WPS-PLUS/PC

Quick Lookup

digital™

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Product: WPS-PLUS/PC Version 1.0

Purpose of This Guide

This guide provides a quick reference to some major WPS-PLUS functions.

Audience

This guide is for people who have used WPS-PLUS but who want to be reminded about the steps involved in an operation, such as selecting a document, or an editor function, such as search.

Prerequisites

Before you use this guide, you should have:

- Completed the Getting Started lessons
- Used some basic WPS-PLUS functions

Associated Documents

These documents are part of the WPS-PLUS documentation set. Consult these documents for details about WPS-PLUS.

WPS-PLUS/PC Installation and Printer Tables

*WPS-PLUS/PC Getting Started*

WPS-PLUS on PC

WPS-PLUS/PC Editor Functions

WPS-PLUS/PC List and Sort Processing

WPS-PLUS Glossary

Conventions

Enter
Means type your response, then press a terminator key, such as RETURN or TAB.

Represents a function you press on the main keyboard; also used for special function keys.

Represents a function you press on a keypad; also used for arrow keys.

Represents the Gold key, labeled NUM LOCK on some keypads.

Represents a gold function you press on the main keyboard.

CTRL x
Means press the CTRL key while you press the designated key.

WPS-PLUS
Means WPS-PLUS/PC.

Documents

A WPS-PLUS document is any unit of text you create or edit with the WPS-PLUS Editor. Memos, letters, and lists are all WPS-PLUS documents.

Major document operations include:

Create
To start a new document. All WPS-PLUS editor functions are available.

Edit
To change an existing document. All WPS-PLUS editor functions are available.

File
To place the current version of a document in your WPS-PLUS Index.

Print
To print a document.

On-Line Help

To display a diagram of the WPS-PLUS Editor Function keys on the keyboard and other information about WPS-PLUS functions:

1   Help   when editing a document.

2   Follow the directions on the screen to display more information.

To display the Two-Dimensional Editor function keys:

Help   while using the TDE.

Basics

RUB and DELETE Functions

The following list shows how RUB and DELETE functions work in documents.

Press	To
[Rub Char Out]	Remove the character to the left of the cursor.
[Alt] [Rub Word Out]	Remove the word to the left of the cursor.
[Shift] [Del Char]	Remove the character the cursor is on.
[Del Word]	Remove the word the cursor is on, if cursor is on the first letter; or, remove the part of the word to the right of the cursor.

To replace the last character or word you have deleted:

█ [Shift] [Del Char] or █ [Del Word] .

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Composite and Multinational Characters

Composite Character

1 Type the first character.

2 Type the second character.

3 [Back Up] .

4 █ [D Dead Key] .

To add another character to the composite character, type the character and repeat steps 3 and 4.

DEC Multinational Character

1 [Alt] [Compose Character] .

2 Type the first character.

3 Type the second character.

See *WPS-PLUS Editor Functions* for a complete list of DEC Multinational Characters. You cannot substitute other characters.

To remove a composite or multinational character, use a RUB or DEL function key.

Not all terminals and printers support composite and multinational characters. See *WPS-PLUS Editor Functions* for more information.

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Creating and Editing Documents

Creating

1 Enter C at the Document Processing Menu.

2 Complete the Create form.

   Be sure to include the proper path name for the document. See *WPS-PLUS on PC* for more information about path names.

3 [Return] to process the form.

4 Insert text, change rulers, use editor functions, or request help, as desired. All editor functions are available.

5 [ ] [F File Docmt] to file the new document.

Editing

1 Enter E at the Document Processing Menu.

2 Complete the Edit form.

   Be sure to include the proper path name for the document. See *WPS-PLUS on PC* for more information about path names.

3 Insert text, change rulers and text, use editor functions, or request help, as desired. All editor functions are available.

4 [ ] [F File Docmt] to file the document.

To file the document without saving the edits from this session, press

[ ] [K Quit] as step 4.

The cursor is a marker on the screen, such as ▓ or _. The cursor shows your position in a WPS-PLUS menu, form, or document.

