

WGS™ /WORD ERA™ Self-Paced Learning

Copyright © 1986, 1987 by TIGERA Corporation. All rights reserved. Printed in the United States of America.

No part of this document may be copied, photocopied, reproduced, translated, or reduced to any electronic medium or machine-readable form without prior consent in writing from TIGERA Corporation. For full details of the terms and conditions for using TIGERA software, please refer to the TIGERA Corporation Software License Agreement.

The information in this document is subject to change without notice and should not be construed as a commitment by TIGERA Corporation. TIGERA Corporation assumes no responsibility for any errors that may appear in this document.

This document contains samples of names, addresses, and products used to illustrate the features and capabilities of WORD ERA. Any similarity to the names, addresses, or products of actual individuals or companies is purely coincidental.

TIGERA and WORD ERA are trademarks of TIGERA Corporation. UNIX is a trademark of AT&T Bell Laboratories.

Reg. U.S. Pat. & Tm. Off.

First Edition April 1988 73-00426-A

Convergent makes no representations or warranties with respect to the contents hereof and specifically disclaims any implied warranties of merchantability or fitness for any particular purpose. Further, Convergent reserves the right to revise this publication and to make changes from time to time in its content without being obligated to notify any person of such revision or changes.

LESSON 1

HOW TO USE WORD ERA MENUS 1

| | | |
|--------------|-----------------------------------------------------------|---|
| INTRODUCTION | | 1 |
| EXERCISE 1.1 | Moving the Marker Through the Menu | 1 |
| EXERCISE 1.2 | Selecting Activity Menus and Using Menu Shortcut Codes | 3 |
| SUGGESTIONS | | 4 |

LESSON 2

CREATING A NEW DOCUMENT 6

| | | |
|--------------|------------------------------------------------------------------|----|
| INTRODUCTION | | 6 |
| EXERCISE 2.1 | Naming Your Document and Filling In the Document Summary | 7 |
| EXERCISE 2.2 | Using the Autosave Function | 9 |
| EXERCISE 2.3 | Entering Text in Your Document and Ending the Editing Session | 10 |
| SUGGESTIONS | | 12 |

LESSON 3

EDITING AND REVISING YOUR DOCUMENT 14

| | | |
|--------------|-------------------------|----|
| INTRODUCTION | | 14 |
| EXERCISE 3.1 | Cursor Movement Methods | 15 |

| | | |
|--------------|--------------------------------------------------------|----|
| EXERCISE 3.2 | Overtyping, Inserting, Deleting, and Replacing Text | 19 |
| SUGGESTIONS | | 25 |

LESSON 4

USING SPELLING TOOLS 27

| | | |
|--------------|----------------------------|----|
| INTRODUCTION | | 27 |
| EXERCISE 4.1 | Using the Spelling Checker | 28 |
| SUGGESTIONS | | 31 |

LESSON 5

PRINTING YOUR DOCUMENT 33

| | | |
|--------------|---------------------------------------------|----|
| INTRODUCTION | | 33 |
| | Description of Print Document Menu Settings | 34 |
| EXERCISE 5.1 | Using the Print Document Menu | 38 |
| SUGGESTIONS | | 39 |

LESSON 6

USING REQUIRED AND OPTIONAL PAGE BREAKS

40

INTRODUCTION 40

EXERCISE 6.1 Using Required and Optional
Page Breaks 40

SUGGESTIONS 44

LESSON 7

COPYING AND MOVING TEXT

46

INTRODUCTION 46

EXERCISE 7.1 Copying and Moving Text 46

EXERCISE 7.2 Using Windows to Copy Text
Between Documents 50

SUGGESTIONS 53

LESSON 8
USING FORMAT LINES AND TABS
TO FORMAT YOUR DOCUMENT 55

INTRODUCTION 55

EXERCISE 8.1 Changing a Format Line 57

EXERCISE 8.2 Setting and Using Tabs 59

EXERCISE 8.3 Setting and Using Indents 61

EXERCISE 8.4 Setting and Using Right-Flush Tabs 62

EXERCISE 8.5 Setting and Using Decimal Tabs 64

EXERCISE 8.6 Centering Text 66

SUGGESTIONS 67

LESSON 9
SPECIAL FORMAT LINES 69

INTRODUCTION 69

EXERCISE 9.1 Creating and Copying
 Alternate Format Lines 70

EXERCISE 9.2 Changing Vertical Line Spacing 75

EXERCISE 9.4 Setting and Using
 Multiple-Column Formats 77

SUGGESTIONS 82

| | | |
|------------------------------------|---------------------------------------------------|----|
| LESSON 10 | | |
| SPECIAL FORMATTING FEATURES | | 84 |
| INTRODUCTION | | 84 |
| EXERCISE 10.1 | Entering Footnote References and Footnote Text | 84 |
| SUGGESTIONS | | 88 |

| | | |
|----------------------------------|-------------------------------------------------|----|
| LESSON 11 | | |
| USING HEADERS AND FOOTERS | | 90 |
| INTRODUCTION | | 90 |
| EXERCISE 11.1 | Typing Header and Footer Pages | 91 |
| EXERCISE 11.2 | Printing a Document with Headers and Footers | 92 |
| EXERCISE 11.3 | Typing and Printing Alternating Page Numbers | 93 |
| SUGGESTIONS | | 95 |

| | | |
|----------------------------------------|---------------------------|----|
| LESSON 12 | | |
| EMPHASIZING AND CONVERTING TEXT | | 96 |
| INTRODUCTION | | 96 |
| EXERCISE 12.1 | Using Text Emphasis Modes | 97 |

| | | |
|---------------|-----------------------------------|-----|
| EXERCISE 12.2 | Using the Case Conversion Feature | 99 |
| SUGGESTIONS | | 100 |

LESSON 13

USING SPECIAL EDITING FEATURES

| | | |
|---------------|------------------------------------|-----|
| INTRODUCTION | | 102 |
| EXERCISE 13.1 | Setting and Returning to Bookmarks | 102 |
| EXERCISE 13.2 | Using the Work Page | 104 |
| EXERCISE 13.3 | Using Restore Page | 105 |
| EXERCISE 13.4 | Using and Printing Notes | 107 |
| SUGGESTIONS | | 108 |

LESSON 14

USING THE SEARCH AND REPLACE FEATURES

| | | |
|---------------|------------------------------------------------------------------------|-----|
| INTRODUCTION | | 110 |
| EXERCISE 14.1 | Using Search | 110 |
| EXERCISE 14.2 | Using Global Search and Replace | 112 |
| EXERCISE 14.3 | Using Wildcard Characters with Search and Global Search and Replace | 114 |
| SUGGESTIONS | | 115 |

| | | |
|----------------------------------|----------------------------------------------------|-----|
| LESSON 15 | | |
| USING END OF EDIT OPTIONS | | 117 |
| INTRODUCTION | | 117 |
| EXERCISE 15.1 | Using the END OF EDIT Options, RETURN and COPY | 117 |
| EXERCISE 15.2 | Using the END OF EDIT Options DELETE and FORMAT | 120 |
| SUGGESTIONS | | 121 |

| | | |
|--------------------------------|------------------------------------------------|-----|
| LESSON 16 | | |
| USING THE MATH FUNCTION | | 122 |
| INTRODUCTION | | 122 |
| EXERCISE 16.1 | Multiplying Numbers | 122 |
| EXERCISE 16.2 | Adding a Column of Numbers in Your Document | 126 |
| SUGGESTIONS | | 128 |

| | | |
|---------------------|-----------------------------|-----|
| LESSON 17 | | |
| SORTING TEXT | | 129 |
| INTRODUCTION | | 129 |
| EXERCISE 17.1 | Sorting Text Alphabetically | 129 |

| | | |
|---------------|---------------------------------------|-----|
| EXERCISE 17.2 | Sorting Text Numerically by Fields | 131 |
| SUGGESTIONS | | 132 |

LESSON 18
CREATING AND USING
PROTOTYPE DOCUMENTS 133

| | | |
|---------------|--------------------------------------------|-----|
| INTRODUCTION | | 133 |
| EXERCISE 18.1 | Creating and Using a Prototype Document | 134 |
| SUGGESTIONS | | 136 |

LESSON 19
USING THE PRINTER CONTROL MENU 138

| | | |
|---------------|---------------------------------------------------------|-----|
| INTRODUCTION | | 138 |
| EXERCISE 19.1 | Printing Single Sheets | 139 |
| EXERCISE 19.2 | Controlling Print Jobs From the Printer Control Menu | 140 |
| SUGGESTIONS | | 143 |

LESSON 20

USING THE INDEX MENU 144

| | | |
|---------------|---------------------------------------------------------|-----|
| INTRODUCTION | | 144 |
| EXERCISE 20.1 | Looking at a List of Your Documents | 144 |
| EXERCISE 20.2 | Performing Activities from the Document Index Screen | 147 |
| SUGGESTIONS | | 152 |

LESSON 21

USING THE FILING MENU 154

| | | |
|---------------|---------------------------------------------------------|-----|
| INTRODUCTION | | 154 |
| EXERCISE 21.1 | Formatting an Archive Diskette | 155 |
| EXERCISE 21.2 | Copying and Moving Documents to the Archive Diskette | 157 |
| EXERCISE 21.3 | Retrieving Documents from the Archive Diskette | 160 |
| SUGGESTIONS | | 162 |

LESSON 22

USING THE SUPERVISORY FUNCTIONS MENU 163

| | | |
|---------------|--------------------------------|-----|
| INTRODUCTION | | 163 |
| EXERCISE 22.1 | Making and Using a New Library | 165 |

| | | |
|---------------|------------------------------|-----|
| EXERCISE 22.2 | Using the Sublibraries Index | 168 |
| EXERCISE 22.3 | Using Document Passwords | 171 |
| EXERCISE 22.4 | Using Describe Bin Feeder | 174 |
| SUGGESTIONS | | 175 |

LESSON 23

HYPHENATING AND PAGINATING YOUR DOCUMENT 177

| | | |
|---------------|------------------------------------------------|-----|
| INTRODUCTION | | 177 |
| EXERCISE 23.1 | Hyphenating And Paginating Interactively | 178 |
| EXERCISE 23.2 | Using Standard, Required, and Optional Hyphens | 181 |
| SUGGESTIONS | | 183 |

LESSON 24

USING FOOTNOTE PROCESSING 184

| | | |
|---------------|------------------------------------|-----|
| INTRODUCTION | | 184 |
| EXERCISE 24.1 | Using the Footnote Processing Menu | 185 |
| SUGGESTIONS | | 194 |

| | | |
|----------------------------------------------|--------------------------------------------|-----|
| LESSON 25 | | |
| USING THE TABLE OF CONTENTS GENERATOR | | 195 |
| INTRODUCTION | | 195 |
| EXERCISE 25.1 | How to use the Table of Contents Generator | 196 |
| SUGGESTIONS | | 200 |

| | | |
|----------------------------------|--------------------------------|-----|
| LESSON 26 | | |
| USING THE INDEX GENERATOR | | 201 |
| INTRODUCTION | | 201 |
| EXERCISE 26.1 | How to use the Index Generator | 201 |
| SUGGESTIONS | | 203 |

| | | |
|-------------------------------|-----------------------------------|-----|
| LESSON 27 | | |
| USING FORMS PROCESSING | | 204 |
| OVERVIEW | | 204 |
| | How to Use Forms Processing | 204 |
| | Creating a Form Template Document | 205 |

| | |
|------------------------------------|-----|
| Filling in the Form | 206 |
| Using the End of Form Options Menu | 207 |
| SUGGESTIONS | 209 |

| | |
|------------------------|-----|
| CONGRATULATIONS | 210 |
|------------------------|-----|

ABOUT THIS BOOK

The WORD ERA self-paced learning course in this book gives you hands-on exercises to perform. The step-by-step instructions guide you through all the WORD ERA functions and features you need to become proficient in word processing.

As approximate learning times are given for each lesson, you can schedule your study time efficiently.

No prior knowledge of WORD ERA or word processing is required. Anyone can learn and use WORD ERA. You should have some keyboard familiarity, since you will type a short letter, brochure, and form as you do the exercises.

This book is designed for convenient desktop use. Use the easel to prop the book next to your terminal or system. Begin at the front of the book and proceed to the end. When you reach the end, turn the book around and continue the lessons.

Examples of each document you will type are provided in the front of this book. You can tear out the examples or copy them for quick reference.

While you are using this book, you can use the WORD ERA Reference manual as a source for additional suggestions and information about features and functions.

After you have completed all the lessons in this book, you will be interested in learning WORD ERA *Glossary Functions* and *Records Processing*. Refer to the WORD ERA Glossary Functions manual and the WORD ERA Records Processing manual for complete instructions on how to use both of these features.

The *Records Processing* manual also contains information on *Document Assembly*, a feature that is not covered in this book.

EXAMPLE 1 (ltr.smith)

Current Date

Mr. Marvin J. Smith
President
Best Computer Systems
1234 South Main
Syracuse, NYork 13201

Dear Mr. Smith:

We appreciate you'r inquiry about our word processing application software. You can use our software on any of the new computer systems you acquired.

I have sent a copy of this letter to our representative, Mr. James E. Flaherty, in New York. He will be in Syracuse in ten days and will stop in to see you.

Mr Flaherty will bring a demonstration copy of our word processing software so you can see what a powerful office automation tool it is.

Thank you, Mr. Smith, for your interest in our products. If you have any questions, please contact the undersigned.

Sincerely,

Ms. Barbara Benson
Sales Executive

cc: J. E. Flaherty

EXAMPLE 2 brochure (Page 1)

An Introduction to Word Era Word Processing Features

Word Era gives you a full range of powerful text-editing features, and includes document processing tools to increase your productivity.

Word Era is a product of:

TIGERA CORPORATION

350 Bridge Parkway
Redwood Shores, CA 94065

EXAMPLE 2 brochure (Page 2)

The Word Era Text Editor

Word Era is a high-performance text editor that is easy to learn, with informative menus and an on-line HELP function. Standard with Word Era are full document-editing capabilities that use function keys for text insertion, deletion, replacement, copying, and moving. Document formatting capabilities include centering, indenting, tabbing, decimal point alignment, right-flush tabbing, automatic word wrapping, windows, and many more features.

In addition to all of these features, WORD ERA has special formatting features such as Superscripts and Subscripts, Required Spaces, and Optional and Required Hyphens.

EXAMPLE 2 brochure (Page 3)

TEXT EDITING TOOLS

Multiple Columns

Formatting a document for multiple columns is as easy as changing the format line. Documents may contain both column-formatted and regular text, and horizontal formats of 250 characters may be used for multiple-column ledger pages or large tables. You can insert or delete text within a column without affecting text in other columns, and copy or move text from column to column.

WINDOWING

Word Era windows let you view as many as four documents on your screen at one time. Each document is surrounded by its own "window box." Full editing functions may be performed on windowed documents, and you can copy and move text between windows.

DOCUMENT PROCESSING TOOLS

SPELLING TOOLS

HYPHENATION AND PAGINATION

FOOTNOTE PROCESSING

TABLE OF CONTENTS GENERATOR

INDEX GENERATOR

DOCUMENT ASSEMBLY

RECORDS PROCESSING

FORMS PROCESSING

The Spelling Tools feature includes both the Spelling Checker and the Spell Editor. The Spelling Checker scans your document for spelling errors, word usage errors, or both. You can also use your own Exception Dictionary to augment the standard dictionary. You can either process documents automatically through the Spelling Checker, or process them in background mode and then interactively make corrections using the Spell Editor.

EXAMPLE 2 brochure (Page 4)

The Hyphenation feature uses the Spelling Checker lexicon to determine syllable points for hyphenation. You also use your own Exception Dictionary of hyphenated words with the Hyphenation feature. Pagination permits you to repaginate text to any desired length.

The Footnote Processing feature allows you to perform final processing on Word Era documents which contain footnote references and footnote text. The Footnote Processing menu gives you a wide-range of footnote and endnote formatting options.

The Table of Contents Generator automatically creates a table of contents with up to six levels of headings. The Table of Contents Generator numbers headings and subheadings if you wish, and places dot leader lines or spaces between headings and page numbers.

The Index Generator compares your text document against an index "word list" document that includes all of the words or phrases you want indexed. The Index Generator produces an alphabetical index, with each indexed word and phrase listed with its page number or numbers.

Document Assembly is a function you can use to combine many Word Era documents into one. You can use Document Assembly to assemble paragraphs, create reports, and perform other special word processing applications.

Records Processing provides automated mail merge and list-handling functions to assist you in preparing form letters and building information data bases. Individual records in a List Document can be selected, sorted, and merged with a Format Document, which may be a standard form letter, a label, or a special form. You have additional programming capability for record-handling functions by using a Control Document.

EXAMPLE 2 brochure (Page 5)

In the Forms Processing feature, you first create a "template" form document with special characters marking the fields to be filled in. Then when you fill in the form, the cursor moves only to those marked fields. Alphabetic or numeric information, or a combination, may be entered on a form.

TEXT HANDLING TOOLS

GLOSSARY

Using the Word Era Glossary function, you can automate complex text-manipulation operations. Instead of typing the same text or performing the same word processing function over and over, you can activate a glossary entry with just two keystrokes. Sorting, mathematical functions, and interactive programming are just some of the ways you can use Glossary Functions.

EXAMPLE 3 supplies (Page 1)

PURCHASE ORDER 0012

TO: Amalgamated Office Supply
567 First Street
Syracuse, NY 13201

FROM: Best Computer Systems
1234 North Main
Syracuse, NY 13201

DATE: Current date

| DESCRIPTION | QUANTITY | PRICE PER UNIT | TOTAL PRICE |
|-----------------------------|----------|----------------|-------------|
| Continuous paper 8-1/2x11 | 2 boxes | 20.00 | |
| Flexible disks DSDD, 96 TPI | 4 boxes | 60.00 | |
| Carbon ribbons | 12 boxes | 24.00 | |

TOTAL

NOTE: Best Computer Systems pays invoices on the 10th of the month or before. Each shipment must be accompanied by a packing slip. Please send invoice separately by mail.

EXAMPLE 4 supplies (Page 2)

BACK ORDER REPORT

According to our records, you have the following items still on back order for Best Computer Systems. Please send us a report regarding the status of each item and your anticipated delivery date for the item.

| | |
|----------------------------|-------------------------|
| shipping cartons | non-stick note pads |
| staplers, 4 | paper clips, large |
| billing envelopes | ball-point pens, black |
| catalog envelopes | paper clips, medium |
| chocolate chip cookies | chopsticks |
| pencils, red | paper clips, small |
| pixels | ball-point pens, blue |
| ball-point pens, green | pencils, #1, soft |
| sleeve protectors | pencils, non-photo blue |
| desk blotters | tape holders, 6 |
| erasers | telephone answer pads |
| pencils, #3, hard | mailing labels, 3x5 |
| filing cabinets, 2 | manila folders |
| green-bar paper, 11x17 | transparent tape |
| hammer | dictionaries, 2 |
| hanging folders | pencils, #2, medium |
| letterhead continuous form | staples |
| magnifying glass | |
| thesaurus, 4 | |
| memo pads | |
| nail files | |
| goldfish crackers | |
| green eyeshades | |
| invoice forms | |

Please notify us immediately if you cannot ship the item by the end of this month.

GREETINGS

You are going to learn how to use WORD ERA by doing the exercises and reading the lessons in this book.

To learn the fundamentals of WORD ERA, you should complete Lessons 1 through 8 in the order they are presented. You can then study Lessons 9 through 27 sequentially or randomly.

LESSON 1

HOW TO USE WORD ERA MENUS

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to move the Marker on the menu

How to select activity menus

How to use menu shortcut codes

INTRODUCTION

When you log on to your system and select WORD ERA, the *Main menu* is displayed. It offers you a selection of word processing activities you can perform. Selecting an activity on this menu leads to either an *activity menu* or a prompt requesting a typed response.

In this lesson you'll be introduced to activity menus and *menu shortcut codes*. Later lessons will show you how to use each menu.

EXERCISE 1.1 Moving the Marker Through the Menu

PRELIMINARY STEPS *You must be logged on your system and at the Main menu to begin this exercise. Refer to your system documentation if you do not know how to log on your system. Refer to your WORD ERA Installation Instructions pamphlet if you do not know how to access WORD ERA.*

The Main Menu You are looking at the WORD ERA Main menu. The date and time are displayed on the upper right. Each time you return to the Main menu from another activity, the time is updated.

LESSON 1

Your **current working library** is displayed on the lower left. It is called "Creation library" because any document you create resides in this library. The /usr/ or /u/ preceding your user name stands for "user."

The **Marker** is the reverse video bar that is presently highlighting the *Edit Old Document* activity. You move the Marker to select menu activities and options. There are several ways you can move the Marker.

The **Space bar** moves the Marker from the top to the bottom of the list and back to the top, one selection at a time.

Press **SPACE BAR** several times, moving the Marker from *Edit Old Document* to *Supervisory Functions* and back to *Edit Old Document*

The **Return** key moves the Marker through the menu activities just as the Space bar does.

Press **RETURN** several times, moving the Marker from *Edit Old Document* to *Supervisory Functions* and back to *Edit Old Document*

The **Up** and **Down** arrow keys move the Marker up or down, one selection at a time.

Press **UP and DOWN** several times

Press either **UP or DOWN** to return the Marker to *Edit Old Document*

Typing the **first letter** of an activity's name moves the Marker to the activity.

Type **s** to move the Marker to *Supervisory Functions*

Type **e** to return to *Edit Old Document*

LESSON 1

**EXERCISE 1.2 Selecting Activity Menus
and Using Menu Shortcut Codes**

Preliminary Steps *You should be at the Main menu to begin this exercise.*

When you select certain activities from the Main menu, an *activity menu* appears. An activity menu offers additional selections and choices specific to that activity. The activity menus are *Printer Control, Index, Filing, Document Processing Tools, Glossary Functions, and Supervisory Functions*. These menu activities are covered in detail later in this course. Editing, creating, and printing a document are covered in the next lessons.

To select an activity menu, move the Marker to the activity and press EXECUTE. As an example, select the *Index* menu which offers you document listing activities.

Type i to select *Index*

Press EXECUTE

The *Document Index* activity menu is displayed. Most activity menus offer you a list of **options**. Options allow you to specify the way you want to perform an activity.

There are three selections on this menu: *Type of Index, Index To, and Index From*. Under each selection is a list of document indexing options.

When an activity menu is displayed **default** options are highlighted by a Marker or Markers. You can accept the default options by pressing EXECUTE, or change the options by using the UP or DOWN arrow keys or the Return key.

Press EXECUTE to display a *short format* document listing

LESSON 1

If you do not have any documents in your library a screen message informs you that you have "No documents in library."

If you have documents in your library, their names are displayed.

Press **CANCEL** to return to the *Document Index* menu

Press **CANCEL** to return to the *Main* menu

Notice the three-letter codes following the Main menu selections. These are *shortcut codes*. You can use a shortcut code from any menu to select a word processing menu activity by pressing **COMMAND** and typing the shortcut code.

You just used the *short format* option on the *Document Index* menu to display a list of the documents in your library. You can perform the same activity more quickly by using the menu shortcut code to bypass the *Document Index* activity menu and go directly to the *Document Index* screen. Shortcut codes speed up your work by helping you to quickly access activity menus.

Press **COMMAND**

Type **ixs** to display the *Document Index* screen

Press **CANCEL** to return to the *Main* menu

When you used the shortcut code, note that you were returned directly to the *Main* menu, again bypassing the intermediate *Document Index* menu.

SUGGESTIONS

Keep menu shortcut codes in mind as you learn more about WORD ERA; they are one of the powerful labor-saving features you can use to eliminate keystrokes and increase your word processing expertise.

