

**Using CEO™ Word Processing—Independent**



# Using CEO<sup>TM</sup> Word Processing – Independent

093-000220-04

*For the latest enhancements, cautions, documentation changes, and other information on this product, please see the Release Notice (085-series) supplied with the software*

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Revision 04, December 1982  
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Using CEO<sup>TM</sup> Word Processing — Independent  
093-000220

Revision History:

Original Release - February 1979  
First Revision - January 1980  
Second Revision - April 1981  
Third Revision - September 1982  
Fourth Revision - December 1982

Effective with:

CEO Word Processing—  
Independent Rev. 1.00

This revision is a typeset version of revision 03. The content remains the same.

# Preface

This manual describes Data General Corporation's CEO™ Word Processing — Independent.

We assume that you've never used a word processor or a computer before. This manual will teach you how to use CEO Word Processing — Independent to produce and review any type of written material. Once you've learned to use the word processing system, you can use this manual as a reference.

This manual complements the on-line HELP information; press the HELP function key whenever you need additional information.

In addition to the manual, you'll need CEO Word Processing — Independent templates. To order more templates, use the following numbers:

DASHER® D200, D400, D450, G300 template (093-000300)

DASHER® D2 template (093-000303)

Some users may also want to refer to the following manuals:

*Sort/Merge Utility User's Handbook (AOS and AOS/VS)* (093-000176)

*DASHER® G300 Display Terminal User's Manual* (014-000675)

*Command Line Interpreter (CLI) User's Manual (AOS and AOS/VS)* (093-000122)

We have organized this manual as follows.

- Chapter 1 gives a brief overview of CEO Word Processing — Independent.
- Chapter 2 describes the DASHER D400/450 display terminal and the various printers you might use. It explains how to use the keyboard and what you see on the terminal screen.
- Chapter 3 contains a sample editing session using CEO Word Processing — Independent.
- Chapter 4 explains the different editing features CEO Word Processing — Independent offers.
- Chapter 5 explains viewing documents.
- Chapter 6 explains printing documents.
- Chapter 7 describes the electronic filing system, and explains the functions available from the Utility Functions menu.
- Chapter 8 describes CEO Spelling.
- Chapter 9 summarizes information about CEO Word Processing — Independent keys, commands, and function keys. You can use this chapter for quick reference.

- Appendix A discusses the specific information you'll need to know if you're using a DASHER D2, D200, or G300 display terminal.
- Appendix B contains naming conventions, and lists limitations on placemarks, user commands, and index references.
- Appendix C discusses access limitations and privileges, and explains how to use CLI privileges and pathname access privileges.
- Appendix D is for more experienced users who want to know about list processing for merging.
- Appendix E is for former AZ-TEXT™ users; it describes the major differences between AZ-TEXT and CEO Word Processing — Independent.

## How to Use This Manual

If you're a first-time user of CEO Word Processing — Independent, read

- Chapter 1 for an overview of the product.
- Chapter 2 to learn how to use the DASHER D400/450 display terminal and to familiarize yourself with the keyboard.
- Chapter 3 to get you started. This chapter will lead you through a sample session of the word processor and introduce some of the basic editing features.
- Chapter 4 to learn more about editing documents.
- Chapter 5 to learn about viewing documents.
- Chapter 6 to learn about printing documents.

CEO Spelling is an optional feature of the CEO system. If you have this feature, you'll also want to read Chapter 8.

Once you've become familiar with CEO Word Processing — Independent, read

- Chapter 7 to learn about the electronic filing system and the Utility Functions menu.
- Chapter 9 for quick reference about any CEO Word Processing — Independent key, command, or function key.
- Appendix B to learn about naming conventions, and limitations on placemarks and user commands.

This manual assumes that you are working on a DASHER D400/450 display terminal. If you are not, be sure to read Appendix A.

If your office manager has given you CLI access or pathname access, read Appendix C to learn how to use these privileges.

If you are a former AZ-TEXT user, read Appendix E for an explanation of the differences between AZ-TEXT and CEO Word Processing — Independent. Since CEO Word Processing — Independent is a new product and not just a revision of AZ-TEXT, you should also read the rest of the manual.

NOTE: Figures showing terminal screens give you an *approximation* of what you'll see while using the CEO Word Processing — Independent System. There may be slight differences between the figure in the manual and your terminal display.

### Reader, Please Note:

Throughout this manual, we show

What you enter like this

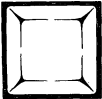
*Messages from CEO Word Processing — Independent like this.*

Additionally, we use the following conventions to show different key types:

where  indicates a



function key



key

End of Preface





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# Chapter 1

## Introduction

You use a *word processor* to create, change, and rearrange text. When the text says what you want it to say and looks like you want it to look, you can print it on paper. You can move words, sentences, and paragraphs around without retyping a single letter. You can change margins and tab stops if you wish. Corrections, updates, and extensive changes are easy. Repetitive typing is unnecessary. Information you frequently need can be saved and used whenever necessary, in whatever form is appropriate.

A word processor lets you put words on a page in any way you want. You can center, indent, or underline text, or print it in boldface. You give the word processor the proper instructions, and it does the work. You don't have to count spaces on the page to center a title. You don't need a typesetter to print certain words in a darker ink. You don't even have to adjust a piece of paper in the typewriter in order to get superscripts or subscripts. A word processor does the adjusting for you.

### **What is CEO™ Word Processing — Independent?**

CEO (Comprehensive Electronic Office) Word Processing — Independent is designed to be analogous with the traditional office environment. You use the CEO Independent Word Processor to create and edit documents, which you can file in the CEO Independent Word Processor's electronic filing system.

### **The Parts of the CEO Independent Word Processor**

Data General's CEO Independent Word Processing system makes all forms of written communication easier. It's easy to learn and use. Basically, you use the CEO Independent Word Processor to type and print *documents*.

Whatever you type can be saved as a document. A document can be a memo, a letter, or a report. You can use the word processor to revise documents, print any number of copies of a document, combine several documents into one, and do various other jobs, as this manual will show.

When you use the word processor, you sit at a video display terminal, which has a keyboard and a screen. You enter information by typing on the alphanumeric keys. Most of what you type is text for a document. You see the text on the screen as you type it.

You use special keys to give instructions to the word processor. These *function keys* are located above and to the right of the alphanumeric keys. The word processor responds to your instructions by performing an action you requested, or by displaying answers or questions on the terminal screen. In the next chapter we'll talk about the keyboard and terminal screen in detail.

One of the first things you'll see on the terminal screen is a list of options called a *menu*. From this menu, you choose the activities you want the word processor to perform. As you will see, there are several different menus you'll encounter as you use the word processing system.

A choice from one menu may let you see another menu or a message from the word processing system. The message may tell you what you should do next, or it may ask for additional information. This type of message is called a *prompt* because the word processing system is prompting you for more action.

### **Special Editing Features**

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 Independent Word Processor's special editing features include

- an automatic centering feature that centers text between the left and right margins.
- automatic carriage return when you type the last word that will fit on a line.
- *word wrap*, which means that if you start typing a word on one line and it doesn't fit, the word processor automatically moves the entire word to the next line.
- decimal tabulation that lets you type columns of numbers, automatically lined up on the decimal point.
- 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.
- form letter capabilities. The word processor's merging feature lets you produce repetitive, yet personalized correspondence. You can merge a list of names and addresses with a basic letter. In effect, you type the letter only once but can send it to hundreds of people.
- the ability to combine several documents into one.
- 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.
- indexing capabilities.
- placemarks, which let you mark spots in the document for fast reference.

## Special Printing Features

As you type text with the CEO Independent Word Processor, you can indicate special characteristics you want in the text when it's printed:

- underlining
- double underlining
- boldface
- superscripts
- subscripts
- hyphens which print only when the word falls at the end of a line

When you're ready to print a document, you can give additional instructions about the way you want it printed:

- header text at the top of every page or just on certain pages
- footer text at the bottom of every page or just on certain pages
- justified right margins
- page numbering

As part of your printing instructions, you can tell the word processor which printer you want to use. The word processor can use two different types of printers: a draft printer and a letter-quality printer.

The draft printer quickly produces a typed document that looks like it came from a computer. As the name indicates, you use it for drafts.

The letter-quality printer produces a finished document that looks as if it were typed on a typewriter. If you use a letter-quality printer, you may be able to change the typeface and to use letterhead paper.

Most of the special CEO Independent Word Processing printing features are available on both printers. However, you can only produce documents with super- and subscript characters and double underlining on the letter-quality printer.

The word processor automatically prevents the first line of a paragraph from being the last line on the printed page. This is called *orphan protection*. The word processor also automatically prevents the last line of a paragraph from being the first line on the printed page. This is called *widow protection*. The word processor handles both these functions when it prints a document, without any specific instructions from you.

## **On-Line HELP**

CEO Independent Word Processing has a HELP facility that's always available. If you're not sure how to answer a question, or if you need information about any aspect of the word processor, press the function key labeled HELP. Then the word processor displays the HELP information right on your terminal screen.

## **Viewing Documents**

CEO Independent Word Processing also has a viewing facility. This lets you see a document on the terminal screen without the special editing symbols you see when editing it. While viewing a document, you can still take advantage of some of the other features CEO Independent Word Processing offers, such as setting and using placemarks, referring to index entries, and checking for misspellings.

## **CEO Spelling**

An optional feature of the CEO Independent Word Processing system is CEO Spelling. CEO Spelling saves you time by automatically searching for misspelled words. You can ask for spelling assistance while creating or editing a document. You can check the spelling of words displayed on the terminal screen. And you can check the spelling of every word in a document.

If CEO Spelling is part of your word processing system, be sure to read Chapter 8 for details about using it.

## **Customizing the CEO Independent Word Processor**

The word processor provides different ways you can tailor the system to suit your needs. You can define your own commands, or adjust your user profile to streamline the functions you use in your daily work.

## **Wide Document Support**

If you're using word processing on Data General's D400 or D450 DASHER® display terminals, you can create and edit documents up to 160 characters wide. This terminal also has special keys that allow you to control the speed and form of text moving on and off the terminal screen.

## **Summary**

In this chapter we've introduced some of the features that make CEO Independent Word Processing a valuable tool for anyone who communicates using the written word. Throughout this manual we will give you more details about the word processor's features and explain how you can use them.

End of Chapter

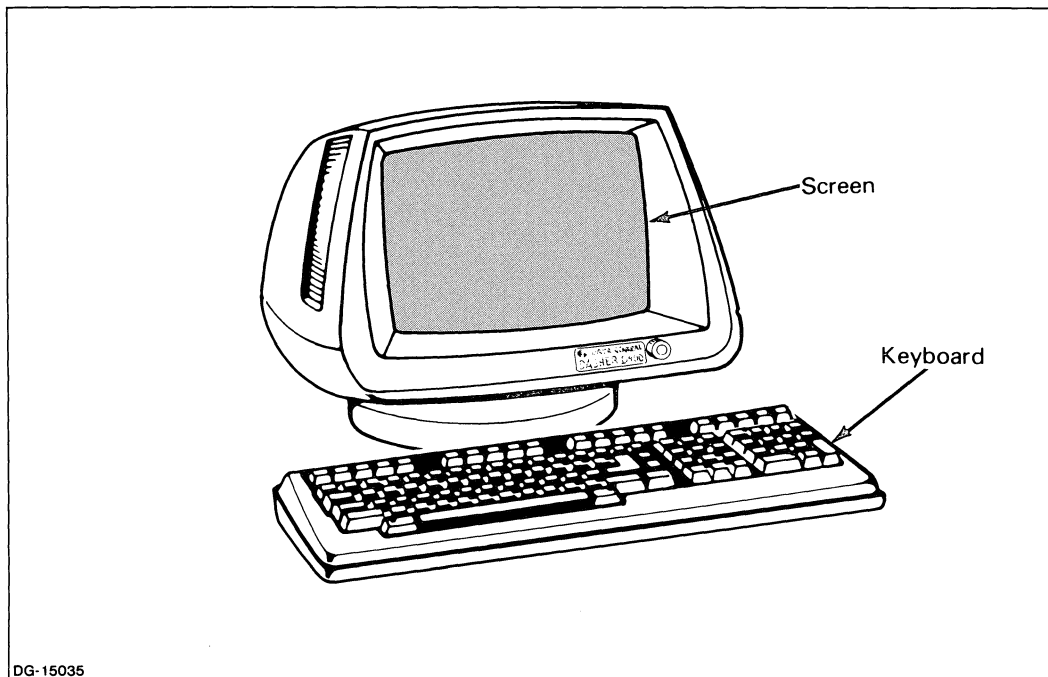
# Chapter 2

## The Parts of the Word Processor

When working with the CEO Independent Word Processor, you use a computer terminal and one or more printers. In this chapter we will briefly describe the printers and explain how to use the computer terminal.

The word processor can use two different types of printers: a draft printer and a letter-quality printer. The draft printer produces a typed document that looks as if it came from a computer. The letter-quality printer produces documents that look like those typed on a typewriter. Your office may have one or more of each of these printers. In Chapter 6, we'll explain how to use each.

The computer terminal has two parts: the screen and the keyboard, as shown in Figure 2-1. You use the keyboard to type text and instructions. You see the text, menus, and prompts on the screen. When the text is just the way you want it, you use the printers to print the document on paper, and to make as many copies as you need.



*Figure 2-1. Computer Terminal*

Data General has several different terminals: the DASHER D2, D200, G300, D400, and D450 display terminals. Although for the most part it does not matter which terminal you are using, we assume you are using a DASHER D400 or D450 terminal. If you are not, see Appendix A for any differences.

## The Terminal Screen

The terminal screen displays messages from the word processor, displays menus from which to choose, and shows you what you're typing.

The screen can hold from 80 to 135 characters across, depending on the type of terminal you're using; it can hold 24 lines of text. When you're typing text, the screen will *scroll* up as the text fills the screen. It's like rolling the paper in the typewriter to the next blank line.

Normally, when you type or read text on the screen, the text will be light characters on a dark background. Two information lines appear at the top of the screen; they will be slightly dimmer than the text you're typing. You can reverse this by instructing the word processor to dim the screen. We'll talk about this more in Chapter 4.

### What You See on the Screen

As we've said before, you see menus, prompts, and text on the terminal screen. While working with the word processing system, no matter what else you see on the screen, you always see a status line. This line is always at the top of your screen and shows status information. This information includes the date, time, and the name of the document you're working on.

You also always see a *cursor* on the screen. The cursor can be a blinking bar or box; it depends on the terminal and (on the DASHER D400/450) your choice. The cursor indicates your position on the screen when you're typing. On a menu, the cursor indicates where you need to type information.

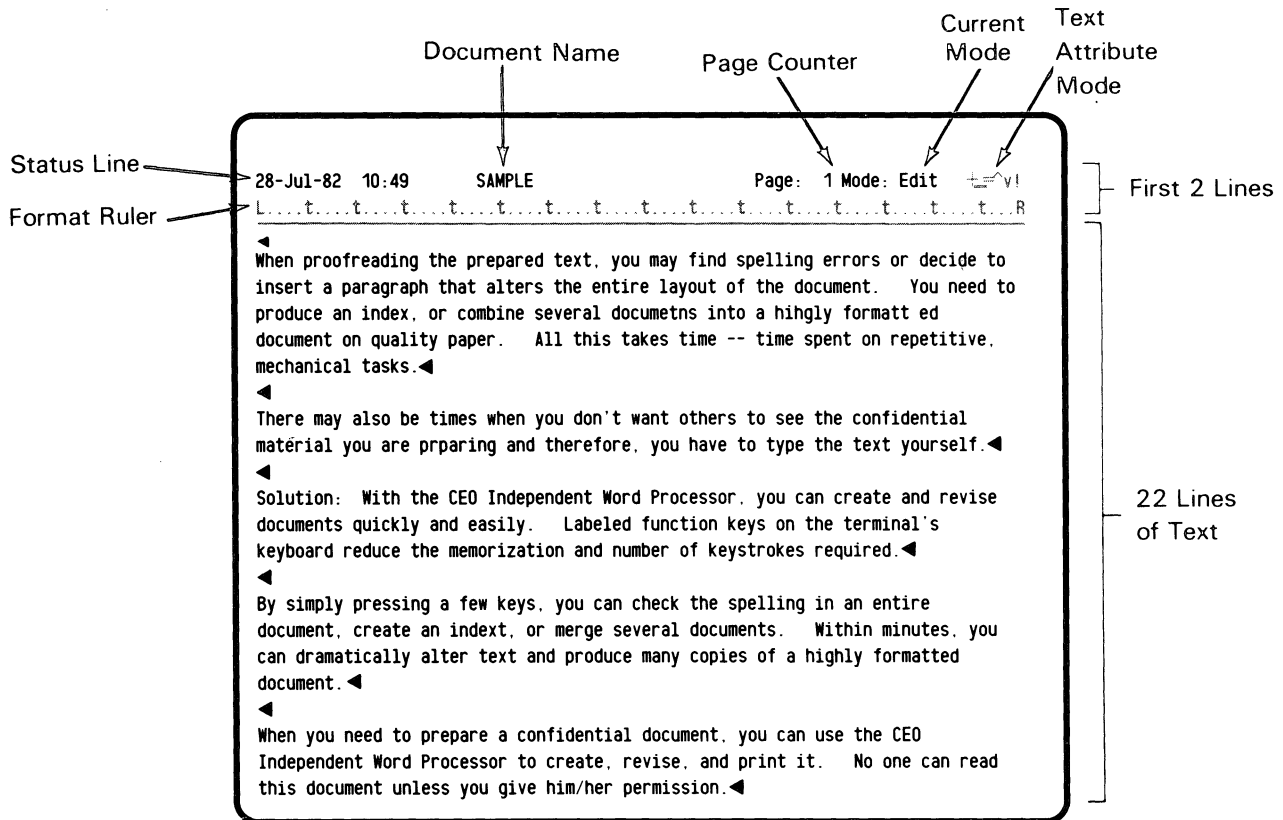
### Menus

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. For instance, as you'll see in Chapter 6, sometimes when you print a document you'll complete a fill-in menu, describing how the document should be laid out on the page.
- *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. Sometimes, rather than display an entirely new menu, the word processing system displays a smaller list of choices or questions over part of the current screen display. For example, as you'll see in Chapter 4, when you request that the word processor combine another document into the one you're editing, you'll see a mini menu on which you must specify the name of the second document.

## The Editing Screen

Figure 2-2 shows what you'll see on the terminal screen while editing a document.



DG-15204

Figure 2-2. The Editing Screen

When working with the word processor, you'll have up to 22 lines of text on the screen at any one time. The other two lines are reserved for word processing information.

The first line is the status line. While working with the word processor, the status line shows the name of the document you're working on, the page on which the cursor is currently located, and what mode you are in.

Questions or messages from the word processing system may be displayed on the status line, temporarily overwriting the information normally displayed there.

Before you enter any text, the page number will be 1. It remains 1 until you print the document on paper. The next time you edit that document, the page number on the status line will match the page number of the printed document. For instance, if you want to change something that was on the tenth printed page, when you see that text on the terminal screen, the page number on the status line will read 10.

The mode indicator on the status line shows what type of action is currently going on — what mode you are in. There are two different types of modes: *editing modes*, and *text attribute modes*.

The current editing mode is displayed on the status line after the word “Mode:” The possibilities are:

|      |                        |
|------|------------------------|
| Edit | for Edit mode          |
| Ins  | for Insert mode        |
| Move | for Move mode          |
| Copy | for Copy mode          |
| BPro | for Block Protect mode |
| Del  | for Delete mode        |
| View | for View mode          |

The text attribute modes indicate what the text will look like when printed. A single symbol at the far right of the status line indicates each text attribute mode:

|                  |   |
|------------------|---|
| Bold             | + |
| Underline        | — |
| Double underline | = |
| Superscript      | ^ |
| Subscript        | v |
| User note        | ! |

When the text attribute mode is on, the symbol on the status line is displayed in dark on a light background; when the text attribute mode is off, the symbol on the status line is displayed dimly.

When you first start the word processor, you’ll be in Edit mode and all of the text attribute modes will be off.

While in Edit mode, you can enter new text or perform any editing functions. We’ll talk more about this in the next chapter.

The second line on your screen is the format ruler currently governing the current left- and right-hand margins and tab stops. You can change the format ruler, as you will see in the next chapter.

A solid line separates the two information lines from the rest of the screen; anything that follows the solid line is part of your document.

The word processor uses the next 22 lines to display text. You can see only 22 lines of any document at a time. You control which 22 lines of text you see by using a variety of keys, as we’ll explain later in this chapter.



The first line of text in a document is always a format ruler. Although format rulers don't appear in your printed document, you do see them on the terminal screen while editing.

As you're editing, the word processor scrolls text on and off the terminal screen when needed. When you fill 22 lines with text, the word processor scrolls the first line of text off the top of the screen and displays a new line at the bottom. It's like rolling the paper in the typewriter to the next blank line.

The word processor normally displays text brightly on the editing screen. The status line and active format ruler are normally displayed dimly. Any format ruler in your text also appears dim. However, if you choose to change the brightness (as explained in Chapter 4), the status line and all format rulers will be bright, while the text will be dim.

In addition to text and format rulers, you'll also see special symbols on your editing screen. These symbols indicate that you've given a specific instruction to the word processor about the way you want the text to look. Table 2-1 shows what these symbols look like on a DASHER D400/450 terminal. We'll discuss the instructions associated with each symbol in Chapters 3 and 4.

**Table 2-1. Special Editing Symbols**

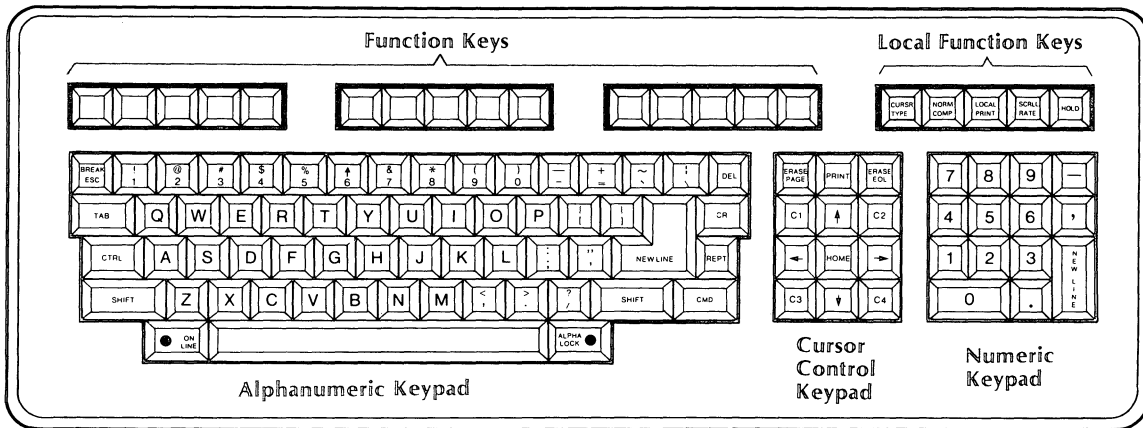
| Symbol | Instruction                     |
|--------|---------------------------------|
| ⌘      | Start Block Protection          |
| ⌘      | End Block Protection            |
| ◆      | Center text                     |
| ~      | Discretionary Hyphen            |
| ≠      | Start and end double underline  |
| →      | Indented text                   |
| ▲      | Start included text             |
| ▲      | End included text               |
| ⊠      | Start and end of an index entry |
| ◀      | Mandatory end of line           |
| ▣      | Page break                      |
| ⌘      | Begin merging                   |
| ⌘      | End merging                     |
| ↓      | Start and end subscript         |
| ↑      | Start and end superscript       |
| ▶      | Tabbed text                     |
| !!     | Start and end of user note      |

## How You Control What You See on the Terminal Screen

There are several different ways you can adjust what you see while editing text. You can make the text scroll up or down, you can change the brightness of the text display, and you can give instructions which will cause the word processor to change the text or insert special symbols into the text.

### The Keyboard

Figure 2-3 shows the D400/450 keyboard.



DG-15036

Figure 2-3. The D400/450 Keyboard

As labeled in Figure 2-3, the largest block of keys is the *alphanumeric keypad*. It has letters and numbers, and is arranged just like a typewriter keyboard. You will do most of your typing on these keys.

To the right of the alphanumeric keypad is the *cursor control keypad*. Use these keys to move the cursor around the terminal screen.

The *numeric keypad* is on the far right of the keyboard. You can use these keys in place of the numeric keys located on the alphanumeric keypad.

The keys in the row at the top of the keyboard are called *function keys*. You perform most common word processor actions by pressing function keys; press the appropriate function key when you want the word processor to perform the action.

A *template* that labels each key fits over this row of function keys. (If you do not have the proper templates, see the Preface for ordering information.) Figure 2-4 shows the template for the D400/450 terminal.

|         |         |                    |                   |           |               |         |                   |                     |                 |                   |               |                |                  |                 |     |     |
|---------|---------|--------------------|-------------------|-----------|---------------|---------|-------------------|---------------------|-----------------|-------------------|---------------|----------------|------------------|-----------------|-----|-----|
| F1      | F2      | F3                 | F4                | F5        | CTRL<br>SHIFT | F6      | F7                | F8                  | F9              | F10               | CTRL<br>SHIFT | F11            | F12              | F13             | F14 | F15 |
|         |         | MERGE              | END PAGE          | VIEW/EDIT | CTRL          | REPLACE | MOVE              | COPY                | INSERT<br>BLOCK | GLOBAL<br>REPLACE | CTRL          |                | BLOCK<br>PROTECT | PLACEMARK       |     |     |
| HELP    | INDEX   | FORMAT<br>RULER    | BEGIN/END<br>LINE | GO TO     | SHIFT         | FIND    | TEXT<br>ATTRIBUTE | CENTER              | DELETE<br>WORD  | SPELL             | SHIFT         | BACK<br>FIELD  | INCLUDE          | DISCR<br>HYPHEN |     |     |
| EXECUTE | COMMAND | PREVIOUS<br>SCREEN | NEXT<br>SCREEN    | INTERRUPT |               | INSERT  | INSERT<br>SPACE   | DELETE<br>CHARACTER | DELETE          | INDENT            |               | CANCEL<br>EXIT | READ             | SAVE            |     |     |
|         |         |                    |                   |           |               |         |                   |                     |                 |                   |               |                |                  |                 |     |     |

DASHER® D200, D400, D450, G300 CEO™ System © Data General Corporation, 1982 093-000300-01

DG-15037

Figure 2-4. The CEO Independent Word Processor Template

Each template has four rows. The first three rows contain labels. The fourth row is blank except for a key number in the lower left corner of each box. This means that each function key can perform four actions. If you want the word processor to perform the action labeled on the bottom row, press that key. If you want the word processor to perform the action labeled on the second row, press the SHIFT key on the alphanumeric keypad and the appropriate function key at the same time. If you want the word processor to perform the action labeled on the third row, press the CTRL key on the alphanumeric keypad and the appropriate function key at the same time. The top row of the template is for *user-definable* functions. *You* can create a command and assign it to any function key. If you want the word processor to perform the action assigned to a user-defined function key, press both the SHIFT and the CTRL keys while you press the appropriate function key.

Table 2-2 briefly describes the function keys and the actions associated with them. Some of the function keys are described in Table 2-4.

3

**Table 2-2. Function Keys**

| Key   | What It Does  |
|---|---|
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BACK<br/>FIELD</div>  | See Table 2-4.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BEGIN/END<br/>LINE</div>  | See Table 2-4.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BLOCK<br/>PROTECT</div>   | Directs the printer to print a block of text on one page, if possible.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CANCEL/<br/>EXIT</div>  | Exits a menu or cancels your current activity without performing the associated operation.                    |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CENTER</div>  | Centers text between the current left and right margins.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">COMMAND</div>   | Notifies the word processor that you are about to give it an instruction; e.g., EXIT, UPDATE, and BRIGHTNESS. |
| <div style="display: flex; justify-content: space-around; margin: 0 auto;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">FIND</div> </div>             | Repetitively locates a specific text sequence.  |
| <div style="display: flex; justify-content: space-around; margin: 0 auto;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">REPLACE</div> </div>          | Repetitively finds and substitutes a text sequence.   |
| <div style="display: flex; justify-content: space-around; margin: 0 auto;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">FORMAT<br/>RULER</div> </div> | Displays the format rulers, either from the current document or any that have been saved.                     |
| <div style="display: flex; justify-content: space-around; margin: 0 auto;"> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: 40px; text-align: center;">SPELL</div> </div>            | Identifies misspelled words appearing on a terminal screen.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">COPY</div>  | Defines a block of text that can be duplicated in another location.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">DELETE</div>  | Erases an entry in a menu or text from a document.  |

(continues)

**Table 2-2. Function Keys**

| Key  | What It Does  |
|--|---|
| <div style="border: 1px solid black; padding: 2px; text-align: center;">DELETE<br/>CHARACTER</div> | Erases the character at the cursor position.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">DELETE<br/>WORD</div>      | Erases the word at the cursor position.   |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">DISCR.<br/>HYPHEN</div>    | Indicates where you want to hyphenate a word.   |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">END PAGE</div>             | Puts a page break into a document. Also delimits header and footer text.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">EXECUTE</div>              | Directs the word processor to complete an operation in progress, or indicates that you are satisfied with the entries appearing on the terminal screen. Also delimits text. |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">FIND</div>                 | Locates a specific sequence of text.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">FORMAT<br/>RULER</div>     | Changes the current margin settings by replacing, inserting, or creating a format ruler.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">GLOBAL<br/>REPLACE</div>   | Finds and substitutes every occurrence of a specified text sequence, from the current cursor position to the end of the document.   |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">GO TO</div>                | See Table 2-4.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">HELP</div>                 | Displays on-line assistance.  |
| <div style="border: 1px solid black; padding: 2px; text-align: center;">INCLUDE</div>              | Prints another document as part of the one you are currently editing.   |

(continued)

**Table 2-2. Function Keys**

| Key  | What It Does   |
|--|--|
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INDENT</div>           | Sets up a temporary left-hand margin.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INDEX</div>            | Creates an index entry, or, when used with the GO TO function key, displays the index on the terminal screen.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INSERT</div>           | Allows you to add text to a document.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INSERT<br/>BLOCK</div> | Inserts the currently defined block at the current cursor position.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INSERT<br/>SPACE</div> | Puts one blank space at the cursor position.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">INTERRUPT</div>        | No function.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">MERGE</div>            | Lets you create two documents that ultimately become one, or several personalized copies of one. You type one document with blanks and one with the information to fill the blanks. At printing time, the two documents are merged to form one clean document. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">MOVE</div>             | Defines a block of text to be moved to another location.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">NEXT<br/>SCREEN</div>  | See Table 2-4.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PLACEMARK</div>        | Lets you set or erase markers in a document that can be used to find specific positions in a document.   |

(continued)

**Table 2-2. Function Keys**

| Key   | What It Does   |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
|---|--|---------------------|---------------|------------|----------|---|------|-----------|---|------------|------------------|---|------------|-------------|---|---------|-----------|---|-----------|----------|---|------------------|
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">PREVIOUS<br/>SCREEN</div>   | See Table 2-4.   |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">READ</div>  | Makes another document a permanent part of your current document.  |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;">READ</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">FORMAT<br/>RULER</div> </div> | Displays format rulers, either from the current document or any that have been saved.  |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">REPLACE</div>   | Finds and substitutes a sequence of text.  |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SAVE</div>  | Saves a portion of one document as another document.   |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SPELL</div>   | Gives you spelling assistance.   |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">TEXT<br/>ATTRIBUTE</div>  | <p>Changes special printing characteristics when used in conjunction with another key:</p> <table border="0" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; width: 33%;"><b>Special Text</b></th> <th style="text-align: center; width: 33%;"><b>Symbol</b></th> <th style="text-align: left; width: 33%;"><b>Key</b></th> </tr> </thead> <tbody> <tr> <td>Boldface</td> <td style="text-align: center;">+</td> <td>Plus</td> </tr> <tr> <td>Underline</td> <td style="text-align: center;">-</td> <td>Underscore</td> </tr> <tr> <td>Double Underline</td> <td style="text-align: center;">=</td> <td>Equal Sign</td> </tr> <tr> <td>Superscript</td> <td style="text-align: center;">^</td> <td>Uparrow</td> </tr> <tr> <td>Subscript</td> <td style="text-align: center;">v</td> <td>Downarrow</td> </tr> <tr> <td>Usernote</td> <td style="text-align: center;">!</td> <td>Exclamation mark</td> </tr> </tbody> </table> | <b>Special Text</b> | <b>Symbol</b> | <b>Key</b> | Boldface | + | Plus | Underline | - | Underscore | Double Underline | = | Equal Sign | Superscript | ^ | Uparrow | Subscript | v | Downarrow | Usernote | ! | Exclamation mark |
| <b>Special Text</b>   | <b>Symbol</b>  | <b>Key</b>          |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Boldface  | +  | Plus                |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Underline   | -  | Underscore          |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Double Underline  | =  | Equal Sign          |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Superscript   | ^  | Uparrow             |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Subscript   | v  | Downarrow           |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| Usernote  | !  | Exclamation mark    |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">VIEW/EDIT</div>   | Change from View mode to Edit mode (or from Edit mode to View mode), thereby changing the way the text is displayed on the screen.   |                     |               |            |          |   |      |           |   |            |                  |   |            |             |   |         |           |   |           |          |   |                  |

(concluded)

On the D400/450 terminal, there are five function keys on the far right of the keyboard. In Figure 2-2, they are labeled *local function keys*. Table 2-3 describes these keys.

**Table 2-3. Local Function Keys for D400 and D450 Terminals**

| Local Function Key  | What It Does  |
|---|---|
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">CURSOR<br/>TYPE</div> | Changes the appearance of the cursor on the terminal screen.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">NORM<br/>COMP</div>   | Changes from normal display (which has approximately 80 characters per line) to compressed display (which has approximately 135 characters per line), and back again. |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">LOCAL<br/>PRINT</div> | Not applicable.   |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SCROLL<br/>RATE</div> | Adjusts the rate at which text scrolls onto the terminal screen.  |
| <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">HOLD</div>            | Freezes text on the terminal screen. Pressed a second time, resumes scrolling text on the terminal screen.  |

## Using the Keyboard

If you're used to typing on a typewriter, you should be aware of a few differences. The shift key on the alphanumeric keypad does not lock as the one on a typewriter does. If you want to type all uppercase letters, use the ALPHA LOCK key. When pressed once, it locks the keypad into uppercase letters. When pressed again, it unlocks the keypad, and you'll be typing in lowercase. Note, however, that this applies only to the letter keys: digits and symbols don't lock. When the keypad is locked into uppercase, you can still type digits but you must press the SHIFT key to type "uppercase" symbols.

On a typewriter, the digit 1 and the letter l are often used interchangeably. The computer interprets characters literally. Therefore, if you need a one, use the digit 1, not the letter l. The same is true for the digit 0 and the letter O.



When you're typing with the word processor, you do not have to *return the carriage* as you would with a typewriter. The word processor automatically fits the proper number of characters on the line, according to the set margins. If you type a word that is too large to fit at the end of the current line, the word processor starts that word over again on the next line. This is called *word wrap*.

If you want to move the cursor to the next line of text, press either the key marked NEW LINE on the alphanumeric keypad, or the key marked with a downarrow (↓) on the cursor control keypad. Pressing the NEW LINE key will move the cursor to the beginning of the next line; pressing the downarrow will move the cursor down one line, positioning the cursor in the exact same spot, one line lower. The NEW LINE key performs other actions in addition to moving the cursor, as we shall see.

The key marked CMD on the alphanumeric keypad has a special purpose; you use this key to activate the PRINT key and the ON LINE key. The ON LINE key has a light; this light should be on while you are working with the CEO Independent Word Processing system. Press the CMD key and the ON LINE key together to turn on the light.

Note that a space is considered a character. When we say that the cursor is positioned at a specific character location, this character could be a letter, digit, symbol, or space.


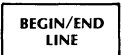

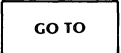










The space bar erases the character located at the cursor position. When you press the space bar, the character located at the cursor will be replaced with a space and the cursor will move one character to the right. To erase characters to the left of the cursor, press the key marked DEL on the alphanumeric keypad: press once and you will erase one character to the left; press again and the next character is erased, and so on. The DEL key also erases blank spaces. There are other ways to erase text, as we shall see later.

If you press a key and hold it down, the letter or number you are typing will repeat. The key labeled REPT also does this; if you press the REPT key and another key at the same time, the letter or number will repeat.

There are several keys that you use to move the cursor around the screen. Most of them are located on the cursor control keypad.

When viewing a menu, some keys move the cursor in a different manner than when you are viewing text on the editing screen. Table 2-4 describes the keys that move the cursor, both on menus and while editing.