In Menus or Forms

See the chapter Menus and Forms.

In Documents

Arrow keys

Key	Moves cursor
[↑]	To the character or position above the cursor.
[↓]	To the character or position below the cursor.
[←]	One character to the left of the cursor.
[→]	One character to the right of the cursor.

Direction Keys

Key	Moves cursor
[Advance]	Forward one character. Sets a forward direction.
[Back Up]	Back one character. Sets a backward direction.

Distance Keys

| Key	Moves cursor to
Line	Start of next or previous line.
Shift · Page	Next or previous page marker.
Para	Start of next or previous paragraph.
Sent	Start of next or previous sentence.
Word	Start of next or previous word.

Gold Functions

Keys	Moves cursor to
▢ Advance	End of document. Sets forward direction.
▢ Back Up	Top of document. Sets backward direction.
▢ B Bot Docmt	End of document.
▢ T Top Docmt	Top of document.
▢ →	End of line.
▢ ←	Beginning of line.

Screen Keys

Keys	Moves Cursor
Next Screen	Forward through the document until a fresh screen of text displays.
Prev Screen	Backward through the document until a fresh screen of text displays.

To stop the cursor, press Alt   Interrupt .

Cut

To cut text:

1 Move the cursor to the first character in the text to be cut.

2 [Sel] .

3 Move the cursor until all the text you want to cut is selected.

4 Do one of the following:

- [Cut] to remove the text

- [ ] [Cut] to remove a copy of the text

The cut text is placed in the paste area. This text remains in the paste area until you use the cut function again.

Paste

To paste text:

1 Cut the text.

2 Move the cursor to the point where you want the text to begin.

3 Do one of the following:

- [Shift] [Paste] to insert the text and use the current ruler

- [ ] [Shift] [Paste] to paste the text with its original ruler

The function inserts a copy of the paste area contents.

To paste text into another document:

1 Cut the text.

2 [ ] [File Docmt] .

3 Create or edit the second document.

4 [Shift] [Paste] .

5 Enter Y when asked if you want to insert the contents of the paste area.

Control Blocks

To start and end an Editor Math control block:

⬜ 🔲 Cmnd .
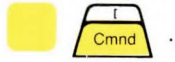
Control Block Commands	Purpose
FORMULA	Begins an Editor Math equation.
ROUND	Rounds math results to the sixth decimal place or according to a format string.
SET	Transfers values from math accumulators to a printable field; sets initial values.
WPSMATH	Starts a control block; must appear between control blocks containing START and END commands.
WPSMATH BEGIN	Begins an Editor Math area; required.
WPSMATH TOTAL	Shows where a total should be printed.
WPSMATH END	Ends an Editor Math area; required.
TRUNCATE	Truncates numbers to the sixth decimal place or according to a format string.

Sample Editor Math Exercise

In this sample, red shows calculations made by Editor Math when the cursor is advanced through the math area.

```
----------------- START CONTROL ---------------
WPSMATH
BEGIN
FORMULA <:D1> + <:D2> = <:D3>
FORMULA <:D1> + <:T1> = <:T1>
FORMULA <:D2> + <:T2> = <:T2>
FORMULA <:D3> + <:T3> = <:T3>
----------------- END   CONTROL ---------------
L-----------T-----------T----------T----------R
Employee    Sat         Sun        Total
L-----------,-----------,----------,----------R

Jones       45.12       90.20      135.32
Smith       50.10       100.00     150.1

----------------- START CONTROL ---------------
WPSMATH
TOTAL
----------------- END   CONTROL ---------------
Total       95.22       190.2      285.42

----------------- START CONTROL ---------------
WPSMATH
END
----------------- END   CONTROL ---------------
```

The Document Index

The documents you create with WPS-PLUS are stored in an index.

To access the index:

Enter I at the WPS-PLUS Document Processing Menu.

WPS-PLUS displays your document index with an asterisk next to your current document.

To change your current document:

Use ⬆ and ⬇ .