LESSON 1

Try selecting other activity menus. If you get lost in the menu system, you can always return to the WORD ERA Main menu by pressing CANCEL.

NEXT LESSON Lesson 2, "Creating a New Document." In Lesson 2 you'll learn how to create a document, fill in the *Document Summary*, and type a short letter.

LESSON 2

CREATING A NEW DOCUMENT

LESSON TIME *1 hour, 5 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to name your document

How to fill in the Document Summary

How to use the autosave function

How to enter text in your document

How to end an editing session and save your document

INTRODUCTION

When you use word processing you type your text in a *document*. A document is similar to a file folder that holds one or more pieces of paper. You can create as many documents as you need to contain your work. Each document can have one page, or it can have as many as 999 pages. You can create individual documents for each letter you type, or you can have one document that contains several letters to the same person.

In this lesson you'll learn how to name your documents and how to fill in the *Document Summary*. The *Document Summary* is a title page for your document. You can use it to identify, categorize, and keep track of your work.

You'll learn how to automatically save your document during an editing session so you will never run the risk of accidentally losing an entire document.

You'll also learn how the word-wrap feature automatically breaks lines of text within a paragraph so that you don't have to press RETURN at the end of every line.

Finally, you'll learn how to end the editing session and save your document so you can edit it or print it.

LESSON 2

**EXERCISE 2.1 Naming Your Document
and Filling In the Document Summary**

Preliminary Steps *You should be at the Main menu to begin this exercise.*

In this exercise, you are going to type a letter to Mr. Smith. Look at Example 1. When you are finished with this exercise, your document will look like the example.

To create a document, select *Create New Document* from the *Main* menu and press EXECUTE.

Type **c**
Press **EXECUTE**

You are asked to type a document name. The bright rectangle you see on the "Please enter document name" line is the **Cursor**. The Cursor marks your action location on the screen and moves as you type. You can also move the Cursor by pressing the Left, Right, Up, and Down Cursor Arrow keys.

Type **ltr.smith**
Press **EXECUTE**

Your document name can be anything you choose. You can use uppercase or lowercase letters, numbers, or a combination of all three. You can use up to 11 characters. You cannot use a space as part of the document name. The following symbols cannot be part of the document name: ? ! @ & * " ' / \ < >; also, do not begin your document name with a period, or end it with any of the following combinations: .dc .fr .gl .ex .MP. These are special codes reserved for indicating types of files.

Press **EXECUTE** to accept the standard prototype document (0000)

LESSON 2

The prototype document allows you to set standard formatting defaults for your documents, such as right margin, tab stops, and vertical line spacing. Creating and using a prototype document is covered in detail in Lesson 18.

The *Document Summary* screen provides information and statistics about your document. Notice that you use both a Marker and a Cursor on the *Document Summary* screen. You'll see this combination in many of the WORD ERA menus. The Marker highlights your current menu selection, and the Cursor marks your typing location.

You move the Cursor from one blank line to another in the *Document Summary* by pressing the Return or Up and Down arrow keys.

You keep detailed information about your document on the four lines of the *Document Summary* title block. Be sure to fill in these lines. If you make a mistake while typing, press the Backspace key and retype the characters.

| | |
|--------------|-----------------------------------------------------------------|
| <i>Type</i> | Marvin J. Smith Letter on the <i>Document Title</i> line |
| <i>Press</i> | RETURN |
| <i>Type</i> | Your name |
| <i>Press</i> | RETURN |
| <i>Type</i> | Barbara Benson |
| <i>Press</i> | RETURN |
| <i>Type</i> | Inquiry about word processing |
| <i>Press</i> | RETURN |

Document Summary Statistics provide statistical information about your document, showing the creation date and time; the last revision date and time; the number of pages, lines, characters, and footnotes in the document; and the amount of time you've spent working on the document. You can not move the Cursor into the *Statistics* portion of the *Document Summary* screen.

LESSON 2

Press EXECUTE to edit your document, the first page of the document is displayed.

You may perform Exercise 2.2 now, or press CANCEL, then press EXECUTE to return to the *Main* menu

EXERCISE 2.2 Using the Autosave Function

PRELIMINARY STEPS *If you have just completed Exercise 2.1 and are ready to perform this exercise, you should have the first page of the document "ltr.smith" on your screen.*

If you are at the Main menu, select "Edit Old Document", press EXECUTE, type "ltr.smith," and press EXECUTE. When the Document Summary is displayed, press EXECUTE.

The **Autosave** function automatically saves your document by "writing" it to the system disk after you perform a preset number of keystrokes. The default number of keystrokes is 1024. Sometimes a power failure or accidental system shut down can cause you to lose text. If you use the Autosave function to protect your work you only need to recreate the text you typed after the document was last saved.

It is a good habit to turn on the Autosave function when you begin an editing session.

Press STOP to turn on Autosave

A small square and the number 1024 are displayed in the upper right corner of the screen. You can change the number of keystrokes to any number from 1 to 32,767 by typing over the default number. The default number of keystrokes is equal to approximately 15 full lines of text.

Type 400

Press EXECUTE

LESSON 2

You have set the Autosave function to save your document after 400 keystrokes.

You may perform Exercise 2.2 now, or press CANCEL, then press EXECUTE to return to the Main menu

EXERCISE 2.3 Entering Text in Your Document and Ending the Editing Session

PRELIMINARY STEPS *You should have just completed Exercise 2.2 and have the first page of the document "ltr.smith" on your screen.*

Your new document is blank except for four lines at the top and one line at the bottom. The *first status line* displays the document name and the Cursor position by page number, line number, and position number.

The *second status line* displays the Cursor movement mode, current document format, the vertical spacing, and text page length.

The third line is the *format line*. Tab stops and right margin settings are set and displayed in the format line.

The double-dashed line is the *end-of-document line*. The line moves downward as you type.

The line at the bottom of the screen displays the message "(Document End)." This tells you there are no more pages beyond the one you are editing.

Type **the letter in Example 1**, following the instructions below.

NOTE *PLEASE TYPE THE EXAMPLE EXACTLY AS SHOWN, there are two deliberate errors (NYork) and (you'r). You will learn how to correct these errors in Lesson 4. Also, do not worry about correcting typographical errors as you type, you will learn how to make text revisions in Lesson 3. In Lesson 4 you will learn how to use the Spelling Checker to correct spelling errors in your document.*

LESSON 2

When you press the **Return** key, the Return symbol appears on the screen. This is a "screen symbol." It does not print when you print your document. As you press the Return key, the line number on the first Status Line changes.

Press **RETURN 3 times** to provide space for a letterhead

Type **The current date**
(For example, November 15, 1986)

Press **RETURN four times**

Type **The address block**

Press **RETURN** at the end of each line

Press **RETURN twice** at the end of the last address line

Type **The salutation line**

Press **RETURN twice**

You do not have to press the Return key at the end of each line when you type paragraphs. The **word wrap** feature automatically wraps the text to the next line. This allows you to type very rapidly. When you finish typing a paragraph, press the Return key twice and begin typing the next paragraph.

Type *The remainder of the letter as shown in Example 1*

When you reach Line 22, the text will scroll and the next screen will display. Continue typing.

LESSON 2

You will see the message "Writing pages" flash briefly at the bottom of the screen as you type. This message tells you that you have typed 400 keystrokes and the Autosave function is saving your document up to that point. Any text you type while this message is displayed will not appear on the screen until the message disappears. The Autosave function is automatically turned off when you end the editing session.

When you have completed your typing, you are ready to end the editing session.

Press **CANCEL** to end the editing session

The *END OF EDIT Options* menu is displayed. (The *END OF EDIT* options *RETURN*, *COPY*, *DELETE* and *FORMAT* are covered in Lesson 15).

Press **EXECUTE** to save your document

SUGGESTIONS

In this lesson you learned how to create a document and enter text using word wrap. Next, you'll learn how to edit your document to make text revisions and how to use the *Spelling Checker* to correct spelling and word usage errors.

You also learned how to name your document and fill in the *Document Summary*. Both the document name and the *Document Summary* are tools you can use to organize your work. Lesson 20, "Using the Index Menu," shows you how to use the information you typed in the *Document Summary* title block.

You learned how to use the Autosave function to save your document during the editing session. If you want to turn off the autosave function before you have finished the editing session, press **STOP** and then press **CANCEL**. Whatever text was already saved remains saved. You can also change the number of keystrokes at any time during your editing session by pressing **STOP**, typing the new number, and pressing **EXECUTE**.

LESSON 2

You can also save text while you are editing by using the *COMMAND RETURN* feature. To save text at any time, press **COMMAND**, press **RETURN**, then press **EXECUTE**. Any change you have made since the last save (whether by Autosave or **COMMAND RETURN**) are written to the system disk.

You learned how to end your editing session and save your entire document. Lesson 15 shows you how to use the other selections on the *END OF EDIT Options* menu.

If you are accustomed to a typewriter and are learning word processing for the first time, it may take some practice before you can type without automatically pressing the Return key at the end of each line. Keep trying, it is worth the effort to break this habit, as you'll discover in the lessons on editing and formatting text.

Create a new document and type your own business or personal letter.

NEXT LESSON Lesson 3, "Editing and Revising Your Document." In Lesson 3 you'll learn how to control the Cursor movement, and how to overtype, insert, delete, and replace text in your document.

LESSON 3

EDITING AND REVISING YOUR DOCUMENT

Lesson Time: *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON:

How to move the cursor in your document

How to make text revisions by:

Overtyping text

Inserting text

Deleting text

Replacing text

INTRODUCTION

CURSOR MOVEMENT

It is important to learn how to move the Cursor around in your document before you make any text revisions. The Cursor is a pointer, showing your current action position in the document. Any typing you do or editing function you perform takes place at the Cursor location. Be sure the Cursor is correctly placed before you begin typing or start an editing function.

The primary Cursor movement keys are the directional arrow keys: UP, DOWN, LEFT, and RIGHT. You can also use these keys in combination with other keys to move the Cursor in your document.

REVISING TEXT

Exercise 3.2 shows you how to correct typing mistakes by overtyping characters. You'll learn how to add new text to your document by using the Insert function, how to remove unwanted text by using the Delete function, and how to replace words or phrases with text of unequal length by using the Replace function.

LESSON 3

If you change your mind or make a mistake while you're performing an Insert or Delete function in Exercise 3.2, you can press CANCEL to cancel the function. Then you can start it again. You can edit and revise your document as many times as you need to produce a perfect job.

EXERCISE 3.1 Cursor Movement Methods

PRELIMINARY STEPS *You should have completed Lessons 1 through 2 and created and typed the document "ltr.smith." You should be at the main menu to begin this exercise.*

In this exercise you'll practice Cursor movement by editing your document "ltr.smith."

Move **the Marker to Edit Old Document**

Press **EXECUTE**

The prompt "Please enter document name" is displayed.

Type **ltr.smith**

If you have just completed Lesson 2, the document name will already be filled in because WORD ERA remembers the name of the last document you accessed.

Press **EXECUTE**

The *Document Summary* screen is displayed. (Next time you edit a document you can use the shortcut code "COMMAND edd" to bypass the *Document Summary* if you wish.)

Press **EXECUTE** to edit your document

The **Cursor** is your location pointer; the editing action occurs at the Cursor position. Be sure your Cursor is located correctly before you begin any editing function.

LESSON 3

There are several ways to move the Cursor; follow the instructions below to try each of them:

NOTE Do not use the Space bar to move the Cursor, or you will overtype text with spaces.

Use the arrow keys, UP, DOWN, LEFT, and RIGHT, to move the Cursor over text. Notice both the **Line** and **Pos** (position) numbers in the first status line change as you move the Cursor.

Press **DOWN**, continue pressing DOWN until the Cursor reaches Line 21

When you move the Cursor past the twenty-first line on the screen, the text scrolls and displays the next screen of text. Three lines from the previous screen are carried forward to the next screen so you won't lose your place in the text.

Press **RIGHT** several times, then press **LEFT**

The Cursor passes over your text without changing it. Never use the Space bar to move the Cursor unless you want to overtype text with spaces.

Press **UP** to move the Cursor to the previous screen, continue pressing UP until the Cursor is at Line 1.

You can press GO TO PAGE then press UP, DOWN, LEFT, or RIGHT to move the Cursor quickly over the page.

Press **GO TO PAGE**, then press **DOWN**

The Cursor moves to the bottom of the page

Press **GO TO PAGE**, then press **UP**

The Cursor moves to the top of the page

Move **the Cursor** to the second line in the first paragraph

Press **GO TO PAGE**, then press **RIGHT**

LESSON 3

The Cursor moves to the right margin

Press **GO TO PAGE**, then press **LEFT**

The Cursor moves to the left margin

Notice that when you press **GO TO PAGE** and then press **DOWN** or **UP**, the text on the screen automatically scrolls so the bottom or top of the page is displayed.

You can also press **GO TO PAGE**, then type **e** to move the Cursor to the end of the document, or type **b** to move the Cursor to the beginning of the document.

Press **GO TO PAGE**

Type **e**

The Cursor moves to the end of the document

Press **GO TO PAGE**

Type **b**

The Cursor moves to the beginning of the document

Pressing **RETURN** moves the Cursor down one line and to the left margin.

Press **RETURN** several times

The Cursor moves down, one line at a time

The **Backspace** key moves the Cursor backward to the previous character (the **Return** symbol is treated like a character when you move the Cursor).

Press **BACKSPACE** several times

The Cursor moves backward to the previous character
(Unlike the Space bar, the Backspace key does not overtype text.)

LESSON 3

Pressing **NEXT SCRN** moves the Cursor forward one full screen. Pressing **PREV SCRN** key moves the Cursor back one full screen. If there is no next or previous screen, a beep sounds.

Press **NEXT SCRN**

The Cursor moves forward one screen

Press **PREV SCRN**

The Cursor moves back one screen

Using **Cursor modes** is another way to move the Cursor around quickly. The first word on the second status line shows the current Cursor mode setting. The Cursor mode is now set at the default, *word* mode.

The Cursor moves forward word by word when you press **SHIFT/DOWN** (press and hold the Shift key, then press **DOWN** as many times as you wish).

Press **SHIFT/DOWN**

The Cursor moves forward word-by-word

The Cursor moves backward word by word when you press **SHIFT/UP** (press and hold the Shift key, then press **UP** as many times as you wish).

Press **SHIFT/UP**

The Cursor moves backward word-by-word

To change the Cursor mode to *sentence* mode, press **MODE**, then type a period (.). The Cursor moves to the space following the end of the sentence. Notice that the setting in the status line is now *sent*.

Press **MODE**

Type . (period)

Press **SHIFT/UP or SHIFT/DOWN**

LESSON 3

The Cursor moves to the space following the end of the sentence.

To move the Cursor in *paragraph* mode, press **MODE**, then press **RETURN**.
The Cursor moves from Return symbol to Return symbol.

Press **MODE**

Press **RETURN**

Press **SHIFT/UP or SHIFT/DOWN**

When you use **SHIFT/UP**, the Cursor moves backward to a Return symbol or the character following the Return Symbol. When you use **SHIFT/DOWN** the Cursor moves from Return symbol to Return symbol.

To move the Cursor in *page* mode, press **MODE**, then press **PAGE**. You will be able to try this mode after you perform Lesson 6, "Using Required and Optional Page Breaks."

To change the Cursor mode back to *word* mode, press **MODE**, then press **SPACE**. The default setting of *word* mode is automatically reset when you leave your document.

Press **MODE**

Press **SPACE**

You may continue to Exercise 3.2, or press **CANCEL**, then press **EXECUTE** to return to the main menu

EXERCISE 3.2 Overtyping, Inserting, Deleting, and Replacing Text

PRELIMINARY STEPS You should be on the first page of your document "ltr.smith" to begin this exercise.

LESSON 3

In this exercise you are going to make the following revisions to your document "ltr.smith":

Overtype the word "South" with the word "North."

Overtype the word "acquired" with the word "received."

Insert the phrase "recent letter" after the phrase "appreciate your."

Insert the word "City" after the name "New York."

Delete the word "inquiry" before the word "about."

Delete the word "application" before the word "software."

Replace the phrase "in ten days" with the phrase "next Wednesday."

Replace the phrase "contact the undersigned" with the phrase "call me."

Take your time with this exercise and watch the screen prompts that are displayed as you perform each function. All of the functions in this lesson have one or more steps to perform. The screen prompts guide you through a function and let you know which step you're currently performing.

Be sure the Cursor is in the correct location to begin a function. Remember, the Cursor is your action pointer.

If you change your mind or make a mistake while you're performing an Insert or Delete function in Exercise 3.2, you can press CANCEL to cancel the function. Then you can start it again. You can edit and revise your document as many times as you need to produce a perfect job.

OVERTYPING

You can correct simple typing errors or change words of the same length by overtyping one character over another.

LESSON 3

To prevent the possibility of accidentally removing Return symbols, you cannot overwrite them. If the Cursor is on a Return symbol and you type a character, the symbol will move ahead of the Cursor as you type. This is a convenient feature when you want to add additional text before a Return symbol.

Move **the Cursor** to the first character of the word "South" in the address block

Type **North**

Move **the Cursor** to the first character of the word "acquired" in the first paragraph

Type **received**, overtyping the word "acquired"

INSERTING

To insert new text, place the Cursor on the character or space immediately following the insertion position.

Move **the Cursor** to the period after the words "New York" in the second paragraph

Press **INSERT**

Press **the Space bar**

If you are adding a word in a sentence, be sure to add any necessary spaces before or after the word.

Type **City**

If you make a typing error while you are inserting text, use the arrow keys or the Backspace key to move the Cursor to the incorrect character(s), then overwrite the correct character(s).

Press **EXECUTE**

LESSON 3

Notice as you insert words or phrases that the paragraph readjusts to make room for the inserted text.

| | |
|--------------|---------------------------------------------------------------------------------------|
| <i>Move</i> | the Cursor to the first character of the word "inquiry" in the first paragraph |
| <i>Press</i> | INSERT |
| <i>Type</i> | recent letter |
| <i>Press</i> | the Space bar |
| <i>Press</i> | EXECUTE |

You can press CANCEL at any time during the Insert function to cancel the insertion. If you have typed text and press CANCEL, the prompt "Press EXECUTE to erase insert, CANCEL to continue" is displayed. If you wish to terminate the insert, press EXECUTE. If you wish to continue inserting, press CANCEL.

DELETING

To delete unwanted text, move the Cursor to the first character you want to delete. Press DELETE, and move the Cursor to highlight all text to be deleted.

| | |
|--------------|---------------------------------------------------------------------------------------|
| <i>Move</i> | the Cursor to the first character of the word "inquiry" in the first paragraph |
| <i>Press</i> | DELETE |

You must now highlight the text you want to delete. There are two ways to highlight text:

1. By moving the Cursor (both forward and backward). You can use any of the Cursor movement methods you learned in Exercise 3.1.

LESSON 3

2. By typing any character. When you type a character while you are highlighting, the Cursor moves forward to the first occurrence of that character.

Move **the Cursor** to highlight the word "inquiry" and the space after it

Be sure that all text you want to delete is highlighted. If you have moved the Cursor too far, move it backward to remove the highlighting. If you have highlighted the wrong text, you can always press CANCEL to start over. When you are satisfied that the text is correctly highlighted,

Press **EXECUTE**

If you deleted too much text, you can always insert the deleted characters.

Move the Cursor to the first character of the word "application" in the first paragraph.

Press **DELETE**

Press **the Space bar**

The word "application" and the space following it are highlighted

Press **EXECUTE**

REPLACING

Replacing existing text with text of a different length is a fast editing method.

To replace text, move the Cursor to the first character of the text to be replaced. Press REPLACE, move the Cursor to highlight the text you want to replace, and press EXECUTE. Type the new text, then press EXECUTE.

LESSON 3

Move **the Cursor** to the first character of the phrase "in ten days" in the second paragraph

Press **REPLACE**

Type **s**

You type "s" to highlight by moving the cursor to the end of the phrase "in ten days."

Press **EXECUTE**

Type **next Wednesday**

Press **EXECUTE**

A note of warning about using REPLACE: if you terminate the Replace function by pressing CANCEL after you have pressed EXECUTE the first time, your original text will not be restored.

To replace the phrase "contact the undersigned" in the last paragraph with the phrase "call me":

Move **the Cursor** to the first character of the phrase "contact the undersigned" in the third paragraph

Press **REPLACE**

Type **dd**

When you type the first "d" the cursor moves to the first "d" in "undersigned," when you type the second "d" the cursor moves to the final "d" in "undersigned."

Press **EXECUTE**

Type **call me**

Press **EXECUTE**

LESSON 3

MAKE YOUR OWN REVISIONS

While you were making the corrections in this exercise you may have noticed other revisions you would like to make. Try the methods you have just learned to make your own revisions to "ltr.smith."

When you have completed the editing changes to "ltr.smith," press CANCEL, then press EXECUTE to return to the *Main* menu.

SUGGESTIONS

Cursor Movement: If WORD ERA is the first word processor you have used, you may have to work a little to break the habit of using the Space bar to move across the page. If you forget and press the Space bar, use the arrow keys or the Backspace key to move the Cursor to the beginning of the text and retype the characters you spaced over.

Remember that the Cursor is where the action is! Whether you are typing, performing a text revision function, or selecting a menu option, your Cursor must be in the right location.

Making Text Revisions: Until you become used to making text revisions using Insert, Delete, or Replace functions, go slowly and watch the screen prompts; they will guide you through each step of the functions.

You can also use the **Insert function within an insert**. Inserting text into an insert takes less time and is more convenient than doing two separate insertions.

You can also delete text within an insert. Move the Cursor within the insert to where you want to delete text, press DELETE, highlight the deletion, and press EXECUTE. You can then continue with the insert.

You should now be able to create, type, and revise your own letters.

LESSON 3

In the next few lessons you'll learn how to spell check, print, organize, and format your documents.

Spend a little time practicing the Cursor movements you've just learned. You'll find they aid rapid production typing. Create, type, and revise your own letters, applying what you've learned so far.

GETTING HELP

If you forget how to use a text revision function, press **HELP**, select the function name from the **HELP** list (use **UP**, **DOWN**, or type the first letter of the **HELP** topic) then press **HELP**. Press **CANCEL** to return to your document editing screen.

NEXT LESSON Lesson 4, "Using Spelling Tools." In this lesson you'll learn how to use the Spelling Checker to correct spelling and word usage errors.

LESSON 4

USING SPELLING TOOLS

LESSON TIME 30 minutes

WHAT YOU WILL LEARN IN THIS LESSON

How to Select Spelling Tools

How to Use the Spelling Tools Menu

How to Use the Spelling Checker to Interactively Check and Correct Spelling or Word Usage Errors

How to Create and Use an Exception Dictionary

INTRODUCTION

Spelling Tools is a feature you select from the *Document Processing* menu.

You use the *Spelling Tools* feature to check your document for spelling and word usage errors. *Spelling Tools* uses the 80,000-word Proximity/Collins linguibase (a lexicon of words that also contains elements of American English, such as prefixes and suffixes.)

The *Spelling Tools* menu offers you two selections, the *Spelling Checker* and the *Spell Editor*. In this lesson you will learn to use the *Spelling Checker* to interactively correct your spelling or word usage errors.

For very long documents, you can perform spell checking in automatic or background mode, then use the *Spell Editor* to correct errors at your convenience. Refer to the WORD ERA Reference manual for instructions on how to use automatic and background processing and the *Spell Editor*.