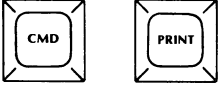







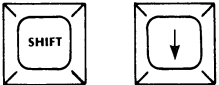
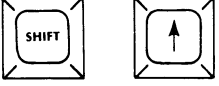
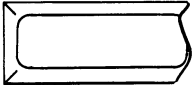
**Table 2-4. Keys that Move the Cursor**

| Key   | What It Does on a Menu   | What It Does While Editing   |
|---|--|--|
|    | Returns the cursor to the previous question.   | Moves the cursor to the last character in the previous line.                                   |
|    | Positions the cursor to the beginning or end of the current field.                                 | Moves the cursor to the beginning or end of the current line.                                  |
|    | When viewing text, displays 1 line of next text.   | Moves the cursor to the next line of text.   |
|    | Used in conjunction with other keys, moves the cursor to a specified place in the scrollable text. | Used in conjunction with other keys, moves the cursor to a specified location in the document. |
|    | Lets you see additional lines of a multiline document.   |  |
|    | Lets you see the previous lines of a multiline document.   |  |
|   | Moves the cursor to the first character position on a line.  | Moves the cursor to the beginning of the first line displayed on the screen.                   |
|   |  | Pressed again, it moves the cursor to the end of the last line on the terminal screen.         |
|    | Moves the cursor 1 character position to the left.   |  |
|    | Moves the cursor 1 character position to the right.  |  |
|    | Moves the cursor five positions to the right.  | Moves the cursor to the next tab stop and inserts a tab symbol.                                |
|    | When viewing text, displays one line of previous text.   | Moves the cursor to the preceding line of text.  |
|    | Moves the cursor forward to the first character of a word.   |  |
|   | Moves the cursor back to the first character of the previous word.                                 |  |

Note that the WORD key, located on the cursor control keypad, is either blank or labeled C1.

There are still other keys you'll use with the word processing system; some we've already mentioned. Table 2-5 summarizes the other keys you'll use.

**Table 2-5. Miscellaneous Keys**

| Key   | What It Does on a Menu  | What It Does While Editing   |
|---|---|--|
|    | No effect.  | Prints one copy of the current document at the end of the editing session using standard or present print specifications.  |
|    | Erases all text on a line to the right of the cursor and advances the cursor to the next line.                    | Inserts a mandatory end-of-line symbol and wraps any text to the right of the cursor to the next line.                     |
|    | Erases the character to the left of the cursor.   | Erases the character to the left of the cursor and, if necessary, results in word wrapping.                                |
|   | Erases all characters from the current cursor position to the end of the line.                                    | Erases all characters from the current cursor position to the end of the line and, if necessary, results in word wrapping. |
|  | Refreshes the terminal screen.  |  |
|  | Terminates the definition of a command.   |  |
|  | Delimits text.  | Moves the cursor to the left margin on the next line. Ends a paragraph or indicates a blank line when inserting new text.  |
|  | Pressed in conjunction with another key, it causes the other key to repeat itself.                                |  |
|  | Starts scrolling text up continuously. To stop the scrolling, press any key.                                      |  |
|  | Starts scrolling text down continuously. To stop the scrolling, press any key.                                    |  |
|  | The space bar puts a space at the current cursor position and moves the cursor 1 character position to the right. |  |

## **Summary**

In this chapter we've briefly explained the different parts of the CEO Independent Word Processor: the computer terminal screen and what you see on it, and the terminal keyboard and how to use it. In later chapters we'll give specific examples that show how to use the terminal. As you learn to use the word processor, you'll also learn how to use the computer terminal.

End of Chapter

# Chapter 3

## Sample Session

You use the CEO Independent Word Processor to type, edit, view, or print a document. Before you can do the last three functions, you must type some text. This chapter will guide you through a sample session of typing text.

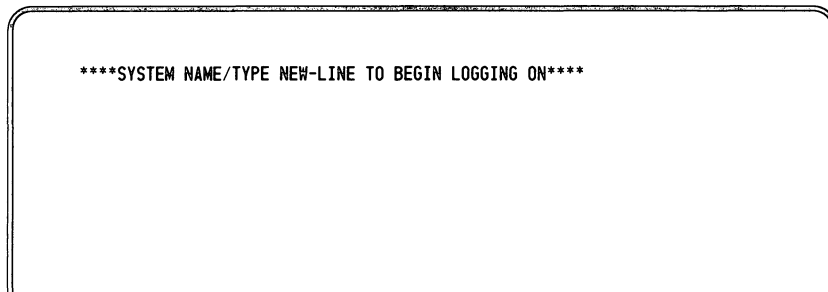
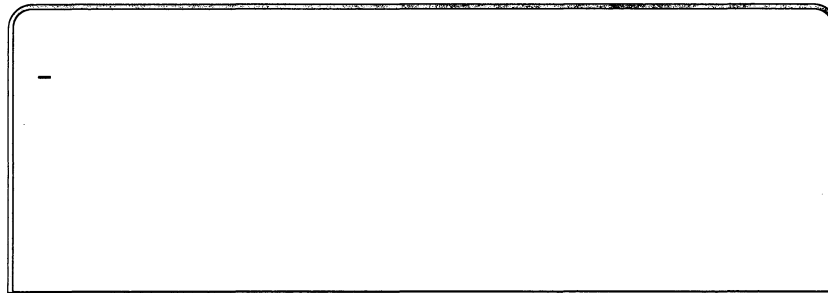
In this chapter, you'll learn how to

- turn on your terminal
- *log on* to the CEO Independent Word Processing system
- get help from the CEO Independent Word Processor
- create a new document
- type some text
- move the cursor around the editing screen
- use function keys to format text
- print a copy of the text you've typed
- end the editing session

### Turning on the Terminal

Before doing anything else, you must turn on the terminal. If you've never used a computer terminal before, take the time to examine it. The screen looks very much like a television. There's a button near the lower right corner of the screen.

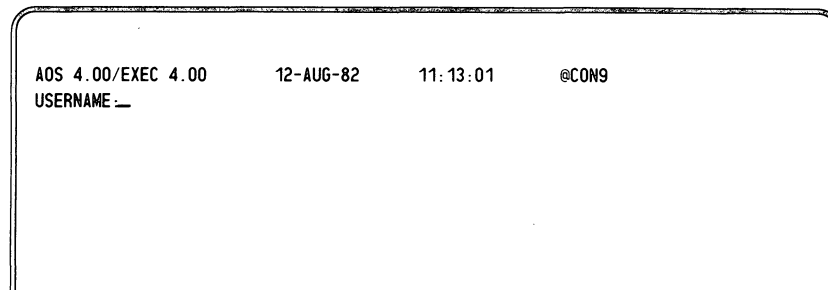
Pull this button out to turn the terminal screen on. In a few seconds your screen will look like either of the partial screens shown in Figure 3-1. You can turn the button clockwise or counterclockwise to adjust the light and dark contrast on the screen.



DG-15341

*Figure 3-1. Turning on Your Terminal*

If the light on the ON LINE key is off, press the CMD key and the ON LINE key. This light must be on while you are working with the terminal. Press the NEW LINE key on the alphanumeric keypad. You'll see the screen shown in Figure 3-2.



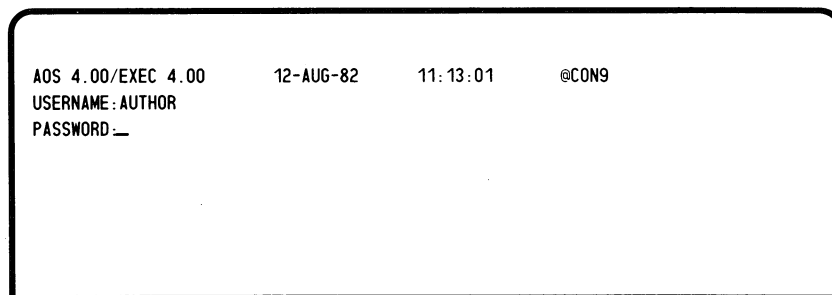
DG-15342

*Figure 3-2. Typing Your Username*

Your CEO manager assigns every person who uses the computer a *username* and *password*. The computer will only recognize you as an authorized user when you type the appropriate username and password combination.

Notice on the screen shown in Figure 3-2 that the word `USERNAME` appears on the second line. The box or blinking bar that you see next to the word `USERNAME` is called a cursor. It indicates your position on the screen when you're typing.

Type your username and press the `NEW LINE` key. (You can use either uppercase or lowercase letters, or a combination of both. It makes no difference.) Notice that the word `PASSWORD` is now visible on your screen, as shown in Figure 3-3.



DG-15343

*Figure 3-3. Typing Your Password*

Type your password and press the `NEW LINE` key. You will not be able to see your password on the screen. This is a security measure. Only you should know your password.

If you make a mistake, the computer will display the following message:

***INVALID USERNAME - PASSWORD PAIR***

Then it will give you the opportunity to try again. You have five chances to get it right. If you are unable to type an acceptable username/password combination in five tries, the computer will display the following message:

***TOO MANY ATTEMPTS, CONSOLE LOCKING FOR 10 SECONDS***

When this happens, just wait until the computer redisplay the message telling you to press the `NEW LINE` key. If you continue to have problems typing your username and password, see your CEO manager.

When the computer recognizes your username and password, you'll have successfully *logged on*. You'll see either a system message and a parenthesis at the left of your screen, or the CEO Independent Word Processing system menu, depending on how your system is set up. If you see the parenthesis, you have to start the word processing system. If your system is set up so that when you log on you are already in the word processing system, you can skip the next section.

## Starting the CEO Independent Word Processing System

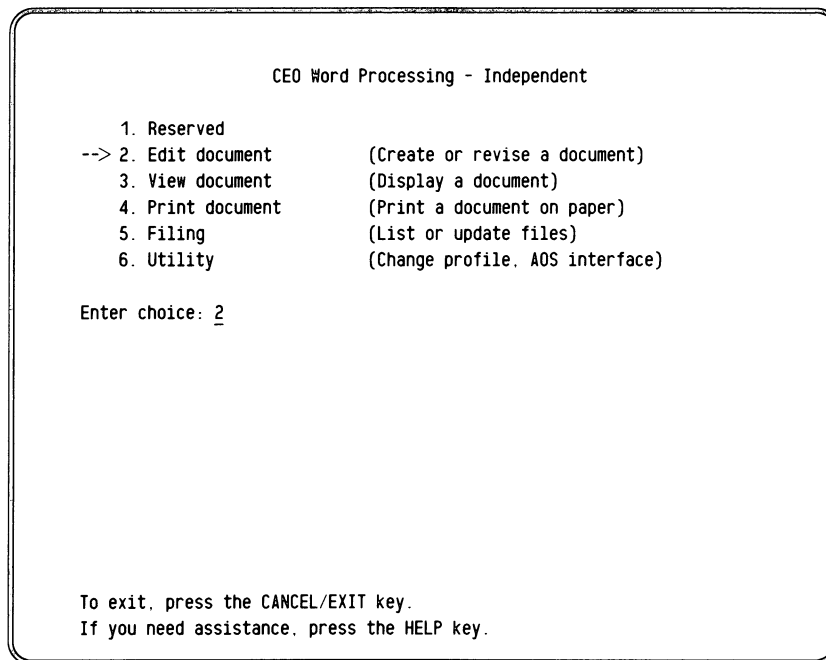
When you see the parenthesis, you're ready to start a word processing session. The cursor will be located next to the parenthesis. Type CEO.WP (for CEO Word Processor) and press the NEW LINE key. You can use either uppercase or lowercase letters.

Pressing the NEW LINE key tells the computer that you've typed a complete instruction.

If you realize you've made a mistake before you press the NEW LINE key, use the DEL key (located on the alphanumeric keypad) to erase the mistake. If you have already pressed the NEW LINE key, you'll see a message informing you of the mistake. Try again.

## The CEO Independent Word Processing Menu

The first thing you see in the CEO Independent Word Processing system is the *Main Menu*, shown in Figure 3-4. (If you don't see the parenthesis, this will be the first thing you see after you type your password and press the NEW LINE key.)



DG-15344

Figure 3-4. The Main Menu

The Main Menu is a choice menu, as explained in Chapter 2.



The options you can select from this menu are explained below.

|                |   |
|----------------|---|
| Reserved       | Reserved for future enhancement of the CEO Independent Word Processor.  |
| Edit document  | Create or revise a document (discussed in this chapter and the following chapter).  |
| View document  | Display a document (discussed in Chapter 5).  |
| Print document | Print a document on paper (discussed in Chapter 6).   |
| Filing         | List, delete, rename, or copy documents, or work with document summaries. (The Filing menu is discussed in Chapter 7.)  |
| Utility        | Import or export documents, use the spelling facility, or change your personal profile. (The Utility menu is discussed in Chapter 7, the spelling facility in Chapter 8.) |

On choice menus, a number always appears after the words

*Enter choice:*

and an arrow points to the corresponding choice.

To make a selection from a choice menu, you can either type the appropriate number after *Enter choice:*, or move the arrow with the uparrow and downarrow keys until it points to the choice you want on the menu. When the arrow points to the correct choice, and the number of that choice is displayed after *Enter choice:* (regardless of which method you used), press the NEW LINE key to indicate you've made a choice.

When you first see the Main Menu, the number will be 2, and the arrow will be pointing to the Edit document choice. Since "Edit document" is the choice you want, press the NEW LINE key.

The word processor then displays:

*Folder name:*

NOTE: If your CEO manager has given you special access privileges, the word processor will first display the prompt *In personal drawer?* For now, just answer Y for yes. Later, you can read about special access privileges in Appendix C.

The word processor has a filing system that consists of drawers, folders and documents. Every user has his or her own personal filing drawer, which can contain up to 100 folders. Each folder can contain up to 100 documents. Whenever you create a document, you must specify which folder you want to put it in.

## Getting Help from the CEO Independent Word Processor

At any time while you are using the word processing system, you can get immediate help based on your current activity. The word processor has an on-line help system, which means that the help information is stored in the computer and ready for display on your terminal. You don't have to page through a printed manual looking for the appropriate information; just press the HELP function key. Try it now, when your cursor is positioned at the *Folder name:* question.

The Help Display menu then appears on your screen. The help it contains is *immediate help*, since it deals with your present situation. The header line (in angle brackets) tells where you were when you pressed the HELP function key; here the header says "Folder name:". The HELP text is in the middle of the screen; this text varies, depending on where you were when you pressed HELP. General advice is beneath the dotted line. The cursor is at the bottom of your screen.

Read the HELP text for "Folder name:". As you can see, it explains how to answer the question, how to change your answer, and how to create a new folder. It also tells you that the word processor gives you a folder to start out with, named "FIRST\_FOLDER". As the HELP text mentions, you can create other folders, and can rename this folder; we will discuss this in Chapter 7.

Sometimes all the HELP text does not fit on a screen. The bottom line on the screen tells you how many more lines there are. Press the downarrow (↓) cursor control key to read the next line, or the NEXT SCREEN function key to read the next screen. To see the previous line, press the uparrow (↑) cursor control key; to see the previous screen, press the PREVIOUS SCREEN function key.

### Getting More Help

While you've been moving around the HELP text, a question at the bottom of your screen has been asking

*Would you like more help?*

This tells you that more help is available; the immediate help you get from the HELP function key is just the beginning. There is also an *electronic manual* which contains detailed information about every feature of the word processor. To read the electronic manual, type Y and press the NEW LINE key.

The word processor then displays a HELP mini menu which displays the prompt *Type a term or topic:*. But how do you know what topic to ask for? Look at the immediate HELP text at the top of the screen. In this text, certain words and phrases are displayed brightly. Each bright word or phrase is a topic that is detailed in the electronic manual. When you type any of these topics, the word processor looks it up in the electronic manual, and displays the information on your screen.

There are many topics covered in the electronic manual, but only a few topics will be included in each immediate help message. To see an index of all the available topics, just press the NEW LINE key. You can scroll through the index using the NEXT SCREEN and PREVIOUS screen function keys. To return to the HELP mini menu, press the CANCEL/EXIT function key.

Now that you know how to find a topic, type one that interests you, and press the NEW LINE key. Then, the word processor displays the beginning of the appropriate section of the electronic manual. You can use the NEXT SCREEN and PREVIOUS SCREEN function keys to display more text.

Unlike the immediate help text, which discusses only your immediate situation, the electronic manual covers every feature of the word processing system. You can scroll through the entire manual using the NEXT SCREEN and PREVIOUS SCREEN function keys, or you can use index references to display any section of the manual you want. While viewing the manual, you can see the index by pressing the COMMAND function key and then the INDEX function key. To display text about another topic, press the GO TO function key and type the topic you want.

After exploring as much of the electronic manual as you want, press the CANCEL/EXIT function key to return to the immediate HELP display. Then press the CANCEL/EXIT function key again; you will return to the Main Menu.

You have now learned how to get help from the word processor's on-line help system. Whenever you want help, at any point, press the HELP function key. If the immediate HELP isn't enough, you can get more help from the electronic manual.

## **Creating a Document**

When you have finished using HELP and returned to the Main Menu, you will find your cursor still waiting at the *Folder name:* prompt.

For now, let's just put the document you're creating into FIRST\_FOLDER. Type the name FIRST\_FOLDER after the prompt, and press the NEW LINE key.

The word processor will then ask you for a document name.

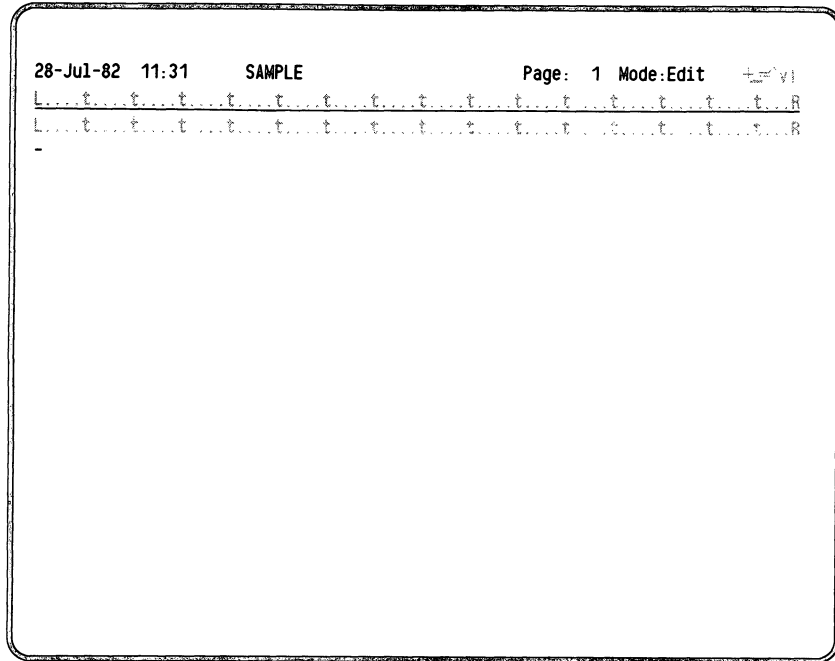
Each time you choose to create a new document, you must name it. You can name it anything you want; however, give it a name that is meaningful to you. Document names can be up to 25 characters long. You can use any combination of letters, numbers, dollar signs (\$), question marks (?), spaces ( ), underscores (\_), or periods (.). You can use spaces and underscores interchangeably; the word processor interprets both as underscores. For more information on naming conventions, see Appendix B.

For this sample session, let's name the document SAMPLE. Type the name and press the NEW LINE key.

Since this is a new document, the CEO Independent Word Processing system asks *Do you wish to create this document?*

Type Y (for yes), and press the NEW LINE key.

Your screen should then look like the one shown in Figure 3-5.



DG-15345

Figure 3-5. The Editing Screen

As explained in Chapter 2, the first line of the editing screen is still your status line; notice that now it shows the name of the document you're working on. The second line is the *format ruler*.

The word processor comes with a standard format ruler. It may be the one shown in Figure 3-5: the left margin is at 1, the right margin is at 80, the tabs are every 5 columns, starting in column 6. If the margins and tabs are different when you see the editing screen, your CEO manager may have set different ones. You, too, can change the format ruler, if you want different margins and tab stops, as we'll see in Chapter 4.

Notice that you are in Edit mode and none of the text attribute modes are turned on. Edit is the standard editing mode. If you are in any other editing mode besides Edit, you must first return to Edit mode before going into a different text mode. For instance, to go from Del mode to Copy mode, you must go from Del mode to Edit mode and then from Edit mode to Copy mode. While in Edit mode, you can use any key on the keyboard, including all function keys and all cursor control keys. You can type and erase text, and change the text attributes, while in Edit mode.

To type text, just type. Don't worry about the right margin. As we've mentioned, the word processor automatically wraps words as you type them, so you do not have to return the carriage. However, at the end of a paragraph, press the NEW LINE key to indicate the end of the paragraph. We'll explain more about this after you type the text.

Figure 3-6 shows the document we'd like you to type for this sample session. You don't have to type the entire document at this time; just type enough to fill the terminal screen. There are mistakes included in this document which you can later correct as part of the examples in Chapter 4. If you make any mistakes while typing this text, just go on. Don't stop to correct them now.

## Creating and Editing Documents

**Problem:** To prepare a letter, or report, you either write it in longhand or dictate it and then have someone type it on a typewriter.

When proofreading the 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 combine several documents into a highly formatted document on quality paper. All this takes time -- time spent on repetitive, mechanical tasks.

There may also be times when you don't want others to see the confidential material you are preparing and therefore, you have to type the text yourself.

**Solution:** With the CEO Independent Word Processor, you can create and revise documents quickly and easily. Labeled function keys on the terminal's keyboard reduce the memorization and number of keystrokes required.

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

When you need to prepare a confidential document, you can use the CEO Independent Word Processor to create, revise, and print it. No one can read this document unless you give him/her permission.

Even if you don't use the CEO Independent Word Processor very often, you may want to use some of its functions to:

- \* create drafts of text, and then let others do the revisions and formatting functions;
- \* review and revise text that has already been typed; or
- \* review documents and enter revision notes or instructions to support personnel.

### CEO Independent Word Processing

#### CEO Independent Word Processing

- \* supports a full complement of text entry and editing functions;
- \* offers Spelling capabilities;
- \* allows you to combine several documents into one;
- \* includes boilerplate and list processing capabilities;
- \* implements a document viewing facility;
- \* includes a variety of printing options;
- \* provides automatic indexing;
- \* supports a document width of up to 160 characters, and does not restrict the document's length.

As you type this text, you'll notice that it looks different on the screen. Figure 3-7 shows some of the text displayed on the terminal screen. The text you typed may not match the text shown in Figure 3-7. For instance, in Figure 3-7, there are special symbols displayed at the ends of paragraphs and on each blank line. These symbols are called *mandatory ends of lines*. A mandatory end of line indicates the end of a paragraph. The first character after a mandatory end of line always appears on the screen at the left margin of the next line. It is considered the first character of a new paragraph. By inserting a mandatory end of line on a new line, you also ensure that that line is left blank.

```

28-Jul-82  11:31   SAMPLE                      Page:  1 Mode:Edit  LFVI
L...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...R
L...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...R
<
Creating and Editing Documents <
<
<
Problem: To prepare a letter, or report, you either write it in longhand or
dictate it and then have someone type it on a typewriter.<
<
When proofreading the 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 combine several documetns into a hihgly formatt ed
document on quality paper. All this takes time -- time spent on repetitive,
mechanical tasks.<
<
There may also be times when you don't want others to see the confidential
material you are preparing and therefore, you have to type the text yourself.<
<
<
Solution: With the CEO Independent Word Processor, you can create and revise
documents quickly and easily. Labeled function keys on the terminal's keyboard
reduce the memorization and number of keystrokes required.<
<

```

DG-15346

Figure 3-7. Part of the Sample Document on the Terminal Screen

- There are several ways you can insert a mandatory end of line:
- Press the CR key, regardless of where the cursor is located or what mode you're in.
  - Press the downarrow key when the cursor is located on the last line of the document while in Edit mode, or while it is located on the last line of inserted text while in Insert mode.
  - Press the NEW LINE key when the cursor is located on the last line of the document while in Edit mode, or while it is located on the last line of inserted text while in Insert mode.

For example, to type the text from the sample document so that it looks like the text shown in Figure 3-7: when you start, the cursor is located at the left margin of the line just below the format ruler. To keep this line blank, press either the CR, NEW LINE or downarrow key. Any of these keys will insert a mandatory end of line at this point, because the cursor is technically located at the end of the document.

On the next line, type

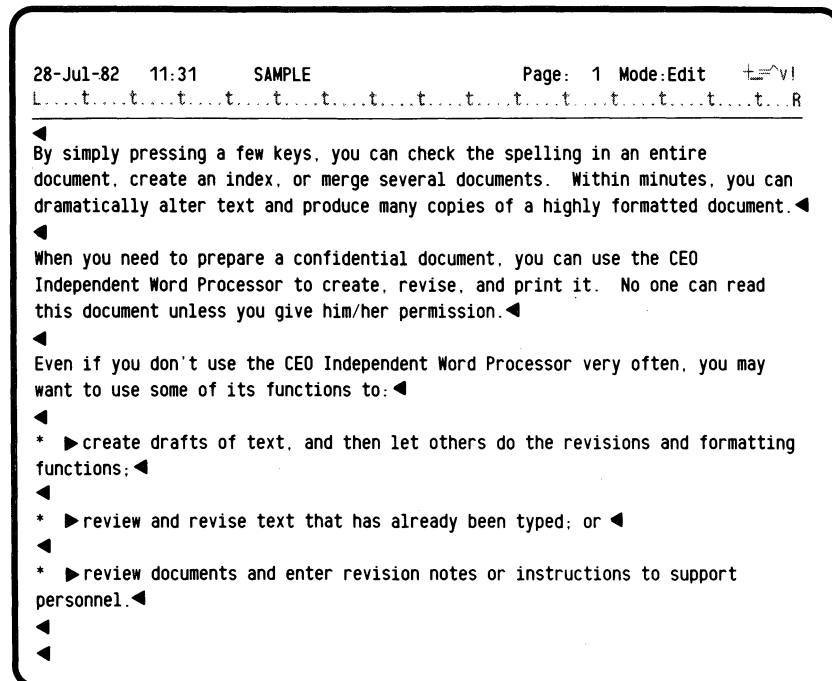
Creating and Editing Documents

and press the NEW LINE key.

Press the NEW LINE key again to maintain a blank line. Then type the rest of the text.

Continue typing the text, pressing the NEW LINE key at the end of each paragraph and for each blank line. Now the text displayed on your terminal screen should more closely resemble the text shown in Figure 3-7. You'll notice that once the entire screen is filled with text and the cursor moves to a new line, the top line scrolls off the top of the screen.

Figure 3-8 shows more of the sample document displayed on the terminal screen.



DG-15347

Figure 3-8. More Text for SAMPLE

Notice that three lines have another special symbol — the lines which start with the \* at the left margin. The symbol (a triangle pointing to the right) indicates that the TAB key was pressed before typing the first word. Whenever you press the TAB key, the word processor inserts the special symbol into your document and moves the cursor to the next tab stop.

When you've typed the text for SAMPLE, press the NEW LINE key one more time to place a blank line at the end of the text. Your cursor should now be on the last line of the screen. Let's move it.

Press the HOME key. The cursor moves to the beginning of the first line on the screen. Press the HOME key again. The cursor moves to the end of the last line, where it was before you pressed the HOME key the first time.

Press the BACK FIELD function key. The cursor moves to the last character on the previous line.

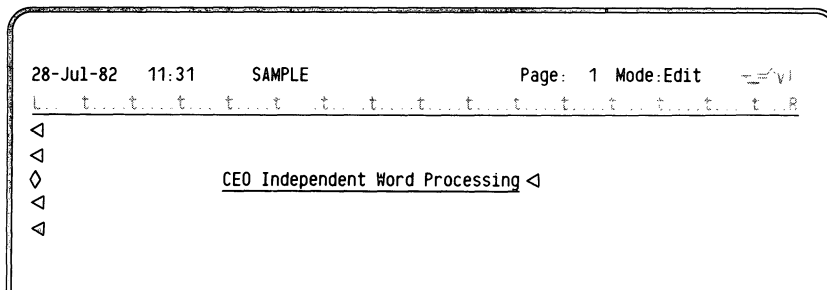
Press the uparrow key and the cursor moves up one line. Press the uparrow key again. Now press the BEGIN/END LINE function key. The cursor moves to the first character on the line. Press the BEGIN/END LINE function key again, and the cursor moves back to the last character of the same line.

Press the PREVIOUS SCREEN function key to see the previous 22 lines of text. Press the NEXT SCREEN function key to see the next 22 lines of text.

There are several other keys which move the cursor around the screen. In addition to the ones we just tried, you can use the WORD, SHIFT-WORD, rightarrow, leftrightarrow, and downarrow keys. Try each one. Table 2-4 in Chapter 2 discusses each one. For more information, you'll find an explanation of all keys in Chapter 9.

Before we end this sample session, let's add one more line to this document (if you didn't type it all to begin with). By now, if you've been practicing moving the cursor around the screen, it could be positioned just about anywhere. To add text to the end of the document, the cursor has to be at the end of the document. A fast, easy way to get it there is to use the GO TO function key.

Press the GO TO function key. Then press the downarrow key. This combination of keystrokes moves the cursor to the last line of the document.



DG-15348

Figure 3-9. End of the Document



Figure 3-9 shows the next line of this document; it's a heading. We'll show how to type the information that belongs under this heading in the next chapter.

This heading is underlined and centered. With the cursor located on the line on which the heading is to appear, press the TEXT ATTRIBUTE function key. The word processor displays the prompt

*Which text attribute (+, -, =, ^, v, !!)?*

Press the \_ (underscore) key on the alphanumeric keypad to turn on underlining. Notice on the status line that the underline symbol indicates that underline mode is now on.

Type the heading. Press the TEXT ATTRIBUTE function key. Again, when the word processor asks which text attribute, press the \_ (underscore) key.

The word processor displays

*Press EXECUTE to underline, DELETE to remove or CANCEL/EXIT to cancel.*

Press the EXECUTE function key to complete the underlining action.

You have now typed and underlined the title. To center it, press the CENTER function key.

The word processor centers the line between the right and left margins and insert a mandatory end of line. Your cursor will now be located on the next line.

Now, let's see what this document looks like on paper. Press the PRINT key. This tells the word processor to print one copy of this document on paper when you end your editing session.

Now you can end the editing session. Press the CANCEL/EXIT function key. The word processor displays the following question at the top of your screen:

*Do you wish to exit from this document?*

Type Y.

You'll see the Main Menu again. You can either continue to use the word processor, or you can *log off* — end your session at the terminal.

If you want to continue to use the word processor, make the appropriate choice from the Main Menu. To log off, press the CANCEL/EXIT function key again. The word processor will display the following question:

*Do you wish to exit from the word processor?*

Type Y. Depending on how your system is set up, you will see either messages telling you that you've logged off the system, or a parenthesis at the left of your screen. If you see the parenthesis, type the word **BYE** and press the NEW LINE key.

You've now logged off the system, having completed a sample session with the CEO Independent Word Processor.

In the next chapter we'll show you how to add text to the document you've just created, how to revise it, and how to do other editing functions.

End of Chapter



# Chapter 4

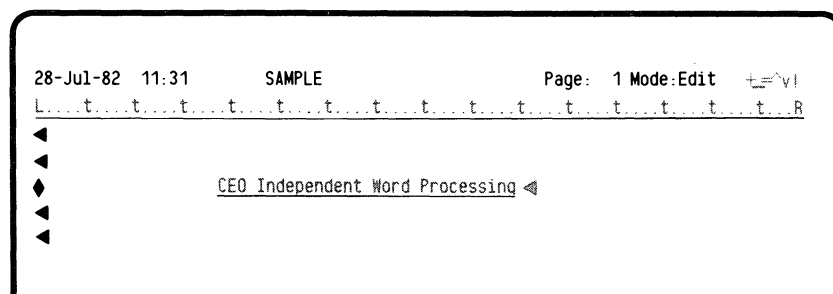
## Editing Functions

This chapter describes the various editing functions you can perform with the word processor. We'll lead you through sample sessions which will show you how to revise the document created in Chapter 3.

For more details about each editing function, see Chapter 9.

### Revising SAMPLE

From the Main Menu, choose option 2, "Edit document". When the word processor asks for a folder name, type the same name (FIRST\_FOLDER) that you used in the sample session in Chapter 3. If the word processor displays the name you want, just press the NEW LINE key. When it asks you for a document name, type SAMPLE, the same document you created in Chapter 3. Again, if the word processor displays the name SAMPLE, simply press the NEW LINE key.



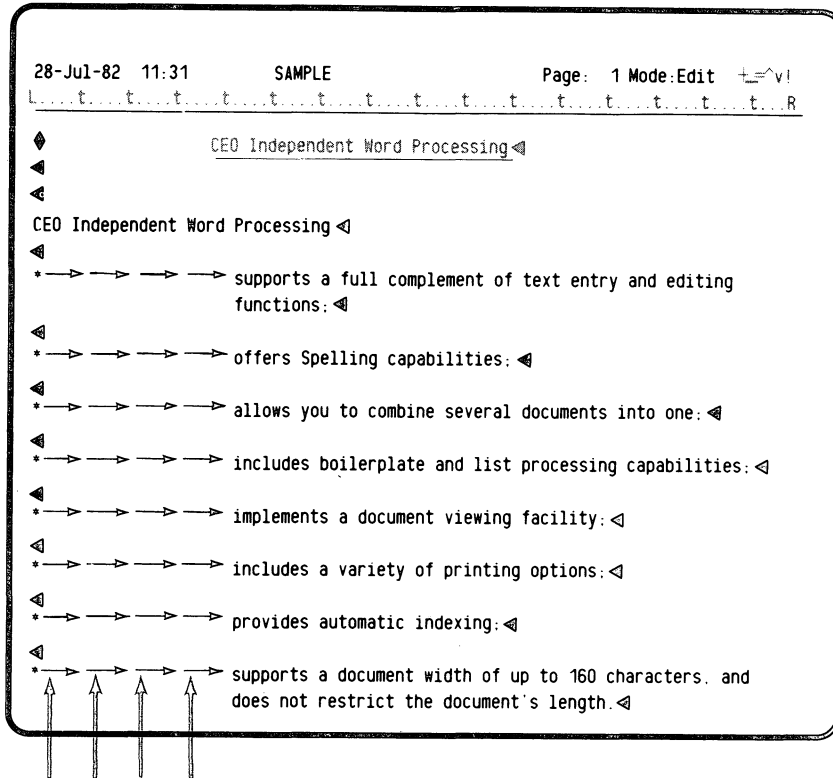
DG-15349

Figure 4-1. End of SAMPLE

### Adding Text

When the word processor displays the editing screen, the cursor will be where it was in your document when you ended your last editing session. To add text to the end of the document, you must move the cursor to the end (if it's not already there). Press the GO TO function key and the downarrow key. This moves the cursor to the last line of the document, as shown in Figure 4-1. Press the CR key to move the cursor down to a new line; the line it's on should already have a mandatory end of line symbol.

Figure 4-2 shows the new text we'd like you to add to the end of this document.



DG-15350

Figure 4-2. Indented Text

## Indented Text

Notice in Figure 4-2 that four symbols appear between the \* and the first word of text. These symbols indicate that the INDENT function key was pressed.

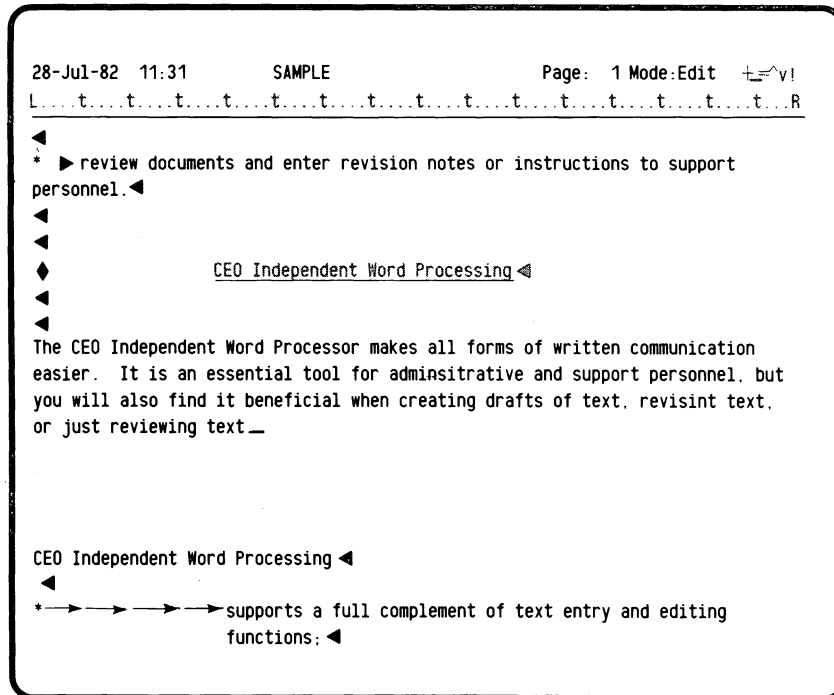
To type these lines, first type the \*. Then press the INDENT function key four times. Each time you press the INDENT function key, the cursor moves one tab stop to the right and the word processor inserts an indent symbol. The INDENT function key sets up a *temporary left margin*. Whenever the word processor must word wrap text, it wraps the text to this temporary left margin. It will continue to use the temporary left margin until you insert a mandatory end of line. When you insert a mandatory end of line, the word processor resumes using the original left margin.

In the sample session in Chapter 3, you typed a list using the TAB key to indent the first word. However, unlike the INDENT function key, the TAB key does not set up a temporary left margin. So, when the text did not fit on the line, the word processor wrapped it to the original left margin.

## Inserting Text

Move the cursor to the first blank line after the heading "CEO Independent Word Processing". To insert text after this heading, press the INSERT function key. The word processor opens a *window* in which you can add new text.

Press the CR key or the NEW LINE key once or twice to insert blank lines. Then type the text shown in Figure 4-3.



