

Using CEO™ Word Processing

093-000285-00

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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Using CEO™ Word Processing
093-000285-00

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Preface

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

We assume that you've never used a word processor or a computer before. This manual will teach you how to use the CEO Word Processing System to produce and review any type of written material. Once you've learned to use the CEO 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. It is also a companion to the *Managing Your CEO™ System* manual (093-000286). Read that manual if you are responsible for managing the CEO System.

In addition to the manual, you'll need the CEO Word Processing System templates. To order additional 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) (093-000176).

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

Chapter 1 gives a brief overview of the CEO Word Processing System.

Chapter 2 describes the different pieces of the CEO Word Processing System: the DASHER D400/450 display terminal and the different printers. It explains how to use the keyboard and what you see on the terminal screen.

Chapter 3 contains a sample editing session using the CEO Word Processing System.

Chapter 4 describes the different editing features the CEO Word Processing System offers.

Chapter 5 describes viewing documents.

Chapter 6 explains how to prepare text for printing.

Chapter 7 describes CEO Spelling.

Chapter 8 summarizes the information in this manual. The pages of this chapter have color-keyed edges for easy 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 lists system considerations.

Appendix C is aimed at more experienced users who want to define their own commands or change their user profiles. This appendix also contains access information.

Appendix D is also aimed at more experienced users who want to know about list processing for merging.

How to Use This Manual

If you're a first-time user of the CEO Word Processing System, read

1. Chapter 1 for an overview of the product.
2. Chapter 2 to learn how to use the DASHER D400/450 display terminal and to familiarize yourself with the keyboard.
3. Chapter 3 to get you started. This chapter will lead you through a sample session of the CEO Word Processor and introduce some of the basic editing features.
4. Chapter 4 to learn more about editing documents.
5. Chapter 5 to learn about viewing documents.
6. 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 7.

Once you've started using the CEO Word Processing System on a regular basis, you'll want to read more of Chapter 4 to learn about the more sophisticated editing features.

In addition, you'll want to read

Chapter 8 for quick reference of the editing features.

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

Note, also, that figures showing terminal screens give you an *approximation* of what you'll see while using the CEO Word Processing System. There may be slight differences between the picture in the manual and the terminal display.

Reader, Please Note:

Throughout this manual we use

THIS TYPEFACE TO SHOW YOUR ENTRY.

THIS TYPE FACE FOR MESSAGES FROM THE CEO SYSTEM.

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 tabs stops if you wish. Corrections, updates, and extensive changes are easy. Repetitive typing is unnecessary. Information you need frequently 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 get certain words in a darker ink. You don't even have to juggle a piece of paper in the typewriter in order to get superscripts or subscripts. A word processor does the juggling for you.

What Is the CEO™ Word Processor?

CEO Word Processing is just one part of the CEO™ (Comprehensive Electronic Office) system. While this manual discusses only the word processing aspects of the CEO system, we can't separate it entirely from the other tools. You can use it in conjunction with CEO Electronic Mail, CEO Electronic Filing, CEO Spelling, CEO Administrative Support, and CEO Decision Support.

The CEO system design is analogous to the traditional office environment, where creation of a document is not the final goal. There are a variety of ways you handle documents in a traditional office; some of them are also handled by the CEO system. For example, you can use the CEO Word Processor to create documents that you'll mail or file later. And, by using the INTERRUPT facility, you can easily perform another job while working with the CEO Word Processor.

The Parts of the CEO Word Processor

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

Whatever you type is saved as a document. A document can be a memo, a letter, or a report. You can use the CEO 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 CEO Word Processor, you sit at a video display terminal, which has an alphanumeric keyboard and a screen. You enter information by typing on the keyboard. Most of what you type is text for a document. You see the text on the screen as you type it.

You use additional special keys to give instructions to the CEO Word Processor. These *function keys* are located above and to the right of the keys you use to type text. The CEO Word Processor responds to your instructions by displaying either 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*. You pick and choose the activities you want the CEO Word Processor to perform from the menu.

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

There are several different menus you'll encounter as you use the CEO system, as you'll see in Chapter 2. However, many of them offer the same choices so that no matter which one you're looking at, you can perform a variety of activities. This makes it faster and easier for you to move from one job to another.

In a busy office, you often have to interrupt one task to perform another. That's why the CEO system has an *INTERRUPT* facility. It allows you to temporarily stop editing a document, for example, to take a phone message. The CEO system holds your place so that when the interruption is over, you can resume your work at exactly the place you were when you stopped.

Special Editing Features

The CEO Word Processor lets you type text as you would on a typewriter. However, it also lets you 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 been typed. You can rearrange text, add text, and erase text.

CEO Word Processing'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 CEO 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 margins that let you change the margin settings, tab stops, and vertical spacing numerous times within the same document.
- text realignment, which means when you *do* change the margins and tab stops, the CEO Word Processor realigns the text to match them.
- form letter capabilities. CEO Word Processing'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 that won't appear in the printed 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 Word Processor, you can indicate special things 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 on at the top of every page or just certain pages
- footer text at the bottom of every page or just certain pages
- justified right margins
- page numbering
- hyphenation

Part of your printing instructions also include which printer you want to use. The CEO 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 rough drafts.

The letter-quality printer produces a more finished-looking document. A document printed on a letter-quality printer looks as if it were typed on a typewriter; only you know the truth. It's also possible to change the typeface and to use letterhead paper on the letter-quality printer.

The special CEO Word Processing printing features are available on both types of printers, except that only the letter-quality printer produces documents with super- and subscript characters and double underlining.

The CEO 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 CEO 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 CEO Word Processor handles both these functions when it prints a document, without specific instructions from you.

On-Line HELP

CEO Word Processing has a HELP facility that's always available. If you need information about any aspect of the CEO Word Processor, press the function key labeled HELP. The HELP facility provides detailed information about what you're doing. If you're not sure which key to press, or how to answer a question, press the HELP function key. Then the CEO Word Processor displays the information you need to continue your work.

Viewing Documents

CEO Word Processing also has a viewing facility. This lets you see a document on the terminal 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 Word Processing offers: setting and using placemarks, referring to index entries, or checking for misspellings.

CEO Spelling

An optional feature of the CEO 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 CEO system, be sure to read Chapter 7 for details about using it.

Customizing the CEO Word Processor

The CEO Word Processor provides different ways you can tailor the system to suit your needs. You can define your own commands or adjust your office profile to optimize your daily work.

Wide Document Support

If you're using CEO 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 Word Processing a valuable tool for anyone who communicates with the written word. Throughout this manual we will give you more details about CEO Word Processing's features and explain how you can use them.

End of Chapter

Chapter 2

The Parts of the Word Processor

Working with the CEO Word Processor, you use a computer terminal and one or more printers. In this chapter we will describe the printers, explain how to use the keyboard, and explain what you see on the terminal screen.

The computer terminal has two parts: the screen and the keyboard, as shown in Figure 2-1. 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, use the printers to produce a crisp original on paper, and to make as many copies as needed.

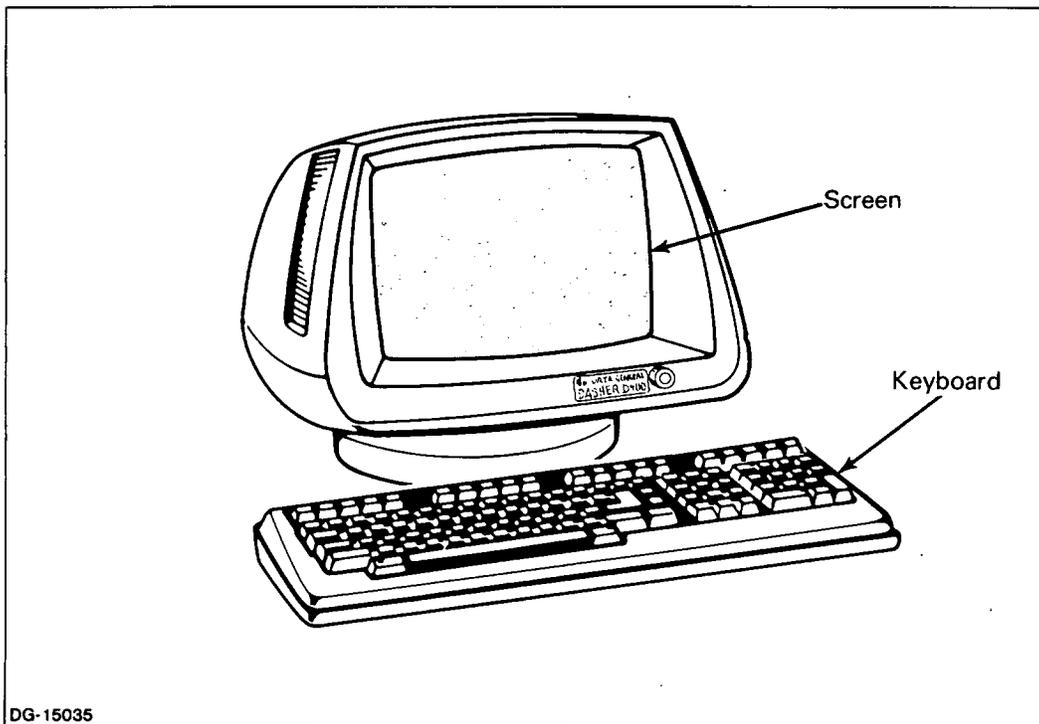


Figure 2-1. Computer Terminal

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 CEO 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. As the name indicates, you'll probably use it for rough drafts.

The letter-quality printer produces documents that look like those typed on a typewriter. It's possible to change the typeface and use letter-head paper on the letter-quality printer.

Your office may have one or more of each of these printers. In Chapter 6, we'll explain how to use each one.

The Terminal Screen

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

The screen holds 80 to 135 characters across, and 24 lines of text down. 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, 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 CEO 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 CEO 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 whether or not you've received new messages, and whether or not the post office has rejected a message you sent. When the CEO system displays menus on the screen, the status line also shows the date, time, and the name of the document you last worked with. While you're working with the CEO Word Processor, you'll see information related to the document you're working on instead of the date and time.

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.

When working with the CEO 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 the CEO Word Processor information.

The first line, as always, is the status line. While working with the CEO 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 CEO 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. For example, when you press the DELETE function key, you'll be in delete mode. You'll stay in delete mode until you finish deleting.

There are two different types of modes: *editing* and *text attribute*.

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 CEO 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. When necessary, the CEO Word Processor temporarily overwrites this line to display messages.

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 CEO 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.

As you're editing, the CEO Word Processor *scrolls* text on and off the terminal screen when needed. When you fill 22 lines with text, the CEO 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 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.

The CEO 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 reverse the display (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 made a specific instruction to the CEO 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

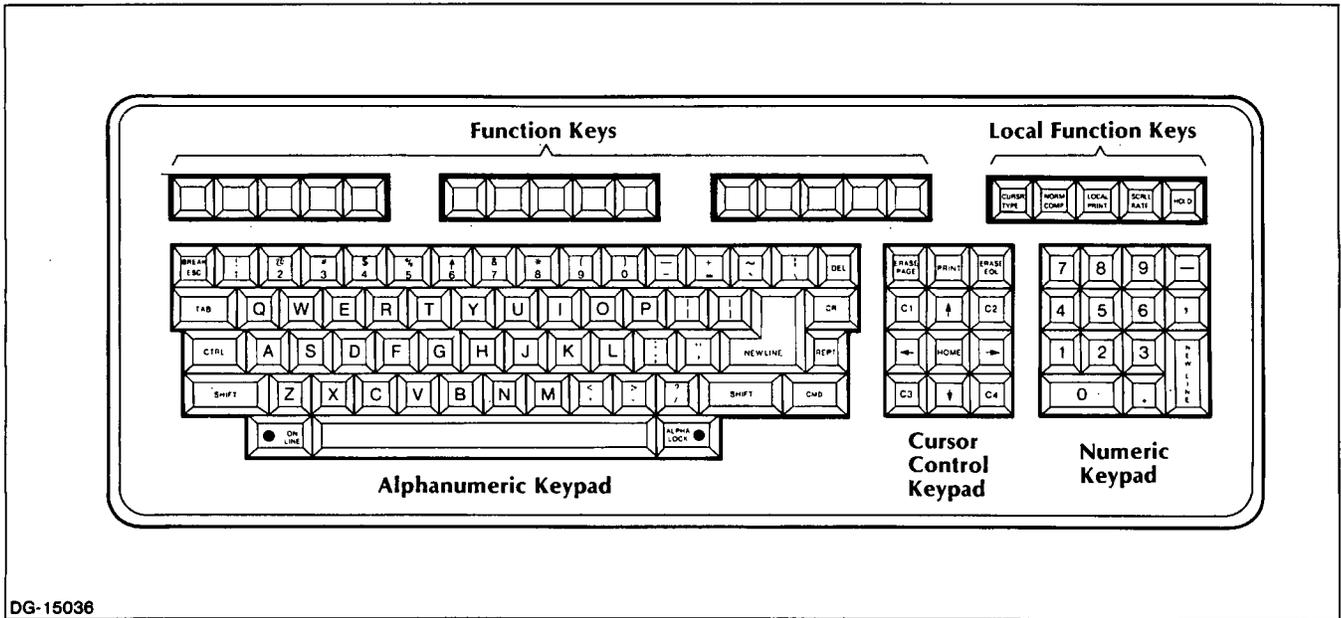
How You Control What You See on the Terminal Screen

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

For any of these actions, you must use one or more keys on the keyboard.

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 set of keys is the *alphanumeric keypad*. It has letters and numbers, just as a typewriter keyboard does. 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 *function keys*. You perform most common CEO Word Processor actions by pressing function keys; press the appropriate function key when you want the CEO Word Processor to perform the action.

A *template* fits over the row of function keys, and labels the 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 SHIFT	F6	F7	F8	F9	F10	CTRL SHIFT	F11	F12	F13	F14	F15
		MERGE	END PAGE	VIEW/EDIT	CTRL	REPLACE	MOVE	COPY	INSERT BLOCK	GLOBAL REPLACE	CTRL	BLOCK PROTECT	PLACEMENT			
HELP	INDEX	FORMAT RULER	BEGIN/END LINE	GO TO	SHIFT	FIND	TEXT ATTRIBUTE	CENTER	DELETE WORD	SPELL	SHIFT	BACK FIELD	INCLUDE	DISCR. HYPHEN		
EXECUTE	COMMAND	PREVIOUS SCREEN	NEXT SCREEN	INTERRUPT		INSERT	INSERT SPACE	DELETE CHARACTER	DELETE	INDENT		CANCEL/ EXIT	READ	SAVE		
					CEO™ System											

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Figure 2-4. The CEO Word Processor Template

Each template has four rows of boxes. The first three rows of boxes 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 CEO Word Processor to perform the action labeled on the bottom row, press that key. If you want the CEO 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 CEO 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 reserved for *user-definable* functions. *You* can create a command and assign it to any function key. If you want the CEO 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.

Table 2-2. Function Keys

Key	What It Does
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BACK FIELD</div>	See Table 2-4.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BEGIN/END LINE</div>	See Table 2-4.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">BLOCK 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/ 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 CEO system that you are about to give it an instruction; e.g., EXIT, UPDATE, and BRIGHTNESS.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">FIND</div> </div>	Repetitively locates a specific text sequence.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">REPLACE</div> </div>	Repetitively finds and substitutes a text sequence.
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">FORMAT 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; align-items: center;"> <div style="border: 1px solid black; padding: 2px; width: fit-content;">COMMAND</div> <div style="border: 1px solid black; padding: 2px; width: fit-content;">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; width: fit-content; margin: 5px auto;">DELETE CHARACTER</div>	Erases the character at the cursor position.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">DELETE WORD</div>	Erases the word at the cursor position.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">DISCR. HYPHEN</div>	Indicates where you want to hyphenate a word.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">END PAGE</div>	Puts a page break into a document. Also delimits header and footer text.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">EXECUTE</div>	Directs the CEO system 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; width: fit-content; margin: 5px auto;">FIND</div>	Locates a specific sequence of text.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">FORMAT RULER</div>	Changes the current margin settings by replacing, inserting, or creating a format ruler.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">GLOBAL 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; width: fit-content; margin: 5px auto;">GO TO</div>	See Table 2-4.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">HELP</div>	Displays on-line assistance.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px auto;">INCLUDE</div>	Prints another document as part of the one you are currently editing.