While you are using the *Spelling Checker*, you can store special or technical words in your own Exception Dictionary. You use an Exception Dictionary to augment the *Spelling Tools* lexicon with terms that are unique to your business. You will learn how to use an Exception Dictionary in this lesson.

LESSON 4

The *Hyphenation and Pagination* feature also uses the *Spelling Tools* lexicon to offer you syllable points for hyphenation.

EXERCISE 4.1 Using the Spelling Checker

PRELIMINARY STEPS *You should have completed Lessons 1 through 3. You should be at the Main menu to begin this exercise.*

To select *Spelling Tools* you must first select *Document Processing Tools*.

Type **d**
Press **EXECUTE**

The *Spelling Tools* feature is the first selection on the *Document Processing Tools* menu.

Press **EXECUTE**

From the *Spelling Tools* menu you can use the *Spelling Checker* or the *Spell Editor*.

Press **EXECUTE** to select *Spelling Checker*
Type **ltr.smith**

If you have just completed Lesson 3, the document name will already be filled in, because WORD ERA remembers the name of the last document you used.

Press **EXECUTE**

The *Spelling Checker* menu is displayed with default options highlighted by Markers. The flashing Marker indicates your position on the menu.

You can choose to check your document for spelling errors only, word usage errors only, or both.

LESSON 4

You may specify a range of pages to check. In the case of "ltr.smith," you have only one page.

You can use an Exception Dictionary if you wish. In this exercise you will create your Exception Dictionary as you use the *Spelling Checker*.

You can choose to perform checking interactively, automatically, or in the background.

To change an option you use the Return key to move to a selection. Then, use the Up or Down arrow keys to select the option. For this exercise, you will change the Exception Dictionary option from "no" to "yes."

Press **RETURN** three times, the Exception Dictionary Marker flashes

Press **DOWN** to select "yes"

Press **EXECUTE**

Since you have selected "yes" for Exception Dictionary the prompt "Exception dictionary name" is displayed. You do not have an existing Exception Dictionary so you will be creating one for the first time. Name your Exception Dictionary "exdict."

Type **exdict**

Press **EXECUTE**

A menu appears that offers you the opportunity to create a new Exception Dictionary, change the name you entered, quit altogether, or continue without an Exception Dictionary.

Press **EXECUTE** to create the Exception Dictionary

The first screen of your document "ltr.smith" is displayed. Words offered for correction are emphasized by reverse video blocks. The first word offered for correction is "Marvin." Notice that the reverse video block is on the first letter and the remainder of the word is bright. Your Cursor is located on this bright word.

LESSON 4

You move the Cursor from emphasized word to emphasized word on the *Spelling Checker* screen by pressing the Return key. If you press RETURN when you reach the last emphasized word on the screen, the Cursor will cycle back to the first emphasized word.

You cannot move the Cursor to non-emphasized words.

Do not press the Execute key until you have made all the corrections you want on a screen.

If you have moved the Cursor past the word "Marvin," press RETURN until the Cursor is on "Marvin."

You can now store the word "Marvin" in your Exception Dictionary by pressing COPY or SHIFT/COPY (press the Shift and the Copy keys simultaneously). COPY stores in word in lowercase, and SHIFT/COPY stores the word with its exact capitalization. In the case of "Marvin" you will want the exact capitalization.

Press **SHIFT/COPY** to store the word "Marvin" in your Exception Dictionary

Since you probably don't want to store the letter "J" in your Exception Dictionary, you can press RETURN to move to the next emphasized word. The next emphasized word is "Syracuse." You can store this word in your Exception Dictionary by pressing SHIFT/COPY, or you can press RETURN to move to the next emphasized word.

The next emphasized word is "NYork" which should be "New York."

Press **RETURN** to move the Cursor to "NYork"

There are four methods you can use to correct words:

Overtyping
Inserting
Deleting
Replacing

You learned how to overtype, insert, and delete in the previous lesson, you can use these same methods to correct spelling or word usage errors. You will Insert to change "NYork" to "New York."

LESSON 4

- Move* **the Cursor** to the "Y" in "NYork"
- Press* **INSERT**
- Type* **ew**
- Press* **the Space bar**, changing the word to "New York"

If you have no other errors intervening, the next emphasized word is "you'r." This word should be "your." You can use the *suggested word list* to replace a word. You can choose from a list of eight replacement words offered by the *Spelling Checker*.

- Press* **RETURN** to move the Cursor to "you'r"
- Press* **SEARCH**
- Press* **DOWN and UP** to cycle through the list of replacement words

You will use the word "your" from the suggested word list to replace the word "you'r."

- Press* **DOWN** to display the word "your"
- Press* **REPLACE** to replace the word "you'r" with the word "your"

Continue to make corrections as you wish. Remember to press EXECUTE when you have made all corrections to a screen. The next screen will be displayed.

When checking is completed, the *End of Spelling Checking* screen is displayed.

- Press* **EXECUTE** to save the changes.

LESSON 4

SUGGESTIONS

You can also add words to your Exception Dictionary by editing it and typing the words. Words must be separated by a space or on a separate line. A word can not be longer than 58 characters.

You can have one or several Exception Dictionaries, but you can only use one at a time. To change Exception Dictionaries while you are using the *Spelling Checker* press GO TO PAGE and enter the name of the Exception Dictionary.

Refer to the WORD ERA Reference manual for detailed information on all *Spelling Tools* functions.

NEXT LESSON Lesson 5, "Printing Your Document." In this lesson you will learn how to use the *Print Document* menu to print your document.

LESSON 5

PRINTING YOUR DOCUMENT

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to print your document using the Print Document menu

INTRODUCTION

In this lesson you'll learn how to print your document, using the *Print Document* menu. This menu offers you several printing options to choose from, many of which are dependent on the type of printer, the type of print wheel or print thimble, and the type of paper-feeding device you are using. For information about setting up and using your printer, paper feeder, or print wheels and thimbles, see the manufacturer's instruction manual for your printer.

The *Print Document* menu settings are briefly described below. The current settings are established by the prototype document you select when you create a new document. Lesson 18 shows you how to use prototype documents to set editing and printing standards.

To view the *Print Document* menu while you are reading the descriptions:

Move **the Cursor to Print Document**

Press **EXECUTE**

Type **ltr.smith**

If you have just completed Exercise 4.1, the document name will already be filled in. WORD ERA remembers the name of the last document you used.

Press **EXECUTE**

The *Print Document* menu for "ltr.smith" is displayed.

LESSON 5

DO NOT press EXECUTE at this point or your document will be sent to the printer. When you want to return to the *Main* menu, press CANCEL.

Description of Print Document Menu Settings

Document name ltr.smith

The name of your document is shown at the upper left.

Print from page 1__
Print thru page 1__

The *Print from/thru page* options allow you to select a range of pages to print. For example, if you have a six-page document, you may want to print only Page 2, or you may want to print Pages 4 through 6. The *Print thru page* option displays the number of the last page in your document.

Starting as page no. 1____
First header page 1__
First footer page 1__
Footer begins on line 61__

These options allow you to specify the beginning page number of your document, the beginning pages for headers and footers, and the text printing line for the footer. Lesson 11 shows you how to use and print headers and footers.

Paper length 66__

Printing lines are measured by lines per inch. The standard measurement is 6 lines per inch; therefore, a standard 8-1/2 x 11-inch piece of paper has 66 printing lines. If you use legal paper, you would change the setting to 84 (6 lines per inch x 14).

LESSON 5

Feed

- Tractor**
- Sheet**
- One bin**
- Two bins**

The *Feed* option defines the type of paper-feeding device on your printer. To print single sheets of paper, set the option for *Sheet*.

Style

- Final**
- Draft**

When you select *Final*, your document prints according to the vertical line spacing set in the document. If you select *Draft*, vertical line spacing in the document is doubled.

Summary

- No**
- Yes**

By selecting *Yes*, you can print your *Document Summary*.

LPI

- 6**
- 8**
- 10**

You can print in 6, 8, or 10 lines per inch. If you select 10 lines per inch, you should use a 15-pitch print wheel or thimble.

LESSON 5**Paper**

Std
Bin 1
Bin 2
Alt

This option further defines the paper-feeding device on your printer. Select *Std* to print single sheets.

Banner

No
Yes

The *Banner* option allows you to print a banner page which identifies you as the owner of the print job.

To file

No
Yes

You can use the To file option to convert WORD ERA documents into a format usable by programs other than WORD ERA. For more information on this option, refer to the WORD ERA Reference Guide.

Copy

Yes
No

The *Copy* option creates a copy of your document when you send it to the printer. This allows you to go back and edit your document at the same time it is printing.

LESSON 5

Press **CANCEL** to return to the *Main* menu if you are currently looking at the *Print Document* menu for "ltr.smith"

EXERCISE 5.1 Using the Print Document Menu

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

To print your document, "ltr.smith":

- Move* **the Marker** to *Print Document*
- Press* **EXECUTE**
- Type* **ltr.smith**
- Press* **EXECUTE**

The *Print Document* menu is displayed. The Cursor is at the first option, *Print from page*.

In the top portion of the *Print Document* menu, the Marker moves when you move the Cursor, just as it did when you typed the title block of the *Document Summary*.

In the bottom portion of the *Print Document* menu, an option under each selection is highlighted by a Marker. These are standard default options set by your prototype document. (You'll learn how to use prototype documents in Lesson 18.)

You can change any option by moving the Marker to the option of your choice.

You can move the Cursor through the options on the *Print Document* menu by pressing RETURN, UP, or DOWN. You can also press RIGHT or LEFT to move from one option to another in the bottom portion of the menu.

LESSON 5

Press **RETURN, UP, and DOWN** several times, observing the Cursor and Marker movement through the menu

The left margin is determined by the number of character spaces between the left edge of the paper and the beginning of text, and the pitch. If you set the left margin at 15, printing begins 15 character spaces from the left edge of the paper. Depending on the pitch you select, the margin will be 1-1/2-inches, 1-1/4-inches, or 1-inch wide.

Move **the CURSOR** to *Left margin*

Type **15**

Before you send your document to the printer, check to be sure all of your settings are correct. Press the Execute key to print your document.

Press **EXECUTE** to print your document

After you send your document to the printer, the *Main* menu is displayed. You may perform any other activity while your document is printing.

SUGGESTIONS

Lesson 11 shows you how to print a document using headers and footers, and Lesson 19 shows you how to use the *Printer Control* menu.

In this lesson you learned how to use the *Main* menu, and how to create, type, revise, spell check, and print a document.

Try printing the letter again, changing the left margin setting. Experiment with one or two different settings until you like the way your letter looks on the paper.

NEXT LESSON Lesson 6, "Using Required and Optional Page Breaks." In this lesson you'll learn how to use optional and required page breaks to paginate your document.

LESSON 6

USING REQUIRED AND OPTIONAL PAGE BREAKS

LESSON TIME *45 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use required and optional page breaks
How to change the text length setting

INTRODUCTION

For this lesson you will type the document *brochure*, in Example 2. Although it is a fairly long document be sure to type all of it. You will be using "brochure" throughout the remaining lessons in this book.

In this lesson you will learn how to use required and optional page breaks to organize your text as you type.

EXERCISE 6.1 Using Required and Optional Page Breaks

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

Look at Example 2, "brochure." This is the document you are going to create and type for this lesson.

You will also use your "brochure" document for several other lessons.

Remember not to press the Return key when you type paragraphs; just type the text and allow it to wrap to the next line.

LESSON 6

If you make a typing mistake, correct it using the editing functions you learned in Lesson 3.

Move **the Marker to Create New Document**

Press **EXECUTE**

Type **brochure**

Press **EXECUTE twice**

Fill in the *Document Summary* as follows:

Document title: **WORD ERA Brochure**

Operator: **Your name**

Author: **Your name**

Comments: **leave blank**

Press **EXECUTE to edit the document**

Since "brochure" is a longer document than "ltr.smith," you can leave Autosave at the default setting of 1024 characters. This way, your typing will be interrupted less frequently when your document is saved. Notice that each time the document is saved, the "Writing pages" message stays on the screen a few seconds longer, since more text is written to the system disk.

To turn on the Autosave function:

Press **STOP**

Press **EXECUTE**

Type **the first page of "brochure" exactly as it is shown in Example 2**

LESSON 6

Press **RETURN** twice after you type the last line on the page

The first page of "brochure" is a *title page*. To keep the title page separate from other text in the document, use a *required page break*. As you will see in Lesson 24, the automatic pagination process deletes existing page breaks in a document, and inserts new page breaks at the text length you specify. When you use a required page break, however, it is NEVER deleted during pagination. Use a required page break after a title page, a table of contents, illustrations, or other text you want to keep on a page by itself.

Press **SHIFT/PAGE**

The required page break is inserted at the Cursor location. It marks the end of the first page of the document and is displayed as a double-dashed line. Note that the format line is displayed under the page break. Each page must have a format line (even if it is the same format line on every page).

Notice that "Page" in the first status line displays as "Page 2." You are now on Page 2 of your document.

Type **the remainder of the text in Example 2**

Press **RETURN** twice at the end of each paragraph.

Press **PAGE** to place an optional page break at the end of each page. Place the page breaks so your pages match Example 2.

The *optional page break* is displayed as a single-dashed line. You can manually delete page breaks to combine text. To delete an optional or required page break, move the cursor to the page break, press DELETE, then press EXECUTE. If you want to try this, be sure to press PAGE again to reinsert the optional page break (or SHIFT/PAGE to reinsert the required page break).

When you are finished, you should be on Page 5 of "brochure."

LESSON 6

Now that you have a document with several pages, you can move quickly between pages by using the GO TO PAGE key in combination with other keys. Try the following Cursor movement functions before you continue with the next exercise.

Press **GO TO PAGE**

Type **1**

Press **EXECUTE**

The CURSOR moves to the top of Page 1

Press **GO TO PAGE**

Type **4**

Press **EXECUTE**

The CURSOR moves to the top of Page 4.

Press **GO TO PAGE**

Press **PREV SCR N**

The CURSOR moves to the top of the previous page.

Press **GO TO PAGE**

Press **NEXT SCR N**

The CURSOR moves to the top of the next page.

Press **GO TO PAGE**

Type **e**

LESSON 6

The CURSOR moves to the end of the document

| | |
|--------------|-------------------|
| <i>Press</i> | GO TO PAGE |
| <i>Type</i> | b |

The CURSOR moves to the beginning of the document

You can now try moving the cursor in **page** mode. To set page mode:

| | |
|--------------|-------------------------------|
| <i>Press</i> | MODE |
| <i>Press</i> | PAGE |
| <i>Press</i> | SHIFT/DOWN or SHIFT/UP |

The CURSOR moves from the top of one page to the top of the next page.

You can continue to Lesson 7, or press CANCEL, then press EXECUTE to return to the *Main* menu.

SUGGESTIONS

Acquire the habit of inserting optional or required page breaks as you type when you work with large documents. Keeping your pages to a reasonable length per page (approximately 50 to 54 lines) makes document handling and editing much easier. You can have up to 999 pages in a document.

The default text length (shown following the Length setting in the second status line) is 54. When you exceed the text length, the number following the Length * indicator becomes bright to remind you to enter a page break. For example, if the text length is 54, the indicator will light at line 55.

* LINE # BECOMES BRIGHT

LESSON 6

CHANGING THE TEXT LENGTH SETTING

To change the *Text Length* setting, press COMMAND, press PAGE, type the number of lines you want per page, then press EXECUTE.

Now that you know how to enter required and optional page breaks, you can create and print longer documents.

NEXT LESSON Lesson 7, "Copying and Moving Text," in Lesson 7, you will learn more about text organization by copying and moving text within your document. You will learn how to use WORD ERA Windows to copy and move text between documents.

LESSON 7

COPYING AND MOVING TEXT

LESSON TIME *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON

How to copy and move text within your document

How to use WORD ERA Windows to copy and move text between documents

INTRODUCTION

In this lesson you will learn how to copy and move text within your document and how to copy or move text from one document to another using the WORD ERA windowing feature.

Sometimes called "cut and paste" operations, the copy and move functions help you avoid repetitive typing, and let you easily reorganize your text.

EXERCISE 7.1 Copying and Moving Text

PRELIMINARY STEPS *You should edit the document "brochure" and your Cursor should be on Page 1 to begin this exercise.*

You are going to add a list of WORD ERA features to Page 1 of "brochure" by using the Copy function to copy the feature names from Pages 3 and 4 and place them on Page 1.

LESSON 7

COPYING TEXT

When you copy text from one location to another, you duplicate the text. It remains in the original location in the document and is duplicated in the new location. To copy text, place the Cursor on the first character of the text to be copied. Press the Copy key, and move the Cursor to highlight the text (you can also include Return symbols and page breaks in copied text). When the text is highlighted, press the Execute key.

Perform the following instructions to copy the feature names to Page 1 of "brochure."

- Move* **the Cursor** to the period at the end of the first paragraph
- Type* **,** (comma)
(Overtyping the period at the end of the first paragraph with a comma)
- Press* **the Space bar**
- Type* **such as:**
- Move* **the Cursor** to Page 3

Remember, the quickest way to move from page-to-page in a document is by pressing GO TO PAGE, typing a number, and pressing EXECUTE.

- Move* **the Cursor** to the first character of the words "Multiple Columns"
- Press* **COPY**
- Press* **RETURN twice** to highlight the words "MULTIPLE COLUMNS" and the two Return symbols
- Press* **EXECUTE**

LESSON 7

- Press* **GO TO PAGE**
- Type* **1**
- Press* **EXECUTE**
- Move* **the Cursor** to the first letter of the line "WORD
ERA is a product of:"
- Press* **EXECUTE**

The words "MULTIPLE COLUMNS" and the two Return symbols are copied to Page 1.

Use the Copy function to copy the names of the WORD ERA features from Page 3, and place them on Page 1. Take your time and watch the prompts which appear on the upper right of the screen as you are copying; they will guide you through the copy function.

When the "To where?" prompt is displayed, you can move the Cursor to the location you have chosen for the copied text. You can use any of the Cursor movement keys while you are in the Copy function. When the Cursor is positioned where you want the copied text to appear, press the Execute key.

If you change your mind, you can press CANCEL at any stage of the Copy function.

If you want to get some practice in copying, you can copy each feature under the "Document Processing Tools" heading one at a time. If you want to perform the task quickly, you can copy them all at once by pressing RETURN until all the feature name are highlighted.

MOVING TEXT

You use the Move function to move text from one place to another place in your document. Moving text is similar to copying it, but the text is deleted from the original location and appears only in the new location. Copied text appears twice, in the original location and in the new location.

LESSON 7

You are going to move the last four lines on Page 1 of "brochure" to the end of the document.

- Move* **the Cursor to Page 1**
- Move* **the Cursor to the first character in the line "WORD ERA is a product of:"**
- Press* **MOVE**
- Press* **RETURN seven times to highlight all four lines of text and the Return symbol following the fourth line**
- Press* **EXECUTE**
- Press* **GO TO PAGE**
- Type* **e**

The Cursor moves to the end of the document.

- Press* **EXECUTE**

The text from Page 1 is moved to Page 5 of "brochure." To verify this, you can go to Page 1 and observe that the moved text has been deleted from Page 1.

- Press* **CANCEL**
- Press* **EXECUTE to return to the Main menu**

In the next exercise you will learn how to use windows to copy text between documents.

The "Suggestions" section of this lesson tells you how to use the Supercopy and Supermove features to copy and move text between documents.

LESSON 7

**EXERCISE 7.2 Using Windows to Copy Text
Between Documents**

PRELIMINARY STEPS *You should be on Page 1 of the document "ltr.smith" to begin this exercise.*

In this exercise you are going to:

1. Edit the document "ltr.smith"
2. Create a *window* and edit the document "brochure"
3. Insert a new line of text between the second and third paragraphs in "ltr.smith."
4. Copy the feature list from page 1 of "brochure" to page 1 of "ltr.smith."

The WORD ERA *Window* feature allows you to display up to four documents at one time by creating a "window" for each document. In this exercise you are going to window two documents at once, "ltr.smith" and "brochure."

You can jump back and forth between document windows. You can copy and move text between documents. You can also perform all editing and formatting functions in a document window. You can also choose the size of window you want.

You should be on Page 1 of "ltr.smith."

Move **the Cursor** to the first character of the second paragraph in "ltr.smith" (beginning "I have sent ...")

Press **INSERT**

Type **Some of the features you will be interested in are:**

LESSON 7

Press **RETURN** twice

Press **EXECUTE**

You are going to "open" a window for "brochure" and copy the feature list into "ltr.smith." Your Cursor should be at the first character of what is now the third paragraph (beginning "I have sent ...").

Press **COMMAND**

Type **w**

A bright box is drawn around the text on the screen and the prompt "Set window" is displayed. To set the window:

Move **the Cursor** to the approximate middle of the screen.
(Use the Right Cursor Arrow key to create vertical windows.)

Press **EXECUTE** to set the window size

The prompt "Document name?" is displayed.

Type **brochure**

Press **EXECUTE**

Page 1 of "brochure" is displayed in the second window.

To jump from window to window:

Press **COMMAND**, then type **j**

To display only one window:

Press **COMMAND**, then type **f**

To redisplay all windows type **COMMAND j** again.

LESSON 7

Try jumping (COMMAND j) and flipping (COMMAND f) between windows a few times. Notice that the Cursor always returns to its original location when you jump back to a window.

Press **COMMAND**, then type **j** to restore the display of both windows.

To copy the feature list from "brochure" to "ltr.smith":

Move **the Cursor** to the first character of the third paragraph in "ltr.smith" (beginning "I have sent ...")

(If your Cursor is in the "brochure" window, press COMMAND, type j, then move the Cursor as directed above.)

Press **COMMAND**

Type **j**

Move **the Cursor** to the first character of the line "MULTIPLE COLUMNS"

Press **COPY**

Press **RETURN** until all the features, including the last Return symbol following "Forms Processing" are highlighted

Press **EXECUTE**

Press **COMMAND**

Type **j**

Press **EXECUTE**

The feature list is copied to "ltr.smith."

LESSON 7

To close document windows, you must first move the Cursor to the window you want to close:

Press **COMMAND**

Type **j**

then end the edit session for that window:

Press **CANCEL**

Press **EXECUTE**

The window for "brochure" is closed and "ltr.smith" is displayed without the window box.

Press CANCEL, then press EXECUTE to end the edit of "ltr.smith."

SUGGESTIONS

Remember that the Move function deletes text from the original location and moves it to the new location, so be sure you really want to use the Move function (rather than Copy) when you are organizing text.

USING SUPERCOPY AND SUPERMOVE

To copy and move text between documents you can also use the Supercopy and Supermove functions. The document you are editing is called the *destination* document, and the document you are copying from is called the *source* document.

To Supercopy text between documents edit your document, then move the Cursor to the position where you want the copied text to appear. Press SHIFT/COPY. When the "Copying Text Between Documents" screen is displayed, type the name of the source document you want to copy from and press EXECUTE. If you make a mistake while you are typing the name of the source document, use the Backspace key to move the Cursor to the error and overwrite it with the correct characters.

LESSON 7

When the first page of the source document is displayed, move the Cursor to the first character of the text you want to copy. Press EXECUTE, then highlight the text to be copied. When the text is correctly highlighted, press EXECUTE. The copied text is displayed at the Cursor location in the document you are editing.

You can also press CANCEL at any time while copying between documents to return to the editing screen.

You use the Supermove function to move text between documents in the same way you copy text, except the text is not duplicated; it is deleted from the source document and appears only in the destination document.

For more information about the Copy, Move, and Window features refer to the WORD ERA Reference manual.

Create a few practice documents. Try copying and moving text within and between documents.

