And Footers

Headers and Footers are text your system inserts in the top and bottom page margins, respectively, when it prints a document.

The header is the first text that prints on a page. You specify the header position when you set the margins for the document (refer to Setting Page Margins, earlier in this section).

The footer is similar to the header, except that it is the last text that prints on a page. You specify the footer position when you set the margins for the document (refer to Setting Page Margins, earlier in this section).

The maximum length and width of the header is the length and width of the page you specify in the Text height and Text width fields of the Page Format form (refer to Setting Page Margins, earlier in this section).

The system stores headers and footers apart from the rest of the document. To enter, display, edit, or delete headers and footers, you open special windows that contain them. When you print the document, the system automatically inserts headers and footers in the position you specify.

Opening Header And Footer Windows

Headers and footers do not appear on the screen when you display a document; to enter or display headers and footers, you must open the special windows that contain them. The feature includes three types of header and footer windows:

- ODD for headers and footers appearing on odd-numbered pages
- EVEN for headers and footers appearing on even-numbered pages
- BOTH for headers and footers appearing on both odd- and even-numbered pages

To open header or footer windows, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:



3. Press the **Header** key (f6) or the **Footer** key (f7). The following Function Key display appears:



4. Press the appropriate function key to open the header or footer window at the bottom of the screen.
 - Press the **ODD** key (f1) to open the window for odd-numbered pages.
 - Press the **EVEN** key (f2) to open the window for even-numbered pages.
 - Press the **BOTH** key (f3) to open the window for both odd- and even-numbered pages.

NOTE

If the entire document has headers or footers currently applied to either odd-numbered or even-numbered pages, the system displays the existing header or footer in the window.

If the entire document has headers or footers currently applied to both odd-numbered and even-numbered pages, the following message appears:

Please delete odd or even xxxxxx

where **xxxxxx** is header or footer, as applicable.

Delete the existing header or footer from the odd-numbered or even-numbered pages before proceeding (refer to Deleting Headers and Footers from an Entire Document, later in this section).

The window's status line indicates the following:

- odd, even, or both (if both, only the type of window is indicated)
- type of window (header or footer)
- number of the line where the cursor is located

Closing Header And Footer Windows

When you finish applying and deleting headers and footers, the system automatically closes the window. If you do not complete the procedure, or if you open a window to view existing headers and footers, you must close the window afterward.

To close a header or footer window, use the following procedure:

1. If the Header or Footer Function Key display (illustrated in step 3) is on the screen, proceed to step 4.

If not, press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:



3. Press the **Header** key (f6) or the **Footer** key (f7). The following Function Key display appears:



4. Press the **DISMISS** key (f9); or use the procedure for closing windows containing documents (refer to Closing Windows, in section 3). The system closes the window and removes it from the screen.

Applying Headers And Footers To An Entire Document

You can enter a new header or footer, or revise an existing header or footer, and apply it to the entire document.

- You can apply the same header or footer to every page of the document.
- You can apply a header or footer to the odd-numbered pages of a document, and a different header or footer to the even-numbered pages.

Use the following procedure:

1. Open the appropriate header or footer window (ODD, EVEN, or BOTH) (refer to Opening Header and Footer Windows, earlier in this section).
2. Enter or revise the text of the header or footer. You can apply formatting attributes (for example, bolding or centering) just as you can with ordinary text (refer to sections 4 and 5).
3. Press **GO**. The system displays the following flashing message:

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

where **xxxxxx** is header or footer, as applicable.

4. Press **GO** again to apply the header or footer to the entire document; press **CANCEL** to leave the document unchanged.

If you press **GO**, the system automatically closes the header or footer window.

If you press **CANCEL**, you must close the header or footer window (refer to Closing Header and Footer Windows, earlier in this section).

Applying Headers And Footers To Specific Pages

You can apply a header or footer to a specific page, or to two or more consecutive pages in a document. Use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.

2. Press the **Page** key (f5). The following Function Key display appears:



3. Press the **Header** key (f6) or the **Footer** key (f7). The following Function Key display appears:



4. Position the cursor in the first page you want to select; then press the **PAGE** key (f10) once to select the page.

Press **PAGE** again once for each subsequent page you want to select, or press **CODE-PAGE** once for each previous page.

The system highlights the selected text.

5. Press the appropriate function key (**ODD**, **EVEN**, or **BOTH**) to open the header or footer window (refer to Opening Header and Footer Windows, earlier in this section). The system removes the highlight from the selected text.
6. Enter or revise the text of the header or footer. You can apply formatting attributes (for example, bolding or centering) as you can with ordinary text (refer to sections 4 and 5).
7. Press **GO**. The system applies the header or footer to the pages you select in step 4 and closes the window.

Deleting Headers And Footers From An Entire Document

To delete a header or footer from an entire document, use the following procedure:

1. Open the appropriate header or footer window (**ODD**, **EVEN**, or **BOTH**) (refer to Opening Header and Footer Windows, earlier in this section).

2. Delete the text of the header or footer (refer to Deleting Text, in section 3).
3. Press **GO**. The system displays the following flashing message:

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

where **xxxxxx** is header or footer, as applicable.

4. Press **GO** again to delete the header or footer from the document; press **CANCEL** to leave the document unchanged.

If you press **GO**, the system deletes the header or footer and closes the window.

If you press **CANCEL**, you must close the header or footer window (refer to Closing Header and Footer Windows, earlier in this section)

Deleting Headers And Footers From Specific Pages

You can delete a header or footer from a specific page, or from two or more consecutive pages in a document; use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) at the bottom of the screen.
2. Press the **Page** key (f5). The following Function Key display appears:



3. Press the **Header** key (f6) or the **Footer** key (f7). The following Function Key display appears:



4. Position the cursor in the first page you want to select; then press the **PAGE** key (**f10**) once to select the page.

Press **PAGE** again once for each subsequent page you want to select, or press **CODE-PAGE** once for each previous page.

The system highlights the selected text.

5. Press the appropriate function key (**ODD**, **EVEN**, or **BOTH**) to open the header or footer window at the bottom of the screen (refer to *Opening Header and Footer Windows*, earlier in this section). The system removes the highlighting from the selected text.
6. Delete the text of the header or footer (refer to *Deleting Text*, in section 3).
7. Press **GO**. The system deletes the header or footer from the pages you select in step 4 and closes the window.

Footnotes

Using the Professional Word Processor's Footnote feature, you can enter, revise, or rearrange footnotes without concern for sequential numbering, and without providing room at the bottom of the page.

You can have the system automatically assign arabic numerals to footnotes, or you can assign other characters or symbols as reference marks; automatic numbering is the system default. With automatic numbering, the system automatically numbers your footnotes or rennumbers them in sequence when you perform a Review operation or print the document.

When you enter footnotes, the system places them in windows separate from the window containing the other text. You can specify that footnotes appear in the following locations:

- at the bottom of the page where the reference mark appears
- collected and appended to the current document or to another document

- both locations

If you specify footnotes at the bottom of the page, they do not appear on the screen when you display the document; however, they do appear at the bottom of the appropriate pages when you print the document.

You can use the function keys to display footnotes individually, or you can collect them and display the page(s) the system places them on.

The system associates the text of the footnote with its reference mark; moving, copying, or deleting the reference mark moves, copies, or deletes the text of the footnote as well.

Entering Footnotes

When you enter footnotes, the system automatically enters arabic numerals as reference marks; or you can specify any character(s) or symbol(s) you want.

Automatic Footnote Numbering

To enter footnotes with automatic footnote numbering, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (**f6**); the following Function Key display appears:



3. Move the cursor to the location where you want the footnote reference mark to appear.
4. Press the **FootNte** key (**f8**); the system opens a footnote window at the bottom of the screen.

The Status line is labeled Footnote, and indicates the number of the line where the cursor is located. A half-bright superscript number 0 appears at the left of the first line.

5. Enter the text of the footnote; then press GO. The system closes the window.

A half-bright superscript number 0 appears at the cursor's location. The system changes these to arabic numerals when you perform a Review operation or print the document (refer to Automatic Numbering and Renumbering, later in this section).

The system replaces each number 0 with the appropriate footnote number when you perform a Review operation.

To terminate the operation after opening the window in step 4, you must use the procedure for deleting footnotes (refer to Deleting Footnotes, later in this section).

Specifying Footnote Reference Marks

To specify reference characters when you enter footnotes, use the following procedure:

1. Move the cursor to the location where you want the footnote reference mark to appear.
2. Enter the character(s) or symbol(s) you want to use as the reference mark.
3. Add any character attributes you want, such as boldfacing or superscripting (refer to section 4); then select the reference mark (refer to Selecting Text, in section 3).

NOTE

If you add or insert text immediately after a footnote reference mark with character attributes, the attributes will apply to that text as well until you remove them.

4. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
5. Press the **Edit** key (f6); the following Function Key display appears:



6. Press the **FootNte** key (f8); the system opens a footnote window at the bottom of the screen; the Status line is labeled Footnote, and indicates the number of the line where the cursor is located. The reference mark appears half-bright at the left of the first line.
7. Enter the text of the footnote; then press **GO**. The system closes the window. The footnote reference mark appears half-bright.

To terminate the operation after opening the window in step 6, you must use the procedure for deleting footnotes (refer to Deleting Footnotes, later in this section).

Automatic Numbering And Renumbering

With automatic footnote numbering, the system numbers or renumbers footnotes when you do either of the following:

- Specify Yes in the Renumber footnotes field when you perform a Review operation (refer to Performing a Review Operation, later in this section).

NOTE

To print the document with footnotes at the bottom of the page where the reference mark appears, specify Yes in the Leave room for footnotes field.

- Specify Yes in the Renumber footnotes field when you print the document (refer to Printing Documents, in section 7).

Collecting Footnotes

You can use the Professional Word Processor's Collect Footnote feature to collect the footnotes and append them to the end of the current document; or you can append them to another document.

With automatic footnote numbering, you should perform a review operation before using the Collect Footnotes feature.

NOTE

The system does not automatically update collected footnotes. If you revise any footnotes in a document, you must delete existing collected footnotes and collect the footnotes again.

To collect footnotes, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Functns** key (f2). The following Function Key display appears:



3. Press the **CtFootN** key (f8). The Collect Footnotes form appears (refer to figure 6-6); the Append to document field is highlighted.

COLLECT FOOTNOTES: (Press GO to execute, CANCEL to dismiss)

Append to document:

Figure 6-6. Collect Footnotes Form

4. To append the footnotes to the current document, leave the field blank; press **GO**.

If you want to append the footnotes to a different document, enter a document name; then press **GO**.

If you enter the name of an existing document, the system displays the following message:

Collecting footnotes...

If you enter the name of a new document, the system displays the following flashing message:

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

where **xxxxx** is the new document's name

When the system completes the operation, it removes the Collect Footnotes form from the screen.

Printing Documents With Footnotes

When you print a document, you can specify that the footnotes appear in either or both of these two locations:

- at the bottom of the page where the reference mark appears
- collected and appended to the end of the current document or another document

Printing Footnotes at the Bottom of the Page

To print footnotes at the bottom of the page where the reference mark occurs, use the following procedure:

1. Perform a Review operation; specify Yes in the Leave room for footnotes field (refer to Performing a Review Operation, later in this section).

NOTE

To automatically number or renumber footnotes, specify Yes in the Renumber footnotes field.

2. Print the document; specify Yes in the Print footnotes field of the Print form (refer to Printing Documents, in section 7).

Printing Footnotes At The End Of The Document Only

You can collect the footnotes and print them at the end of the document; use the following procedure:

1. Perform a Collect Footnotes operation (refer to Collecting Footnotes, earlier in this section).
2. Print the document; specify No in the Print footnotes field of the Print form (refer to Printing Documents, in section 7).

NOTE

When you collect footnotes for printing at the end of a document, you should add a forced page to the end of the document to make sure the collected footnotes print on the next page (refer to Forced Page Breaks, earlier in this section).

Printing Footnotes In Both Locations

To print footnotes both at the bottom of the page and at the end of the document, use the following procedure:

1. Perform a Collect Footnotes operation (refer to Collecting Footnotes, earlier in this section).
2. Print the document; specify Yes in the Print footnotes field of the Print form (refer to Printing Documents, in section 7).

NOTE

When you collect footnotes for printing at the end of a document, you should add a forced page to the end of the document to make sure the collected footnotes print on the next page (refer to Forced Page Breaks, earlier in this section).

Forced Footnote Numbers

With automatic footnote numbering, you can use the Professional Word Processor's Forced Footnote Number feature to start numbering or renumbering footnotes, beginning with a specific number on a specific page.

For example, you can use this feature when you have several chapters in one document, and want the footnotes in each chapter to begin with one.

NOTE

The page where you enter a forced footnote number must begin with a permanent page break (refer to Pagination, earlier in this section); this includes the first page of a new document.

To enter a forced footnote number, use the following procedure:

1. Position the cursor in the page where you want to enter the forced footnote number.

NOTE

Forced footnote operations affect all footnotes beginning with the first footnote on the page, through the last one in the document.

2. Press the **Page** key (f5); the following Function Key display appears:

BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--------	---------	---------	--------	--------	--------	---------	---------	--

3. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1); the Paper width field is highlighted.
4. Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight to the Forced footnote number field.

NOTE

The lower part of the form does not appear on the screen initially; press the **SCROLL UP** key one or more times to display the remaining lines as required.

5. Enter the number you want the for first footnote on the page; then press **GO**.

When you perform a Review operation, specify Yes in the Renumber footnotes field; the system rennumbers the first footnote on the page, and all subsequent numbers.

Displaying Footnotes

Footnotes do not appear on a page with the rest of the text. You display a footnote by opening the window that contains it.

You can also display all of the footnotes in a document by collecting them (refer to Collecting Footnotes, earlier in this section).

To open a footnote window, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (f6); the following Function Key display appears:



3. Position the cursor under the reference mark of the footnote you want to display; then press the **FootNte** key (**f8**). The window containing the footnote opens at the bottom of the screen.

4. To close the window, press **GO**; or use the procedure for closing windows (refer to Closing Windows, in section 2).

Moving And Copying Footnotes

You move or copy a footnote by moving its reference mark; use the following procedure:

1. Position the cursor under the reference mark of the footnote you want to move or copy.
2. Press the **MOVE** or **COPY** key.

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

3. Select the reference mark (refer to Selecting Text, in section 3)
4. Move the cursor to the location where you want to move the footnote; press **GO**. The system inserts the reference mark at that location.

Revising Footnotes

You can revise the text in a footnote at any time; simply open the footnote's window, complete the revision, and close the window (refer to Displaying Footnotes, earlier in this section).

NOTE

The system does not automatically update collected footnotes. If you revise any footnotes in a document, or update the reference numbers during a Review or Print operation, you must delete existing collected footnotes and collect the footnotes again (refer to Deleting Footnotes, later in this section).

Deleting Footnotes

You delete a footnote by deleting its reference mark; use the following procedure:

1. Position the cursor under the reference mark of the footnote you want to delete.
2. Press the **DELETE** key.

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:

WORD	SENT	PARA	PAGE	LINE	COL				JMP
------	------	------	------	------	-----	--	--	--	-----

3. Select the reference mark (refer to Selecting Text, in section 3).
4. Press **GO**; the system deletes both the reference mark and the footnote.