(continued)

Table 2-2. Function Keys

Key	What It Does
<p style="text-align: center;">INDENT</p>	Sets up a temporary left-hand margin.
<p style="text-align: center;">INDEX</p>	Creates an index entry, or, when used with the GO TO function key, displays the index on the terminal screen.
<p style="text-align: center;">INSERT</p>	Allows you to add text to a document.
<p style="text-align: center;">INSERT BLOCK</p>	Inserts the currently defined block at the current cursor position.
<p style="text-align: center;">INSERT SPACE</p>	Puts one blank space at the cursor position.
<p style="text-align: center;">INTERRUPT</p>	Displays the Interrupt Menu and saves all responses and/or text entered prior to pressing the INTERRUPT function key.
<p style="text-align: center;">MERGE</p>	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.
<p style="text-align: center;">MOVE</p>	Defines a block of text to be moved to another location.
<p style="text-align: center;">NEXT SCREEN</p>	See Table 2-4.
<p style="text-align: center;">PLACEMARK</p>	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																					
PREVIOUS SCREEN	See Table 2-4.																					
READ	Makes another document a permanent part of your current document.																					
READ FORMAT RULER	Displays format rulers, either from the current document or any that have been saved.																					
REPLACE	Finds and substitutes a sequence of text.																					
SAVE	Saves a portion of one document as another document.																					
SPELL	Gives you spelling assistance.																					
TEXT ATTRIBUTE	<p>Changes special printing characteristics when used in conjunction with another key:</p> <table border="0"> <thead> <tr> <th data-bbox="615 1184 740 1209">Special Text</th> <th data-bbox="922 1184 997 1209">Symbol</th> <th data-bbox="1118 1184 1159 1209">Key</th> </tr> </thead> <tbody> <tr> <td data-bbox="615 1226 708 1251">Boldface</td> <td data-bbox="948 1226 964 1251">+</td> <td data-bbox="1118 1226 1159 1251">Plus</td> </tr> <tr> <td data-bbox="615 1255 716 1281">Underline</td> <td data-bbox="948 1255 964 1281">-</td> <td data-bbox="1118 1255 1235 1281">Underscore</td> </tr> <tr> <td data-bbox="615 1285 797 1310">Double Underline</td> <td data-bbox="948 1285 964 1310">=</td> <td data-bbox="1118 1285 1235 1310">Equal Sign</td> </tr> <tr> <td data-bbox="615 1314 732 1339">Superscript</td> <td data-bbox="948 1314 964 1339">^</td> <td data-bbox="1118 1314 1211 1339">Uparrow</td> </tr> <tr> <td data-bbox="615 1344 716 1369">Subscript</td> <td data-bbox="948 1344 964 1369">v</td> <td data-bbox="1118 1344 1235 1369">Downarrow</td> </tr> <tr> <td data-bbox="615 1373 708 1398">Usernote</td> <td data-bbox="948 1373 964 1398">!</td> <td data-bbox="1118 1373 1308 1398">Exclamation mark</td> </tr> </tbody> </table>	Special Text	Symbol	Key	Boldface	+	Plus	Underline	-	Underscore	Double Underline	=	Equal Sign	Superscript	^	Uparrow	Subscript	v	Downarrow	Usernote	!	Exclamation mark
Special Text	Symbol	Key																				
Boldface	+	Plus																				
Underline	-	Underscore																				
Double Underline	=	Equal Sign																				
Superscript	^	Uparrow																				
Subscript	v	Downarrow																				
Usernote	!	Exclamation mark																				
VIEW/EDIT	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 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 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 PRINT</div>	Not applicable.
<div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;">SCROLL 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. For instance, there is a shift key on the alphanumeric keypad, as there is on a typewriter keyboard. However, this shift key does not lock as the one on a typewriter does. If you want to type all uppercase letters, use the key marked ALPHA LOCK. 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 CEO Word Processor, you do not have to *return the carriage* as you would with a typewriter. The CEO 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 CEO 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 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.

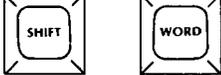
The space bar erases the character located at the cursor position. When you press the space bar, the character located at the cursor will be replaced with a space and the cursor will move one character to the right. To erase characters to the left of the cursor, press the key marked DEL on the alphanumeric 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.

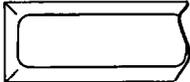
Table 2-4. Keys that Move Cursor.

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.	<p>Moves the cursor to the beginning of first line displayed on the screen.</p> <p>Pressed again, it moves the cursor the end of the last line on the terminal screen.</p>
	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 CEO 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 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 down continuously. To stop the scrolling, press any key.	
 	Starts scrolling text up 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 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 CEO Word Processor, you'll also learn how to use the computer terminal.

End of Chapter

Chapter 3

Sample Session

You use the CEO 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 system
- 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; turn this button left or right to adjust the light and dark contrast on the screen.

Pull out the button. In a few seconds your screen will look like either of the partial screens shown in Figure 3-1.

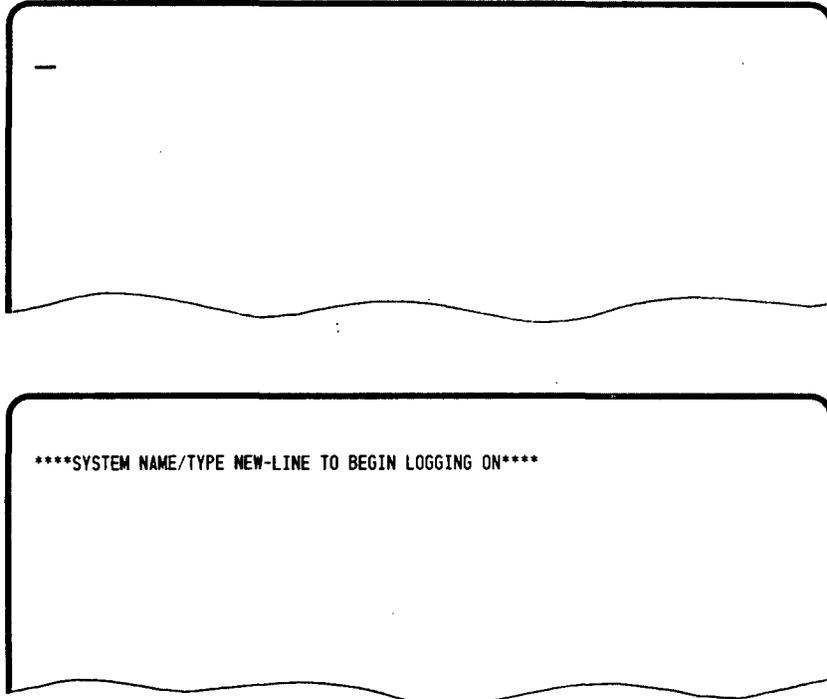


Figure 3-1. Turning on Your Terminal

If the light on the ON LINE key is not on, 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.

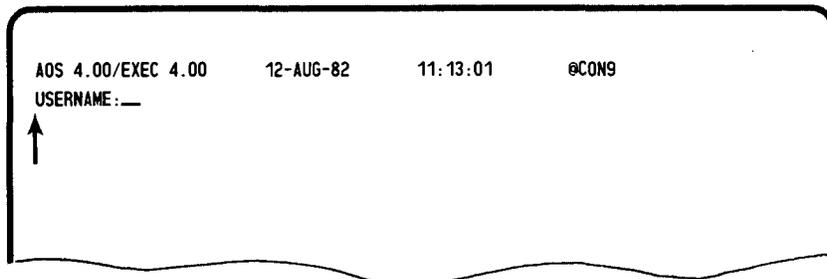


Figure 3-2. Typing Your Username

Your CEO manager assigns every person who uses the computer a *username* and *password*. Your CEO manager also tells the computer to recognize you as an authorized user when it receives 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.

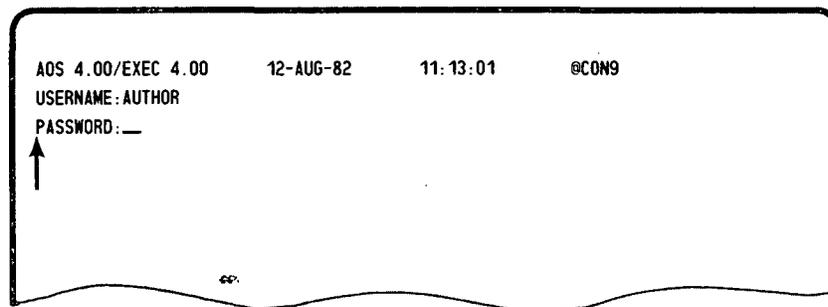


Figure 3-3. Typing Your Password

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 in 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 displays 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 system Main Menu, depending on how your system is set up. Your CEO manager can tell you which way your system works.

If you see the parenthesis, you have to *log on*, or start, the CEO system. If your system is set up so that when you log on you are in the CEO system, you can skip the next section.

Starting the CEO System

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

Pressing the **NEW LINE** key indicates that you've typed the complete instruction.

If you realize you've made a typing 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 Main Menu

The first thing you see in the CEO 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.)

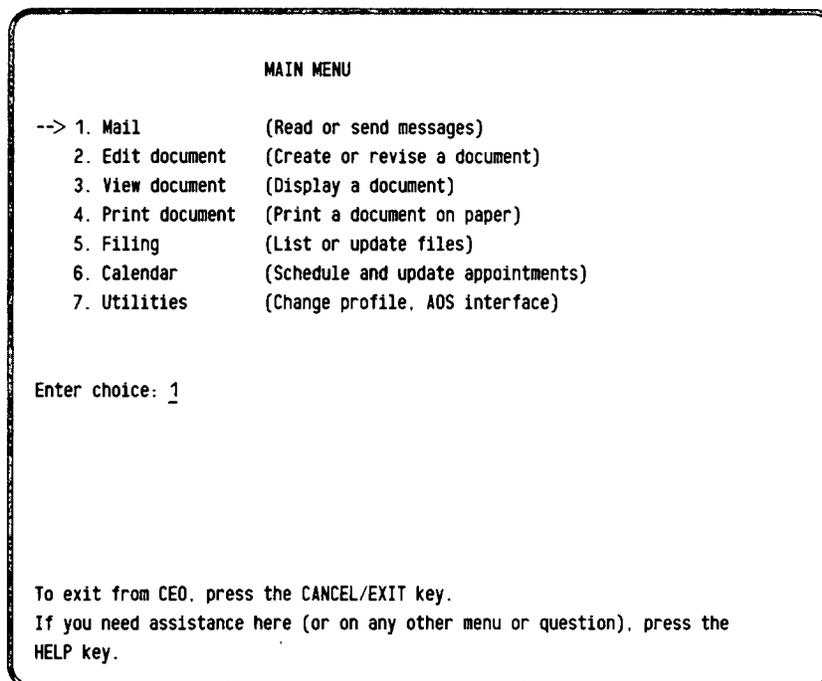


Figure 3-4. The Main Menu

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

You can choose several different options from this menu; we'll only discuss the ones you'll need to use the CEO Word Processor.

Edit document	Make this choice when you want to create or revise a document.
View document	Make this choice when you want to display a document (discussed in Chapter 5).
Print document	Make this choice when you want to print a document on paper (discussed in Chapter 6).
Utilities	Make this choice when you want to perform additional printing tasks (discussed in Chapter 6), check spelling (discussed in Chapter 7), change your profile or convert documents (discussed in Appendix C).

Although you can choose to edit documents from other menus, in this chapter we'll discuss it as a choice from the Main Menu.

On choice menus, a number always appears after the words

Enter choice:

and an arrow points to the corresponding choice.

When you first see the Main Menu, the number will be 1, and the arrow will be pointing to the Mail choice.

You want the second choice on the menu, Edit document. You can either type the number 2 after *Enter choice:*, or move the arrow until it points to the Edit document choice on the menu.

Press the downarrow key once and the arrow will move down the choice list one line. When the arrow points to the second choice on the menu, the CEO system will display a 2 after *Enter choice:*

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.

The CEO system then prompts for a drawer name and a folder name. The CEO system automatically displays the names of the last drawer and folder you used. If this is the first time you've used the CEO system, the names will be First Drawer and First Folder. The CEO system automatically creates this first drawer and folder for you. You can press the INDEX function key to see which other drawers, if any, exist. If you want to define your own drawers and folders, talk to your CEO manager or use on-line HELP for more information; this is an Electronic Filing function.

To use the drawer and folder whose names the CEO system displays, simply press the NEW LINE key. Then you must type a document name.

Each time you choose to create a new document, you must name it. Name it anything you want; however, give it a name that will mean something to you. Document names can be up to 25 characters long. You may use any combination of letters and numbers, plus the following characters:

! \$ % & ' () , - . / ? _ ' ;

You can also use spaces in a document name.

You can not use the following characters in a document name:

" # * + : < = > @ [] ^ { | } • \

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 system will display

Do you wish to create the document?

Type a Y (for yes).

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

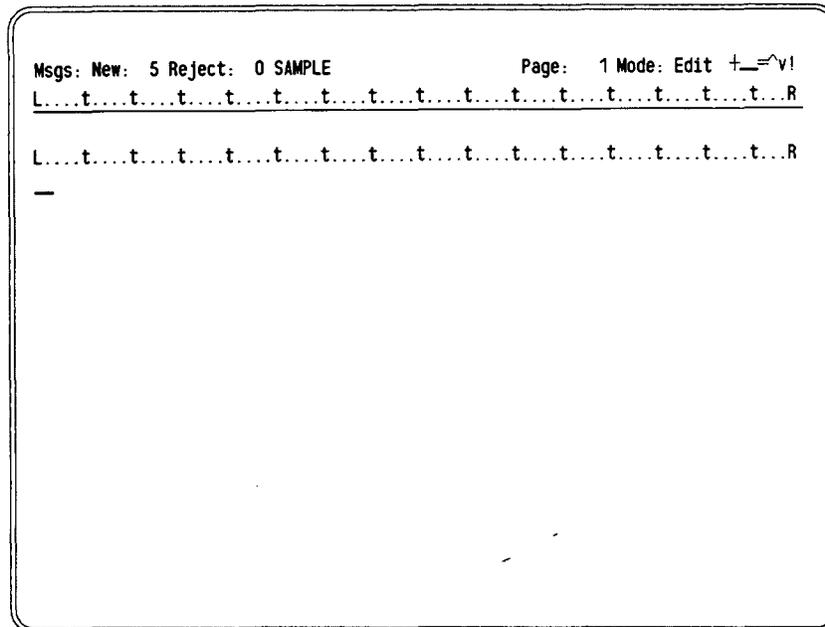


Figure 3-5. The Editing Screen

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 CEO 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 go into 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, change the text attributes, and print text while in Edit mode.

To type text, just type. Don't worry about the right margin. As we've said before, the CEO 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. We'll explain more about this after you type the text.

Figure 3-6 shows the document you want 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 correct in 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 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 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 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 Word Processing

CEO 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.

DG-15044

Figure 3-6. A Sample Document

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 insure that that line is left blank.

