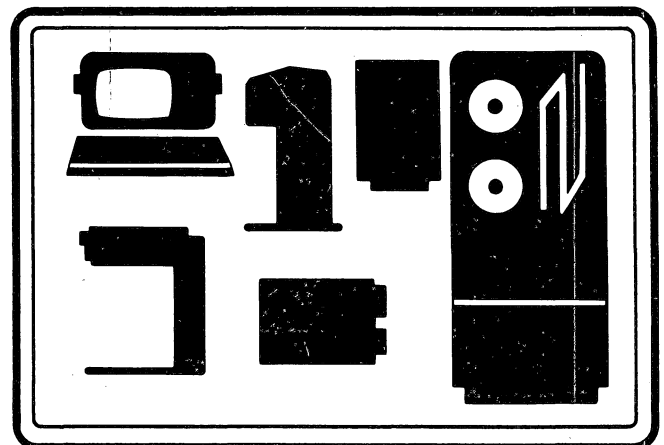
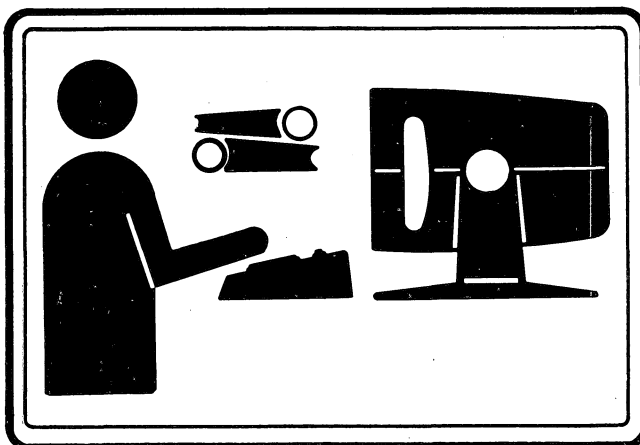
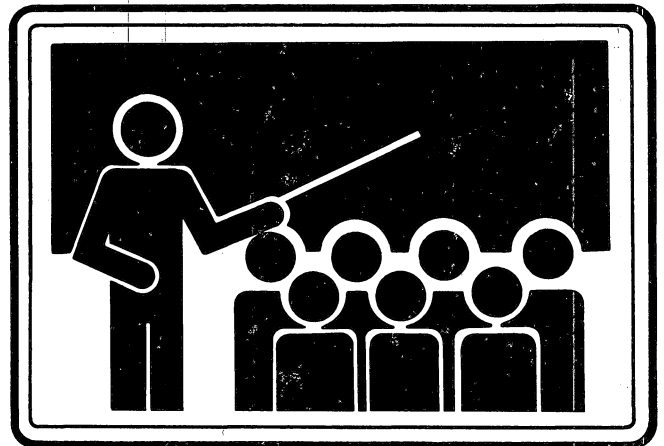
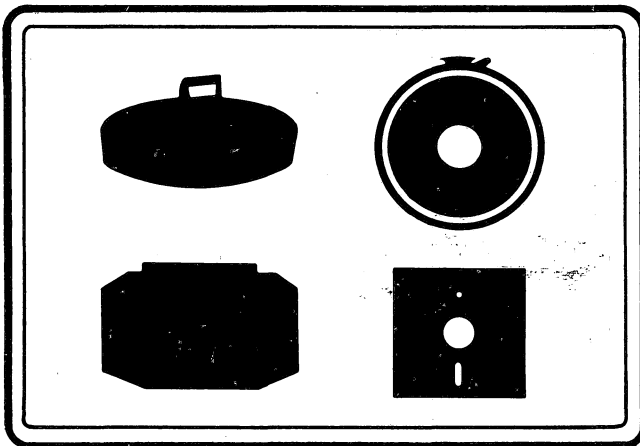


**OA141  
GETTING STARTED WITH  
CEO<sup>®</sup> WORD PROCESSING**

**STUDENT HANDOUT**



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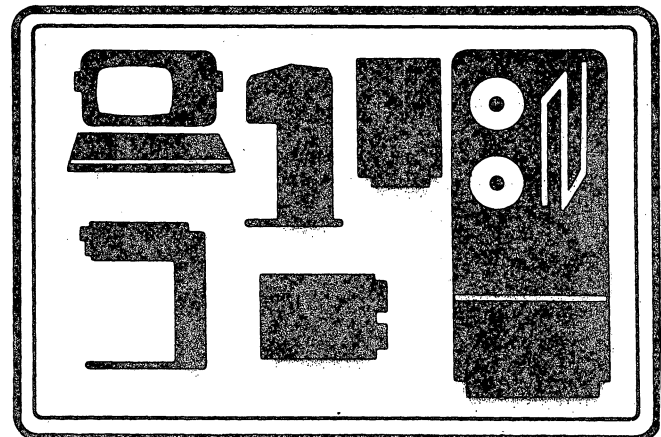
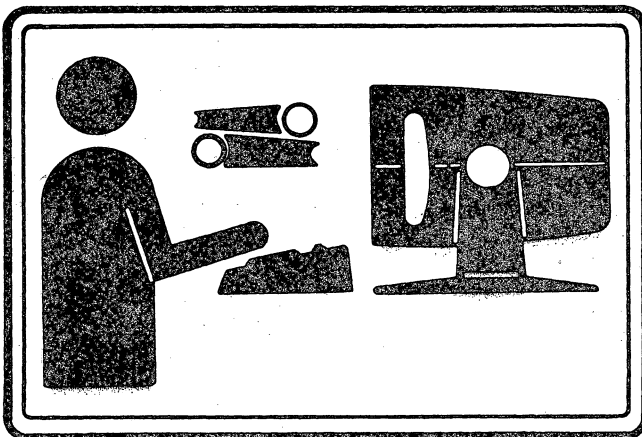
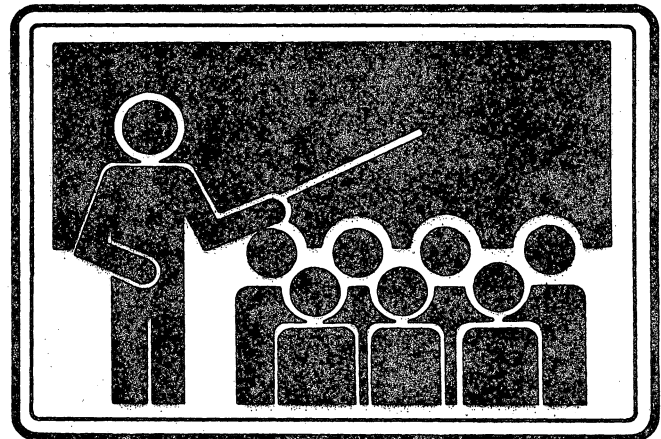
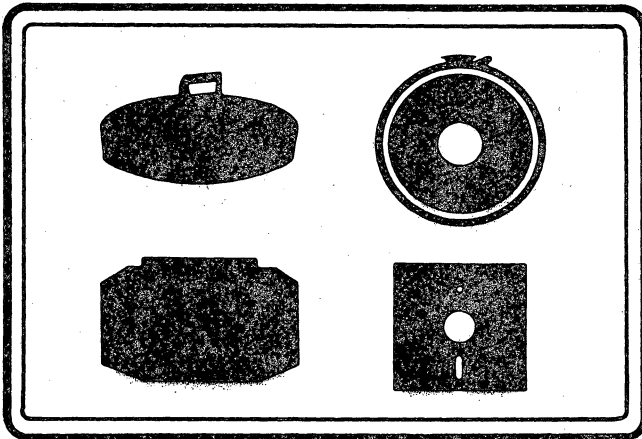
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**OA141  
GETTING STARTED WITH  
CEO<sup>®</sup> WORD PROCESSING**

**STUDENT HANDOUT**





## GETTING STARTED WITH CEO® WORD PROCESSING

### Duration

Two days.

### Course Summary

An intensive hands-on class that introduces the fundamentals of CEO® Word Processing, Filing, and Printing.

### Audience

This course is intended for those people whose job responsibilities require the use of word processing.

### Prerequisite

Typewriter keyboard experience.

### Training Facility Requirements

- Large, well-ventilated classroom.
- One terminal per student and a terminal for the instructor. if available.
- Printer nearby.
- Overhead projector.
- White board, chalkboard, or blank flip chart for instructor's use.
- Instructor should have a copy of the Student Handout along with the Instructor's Guide.

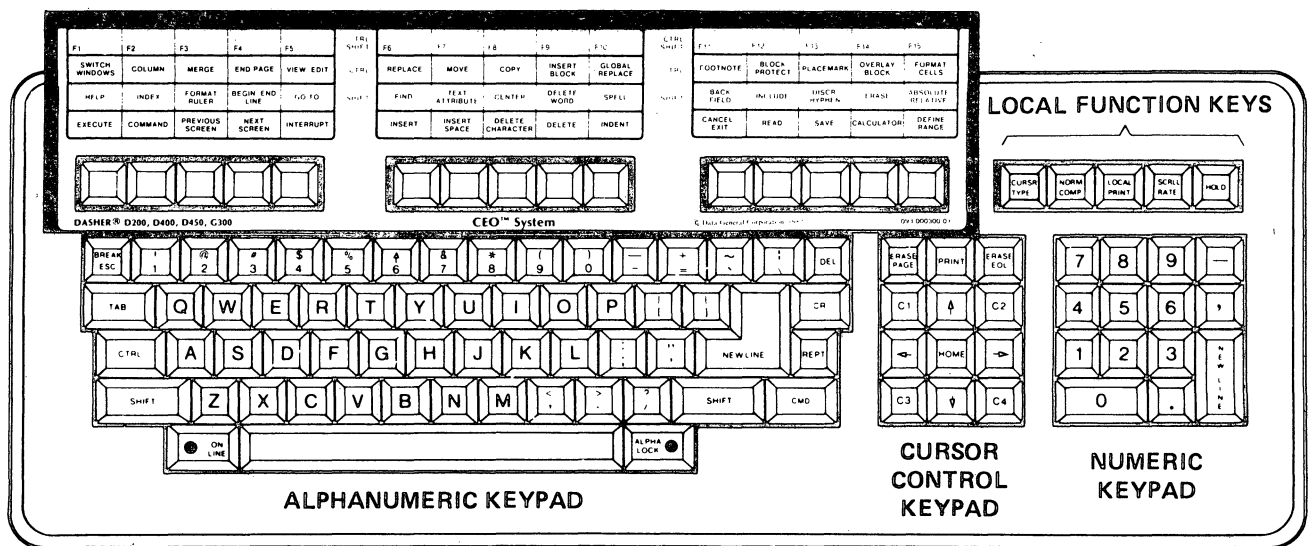


MODULE 1  
**INTRODUCTION TO CEO®**

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the student should be able to:

1. Recognize the DASHER® terminal and keyboard.
2. Log on and off the system.
3. Recognize CEO menus.



CS01954

Figure 1.1 The CEO Keyboard



## Logging On and Off the System

To log on to the computer system and CEO:

1. Turn the terminal on.
2. Press the **NEW LINE** key.
3. The system prompts for "Username." Type in a valid **USERNAME** and press the **NEW LINE** key.
4. The system prompts for "Password." Type in a valid **PASSWORD** and press the **NEW LINE** key. After entering a valid username/password combination, the system may display a ")" prompt. This prompt means that you have successfully logged on to the system.
5. If a ")" appears, type **CEO** at the ")" prompt.

The screen clears for just a few seconds, and the CEO Main Menu is displayed.

To exit CEO, and to log off the computer system:

1. Start with the Main Menu on your screen.
2. Press the **CANCEL/EXIT** function key. The system displays "Do you wish to exit from CEO? (Y/N)."
3. To exit CEO, type **Y** and press **NEW LINE**.
4. If the ")" appears, type **BYE** to log off the computer system. A message will be displayed on the terminal screen verifying the log off process.

## Choice Menus

To choose an option from a **CHOICE MENU**, type in the appropriate number and press **NEW LINE**, or use the **UP** and **DOWN** arrows to position the arrow on the appropriate number and press **NEW LINE**. To accept the system default, press **NEW LINE**.