NOTE

The system does not automatically update collected footnotes. If you delete any footnotes in a document, you must delete existing collected footnotes and collect the footnotes again (refer to Deleting Footnotes, later in this section).

Automatic Page Numbering

The Professional Word Processor can print arabic or roman numeral page numbers in your document automatically. You can enter these page numbers in text or place them in a header or footer. You can add text to the automatic page number (for example, to designate page numbers for a section, you might want to precede the automatic page number with the section number).

To number pages automatically, use the following procedure:

1. Position the cursor where you want the page number. You can place the page number in a header or footer, or on a page.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
3. Press the **Edit** key (f6). The following Function Key display appears:

Math	Page#	Roman#	Para#	Undo	Retype	Footnote	InsTime	InsDate
------	-------	--------	-------	------	--------	----------	---------	---------

4. If you want numbering in arabic numerals, press the **Page#** key (f2). The system inserts a half-bright number sign (#) at the cursor position.
5. If you want numbering in roman numerals, press the **Roman#** key (f3). The system inserts a half-bright small letter i at the position of the cursor.

NOTE

When you print the document, the symbols (# and i) are replaced by the correct arabic or roman numerals.

Forced Page Numbers

You force a page number when you want to interrupt or change the sequence of page numbering. For example, the first five pages of your document may have roman numerals, and the remainder may have arabic numerals beginning with the number 1.

To force a page number, use the following procedure:

1. Position the cursor anywhere within the page on which you want to force the number.

NOTE

The page must begin with a permanent page break (refer to Page and Column Breaks, earlier in this section).

2. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
3. Press the **Page** key (f5). The following Function Key display appears:

	BrkTyp	ClBreak	PgBreak	Format	Header	Footer	SyncCol	Togethr	
--	--------	---------	---------	--------	--------	--------	---------	---------	--

4. Press the **Format** key (f5). The Page Format form appears (refer to figure 6-1). The Paper width field is highlighted.

Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight to the Forced page number field.

NOTE

If the entire form and function key display does not appear on your screen, press the **SCROLL UP** one or more time until the function key display appears.

5. Enter the new page number you want this page to have.
6. Press **GO**.
7. Perform a Review operation to renumber the pages following the forced page (refer to Performing a Review Operation, later in this section).

Performing A Review Operation

The following Professional Word Processor features require a Review or Print operation for renumbering:

- automatic page numbering (to renumber pages, you must specify repagination in a Review or Print operation)
- automatic paragraph numbering (to renumber paragraphs and to assign paragraph numbers, you must specify repagination in a Review or Print operation)
- automatic footnote numbering (to renumber footnotes, you must perform a Review)

To perform a Review operation, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Print** key (f2). The following Function key display appears.



4. Press the **Review** key (f3). The Review Document form appears (refer to figure 6-7).
5. To change Review options, use the **RETURN, NEXT, Up Arrow, or Down Arrow** keys to move the highlight through the form. Table 6-3 lists the defaults and options for each field.
6. Press **GO**.

REVIEW DOCUMENT

Hyphenate?	Yes	No	(Press Y or N)
Hot zone (default = 1/2 inch):			
Paginate?	Yes	No	(Press Y or N)
Leave room for footnotes?	Yes	No	(Press Y or N)
Renumber footnotes?	Yes	No	(Press Y or N)
Eliminate widows?	Yes	No	(Press Y or N)

Figure 6-7. Review Document Form

7. If you did not specify hyphenation, the message Formatting... appears at the top of the Review Document form and ten small square boxes appear on the display. The system fills in the boxes as the Review progresses.
8. If you specified hyphenation, the system searches for lines that contain more than the number of blank spaces you specified as the hot zone.

If you have the dictionary installed, the system uses it to automatically hyphenate a word when it finds such a line.

If you do not have a dictionary installed (or if the dictionary does not include a word requiring hyphenation), when the system finds such a line, it stops at the nearest word and prompts you for hyphenation.

If you want to hyphenate the word, move the cursor to the right of the last character before the hyphen position and press **GO**. The system inserts a hyphen and positions the part of the word preceding the hyphen at the end of the line and the part of the word following the hyphen at the beginning of the next line.

If you do not want to hyphenate the word, press the **NEXT** key. The system resumes the search.

Table 6-3. Review Options

Field	Default	Options
Hyphenate	NO	<p>During hyphenation, the system scans your document for any lines that have the hot zone number of blank spaces at the end. It then gives you the option of hyphenating words to eliminate irregular lines.</p> <p>To change the current option, enter Y or y for YES to specify hyphenation or enter N or n for NO to leave the lines as they exist.</p>
Hot zone	0.5 inch (five spaces at ten pitch)	<p>If Hyphenation is NO, do not enter the number in this field.</p> <p>The hot zone specifies the allowed number of blank spaces at the end of a line before hyphenation is exercised.</p> <p>To change the current option, enter a number.</p>
Paginate	YES	<p>During pagination, the system:</p> <ul style="list-style-type: none">● Scans the document and adjusts temporary page breaks● Renumbers pages (both for display and for printing)● Assigns and renumbers automatic paragraph numbers for printing <p>To change the current option, enter N or n for NO or enter Y or y for YES.</p>

Table 6-3. Review Options (Cont)

Field	Default	Options
Leave room for footnotes	YES	<p>If Paginate is NO, you cannot use this option.</p> <p>This option directs your system to leave room for footnotes during pagination.</p> <p>To change the current option, enter N or n for NO or enter Y or y for YES.</p>
Renumber footnotes	YES	<p>Assigns and renumbers arabic numeral footnotes (if they are set up for automatic numbering)</p> <p>To change the current option, enter N or n for NO or enter Y or y for YES.</p>
Eliminate widows	YES	<p>If Paginate is NO, you cannot use this option.</p> <p>This option directs your system to modify page breaks so that one line of a paragraph is not carried to the next page.</p> <p>To change the current option, enter N or n for NO or enter Y or y for YES.</p>

SECTION 7

PRINTING

GENERAL

This section includes a discussion of the Professional Word Processor's printing capabilities:

- printing documents
- printing from the keyboard
- adjustments to printing in progress
- changing print wheels, pitch, and ribbon colors
- editing other documents during printing

You can access all Print functions by using the **Print** key (f2) which is available from Level 1. Refer to section 1 for additional information on Function Key levels.

Your workstation was configured for your printer when it was installed. Refer to the printer reference manual.

SPOOLED VERSUS DIRECT PRINTING

If you have direct printing, only your system can use the printer attached to your system.

If you have spooled printing, clustered systems can use a single printer attached to a master workstation. Documents to be printed are stored in one queue (spooler) which controls the printer. For additional information on spooled or direct printing, refer to the B 20 Systems Standard Software Operations Guide.

Most printing operations are available for both direct and spooled printing; the procedures are the same.

PRINTING DOCUMENTS

Before you print a document, you may want to take the following precautions:

- Check the document's pagination by performing a Review operation (refer to section 6). The Print form includes an option for repagination, but you cannot review changes before the system prints the document.
- Perform a Save operation (refer to section 2). Printing does not save the document. If a system failure occurs before you Save or Finish the current version of the document, you could lose revisions or additions.

To print documents, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (see figure 1-6).

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Print** key (f2). The following Function Key display appears:



3. Press the **Documnt** key (f2); the Print form appears at the bottom of the screen (refer to figure 7-1). The Document name(s) field is highlighted.
4. If a document is open, leave the document name unchanged to print that document, or use the **BACKSPACE** key to delete that document name and then enter a different document name.

You can enter several documents (be sure to separate document names with commas).
5. If you accessed the Print form without an open document, enter a document name.

You can enter several documents (be sure to separate document names with commas).
6. To change Print options, use the **NEXT**, **RETURN**, **Down Arrow**, or **Up Arrow** keys to move the highlight through the Print form's fields. Table 7-1 lists the default and options for each field.

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

Document name(s):

Number of copies:

Repaginate?	Yes	No	(Press Y or N)
Print footnotes?	Yes	No	(Press Y or N)
Renumber footnotes?	Yes	No	(Press Y or N)

Pages to print:
for example: 1, 3-5

Number docs. separately?	Yes	No	(Press Y or N)
Paper feed:	Continuous	Manual	(Press C or M)
Printer name:	DIABLO		
for example: DIABLO, LPT			

Priority (0-9):

Inform when formatting done?	Yes	No	(Press Y or N)
------------------------------	-----	----	----------------

Figure 7-1. Print Form (Sample)

7. Press **GO**. The system formats the document for printing and adds it to the print queue for printing based on its priority.

If you entered yes in the Inform when formatting done field of the Print form, and there is sufficient memory to format in the background, the message **Formatting done** appears highlighted at the top left of the screen.

NOTE

This message can appear during or after printing. You can remove the **Formatting done** message by displaying the Printer Status form, then pressing **CANCEL** (refer to Controlling the Printer and Its Queue, later in this section).

If there is not sufficient memory to format in the background, the system displays ten small blank squares above the Print form to indicate foreground formatting. As the operation progresses, the system fills in the squares in sequence. Formatting is complete when all the squares are filled.

During printing, a printer prompt may appear at the top of the screen. You should access the Printer Status form and respond to the message (refer to Controlling the Printer and its Queue, in this section). If you select a different paper feed from the last printed document, the system prompts you to change the paper before printing starts.

You can also monitor printer and queue status, and halt or cancel printing by using the **Status** function.

If you press **CANCEL** instead of **GO**, the Print form disappears, the document does not print, and the system returns to the Level 1 Function Key display.

PRINTING FROM THE KEYBOARD

If you have direct printing, you can transfer keystrokes directly to your printer. The system does not create a word processor document and your entries do not display on the screen. **BACKSPACE** works the way it would on a typewriter. You cannot set tabs or use word processing commands.

Table 7-1. Print Options

Field	Default	Options
Number of copies	1	Enter any number.
Repaginate	Yes	Enter N or n to leave the paging as is.
Print footnotes	Yes	Enter N or n for No.
Renumber footnotes	Yes	Enter N or n for No.
Pages to print	Print all pages	Enter the page numbers to print portions of a document. For example: enter 1 to print only page 1 enter 3- to print pages 3 through the end of the document enter 3-6 to print pages 3 through 6.
Number docs. separately	Yes	The No option is available when several documents are grouped in the document name field and Repaginate is Yes. Enter N or n to continue page numbers from document to document. For example, if the first document has 10 pages, the first page of the next document is numbered 11.
Paper feed	Continuous	Enter M or m for manual (to manually insert feed paper, envelopes, etc., into the printer).
Printer name	Previous printer	Enter a different printer name.
Priority (0-9)	5	Enter a priority number from 0 to 9. The system prints the documents with the highest priority first. 0 is the highest; 9 is the lowest.
Inform when formatting done	No	Enter Y or y to display a message when formatting (for printing) is complete.

To print from the keyboard, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (refer to figure 1-6).

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Print** key (f2). The following Function Key display appears:



3. Press the **Typthru** key (f2); the Type Through form appears at the bottom of the screen. The Printer name field is highlighted and the name of the last printer used displays in that field.
4. Edit the printer name, if necessary; then press **GO**.
5. When you are finished typing, press **CANCEL**.

MONITORING AND ADJUSTING PRINTING

During printing, you can display the printer and queue status, stop and restart printing, and cancel printing of a document (all discussed in Controlling the Printer and its Queue).

However, if you want to change the character set (print wheel), characters per inch (pitch), or print with two ribbon colors, you must select these character attributes within each document before you print the document.

Some of these functions involve your printer's hardware (for example, changing print wheels). Refer to printer's reference manual.

Controlling The Printer And Its Queue

To control and/or monitor printing, use the following procedure:

NOTE

To monitor printing immediately after queueing a document to print, skip steps 1 through 3 since the Print functions are displayed.

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen (refer to figure 1-6).

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Print** key (f2). The following Function Key display appears:



3. Press the **Status** key (f1); the Printer Status form appears (refer to figure 7-2).
4. Enter a letter, as indicated on the screen, to use the printer commands. Printer commands are described in table 7-2.

PRINTER STATUS: (Press CANCEL to dismiss)

Printer name: DIABLO
Status: Idle . . .

Press S to Select Printer	Press P to reprint from Page <u>n</u>
H Halt printing	C cancel printing
R Resume printing	Q display selected printer Queue
	B display Background queue

Figure 7-2. Printer Status Form (Sample)

Pitch

Each print wheel has a default pitch; however, you can select the pitch (characters to per inch). You select pitch changes to text as a formatting attribute when you enter or edit the text (refer to Changing Pitch, in section 4).

If you format a document for a change in pitch, the printer changes pitch automatically when it reaches the formatted text.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file.

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

Table 7-2. Printer Commands

Command	Letter	Description
Cancel printing	C	To cancel printing, press C, then enter the document name(s) If you queued two or more documents individually (each on a different Print form), separate the document names with commas, and then press GO . If you queued several documents together (all on one Print form), enter the first document name, press the Space Bar , enter etc., and then press GO .
Display Background queue	B	Press B to display the status of the background queue.
Display selected printer Queue	Q	Press Q to display the selected printer's queue. Status displays unless the queue is empty.
Halt printing	H	Press H to pause printing. You can then restart printing by using the Resume or Reprint command.
Reprint from Page <u>n</u>	P	First align the paper at the top of the page (halt the printer to align the paper). Then press P; the Reprint form appears. The default is to resume printing from the beginning of the current page; you can also enter a page number. Then press GO .
Resume printing	R	Press R to restart printing at the same place in the document.
Select printer	S	To change the default printer and queue, press S, enter the new printer name, and then press GO .

Print Wheels

You select print wheel changes (different character sets) as a character attribute when you create or edit the document. Each print wheel has a default pitch; changing the print wheel automatically changes the pitch unless you also press 0 to leave the pitch as is (refer to Changing Print Wheels, in section 4).

The standard print wheel choices (displayed on the print wheel form) are: Courier 72, Elite 12, Cubic PS 96, Scientific 10, and Courier 10. You can reconfigure the system for additional print wheels (refer to appendix C).

If you have formatted the document for a print wheel change, the printer stops and the system prompts you to change the print wheel before it prints that text (character, word, line, etc.). You press R from the Printer Status form to resume printing.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file.

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

Ribbon Color

You select ribbon color changes to your text as a formatting attribute when you create or edit the document. Refer to Changing Ribbon Color, in section 4.

EDITING DOCUMENTS DURING PRINTING

If you repaginate the document by performing a Review (refer to section 6) and then specify No in the Repaginate field of the Print form, the document window remains open and you can continue working on the document while it prints.

The following options, accessed from the Print form and the Printer Status form, are helpful if you are editing documents during printing:

- When you fill in the Print form, you can specify Yes for the last option, **Inform when formatting done**. The system displays a message when formatting is complete.

NOTE

This message can appear during or after printing. You can remove the **Formatting done** message by displaying the Printer Status form, then pressing **CANCEL** (refer to Controlling the Printer and Its Queue, earlier in this section).

- Printer status includes an option to display the background queue. This displays information on printing in background mode (while you have other documents open).

If a printing problem occurs or if the document is formatted for changes that require your intervention (such as changing a print wheel), the message **Printer** appears at the top left of the screen.

Display the Printer Status form and respond to the message. (Refer to Controlling the Printer and its Queue, in this section.)