NEXT LESSON Lesson 8, "Using Tabs and Format Lines to Format Your Document" In this lesson you'll learn how to change the format line, and how to use Tabs, Indents, Right-Flush Tabs, Decimal Tabs, and how to center text by using the Center function.

LESSON 8

USING FORMAT LINES AND TABS TO FORMAT YOUR DOCUMENT

LESSON TIME *45 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to change a format line
How to set and use Tabs and Indents
How to set and use Right-Flush Tabs
How to set and use Decimal Tabs
How to center text

INTRODUCTION

Document format refers to the line width of your text, which is determined by the right margin setting, the tab stop positions, the vertical line spacing (such as single, double, triple), and the number of lines per page.

The right margin, tab stop positions, and vertical line spacing are set on the *format line* in your document. The *Length* indicator in the second status line shows the page length setting for the document.

In this lesson you will learn how to change your format line and how to set and use tabs. In the next lesson you will learn how to create alternate format lines, how to delete a format line, and how to change the vertical line spacing and text length.

THE FORMAT LINE

Edit your document "brochure" and look at the format line at the top of the page as you read this description.

The format line is the third line at the top of your document editing screen, directly below the first and second status lines.

LESSON 8

The first number in the format line shows the vertical line spacing. The vertical line spacing is also shown in the second status line after the word "Spacing."

If your Cursor is in position 1 you will need to move it a few spaces to the right to see the vertical line spacing because the Cursor cross-hair covers the number. The cross hair in the format line moves with the Cursor, indicating its current horizontal position. The Cursor position is also shown in the first status line after "Pos."

The second number (in parentheses) indicates the format line number. The format line number is also shown in the second status line after the word "Format." You can have up to 99 differently numbered format lines in your document. You can have as many occurrences of each format line number as you need.

The numbers 1, 2, 3, and so on, mark every tenth position, giving you a handy position reference.

The right-pointing triangles are tab stop positions. The Return symbol at the end of the format line shows the right margin position. The left-pointing arrow before the Return symbol is a Right-Flush Tab stop.

NOTE The appearance of the Tab, Return, and other screen symbols depends on the type of terminal you are using. Refer to your WORD ERA Installation pamphlet for additional information.

Format lines give you great flexibility in designing documents. For example, you can change the document format at any time by changing the format line settings; you can have several different text formats in the same document by inserting "alternate" format lines; and you can copy or delete alternate format lines as necessary.

TAB STOPS AND TABS

Preparing tabular documents such as reports, financial data, and parts lists is an important task in every office. WORD ERA gives you four types of tabs: the Tab, the Indent, the Right-Flush Tab, and the Decimal Tab. Tab stops for all four types of tabs are set in the format line.

LESSON 8

The **Tab** indents the first line of a paragraph or separates and spaces tabular material across the page. On most terminals, the Tab symbol is displayed as a right-pointing triangle in the format line and on the editing screen.

The **Indent** indents a block of text; it is especially useful for outlines, numbered paragraphs, and bulleted lists. On most terminals, the Indent symbol is displayed as a right-pointing arrow on the editing screen. Indent honors the regular Tab stop symbol in the format line.

The **Right-Flush Tab** right-justifies text. On most terminals, the Right-Flush Tab symbol is displayed as a left-pointing arrow in the format line and on the editing screen.

The **Decimal Tab** automatically aligns numbers in a column by their decimal points. On most terminals, the Decimal Tab symbol looks like a small capital "L" on the editing screen. Decimal Tab honors the regular Tab stop symbol in the format line.

EXERCISE 8.1 Changing a Format Line

PRELIMINARY STEPS *You should be on Page 1 of your document brochure to begin this exercise.*

In this exercise, you are going to change Format line 1 in your **brochure** document by removing the existing tab stops and changing the right margin to 75.

Format line 1 is displayed at the top of Page 1. This is the only format line in the document and it is the same for every page. Because you specified the default prototype document 0000 when you created the document, the format line has tab stops every five characters and a right margin of 65. (Lesson 18 shows you how to use prototype documents.)

LESSON 8

To change the format line, press the Format key; the cursor moves into the format line at Position 1. There are several ways to move the Cursor in the format line. Follow the instructions below and try them all.

The Cursor should be on Page 1 of "brochure."

Press **FORMAT**

Press **RIGHT** several times

The Cursor moves forward through the format line without removing the tab stops.

Press **LEFT** several times

The Cursor moves backward through the format line without removing the tab stops.

Press **GO TO PAGE**, then press **RIGHT**

The Cursor moves to the Return symbol at the right margin

Press **BACKSPACE** several times

The Cursor moves backward through the format line without removing the tab stops.

Press **GO TO PAGE**, then press **LEFT**

The Cursor moves to the beginning of the format line

You use the Space bar to change the right margin setting, and to remove existing tab stops in the format line.

LESSON 8

Press **the Space bar. Continue pressing the Space bar, watching the position indicator in the first status line, until you reach Position 75**

The tab stops in the format line are removed and the Cursor should be on Position 75.

If you accidentally move beyond Position 75, move the Cursor back to Position 75; then press RETURN. When the Return symbol is positioned correctly, press EXECUTE.

Press **EXECUTE**

The right margin is changed to 75 and the text immediately readjusts to the new margin setting.

In the next exercise you will learn how to set new tab stops and how to use Tabs and Indents.

EXERCISE 8.2 Setting and Using Tabs

PRELIMINARY STEPS *You should be on Page 1 of "brochure" to begin this exercise.*

In this exercise, you are going to set new tab stops in the "brochure" format line. Then you are going to change some of the paragraphs in "brochure" from block to manuscript style by inserting a tab at the beginning of the paragraph.

You are also going to add an indented "Note" on Page 2.

The Cursor should be on Page 1 of "brochure."

Press **FORMAT**

Move **the Cursor to Position 5**

Press **TAB**

LESSON 8

The Tab symbol is displayed in the format line.

Press **EXECUTE** to set the format

To insert a tab at the beginning of the first sentence on Page 1, perform the following instructions.

Move **the Cursor** to the first character in the first sentence (beginning "Word Era gives you a full ...)

Press **INSERT**

Press **TAB**

Press **EXECUTE**

The Tab symbol is inserted and the first line of the sentence is indented.

After you insert the Tab, notice that the text is readjusted, and the first line of the sentence is indented.

Notice that the tab indents only the first line of the paragraph. The second line adjusts to compensate for the shortened first line, but is not indented.

On your editing screen, the Tab symbol appears at Position 5, and the text begins at Position 6. When you print brochure, the Tab symbol does not print. The text prints at position 6, (the position it occupies on the editing screen).

Continue **to insert a Tab before each paragraph in "brochure." When you are finished, all paragraphs in "brochure" should be changed from block style to paragraph style.**

When you have inserted Tabs at the beginning of each paragraph in "brochure" press COMMAND, press RETURN, then press EXECUTE to save your changes, then continue to Exercise 8.3, "Setting and Using Indents."

LESSON 8

EXERCISE 8.3 Setting and Using Indents

PRELIMINARY STEPS *You should be on Page 1 of "brochure" to begin this exercise.*

Use the Indent when you want to indent a block of text. Indented text attracts your reader's attention and is often used for "notes" and "reminders."

When you use the Indent all text is indented until you type a Return.

In this exercise you are going to insert an indented note on Page 2 of "brochure."

Move **the Cursor to the end of Page 2**

Press **INSERT**

Press **INDENT**

Type **NOTE: For detailed information about WORD ERA features, functions, and keys, see the WORD ERA Reference manual.**

Press **RETURN twice**

Press **EXECUTE**

The entire "Note" paragraph is indented five spaces.

In the next exercise you will learn how to use Right-Flush Tabs.

LESSON 8

EXERCISE 8.4 Setting and Using Right-Flush Tabs

PRELIMINARY STEPS *You should be on Page 1 of "brochure" to begin this exercise.*

In this exercise, you are going to add a right-justified part number and date on the last page of "brochure." First, you must add the Right-Flush Tab stop to the "brochure" format line.

The Cursor should be on Page 1 of "brochure."

Press **FORMAT**

Press **GO TO PAGE**

Press **RIGHT**

Press **LEFT**, the Cursor should be on Position 74

Type **r**

A Right-Flush Tab tab-stop symbol is displayed at Position 74.

Press **EXECUTE** to set the format

Format Line 1 is the only format line you have in "brochure." This is the format line that is displayed at the top of every page in "brochure." When you change one instance of a format line all format lines with the same number are changed as well.

In the next lesson you will learn how to insert *alternate format lines*, each having a different number and a unique format. You can have up to 99 different format line numbers in one document. You can as many format lines of the same number as you need.

LESSON 8

You should be at the end of "brochure" to type the part number and the date.

Press **GO TO PAGE**

Type **e**

The Cursor is at the end of the document.

To type a Right-Flush Tab:

Press **COMMAND**

Press **INDENT**

Notice that the Right-Flush Tab symbol is placed under the "r" on the format line and any regular tab stops in the format line are ignored.

Type **1004321-01**

Press **RETURN**

As you enter text, the left-pointing arrow is pushed to the left.

Press **COMMAND**

Press **INDENT**

Press **12/86**

Press **RETURN twice**

The Right-Flush Tab has aligned the part number and the date on the right margin.

You can type right-flush text (preceded by a Right-Flush Tab) until you reach the left margin.

You should again save your changes by pressing **COMMAND**, press **RETURN**, then press **EXECUTE**. (If you have the Autosave feature turned on this step is not necessary).

LESSON 8

In the next exercise you will learn how to set and use decimal tabs. In the next lesson you will learn how use decimal tabs when you type tables of numbers.

EXERCISE 8.5 Setting and Using Decimal Tabs

PRELIMINARY STEPS *Your Cursor should be at the end of Page 2 in the document "brochure."*

In this exercise you are going to move the Cursor to Page 2 of "brochure." Then you are going to add a tab stop at Position 25 to the format line 1. Then you will type a short paragraph and a column of numbers, using Decimal Tabs to align the numbers on their decimal points. You type a Decimal Tab by pressing the DEC TAB key.

Press **GO TO PAGE**

Type **2**

Press **EXECUTE**

The Cursor moves to Page 2 of "brochure."

Press **FORMAT**

Press **RIGHT**, moving the Cursor to Position 25

Press **TAB**

A tab stop is set at Position 25

Press **EXECUTE** to set the format

You have now changed all instances of Format Line 1 in "brochure." If you only wanted to change the format line at the top of Page 2, you would insert an alternate format line. You will learn about alternate format lines in the next lesson.

LESSON 8

To type the paragraph and column of decimal tabbed numbers:

Press **GO TO PAGE**

Press **DOWN**

The Cursor is at the bottom of Page 2.

Press **INSERT**

Even though you can type text at the bottom of a page, it is a good idea to use Insert to insert new text when there is existing text on the page.

Press **TAB**

Type **One of the frequently-used productivity features of WORD ERA is Decimal Tabs. The following example demonstrates how Decimal Tabs align numbers by their decimal points.**

Press **RETURN twice**

Press **DEC TAB twice to position the Decimal Tab under the tab stop at Position 25**

Type **22.37**

Press **RETURN**

Press **DEC TAB twice**

Type **144.78**

Press **RETURN**

Press **DEC TAB twice**

Type **1,928.00**

Press **RETURN twice**

Press **EXECUTE to complete the Insert**

LESSON 8

Notice how all three numbers are aligned by their decimal points under the tab stop at Position 25 in the format line.

In the next and last exercise in this lesson you will learn how to center text.

Go to Page 1 of "brochure" to begin the next exercise.

EXERCISE 8.6 Centering Text

PRELIMINARY STEPS *You should be on Page 1 of the "brochure" to begin this exercise.*

You can center a heading or a line of text by pressing CENTER, typing the line, and then pressing RETURN. You can also insert a Center symbol before existing text. The text is centered according to the length of the format line immediately preceding it. If you change the right margin setting of the format line, the centered text is adjusting accordingly.

In this exercise you are going to insert a Center symbol before all of the major headings in "brochure." The major headings are shown centered below:

An Introduction to Word Era Word Processing Features
The Word Era Text Editor
TEXT EDITING TOOLS
MULTIPLE COLUMNS
WINDOWING
DOCUMENT PROCESSING TOOLS
TEXT HANDLING TOOLS

To center the headings, begin with the Cursor on Page 1 of "brochure."

LESSON 8

Move **the Cursor** to the first heading in "brochure," which begins on Page 1, Line 1, Position 1 (beginning An Introduction ...)

Press **INSERT**

Press **CENTER**

Press **EXECUTE**

The heading is centered

Continue **to insert Center symbols before each of the major headings in "brochure"**

When you have centered all the headings in "brochure," press CANCEL, then press EXECUTE to return to the *Main* menu.

SUGGESTIONS

You can move the Cursor directly to the next Tab, Indent, Right-flush Tab, or Decimal Tab symbol in your document by pressing GO TO PAGE, then pressing the symbol key. For example, to move the Cursor to the next Indent symbol, press GO TO PAGE, then press INDENT.

In the lessons you have completed so far, you have learned just one or two methods of performing certain steps. You may have already discovered, either by experimentation or by accident, that a keystroke different from the one given may also work.

See the WORD ERA Reference manual to learn about alternative methods and additional features.

LESSON 8

Continue to experiment, one of the pleasures of using WORD ERA is the variety of methods you can use to accomplish a task.

NEXT LESSON Lesson 9 "Special Format Lines" In Lesson 9 you will learn how to create, copy, and delete alternate format lines. You will learn about multiple columns, an important feature of WORD ERA. You will also learn how to change the vertical line spacing, and how to use horizontal scroll.

LESSON 9

SPECIAL FORMAT LINES

LESSON TIME

WHAT YOU WILL LEARN IN THIS LESSON

How to create and copy alternate format lines

How to change the vertical line spacing

How to set and use multiple column formats

How to use horizontal scroll for long format lines

INTRODUCTION

In this exercise you will create and type your final exercise document in this course, a purchase order form called "supplies."

This document uses three types of tabs, and it has three different format lines.

As you type "supplies," you will learn how to use *alternate format lines* by inserting two alternate format lines to type table headings and a table.

After you type the table, you will learn how to copy format lines by copying Format Line 1. The standard text following the table will then have the correct format line.

You will learn how to change the *vertical line spacing* for a format line.

In Exercise 9.3 you will learn how to set *format lines for multiple columns* and how to *type multiple column text*.

You will learn how to use *horizontal scroll* to create a wide format line.

LESSON 9

EXERCISE 9.1 Creating and Copying Alternate Format Lines

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

For this exercise, you will create and type a purchase order form called **supplies**.

Look at Example 3; this is the way your document will look when you have finished typing it.

Move **the Cursor to Create new document**

Press **EXECUTE**

Type **supplies**

Press **EXECUTE twice**

Fill in the *Document Summary* as follows:

Document title: **Purchase Order**

Operator: **Your name**

Author: **Your name**

Comments: **Purchase Order**

Press **EXECUTE to edit the document**

You are going to change Format Line 1 to provide tab stops for the two address blocks and the date.

LESSON 9

Press **FORMAT**, then change Format Line 1 as follows:

Use the Space bar to remove all tab stops

Set new tab stops at Positions 7 and 17

Set the right margin at 65

Press **EXECUTE** to set the format

Type **the "PURCHASE ORDER" line, the two address blocks, the "DATE" line, and the four Returns following the date**

Now you will insert an alternate format line to provide tab stops for the table headings. Using an alternate format line for your headings (instead of using spaces between the headings) allows you to change the tab stops if you are not satisfied with the heading placement.

INSERTING ALTERNATE FORMAT LINE 1

To insert the alternate format line:

Press **INSERT**

Press **FORMAT**

Alternate Format Line 2 is inserted. Notice the number 2 is in parentheses and the Format indicator on the second status line has changed to "2."

Notice that Format Line 2 has the same tab stops and right margin as Format Line 1. Format Line 1 is the "prime" format line for your document, all alternate format lines you insert will have the same settings as Format Line 1 until you change them.

LESSON 9

The Cursor is positioned in the format line so you can make your changes now.

Make **the following changes to Format Line 2:**

**Use the Space bar to delete the existing tab
stops, then set new tab stops at Positions 30, 41,
58**

Set the right margin at Position 70

Press **EXECUTE** to set the format

Type **DESCRIPTION**

Press **TAB**

Type **QUANTITY**

Press **TAB**

Type **PRICE PER UNIT**

Press **TAB**

Type **TOTAL PRICE**

Press **RETURN** twice at the end of the line

INSERTING ALTERNATE FORMAT LINE 3

It is best to use different format lines for headings and tabular material, since tabs and decimal tabs align differently.

Press **INSERT**

Press **FORMAT**

LESSON 9

Alternate Format Line 3 is displayed

Make the following changes to alternate format line 3:

Delete the existing tab stops and set new tab stops at Positions 30, 51, 65

Set the right margin at Position 70

Press EXECUTE to set the format line

To type the table:

Type Continuous paper 8-1/2x11

Press TAB

Type 2 boxes

Press DEC TAB

Type 20.00

Press RETURN

You will fill in the numbers under "Total Price" and the number for "Total" in Lesson 16 when you learn how to use the Math function to perform calculations in your document.

Type the "Flexible disks" line, using TAB to type the "Quantity" column and DEC TAB to type the "Price Per Unit" column

Press RETURN once at the end of the line

LESSON 9

| | |
|--------------|---------------------------------------------------------------------------------------------------------------------------------|
| <i>Type</i> | the "Carbon ribbons" line using TAB to type the "Quantity" column and DEC TAB to type the "Price Per Unit" column |
| <i>Press</i> | RETURN twice at the end of the line |
| <i>Press</i> | TAB twice |
| <i>Type</i> | the "TOTAL" line |
| <i>Press</i> | RETURN four times at the end of the line |

Whenever you type a table in the middle of text, you need to copy the "text" format line at the end of the table. The text after the table will then have the same format as the text before the table.

INSERTING A COPY OF FORMAT LINE 1

To insert a copy of Format line 1:

| | |
|--------------|---------------------------------------|
| <i>Press</i> | INSERT |
| <i>Press</i> | COPY |
| <i>Press</i> | FORMAT |
| <i>Type</i> | 1 |
| <i>Press</i> | EXECUTE to set the format |
| <i>Press</i> | EXECUTE to complete the insert |

Format Line 1 is copied beneath the table.

To type the "note" paragraph:

| | |
|--------------|---------------|
| <i>Press</i> | RETURN |
| <i>Press</i> | INDENT |

LESSON 9

Type **the "NOTE" paragraph**

Press **RETURN** twice at the end of the paragraph

Decimal tabs line up numbers correctly when they are within the symbols (), [], < >, { }; preceded by a dollar sign (\$); or are preceded by or followed by a plus (+) or minus (-) sign.

You may press COMMAND, press RETURN, then press EXECUTE to save your document and continue to the next exercise, or press CANCEL, then press EXECUTE to return to the *Main* menu.

EXERCISE 9.2 Changing Vertical Line Spacing

PRELIMINARY STEPS *You should be on Page 1 of your document "supplies" to begin this exercise*

Vertical line spacing is set for an individual format line number. You can have a page with both single- and double-spaced text by inserting both alternate single- and double-spaced format lines, or by changing the vertical line spacing for a particular format line.

The Vertical line spacing settings you can use are:

| | | |
|---|---|--------------------|
| 0 | = | zero space |
| Q | = | quarter space |
| H | = | half space |
| 1 | = | single space |
| W | = | space and one-half |
| 2 | = | double space |
| 3 | = | triple space |

In this exercise you are going to change the vertical line spacing in Format Line 3 from single space (2) to space and one-half (w). You should be on Page 1 of "supplies" to begin this exercise.

LESSON 9

| | |
|--------------|-----------------------------------------------------------------------------------------|
| <i>Move</i> | the Cursor to the line below Format Line 3 (the line beginning "Continuous ...") |
| <i>Press</i> | COMMAND |
| <i>Type</i> | s |
| <i>Type</i> | w |

The vertical line number in Format Line 3 changes to "W," and the "Spacing" indicator in the second status line also changes to "W." The second status line always reflects settings for the format line immediately above the Cursor position.

When you change vertical line spacing, the only visible changes on your screen are the vertical line spacing number in the format line and in the second status line. However, when you print "supplies," the table section between Format Line 3 and the copied Format Line 1 will be printed in space and one-half.

If you press **DOWN** you will notice how the Line indicator in the first status line counts by space and one-half. Since the Line indicator cannot show half lines when you move the cursor, it will increment in the pattern 1, 2, 4, 5, 7, and so on.

When you change a format line, all other format lines with the same number in the document are also changed. Format lines with other numbers are not affected by the change.

You may press **COMMAND**, press **RETURN**, then press **EXECUTE** to save your changes and continue to the next exercise, or press **CANCEL**, then press **EXECUTE** to return to the Main menu.

LESSON 9

EXERCISE 9.4 Setting and Using Multiple-Column Formats

PRELIMINARY STEPS *You should be on Page 1 of your document "supplies" to begin this exercise.*

You can use multiple-column formats for a variety of applications. In fact, the more you use multiple-columns, the more ways you will find to use them.

There is only one way to set a format line for multiple columns. However, there are two types of multiple columns you can type: wrapping or synchronized.

Wrapping columns "snake" from the end of one column to the top of the next column. You will learn how to type wrapping columns in this exercise.

Synchronized columns align across the page. You can learn about synchronized columns by reading the "MULTIPLE COLUMNS" section of the WORD ERA Reference manual.

This exercise will show you how you can use a multiple column format to save space on a page, and how you can combine both multiple column and standard text on one page.

To perform this exercise, you are going to create a second page in your document "supplies." Then you are going to insert alternate Format Line 4 and type a back order list.

Look at Example 4. This is the Back Order Report you are going to type on Page 2 of "supplies."

CREATING A PAGE BREAK AND TYPING THE FIRST PARAGRAPH OF THE BACK ORDER REPORT

Your Cursor should be on Page 1 of "supplies" to begin this exercise.

Press **GO TO PAGE**

Type **e**

LESSON 9

The Cursor moves to the end of the document.

Press **PAGE**

You have inserted an optional page break and created Page 2. To display only Page 2:

Press **GO TO PAGE**

Press **UP**

Next, you will type the heading and the first paragraph of the report. You do not need to change the format line to type this text.

Type **BACK ORDER REPORT**

Press **RETURN** twice

Type **the paragraph** in Example 4

Press **RETURN** twice at the end of the paragraph

SETTING THE MULTIPLE COLUMN SYMBOLS IN FORMAT LINE 4

You are going to insert alternate Format Line 4 and set the beginning and ending locations for two columns. You are also going to change the vertical spacing for Format Line 4 to double space (2).

Press **INSERT**

Press **FORMAT**

Press **the Space bar** to remove existing tab stops

Move **the Cursor** to Position 27

Press **e** to indicate the end of the first column

LESSON 9

A downward pointing arrow is displayed at Position 27. A down arrow is the multiple-column symbol for the end of a column. (Instead of typing "e" to set the end of a column, you can press SUBSCRIPT.)

Move **the Cursor** to Position 35

You should always remember to leave a sufficient amount of space between the end of a column and the start of the next column.

Press **s** to indicate the start of the second column.

An upward pointing arrow is displayed at Position 35. An up arrow is the multiple-column symbol for the start of a column. (Instead of typing "s" to set the end of a column, you can press SHIFT/SUPERSCRIPIT.)

Press **EXECUTE** to set the format

The left margin is always the beginning of the first column. The right margin is always the end of the last column. You can set as many columns as you need on a format line (up to 250 characters). See the description of *Horizontal Scroll* in the "Suggestions" section of this lesson.