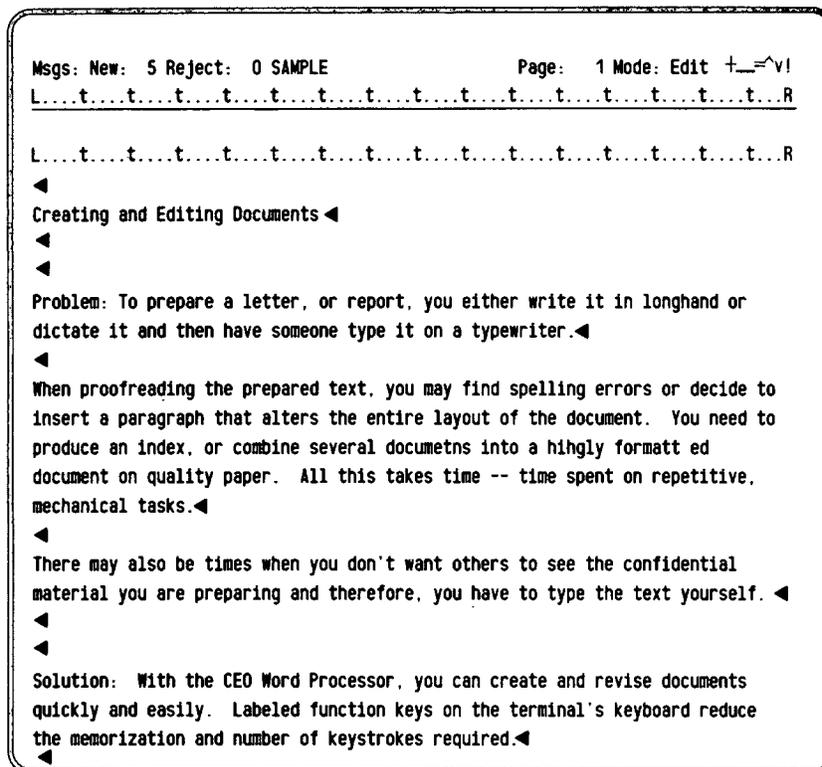


Figure 3-7. Part of the Sample Document on the Terminal Screen

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. All three 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.

```
Msgs: New: 5 Reject: 0 SAMPLE Page: 1 Mode: Edit +_=#^v|
L...t...t...t...t...t...t...t...t...t...t...t...t...t...t...t...R
◀
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 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 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.◀
◀
◀
```

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 indicates that the TAB key was pressed before typing the first word. Whenever you press the TAB key, the CEO 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 press 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 last character on the line. Press the BEGIN/END LINE function key again, and the cursor moves back to the first 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 many keys which move the cursor around the screen. In addition to the ones we just tried, you can use the WORD, SHIFT-WORD, rightarrow, leftarrow, 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 8.

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 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.

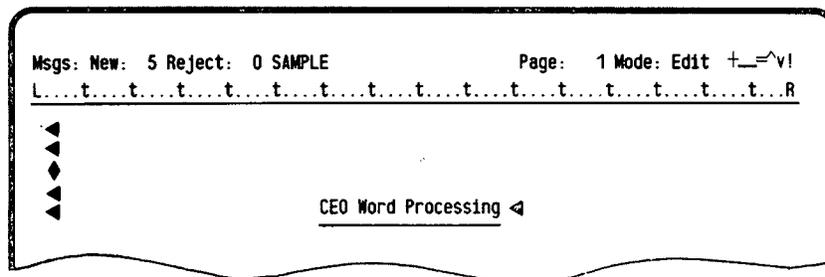


Figure 3-9. End of the Document

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 CEO Word Processor displays the question

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 CEO Word Processor asks which text attribute, press the _ key.

The CEO Word Processor displays the question

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

You press the EXECUTE function key to confirm the underlining action and to turn it off.

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

The CEO Word Processor will center 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. That tells the CEO Word Processor to print this document on paper, according to the specifications in your user profile (see Chapter 6 for details).

Now you can end the editing session. Press the CANCEL/EXIT function key. The CEO Word Processor will display the following question at the top of your screen:

Do you wish to exit from this document? (Y/N)

Type Y.

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

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

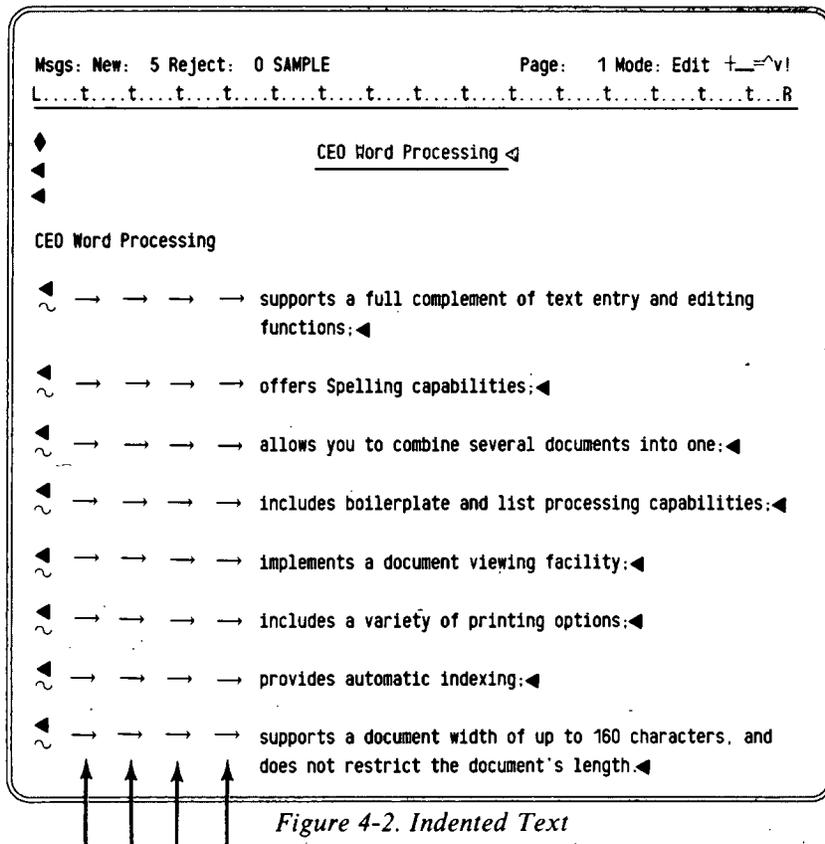
Do you wish to exit from CEO? (Y/N)

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 system and the CEO 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



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 CEO Word Processor inserts an indent symbol. The INDENT function key lets you set up a *temporary left margin*. If the text you're typing is longer than the line, and the CEO Word Processor must word wrap it, it will wrap the text to the temporary left margin. It will continue to honor this temporary left margin until you insert a mandatory end of line. When you insert a mandatory end of line, the CEO Word Processor will honor 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, the TAB key does not set up a temporary left margin. So, when the text did not fit on the line, the CEO Word Processor wrapped it to the original left margin.

Inserting Text

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

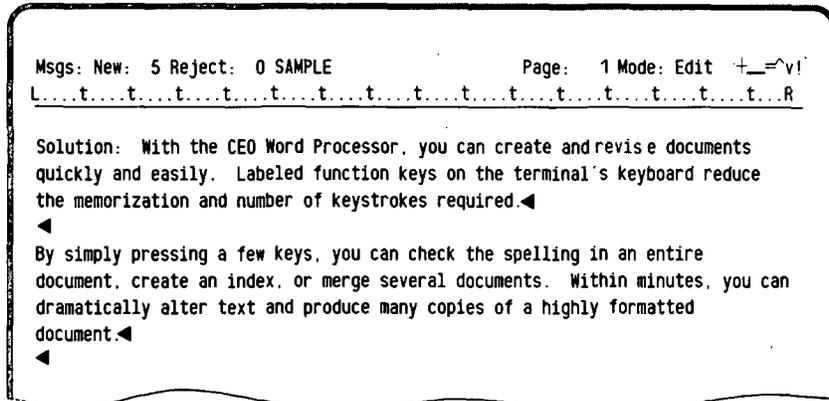


Figure 4-4. Finding and Changing Text

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”; press the DELETE CHARACTER function key again to erase the “e”.

Press the FIND function key again. The letters “revis” will already be displayed after *Find what?* Press either the EXECUTE function key or the NEW LINE key.

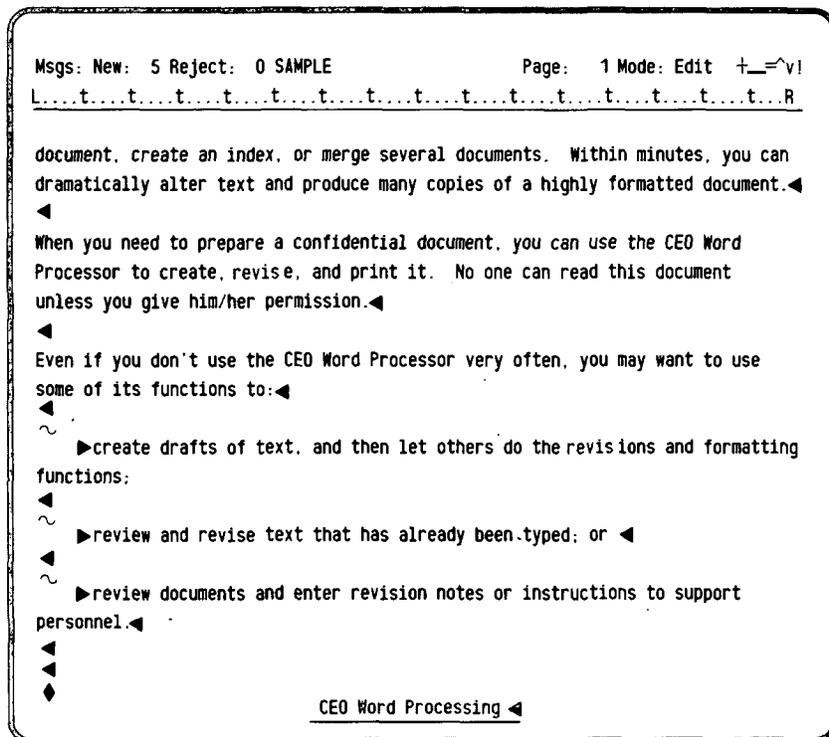


Figure 4-5. Finding Text

The cursor moves to the next occurrence of the letters “revis”, as shown in Figure 4-5. Let’s not change this one. Press the FIND function key again. The letters “revis” are still displayed after *Find what?* Press either the EXECUTE function key or the NEW LINE key. The cursor moves to the word “revisions”, also shown in Figure 4-5. Type the word editing and use the DELETE CHARACTER function key to erase any extra letters.

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.

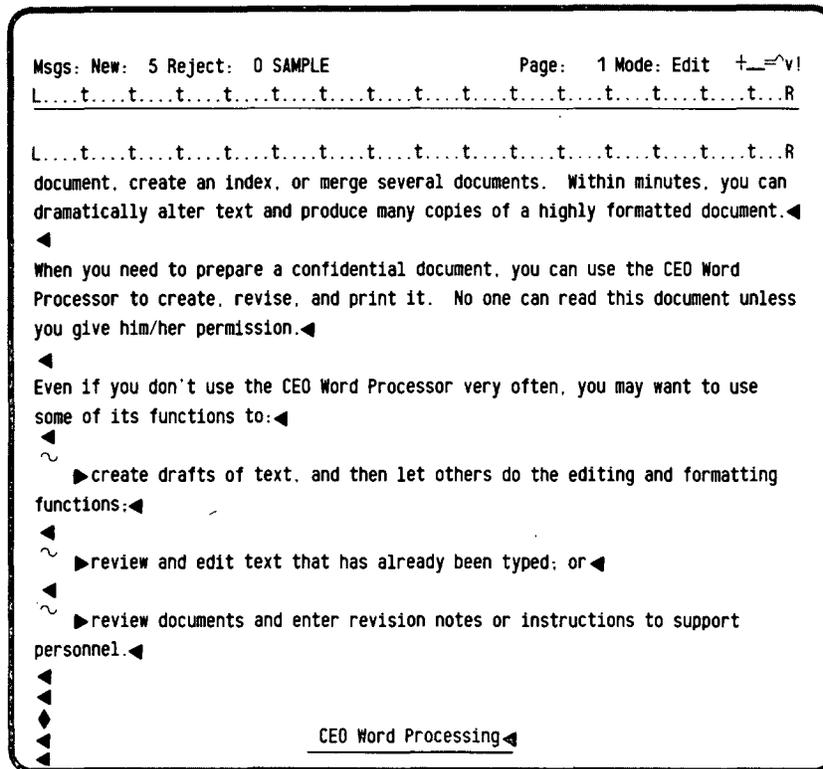


Figure 4-6. Found and Changed Text

Changing the Brightness

When you used the FIND function key to locate an occurrence of the a specific word, the word appeared in opposite intensity to the rest of the words on the screen; most of the text was bright while the found word was displayed 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 CEO 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 CEO 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.

Minor Editing Changes

This sample document contains several typing errors. Some words are misspelled, some letters are missing, some letters are reversed. Let's correct these errors.

Move the cursor to the beginning of the document by pressing the GO TO function key and then the uparrow key. As you can see in Figure 4-7, there are three mistakes in one line.

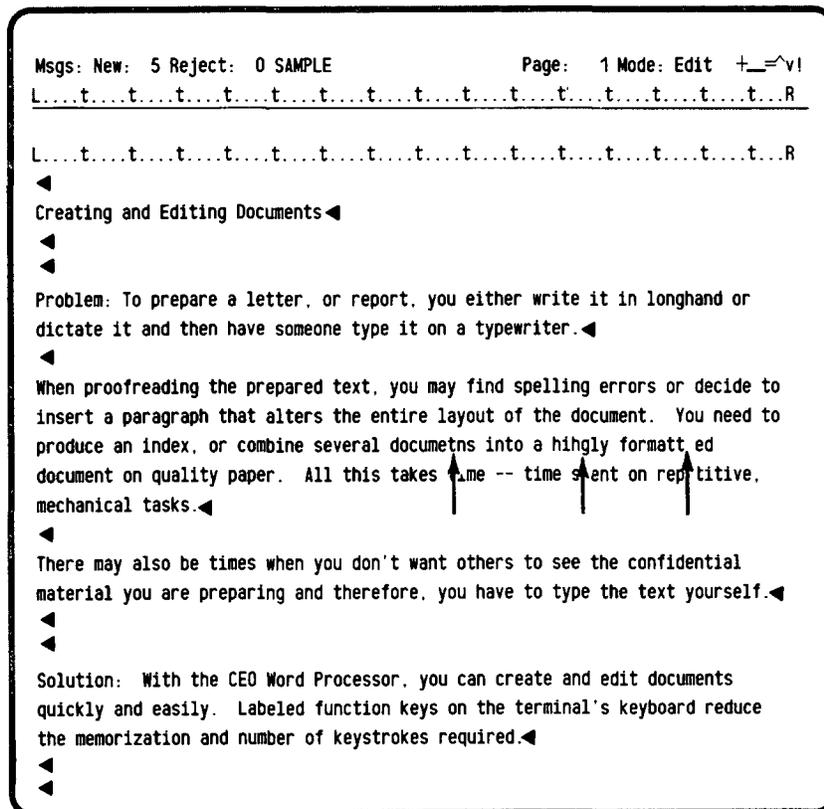


Figure 4-7. Unedited Text

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 CEO Word Processor wrapped words up to fill in the spaces the corrections left.

```

Msgs: New: 5 Reject: 0 SAMPLE          Page: 1 Mode: Edit  +_>=^v!
L...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...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 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 Word Processor, you can create and edit documents
quickly and easily. Labeled function keys on the terminal's keyboard reduce
the memorization and number of keystrokes required.◀
◀
◀

```

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 “adminsitratve” to “administrative”. Change “revisint” to “revising”. The lines should now look like the ones in Figure 4-10.

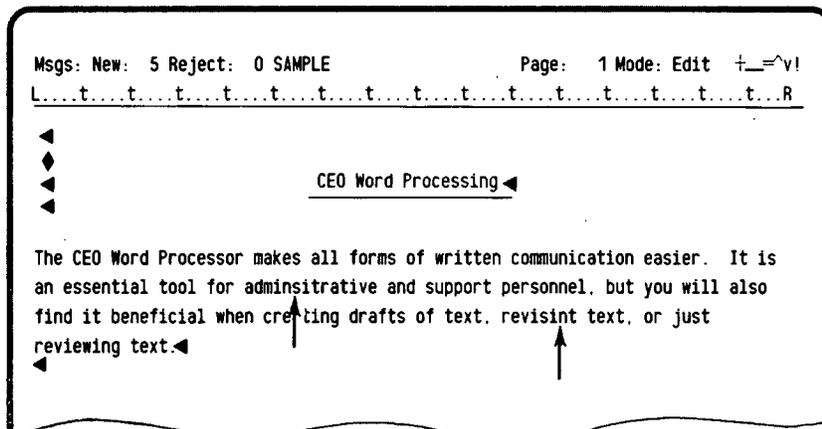


Figure 4-9. Correcting Typing Mistakes

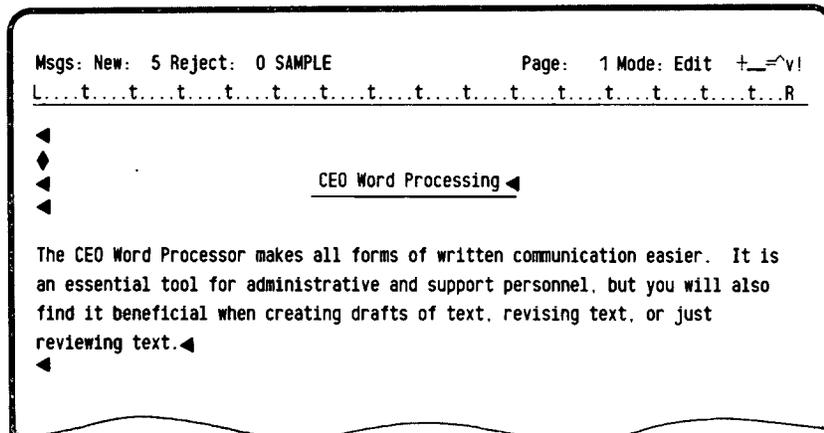


Figure 4-10. Text with Corrections

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 function key. Or, you can continue as we discuss more editing functions.