SECTION 8

FILING ACTIVITIES

GENERAL

This section includes a discussion of the Professional Word Processor's filing capabilities:

- document recovery
- changing the path
- copying documents
- listing documents in a directory
- renaming documents
- document exchange between the Professional Word Processor and other B 20 applications

An understanding of B 20 system terminology is necessary to understand this section. Table 8-1 lists and briefly defines the terms directory, file, node, password, volume, and wild card character.

RECOVERY

The system has two automatic procedures to protect documents:

The system stores a typescript of all keystrokes performed during the last session. If the system fails, you can recover your work session by reentering the Professional Word Processor and responding to prompts.

When you change a document and then save it, the system keeps a copy of the document as it existed at the last Save. The system files this copy under the same file name but adds an -Old suffix at the Executive level. (For information on the Executive level, refer to the B 20 Systems Standard Software Operations Guide.)

Table 8-1. B 20 Filing Terminology

Term	Meaning and Format
Directory	Each directory is a section of files on a volume. When you request files from a directory other than the current path, surround the directory name with angle brackets (<>).
File	Each directory can have several files. Professional Word Processor documents are files at the B 20 Operating System (BTOS) level.
Node	If your B 20 is part of a networked cluster, the node is the location of your network.
Password	Volumes, directories, and files can be password protected; if they are, you must enter the password to view, copy, or change a document (file).
Volume	Each disk (hard or floppy) is called a volume. When you request files from a volume other than the current path, surround the volume name with square brackets ([]).
Wild Card Character	<p>The system has two wild card characters: the asterisk (*) and the question mark (?). The asterisk represents any string of characters; the question mark represents any individual character.</p> <p>For some operations, you can use wild card characters for file names (or portions of a name). The system then tries to match the portion of the name that appears before and/or after the wild card character and performs the requested operation for each matched file name.</p>

Recovery After System Failure

When you access the Professional Word Processor after a system failure, the system emits an audio signal and the following message appears:

**Your last session did not FINISH successfully.
Press GO to recover, CANCEL to start a new session.**

If you press **GO**, the system replays each keystroke since your last Save. Recovery stops when it reaches the place where the failure occurred. The message **Recovery complete** displays. You should then perform a Save.

Canceling Recovery

If you press **CANCEL** in response to the recovery message, the following message appears:

**Starting a new session will destroy your unrecovered work.
Are you sure this is what you want to do?
Press GO to proceed with new session, CANCEL to exit Word Processor.**

To confirm you want to destroy unrecovered work and begin a new Professional Word Processor session, press **GO**. The system deletes the typescript and begins a normal work session.

If you press **CANCEL** instead of **GO**, the system exits the Professional Word Processor. The next time you enter the Professional Word Processor, the recovery message displays and you can select recovery or delete the unrecovered work session.

Interrupting Or Terminating Recovery

To interrupt or stop recovery, use the following procedure:

1. Press **CANCEL** once. Recovery stops and the following message appears:

Recovery suspended; Press GO to continue, CANCEL to stop recovery.

2. To resume recovery, press **GO**.
3. To terminate recovery, press **CANCEL** again. The system displays the following message:

Recovery complete.

-Old Files

When you change a document and then save it, the system keeps a copy of it as it existed at the last Save. The system files this copy under the same file but adds an -Old suffix. You cannot open -Old files from the Professional Word Processor. To access an -Old file, you must use the Executive level **RENAME** command to rename the file (without the suffix). Refer to the B 20 Systems Standard Software Operations Guide.

CHANGING THE PATH

When you enter the Professional Word Processor, the system has a default volume and directory (called a path).

To access documents (files) from a different volume or directory, you must enter the complete file name (for example, [letters]<Smith>ABC, for the volume letters, the directory Smith, and the document ABC) or change the path (refer to B 20 Operations Learning to Use the System).

NOTE

For a complete discussion of volumes, directories, files, and passwords, refer to the B 20 Systems Standard Software Operations Guide.

To change the path during a word processing session, use the following procedure:

1. If you have a hard disk system and a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the Home key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



If you have a dual floppy standalone system, close any documents that are currently open. The following Function Key display appears at the bottom of the screen:



2. Press the Files key (f5). The following Function Key display appears:

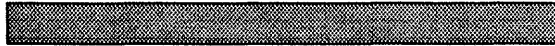


3. Press the Path key (f3). The Work Area form (refer to figure 8-1) appears at the bottom of the screen, showing the current volume and directory. The Node field is highlighted.
4. Press the NEXT key to move the highlight to the Volume field. Use the BACKSPACE key to delete the current volume name, then enter the volume of the path you want. Press NEXT; the highlight moves to the Directory field.
5. Use the BACKSPACE key to delete the current directory name, then enter the directory of the path you want.

If the new volume or directory has a password, press NEXT; the highlight moves to the Password field. Enter the volume or directory password.

WORK AREA: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Node:



Volume:

Sys

Directory:

Sys

Password:

Figure 8-1. Work Area Form (Sample)

6. Press **GO**. The system changes the path and removes the Work Area form from the display.

If a document is open currently, its path appears in its Status Line. It remains there until you return to that path.

COPYING DOCUMENTS

You can use the Copy operation to create a duplicate of an existing document under a different document name. The new document cannot exist prior to performing the Copy operation. (To copy a document to an existing document, refer to section 3.)

To create a duplicate document, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Files** key (f5). The following Function Key display appears:



3. Press the **Copy** key (f4); the Copy Document form appears (refer to figure 8-2). The Old document name field is highlighted. Use the **RETURN**, **NEXT**, **Up Arrow**, or **Down Arrow** keys to move the highlight through the form.
4. Enter the name of the document you want to copy; then move the highlight to the New file name field.

If the document is on a different volume or directory, precede the document name with the formatted volume and/or directory name (for example, [volume]<directory>).
5. Enter a new file name for the document. If the document is to be copied to a different volume or directory, precede the document name with the formatted volume and/or directory name.
6. If the document is password protected, move the highlight to the Password field. Enter the password. The password displays as a series of number signs.

COPY DOCUMENT: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Old document name: 

New document name:

Password:

Figure 8-2. Copy Document Form

7. Press **GO**. A new document is created on the volume, directory, and file name you selected.

If you entered an existing file name in the New document name field, the system emits an audio signal and displays the message **There is already a document named.....** Use the **BACKSPACE** key to edit the name or press **CANCEL** to exit the Copy function.

If you press **CANCEL** instead of **GO**, the copy form disappears, no new document is created, and the system returns to Level 3.

LISTING THE DOCUMENTS IN A DIRECTORY

Using the List function default, you can display a list of the files in the current volume and directory, sorted alphabetically by name.

By editing the List Document form volume and directory fields, you can display documents from a different volume or directory.

If you select List Document form options, you can direct the system to sort the documents by revision date, display a partial list of documents, and/or display details on each document (dates and times created, last revised, last printed, last accessed, time to print, etc.).

To list documents, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Files** key (f5). The following Function Key display appears:



3. Press the **List** key (f5); the List Documents form appears (refer to figure 8-3). The Node field is highlighted and the current volume and directory appear in the Volume and Directory fields.
4. To display the documents from a different volume, press **RETURN** to move the highlight to the Volume name field. Use the **BACKSPACE** key to delete the volume name and then enter a different volume name.
5. To display the documents from a different directory, press **RETURN** to move the highlight to the Directory name field. Use the **BACKSPACE** key to delete the directory name and then enter a different directory name.

LIST DOCUMENTS: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Node: XXXXXXXXXX
Volume: Sys
Directory: Sys
Password:
Pattern:
Details: Names Dates Everything (Press N, D, or E)
Sort by: Name Date (Unsorted) Unsorted (Press N, D, or U)

Figure 8-3. List Documents Form (Sample)

6. If the volume or directory is password protected, press **RETURN** to move the highlight to the Password field. Enter the password; the password then displays as a series of number signs.
7. To change the rest of the List options, use the **NEXT, RETURN, Down Arrow, or Up Arrow** keys to move the highlight through the fields of the List Documents form.

The defaults and options in effect when you start a Professional Word Processor session or after a Save operation are listed in table 8-2. Each time you list documents and select different options, you change the defaults.

8. Press **GO**. The system lists the documents per your selection and the function keys return to Level 2.

If you press **CANCEL** instead of **GO** or press **CANCEL** before the list appears, the system does not list the documents, and the function keys return to Level 3.

Opening A Listed Document

To open a document from your document list, use the following procedure:

1. Use the List function (discussed in this section) to list the documents in your directory.

The system positions the cursor in the first document name in the list. If you directed the system to sort documents by date, this is the last document you edited.

2. To open a different document, position the cursor in the document you want to open. Move the cursor by using the **Up Arrow, Down Arrow, Right Arrow, or Left Arrow** keys. You can also use the **SHIFT** or **CODE** keys to speed cursor movement (refer to section 1).
3. Press **MARK**; the document name displays in reverse video.
4. Press the **Open** key (f3). The Open Document form (refer to figure 2-3) appears with the document name in the Document name field. Press **GO**.

Table 8-2. List Options

Field	Default	Options
Pattern	List all documents	<p>Using a wild card character (* or ?), you can select only those files that have a similar structure.</p> <p>For example, if some of your files are parts of one document, their names may have a similar component, such as ABCsection1, ABCindex, ABCsummary. You can select a listing of only these files by entering ABC* in the Pattern field.</p>
Details	List file names only	<p>Enter D or d to list dates for each document (approximate number of pages, dates created, last revised, last accessed, last printed) and totals for the listed documents (number of files, and space used and space left on the volume in approximate number of pages and characters).</p> <p>Enter E or e to list the time created, last revised, last accessed, and last printed, the user (if a username was designated) who created and last revised the document, and the time necessary to print in addition to the details (type of access and number of characters for each document) listed for the D option.</p>
Sort by	Name (alphabetical)	<p>Enter D to have the files sorted by the last revision date.</p> <p>Enter U to display the files unsorted.</p>
Node	Your system's node	<p>For networked clusters only: Enter a different node designation to display files from a different network.</p>

DELETING DOCUMENTS

You can use the Delete operation to delete documents. The Delete function deletes the current document.

CAUTION

After you press **GO**, the document is deleted and cannot be recovered.

To delete documents, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



2. Press the **Files** key (f5). The following Function Key display appears:



3. Press the **Delete** key (f6); the Delete Document form appears (refer to figure 8-4). The Document name(s) field is highlighted.
4. Enter the name of the document(s) you want to delete. If the document is on a different volume or directory, you must include the volume and/or directory name. Be sure to separate document names with commas.

DELETE DOCUMENT: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Document name(s): 
Password:

Figure 8-4. Delete Document Form

5. If the document is password protected, press **RETURN**. The highlight moves to the Password field. Enter the password; the password displays as a series of number signs.
6. Press **GO**. The system deletes the file and returns to Level 2. If you press **CANCEL** instead of **GO**, the Delete Document form disappears and the system returns to Level 3.

NOTE

If you access or modify a document, and subsequently delete it during a session, the system also deletes the -old file (refer to -Old Files, earlier in this section). If you delete a document that has not been accessed or modified during the session, the -old file remains.

RENAMING DOCUMENTS

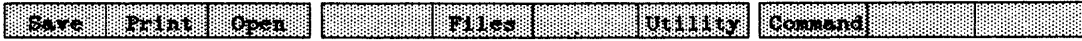
To rename a document, use the following procedures:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears:



3. Press the **Files** key (f5). The following Function Key display appears:



4. Press the **Rename** key (f7); the Rename Document form appears (refer to figure 8-5). The Old document name field is highlighted.
5. Enter the name of the document you want to rename. Press **RETURN**. The highlight moves to the New document name field.
6. Enter the new document name.
7. If the document is password protected, press **RETURN**. The highlight moves to the Password field. Enter the password. The password displays as a series of number signs.
8. Press **GO**. The file is renamed. The system returns to Level 2.

If you press **CANCEL** instead of **GO**, the Rename Document form disappears and the system returns to Level 3.

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

Old document name: 

New document name:

Password:

Figure 8-5. Rename Document Form

If the file name you typed for the new document name already exists, the system emits an audio signal and the message **There is already a document named...** displays. You should edit the document name or press **CANCEL** to terminate the **Rename** function.

If the system cannot find the file you typed in the old document name, the message **There is no document named...** displays. You should edit the document name or press **CANCEL** to terminate the **Rename** function.

EXCHANGING DOCUMENTS WITH OTHER APPLICATIONS

Using the Document Exchange function, you can transfer files between the Professional Word Processor and other B 20 applications. The document is translated from the originating system's version into a document exchange format (DEF) file and then translated from that file to the receiving system.

Transferring Documents To A DEF File

To transfer a document, use the following procedures:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

Press the **Home** key (f1). The following Function Key display appears:



If no document is open, press **CANCEL** one or more times until the following Function Key display appears:



2. Press the **Files** key (f5). The following Function Key display appears:



3. Press the **DocExch** key (f8); the Document Exchange form appears (refer to figure 8-6). The Document name field is highlighted.
4. Enter a document name in the Document name field; then press **RETURN** to move the highlight to the DEF file name field.

NOTE

If a document is open, that document's name appears in the Document name field. You can leave the document name unedited to transfer that document, or use the **BACKSPACE** key to delete that document and enter a different document name.

5. Enter a document name in the DEF file name field; then press **RETURN** to move the highlight to the Direction field.
6. Enter T or t to select a transfer to DEF.
7. If you want incorrect codes to pass through as text, press **RETURN** to move the highlight to the Incorrect Codes field. Enter P or p.

DOCUMENT EXCHANGE: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Document name: 

DEF file name:

Direction: To DEF From DEF (Press T or F)

Incorrect codes: Discard Pass through as text (Press D or P)

Figure 8-6. Document Exchange Form

8. Press **GO**.

If you enter a new document in step 5, the system displays the flashing message **Press GO to create document xxxxx, CANCEL to cancel command**,

where **xxxxx** is the document you entered in step 5.

If you enter an existing document in step 6, the system displays the flashing message **Press GO to overwrite document xxxxx, CANCEL to cancel command**.

where **xxxxx** is the document you entered in step 6.

9. Press **GO** again. The system creates a DEF file and the function keys return to Level 2.

If you press **CANCEL** instead of **GO**, the system does not create a DEF file and the function keys return to Level 3.

Transferring Documents From A DEF File

To transfer documents from a DEF file, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

If no document is open, the following Function Key display appears:



Press the **Home** key (**f1**). The following Function Key display appears:



3. Press the **Files** key (f5). The following Function Key display appears:

		Path	Copy	List	Delete	Rename	DocExch		
--	--	------	------	------	--------	--------	---------	--	--

4. Press the **DocExch** key (f8); the Document Exchange form appears (refer to figure 8-6). The Document name field is highlighted.
5. Enter a new (nonexistent) document name in the Document name field; then press **RETURN**. The highlight moves to DEF file name field.

NOTE

If a document is open when you display the form, that document's name appears in the Document name field. Use the **BACKSPACE** key to delete that document and enter a different document name.

6. Enter the DEF file name.
7. If you want incorrect codes to pass through as text, press **RETURN** twice to move the highlight to the Incorrect codes field. Enter P or p.
8. Press **GO**. The system translates the DEF file and the function keys return to Level 2.

If you press **CANCEL** instead of **GO**, the system does not translate the DEF file.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file.