Depending on the keyboard and/or keyboard template you are using, the SUB AND SUPERSCRIPIT keys may be represented by up and down arrows, or the words "Subscript" and "Superscript."

To change the vertical line spacing for Format Line 4:

Press **COMMAND**

Type **s**

Type **2**

LESSON 9

To type the columns:

- Type* **the first column as shown in Example 4**
- Press* **RETURN** at the end of each item
- Press* **PAGE** to enter a column break when the Length indicator lights up (probably at Line 56 if your text length is set to 54)

The Cursor moves to the top of the next column.

- Type* **column two as shown in Example 4**
- Press* **PAGE** when you have finished typing column two
- Press* **RETURN**

When you have finished typing the columns, insert a copy of Format Line 1, then type the remaining paragraph.

- Press* **INSERT**
- Press* **COPY**
- Press* **FORMAT**
- Type* **1**
- Press* **EXECUTE twice**

Inserting a copy of Format Line 1 overrides the multiple column format and lets you type standard text.

- Type* **the last paragraph on the page**
- Press* **RETURN twice**

LESSON 9

MOVING THE CURSOR IN MULTIPLE COLUMNS

You can now learn how to move the Cursor through multiple column text.

Press **GO TO PAGE**

Press **UP**

Move **the Cursor to the beginning of the first column**
(beginning with "shipping ...")

Press **SHIFT/RIGHT**

The Cursor jumps to the right column.

Press **SHIFT/LEFT**

The Cursor jumps to the left column.

You can move the Cursor between columns using SHIFT/RIGHT or SHIFT/LEFT. You can not jump between columns when there is no text in the adjacent column.

To move the Cursor to the bottom of column one:

Press **GO TO PAGE**

Press **SUBSCRIPT**

To move the Cursor to the top of column one:

Press **GO TO PAGE**

Press **SUPERSCRIP (SHIFT/SUBSCRIPT)**

You can insert, delete, and replace text in columns by using the same methods you use for standard text. You can copy and move text between columns by using the same methods you use for standard text.

LESSON 9

In Lesson 24 you will learn how to automatically paginate your document.

Press CANCEL, then press EXECUTE to return to the *Main* menu.

SUGGESTIONS

If you want to change multiple-column text to standard text, edit the format line and remove the column symbols. You must then delete the column breaks embedded in the text. To delete a column break, place the Cursor on the column break and press DELETE.

You can also change standard text to multiple columns by inserting an alternate format line and setting the column symbols in the format line. All the text aligns under the first column. Move the Cursor down the text and press PAGE where you want a column break.

ADDITIONAL INFORMATION ABOUT FORMAT LINES

You can have up to 100 unique format lines in your document by inserting up to 99 alternate format lines whenever you need to change your text format. You can have as many repetitions of a format line number as you need. The alternate format line may be anywhere on your page; you can use it to change the entire page or just a section of text on the page.

You cannot delete the format line at the top of a page. However, to delete any other format line on the page, move the Cursor under the format line you want to delete, press FORMAT, then press DELETE. When you delete an alternate format line you only delete that format line, any other format line with the same number remains in the document.

THE HORIZONTAL SCROLL FEATURE

Some types of work require you to extend a format line beyond the normal screen boundary of 80 horizontal characters. The ability to extend a format line beyond 80 characters is called *horizontal scroll*.

LESSON 9

A format line is in horizontal scroll anytime you extend the line beyond 80 characters.

In the lessons you have completed, you used *vertical scroll* to move the cursor up and down between screens. You use *horizontal scroll* the same way, except that you move left and right between screens.

You have learned a substantial number of new functions in the last two lessons. You should try them all in your own documents.

NEXT LESSON Lesson 10, "Special Formatting Features," in this lesson you will learn how to place footnote references and footnote text in your document, and how to use subscripts, superscripts, required spaces.

CONTRATULATIONS

You have now learned the major functions of WORD ERA. You are ready to learn special editing features and time-saving functions such as boldfacing, underlining, global search and replace, headers and footers, and how to use the WORD ERA activity menus.

Refer to the WORD ERA Reference manual for detailed information and additional tips on how to use the features you have just learned.

LESSON 10

SPECIAL FORMATTING FEATURES

LESSON TIME *1 hour, 15 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to enter footnote references and type footnote text

How to use subscripts and superscripts

How to use a required space

INTRODUCTION

In this lesson you will learn how to add *footnotes* to your text by entering *footnote references* and *footnote text*. In Lesson 25, "Using Footnote Processing," you will learn how to use the Footnote Processing feature to produce a document with footnotes.

You'll also learn how to use subscripts, superscripts, and required spaces in this lesson.

You will use your document "brochure" for this lesson.

EXERCISE 10.1 Entering Footnote References and Footnote Text

PRELIMINARY STEPS *You should be on Page 2 of the document "brochure" to begin this exercise.*

In this exercise, you are going to add three footnotes to "brochure." In Footnote 1 you will use the Superscript and Subscript to illustrate how a formula is typed. Footnote 2 describes required spaces, and Footnotes 3 and 4 reference other WORD ERA manuals.

LESSON 10

ENTERING FOOTNOTE REFERENCE 1

To begin, your Cursor should be on Page 2 of your "brochure" document.

Move **the Cursor** to the space following the phrase "superscripts and subscripts," in the second paragraph on Page 2

Press **COMMAND**

Type **n**

Footnote Reference 1 is inserted and displayed in reverse video. When you enter a footnote reference in text, a correspondingly numbered footnote page is created. You can have up to 999 footnote references in a document.

You can choose to type your *footnote text* on the *footnote page* when you enter the footnote reference; or you can wait until you have entered all your footnote references and then type all your footnote text. In this exercise you will type your footnote text after you enter each footnote reference.

To type the text for Footnote 1:

Press **GO TO PAGE**

Type **1**

Type **n**

The Cursor is moved to the top of PageN1, the corresponding footnote page for Footnote 1. When you type footnote text do not type a footnote reference number, Tabs, or Indents at the beginning of the footnote text. The footnote text is formatted by options you select from the *Footnote Processing* menu. You will learn how to use Footnote Processing in Lesson 25.

LESSON 10

Type **Typing formulas like H₂O**

To type the subscripted formula in the footnote text:

Type **H**

Press **SUBSCRIPT**

Type **2**

Press **SUPERSCRIPIT (SHIFT/SUPERSCRIPIT)**

Type **O**

The Subscript symbol is displayed as a down arrow, and the Superscript is displayed as an up arrow.

Type **becomes easy when you use WORD ERA's Subscript and Superscript features.**

Press **RETURN**

When have finished typing footnote text you can use one of two methods to return to your document editing screen:

To return to a numbered document page, press GO TO PAGE, type the page number, then press EXECUTE. (Remember, to go to the beginning of the document, press GO TO PAGE, then type "b," to go to the end of the document, press GO TO PAGE, then type "e.")

To return to a specific Footnote Reference, press GO TO PAGE, press COMMAND, type the footnote number, then type n.

ENTERING FOOTNOTE REFERENCE 2

Press **GO TO PAGE**

Type **2**

LESSON 10

Press **EXECUTE**

The Cursor is moved to the top of Page 2.

Move **the Cursor** to the space following the phrase "required spaces," in the second paragraph on Page 2

Press **COMMAND**

Type **n**

Footnote Reference 2 is entered. Note that the Footnoting feature automatically increments the next footnote number.

Press **GO TO PAGE**

Type **2**

Type **n**

The Cursor moves to Footnote Page 2.

Type **You can use a required space to prevent word wrap from splitting names, numbers, or phrases you want to keep together. The Required Space symbol looks like a square "U" on your editing screen. To type a required space, press COMMAND, then press the Space bar.**

Press **RETURN**

You are going to enter Footnote Reference 3 on Page 4.

Move **the Cursor** to Page 4

Enter **Footnote Reference 3** after the phrase "Records Processing" at the beginning of the sixth paragraph on Page 4

Move **the Cursor** to Footnote Page 3

LESSON 10

Type **To learn Records Processing, read the WORD ERA Records Processing manual.**

Press **RETURN**

You have entered Footnote 3 and typed the footnote text on Footnote Page 3.

You are going to enter Footnote Reference 4 on Page 5.

Move **the Cursor to Page 5**

Enter **Footnote Reference 4** after the phrase "Glossary function," in the first paragraph on Page 5

Move **the Cursor to Footnote Page 4**

Type **To learn Glossary Functions, read the WORD ERA Glossary Functions manual.**

Press **RETURN**

You have entered Footnote 4 and typed the footnote text on Footnote Page 4.

To learn more about using footnotes, perform Lesson 25, "Using Footnote Processing," and read the "FOOTNOTING" section in the WORD ERA Reference manual.

Press CANCEL, then press EXECUTE to return to the Main menu.

SUGGESTIONS

SUBSCRIPTS AND SUPERSCRIPTS

When you print your document, the printer moves down a quarter of a line when it encounters a Subscript arrow (the arrow does not print). All text following the Subscript is printed one quarter of a line below the previous text baseline.

LESSON 10

When the printer encounters a Superscript, it moves up one quarter of a line.

Be sure you have a corresponding Subscript symbol when you use a Superscript symbol, and a corresponding Superscript symbol when you use a Subscript symbol.

REQUIRED SPACES

As you become accustomed to required spaces, you'll develop a habit of using them as you type to prevent special words or phrases from separating. This practice is especially valuable if your documents are subject to numerous revisions or reformatting that cause the text to rewrap.

To move the Cursor to a required space, press GO TO PAGE, press COMMAND, then press the Space bar.

PRINTING FOOTNOTES

You may print "brochure" without footnotes before you try Lesson 25, "Footnote Processing" if you would like. When you print a document that contains footnotes, the message "Press EXECUTE to print without footnotes CANCEL to stop process" is displayed before the document is sent to the printer. If you want to print the document without footnotes, press the Execute key. If you want to print the document with footnotes, press CANCEL and use the *Footnote Processing* function to create an output document with footnotes.

NEXT LESSON Lesson 11, "Using Headers and Footers" In this lesson you'll learn how to use headers and footers to consecutively number pages and print text at the top and/or bottom of your document pages.

LESSON 11

USING HEADERS AND FOOTERS

LESSON TIME *45 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use the header page

How to use the footer page

How to create alternating headers or footers

How to print a document with headers and footers

INTRODUCTION

Each document you create has a header and a footer page, called "Page H" and "Page F." The text and Return symbols you type on these pages are repeated at the top or bottom of each page of your printed document. In this lesson you'll learn how to add a header and a footer to your "brochure" document.

You can use the header page to repeat titles or other types of headings. The heading page is also used to number pages consecutively or to control the top margin of your printed document. For example, if you want each page in your document to begin printing on Line 7, type six Return symbols on the header page. The printer will advance the paper six lines and begin printing each page on Line 7.

The most common use of the footer page is consecutive page numbering. However, you can also use it to repeat text on each page. You specify consecutive printed page numbers by typing the number symbol (#) on the header or footer page at the position where you want the page number to print. In this lesson you'll also learn how to alternate printed page numbers by typing an alternating header or footer.

LESSON 11

EXERCISE 11.1 Typing Header and Footer Pages

PRELIMINARY STEPS *You should be on Page 1 of the document "brochure."*

To set up the header page you are going to type the title "WORD ERA BROCHURE" on Page H of "brochure."

Press **GO TO PAGE**

Type **h**

Page H is displayed

Press **RETURN three times**

Type **WORD ERA BROCHURE**

Press **RETURN three times**

You type three Returns so the printer will advanced the paper three lines from the top of the page. You type three Returns after the title to advance the paper two lines before the page text prints.

To print a consecutive page number at the bottom of each page:

Press **GO TO PAGE**

Type **f**

Page F is displayed.

Press **CENTER**

Type **Page #**

The number symbol (#) is an instruction to print a page number on each page. You specify the beginning number and the starting page on the Print Document menu.

LESSON 11

In the next exercise you will print "brochure" with headers and footers. (The footnotes you added in Lesson 10 will not print until you use *Footnote Processing* to create an output document with footnotes.)

Press CANCEL, then press EXECUTE to return to the *Main* menu

EXERCISE 11.2 Printing a Document with Headers and Footers

PRELIMINARY STEPS *You should have completed Exercise 11.1, and should be at the Main menu to begin this exercise.*

Move **the Marker** to *Print Document*

Press **EXECUTE**

The document name "brochure" is displayed (if it is not, type "brochure").

Press **EXECUTE**

Move **the Cursor** to *Starting as page no.*

Type **2**

Since the first page of "brochure" is a title page and you don't want to print a header or footer on a title page, you specify Page 2 as the starting page and number for your header and footer.

To determine the *Footer begins on line* setting, add the text length of your document to the number of lines in your header. In the case of "brochure," the text length is 54, and the header is 6 lines, a total of 60 lines of text. By specifying Line 63, you print the footer three lines under the last line of text.

LESSON 11

Move **the Cursor** to *First header page*

Type **2**

Move **the Cursor** to *First footer page*

Type **2**

Move **the Cursor** to *Footer begins on line*

Type **63**

Press **EXECUTE**

Exercise 11.3 shows you how to print manuscript style footers with alternating page numbers.

EXERCISE 11.3 Typing and Printing Alternating Page Numbers

PRELIMINARY STEPS *You should be on Page 1 of your document brochure to begin this exercise.*

In this exercise, you are going to change the footer you typed in Exercise 11.2 to an *alternating footer*.

In an alternating header or footer, odd numbers print on the right side of the page, and even numbers print on the left.

Move **the Cursor** to Page F

Press **DELETE**

Type **#**

Press **EXECUTE**

The previous footer is deleted

LESSON 11

The Cursor should be on Line 1, Position 1

Press **COMMAND**

Press **INDENT**

Type **#**

The Right-Flush Tab aligns the number symbol on the right margin.

The first number symbol on the footer page specifies the printing position for odd-numbered pages.

Press **RETURN**

Press **MERGE**

Press **SHIFT/MERGE**

The combination (<>) of left and right Merge symbols indicates the beginning of the even-numbered footer.

Press **RETURN**

The second number symbol specifies the printing position for even-numbered pages.

Type **#**

Press **RETURN**

Press **CANCEL**

Press **FORMAT** to display the Print Document menu

Using the *END OF EDIT* option *FORMAT* is a quick way to print your document.

Type **1** as the *starting page number* and *first footer page*

LESSON 11

Type 2 as the *first header page*

Press EXECUTE to print "brochure"

SUGGESTIONS

If your documents are subject to many draft revisions, you can put headers to valuable use by creating "draft headers." A typical draft header might look like the one below:

Engineering Specification 1 DRAFT 1 12/15/86

Change the draft number and date each time you revise the document, and you'll always be sure you have the latest draft out for review.

NEXT LESSON Lesson 12, "Emphasizing and Converting Text." In this lesson you'll learn how to use text emphasis like **bolding** and underlining; you will also learn how to quickly convert text from one case to another.

LESSON 12

EMPHASIZING AND CONVERTING TEXT

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to emphasize text

How to convert text case

INTRODUCTION

In this lesson, you'll give "brochure" a more sophisticated appearance by boldfacing and underlining important items for special emphasis.

Text emphasis features give your document an extra impact. You can use text emphasis like **boldface**, underline, double underline, or ~~overstrike~~ for serious emphasis purposes or to add flair to your documents.

How emphasis is displayed on the editing screen depends on the type of terminal you are using. Some terminals can not display all WORD ERA text emphasis. See your WORD ERA Installation pamphlet for information about your terminal's display capabilities.

Additionally, some printers can not print all of WORD ERA's text emphasis features. Refer to the instruction manual for your printer for information about your printer's capabilities.

You will also learn how to convert text case to all uppercase, all lowercase, initial capitals, or sentence capitalization (capitalize only the first word in a sentence).

In Exercise 12.1, you will learn how to use all the WORD ERA text emphasis modes.

LESSON 12

EXERCISE 12.1 Using Text Emphasis Modes

PRELIMINARY STEPS *You should be on Page 1 of "brochure" to begin this exercise.*

To add emphasis to text, move the Cursor to the first character of the text you want to emphasize, press **MODE**, and then type the single-character emphasis code. Move the Cursor one position past the text you want to emphasize; press **MODE** and type the code again. It's like turning a light switch on at the beginning of the word or phrase and off at the end.

Each emphasis mode has its own code:

| | |
|-----|----------------------|
| "b" | for boldface |
| "_" | for underline |
| "=" | for double underline |
| "/" | for overstrike |
| "r" | for reverse video |
| "f" | for flashing |

To add **bold** emphasis to the heading on Page 1 of "brochure."

Move **the Cursor** to the first character in the first heading on Page 1 of "brochure" (beginning "An Introduction ...")

Press **MODE**

Type **b**

All of the text following the Cursor position is boldfaced. Now you must move the Cursor to end of the text you want to bold and turn bold off.

Move **the Cursor** to the Return symbol at the end of the heading

LESSON 12

Press **MODE**

Type **b**

The line is boldfaced, and bold emphasis is turned off for the rest of the text.

To add an underline to the book title in the note on Page 2 of "brochure."

Move **the Cursor** to Page 2

Move **the Cursor** to the indented note paragraph at the end of Page 2

Move **the Cursor** to the first character of the book title "WORD ERA Reference manual"

Press **MODE**

Type **_ (underline)**

Move **the Cursor** to the period at the end of the sentence

Press **MODE**

Type **_ (underline)**

You can also add text emphasis while you are typing by pressing **MODE**, typing the code, and then typing the text. When you have completed typing the emphasized text, press **MODE**, type the code, and then continue typing.

If you wish, you can try both double underline (**MODE =**) and overstrike (**MODE /**) in "brochure," or in your own documents.

LESSON 12

There are two text emphasis modes that cannot be printed, but can be used effectively in your document to type temporary instruction lines or operator reminders. These emphasis modes are reverse video (MODE r) and flashing (MODE f).

You can use more than one type of emphasis on a word. For example, you can both **bold and underline** words and phrases. In fact, you can use all the emphasis modes at once. The word will be a little hard to read, but you can try it if you like.

Press COMMAND, press RETURN, then press EXECUTE to save your changes and continue to Exercise 12.2, or press CANCEL, then press EXECUTE to return to the *Main* menu.

EXERCISE 12.2 Using the Case Conversion Feature

You use the Case Conversion feature to convert the capitalization (case) of words, phrases, or pages of text from one case to another. You can convert text in four ways:

- to all lowercase
- to all uppercase
- to uppercase at the beginning of words (initial caps)
- to uppercase at the beginning of each sentence

In this exercise you are going to convert the heading at the top of Page 1 and the heading at the top of Page 2 of "brochure" to all uppercase.

- | | |
|--------------|-------------------------------------------------------------------------------------------------------------------------|
| <i>Move</i> | the Cursor to the first character in the first heading on Page 1 of "brochure" (beginning "An Introduction ...") |
| <i>Press</i> | COMMAND |
| <i>Type</i> | c |

LESSON 12

Move **the Cursor** to the Return symbol at the end of the line

Press **EXECUTE**

Type **u**

Press **EXECUTE**

The entire line is converted to all uppercase.

Move **the Cursor** to Page 2

Convert **the heading at the top of the page (beginning "The Word Era ...)** to all uppercase

Use the following chart to convert text:

| CONVERSION | KEY STROKE SEQUENCE |
|--------------------------------------------|------------------------------------------------------------|
| to Lowercase | COMMAND c, Highlight text, EXECUTE, l or L, EXECUTE |
| to Uppercase | COMMAND c, Highlight text, EXECUTE, u or U, EXECUTE |
| to Uppercase at the beginning of words | COMMAND c, Highlight text, EXECUTE, w or W, EXECUTE |
| to Uppercase at the beginning of sentences | COMMAND c, Highlight text, EXECUTE, s or S, EXECUTE |

LESSON 12

SUGGESTIONS

When you convert text to capital letters at the beginning of sentences, the first highlighted word is also converted if the highlighting begins on the first letter of that word, even if the word does not begin a sentence.

The selected text can be a combination of uppercase and lowercase letters, and it may contain nonalphabetic characters. All alphabetic characters in the selected text are converted; nonalphabetic characters and screen symbols (like Returns or Centers) are not changed.

You can select text for case conversion by highlighting both forward and backward.

NEXT LESSON Lesson 13, "Using Special Editing Features" in this lesson you will learn how to use the Bookmark feature to mark locations in your document; how to use the Work page as a notepad; how to put non-printing Notes in your document; how to restore a page; and how to access and use UNIX operating system commands from a WORD ERA document.

LESSON 13

USING SPECIAL EDITING FEATURES

LESSON TIME *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON

How to use Bookmarks

How to use the Work page

How to use and print Notes

How to restore a page

How to use UNIX commands from a document

INTRODUCTION

The special editing features you will learn in this lesson are valuable production tools. Using Bookmarks, you can mark up to 10 locations in your document, then quickly move from Bookmark to Bookmark. You can use the Work page to type instructions, leave reminders, or store extra text. The Note features lets you typed marked "notes" in your document, then print the document with or without the noted text. You can access and use virtually any UNIX operating system command with the `COMMAND !` and `COMMAND |` functions.

EXERCISE 13.1 Setting and Returning to Bookmarks

PRELIMINARY STEPS *You should be on Page 1 of the document brochure to begin this exercise.*

You use a *Bookmark* to mark a position in your document while you're editing. You can leave that position, go somewhere else in the document, and then quickly return to the marked position. You can create up to 10 Bookmarks in a document. Bookmarks are invisible and are removed when you end the editing session.

LESSON 13

To set a Bookmark on Page 1 of "brochure":

Move **the Cursor** to the Return symbol at the end of the phrase "MULTIPLE COLUMNS" on page 1 of "brochure"

Press **COMMAND**

Press **NOTE**

You have just created Bookmark 0

To return to Bookmark 0:

Move **the Cursor** to Page 5

Press **GO TO PAGE**

Press **NOTE**

The Cursor returns to Bookmark 0

If you want to use more than one Bookmark, you must specify a number when you set the Bookmark. You can have up to ten Bookmarks in a document, numbered from 0 to 9.

Move **the Cursor** to Page 4

Move **the Cursor** to any position you choose on Page 4

Press **COMMAND**

Type **1**

Press **NOTE**

You have just created Bookmark 1

LESSON 13

To return to Bookmark 1:

Move **the Cursor** to Page 2

Press **GO TO PAGE**

Type **1**

Press **NOTE**

The Cursor returns to Bookmark 1

Bookmarks can be helpful when you are copying or moving text within your document. For example, suppose you need to move a paragraph from Page 54 to Page 12. You can put a Bookmark on Page 12 at the exact location where you want the text from Page 54 to be inserted. Then you can go to Page 54, move the text, and press GO TO PAGE NOTE to return to the correct location on Page 12.

You can continue to the next exercise, or press CANCEL, then press EXECUTE to return to the Main menu.

EXERCISE 13.2 Using the Work Page

PRELIMINARY STEPS *You should be editing the document "brochure" to begin this exercise.*

Each new document you create has a *Work page* that you can use in many ways. (The Work page is also called "Page W.") You can use the work page as a scratch pad for notes or reminders, as a place to put instructions, as a temporary storage page for text, or as a storage page for standard paragraphs you want to copy throughout your document.

Page W is a convenient place to leave instructions if several people in your office are all using the same document. In this exercise you'll use the Work page to leave mailing information for the printed brochure.

LESSON 13

To type text on Page W:

Press **GO TO PAGE**

Type **w**

The Cursor moves to Page W

Type **MAILING INSTRUCTIONS FOR THIS
BROCHURE:**

1. Use the large envelope with the return address
2. Enclose your business card, this brochure, and a reply card
3. Leave in mail pickup tray before 4:00 p.m.