Moving and Copying Blocks of Text

After looking at the text in SAMPLE, you decide the last section, under the heading “CEO 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 on the status line 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 which the CEO Word Processor removes from your document and saves.

You can continue editing or typing. At anytime, you can tell the CEO Word Processor that you're ready to reinsert that block of text; do this by pressing the **INSERT BLOCK** function key. But, 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 CEO 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 CEO 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 CEO 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 CEO Word Processor displays a mini menu on which you type the names of the drawer, folder, and document into which you want to save this block of text. Although you must type the names of an existing drawer and folder, the document must not exist. When you've typed the names, press the **EXECUTE** function key. Since the last block you defined was with the **COPY** function key, the CEO Word Processor copies that block into this new document.

Any block, created with either the **MOVE** or the **COPY** function key, remains stored until you create another one.

Erasing Text

You now have that one sentence copied at the end of your document. You don't need it to appear twice, so let's 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 CEO Word Processor erases one character each time you press the DEL key. The DEL key only erases characters on the current line. The CEO 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 the other end of the text sequence you want to erase and press the DELETE function key again. The CEO 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 CEO 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. If the cursor is located on a space, the next word is erased.

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 CEO Word Processor will wrap text up from the next line to fill in the resulting gap.

Placemarks

The exercises we've been doing have involved moving around the document quite a bit. Mostly we'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 CEO Word Processor will display a mini menu. All previously-set placemarks for this document (if any) will appear on the 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 CEO 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 placemarks the same paragraph as the first one.

When you choose to delete a placemark, the CEO Word Processor asks for the name of the one you want to delete. Type the placemark name 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 CEO Word Processor redisplay the mini menu; you can choose to add or delete a placemark. 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 CEO Word Processor asks *Go where?*, type the placemark name. Then press either the EXECUTE function key or the NEW LINE key. The CEO 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 CEO 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 CEO 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 CEO Word Processor will insert the text string, with index symbols before and after, at the beginning of the paragraph. The CEO Word Processor also adds an entry to the index to correspond with this reference. If the index already contains this entry, the CEO Word Processor adds this new reference.

You can have several references to the same index entry. For example, the index may include an entry for "Mr. Smith." "Mr. Smith" is mentioned in three different paragraphs in the document. Therefore, there are three references for the one entry.

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 CEO Word Processor automatically deletes that index reference, too. (But, it doesn't delete an index entry until all its references have been deleted.)

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 where?* type an index reference and press either the EXECUTE function key or the NEW LINE key. The CEO Word Processor searches the index for that entry. If it finds it, the CEO 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 CEO Word Processor will display a message telling you so. Press the EXECUTE function key to see the next reference. When you're finishing 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 CEO 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, don't use a number less than 1000 for an index reference. The CEO Word Processor looks at all numbers less than 1000 as page numbers and will not recognize them as either placemarks or index reference names.

If you type an index entry that the CEO Word Processor can't find, it will display the index entry that appears alphabetically just before the one you typed. It will also display those index entries before and after that one, if they exist.

To see the entire index, press the GO TO function key and then the INDEX function key. The CEO 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.

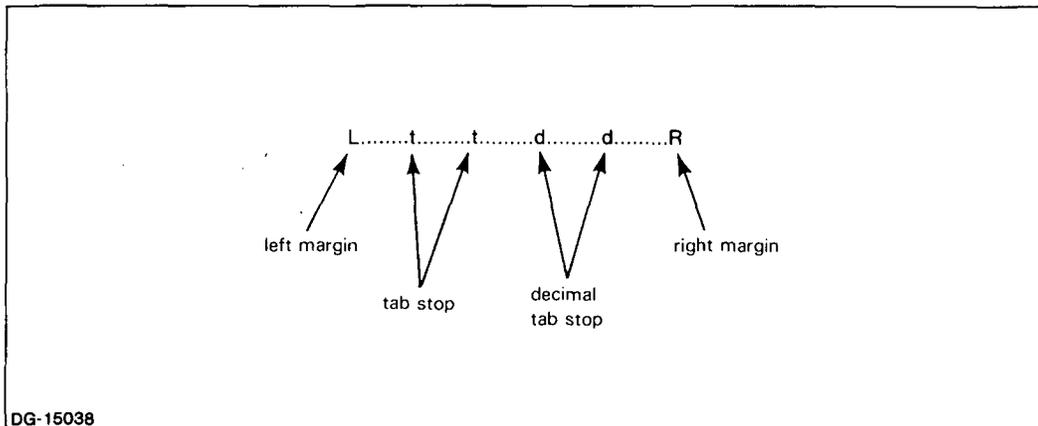
Format Rulers

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

When you change the margin settings, by inserting, deleting, or replacing a format ruler, the CEO 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 one, 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 CEO Word Processor automatically uses a format ruler supplied with the system. You may change this standard ruler in your user 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.



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Figure 4-11. A Format Ruler

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

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

You can also save, delete, and display rulers.

Reusing a Ruler

To reuse a ruler from the same document, press the **FORMAT RULER** function key. The CEO Word Processor will display the following message:

Press COPY to use an existing ruler, or EXECUTE to edit the ruler

Press the **COPY** function key. The CEO 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.

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 CEO 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 CEO 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 CEO Word Processor will insert a mandatory end of line at the end of the previous line. The CEO Word Processor then inserts the ruler on the line following the mandatory end of line.

Creating a New Ruler

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

Press COPY to use an existing ruler, or EXECUTE to edit the 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 CEO Word Processor automatically removes the old one.

When you type an **R** for a new right margin, the CEO Word Processor automatically removes the old one.

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

You'll see

Vertical spacing:

The CEO 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
- or
- 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 CEO 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 CEO Word Processor pushes the text on the screen down one line to create an insert window. The CEO 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.

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 CEO Word Processor displays *Read what?*, press the **FORMAT RULER** function key and type the name of the 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 only contain 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 new document name in which you want to save this ruler.

Deleting Rulers

If you want to remove a format ruler from your document, move the cursor to that line. When the cursor is at the beginning of the format ruler, press the **DELETE** function key. Move the cursor to the end of the format ruler and press the **DELETE** function key again.

You can 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 CEO Word Processor will highlight the entire ruler as part of the block of text.

Displaying rulers

You may 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 CEO Word Processor displays the following message:

Display rulers from this document? (Y/N)

Type Y and you'll see the rulers in the current document displayed in a list; the currently active ruler will be highlighted. When you're through, press the CANCEL/EXIT function key.

If you type N, the CEO Word Processor asks for the name of the other document which holds the saved ruler you want to see. The CEO 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: use the READ function key, use the INCLUDE function key, and use the MERGE function key.

Using the READ Function Key

Use the READ function key when you want the CEO 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 this other document to appear and press the READ function key. The CEO Word Processor displays a mini menu on which you type the name of the drawer, folder and document you want to duplicate. Type the names and press the EXECUTE function key.

The CEO Word Processor will insert the other document at the current cursor position and 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 CEO Word Processor displays *Read what?*, press the FORMAT RULER function key and type the name of the document containing the ruler you want to use. The CEO Word Processor will take the first ruler in the named 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 CEO 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, you're working on a document called MEMO1. The distribution list for this memo is a document called DIST_LIST. 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. So use the INCLUDE function key.

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

The special symbols will look like this:

▲ DIST_LIST ▲

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

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

You can not include a document that contains 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 CEO 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. Let's say 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.

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

SD-02545

Figure 4-12. Basic Form Letter

Notice the blanks. Are they large enough? 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?

With the CEO Word Processor, you can 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.

For example, the following information could be used to fill in the blanks in the form letter shown in Figure 4-14.

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 CEO Word Processor to merge the primary document with the secondary document, we'll end up with the letters shown in Figure 4-13.

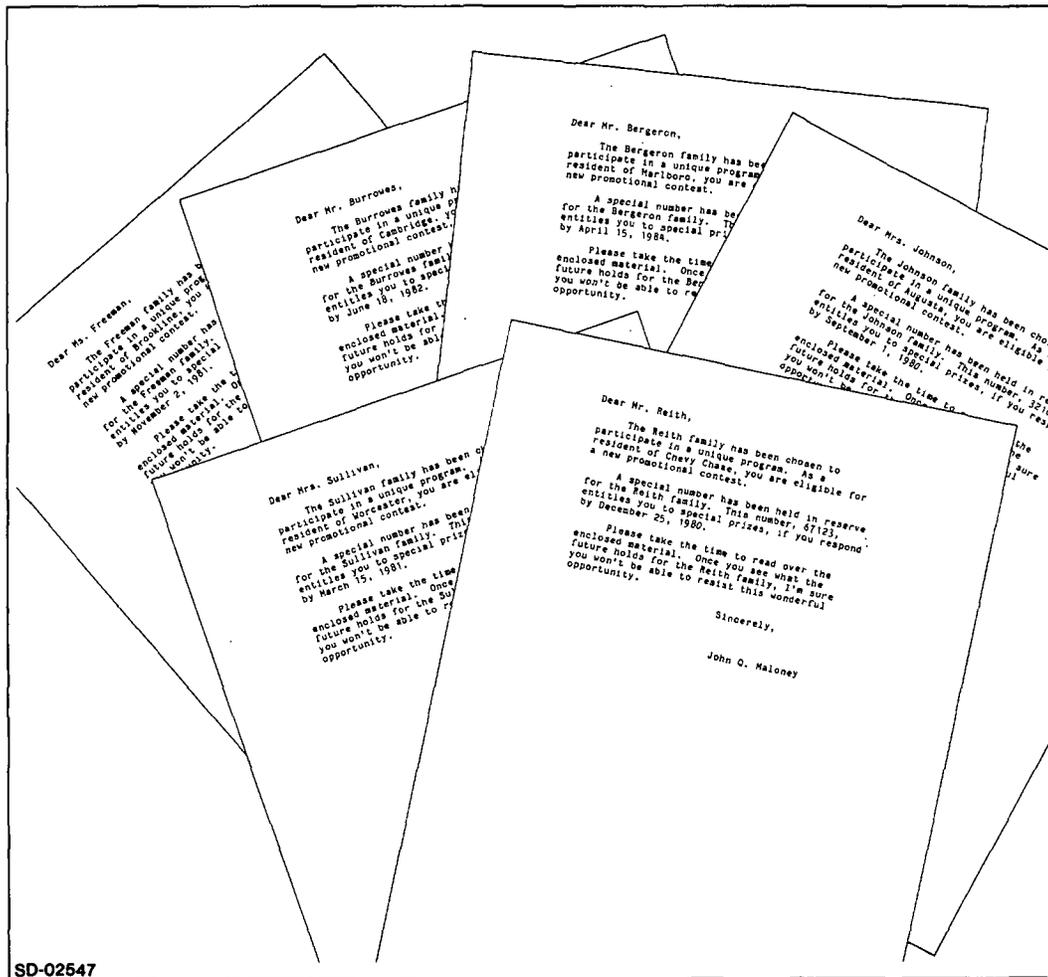


Figure 4-13. Personalized Form Letters

These special symbols are known as *merge symbols*. Merge symbols mark off merge *fields*. The symbols tell the CEO 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 CEO 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 CEO Word Processor will display

Which merge field? (Enter a number between 1 and 99)

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 CEO 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 insures 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: 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 the 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 CEO 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 CEO 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 CEO 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 CEO Word Processor displays the blank editing screen, press the MERGE function key. Again, the CEO Word Processor will display

Which merge field? (Enter a number between 1 and 99.)

Enter a number for the merge field 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 CEO 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 CEO Word Processor will move the end merge symbol after the period, closing up the field. The CEO Word Processor will also put you in back in Edit mode.

The succeeding merge fields can be typed on the same line or on different lines. It doesn't matter. The CEO 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 CEO 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 CEO Word Processor that it's time to print a new letter. The CEO 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 CEO Word Processor to merge it with the secondary document.

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

The CEO 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 CEO 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. Let's say you'll 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 CEO 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. X 01 X ,

Or like this:

Dear X 01 X

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

X 01Smith X

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:

X 01Mr. Smith: X

X 01John Smith, X

X 01Mr. John E. Smith, Esq., X

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 CEO 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 CEO 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 symbol, 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 CEO 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.

To Summarize Merging

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 CEO 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 CEO 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 CEO 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 CEO 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 CEO 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 NEW LINE, unless you want a mandatory end of line as part of your merge field. After you press the EXECUTE function key, the CEO 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 CEO 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 DIST_LIST, not MEMO1.

Ending the Editing Session

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

What command?

Type EXIT.

The CEO Word Processor displays a mini menu called Exit Options.

On this menu you can change the preset closing instructions. These closing instructions tell the CEO Word Processor what you want it to do with the document you just edited.

The CEO Word Processor creates a backup copy of a document when you edit it, unless you instruct it not to.

If you have used the PLACEMARK function key to create placemarks in your document, you can tell the CEO 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 CEO 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 CEO Word Processor to ignore your editing changes when you exit from the session. When the CEO 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. If it's an editing session on an old document, the backup copy that the CEO Word Processor automatically creates will remain as it was before you started this session.

For example, let's say the only thing you did in an editing session was to define a block of text and copy it to another document. If you tell the CEO Word Processor to ignore your editing session, you'll still have the new document created with the copied block of text, and the backup version of the original document will not change.

The last question on the Exit Options mini menu is

Execute? (Y/N)

Type Y or press the EXECUTE function key if you've completed your closing instructions. If you want to change any of your answers, type N and you have a chance to redo the instructions.

When you've given an affirmative answer to the Execute question, the CEO system redisplay the Main menu. Your editing session is over.

Summary

This chapter described most of the editing functions available with the CEO Word Processing. All editing functions are explained in detail in Chapter 8.

End of Chapter

Chapter 5

Viewing Documents

Viewing a document can be useful if you want to get an idea of how it will look when printed.

The CEO 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 (e.g., justified right margins). View mode can't display headers or footers that may be printed with the document. Nor can 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 CEO Main Menu.
- press the VIEW/EDIT function key while editing a document.

Both methods immediately cause the CEO Word Processor to display the document in View mode.

What You See in View Mode

As we stated earlier, 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 be single underlined, but the CEO Word Processor will not display the start and end symbols.

The CEO 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 CEO 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. Note, again: 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 Appendix C).

If you have previously inserted discretionary hyphens into your document, the CEO 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 CEO Word Processor will not display a hyphen.

If you have page breaks in your document, in View mode you'll see a solid line all 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
CMD PRINT	INTERRUPT
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 related keys to move the cursor)
SHIFT ↑	BEGIN/END LINE
ERASE PAGE	PLACEMARK
NEW LINE	VIEW/EDIT
	CANCEL/EXIT

Use these keys the way you would in Edit mode. For details of their actions, see Chapter 4 or Chapter 8.

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

How to Exit View Mode

After viewing a document, you have three choices:

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

To return to the CEO 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

Preparing Text for Printing

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 CEO Word Processor other instructions which also affect the way the document is printed.

These additional instructions deal with the layout — the arrangement of the text on paper. You give these instructions by filling in a menu and thus you create a layout. Just as you rearrange the layout of a room, you can rearrange the layout of text on paper by altering these instructions.

Print Layouts

There are three types of layouts:

- layouts that are preset (they come with the CEO system)
- layouts you define for a specific document
- general layouts you define that are not associated with a specific document

A preset layout comes with the CEO system. This layout is included in your personal profile. The first time you print a document, the CEO Word Processor follows the instructions in the preset layout.