Use the following keys to change the information in your index or to locate a specific document in your index:

Press	To
Find	Enter a Search Key phrase to find a specific document.
Sel	Rename the current document.
Return	Select a new current document and return to the Document Processing Menu.
Exit Screen	Return to the Document Processing Menu without changing any index information.

Indexes for Diskette-Based Systems

If you are using a diskette-based system, your documents should be stored on the diskette you install in drive B. To display the index of WPS-PLUS documents stored on drive B:

Enter I B: at the WPS-PLUS Document Processing Menu.

WPS-PLUS displays an index of WPS-PLUS documents stored on Drive B.

Index B: becomes your default index until you change it by specifying a different index.

Indexes for Hard Disk Systems

If you are using a hard disk system, you can have more than one index for your documents. If you are storing your WPS-PLUS documents on directory C:\JONES

Enter I C:\JONES at the Document Processing Menu.

WPS-PLUS displays an index of WPS-PLUS documents in Directory C:\JONES on your hard disk. Index C:\JONES becomes your default index until you change it by specifying a different index.

Bolding, Uppercasing, Underlining

1   Select the text to be highlighted.

2   Press the highlight key:

Press	To
`Bold`	Bold
`Upper Case`	Capitalize
`Under Line`	Underline

Removing Highlighting

To remove bolding, uppercasing, or underlining:

1   Select the text.

2   ▮ .

3   `Bold` , `Under Line` , or `Upper Case` .

Centering

1   Type a line of new text, or move the cursor to the end of an existing line.

2   ▮   `Centr` .

To remove centering:

1   Move the cursor to the centering mark. (The centering mark appears at the end of the centered line; use Gold VIEW if you are unsure of its placement.)

2   `Shift`   `Del Char` to remove the marker.

Nonbreaking Hyphen

[—]

Press the hyphen at the point where the word should be hyphenated. The hyphenated word will not be broken in the printed document.

Breaking Hyphen

[ ] [Print Hyph]

Press the function at the point where the word should be hyphenated. If necessary, WPS-PLUS will break the word where the hyphen appears.

Invisible Hyphen

To add an invisible hyphen as you type:

1   Type the characters before the hyphen.

2   [Shift] and [ ] [Print Hyph] at the same time.

3   Finish typing the word.

If necessary, WPS-PLUS will break the word where the hyphen appears. However, no hyphen appears on the screen until the word is broken. Use view mode to display an invisible hyphen symbol.

To add an invisible hyphen to existing text:

1   Move the cursor to the character that follows the hyphenation point.

2   [Shift] and [ ] [Print Hyph] at the same time.

Library and abbreviation documents contain frequently used text you can insert into a document at any time.

Store text under two-letter abbreviations in an abbreviation document or under short phrases in a library document.

Creating

To create an abbreviation or library document:

1 Create a document.

2 Type two left angle brackets, <<.

3 Type a two-character abbreviation or a short phrase.

4 Type two right angle brackets, >>.

5 Type the stored text.

6 Repeat steps 2 through 5 to include more stored text.

Here is a sample library document:

```
L- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -R
<<para1>>We wish to inform all our customers that our
Grand Spring Sale has been extended until the end of this
month.

We hope you can all attend.

<<para2>>Thank you for your generous support.  We hope to
see you at our opening ceremony this spring.  Our
representatives will be in touch with you.
```

Here is a sample abbreviation document:

```
L- - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -R
<<de>>Digital Equipment Corporation <<JW>>John W.
Winterhaven of the International Labor Union <<a1>>Mr.
and Mrs. Johnson
301 Lake Street
Nashua, NH

<<el>>Electric Salvage Company
<<bK>>Barbara Kelchy
<<in>>Insurance Investigators, Inc.
<<Km>>Kilometers per hour
```

Using Library and Abbreviation Documents

To use a library or abbreviation document:

1 [Menu] to display the Editor Menu.

2 Enter LD or AD and specify the correct library or abbreviation document.

3 Enter OK to return to the editor.

4 Move the cursor to where you want the stored text inserted.

5 [Libry] or [Abbrv].