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

SECTION 9

ACCESSING OTHER APPLICATIONS

GENERAL

This section discusses procedures for accessing other applications from the Professional Word Processor.

- You can access Multiplan to integrate spreadsheets into your documents without ending the current word processing session.
- You can access the Document Migration Package to transfer documents between your Professional Word Processor and an OFISwriter 400.

NOTE

To access these applications, the appropriate software must be installed on your system.

ACCESSING OTHER APPLICATIONS

To access the other applications directly from the the Professional Word Processor, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Command** key (f8). The following Function Key display appears:



Two applications are currently available:

- **Multi (f7)** - Multiplan Electronic Spreadsheet
- **Transfr (f10)** - Document Migration Package

The procedure for transferring to each of these applications is discussed in the following paragraphs.

Multiplan

If you have the Multiplan software package installed on your workstation, you can access it from the Professional Word Processor, produce or edit a spreadsheet, and integrate it into word processing document.

Accessing Multiplan

To access Multiplan from the word processor, use the following procedure:

1. Press the **Multi** key (f7). The Multiplan menu appears (refer to figure 9-1).
2. Press **GO**; the system saves the current word processing session. When the save operation is complete, the initial Multiplan spreadsheet display appears on the screen.

MULTIPLAN:

(Press GO to execute, CANCEL to dismiss)

Figure 9-1. Multiplan Menu

You can enter a new spreadsheet, or prepare an existing one for integration into a word processing document. Refer to the B 20 Systems Multiplan Reference Manual.

NOTE

If the Multiplan software is not installed on your system, the following message appears:

There is no file named [sys]<sys>Multiplan.run

Press **CANCEL** to dismiss the message, and again to return to the previous Function Key level.

Converting Multiplan Spreadsheets For Word Processing

To convert a Multiplan spreadsheet for integration into a word processing document, you use the Multiplan Print File command to make a disk copy of the spreadsheet (refer to the B 20 Systems Multiplan Reference Manual, and/or the B 20 Systems Multiplan Operations Handbook).

Returning To The Professional Word Processor

To return to the Professional Word Processor, use the following procedure:

1. Enter the Multiplan Quit command to exit the Multiplan program; then press **GO** (refer to the B 20 Systems Multiplan Reference Manual, and the B 20 Systems Multiplan Operations Handbook).

The following message appears on the display:

**Would you like to display the same documents
as in your last session?**

Press GO to confirm, CANCEL to start a new session.

2. If you press **GO**, the system reopens the word processing document that was open when you accessed the Multiplan program.

If you press **CANCEL**, the Initial Word Processor screen appears (refer to Initial Word Processor Screen, in section 2).

Integrating A Multiplan Spreadsheet Into A Word Processor Document

To integrate a Multiplan spreadsheet into a word processing document, use the following procedure:

1. Open the word processing document if it is not already open (refer to Beginning a Word Processing Session, in section 2).
2. Open the Multiplan document you have prepared for integration (refer to Converting a Multiplan Spreadsheet for Integration into a Word Processing Document).
3. Use the **MOVE** or **COPY** keys to move or copy the spreadsheet into the word processing document (refer to Moving and Copying Text, in section 3).

NOTE

Formulas for calculations in the spreadsheet are not transferred to the Word Processor during this operation. If you transfer the spreadsheet back to Multiplan, the formulas are reinserted at their former location.

Transferring Documents From OFISwriter 400 Systems

The Document Migration Package allows you to transfer documents from an OFISwriter 400 to your Professional Word Processor, or from your Professional Word Processor to an OFISwriter 400. See appendix F.

SECTION 10

RECORDS PROCESSING

GENERAL

This section includes a discussion of the Professional Word Processor's records processing capabilities:

- Sort/Select sorts records either alphabetically or numerically, or selects specified records from a records file.
- Merge integrates one or more records files into a document. You do not have to sort or select files before you merge them.

You use records processing to merge and sort information into a document. Any information you can format as a list of records, you can use in Records Processing.

CREATING A RECORDS FILE

The records file is a file containing a list of records to be sorted or merged into a form document.

Each record within the records file represents a group of related items, and each item appears in a field by itself. The record start character indicates the beginning of a record, and can be any character except a paragraph symbol, page break, or space. The same character must be used consistently throughout the file as the record start character.

The field start character indicates the beginning of a field, and like the record start character, it can be any character except a paragraph symbol, page break, space, or a character that appears in text. The same character must be used consistently throughout the file as the field start character.

Template Record

The first record of a records file is a template record that defines the record format for that file. A template record begins with the record start character and the field start character you have chosen to use for this records file (refer to *Creating a Records File*, in this section). The template record can contain any number of fields. Each field represents a particular item in the record.

Each field of the template record contains the keyword representing the name of that field. The keyword specifies which field of a record to sort, select, or merge into a form document. A records file can contain any number of keywords.

The order in which the fields of the template record occur establishes the order in which the fields of each record in the records file appear. The following is an example of a template record:

```
!/FirstName/Initial/LastName  
/Address  
/City/State/Zip
```

In the above example, the exclamation mark (!) is the record start character, and the slash (/) is the field start character.

Keywords

The following restrictions apply to keywords:

- Keywords can contain a maximum of 30 characters.
- A keyword cannot contain blank spaces, commas, line break symbols, paragraph symbols, forced page symbols, and forced column symbols.
- If a field contains a numeric value only, and you want to perform a numeric sort on it, precede that keyword by a number sign (#).

You can include a comment in a records file between a record start character and the first field start character of that record. The comment is ignored during the Merge and Sort/Select operation. If no field start character exists in a record, the system treats the entire record as a comment. Sort places all such comments at the beginning of the resultant (output) records file if the sort is in ascending order, or at the end if the sort is in descending order.

Records Text

You enter the text in each record just as you would enter any other text. Records processing ignores special characters such as line break symbols, paragraph symbols, page break symbols, and column break symbols, unless you embed them within the text of a field. Do not use these special characters within a keyword in a template record.

Formatting included in record text is transferred with the record into the form document during Merge.

The following is an example of a Records File:

```
!/LastName/Title/Firstname/Initial  
/Address  
/City/State/Zip
```

```
!/Johnson/Mr./John/A.  
/210 Elm Street  
/Centerville/CA/92900
```

```
!/Jones/Ms./Mary/J.  
/1299 Main Street  
/Springdale/NJ/11688
```

```
!This is a comment.
```

The first field of the first (template) record has the keyword LastName. Each first field in the subsequent records contains an actual last name. The system selects the last name of each record during Sort/Select or Merge operations when you specify the keyword LastName.

The second field of the template record has the keyword **Title**. Each second field in the subsequent records is an actual title (Mr., Ms., Mrs.).

FORM DOCUMENTS

A form document is the document that the information in the records file is merged into. Keywords in the form document indicate where the information represented by the keyword from the records document appears after the Merge.

The following is an example of a form document (the keywords are in boldface):

FirstName Initial LastName
Address
City State Zip

Dear **Title LastName**,

I am pleased to inform you that you might be the lucky winner of a FREE trip to Hawaii! All your neighbors in **City** will be green with envy when you and the entire **LastName** family take off this winter for two lovely weeks in the Islands.

We will be contacting you very soon, **Title LastName**, to tell you more about your exciting vacation.

Sincerely,

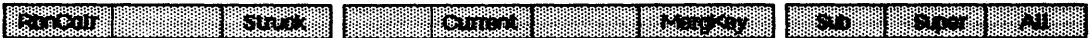
Vista Travel Services, Ltd.

Creating A Form Document

To create a form document, use the following procedure:

1. Create the document using any of the standard procedures for opening documents (refer to Beginning a Word Processing Session, in section 2).

2. Enter text as you normally do until you come to the location where you want to insert the first keyword.
3. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
4. Press the **Attribt** key (**f10**). The following Function Key display appears:



5. Press **MergKey** (**f7**).

On systems with B 25 K1/B 20 keyboards, the following Function Key display appears:



On systems with the OFISkeyboard, the following Function Key display appears:



6. Select the text (refer to Selecting Text, in section 3); then press the **ON** key (**f9**).
7. Enter the keyword text. It displays in half-bright characters.
8. At the end of the keyword, press the **OFF** key (**f10**). The text entered afterwards is not designated as a keyword.

Formatting Keywords

Character formatting attributes (underline, boldface, etc.) are applied to the text replacing the keyword when you perform the Merge operation. The system derives the attributes from

the attributes of the keyword in the form document and from the attributes of the text in the records file. For example, if the keyword in the document is in boldface and the corresponding text in the records file is underlined, the output text appears in boldface and is underlined.

Reserved Keywords

The system predefines reserved keywords to be expanded to specified text whenever it encounters the reserved keywords in a form document. You insert reserved keywords the same as any other keyword. You need not define reserved keywords in a records file. The reserved keywords are listed in table 10 1.

NOTE

If the system cannot find a keyword in the records document, it searches the phrase file for a phrase with that name.

Table 10-1. Reserved Keywords

Keyword	Expansion
date	Current date (e.g. July 31, 1984)
ldate	Current date in long form (e.g. Tuesday, July 31, 1984)
sdate	Current date in short form (e.g. 7/31/84)
time	Current time (e.g. 8:15 am)
sequence*	Sequence number of the current record

* The keyword sequence shows the sequence number of the current successfully merged record. For example, you might have a records file containing 40 records. Each successfully merged record is sequentially numbered from 1. If you specify the keyword sequence in the form document, the sequence number of each successfully merged record appears in the output document.

SELECTING RECORDS

You can select records individually from a records file by using the Sort/Select command. The system writes the selected records to a file that you specify. The new file is a valid records file and includes a copy of the template record from the original records file.

The system does not delete any records during the sort or selection process, and retains them in the original records file. If you specify the same filename in the Records to file field as you do in the Records from file field, the system overwrites the original file.

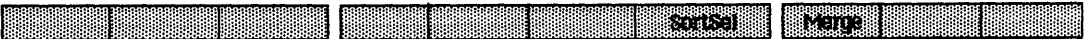
You use the same command form to sort or select records. You can perform sorting and selecting at the same time or independently. If you do not supply selection criteria, the system selects all records in the file.

To **select** records from a records file, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Utility** key (f7). The following Function Key display appears:



4. Press the **SortSel** key (f7). The Sort/Select form appears (refer to figure 10-1).
5. In the Records from file(s) field, enter the name of the records file that you want to select records from. Place commas between the names of the files if you want to select records from more than one file.

10. To select a subset of the records assembled by Selection test 1, enter those parameters in the fields of Selection test 2 as in steps 6 through 8 above. To select a subset of the records assembled by Selection test 2, enter those parameters in the fields of Selection test 3.
11. Press **GO** to execute the selection.
12. To select records from the records just compiled, follow the procedures above using the newly created records file as the Records from file.

Using A Range To Select Records

A range (refer step 7 above) can be alphabetic or numeric. You specify the range by entering the values that the selected records are between, separated by a hyphen. For example, **10-202** selects records containing the numbers 10 through 202.

Alphabetic Ranges

Alphabetic ranges include the first value you specify and do not include the ending range or those that fall outside of that range alphabetically. A numeric range includes the first and last values you specify.

For example, if you are selecting from a records file containing records for the last names Johnson, Jones, and Everbee, a range of A-J for the field LastName selects only the record for Everbee. A range of A-JON would select the records for Everbee and Johnson, but not Jones. A range of A-JZZZ selects all three records. A range of J does not yield any records since there are no last names which consist only of the letter J, but the range J-K selects all records for last names beginning with J.

Numeric Ranges

You can specify numeric ranges whether your field is numeric or alphanumeric, but the format for the range is different for the two cases.

For a numeric field (a field containing only numbers), you supply a numeric range that includes the numbers you want selected: for example, 94000-95999. Records selected with this example include the numbers 94000 and 95999.

Alphanumeric Ranges

If the field is alphanumeric, the system compares the left-most character in the first value of the range with the left-most digit in each record, and then compares the next character, and so on. For example, to include the 94000 and 95999 in a range for selection from an alphanumeric field, you can specify the range 94-96, or 94000-95999.

SORTING RECORDS

You can sort all or some of the records from a records file using the Sort/Select command. Sorting can be on one, two, or three fields of the records file at any one time.

You can sort records by numeric value alone, or by alphabetic and numeric value at the same time. The last type of sort is called an alphanumeric sort, and is the default. Sorting can be ascending (A-Z), or descending (Z-A).

An ascending alphanumeric sort places most characters and numbers before letters. (Exceptions are the square brackets ([]), caret (^), underline (_), and the tilde (~), which the system sorts after letters.)

The system writes the sorted records to a file you specify. The new file is a valid records file and includes a copy of the template record from the original records file.

The system sorts selected records according to the values you enter in the Primary sort field of the Sort/Select command form.

To initiate a multilevel sort, you enter a keyword in the Secondary sort field and one in the Tertiary sort field. Groups of records whose primary field values are equal are sorted within the group according to the values of the secondary field.

If you do not specify a sort field, sorting does not occur.

Records of equal sort value appear in the same sequence as they appear in the records file.

To sort records, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Home** key (**f1**). The following Function Key display appears:



3. Press the **Utility** key (**f7**). The following Function Key display appears:



4. Press the **SortSel** key (**f7**). The Sort/Select form appears (refer to figure 10-1).
5. If you want to select records as well as sort them, complete the Selection test fields. (Refer to Selecting Records, in this section.) If you want to sort only, leave these fields blank.
6. Enter the keyword for the field you want as the main category of the sort in the Primary sort field. If you are sorting on a numeric field, do not precede it with a pound sign.
7. In the Sort type field, select **A** to sort in ascending order, or **D** to sort in descending order.
8. To sort by two fields, enter the keyword for the field you want as the secondary category in the Secondary sort field. The records are sorted by this category within a primary category.
9. In the Sort type field, select **A** to sort in ascending order, or **D** to sort in descending order.

10. To sort by a third field, repeat steps 7 and 8 in the Tertiary sort field.
11. Press GO to execute the sort.

Sorting On More Than Three Fields

To sort on more than three fields, you must Sort again after the initial sort, by pressing **SortSel** (f7). During the first sort, the system sorts on the three least significant fields. Then the system sorts the output records file containing the results of the first sort, for the primary, secondary, and tertiary fields that you want the final output file arranged by.

For example, to sort by YearsEmployed, Salary, LastName, FirstName: Sort first with Salary as the primary sort field, LastName as the secondary sort field, and FirstName as the tertiary sort field. Then sort the resulting file by YearsEmployed.

Numeric Sort

To sort a field numerically, the keyword must appear in the template record of the records file preceded by a number sign (#). This indicates that the entries for this field contain only numbers. However, when you specify the keyword in the Sort/Select command form, do not include the pound sign. A numeric sort field must contain only numbers to sort properly.

The system treats numbers such as 1-1, 2-3, and 5-4, as two numbers separated by a hyphen, and can sort them numerically only if you make each digit a separate field.

SORTING AND SELECTING RECORDS AT THE SAME TIME

To sort and select a records file, you press **SortSel**. You complete the command form for both operations, entering data in the Selection test fields for the selecting (refer to Selecting Records, in this section), and data in the Sort fields for sorting (refer to Sorting, in this section).

The system performs the selection first, and then sorts and writes the records to the specified new records file. You can then merge this file with a form document, if desired.