If you choose to create a new layout for a document, then the CEO Word Processor will use those instructions each time it prints that particular document. Until you change the instructions included in the layout, the CEO Word Processor follows those that currently exist — whether you set them or they came with the CEO system.

You can also create a layout that is not associated with a specific document. You make decisions about the way you want *any* document printed on paper and save those instructions as a layout with a name. When you're ready to print a document, you give the CEO Word Processor the name of the layout.

Layout Instructions

Regardless of the type of layout you use, most of the instructions within the layout determine how the document fits on a piece of paper. So, let's start with the paper.

Standard paper is 8-1/2 inches 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 *footers*)? Do you want page numbers?

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

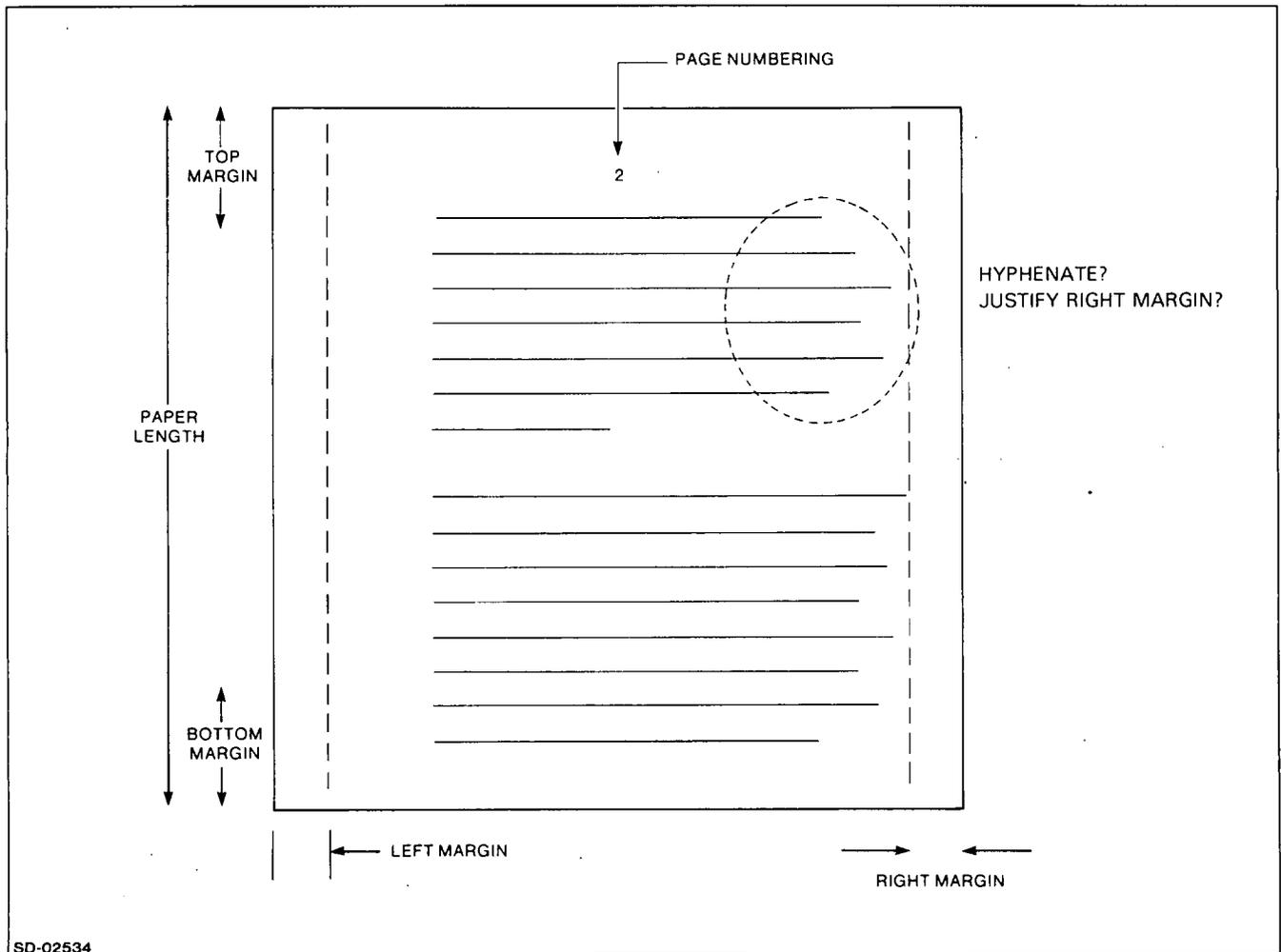


Figure 6-1. Designing a Page

Types of Instructions

In the following sections we explain the specific instructions you give that make up a layout. You give some of the instructions regardless of whether you are using the Specify Print Layout menu or the Define Print Layout menu. These instructions include

- printers
- copies
- which pages
- page breaks
- hyphenation
- justifying right margins
- headers
- footers
- user notes
- index
- merging

Printers

The CEO Word Processor supports two different types of printers: a draft printer and a letter-quality printer. Depending on your situation 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 the letter-quality printer can print superscript and subscript characters. You can also use letterhead paper on the letter-quality printer.

If you have more than one of each printer in your office, talk to your CEO manager about how to make the proper choice.

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 CEO manager can tell you what character pitch you should be using.

- Depending on your personal profile (see Appendix C), you may be asked to indicate a printer form. This affects printer operation on both types of printers. Talk to your CEO manager about this.

Copies

You can print more than one copy of a document.

Which Pages

You don't always have to print the entire document. You can tell the CEO Word Processor which pages you do want printed.

Hyphenation

Whether or not you used the DISCR. HYPHEN function key while editing your document, you have a chance to determine the hyphenation of words when the document is printed.

Since the CEO Word Processor reformats text when it prints a document, by hyphenating words you'll optimize the spacing on each line. This is especially useful if you want justified right margins.

When you choose to hyphenate, the CEO Word Processor asks for the *width of hyphenation zone*. You must type a number between 2 and 9, indicating the largest word size that won't be considered for hyphenation. For example, choose 5 for the hyphenation zone and the CEO Word Processor will wrap any word with five letters or less that won't fit on a line. But if five or more letters of a longer word fit, you have the option to hyphenate that word. The smaller the number you indicate, the more words you'll have to consider for hyphenation.

When the document is actually printed, the CEO Word Processor displays each word that falls in the hyphenation zone; you'll see the line that contains the word, plus the line above and below it. When you see the word that's being considered for hyphenation, you have several choices of action:

- to hyphenate a word, use the right- and leftarrow keys to move the cursor to the position you want the hyphen to appear, type a hyphen (-), (or use the DISCR. HYPHEN function key) and then press the EXECUTE key.
- press the EXECUTE function key if you don't want to hyphenate the word; the CEO Word Processor will display the next word that doesn't fit in the hyphenation zone
- press the CANCEL/EXIT function key if you don't want to see any more words and no more words will be hyphenated

Justifying Right Margins

This manual has a ragged right-hand margin. Most of what you see on the terminal screen has a ragged right-hand margin. However, should you request it, the CEO Word Processor can justify your right-hand margin by spacing out the words on each line so that each line ends at the same place.

Headers

You can type and edit header text as part of your printing instructions. If you choose to create headers the CEO 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 CEO 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.

If you want page numbers on your printed document, you must create either headers or footers. Then you can tell the CEO 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 CEO Word Processor finds `##pg`, it will substitute the proper page number. And, if you use `##pg`, you can tell the CEO Word Processor what number to begin with.

For example, you could type header text that looks like this:

The Story of My Life
Chapter 5 Page 5-##pg

If you tell the CEO Word Processor you want the first page to be page 1, it prints the following header text on page 1:

The Story of My Life
Chapter 5 Page 5-1

But, if Chapter 5 starts on page 49, you would instruct the CEO Word Processor to use 49 for the first page, and you'd see the following heading:

The Story of My Life
Chapter 5 Page 5-49

You can create headers for all pages of a document, just the even numbered pages, or just the odd number 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.

Footers

You can type and edit footer text as part of your printing instructions. If you choose to create footers the CEO 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 CEO 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 the printed document, you can tell the CEO Word Processor to use the page number as part of the footer. Type `##pg` as part of the footer text. Whenever the CEO Word Processor finds `##pg`, it will substitute the proper page number. And, if you use `##pg`, you can tell the CEO Word Processor what number to begin with.

For example, you could type footer text that looks like this:

Company Confidential Page ##pg

If you tell the CEO Word Processor you want the first page to be page 1, it prints the following footer on page 1:

Company Confidential Page 1

But, if the document you're printing is part of a larger manuscript and your section really begins on page 106, instruct the CEO Word Processor to use 106 for the first page. You'd then see the following footer:

Company Confidential Page 106

You can create footers for all pages of a document, just the even numbered pages, or just the odd number pages. You can also indicate how many blank lines you want between the footer text and the bottom of the page, how many blank lines between the document text and the footer 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.

User Notes

When you typed the document, you may have included user notes. These notes weren't meant for the public eye; you typed them as notes to yourself and probably didn't intend them to be part of the printed document. However, if you decide you want the user notes printed, you can instruct the CEO Word Processor to do so as part of your layout.

Index

If you created an index when you created the document, you can also instruct the CEO Word Processor to print it. The printed version of the index will be in the same form it was when you saw it on the terminal screen during the editing session: the index entries will be 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, they are listed in a column underneath the entry. The index references in your document are not printed.

Merging Documents

As explained in Chapter 4, one way to combine several documents into one is to merge documents. Merging documents involves combining one document with blanks (called the *primary document*) with another document that holds the information to go in those blanks (called a *secondary document*). When you've created the two documents, you're ready to merge them.

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

When you merge a primary document with a secondary document, the CEO Word Processor prints as many copies of the primary document as there are sets of merge fields (explained in Chapter 4). For example, if you have 10 sets of merge fields in the secondary document, when you tell the CEO Word Processor to merge and print the primary document, it will print 10 copies of it. If you choose to hyphenate words in the primary document, each time the CEO Word Processor prints a copy, it will ask for your hyphenation decisions.

How to Create and Use a Specific Layout

If you choose “Print document” on the Main Menu, you’ll see the Print document menu. From this menu, choose “2. Print specifying layout” when you want to create and use a specific layout. The CEO Word Processor then displays the Specify Print Layout menu.

On this menu, the instructions that came with the CEO system are displayed. You can change them, and in the process, create a specific layout for the document you’re creating.

You complete this menu as you would any other fill-in menu. You accept the answers the CEO Word Processor provides by pressing the NEW LINE key, or you type your own answers.

In addition to the instructions described earlier in this chapter, the Specify Print Layout menu includes other questions you must answer.

Other Layout

If you want to use a general layout that you created previously, you tell this to the CEO Word Processor when you see the question

Use other Print Layout? (Y/N)

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 CEO Word Processor to print headers. For this time only you can tell the CEO Word Processor *not* to print the headers, but the header text will still exist in the predefined print layout.

Printer Ready Document

The CEO Word Processor saves a printer ready copy of each document you print. This copy of the document will be the same as it was the last time it was printed; if you’ve edited the document since then, those editing changes won’t be in the printer ready copy.

If you want to print a printer ready document, type Y when you see the following question:

Use Printer ready document? (Y/N)

The CEO Word Processor will then print the printer ready copy and you don't have to answer any more questions on the Specify Print Layout menu.

How to Define and Use a General Print Layout

You don't need to have a specific document ready to print in order to give printing instructions. You can create a general layout and save it by giving it a name.

When you choose "Print layouts" from the Other Printing Activities menu, the CEO Word Processor displays the Print Layouts menu. On this menu you'll see the names (if any exist) of the layouts that have already been created and saved. You can choose to create a new one, or to change an existing one. Either choice will result in your seeing the Define Print Layout menu.

On the Define Print Layout menu you give the instructions you want saved as a general layout.

The CEO Word Processor automatically provides the answers to some of the questions. If you want to include that answer as part of your instruction, simply press the NEW LINE key. If you wish to change the answer, type over it. Then press the NEW LINE key to move the cursor to the next question.

When you use the Define Print Layout menu to create a general layout, there are other instructions you must include, in addition to the ones explained earlier in this chapter.

These additional instructions include:

- the print layout name; type up to 25 characters, using the same rules you followed to name a document.
- a description; type up to 30 characters of descriptive information. For instance, if you're creating a layout for a particular type of memo, you might want to include that information in the description.

How to Use Preset Layouts

If you don't want to define or create layouts, printing a document is a one-step process.

Using the PRINT key

You can instruct the CEO Word Processor to print the document you're editing, while you're editing it. Any time during an editing session, press the PRINT key and as soon as that editing session is over, the CEO 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 CEO 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.

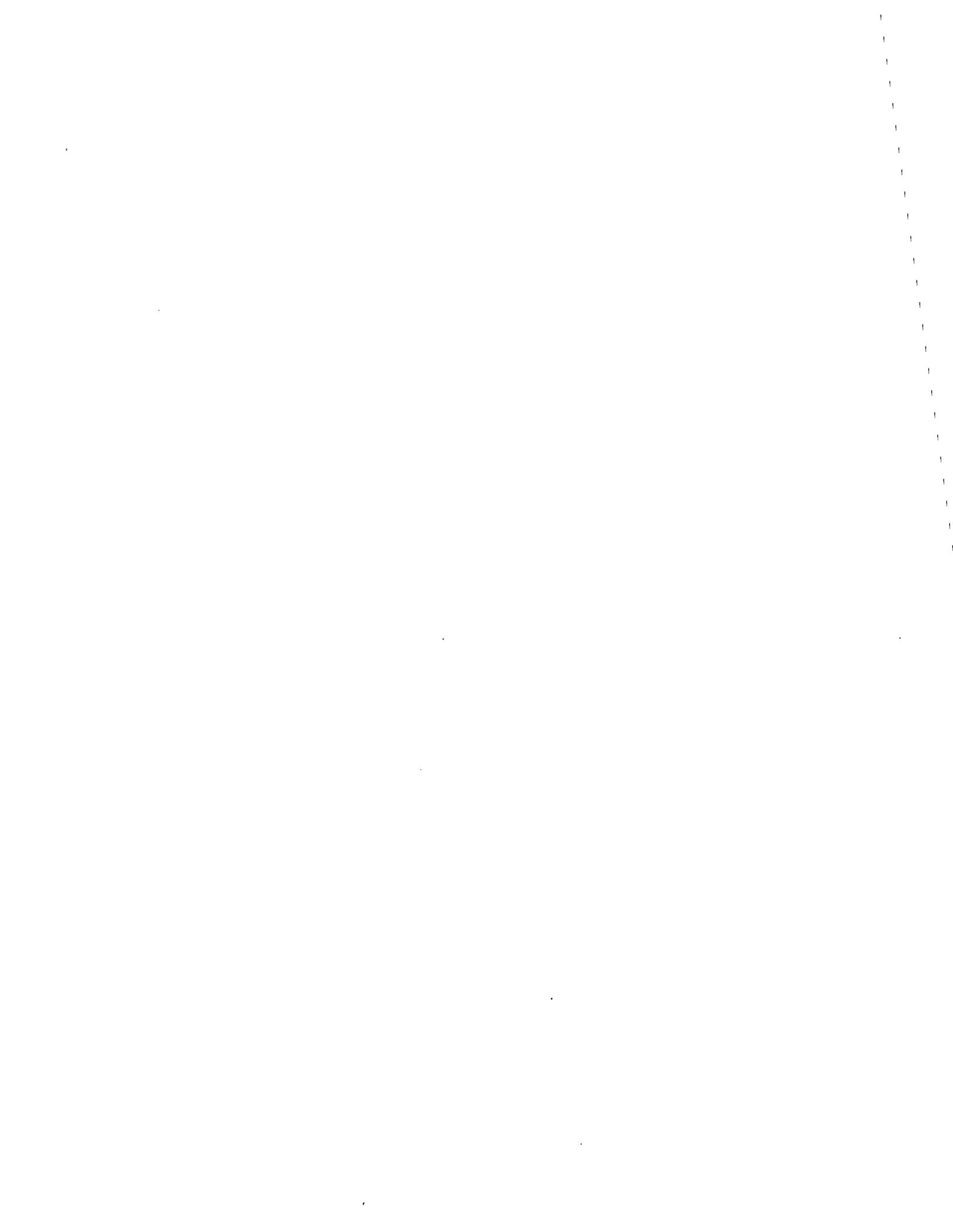
Press the CANCEL/EXIT key to cancel this instruction.