6 Type the appropriate short phrase or abbreviation.

If you are using a library document, press [Return] to insert the text. If you are using an abbreviation document, WPS-PLUS inserts the text as soon as you type the two-letter abbreviation.

List and Sort Processing combine data from list and form documents, according to your instructions, as given in a specification document. You create and file these documents as you would any others.

List Document

List documents are lists of information you gather in logical groups called records. Records consist of field names and field values.

```
<Title>Ms.
<First>Jane
<Last>Brown
<Street>10 First Street
<Town>Middleton
<County>
<Postal>01234
<Country>USA
<Amount>$150.45
<>

<Title>Mr.
<First>Samuel
<Last>Byron
<Street>55 High Street
<Town>Grantham
<County>Lincolnshire
<Postal>GR1 OBT
<Country>England
<Amount>L40.00
<>
```

Form Document

A form document is a template. During list processing, the system inserts data from a list document into a form document. A sample form document follows:

```
August 15, 1985

Dear <Title> <Last>:

Thank you for your recent order.  Your purchases, in the
amount of <Amount> will follow within ten days.

Sincerely,

ACME Company
```

List Specification Document

A list specification document contains your instructions about how to process the list document. Instructions may include the following statements:

AND
BUT NOT IF
IF
OR
OR LESS
OR MORE
PROCESS RECORD
THEN
THROUGH
THRU

To create a list specification document, combine field names, specification statements, math symbols, and constant data. For example:

```
IF <Amount>=<$100.00> OR MORE
AND <Country>=USA
THEN PROCESS RECORD
```

To run List Processing, you must have the command PROCESS RECORD in the list specification document.

Sort Specification Document

A sort specification document contains your instructions about how to sort the records of a list document. Specifications may include the following statements:

AND
IN ASCENDING ORDER
IN DESCENDING ORDER
SORT ON

To create a sort specification document, combine field names and specification statements.

The following statement shows the format you use when you type a sort specification. Braces show where you should pick one word and brackets mean that the word is optional.

```
SORT ON <field name> IN { ASCENDING   } order [ AND ]
                        { DESCENDING }
```

For example:

```
SORT ON <Amount> IN ASCENDING ORDER AND
SORT ON <Country> IN ASCENDING ORDER
```

Output Documents

Output documents are documents WPS-PLUS creates when you run List or Sort Processing. For example, if you are processing letters for a mailing campaign, the output document contains all the letters created with List Processing.

Sample List Processing Output Document:

```
August 15, 1985

Dear Ms. Brown:

Thank you for your recent order.  Your purchases, in the
amount of $150.45 will follow within ten days.

Sincerely,

ACME Company
```

Sample Sort Processing Output Document:

```
<Title>Mr.
<First>Samuel
<Last>Byron
<Street>55 High Street
<Town>Grantham
<County>Lincolnshire
<Postal>GR1 0BT
<Country>England
<Amount>L40.00
<>

<Title>Ms.
<First>Jane
<Last>Brown
<Street>10 First Street
<Town>Middleton
<County>
<Postal>01234
<Country>USA
<Amount>$150.45
<>
```

Menus

Menus are lists of WPS-PLUS options. In most menus, each option is preceded by an abbreviation. To select an option, enter its abbreviation.

Forms and Fields

Forms allow you to enter specific information, such as document titles, in fields.

For example, if you enter C at the Document Processing Menu, WPS-PLUS displays the Create form. The Create form contains a field for the title of the document you are creating.

When WPS-PLUS enters a field value for you, the value is called a default value.

The following list defines the actions you can take on a form.

Use	To
Tab	End a field and place the cursor at the beginning of the next field.
Rub Char Out	Delete a character to the left of the cursor.
Alt Rub Word Out	Clear the field the cursor is on.
Exit Screen	Cancel a form and return to the previous menu or form.
↓	Move the cursor to the next field.
←	Move the cursor left, toward the beginning of a field.