You can perform a sort and select on the same records file in the same fields. For example, suppose you have a records file consisting of names and addresses of people living in the three Pacific Coast states of California, Oregon, and Washington. Assume that you want to send form letters only to people living in California and you want the list of their addresses in alphabetic order by city.

In this case, under Selection test 1, you specify the keyword representing the state in the Select on field, or specify a Field value of CA. You want to keep these records in the Records to file, so you specify K. Next, enter the keyword representing the city in the Primary sort field, and specify an ascending sort by pressing A. Then press **GO**.

The resulting records file contains a list of only California addresses, listed in alphabetical order from A through Z by city.

MERGING RECORDS FILES WITH FORM DOCUMENTS

To merge records from records file(s) with a form document, use the following procedure:

1. Create a records file (refer to Creating a Records File, earlier in this section).
2. Create a form document (refer to Creating a Form Document, earlier in this section).
3. After opening the form document, press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
4. Press the **Home** key (f1). The following Function Key display appears:



5. Press the **Utility** key (f7). The following Function Key display appears:



6. Press **Merge** (f8). The Merge command form appears (refer to figure 10-2).

The name of the document currently open appears in the Form name field. Press **RETURN** and in the Records file field, type the name of the file containing the records you want to merge into the form document.

7. If you want the system to ignore a number of records in the records file, type in the number of records in the Number of records to skip field.
8. Each copy of the form document begins on page 1 when printed, unless you type N or n (No) in the Number forms separately field.
9. In the Paper feed field, type M (Manual) if you want to feed single sheets of paper through the printer. The default is Continuous paper.
10. Type in the name of your printer in the Printer name field.

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

Form name:

Records file(s):

Number of records to skip:

Number forms separately? Yes No (Press Y or N)

Paper feed: Continuous Manual (Press C or M)

Printer name: DIABLO

 for example: DIABLO, LPT

Priority (0-9)

Inform when formatting done? Yes No (Press Y or N)

Figure 10-2. Merge Command Form

11. After you complete the form, press **GO**. The following message is displayed:

Verifying form document

When the message disappears, the merge operation is complete.

As the system processes each record from the specified records file, it creates a new copy of the form letter. The form documents automatically print.

The word processor paginates each complete form letter. However, you can change this pagination by inserting forced page breaks within the form letter.

For spooled printing, the system automatically queues the form letters or documents for printing in batches of 50. Each batch appears in the print queue as FormName1-50, FormName51-100, etc. If the disk becomes full, the system creates smaller batches. (FormName represents the name you assign to that particular form document.)

If the system finds bad records during Merge, it flags them with a message. These messages, together with a copy of the record that caused them, collect in a log that prints after the form documents print. Then the following statistics print out. (N represents the appropriate number.)

```
Records file(s) provided
[vol]<dir>filename
Number of these record file(s) found to be usable: n
Total number of records (in the usable files):
n records(s) successfully merged
n records file(s) rejected
In the records files used n record(s) rejected
or skipped.
```


SECTION 11

MATH FEATURE

GENERAL

This appendix provides information about the Professional Word Processor's math capabilities, which include:

- totaling numbers in tabular columns
- adding, subtracting, multiplying, and dividing numbers in rows

The Math feature allows you to use the word processor to perform calculations, and then copy the result directly into your document.

Mathematical expressions can include only the characters indicated in table 11-1. Other characters cause the system to display the following message:

Selection contains x invalid entries

(where **x** is the number of characters the Math feature cannot recognize).

NOTE

When you perform calculations on figures that include commas, the system gives the result without commas.

When you perform calculations on figures that include the percent sign (%), the system gives the result as a decimal.

When you perform calculations on figures that include the cent sign (¢), the system gives the result in dollars.

The result of a calculation has the same number of decimal places as the expression with the most decimal places. For example, if you add $2.25 + 3.750$, the result is 6.000 .

Table 11-1. Characters Used with the Math Feature

Character	Description
1, 2, 3,	numerals
+	plus sign (indicates addition or a positive number)
-	minus sign (indicates subtraction or a negative number)
X, x, *	multiplication sign
/ or ÷	division sign
mod	modulus sign
\$	dollar sign
¢	cent sign
%	percent sign
½	one-half character
¼	one-quarter character
()	parentheses
< >	angle brackets
.	decimal point
,	comma
	space

Table 11-2 presents some examples of valid expressions and their computed results.

TOTALING NUMBERS IN TABBED COLUMNS

You can use the Math feature to total numbers in tabbed columns. The columns can be any length, and can include both positive and negative numbers.

To indicate a negative number, you type a minus sign just before or just after the number; or enclose it in angle brackets or parentheses.

You can also total horizontal lines of numbers in tabbed columns.

Table 11-2. Valid Expressions and Computed Results

The lefthand column presents examples of mathematical expressions you can calculate using the Math feature. The righthand column gives the computed result of each expression.

Expression	Result
\$10,343.50 - 10,000.00	\$343.50
34 + 54¢	\$34.54
23 -10¢	\$23.40
<54 - 32>	-22
(123 * 49800)/(4 + (-10 * 3))	-235592.31
100000/3	33333.33
100000.000/3	33333.333
100000.00000/3	33333.33333
(100 + 43) * 10%	14.30
((234 - 23) x 53%)	-111.83
345.45-	-345.45
-345.45	-345.45
345.45+	345.45
+345.45	345.45
25 mod 6	1
27 mod 6	3
12 mod 3	0

To total numbers in tabbed columns, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (see figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (f6); the following Function Key display appears:



3. Press the **Math** key (f1).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with B 25 K1/B 20 keyboards, the message appears above the following Function Key display:



4. Select the column or line you want to total (refer to Selecting Text, in section 3).
5. Press **GO**; the Add Row/Column form (refer to figure 11-1) appears at the bottom of the screen; the result appears in the highlighted Sum field.
6. To insert the result into your document, use the **TAB** key or the arrow keys to move the cursor to the location where you want the result to appear; then press **COPY**. Or press **CANCEL** to terminate the operation.

CALCULATIONS WITH FIGURES IN TEXT

You can use the Math feature to add, subtract, multiply, and/or divide numbers arranged horizontally in rows in text. A row can be any length; it can be preceded or followed by text, but it cannot include text.

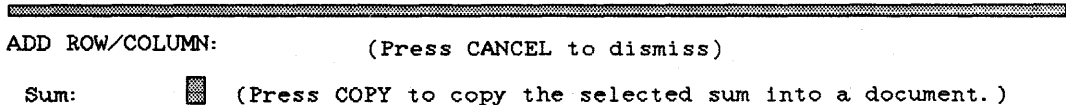


Figure 11-1. Add Row/Column Form

You can perform any combination of math operations simultaneously; however, the system performs operations in the following sequence:

1. division
2. multiplication
3. addition
4. subtraction

For each operation, you must include the appropriate mathematical symbol (called the operator) just before or just after the number. If you omit the operator, the system displays the following message:

Operator expected near xxxxx

(where **xxxxx** is the number where the character is omitted).

The system treats mathematical expressions enclosed in parentheses or angle brackets as negative numbers.

To add, subtract, multiply, and/or divide numbers in rows, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press the **Edit** key (f6); the following Function Key display:

Math	Page#	Roman#	Para#		Undo	Redo	Foot#	InsTime	InsDate
------	-------	--------	-------	--	------	------	-------	---------	---------

3. Press the **Math** key (f1).

On systems with the OFISkeyboard, the following message appears at the bottom of the screen:

Select Text and Press GO

On systems with the OFISkeyboard, the following Function Key display appears:

WORD	SENT	PARA	PAGE	LINE	COL				
------	------	------	------	------	-----	--	--	--	--

4. Select the numbers you want to add, subtract, multiply, and/or divide (refer to Selecting Text, in section 3).
5. Press **GO**; the Add Row/Column form (refer to figure 11-1) appears at the bottom of the screen; the result appears in the highlighted Sum field.
6. To insert the result into your document, use the **TAB** key or the arrow keys to move the cursor to the location where you want the result to appear; then press **COPY**. Or press **CANCEL** to terminate the operation.

APPENDIX A

CODE KEY COMMANDS

Table A-1 lists the commands you can enter by pressing the **CODE** key in combination with other keys.

Table A-1. Code Key Command Entries

Keys	Command
CODE-o	Open document or window
CODE-c	Close document or window
CODE-b (or CODE-^)	Go to the beginning of document
CODE-1	Advance cursor 10% of document's total length
CODE-2	Advance cursor 20% of document's total length
CODE-3	Advance cursor 30% of document's total length
CODE-4	Advance cursor 40% of document's total length
CODE-5	Advance cursor 50% of document's total length
CODE-6	Advance cursor 60% of document's total length
CODE-7	Advance cursor 70% of document's total length
CODE-8	Advance cursor 80% of document's total length
CODE-9	Advance cursor 90% of document's total length
CODE-e (or CODE-0)	Advance cursor to the end of the document
CODE-v	Visible mode
CODE-/	Synchronized columns
CODE-NEXT	Forced synchronized or serpentine column break
CODE-NEXT PAGE	Forced page break
CODE-f	Footnote
CODE-SHIFT-f	Collect footnotes

Table A-1. Code Key Command Entries (Cont)

Keys	Command
CODE-SHIFT-t	Type-through
CODE-i	Insert hexadecimal (This command is used to direct the system to treat the characters following the command as hexadecimal code.)
CODE-'	Insert literal (This command is used to direct the system to enter the characters following the command literally.)
Code-u	Discard edits (This command returns the document to its edit state after the last Save or Finish.)
CODE-r	Remove formatting (This command removes all formatting from your document, leaving only typed characters and carriage returns.)
CODE-.	Point of last edit
CODE-t	Display date and time
CODE-s	Save
CODE-z	Zoom (B 22 only)
CODE-p	Printer Status
CODE-d	Divide window
CODE-MARK	Deselect text
CODE-BACKSPACE	Overstruck
CODE-Spacebar	Nonrequired line break
CODE-SHIFT-Spacebar	Nonbreaking space
CODE-Hyphen	Breaking nonrequired hyphen
CODE-SHIFT-Hyphen	Nonbreaking required hyphen
CODE-TAB	Moves indent to the next tab to the right or 1/2-inch to the right (if no tabs)

APPENDIX B

CUSTOM PRINT WHEEL CONFIGURATION

The standard Print wheel binary file allows you to use the Professional Word Processor with the following print wheels:

- Courier 72
- Elite 12
- Cubic PS 96
- Scientific 10
- Courier 10

To use a print wheel that has a typeface or character set that is not included in the standard file, you must first:

- make a new entry in the Print Wheel Set source file, [Sys]<Sys>wp.wheels
- assemble the modified Print Wheel Set file (use the **MAKE WHEEL SET** command)

This appendix describes the Print Wheel Set file and provides instructions for modifying it.

PRINT WHEEL SET SOURCE FILE ENTRIES

This file contains one entry for each print wheel type. The default print wheel is the first print wheel to appear in the Print Wheel Set file.

The format for each entry consists of:

- a print wheel name
- the print wheel character spacing attributes
- the print wheel character set to spoke position mapping table

In addition, you can add a print wheel overstrike table.

Print Wheel Name

The format for the print wheel name is:

Wheel-name "text"

Text is the name for the print wheel. The name is usually the one printed on the print wheel. The Professional Word Processor uses the name with the Wheel function (discussed in section 4) and to prompt the user to change the print wheel during printing.

Print Wheel Character Spacing Attributes

Character spacing is either fixed pitch or assigned proportionally, as follows:

- Fixed Pitch allots the same space for each character. A 10 pitch print wheel then prints 10 characters per inch.
- Proportional Spacing allots more space for certain characters (such as W or M) than for others (such as I or J).

Fixed Pitch Format

The format for fixed pitch is:

Fixed #

The number you enter is the desired space to be allotted to each character, measured in 240ths of an inch. You figure the desired space by dividing 240 by the pitch number. Table B-1 shows the correct spacing for standard pitch numbers.

Example: The Elite 12 print wheel name and character spacing entry appears as follows:

Wheel name "Elite 12"
Fixed 20

Table B-1. Standard Pitch Fixed Spacing

Pitch Number	Spacing Number
8	30
10	24
12	20
15	16

Proportional Spacing Format

The Professional Word Processor can print 256 possible characters as shown in table B-2. You use a 256-character spacing table to indicate proper spacing for each character. The table is 16 lines deep and each line holds the spacing value for 16 characters.

To enter a value for a character, use the following procedure:

1. Refer to the data sheet that came with your print wheel to determine the spacing required by the manufacturer. If the data sheet does not include the character, use the number listed for the space character (usually 5 or 6).
2. Multiply the spacing value by 4 to obtain the spacing measurement in 240ths of an inch.
3. Enter the resulting number in your proportional table for the print wheel set at the same position as the symbol location in table B-2.

Repeat this procedure for each character in table B-2.

Print Wheel Character Set To Spoke Position Mapping Tables

The mapping table indicates the spoke position on the print wheel for each character. When you add a new print wheel, you may have to provide a mapping table to match the print wheel and Professional Word Processor character sets.

Mapping Table Format

The format for entering the mapping table is as follows:

Mapped

Table is a matrix containing the spoke position number for each character. The number is entered in the same position in the matrix as the position as indicated in table B-2. Each position in the matrix must have an entry.

NOTE

You can enter numbers in decimal; the system converts them to hexadecimal when it executes the Make Wheel Set command.

	(0)	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
(32-39)			ç	l	"	#	\$	%	&	'
(40-49)	()	*	+	,	-	.	/	0	1
(50-59)	2	3	4	5	6	7	8	9	:	;
(60-69)	<	=	>	?	@	A	B	C	D	E
(70-79)	F	G	H	I	J	K	L	M	N	O
(80-89)	P	Q	R	S	T	U	V	W	X	Y
(90-99)	Z	[\]	^	_	`	a	b	c
(100-109)	d	e	f	g	h	i	j	k	l	m
(110-119)	n	o	p	q	r	s	t	u	v	w
(120-127)	x	y	z	{		}	~	-		

Figure B-1. TableB-2.doc

To determine the correct number for each character that must be remapped, use the following procedure:

1. Use the copy of TableB-2.doc that you printed to find the first symbol that does not match the symbol in that location of figure B-1 (or refer to the screen version of TableB-2.doc).
2. Locate the position of the incorrect symbol on table B-2.
3. Locate the position in the table you are modifying that corresponds to the position where the symbol appears in table B-2. The print wheel spoke position number which currently appears in this position is incorrect.
4. Read up and across to the numbers in parentheses at the left of your printed version of TableB-2.doc to locate the correct print wheel spoke position number. If the symbol did not print, use the position number 255 (FFh).
5. Enter the number in your mapping table in the Print Wheel Set file at the position you determined in step 3.

Repeat this procedure for each symbol that must be remapped. After you have made your entries, assemble the print wheel set source file using the **MAKE WHEEL SET** command through the Executive.

Character Mapping To Multiple Print Wheel Spokes

You can map any one character from Professional Word Processor text to a sequence of print wheel spokes. For each character you want to map, make a reference in the mapping table to an overstrike table that indicates the sequence.

Example:

A cent sign character can be mapped to the sequence of a lowercase C plus a vertical bar | to create a ¢. Figure B-2 shows the resulting print wheel file table.