If the document has never been printed before, the CEO Word Processor follows the instructions included in the layout that came with the CEO 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 CEO Word Processor prints according to the layout used the last time.

Printing From the Main Menu

Printing a document is one of the choices on the CEO Main Menu. When you make this choice, the CEO system asks for the name of the document and the name of the drawer and folder in which it can find the document. Type the appropriate names and press the EXECUTE function key. The CEO Word Processor then displays a mini menu on which you indicate whether you want to use a predetermined print layout or set one yourself.

End of Chapter



Chapter 7

CEO Spelling

As part of the CEO 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

After comparing all the words on the screen with the words in the dictionary, CEO Spelling displays a message telling you how many misspelled words there are, if any.

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

If you are in Edit or Insert 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? (Y/N)

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 the Spell option from the Utilities menu, and you'll see a mini menu. On this mini menu, indicate the names of the drawer, 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 or more, CEO Spelling displays only the first 19 characters.

End of Chapter

Chapter 8

Reference Section

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

The subjects appear alphabetically.

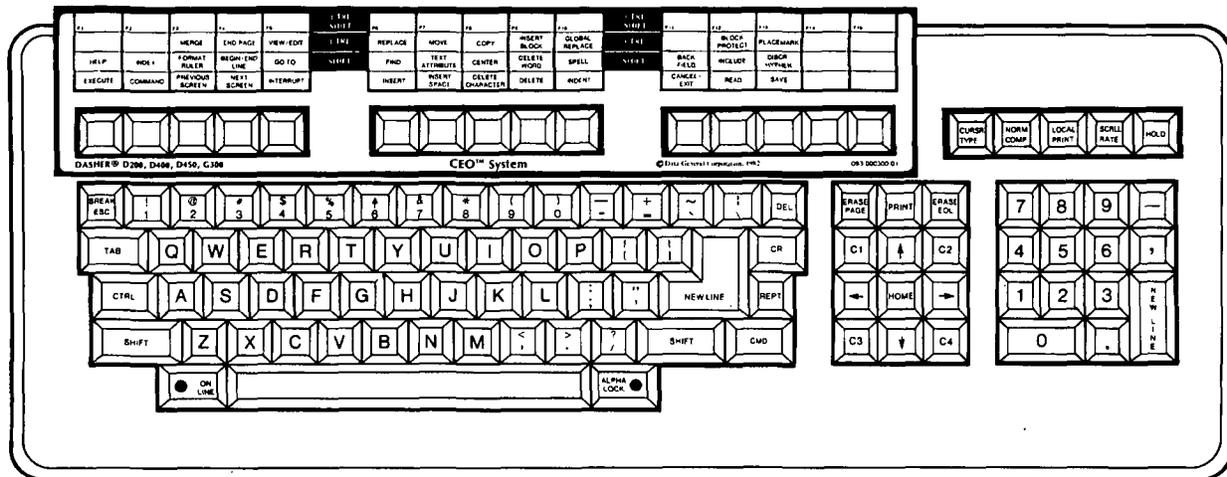
General Notes About The CEO Word Processing Instructions

You give instructions to the CEO 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 CEO 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 CEO 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 CEO Word Processor accepts commands typed in lowercase, or lower- and uppercase.

Figure 8-1 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 8-1. 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.

CEO 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 CEO Word Processor will ring a bell.

CEO Menu Use

Press the BACK FIELD function key to move the cursor back one entry position. For instance, 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.

Function Key

**BEGIN/END
LINE**

Why

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

CEO 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 CEO Word Processor will automatically scroll the text horizontally, if necessary, to move the cursor to either the beginning or the end of the line.

CEO 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 only.
Command on D2 terminal.*

Why

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

CEO 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 backwards 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 forwards 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 CEO Word Processor can not 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 CEO 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 CEO 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 CEO Word Processor will attempt to print the entire block on one page. If the block is larger than a page, the CEO 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.

CEO 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.

CEO Word Processor

Same as for the CEO Menu.

CEO 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 displayed on the terminal screen.

CEO Word Processor Use

Press the COMMAND function key. When the CEO 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.

CEO Menu Use

Same as for the CEO 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 CEO Word Processor.

CEO Word Processor Use

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

If an editing mode is turned on when you press the CANCEL/EXIT function key, the CEO 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 CEO 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 CEO Word Processor displays the following message:

Do you wish to exit from CEO Word Processing? (Y/N)

Type Y and the CEO Word Processor closes your document according to the instructions in your user profile. Then it displays the menu from which you entered the editing session.

CEO 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 CEO system will display the previous menu.

Press the CANCEL/EXIT function when the cursor is at the Main Menu. The CEO system will ask if you wish to exit. Type Y if you want to end your CEO session. Type N if you don't.

Function Key

CENTER

Why

Use the CENTER function key to instruct the CEO Word Processor to center text between the right and left margins.

CEO Word Processor Use

Press the CENTER function key to center an individual line of text. The CEO 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 CEO Word Processor will automatically insert a mandatory end of line if one does not precede the centered line.

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

When you press the CENTER function key, the CEO 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 CEO Word Processor will not center the text and will display a message telling you so.

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

CEO Menu Use

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

CLI

Command

Why

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

CEO Word Processor Use

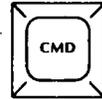
Press the COMMAND function key. Type CLI.

You must have special privileges to use the CLI command; talk to your CEO manager for more details.

CEO Menu Use

Same as for the CEO Word Processor.

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



Why

Use the CMD key to activate certain other keys.

CEO 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 CEO 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 CEO system.

CEO 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 CEO Word Processor that you are about to give it an instruction.

CEO Word Processor Use

Press the COMMAND function key. The CEO Word Processor will display the question *What command?* on the status line. Depending on your office profile, the CEO Word Processor might also display the Command menu.

Respond to the question by either typing the command you want the CEO Word Processor to perform and then pressing either the EXECUTE function key or the NEW LINE key, or press another key. The other keys you can press are

- 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 CEO 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 CEO Word Processor will ask for another command.

Certain commands come with the CEO Word Processor. You can define others. (See USER command in this chapter and Appendix B 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 to see the list of available commands.

CEO Menu Use

Same as for the CEO Word Processor.



Why

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

CEO Word Processor Use

Press the COMMAND function key. Press the FIND function key. The CEO Word Processor will display the question *Find what?* If the CEO 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 CEO 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 CEO 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 CEO 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 CEO Word Processor can not 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 CEO Word Processor will find both lower- and uppercase occurrences of the text sequence. If you type any uppercase characters in the text sequence, the CEO Word Processor will only locate exact matches. For example, if you type the word *matT*er the only words in the text that the CEO Word Processor will find will be exact matches with only the second T capitalized.

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

CEO 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.

CEO Word Processor Use

Press the COMMAND function key and then the FORMAT RULER function key. The CEO Word Processor displays the following question:

Display rulers from this document? (Y/N) Y

To display the rulers in the current document, type Y and press either the EXECUTE function key or the NEW LINE key. The CEO 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 CEO 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 CEO 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.

CEO Menu Use

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

Two Function Keys



Why

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

CEO Word Processor Use

Press the COMMAND function key. Press the REPLACE function key. The CEO 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 CEO 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 CEO 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 CEO 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 CEO Word Processor displays the *Replace with what?* question. The CEO Word Processor will not replace that occurrence and will locate the next one.

If the CEO Word Processor can not 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 CEO Word Processor will remove each occurrence of the text sequence you want to replace.

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

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

The CEO Word Processor will ignore discretionary hyphens so that it will find hap=pen as a match for happen. The CEO Word Processor will not find text sequences that contain any special editing symbols; you can not use them as part of the text sequence you ask the CEO 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.

CEO Menu Use

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

Two Function Keys

COMMAND

SPELL

Why

Use these two function keys (if you have CEO Spelling) to check the spelling of all the words you are currently looking at on the terminal screen.

CEO 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? (Y/N)

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.

CEO Menu Use

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

COPY

Function Key

Why

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

CEO 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 backwards 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 CEO Word Processor moves the cursor to the character position just before the next format ruler. As the CEO 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 CEO Word Processor can not 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 CEO 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 CEO Word Processor accepts the block definition without further confirmation.
- Press the CANCEL function key. The CEO 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 CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.



Local D400/D450 Function Key

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.

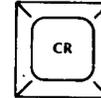
CEO Word Processor Use

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.

CEO Menu Use

Same as for the CEO Word Processor.

Key



Why

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

When using the CEO 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 CEO 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 CEO Word Processor wraps words, it wraps until it encounters a mandatory end of line.

CEO Word Processor Use

Press the CR key, regardless of where the cursor is located or what mode you're in. The CEO 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 CEO 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 CEO Word Processor moves the cursor to the beginning of the next line (at the beginning of the new paragraph).

CEO Menu Use

This key sounds a bell and has no effect.



Key

Why

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

CEO Word Processor Use

Press the DEL key. The CEO Word Processor erases the character to the left of the cursor. It then moves the cursor one character to the left.

CEO Menu Use

The DEL key acts as it does in the CEO Word Processor.

Why

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

CEO 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 backwards 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 CEO Word Processor moves the cursor to the character position just before the next format ruler. As the CEO Word Processor moves the cursor, it highlights the text.
- If you want to move the cursor forwards 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 CEO Word Processor can not 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 CEO 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 CEO Word Processor performs the deletion without further confirmation.
- Press the CANCEL function key. The CEO 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).

CEO 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 located at the current cursor position or any of the special symbols.

CEO Word Processor Use

Press the DELETE CHARACTER function key. The CEO 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 CEO Word Processor moves up the first word from the next line.

CEO Menu Use

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

Function Key

**DELETE
WORD**

Why

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

CEO Word Processor Use

Press the DELETE WORD function key. The CEO 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 CEO Word Processor considers any string of alphanumeric characters a word.)

CEO Menu Use

The DELETE WORD function key acts as it does in the CEO Word Processor.

**DISCR.
HYPHEN**

*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 CEO Word Processor will hyphenate that word rather than wrap it to the next line.

CEO 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 CEO 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 CEO 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.

CEO 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.

CEO Word Processor Use

Press the downarrow key. The CEO Word Processor moves the cursor to the next line, scrolling the text on the screen up one line if necessary. The CEO 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 the document, or on the last line of inserted text while in Insert mode, the CEO Word Processor inserts a mandatory end of line when you press the downarrow key.

CEO 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 of an object menu, the CEO system displays a message that the last line is on display and the key has no other effect.

On choice and fill-in menus, this key sounds the bell and has no other effect.

END PAGE

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.

CEO Word Processor Use

Press the END PAGE function key. The CEO Word Processor inserts a page break symbol at the current cursor position. If there is text following the cursor on the current line, the CEO 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.

CEO 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.

CEO Word Processor Use

Press the ERASE EOL key. The CEO 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 CEO 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 CEO 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 CEO Word Processor erases all the text up to the mandatory end of line; it does not erase the mandatory end of line.

CEO Menu Use

The ERASE EOL key acts as it does in the CEO Word Processor, except that the CEO 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.

CEO Word Processor Use

Press the ERASE PAGE key.

CEO Menu Use

Same as for the CEO Word Processor.

Function Key



Why

Use the EXECUTE function key to tell the CEO Word Processor that you've completed an instruction.

CEO 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 CEO Word Processor.

If you press the the EXECUTE function key when no task is waiting to be completed, the CEO Word Processor rings a bell.

If two tasks which require a confirmation are in progress at the same time when you press the EXECUTE function key, the CEO Word Processor will first complete the task started last.

CEO 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 CEO system to continue with the next action.

EXIT

Command

Why

Use the EXIT command to give the CEO Word Processor specific instructions about ending an editing session.

CEO Word Processor Use

Press the COMMAND function key. Type EXIT.

The CEO Word Processor displays a mini menu with the following questions:

Retain placemarks? (Y/N) Y

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? (Y/N) Y

Type N if the results of your editing are, for some reason, not useful.

Execute? (Y/N)

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.

CEO Menu Use

This command has no effect.

Why

Use the FIND function key to locate a specific sequence of text.

CEO Word Processor Use

Press the FIND function key. The CEO Word Processor displays the question *Find what?* Type the sequence of text you want the CEO Word Processor to locate and press either the EXECUTE function key or the NEW LINE key. The CEO 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 CEO Word Processor can not 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 CEO Word Processor displays the the last text sequence you asked to find after the "Find what?" question. You may edit this text sequence by using the right and left arrow keys, or you may type a new one.

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

The CEO Word Processor will ignore discretionary hyphens so that it will find *hap=pen* as a match for *happen*. The CEO Word Processor will not find text sequences that contain any special editing symbols; you can not use them as part of the text sequence you ask the CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.

Why

Use the FORMAT RULER function key to insert and replace format rulers.

CEO Word Processor Use

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

Press COPY to use an existing ruler, or EXECUTE to edit the ruler

Press the COPY function key. The CEO 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 CEO 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 CEO 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 CEO Word Processor will insert a mandatory end of line at the end of the previous line. The CEO 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 CEO Word Processor will display the following message:

Press COPY to use an existing ruler, or EXECUTE to edit the 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 CEO Word Processor automatically removes the old one.

When you type an R for a new right margin, the CEO Word Processor automatically removes the old one.

You can not create a format ruler that is less than ten characters wide.

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

You'll see

Vertical spacing:

The CEO 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

or 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 CEO 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 CEO Word Processor pushes the text on the screen down one line to create an insert window. The CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.

GLOBAL REPLACE

Function Key

Why

Use the GLOBAL REPLACE function key to replace every occurrence of a text sequence in a document.

CEO Word Processor Use

Press the GLOBAL REPLACE function key. The CEO 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 CEO 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.

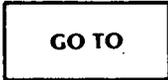
The CEO Word Processor will replace all matches of the search text sequence with the replacement text sequence from the cursor's current position to the end of the document. The cursor will be positioned at the last replacement sequence.

Press the CANCEL/EXIT function key at any time while entering the search text sequence to stop the replacement process.

If the CEO 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.

CEO 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.

CEO 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 start 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 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

CEO 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

Why

Use the HELP function key to see information on the terminal screen about any aspect of the CEO system.

CEO 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.

CEO Menu Use

Same as for the CEO Word Processor.

Local D400/D450 Function Key



Why

Use the HOLD local function key to control the terminal display.

CEO 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.

CEO Menu Use

Same as for the CEO Word Processor.



Key

Why

Use the HOME key to move the cursor on the terminal screen.

CEO 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.

CEO 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.*

INCLUDE

Why

Use the INCLUDE function key to print another document as part of the one you're currently editing. The CEO 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.

CEO 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 CEO Word Processor displays a mini menu on which you must type the names of the drawer, folder and document you want to include. Type the names and press either the EXECUTE function key or the NEW LINE key.

The CEO Word Processor inserts the name of the document surrounded by start and end include symbols into your document at the current cursor position.

CEO Menu Use

This key sounds a bell and has no effect.

INDENT

Function Key

Why

Use the INDENT function key to set up a temporary left-hand margin and type indented text.

CEO Word Processor Use

Press the INDENT function key. The CEO 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 CEO Word Processor will indent all subsequent text, up to the next mandatory end of line.

Each time you press the INDENT function key, the CEO 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 CEO 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 can not center it. If you press the END PAGE function key while editing or typing indented text, the CEO 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 CEO Word Processor will move the indent symbol as many tab stops to the right as necessary to make room. In such a case, the CEO 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.

CEO 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 your editing.

CEO Word Processor Use

To create an index reference, press the INDEX function key. The CEO 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 CEO 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 CEO 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 CEO Word Processor will delete any index reference to that paragraph. The CEO 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 numerics as well as alphabetic characters, do not use a number under 1000 as a placemark name.

CEO Menu Use

The INDEX function key has no effect in menus unless it is pressed when the cursor is located at specific entries:

- | | |
|------------------------------|---|
| A prompt for a drawer name | Press the INDEX function key to see the names of all drawers in the designated cabinet. |
| A prompt for a folder name | Press the INDEX function key to see the names of all the folders in the designated drawer. |
| A prompt for a document name | Press the INDEX function key to see the names of all the documents in the designated drawer and folder. |



Why

Use the INSERT function key to add more text without altering the text that already exists.

CEO Word Processor Use

When you press the INSERT function key, you'll be in Insert mode. The CEO 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 CEO 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. Note however, you may not move the cursor backwards off the current screen while in Insert mode.