DG-15351

Figure 4-3. Inserting Text

When you've typed the text in Figure 4-3, press the EXECUTE key to end Insert mode.

## Finding and Changing Text

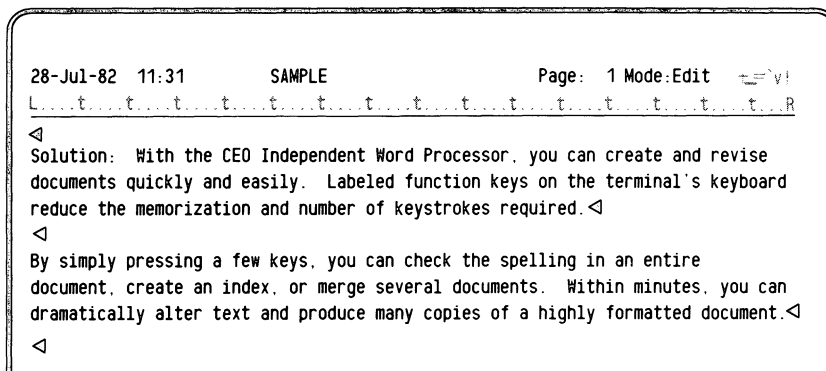
Suppose that, looking at the text in the example, you think you should have used words other than “revise” and “revision”. Let’s find each occurrence of these words, and, possibly, change the words to something else.

Move the cursor to the beginning of the document by pressing the GO TO function key and the uparrow key. Press the FIND function key. When the CEO Independent Word Processor displays the question

*Find what?*

type *revis* and press either the EXECUTE function key or the NEW LINE key.

The cursor moves to the first occurrence of the letters “revis” in the document, as shown in Figure 4-4.



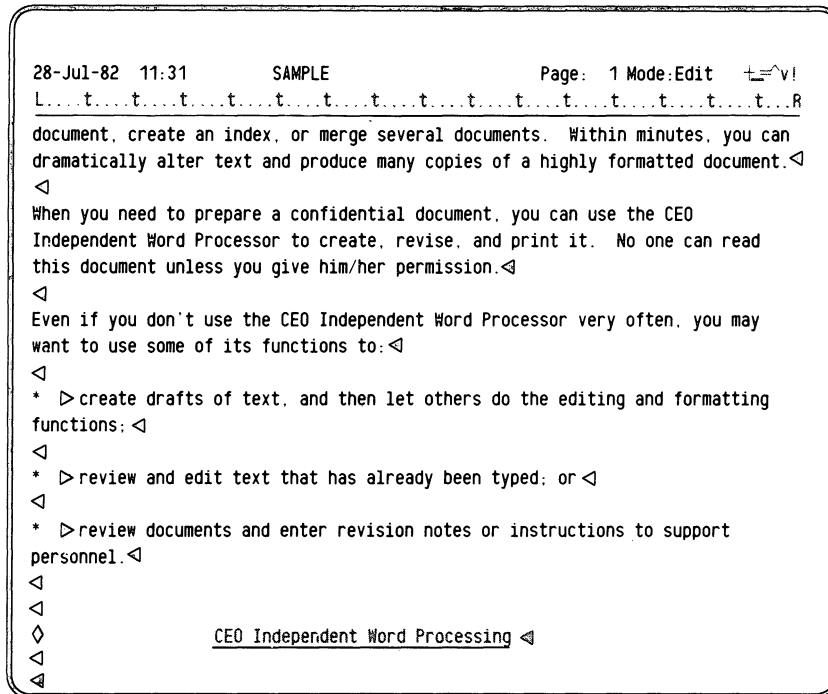
DG-15352

*Figure 4-4. Finding and Changing Text*

Suppose that, looking at the word “revise” in context, you decide to change it to “edit.” Type the word *edit* at the current cursor position. The letters “s” and “e” from the word “revise” are still on the screen. Press the DELETE CHARACTER function key once to erase the “s”, and again to erase the “e”.



Repeat the FIND process, checking all occurrences of the letters “revis”. Make whatever changes you want. Figure 4-6 shows one way this text could be changed.



DG-15354

Figure 4-6. Found and Changed Text

### Changing the Brightness

When you used the FIND function key to locate an occurrence of the specific word, the word appeared in opposite intensity to the rest of the words; most of the text was bright while the found word was dim. To reverse this, press the COMMAND function key. You'll see a list of commands, one of which is BRIGHTNESS. On the status line, the word processor displays the question

*What command?*

Type BRIGHTNESS and then press either the EXECUTE function key or the NEW LINE key.

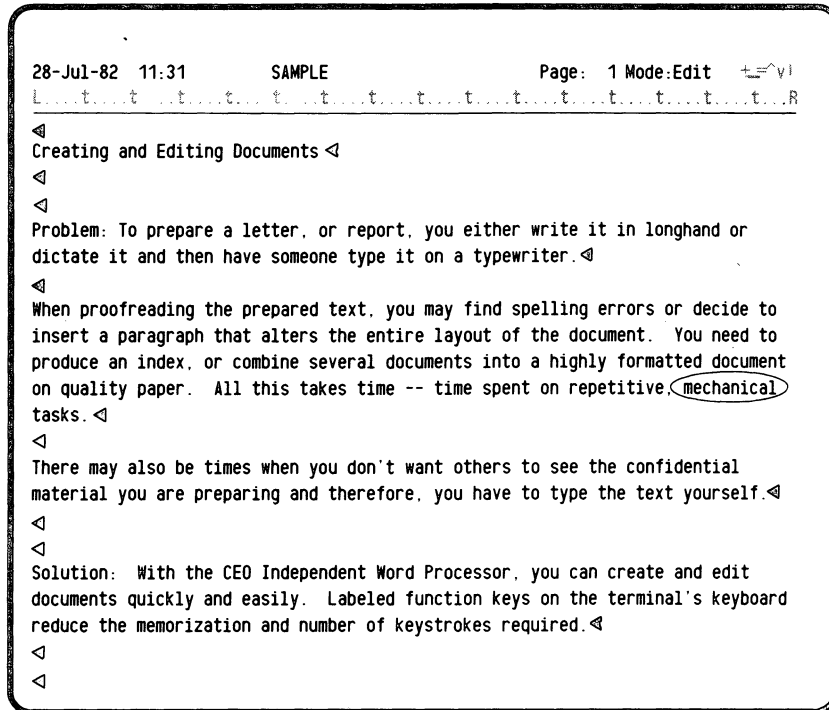
Notice that most of the text on the editing screen is now dim. Press the FIND function key and ask the word processor to locate the next occurrence of the word "Spelling." Notice that when the cursor moves to that word, it is displayed brightly.

Press the COMMAND function key and type BRIGHTNESS again. The text on the editing screen is once again bright.





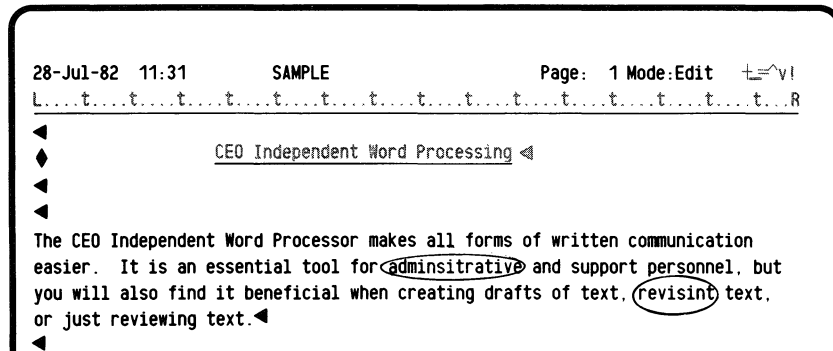
Using whatever cursor control keys you need (WORD, up, down, right, or leftarrow), move the cursor to the word "documetns". When the cursor is located at the "t", type nt. Then move the cursor to the word "hihgly". Correct it so that it reads "highly" (you can either type the correct letters over the incorrect letters, or use the INSERT SPACE and DELETE CHARACTER function keys to make room for correct letters and remove incorrect letters). Then move the cursor to the space between "formatt" and "ed". Press the DELETE CHARACTER function key to remove the space. The line is now corrected, as shown in Figure 4-8. Notice that the word processor wrapped words up to fill in the spaces left by the corrections.



DG-15356

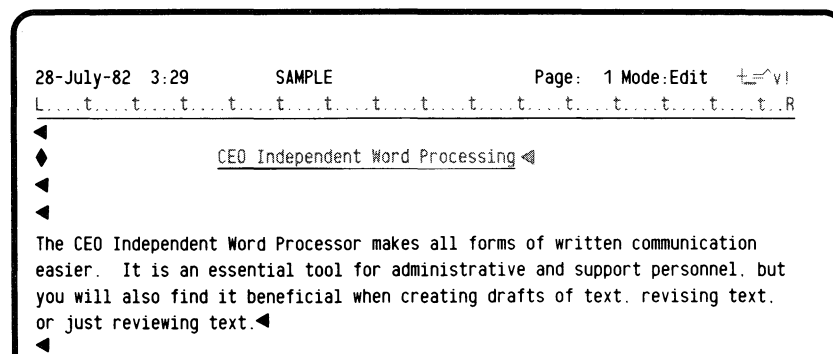
Figure 4-8. Corrected Text

Using the NEXT SCREEN function key, move the text shown in Figure 4-9 onto the terminal screen. Change the word "admsintrative" to "administrative". Change "revisint" to "revising". The lines should now look like the ones in Figure 4-10.



DG-15357

Figure 4-9. Correcting Typing Mistakes



DG-15358

Figure 4-10. Text with Corrections

If you made any other mistakes while typing this document, go ahead and correct them now.

The text is now the way you want it. You can end this editing session by pressing the CANCEL/EXIT key. Or, you can continue as we discuss more editing functions.

## Moving and Copying Blocks of Text

Suppose that, after looking at the text in SAMPLE, you decide the last section, under the heading “CEO Independent Word Processing”, belongs at the beginning of the the document. Rather than retype it, you can use the MOVE function key.

Move the cursor to the line before the heading. Press the MOVE function key. Notice that the status line indicates that you’re now in Move mode. Move the cursor to the end of the document. Press the MOVE function key again. Then press the EXECUTE

function key. You've just designated all that text as a block that the word processor removes from your document and saves.

You can continue editing or typing. At any time, you can tell the word processor that you're ready to reinsert that block of text; do this by pressing the **INSERT BLOCK** function key. However, be sure the cursor is located where you want that block of text inserted. Since you want this block at the beginning of the document, move the cursor there first. Then press the **INSERT BLOCK** function key. The word processor inserts the entire block of text at the cursor's current position.

If you want a block of text to appear in two places in the same document, use the **COPY** function key to define the block. For example, let's copy the following sentence:

“By simply pressing a few keys, you can check the spelling in an entire document, create an index, or merge several documents.”

Move the cursor to the first letter of the first word. Press the **COPY** function key. Notice that the status line says you are now in Copy mode. Move the cursor to the period that ends this sentence. Press the **COPY** function key again and then press the **EXECUTE** function key.

The sentence remains on the screen; the word processor stores a copy of it, but does not erase it from your document.

Move the cursor to the end of the document. Press the **INSERT BLOCK** function key. The word processor inserts the copy of the sentence.

You can insert this sentence as many times as you wish. In fact, you can also **COPY** or **MOVE** text into another document, using the **SAVE** function key.

Press the **SAVE** function key now. The word processor displays a mini menu on which you type the names of the folder and document into which you want to place this “saved” block of text. Type the name of an existing folder. Then, type the name of a new document that will contain your “saved” text. When you've typed the names, press the **EXECUTE** function key. Since the last block you defined was with the **COPY** function key, the word processor copies that block into this new document.

Any block that you define using the **MOVE** or the **COPY** function key remains defined until you create another one. While it's defined, you can save it as a new document, or you can insert it into another place in the document you're currently editing.

## Erasing Text

You now have that one sentence copied at the end of your document. You don't need it to appear twice, so erase the second occurrence of it — the one at the end of the document.

There are several ways you can erase text. You can use

- the **DEL** key
- the **DELETE** function key
- the **DELETE CHARACTER** function key
- the **DELETE WORD** function key
- the **ERASE EOL** key

## **The DEL Key**

The DEL key erases the character to the left of the cursor and moves the cursor one character to the left. The characters to the right of the cursor move one space to the left. The word processor erases one character each time you press the DEL key. The DEL key only erases characters on the current line. The word processor will wrap words up from the next line to fill in space on the current line.

## **The DELETE Function Key**

When you press the DELETE function key, you start Delete mode and stay there until you've completed the deletion. To use the DELETE function key, move the cursor to one end of the text sequence you want to erase. Press the DELETE function key. Then move the cursor to the other end of the text sequence you want to erase and press the DELETE function key again. The word processor displays a question asking you to either press the EXECUTE function key if you want the text deleted, or the CANCEL/EXIT key if you don't want it deleted.

## **The DELETE CHARACTER Function Key**

Press the DELETE CHARACTER function key to erase the character at the current cursor position. Any characters to the right of the cursor are moved one position to the left to fill in the gap created by the erasure. If necessary, the word processor will wrap text up from the next line to fill in the gap.

## **The DELETE WORD Function Key**

Use the DELETE WORD function key to erase the word in which the cursor is located. The cursor can be on any character within the word.

## **The ERASE EOL Key**

Use the ERASE EOL key to erase all characters from the current cursor position to the end of the current line. The word processor will wrap text up from the next line to fill in the resulting gap. However, the ERASE EOL key does not erase mandatory end of line symbols.

# **Placemarks**

The exercises you've been doing have involved moving the cursor around within the document quite a bit. Mostly you've moved the cursor to the end or the beginning of the document, or to specific words or sentences. What if you want to find a particular paragraph in the document? You can set a *placemark*.

Placemarks mark a spot in a document. You can set up to five placemarks per document. Setting a placemark gives you a quick, easy way to move the cursor to a specific paragraph.

To set a placemark, move the cursor to the paragraph you want to mark. Press the PLACEMARK function key. The word processor will display a mini menu, which lists the names of all previously set placemarks for this document (if any). From this mini menu, you can choose to add more placemarks, or delete any existing ones.

When you choose to add a placemark, you must type a unique name up to 10 characters in length. Press either the EXECUTE function key or the NEW LINE key. The word processor will associate this unique name with the current page and the beginning of the current paragraph. You'll see the new placemark name on the mini menu. You can then choose to add another placemark, delete a placemark, or press the CANCEL/EXIT function key to resume editing. Note that if you add another placemark right away, it marks the same paragraph as the first one.

When you choose to delete a placemark, the word processor asks for the name of the one you want to delete. Type the placemark name on the mini menu, and press either the EXECUTE function key or the NEW LINE key. Again, the mini menu changes to show that the deleted placemark is gone.

If you press the CANCEL/EXIT function key while typing a placemark name, the word processor redisplay the mini menu. Then, you can choose to add or delete a placemark, or you can press the CANCEL/EXIT function key again to resume editing.

While you're editing a document, you won't see anything on your screen to indicate that the placemark exists. However, you can move the cursor to a placemarked paragraph by using the placemark name in conjunction with the GO TO function key.

When you press the GO TO function key and the word processor asks *Go to where?*, type the placemark name. Then press either the EXECUTE function key or the NEW LINE key. The Word Processor will automatically move the cursor to the page and paragraph associated with that placemark.

## Creating an Index

You can create an alphabetical listing of index entries as you edit a document.

Press the INDEX function key. The word processor will display the following message:

*Enter the reference:*

Type a text string; it can be up to 128 characters long. It does not have to be unique. (You can type the same text string more than once. However, do not use a name you've given a placemark.) Press either the EXECUTE function key or the NEW LINE key to confirm the name. Press the CANCEL/EXIT function key to cancel the name.

The word processor uses this text string for the index entry and as the index reference. The entry appears in the index; the reference appears in the document (while in Edit mode only) to indicate which paragraph the entry refers to. The index reference always refers to the paragraph where the cursor is located when you press the INDEX function key; the cursor can be anywhere within the paragraph. The word processor will insert the text string, with index symbols before and after, at the beginning of the paragraph. The word processor also adds an entry to the index to correspond with this reference. If the index already contains this entry, the word processor adds this new reference.

You can have several references to the same index entry. For example, if your document mentions word processing or word processors in five different paragraphs, there might be five references to the index entry "word processor".

To remove an index reference from a document, move the cursor to any character in the index reference text string. Press the DELETE function key and then the EXECUTE function key.

If you delete a paragraph to which an index reference is associated, the word processor automatically deletes that index reference, too. If you have used the same index entry several times within a document, the word processor won't delete the entry until you have deleted all references to it.

Once you have index references in your document, you may use them as a means of moving the cursor. Press the GO TO function key. In response to *Go to where?* type an index reference and press either the EXECUTE function key or the NEW LINE key. The word processor searches the index for that entry. If it finds it, the word processor moves the cursor to the first reference to that entry in the document. If there is more than one reference to an index entry, the word processor will display a message telling you so. Press the EXECUTE function key to see the next reference. When you're finished searching for index references, press the CANCEL/EXIT function key.

Since you can use the GO TO function key to find index references as well as placemarks, the word processor won't let you use the same names for both. In addition, you can use the GO TO function key to move to a specific page. Therefore, you can't use a number less than 1000 for an index reference or a placemark. The word processor looks at all numbers less than 1000 as page numbers and will not recognize them as either placemarks or index reference names.

To see the entire index, press the GO TO function key and then the INDEX function key. The word processor will display all the index entries in alphabetical order. Each index entry is displayed only once, regardless of how many references to it actually occur in the document.

## Format Rulers

Format rulers show the left and right margins, tab stops, and vertical spacing of the document. You can have up to 10 different format rulers in one document, and an unlimited number of occurrences of those format rulers.

When you change the margin settings, by inserting, deleting, or replacing a format ruler, the word processor automatically changes the text following the ruler to fit the new margin settings. If a new format ruler contains margins that are shorter than the old ones, centered text may not fit between the new margins. If the new margins don't allow enough tab stops for indented text, the indented text will be indented as far over as possible.

The first paragraph in the document is always a format ruler. When a new document is created, the word processor automatically uses a format ruler supplied with the system. You may change this standard ruler in your personal profile.

You'll always see the rulers in your text while in Edit mode. As indicated in Figure 4-11, the left margin shows as an *L*; the right margin shows as an *R*; tabs are represented by *t*; and decimal tabs are represented by *d*.

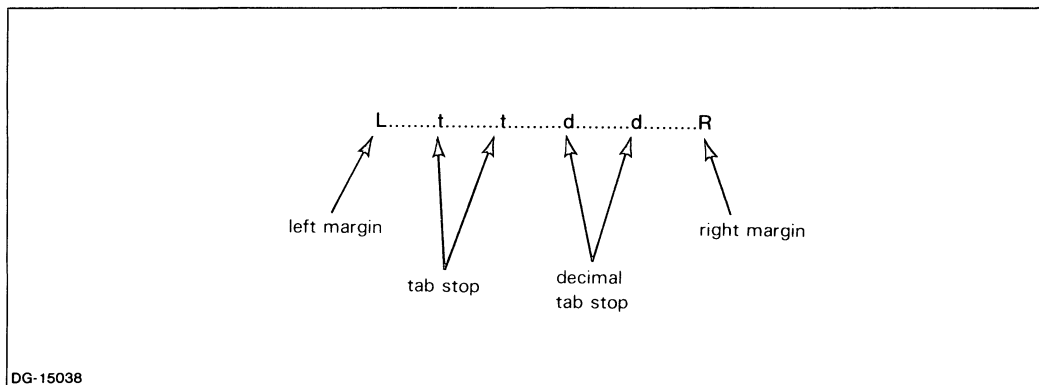


Figure 4-11. A Format Ruler

There are three ways you can insert a new ruler or replace a current one:

- you can create a new ruler
- you can reuse a ruler from the same document
- you can use the first ruler in another document

You can also save, delete, and display rulers.

### Creating a New Ruler

To create a new ruler, press the **FORMAT RULER** function key. Again, the word processor will display the following message:

*Press COPY to use an old ruler. Press EXECUTE to create a new ruler.*

This time, press the **EXECUTE** function key.

If the cursor is on a ruler when you press the **FORMAT RULER** function key, you can then edit that ruler.

If the cursor isn't on a ruler, the word processor inserts a new ruler at the cursor location. You can then edit this new ruler.

To edit a ruler, use the rightarrow, leftarrow, and **TAB** keys to move the cursor back and forth on the format line. Use the space bar to wipe out the existing margins or tab stops. Type a **t** for each regular tab stop. Type a **d** for each decimal tab stop. Type an **L** for the left margin. Type an **R** for the right margin.

When you type an **L** for a new left margin, the word processor automatically removes the old one.

When you type an **R** for a new right margin, the word processor automatically removes the old one.

Press the **EXECUTE** function key to indicate the end of the ruler editing session. The word processor then asks you to specify vertical spacing for the area governed by the ruler.

You'll see

*Vertical spacing:*



The word processor automatically supplies 1 for the answer. Type

- 1 for single spacing
- 1.5 for one and half spacing
- 2 for double spacing
- 2.5 for two and half spacing
- 3 for triple spacing

If there are no decimal tab stops on the line, you go back to normal editing. If there are decimal tab stops in the newly defined ruler, you'll see

*Decimal character:*

The word processor displays the current decimal alignment character. To use the same character, press the EXECUTE function key. Otherwise, type a displayable character and then press the EXECUTE function key.

This new character becomes the decimal alignment character associated with the ruler. Each ruler with a decimal tab stop in it has an associated decimal alignment character.

If the cursor was not on a ruler when you pressed the FORMAT RULER function key and the EXECUTE function key, the word processor pushes the text on the screen down one line to create an insert window. The word processor then inserts the active format ruler in the line on which the cursor was located.

You can then edit this ruler, as explained above.

## **Reusing a Ruler**

To reuse a ruler from the same document, press the FORMAT RULER function key. The word processor will display the following message:

*Press COPY to use an old ruler. Press EXECUTE to create a new ruler.*

Press the COPY function key. The word processor asks for a number:

*Ruler number?*

You must type a number for a ruler that exists in the current document. Each ruler in a document is assigned a number. The first ruler is ruler number 1, the second ruler is ruler number 2, and so on. (To see a list of all the rulers in the document, and the corresponding numbers, you can press the COMMAND key and then the FORMAT RULER function key.)

If the cursor is positioned on a ruler when you press the FORMAT RULER function key, that ruler is replaced with the ruler whose number you specified.

If the cursor is not currently positioned on a ruler when you press the FORMAT RULER function key, the word processor will insert the specified ruler between the character at the current cursor position and the character immediately before it. If you try to insert the ruler in the middle of a line, the word processor automatically inserts a mandatory end of line at the current cursor position, and then inserts the ruler on the next line. If you try to insert the ruler at the beginning of a line, and there is no mandatory end of line on the previous line, the word processor will insert a mandatory end of line at the end of the previous line. The word processor then inserts the ruler on the line following the mandatory end of line.

## Using a Ruler from Another Document

You can insert or replace a ruler by using one that's in another document.

Press the READ function key. When the word processor displays the Read Document mini menu, press the FORMAT RULER function key. The word processor changes the mini menu to the Read Format Ruler mini menu. Then, type the names of the folder and document containing the ruler you want to use.

The first ruler in the document whose name you typed will be inserted at the current cursor position. If you're replacing a ruler, the first ruler in the other document will replace the ruler on which the cursor is located. Note that the other document may contain only a format ruler; it does not have to contain text, too.

## Saving Rulers

You can take a ruler in your current document and save it in a new document. This lets you reuse one ruler in many other documents.

Use either the MOVE or COPY function keys to pick up the ruler as you would use them to pick up a block of text. Then press the SAVE function key. Type a name for the new document in which you want to save this ruler.

## Deleting Rulers

To remove a format ruler from your document, move the cursor to that line. When the cursor is positioned on the format ruler, press the DELETE function key. Then, press the EXECUTE function key.

You can also delete format rulers as part of a larger block of text. If you try to delete (or move or copy) part of a format ruler, the word processor will highlight the entire ruler as part of the block of text.

## Displaying Rulers

You can look at either the rulers in the current document or a saved ruler. Press the COMMAND function key and then press the FORMAT RULER function key. The word processor displays the following message:

*Display rulers from this document?*

Type Y. You'll see the rulers in the current document displayed in a list; the currently active ruler will be highlighted. To resume editing, press the CANCEL/EXIT function key.

If you type N, the word processor asks for the name of the other document which holds the saved ruler you want to see. The word processor displays the saved ruler on the status line. It displays the ruler name and decimal point character on the format display line.

To resume editing, press the CANCEL/EXIT function key.

## Combining Different Documents

You may find that text you put in one document belongs in another. Or, you may want the same text to appear in several documents. For instance, the distribution list for certain types of memos may always be the same. Rather than type this list each time you type a new memo, you can simply type the list once and use it over and over again.

There are several ways to combine different documents: you can use the READ function key, the INCLUDE function key, or the MERGE function key.

### Using the READ Function Key

Use the READ function key when you want the word processor to duplicate another document into your current document. The text from the other document becomes part of the document you're editing. You also use the READ function key when you want to insert an external format ruler in the document you're editing (as explained in the section on format rulers).

#### Inserting Another Document

Position the cursor to the spot where you want to insert the other document, and press the READ function key. The word processor displays a mini menu on which you type the names of the folder and document you want to duplicate. Type the names and press the EXECUTE function key.

The word processor will insert the other document at the current cursor position; the cursor will be located at the beginning of the newly inserted text. The other document still exists as it was before you read it into this one. This other document can be one you created in another editing session, or one that you created using the SAVE function key.

All indents, index references, tabs, centers, and page breaks in the other document will still be there when it's read into your current document.

You can use the READ function key to insert a format ruler from another document. Press the READ function key. When the word processor displays the Read Document mini menu, press the FORMAT RULER function key. Then, type the name of the folder and document containing the ruler you want to use. The word processor will take the first ruler in the that document and insert it into the current document.

### Using the INCLUDE Function Key

Use the INCLUDE function key if you want to duplicate another document in your current document, but don't want it to appear on your terminal screen. You instruct the word processor to include this other document at printing time. In other words, the text from a different document will become part of the document you're working on when you print.

For example, suppose you're working on a document called MEMO1. The distribution list for this memo is a document called DISTRIBUTION. It contains over 20 names, and you really don't want to fill up an entire screen with all these names. But you do want these names on the printed memo. Therefore, use the INCLUDE function key.

Move the cursor to the position in MEMO1 where you want DISTRIBUTION to appear. Press the INCLUDE function key. The word processor displays a mini menu on which you type the names of the folder and document you want to include. Type the name and press the EXECUTE function key. The word processor inserts special symbols in MEMO1 which instruct the printer to print DISTRIBUTION when it reaches this part of MEMO1.

The special symbols will look like this:

▀ DISTRIBUTION ▄

The first symbol tells the printer to start printing DISTRIBUTION at this point, and the second symbol tells the printer to resume printing MEMO1.

The word processor will not format the text according to any of the rulers in the document you're including. Instead, it uses the ruler of the document you're editing. The word processor will use any indents, tabs, centering, and mandatory page breaks that exist in the included document. However, the word processor will not recognize any index references in the included document.

You cannot include a document that contains the special include symbols.

## Merging

You've probably received a "personalized" letter that's part of a mass mailing. Maybe you've even typed some of those letters. There are several ways to do it: type several thousand letters that are exactly the same except for a few words; make copies of a form letter and then type in the "personalized" information; or use a feature that the word processor calls *merging documents*.

For obvious reasons, the first two choices are less than ideal. But what exactly is merging documents?

Merging is creating two documents that ultimately become one, or several "personalized" copies of one. You create one document that contains "blanks" and another document that contains the information to fill the blanks.

The best way to explain is with an example. Suppose you are sending the same letter to 100 people. You want each letter to use the person's name in the salutation, and once or twice in the body of the letter. Figure 4-12 shows the basic form letter, without the personalization.

You could try typing the letter on a conventional typewriter; however, there are several problems you might run across. For example, when you leave blanks for the personal information, how much space should you leave? Will you be able to line the paper up properly when you type in the specific names and numbers? Would it have been easier to address the letter to Dear Friend, and simply forget the personal references?

Dear

The  family has been chosen to participate in a unique program. As a resident of , you are eligible for a new promotional contest.

A special number has been held in reserve for the  family. This number , entitles you to special prizes, if you respond by .

Please take the time to read over the enclosed material. Once you see what the future holds for the  family, I'm sure you won't be able to resist this wonderful opportunity.

Sincerely,

John Q. Maloney

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*Figure 4-12. Basic Form Letter*

With the CEO Independent Word Processor, you just create two documents: a primary document, which contains the body of the letter, and a secondary document, which contains those pieces of information that you want to include in each letter. Then, at printing time, the word processor combines the two documents.

For example, the following information could be used to fill in the blanks in the form letter shown in Figure 4-12.

Mrs. Fox  
Westboro  
Massachusetts  
January 1, 1981  
yesterday  
after midnight  
before noon  
29 Arch Street

As you can see, by itself, the information in the secondary document doesn't mean much. However, if we add a few special symbols to both documents and ask the word processor to merge the primary document with the secondary document, we'll end up with the letters shown in Figure 4-13.

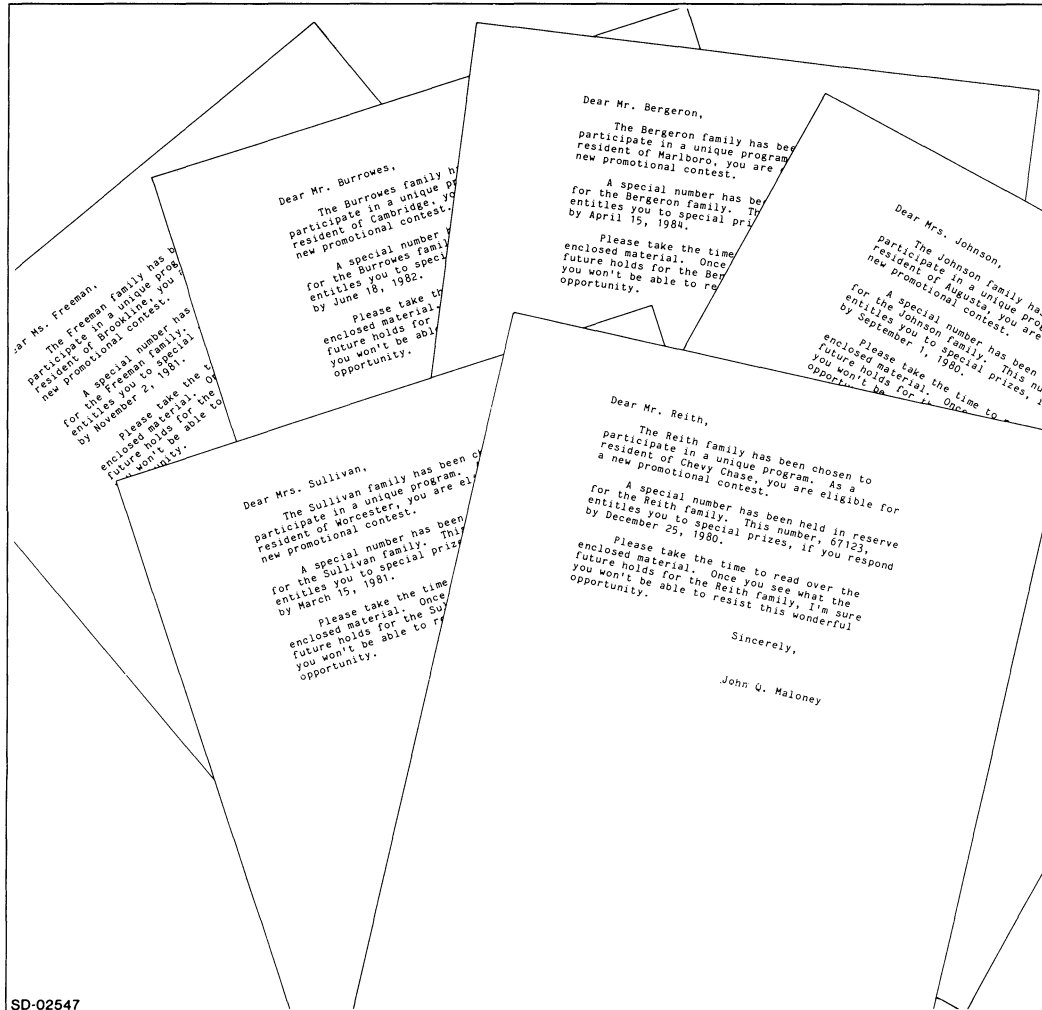


Figure 4-13. Personalized Form Letters

These special symbols are known as *merge symbols*. Merge symbols mark off *merge fields*. The symbols tell the word processor to get a text item from the secondary document and place it in the primary document.

The secondary document can contain any number of merge fields; you can have up to 99 different merge fields. A *record* consists of all the merge fields used in one printed document. You end records in the secondary document by using the **END PAGE** function key to insert a page break. At printing time, the word processor produces a merged document for each record in the secondary document.

## Creating a Primary Document

Let's type the basic form letter and make it a primary document.

To create a primary document, type as you would normally. When you want to set up a merge field, move the cursor to the position where the merged information should appear. For this letter, the first merge field should appear after the word "Dear".

Type **Dear** and press the MERGE function key. The word processor will display *Which merge field?*

Type a number from 1 to 99 and press either the EXECUTE function key or the NEW LINE key. Although the order does not matter, use 1, since this is your first merge field.

The word processor automatically inserts the start merge symbol and the number of the field into the document where the cursor is located. You'll be in Insert mode and the end merge symbol appears below the insert window. Press the EXECUTE function key to close up the space and to put you back in Edit mode.

You want to put in a blank space (by pressing the space bar) and then another merge field. Press the MERGE function key. This time respond to the question with a 2, for the second merge field.

The first line of your document should now look like this:

**Dear** ⌘ 01 ⌘ ⌘ 02 ⌘,

The space between the end merge symbol of the first merge field and the start merge symbol of the second merge field ensures that a space will appear between the two fields when the document is merged and printed.

Field 1 will be either Mr., Mrs., or Ms. Field 2 will be a name. Since you'll use the name in other places in the document without the Mr., Mrs., or Ms., it is a separate field.

Also notice that you should type a comma after the second merge field. You want the comma to be part of the primary document. If you weren't going to use the name later on in the document, you could make the comma part of the merge field.

The mandatory end of line is also part of the primary document. As we'll see later in this chapter, there are times when you want the mandatory end of line to be part of the merge field, but not in this case.

You can create comments as part of your merge field. For instance, you could create merge fields that looked like this:

**Dear** ⌘ 01 (*Mr. Mrs., or Ms*) ⌘ ⌘ 02 (*name*) ⌘,

The information in the parentheses will not appear in the printed document. To include these types of comments in your primary document's merge fields, type them before pressing the EXECUTE function key. Note that you do not have to put comments in parentheses.

Continue typing your primary document. When the entire letter is typed with all the appropriate merge fields, end the editing session, either by pressing the CANCEL/EXIT function key, or by the method explained at the end of this chapter.

You can insert merge fields anywhere, even in a previously entered document. If you have already typed a document without merge symbols, edit that document and insert merge symbols while you edit. Simply move the cursor to the position where you want the merge symbol to be. Press the MERGE function key. The word processor will ask for a merge field number and, when you supply one, will insert the merge symbol where the cursor is located. It works the same way as it does when you put merge fields into a new document. In this case, the word processor moves your text over to make room for the merge fields.

### Creating a Secondary Document

The secondary document contains only merge fields, and, if you want, comments. Don't worry about special margin settings or tab stops. The word processor will take each merge field and put it in the proper place in the primary document at printing time.

Create a new document to be the secondary document. When the word processor displays the blank editing screen, press the MERGE function key. Again, the word processor will display

*Which merge field?*

Enter a number for the merge field (between 1 and 99) to match the one in the primary document. For instance, the first merge field in the primary document was 1. This field will contain either *Mr.*, *Mrs.*, or *Ms.*

Once you type the number 1, press either the EXECUTE function key or the NEW LINE key. The word processor will automatically place the start merge symbol at the cursor location. The end merge symbol will appear on the line below and again you'll be in Insert mode. Type the word *Ms.* and press the EXECUTE function key. The word processor will move the end merge symbol after the period, closing up the field. The word processor will also put you back in Edit mode.

The succeeding merge fields can be typed on the same line or on different lines. It doesn't matter. The word processor looks for the actual merge symbols, not where they are located in the secondary document. You might find it easier to read if each merge field starts on a new line.

Anything you type in the secondary document *outside* the merge field is considered a comment. The word processor uses only the information inside the merge fields when it merges the primary and secondary documents. Therefore, you can type any amount of commentary information as part of the secondary document; it won't be included in the printed documents.

Once you've entered one set of merge fields (i.e., one record per letter), you must press the END PAGE function key to put in a page break. In the primary document, there are five different merge fields. For each letter you want printed, you need a different set of these five fields. The page break tells the word processor that it's time to print a new letter. The word processor will print a letter for each set of merge fields that exists in the secondary document. Note that you must also have a page break at the end of the secondary document, following the last set of merge fields.

You'll see the merge symbols on the screen, but not in any printed version of the document.

You can now type the next set of merge fields.



## Merging the Two Documents

Once you've set up corresponding merge fields in both documents, print the primary document and ask the word processor to merge it with the secondary document.