For a list of characters that can be shown on the screen, refer to the B 20 Systems Operating System (BTOS) Reference Manual.

```

Wheel-name "Special cent sign"
Half-Bright
Fixed 24 (1Ø pitch)
Mapped
  Ffh FFh *1 FFh FFh FFh FFh FFh FFh FFh FFh
  .
  .
  .
Overstrike
  *1 < "c" Ø Ø Ø > < (|) Ø Ø Ø >
Wheel-name "Special type"
  .
  .
  .

```

Figure B-2. Special Cent Sign Overstrike Table

You format your entry in the mapping table as follows:

***n**

The **n** can be any positive nonzero number.

You use the following format to add an overstrike table with one line for each character you are replacing with an overstrike sequence:

***n < "c" h x y > < "c" h x y > etc.**

You can repeat this a maximum of 255 times (once for each character).

The ***n** corresponds to the ***n** entered in the mapping table.

The **<** is the opening bracket indicating a sequence of strokes for that character.

The **c** is the print sheel spoke. This entry can be a quoted character, decimal number, or hexadecimal number.

The **h** is the hammer energy used. **Ø** is normally entered.

The **x** is the horizontal offset. The default is -2. This offset fine-tunes the position of each component character on the paper. The offset is 240ths of an inch. Position is relative to the center of the character cell. The value can be positive or

negative. The offset of each character in the list is relative to the center of the character cell, and not to the previous character in the list.

The **y** is the vertical offset. The default is 3. This offset also fine-tunes the position of each component character--but vertically. The value can be positive or negative.

The **>** is the closing bracket indicating the sequence of strokes for the character.

ASSEMBLING THE NEW PRINT WHEEL SET FILE

To assemble the new Print Wheel Set file, use the following procedure:

1. Enter the Executive command **MAKE WHEEL SET** ; then press **RETURN**. The Command form displays (refer to figure B-3). The Wheel set file field is highlighted.
2. Enter the specification for the source file you modified.
3. Errors list on the screen. If you want a list of the file and error messages sent to a file, press **RETURN** and enter a file specification.
4. Press **GO**.

EXTENDED CHARACTER SET FOR DIABLO 630/API/ECS PRINTER

To extend the character set portion of the print wheels, you must access the extended character set by one of the following methods.

- Transmit 8-bit ASCII to the printer instead of 7-bit ASCII by setting the printer configuration switches to transmit an 8-bit ASCII to the printer (instead of 7-bit ASCII) and changing the printer configuration file from 7 data bits to 8 data bits. You can then map the extended characters in to the upper 128 positions of the print wheel map in the print wheel set.
- Map each extended character set to the overstruck combination of shift-in ($\text{\textcircled{F}h}$), desired character code (7 bits), shift-out ($\text{\textcircled{E}h}$).

In either case, define the last three extended characters, OFDh, OFEh, OFFh, as an overstruck character combination since these codes are reserved for internal Professional Word Processor use.

```
Make Wheel Set
Wheel set file
[Listing file]
```

Figure B-3. Make Wheel Set Command Form

APPENDIX C

CUSTOM PRINTER CONFIGURATION

You can use the Professional Word Processor with letter quality printing or draft printing. Draft printing does not print special character format attributes such as boldface, underlines, superscript, and subscript.

When you install the Professional Word Processor, a printer description file is also installed. This file contains entries for each printer in the standard printer configuration. If your printer is not standard, you must modify the printer description file.

The default file name for the printer description file is [Sys]<Sys>Sys.Printers. To change this name, you must change the User Configuration file.

Each printer has an entry in the printer description file. The first entry is the default printer. A user can specify a different printer when completing the Print form or by using the Select Printer command (refer to printing, section 7).

Each printer entry begins a new line and the format is:

PRINTERNAME:Device or Q Name;Format:Graphics Type

Refer to figure C-1 for a sample printer entries.

The variables are defined as follows:

- PRINTERNAME is used to identify the printer. It appears in the Print form.

```
DIABLO:[SplB],[Ptr]B&[Sys]<Sys>WpPtrBConfig.Sys: Diablo63Ø:  
LPT: [Lpt]&[Sys]<Sys>WpLptConfig.Sys,[Spl]: Draft :
```

Figure C-1. Sample Printer Entries

- Device or Q Name is the printer configuration file specification **[Ptr]B&[Sys]<Sys>PtrBConfig.Sys** or the spool queue name **[SPLB]**. If the printer can be attached directly and spooled, you can enter the file name and queue name separated by commas. For example: **[Ptr]B&[Sys]<Sys>PtrBConfig.Sys, [SPLB]**.

When you use the Print function, the Professional Word Processor checks the file and spools it or prints the file directly.

- Format is the printer format for documents. Three entries are allowed: Draft, Diablo630, or QumeSprint9. If you use a different printer, use the entry that most closely describes your printer's format.
- Graphics type is the plotter text type. The Professional Word Processor ignores this field.

NOTE

You can enter the device and format fields directly in the Print form, separated by a colon.

APPENDIX D

EXCHANGING DOCUMENTS BETWEEN WORD PROCESSORS

You can use the DEF file (Document Exchange Format file, created by using the Files DocExch function) as a common language to translate files from one word processing system to another.

Word processor formatting is either kept in binary tables at the end of word processing files (as in the Professional Word Processor) or embedded in text. In either case, to translate files from one system to another you must pass them through an intermediary file (the DEF file).

After the Professional Word Processor files are translated into DEF files, you may have to write a program to translate the DEF escape sequences into internal structures used by the other system.

To translate files from other word processors into DEF files, you must translate the document to an ASCII file, write a program to embed the DEF escape sequences in the ASCII file, and run the ASCII file against the program to add format information using DEF escape sequences.

There are five types of DEF escape sequences:

- character escape sequences
- paragraph escape sequences
- page escape sequences
- additional text escape sequences (headers, footers, footnotes)
- special escape sequences

CHARACTER, PARAGRAPH, PAGE, AND SPECIAL CHARACTER FORMATTING

The Professional Word Processor and DEF both apply document formatting attributes in three levels: character (such as bold), paragraph (such as indents), and page (such as margins). Refer to section 4 and 5 for additional information on document formatting.

Each format characteristic is either applied at the character level, the paragraph level, or the page level. For example, all characters in a paragraph can be bold, but the Professional Word Processor assigns the attribute to each character. Bold is not a paragraph attribute. Indents, however, apply to an entire paragraph and the indent exists for all text within the paragraph.

NOTE

When you translate a file from the Professional Word Processor to a DEF file, the system applies the current default print wheel and pitch to the translated file.

If the current default is different from the print wheel and pitch in effect when the file was originally created, you must specify the correct print wheel and pitch for the translated file.

For example, if you created the document using Elite 12 and the current default is Courier 72, the system will change the print wheel and pitch to Courier 72.

If the file includes print wheel and pitch changes, you must respecify the changes in the translated file.

DEF Format Attribute Runs

The DEF indicates formatting as runs, contiguous portions of text sharing the same format attribute. The run could be a character format run, a paragraph format run, or a page format run.

Format level runs can coexist so that a new paragraph run, for example, does not affect an existing character run; however, attributes for a particular run level must be identical within a run. Format runs remain in effect until another sequence terminates the run.

DEF files are stream files, accessed sequentially. DEF escape sequences apply to subsequent text only. No DEF escape sequence can apply to prior text.

Interpretation of DEF files is done in a single pass. Although it may be necessary to make several passes on a foreign system document to create a DEF file, the DEF file can only be a sequential file.

DEF escape sequences for character runs apply to the characters that immediately follow the escape sequence, but when paragraph and page escape sequences are used, the new attributes do not go into effect until an explicit New Paragraph or New Page escape sequence is encountered. The DEF file can set a variety of paragraph and page formats prior to their actual use.

Unique DEF escape sequences exist for special characters that do not have an ASCII representation. Examples of these are page numbers, discretionary hyphens, and nonbreaking spaces.

ADDITIONAL TEXT FORMATTING

Additional text is not part of the main body of the document, such as headers, footers, or footnotes. This text is not stored with the document text, but follows the text in an additional text array. For more than one piece of additional text, the pieces are stored in the array sequentially.

The format of additional text includes the command that specifies the location(s) for the text and the text itself. A special DEF escape sequence also exists to indicate the end of the text for the body of the document and the beginning of the additional text array.

The additional text can contain paragraph and character formats, but page formats are ignored.

DEF ESCAPE SEQUENCES

DEF escape sequences have the format \$(aa). The aa is a variable of two or more characters. Escape sequences signal the beginning and end of a format run or insertion of a special character. In addition, some sequences require numeric values, such as margins, tab stops, page sizes, etc. These measurements are given in 240ths of an inch.

These numeric values are kept in ASCII code. DEF can then be used with simple communication schemes that permit only ASCII data, making DEF files easier to read.

Character escape sequences affect formatting when they occur. Character formats set by DEF escape sequences remain in effect until reset by other escape sequences.

Paragraph escape sequences do not go into effect when encountered. Their actions are saved until a New Paragraph escape sequence ($\$(SB)$) appears. This allows several formatting commands to go into effect at one time.

Page escape sequences do not go into effect when encountered. Their actions are saved until a New Page escape sequence appears. This allows several formatting commands to go into effect at one time.

Additional text escape sequences specify the array that contains the text for headers, footers, and footnotes. The escape sequence specifies the position of the text. The text begins after the Define escape sequence and continues until the next Define escape sequence of the same type or the end of the file. The first Defined escape sequence signals the end of the document text. The additional text definition can contain DEF character or paragraph escape sequences, but page escape sequences are not allowed.

Special escape sequence represent characters not easily interpreted by normal text. Included are New Paragraph and New Page.

Table D-1. DEF Escape Sequences

Format Type	Escape Sequence	Format Action
Character	\$(AY)	Start alternate ribbon.
	\$(AN)	Stop alternate ribbon.
	\$(BY)	Start bold.
	\$(BN)	Stop bold.
	\$(DY)	Start double underline.
	\$(DN)	Stop double underline.
	\$(SY)	Start strike-through text.
	\$(SN)	Stop strike-through text.
	\$(UY)	Start underline.
	\$(UN)	Stop underline.
	\$(XY)	Start superscript.
	\$(XN)	Stop superscript.
	\$(YN)	Start subscript.
	\$(YN)	Stop subscript.
	\$(NR)	Start normal text. This resets all character attributes, including print wheel.
		\$(WH <u>name</u>)

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Character (Cont)	\$ (PT <u>n</u>)	Set character pitch. <u>n</u> represents the width of subsequent characters. For example, 12 pitch text has the escape sequence \$(PT2Ø).
	\$(KY)	Start keyword.
	\$(KN)	Stop keyword.
	\$(FR <u>n</u>)	Marks a footnote reference. The footnote text is stored in the additional text array at the end of the document. <u>n</u> is an index in the text array, indicating the text for this footnote. A special index value of 65534 specifies that the reference character resides in the footnote.
Paragraph	\$(IF <u>n</u>)	Set the first line indent. <u>n</u> is the indent value, measured relative to the paragraph left indent.
	\$(IL <u>n</u>)	Set the left indent. <u>n</u> is the indent value, measured relative to the left document margin.
	\$(IR <u>n</u>)	Set the right indent. <u>n</u> is the indent value, measured relative to the right document margin.

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Paragraph (Cont)	\$(TB <u>t</u> <u>p</u> , <u>tp</u> , ..., <u>tp</u>)	Set the tab stops. <u>t</u> is the tab type: L (left-flush), R (right-flush), C (centered), D (decimal-aligned), or A (comma-aligned). If the type is preceded by a period, it indicates leader dots. <u>p</u> is the position, measured relative to the left document margin. The maximum is twenty tabs per paragraph.
	\$(LF)	Set the paragraph to left-flush (mutually exclusive).
	\$(RF)	Set the paragraph to right-flush (mutually exclusive).
	\$(CN)	Set the paragraph to centered (mutually exclusive).
	\$(LN <u>b</u> , <u>w</u> , <u>a</u>)	Set paragraph line spacing. <u>b</u> is before, <u>w</u> is within, and <u>a</u> is after. All measurements are 1/240th inch, with before and after biased by 4Ø. For example, \$(LNØ,4Ø,Ø) indicates single line spacing with each line taking 1/6 inch space on the page. For systems that support only two kinds of paragraph spacing (within and between) set both before and after to 1/2 of the between value. Because of the 4Ø bias, these values can be negative.

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Page	\$(PGSw, <u>w</u> , <u>h</u>)	Set page width (<u>w</u>) and height (<u>h</u>). Both entries are required.
	\$(PGM <u>l</u> , <u>r</u> , <u>t</u> , <u>b</u>)	Set the page margins. <u>l</u> is left margin; <u>r</u> is right margin; <u>t</u> is top margin; <u>b</u> is bottom margin. All entries are required.
	\$(PGH <u>h</u> , <u>f</u>)	Set the page header and footer margins. <u>h</u> is the header; <u>f</u> is the footer. Each is measured relative to the edge of the paper.
	\$(PGN <u>fa</u> , <u>fo</u> , <u>n</u>)	Set the page attributes. <u>fa</u> is for facing pages; <u>fo</u> is for forced pages; <u>n</u> is page number. <u>fa</u> can be Y for true or N for no. <u>fo</u> can be Y (forced page), N (no forced page), O (odd forced page), E (even forced page), C (forced column), or S (same as the last forced page). <u>n</u> determines the actual page number if one of the forced page breaks has been set.

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Page (Cont)	\$(PGC <u>syn</u> , <u>c</u> , <u>fr</u> ,..., <u>fr</u>)	Set column attributes. <u>syn</u> (synchronized/serpentine) is Y for synchronized or N for serpentine. <u>c</u> is the total number of columns (maximum 10). <u>fr</u> is the margin for each column. The first value is the right margin of the first column, the second value is the left margin of the second column, the third value is the right margin of the second column, etc. There must be an even number of <u>fr</u> values (total number is (c-1)*2).
	\$(PGI <u>i</u>)	Set column number. Subsequent text is in column number <u>i</u> .
	\$(PGF <u>n</u>)	Set forced footnote number. Subsequent footnotes are numbered starting with number <u>n</u> .
	\$(HO <u>n</u>)	Set headers for odd pages. <u>n</u> identifies the additional text.
	\$(HE <u>n</u>)	Set headers for even pages. <u>n</u> identifies the additional text.
	\$(HB <u>n</u>)	Set headers for both odd and even pages. <u>n</u> identifies the additional text.
	\$(FO <u>n</u>)	Set footers for odd pages. <u>n</u> identifies the additional text.

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Page (Cont)	\$(FEn)	Set footers for even pages. <u>n</u> identifies the additional text.
	\$(FBn)	Set footers for both odd and even pages. <u>n</u> identifies the additional text.
	\$(WY)	Start window control (applied at the document level).
	\$(WN)	Stop window control (applied at the document level).
Additional Text	\$(DH)	Define additional text. The text includes that which follows the header, footer, or footnote escape sequence up to, but not including, the next header, footer, or footnote escape sequence (or the end of the file).
Special	\$(SA)	Indicate \$ text. Since the \$ character is used to indicate escape sequences, this special escape sequence is used to indicate a \$ character.
	\$(SB)	Begin a new paragraph and set any new paragraph format attributes that are pending.
	\$(SC)	Begin a new page and set any new page attributes that are pending.
	\$(SD)	Arabic page number.
	\$(SE)	Discretionary line break.
	\$(SF)	Nonbreaking space.
	\$(SG)	Discretionary hyphen.