### MAIN MENU

- >1. Mail (Read or send messages)
- 2. Edit document (Create or revise a document)
- 3. View document (Display a document)
- 4. Print document (Print a document on paper)
- 5. Filing (List or update files)
- 6. Calendar (Schedule and update appointments)
- 7. Utilities (Profile, user application, AOS interface)
- 8. Decision support (Create, model, and format information)

Enter choice: 1

## Object Menus

To choose an option from an **OBJECT MENU**, type in the appropriate number and press **NEW LINE**, or use the **LEFT** and **RIGHT** arrows to position the arrow on the appropriate number, and press **NEW LINE**. To accept the system default, press **NEW LINE**.

### Inbox for Maryann

Msg	Postmark	Cert	Sender	New	Subj
1	Mon Jul 23 10:04		Joanne White	Y	Timecard
2	Mon Jul 23 9:30	Y	John Laney	Y	Meeting
3	Tue Jul 21 4:15		Len Brown		CEO System

Pick one: (1. View, 2. File, 3. Reply, 4. Forward, 5. Delete,  
6. Reformat, 7. Print, 8. Remail) 1

## Fill-in Menus

A **FILL-IN MENU** prompts you for specific information about the function you would like to perform.

### Printing Specifications

For document: **Print Exercise**

For this printing only:

Copies: 1

Print which pages: 1-Last

Print document summary? (Y/N) N

Print as a draft copy? (Y/N) N

Use information from a print layout? (Y/N) N

For this and future printings:

Printer: 2 Change printer information? (Y/N) N

Left margin offset (tenths of an inch):

Justify right margin? (Y/N) Y

Print and save headers and footers? (Y/N) N

Set footnote characteristics? (Y/N) N

Print line numbers? (Y/N) N

Print index? (Y/N) N

Print user notes? (Y/N) N

Hyphenation: (1. none, 2. interactive) 1

Merge with a list document? (Y/N) N

Execute? (Y/N) Y

## Mini-Menus

A **MINI-MENU** is a smaller list of choices or options that overwrite the current screen display.

### Short Message

(To, cc, bc)  
To:

Subject:

```
+-----INTERRUPT MENU-----+
| ->1. Phone Message      (Take a phone message)
|   2. Short Message     (Compose and send a message)
|   3. Inbox              (Process received mail)
|   4. Calendar           (View and update appointments)
|   5. Reminder facility (Reminders and Things to do)
|   6. User directory     (Electronic mail directory)
|
| Enter Choice: 1
+-----+
```

File this message? (Y/N)

Execute? (Y/N)

**CEO Main Menu**

The **MAIN MENU** is the gateway to the CEO System. From this menu, you are able to access all of the major CEO components.

Msgs: New 0

July 23,84 9:00 am

Document:

**MAIN MENU**

- >1. Mail (Read or send messages)
- 2. Edit document (Create or revise a document)
- 3. View document (Display a document)
- 4. Print document (Print a document on paper)
- 5. Filing (List or update files)
- 6. Calendar (Schedule and update appointments)
- 7. Utilities (Profile, user application, AOS interface)
- 8. Decision support (Create, model, and format information)

Enter Choice: 1

To exit CEO, press the **CANCEL/EXIT** key.

If you need assistance (here or on any other menu or question), press the **HELP** key.

MODULE 2  
**BASIC INPUTTING**

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the student should be able to:

1. Recognize the concepts of the CEO Filing System.
2. Create a document from the Main Menu.
3. Input text.
4. Exit a word processing session and retrieve a document.
5. Correct typographical errors.
6. Set margins and tabs.
7. Center text between margins.
8. View documents.
9. Position the cursor with selected procedures.
10. Scroll through a document.
11. Access the on-line HELP facility.

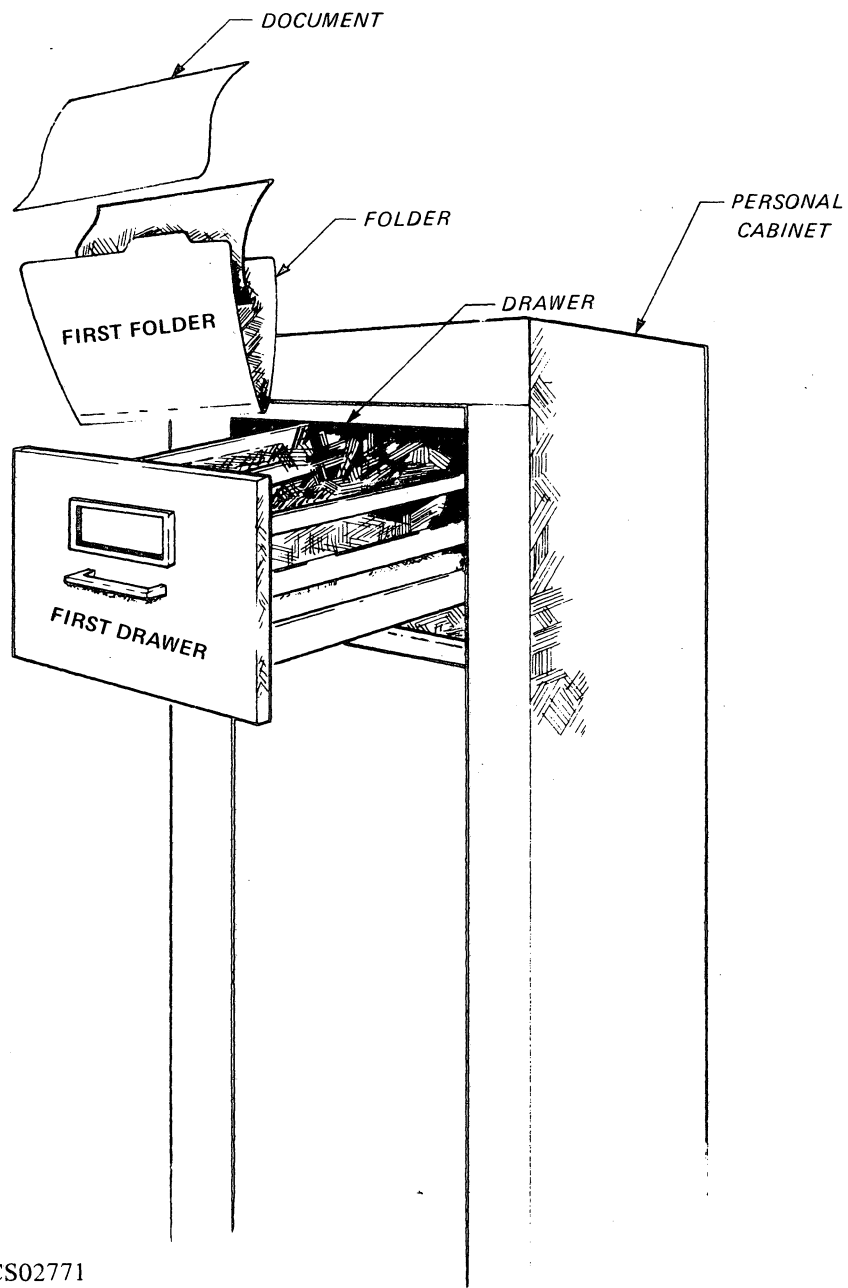
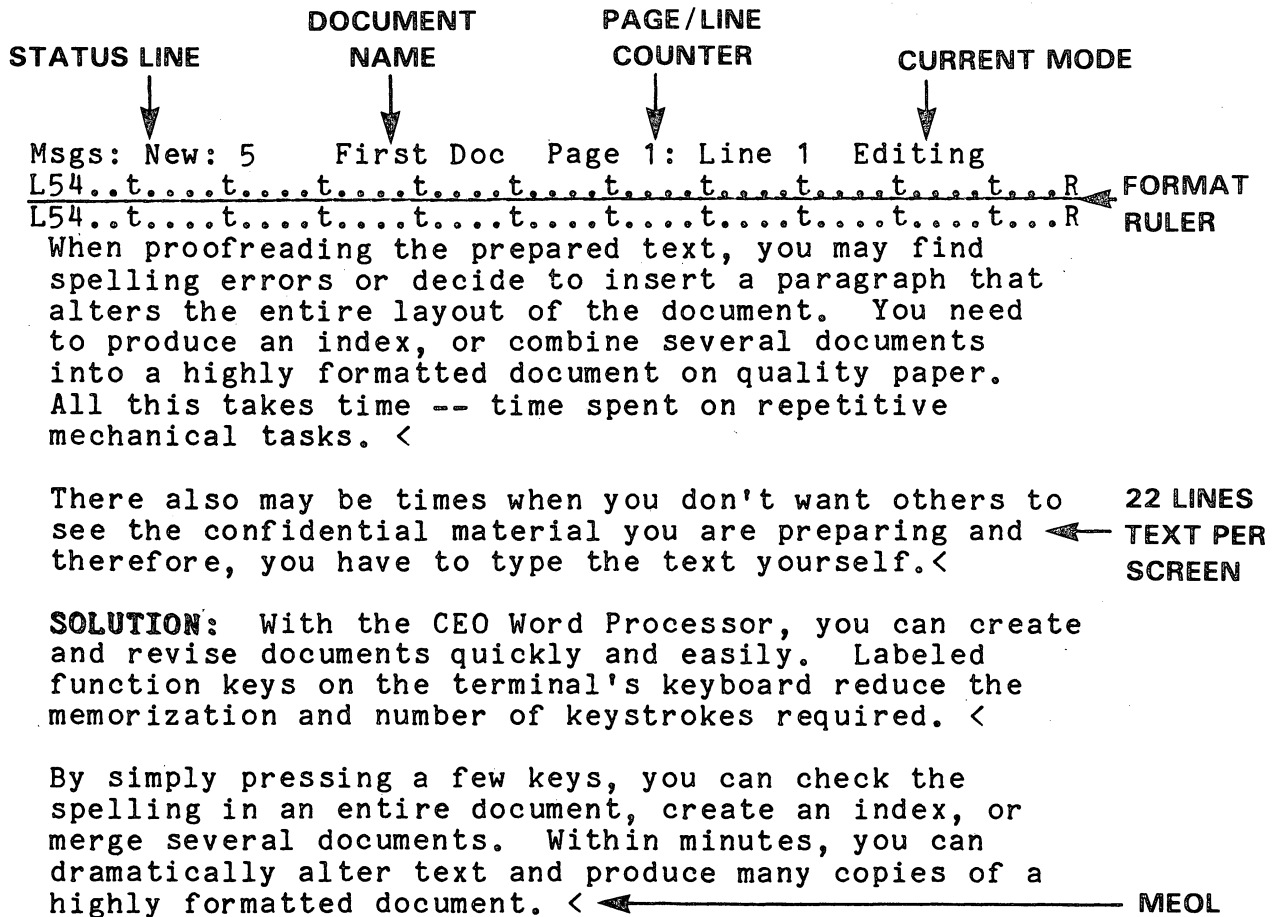


Figure 2.1 The CEO Filing System





CS03120

Figure 2.2 The Editing Screen

## Text Entry and Basic Correcting

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: First Doc

When proofreading prepared text, you may find spelling errors or decide to insert a paragraph that alters the entire layout of the document. You need to produce an index, or cobmine several documents into a hihgly formatt ed document on quality paper. All this takes time -- time spent on repetitive, mechanical tasks.

With the CEO word processor, you can create and revis documents easi ly and quickly. Labelled function keys onthe terminal's keyboard reduce the memorization and number of keystrokes required.

By simply pressing a few keys, you cna check the spelling in an entire document, create an index reference, or merge several documents. Within minutes, you can alter text and produce many copies of a highly formatted document document.

## CURSOR POSITIONING

KEY	FUNCTION
RIGHT ARROW	Moves the cursor one character position to the right.
LEFT ARROW	Moves the cursor one character position to the left.
UP ARROW	Moves the cursor to the preceding line.
DOWN ARROW	Moves the cursor to the next line.