You ask the word processor to print the primary document, as explained in Chapter 6. When you tell the word processor that you want to merge, it asks for the name of the secondary document. The word processor automatically replaces the symbols in the primary document with the matching text in the secondary document.

The word processor prints one letter for each set of merge fields it finds in the secondary document. It prints the first letter using the first set of merge fields in the secondary document. When the word processor encounters a page break, it prints the next letter. The page break signals the end of a merge record. The number of letters printed in one cycle depends on the number of page breaks in the secondary document.

See Chapter 6 for more details about printing.

You can have more than one secondary document for a single primary document. Suppose you want to use the same form letter for several different mailings. Create the primary document once. Then, create a different secondary document for each mailing. At printing time, you simply indicate which secondary document you want the word processor to use when it merges the two documents.

You don't have to create both the secondary and the primary documents at the same time. You only need to have them both at printing time.

## Other Information You'll Need for Merging

How and where you place the merge symbols in the primary document depends on how you want the printed document to look. For instance, you could set up a merge field in your primary document that looks like this:

*Dear Mr. &#9744;01&#9744; ,*

Or like this:

*Dear &#9744;01&#9744;*

In the first example, the "Mr." and "," are part of the primary document. The merge field in the secondary document, therefore, consists only of a name. For example:

*&#9744; 01Smith: &#9744;*

In the second example, there's no "Mr." or any punctuation. Therefore, these must be part of the merge field in the secondary document. For example:

*&#9744; 01Mr. Smith: &#9744;*

*&#9744; 01John Smith, &#9744;*

*&#9744; 01Mr. John E. Smith, Esq., &#9744;*

You'll notice that so far, in all our examples, the mandatory end of line has been part of the primary document. Pressing the EXECUTE function key indicates that you've typed all the text you want in the merge field. Therefore, if you press the NEW LINE key before you press the EXECUTE function key, the mandatory end of line becomes part of the merge field.

This is the type of information you might want to include as commentary in the secondary document.

In some cases, you will want the mandatory end of line to be part of the merge field. For instance, you might want the merge field to contain a person's name and address.

Press the MERGE function key. When the word processor asks for a number, type 3. Your screen should now look like this:

⌘ 03

⌘

The cursor is located after the "3", and the word processor is waiting for you to type the text.

Type in a name and press the NEW LINE key. Type a street address, and press the NEW LINE key. Type a city, state, and zip code, and press the NEW LINE key. Then press the EXECUTE function key. Your merge field should now look like this:

⌘ 03John Smith ⌘  
4400 Computer Drive ⌘  
Westboro, Mass. 01581 ⌘

Notice that the mandatory ends of lines are part of the merge field. When you ask the word processor to merge this secondary document with your primary document, the text will appear as you typed it. The line will end at the mandatory end of line.

You can type as many lines as you want for one merge field. For example, one field can include an entire address.

You can edit merge fields after you've typed them. This means that you can insert more text between the start merge symbol and the end merge symbol. You can also type over the text between the start and end merge symbols. Note, however, that if you erase or type over the symbols themselves, you'll have to redo the entire merge field.

## Merging Documents: a Summary

Merging documents is a very useful tool. The more you use it, the easier it becomes. Just keep in mind the simple rules you must follow.

When you create the primary document, you tell the word processor where to include fields from the secondary document. First, move the cursor to the desired location and press the MERGE function key.

The word processor responds by asking you to type the number of the merge field. Type a number from 1 to 99. Press the EXECUTE function key. The numbers can be in any order.

The word processor inserts a special symbol such as

⌘ 05 ⌘

for field 5.

When you create your secondary document, you press the MERGE function key before you type in the merge fields.

The word processor asks for the number of the merge field. This number must be identical to the number of the field in the primary document. After you type the number, press the NEW LINE key. The word processor displays the following, assuming you are at field 05:

⌘ 05

⌘

It waits for you to type text after the field number. After typing the text, press the EXECUTE function key. Do not press the NEW LINE key, unless you want a mandatory end of line as part of your merge field. After you press the EXECUTE function key, the word processor closes up the space to produce the line

⌘ 05Eloise ⌘

You can insert merge symbols when you first create the document, or when you edit an already existing document. In either case, the primary document will contain the following special symbols to indicate a merge field:

⌘ indicating the start of the merge field

01 indicating the field number (in this case, 1)

⌘ indicating the end of the merge field

The secondary document always contains the following symbols:

⌘ indicating the start of the merge field

01 indicating the first merge field

⌘ indicating the end of the merge field

■ indicating a page break

## **When to MERGE, When to READ, When to INCLUDE**

In this chapter we've talked about the READ, INCLUDE and MERGE functions. In some sense, all three give you the same type of capabilities. How do you decide which one to use?

Merging documents is most appropriate for putting the same type of information into several different documents when they are printed. The information itself may not always be the same. But the *type* of information is, such as a name or an address.

Use the READ function key when you want another document to become a permanent part of the document you're editing. You'll see this second document on the terminal screen; you don't have to wait until the document is printed. For example, if you are typing a report, you might read the minutes of a meeting into the document that is the report.

Use the INCLUDE function key when you want a second document printed as part of the document you're editing. You may want to include a second document in only one or two other documents.

The main difference between the READ and INCLUDE functions is what you see on the terminal screen. With the READ function key, the document you ask the word

processor to duplicate becomes a permanent part of your current document and appears on the terminal screen. With the INCLUDE function key, it does not. This means that you can edit the secondary document without affecting the main document — it comes out at printing. In other words, if the distribution list changes, edit DISTRIBUTION, not MEMO1.

## Ending Your Editing Session

If you're still in an editing session, it's time to end it. Press the COMMAND function key. The word processor displays the question

*What command?*

Type EXIT.

The word processor displays a mini menu called Exit Options.

You can use this menu to change the preset closing instructions, which tell the word processor what you want it to do with the document you just edited.

If you have used the PLACEMARK function key to create placemarks in your document, you can tell the word processor to keep those placemarks. Then, the next time you edit this same document, you could use those placemarks as a means of finding a specific place in it.

You can also tell the word processor whether or not to keep the editing changes made during this editing session. Sometimes you might start an editing session and change your mind about the whole thing. If that's the case, instruct the word processor to ignore your editing changes when you exit from the session. When the word processor ends the editing session, the document remains as it was before you started the editing session. If it's an editing session for a new document, the document just won't exist anymore.

For example, suppose the only thing you did in an editing session was to underline every occurrence of your company's name. If you decide that you prefer the name without the underlining, you can tell the word processor to ignore the changes you made during that editing session. The document will remain as it was before you began the editing session: your company's name will not be underlined.

The last question on the Exit Options mini menu is

*Execute?*

Type Y or press the EXECUTE function key if you've completed your closing instructions.

To change any of your answers, type N; type over any answers you want to change.

After you press the EXECUTE function key, or type Y and press the NEW LINE key, the word processing system redisplay the Main Menu. Your editing session is over.

## Summary

This chapter described most of the editing functions available with the word processor. All editing functions are explained in detail in Chapter 9.

End of Chapter

# Chapter 5

## Viewing Documents

The CEO Independent Word Processor includes a viewing facility, which lets you see a document on the terminal screen without most of the special editing symbols. When you see a document in View mode, it looks *almost* as it will when printed. However, View mode doesn't display headers or footers that you can print with the document. Nor does it display merged or included documents. Therefore, the printed document will sometimes look slightly different from the one you see in View mode.

### How to View a Document

To view a document, you can

- choose the View option on the Main Menu.
- press the VIEW/EDIT function key while editing a document.

Both methods immediately cause the word processor to display the document in View mode.

### What You See in View Mode

View mode lets you see a document on the terminal screen as it would look when printed on paper, with a few exceptions. A few special symbols remain to indicate your editing instructions.

You will see the symbols that indicate INCLUDE and MERGE. Underlined text will be underlined. Double underlined text will only be single underlined, and the word processor will not display the special double underline symbols you see while editing.

The word processor will display boldface text dimly if the rest of the text is bright, and brightly if the rest of the text is dim. The word processor will also display superscripted and subscripted text dimly if the rest of the text is bright, and brightly if the rest of the text is dim. Again, note that you won't see the special symbols.

Any user notes that might be included in the document won't appear while you are in View mode, unless you've requested that they appear by changing your personal profile (see Chapter 7).

If you have previously inserted discretionary hyphens into your document, the word processor will display a hyphen if the word falls at the end of the line. If the word does not fall at the end of the line, the word processor will not display a hyphen.

If you have page breaks in your document, in View mode you'll see a solid line across the screen, indicating where the page break occurs.

## What You Can Do in View Mode

You can use these keys while in View mode:

| Keys       | Function Keys   |
|------------|---|
| HOME       | HELP  |
| WORD       | EXECUTE   |
| SHIFT WORD | FIND  |
| →          | BACK FIELD  |
| ←          | PREVIOUS SCREEN   |
| ↑          | NEXT SCREEN   |
| ↓          | COMMAND (for the EXIT, UPDATE, and BRIGHTNESS commands) |
| SHIFT ↓    | GO TO (with the related keys to move the cursor)        |
| SHIFT ↑    | BEGIN/END LINE  |
| ERASE PAGE | PLACEMARK   |
| NEW LINE   | VIEW/EDIT   |
| CMD PRINT  | CANCEL/EXIT   |

Use the keys the way you would in Edit mode. For details of their actions, see Chapter 4 or Chapter 9.

In addition, if your word processing system includes CEO Spelling, you can use the SPELL function key to check for misspelled words.

## How to Exit View Mode

After viewing a document, you have three choices:

- return to the Main Menu
- enter Edit mode
- return to Edit mode

To return to the Main Menu, press the CANCEL/EXIT function key or type EXIT after pressing the COMMAND function key.

To enter Edit mode, press the VIEW/EDIT function key. Note that you must have Edit access to enter this mode (see Appendix C for details on Edit access).

To return to Edit mode, press the VIEW/EDIT function key. You must return to Edit mode before trying to get into another mode.

End of Chapter

# Chapter 6

## Printing Documents

During an editing session, you can give certain instructions about the way you want the document printed. While typing the text, you determine the margins, vertical spacing, and any special printing features you want used: boldface, underlining, double underlining, superscript, and subscript.

When you're ready to print a document, you can give the word processor other instructions which also affect the way the document is printed.

The additional instructions you can give when you're ready to print a document deal with the layout — the arrangement of the text on paper. You give these instructions by filling in a menu and thus creating a print layout. Just as you rearrange the layout of a room, you can rearrange the layout of text on paper by altering these instructions. Every print layout contains instructions to the word processor which determine how a document fits on a piece of paper. So, let's start with the paper.

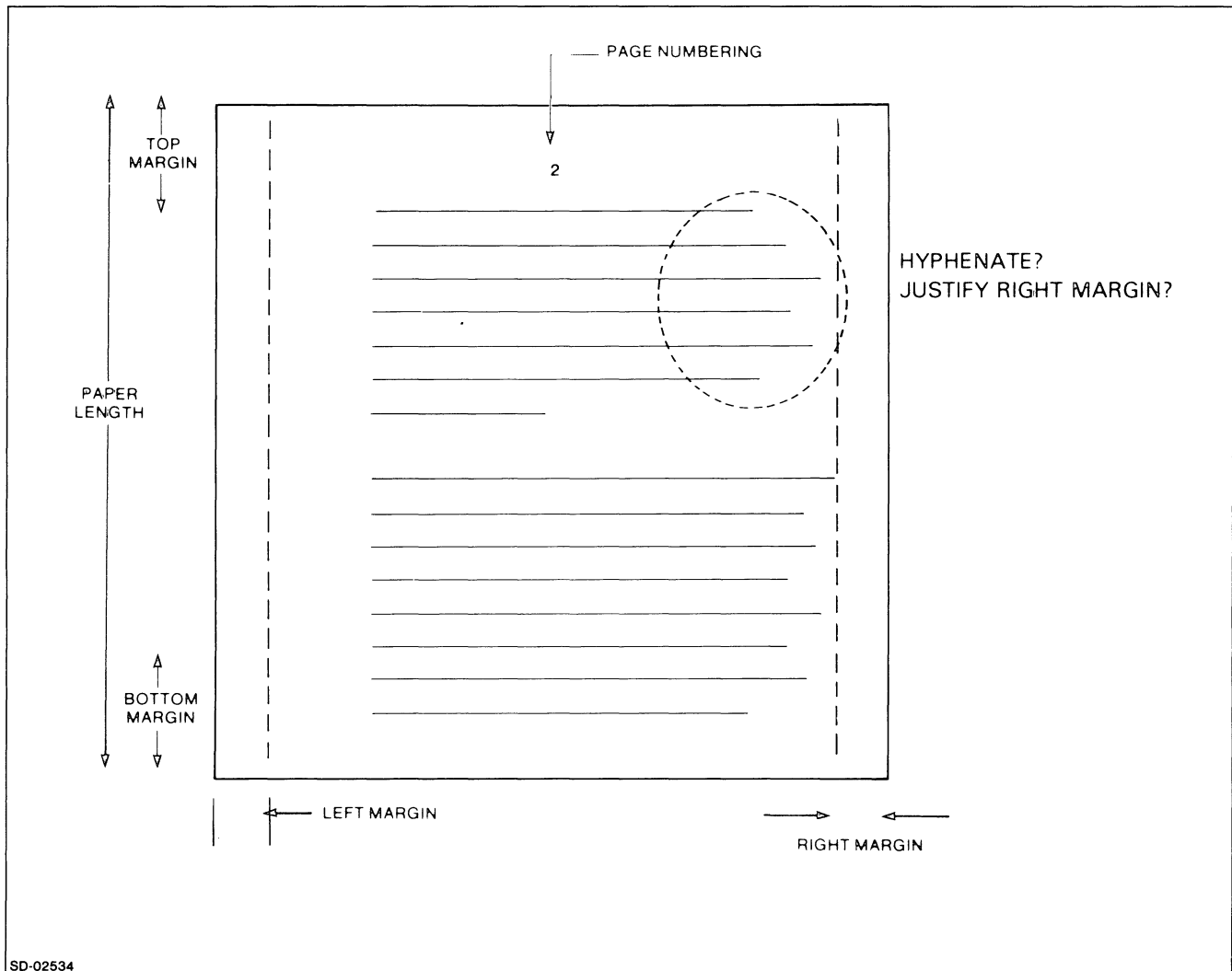
Standard paper is 8 1/2 by 11 inches. You have to indicate where you want the text to start and end. Do you want the right side of the text to be straight (justified) or ragged? Do you want a heading at the top (called a *header*)? Do you want information at the bottom of the page (called a *footer*)? Do you want page numbers?

When you give the instructions for a layout, you tell the word processor how you want a document to look on a page.

The instructions that make up a layout affect:

- which printer you use to print the document
- how many copies will be printed
- which pages of the document are printed
- justification of right margins
- headers (which can include page numbers)
- footers (which can include page numbers)
- whether user notes will be printed
- whether the document's index will be printed
- merging documents

Figure 6-1 shows how you can design a page. When you give the instructions for a layout, you tell the word processor how you want a document to look on a page.



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Figure 6-1. Designing a Page

## Print Layouts

There are three types of layouts:

- preset layouts, which come with the word processing system
- specific layouts, which you define when you print a particular document
- general layouts you define, which you can use to print many different documents; general layouts are not associated with specific documents



## **Preset Print Layouts**

Preset layouts are the easiest way to print documents. A preset print layout comes with the word processing system. The first time you print a document, unless you specify otherwise, the word processor follows the instructions in the preset layout.

Whenever you print that document, the word processor will continue to use the preset layout until you choose “Print specifying layout”, and thereby create a specific layout for that particular document. Thereafter, whenever you print that document, the word processor follows the instructions in the specific layout you created for that document.

To use a preset print layout to print a document, select the “Print” option from the Main Menu or any of the menus in the electronic filing system. You’ll see the Print Document menu at the bottom of your screen. Choose option 1, “Print using default layout”. If you have never printed the document before (and you have not specified a default layout in your personal profile), the word processor uses a preset layout to print your document.

### **Using the PRINT key**

While you’re editing a document, you can instruct the word processor to print the document when your editing session ends. Any time during an editing session, press the PRINT key and as soon as that editing session is over, the word processor prints one copy of that document. No matter how many times you press the PRINT key during an editing session, you will only get one printed copy of that document.

When you press the PRINT key, the word processor displays the following question on the status line:

*Print current document when edit session ends?*

Press the EXECUTE function key to confirm this instruction.

Press the CANCEL/EXIT key to cancel this instruction.

If the document has never been printed before, the word processor follows the instructions included in the layout that came with the word processing system (and included in your personal profile). If you (or someone else) printed this particular document before, and, in the process, changed the layout, the word processor prints according to the layout used the last time.

## **Specific Print Layouts**

Specific print layouts are layouts that are associated with specific documents. Once a document has a specific print layout associated with it, you don’t have to answer layout questions every time you print the document. Instead, you just choose “Print using default layout” on the Print Document menu; the word processor automatically follows the instructions in the specific layout for that document.

To define a specific print layout for a document, choose option 2, “Print specifying layout”, on the Print Document menu. The word processor displays the Specify Print Layout menu, on which you can give printing instructions. When you finish filling out the menu, the word processor prints the document according to those instructions. In addition, it saves the instructions in a specific print layout which it associates with the document you printed.

Thereafter, each time you print the document, you can choose option 1, “Print using default layout”, and the word processor uses the instructions in the specific print layout you created for that document.

### **Creating a Specific Print Layout**

You use the Specify Print Layout menu to create a specific layout for a particular document. To display this menu, choose the “Print” option on any menu; then, choose option 2 on the Print Document menu, “Print Specifying Layout”. You’ll see the Specify Print Layout menu; at the top of the menu, the word processor displays the name of the document with which the layout will be associated.

Below the document’s name (and the name of the folder that contains it), the word processor displays several questions. When you answer these questions, you define the specific print layout. Each question is explained below.

#### *Print from page:*

The question *Print from page: to last page?* determines how much of the document will be printed. You can, if you want, only print the first three pages of a document, or the last hundred, or any group of pages in between. To print only a portion of the document, answer **N** to the question. Then, type the numbers of the first and last pages you want printed (the pages enclosing the portion you want to print). For example, to print only the first 10 pages of a document, you could type:

*Print from page: 1 to page: 10*

If you want to print the entire document starting from the first page, just press the **NEW LINE** key.

#### *Copies:*

You can specify how many copies of a document you want printed. The word processor lets you specify up to 99 copies at a time. To print more than one copy, type the number of copies you want, and press the **NEW LINE** key. To print only one copy, just press the **NEW LINE** key.

#### *Use other print layout?*

If you want, you can print the document using a general print layout you defined earlier. To do so, respond **Y** to the question *Use other print layout?*.

The instructions included in the predefined print layout will appear on the Specify Print Layout menu. You can override these instructions for this one printing time, without affecting the predefined print layout. For instance, let’s say the predefined print layout instructs the word processor to print headers. For this time only you can tell the word processor not to print the headers, but the header text will still exist in the predefined print layout.

#### *Printer:*

The word processor supports two different types of printers: a draft printer and a letter-quality printer. Depending on how your office is set up, you may have use of one or more of each type of printer. The printer you use determines some of the instructions you can give. For instance, only a letter-quality printer can print superscript and subscript characters. You can also use letterhead paper on the letter-quality printer.

If the vertical spacing in a document is one and a half or two and a half spaces, you must print the document on a letter-quality printer. The draft printer can only print single-, double-, or triple-spaced documents.

If you use a letter-quality printer, you must indicate the character pitch. This sets the number of characters printed per inch, either 10 or 12. Your office manager can tell you what character pitch you should be using.

Depending on your personal profile, you may be asked to indicate a printer form. This affects printer operation on both types of printers. Talk to your office manager about this.

*Justify the right margins?*

Most of what you see on the terminal screen has a ragged right-hand margin. However, should you request it, the word processor can justify the right-hand margin in the printed document by spacing out the words so that each line ends at the same place.

To print your document with justified right margins, type Y and press the NEW LINE key.

To print your document with a ragged right hand margin, type N and press the NEW LINE key.

*Do you want to save and print headers?*

You can type and edit header text as part of your printing instructions. If you choose to create headers, the word processor displays additional menus on which you type the header text.

The header text always uses the first format ruler that appears in the document. If you are creating headers for a general layout, the word processor uses the standard ruler that comes with the system.

You can type up to 6 lines of header text. You can use the TAB key and CENTER function key to position the text within the space allowed. Note, however, that word wrap does not work when you type header text; you must use either the NEW LINE or CR key to move the cursor to the left margin when you've filled a line of text.

**Page Numbers** – If you want page numbers on your printed document, you must create either headers or footers. Then you can tell the word processor to use the page number as part of the header (or footer, as explained in the next section).

Type ##pg as part of the header text. Whenever the word processor finds ##pg, it will substitute the proper page number.

For example, suppose you were creating a header for Chapter 4 of your finance report. If you typed the header text

Report on Corporate Finances -- Fiscal Year 1981  
Page 4-##pg

then the word processor would print the following header text on page 21 of Chapter 4:

*Report on Corporate Finances -- Fiscal Year 1981*  
*Page 4-21*

You can create headers for all pages of a document, just the even numbered pages, or just the odd numbered pages. You can also indicate how many blank lines you want between the top of the page and the header text, how many blank lines between the header text and the document text, and whether or not you want a header on the first page of the document. If you decide to put a header on the first page, you have the option of using the same one, or creating a different one.

*Do you want to save and print footers?*

You can type and edit footer text as part of your printing instructions. If you choose to create footers, the word processor displays additional menus on which you type the footer text.

The footer text always uses the first format ruler that appears in the document. If you are creating footers for a general layout, the word processor uses the standard ruler that comes with the system.

You can type up to 6 lines of footer text. You can use the TAB key and CENTER function key to position the text within the space allowed. Note, however, that word wrap does not work when you type footer text; you must use either the NEW LINE or CR key to move the cursor to the left margin when you've filled a line of text.

If you want page numbers on your printed document, you must create either headers or footers. Then you can tell the word processor to use the page number as part of the footer (or header, as explained in the previous section).

Type ##pg as part of the footer text. Whenever the word processor finds ##pg, it will substitute the proper page number.

For example, suppose you were creating a footer for Chapter 4 of your finance report. If you typed the footer text

Company Confidential -- Page 4-##pg

then the word processor would print the following footer text on page 21 of Chapter 4:

*Company Confidential -- Page 4-21*

You can create footers for all pages of a document, just the even numbered pages, or just the odd numbered pages. You can also indicate how many blank lines you want between the bottom of the page and the footer text, how many blank lines between the footer text and the document text, and whether or not you want a footer on the first page of the document. If you decide to put a footer on the first page, you have the option of using the same one, or creating a different one.

*Include user notes?*

When you type a document, you can include user notes. These notes aren't meant for the public eye; they are notes to yourself and aren't usually part of the printed document.

However, if you want to, you can instruct the word processor to print user notes when it prints the document. To do so, answer Y to the question *Include user notes?*. If you don't want to print user notes with this document, answer N or just press the NEW LINE key.

### *Print index?*

If you inserted index references when you edited the document, you can instruct the word processor to print a list of all the index entries. The index entries will be printed in alphabetical order with the page number of the reference printed to the right of the entry. If there is more than one reference per index entry, the references and corresponding page numbers are listed in a column underneath the entry. The index references in your document cannot be printed.

### *Merge Document?*

When you merge documents, you combine one document with blanks (called the *primary document*) with another document that holds the information to go in those blanks (called a *secondary document*.) After you've created both documents, you can merge them.

When you're ready to print the primary document, you let the word processor know it's the primary one by instructing the word processor to merge. The word processor will display a question asking for the secondary document's name.

When you merge a primary document with a secondary document, the word processor prints as many copies of the primary document as there are sets of merge fields in the secondary document. For example, if you have 10 sets of merge fields in the secondary document, when you tell the word processor to merge and print the primary document, it prints 10 copies. If you choose to hyphenate words in the primary document, each time the word processor prints a copy, it asks for your hyphenation decisions.

## **General Print Layouts**

If you create many similar documents that you want to print according to the same layout, you don't have to remember the printing instructions each time you print one of the documents. You can create a general layout and save it by giving it a name.

If you choose the "Other printing activities" choice on the Utility Functions menu, you'll see the Other Printing Activities menu. From this menu, choose option 1, "Print layouts"; you'll see the Print Layouts menu, which lists the names of general print layouts (if any) that have already been created and saved. You can view, create, change, or delete layouts on this menu.

### **Creating a General Print Layout**

To create a general print layout, choose option 4, "Create", on the Print Layouts menu. The word processor displays the Define Print Layout menu; when you answer the questions on this menu, you define the general print layout. Note that the menu is similar to the Specify Print Layout menu (discussed earlier in this chapter). Although there are a few differences between the two menus, most of the questions are the same. The Define Print Layout menu asks the following additional questions.

#### *Print Layout name:*

Type a unique name for the general layout you're creating. The name can be up to 25 characters long, and may include letters, numbers, spaces ( ), underscores ( \_ ), question marks ( ? ), dollar signs ( \$ ), and periods ( . ). You can use spaces and underscorers interchangeably; the word interprets both as underscores. For more information on naming conventions, read Appendix B.

*Description:*

If you want, you can type a description for your general print layout. The description can be up to 30 characters long, and can include any characters you want.

If you don't want to type a description, just press the NEW LINE key.

### **Printing a Document Using a General Layout**

To print a document using a defined layout, choose "Print specifying layout" from the Print Document menu. You'll see the Specify Print Layout menu. When the cursor reaches the question, *Use other Print Layout?*, type Y. The word processor then asks for the name of the print layout you want to use. Type the name of the general layout you want, and press the NEW LINE key.

The word processor fills in the rest of the instructions according to the information contained in the general layout you specified. If you want, you can override individual instructions for this particular document; just type over the information displayed on the screen.

### **Summary**

In this chapter, you learned about the three kinds of print layouts: preset layouts, specific layouts, and general layouts. This chapter explained how to answer the questions on the layout menus, and how to use each type of layout.

End of Chapter

# Chapter 7

## Other Word Processing System Functions

In the last three chapters, you learned how to edit, view, and print documents using the CEO Independent Word Processor. These activities are all choices from the Main Menu. In this chapter we will explain the remaining choices on the Main Menu — option 5, “Filing”, and option 6, “Utility”.

Choose option 5, “Filing”, to display the Filing Functions menu. You use the Filing Functions menu to work with folders and documents in the electronic filing system, explained below.

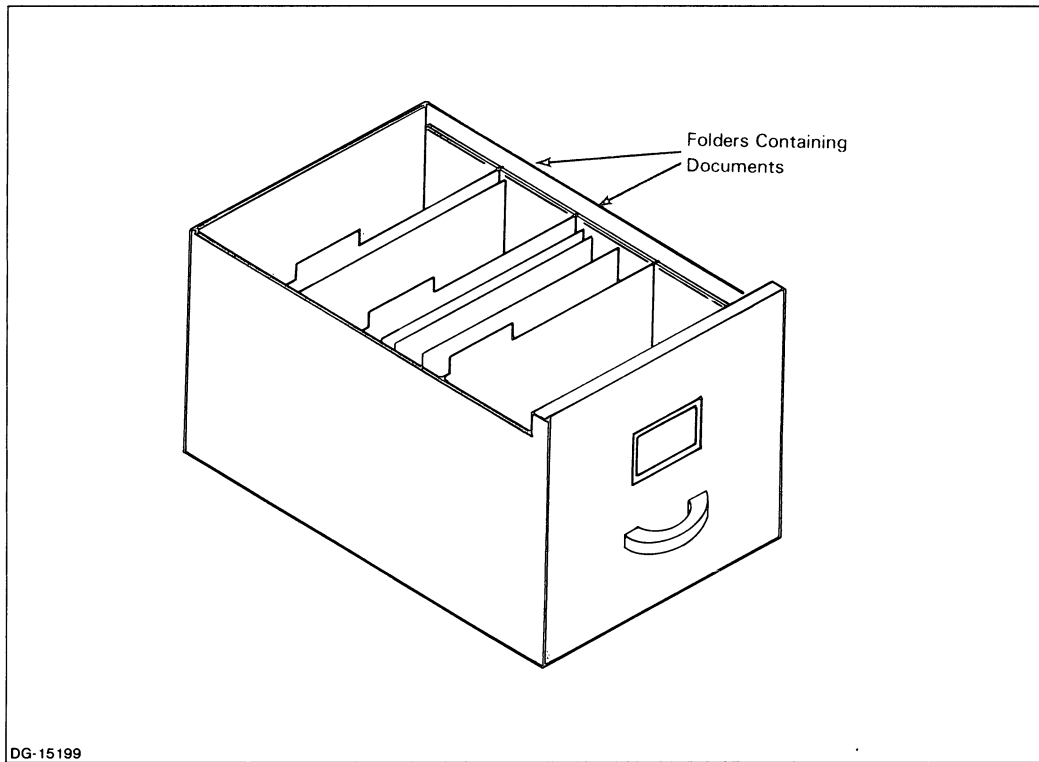
Choose option 6, “Utility”, to display the Utility Functions menu. From this menu, you can choose many useful functions, such as working with print layouts or checking the spelling in an entire document. We will discuss the Utility Functions menu later in this chapter.

### The Electronic Filing System

To help you organize the documents you create and use, CEO Independent Word Processing provides an *electronic filing system*. It is analogous to the traditional office filing system, in which you store documents in filing drawers and folders.

The CEO Independent Word Processing system gives every user his or her own personal *electronic filing drawer*. The drawer contains *folders*, and each folder contains *documents*. Your office manager assigns personal filing drawers.

Figure 7-1 illustrates the arrangement of documents and folders in a sample electronic filing drawer.



*Figure 7-1. Conceptual Model of an Electronic Filing Drawer*

Notice that the drawer contains folders, which in turn contain documents. You cannot put a document in an electronic filing drawer unless you also put it in a folder. Your personal filing drawer can contain up to 100 folders.

### **Electronic Folders**

Folders contain documents; they help you organize documents within a filing drawer. Each folder in your personal filing drawer can contain up to 100 documents.



Figure 7-2 depicts a typical folder holding several documents.

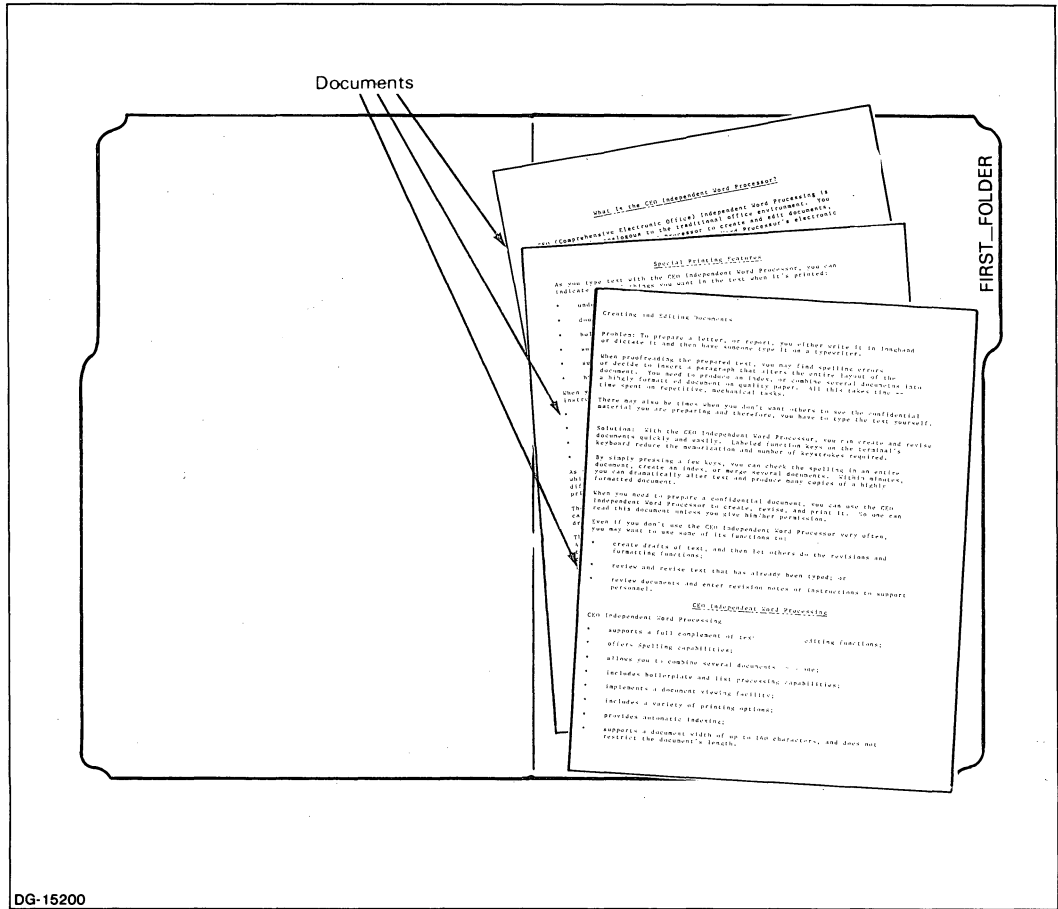


Figure 7-2. Conceptual Model of an Electronic Folder

Notice that the folder contains only documents; you cannot put one folder inside another.

When you start using the CEO Independent Word Processor, there will be one folder, **FIRST\_FOLDER**, in your personal filing drawer. The word processor gives you this first folder to start out with. You can create other folders, and, if you want, can change the name **FIRST\_FOLDER** to one you like better.

To work with folders in your filing drawer, choose option 5, "Filing", on the Main Menu. This displays the Filing Functions menu, which has two options, "Folders" and "Documents". Choose option 1, "Folders", and you will see the Folders menu.

## The Folders Menu

The Folders menu displays a list of all the folders in your personal filing drawer. You can rename, create, or delete folders from this menu. You can also choose to list all the documents in a particular folder.

To rename an existing folder, choose option 2, “Change name”, and specify the number of the folder you want. The word processor displays a mini menu on which you can change the folder’s name by typing over the old name. When you are satisfied with the new name, press the EXECUTE function key, or press the NEW LINE key and answer Y to the question *Execute?*.

To create a new folder, choose option 3, “Create”. The word processor displays a mini menu on which you can type a name for your new folder. When you are satisfied with the name and want to create the folder, press the EXECUTE function key, or press the NEW LINE key and answer Y to the question *Execute?*.

To delete an existing folder, choose option 4, “Delete”, and specify the number(s) of the folder(s) you want to delete. (You cannot delete a folder that contains documents; if you try, the word processor displays the message *This folder contains documents and therefore cannot be deleted at this time. Please respond N or press the CANCEL/EXIT function key.*) After you specify the folder number, the word processor displays a mini menu so that you can confirm the deletion. If you want to delete that folder, press the EXECUTE function key, or press the NEW LINE key and answer Y to the question *Execute?*. If you decide you don’t want to delete that folder, press the CANCEL/EXIT function key.

To list the documents in a folder, choose option 1, “List documents”, and specify the number of the folder you want. The word processor then displays the Documents menu (explained later), which lists the names of all the documents in a particular folder. To list the documents in several folders in succession, list more than one folder number, or a range of folder numbers, when the word processor asks *Folder number(s):*. After you have finished with the documents in one folder and want to go on to the next folder you specified, choose the “Next folder” option on the Documents menu.

## Documents in the Electronic Filing System

A CEO Independent Word Processing document actually has two parts: the *document content*, and the *document summary*. The document content is the text you type using the word processor. In the sample session in Chapter 3, you typed the content of the document SAMPLE. The document summary is a brief description of the document. You can only see the document summary when you create, view or edit a document from the Filing Functions menu. You cannot see the document summary when you work with a document from the Main Menu (like you did with SAMPLE).

A document summary is like a title page: it tells you the document’s name, its author, and the date it was created. It might also include the document’s subject, and a brief summary of its content. Like a title page, the document summary can tell you whether a particular document is the one you wanted. For example, suppose you wanted to print a particular document, but couldn’t remember whether it was called SAMPLE2 or SAMPLE3. Instead of having to view the content of each document, you could just glance at each document summary.

When you create a document from the Main Menu, as you did the document SAMPLE, the word processor automatically creates the document summary for you. To create the document summary yourself, you must create the document from the Documents menu instead of from the Main Menu.

To display the Documents menu, choose option 5, "Filing", on the Main Menu, and you will see the Filing Functions menu. Choose option 2, "Documents", from the Filing Functions menu, and the word processor displays the Documents menu.

## **The Documents Menu**

The Documents menu displays a list of all the documents in any one folder. (You can also display this menu by choosing the "List documents" option from the Folders menu.) From the Documents menu, you can view, edit, create, delete, print, move, and duplicate documents. These options are explained below.

**Viewing and Editing Documents from the Documents Menu** – To view or edit an existing document from the Documents menu, choose option 1 "View" or option 2 "Edit", and specify the number of the document(s) you want to work with. The word processor displays the document summary of the first document you specified. Whenever you view or edit a document from the Documents menu, you always see the document summary first. You can edit the summary, and then go on to view or edit the document's content.

You can edit any document's summary, whether the word processor created it automatically when you created the document from the Main Menu, or you created the summary yourself using the "Create" option on the Documents menu (discussed below). When you edit a document summary, you can edit or type over any old information you want to change. To change a document's name, choose to edit the document summary; then just type over the old name. You can move the cursor around the Edit Document Summary menu using the rightarrow, leftarrow, NEW LINE, WORD, and SHIFT-WORD keys, and the BACK FIELD and BEGIN/END LINE function keys. To edit information on the document summary, you can use the DEL, ERASE EOL, and TAB keys, and the INSERT SPACE, DELETE CHARACTER, DELETE WORD, and CENTER function keys. Pressing the DELETE function key erases an entire menu entry.