Table D-1. Escape Sequences (Cont)

Format Type	Escape Sequence	Format Action
Special (Cont)	\$(SH)	Discretionary return (not used by the Professional Word Processor, but included for compatibility with other word processing systems).
	\$(SI)	Nonbreaking hyphen.
	\$(SJ)	Roman page number.
	\$(SK)	New synchronization mark. Begin synchronized text and set any format attributes that are pending.
	\$(SL)	Keep together open.
	\$(SM)	Keep together close.

APPENDIX E

OPERATOR STATISTICS

GENERAL

The Professional Word Processor's Operator Statistics feature allows you to keep track of the number of keystrokes an operator makes when entering or revising documents. The feature also indicates the time at which the document was last saved.

NOTE

The Operator Statistics feature is not available on dual floppy standalone systems.

To use the feature, you must set up an Operator Statistics file in the User Configuration file of each operator for whom you want to record statistics (refer to B 20 Systems Custom Installation and Reference Manual). Use the following format:

:WpStatistics: [Vol] <Dir>filename.stats

For the system to record statistics, the operator must sign on to the system with the user name for which you set up the file.

You can access the feature from the word processor, or from the Executive. To access an operator's Operator Statistics file, you must sign on with the operator's user name. In addition, you must set the path to the one specified in the operator's User Configuration file.

The system appends data to the file continuously, taking up memory as it grows. However, the feature allows you to transfer the current contents of the file to a separate document you can display, revise, and print, and to delete the contents of the file each time you access it.

DISPLAYING OPERATOR STATISTICS DURING A WORD PROCESSING SESSION

Before you can display an Operator Statistics file during a word processing session, you must perform the following steps:

1. Sign on to the system with the user name of the operator whose statistics you want to access (refer to Signing On To the System, in section 2).
2. Set the path to the one specified in the operator's User Configuration file (refer to Changing the Path, in section 8).

To display operator statistics after beginning a word processing session, use the following procedure:

1. If a document is open, press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen. Then press the **Home** key (f1). The following Function Key display appears:



If no document is open, the following Function Key display appears at the bottom of the screen:



2. Press the **Command** key (f8). The following function key display appears:



3. Press the **Stats** key (f6). The Operator Statistics form (refer to figure E-1) appears. The Input Stats-File field is highlighted.

OPERATOR STATISTICS: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Input Stats-File: 

Output Stats-File:

Press Y to delete Input Stats-File:

Figure E-1. Operator Statistics Form

4. Enter the name of the Operator Statistics file you want to display; then press **NEXT**. The highlight moves to the Output Stats-File field.
5. If you want the system to open a file to save the current contents of the Operator Statistics file, enter a file name.

If you want to view the Operator Statistics file without saving it in a separate file, leave the Output Stats-File field blank.

Press **NEXT**; the highlight moves to the Press Y to delete Input Stats-File field.

6. If you want the system to delete the contents of the Operator Statistics file after you finish viewing it, enter the letter **Y**. Then press **GO**.

If you have a document open, the system saves it, then displays the Operator Statistics file (refer to figure E-2).

If the whole file can not be displayed on one screen, the system prompts you to press **SCROLL UP** or **NEXT PAGE** to display more of it. At any time, you can press **CANCEL** to terminate the operation.

UserName: Ajax
Date/Time at which session was saved: Fri Dec 28, 1984 9:20 AM
Keystrokes in Session: 3184

Document Name: [Win]<Acct>Report1
Could this document be changed? Yes
Was this document modified? Yes
Was this document deleted? No

UserName: Ajax
Date/Time at which session was saved: Fri Dec 28, 1984 9:54 AM
Keystrokes in Session: 212
Press NEXT PAGE or SCROLL UP to continue

Figure E-2. Operator Statistics File (Sample)

The system indicates the end of the file with the following message:

*******END OF VALID OPERATOR STATISTICS*****
Press NEXT PAGE to continue**

7. Press **NEXT PAGE**. The screen goes blank momentarily; then the following message appears:
Would you like to display the same documents as in your last session? Press GO to confirm, CANCEL to start a new session.
8. Press **GO** to redisplay the document(s) that were on the screen when you began the operation; or press **CANCEL** to begin a new word processing session.

DISPLAYING OPERATOR STATISTICS FROM THE EXECUTIVE

To display the Operator Statistics file from the Executive, use the following procedure:

1. Sign on to the system with the user name of the operator whose statistics you want to access (refer to Signing On To the System, in section 2). Set the path to the one specified in the operator's User Configuration file.
2. Enter the command **Operator Statistics** in the Command field; then press **RETURN**. The following Command form appears:

```
Operator Statistics
  Input Stats file
  [Output Stats file]
  [Delete Stats file (default = no)?]
```

3. The Input Stats file field is highlighted. Enter the name of the Operator Statistics file you want to display; then press **RETURN**. The highlight moves to the [Output Stats file] field.

NOTE

Fields enclosed in square brackets are optional.

4. If you want the system to open a file to save the current contents of the Operator Statistics file, enter a file name.

If you want to view the Operator Statistics file without saving it in a separate file, leave the [Output Stats file] field blank.
5. Press **RETURN**; the highlight moves to the [Delete Stats file (default = no)] field. If you want the system to delete the contents of the Operator Statistics file after you finish viewing it, enter the letter **Y** or **y** for yes.

6. Press **GO**. The system displays the Operator Statistics file (refer to figure E-2).

If the whole file can not be displayed on one screen, the system prompts you to press **SCROLL UP** or **NEXT PAGE** to display more of it. At any time, you can press **CANCEL** to terminate the operation.

The system indicates the end of the file with the following message:

*******END OF VALID OPERATOR STATISTICS*******
Press NEXT PAGE to continue

7. Press **NEXT PAGE**. The screen goes blank momentarily; then the system returns you to the Executive.

APPENDIX F

DOCUMENT MIGRATION PACKAGE (OPTIONAL)

GENERAL

This appendix includes a discussion of the Professional Word Processor's document transfer capabilities:

- You can transfer a document stored on an OFISwriter 400 to the Professional Word Processor by using the Document Migration Package, OW251-CV3.
- You can also transfer a document from the Professional Word Processor to an OFISwriter 400.

NOTE

A null-modem cable must be connected on one end to Channel B of the Professional Word Processor workstation. The other end must be connected to the phone plug on the OFISwriter 400.

TRANSFERRING A DOCUMENT FROM AN OFISWRITER 400 TO THE PROFESSIONAL WORD PROCESSOR

To transfer a document from an OFISwriter 400 to the Professional Word Processor, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key (refer to figure 1-6) display appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



3. Press the **Command** key (f8). The following Function Key display appears:



4. Press the **Transfr** key (f10); the following message appears

Press GO to execute, CANCEL to dismiss.

5. Press **GO**. If the Document Migration Package is not installed on your system, the following message appears:

TRANSFR: There is no file named [sys]<sys>Transfr.run

Press **CANCEL** to dismiss the message.

If the Document Migration Package is installed, the system exits from the word processor, and the Document Translator screen appears.

The initial parameters for the translation are set to the default settings for the OFISwriter; you change them only if your equipment has a unique requirement.

6. Press **f1** to change the Baud Rate (the default is 1200) and Stop Bits. (Stop bits should be set to 1.) Type in the value and press **GO**.
7. Press **f2** to set the Parity (the default is odd).
8. Press **f3** to set the Display mode (the default is full duplex).
9. Press **f4** to transfer a document from the OFISwriter 400 to the Professional Word Processor.
10. Switch on the power on your OFISwriter 400 and sign on to the system. From the LOCAL mode, press **RECEIVE**.

NOTE

You must have the OFIS I system diskette (OW4810) installed on your OFISwriter 400 to run the Document Migration Package. The disk containing the document you wish to transfer must be in the user disk drive. Each document to be transferred must end with an End-of-page character (CODE-P).

11. The system prompts for the name of the document on the OFISwriter 400 (the source document). Type in the exact name and press **RETURN**.
12. A prompt appears for the name of the Professional Word Processor document (the destination document). Type in the exact name you want to call to the document and press **RETURN**.
13. After you specify both documents correctly, press **GO**.

A message displays on the Professional Word Processor screen informing you that the document is being transferred. The OFISwriter 400 briefly displays the document. On the Professional Word Processor screen, the following appears as each transfer phase is completed:

Document Translation phase 1.

Document Translation phase 2.

Document Translation phase 3.

When the **Enter Next Command** prompt appears, the transfer is finished.

14. Press the **FINISH** key to return to the Word Processor.

TRANSFERRING A DOCUMENT FROM THE PROFESSIONAL WORD PROCESSOR TO AN OFISWRITER 400

To send a document from the Professional Word Processor to an OFISwriter 400, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key (refer to figure 1-6) display appears at the bottom of the screen.
2. Press the **Home** key (f1). The following Function Key display appears:



APPENDIX G

SPELLING CHECKER (OPTIONAL)

GENERAL

This appendix includes a discussion of the Professional Word Processor's spelling checking capabilities:

- You can correct misspelled words in several ways.
- You can automatically hyphenate words and automatically correct misspellings.
- Includes two dictionaries for verifying spelling.
- You can add words to your personal dictionary.

You use the spelling checker to check spelling throughout a document. You must have a dictionary installed on your system to use it. When the spelling checker finds a misspelled word, it allows you to either correct the misspelled word or add the word to the dictionary. You can use the Spelling Checker at any time during a word processing session.

THE SPELLING DICTIONARIES

The Spelling Checker checks against two dictionaries to find misspelled words: a common word dictionary and a personal dictionary. The common word dictionary cannot be changed, but you can add entries to and edit your personal dictionary.

Common Word Dictionary

The common word dictionary contains 76,000 commonly used words. You can view any part of this dictionary, but you cannot make any changes to its contents. Users within the same cluster system share the common word dictionary.

Personal Dictionary

The personal dictionary is an optional dictionary you create, and contains words that do not appear in the common word dictionary.

If the Spelling Checker highlights a word that is not misspelled, the word is not in the common word dictionary. You can enter this word in your personal dictionary.

You can also enter the correction for a misspelled word in your personal dictionary so that the Spelling Checker automatically corrects it if the same misspelling is encountered again.

CHECKING YOUR SPELLING

The Check Spelling feature checks your spelling against a common word dictionary and your own personal dictionary. It highlights words it does not recognize so you can correct them.

With the Check Spelling feature, you can add words or abbreviations that you use frequently to your personal dictionary so that the Word Processor does not have to prompt you for correction each time it encounters those words.

To check the spelling in an open document, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press **Functns (f2)**. The following Function Key display appears:



3. Press **SpellCk (f4)**. The following Function Key display appears:



4. To check the spelling of a portion of the document instead of the entire document, use the **MARK** and **BOUND** keys to select the text.
5. Press **Check (f4)**. The **Check Spelling** form appears (refer to figure G-1).
6. To automatically correct spelling, type **Y (Yes)**. Otherwise, press **GO**. (The default is **No**, to allow you to confirm spelling corrections.)
7. When the system finds a word that is not in the common word dictionary or your personal dictionary, it highlights the word and displays the **Word Not Found in Dictionary** menu. This menu includes five options:
 - Press **S** to skip the word entirely.
 - Press **E** to enter the word as it appears in the document in your personal dictionary. The first time you use this option the system creates your personal dictionary.
 - Press **C** to correct the spelling manually. The **Correct and Check** form appears (refer to figure G-2).

The current spelling of the word is displayed in the **Make corrections** field.

Using the **BACKSPACE** key, delete the incorrect spelling and type in the correction. Press **GO** to make the correction in your document. When all misspelled words have been corrected, the following message appears:


**Spelling verification complete. Word totals: xx
checked, n not found, m corrected.**

CHECK SPELLING: (Press **GO** to execute,
NEXT for next item, **CANCEL** to dismiss)

Automatic Correction? Yes No (Press **Y** or **N**)

Figure G-1. Check Spelling Form

CORRECT AND CHECK: (Press GO to execute,
CANCEL to dismiss)

Make corrections: 

Reminder: Use discretionary hyphen to indicate desired
hyphenation points.

Figure G-2. Correct and Check Form

- Press **R** to correct the spelling manually (see the above step) and enter the correction in your personal dictionary for future automatic corrections.
- Press **V** to view your personal dictionary. The **View Dictionary** form appears with the highlighted word in the Search for field (refer to figure G-3).

Press **GO** to display the word as it appears in the dictionary. If the word is found, it displays as it appears in the dictionary. If the word is not found, the **View Dictionary** form remains and the message **Not found** blinks. Press **CANCEL** to clear the message, and then press **GO** to continue with the Spelling Check.


To display a list of all words beginning with the same letters, use the **BACKSPACE** key to delete some of the letters (at least three must remain), then type an asterisk (*) before you press **GO**.

CREATING AND LOADING YOUR PERSONAL DICTIONARY

The system assigns a default personal dictionary name, [Sys]<WP>username.words (where username is your user name) to the personal dictionary unless you specify another name in your User Configuration file. (See the B 20 Systems Standard Software Operations Guide for more information.)

It is possible to create and load a personal dictionary document using the format described below. However, you can make better use of the disk space available by entering the corrections for misspelled words as they are encountered. (See Checking Your Spelling earlier in this appendix.)

VIEW DICTIONARY: (Press GO to execute,
CANCEL to dismiss)

Search for: 

Reminder: Three or more letters followed by * will display a list of words

Figure G-3. View Dictionary Form

If you first unload the personal dictionary using the **Unload Dictionary** command, you can also edit your personal dictionary, adding or deleting words as you wish. The dictionary is unloaded to an ordinary document. The system copies entries from the dictionary, and retains them in the original file.

After you have edited the document, you can load the dictionary again, using the **Load Dictionary** command (f1). At this time, the system removes all entries from the dictionary file that you deleted when you edited the dictionary.

This feature is especially useful because the number of words in the personal dictionary is limited to 250. You can delete unwanted words as needed, or you can have more than one personal dictionary file, each tailored to a specific kind of work that you load and unload as necessary. To do so, you make a copy of the file to save and rename it, then remove all excess entries and use the **Load Dictionary** command to reload the edited file.

Personal Dictionary Document Format

You can add words to your personal dictionary after you unload it if you wish. You can enter the words in any order.

The following are examples of personal dictionary entries:

```
ASCII
CA
con-fig-ured
con-sec-u-tive-ly
DEF
de-lim-it-er
de-lim-it-ers
document -> doc-u-ment
```

Use the **Hyphen** key (f5) to determine the placement of the hyphen within a word.

Note the format of the correction for the misspelling of document that appears in the last line of the example.

Automatic Hyphenation

When you give the **Review** Document command and request hyphenation during page formatting, the Professional Word Processor checks both dictionaries for information about hyphenating the words. Because of this, it is useful to put discretionary hyphens in all entries you make in your personal dictionary.

Hyphenate Word Feature

The Hyphenate Word feature helps you to determine the position of discretionary hyphens in a word of two or more syllables. The feature uses both the common word dictionary and your personal dictionary as the source for determining proper hyphenation.