[→]	Move the cursor right, toward the end of a field.
[↑]	Move the cursor to the previous field.
[Alt] [Hyph Push]	Back up to a previous field.
[Space Bar]	Delete the character at the cursor; works in non-numeric fields.
[Return]	Complete and process a form.

or

[Enter]

Refer to the keyboard diagram at the back of this guide if you need help locating a function key.

Letting the System Paginate

The simplest way to paginate a document is to let WPS-PLUS paginate it for you at print time.

1   Enter P from the Document Processing Menu.

2   Fill in the Print Information form.

3   [Return] to print and paginate the document according to your current print settings.

Gold NEW PAGE

To manually indicate page breaks:

1   Move the cursor to the point where you want the page break to occur.

2   [ ] [New Page] .

3   Repeat steps 1 and 2 as needed.

Use Gold NEW PAGE to adjust page breaks created when you let WPS-PLUS paginate for you at print time.

Gold PAGE

To paginate your document page by page while editing:

1   [Gold] [Menu M] to check the CT (Set current text lines per page) setting.

2   If necessary, enter CT and change the CT setting to the desired page length.

3   Enter OK to return to the editor.

4   [Gold] [Shift] [Page] at the top of the document.

The cursor advances the number of lines indicated in the CT setting, and WPS-PLUS inserts a PAGE MARKER.

5   Repeat step 4 as necessary.

6   Set the Auto paginate setting on the Print Settings Menu to N before you print the document.

NOTE: Be sure your printer can accommodate the CT setting you indicate in step 2.

Automatic Gold PAGE

To paginate the entire document while editing:

1   [Gold] [Menu M] .

2   Enter PG at the Editor Menu.

3   Set the Auto paginate setting on the Print Settings Menu to N before you print the document.

To stop an Automatic Gold PAGE operation, press [Alt] [Interrupt] .

Simplest Printing

To print a document without changing print settings:

1   Enter P at the Document Processing Menu.

2   Fill in the Print Information form.

3   [Return] to print the document.

Changing Print Settings

To change print settings before printing a document:

1   Enter P at the Document Processing Menu.

2   Enter Y at the last prompt on the Print Information form.

3   Enter print settings, as desired, on the Print Settings Menu.

Canceling Printing

To cancel the print operation:

[Alt] [Interrupt] .

WPS-PLUS displays the Stop Printer Menu. Follow the directions on the screen to stop the printer or continue as specified.

Rulers

Sample ruler in the text:

```
L-----W----------T------------T--------------------R
```

Sample ruler when displayed with [yellow key] [Ruler] :

```
        1         2         3         4         5         6
....:....0....:....0....:....0....:....0....:....0....:....0..
L    W         T         T                   R
```

Ruler Settings

Setting	Meaning*
C	Centering point
D	Left margin with double spacing
F	Left margin with half-line spacing
H	Hyphenation zone
J	Justified right margin
L	Left margin with single spacing
N	Left margin with 1 1/2-line spacing
P	Paragraph indentation
R	Ragged right margin
T	Left-justified tab
W	Word wrap indentation
.	Decimal-aligned tab
>	Right-justified tab

*The effects of some settings can be seen in printed documents only.

Displaying Ruler Settings

[yellow key] [Ruler] .

Press [yellow key] [Ruler] again to return to text editing.

Moving the Cursor in a Ruler

Use the following keys to move the cursor in a displayed ruler:

- [→]
- [←]
- [Advance]
- [Back Up]
- [Word]
- [Line]

Inserting, Changing, Embedding Rulers

1 [ ] [Ruler] .

2 Insert, change, or remove settings.

- To insert a setting, type the setting.

- To change a setting, type over the existing setting.

- To delete a setting, move the cursor to the setting and [Space Bar] .

3 [Return] to embed the ruler.

Removing a Ruler

1 Move the cursor to the line below the ruler you will remove.

2 [ ] [Ruler] .

3 [Del Word] .

4 [Return] .

5 Advance the cursor to the next ruler or the bottom of the document to reformat text.

Wide Rulers

Use wide rulers to print documents up to 158 characters wide. Make sure your printer and paper will accommodate the wide setting.