Press **RETURN** twice at the end of the last line

To return to Page 1:

Press **GO TO PAGE**

Type **b**

The Cursor moves to the beginning of the document (top of Page 1).

Continue to Exercise 13.3, "Using Restore Page."

EXERCISE 13.3 Using Restore Page

PRELIMINARY STEPS *You should have just completed Exercise 13.2, and the Cursor should be on Page 1 of "brochure" to begin this exercise.*

If you decide you don't want to save the editing changes you have made on a page, you can use the *Restore Page* feature to restore the page to its original condition.

LESSON 13

In this exercise you are going to restore Page W of "brochure" to its original condition (blank) before you performed Exercise 13.2 and typed the list of instructions.

NOTE If you have saved "brochure" since you completed Exercise 13.2, you have saved the instructions on Page W, and using Restore Page will not restore Page W to a blank condition. If this is the case, turn off Autosave (press STOP, then press CANCEL) and type a few lines of text on Page W before you perform this exercise.

The Cursor should be on Page 1 of "brochure." To restore Page W:

Move **the Cursor** to Page W

Press **COMMAND**

Type **r**

Press **EXECUTE**

Page W is restored to its original blank condition. If you want the instruction list on Page W, you will need to retype it.

If you want to restore a page, you must do so before you end your current editing session. Once you save your document and return to the *Main* menu, all changes are saved.

Press CANCEL, then press EXECUTE to return to the *Main* menu.

In the next exercise you will learn how to add non-printing notes to your "supplies" document.

LESSON 13

EXERCISE 13.4 Using and Printing Notes

PRELIMINARY STEPS *You should be on Page 1 of the document supplies to begin this exercise.*

You use the *Note* symbol like parentheses to enclose any text you would like to include in your document, but would not like to print.

For example, if you want to indicate that someone should get a copy of a letter without the "cc" showing on the original, enclose the name in Note symbols. Then, when you print the letter, print the first copy on letterhead, specifying either *Unjustified* or *Justified* on the *Print Document* menu. The "noted" text in the document will not print. When you print the second copy, specify *With notes* on the *Print Document* menu, and the "noted" text will print. When you select *With notes*, your text prints unjustified.

Before you type "noted" text, press NOTE. The Note symbol is displayed as two exclamation points when you press the Note key. Type the text, and then press NOTE or RETURN. The noted text must be enclosed by two Note symbols, or a Note symbol and a Return.

To begin this exercise, your Cursor should be on Page 1 of "supplies."

Press **GO TO PAGE**

Press **DOWN**

The Cursor moves to the bottom of Page 1.

Press **INSERT**

Press **RETURN twice**

Press **NOTE**

LESSON 13

Type **Mary, call Joe at Amalgamated and follow up on this order in five days.**

Press **NOTE**

Press **RETURN twice**

Press **EXECUTE**

To print "supplies" with notes:

Press **CANCEL**

Press **FORMAT**

The *Print Document* menu is displayed

Move **the Marker to *Format***

Press **DOWN twice to select *With notes***

Press **EXECUTE**

Your document will print with the noted text. If you want to print the document without notes, select *Justified*, or *Unjustified*.

SUGGESTIONS

When you return to a Bookmark, the Cursor tries to return as closely as possible to the exact page, line, and position number of the Bookmark. If you have deleted or moved text since you set the Bookmark the line and position number the Cursor returns to may not be the same as the original Bookmark. For example, if you set a Bookmark on Line 6, then delete Lines 3 through 25, the returning Cursor can only go to Line 2, the last remaining line on the page.

You can copy or move text to or from the Work page, but you cannot use page breaks on the Work page. If you copy or move text containing page breaks to the Work page, they are automatically deleted.

LESSON 13

You cannot print the Work page itself, but if you want to print its contents, you can copy or move text from Page W to a numbered page, print that page, and then delete the text or move it back to Page W.

When you use Restore Page, the pages before and after the restored page are not affected. You must restore each page individually. Restore Page will not restore changed format lines, but it will restore the Work page, header, footer, and footnote pages.

NEXT LESSON Lesson 14, "Using the Search and Replace Features," in Lesson 14 you will learn how to use one of the most powerful features of WORD ERA, searching and replacing.

LESSON 14

USING THE SEARCH AND REPLACE FEATURES

LESSON TIME *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON

How to use Search

How to use Global Search and Replace

How to use Wildcard Characters in a Search string

INTRODUCTION

You use the Search function to find words and phrases in your document. Search is more accurate and faster than a visual scan of the document. For example, if you are making revisions from a heavily-edited hard copy of your document you can use Search to take you quickly to each revision.

The Global Search and Replace feature can perform up to ten separate search and replace functions in one pass through your document. You can use Global Search and Replace and verify each replacement, or you can make the replacements automatically.

EXERCISE 14.1 Using Search

PRELIMINARY STEPS *You should be on Page 1 of the document "ltr.smith" to begin this exercise.*

In this exercise you are going to change all occurrences of the name "Smith" in "ltr.smith" to "Smythe."

To change the spelling, you need to find every occurrence of the name and retype it correctly. Rather than trust a visual scan of the document, you can use Search to find each occurrence of the name "Smith."

LESSON 14

The Cursor should be on Page 1 of "ltr.smith" to begin this exercise

Press **SEARCH**

Type **Smith**

Press **EXECUTE**

The text you type for the Search function is called a "string." A search string can consist of one word or several, up to 36 characters.

Notice that the search string at the top of the screen changed from Smith to smith when the first occurrence of the name was found. The search function is "case-insensitive," which means that any uppercase or lowercase version of "smith" will be found.

To search for the exact case, precede the string with an equal sign (=). For example, to search for the exact capitalization of "Smith," you would type "=Smith."

To cancel the Search function:

Press **CANCEL**

The Search function is cancelled and you can now replace "Smith" with "Smythe."

Since "Smythe" is longer than "Smith," you will have to replace it rather than overtype it. Or, you can type "Smyth" then insert the "e" at the end.

Replace **"Smith" with "Smythe"**

To find other occurrences of "Smith":

Press **SEARCH**

Press **EXECUTE**

LESSON 14

Notice that the second time you press SEARCH you don't have to type "Smith" again. Search will store the last word or phrase entered, until you overtype the search string.

Using the Replace function with the Search function is a quick method you can use to find and replace text. When Search finds the next "Smith":

Press **REPLACE**

Press **EXECUTE**

Type **Smythe**

Press **EXECUTE**

Repeat the SEARCH and REPLACE procedure until the message "Text not found" is displayed.

Press **EXECUTE** to continue

When you have replaced all the occurrences of "Smith" with "Smythe," press CANCEL, then press EXECUTE to return to the Main menu.

In the next exercise you will learn how to use the Global Search and Replace function to search and replace text automatically.

EXERCISE 14.2 Using Global Search and Replace

PRELIMINARY STEPS *You should be on Page 1 of the document "brochure" to begin this exercise.*

The *Global Search and Replace* function is the fastest method you can use to replace words or phrases that occur more than once in your document. You can search for and replace up to ten 30-character words or phrases at the same time.

LESSON 14

In this exercise you will use the Global Search and Replace function to automatically replace all occurrences of "Word Era" with "WORD ERA."

To begin this exercise, the cursor should be at the top of Page 1 in "brochure."

Press **SHIFT/REPLACE**

The "Global Search and Replace" screen is displayed.

Type **=Word Era**

Press **EXECUTE**

Type **WORD ERA**

Press **EXECUTE**

You use the case-sensitive equal sign before "Word Era," because you only want to replace the version with that capitalization. If you typed "word era," all versions would be replaced with WORD ERA.

You could continue to enter nine more replacement strings. When you enter the tenth, the system begins the search. To start the search for less than ten items:

Press **EXECUTE**

When the first occurrence of "Word Era" is found, you have three choices:

You can press EXECUTE to replace the string.

You can press SEARCH to bypass that string and look for the next occurrence.

You can press SHIFT/REPLACE to start automatic Global Search and Replace.

Press **SHIFT/REPLACE**

LESSON 14

While Global Search and Replace is processing, the messages "Searching" and "Rearranging" are displayed at the bottom center of your editing screen. When all occurrences of the string have been replaced, the Cursor remains at the location of the last replacement.

Press **COMMAND**, press **RETURN**, then press **EXECUTE** to save your changes.

In the next exercise you will learn how to use *wildcard characters* in your search strings.

EXERCISE 14.3 Using Wildcard Characters with Search and Global Search and Replace

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

You can use *wildcard characters* with the Search and Global Search and Replace functions if you want to search for more than one spelling of a word, or if you do not know the exact spelling of the word you are searching for.

If, for example, you think you may have misspelled "Generator" in the document "brochure," you can use the wildcard character "?" to search for either "Generater" or "Generator." The "?" matches a single character.

Since you want to find all occurrences of the word, you do not need to use a case-sensitive search string.

The Cursor should be on Page 1 of "brochure" to begin this exercise.

| | |
|--------------|------------------|
| <i>Press</i> | SEARCH |
| <i>Type</i> | generat?r |
| <i>Press</i> | EXECUTE |

LESSON 14

If you find an occurrence of the word that is misspelled, cancel the search and correct the word, then begin the search again from your present location in the document

When you find correct spellings, press SEARCH or EXECUTE to bypass the word and continue the search

Continue until the "Text not found" message is displayed.

Press **EXECUTE**

If you want to search for a word in which more than one character may vary, use the wildcard character "*". Using the * can also save typing time, because you can substitute the * for many of the characters in the middle of a long word in a search string.

You may press COMMAND, press RETURN, then press EXECUTE to save your changes, or press CANCEL, then press EXECUTE to return to the Main menu.

SUGGESTIONS

The Search function has some additional features that are not covered in the exercises. Search always starts its search from the cursor position forward, unless you specify otherwise. You can search backward from the cursor location by pressing COMMAND, then pressing SEARCH.

To start the search from the beginning of the document, press SHIFT/SEARCH.

As you know from Exercise 14.1, Search holds the last text entered until you overtype it with new text. You can add to the existing text at the beginning of a new search by pressing INSERT to preserve the existing text, and then typing the new text and pressing EXECUTE. You can also add characters to the end of your search text at any time during a search by typing the new characters.

LESSON 14

In addition to alphabetic and numeric characters, you can also search for screen symbols, such as Return, Center, and Tab.

NEXT LESSON Lesson 15, "Using END OF EDIT options," in this lesson you will learn how to use the *END OF EDIT* options *RETURN*, *COPY*, *DELETE*, and *FORMAT*.

LESSON 15

USING END OF EDIT OPTIONS

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use the END OF EDIT Options, RETURN, COPY, DELETE, and FORMAT

INTRODUCTION

When you have finished most of the exercises in this course, you have pressed CANCEL and EXECUTE to end your editing session and save the changes you made in your document. In this lesson you'll learn how to use the RETURN, COPY, DELETE, and FORMAT options on the END OF EDIT Options menu.

EXERCISE 15.1 Using the END OF EDIT Options, RETURN and COPY

PRELIMINARY STEPS *Your Cursor should be on Page 1 of "supplies" to begin this exercise.*

USING THE RETURN OPTION

If you accidentally press CANCEL during an editing session, the END OF EDIT option RETURN allows you to return to the editing screen without exiting from your document.

LESSON 15

The Cursor should be on Page 1 of "supplies" to begin this exercise.

Press **CANCEL**

The *END OF EDIT Options* menu is displayed.

Press **RETURN**

The Cursor returns to the editing screen.

USING THE COPY OPTION

When you use the *COPY* Option you can save two versions of your document:

1. The original version before you began the editing session, and
2. the version you are currently editing, including all changes you made during the current editing session.

To understand how the *COPY* Option works you will need to make a change to "supplies."

Move **the Cursor** to the Return symbol immediately below the "Carbon Ribbons" line in the table

Press **INSERT**

Type **Laser Printer Cartridges**

Press **TAB**

Type **2**

Press **DEC TAB**

Type **100.00**

LESSON 15

Press **RETURN**

Press **EXECUTE**

To save a copy of the original version of "supplies":

Press **CANCEL**

Press **COPY**

Type **supplies2**

Press **EXECUTE**

You are asked to assign a new name to the original version, because you can not have two documents with the same name on the system at the same time.

The *Main* menu is displayed

Edit "supplies2," you can see that it is the original version without the addition of the "Laser Printer Cartridges" line. Press **CANCEL**, then press **EXECUTE** to return to the *Main* menu.

Edit "supplies2," the line you added was saved.

Press **CANCEL**, then press **EXECUTE** to return to the *Main* menu

In the next exercise you will learn how to use the *END OF EDIT* options, *DELETE* and *FORMAT*.

LESSON 15

**EXERCISE 15.2 Using the END OF EDIT Options
DELETE and FORMAT**

PRELIMINARY STEPS *You must be at the Main menu to begin this exercise*

USING THE DELETE OPTION

There are two ways you can use the *END OF EDIT* option *DELETE*. From the document editing screen you can press **CANCEL**, then press **DELETE** to erase any changes you may have made during the editing session.

If you just want to look at a document without making changes, you can edit it using *Edit Old Document*, or the shortcut code **edd**. When you are finished, press **CANCEL**, then press **DELETE** to bypass the "writing pages" process. When you have large documents of 50 or more pages, the "writing pages" process can take a bit of time, pressing **DELETE** quickly returns you to the menu.

To try the *DELETE* option you should be at the *Main* menu:

Edit **the document "supplies"**

Press **CANCEL**

Press **DELETE**

The prompts, "Press **EXECUTE** to erase changes" "CANCEL to continue," give you the opportunity to change your mind if you have made changes and don't want to erase them.

Press **EXECUTE**

If you press **CANCEL**, the prompts are no longer displayed, and you can make another choice of *END OF EDIT* options.

LESSON 15**USING THE FORMAT OPTION**

You have already used the *FORMAT* option in previous lessons, because it is so convenient to print from the *END OF EDIT Options* menu.

To use the *FORMAT* option from a document editing screen, press **CANCEL**, then press *FORMAT*. Your editing changes are saved and the *Print Document* menu is displayed. Make any changes to the *Print Document* menu and press **EXECUTE** to send the document to the printer.

If you decide you do not want to print the document after all, and you press **CANCEL** from the *Print Document* menu, the editing changes are still saved.

SUGGESTIONS

If you have saved your document during editing, using the **DELETE** Option restores your document to its last saved condition, not to its original condition. If you press **COPY** to save a copy of the original document, you will get a copy of the document as it existed the last time the changes were saved.

USING THE AUTOSAVE COPY METHOD

If you need to save several versions of your document while you are editing, you might find the *Autosave Copy* method more convenient than the *COPY* Option.

To use the *Autosave Copy*, press **STOP**, then press **COPY**, type the new document name and press **EXECUTE** twice (once to copy the document, and once to reset Autosave).

NEXT LESSON Lesson 16, "Using the Math Function," in Lesson 16 you will learn how to perform calculations on numbers in your document and enter the results.

LESSON 16

USING THE MATH FUNCTION

LESSON TIME *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON

How to multiply numbers and insert the result in your document
How to add a column of numbers and insert the sum

INTRODUCTION

While you are editing a document, you can use the *Math* function to perform mathematical calculations in three ways:

Using numbers already typed in the document

Using numbers you type in from the keyboard

Using a combination of the two methods: numbers in a document and numbers entered from the keyboard

You can use the Math function to add, subtract, multiply, divide, and take percentages. You can then enter the results of a calculation in your document at the location you choose.

The Math symbols you use for calculating are:

| | | | | | |
|---|-------------|---|----------------|---|---------|
| + | Addition | * | Multiplication | % | Percent |
| - | Subtraction | / | Division | | |

EXERCISE 16.1 Multiplying Numbers

PRELIMINARY STEPS *You should be on Page 1 of your document "supplies" to begin this exercise.*

LESSON 16

The lesson gives you a brief introduction to the WORD ERA Math function. The "MATH" section of the WORD ERA Reference manual provides detailed information about Math and instructions on how to use all Math features.

Move **the Cursor** to the first line in the table (beginning "Continuous paper ...")

Press **GO TO PAGE**

Press **TAB**

To start Math mode:

Press **COMMAND**

Type **m**

The message "Current result: 0" is displayed at the top right of your editing screen. As you perform calculations, the number will change to reflect the current result.

You are now in Math mode. While you are Math mode, you can use all the Cursor movement functions and all the Search functions.

To enter the "Quantity":

Press **+**

The current result display changes to "Current result: 2."

To multiply "Price Per Unit" times "Quantity":

Press **GO TO PAGE**

Press **DEC TAB**

Type *****

LESSON 16

The number 20.00 is multiplied by 2 and the current result display changes to "Current result: 40.00."

To enter the result in the "TOTAL PRICE" column:

Press **RIGHT** to move the Cursor to the Return symbol following the number "20.00"

Press **DEC TAB**

You can precede a result number by a Tab, Dec Tab, Indent, Right-Flush Tab, or Center. When you type the symbol, it is displayed in the bottom center of the editing screen until you enter the result in your text.

Press **INSERT** to insert the current result

The current result of 40.00 is preceded by a Decimal Tab and inserted in the "TOTAL PRICE" column.

Before you can calculate the next line, you must clear the current result.

Press **DELETE** to clear the current result

You press the Delete key to clear the current result and remain in Math mode.
 You press the Cancel key to clear the current result and exit from Math mode.
 You press the Execute key to save the current result and exit from Math mode.
 If you press the Execute key, the next time you enter Math mode (during the same editing session), the current result you saved is displayed.

To calculate the second line: (Your Cursor should still be on the Return symbol at the end of the first line.)

Press **GO TO PAGE**

Press **TAB**

LESSON 16

The Cursor moves to the second item under "QUANTITY" (4 boxes)

- Press* **+**
- Press* **GO TO PAGE**
- Press* **DEC TAB**
- Type* *****
- Press* **RIGHT**
- Press* **DEC TAB**
- Press* **INSERT**

The current result "240.00" is inserted.

- Press* **DELETE** to clear the current result

To calculate the third line:

- Press* **GO TO PAGE**
- Press* **TAB**
- Press* **+**
- Press* **GO TO PAGE**
- Press* **DEC TAB**
- Type* *****
- Press* **RIGHT**
- Press* **DEC TAB**
- Press* **INSERT**

The current result "288.00" is inserted.

- Press* **DELETE** to clear the current result

LESSON 16

To calculate the fourth line:

Press **GO TO PAGE**

Press **TAB**

Press **+**

Press **GO TO PAGE**

Press **DEC TAB**

Type *****

Press **RIGHT**

Press **DEC TAB**

Press **INSERT**

The current result "200.00" is inserted.

Press **DELETE** to clear the current result

Press **CANCEL** to exit Math mode

In the next exercise you will learn how to add a column of numbers.

You can continue to the next exercise, or press **CANCEL**, then press **EXECUTE** to return to the *Main* menu.

EXERCISE 16.2 Adding a Column of Numbers in Your Document

PRELIMINARY STEPS *You should be on Page 1 of "supplies."*

LESSON 16

In this Exercise you are going to add the column of numbers in the "TOTAL PRICE" column and enter the result following "TOTAL." If you are not in Math mode, press COMMAND, then type "m" to enter Math mode.

To add the "TOTAL PRICE" column:

Move **the Cursor** to the first number in the column
(40.00)

You can place the Cursor at any position within the number "field." It can be on the beginning screen symbol (such as a Decimal Tab, or Tab), on the first digit, or on the last digit (it cannot be on the Return or other screen symbol following the number).

Press **+**

Press **DOWN**

Press **+**

Press **DOWN**

Press **+**

Press **DOWN**

Press **+**

Press **DOWN**

Each number is added to the current result. The number remains in reverse video until you enter or clear the current result.

To enter the current result:

Move **the Cursor** to the Return symbol following
"TOTAL"

Press **DEC TAB**

LESSON 16

| | |
|--------------|-------------------------------------------|
| <i>Press</i> | INSERT |
| <i>Press</i> | DELETE to clear the current result |
| <i>Press</i> | CANCEL to exit Math mode |

USING MATH IN KEYBOARD MODE

You can use the Math function as a keyboard calculator. To use Math in keyboard mode, you press **COMMAND m** to enter Math mode. Press **NOTE** to enter keyboard input mode. Any numbers you type are displayed in the upper-right corner of the screen. Type a number and press **+**, **-**, or the Return key to enter the number in the current result. Enter another number and type the symbol for the mathematical operation you want to perform. Press **+** or the Return key to add the number to the current result. Repeat this step as many times as necessary.

To enter the result from Keyboard mode in your text, press the Execute key to save the current result and exit from Keyboard mode. Position your Cursor and press the Insert key to insert the current result. Press **CANCEL** to exit Math mode.

You can press **COMMAND**, press **RETURN**, then press **EXECUTE** to save your changes and continue to Lesson 17, "Sorting Text," or you can press **CANCEL**, then press **EXECUTE** to return to the Main menu.

SUGGESTIONS

This lesson has given you an overview of the **WORD ERA** Math function. Refer to the **WORD ERA Reference** manual for a full description and detailed information about Math.

NEXT LESSON Lesson 17, "Sorting Text," in this lesson you will learn how to sort text within your document.

LESSON 17

SORTING TEXT

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to sort text in your document

How to sort text by fields

INTRODUCTION

You can use the WORD ERA Sort function to alphabetically or numerically sort virtually any text in your document. You can sort lists, tabular data, paragraphs, or pages.

You can sort in ascending order (a-z), or in descending order (z-a).

In the exercises in this lesson you will learn how to sort both alphabetically and numerically.

EXERCISE 17.1 Sorting Text Alphabetically

PRELIMINARY STEPS *You should be on Page 1 of "Supplies"*

In this exercise you are going to use the Sort function to sort the list of back-ordered items on the "BACK ORDER REPORT" on Page 2 of "supplies." You are going to sort the list in ascending order.

All *records* to be sorted must be on the same page. (A record is any text that ends with a Return symbol.) A column break is the same as a page break, so you must delete the column break between column 1 and column 2 before you can sort the list.

LESSON 17

Move **the Cursor** to Page 2 of "supplies"

Move **the Cursor** to the first item in the back-order list
"shipping cartons"

Press **GO TO PAGE**

Press **SUBSCRIPT**

The Cursor moves to the column break.

Press **DELETE**

Press **EXECUTE**

The column break is deleted and the two columns are joined.

Press **GO TO PAGE**

Press **SUPERSCRIPT (SHIFT/SUBSCRIPT)**

The Cursor moves to the top of the column

Press **COMMAND**

Press **MERGE**

The combination **COMMAND MERGE** sorts text in ascending order (a-z). The combination **COMMAND SHIFT/MERGE** sorts text in descending order (z-a).

Press **GO TO PAGE**

Press **SUBSCRIPT**

The list of items is highlighted to the column break. You highlight text for sorting by using the same methods you use for other functions that require highlighting.

LESSON 17

Press EXECUTE

The text is sorted in ascending order.

To re-insert the column break:

Move the **Cursor** up to Line 54

Press PAGE

The column break is inserted and the text wraps to column 2.

You can press COMMAND, press RETURN, then press EXECUTE to save your changes and continue to the next exercise, or you can press CANCEL, then press EXECUTE to return to the *Main* menu.

You will learn how to sort numerically by fields in the next exercise.

EXERCISE 17.2 Sorting Text Numerically by Fields

PRELIMINARY STEPS *You should be on Page 1 of "supplies" to begin this exercise.*

In this exercise you are going to sort the table by "PRICE PER UNIT" field in descending order.

For the purpose of sorting, each line in the table is a *record*. A record is any text that ends with a Return symbol. *Fields* are contained within records. Each field must be preceded by a *delimiter*. The field delimiter can be: the left margin; a Tab, an Indent, a Right-Flush Tab, a Decimal Tab, or a Return symbol.