To view or edit the document content, choose option 1 on the Document Summary menu. This will either be "View content" or "Edit content", depending on whether you chose "View" or "Edit" from the Documents menu.

**Creating a Document from the Documents Menu** – When you create a document from the Documents menu, you first see the Define Document Summary menu. If you want, you can type the author's name, the typist's name, the document's subject, and a brief summary of the document's content. If you don't want to answer a question, just press the NEW LINE key to move the cursor to the next question. At any point on the menu, if you don't want to answer any more questions, just press the EXECUTE function key; the word processor will answer the rest of the questions for you. To answer the questions you don't want to answer, the word processor makes certain assumptions. If you don't type an author name, it assumes that you are the document's author. If you don't type a typist name, the word processor assumes you are the typist. If you don't supply a subject, it uses the document's name as its subject. If you don't supply a summary, the word processor uses the first five lines of the document's content.

After you have created the document summary, you can choose to create the document content. To do so, answer Y to the question *Create document text now?*. Then, you can type the text of the document. If you don't want to create the document text now, answer N to this question. You can create the text later, by editing the document from either the Main Menu or the Documents menu.

NOTE: If you press the EXECUTE function key anywhere on the menu, allowing the word processor to finish answering the questions for you, it always assumes that you do want to create the document text now — i.e. it will automatically answer Y to this question.

**Deleting Documents** – The Documents menu lets you delete documents you don't want any more. To delete an existing document, choose option 4, "Delete", and specify the number(s) of the document(s) you want to delete. The word processor displays a mini menu so that you can confirm the deletion. If you do want to delete that document, press the EXECUTE function key, or press the NEW LINE key and answer Y to the question *Execute?*. If you decide you don't want to delete that document, press the CANCEL/EXIT function key.

**Printing a Document from the Documents Menu** – Printing a document is exactly the same whether you choose the Print option from the Main Menu or from the Documents menu. For information on printing, read Chapter 6.

**Moving and Duplicating Documents** – One of the convenient features of the electronic filing system is its flexibility. You can move your documents from one folder to another, duplicate them into different folders, or duplicate them within the same folder. To move or duplicate documents, choose option 7, "Move or duplicate", and specify which document you want to work with.

The word processor displays the Move or Duplicate Documents menu. The names of the document you are working with and the folder it is currently in appear at the top of the menu. From this menu, you can choose either to move or duplicate a document, or to go on to the next document you specified.

When you move a document, you change the document's location from one folder to another. The document disappears from its original folder and reappears in the other folder. To move a document, choose option 1, "Move", and specify the name of the folder to which you want to move it. When you move a document, you can change its name by typing over the old document name.

When you duplicate a document, you put a copy of that document into a different folder. The original document remains in the original folder, and a copy of the document appears in the other folder. To duplicate a document, choose option 3, "Duplicate", and specify the name of the folder in which you want to put the copy. Press the NEW LINE key, and type a name for the copy. If you are duplicating the document within the same folder as the original, the copy's name must be different from the original document's name.

If the word processor finds a document with the name you typed in the folder you specified, it asks *This document already exists, is this a replacement copy?*. If you type Y, the document you're moving or copying will replace the document with the same name that's currently in that folder. If you type N, your cursor will return to the *Document name:* question, and you can retype the document's name.

## **Why Use the Filing Functions Menu?**

There are two different ways you can get to the documents in your filing drawer — from the Main Menu, or through the Filing Functions menu. To work with documents from the Main Menu (as you did in Chapter 3), you just choose a Main Menu option (Edit, View, or Print), and type the folder and document names you want. The advantage to this is that it's fast; if you know which folder and document you want, you don't have to bother with lists of folders and documents or view document summaries. But what if you don't remember a folder or document name?

When you work from the Filing Functions menu, you can display a list of the folders and documents in your drawer. This solves the problem of not remembering names; the names of all your folders or documents are right there on your screen for you to choose from. The Documents menu offers some additional benefits; you can view, edit, and create document summaries. You can also delete, move, and duplicate documents. The Main Menu doesn't offer these options.

## **The Electronic Filing System — a Summary**

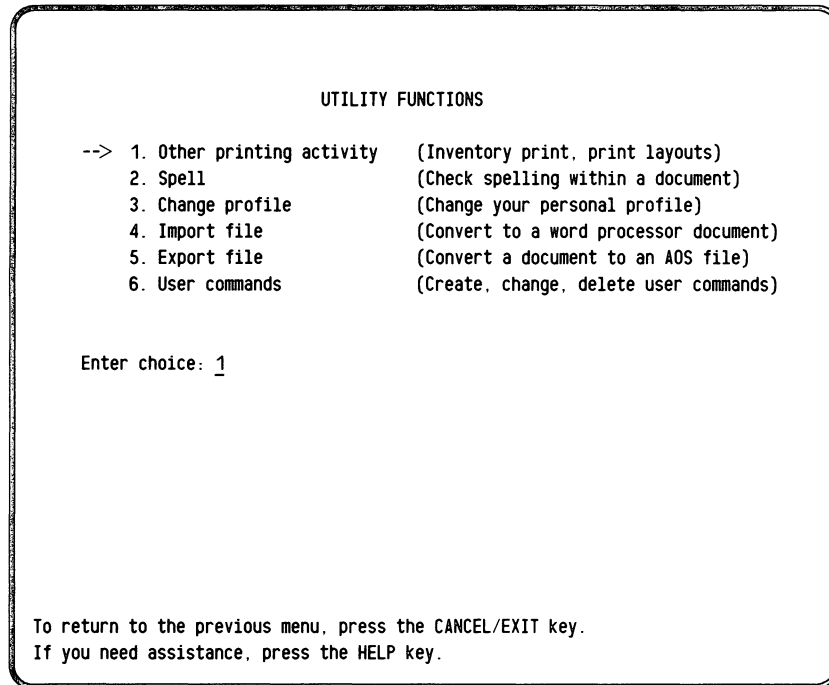
This section discussed the structure and organization of the electronic filing system. You learned that you have a personal drawer which contains folders, and that each folder can contain documents. You also learned how and why to use the Filing Functions menu, and how to list and work with folders and documents using the Folders menu and the Documents menu.

The rest of this chapter discusses the Utility Functions menu and the various functions you can select from it.

## **The Utility Functions Menu**

The CEO Independent Word Processing system provides a number of useful functions which are available from the Utility Functions menu. These functions range from printing an inventory of your documents to creating your own commands.

To display the Utility Functions menu, choose option 6, "Utility", on the Main Menu. The word processing system displays the following menu.



DG-15359

*Figure 7-3. The Utility Functions Menu*

The choices you can make from this menu are explained below.

### **Other Printing Activity**

When you choose option 1, “Other printing activity”, on the Utility Functions menu, the word processing system displays the Other Printing Activity menu. From that menu you can choose either to print a list of the documents in a drawer, or to work with print layouts.

To print a list of documents in your personal drawer, choose option 1, “Inventory”, on the Other Printing Activity menu. The word processing system asks you for a folder name. If you only want to see the list of documents in a particular folder, type the name of the folder you want. If you leave the space after *Folder name*: blank, the word processor prints a list of all the documents in the entire drawer.

The second option on the Other Printing Activity menu, “Print layouts”, lets you list, create, or delete print layouts. Choose this option, and the word processing system will display the Print Layouts menu, which lists all the print layouts you have created. This menu allows you to work with general print layouts — layouts that are not associated with a specific document. From the Print Layouts menu, you can view, delete, change, or create layouts. For information on how to create a print layout, see Chapter 6.

## Spell

The second option on the Utility Functions menu, "Spell", lets you check the spelling in an entire document. The word processor checks every word in the document to see if it appears in the word processor's dictionaries. The result of the spelling check is a list of all words in the document that do not have a match in the dictionaries. When you choose this option, the word processor asks you for the folder and document names of the document you want to check. You must also specify where you want the results to appear. You can choose to print the list of misspelled words, or just display them on the screen. For more information on the spelling facility, see Chapter 8.

## Changing Your Profile

Each word processor user has two profiles. The user's system profile is created and maintained by the office manager and contains privileged information that you cannot change. We will not discuss it here; if you want more information, talk to your office manager. The personal profile is created and maintained by each individual, with some assistance, perhaps, from the office manager.

Your personal profile lets you customize your use of the word processing system. You can make certain preset instructions or decide not to use certain features or functions.

To change your personal profile, choose option 3, "Change profile", on the Utility Functions menu.

The word processing system then displays the Personal Profile menu. The answers you give to the questions on this menu affect what you see while working with the word processing system.

### *Frequency of document update*

The word processor automatically updates the document you're working with every 15 minutes. You can change the frequency of the updates; type a time, in minutes, from 5 to 30. Unless your editing task is highly critical, set the frequency to every 15 minutes or greater. Updates of less than 10 minutes may slow down the word processor's responses.

### *Text displayed bright*

The word processor normally displays text on the editing screen brightly. Information on the status line, special characters, and any highlighting are dim. If you answer **N** to this question, the word processor displays the text dimly; the status line, special characters and highlighting are bright.

### *Display menu on COMMAND key?*

If you answer **Y** to this question, each time you press the **COMMAND** function key, the word processor will display the **COMMAND** menu, listing all the available commands.

If you answer **N** to this question, you won't see the **COMMAND** menu. To see a list of the available commands, press the **COMMAND** function key and then press the **HELP** function key.

*Date and time format: (1. American, 2. European)*

You can choose the format in which the word processor displays the date and time. To choose the American format, type 1 and press the NEW LINE key. The following is an example of the American date and time format for the 12th day of November, 1982 at 3:45 in the afternoon.

*Nov 12,82 3:45 PM*

To select the European format, type 2 and press the NEW LINE key. The following is an example of the European date and time format for the 12th day of November, 1982 at 3:45 in the afternoon.

*12 Nov 82 15:45*

*Preferred scroll type: (1.Fast smooth, 2.Slow smooth, 3.Jump)*

This question applies only if you're using a D400, D450, or G300 terminal. On these terminals, you can change the rate at which text scrolls on and off your screen (for example, when you press the NEXT SCREEN function key). If you choose option 1, "Fast smooth", the text "rolls" across your screen, quickly and smoothly. If you choose option 2, "Slow smooth", the text moves smoothly, but more slowly. If you choose option 3, "Jump", the text "jumps" to display the next or previous line or screen, instead of "rolling" on and off gradually, as it does with the first two options.

*Default printer:*

If you normally use the same printer each time you print, you might want to store the number of that printer in your personal profile. That printer then becomes your default printer.

To designate a printer as your default printer, just type the number of the printer you want. For help on printer types and printer numbers, see your CEO manager.

Then, each time you print a document, the word processor asks *Which printer?*. The word processor displays your default printer number after the prompt. To select that printer, you just press the NEW LINE key. To select a different printer this time, just type a new number over the one displayed.

*Show user notes in View mode?*

Normally, when you are in View mode, you cannot see any user notes you may have included in the document. If you want to be able to see user notes while in View mode, answer Y.

*Will you use nonstandard printer forms?*

A printer form contains instructions for the printer. One printer form is used for the draft printer, another for the letter-quality printer. These instructions tell the printer how to fit text on a piece of paper — where to start printing, where to stop printing, and when to use a new piece of paper. A standard printer form comes with the system. If your system has other printer forms you want to use, answer Y to this question. Then, when you specify a print layout, you can specify the name of another printer form. If you always plan to use the standard printer form, answer N to this question; then you won't have to specify anything as part of your print layout.

For more information about printer forms, talk to your office manager.



### *Change default print layout?*

Standard printing instructions are part of the word processing system. You can create a new print layout and use that as your default print layout. Then, each time you print a document and do not use a specific or general print layout, it will be printed according to the layout in your personal profile.

For information on creating a print layout, see Chapter 6.

### *Change default ruler?*

The word processor comes with a standard format ruler which it uses each time you create a new document. You can create a different format ruler to replace the standard one; specify its name as part of your personal profile.

For information on creating format rulers, see Chapter 4.

### *Execute?*

Type Y when you're through with the Personal Profile menu.

If you have any questions about how to change your profile, talk to your office manager.

## **Converting Documents**

Any text you type with the word processor is stored in a document. The computer looks at any document you create with the word processor as a *file*. A file is simply a collection of information treated as a unit.

The computer sees various units of information differently. It sees a document created with the word processor as a WRD type of file. *WRD* means that the file was created by the word processor.

Other Data General products create different types of files. If you want to use these other types of files with the word processing system, you must *import* them. Conversely, if you want to use a WRD file with one of Data General's other products, you must *export* the file.

### **Importing Files**

When you choose to import a file, the word processing system takes a non-WRD file, converts it to a WRD file, and puts it into the word processing system's filing system. If you want to edit a document that was not created with the word processor, you must import it first. This includes any non-WRD type document, as well as a WRD-type document created with the AZ-TEXT Word Processing System. Once the file is converted to a document, you can edit it using the word processor.

To import a file and convert it to a document, choose option 4, "Import file", on the Utility Functions menu. The word processor displays the prompt *From Filename:*. Type the full pathname to the file you want to import, starting at the root (: ) and ending with the file's name. (For information on pathnames, see your office manager, or read Appendix C.) After you press the NEW LINE key, the word processor displays *Folder name:*; type the name of the folder in which you want to put the imported file when it becomes a document. Press the NEW LINE key, and the word processor displays *Document name:*. Type a name for the document you are importing, and press the NEW LINE key. The word processor then converts the file to a WRD type document with that name, and puts it in the folder you specified.

## Exporting Documents

Exporting a document is most useful when you want to share it with another user, or when you want to use the document with another Data General product. When you export a document, the word processing system takes a word processing document and makes a copy of it outside the electronic filing system. The original document remains in its original location in your filing drawer.

To export a document, choose option 5, "Export", on the Utility Functions menu. The word processor displays the prompt *To Filename:*. When you export a document, the computer stores it as a new file. Type the full pathname to the file to which you want to import the document; start at the root (: ) and end with the name of the new file. After you press the NEW LINE key, the word processor asks you for the name of the folder containing the document you are exporting, and, next, for the document name. Type the names; press the NEW LINE key after each name. The word processor then asks

*Is exported document to be an AOS file?*

If you answer Y to this question, the word processor converts the document to an AOS type file, which is a non-WRD type file that's compatible with many other Data General products. If you answer N, the document remains a WRD type file. You might want to leave it as a WRD file if you were exporting the document in order to share it with another word processing user.

**NOTE:** When you export a document outside the word processing system, the word processor changes its access codes so that everyone has access to the file. This feature makes exporting the easiest way to share a document with other users, since then you don't have to change the codes yourself. For more information on document access codes, see Appendix C or talk to your office manager.

## User Commands

*User commands* provide short cuts and reduce the number of keystrokes you have to type. After you have been using the word processing system for a while, you will probably notice that there are several things you do frequently that require you to repeat the same series of keystrokes over and over. For example, you might frequently use the TEXT ATTRIBUTE function key to change your company's name to bold type. Each time you wanted to make such a change, you could just type the dozen or more keystrokes necessary to carry out the operation. The alternative is to create a command that does it all for you in one step.

You can easily create your own command to replace a long, frequently used series of keystrokes. When you create a command, you type that series of normal word processing keystrokes. The word processing system saves the keystrokes together, under the name you assign to the command. To invoke a user command, just press the COMMAND key and type the command name; the word processing system then executes the keystrokes you stored in that command, in the order in which you typed them.

To create your own commands, choose option 6, "User Commands", on the Utility Functions menu. The word processing system then displays the User Commands menu, which lists all the commands you have already defined (if any). From this menu, you can create, change, and delete user commands.

## Creating Commands

When you choose to create a command, you should know beforehand exactly what keystrokes you want to store in that command. Then, choose option 1, "Create", on the User Commands menu. The word processing system displays the User Command Definition menu, and asks you for certain information necessary to create the new command. Each question is discussed below.

### *Command name:*

To name your command, type the name you want after the command name prompt, and press the NEW LINE key. You can give your command almost any name you want to, as long as the name is unique among the list of command names. The name must follow the standard naming conventions, which you also use when naming folders and documents. Read Appendix B to learn about these conventions.

If you want, you can name your command after one of the *user-definable function keys*. The top row of your CEO template consists of blank boxes numbered F1 through F15 (F1 through F11 on D2 terminals). These are the user-definable function keys, so called because you can create your own commands and assign one to each key.

A command that you have associated with a function key is very simple to invoke. Instead of pressing the COMMAND function key and then typing the command's name, you simultaneously press the CTRL key, the SHIFT key, and the user-definable function key assigned to the specified command. The word processing system then executes that command.

**NOTE:** You can use *any* command, including those you have named after user-definable function keys, by pressing the COMMAND function key and then typing the command's name.

To associate your new command with a user-definable function key, you must name the command after one of the user-definable function keys. (The number of each key is located in the bottom left-hand corner of each blank box in the top row on your CEO template.) For example, to associate a command with user-definable function key F5, you would type:

*Command name:* F5

It is a good idea to take a pencil and write on the CEO template, in the blank box for that function key, a word or name that will help you remember what command is associated with that key. For example, a command that changes your company's name to bold type might actually be named "F5", but you might write the word "COMPANY" in the blank box numbered F5. Then, when you want to change your company's name to bold type, you could just press the CTRL key, the SHIFT key, and the function key you marked "COMPANY".

### *Command description:*

A command's description helps to remind you of its function. It is especially useful for commands associated with user-definable function keys, since the names of those commands don't tell you what they do. The command description can be up to 45 characters long; it can contain any characters you want.

### *Command definition starts from:*

A user command actually consists of two major parts: a stored series of *keystrokes* (we will discuss these later), and a *starting point* — the place where the word processing system begins executing those keystrokes.

When you create a command, you must choose a starting point for it. When you execute a command, the word processing system first goes to the starting point for that command, and then executes the keystrokes that you stored in the command.

You can choose one of two starting points: “Activity where invoked”, or “Main menu”. The following sections explain the advantages to each option.

#### *Activity where invoked*

If you choose “Activity where invoked”, the starting point for your command will be whatever your location is when you execute the command. A command that starts at the activity where invoked will only work properly if you execute it in the location for which you designed the command. If you invoke it while you are in a different activity or location, the word processing system will still try to do the keystrokes in the command; however, the result might not be what you intended.

Starting a command at the activity where invoked is most useful if you want to be able to use the command while editing or viewing a document.

**SUGGESTION:** Most commands that you design for use in the word processor work best if you choose “1. Activity where invoked” as a starting point. This is because you will usually want to continue to edit the document after the command is done. If the command’s starting point were defined as “2. Main Menu” instead, the word processing system would terminate your editing session and return to the Main Menu to execute the command.

#### *Main menu*

If you choose “Main menu”, the starting point of the command will always be the Main Menu, no matter what your location is when you execute the command. This means that when you execute the command, the word processing system first goes to the Main Menu and then begins executing the keystrokes you stored in the command. Since the command always starts from the Main Menu, it doesn’t matter what activity or location you are in when you invoke it: it always works the same way.

If you are editing a document when you execute a command defined from the Main Menu, your editing session will be terminated normally, and the word processing system will then execute the command as defined.

For example, suppose you want to be able to view the list of documents in the current folder, no matter where you are within the word processing system at the time. Since you want to be able to use this command independent of your location, you should choose “1. Main Menu”.

You could create a command named “Documents” that works in the following way:

You are somewhere within the word processing system — perhaps viewing a document, or changing your profile — and you want to see a list of all the documents in the folder you are currently using. Rather than typing all the keys necessary to get all the way to the Documents menu, you just press the COMMAND key and type Documents. The word processing system will move you from your present location (no matter where it is) to the Documents menu, where it will display a list of all the documents in the current folder.

**SUGGESTION:** You may find that most commands that deal with menus (as opposed to editing or viewing documents) are more flexible and easier to use if you choose “1. Main Menu” as the starting point.

*Command:*

The command definition consists of a series of keystrokes that you store in the command. Then, each time you initiate the command, the word processing system does each keystroke in order.

To define a command, you first press the ESC key. This tells the word processing system that the next keys you type are the command. Next, you press the keys you want to store in the command. You can use any key on the keyboard as part of your command, except the ESC and DEL keys. As you press a key, its name appears on the screen. The names of function keys appear dim; letters and numbers appear bright. If you make a mistake typing the keystrokes, use the DEL key to erase what you have typed. The DEL key does not register as a keystroke itself. When you have finished typing the keystrokes in the command, press the ESC key again. This tells the word processing system that your command is complete.

The following step-by-step explanation, beginning at the Utility Functions menu, tells you how to create a command that displays a list of the documents in the folder you last accessed. You want the command to work no matter where you are within the word processing system when you invoke it.

1. Type 6 and press the NEW LINE key to display the User Commands menu.
2. Type 1 and press the NEW LINE key to choose option 1, “Create”, on the User Commands menu.
3. Type F5 and press the NEW LINE key to associate the command with user-definable function key F5.
4. Type a description for your command, and press the NEW LINE key as a reminder of the command’s function; for example,  
Lists documents in the current folder.
5. Type 2 and press the NEW LINE key to choose option 2, “Main Menu”, since you want to be able to use this command from any place within the word processing system.

Now you must decide which keystrokes to store in your command. You should take careful note of the keys you actually use to do what you want the command to do — in this case, you must remember which keys you would press to get from the Main Menu (the starting point of the command) to the Documents menu.

To define a command to list the documents in your current folder, you would:

1. Press the ESC key to tell the word processor that the next keys will make up your command.
2. Type 5 to choose option 5, “Filing”, on the Main Menu.
3. Press the NEW LINE key to tell the word processor to register the choice you just made. (Just as you must press the NEW LINE key whenever you make a menu choice, you must also remember to put the NEW LINE keystroke in the right places in your command definitions.)
4. Type 2 to choose option 2, “Documents”, on the Filing Functions menu.
5. Press the NEW LINE key to register your choice. On the Filing Functions menu, the word processing system would then ask for the folder name.
6. Press the NEW LINE key since you want to see documents in the current folder. Unless you type a specific folder name, the word processor assumes you want the folder you most recently accessed. Pressing the NEW LINE key here confirms that assumption. The word processor would then display a list of documents in that folder.
7. Press the ESC key to tell the word processing system that you have finished typing the keystrokes in your command definition.

#### *Execute?*

To complete your command, press the EXECUTE function key, or type Y and press the NEW LINE key. The word processing system saves your new command, and displays the message *Command F5 created*. It then displays the Command Definition menu again, so you can create another command if you want to. If you do not want to create any more commands now, press the CANCEL/EXIT key to return to the previous menu.

The following section provides some sample user commands that you can create and use. Each example consists of a command name and description, followed by the command starting point and the keystrokes that make up the command.

## Examples

**BYE** – a command that lets you exit from the word processing system no matter where you are within the system.

*Command definition starts from:* 2. Main menu

*Command:* CANCEL/EXIT y NEW LINE

**MAIN** – a command that takes you to the word processing system Main Menu no matter where you are within the word processing system when you use the command.

*Command definition starts from:* 2. Main menu

*Command:*

Note that there are no keystrokes in the body of this command. The starting point of the command is the Main Menu (where you want to go) so there is no need for keystrokes. (When defining this command, you should press the ESC key twice to let the word processing system know you have started and finished entering the command definition.)

**BEGIN BOLD** – This command tells the word processor where to start boldface. You would probably want to associate this command with a user-definable function key. Then, to make a word or phrase boldface, you could position the cursor at the first letter of the phrase you wanted to change to boldface, and press the appropriate function key. (To tell the word processor where to stop the boldface, you could use the next sample command, “End bold”.)

*Command definition starts from:* 1. Activity where invoked

*Command:* TEXT ATTRIBUTE +

**END BOLD** – This command is a companion to the BEGIN BOLD command; it tells the word processor where you want to end boldface. You would probably want to associate this command with a user-definable function key. To finish changing a word or phrase to boldface, you could position the cursor at the last letter of the phrase you wanted boldface, and press the appropriate function key. (To tell the word processor where to start boldface, you could use the previous sample command, “Begin bold”.)

*Command definition starts from:* 1. Activity where invoked

*Command:* TEXT ATTRIBUTE + EXECUTE

## **Changing a Command**

You can “edit”, or change, any commands you have created. To change an existing command, choose option 2, “Change”, on the User Commands menu, and specify the number(s) of the command(s) you want to change. After you press the NEW LINE key, a Command Definition menu appears, displaying all the information associated with the first command you specified. Position the cursor to the entry you want to change. Then, just type over the old entry. To edit an entry, you can use the DEL key, the DELETE CHARACTER function key, the INSERT SPACE function key or the ERASE EOL key. When you are satisfied with the information you provided, just press the EXECUTE function key. This procedure does not apply to changing the command keystrokes.

To change the keystrokes you stored in the command, you must first position the cursor at the command keystrokes section of the menu. Then, press the ESC key. The cursor will be located after the last keystroke in the command. Since the word processing system interprets all keys except the DEL key and the ESC key as part of the command, the DEL key is the only key you can use to change or remove keystrokes.

## **Deleting a Command**

You can delete any command that you created. To remove a command from your list of user commands, choose option 3, “Delete”, on the User Commands menu. You must specify the number(s) of the command(s) you want to delete.

**CAUTION:** The word processing system deletes your command(s) immediately. After you press the NEW LINE key, you won’t have a chance to confirm or change your mind about a deletion.

## **Summary**

This chapter covered the Filing Functions menu and the Utility Functions menu. We explained the electronic filing system and how to use it, and briefly described some of the filing system menus. We discussed each of the options available from the Utility Functions menu: using print layouts, printing an inventory, spelling, changing your personal profile, importing and exporting documents, and creating your own commands. In the next chapter we give a more detailed explanation of how to use CEO Spelling.

End of Chapter



# Chapter 8

## CEO Spelling

As part of the CEO Independent Word Processor, you may have the optional CEO Spelling which you can use to check spelling errors. CEO Spelling uses two dictionaries: a standard dictionary provided by Data General and an in-house dictionary that your CEO manager builds and maintains.

CEO Spelling provides three types of spelling aids:

- checking the spelling of every word displayed on the screen while editing a document
- checking the spelling of a single word
- checking the spelling of every word in a document

To check the spelling of one word or all the words displayed on the terminal screen, you use the SPELL function key while typing or editing a document. To check the spelling of every word in a document, you choose the Spell option from the Utilities menu.

### Using CEO Spelling

CEO Spelling checks spelling by comparing words in a document or on the screen to the words in its dictionaries. If a word in your document doesn't match a word in one of the two dictionaries, CEO Spelling considers it a misspelled word.

Data General supplies a standard *American Heritage Dictionary* containing more than 75,000 English words. Since your office may use certain words which won't be found in the standard dictionary, CEO Spelling also includes an in-house dictionary that your CEO manager can build and maintain. Proper names, jargon, and acronyms that you use all the time might not have matches in the standard dictionary; CEO Spelling would consider them misspelled words. Since your CEO manager maintains the in-house dictionary, he/she can add any words that are specific to your office situation. There is no limit to the number of words the in-house dictionary can contain. Talk to your CEO manager if you want to make changes to the in-house dictionary; the standard dictionary cannot be modified. Data General will replace it periodically, if necessary, to keep it up-to-date.

### Spelling Aid

While typing or editing a document, you can ask CEO Spelling to check your spelling against the words in its dictionaries.

For instance, you may not be sure of the correct spelling of a particular word. You're just about to type the word "experience" and all you know is that it starts "exp". Ask CEO Spelling for aid.

When you are not sure of the correct spelling, type as much of the word as you know. CEO Spelling will display all the words starting with those letters contained in its dictionaries.

You can ask for spelling help while in Edit, Insert, or View mode.

Press the SPELL function key. You'll see the following message on the status line:

*Enter the start of the word in question:*

Type up to 15 letters. CEO Spelling will search in its dictionaries for all words which start with the letters you type.

If CEO Spelling can't find any matches to the letters you typed, it displays the following message:

*There are no matches. Press CANCEL/EXIT to continue.*

The cursor will be at the end of the message. If you want to try another set of letters, press the CANCEL/EXIT function key. Again, you'll see the following message:

*Enter the start of the word in question:*

If you don't want to try again, press the CANCEL/EXIT function key again one more time to resume editing.

If the dictionaries contain one to four words which match your letters, CEO Spelling displays those words at the top of your terminal screen. It also displays the message

*Press CANCEL/EXIT to continue.*

Press the CANCEL/EXIT function key at this point to resume your editing session.

If there are more than four words that match the letters you typed, CEO Spelling uses the entire terminal screen to display the matched words. It first clears what's currently displayed on the screen. Then it displays the following heading:

*Spelling Assistance Results*

followed by a copyright statement from the publishers of the American Heritage Dictionary and the list of words which match your entry.

The list consists of four words per line, in alphabetical order. If a word is 20 letters or longer, CEO Spelling displays only the first 19 letters. If the list takes up more than 22 lines, you'll see an ellipsis (...) at the bottom of the screen, indicating that there are more words. You can use the NEW LINE and/or WORD keys, or the NEXT SCREEN and/or PREVIOUS SCREEN function keys to view the entire list.

If you want to see one of the words displayed on the status line after you return to your editing, move the cursor to that word and press the EXECUTE function key. If you don't want to see a word, but want to return to your editing, press the CANCEL/EXIT function key.

## Checking Words on the Terminal Screen

If you want to know if you've misspelled any words after typing some text, you can ask CEO Spelling to check the spelling of all the words you are currently looking at on the terminal screen.

You must be in Edit, Insert, or View mode. The cursor may be located anywhere on the screen. Press the COMMAND function key. Then press the SPELL function key. You'll see the following message at the top of your screen:

*Spelling verification is in progress*

CEO Spelling then compares all the words on the screen with the words in the dictionary. If there are no misspelled words, CEO Spelling displays the following message on the status line:

*There are no unverified words on the screen. Press CANCEL/EXIT to resume.*

If there are misspelled words on the screen and you are in View mode, CEO Spelling highlights the words and returns the cursor to the position it was in when you pressed the SPELL function key.

If there are misspelled words on the screen and you are in Edit or Insert mode, CEO Spelling highlights the words and displays the following message on the status line:

*There are XXX unverified words. Do you wish to correct them?*

In Edit or Insert mode, you can correct the words one by one. Type Y (or y) in response to the question and CEO Spelling moves the cursor to the beginning of the first misspelled word. Note that in Insert mode, you can only correct misspelled words up to the point of insert. You may correct the word by typing over it, or by using the INSERT SPACE or DELETE CHARACTER function keys. If you do not want to change the word, press the FIND function key. Then CEO Spelling moves the cursor to the next misspelled word. Repeat this process for each misspelled word on the screen.

To stop the correction process, press the CANCEL/EXIT function key.

If you are editing a wide document, some misspelled words may not be on the screen. However, as you proceed through the correction process, CEO Spelling will scroll the screen horizontally, if necessary, to reach the misspelled words.

## Checking Words in a Document

CEO Spelling can also take an entire document and compare each word in it to the words in both dictionaries. CEO Spelling catches any words that do not match the spelling of words in the dictionaries.

Choose "Spell", choice 6 on the Utility Functions menu, and you'll see a mini menu. On this mini menu, indicate the names of the folder and document you want to check. You must also indicate whether you want the results of the spelling check printed on the draft or letter-quality printer, and how many copies you want printed.

The results of a spelling check always consist of a list of words, four per line, in the order they appear in the document, from left to right. If a word is 20 characters long or longer, CEO Spelling displays only the first 19 characters.

End of Chapter



# Chapter 9

## Reference Section

In this chapter we summarize everything contained in this manual. After you've learned how to use the word processor, you can use this chapter for quick reference on any aspect of the system.

The subjects appear alphabetically.

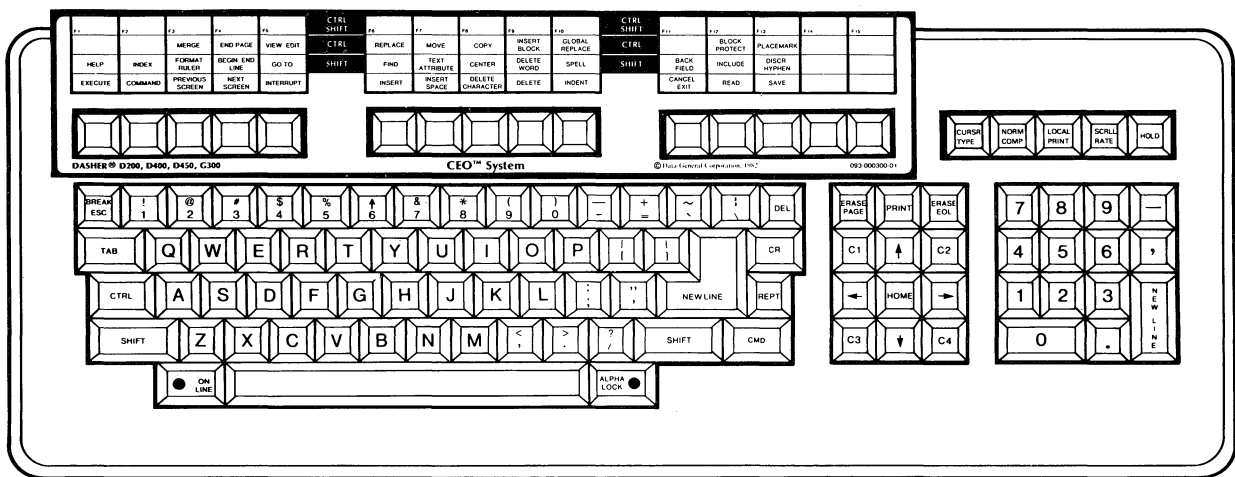
### General Notes About the Word Processing Instructions

You give instructions to the word processor by pressing a key on either the alphanumeric or the cursor control keypads, pressing a function key, or typing a command.

You can shorten any word processor command to its shortest, unique abbreviation of two characters or more. For instance, the BRIGHTNESS command can be shortened to BR. If you use a nonunique abbreviation or less than two letters, such as B, the word processor responds with a message that indicates the command you typed was ambiguous. You'll have to try again.

All commands in this chapter appear in uppercase. Note, however, that the word processor accepts commands typed in lowercase, or lower- and uppercase.

Figure 9-1 shows the D400/450 keyboard and template. If you are using a D2, D200, or G300 terminal, see the figures showing those keyboards in Appendix A.



DG-15040

Figure 9-1. The D400/450 Keyboard and Template



## *Function Key*

### **Why**

Use the BACK FIELD function key to quickly move the cursor to the last character in the previous line or to the previous question on a menu.

### **Word Processor Use**

Press the BACK FIELD function key. The cursor moves to the last character on the previous line. If the cursor is on the first line on the terminal screen when you press this function key, the word processor will ring a bell.

### **Menu Use**

Press the BACK FIELD function key to move the cursor back one entry position. For instance, suppose you've answered the first menu question and moved the cursor to the next entry position. Press the BACK FIELD and the cursor moves back to the first answer. The answer you typed for the second question will not change. If you press the BACK FIELD function key when the cursor is located at the first question on a menu, a bell rings and no action occurs.



## **Why**

Use the BEGIN/END LINE function key to quickly move the cursor to the first or last character of the current line.

## **Word Processor Use**

Press the BEGIN/END LINE function key to move the cursor to the left margin of the current line. If the line is indented, pressing the BEGIN/END LINE function key moves the cursor to the temporary left margin. If the cursor is positioned at the left margin when you press the BEGIN/END LINE function key, the cursor moves to the last character of that line.

If you're editing a wide document, the word processor will automatically scroll the text horizontally, if necessary, to move the cursor to either the beginning or the end of the line.

## **Menu Use**

Press the BEGIN/END LINE function key to move the cursor to the beginning or the end of the current entry position. If the cursor is located at the beginning of the entry position, pressing the BEGIN/END LINE function key will move it to the last character in the entry position.



*Function Key on D200, D400, D450,  
and G300 terminals.  
Command on D2 terminal.*

## **Why**

Use the **BLOCK PROTECT** function key (or command) to tell the word processor that you want a block of text printed entirely on the same page, if possible.

## **Word Processor Use**

You define a protected block of text when you edit a document by indicating the beginning and end of the block you want printed on the same page. The block may be as small as one character or as large as an entire document.

If you're using a D200, D400, D450, or G300 terminal, move the cursor to one end of the block. Press the **BLOCK PROTECT** function key. You'll be in Block Protect mode (indicated on the the status line as **BPro**).

Then move the cursor to the other end of the block in one of the following manners:

- If you want to move the cursor either forward or backward through the document, use any cursor control key or any function key that moves the cursor. As the cursor moves, text is highlighted.
- If you want to move the cursor forward in the document, press any alphanumeric key. The cursor will move to the first occurrence of the alphanumeric character in the document. Repeat this process until the cursor is located at the end of the block. If the word processor cannot find the alphanumeric character, all text up to the end of the document will be highlighted and included in the block.

When the cursor is at the other end of the block you want protected, press the **BLOCK PROTECT** function key to end Block Protect mode. The word processor displays a message, asking you to press either the **EXECUTE**, **DELETE**, or **CANCEL/EXIT** function keys.

If you press the **EXECUTE** function key, the block is defined without additional confirmation.

If you press the **DELETE** function key, any block protected areas within the defined area will become unprotected.