## BASIC CORRECTING

KEY	FUNCTION
OVERTYPE	Types over existing text with new text.
DELETE CHARACTER	Deletes the character at the cursor position.
DELETE WORD	Deletes the word at the cursor position.
DEL	Deletes the character to the left of the cursor.
INSERT SPACE	Inserts one blank space at the cursor position.
SPACE BAR	Replaces the character at the cursor position and moves the cursor one position to the right.
ERASE EOL	Erases all characters from the cursor position to the end of the line.

DEFAULT FORMAT RULER

Lines Per  
Page

L54.t....t....t....t....t....t....t....t....t....t....R

Left  
Margin

Tab  
Stops

Right  
Margin

- Left margin in position 1.
- 54 lines per page.
- Tab stops every five positions.
- Right margin in position 80.

To edit your format ruler:

1. Position the cursor on the existing format ruler and press the **FORMAT RULER** function key.
2. To begin editing the ruler, press **EXECUTE**.
3. To change the left margin setting, position the cursor on the location at which you want the left margin to be set and type **L**.
4. To delete tab settings, use the **SPACE BAR** to delete the "t" on the format ruler, or overstrike the "t" with a "u".
5. To add tabs, position the cursor on the location at which you want the new tab stop to be, and type **t**.
6. To change the right margin setting, position the cursor on the location at which you want the right margin to be set and type **R**.
7. When you have finished editing the format ruler, press the **EXECUTE** function key. At the prompt "Vertical Spacing: 1," press the **EXECUTE** function key. The new margin and tab settings are reflected on the screen.

To center text between the left and right margins:

L54.t....t....t....t....t....t....R  
Center

- Type the text and press the **CENTER** function key. The text will automatically be centered between your current left and right margins. The CEO System inserts a special editing symbol at the left margin.

To place text at original position (uncenter):

- Position the cursor on the centering symbol and press the **DELETE CHARACTER** function key. Text will be shifted back to the left margin.

Centering will not occur:

1. When text lines are too long.
2. On lines that contain tabbed or indented text.

## Indenting Text

There are two methods for indenting text:

1. **TAB** key can be used to indent paragraphs or text on a line-by-line basis. Each time the tab key is pressed, the cursor will advance to the next tab position. The CEO System displays a special editing symbol when the **TAB** key is pressed.
2. **INDENT** function key can also be used to indent paragraphs. Unlike **TAB**, which works on a line-by-line basis, **INDENT** will set up a temporary left margin. CEO continues to use the temporary left margin until the **NEW LINE** key is pressed. CEO displays a special editing symbol when the **INDENT** key is pressed.



## Centering And Indenting Paragraphs

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: WP

### Word Processing

With the word processor, you type text as you would on a typewriter. However, you can also do things with this text that you can't do on a typewriter.

You can edit text as you type it, or after it's typed. You can rearrange text, add text, and erase text.

The CEO Word Processor's special editing features include:

- An automatic centering feature that centers text between the left and right margin settings.

- Automatic carriage return when you type the last word that will fit on a line.

- Adjustable format settings that let you change the margins, tab stops, and vertical spacing numerous times within the same document.

- Text realignment, which means that when you do change the margins and tab stops, the word processor automatically realigns the text to match them.

- The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

## CURSOR POSITIONING

**HOME** Moves the cursor to the top of the terminal screen. Pressed again, **HOME** moves the cursor to the bottom of the terminal screen.

**C1** The **WORD** key. Moves the cursor forward to the first character of the next word. **SHIFT** and **C1** pressed simultaneously, move the cursor backward to the first character of the previous word.

## SCROLLING THROUGH A DOCUMENT

KEY	FUNCTION
<b>NEXT SCREEN</b>	Lets you see the next 22 lines in a multi-line document.
<b>PREVIOUS SCREEN</b>	Lets you see the previous 22 lines in a multi-line document.
<b>SHIFT UP ARROW</b>	Pressed simultaneously, will continuously scroll text UPWARD on the screen. The <b>SCROLL RATE</b> key can be pressed to control the speed of the scrolling. The <b>HOLD</b> key may be pressed to freeze text. Pressed again, scrolling resumes. To stop continuous scrolling, press any key.
<b>SHIFT DOWN ARROW</b>	Pressed simultaneously, will continuously scroll text DOWNWARD on the screen. The <b>SCROLL RATE</b> key can be pressed to control the speed of the scrolling. The <b>HOLD</b> key may be pressed to freeze text. Pressed again, scrolling resumes. To stop continuous scrolling, press any key.

## CEO HELP

To access the on-line CEO HELP Facility:

1. Press the **HELP** function key. The system displays "First Level" help information.
2. To view the Electronic Manual, type **Y** to the prompt "Would you like to view the Electronic Manual? (Y/N)."

>>> Enter Choice <<<

The CEO System's many features are available for your use.  
Which of them do you want to use? These are your options.

- 1. Mail                 Send an electronic message, read your mail,  
                          mail an electronic document, set up  
                          mailing lists.
- 2. Edit                 Use the word processor to create or change  
                          an electronic document.
- 3. View                 Display an electronic document at your  
                          terminal.
- 4. Print                Make a paper copy of an electronic  
                          document.

---

To scroll the Help Display, press the NEXT SCREEN or PREVIOUS  
SCREEN keys.

For help on how to use the electronic help facility, press  
the HELP key.

Would you like to view the Electronic Manual? (Y/N)

**There are 20 more lines in this display.**

Now viewing manual - Press GO TO and topic to see more

## THE CEO ELECTRONIC MANUAL

You are viewing the Electronic Manual for your CEO System. This manual covers the following major topics:

- How to Use This Manual**
- Using CEO Electronic Mail
- Editing Documents
- Viewing Documents
- Printing Documents
- CEO Electronic Filing
- CEO Electronic Calendar
- The Utility Functions Menu
- Running User Applications
- The List Processing Facility
- The Interrupt Mini Menu
- CEO Electronic Calculator
- CEO Spelling
- Decision Support Facilities
- Naming Conventions and System Limitations
- Glossary of Terms

## Outline Format

### Independent Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Outline

### On-Line Help

By presenting clear menu choices, special function keys, and traditional office terminology, Data General's CEO system is easy to learn and use. In addition, the CEO System provides HELP for any questions you may have. The forms of HELP available on your terminal are:

1. Immediate HELP on a specific question or command.
2. An electronic manual, which discusses the entire CEO system.
3. An index for quick references.

No matter what part of the system you are using, if you do not understand a menu item, question, or command, press the HELP function key. The system displays helpful information relative to your location in the menu. HELP explains the items currently appearing on the screen, what your choices are, and how to make a selection.

If the help text that initially appears on the screen does not give you enough information, or you want information on a different topic, the CEO System provides additional in-depth explanations in an electronic manual.

The CEO System also provides a HELP Index of the available HELP topics. When uncertain of a specific subject you want information on, scan this index until you find the topic.





MODULE 3  
BASIC EDITING

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the student should be able to:

1. Create a document with multiple formats.
2. Move the cursor to specific locations.
3. Separate and combine paragraphs.
4. Add text to a document.
5. Delete text in a document.
6. Move and copy text.
7. Find and replace text.
8. Use text attributes to complement text.
9. Create and use decimal tabs.

## Multiple Formats

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Formats

One of the first things you'll see on the terminal screen is a list of options on a MENU. You pick and choose the activities you want the CEO Word Processor to perform from the menu. The word processor offers several different types of menus:

CHOICE Menus are vertical lists of options. The first menu you see when you start working with the word processing system is a choice menu.

FILL-IN Menus require you to answer several questions about how you want a job performed. OBJECT Menus display lists of objects (such as existing documents) and a horizontal list of actions you can take with them. You choose the specific objects you want to work with, and the type of work you want to do.

MINI-MENUS overwrite other menus or screen displays.

The CEO System is menu-oriented for ease of use. The menus contain clear choices so little memorization is required.

## CURSOR POSITIONING

Another means of moving the cursor to a specific location within a document:

**BACKFIELD** Moves the cursor to the end of the previous line of text.

**BEGIN/END  
LINE** Moves the cursor to the beginning of the current line of text.

Pressed again, moves the cursor to the END of the line.

## CURSOR POSITIONING

The GO TO function key, plus the key or symbol in the left-hand column, moves the cursor to the area noted in the right-hand column.

KEY	FUNCTION
UP ARROW	The beginning of the document.
DOWN ARROW	The end of the document.
LEFT ARROW	The top of the current page.
RIGHT ARROW	The bottom of the current page.
A Page Number	The top of a specific page.
Period (.)	The end of the current sentence.
NEW LINE	The next mandatory end of line.

## SEPARATING AND COMBINING PARAGRAPHS

To separate paragraphs:

1. Position the cursor on the first letter of the word where you want to start a new paragraph.
2. Press the **CR** (carriage return) key twice. (Once to separate the paragraphs, and a second time to add a blank line between the paragraphs.)

To combine paragraphs:

1. Position the cursor on the MEOL (mandatory end-of-line) symbol located between the two paragraphs you wish to combine.
2. Press the **DELETE CHARACTER** function key.

## Separating and Combining Paragraphs

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Paragraphs

The CEO System is a secure and private system. Each time you attempt to use the CEO System, it asks you for your name and password. If you do not give the correct password for the name you've entered, the system will not give you access. Unless you give another person your password, no one can enter the system using your name. CEO also ensures privacy and confidentiality of your messages, filed documents, and calendar entries. You decide who can access them and who cannot.

## ADDING TEXT

To add new text at the end of a document:

1. Press the **GO TO** function key and then the **DOWN ARROW** to move the cursor to the end of the document.
2. Enter in the new text.

## Adding Text

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: WP

### Word Processing

With the word processor, you type text as you would on a typewriter. However, you can also do things with this text that you can't do on a typewriter.

You can edit text as you type it, or after it's typed. You can rearrange text, add text, and erase text.

The CEO Word Processor's special editing features include:

- An automatic centering feature that centers text between the left and right margin settings.

- Automatic carriage return when you type the last word that will fit on a line.

- Adjustable format settings that let you change the margins, tab stops, and vertical spacing numerous times within the same document.

- Text realignment, which means that when you do change the margins and tab stops, the word processor automatically realigns the text to match them.

- The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

CEO Word Processing is just one component of the CEO System. This training course focuses on the word processing aspects of the CEO System. However, Word Processing can be used in conjunction with CEO Electronic Mail, CEO Filing, CEO Spelling, CEO Administrative Support, and CEO Decision Support.



To insert text into the body of an existing document:

1. Position the cursor at the location where you want to add text.
2. Press the **INSERT** function key. All text positioned after the cursor is moved down as the word processor opens a "window" in which you can add as much text as you need.
3. Type the additional text in the window.
4. Press the **EXECUTE** function key. This closes the "window" and returns you to Editing Mode.

## Inserting Text Into The Body Of A Document

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: WP

### Word Processing

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- Text realignment, which means that when you do change the margins and tab stops, the word processor automatically realigns the text to match them.

- The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.

- A viewing facility, which lets you see a document on the terminal screen without the special editing symbols it uses.

- Wide document support, which allows you to create and edit documents up to 160 characters wide.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

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## DELETING TEXT

To delete a block of text within a document:

1. Position the cursor on the first character of text you wish to delete and press the **DELETE** function key.
2. Move the cursor to the last character of the block and press **DELETE** once again. **CEO highlights** the defined block of text.
3. To delete the highlighted block, press the **EXECUTE** function key. Or, if, at this point, you **DO NOT** want to delete the defined block of text, press the **CANCEL/EXIT** function key to return to Editing Mode.

To restore a deleted block of text:

1. Press the **COMMAND** function key, type in **UNDO**, and press the **NEW LINE** key. The last block of deleted text is automatically reinserted.

Remember:

- You can only restore the **LAST** text deleted.
- You can only use **UNDO** once per deletion.
- **UNDO** only applies to text that was deleted by use of the **DELETE** function key.

## Deleting Text

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: WP

### Word Processing

With the word processor, you type text as you would on a typewriter. However, you can also do things with this text that you can't do on a typewriter.

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The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.

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Wide document support, which allows you to create and edit documents up to 160 characters wide.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

CEO Word Processing is just one component of the CEO System. This training course focuses on the word processing aspects of the CEO System. However, Word Processing can be used in conjunction with CEO Electronic Mail, CEO Filing, CEO Spelling, CEO Administrative Support, and CEO Decision Support.