For example, the entire first line in the table is a *record*. The first *field* (Continuous paper 8-1/2x11) is *delimited* by the left margin; the second field (2 boxes) is delimited by a Tab; and the third and fourth fields (20.00) and (40.00) are delimited by Decimal Tabs.

LESSON 17

To sort the table on the third field:

Move **the Cursor** to the first item under "PRICE PER UNIT" (20.00)

You can put the cursor anywhere in the numeric field as long as it is not on a Return symbol.

Press **COMMAND**

Press **SHIFT/MERGE**

Press **DOWN** to highlight all records (the area from the beginning of the line to the cursor is not highlighted)

Press **EXECUTE**

The table is sorted by the "PRICE PER UNIT" field in descending order, from 100.00 to 20.00.

Press **CANCEL**

Press **EXECUTE** to return to the *Main* menu.

SUGGESTIONS

In this lesson you have been introduced to the Sort function. To learn about case-sensitive and case-insensitive sorting and other features in the Sort function, refer to the "SORT" topic in the *WORD ERA Reference* manual.

NEXT LESSON Lesson 18, "Creating and Using Prototype Documents."

LESSON 18

CREATING AND USING PROTOTYPE DOCUMENTS

LESSON TIME *25 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to create and use prototype documents

INTRODUCTION

When you created the three documents, "ltr.smith," "brochure," and "supplies," you were asked to enter a *prototype*. Every document you create must have a prototype document. Since the exercises did not use a special prototype document, the system defaulted to the standard system prototype "0000."

Each time you create a new document, you can use your own prototype document to specify format lines, text length, header and footer text, work page text (if any), and *Print Document* menu defaults, for your new document.

You can create your own standard prototype document for each of your libraries. For example, you might have a weekly report that has a format line of 250 characters. You could create the prototype document "proto.rpt" in your "Report" library. The "proto.rpt" would have a format line with the right margin set at 250, appropriate tab stops, header and footer pages, work page information, and *Print Document* menu options set for printing your report document.

In addition to a standard prototype document, you can also use any document on your system as a prototype document. Since you can use any document as a prototype, there is no limit to the number of prototype documents you can have on your system.

If you use several alternate format lines, you can make them immediately available for use in your new document by putting them in your prototype document.

LESSON 18

The only text that is transferred from the prototype document to your new document is on the header, footer, and work pages.

In this lesson you will learn how to create and use a prototype document for your own work. Choose a format you use frequently, like a letter, report, or memo, and create a prototype document for that format by following the instructions in Exercise 18.1.

EXERCISE 18.1 Creating and Using a Prototype Document

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

When you name your prototype document, give it an appropriate name for the format you've chosen, such as "proto.ltr," "proto.rpt," or "proto.memo."

You can describe the prototype more fully in the "Comments" line of the *Document Summary*, for example, "Prototype for weekly engineering report."

- | | |
|--------------|------------------------------------------------------------------|
| <i>Move</i> | the Cursor to Create New Document |
| <i>Press</i> | EXECUTE |
| <i>Type</i> | the prototype document name you have chosen |
| <i>Press</i> | EXECUTE |
| <i>Press</i> | EXECUTE to accept the standard default Prototype 0000 |
| <i>Type</i> | all the lines in the <i>Document Summary</i> |
| <i>Press</i> | EXECUTE |

LESSON 18

- Edit* **Format line 1 and set the tab stops and right margin to your specifications**
- Change* **the vertical line spacing and text length setting if necessary**

If you need alternate format lines, you can create them in your prototype document and they will be carried over to any document you create using the prototype.

To create an alternate format line in your prototype document:

- Press* **RETURN**

You need the Return symbol to separate Format Line 1 in your prototype document from alternate Format Line 2. If you do not put the Return symbol between the two format lines, Format Line 1 will be overwritten by the alternate format line.

- Press* **INSERT**
- Press* **FORMAT**
- Change* **Format line 2, setting the tab stops and right margin to your specifications**
- Press* **EXECUTE twice to complete the insert**

Any text you type on the header, footer, and work pages is transferred to your new document, saving you typing time. Footnote references and footnote pages are not transferred from the prototype document.

Of course, if you are not using headers, footers, or instructions on the work page, leave these pages blank.

To set the Header, Footer, and Work pages:

- Press* **GO TO PAGE**

LESSON 18

| | |
|--------------|---------------------------------------------------------|
| <i>Type</i> | h |
| <i>Type</i> | your header |
| <i>Press</i> | GO TO PAGE |
| <i>Type</i> | f |
| <i>Type</i> | your footer |
| <i>Press</i> | GO TO PAGE |
| <i>Type</i> | w |
| <i>Type</i> | your information on the work page |
| <i>Press</i> | CANCEL |
| <i>Press</i> | FORMAT to display the <i>Print Document</i> menu |

You set your prototype printing defaults by changing the options on the prototype document print menu, and then sending the prototype document to the printer. All the documents you create using this prototype will have the printing defaults of the prototype document.

| | |
|---------------|-------------------------------------------------------------------------|
| <i>Change</i> | the <i>Print Document menu options</i> to the standards you have chosen |
| <i>Press</i> | EXECUTE to set the <i>Print Document menu standards</i> |

You are returned to the *Main* menu.

SUGGESTIONS

Now you can create your documents with the format you have chosen, using your new prototype document. Remember, you can save time by using prototypes, because you can use any document on the system as a prototype document, in addition to using your special prototypes.

LESSON 18

In Exercise 18.1, you placed an alternate format line in your prototype document. To use that format line while you are editing a document created with your prototype, insert a copy of the format line.

To help you remember the numbers of your alternate format lines, you can copy each one by number on the work page of your prototype document (don't forget to put a Return symbol between each format line). Since your prototype work page is copied to your new document, you can refer to the work page to find out how many, and which format lines you have in your new document.

NEXT LESSON Lesson 19, "Using the Printer Control Menu."

LESSON 19

USING THE PRINTER CONTROL MENU

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to print a single sheet
How to check the job printing status
How to cancel a print job
How to change the printing order
How to suspend and restart printing

INTRODUCTION

You can use the *Printer Control* menu to monitor the current status of the documents you are printing. From this menu, you can stop and restart print jobs, cancel jobs you are currently printing, and change the printing sequence of jobs.

The *Printer Control* menu displays the following information for all print jobs you have queued:

- Job Name (document title)
- Status (current printing status of job)
- Operator (the operator name on the Document Summary)
- Type (type of file, usually "document")
- Length (number of characters in the document)
- Copies (number of originals specified)
- Title (document title on the Document Summary)

The *Printer Control* menu also allows you to control single-sheet printing. This feature is especially useful if you need to print one document on several different types of paper. Exercise 19.1 shows you how to print single sheets.

LESSON 19

EXERCISE 19.1 Printing Single Sheets

PRELIMINARY STEPS *You should be at the WORD ERA menu to begin this exercise.*

For this exercise, you will print your "supplies" document on single sheets. This method is useful for forms with multiple-carbon sets. If you use a standard printed form, you can type the information in the appropriate positions in your document, then print on the form. You will learn more about forms in Lesson 27, "Using Forms Processing."

To print on single sheets:

| | |
|---------------|----------------------------------------------|
| <i>Move</i> | the Marker to <i>Print Document</i> |
| <i>Press</i> | EXECUTE |
| <i>Type</i> | supplies |
| <i>Press</i> | EXECUTE |
| <i>Move</i> | the Marker to the <i>Feed</i> option |
| <i>Select</i> | the <i>Sheet</i> option |
| <i>Move</i> | the Marker to the <i>Paper</i> option |
| <i>Select</i> | the <i>Std</i> option |
| <i>Press</i> | EXECUTE |

The *Printer Control* menu is displayed

Insert a sheet of paper in the printer.

When the message "suspended -- waiting for new page" is displayed:

LESSON 19

Press **GO TO PAGE**

The first page is printed.

When the printer stops and the message "suspended -- waiting for new page" is displayed:

Insert a the second sheet of paper.

Press **GO TO PAGE**

The second page is printed.

Press CANCEL to return to the *Main* menu

In the next exercise you will learn how to control your print jobs.

EXERCISE 19.2 Controlling Print Jobs From the Printer Control Menu

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

CANCELLING A PRINT JOB

If you send a document to the printer and change your mind, use the Printer Control menu to cancel the print job. Follow the instructions in the right column to start and cancel printing for your document "brochure."

Move **the Marker to Print Document**

Press **EXECUTE**

LESSON 19

To suspend the print job:

Move **the Marker to Printer Control**
Press **EXECUTE**

The Marker is on "brochure"

Press **STOP**

The message "suspended -- waiting for operator intervention" is displayed

The "Back up how many pages?" message, which appears when you press GO TO PAGE to restart a suspended job, allows you to specify the number of pages to back up and resume printing. For example, if Pages 3 and 4 were printed crooked and you stopped printing on Page 5, you could specify "2" as the number of pages to back up. Printing would then resume from Page 3.

To restart the print job:

Press **GO TO PAGE**
Press **EXECUTE**

The print job is resumed.

TO CHANGE THE PRINTING ORDER OF JOBS

You can change the printing order of your print jobs from the *Printer Control* menu. This is a handy feature to use when you have several documents queued to print and discover you need the last document printed before the first one.

Send **documents "brochure," "Itr.smith," and "supplies" to the printer, in that order**
Move **the Marker to Printer Control**
Press **EXECUTE**

LESSON 19

The Marker is on brochure.

Press **DOWN** twice to move the Marker to "supplies"

Press **MOVE**

Move **the Marker** to "ltr.smith"

Press **EXECUTE**

The document "supplies" is moved ahead of the document "ltr.smith" in the print queue.

If you work in an office where several users are sending documents to the same printer, you should notify them that you are changing the print order.

SUGGESTIONS

If you have more than one printer, use **NEXT SCRN** or **PREV SCRN** from the *Printer Control* menu to look at the print queue for each printer.

Use **UP** and **DOWN** to move the cursor from job to job in the print queue.

You can access the *Printer Control* menu from the **WORD ERA** menu or any activity menu by using the shortcut code **prc**. To use the shortcut code, press **COMMAND** and type **prc**.

You can also access the *Printer Control* menu while you are editing a document by pressing **COMMAND** and then typing **q** or **Q**. Press **CANCEL** to return to the document.

NEXT LESSON Lesson 15, "Using the Index Menu."

LESSON 20

USING THE INDEX MENU

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to perform various activities from the Index menu

INTRODUCTION

You can probably perform more activities from the *Index* menu than from any other menu. In addition to accessing a list of all the documents in your library, you can rename, delete, copy, edit, and file documents from the *Document Index* screen.

In this lesson you'll learn how to perform all the *Index* menu activities except filing. Lesson 21 shows you how to perform document filing activities from both the *Filing* menu and the *Index* menu.

EXERCISE 20.1 Looking at a List of Your Documents

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

After you select *Index* from the *Main* menu, the *Document Index* menu is displayed. You can select different types of document listings. You can display the list on the screen, send it to the printer, or do both. You can look at a document listing of your current library, or a document listing from an inserted diskette (archive diskette).

LESSON 20

Move **the Marker to Index**

Press **EXECUTE**

The *Document Index* menu is displayed

Use the Return key to move the Marker between selections, such as moving from *Type of Index* to *Index To*. Use UP and DOWN to move between options, such as moving from *Short format* to *Operator*.

The *Short format* option displays the names of all the documents in your library in alphabetical order. To see a *Short format* listing:

Move **the Marker to Short format**

Press **EXECUTE**

The *Document Index* screen is displayed in short format.

All the documents you have created in this course are displayed alphabetically by document name. The document named "0000" is the standard prototype document that was automatically created when you created your first document, "ltr.smith."

Press **CANCEL** to return to the *Document Index* menu

The *Operator* option displays all documents in your library that have the specified operator's name on the *Document Summary*.

Press **DOWN** to select *Operator*

Press **EXECUTE**

Type **Your name**

Press **EXECUTE**

All of your documents are displayed if you typed your name as "Operator" on the *Document Summary* of each document.

LESSON 20

The operator listing also displays all information on the *Document Summary*, as well as the storage size of the document in "bytes." A byte is roughly equivalent to a character.

Press **CANCEL** to return to the *Document Index* menu

The *Author* option displays all documents in your library that have the specified author's name on the Document Summary.

Press **DOWN twice** to select *Author*

Press **EXECUTE**

Type **Your name**

Press **EXECUTE**

All the documents you created with your name as "Author" are displayed.

Press **CANCEL** to return to the *Document Index* menu

The *Long format* option shows all documents in your library in a detailed listing.

Move **the Marker** to *Long format*

Press **EXECUTE**

Press **UP, DOWN, NEXT SCRIN, or PREV SCRIN** to move the Marker through the long listing.

Press **CANCEL** to return to the *Document Index* menu

LESSON 20

To see how you can look at the *Document Index* screen and print it at the same time:

- Move* **the Marker** to *Short format*
- Move* **the Marker** to *Both* under *Index To*.
- Press* **EXECUTE**
- Press* **CANCEL**
- Press* **FORMAT** when the *Index Printing Options* menu is displayed to print the listing.
- Press* **any key** to return to the *Document Index* menu

The *Archive diskette* option is covered in Lesson 21, "Using the Filing Menu," and the *Sublibraries* option is covered in Lesson 22, "Using the Supervisory Functions Menu."

- Press* **CANCEL** to return to the *Main* menu

**EXERCISE 20.2 Performing Activities
From the Document Index Screen**

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

In this exercise you'll learn how to use the *Document Index* by trying all the activities you can perform from the *Document Index* screen.

Since you selected the *Index* from the *Main* menu in the last exercise, this time you use the shortcut code *ixs* to bypass the *Document Index* menu and go directly to the *Document Index* screen.

LESSON 20

Press **COMMAND**

Type **ixs**

The *Document Index* screen is displayed in short format with the Marker on the first document. You move the Marker to a document name by pressing the Up, Down, Left, and Right arrows, or by typing the first character of the document name.

Press **RIGHT**

The Marker moves to the first document on the right

Type **s**

The Marker moves to "supplies"

Type **b**

The Marker moves to brochure

RENAMING A DOCUMENT

You can rename a document from the listing. Since you changed the name "Smith" to "Smythe," you should change the document name "ltr.smith" to "ltr.smythe." When you rename a document, you change only the name; the Document Summary and contents remain the same.

Move **the Marker to "ltr.smith"**

Press **MOVE**

Type **ltr.smythe**

Press **EXECUTE**

LESSON 20

DELETING DOCUMENTS

When you delete a document from the listing, the document is permanently deleted from the system disk.

Since you no longer need "supplies2," (the copy of "supplies" you made in Lesson 15) you can delete it from the system disk.

Move **the Marker to "supplies2"**

Press **DELETE**

Press **EXECUTE**

COPYING DOCUMENTS

It is easy to make another copy of a document from the listing.

Move **the Marker to "brochure"**

Press **COPY**

Type **brochure2**

Press **EXECUTE**

USING THE NOTE KEY

The short format listing is a quick way to look at all of your documents by name only. If you want to see a "long format " listing for an individual document from the short listing, use the Note key.

Move **the Marker to any document name**

Press **NOTE**

Press **any key to return to the listing**

LESSON 20

EDITING DOCUMENTS

Document editing is one of the most useful activities you can perform from the listing. When you edit a document from the listing, you are returned to the listing when you end the editing session.

Move **the Marker** to "supplies"

Press **GO TO PAGE**

You bypass the *Document Summary* and go directly to the first page of the document.

Press **CANCEL**

Press **EXECUTE** to return to the listing

PRINTING FROM THE INDEX

You can print the *Document Index* from the screen by pressing the Format key and selecting the appropriate option.

Press **FORMAT**

You can also print a document from the listing. You bypass the *Print Document* menu, and the document prints according to the settings saved from the last time you printed the document.

Move **the Marker** to "ltr.smythe"

Press **SHIFT/FORMAT**

The document is sent directly to the printer and you remain on the *Document Index* screen.

LESSON 20

SAVING DOCUMENT NAMES

Another helpful feature is the ability to save a document name on the listing. After you save a name and go to another menu, the saved name is displayed when you select a document activity (saving you typing time).

Press **the Marker to "brochure"**

Press **EXECUTE**

The document name is highlighted.

Press **CANCEL to return to the *Main* menu**

Move **the Marker to *Edit Old Document***

Press **EXECUTE**

The document name "brochure" has been saved and is displayed

Press **CANCEL**

If you want to print more than one document, you can use the Execute key to save the name of each one from the Document Index screen. Then, instead of sending each document to the printer individually, you can send them all at once.

Press **COMMAND**

Type **ixs**

Move **the Marker to "brochure"**

Press **EXECUTE**

Move **the Marker to "ltr.smythe"**

Press **EXECUTE**

Press **COMMAND**

Press **SHIFT/FORMAT**

LESSON 20

Press **CANCEL** to return to the *Main* menu

To print all the documents shown on a listing without saving the name of each one, press **MODE**, then press **SHIFT/FORMAT**.

ACCESSING THE INDEX FROM A DOCUMENT EDITING SCREEN

Another activity you'll find useful is accessing the *Document Index* screen from your editing screen.

Edit **"brochure"**

You can be on any page of the document

Press **COMMAND**

Type **i**

The *Document Index* screen is displayed in short format. You can perform any activity you want from the listing, including editing another document.

Press **CANCEL** to return to the editing screen

Press **CANCEL**

Press **DELETE**

Press **EXECUTE** to return to the *Main* menu

SUGGESTIONS

To use the other options on the *Index Printing Options* menu: press **DELETE** to cancel the print request; press **COPY** and type a new document name to copy the index listing to a document. A new document containing the Document Index listing is created.

LESSON 20

You learned how to access the short format listing from the editing screen by pressing **COMMAND** and then typing **i**. You can also view the long format listing by pressing **COMMAND** and typing **I**.

You can perform various filing activities from the *Document Index* screen. These activities are covered in Lesson 16, "Using the Filing Menu."

NEXT LESSON Lesson 16, "Using the Filing Menu."

LESSON 21

USING THE FILING MENU

LESSON TIME 45 minutes

WHAT YOU WILL LEARN IN THIS LESSON

How to format an archive diskette

How to assign an archive diskette name

How to remove an archive diskette

How to perform archiving activities from the Filing menu and the Document Index screen

How to print the archive diskette index

INTRODUCTION

The *Filing* menu offers you two types of activities: document handling on the system disk and document filing to and from a diskette (archive diskette).

In Lesson 20, you performed the document handling activities *Copy document*, *Delete document*, and *Rename document* from the *Document Index* screen. Since these activities are virtually the same when performed from the *Filing* menu, they are not repeated as exercises in this lesson. Try each of them from the *Filing* menu as additional exercises if you like; the prompts and messages easily guide you through the activities.

Just as you always keep an extra paper copy of your important documents, you need to keep an extra copy of your important electronic documents. Use the archive diskette to back up your work from the system disk on a daily or weekly basis. You can also use the archive diskette to store documents you want to save but do not need on the system disk.

Before you begin this exercise, be sure you have the correct type of diskette for your system. Consult your operating system manuals if you are not sure which type of diskette to use.

LESSON 21

Exercise 21.1 shows you how to format an archive diskette from the *Filing* menu.

EXERCISE 21.1 Formatting an Archive Diskette

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise.*

Not all computer systems can use the same type of diskette. Refer to your system manual for information about acceptable diskettes before you perform any of the exercises in this lesson.

To use WORD ERA filing activities you must have a diskette that has been formatted on your system.

You will need a new, unformatted diskette for this exercise. If you choose to re-format a diskette that has already been used, the formatting process will destroy any documents on the diskette. A screen prompt reminds you of this before you begin formatting.

| | |
|---------------|----------------------------------------------------|
| <i>Move</i> | the Marker to Filing |
| <i>Press</i> | EXECUTE |
| <i>Move</i> | the Marker to Format archive diskette |
| <i>Press</i> | EXECUTE |
| <i>Insert</i> | your archive diskette in the diskette drive |
| <i>Close</i> | the diskette drive |
| <i>Press</i> | EXECUTE twice |

Do not remove the archive diskette from the drive until the message "Formatted, remove diskette from drive" is displayed. A beep will sound if you attempt to remove the archive diskette during any filing activity.

LESSON 21

Press **EXECUTE**, then remove the archive diskette

When your diskette is formatted, you can perform filing activities.

ASSIGNING A NAME TO YOUR ARCHIVE DISKETTE

Assigning names to your diskettes helps to organize your work. For example, you may want to file all letters on one diskette, all legal documents on another, and all reports on a third. You could name these diskettes "letters," "legal," and "reports," respectively.

Move **the Marker** to *Assign archive diskette name*

Press **EXECUTE**

Insert **your formatted archive diskette and close the diskette drive**

Press **EXECUTE twice**

Type **exercises**

Press **EXECUTE**

After you assign the name "exercises" to your archive diskette, the message "Diskette inserted" is displayed.

You can continue to Exercise 21.2 or return to the *Main* menu.

If you choose to return to the WORD ERA menu instead of performing Exercise 21.2, you must first remove your archive diskette.

Move **the Cursor** to *Remove archive diskette*

Press **EXECUTE**

LESSON 21

Open the diskette drive and remove your diskette.

Press **EXECUTE** to continue

Be sure to label your diskette, using only a felt or nylon tip pen. Write with minimal pressure so you do not damage the diskette. Label your diskette with the diskette name, the names of the files it contains, the date, or any other information you wish.

EXERCISE 21.2 Copying and Moving Documents to the Archive Diskette

PRELIMINARY STEPS *You should have just completed Exercise 21.1 and be at the Filing menu*

When you copy a document to the archive diskette, the document you are copying is called the *source* document. The source document remains on the system disk. The copy is placed on the archive diskette.

When you copy the source document to an archive diskette, you are asked for the *destination* document name. The menu always displays the same name for the source document and the destination document. If you want to keep the same name for the copy, press **EXECUTE**. If you want to change it, overwrite the name with a different name. You will then have two copies of the same document with different names.

To copy a document to the archive diskette:

Move **the Marker** to *Copy to archive*

Press **EXECUTE**

If you have removed your archive diskette, insert it and press **EXECUTE** twice.

LESSON 21

Type **brochure**

Press **EXECUTE**

The name "brochure" is displayed.

Press **EXECUTE**

The document "brochure" is copied to the archive diskette.

When you move a document to the archive diskette, it is removed from the system disk and placed on the archive diskette.

To move a document to the archive diskette:

Move **the Marker** to *Move to archive*

Press **EXECUTE**

Type **brochure2**

Press **EXECUTE**

The name "brochure2" is displayed.

Press **EXECUTE**

The document "brochure2" is moved to the archive diskette.

PERFORMING FILING ACTIVITIES FROM THE DOCUMENT INDEX SCREEN

You can quickly perform filing activities from the *Document Index* screen. To copy "ltr.smythe" and "supplies" to the archive diskette:

Press **COMMAND**

Type **ixs**

LESSON 21

The *Document Index* screen is displayed. Notice that "brochure2" is not listed, because you moved it to the archive diskette.

Move **the Marker** to "ltr.smythe"

Press **SHIFT/COPY**

Press **EXECUTE**

The document "ltr.smythe" is copied to the archive diskette.

You can perform *multiple filing* activities from the *Document Index* screen using a method similar to the one you used to send multiple documents to the printer in Lesson 20.

To save the names of two documents and copy them both to the archive diskette:

Move **the Marker** to "supplies"

Press **EXECUTE**

Move **the Marker** to "brochure"

Press **EXECUTE**

Press **COMMAND**

Press **SHIFT/COPY**

The "Press EXECUTE to overwrite or Enter another name" prompt lets you know that a document by the same name already exists on the archive diskette.