CEO Menu Use

This key sounds a bell and has no effect.

**INSERT
BLOCK**

Function Key

Why

Use the INSERT BLOCK function key to insert a perviously defined block of text into a document.

CEO 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 CEO Word Processor inserts the block of text into the document.

The CEO 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 CEO 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 CEO Word Processor will display an error message.

CEO Menu Use

This key sounds a bell and has no effect.

Function Key



Why

Use the INSERT SPACE function key to insert a space at the current cursor position without moving the cursor.

CEO Word Processor Use

Press the INSERT SPACE function key. The CEO 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 CEO 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.

CEO Menu Use

The INSERT SPACE function key works the same as in the CEO 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

Why

Use the INTERRUPT function key to temporarily halt one task, such as editing a document, so that you can handle another, such as taking a phone message. The CEO system holds your place so that when the interruption is over, you can resume your work at exactly the place you were when you stopped.

CEO Word Processor Use

Press the INTERRUPT function key. The CEO Word Processor displays the INTERRUPT menu from which you can choose another task. These tasks include

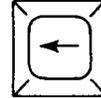
- taking a phone message
- composing and sending a short message
- performing calendar tasks
- looking at the telephone and mail directories

When the task is done, the CEO Word Processor returns to the editing session as it was at the time you pressed the INTERRUPT function key.

CEO Menu Use

Same as for the CEO Word Processor.

Key



Why

Use the leftarrow key to move the cursor one position to the left.

CEO 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.

CEO 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.

Local D400/D450 Function Key

**LOCAL
PRINT**

This key is not used with the CEO Word Processor.

MERGE

Function Key

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 CEO Word Processor inserts merge symbols into the document you're editing. Merge symbols tell the CEO 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.

CEO 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 CEO Word Processor responds with the following question:

Which merge field? (enter a number between 1 and 99.)

Type a number from 1 to 99. Press the NEW LINE key.

The CEO 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 CEO 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 CEO Word Processor responds with the following question:

"Which merge field? (enter a number between 1 and 99.)"

Type a number from 1 to 99. Press the NEW LINE key.

The CEO 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.

Type the merge field information.

Press the EXECUTE function key.

The CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.

MOVE

Function Key

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.

CEO 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 backwards 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 CEO Word Processor moves the cursor to the character position just before the next format ruler. As the CEO 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 CEO Word Processor can not 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 CEO 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 CEO Word Processor accepts the block definition without further confirmation.
- Press the CANCEL function key. The CEO Word Processor cancels the block definition.

Once defined, the CEO 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 CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.



Key

Why

Use the NEW LINE key in place of the EXECUTE function key or to move the cursor.

CEO Word Processor Use

Press the NEW LINE key to indicate that you've typed a response to a question from the CEO 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.

CEO 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

**NEXT
SCREEN**

Why

Use the NEXT SCREEN function key to see the next 22 lines of text in a document.

The CEO Word Processor displays 22 lines of text on a terminal screen at one time. If your document is longer than 22 lines, the CEO 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.

CEO Word Processor Use

Press the NEXT SCREEN function key. The CEO Word Processor displays the next 22 lines of text on the terminal screen.

Note that the CEO Word Processor will always display the last line of a document on the last line of the terminal screen.

CEO Menu Use

Press the NEXT SCREEN function key to see more text in the scroll area of an object menu.



Local D400/D450 Function Key

Why

Use the NORM COMP local function key to change the number of characters per line displayed on the terminal screen.

CEO 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.

CEO 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.*

PLACEMARK

Why

Use the PLACEMARK function key to set or delete a marker in a document.

CEO 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 CEO Word Processor displays a mini menu, listing all previously defined placemarks.

Placemarks may only be added or deleted. If you choose to add a placemark, the CEO Word Processor will ask 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 numerics as well as alphabetic characters, do not use a number under 1000 as a placemark name. Each placemark name may be up to 10 characters long.

The CEO 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.

If you choose to delete a placemark, the CEO 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 CEO Word Processor removes the placemark.

The Placemark menu remains on your terminal screen until you press the CANCEL/EXIT function key. The CEO 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.

CEO Menu Use

This key sounds a bell and has no effect.

**PREVIOUS
SCREEN**

Function Key

Why

Use the PREVIOUS SCREEN function key to see the previous 22 lines of text in a document.

The CEO Word Processor displays 22 lines of text on a terminal screen at one time. If your document is longer than 22 lines, the CEO 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.

CEO Word Processor Use

Press the PREVIOUS SCREEN function key. The CEO 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.

CEO 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.

CEO Word Processor Use

Press the PRINT key. The CEO Word Processor displays the question

Print current document when edit session ends?

Press the EXECUTE function key if you want the CEO Word Processor to print this document; press the CANCEL/EXIT key if you don't.

The CEO 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 CEO 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.

CEO Menu Use

This key sounds a bell and has no 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.

CEO 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 CEO Word Processor displays a mini menu on which you type the names of the drawer, folder and document that you want to insert into this document.

Type the names and press the EXECUTE function key.

The CEO 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 CEO Word Processor will display a mini menu as explained above. Type the names of the drawer, folder and document and press the EXECUTE function key. The CEO Word Processor will take the first ruler from that document and insert it at the current cursor position.

CEO Menu Use

This key sounds a bell and has no effect.

Why

Use the REPLACE function key to find and substitute a specific sequence of text in a document.

CEO Word Processor Use

Press the REPLACE function key. The CEO Word Processor displays the question *Replace what?* Type the sequence of text you want the CEO Word Processor to replace and press either the EXECUTE function key or the NEW LINE key. The CEO Word Processor locates the first occurrence of the specified sequence of text, moves the cursor to that position, and highlights the text.

The CEO 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 CEO 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 CEO Word Processor can not 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.

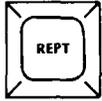
If you used the REPLACE function key previously in the editing session, the CEO Word Processor displays the the last text sequence you requested found after the *Replace with what?* question. You may edit this text sequence with the right- and leftarrow keys or type a new one.

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

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

CEO Menu Use

This key sounds a bell and has no effect.



Key

Why

Use the REPT key if you want to repeatedly type the same character.

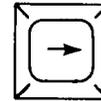
CEO Word Processor Use

Press and hold the REPT key while pressing another key.

CEO Menu Use

Same as for the CEO Word Processor.

Key



Why

Use the rightarrow key to move the cursor one position to the right.

CEO 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.

CEO 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 CEO system displays the message *You typed too many characters*.



*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.

CEO 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 CEO Word Processor displays a mini menu on which you must type the names of an existing drawer and folder, and the name of a new document.

When you type the names, the CEO 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.

CEO Menu Use

No effect.

Local D400/D450 Function Key

SCROLL RATE

Why

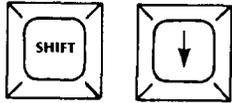
Use the SCROLL RATE local function key to adjust the rate the text scrolls on the terminal screen.

CEO Word Processor Use

Press the SCROLL RATE local function key until the text on the screen scrolls at the speed you want.

CEO Menu Use

Same as for the CEO Word Processor.



*Two Keys
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.

CEO Word Processor Use

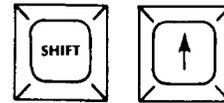
Press the SHIFT key and hold it while you press the downarrow key. The text on the screen scrolls continuously down until the last line of the document is displayed.

To stop the continuous scrolling, press any key.

CEO Menu Use

You can only use the SHIFT-downarrow key combination if you are viewing an object menu.

*Two Keys
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.

CEO 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.

CEO Menu Use

You can only use the SHIFT-uparrow key combination if you are viewing an object menu.



Function Key

Why

Use the SPELL function key to ask CEO Spelling for aid.

CEO 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 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 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

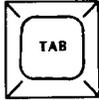
followed by a copyright statement from the publishers of the *American Heritage Dictionary* and the list of words which match your entry.

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.

CEO Menu Use

This key sounds a bell and has no 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.

CEO Word Processor Use

Press the TAB key. The CEO 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 CEO 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 6d6 on the format ruler), press the TAB key. The CEO 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 CEO Word Processor aligns the text on the decimal character. If the decimal character is not included in the text you type, the CEO 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.

CEO Menu Use

This key moves the cursor five places to the right.



Why

Use the TEXT ATTRIBUTE function key when you want text printed with a designated attribute.

CEO 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:

Special Text	Symbol (Key)
Boldface	+ (Plus)
Underline	_ (Underscore)
Double Underline	= (Equal Sign)
Superscript	↑ (Uparrow)
Subscript	↓ (Downarrow)
Usernote	! (Exclamation mark)

NOTE: you can use the SHIFT 6 key for superscript and the "V" 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 backwards 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 CEO 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 CEO 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 specific 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; 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.

CEO Menu Use

This key sounds a bell and has no effect.

Command

UNDO

Why

Use the UNDO command to reinsert the last text that you deleted using the DELETE function key.

CEO Word Processor Use

Press the COMMAND function key. Type UNDO and press either the EXECUTE function key or the NEW LINE key.

The CEO 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 expected.

CEO Menu Use

This command has no effect.

UPDATE

Command

Why

Use the UPDATE command to insure that all changes you've made to a document will be there the next time you edit the document.

The CEO 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 system profile.

If your editing changes are highly critical, use the UPDATE command to ensure that any made since the last automatic update are saved.

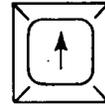
CEO Word Processor Use

Press the COMMAND function key. Type UPDATE and press either the EXECUTE function key or the NEW LINE key.

CEO Menu Use

This command sounds a bell and has no effect.

Key



Why

Use the uparrow key to move the cursor up one line.

CEO Word Processor Use

Press the uparrow key. The CEO Word Processor moves the cursor to the preceding line, scrolling the text on the screen down one line if necessary. The CEO Word Processor maintains the same position in the line, just one line higher.

CEO 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, CEO system displays a message saying that the first line is on display and the key has no other effect.

USER

Command

Why

Use the USER command to define your own commands.

If you want to combine commonly used functions, you can use the USER command to enter, name, and then issue a sequence of instructions.

CEO Word Processor Use

Press the COMMAND function key. Type USER and press either the EXECUTE function key or the NEW LINE key.

The CEO Word Processor will display the USER COMMANDS menu on which all commands you've defined are listed and described.

You can choose to create, change, or delete a command from this menu.

Choose either to create or change a command, and the CEO Word Processor displays the USER COMMAND DEFINITION menu. On this menu you type up to 18 characters for the command name and up to 45 characters of information for the command description.

If you name a command "F1", "F2", "F3", and so on (upto F15), you assign the command to a function key. Notice that the top row of keys on the template have F numbers in the left hand corner of the box. These are the key numbers. Name a command a key number and you can press that function key when you want to perform that command. You can still use the command by first pressing the COMMAND function key and then typing the command's name. Or you press the appropriate function key. Note, to use the top row of function keys, you must press the SHIFT and CTRL keys while you press the function key.

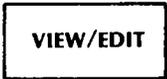
To enter keystrokes for the command, first press the ESC key. Then type the keystrokes that make up the command. When you're done, press the ESC key again.

To use a command you've defined, press the COMMAND function key and type the command name. The CEO Word Processor will follow the keystrokes that you included in the command definition.

CEO Menu Use

Same as for the CEO Word Processor.

Function Key



Why

Use the VIEW/EDIT function key to change from View mode to Edit mode and back again.

CEO 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.

CEO Menu Use

This key sounds a bell and has no 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.

CEO 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.

CEO Menu Use

Pressing the WORD key (or SHIFT-WORD) has the same effect as in the CEO Word Processor, except that the cursor will not move outside the current entry area.

End of Chapter

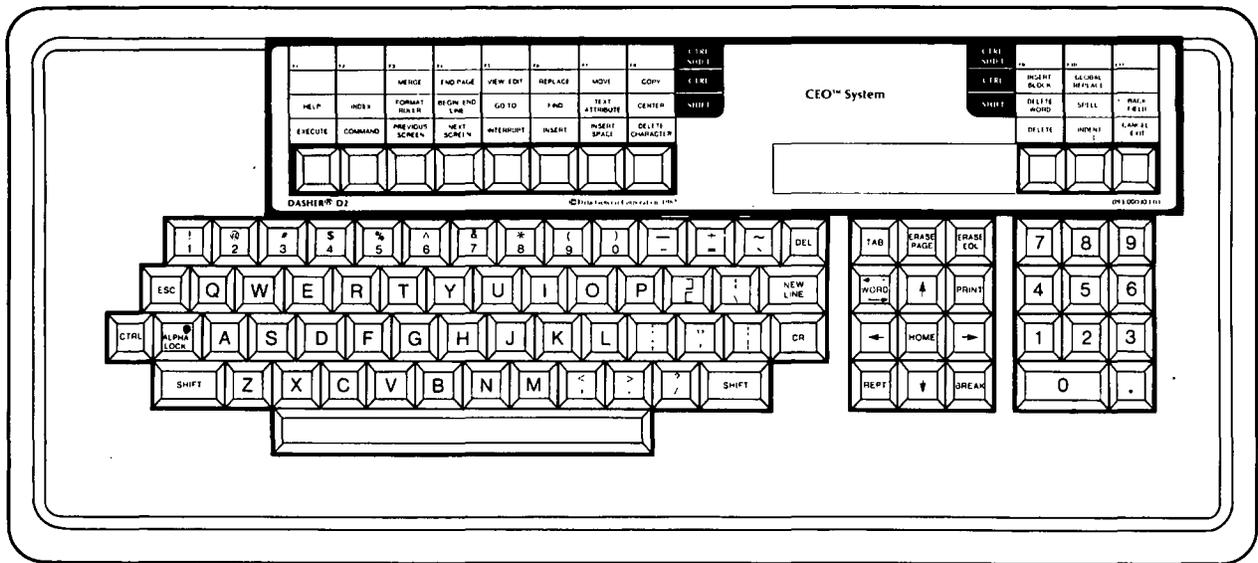
Appendix A

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 CEO 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.



DG-15041

Figure A-1. Dasher D2 Display Terminal Keyboard and Template

The Dasher D2 Terminal

Figure A-1 shows the D2 terminal keyboard and template.

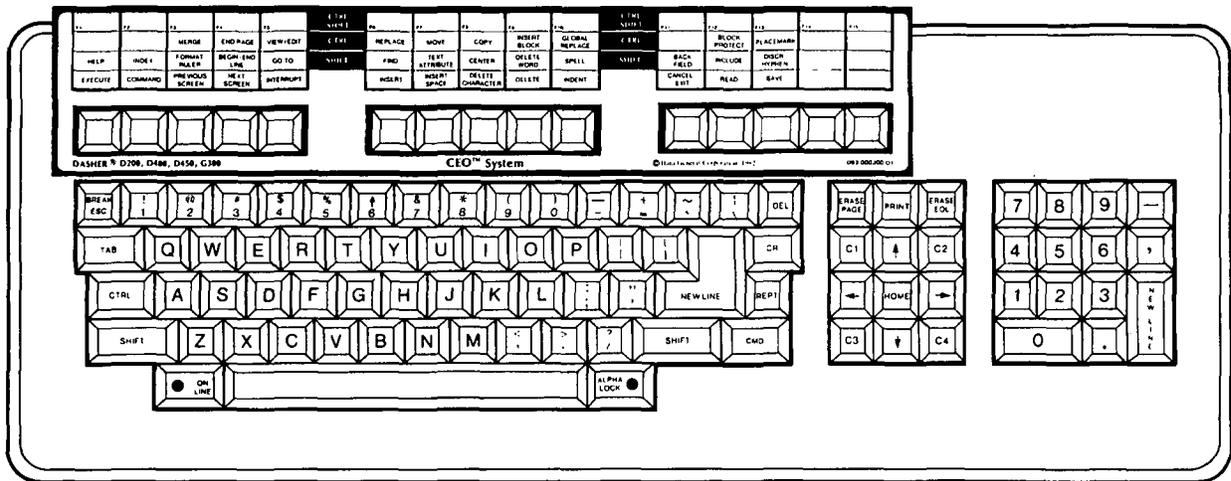
Notice that the D2 terminal has fewer function keys than the D400 and D450 terminals. READ, INCLUDE, SAVE, DISCR. HYPHEN, BLOCK PROTECT and PLACEMARK are commands on the D2. Press the COMMAND function key and type the name of the appropriate command. To use BLOCK PROTECT type PROTECT; to use DISCR. HYPHEN 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 on the D2 terminal is labeled ESC. 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.