## Deleting Text

### Completed Exercise

#### Word Processing

With the word processor, you type text as you would on a typewriter.

You can edit text as you type it, or after it's typed. You can rearrange text, add text, and erase text.

The CEO Word Processor's special editing features include:

An automatic centering feature that centers text between the left and right margin settings.

Automatic carriage return when you type the last word that will fit on a line.

Adjustable format settings that let you change the margins, tab stops, and vertical spacing numerous times within the same document.

Text realignment, which means that when you do change the margins and tab stops, the word processor realigns the text to match them.

The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.

A viewing facility, which lets you see a document on the terminal screen without the special editing symbols it uses.

Wide document support, which allows you to create and edit documents up to 160 characters wide.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

CEO Word Processing is just one component of the CEO System. This training course focuses on the word processing aspects of the CEO System. However, Word Processing can be used in conjunction with CEO Filing, CEO Spelling, CEO Administrative Support, and CEO Decision Support.

Delete/  
Undo

Delete/  
Undo

## MOVING AND COPYING TEXT

To move a block of text to a new location in a document:

1. Position the cursor on the first character of text you wish to move and press the **MOVE** function key.
2. Move the cursor to the last character of the block and press the **MOVE** function key. CEO **highlights** the block of text.
3. Press the **EXECUTE** function key. The defined block of text is removed from the screen and held in temporary storage.
4. Move the cursor to the location at which you want to insert the block and press the **INSERT BLOCK** function key. The block of text is inserted at the specified location.

To copy a block of text:

- ⊙ The procedures for copying text are the very same as those listed above for **MOVE** with one exception:
  - The **COPY** function key is used instead of the **MOVE** function key.
- ⊙ When a block of text is defined and copied, the defined block of text remains in it's original location and a "copy" of the block is inserted in a new location.

## Moving and Copying Text

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: WP

#### Word Processing

With the word processor, you type text as you would on a typewriter.

~~You~~ You can edit text as you type it, or after it's typed. You can rearrange text, add text, and erase text.

The CEO Word Processor's special editing features include:

- copy* → An automatic centering feature that centers text between the left and right margin settings.
- Automatic carriage return when you type the last word that will fit on a line.
- Adjustable format settings that let you change the margins, tab stops, and vertical spacing numerous times within the same document.
- Text realignment, which means that when you do change the margins and tab stops, the word processor realigns the text to match them.
- The ability to type notes to yourself. These user notes appear when you edit the document. However, unless you want them to, user notes won't appear when you view or print the document.
- copy*  
*move* → A viewing facility, which lets you see a document on the terminal screen without the special editing symbols it uses.
- Wide document support, which allows you to create and edit documents up to 160 characters wide.

The CEO Word Processor streamlines text creation, editing, formatting, and printing. It can ease the entire process of creating and updating documents.

CEO Word Processing is just one component of the CEO System. This training course focuses on the word processing aspects of the CEO System. However, Word Processing can be used in conjunction with CEO Filing, CEO Spelling, CEO Administrative Support, and CEO Decision Support.

*move*

## FINDING TEXT

To find a single occurrence of a text sequence:

1. Press the **FIND** function key. The question "Find what?" is displayed.
2. Type in the text you want to locate and press **NEW LINE**. CEO finds the next occurrence of that sequence of text, moves the cursor to that position, and **highlights** the text.

To find every occurrence of a text sequence:

1. Press the **COMMAND** function key and then the **FIND** function key. The question "Find what?" is displayed.
2. Type in the text you want to repeatedly find and press **NEW LINE**. CEO finds the next occurrence, moves the cursor to that position, and **highlights** the text. CEO redisplayes the prompt "Find What?" and inserts the text string for which you previously searched.
3. To find the next occurrence, press **NEW LINE**.
4. To find a different text sequence, type in the new text sequence and press **NEW LINE**.
5. To stop finding any text sequence, press the **CANCEL/EXIT** function key.



## REPLACING TEXT

To replace a single sequence of text:

1. Press the **REPLACE** function key. The question "Replace what?" is displayed.
2. Type in the text sequence you want to replace and press **NEW LINE**. The CEO System finds the next occurrence of the text and asks "Replace with what?"
3. Type the text with which you want to replace the first sequence and press **NEW LINE**. The CEO System replaces the first sequence of text with the second sequence.

To selectively find and replace text:

1. Press the **COMMAND** function key and then the **REPLACE** function key. The question "Replace what?" is displayed.
2. Type in the text sequence you want to replace and press **NEW LINE**. The question "Replace with what?" is now displayed.
3. Type in the new text and press **NEW LINE**. The CEO System replaces the old with the new, moves to the next occurrence of the text sequence, and redisplay the question "Replace with what?" Press **NEW LINE** to replace the occurrence, or retype the response.
4. To skip an occurrence, press **FIND**. The CEO System will find the next occurrence without replacing the current one, and redisplay the question "Replace with what?"

To replace all occurrences of a text sequence:

1. Press the **GLOBAL REPLACE** function key. The question "Replace what?" is displayed.
2. Type in the text sequence you want to replace and press **NEW LINE**. The question "Replace with what?" is now displayed.
3. Type in the replacement text and press **NEW LINE**. Starting at the cursor position and ending at the end of the document, the CEO System finds and replaces all of the specified text.

When finding or replacing text:

- The CEO System searches between the current cursor position and the end of the document.
- If you type all lower-case characters, the CEO System will find both lower-case and upper-case occurrences of the text sequence. If you type all upper-case characters, the CEO System will only find EXACT matches.

## TEXT ATTRIBUTES

ATTRIBUTE	SYMBOL
Boldface	+ (Plus)
Underline	_ (Underscore)
Bold, Underline	* (Asterisk)
Double Underline	= (Equal Sign)
Superscript	^ (Up Arrow or Shift 6)
Subscript	v (Down Arrow or letter "v")
Overstrike	/ (Slash)
Usernote	! (Exclamation Mark)

To add or delete text attributes to existing text:

1. Move the cursor to the beginning of the text you want to change.

2. Press the **TEXT ATTRIBUTE** function key.

CEO prompts for: "Which text attribute (+,\_,\*,=,^,~,/,!)?"

3. Enter the appropriate symbol.

4. Move the cursor to the end of the text you want to change.

5. Press:

a. **TEXT ATTRIBUTE** to add the attribute.

b. **DELETE** to remove an attribute.

c. **CANCEL/EXIT** for no action at all.

## Text Attributes

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: TAB

### CEO Help

The CEO System provides HELP for any questions you may have. If you do not understand a menu item, question, or command, press the HELP function key. The system displays helpful information relative to your location in a menu. It explains the items currently appearing on the terminal screen, what your choices are, and how to make a selection.

If the help text that initially appears on the terminal screen does not give you enough information, or you want information on a different topic, the CEO System provides additional explanations in an Electronic Manual.

## DECIMAL TABS

**Decimal tab character: .**

L54.....d.....d.....d.....R

To create decimal tab stops:

1. Position your cursor on the existing format ruler and press the **FORMAT RULER** function key.
2. Press the **EXECUTE** function key.
3. Position the cursor on the location at which you want a decimal tab to appear.
4. Type in the letter d and press **EXECUTE**.
5. The message "Vertical Spacing: 1" is now displayed on the status line. Press **NEW LINE** to accept the default.
6. CEO now displays a message: "Decimal tab character: ."
7. If you want to use the "." as your decimal tab character, press **EXECUTE**. If you want to use another character (such as a \$ or ,), type in the character and press **EXECUTE**. The decimal tab stops are now reflected on your your format ruler.

## Decimal Tabs

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Decimals

#### Office Supplies:

Copy Paper	153.00
Paper Clips	8.63
Writing Tablets	28.42
Message Pads	13.75
Stamp Pad	.89
Pens	5.80
Binders	36.00
Rubber Bands	4.60

TOTAL:



## Text Attributes

### Independent Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Outline

Type the following text using text attributes where noted.

### On-Line Help

By presenting clear menu choices, special function keys, and traditional office terminology, Data General's CEO system is easy to learn and use. In addition, the CEO System provides HELP for any questions you may have. The forms of HELP available on your terminal are:

1. Immediate HELP on a specific question or command.
2. An electronic manual, which discusses the entire CEO system.
3. An index for quick references.

No matter what part of the system you are using, if you do not understand a menu item, question, or command, press the HELP function key. The system displays helpful information relative to your location in the menu. HELP explains the items currently appearing on the screen, what your choices are, and how to make a selection.

If the help text that initially appears on the screen does not give you enough information, or you want information on a different topic, the CEO System provides additional in-depth explanations in an electronic manual.

The CEO System also provides a HELP Index of the available HELP topics. When uncertain of a specific subject you want information on, scan this index until you find the topic.



MODULE 4  
CEO SPELLING

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the participant should be able to:

1. Utilize the on-line dictionary for spelling assistance.
2. Identify and correct spelling errors.
3. Obtain a hardcopy listing of spelling errors.

## Spelling Assistance

To check the spelling of a particular word:

1. Press the **SPELL** function key.
2. Type the first few letters of the word in question when prompted for "enter the start of the word..."
3. Press **NEW LINE** or **EXECUTE**. A list of all words in the dictionary which start with the letters you have specified, is now displayed on the terminal screen.
4. To move a word to the status line in your document for reference, position the cursor on the appropriate word and press the **EXECUTE** function key.

The **UP** and **DOWN ARROWS** will move the cursor up and down the list of words. The **C1** and **SHIFT/C1** keys will move the cursor from side to side.

The cursor automatically returns to its previous location in your document and you may then make any necessary changes.

5. **CANCEL/EXIT** may be used to cancel this operation.

Enter the start of the word in question:

L54.t....t....t....t....t....t....t....t....t....t1.OR  
L54.t....t....t....t....t....t....t....t....t....t1.OR

CEO Spelling uses two dictionaries: a standard dictionary provided by Data General, and an in-house dictionary that your CEO office manager builds and maintains. The CEO Spelling Facility checks spelling by comparing words in a document or on the screen with words contained in the dictionaries. If a word in your document doesn't match a word in one of the two dictionaries, CEO considers it a misspelled word.

## Screen-By-Screen Spelling Verification

To check for and correct misspellings screen-by-screen:

1. From Edit or View mode, press the **COMMAND** function key, then the **SPELL** function key. If there are unrecognizable words on the screen, CEO highlights them and displays an appropriate message on the status line.
2. To correct any or all of the highlighted words, answer Y to the prompt on the status line.

CEO positions the cursor on the beginning of the first highlighted word on the screen. You may correct the word by editing it or typing over it.

3. Use the **FIND** function key to move to each highlighted word on the screen. **FIND** automatically advances the cursor to each word highlighted by the spelling verification process. If you do not want to change a word, press **FIND** to proceed to the next highlighted word.
4. If you are unsure of the correct spelling of any word, press the **SPELL** function key for spelling assistance.
5. CANCEL/EXIT may be used to cancel this operation.

There are 6 words not in the dictionary. Do you wish to change them? (Y/N)

L54.t....t....t....t....t....t....t....t....t....t1.OR

L54.t....t....t....t....t....t....t....t....t....t1.OR

While using the word **procesor** to edit or view a document, you can use **CEO Spelling** to check the spelling of all words being displayed on the terminal screen. After comparing all words on the screen with the words in the dictionary, **CEO Spelling** will display a message informing you that no **mispelled** words appear on the screen or that there are words on the screen not **contianed** in the **dictionaryes**.

## Spelling Verification For An Entire Document

To obtain a printout of spelling errors for an entire document:

1. Choose option 7, Utilities, from the Main Menu.
2. Choose option 2, Spell. from the Utilities Menu. CEO displays the Full Document Spelling Verification Menu.
3. Supply the name of the drawer, folder, and document you are verifying (press NEW LINE after each entry).
4. Supply the name of the printer you will be sending your listing to and press NEW LINE. The CEO Spelling Facility checks the entire document and provides you with a hardcopy list of words in the document that are not contained in the dictionaries.