If you press the **CANCEL/EXIT** function key, the word processor removes the start block protect symbol and cancels the entire operation.

Once the block has been defined, you'll see start and end symbols in the text. You can perform any action on the text, or define another protected block.

You can cancel the block protection operation anytime while in Block Protect mode; just press the **CANCEL/EXIT** function key.

To unprotect a block, either overstrike or delete the block protect start and end symbols, or press the **BLOCK PROTECT** function key and then the **DELETE** function key, as explained above.



When the document is printed, the word processor will attempt to print the entire block on one page. If the block is larger than a page, the word processor will fit as much as possible on the page, starting at the top of the page. It will print the remainder on succeeding pages.

If you're using a D2 terminal, move the cursor to one end of the block. Press the COMMAND function key. In response to *What command?*, type PROTECT and press the NEW LINE key. You'll be in Block Protect mode. Move the cursor to the other end of the block (as explained above). To turn off Block Protect mode, press the COMMAND function key and type PROTECT again.

### **Menu Use**

This key sounds a bell and has no other effect.



*Key*

### **Why**

Use the BREAK ESC key to terminate the definition of a command.

### **Word Processor**

Same as Menu Use.

### **Menu Use**

When working with the User Command Definition menu, press the BREAK ESC key to indicate the start and end of a command definition.

*Command*

## **BRIGHTNESS**

### **Why**

Use the BRIGHTNESS command to reverse the brightness of text being displayed on the terminal screen.

### **Word Processor Use**

Press the COMMAND function key. When the word processor displays *What command?* type BRIGHTNESS and then press either the EXECUTE function key or the NEW LINE key.

If the screen is already dim, this procedure will make it bright again.

### **Menu Use**

Same as for the word processor.



*Function Key*

## **Why**

Use the CANCEL/EXIT function key to remove a prompt from the status line, end an editing mode, exit a menu, or exit the word processor.

## **Word Processor Use**

If a prompt or error message is displayed on the status line when you press the CANCEL/EXIT function key, the word processor will remove it.

If an editing mode is turned on when you press the CANCEL/EXIT function key, the word processor will turn it off.

More than one mode may be active at the same time. For instance, you can type boldface and underline text while in Insert mode.

Pressing the CANCEL/EXIT function key only turns off the mode prompted for, not all the active modes. If the word processor does not prompt for a mode, the mode that is displayed on the system status line, after *Mode:*, is canceled.

Insert mode is the exception: you cannot use the CANCEL/EXIT function key to end Insert mode. (You press the EXECUTE function key to end Insert mode.)

If you are in Edit, Insert, or View mode, when you press the CANCEL/EXIT function key, the word processor displays the following message:

*Do you wish to exit from this document?*

Type Y, and the word processor closes your document and displays the menu from which you entered the editing session.

## **Menu Use**

Press the CANCEL/EXIT function key when the cursor is not at the first question on a menu to cancel all the entries on the current menu so that the menu appears exactly as it was when you first saw it.

Press the CANCEL/EXIT function key when the cursor is at the first question on a menu when you want to exit from this menu. Then the word processing system will display the previous menu.

Press the CANCEL/EXIT function key when the cursor is at the Main Menu. The word processing system will ask if you wish to exit. Type Y if you want to leave the word processing system. Type N if you don't.

## **Why**

Use the CENTER function key to instruct the word processor to center text between the right and left margins.

## **Word Processor Use**

Press the CENTER function key to center an individual line of text. The word processor centers the text with respect to the current left and right margins.

A mandatory end of line must be on the line before the centered line and at the end of the centered line. The word processor will automatically insert a mandatory end of line if one does not precede the centered line.

You cannot center an indented line, or one that has tabs.

When you press the CENTER function key, the word processor inserts a center symbol at the left margin of that line and a mandatory end of line at the end of it. If there is not enough room on the line for the text, center symbol, and the mandatory end of line, the word processor will not center the text and will display a message telling you so.

If you delete the center symbol, the word processor immediately uncenters the line, but will not remove or add a mandatory end of line.

## **Menu Use**

The CENTER function key acts as it does in the word processor except that you will not see a center symbol.

## **CLI**

*Command*

### **Why**

Use the CLI command if you want to leave the CEO Independent Word Processing system temporarily.

### **Word Processor Use**

Press the COMMAND function key. Type CLI.

You must have special privileges to use the CLI command; talk to your CEO manager for more details. If you have been given the necessary privileges, you should read Appendix C.

### **Menu Use**

Same as for the word processor.

*Key on D200, D400, D450  
and G300 keyboards*



## **Why**

Use the CMD key to activate certain other keys.

## **Word Processor Use**

If you want to print a copy of the document you're currently editing, press the CMD key and hold it down while you press the PRINT key. The word processor will print one copy of the current document when you end the editing session.

If the light on the ON LINE key is not on, press the CMD key and hold it while you press the ON LINE key. The light on the ON LINE key must be on while you are working with the word processing system.

## **Menu Use**

Use the CMD key to turn on the light on the ON LINE key, as explained above.



## **Why**

Use the COMMAND function key to notify the word processor that you are about to give it an instruction.

## **Word Processor Use**

Press the COMMAND function key. The word processor will display the question What command? on the status line. Depending on your personal profile, the word processor might also display the Command menu.

You can respond to the question by typing the command you want the word processor to perform and then pressing either the EXECUTE function key or the NEW LINE key. Or, you can press one of the following keys.

- FIND
- FORMAT RULER
- REPLACE
- SPELL

Their functions are explained in succeeding sections.

Each specific command is explained in this chapter, under each command name.

All commands have a name of 11 characters or less. The word processor understands a two-character or more, shortest unique abbreviation of the command name. If you type an abbreviation which is not unique, the word processor will ask for another command.

Certain commands come with the word processor. You can define others. (See Chapter 7 for more details.) Your own commands will appear on the command menu first. The system-supplied commands will follow. If you've changed your user profile so that the command menu is not displayed, press the COMMAND function key and then the HELP function key. The on-line help information includes a list of commands that come with the word processor.

## **Menu Use**

Same as for the word processor.



## Why

Use these two function keys to repetitively locate a sequence of text.

## Word Processor Use

Press the COMMAND function key press the FIND function key. The word processor will display the question *Find what?*. If the word processor had been asked to locate a text sequence during this editing session, the last text sequence used will be displayed after the question. If the word processor had not been asked to locate a text sequence during this editing session, just the cursor will appear after the question.

You can ask the word processor to find the same text sequence (if one is displayed) by pressing either the EXECUTE function key or the NEW LINE key. Or, you can type in a new text sequence and then press either the EXECUTE function key or the NEW LINE key.

The word processor will highlight the previously found text sequence, if it is on the screen. Then it moves the cursor to the next occurrence of the text sequence and highlights it. It then redisplay the question *Find what?*

To continue searching for the text sequence, press either the EXECUTE function key or the NEW LINE key.

If the word processor cannot find the text sequence, it displays a message telling you so and returns the cursor to the position it was at when you first pressed the COMMAND-FIND function keys.

To stop a repetitive search, press the CANCEL/EXIT function key.

You may search for a text sequence up to 132 characters long. The text sequence must be located between the current cursor position and the end of the document. If you type all lowercase characters, the word processor will find both lower- and uppercase occurrences of the text sequence. If you type any uppercase characters in the text sequence, the word processor will only locate exact matches. For example, if you type the word "matTer" the only words in the text that the word processor will find will be exact matches with only the second "T" capitalized.

The word processor will ignore discretionary hyphens so that it will find "hap=pen" as a match for "happen". The word processor will not find text sequences that contain any special editing symbols; you cannot use them as part of the text sequence you ask the word processor to locate.

## Menu Use

These keys, when pressed together, sound a bell and have no effect.



## *Two Function Keys*

### **Why**

Use these two function keys to see format rulers in a document.

### **Word Processor Use**

Press the COMMAND function key and then the FORMAT RULER function key. The word processor displays the following question:

*Display rulers from this document?*

To display the rulers in the current document, type Y and press either the EXECUTE function key or the NEW LINE key. The word processor displays a list of all the rulers in the current document. The active ruler is highlighted.

To return to your editing session, press the CANCEL/EXIT function key.

To see a ruler from another document, type N and press either the EXECUTE function key or the NEW LINE key. The word processor displays a mini menu on which you type the names of the drawer, folder and document containing the ruler you want to see.

The word processor displays the ruler on the status line. It displays the ruler name and decimal point character on the format ruler line.

To return to your editing session, press the CANCEL/EXIT function key.

### **Menu Use**

These keys, when pressed together, sound a bell and have no other effect.

## **Why**

Use these two function keys to repetitively search for and then replace a sequence of text.

## **Word Processor Use**

Press the COMMAND function key. Press the REPLACE function key. The word processor will display the question *Replace what?*

Type the text sequence you want to replace. Press either the EXECUTE function key or the NEW LINE key. The word processor locates the next occurrence of the text sequence, highlights it, and displays the question *Replace with what?*

If this is the first replacement task of the editing session, just the cursor will appear after the question. If you'd asked the word processor to replace earlier during this editing session, that text sequence will be displayed.

You may use the displayed text sequence as your replacement sequence by pressing either the EXECUTE function key or the NEW LINE key. Or, type a new replacement text sequence and then press either the EXECUTE function key or the NEW LINE key.

The word processor will replace the highlighted string and unhighlight it. It then finds the next occurrence of the text sequence you want to replace and redisplay the *Replace with what?* question.

If you don't want to replace an occurrence of the text sequence, press the FIND function key when the word processor displays the *Replace with what?* question. The word processor will not replace that occurrence and will locate the next one.

If the word processor cannot find the text sequence you want to replace, it will return the cursor to the position it was in when you pressed the COMMAND and REPLACE function keys. It will also display a message informing you that the sequence was not found.

If you want to replace a text sequence with nothing (in other words delete it), do not type anything after *Replace with what?* If there are no characters following that question when you press either the EXECUTE function key or the NEW LINE key, the word processor will remove each occurrence of the text sequence you want to replace.

To stop repetitive replacing, press the CANCEL/EXIT function key.

COMMAND

REPLACE

(continued)

If you type all lowercase characters, the word processor will find both lower- and uppercase occurrences of the text sequence. If you type any uppercase characters in the text sequence, the word processor will only locate exact matches. For example, if you type the word matTer the only words in the text that the word processor will find will be exact matches with only the second "T" capitalized.

The word processor will ignore discretionary hyphens so that it will find "hap=pen" as a match for "happen". The word processor will not find text sequences that contain any special editing symbols; you cannot use them as part of the text sequence you ask the word processor to locate.

Note that this task differs from using the GLOBAL REPLACE function key in that a COMMAND-REPLACE substitution is discretionary; you don't have to replace every occurrence of the text sequence.

### **Menu Use**

These keys, when pressed together, sound a bell and have no other effect.



## Why

If you have CEO Spelling, use these two function keys to check the spelling of all the words you are currently looking at on the terminal screen.

## Word Processor Use

Press the COMMAND function key. Press the SPELL function key. CEO Spelling compares all the words displayed on the terminal screen and highlights any that are misspelled.

If there are no misspelled words, CEO Spelling displays the following message:

*There are no unverified words on the screen. Press CANCEL/EXIT to resume.*

If you are in View mode and there are misspelled words on the screen, CEO Spelling highlights them and displays the following message on the status line:

*There are XXX unverified words.*

If you are in Edit mode and there are misspelled words on the screen, CEO Spelling highlights them and displays the following message on the status line:

*There are XXX unverified words. Do you wish to correct them?*

In Edit mode only, you can correct the words one by one. Type Y (or y) in response to the question and CEO Spelling moves the cursor to the beginning of the first misspelled word. You may correct the word by typing over it, or using the INSERT SPACE or DELETE CHARACTER function keys. If you do not want to change the word, press the FIND function key and CEO Spelling moves the cursor to the next misspelled word. Repeat this process for each misspelled word on the screen.

To stop the correction process, press the CANCEL/EXIT key.

If you are editing a wide document, some misspelled words may not be on the screen. However, as you proceed through the correction process, CEO Spelling will scroll the screen horizontally, if necessary, to reach the misspelled words.

## Menu Use

These keys, when pressed together, sound a bell and have no other effect.



## **Why**

Use the COPY function key to designate a sequence of text that can be duplicated in another place.

## **Word Processor Use**

You define a block of text you want to copy by indicating the beginning and the end of it. The block may be as small as one character or as large as an entire document.

You must be in Edit mode. Move the cursor to one end of the block. Press the COPY function key. You'll then be in Copy mode.

Then move the cursor to the other end of the block in one of the following manners:

- If you want to move the cursor either forward or backward through the document, use any cursor control key or any function key that moves the cursor. If you use a combination of the GO TO function key and the FORMAT RULER function key, the word processor moves the cursor to the character position just before the format ruler. As the word processor moves the cursor, it highlights the text.
- If you want to move the cursor forward in the document, press any alphanumeric key. The cursor will move to the first occurrence of the alphanumeric character in the document. Repeat this process until the cursor is at the end of the block. If the word processor cannot find the alphanumeric character, all text up to the end of the document will be highlighted and included in the block.

When the cursor is at the other end of the block you want to copy, end Copy mode in one of the following manners:

- Press the COPY function key again. The word processor displays a question, asking you to press either the EXECUTE function key to confirm the block definition, or the CANCEL/EXIT function key to cancel the definition.
- Press the EXECUTE function key. The word processor accepts the block definition without further confirmation.
- Press the CANCEL/EXIT function key. The word processor cancels the block definition.

A block may contain any number of format rulers. You can copy just a format ruler, or text and format rulers.

Once defined, you may perform any task on the block of text. However, any editing performed will not be reflected in the block itself when it is inserted elsewhere.

If you try to use the COPY function key while another block exists that you haven't used yet, the word processor will inform you of this by displaying a message.

After you've defined the block, you may copy it as many times as you want, until you define a new block. You copy it into the same document by using the INSERT BLOCK function key. You copy it into a new document by using the SAVE function key.

### **Menu Use**

This key sounds a bell and has no effect.



*Key*

## **Why**

Use the CR key to move the cursor to the next line.

When using the word processor, use the CR key to put a mandatory end of line into the document before the current cursor position. You must have a mandatory end of line at the end of every paragraph and on each blank line in a document you're editing.

The word processor reformats text, either after you change a margin setting, or when you insert or delete text. The mandatory end of line signals the end point for reformatting. For example, when the word processor wraps words, it wraps until it encounters a mandatory end of line.

## **Word Processor Use**

Press the CR key, regardless of where the cursor is located or what mode you're in. The word processor will always put a mandatory end of line into the document before the current cursor position.

If you press the CR key in the middle of a paragraph, the word processor inserts a mandatory end of line before the current cursor position and the rest of the paragraph, starting with the character at the current cursor position, starts on a new line as a new paragraph. The word processor moves the cursor to the beginning of the next line (at the beginning of the new paragraph).

## **Menu Use**

This key sounds a bell and has no effect.





## **Why**

Use the CURSOR TYPE local function key to change the appearance of the cursor on the terminal screen. The cursor can appear as a blinking underscore, a slow blinking box, a fast blinking box, or not appear at all.

## **Word Processor Use**

Press the CURSOR TYPE local function key. Each time you press it, the cursor changes. Keep pressing it until the cursor appears as you want it.

## **Menu Use**

Same as for the word processor.



*Key*

### **Why**

Use the DEL key to erase the character to the left of the cursor.

### **Word Processor Use**

Press the DEL key. The word processor erases the character to the left of the cursor. It then moves the cursor one character to the left.

### **Menu Use**

The DEL key acts as it does in the word processor.



## **Why**

Use the DELETE function key to erase large portions of text with a minimum of keystrokes.

## **Word Processor Use**

You define a block of text you want to erase by indicating the beginning and the end of it. The block may be as small as one character or as large as an entire document.

You must be in Edit mode. Move the cursor to one end of the block and press the DELETE function key. You'll then be in Delete mode.

Then move the cursor to the other end of the block in one of the following manners:

- If you want to move the cursor either forward or backward through the document, use any cursor control key or any function key that moves the cursor. If you use a combination of the GO TO function key and the FORMAT RULER function key, the word processor moves the cursor to the character position just before the next format ruler. As the word processor moves the cursor, it highlights the text.
- If you want to move the cursor forward in the document, press any alphanumeric key. The cursor will move to the first occurrence of the alphanumeric character in the document. Repeat this process until the cursor is located at the end of the block. If the word processor cannot find the alphanumeric character, all text up to the end of the document will be highlighted and included in the block.

When the cursor is at the other end of the block you want to erase, end Delete mode in one of the following manners:

- Press the DELETE function key again. The word processor displays a question, asking you to press either the EXECUTE function key to confirm the deletion, or the CANCEL/EXIT function key to cancel the deletion.
- Press the EXECUTE function key. The word processor performs the deletion without further confirmation.
- Press the CANCEL/EXIT function key. The word processor cancels the deletion.

You may use the DELETE function key to erase format rulers.

Once you've erased text using the DELETE function key, you may reinsert it using the UNDO command (see the section on the UNDO command in this chapter).

## **Menu Use**

Press the DELETE function key to erase an entire entry on a menu.



*Function Key*

## **Why**

Use the DELETE CHARACTER function key to erase the character or special symbol located at the current cursor position.

## **Word Processor Use**

Press the DELETE CHARACTER function key. The word processor erases the character at the current cursor position. Characters to the right of the cursor are shifted one character position to the left to fill the gap created by the erasure of the character. If there is not a mandatory end of line on the current line, and if the erasure creates enough room, the word processor moves up the first word from the next line.

## **Menu Use**

The DELETE CHARACTER function key acts as it does in the word processor except that it works only on the current entry position.

*Function Key*



**Why**

Use the DELETE WORD function key to erase one word at a time.

**Word Processor Use**

Press the DELETE WORD function key. The word processor erases the word in which the cursor is located; it doesn't matter if the cursor is at the beginning, middle, or end of the word. (The word processor considers any string of alphanumeric characters a word.)

**Menu Use**

The DELETE WORD function key acts as it does in the word processor.



*Function Key on D200, D400,  
D450, and G300 terminals only.  
Command on D2 terminal.*

## **Why**

Use the DISCR. HYPHEN function key (or command) to insert a discretionary hyphen in a word while editing. If that word falls at the end of a line when the document's printed, the word processor will hyphenate that word rather than wrap it to the next line.

## **Word Processor Use**

If you're using a D200, D400, D450, or G300 terminal, press the DISCR. HYPHEN function key.

If you're using a D2 terminal, press the COMMAND function key. In response to *What command?*, type - (a hyphen).

The word processor inserts a discretionary hyphen at the current cursor position. You'll see the discretionary hyphen symbol while in Edit mode; in View mode and in the printed document, you'll see a real hyphen if the word needs to be hyphenated.

If the word containing the discretionary hyphen does not fall at the end of a line, the word processor will not hyphenate it.

To remove a discretionary hyphen, type over the symbol or use any of the function keys or keys that erase characters.

## **Menu Use**

This key sounds a bell and has no effect.

*Key*



## **Why**

Use the downarrow key to move the cursor to the next line.

## **Word Processor Use**

Press the downarrow key. The word processor moves the cursor to the next line, scrolling the text on the screen up one line if necessary. The word processor maintains the cursor at the same position in the line, just one line lower. If the cursor is on the last line of a document, or on the last line of inserted text while in Insert mode, the word processor inserts a mandatory end of line when you press the downarrow key.

## **Menu Use**

Press the downarrow key and one additional line appears at the bottom of the scrollable area of an object menu. The cursor position doesn't matter. After the scroll area is updated the cursor returns to the position where it was when you pressed the downarrow key.

If the last line of text is already displayed in the scroll area of an object menu, the word processing system displays a message that the last line is on display and the key has no other effect.

On fill-in menus, this key sounds the bell and has no other effect.



*Function Key*

## **Why**

Use the END PAGE function key to mark the end of a page of printed text. You might want to insert page breaks to ensure that sections, chapters, or tables begin on a new printed page.

## **Word Processor Use**

Press the END PAGE function key. The word processor inserts a page break symbol at the current cursor position. If there is text following the cursor on the current line, the word processor will move it to the beginning of the next line.

A page break ends an indented area.

You must use the END PAGE function key to separate merge records in secondary documents.

## **Menu Use**

You use the END PAGE function key to indicate the end of header and footer text on the appropriate menus.



*Key*



## **Why**

Use the ERASE EOL key to erase everything on a line from the current cursor position to the right margin.

## **Word Processor Use**

Press the ERASE EOL key. The word processor highlights the text between the current cursor position and the end of line and asks you to press the EXECUTE function key if you want this text erased or the CANCEL/EXIT function if you don't. When you press the EXECUTE function key, the word processor erases the text from the current cursor position to the end of the line and does not move the cursor.

If there is no mandatory end of line on the line, the word processor will wrap subsequent text to fill the gap created.

If there is a mandatory end of line on the same line as the cursor, the word processor erases all the text up to the mandatory end of line; it does not erase the mandatory end of line.

## **Menu Use**

The ERASE EOL key acts as it does in the word processor, except that the word processor does not highlight the text or ask you to confirm the erasure; it erases the text immediately. The ERASE EOL key only effects the characters at and to the right of the cursor in the current entry area.



*Key*

### **Why**

You may want to redisplay the text currently being displayed on the terminal screen. For example, static may cause the display to disappear. Use the ERASE PAGE key to refresh the terminal screen.

### **Word Processor Use**

Press the ERASE PAGE key.

### **Menu Use**

Same as for the word processor.

## **Why**

Use the EXECUTE function key to tell the word processor that you've completed an instruction.

## **Word Processor Use**

Press the EXECUTE function key to indicate the completion of a task in progress. You can also use the EXECUTE function key interchangeably with the NEW LINE key to indicate that you've typed the entire response to a question from the word processor.

If you press the the EXECUTE function key when no task is waiting to be completed, the word processor rings a bell.

If two tasks that require a confirmation are in progress at the same time when you press the EXECUTE function key, the word processor will first complete the task started last.

## **Menu Use**

Press the EXECUTE function key to indicate that you are satisfied with all the entries shown on the current menu and are ready for the word processing system to continue with the next action.

## EXIT

Command

### Why

Use the EXIT command to give the word processor specific instructions about ending an editing session.

### Word Processor Use

Press the COMMAND function key. Type EXIT.

The word processor displays a mini menu with the following questions:

*Make a back-up copy of this document?*

The word processor usually retains a copy of the document as it was before editing began. You may request that this not be done by typing N.

*Retain placemarks?*

Type Y if you want your placemark definitions saved so that you can use them the next time you view or edit this document.

Type N if you don't want to save your placemarks.

*Retain editing changes made in this editing session?*

Type N if the results of your editing are, for some reason, not useful.

*Execute?*

Type Y if all the answers on this mini menu satisfy you, and you're ready to end the editing session.

Type N if you want to change any answer on the mini menu.

### Menu Use

This command has no effect.

## Why

Use the FIND function key to locate a specific sequence of text.

## Word Processor Use

Press the FIND function key. The word processor displays the question *Find what?* Type the sequence of text you want the word processor to locate and press either the EXECUTE function key or the NEW LINE key. The word processor locates the first occurrence of the specified sequence of text, moves the cursor to that position, and highlights the text.

You may search for a text sequence up to 132 characters long. The text sequence must be located between the current cursor position and the end of the document. For information on repetitive finds, see COMMAND-FIND.

If the word processor cannot find the text sequence, it displays a message informing you so and returns the cursor to the position it was when you pressed the FIND function key.

If you had used the FIND function key previously in the editing session, the word processor displays the last text sequence you asked to find after the *Find what?* question. You may edit this text sequence by using the right- and leftarrow keys, or you may type a new one.

If you type all lowercase characters, the word processor will find both lower- and uppercase occurrences of the text sequence. If you type any uppercase characters in the text sequence, the word processor will only locate exact matches. For example, if you type the word matTer, the only words in the text that the word processor will find will be exact matches with only the second "T" capitalized.

The word processor will ignore discretionary hyphens so that it will find "hap=pen" as a match for "happen". The word processor will not find text sequences that contain any special editing symbols; you cannot use them as part of the text sequence you ask the word processor to locate.

You can also use the FIND function key when using CEO Spelling to move the cursor from one misspelled word displayed on the terminal screen to the next one. See COMMAND-SPELL for details.

## Menu Use

This key sounds a bell and has no effect.



## Why

Use the FORMAT RULER function key to insert and replace format rulers.

## Word Processor Use

To reuse a ruler from the same document, press the FORMAT RULER function key. The word processor will display the following message:

*Press COPY to use an old ruler. Press EXECUTE to create a new ruler.*

Press the COPY function key. The word processor asks for a number:

*Ruler number:*

You must type the number of a ruler that exists in the current document.

If the cursor is positioned on a ruler when you press the FORMAT RULER function key, that ruler is replaced with the ruler whose number you specified.

If the cursor is not currently positioned on a ruler when you press the FORMAT RULER function key, the word processor will insert the specified ruler between the character at the current cursor position and the character immediately before it. If you try to insert the ruler in the middle of a line, the word processor automatically inserts a mandatory end of line at the current cursor position, and then inserts the ruler on the next line. If you try to insert the ruler at the beginning of a line, and there is no mandatory end of line on the previous line, the word processor will insert a mandatory end of line at the end of the previous line. The word processor then inserts the ruler on the line following the mandatory end of line.

To create a new ruler, press the FORMAT RULER function key. Again, the word processor will display the following message:

*Press COPY to use an old ruler. Press EXECUTE to create a new ruler.*

This time press the EXECUTE function key.

If the cursor was on a ruler when you pressed the FORMAT RULER function key, that's the one you edit.

Use the rightarrow, leftrightarrow, and TAB keys to move the cursor back and forth on the format line. Use the space bar to wipe out the existing margins or tab stops. Type a t for each regular tab stop. Type a d for each decimal tab stop. Type an L for the left margin. Type an R for the right margin.

When you type an L for a new left margin, the word processor automatically removes the old one.

When you type an R for a new right margin, the word processor automatically removes the old one.

You cannot create a format ruler that is less than 10 characters wide.

Press the EXECUTE function key to indicate the end of the ruler editing session. The word processor then asks you to specify vertical spacing for the area governed by the ruler.

You'll see

*Vertical spacing:*

The word processor automatically supplies 1 for the answer. You may type

- 1 for single spacing
- 1.5 for one and half spacing
- 2 for double spacing
- 2.5 for two and half spacing
- 3 for triple spacing

If there are no decimal tab stops on the line, then you go back to normal editing. If there are decimal tab stops in the newly defined ruler, you'll see

*Decimal character:*

The word processor displays the current decimal alignment character. To use the same character, press the EXECUTE function key. Otherwise, type a displayable character and then press the EXECUTE function key.

This new character becomes the decimal alignment character associated with the ruler.

If the cursor was not on a ruler when you pressed the FORMAT RULER function key and the EXECUTE function key, the word processor pushes the text on the screen down one line to create an insert window. The word processor then inserts the active format ruler in the line on which the cursor was located.

You can then edit this ruler, as explained above.

## **Menu Use**

This key sounds a bell and has no effect.



## **Why**

Use the GLOBAL REPLACE function key to replace every occurrence of a text sequence in a document.

## **Word Processor Use**

Press the GLOBAL REPLACE function key. The word processor displays the question

*Replace what?*

If you've used the FIND or REPLACE function keys during this editing session, the last text sequence you requested located will be displayed after the question. If this is the first replacement request of the editing session, nothing will be displayed. Press either the EXECUTE function key or the NEW LINE key. Or, type a new text sequence and press either the EXECUTE function key or the NEW LINE key.

The word processor will display the question

*Replace with what?*

Any previous replacement text sequence will be displayed. Press either the EXECUTE function key or NEW LINE key, or type a new text sequence and press either the EXECUTE function key or NEW LINE key.

The word processor will replace all matches of the search text sequence with the replacement text sequence from the cursor's current position to the end of the document. The cursor will be positioned at the last replacement sequence.

Press the CANCEL/EXIT function key at any time while entering the search text sequence to stop the replacement process.

If the word processor cannot find the text sequence you want to replace, it displays a message telling you so and returns the cursor to the position it was in when you pressed the GLOBAL REPLACE function key.

## **Menu Use**

This key sounds a bell and has no effect.



## Why

Use the GO TO function key with other keys to move the cursor to a specific location in the document.

## Word Processor Use

Press the GO TO function key. Then:

|   |   |
|---|---|
| Type n (number) and press either the EXECUTE function key or the NEW LINE key           | to move the cursor to the beginning of page n   |
| Type . (period)   | to move the cursor to the beginning of the next sentence  |
| Press the NEW LINE key  | to move the cursor to the start of the next paragraph   |
| Press → (rightarrow key)  | to move the cursor to the bottom of the current page  |
| Press ← (leftarrow key)   | to move the cursor to the top of the current page   |
| Press ↑ (uparrow key)   | to move the cursor to the beginning of the document   |
| Press ↓ (downarrow key)   | to move the cursor to the end of the document   |
| Press the FORMAT RULER function key   | to move the cursor to the next format ruler   |
| Type XXXXXX (text string) and press either the EXECUTE function key or the NEW LINE key | to move the cursor to the beginning of the paragraph for which this text string has been defined as an index item, or if this string is the name of a placemark, to the placemark indicated |
| Press the INDEX function key  | to display the index  |
| Press the CANCEL/EXIT function key  | to cancel the GO TO while typing a text string  |

GO TO

**(continued)**

### **Menu Use**

Press the GO TO function key to manipulate the scrolling of those menus which have a scroll area.

Press the GO TO function key and then the uparrow key to see the first several lines in the scroll area.

Press the GO TO function key and the downarrow key to see the last line of the scroll area.

*Function Key*

HELP

## **Why**

Use the HELP function key to see information on the terminal screen about any aspect of the word processing system.

## **Word Processor Use**

Press the HELP function key whenever you need helpful information. You'll see information on the terminal screen pertinent to your current task.

HELP includes information about how to proceed from this specific help display to more detailed information.

## **Menu Use**

Same as for the word processor.



*Local D400/D450 Function Key*

**Why**

Use the HOLD local function key to control the terminal display.

**Word Processor Use**

Press the HOLD local function key to temporarily freeze the scrolling of text on the terminal screen. Press it again to resume scrolling.

**Menu Use**

Same as for the word processor.

*Key*



## **Why**

Use the HOME key to move the cursor on the terminal screen.

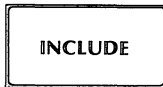
## **Word Processor Use**

Press the HOME key once, and the cursor moves to the beginning of the editing portion of the screen.

If the cursor is already at the beginning, it moves to the end of the last line of the editing portion of the screen.

## **Menu Use**

Press the HOME key to move the cursor to the first position of the current entry area. If the cursor is already in the first position, there is no effect.



*Function Key on the D200, D400,  
D450, and G300 terminals.  
Command on D2 terminal.*

## **Why**

Use the INCLUDE function key to print another document as part of the one you're currently editing. The word processor performs the inclusion when it prints the document. For example, you can use the same distribution list on several different memos, without retyping the list each time.

## **Word Processor Use**

Move the cursor to the position within the document where you want the included information to appear.

If you're using a D200, D400, D450, or G300 terminal, press the INCLUDE function key. On a D2 terminal, press the COMMAND function key. Type INCLUDE and press either the EXECUTE function key or the NEW LINE key.

The word processor displays a mini menu on which you must type the names of the folder and document you want to include. Type the names and press either the EXECUTE function key or the NEW LINE key.

The word processor inserts the name of the document surrounded by start and end include symbols into your document at the current cursor position.

## **Menu Use**

This key sounds a bell and has no effect.

## **Why**

Use the INDENT function key to set up a temporary left-hand margin and type indented text.

## **Word Processor Use**

Press the INDENT function key. The word processor moves the cursor one tab stop to the right and inserts an indent symbol into your document. The left margin remains at that tab stop until you indicate a mandatory end of line.

When adding indent symbols to an existing document, the word processor will indent all subsequent text, up to the next mandatory end of line.

Each time you press the INDENT function key, the word processor inserts a special symbol into your document, one character position before the next tab stop. The cursor will be located at the next tab stop (to the right of the special symbol). You may have as many indent symbols on a line as there are tab stops.

There must be a mandatory end of line before an indented line; if there is not one, the word processor will insert one at the current cursor position and start the indentation on the next line.

You may edit indented text as you would any other text, except that you cannot center it. If you press the END PAGE function key while editing or typing indented text, the word processor will insert a mandatory end of line at the current cursor position and a page break on the next line. The cursor will be located on the page break and the left margin on the format ruler will once again determine the left-hand margin of subsequent text.

You can edit text in the area between the original left-hand margin and the first indent symbol, or between any two indent symbols. Erase text in these areas by using the DELETE CHARACTER or DELETE function keys, or the DEL key. Change text in these areas by typing over it. These types of editing will not change the position or number of indent symbols.

Use the INSERT, INSERT SPACE, or REPLACE function keys to add or replace text in these areas. You can replace any character in these areas except the indent symbol. If the area is not large enough to hold the text you add or replace, the word processor will move the indent symbol as many tab stops to the right as necessary to make room. In such a case, the word processor also moves the temporary left margin further to the right.

Use the DEL key or the DELETE CHARACTER function key to remove indent symbols and unindent text.

You can indent text when you first type it, or you can insert indent symbols later when you edit a document.

## **Menu Use**

This key sounds a bell and has no effect.



## **Why**

Use the INDEX function key to create, maintain, and use an index for the document you're editing.

## **Word Processor Use**

To create an index reference, press the INDEX function key. The word processor will display the message

*Enter the reference:*

Type a text string up to 128 characters long. Press either the EXECUTE function key or the NEW LINE key to confirm the reference, or, to cancel the reference, press the CANCEL/EXIT key.

The word processor uses this text string for the index entry and as the index reference. The entry appears in the index; the reference appears in the document (while in Edit mode only) to indicate which paragraph the entry refers to. The index reference always refers to the paragraph where the cursor is located when you press the INDEX function key; the cursor can be anywhere within the paragraph.

The word processor will insert an entry in the index if there are no previous references to this entry; if there is already an entry, it adds the new reference to the index.

To delete an index reference, move the cursor to any character in the index reference. Press the DELETE function key and the EXECUTE function key to confirm the deletion, or the CANCEL/EXIT function key to cancel the deletion. If you erase the entire paragraph, the word processor will delete any index reference to that paragraph. The word processor also updates an index reference if you edit it.

Do not use a placemark name as an index entry. Although you can use numbers as well as letters, do not use a number under 1000 as an index reference.

## **Menu Use**

This key sounds a bell and has no effect.



## **Why**

Use the INSERT function key to add more text without altering the text that already exists.

## **Word Processor Use**

When you press the INSERT function key, you'll be in Insert mode. The word processor moves all text to the right of the cursor on the current line down two lines. This gives you room in which to type, called an insert window. Press the EXECUTE function key to end Insert mode, and to return to Edit mode. The cursor remains at its current position when you end Insert mode; it does not have to be at the end of the newly added text.

While in Insert mode, you may also use the following function keys:

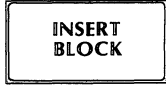
- HELP
- TEXT ATTRIBUTE
- INSERT SPACE
- DELETE CHARACTER
- CENTER
- INDENT
- END PAGE
- BACK FIELD
- DISCR. HYPHEN
- BEGIN/END LINE
- MERGE
- INCLUDE
- PLACEMARK
- INDEX
- COMMAND

If you press the downarrow key when the cursor is located at the end of the insert window, the word processor inserts a mandatory end of line.

You may use any cursor control keys while in Insert mode to move the cursor around the screen. However, note that you may not move the cursor backwards off the current screen while in Insert mode.

## **Menu Use**

This key sounds a bell and has no effect.



*Function Key*

## **Why**

Use the INSERT BLOCK function key to insert a previously defined block of text into a document.

## **Word Processor Use**

To insert a block of text defined by using either the MOVE or COPY function keys, move the cursor to the position you want the block to appear. Press the INSERT BLOCK function key. The word processor inserts the block of text into the document.

The word processor always inserts the block of text before the current cursor position, except when the cursor is located on the first format ruler in the document. Then, the word processor inserts the block of text right after the format ruler.

If you press the INSERT BLOCK function key when no block of text has been defined, the word processor will display an error message.

## **Menu Use**

This key sounds a bell and has no effect.



## **Why**

Use the INSERT SPACE function key to insert a space at the current cursor position without moving the cursor.

## **Word Processor Use**

Press the INSERT SPACE function key. The word processor inserts a space. The cursor stays where it was. All characters to the right of the cursor move one position further to the right. The word processor will wrap the last word on the line, if necessary, and will continue wrapping until it encounters the next mandatory end of line.

## **Menu Use**

The INSERT SPACE function key works the same as in the word processor except when using it exceeds the maximum length of an entry area in menus. There is no word wrap on menus. If there are no characters to the right of the cursor when you press the INSERT SPACE function key, it has no effect.



*Function Key*

This key has no function in the CEO Independent Word Processor.

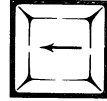
**Word Processor Use**

This key sounds a bell and has no effect.

**Menu Use**

This key sounds a bell and has no other effect.

*Key*



## **Why**

Use the leftarrow key to move the cursor one position to the left.

## **Word Processor Use**

Press the leftarrow key. The cursor moves one position to the left. If the cursor is at the left margin when you press the leftarrow key, it moves to the last character on the preceding line.

## **Menu Use**

The leftarrow key acts the same with menus except when the cursor is located at the first position in an entry area. Then the bell sounds and the key has no effect.