All words of two or more syllables in the common word dictionary contain discretionary hyphens. To use your personal dictionary with this feature, you must include discretionary hyphens in the words you enter when you first create the dictionary, or later when you edit it (refer to Creating and Loading Your Personal Dictionary, earlier in this section).

To activate the Hyphenate Word feature, use the following procedure:

1. Position the cursor anywhere in the word you want to hyphenate.
2. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
3. Press the **Functions** key (f2). The following Function Key display appears:



4. Press the **SpellCk** key (f4). The following Function Key display appears:



5. Press the **Hyphen** key (f5). The system opens a window at the bottom of the screen and displays the word with discretionary hyphens in the correct locations.

NOTE

If the word is not included in the common word dictionary or your personal dictionary, the flashing message **Not found** appears.

6. Hyphenate the word (refer to Special Formatting Characters, in section 4). The system closes the window when you press any key.

Loading Your Personal Dictionary

The Load Personal Dictionary command loads words from a personal dictionary document into your personal dictionary. Your personal dictionary is created for you during Check Spelling (see step 7 under Checking Your Spelling).

To load your personal dictionary into the Word Processor, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.
2. Press **Funcnfs** (f2) from Level 1 of the function key display. The following Function Key display appears:



3. Press **SpellCk (f4)**. The following Function Key display appears:



4. Press **Load (f1)**. The **Load Personal Dictionary** form appears (refer to figure G-4).
5. In the From document field, enter the name of the personal dictionary document that contains the words to be loaded into your personal dictionary. Press **RETURN**.
6. In the Keep old dictionary contents field, type **Y** (Yes) if you have a personal dictionary already and want to have the new words added to it. Type **N** (No) to replace the old dictionary with the old one (No is the default.)

Unloading Your Personal Dictionary

You can move your personal dictionary into a document for storage or editing, using the **Unload Personal Dictionary** command.

This command does not delete the contents of your personal dictionary. You can load the dictionary again after editing, using the **Load Personal Dictionary** command. At that time, any editing changes you made in the dictionary are loaded into the spelling checker.

To unload your personal dictionary, use the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

LOAD PERSONAL DICTIONARY: (Press **GO** to execute,
CANCEL to dismiss)

From document:

Keep old dictionary contents? Yes No (Press Y or N)

Figure G-4. Load Personal Dictionary Form

2. Press **Funcnks** (f2). The following Function Key display appears:



3. Press **SpellCk** (f4). The following Function Key display appears:



4. Press **Unload** (f2). The Unload Personal Dictionary form appears (refer to figure G-5).
5. In the To document field, enter a name for the document that the dictionary contents are copied to.
6. Press **GO** to execute the **Unload Personal Dictionary** command.

NOTE

If your personal dictionary is on the system directory and is password protected, you may have to change your Work Area to the system directory and give the password for that directory before you can unload the dictionary.

VIEWING THE DICTIONARY

You can view the contents of either dictionary, using the following procedure:

1. Press **CANCEL** one or more times until the Level 1 Function Key display (refer to figure 1-6) appears at the bottom of the screen.

UNLOAD PERSONAL DICTIONARY: (Press **GO** to execute,
CANCEL to dismiss)

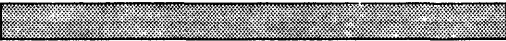
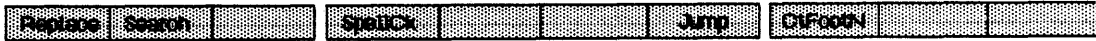
To document: 

Figure G-5. Unload Personal Dictionary Form

2. Press **Funcn** (f2). The following Function Key display appears:



3. Press **SpellCk** (f4). The following Function Key display appears:



4. Press **View** (f3). The **View Dictionary** form appears (refer to figure G-3).
5. In the Search for field, enter the word you want to search for. If you want to see a partial listing of the dictionary contents, enter at least three letters and a wild card character (*). A listing of the words that begin with those three letters is displayed. For example, the pattern "the*" displays a list of over one hundred words that begin with the letters "the".

APPENDIX H

GLOSSARY

Attribute

An attribute is a quality that you add to the text to make it stand out from surrounding text, such as underlining, boldface, subscript, superscript, or struck out text. You can also combine attributes so that a character (or text) has several attributes at the same time.

Automatic Paragraph Numbering Feature

The Automatic Paragraph Numbering feature allows you to direct the system to automatically number the paragraphs in your document.

Boldface Attribute

The Boldface attribute makes printed text darker than normally printed text. Boldface characters are double struck to make them appear darker.

Context-oriented HELP feature

Whenever you need help, the Professional Word Processor Context-oriented HELP feature allows you to display a message explaining how to perform any operation you specify--either before you begin the operation or while it is in progress.

Control Keys

Control keys are dedicated function keys located to the left of the typewriter keys. They are: **CANCEL**, **MOVE**, **HELP**, **DELETE**, **OVERTYPE**, **FINISH**, **COPY**, and **ACTION**.

Copy Feature

The Copy feature allows you to copy text from one position to another within a document, or from one document to another. When you copy text, the system copies the text to the new location; the text remains in its original location.

Cursor Keys

Cursor keys are located in the upper right corner of the keyboard. They are: **Up Arrow**, **Down Arrow**, **Left Arrow**, **Right Arrow**, and the dedicated function keys **MARK** and **BOUND**.

Dedicated Function Keys

A dedicated function key performs the operation indicated on its keycap (and some other operations when you use it in combination with the **SHIFT** and **CODE** keys). You cannot change the function of a dedicated function key. Dedicated function keys include **NEXT PAGE**, **GO**, **OVERTYPE**, etc.

Delete Feature

The Delete feature allows you to delete text in specific segments (words, sentences, paragraphs, etc.), or one character or space at a time.

Directory

A directory is a section of files on a volume. When you request files from a directory other than the current path, you must surround the directory name with angle brackets (<>).

Direct Printing

With direct printing, only your workstation can use the printer attached to it.

Disk Drives

Depending on its configuration, your system will have some combination of disk drives using 5-1/4-inch floppy disks, 8-inch floppy disks, and Winchester disks.

Display

The text you type on the keyboard appears on the display. In this manual, the display is sometimes referred to as the screen. Depending on your system's configuration, the display has a total of 28 or 29 lines of 80 or 132 characters and spaces.

Display Keys

Display keys are dedicated function keys located in the upper left corner of the keyboard. They are **SCROLL UP**, **SCROLL DOWN**, **NEXT PAGE**, **PREV PAGE**.

Document Exchange Function

The Document Exchange function allows you to transfer files between the Professional Word Processor and other B 20 applications (such as Multiplan).

Document Screen

The Document screen appears when you initiate a word processing session from the Executive. It is divided into four areas: the Ruler display, the Document Status line, the Text Area, and the Function Key display.

Document Status Line

The Document Status line appears on the Document screen. It shows the name of the open document, and the number of the page and line in which the cursor is located. If you open more than one document at one time, each window has its own Document Status line.

Field Start Character

The field start character indicates the beginning of a field. It can be any character except a paragraph symbol, a page break, or a space.

File

A file is a document at the B 20 operating system level. Each directory can have several files.

Footers

Footers are blocks of text your system inserts when it prints a document. The footer is the last text that prints on a page.

Form Document

A form document is the document into which you merge information from the records file.

Function Key Display

The Function Key display is a highlighted field, divided into ten sections corresponding to the ten variable function keys. The function key labels appear in reverse video indicating the operation each key performs.

Function Keys

Function keys perform operations such as opening and closing documents, underlining, and moving and copying text. There are two types of function keys: variable and dedicated.

Headers

Headers are blocks of text your system inserts when it prints a document. The header is the first text that prints on a page.

Initial Word Processor Screen

The Initial Word Processor screen is the screen that appears when you enter the command **PWP** from the Executive and press the **GO** key. It is divided into three sections: The Ruler display, an area of 20 or 21 blank lines, and the Function Key display.

Insert Mode

When the system is in insert mode, it automatically moves existing characters and spaces to the right to make room for inserted characters and spaces. The system is in insert mode if the red light on the **OVERTYPE** key is not lit. The system is normally in insert mode when you first turn it on.

Jump Feature

The Jump feature allows you to move the cursor through the text in specific increments, such as word to word, sentence to sentence, paragraph to paragraph, etc.

Keyboard

For text entry, the keyboard includes all the keys found on a standard typewriter. In addition, the keyboard has many function keys for performing word processing operations.

List Phrase Feature

The List Phrase feature allows you to list the names of the phrases you have stored. You can also display all or some of the text of each phrase.

Math Feature

The Math feature allows you to use the word processor to perform calculations, and then copy the result directly into your document.

Move Feature

The Move feature allows you to move text from one position to another within a document, or from one document to another. When you move text, the system moves the text to the new location and deletes it from its original location.

Node

If your B 20 is part of a networked cluster, the node is your system's name within the network.

Nonblank Underline

A nonblank underline is one that appears under characters but not spaces.

Nonrequired Breaking Hyphen

A nonrequired breaking hyphen prints only if the system breaks the text containing it at the end of a line. The system can break the text after the hyphen.

Number Keys

Number keys are located to the right of the typewriter keys. They include the dedicated function keys **GO** and **NEXT**, the numbers 0 through 9, the vertical bar (|), the backslash (\), the left brace ({), the right brace (}), the grave accent (`), the hyphen (-), and the decimal point (.).

Overstruck Characters

You use a required backspace to type one character over another (commonly called an overstrike).

Overtyp e Mode

When the system is in overtyp e mode, it automatically replaces existing characters and spaces with other characters and spaces as you enter them. The system is in overtyp e mode when the red light on the **OVERTYPE** key is lit.

Page Format Feature

The Page Format feature allows you to specify the dimensions of individual pages or whole documents. You use this feature to set the left, right, top, and bottom margins and to specify header and footer placement on the page.

Phrase Store and Recall Feature

The Phrase Store and Recall feature allows you to store frequently used text selections so that you can recall them and insert them into other text. You can also store and recall paragraph symbols and page break symbols.

Pitch

Pitch refers to the number of characters per inch (for example, 10 or 12 pitch).

Pitch Change Attribute

The Pitch Change attribute allows you to specify portions of text to print with alternate pitch (number of characters per inch).

Print Wheel Change Attribute

The Print Wheel Change attribute allows you to vary the typeface of the text. The system instructs the printer to stop printing so that you can change the print wheel during a printing operation.

Processing Unit

The processing unit includes the electronic components and circuitry the system uses to carry out your commands and process the text you enter.

Recall Phrase Feature

The Recall Phrase feature allows you to recall a phrase you have stored and insert it into your text.

Record Start Character

The record start character indicates the beginning of a record. It can be any character except a paragraph symbol, a page break, or a space.

Redo Feature

The Redo feature allows you to repeat many editing operations (for example, Search, Indent, etc.).

Remove Phrase Feature

The Remove Phrase feature allows you to delete stored phrases from the stored phrase file.

Required Breaking Hyphen

You use a required breaking hyphen in standard hyphenated expressions such as father-in-law. The system can break such an expression after each hyphen and if necessary, at the end of a line. The hyphen always appears in printed text.

Required Breaking Space

You use a required breaking space to print a blank space. The system can break text after the space if necessary.

Required Nonbreaking Hyphen

You use a required nonbreaking hyphen in text that you do not want broken at the end of a line. For example, if you type a required nonbreaking hyphen in an expression such as "figure 3-2", the system moves the entire expression to the next line if necessary.

Required Nonbreaking Space

You use a required nonbreaking space to ensure that the system does not break certain text at the end of a line (for example, the equation $A + B = C$).

Retype Feature

The Retype feature tells the system to repeat your most recent keystrokes. For example, you can duplicate a paragraph at other locations in the document by using the Redo feature immediately after you type the paragraph.

Ribbon Color Change Attribute

The Ribbon Color Change attribute allows you to print portions of text in an alternate color. Your printer must have a two-color ribbon installed.

Ruler Display

The Ruler display serves as a guide to help you format text. It appears at the top of both the Initial Word Processor screen and the Document screen. It is divided into inches, half-inches, and characters per inch. The Ruler display cursor parallels the movement of the cursor.

Search and Replace Feature

The Search and Replace feature allows you to locate all occurrences of specific text entries (strings) in a document (or a selected portion of the document) and replace them with a specified string.

Search Feature

The Search feature allows you to locate the next occurrence of a specific text entry (string) from the cursor position in the document .

Serpentine Columns

You can use the Serpentine Column feature to enter text in continuous columns, like a magazine or newspaper. Text wraps within the column boundaries; when it reaches the bottom of a column, the text continues at the top of the next column.

Spooled Printing

With spooled printing, clustered systems can use one printer attached to a master workstation. Documents to be printed are stored in one queue (spooler) which controls the printer.

Struck-out Text

The Professional Word Processor allows you to produce characters that are struck over by hyphens when the text prints.

Subscript Characters

Subscript characters print one-half line below the normal text line.

Superscript Characters

Superscript characters print one-half line above the normal text line.

Synchronized Columns

You can use the Synchronized Columns feature to align columns of related text side by side. Column widths and lengths do not have to be equal.

System Hardware

The system hardware consists of the keyboard, the display, the processing unit, disk drives, and in most cases, a printer.

System Software

The system software consists of the Professional Word Processor, the B 20 Operating System (BTOS), and possibly other application programs.

Tabbed Columns

Tabbed columns are useful for entering statistical or numerical data in tables. The Math features operates on tabbed columns.

Template Record

A template record is the first record of any records file. It defines the record format for that file. It contains eight fields; each field represents a particular item in the record.

Text Alignment

Text alignment refers to the positioning of text between the left and right page margins. There are five text alignment options: Indented, Centered, Flush Left, Flush Right, and Justified.

Text Area

The Text Area appears on the Document screen. You can open as many as seven documents and seven windows within the Text Area.

Thumbing Feature

The Thumbing feature allows you to move the cursor a specific percentage of a document's total length. Percentages are in multiples of ten; for example, 10%, 20%, 30%, etc.

Togethr (Keep Together) Feature

The Togethr (Keep Together) feature allows you to specify text sections that you want to remain unbroken during pagination. The system cannot separate them during Review and Print operations.

Typewriter Keys

Typewriter keys are arranged like the keys on a standard typewriter and function in a similar manner.

Underlining Attribute

The Professional Word Processor can produce three types of underlining: single, double, or nonblank (underlines characters only, not spaces).

Undo Feature

The Undo feature tells the system to undo your most recent word processing operation (except cursor movements). For example, if you delete text by mistake, you can restore it by using the Undo feature.

Variable Function Keys

Variable function keys can perform many different operations because the system allows you to change their functions. You can perform most operations and enter most commands using the variable function keys. They are located in the row directly above the typewriter keys and are labeled **f1** through **f10**.

Visible Feature

The Visible feature lets you see (on the screen, not on the printed copy), the edit code characters the system inserts into text.

Volume

Each disk (hard or floppy) is called a volume. When you request files from a volume other than the current path, you must surround the volume name with square brackets ([]).

Wild Card Character

The system has two wild card characters: an asterisk (*) and a question mark (?). The asterisk represents any string of characters; the question mark represents any individual character. For some operations, you can use wild card characters for file names (or portions of a name). The system then tries to match the portion of the name that appears before or after the wild card character and performs the requested operation for each matched file name.

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