CEO Site Dictionary Summary Report  
CEO Spelling Result For

Drawer Name	First Drawer
Folder Name	First Folder
Document Name	WP

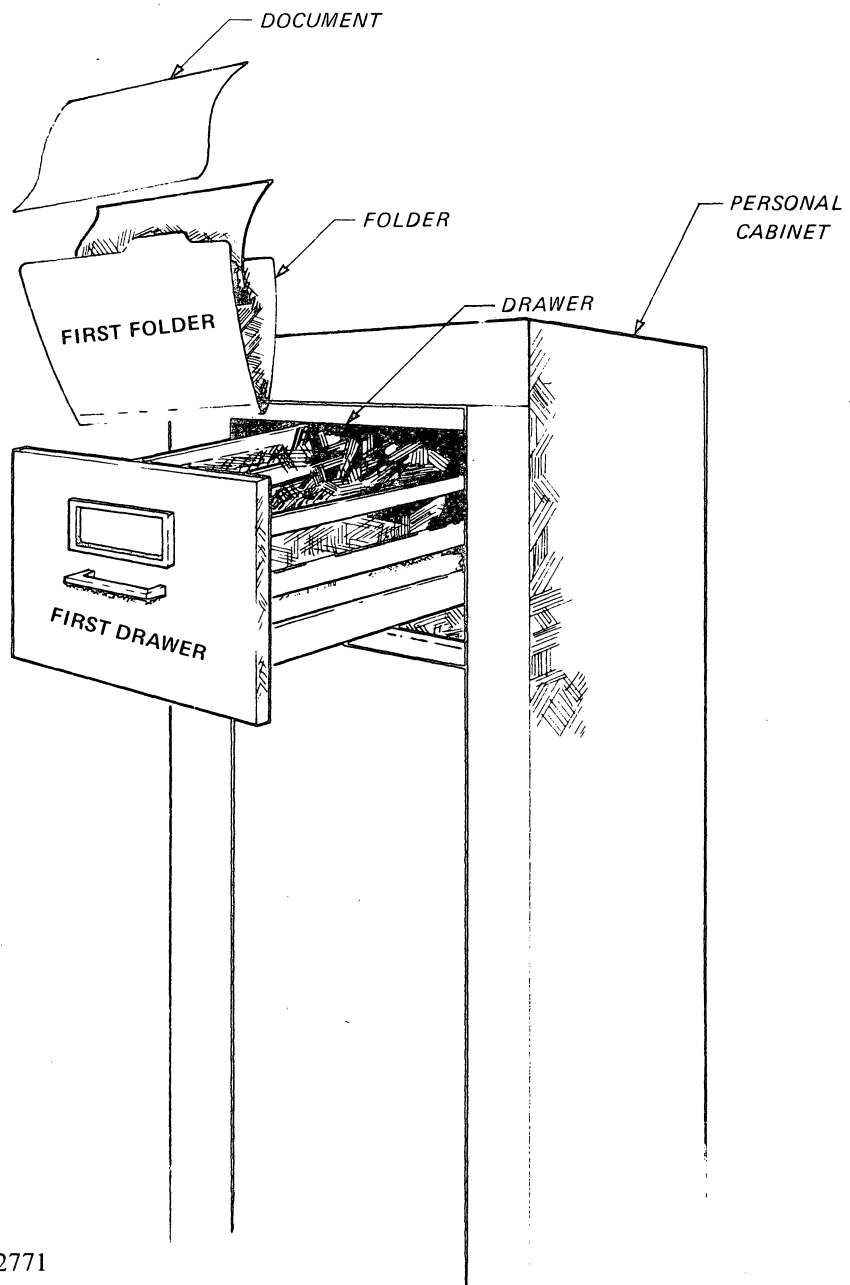
Processor	CEO	CEO	misspelled
contained	dictionaries		

MODULE 5  
INTRODUCTION TO CEO FILING

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the student should be able to:

1. Create and delete drawers, folders, and documents.
2. Identify various filing menus.
3. Retrieve a word processing document.
4. Rename drawers, folders, and documents.
5. Duplicate and move a document.
6. Print a filing system inventory.
7. Retrieve deleted documents from the CEO WASTEBASKET.



CS02771

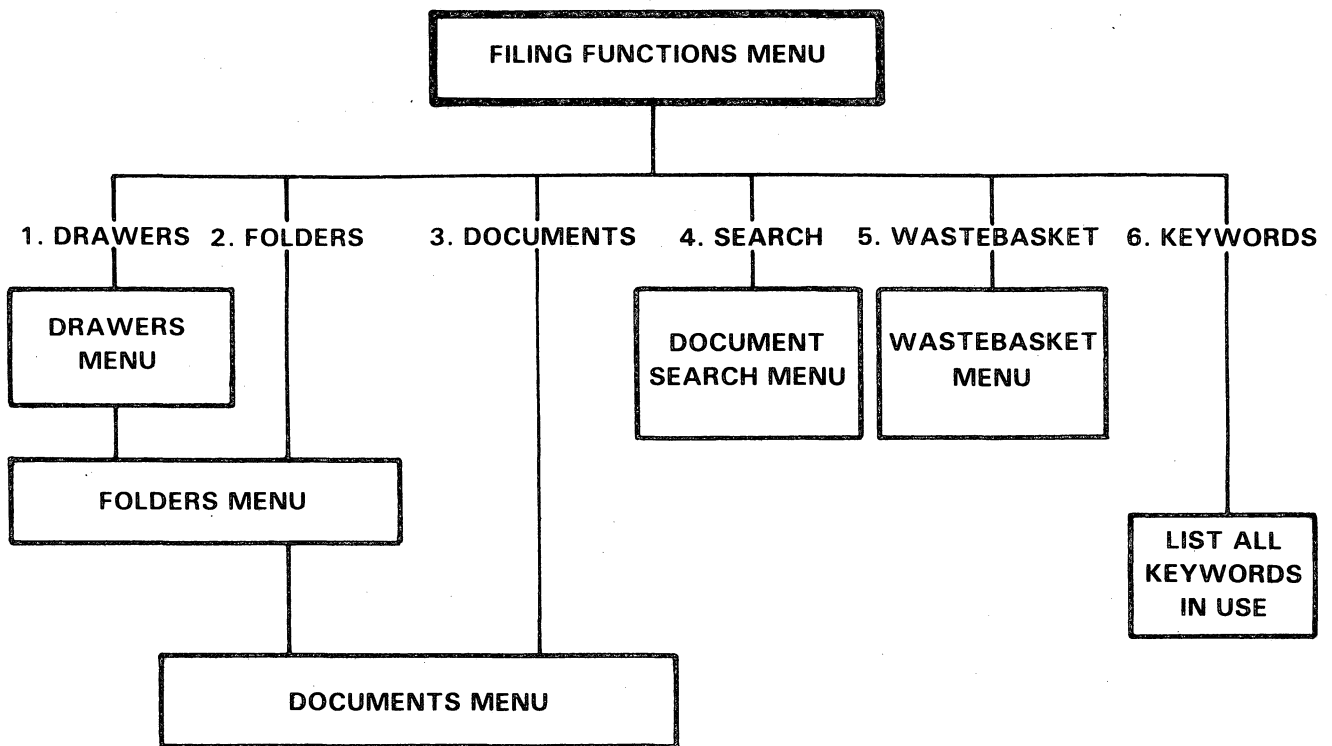
Figure 5.1 The CEO Filing System



## CEO Filing

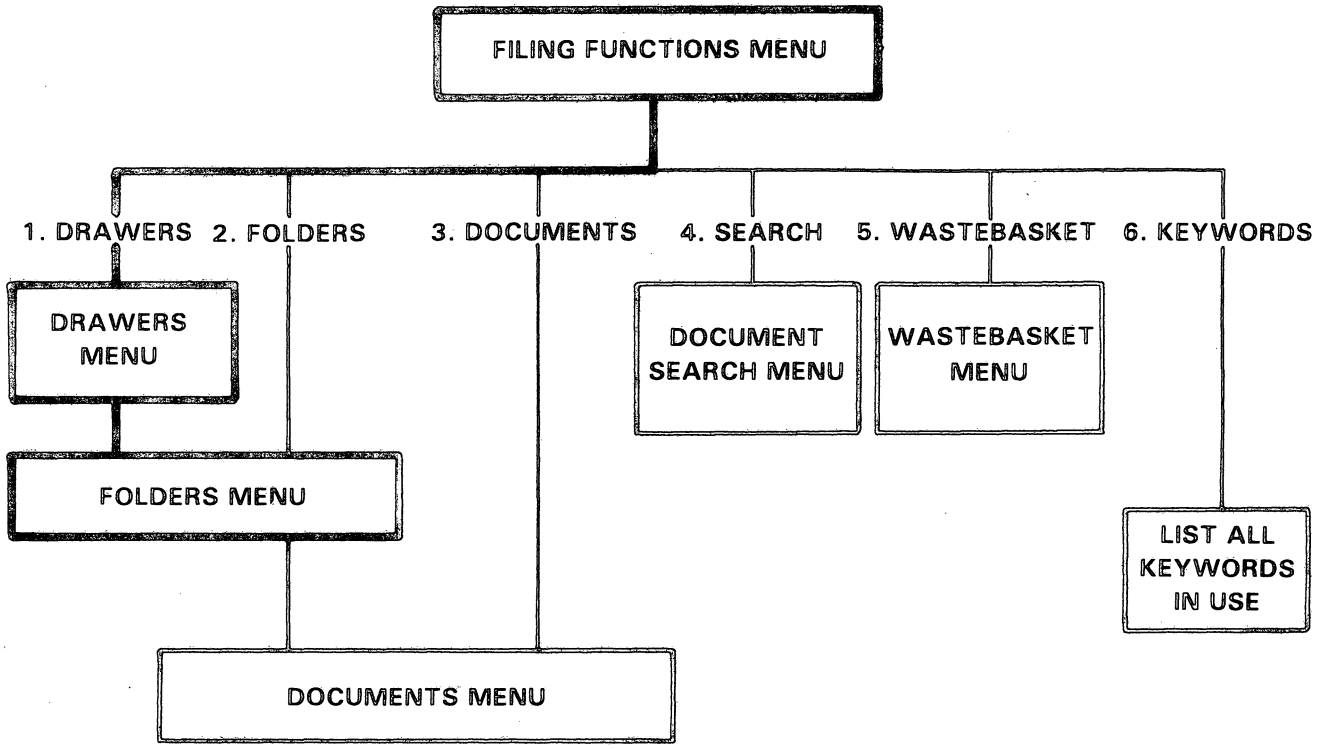
To access the CEO Filing System:

1. Choose option **5**, Filing, from the Main Menu, and press **NEW LINE**.



CS03110

Figure 5.2 Filing Functions Menu



CS03110

Figure 5.3 Filing Functions Menu

## Drawers Menu

To list folders in a particular drawer:

1. Choose option **1**, List Folders, and press **NEW LINE**.
2. Enter in the appropriate drawer number and press **NEW LINE**.  
The Folders Menu is displayed.

To view another cabinet:

1. Choose option **2**, Other Cabinet, and press **NEW LINE**.  
If you are in your PERSONAL cabinet, the CEO System will automatically move you to the PUBLIC cabinet. If you are in the PUBLIC cabinet, the CEO System will automatically move you to your PERSONAL cabinet.

To view or change drawer information:

1. Choose option **3**, View or Change, and press **NEW LINE**.
2. Enter in the drawer number you wish to view or change and press **NEW LINE**. The Drawer Scan Menu is displayed.

From the Drawer Scan Menu, you can:

- ⊙ Change the name of a drawer.
- ⊙ Make a drawer Public or Private.
- ⊙ Assign other owners.

To create a new drawer:

1. Choose option **4**, Create, and press **NEW LINE**. The Define Drawer Menu is displayed.
2. Enter in:
  - a. **Drawer Name**
  - b. **Y** for Public; **N** for Private.
  - c. **Y** if you plan to share the drawer.
  - d. **N** if you are not assigning other owners.
  - e. **Y** if you want to create folders now.
  - f. **EXECUTE**.