On horizontal choice menus, you can press the leftarrow key (and the rightarrow key) to highlight the choice you want. Pressing the leftarrow key highlights the next choice to the left. If you press the key when the first choice is highlighted, the bell sounds and the key has no effect.



*Local D400/D450 Function Key*

This key is not used with the word processor.



## **Why**

Use the MERGE function key to create primary and secondary documents which are merged into one document when printed.

When you press the MERGE function key, the word processor inserts merge symbols into the document you're editing. Merge symbols tell the word processor that there is text in a secondary document that it should put at this particular position. This allows you to create one primary document that can be printed many times with a variety of text sequences inserted at specified locations within the document. Merging documents can be very useful when you have to produce mass mailings.

## **Word Processor Use**

When typing a primary document, move the cursor to the position where you want the merge field text from the secondary document to appear.

Press the MERGE function key.

The word processor responds with the following question:

*Which merge field?*

Type a number from 1 to 99. Press the NEW LINE key.

The word processor inserts the start merge symbol and the number of the merge field into the document at the cursor's current position. You'll be in Insert mode, and the end merge symbol will be below the insert window.

If you want comments in your primary document (that won't appear in the printed document) type them now. Then press the EXECUTE function key. If you don't want to type comments, just press the EXECUTE function key.

The word processor closes up the insert window and puts you back in Edit mode.

When typing a secondary document, press the MERGE function key.

The word processor responds with the following question:

*Which merge field?*

Type a number from 1 to 99. Press the NEW LINE key.

The word processor inserts the start merge symbol and the number of the merge field into the document at the cursor's current position. You'll be in Insert mode, and the end merge symbol will be below the insert window.



**(continued)**

Type the merge field information.

Press the EXECUTE function key.

The word processor will close up the field and put you back in Edit mode.

Anything else that appears in the secondary document is considered to be a comment and won't be printed when the two documents are merged.

### **Menu Use**

This key sounds a bell and has no other effect.



## **Why**

Use the MOVE function key to move a block of text from one place to another. You may move a block of text to another place in the same document, or to another document.

## **Word Processor Use**

You define a block of text you want to move by indicating the beginning and the end of it. The block may be as small as one character or as large as an entire document.

You must be in Edit mode. Move the cursor to one end of the block. Press the MOVE function key. You'll then be in Move mode.

Then move the cursor to the other end of the block in one of the following manners:

- If you want to move the cursor either forward or backward through the document, use any cursor control key or any function key that moves the cursor. If you use a combination of the GO TO function key and the FORMAT RULER function key, the word processor moves the cursor to the character position just before the next format ruler. As the word processor moves the cursor, it highlights the text.
- If you want to move the cursor forward in the document, press any alphanumeric key. The cursor will move to the first occurrence of the alphanumeric character in the document. Repeat this process until the cursor is located at the end of the block. If the word processor cannot find the alphanumeric character, all text up to the end of the document will be highlighted and included in the block.

When the cursor is at the other end of the block you want to move, end Move mode in one of the following manners:

- Press the MOVE function key again. The word processor displays a question, asking you to press either the EXECUTE function key to confirm the block definition, or the CANCEL/EXIT function key to cancel the definition.
- Press the EXECUTE function key. The word processor accepts the block definition without further confirmation.
- Press the CANCEL/EXIT function key. The word processor cancels the block definition.



**(continued)**

Once defined, the word processor deletes the block of text from the current position and saves the block until you insert it elsewhere.

A block may contain any number of format rulers. You can move just a format ruler, or text and format rulers.

If you try to use the MOVE function key while another block exists that you haven't used yet, the word processor will inform you of this by displaying a message.

After you've defined the block, you may move it as many times as you want, until you define a new block. You move it into the same document using the INSERT BLOCK function key. You move it into a new document using the SAVE function key.

### **Menu Use**

This key sounds a bell and has no other effect.

*Key*



## **Why**

Use the NEW LINE key in place of the EXECUTE function key or to move the cursor.

## **Word Processor Use**

Press the NEW LINE key to indicate that you've typed a response to a question from the word processor. This use is interchangeable with the EXECUTE function key.

Press the NEW LINE key to move the cursor to the beginning of the next line. If the cursor is located at the end of the document or the end of an insert window, pressing the NEW LINE key also inserts a mandatory end of line.

## **Menu Use**

Press the NEW LINE key to indicate the end of an entry and to move the cursor to the next question.



*Function Key*

## **Why**

Use the NEXT SCREEN function key to see the next 22 lines of text in a document.

The word processor displays 22 lines of text on a terminal screen at one time. If your document is longer than 22 lines, the word processor scrolls the text. While editing a document, you may want to look at portions of text that are not currently displayed on the screen. If these portions of text are located after the current cursor location, use the NEXT SCREEN function key.

## **Word Processor Use**

Press the NEXT SCREEN function key. The word processor displays the next 22 lines of text on the terminal screen.

Note that the word processor will always display the last line of a document on the last line of the terminal screen.

## **Menu Use**

Press the NEXT SCREEN function key to see more text in the scroll area of an object menu.

## **Why**

Use the NORM COMP local function key to change the number of characters per line displayed on the terminal screen.

## **Word Processor Use**

If you are working with a wide document, you can use the NORM COMP local function key to compress the terminal screen display so that more characters fit on each line. If the terminal screen display is already compressed, press this key to return it to normal display. Normal display fits approximately 80 characters per line; compressed display fits approximately 135 characters per line.

## **Menu Use**

If you are looking at a wide menu, you can use the NORM COMP local function key to compress the terminal screen display so that more characters fit on each line. If the terminal screen display is already compressed, press this key to return it to normal display.



*Function Key on D200, D400,  
D450, and G300 terminals.  
Command on D2 terminal.*

## **Why**

Use the PLACEMARK function key to set or delete a marker in a document.

## **Word Processor Use**

If you're using a D200, D400, D450, or G300 terminal, press the PLACEMARK function key. On the D2 terminal, press the COMMAND function key, type PLACEMARK, and press either the EXECUTE function key or the NEW LINE key. The word processor displays a mini menu, listing all previously defined placemarks.

You can only add or delete placemarks. If you choose to add a placemark, the word processor asks for the name of the new placemark. You respond by typing the placemark name, then pressing either the EXECUTE function key or the NEW LINE key.

The placemark name must be unique among placemark names and index entries. Although you can use numbers as well as letters, do not use a number under 1000 as a placemark name. Each placemark name may be up to 10 characters long.

The word processor will associate the new placemark with the current page and the beginning of the current paragraph. No special codes or text will be inserted into the document.

There is a limit of five active placemarks per document.

You can insert placemarks while you are editing or viewing a document. When you end an editing session, the word processor saves any placemarks you defined. However, if you leave the editing session using the EXIT command, and answer N to either *Retain placemarks?* or *Retain editing changes...?*, the word processor does not save your placemarks.

You can insert and use placemarks while viewing a document, but the word processor will not save placemarks you defined during a viewing session.

If you choose to delete a placemark, the word processor asks for the name of the placemark to delete. You type the placemark name and press either the EXECUTE function key or the NEW LINE key. The word processor removes the placemark.

The Placemark menu remains on your terminal screen until you press the CANCEL/EXIT function key. The word processor then returns to the editing session, with the cursor located where it was when you pressed the PLACEMARK function key.

To move the cursor to a place in the document marked by a placemark, press the GO TO function key. Then type the name of the placemark and press either the EXECUTE function key or the NEW LINE key.

## **Menu Use**

This key sounds a bell and has no other effect.



## **Why**

Use the PREVIOUS SCREEN function key to see the previous 22 lines of text in a document.

The word processor displays 22 lines of text on a terminal screen at one time. If your document is longer than 22 lines, the word processor scrolls the text. When editing a document you may want to look at portions of text that are not currently displayed on the screen. If these portions of text are located before the current cursor location, use the PREVIOUS SCREEN function key.

## **Word Processor Use**

Press the PREVIOUS SCREEN function key. The word processor will display the 22 lines previous to the first line displayed on the screen. After you press the PREVIOUS SCREEN function key, the cursor will be located at the first character on the first line of text, regardless of where it was on the screen before.

## **Menu Use**

Press the PREVIOUS SCREEN function key to see more text in the scroll area of an object menu.



Key

## Why

Use the PRINT key to print one copy of a document.

Note that on the D200, D400, D450, and G300 terminals you must press the CMD key and hold it down while you press the PRINT key.

## Word Processor Use

Press the PRINT key. The word processor displays the question

*Print current document when edit session ends?*

Press the EXECUTE function key if you want the word processor to print this document; press the CANCEL/EXIT key if you don't.

The word processor prints one copy of the current document, regardless of how many times you press the PRINT key during an editing session. Each successive time you press the PRINT key, the word processor reminds you that you've already made a printing request and asks if you want cancel it. To cancel the request, press the CANCEL/EXIT key.

## Menu Use

This key sounds a bell and has no other effect.



*Function Key on the D200, D400,  
D450, and G300 terminals.  
Command on the D2 terminal.*



## **Why**

Use the READ function key (or command) to make another document a permanent part of the document you're currently editing.

## **Word Processor Use**

Move the cursor to the position where you want the other document inserted.

If you're using a D200, D400, D450, or G300 terminal, press the READ function key.

If you're using a D2 terminal, press the COMMAND function key. Type READ and press either the EXECUTE function key or the NEW LINE key.

The word processor displays a mini menu on which you type the names of the folder and document that you want to insert into this document.

Type the names and press the EXECUTE function key.

The word processor inserts the text from the other document into this one at the current cursor position.

If you want to insert a format ruler from another document into the current one, press the READ function key (or press the COMMAND function key and type READ if you're using a D2 terminal) and then press the FORMAT RULER function key. The word processor will display a mini menu as explained above. Type the names of the folder and document and press the EXECUTE function key. The word processor will take the first ruler from that document and insert it at the current cursor position.

## **Menu Use**

This key sounds a bell and has no other effect.

REPLACE

*Function Key*

## Why

Use the REPLACE function key to find and substitute a specific sequence of text in a document.

## Word Processor Use

Press the REPLACE function key. The word processor displays the question *Replace what?* Type the sequence of text you want the word processor to replace and press either the EXECUTE function key or the NEW LINE key. The word processor locates the first occurrence of the specified sequence of text, moves the cursor to that position, and highlights the text.

The word processor then displays the question *Replace with what?* Type the sequence of text you want substituted. Press either the EXECUTE function key or the NEW LINE key. The word processor replaces the found sequence of text with this replacement sequence.

You may search for and replace a text sequence up to 132 characters long. The text sequence must be located between the current cursor position and the end of the document. For information on other types of replacement, see COMMAND-REPLACE and GLOBAL REPLACE.

If the word processor cannot find the text sequence, it displays a message informing you so. Then it returns the cursor to the position it was in when you pressed the REPLACE function key.

If you used the REPLACE function key previously in the editing session, the word processor displays the the last text sequence you requested found after the *Replace with what?* question. You may edit this text sequence with the right- and leftarrow keys or type a new one.

If you type all lowercase characters, the word processor will find both lower- and uppercase occurrences of the text sequence. If you type any uppercase characters in the text sequence, the word processor will only locate exact matches. For example, if you type the word matTer the only words in the text that the word processor will find will be exact matches with only the second "T" capitalized.

The word processor will ignore discretionary hyphens so that it will find "hap=pen" as a match for "happen". The word processor will not find text sequences that contain any special editing symbols; you cannot use them as part of the text sequence you ask the word processor to locate.

## Menu Use

This key sounds a bell and has no other effect.

*Key*



### **Why**

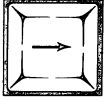
Use the REPT key if you want to repeatedly type the same character.

### **Word Processor Use**

Press and hold the REPT key while pressing another key.

### **Menu Use**

Same as for the word processor.



*Key*

## **Why**

Use the rightarrow key to move the cursor one position to the right.

## **Word Processor Use**

Press the rightarrow key. The cursor moves one position to the right. If the cursor is at the right margin when you press the rightarrow key, it moves to the left margin of the next line.

## **Menu Use**

The rightarrow key acts the same with menus except when the cursor is located at the last position in an entry area. Then the word processing system displays the message You typed too many characters.

On horizontal choice menus, you can press the rightarrow key (and the leftarrow key) to highlight the choice you want. Pressing the rightarrow key highlights the next choice to the right. If you press the key when the last choice is highlighted, the bell sounds and the key has no effect.

*Function Key on the D200, D400,  
D450, and G300 terminals.  
Command on the D2 terminal.*



## **Why**

Use the SAVE function key (or command) to save a portion of one document as another.

## **Word Processor Use**

Define a block of text using either the COPY or MOVE function key.

If you're using a D200, D400, D450, or G300 terminal, press the SAVE function key.

If you're using a D2 terminal, press the COMMAND function key. Type SAVE and press either the EXECUTE function key or the NEW LINE key.

The word processor displays a mini menu on which you must type the name of an existing folder and the name of a new document.

When you type the names, the word processor will either copy or move the block of text (depending on how you defined it) into the new document.

The active format ruler for the block of text saved, as well as any other format rulers included in the block, will become part of the new document. Any index references in the block will not be saved.

## **Menu Use**

No effect.



*Local D400/D450 Function Key*

**Why**

Use the SCROLL RATE local function key to adjust the rate the text scrolls on the terminal screen.

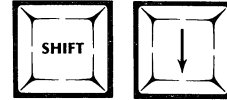
**Word Processor Use**

Press the SCROLL RATE local function key until the text on the screen scrolls at the speed you want.

**Menu Use**

Same as for the word processor.

*Two keys on the D400 and D450 terminals only*



## **Why**

Pressing the SHIFT and downarrow keys together performs the same function as if you pressed the downarrow repeatedly. Press these keys to start scrolling text continuously downward on the terminal screen.

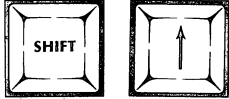
## **Word Processor Use**

Press the SHIFT key and hold it while you press the downarrow key. The text on the screen scrolls continuously down until the last line of the document is displayed.

To stop the continuous scrolling, press any key.

## **Menu Use**

You can only use the SHIFT-downarrow key combination if you are viewing an object menu.



*Two keys on the D400 and D450 terminals only*

### **Why**

Pressing the SHIFT and uparrow keys together performs the same function as if you pressed the uparrow repeatedly. Press these keys to start scrolling text continuously upward on the terminal screen.

### **Word Processor Use**

Press the SHIFT key and hold it while you press the downarrow key. The text on the screen scrolls continuously up until the first line of the document is displayed.

To stop the continuous scrolling, press any key.

### **Menu Use**

You can only use the SHIFT-uparrow key combination if you are viewing an object menu.



## **Why**

Use the SPELL function key to ask CEO Spelling for aid.

## **Word Processor Use**

You can ask for spelling help while in Edit, Insert, and/or View mode.

Press the SPELL function key. You'll see the following message on the status line:

*Enter the start of the word in question:*

Type up to 15 letters. CEO Spelling will search for all words in its dictionaries which start with the letters you type.

If CEO Spelling can't find any matches to the letters you typed, it displays the following message:

*There are no matches. Press CANCEL/EXIT to continue.*

The cursor will be located after the message. If you want to try another set of letters, press the CANCEL/EXIT function key. Again, you'll see the following message:

*Enter the start of the word in question:*

If you don't want to try again, press the CANCEL/EXIT function key once more to resume editing.

If the dictionaries contain one to four words which match your letters, CEO Spelling displays those words at the top of your terminal screen. It also displays the message

*Press CANCEL/EXIT to continue.*

Press the CANCEL/EXIT function key at this point to resume your editing session.

If there are more than four words in the dictionaries that match the letters you typed, CEO Spelling uses the entire terminal screen to display the matched words. It first clears what's currently displayed on the screen. Then it displays the following heading:

*Spelling Assistance Results*

followed by a copyright statement from the publishers of the *American Heritage Dictionary* and the list of words which match your entry.



**(continued)**

The list consists of four words per line, in alphabetical order. If a word is 20 letters or longer, CEO Spelling displays only the first 19 letters. If the list takes up more than 22 lines, you'll see an ellipsis (...) at the bottom of the screen, indicating that there are more words. You can use the NEW LINE and/or WORD keys, or the NEXT SCREEN and/or PREVIOUS SCREEN function keys to view the entire list.

If you want to see one of the words displayed on the status line when you return to your editing, move the cursor to that word and press the EXECUTE function key. If you don't want to see a word, but want to return to your editing, press the CANCEL/EXIT function key.

### **Menu Use**

This key sounds a bell and has no other effect.

*Key*



## **Why**

Use the TAB key whenever you want text to appear on a tab stop. If the cursor is located at the right margin on the terminal screen, pressing the TAB key will cause the cursor to move one tab stop to the left.

If the format ruler includes decimal tab stops, you can use the TAB key to align decimal numbers on the tab stop.

## **Word Processor Use**

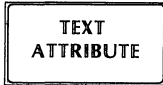
Press the TAB key. The word processor inserts a special tab symbol and moves the cursor to the next tab stop.

If there are text characters between the cursor and the next tab stop, the word processor shifts those characters to the right in addition to inserting the tab symbol and moving the cursor.

If the tab stop is a decimal tab (indicated by a *d* on the format ruler), press the TAB key. The word processor moves the cursor to the tab stop. Type the text. If you press either the TAB or NEW LINE key, or the EXECUTE function key, the word processor aligns the text on the decimal character. If the decimal character is not included in the text you type, the word processor shifts the entire text sequence to the left so that the last character in the sequence lines up in the space before the tab stop.

## **Menu Use**

This key moves the cursor five places to the right.



## *Function Key*

### **Why**

Use the TEXT ATTRIBUTE function key when you want text printed with a designated attribute.

### **Word Processor Use**

Move the cursor to one end of the text sequence you wish to designate. Press the TEXT ATTRIBUTE function key. Then press the key that represents the special text:

| <b>Special Text</b> | <b>Symbol</b> | <b>(Key)</b>       |
|---------------------|---------------|--------------------|
| Boldface            | +             | (Plus)             |
| Underline           | —             | (Underscore)       |
| Double Underline    | =             | (Equal Sign)       |
| Superscript         | ^             | (SHIFT 6)          |
| Subscript           | v             | ("V")              |
| Usernote            | !!            | (Exclamation mark) |

NOTE: you can also use the ↑ (uparrow) key for superscript and the ↓ (downarrow) key for subscript.

The appropriate symbol on the status line will indicate which attribute mode you're in. The symbols on the status line match the symbols on the keys you press for each mode.

Then move the cursor to the other end of the text.

If you want to move the cursor either forward or backward through the document, use any cursor control key or any function key that moves the cursor. If you use a combination of GO TO function key and the FORMAT RULER function key, the word processor moves the cursor to the character position just before the next format ruler.

If, while adding text attributes to a document, you move the cursor past a mandatory end of line, the word processor will request that you either end the text attribute mode or move the cursor before the mandatory end of line.

If the cursor is at the end of the document or in Insert mode when you start attribute mode, all text typed will have the specified attributes until you end the attribute mode, even if you end the paragraph with a mandatory end of line.

To end an attribute mode, press the TEXT ATTRIBUTE function key again. Press the same attribute key you pressed to start the attribute mode. Then press either the EXECUTE function key to confirm the action, the DELETE function key to remove the text attribute, or the CANCEL/EXIT function key to cancel the action.

You can have more than one attribute turned on at a time. You turn each one on separately and turn each one off separately. The symbols on the status line indicate which attributes are on and which are off. Note, however, that it's not useful to have superscript and subscript on at the same time. Nor is it useful to have underline and double underline on at the same time.

If a document includes double underlined, superscripted, or subscripted text, you must print it on a letter-quality printer.

### **Menu Use**

This key sounds a bell and has no other effect.



*Command*

## **Why**

Use the UNDO command to reinsert the last text that you deleted using the DELETE function key.

## **Word Processor Use**

Press the COMMAND function key. Type UNDO and press either the EXECUTE function key or the NEW LINE key.

The word processor reinserts the most recently erased text at the position from which it was erased. The erasure must have been done using the DELETE function key.

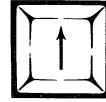
You can only use UNDO once per deletion.

If you have done some editing between using the DELETE function key and the UNDO command, the text may not be replaced exactly where you expect.

## **Menu Use**

This command has no effect.

*Key*



## **Why**

Use the uparrow key to move the cursor up one line.

## **Word Processor Use**

Press the uparrow key. The word processor moves the cursor to the preceding line, scrolling the text on the screen down one line if necessary. The word processor maintains the same position in the line, just one line higher.

## **Menu Use**

Press the uparrow key and one additional line appears at the top of the scrollable area of an object menu. The cursor position doesn't matter. After the scroll area is updated, the cursor returns to the position where it was when you pressed the uparrow key.

If the first line of text is already displayed in the scroll area of an object menu, the word processing system displays a message saying that the first line is on display and the key has no other effect.



*Command*

## **Why**

Use the UPDATE command to ensure that all changes you've made to a document will be there the next time you edit the document.

The word processor automatically updates a document during an editing session to ensure that all editing changes are saved in case of a system failure. The frequency of the updating depends on your personal profile.

If your editing changes are highly critical, use the UPDATE command to ensure that any made since the last automatic update are saved.

## **Word Processor Use**

Press the COMMAND function key. Type UPDATE and press either the EXECUTE function key or the NEW LINE key.

## **Menu Use**

This command sounds a bell and has no other effect.



## *Function Key*

VIEW/  
EDIT

### **Why**

Use the VIEW/EDIT function key to change from View mode to Edit mode and back again.

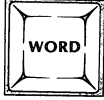
### **Word Processor Use**

While in Edit mode, press the VIEW/EDIT function key to see the document as it would look without the special editing symbols.

While in View mode, press the VIEW/EDIT function key to return to Edit mode. The text is displayed differently depending on which mode you're in.

### **Menu Use**

This key sounds a bell and has no other effect.



*Key*

### **Why**

Use the WORD key to move the cursor to the first character of the next word or of the previous word.

Note that on some keyboards the WORD key is labeled C1 or is left blank. It's located on the cursor control keypad, above the leftarrow key.

### **Word Processor Use**

To move the cursor to the next word, press the WORD key.

To move the cursor to the previous word, hold down the SHIFT key and press the WORD key.

### **Menu Use**

Pressing the WORD key (or SHIFT-WORD) has the same effect as in the word processor, except that the cursor will not move outside the current entry area.

End of Chapter

# Appendix A

## Terminal Differences

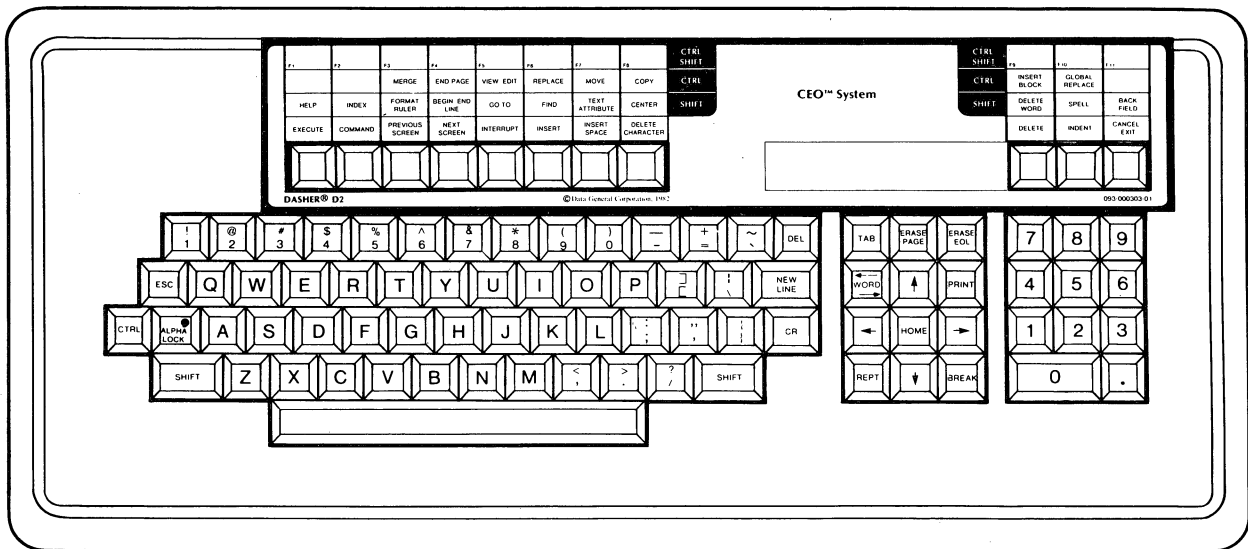
This manual assumes that you're using a D400 or D450 terminal. If not, this appendix explains the differences.

You can create, edit, and view documents wider than 80 characters per line on the D400 and D450 terminals only. If you try to edit or view a wide document on a D2, D200, or G300 terminal, the word processing system will display an error message. However, you can print a wide document, regardless of what terminal you're using.

You cannot continuously scroll text on D2, D200, or G300 terminals. This feature is only available on the D400 and D450 terminals.

### The DASHER D2 Terminal

Figure A-1 shows the D2 terminal keyboard and template.



DG-15041

Figure A-1. DASHER D2 Display Terminal Keyboard and Template

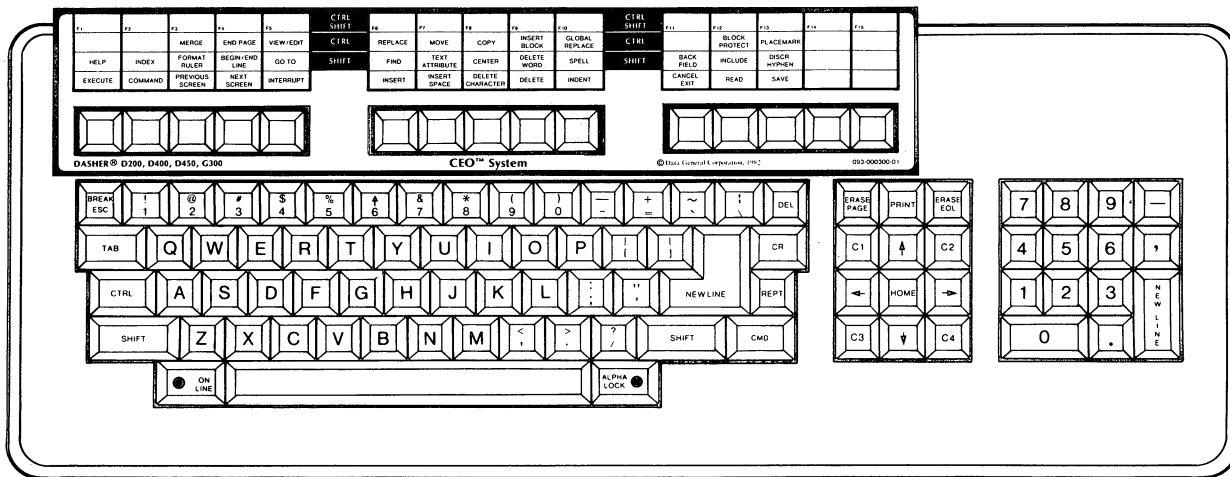
Notice that the D2 terminal has fewer function keys than the D400 and D450 terminals. READ, INCLUDE, SAVE, DISCR. HYPHEN, BLOCK PROTECT, and PLACEMARK are commands on the D2. Press the COMMAND function key and type the name of the appropriate command. To use BLOCK PROTECT type PROTECT; to use DISCR. HYPHEN type - (hyphen).

The D2 terminal does not have a CMD key; it is not necessary to press one key to activate any others on the D2 terminal. The D2 terminal also does not have an ON LINE key.

Note that the BREAK ESC key is labeled ESC on the D2 terminal. It has the same use as the BREAK ESC key.

## The DASHER D200 Terminal

Figure A-2 shows the D200 terminal keyboard and template.



DG-15042

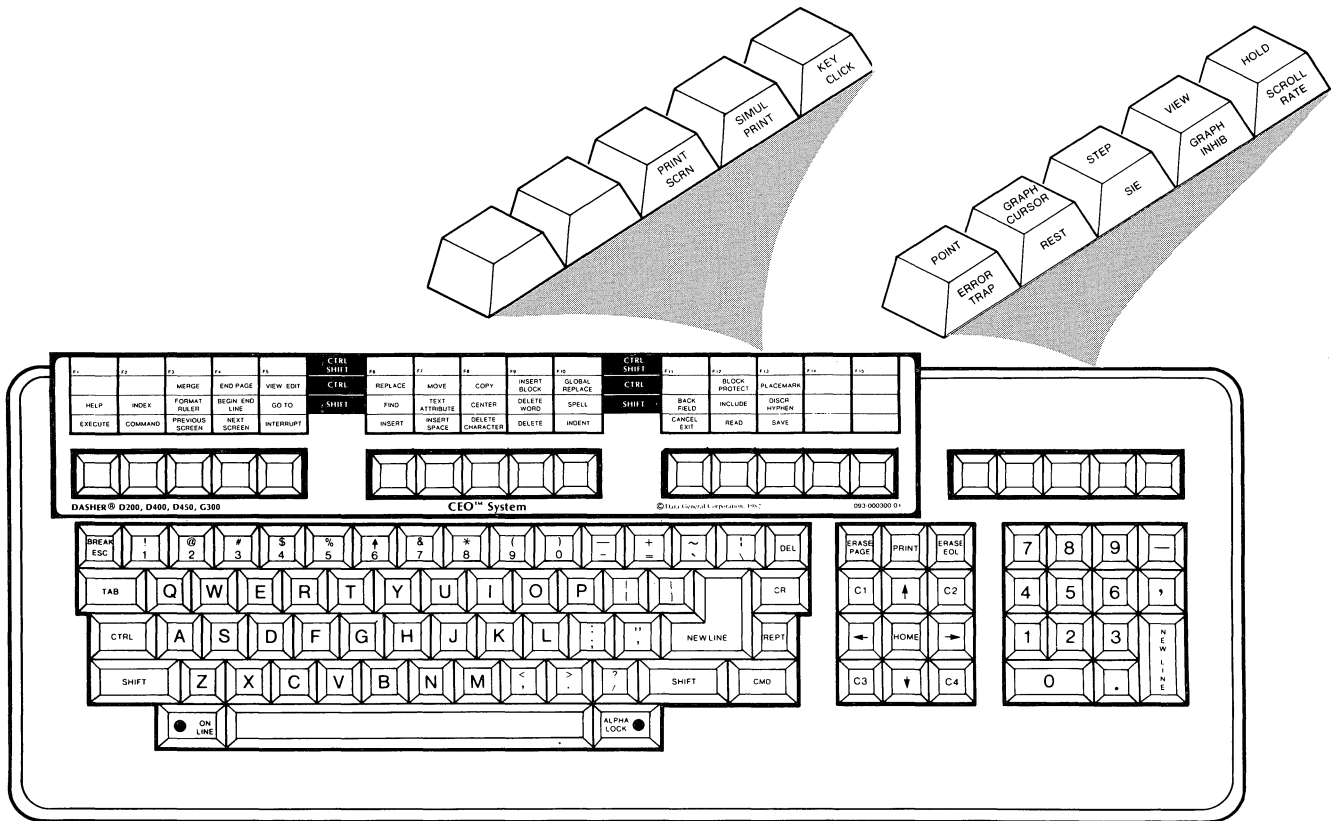
Figure A-2. DASHER D200 Display Terminal Keyboard and Template

The D200 keyboard is similar to the D400/D450 keyboard. You use the same template for this terminal as you do for the D400/D450 terminals. However, the local function keys are not available on the D200 keyboard.

You must use the CMD key with the PRINT key and with the SHIFT and PRINT keys.

# The DASHER G300 Terminal

Figure A-3 shows the G300 terminal keyboard and template.



DG-15043

Figure A-3. DASHER G300 Display Terminal Keyboard and Template

The G300 keyboard is similar to the D400/D450 keyboard. You use the same template for this terminal as you do for the D400/D450 terminals. The G300 terminal has its own local function keys. They are not the same as the D400/D450 local function keys. For information about using the G300 terminal, see the *DASHER G300 Display Terminal User's Manual*.

You must use the CMD key with the PRINT key and with the SHIFT and PRINT keys.

Table A-1 shows the special editing symbols that you'll see on the terminal screen if you're using a D2, D200, or G300 terminals. These symbols will always be highlighted on the terminal screen. Note that you might see different symbols on your terminal screen. Your CEO manager can change the characters used for these symbols. If the symbols you see do not match the ones in Table A-1, your CEO manager has changed them.

**Table A-1. Special Editing Symbols**

| <b>Symbol</b> | <b>Instruction</b>              |
|---------------|---------------------------------|
| {             | Start Block Protection          |
| }             | End Block Protection            |
| c             | Center text                     |
| =             | Discretionary Hyphen            |
| ≡             | Start and end double underline  |
| ⏏             | Indented text                   |
| i             | Start and end included text     |
| ”             | Start and end of an index entry |
| ≦             | Mandatory end of line           |
| p             | Page break                      |
| m             | Begin merging                   |
| n             | End merging                     |
| v             | Start and end subscript         |
| ^             | Start and end superscript       |
| ≧             | Tabbed text                     |
| !             | Start and end of user note      |

End of Appendix

# Appendix B

## Naming Conventions and System Limitations

This appendix includes a check list of naming conventions and system limitations.

### Naming Conventions

When naming folders, documents, print layouts, and user commands, you can use any combination of letters, numbers, spaces, underscores (\_), dollar signs (\$), question marks (?), or periods (.).

You can use spaces and underscores (\_) interchangeably; the word processor interprets both as underscores. For example, when typing the folder name FIRST\_FOLDER, you could type either FIRST FOLDER or FIRST\_FOLDER.

When you list your folders or documents using the CLI or the electronic filing system, any spaces or underscores in the names appear as underscores. For example, if you named a document MY DOCUMENT (with a space) the word processor would list the name as *MY\_DOCUMENT* (with an underscore). The same applies to user commands when you list them on the User Commands menu or the Commands menu, and to print layouts when you list them on the Print Layouts menu.

### Name Lengths

Folder names, document names and print layout names can be up to 25 characters long.

User command names can be up to 18 characters long.

Placemark names can be up to 10 characters long.

Index references can be up to 128 characters long.

### Placemark Limitations

You can have five active placemarks per document. A placemark name can be up to 10 characters long, and can contain alphanumeric characters (letters and numbers). A placemark name may not be a number of 1000 or less, or the same as an index reference.

When you insert a placemark while editing, it remains until you delete it yourself. If you don't want to retain the placemarks after an editing session, leave the session using the EXIT command, and answer N to either *Retain placemarks?* or *Retain editing changes...?*

Although you can insert and use placemarks while viewing, the word processor does not save such placemarks after the viewing session is over.

## User Command Limitations

You can define up to 100 user commands.

A user command name can be up to 18 characters long; it can contain letters, numbers, spaces, underscores (\_), dollar signs (\$), question marks (?), or periods (.).

You can use spaces and underscores (\_) interchangeably; the word processor interprets both as underscores. For example, when typing the command name LIST\_FOLDERS, you could type either LIST FOLDERS or LIST\_FOLDERS.

When you list the commands you created using the Commands menu or the User Commands menu, any spaces or underscores in the names appear as underscores. For example, if you named a command END BOLD (with a space) the word processor would list the name as *END\_BOLD* (with an underscore).

One user command can contain up to nine other user commands.

## Index Reference Limitations

An index reference may be up to 128 characters long. You can use any characters you want, but the reference may not be a number of 1000 or less, or the same as a placemark name.

You can have an unlimited number of index references in a document, and an unlimited number of references to the same topic.

Once you insert an index reference, it's a permanent part of the document until

- You use the DELETE key to delete the reference.
- You use the SAVE key to save the document (or a section of the document) as a new document. The word processor removes the index references from the saved portion only; references in the original document remain intact.

End of Appendix



# Appendix C

## Access Limitations and Privileges

The CEO Independent Word Processing system is designed to provide maximum privacy for each user, but it is flexible enough to let users share and exchange documents easily. There are several ways you can share a document with another user. You can *export* the document from your personal drawer to an AOS or AOS/VS directory; the other user can then *import* the document into his/her personal drawer. (For information on importing and exporting, see Chapter 7.) With your office manager's assistance, you can share personal drawers. Or, if you have *pathname access privileges* (explained below), you can edit documents in another user's personal filing drawer (with his or her permission).

Even when you share a document with another user, there are still access limitations. The word processing system will not permit two users to edit the same document at the same time. If you try to edit a document that another user is currently editing, the word processing system displays an error message. However, you can view a document that someone else is editing. The word processing system will inform you that it is currently being edited, but it will not restrict you from viewing it. Note, however, that if you are viewing such a document, you won't see the most recent changes to it.

Most users only need to work with the documents in their own personal filing drawers. In addition, most users probably will not need to use the Command Line Interpreter (CLI) during a word processing session. However, there are situations in which it might be useful to be able to use the CLI or work with documents outside your personal filing drawer. For such situations, the word processing system provides two special access privileges; the rest of the appendix will discuss these privileges.

### Special Access Privileges

Your office manager may choose to give selected users special access privileges. The two special access privileges are *CLI access* and *pathname access*.

#### CLI Access

If your office manager has granted you CLI access privileges, you will be able to use the CLI command. This lets you use the CLI (Command Line Interpreter) while you're in the word processing system. When you press the COMMAND function key, type CLI, and press the NEW LINE key, the word processor saves what you were doing and lets you use the CLI. When you're finished using the CLI, type BYE and press the NEW LINE key to return to your word processing session.