1 [ ] [Ruler] .

2 [Advance] or [→] to the current right margin setting.

3 Move the cursor past 80 to the new right margin position.

4 Insert new settings, including a new right margin setting.

5 Do one of the following:

- [Return] to embed the wide ruler.

- Store the ruler, then embed it.

Stored Rulers

You can store up to ten rulers. Each ruler is stored under a number, from 0 through 9. The default ruler is the one stored under 0.

To store:

1 [ ] [Ruler] .

2 Type S while typing a single number from 0 through 9 to label the ruler.

3 Optionally, [Return] to embed the stored ruler.

Rulers

To use a stored ruler:

1 [yellow key] [Ruler key] .

2 Type the ruler number.

3 [Return] .

Go-to-Ruler

1 [yellow key] [Ruler key] .

2 [yellow key] [Advance] .

If you change ruler settings between steps 1 and 2, the new settings are embedded.

Search

To search for a phrase (one or more characters, words, numbers, tabs, returns or spaces):

1 [yellow key] [Srch key] .

2 Type the exact phrase you want to find (called the search phrase).

3 [Advance] or [Back Up] to set the direction and start the search.

Continue Search

To continue the search for the same phrase:

1 Use the Gold SRCH function to find the first occurrence of the search phrase and set direction for the search.

2 [yellow key] [Cont Srch key] .

Repeat step 2 as desired.

Search-and-Replace

To search for and replace the same phrase one or more times:

1 [Sel] .

2 Do one of the following:

- Type the new phrase to replace the old phrase, and [Cut] . This phrase is placed in the paste area.

- Select an existing phrase and [Cut]. This phrase is placed in the paste area.

- [Cut] if you want to delete the old text without replacing it.

3   [Srch] .

4   Type the exact phrase you want to find and replace, when prompted.

5   [Cont Srch & Sel] .

6   [Replc] when the phrase is found, to replace the old phrase with the new phrase.

Repeat steps 5 and 6 as often as desired. You can omit step 6 and continue with step 5.

## Global Search-and-Replace

To replace all occurrences of a phrase with a new phrase:

1   [Glbl Replc] .

2   Enter the old phrase, when prompted.

3   Do one of the following:

- Type the new phrase, when prompted. Then, [Enter] .

- [Shift] [Paste] to use the phrase in the paste area as the new phrase.

- [Enter] to delete the old phrase only.

- [Exit Screen] to cancel the operation.

Go-to-Page

To find a page number in a document already paginated with Gold PAGE, Automatic Gold PAGE, or Gold NEW PAGE:

1   [Srch] .

2   [Shift] [Page] .
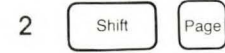
3   Do one of the following, when prompted:

- Type a page number.

- Type a relative page number. (Examples of relative page numbers include $+5$, -1, $+10$.)

4   [Return] .

Stopping a Search

To stop any search operation in progress:

   [Alt] [Interrupt] .

Subscripts and Superscripts

To Subscript or Superscript Characters

1 Move the cursor to the first character to be changed.

2 [Sel].

3 Move the cursor one place past the last character to be changed.

4 [   ] [Sub Script] or [   ] [Super Script].

To subscript or superscript one character, follow steps 1 and 4.

To Remove Subscripts and Superscripts

1 Move the cursor to the first subscripted or superscripted character.

2 [Sel].

3 Move the cursor one place past the last character to be changed.

4 Press the opposite function, [   ] [Sub Script] or [   ] [Super Script].

To change a single character, follow steps 1 and 4.

Use view mode to display a subscript or superscript symbol.

Starting the TDE

To start the Two-Dimensional Editor:

1 [   ] [TDE] to display the START PICTURE and END PICTURE markers.

2 [   ] [TDE] again to start the editor.

The picture markers separate and a status line displays on the bottom of the screen.

The TDE Pen

By default, the TDE pen is loaded with ink.