To delete a drawer:

1. Choose option **5**, Delete, and press **NEW LINE**.
2. Enter in the **drawer number** you wish to delete.
3. CEO displays the Drawer Name and prompts "Delete? (Y/N)."
4. Type **Y** to delete the drawer.

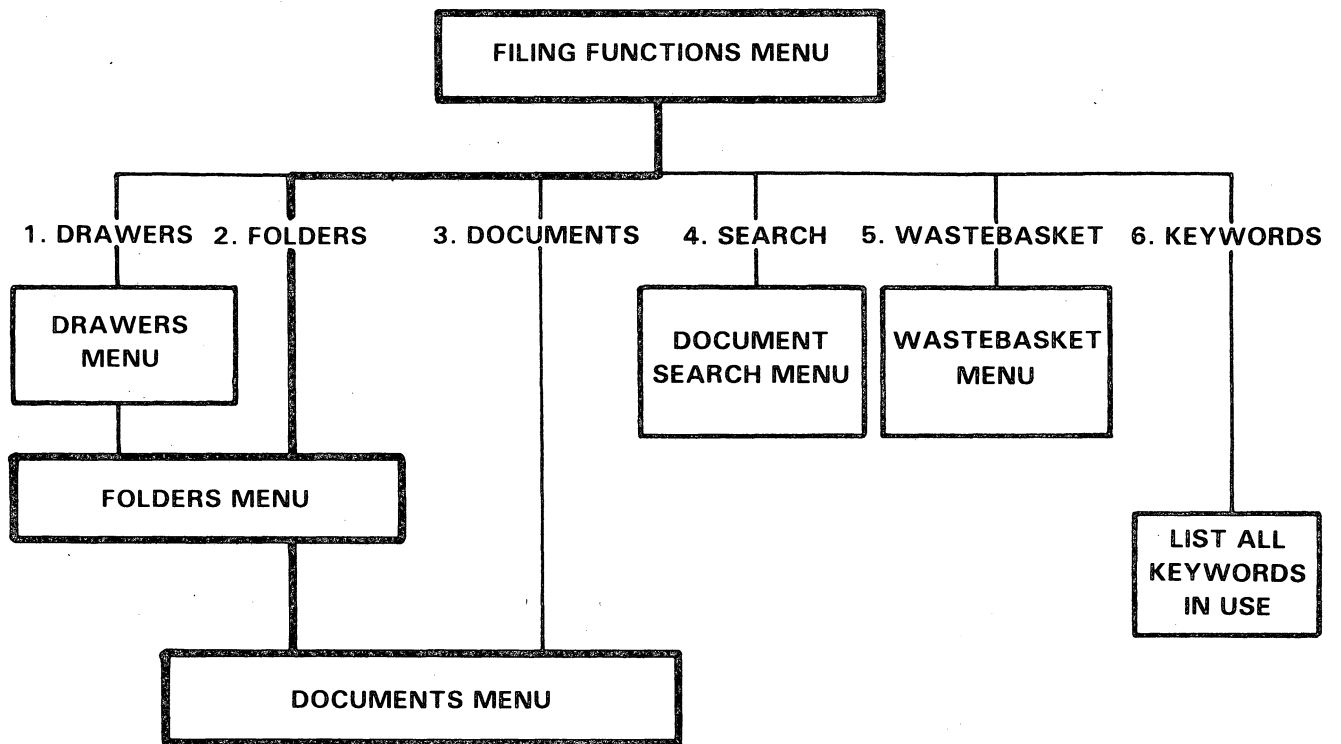
REMEMBER:

- You can only delete a drawer that is EMPTY, that is contains no folders, or documents.
- You can delete a drawer that only you own.

To reformat or print the menu display:

1. Choose option 6, Reformat or Print, and press **NEW LINE**.  
The drawer listing and column headings can be rearranged  
and/or printed from this menu.

REMEMBER: Any changes made from this menu are temporary.



CS03110

Figure 5.4 Filing Function Menu

## Folders Menu

To list the documents in a folder:

1. Choose option 1, List Documents, and press NEW LINE.
2. Enter in the number of the folder for which you want to see a list of documents and press NEW LINE. A list of documents in the specified folder is displayed.

To switch to another drawer:

1. Choose option 2, Next Drawer, and press NEW LINE. If you entered in more than one drawer number when you previously elected to list folders, the folders menu for the next drawer will be displayed.

To change the name of a folder:

1. Choose option 3, Change, and press NEW LINE.
2. Enter in the number of the folder you wish to change and press NEW LINE.
3. Type in the new folder name and answer Y to "Execute?," or press the EXECUTE function key.



To create a new folder:

1. Choose option 4, Create, and press **NEW LINE**. The Define Folder Menu will now be displayed.
2. Enter in the name of the folder you are creating and press **NEW LINE**.
3. Answer **Y** to "Execute?" or press the **EXECUTE** function key.

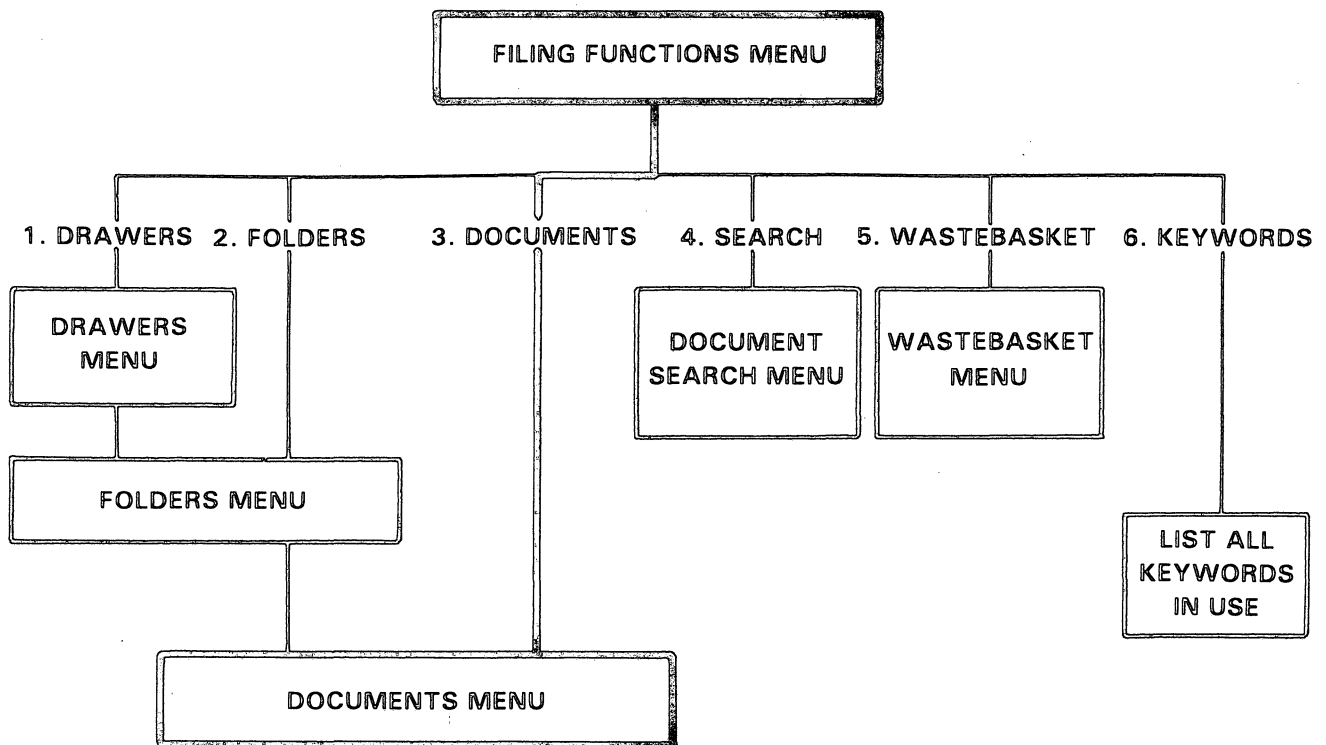
To delete a folder:

1. Choose option 5, Delete, and press **NEW LINE**.
2. Enter in the number of the folder you wish to delete and press **NEW LINE**. The CEO System displays the folder name.
3. To delete, answer **Y** to "Execute?," or press the **EXECUTE** function key.

REMEMBER: You cannot delete a folder that contains documents.

To reformat or print the menu:

1. Choose option 6, Reformat or Print, and press **NEW LINE**. The folder listing and column headings can be rearranged and/or printed from this menu.



CS03110

Figure 5.5 Filing Functions Menu

## CEO Word Processing Documents

A Document Summary contains the document's "Vital Statistics."

- Name of the document.
- Document type.
- Names of the author and typist.
- Date of creation.
- Date last modified.
- Subject.
- Summary information.
- Comments about the document.
- Keywords.

### Document Content

Contains all the text which makes up the actual document.

## Documents Menu

To view a document:

1. Choose option 1, View, and press **NEW LINE**.
2. Enter in the number of the document you wish to view and press **NEW LINE**. The Document Summary is displayed.

From the Document Summary, you can:

- ⊙ View the document content.
- ⊙ Call up another document.
- ⊙ Edit the document.
- ⊙ Mail the document.
- ⊙ Delete the document.
- ⊙ Move or duplicate the document.
- ⊙ Print the document.

To call up another folder:

1. Choose option 2, Next Folder, and press **NEW LINE**. If you entered in more than one folder number when you previously elected to list documents, the documents menu for the next folder will be displayed.

To edit a document:

1. Choose option 3, Edit, and press **NEW LINE**.
2. Enter in the number of the document you wish to edit.

From here. you can edit:

- The Document Summary.
- The Document Content.

To create a new document:

1. Choose option 4, Create, and press **NEW LINE**. The Document Summary Menu is displayed first.
2. Fill in this menu or press the **EXECUTE** function key to invoke the word processor.

To delete a document:

1. Choose option 5, Delete, and press NEW LINE.
2. Enter in the number of the document you wish to delete and press NEW LINE.
3. The CEO System displays the document name. To delete, answer Y to "Execute?," or press the EXECUTE function key.

To reformat or print the menu:

1. Choose option 6, Reformat or Print, and press NEW LINE.  
The document listing and column headings can be rearranged and/or printed from this menu.

To print a document:

1. Choose option 7, Print, and press NEW LINE.
2. Enter in the number of the document you wish to print and press NEW LINE. Specify the printer you want to use and the number of copies required.

To mail a document:

1. Choose option 8, Mail, and press NEW LINE.
2. Enter in the number of the document you wish to mail and press NEW LINE. The Mail A Document Menu is displayed.