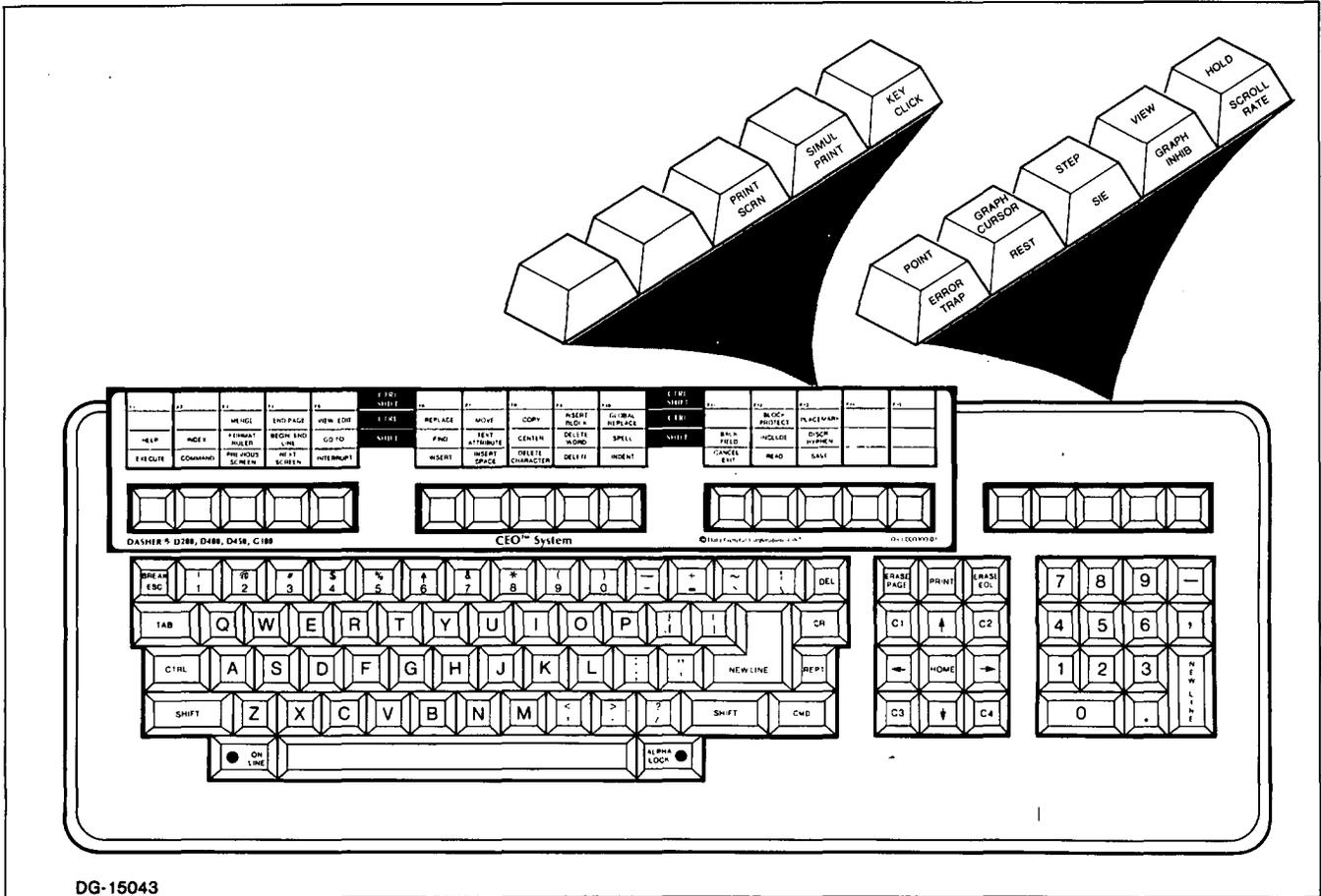


Figure A-3. DASHER G300 Display Terminal Keyboard and Template.

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 functions. 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. 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

Symbol	Instruction
{	Start Block Protection
}	End Block Protection
c	Center text
:	Discretionary Hyphen
==	Start and end double underline
l	Indented text
!	Start and end included text
:"	Start and end of an index entry
<	Mandatory end of line
p	Page break
m	Begin merging
▢	End merging
v	Start and end subscript
>	Start and end superscript
∨	Tabbed text
!:	Start and end of user note

End of Appendix

Appendix B

System Limitations

This appendix includes a check list of system limitations.

Naming Conventions

You may use any combination of letters, numbers, spaces, and the following characters when naming folders, drawers and documents:

! \$ % & ' () , - . / ? _ ' ;

You can not use the following characters:

" # * + : < = > @ [] ^ { | } • \

Name Lengths

Drawer names can be up to 25 characters long. Folder names can be up to 25 characters long. Document names can be up to 25 characters long. Placemark names can be up to 10 characters long.

Placemarks

You can have five active placemarks per document. A placemark name can contain alphanumeric characters, but not a number of 1000 or less.

User Commands

You can define up to 100 user commands.

One user command can contain up to nine other user commands.

End of Appendix

Appendix C

Information for More Experienced Users

As you become more familiar with the CEO Word Processor and its features, you'll want to take advantage of the different ways you can customize it to your needs. In this appendix we explain how to adjust your personal profile to optimize your daily use of the CEO Word Processor and how to define and use your own commands.

This appendix also includes information about access control and conversion of documents.

Changing Your Profile

Each CEO Word Processor user has two profiles:

- the *user's system profile* is created and maintained by the CEO 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 CEO manager.

Your personal profile lets you customize your use of the CEO Word Processor. You can make certain preset instructions or decide not to use certain features or functions.

You can change your personal profile by choosing the "Change profile" option on the Utilities menu. Make this choice, and the CEO system displays the Personal Profile menu.

(You can change profile information for each CEO system component from the Personal Profile menu; we'll only talk about the word processing characteristics.)

On the Personal Profile menu, type N and press the NEW LINE key until the cursor reaches the following question:

Change word processing characteristics? (Y/N)

Type Y in answer to this question and press the NEW LINE key. The other questions on this menu, which directly apply to the CEO Word Processor, are:

Display menu on COMMAND key? (Y/N)

If you answer Y to this question, each time you press the COMMAND function key, the CEO 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 the available commands, press the COMMAND function key and then press the HELP function key.

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.

Execute? (Y/N)

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

The CEO system then displays the Word Processor Profile menu. The answers you give to the questions on this menu affect what you see while working with the CEO Word Processor.

Frequency of document update

The CEO Word Processor automatically updates the document you're working with every 15 minutes. You can change the frequency of the updates; type the 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 lead to slower response to your requests.

Text displayed bright

The CEO Word Processor normally displays text on the editing screen brightly. Information on the status line, special characters, and any highlighting are dim. You can reverse this.

Show user notes in View mode

Normally, any user notes included in a document are not visible when you are in View mode. You can change that.

Will you see 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 basically tell the printer how to fit text on a piece of paper — where to start printing, where to stop printing, when to use a new piece of paper. A standard printer form comes with the CEO system. If you want to create your own printer form, type Y to this question. Then, when you specify a print layout, you can specify the name of your own printer form. If you always plan to use the standard printer form, type N to this question and you won't have to specify anything as part of your print layout.

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

Maintain back-up documents

The CEO Word Processor will create backup versions of your documents unless you specify differently.

Change default print format

Standard printing instructions are part of the CEO Word Processing system. You can create a new print layout and use that as the default print format.

Change default ruler

The CEO Word Processor comes with a standard format ruler and uses it 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.

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

Defining Commands

If you want to combine commonly used tasks, you can use the **USER** command to enter, name, and then issue a sequence of instructions.

To create, change, or delete your own commands, first press the **COMMAND** function key. Then type **USER** and press either the **EXECUTE** function key or the **NEW LINE** key.

The CEO Word Processor will display the User Commands menu on which all commands you've defined are listed and described.

Choose either to create or change a command, and the CEO Word Processor displays the User Command Definition menu. On this menu you type up to 18 characters for the command name and up to 45 characters of information for the command description.

If you name a command "F1", "F2", "F3", and so on (up to F15), you assign the command to a function key. Notice that the top row of keys on the template have F numbers in the left hand corner of the box. These are the key numbers. Name a command a key number and you can press that function key when you want to perform that command. You can still use the command by first pressing the **COMMAND** function key and then typing the command's name. Or you press the appropriate function key. Note, to use the top row of function keys, you must press the **SHIFT** and **CTRL** keys while you press the function key.

To enter keystrokes for the command, first press the **ESC** key. Then type the keystrokes that make up the command. When you're done, press the **ESC** key again.

To use a command you've defined, press the **COMMAND** function key and type the command name. The CEO Word Processor will follow the keystrokes that you included in the command definition.

For example, let's say you want a command to find the name of your company in a document and change it to boldface type. Name this command **BOLD COMPANY**.

First press the ESC key, to indicate the start of the command keystrokes. Then press the FIND key. Type the name of your company and press the NEW LINE key. Press the TEXT ATTRIBUTE function key and the + (plus) key (to indicate boldface). Press the WORD key. (Press it more than once if your company's name is more than one word.) Press the leftarrow key (to move the cursor to the space after the company name). Press the TEXT ATTRIBUTE function key. Press the + key. Press the EXECUTE function key. Press the ESC key to indicate the end of the command.

BOLD COMPANY now contains all the keystrokes necessary to find the company name and make it boldface. Whenever you need to perform this task, press the COMMAND function key and type **BOLD COMPANY**.

Access Control

The CEO system is set up to provide a maximum amount of privacy without restricting accessibility of commonly used documents. All access restrictions and/or privileges are granted or rescinded at the drawer level. That means that a document inherits its access control properties from the drawer in which it is currently filed. Moving a document to another drawer may change its access control status.

As a CEO user, you have access to two cabinets; your personal cabinet and the public one. A cabinet is organized into one or more drawers. You can work with documents filed in either cabinet.

If you own a drawer, you can perform any operation on the documents in it, including letting other users have access to it. However, you can restrict how much access another user has. Therefore, it's possible that you might be able to view a document but not edit it. If you try to edit a document for which you do not have that privilege, the CEO system displays a message informing you so.

In addition, the CEO system is set up so that no two users can edit the same document at the same time. If you try to edit a document that is currently being edited by another user, the CEO system displays a message telling you that you'll have to wait.

You can view a document that's being edited by someone else. The CEO system will inform you that it is currently being edited, but it will not restrict you from viewing it. Note, however, if you are viewing a document that's currently being edited, you won't see the most recent changes to it.

Converting Documents

Any text you type with the CEO Word Processor is stored on the computer as a document. The operating system looks at any document you create with the CEO Word Processor as a *file*. A file is simply a collection of information treated as one unit.

The operating system sees various units of information differently. It sees a document created with the CEO Word Processor as a WRD type of file. This means that the file was created by the word processor.

Data General has other products that create other types of files. If you want to use these other types of files with the CEO system, you must *import* them. If you want to use a WRD type of file with one of Data General's other products, you must *export* the file.

From the Utilities menu, when you choose to import a file, you're asking the CEO system to take a non-WRD type file, convert it, and make it part of the CEO environment. If you want to edit a document that was not created with the CEO Word Processor, you must convert 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's converted to a document, you can edit it using the CEO Word Processor.

When you choose to export a file, you're asking the CEO system to take a document created by the CEO Word Processor, convert it to a non-WRD type file, and make a copy of it outside the CEO environment.

End of Appendix



Appendix D

List Processing for Merging

Once you've become accustomed to using the CEO Word Processor merging capabilities, you may find it useful to extract and mold data from an AOS file or database into secondary documents. It is not necessary to type such data into a CEO Word Processor document. You can use the AOS Sort/Merge Utility to extract data and put it into a form which the CEO Word Processor can use.

This appendix describes how you can extract information from an INFOS® database or AOS file to create a secondary document which you can then use with the CEO Word Processor merge function. If you need further information, see the *Sort/Merge Utility User's Handbook (AOS)*.

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>' IN 1/LAST WITH
'<040>'.

this statement removes
any nulls from the file to
protect the CEO 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 file constructed by some other program, the input statment 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 CEO 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 record file format as well) and the command file to convert it into the shown secondary merge document for the CEO 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 CEO 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.

Please note that 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 CEO Word Processor and ask to edit the document CUSTLIST. The CEO Word Processor will ask if you want to convert the AOS file to a CEO 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.

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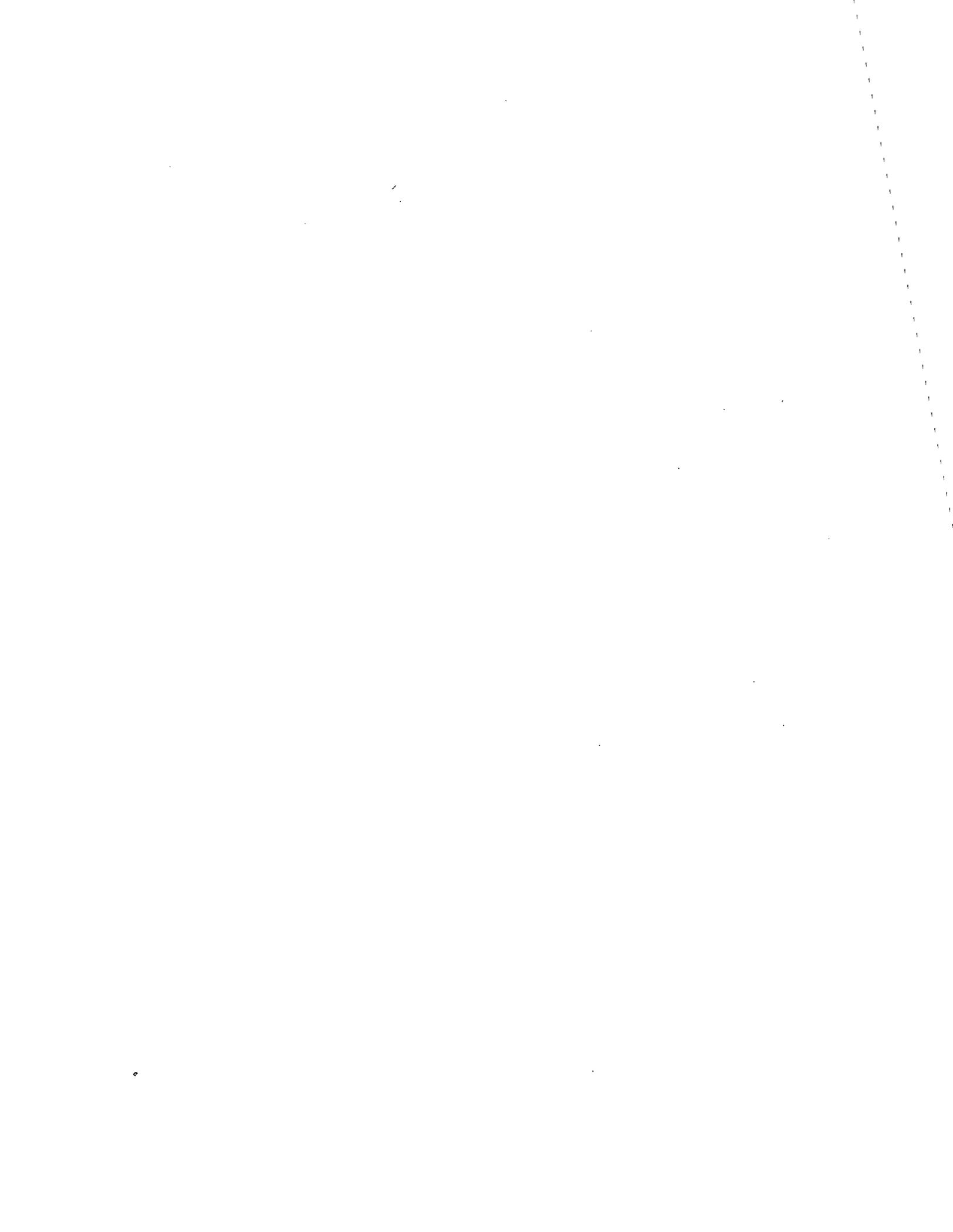
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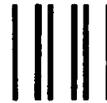
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