To draw horizontal and vertical lines with the pen:

1 [Enter] to turn on the pen.

2 Use the arrow keys to draw.

To load the TDE pen with another character or function:

1 [   ] [Enter].

2 Press the character or function you want to use.

Two-Dimensional Editor (TDE)

Selecting Areas

To select an area:

1 ⬛[Sel] to display the select symbol.

    The select symbol (⬚) marks the upper left corner of the area you want to select.

2 Move the cursor to the lower right corner of the area you want to select.

3 Press:

    • [Tab Pos] to create a box around the area.

    • 🟨 E to delete the area.

    • [Cut] and the arrow keys to move the area. Press [Enter] to paste the area down after you move it.

Getting Help

To display the TDE Help:

🟨 [Help] while using the TDE.

View mode displays text with special symbols.

To enter view mode:

🟨 [View] .

Note that you cannot use all editing functions from view mode. Some functions, such as Gold TOP DOCMT and Gold BOT DOCMT automatically return you to standard editing mode.

Special Symbols	Meaning
←	Return
⊥	Center
a	Subscript
q	Superscript
. . . .	Soft space
o	Word wrap
→	Tab
⊣	Paragraph marker
/	Breaking hyphen
/	Invisible Hyphen
^	Nonbreaking space

To exit view mode:

🟨 [View] .

SPECIAL
FUNCTION
KEYS

MAIN KEYBOARD

KEYPAD
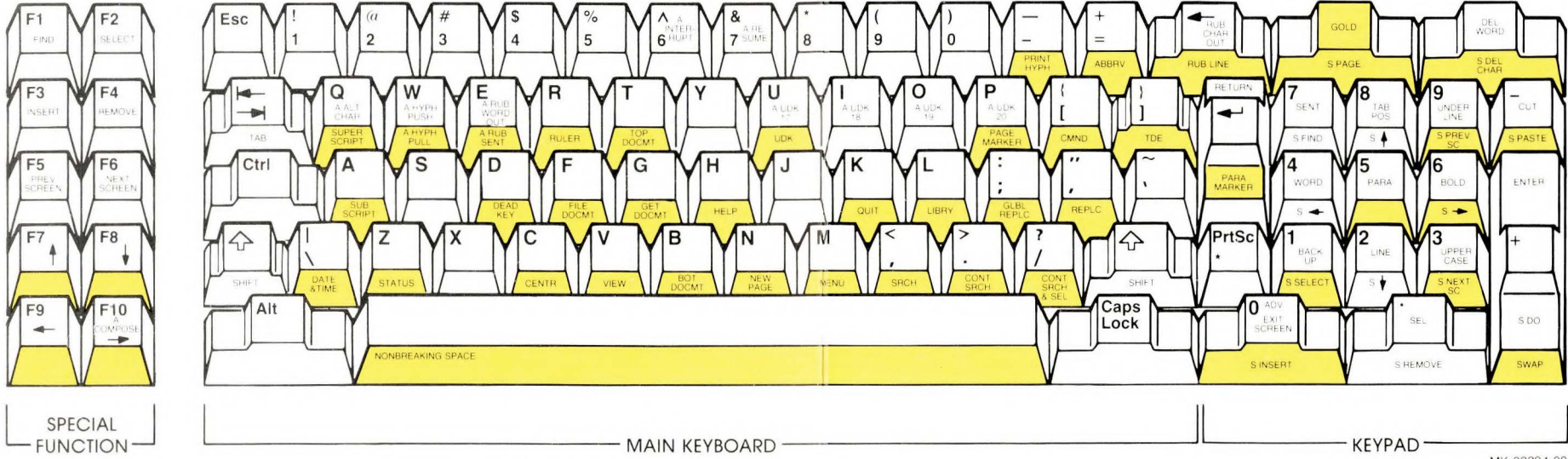
MK-02294-00

S/x   Means hold down the
      SHIFT key while you press
      the function key

A/x   Means hold down the ALT
      key while you press the
      function key

WPS-PLUS Editor Functions on the PC Keyboard

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