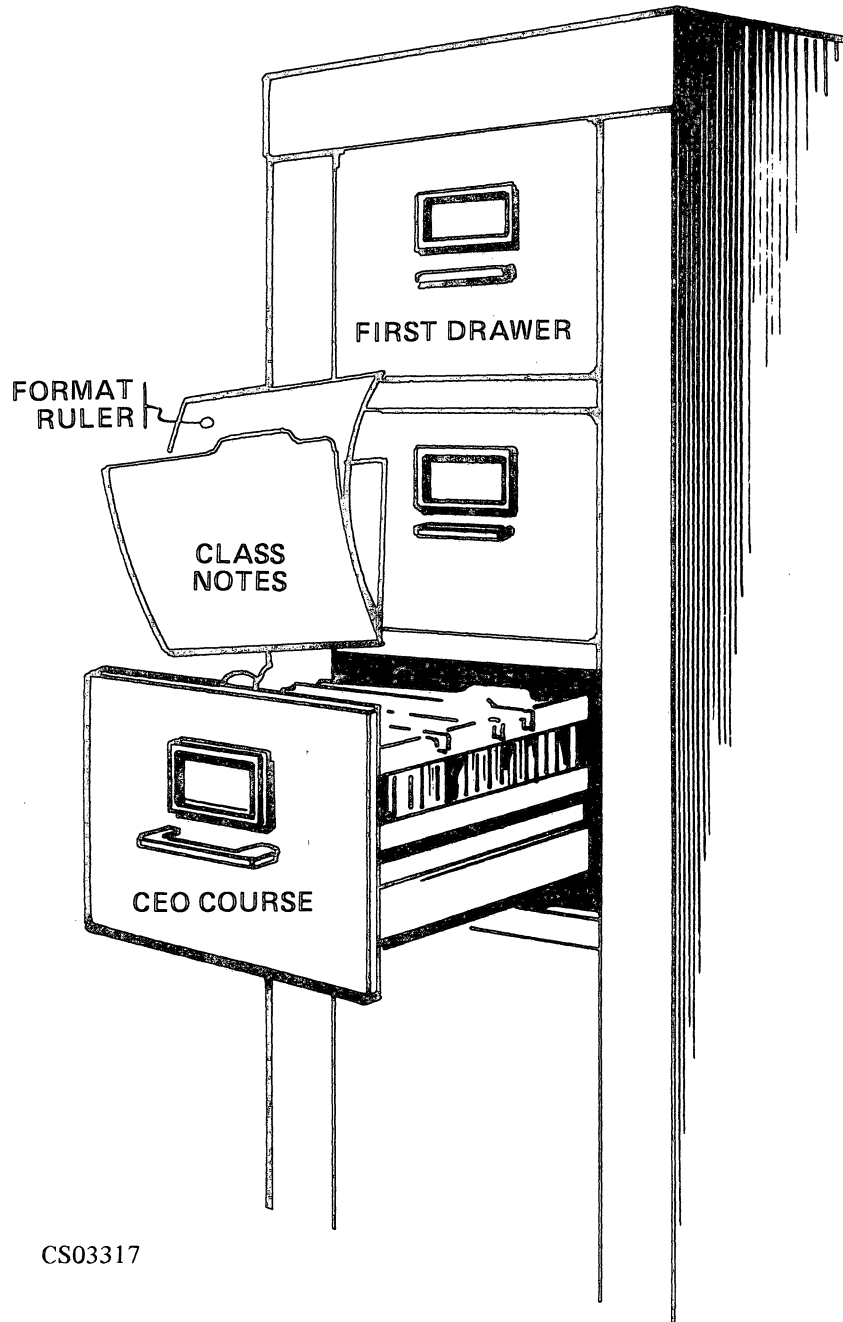
To move or duplicate a document:

1. Choose option **9**, Move or Duplicate, and press **NEW LINE**.
2. Enter in the number of the document you wish to move or duplicate and press **NEW LINE**. The CEO System will now display the Move or Duplicate Document Menu.
3. Enter option 1, to Move; option 2, to Duplicate.
4. Enter:
  - The destination drawer, folder, and document name.
  - Y to "Execute?" or press the **EXECUTE** function key.

Exercise

Create:

DRAWER: CEO CLASS  
FOLDER: NOTES  
DOCUMENT: FORMAT RULER



CS03317

Figure 5.6 Creating Files



Creating a Drawer

DRAWERS

Dr	Personal Drawers	Folder Count	Docmnt Count	Owner Count	Public Access
1	First Drawer	1	6	1	

Pick one: (1. Folders, 2. Other cabinet, 3. View or Change,  
4. Create. 5. Delete, 6. Reformat) 4  
Drawer number(s):

\*\*\*\*\*

```
+-----+ DEFINE DRAWER -----+
| Drawer name: CEO CLASS           Public drawer? (Y/N) N |
| Designate other owners? (Y/N) Y |
| Owners:   JOAN SMITH             GAIL JOHNSON          |
| Define Folder(s) now? (Y/N) N   Execute? (Y/N) Y     |
+-----+-----+-----+-----+-----+-----+-----+
```

Creating a Folder

FILING FUNCTIONS

- 1. Drawers (List. create, modify or delete drawers)
- > 2. Folders (List. create, rename or delete folders)
- 3. Documents (List. edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 2

Drawer name: CEO CLASS

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

FOLDERS

Drawer name: CEO CLASS

F1	Folder	Docmnt Count	Date of Creation	Time of Creation	Date last Modified
				9:32	

Pick one: (1. List documents. 2. Next drawer, 3. Change,  
4. Create. 5. Delete, 6. Reformat) 4  
Folder number(s):

FOLDERS

Drawer name: CEO CLASS

Fl	Folder	Docmnt Count	Date of Creation	Time of Creation	Date last Modified
----	--------	-----------------	---------------------	---------------------	-----------------------

----- DEFINE FOLDER -----

Folder: NOTES

Execute? (Y/N) Y

Creating a Document

FILING FUNCTIONS

- 1. Drawers (List, create, modify or delete drawers)
- 2. Folders (List, create, rename or delete folders)
- > 3. Documents (List, edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 3

Drawer name: CEO CLASS

Folder name: NOTES

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

DOCUMENTS  
Drawer = "CEO CLASS"  
AND Folder = "NOTES"

Doc	Document name	Date last Modified	Type	Subject
-----	---------------	--------------------	------	---------

Pick One: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete, 6. Reformat, 7. Print, 8. Mail, 9. Move or duplicate) 4  
Document number(s):

Deleting a Document

FILING FUNCTIONS

- 1. Drawers (List, create, modify or delete drawers)
- 2. Folders (List, create, rename or delete folders)
- > 3. Documents (List, edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 3

Drawer name: First Drawer

Folder name: First Folder

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

DOCUMENTS

Drawer = First Drawer  
AND Folder = First Folder

Doc	Document name	Date last Modified	Type	Subject
1	Decimals	Jul 31,84	Wrd	Decimal Tabs
2	First Doc	Jul 29,84	Wrd	First Doc
3	Formats	Jul 25,84	Wrd	Formats
4	Paragraphs	Jun 03,84	Wrd	Paragraphs
5	TA	Jul 07,84	Wrd	TA
6	WP	Jul 10,84	Wrd	WP

Pick one: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete, 6. Reformat, 7. Print, 8. Mail, 9. Move or duplicate) 5  
Document number(s): 1

DOCUMENTS

Drawer = First Drawer  
AND Folder = First Folder

Doc	Document name	Date last Modified	Type	Subject
1	Decimals	Jul 31,84	Wrd	Decimal Tabs
2	First Doc	Jul 29,84	Wrd	First Doc

+----- DELETED DOCUMENT -----+

Delete document Decimals

+-----+

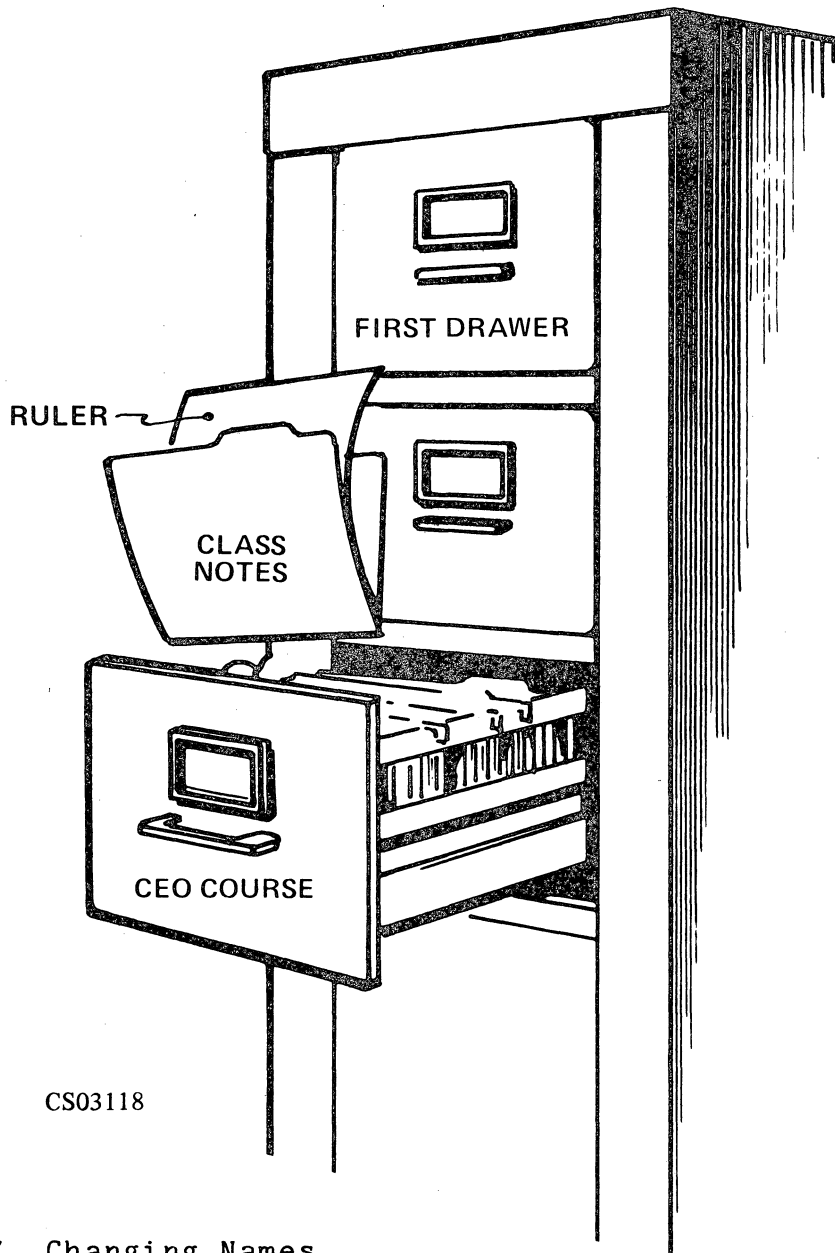
Pick one: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete,  
6. Reformat. 7. Print. 8. Mail, 9. Move or duplicate) 5  
Document number(s): 1

## Renaming Drawer, Folder, Document Names

### Exercise

Change the names of following:

DRAWER:	CEO CLASS	to...	CEO COURSE
FOLDER:	NOTES	to...	CLASS NOTES
DOCUMENT:	FORMAT RULER	to...	RULER



CS03118

Figure 5.7 Changing Names

Changing the Name of a Drawer

FILING FUNCTIONS

- > 1. Drawers (List, create, modify or delete drawers)
- 2. Folders (List, create, rename or delete folders)
- 3. Documents (List, edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 1

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

DRAWERS

Dr	Personal Drawers	Folder Count	Docmnt Count	Owner Count	Public Access
1	CEO CLASS	1	1	2	
2	First Drawer	1	5	1	

Pick one: (1. Folders, 2. Other cabinet, 3. View or Change,  
4. Create, 5. Delete, 6. Reformat) 3  
Drawer number(s): 1



DRAWERS

Dr	Personal Drawers	Folder Count	Docmnt Count	Owner Count	Public Access
1	CEO CLASS	1	1	2	

DRAWER SCAN

Drawer name: CEO CLASS

Public drawer? (Y/N) N

Owners: JOAN SMITH

GAIL JOHNSON

Drawer created: Jul 30,84 10:00 am

Drawer information last modified: Aug 02,84 11:10 am

Pick one: (1. Next drawer, 2. Change this information) 2

\*\*\*\*\*

DRAWERS

Dr	Personal Drawers	Folder Count	Docmnt Count	Owner Count	Public Access
1	CEO CLASS	1	1	2	

DRAWER SCAN

Drawer name: CEO CLASS

Public drawer? (Y/N) N

Owners: JOAN SMITH

GAIL JOHNSON

Drawer created: Jul 30,84 10:00 am

Drawer information last modified: Aug 02,84 11:10 am

Pick one: (1. Next drawer, 2. Change this information) 2

Execute? (Y/N) Y

Changing the Name of a Folder

FILING FUNCTIONS

- 1. Drawers (List, create, modify or delete drawers)
- > 2. Folders (List, create, rename or delete folders)
- 3. Documents (List, edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 2

Drawer name: CEO COURSE

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

FOLDERS

Drawer name: CEO COURSE

F1	Folder	Docmnt Count	Date of Creation	Time of Creation	Date last Modified
1	NOTES	1	Jul 30,84	10:05 am	Jul 30,84

Pick one: (1. List documents, 2. Next drawer, 3. Change,  
4. Create, 5. Delete, 6. Reformat) 3  
Folder number(s): 1