For information on how to use the CLI, see the *Command Line Interpreter User's Manual (AOS and AOS/VS)*, or talk to your office manager.

**CAUTION:** If you use the CLI command FILESTATUS to list the files in your personal drawer and folders, you may see “extra” files with names like SAMPLE.BU, SAMPLE.CHG, SAMPLE.FMS, etc. *Do not delete or edit these files!!* These “extra” files are part of your word processing documents; the word processor uses them to store your editing changes and other important information. If you delete or change them, you may irreparably damage or lose documents. Use the Filing Functions menu to work with your documents; this will prevent document parts from being inadvertently deleted or altered.

## **Pathname Access**

Most CEO Independent Word Processor users can only access documents located in their own personal filing drawers. To access a document in another user’s personal drawer, or in the AOS file system, most users must import the document to their own drawer.

However, your office manager may choose to grant you pathname access, a special access privilege that allows you to work with documents outside your personal filing drawer.

### **What Is Pathname Access?**

Pathname access lets you get to documents, drawers, folders, or documents outside your own drawer. If you have pathname access, the word processor asks an additional question whenever it needs a folder or document name:

*In personal drawer?*

If you answer Y, the word processor asks for a folder and document name in your personal drawer. To work with a document that’s not in your personal drawer, answer N. Then, the word processor displays:

*Pathname to document:*

(On certain menus, the word processor may instead ask for the pathname to a drawer or folder.) You must then tell the word processor the exact location of the document (or drawer or folder) outside your drawer. You specify the location by typing a pathname.

### **Specifying a Pathname**

A pathname tells the word processor where to find the document or folder you want. A pathname, like the name implies, indicates a particular route that the word processor must follow to find a document or folder. Now, before we explain how to specify a pathname, we will explain how the computer stores your word processing documents.

Usually, you keep your documents in your personal drawer in the electronic filing system. The word processor’s filing system is built using the AOS or AOS/VS file system. The computer stores your word processing documents, along with other types of documents and files, in *directories*. In this appendix, we will give only a brief explanation of the AOS directory structure. For more information, see the *Command Line Interpreter User’s Manual (AOS and AOS/VS)*.

Like any file system, the AOS and AOS/VS file system is made up of *files*. A file is a collection of information or data treated as a unit. A file may contain various kinds of information: a letter, a stock analysis, the text of a proposal, or a computer program. Files can even contain other files; such a file is called a *directory*. Your personal drawer exists in the AOS and AOS/VS file system as a directory containing other directories (your folders) which in turn contain files (your documents).

Directories and files are arranged in a way that looks like an inverted tree. At the top is the root directory, which is represented by a colon (:). All directories branch off the root. Directly beneath the root is the Directory of User Directories (UDD), which contains all the user directories. Depending on how your system is set up, your personal drawer may be in UDD.

A pathname specifies the location of a file or document within the AOS or AOS/VS directory structure. By starting at the root, represented by :, you can get to any file by naming each directory between the root and the file. A pathname is a list of these directories, with the directory names separated by colons. You start a pathname with the root (:), list the files between the root and the file you want, and end with the name of the file. All the files in between must be directories; the last file you list in the pathname can be either a directory or a file containing text or data.

The following is a sample pathname:

:UDD:JONATHAN:FIRST\_FOLDER:SAMPLE

This pathname leads to a document named SAMPLE, contained in the folder (directory) FIRST\_FOLDER, which is contained in a drawer (directory) called JONATHAN, in the Directory of User Directories (UDD), which is immediately below the root directory (:).

Suppose that Libby asks you to edit one of her documents. She tells you that the document's name is SEPTEMBER\_BUDGET, and is in the drawer LIBBY and the folder REPORTS. Libby's personal drawer is a directory in UDD. In this case, the pathname to SEPTEMBER\_BUDGET is

:UDD:LIBBY:REPORTS:SEPTEMBER\_BUDGET

Remember to start your pathnames with the root (:) and name each directory between the root and the document you want. End the pathname with the name of the document, folder, drawer, or whatever the word processor asked for a pathname to. For example, suppose you are viewing the Filing Functions menu, and want to see the list of all the documents in Libby's folder REPORTS. You choose option 2, "Documents", and then answer N to the word processor's question *In personal drawer?* Next, you see the prompt *Pathname to folder:* the word processor needs directions to the folder containing the documents you want to list. In this case, the pathname to Libby's folder REPORTS is

:UDD:LIBBY:REPORTS

If you are not sure about the pathname to a document, drawer, or folder, ask the owner of the document, or your office manager.

## Limitations of Pathname Access

Although pathname access gives you the means to access documents outside your own personal drawer, it does not guarantee that you will be able to access them. Each drawer, folder and document has its own access control list, or ACL. The ACL of a document may prohibit you from working with it. If you try to work with a document (file) to which you do not have access, you will see an error message *ERROR: FILE ACCESS DENIED*. If you try to enter a drawer or folder (directory) to which you do not have access, you will see the message *ERROR: DIRECTORY ACCESS DENIED*. Usually, the owner of a drawer can control the ACLs of the folders and documents in it.

If you own a drawer, you can perform any operation on the documents in it, including letting other users have access to it. You can even restrict how much access another user has. The access control list of a document specifies which users have access to the document, and how much access each user has. There are five types of access.

- |         |     |  |
|---------|-----|--|
| Execute | (E) | Execute access is the least degree of access.<br>When applied to a file, Execute access lets you execute the file. For example, you have Execute access to the file that contains the CEO Independent Word Processing program.<br>When applied to a directory (such as a drawer or folder), Execute access lets you use the file's name in a pathname. For example, you must have Execute access to a drawer in order to access the documents in the drawer. |
| Read    | (R) | When applied to a file, Read access lets you view the contents of the file or document.<br>When applied to a directory (such as a drawer or folder), Read access lets you see what files are contained in the directory.   |
| Append  | (A) | Lets you add new files to a directory (such as adding a new document to a folder).   |
| Write   | (W) | Lets you edit a file or document.<br>When applied to a directory, lets you add or delete files from the directory (such as deleting a document from a folder).   |
| Owner   | (O) | Owner access is the greatest degree of access. When you have owner access, you also have all the lesser degrees of access. That's why the ACL of files you own is "OWARE".<br>Owner access lets you change the file's ACL, or delete the file.<br>When applied to a directory, it lets you change the directory's ACL, or delete the directory and the files it contains.  |

If another user has pathname access, you can let him/her view or edit your documents. However, you may have to change the ACLs of your documents. To do so, use the CLI command. (If you don't have CLI access, ask your office manager to change the ACLs for you.)

First, get into the CLI (either press the COMMAND key and type CLI, or end your word processing session). Type ACL/V and the document name, and press the NEW LINE key. This tells the computer that you want to view the access control list of the document. For example, to see the access control list of the document SAMPLE, type:

```
ACL/V SAMPLE
```

The computer might respond as follows:

```
YOUR_USERNAME,OWARE
```

*YOUR\_USERNAME,OWARE* is the access control list of SAMPLE. An ACL consists of a list of usernames and the types of access each is allowed. In this case, the ACL indicates that you (represented by YOUR\_USERNAME) have total control (OWARE) over the document SAMPLE. ("OWARE" is the list of access types; each is abbreviated to a single letter — O for Owner, W for Write, and so on.)

You can use the ACL command to change the ACL of a document. For example, suppose you want to change the ACL of SAMPLE so that Libby can edit it. To change the ACL of a document, type ACL, a space, the document's name, a space, and then the ACL you want to assign. As we have seen, ACLs consist of a username, a comma (no space), and the type of access. In this case, the ACL for SAMPLE would be LIBBY,WARE. (In order to edit the document, Libby needs Write access. Usually, when you give someone a type of access, you also grant them any lesser degrees of access.)

So, to let Libby edit SAMPLE, you would type

```
ACL SAMPLE YOUR_USERNAME,OWARE LIBBY,WARE
```

This changes the ACL of the document SAMPLE so that you (represented by YOUR\_USERNAME) still have OWARE privileges, but now LIBBY has WARE privileges.

You can also give access to all users, if you want. For example, suppose you want to let everyone view (but not edit) SAMPLE. You would type

```
ACL SAMPLE YOUR_USERNAME LIBBY,WARE +,RE
```

This ACL retains your OWARE privileges and Libby's WARE privileges, and gives Read and Execute access to all others. The plus (+) represents "All other usernames".

For more detailed information on ACLs, read the *Command Line Interpreter User's Manual (AOS and AOS/VS)* or see your office manager.

End of Appendix



# Appendix D

## List Processing for Merging

Once you've become accustomed to using the word processor merging capabilities, you may find it useful to extract and mold data from an AOS or AOS/VS file or database into secondary documents. It is not necessary to type such data into a word processing document. You can use the AOS or AOS/VS Sort/Merge Utility to extract data and put it into a form which the word processor can use.

This appendix describes how you can extract information from an INFOS database or AOS or AOS/VS file to create a secondary document which you can then use with the word processor merge function. If you need further information, see the *Sort/Merge Utility User's Handbook (AOS, AOS/VS)*.

A sample command file:

|  |  |
|--|--|
| INPUT INFOS INDEX IS 'name',                   | where 'name' is replaced by your INFOS database name   |
| RECORDS ARE n CHARACTERS.                      | where 'n' is the size of your records  |
| OUTPUT FILE IS 'name',                         | where 'name' is the name of the secondary merge document   |
| RECORDS ARE m CHARACTERS.                      | where 'm' is the record length, calculated later   |
| REFORMAT n1/m1, n2/m2, n3/m3.                  | this statement assumes that the input record is not exactly in the order or format you want; each n/m is the starting and ending byte of the desired field in the INFOS record |
| REPLACE ANY '<000>'<br>IN 1/LAST WITH '<040>'. | this statement removes any nulls from the file to protect the word processor and to maintain field length  |
| INSERT '<nnn>' BEFORE m.                       | this command puts the merge field delimiters into the output file record   |
| COPY.  | this statement indicates that the records won't be reordered and that they should output in the input order  |
| END.   | the syntax of the program requires this terminating statement  |

## Comments About the Command File

If you're taking these records from an AOS or AOS/VS file constructed by some other program, the input statement could read "INPUT FILE IS 'name'," instead of "INPUT INFOS INDEX IS 'name'".

This example assumes the record size is fixed; you may specify variable records.

The utility can also produce an INFOS index as an output file.

By specifying one pair of starting and ending bytes for each field, you can extract the information you wish.

Instead of the REPLACE statement, you could use a COMPRESS statement after the INSERT command, to remove the nulls.

Merge field delimiters go between each record section, and contain numbers (i.e., "01", "02", etc.) that the word processor uses to determine which field in the primary document correlates with this field. This program also adds a page break to the end of each record to delimit the records.

It is possible, with the Sort/Merge Utility, to sort the records on any available field.

The syntax of the program requires all the periods you see in the file.

## Infos Record Structure

Below, you'll see an INFOS record layout (you could imagine an AOS or AOS/VS record file format as well) and the command file to convert it into the shown secondary merge document for the word processor.

INFOS record structure:

name - 20 bytes  
date of order - 8 bytes  
address - 50 bytes  
city/state - 50 bytes  
balance due - 10 bytes  
balance overdue - 10 bytes



Command file:

INPUT INFOS INDEX IS 'ORDERS',  
RECORDS ARE 148 CHARACTERS.

OUTPUT FILE IS 'CUSTLIST',  
RECORDS ARE 133 CHARACTERS.

REFORMAT 1/20, 29/78, 79,128.

REPLACE ANY '<000>' IN 1/LAST WITH '<040>'.

INSERT '<331<344>' AFTER LAST.

INSERT '<331<330>03' BEFORE 71.

INSERT '<331<330>02' BEFORE 21.

INSERT '<330>01' BEFORE 1.

COPY.

END.

Merge records produced:

<330>01name<331><330>02address<331><330>03city/state<331><344>

Where

<330> is octal code 330, interpreted by the word processor to be merge field start;

<331> is merge field end,

and <344> is a page break, which is used as a merge record delimiter.

NOTE: the record will have a new appearance after each statement; that's why the INSERTs go from right to left.

CLI command line:

X FILTER/C='command file'/L='list file'

You can execute this command in batch. The list file argument is optional; the contents of the list file at program termination are parameters describing the filter (how many records processed, etc.). The output file CUSTLIST will contain the converted records.

To use this prepared customer list, execute the word processor and ask to edit the document CUSTLIST. The word processor will ask if you want to convert the AOS or AOS/VS file to a CEO Independent Word Processing document; type Y and press the NEW LINE key. Exit the editing session as soon as the document is displayed on the screen. Then you can use CUSTLIST as a secondary document when you print the accompanying primary document; the number of copies of the final document produced will equal the number of records in the secondary document.

End of Appendix

# **Appendix E**

## **For Former AZ-TEXT Users**

This appendix is for users who are familiar with Data General Corporation's AZ-TEXT™ Word Processing System. If you have been using AZ-TEXT and are switching to CEO Word Processing — Independent, you will find that the CEO Independent Word Processor is easy to get used to. There are many similarities between the two word processors; however, there are also many major and minor differences. To help you get adjusted to the CEO Independent Word Processor, this appendix will point out the most important of these differences.

### **The Main Menu**

When you begin your first CEO Independent Word Processing session, you'll notice that the Main Menu differs considerably from the AZ-TEXT Options menu. In Table E-1, we cover each choice on the AZ-TEXT Options menu, and explain how to do the same functions in the CEO Independent Word Processing system. In addition, we'll briefly describe each function on the CEO Independent Word Processing menu, and tell you where to find more information.

**Table E-1. Where to Find Functions Available from the AZ-TEXT Options Menu in the CEO Independent Word Processor**

| AZ-TEXT                    | CEO Independent Word Processor   |
|----------------------------|--|
| 1. Exit AZ-TEXT            | <p>To exit from the CEO Independent Word Processor, press the CANCEL/EXIT function key and answer Y to the question <i>Do you want to exit from the word processor?</i></p> <p>Main Menu option 1 is reserved for future enhancements.</p>   |
| 2. Create new document     | <p>To create a new document, choose Main Menu option 2, “Edit document”. Then, just specify a document name that does not yet exist, and answer Y to the question <i>Do you wish to create this document?</i></p> <p>Main Menu option 2 is “Edit document”. To learn about creating and editing documents, read Chapters 3 and 4.</p>  |
| 3. Edit old document       | <p>To edit an old document, choose Main Menu option 2, “Edit document”, and specify the name of the document you want to edit.</p> <p>Main Menu option 3 is “View document”. To learn about viewing documents, read Chapter 5.</p>   |
| 4. Review document summary | <p>In the CEO Independent Word Processor, you view, create, and edit document summaries from the Documents menu (choose option 5, “Filing”.) You do not see the document summary when creating or editing a document from the Main Menu.</p> <p>Main Menu option 4 is “Print document”. To learn about printing documents, read Chapter 6.</p>   |
| 5. Print document          | <p>To print a document on paper, choose Main Menu option 4, “Print document”, and specify the name of the document you want to print.</p> <p>Main Menu option 5 is “Filing”. To learn about the electronic filing system, read Chapter 7.</p>  |
| 6. Other functions         | <p>The AZ-TEXT “Other functions” option offers converting documents, repagination, and the CLI command.</p> <p>To convert a document to an AOS file, choose Main Menu option 6, “Utility”, and choose the Export option.</p> <p>The CEO Independent Word Processor does not offer repagination. When you print a document, the word processor adjusts the page numbers automatically.</p> <p>To use the CLI during a word processing session, press the COMMAND function key and type CLI. You can only use the CLI command if your office manager has given you CLI privileges.</p> <p>Main Menu option 6 is “Utility”. This option displays the Utility Functions menu, which offers document inventory, print layouts, spelling check, personal profile, importing and exporting documents, and user commands. To learn about the Utility Functions menu, read Chapter 7.</p> |

In addition to the difference between the two main menus, there are other important differences between AZ-TEXT and the CEO Independent Word Processor. You store and manage documents differently, and there are several major differences in editing functions. Commands and function keys are also different.

## **Storing Documents**

As an AZ-TEXT user, you stored your documents in AOS or AOS/VS directories, using the Command Line Interpreter. You did all moving, renaming, or deleting of documents using CLI commands.

With the CEO Independent Word Processor, you'll be able to do all those things using the Filing Functions menu. The word processor stores your documents in an AOS or AOS/VS directory we refer to as your personal filing drawer. The directory contains one level of subdirectories, referred to as folders. Your documents are stored in these folders.

If your office manager gives you pathname access privileges, you can use the word processor to edit documents that aren't in your personal filing drawer. For information on pathname access, see Appendix C.

In addition to offering a convenient way to organize your word processing documents, the electronic filing system provides a way for you to maintain your documents. From the Filing Functions menu, you can work with either folders or documents. You can list, create, rename, or delete folders. You can list, view, edit, create, delete, print, move, or copy documents. All these functions are available just by making a menu selection.

For more information on the electronic filing system, read Chapter 7.

## **Editing Functions**

There are many major and minor differences in the editing functions between AZ-TEXT and the CEO Independent Word Processor. You'll notice the minor differences as you read the manual and use the word processor; we won't discuss them here. Among the major editing functions that differ are format rulers; underlining, boldface, superscript and subscript; and defining blocks of text.

### **Format Rulers**

In AZ-TEXT, you work with format rulers using the Format Ruler Options menu, which you reach by pressing the COMMAND function key and then the TAB key. In the CEO Independent Word Processor, you use the FORMAT RULER function key.

Table E-2 covers each option on the AZ-TEXT Format Ruler Options menu, and briefly explains how to do each action in the CEO Independent Word Processor. For more information on format rulers, you should read Chapter 4.

**Table E-2. Where to Find Functions on the AZ-TEXT Format Ruler Options Menu in the CEO Independent Word Processor**

| AZ-TEXT           | CEO Independent Word Processor   |
|-------------------|--|
| 1. Insert ruler   | <p>To insert a ruler in a document, press the <b>FORMAT RULER</b> function key. You can then choose to create a new ruler or select a ruler number from the document.</p> <p>To select a saved ruler by name, press the <b>READ</b> function key (or press the <b>COMMAND</b> key and type <b>READ</b>). Then, press the <b>FORMAT ruler</b> function key and specify the ruler's name and location.</p> |
| 2. Delete ruler   | <p>To delete a ruler, just position the cursor on the ruler and press the <b>DELETE</b> function key, then the <b>EXECUTE</b> function key.</p>  |
| 3. Replace ruler  | <p>To replace an existing ruler, just position the cursor on the ruler and press the <b>FORMAT RULER</b> function key. See above, "Insert ruler", for more information.</p>  |
| 4. Save ruler     | <p>To save an existing ruler, position the cursor on the ruler and press the <b>MOVE</b> or the <b>COPY</b> function key and the <b>EXECUTE</b> function key. Then, press the <b>SAVE</b> function key (or press the <b>COMMAND</b> key and type <b>SAVE</b>). Specify the name and location of the new ruler.</p>   |
| 5. Display rulers | <p>To display the rulers in a document, press the <b>COMMAND</b> key, then the <b>FORMAT RULER</b> function key.</p>   |

### **Underlining, Boldface, Superscript, and Subscript**

In AZ-TEXT, you underlined text by pressing the **UNDERLINE** function key. You highlighted (boldfaced) text by pressing the **COMMAND** function key and typing **BOLD** and **END BOLD**. You inserted superscript and subscript characters with the **SUPERSCRIPT** and **SUBSCRIPT** commands. Once you finished underlining, highlighting, superscripting, or subscripting, AZ-TEXT inserted extra characters in your text to delimit the underlined, boldface, super-, or subscript text.

With the CEO Independent Word Processor, you can do all these functions with just one function key: the **TEXT ATTRIBUTE** function key. Position the cursor to the beginning of the text you want to work with, and press the **TEXT ATTRIBUTE** function key. The word processor asks which text attribute you want. You choose a text attribute by typing the appropriate character; the text attributes you can select are boldface (+), underlining (-), double underlining (=), superscript (^), subscript (v), and user note (!). To indicate the end of a text attribute, press the **TEXT ATTRIBUTE** function key again, retype the appropriate character, and press the **EXECUTE** function key.

The CEO Independent Word Processor does not need to insert extra characters to delimit boldface or underlining; the text appears bold or underlined right on your screen. It does insert extra characters for superscript, subscript and user note.

To learn more about text attributes, you should read Chapter 2, Chapter 3, and the reference to the **TEXT ATTRIBUTE** function key in Chapter 9.

## **Defining and Using Blocks of Text**

In AZ-TEXT, you used the **BLOCK** and **INSERT BLOCK** function keys to move and copy text, or to save text into a new document. You may also have used the **DELETE** function key to move text, by deleting a block of text and then using the **UNDO** command to un-delete the text in another location in the document.

In the CEO Independent Word Processor, moving, copying, and deleting text are separate functions.

### **Moving Text**

To move a section of text using the CEO Independent Word Processor, press the **MOVE** function key at the beginning of the text you want to move. Press it again at the end of the section of text, and press the **EXECUTE** function key. The text will be deleted from the location it was in, and saved as a block of text. As with AZ-TEXT, you can only have one block of text defined at a time.

Once you've defined a block of text, you can use the **INSERT BLOCK** function key to insert that block of text anywhere in the document, as many times as you want. Just move the cursor to the location you want to insert the text in, and press the **INSERT BLOCK** function key.

If you want, you can also save the block of text as a new document; press the **SAVE** function key (or press the **COMMAND** key and type **SAVE**). Then, just specify the name and location of your new document.

To learn more about the **MOVE** function key, you should read Chapter 4 and Chapter 9 (the reference to **MOVE** function key).

### **Copying Text**

To copy a section of text using the CEO Independent Word Processor, press the **COPY** function key at the beginning of the text you want to copy. Press it again at the end of the section of text, and press the **EXECUTE** function key. The text will be saved as a block of text. As with AZ-TEXT, you can only have one block of text defined at a time.

Once you've defined a block of text, you can use the **INSERT BLOCK** function key to insert that block of text anywhere in the document, as many times as you want. Just move the cursor to the location you want to insert the text in, and press the **INSERT BLOCK** function key.

If you want, you can also save the block of text as a new document; press the **SAVE** function key (or press the **COMMAND** key and type **SAVE**). Then, just specify the name and location of your new document.

To learn more about the **COPY** function key, you should read Chapter 4 and Chapter 9 (the reference to **COPY** function key).

## Deleting Text

To delete a block of text using the CEO Independent Word Processor, press the DELETE function key at the beginning of the text you want to delete. Then, move the cursor to the end of the text you want to delete, and press the DELETE function key, then the EXECUTE function key.

You can use the UNDO command to restore deleted text, just as you did in AZ-TEXT. However, the CEO Independent Word Processor always restores deleted text to the place from which you deleted it; therefore, you cannot use the DELETE function key to move text. When you delete text, you don't define a new block; therefore, you can't use the INSERT BLOCK function key to restore the text, as you can with the MOVE function key.

To learn more about the DELETE function key, you should read Chapter 4 and Chapter 9 (the reference to DELETE function key).

## Moving the Cursor While Deleting, Moving, or Copying

In AZ-TEXT, you can type text while in Delete or Block mode. However, in the CEO Independent Word Processor, pressing any alphanumeric key while in Delete, Move, or Copy mode will move the cursor to the next occurrence of that alphanumeric character. You can use this feature to move the cursor to the end of the section of text you want to work with. Type a letter, number, space, or other character; the word processor searches for the next occurrence of that character in your text, and moves the cursor to that character. For example, to delete an entire sentence, position the cursor at the beginning of the sentence, press the DELETE function key, and type a period (.). This moves the cursor to the next period in your text. Press the DELETE key and then the EXECUTE function key, and you delete the sentence.

Of course, you can also move the cursor by pressing any cursor control key or any function key that moves the cursor (NEXT SCREEN, PREVIOUS SCREEN, BEGIN/END LINE, GO TO, and so on).

## Commands and Function Keys

As you have probably noticed already, CEO Independent Word Processing commands and function keys differ considerably from those in AZ-TEXT. Some AZ-TEXT commands have been renamed, some have become function keys, and some have been completely eliminated or replaced.



The Table E-3 covers each AZ-TEXT command and function key, and tells you which keys or commands do the same functions in the CEO Independent Word Processor. This table does not include explanations of how to do these functions; for detailed explanations, see Chapter 9.

**Table E-3. Commands and Function Keys:  
AZ-TEXT vs. the CEO Independent Word Processor**

| AZ-TEXT              | CEO Independent Word Processor  |
|----------------------|---|
| ABORT command        | EXIT command; then answer N to <i>Retain editing changes made in this editing session?</i>  |
| BLOCK function key   | MOVE function key to define and move a block of text.<br>COPY function key to define and copy a block of text.<br>DELETE function key to delete a section of text.  |
| BOLD command         | TEXT ATTRIBUTE function key; specify boldface (+)   |
| BYE command          | CANCEL/EXIT function key; then answer Y to <i>Do you wish to exit from this document?</i><br>EXIT command; then answer Y to <i>Retain placemarks and Retain editing changes...</i>  |
| CANCEL function key  | CANCEL/EXIT function key  |
| CENTER function key  | CENTER function key   |
| COMMAND function key | COMMAND function key  |
| COMMAND END PAGE     | The CEO Independent Word Processor has only one kind of page break, which you insert using the END PAGE function key alone.   |
| COMMAND FIND         | COMMAND function key, FIND function key   |
| COMMAND REPLACE      | COMMAND function key, REPLACE function key. You can also perform a global replace using the GLOBAL REPLACE function key, which replaces all occurrences of the word or phrase without your having to confirm each change.   |
| COMMAND TAB          | COMMAND function key, FORMAT RULER function key will display a list of the rulers in a specified document. To create or change a ruler, just press the FORMAT RULER function key. To save a ruler, use the MOVE or COPY function keys to define the ruler as a block; then use the SAVE function key or command to save it. To delete a ruler, use the DELETE function key. |

(continues)

**Table E-3. Commands and Function Keys:  
AZ-TEXT vs. the CEO Independent Word Processor**

| AZ-TEXT                       | CEO Independent Word Processor                              |
|-------------------------------|---|
| DELETE function key           | DELETE function key   |
| DELETE CHARACTER function key | DELETE CHARACTER function key                               |
| DIM command                   | BRIGHTNESS command  |
| DO command                    | CLI command   |
| DO IT function key            | EXECUTE function key  |
| END BOLD command              | TEXT ATTRIBUTE function key; specify boldface (+)           |
| END INCLUDE command           | INCLUDE function key (INCLUDE command on D2 terminal)       |
| END MERGE command             | MERGE function key  |
| END PAGE function key         | END PAGE function key                                       |
| END PROTECT command           | BLOCK PROTECT function key; PROTECT command on D2 terminals |
| END SUBSCRIPT command         | TEXT ATTRIBUTE function key; specify subscript (v)          |
| END SUPERScript command       | TEXT ATTRIBUTE function key; specify superscript (^)        |
| FIND function key             | FIND function key   |
| GO TO function key            | GO TO function key  |
| HELP function key             | HELP function key   |
| INCLUDE command               | INCLUDE function key (INCLUDE command on D2 terminals)      |
| INDENT function key           | INDENT function key   |
| INSERT function key           | INSERT function key   |
| INSERT BLOCK function key     | INSERT BLOCK function key                                   |

(continued)

**Table E-3. Commands and Function Keys:  
AZ-TEXT vs. the CEO Independent Word Processor**

| AZ-TEXT                       | CEO Independent Word Processor  |
|-------------------------------|---|
| INSERT CHARACTER function key | INSERT CHARACTER function key   |
| MERGE command                 | MERGE function key  |
| NEXT SCREEN function key      | NEXT SCREEN function key  |
| PREVIOUS SCREEN function key  | PREVIOUS SCREEN function key  |
| PRINT key                     | Use the ERASE PAGE key to refresh your screen. The PRINT key prints a copy of a document you are editing. |
| PROTECT command               | BLOCK PROTECT function key (PROTECT command on D2 terminals)  |
| READ command                  | READ function key (READ command on D2 terminals)  |
| REPLACE function key          | REPLACE function key  |
| SAVE command                  | SAVE function key (SAVE command on D2 terminals)  |
| START MERGE command           | MERGE function key  |
| SUBSCRIPT command             | TEXT ATTRIBUTE function key; specify subscript (v)  |
| SUPERSCRIP command            | TEXT ATTRIBUTE function key; specify superscript (^)  |
| UNDERLINE function key        | TEXT ATTRIBUTE function key; specify underline (_)  |
| UNDO command                  | UNDO command. The UNDO command restores the deleted text to the location from which you deleted it.       |
| UPDATE command                | UPDATE command  |

(concluded)

This appendix is intended only as a reference and a helpful guide, and does not contain detailed information. We strongly urge you to read the entire CEO Independent Word Processing manual.

End of Appendix



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# Data General Users group

## Installation Membership Form

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_  
 Company, Organization or School \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Telephone: Area Code \_\_\_\_\_ No. \_\_\_\_\_ Ext. \_\_\_\_\_

| <b>1. Account Category</b>   | <input type="checkbox"/> OEM<br><input type="checkbox"/> End User<br><input type="checkbox"/> System House<br><input type="checkbox"/> Government  | <b>5. Mode of Operation</b>       | <input type="checkbox"/> Batch (Central)<br><input type="checkbox"/> Batch (Via RJE)<br><input type="checkbox"/> On-Line Interactive                |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |   |
|--|--|-----------------------------------|---|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--|--------------------------|---|
| <b>2. Hardware</b><br><br>M/600<br>C/350, C/330, C/300<br>S/250, S/230, S/200<br>S/130<br>AP/130<br>CS Series<br>N3/D<br>Other NOVA<br>microNOVA<br>Other _____<br>(Specify) _____ | <table border="1"> <thead> <tr> <th>Qty. Installed</th> <th>Qty. On Order</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>                      | Qty. Installed                    | Qty. On Order   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | <b>6. Communications</b> | <input type="checkbox"/> RSTCP <input type="checkbox"/> CAM<br><input type="checkbox"/> HASP <input type="checkbox"/> 4025<br><input type="checkbox"/> RJE80 <input type="checkbox"/> Other<br><input type="checkbox"/> SAM<br>Specify _____<br>_____ |
| Qty. Installed   | Qty. On Order  |                                   |   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |   |
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| <b>3. Software</b>   | <input type="checkbox"/> AOS <input type="checkbox"/> RDOS<br><input type="checkbox"/> DOS <input type="checkbox"/> RTOS<br><input type="checkbox"/> SOS <input type="checkbox"/> Other<br>Specify _____<br>_____  | <b>7. Application Description</b> | <input type="radio"/> _____<br>_____<br>_____<br>_____<br>_____   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |   |
| <b>4. Languages</b>  | <input type="checkbox"/> Algol <input type="checkbox"/> Assembler<br><input type="checkbox"/> DG/L <input type="checkbox"/> Interactive<br><input type="checkbox"/> Cobol <input type="checkbox"/> Fortran<br><input type="checkbox"/> ECLIPSE Cobol <input type="checkbox"/> RPG II<br><input type="checkbox"/> Business BASIC <input type="checkbox"/> PL/1<br><input type="checkbox"/> BASIC <input type="checkbox"/> Other<br>Specify _____<br>_____ | <b>8. Purchase</b>                | From whom was your machine(s) purchased?<br><input type="checkbox"/> Data General Corp.<br><input type="checkbox"/> Other<br>Specify _____<br>_____ |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |   |
|  |  | <b>9. Users Group</b>             | Are you interested in joining a special interest or regional Data General Users Group?<br><input type="radio"/> _____<br>_____                      |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |                          |   |



MAIL TO: DATA GENERAL CORPORATION, WESTBORO, MASSACHUSETTS 01581

FOLD

FOLD

TAPE

TAPE

FOLD

FOLD



NO POSTAGE  
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## TIPS ORDER FORM

### Technical Information & Publications Service

|                       |                         |
|-----------------------|-------------------------|
| BILL TO:              | SHIP TO: (if different) |
| COMPANY NAME _____    | COMPANY NAME _____      |
| ADDRESS _____         | ADDRESS _____           |
| CITY _____            | CITY _____              |
| STATE _____ ZIP _____ | STATE _____ ZIP _____   |
| ATTN: _____           | ATTN: _____             |

| QTY | MODEL # | DESCRIPTION | UNIT PRICE | LINE DISC | TOTAL PRICE |
|-----|---------|-------------|------------|-----------|-------------|
|     |         |             |            |           |             |
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| (Additional items can be included on second order form) | [Minimum order is \$50.00]                         | TOTAL     |  |
|   | Tax Exempt # _____<br>or Sales Tax (if applicable) | Sales Tax |  |
|   |  | Shipping  |  |
|   |  | TOTAL     |  |

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| <p style="text-align: center;"><b>METHOD OF PAYMENT</b></p> <p><input type="checkbox"/> Check or money order enclosed<br/>For orders less than \$100.00</p> <p><input type="checkbox"/> Charge my <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard<br/>Acc't No. _____ Expiration Date _____</p> <p><input type="checkbox"/> Purchase Order Number: _____</p> | <p style="text-align: center;"><b>SHIP VIA</b></p> <p><input type="checkbox"/> DGC will select best way (U.P.S or Postal)</p> <p><input type="checkbox"/> Other:<br/> <input type="checkbox"/> U.P.S. Blue Label<br/> <input type="checkbox"/> Air Freight<br/> <input type="checkbox"/> Other _____</p> |
| <p><b>NOTE: ORDERS LESS THAN \$100, INCLUDE \$5.00 FOR SHIPPING AND HANDLING.</b></p>  |  |

Person to contact about this order \_\_\_\_\_ Phone \_\_\_\_\_ Extension \_\_\_\_\_

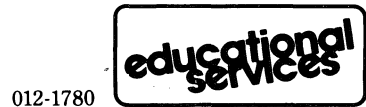
Mail Orders to:  
 Data General Corporation  
 Attn: Educational Services/TIPS F019  
 4400 Computer Drive  
 Westboro, MA 01580  
 Tel. (617) 366-8911 ext. 4032

\_\_\_\_\_  
**Buyer's Authorized Signature**  
 (agrees to terms & conditions on reverse side) Date \_\_\_\_\_

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 DGC Sales Representative (If Known) Badge # \_\_\_\_\_

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|  |
|--|
| 5-14 manuals of the same part number - 20%       |
| 15 or more manuals of the same part number - 30% |

**DISCOUNTS APPLY TO PRICES SHOWN IN THE CURRENT TIPS CATALOG ONLY.**





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Technical literature may be ordered through the Customer Education Service's Technical Information and Publications Service (TIPS).

1. Turn to the TIPS Order Form.
2. Fill in the requested information. If you need more space to list the items you are ordering, use an additional form. Transfer the subtotal from any additional sheet to the space marked "subtotal" on the form.
3. Do not forget to include your MAIL ORDER ONLY discount. (See discount schedules on the back of the TIPS Order Form.)
4. Total your order. (MINIMUM ORDER/CHARGE after discounts of \$50.00.)

If your order totals less than 100.00, enclose a certified check or money order for the total (include sales tax, or your tax exempt number, if applicable) plus \$5.00 for shipping and handling.

5. Please indicate on the Order Form if you have any special shipping requirements. Unless specified, orders are normally shipped U.P.S.
6. Read carefully the terms and conditions of the TIPS program on the reverse side of the Order Form.
7. Sign on the line provided on the form and enclose with payment. Mail to:

TIPS  
Educational Services – M.S. F019  
Data General Corporation  
4400 Computer Drive  
Westboro, MA 01580

8. We'll take care of the rest!





# ISD User Documentation Remarks Form

Your Name \_\_\_\_\_ Your Title \_\_\_\_\_  
 Company \_\_\_\_\_  
 Street \_\_\_\_\_  
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We wrote this book for you, and we made certain assumptions about who you are and how you would use it. Your comments will help us correct our assumptions and improve the manual. Please take a few minutes to respond.

Thank you.

Manual Title Using CEO™ Word Processing — Independent Manual No. 093-000220-04

Who are you?  EDP Manager  Analyst/Programmer  Other \_\_\_\_\_  
 Senior Systems Analyst  Operator \_\_\_\_\_

What programming language(s) do you use? \_\_\_\_\_

How do you use this manual? (List in order: 1 = Primary Use) \_\_\_\_\_

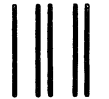
Introduction to the product  Tutorial Text  Other \_\_\_\_\_  
 Reference  Operating Guide \_\_\_\_\_

| About the manual:                            |  | Yes                      | Somewhat                 | No                       |
|--|--|--------------------------|--------------------------|--------------------------|
| Is it easy to read?                          |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is it easy to understand?                    |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the topics logically organized?          |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the technical information accurate?       |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Can you easily find what you want?           |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Does it tell you everything you need to know |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Do the illustrations help you?               |  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

If you have any comments on the software itself, please contact Data General Systems Engineering. If you wish to order manuals, use the enclosed TIPS Order Form (USA only).

Remarks:

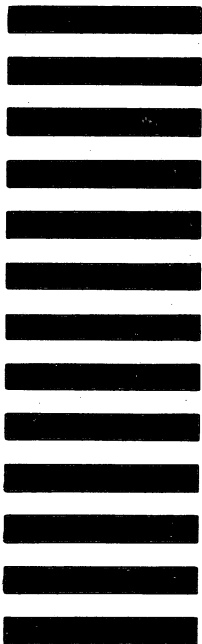
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