FOLDERS

Drawer name: CEO CLASS

Fl	Folder	Docmnt Count	Date of Creation	Time of Creation	Date last Modified
1	NOTES	1	Jul 30,84	10:04 am	Jul 30,84

----- CHANGE FOLDER -----

Folder: CLASS NOTES

Execute? (Y/N) Y

Folder number(s): 1

Changing the Name of a Document

FILING FUNCTIONS

- 1. Drawers (List, create, modify or delete drawers)
- 2. Folders (List, create, rename or delete folders)
- > 3. Documents (List, edit, refile, etc documents in a drawer)
- 4. Search (List documents located with search criteria)
- 5. Wastebasket (List or fetch documents from the wastebasket)
- 6. Keywords (List keywords in use)

Enter choice: 3

Drawer name: CEO COURSE

Folder name: CLASS NOTES

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

\*\*\*\*\*

DOCUMENTS

Drawer = First Drawer  
AND Folder = First Folder

Doc	Document name	Date last Modified	Type	Subject
1	FORMAT RULER	Jul 30,84	Wrd	Format Ruler

Pick one: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete, 6. Reformat, 7. Print, 8. Mail, 9. Move or duplicate) 3  
Document number(s): 1

EDIT DOCUMENT SUMMARY

Document name: Format Ruler

Author: JOAN SMITH  
Document Type: WRD (Press INDEX key for list of available types)  
Typist: JOAN SMITH  
Subject:  
Summary:

Comments:

Keywords:

Pick one: (1. Edit content. 2. Next document, 3. Edit summary) 3

\*\*\*\*\*

EDIT DOCUMENT SUMMARY

Document name: Ruler

Author: JOAN SMITH  
Document Type: WRD (Press INDEX key for list of available types)  
Typist: JOAN SMITH  
Subject:  
Summary:

Comments:

Keywords:

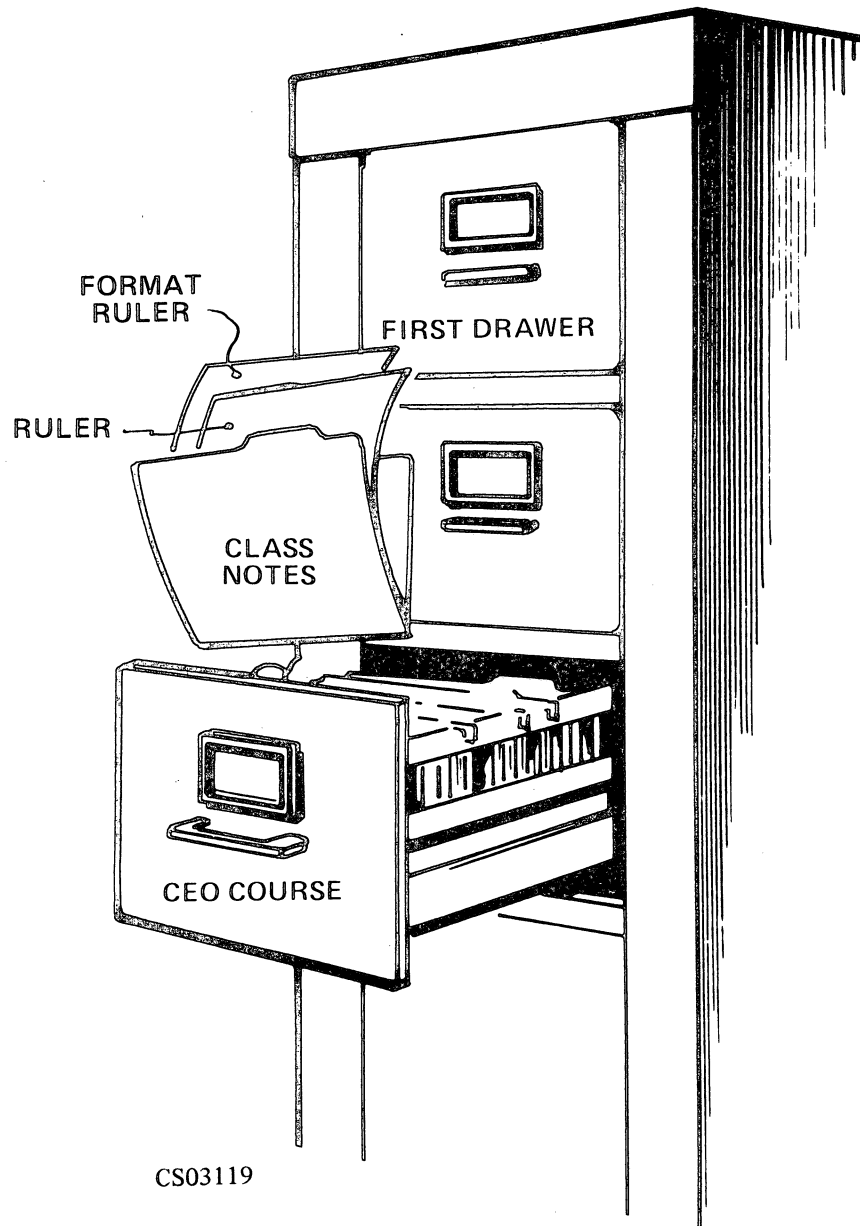
Execute? (Y/N) Y

Pick one: (1. Edit content, 2. Next document, 3. Edit summary) 3

## Copying a Document

### Exercise

Copy the document: Ruler  
Use the same drawer and folder  
Call the copied document: FORMAT RULER DUP



CS03119

Figure 5.8 Copying Documents

## Copying a Document

### FILING FUNCTIONS

1. Drawers (List, create, modify or delete drawers)
2. Folders (List, create, rename or delete folders)
- > 3. Documents (List, edit, refile, etc documents in a drawer)
4. Search (List documents located with search criteria)
5. Wastebasket (List or fetch documents from the wastebasket)
6. Keywords (List keywords in use)

Enter choice: 3

Drawer name: CEO COURSE

Folder name: CLASS NOTES

To return to the previous menu, press the CANCEL/EXIT key.

If you need assistance here (or any other menu or question), press the HELP key.

Copying or Transferring a Document

DOCUMENTS  
Drawer = "CEO COURSE"  
AND Folder = "CLASS NOTES"

Doc	Document name	Date last Modified	Type	Subject
1	Ruler	Jul 30,84	Wrd	Format Ruler

Pick one: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete,  
6. Reformat. 7. Print. 8. Mail, 9. Move or duplicate) 9  
Document number(s): 1



DOCUMENTS

Drawer = "CEO COURSE"  
AND Folder = "CLASS NOTES"

+----- MOVE OR DUPLICATE DOCUMENT -----+

Document: Ruler	in
Drawer: CEO COURSE	Folder: CLASS NOTES
Pick one: (1. Move, 2. Next document, 3. Duplicate) 3	
Name of drawer to which document should be moved: CEO COURSE	
Name of folder within the above drawer: CLASS NOTES	
Destination document name: FORMAT RULER DUP	
Execute? (Y/N) Y	

+-----

Pick one: (1. View, 2. Next folder, 3. Edit, 4. Create, 5. Delete,  
6. Reformat, 7. Print, 8. Mail, 9. Move or duplicate) 9  
Document number(s): 1

## Filing Inventory

To print a list of drawers, folders, and documents:

1. Choose option 7, Utilities, from the Main Menu.
2. Press NEW LINE.
3. Choose option 1, Other Printing Activity.
4. Press NEW LINE.
5. Choose option 1, Inventory.
6. Press NEW LINE.
7. For a full filing inventory, press ERASE EOL and NEW LINE. For an inventory of a specific drawer and/or folder, specify the drawer and/or folder name and press NEW LINE.
8. Enter in the name of the printer you will be using as well as the number of copies you require.

## File Inventory

### Exercise

Print an inventory of all documents filed in:

DRAWER: CEO COURSE

## Wastebasket

- ⊙ Exists apart from your CEO Filing System.
- ⊙ When a document is deleted, CEO removes the document from the Filing System and places it in the WASTEBASKET.
- ⊙ Discarded documents stay in the WASTEBASKET until the Janitor empties it.
- ⊙ Until the WASTEBASKET is emptied, you can:
  - VIEW a document.
  - RESTORE a document.
  - PRINT a document.

### Accessing the Wastebasket

1. Choose option 5, Wastebasket, from the Filing Functions Menu.
2. Press **NEW LINE**.

#### Viewing:

1. To view a deleted document, choose option 1, View.
2. Press **NEW LINE**.

#### Restoring:

1. To restore a document, choose option 2, Restore.
2. Press **NEW LINE**.

#### Printing:

1. To print a document, choose option 3, Print.
2. Press **NEW LINE**.

#### Reformatting or Printing the Menu Display:

1. To reformat or print the menu display, choose option 4, Reformat or Print.
2. Press **NEW LINE**.

## Retrieve a Deleted Document

### Exercise

From the WASTEBASKET, retrieve the document you previously deleted: "DECIMALS."

MODULE 6  
INTRODUCTION TO PRINTING

OBJECTIVES

Upon successful completion of this module, and with the aid of reference materials, the student should be able to:

1. Produce a document with variable line spacing.
2. Identify available printing options.
3. Design a page layout.
4. Print a document from the Print Menu.
5. Verify a printing process.

## Variable Line Spacing

### Exercise

DRAWER: First Drawer  
FOLDER: First Folder  
DOCUMENT: Variable

### CEO Electronic Mail

CEO Electronic Mail lets you send certified, confidential, and urgent mail. You can use these classifications for both messages you create with CEO Electronic Mail, and highly formatted documents you create with the CEO Word Processor.

Certified: Send a certified message when you want to verify that a recipient actually read it. When the recipient reads, prints, or files it, CEO Mail sends a message back to your Inbox notifying you that the recipient accepted it.

Confidential: Send a confidential message when you want only the intended recipient to read it.

Urgent: Send an urgent message when it is important that a recipient read it immediately. The message is marked URGENT in the recipient's Inbox.

CEO Electronic Mail also lets you create and send mail for another person. This feature can be beneficial if you handle the majority of someone else's correspondence.



## Variable Line Spacing

### Completed Exercise

#### CEO Electronic Mail

CEO Electronic Mail lets you send certified, confidential, and urgent mail. You can use these classifications for both messages you create with CEO Electronic Mail, and highly formatted documents you create with the CEO Word Processor.

Certified: Send a certified message when you want to verify that a recipient actually read it. When the recipient reads, prints, or files it, CEO Mail sends a message back to your Inbox notifying you that the recipient accepted it.

Confidential: Send a confidential message when you want only the intended recipient to read it.

Urgent: Send an urgent message when it is important that a recipient read it immediately. The message is marked URGENT in the recipient's Inbox.

CEO Electronic Mail also lets you create and send mail for another person. This feature can be beneficial if you handle the majority of someone else's correspondence.

## Printing from the Main Menu

To print from the Main Menu:

1. Choose option 4, PRINT, from the Main Menu and press NEW LINE. CEO prompts for "Drawer name," "Folder Name," and "Document Name."
2. Type in the above information.
3. Press NEW LINE. The Print Document mini-menu will now be displayed.

### PRINT DOCUMENT

Document name:

- >
1. Print using current specifications
  2. Print after changing specifications

Enter choice:

To print using current specifications:

1. Choose option 1, Print Using Current Specifications.
2. Press **NEW LINE**.
3. To print the Document Summary, answer Y to the prompt "Print Document Summary? (Y/N)." If you don't want to print the Document Summary, answer N to the prompt.
4. Specify the printer you'll be using and press **NEW LINE**.
5. Specify the appropriate number of copies and press **NEW LINE**.

#### PRINT DOCUMENT

Document name: Variable

- >
1. Print using current specifications
  2. Print after changing specifications

Enter choice: 1

Print document summary? (Y/N) N

Printer Name: 1

How many copies: 1

Execute? (Y/N) Y

To verify a printing process:

1. Choose option 7, Utilities, from the Main Menu and press **NEW LINE**.
2. Choose option 7, Queue Information, from the Utilities Menu and press **NEW LINE**.
3. Choose option 2, Status, and press **NEW LINE**.

CEO now displays the current status of the print queue.





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