Press **EXECUTE** to overwrite the copy of "brochure"
already on the archive diskette

If you want to move the documents instead of copy them, press SHIFT/MOVE instead of SHIFT/COPY.

LESSON 21

If you are overwriting many documents in a multiple copy or move, you can bypass the overwrite prompt and automatically overwrite each one by pressing SHIFT/EXECUTE the first time the prompt is displayed.

You can copy or move all documents on the *Document Index* screen to the archive diskette by pressing MODE and then SHIFT/COPY or SHIFT/MOVE.

Press **CANCEL** to return to the *Filing* menu

Before you return to the *Main* menu, remove your archive diskette. You can remove the diskette by using the shortcut code **rad** from any menu.

Press **COMMAND**

Type **rad**

Remove your archive diskette from the diskette drive.

Press **EXECUTE** to continue

Press **CANCEL** to return to the *Main* menu

EXERCISE 21.3 Retrieving Documents from the Archive Diskette

PRELIMINARY STEPS *You should be at the WORD ERA menu to begin this exercise.*

Performing filing activities from the *Archive Document Index* is the quickest way to retrieve documents from the archive diskette and copy or move them to the system disk. You can also delete, copy, or rename a document on the archive diskette from the *Archive Document Index*.

LESSON 21

You can select the *Retrieve from archive* option on the *Filing* menu to copy documents from the archive diskette, but you must know the exact name of the document you want to retrieve. Using the *Archive Document Index* is quicker, because the names of all the documents on the archive diskette are displayed.

To retrieve documents from the *Archive Document Index*:

- Move* **the Marker to Index**
- Press* **EXECUTE**
- Press* **RETURN twice** to move the Marker to *Index From*
- Press* **DOWN** to select *Archive diskette*
- Press* **EXECUTE**

Insert your archive diskette and close the diskette drive.

- Press* **EXECUTE**
- Press* **EXECUTE** when the archive diskette name is displayed

You can perform any document handling or filing activity from the *Archive Document Index* that you performed from the *Current library Document Index* screen.

- Move* **the Marker to "brochure2"**
- Press* **SHIFT/MOVE**

The name "brochure2" is displayed.

- Press* **EXECUTE**

The document "brochure2" is moved to the system disk.

- Press* **CANCEL** to return to the *Document Index* menu

LESSON 21

Press **COMMAND**

Type **rad**

Remove your archive diskette from the diskette drive.

Press **EXECUTE** to continue

Your archive diskette is automatically removed when you press CANCEL from the *Document Index* screen, or when you press CANCEL from the *Main* menu.

SUGGESTIONS

You can print a *Document Index* from your archive diskette by selecting *Index* from the *Main* menu, and then selecting *Index to Printer* and *Index from Archive diskette*. Follow the screen prompts to insert your diskette and print the *Archive Document Index*.

Be sure to store your archive diskettes in a clean place that is moderate in temperature and free from dust, grease, and smoke. If you want to be certain that your files will not be copied over, place a write-protect tab over the notch on the upper-right side of the diskette.

When you have completed your filing activities, always be sure to remove your archive diskette by selecting *Remove archive diskette* from the *Filing* menu or using the shortcut code **rad**.

NEXT LESSON Lesson 17, "Using the Supervisory Functions Menu."

LESSON 22

USING THE SUPERVISORY FUNCTIONS MENU

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use pathnames
How to make a library
How to change libraries
How to remove libraries
How to list libraries from the index
How to copy and move documents between libraries
How to assign a document password
How to use the describe bin feeder option

INTRODUCTION

Your user account on your system is also your personal library in WORD ERA. It is called your *home library*. If you are familiar with UNIX terms, you will recognize this as your *home directory*.

Your home library is displayed on the *Main* menu following the message "Creation library is."

All libraries and documents have *pathnames*. A pathname for a document shows your home library, the name of the library the document currently resides in, and the document name. The following examples show pathnames for two of the documents you created in previous lessons. (On some systems, user accounts reside in the "usr" library.)

`/u/yourname/ltr.smythe`

`/u/yourname/brochure`

LESSON 22

All of the documents you have created so far in this course reside in your home library.

You can organize your documents into categories by creating libraries and sublibraries under your home library. For example, you could create a library called "Letters." You would create all your letter documents in the "Letters" library.

Pathnames for documents created in the "Letters" library would look like the following examples:

```
/u/yourname/Letters/ltr.smith
/u/yourname/Letters/ltr.jones
/u/yourname/Letters/ltr.brown
```

Beginning your library names with a capital letter is a helpful method of distinguishing between a library name and a document name; however, you can use any combination of lowercase and uppercase letters you want.

Setting up libraries by categories like "Letters," "Reports," or "Memos" is one method of document organization. Another way to organize libraries is by divisions within your company; for example, you might have libraries called "Admin," "Engineering," or "Marketing." You can further organize a library by creating sublibraries. For example, the "Marketing" library might have two sublibraries, "M.Letters" and "M.Brochures." The library/document structure is very flexible, and you can set it up to fit any type of organizational requirements.

In this lesson you will learn how to use the Supervisory Functions menu to make libraries, change libraries, and remove (delete) libraries. You will also learn how to copy and move documents between libraries.

Note for UNIX users: The terms *library* and *directory* are synonymous, as are the terms *document* and *file*.

You will learn how to use the *Assign password* option on the Supervisory Functions menu to assign a password to your document "supplies."

LESSON 22

Exercise 22.4 tells you how to use the *Describe Bin Feeder* option.

EXERCISE 22.1 Making and Using a New Library

PRELIMINARY STEPS *You should be at the WORD ERA menu to begin this exercise.*

In this exercise you are going to make a new library called "Admin" and use the *Change library* option on the *Supervisory Functions* menu to change libraries.

MAKING A NEW LIBRARY

Move **the Marker** to *Supervisory Functions*

Press **EXECUTE**

Move **the Marker** to *Make library*

Press **EXECUTE**

When you select *Make library*, the full pathname of your current *Creation library* is displayed. You can either move the Cursor to the end of the pathname and type */libraryname* or overwrite the existing text with the new library name. If you overwrite existing text, you do not need to precede the library name with a slash.

Move **the Cursor** to the end of your home library name

Type **/Admin**

Press **EXECUTE**

LESSON 22

CHANGING LIBRARIES

To change to your new "Admin" library:

Move **the Cursor to *Change library***
Press **EXECUTE**

Your current library pathname is displayed following the message "Change library to."

Move **the Cursor to the end of the pathname**
Type **/Admin**
Press **EXECUTE**

The full pathname is displayed following the message "Current library is." Note that the "/Admin" is appended to the pathname of your home library.

Press **CANCEL** to return to the *Main* menu

MOVING DOCUMENTS BETWEEN LIBRARIES

To move a document from one library to another, you can use the *Rename document* option on the *Filing* menu, the shortcut code **ren** from any menu, or press **MOVE** from the *Document Index* screen.

In this exercise you are going to use the *Rename document* option on the *Filing* menu to move your "supplies" document from your home library to the new "Admin" library.

Move **the Cursor to *Filing***
Press **EXECUTE**
Move **the Cursor to *Rename document***
Press **EXECUTE**

LESSON 22

Since you are in a different library from the document you want to move, you must give the full current pathname for *Old document name*.

Type **/u/yourname/supplies**

Press **EXECUTE**

You are already in the "Admin" library, so you only need to give the document name (supplies) rather than the full new pathname (/u/yourname/Admin/supplies) for *New document name*.

Type **supplies**

Press **EXECUTE**

Press **CANCEL** to return to the *Main* menu

COPYING DOCUMENTS BETWEEN LIBRARIES

You can copy documents from library to library by using the *Copy document option* on the *Filing* menu, the shortcut code *cpy* from any menu, or press **COPY** from the *Document Index* screen.

USING THE SHORTCUT CODE *chl* TO CHANGE LIBRARIES

You will remain in the current library until you change libraries, or leave WORD ERA. The next time you enter WORD ERA, you will be in your home library.

You can use the shortcut code **chl** from any menu to change libraries. To change from the "Admin" library to your home library.

Press **COMMAND**

Type **chl**

LESSON 22

Move the Cursor to the end of **/u/yourname**, and overwrite **/Admin** with spaces

Press **EXECUTE**

The pathname of your home library is displayed.

In the next exercise you will learn how to display a list of your libraries and how to change libraries from the Sublibraries Index.

EXERCISE 22.2 Using the Sublibraries Index

PRELIMINARY STEPS *You should have completed Exercise 22.1 and be at the WORD ERA menu to begin this exercise.*

The *Sublibraries* option on the *Document Index* menu gives you a listing of all the libraries under your home library.

To display the *Sublibraries Index*:

Move **the Marker** to *Index*

Press **EXECUTE**

Move **the Marker** to *Sublibraries*

Press **EXECUTE**

Your home library is displayed at the top of the screen. All libraries available to you are displayed under the home library. Use the Up and Down arrows to move the Cursor from library to library.

Notice that **/u** is displayed, since you are a member of the user group on your system. From the *Sublibraries Index*, you can change libraries to **/u**, and then change to another user's home library.

LESSON 22

You can change libraries quickly by placing the Cursor on the library of your choice and pressing the Go To Page key.

Move **the Cursor** to "Admin"
Press **GO TO PAGE**

The *Library name* changes to /u/yourname/Admin.

Press CANCEL
Press EXECUTE to display the *Document Index* screen for "Admin"

The document "supplies" is listed.

Press CANCEL to return to the *Document Index* menu

To change back to your home library:

Move **the Marker** to *Sublibraries*
Press EXECUTE
Press GO TO PAGE

The *Library name* changes to /u/yourname.

You can also list the contents of a library without changing to that library. To display the contents of "Admin" while in your home library: (The *Sublibraries Index* screen should still be displayed, if it is not, select *Sublibraries* from the *Document Index* menu and press the Execute key.)

Move **the Marker** to "Admin"
Press EXECUTE

The contents of "Admin" are listed.

LESSON 22

If you want to **print the listing of documents in your sublibrary**, press **FORMAT** and follow the screen prompts.

Press **CANCEL three times** to return to the *Main* menu

REMOVING A LIBRARY

You can remove a library when you no longer need it by using the *Remove library* option on the *Supervisory Functions* menu. If there are any documents currently residing in the library you want to remove, you must first move them to your home library or to another library or delete them. Then you must change to another library, since you cannot be in the library you want to remove.

Move **the Marker** to *Supervisory Functions*

Press **EXECUTE**

Move **the Marker** to *Remove library*

Press **EXECUTE**

Type **/u/yourname/Admin**

Press **EXECUTE**

The message "Can't delete" is displayed because the document "supplies" still resides in "Admin."

You must move "supplies" back to your home library before you can remove "Admin."

Press **CANCEL** to cancel the *Remove library* function

Press **COMMAND**

Type **ren** (the shortcut code for *Rename document*)

LESSON 22

- Type* **/u/yourname/Admin/supplies**
- Press* **EXECUTE**
- Type* **/u/yourname/supplies**
- Press* **EXECUTE**
- Move* **the Marker to Remove library**
- Press* **EXECUTE**
- Type* **/u/yourname/Admin**
- Press* **EXECUTE**
- Press* **CANCEL** to return to the *Main* menu

You moved your "supplies" document back to your home library and removed your "Admin" library. Use the *Document Index* to verify these actions by listing your sublibraries. Note that "Admin" is no longer displayed. Then display the *Document Index* screen for your home library; note that "supplies" now resides in "/u/yourname."

In the next exercise you will learn how to assign, use, and remove a document password.

EXERCISE 22.3 Using Document Passwords

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise*

You use the *Assign Password* function to password protect confidential or classified documents. When you assign a password to a document, only you, or someone who knows your password can access the document. In this exercise you are going to assign a password to your document "supplies."

LESSON 22

To assign a password to "supplies":

- Move* **the Marker** to *Supervisory Functions*
- Press* **EXECUTE**
- Move* **the Marker** to *Assign password*
- Press* **EXECUTE**
- Type* **supplies**
- Press* **EXECUTE**
- Type* **your password**

A password can have up to eight characters. The password does not display when you type it. Be sure to choose a password that is easy for you to remember. If you forget the password for a document, you cannot access the document.

- Press* **EXECUTE**
- Type* **your password again**
- Press* **EXECUTE**

If the first and second passwords you type are the same, the password is saved, and the messages "Password assigned" and "Press EXECUTE to continue" are displayed.

- Press* **EXECUTE** to clear the messages.

When you begin any function (such as editing, printing, or archiving) that uses a password-protected document, you are prompted for the password. To continue with the function, you must type the correct password and press RETURN or EXECUTE.

If you like, you can try editing "supplies" and entering the password before you finish this exercise.

LESSON 22

The name of a password-protected document is preceded by "#" on the Document Index screen. Password-protected glossaries are preceded by "*#".

CHANGING A PASSWORD

- Move* **the Marker** to *Supervisory Functions*
- Press* **EXECUTE**
- Move* **the Marker** to *Assign password*
- Press* **EXECUTE**
- Type* **supplies**
- Press* **EXECUTE**
- Type* **your old password**
- Press* **EXECUTE**
- Type* **your new password**
- Press* **EXECUTE**
- Type* **your new password again**
- Press* **EXECUTE**

The messages "Password assigned" and "Press EXECUTE to continue" are displayed.

- Press* **EXECUTE** to clear the messages.

REMOVING A PASSWORD

To remove the password from "supplies":

- Move* **the Marker** to *Supervisory Functions*.
- Press* **EXECUTE**

LESSON 22

- Move* **the Marker** to *Assign password*
- Press* **EXECUTE**
- Type* **supplies**
- Press* **EXECUTE**
- Type* **your old password**
- Press* **EXECUTE**
- Press* **EXECUTE** in response to the "Enter new password" prompt.
- Press* **EXECUTE** in response to the "Retype new password" prompt.

The messages "Password removed" and "Press EXECUTE to continue" are displayed.

- Press* **EXECUTE** to clear the messages.

EXERCISE 22.4 Using the Describe Bin Feeder Option

PRELIMINARY STEPS *None*

You must use the *Describe Bin Feeder* option on the *Supervisory Functions* menu if your printer is equipped with a sheet feeder. The *Describe Bin Feeder* option defines the size of paper you want to use in each bin. The default size for both bins is 8-1/2" by 11" paper.

You will need to know which bin is bin 1 and which is bin 2 if your printer has a dual-bin sheet feeder. Refer to your printer instructions.

To use the option, select *Describe Bin Feeder* from the *Supervisory Functions* menu.

LESSON 22

Enter the number of the printer with the bin feeder. Be sure you have completed the logical installation of the printer from the operating system menu, and have defined the printer number.

Press **EXECUTE**

Use the default setting or enter the appropriate paper size for each bin.

Press **EXECUTE**

Once you have entered the paper sizes for the bins, these settings remain in effect until you change them. To change the settings at any time, follow the procedures outlined above.

SUGGESTIONS

As you create libraries and sublibraries, keep in mind the clarity and consistency of your organizational method. If you create too many levels of sublibraries, you can become lost in the maze. It might be helpful to draw a chart of your library organization before you begin creating libraries. Don't be afraid to change your mind. If a particular organization isn't working, you can always move your documents and remove libraries, as you have learned in this lesson.

You can copy or move documents from another user's library by using the full pathname for the user's document. For example, if you want to copy the document report from the library of user barbara, you would select *Copy document* from the *Filing* menu, and then type the following in response to the prompts:

Source document name: /u/barbara/Engineering/report

Destination document name: /u/yourname/Admin/report

LESSON 22

The "source" document is the document you are copying from; the "destination" document is the document you are copying to. In this example, the name of the document "report" was not changed. If you do not want two documents on the system named "report," you can change the name of the destination document.

NEXT LESSON Lesson 23, "Using Hyphenation and Pagination."

LESSON 23

HYPHENATING AND PAGINATING YOUR DOCUMENT

LESSON TIME *45 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to interactively hyphenate and paginate your document

How to use Standard, Required, and Optional Hyphens

How to use an Exception Dictionary for Hyphenation

INTRODUCTION

Using the *Hyphenation and Pagination* feature is a great timesaver, especially if you have lengthy documents. You can choose to hyphenate your document, paginate your document, or perform both functions simultaneously.

You can use your Exception Dictionary to specify words you do not want hyphenated or to specify exact locations to hyphenate words.

In this lesson you will learn how to interactively hyphenate words and paginate your document "brochure." Although "brochure" contains footnotes, you can paginate it using the *Hyphenation and Pagination* feature to print it without footnotes.

As you will learn in Lesson 24, you can also use the *Footnote Processing* feature to create a paginated output document with footnotes. .

You will learn how to add syllable points for hyphenation to your Exception Dictionary. You will also learn about the three types of hyphens you can use while you are editing your document.

LESSON 23

EXERCISE 23.1 Hyphenating and Paginating Interactively

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise*

To interactively hyphenate and paginate "brochure":

| | |
|--------------|--------------------------------------------------------|
| <i>Move</i> | the Marker to <i>Document Processing Tools</i> |
| <i>Press</i> | EXECUTE |
| <i>Move</i> | the Marker to <i>Hyphenation and Pagination</i> |
| <i>Press</i> | EXECUTE |
| <i>Type</i> | brochure |
| <i>Press</i> | EXECUTE |

The *Hyphenation and Pagination* screen is displayed. The options on the menu are briefly described below:

Perform: **Hyphenation**
 Pagination
 Both

You can select *Hyphenation* only, *Pagination* only, or select *Both* to perform hyphenation and pagination simultaneously.

| | |
|------------------------|---------------------|
| Hot zone length | 3 <u> </u> |
| Text Length | 54 <u> </u> |

The *Hot zone length* indicates the amount of space available between the end of a line and the right margin where a word can be hyphenated. If you want only long words hyphenated, set a longer hot zone length of 7 or higher. The higher settings provide infrequent hyphenation. The default of 3 provides frequent hyphenation.

LESSON 23

The *Text length* number is the current text length setting in your document. You can change this any text length you want, overriding the document text length setting.

Process from page 1 ___
through page X ___

The *Process from page* and *through page* options allow you to select a range of pages to process. The *through page* option displays the number of the last page in your document (X in the example above).

Exception Dictionary

No
 Yes

You can use an Exception Dictionary to specify syllable points for hyphenation by selecting the *Yes* option.

Processing

Interactive
Automatic
Background

When you select *Background* processing the Hyphenation and Pagination options you have chosen are performed automatically. When you background process your document you are returned to the *Document Processing Tools* menu immediately (while the document is processing) and can then perform other word processing activities. When you automatically process your document the options are performed automatically, but you cannot use your terminal for other activities until automatic processing is completed.

You use the Return key and the Cursor Arrow keys to move the Marker and Cursor through the *Hyphenation and Pagination* menu.

LESSON 23

To change the *Text length* option:

Press **RETURN** twice

Type **46**

Press **EXECUTE** to start hyphenation and pagination

NOTE: If your document has a multiple-column format line in it (even if you are not using the format line or do not have multiple-column text in your document) a *Hyphenation and Pagination* screen for multiple columns is displayed. From this screen you can specify wrapped and balanced columns. Since you have no column text in "brochure," press the **Execute** key to accept the defaults if this screen is displayed. If you want to try paginating wrapped and balanced columns, paginate your document "supplies" and specify a text length of 12, then select *Yes* for the *Wrapping* and *Perform balancing* options.

HYPHENATING

When a word is offered for hyphenation the acceptable syllable points are displayed in the lower left of the screen. The Cursor on the word shows you the default hyphenation point. You have three choices:

You can press **EXECUTE** to accept the default hyphenation point

You can move the Cursor to another hyphenation point in the word, then press **EXECUTE** to hyphenate the word. You can only move the Cursor within the bright zone in the word.

You can press **SEARCH** to bypass the offered word and display the next word offered for hyphenation.

LESSON 23

PAGINATING

The *Pagination* function will never delete a *Required Page Break*, it will, however, delete all *Optional Page Breaks* and offer new optional page break locations (based on the *Text length* you specified on the *Hyphenation and Pagination* menu).

When a location for an *Optional Page Break* is offered you have three choices:

You can press EXECUTE to accept the offered page break location

You can press UP to select a different page break location, then press EXECUTE to set the page break

You can press DOWN to select a different page break location, then press EXECUTE to set the page break

- | | |
|-----------------|----------------------------------------------------------------------------------------------------------------------------|
| <i>Continue</i> | hyphenating and paginating your document "brochure" until the <i>End of Hyphenation and Pagination</i> screen is displayed |
| <i>Press</i> | EXECUTE to save the changes |
| <i>Press</i> | CANCEL to return to the <i>Main</i> menu |

EXERCISE 23.2 Using Standard, Required, and Optional Hyphens

PRELIMINARY STEPS *None*

This is a non-interactive exercise. You can read the following information about hyphens, then try them in your document.

LESSON 23

There are three types of hyphens you can use when you are editing your document. A *hyphen used for compound words* is not removed when you use the Hyphenation and Pagination feature to hyphenate your document. Words containing them are selected for hyphenation. Look at Page 2 of your "brochure" document. The first paragraph contains three examples of compound words using hyphens. They are "high-performance," "on-line," and "document-editing"

The second type of hyphen is a *required hyphen*. It is displayed on your screen as an inverted T. You use a required hyphen when you don't want a word hyphenated during the Hyphenation process. You type a required hyphen by pressing COMMAND, then typing the hyphen.

For example, on Page 2 of "brochure," the words "Subscript" and "Superscript" in the last paragraph are the names of features, so you may not want to hyphenate them. To avoid hyphenation during the Hyphenation process, place a required hyphen immediately before the word.

Required hyphens do not print when you print your document.

The third type of hyphen, an *optional hyphen*, is used when you want to specify the only place that a word should be broken during the Hyphenation and Pagination process. You also press COMMAND, then type the hyphen to type an optional hyphen. You place the optional hyphen at the desired hyphenation point within the word instead of before the word. Optional hyphens do not print.

The fourth type of hyphen is inserted during the hyphenation and pagination process; it is called a *generated hyphen*. If you edit "brochure" after you use *Hyphenation*, you will see bright, or generated, hyphens. A generated hyphen is removed when you perform any editing that causes the text to wrap. Generated hyphens are also removed if you re-hyphenate your document.

LESSON 23

SUGGESTIONS

ADDING SYLLABLE POINTS TO AN EXCEPTION DICTIONARY

To use an exception dictionary with *Hyphenation and Pagination*, you must add syllable points to the words. If you enter syllable points in an exception dictionary, they do not interfere with the operation of *Spelling Tools*.

To preset hyphenation points, enter a pipe sign | for preferred syllable points and a tilde sign ~ for ordinary syllable points. An exception-dictionary list containing syllable points could look like the following example:

```
count|able
com~put|able
spec|i~fi~ca~tion
Sac|ra~men~to
```

You can mix both regular words and words with specified syllable points in your Exception Dictionary, and you can use the same Exception Dictionary with both *Spelling Tools* and *Hyphenation and Pagination*.

NEXT LESSON Lesson 24, "Using Footnote Processing"

LESSON 24

USING FOOTNOTE PROCESSING

LESSON TIME *45 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use Footnote Processing to create an output document with footnotes

How to use the options on the Footnote Processing menu

INTRODUCTION

When you performed Lesson 10, you entered *Footnote References* and *Footnote Text* in your document "brochure." Now you can use the *Footnote Processing* function to create a "brochureF" output document with footnotes.

The *Footnote Processing* menu offers you many options for formatting and numbering footnotes in your document. In Exercise 24.1 you are going to use the default options on the *Footnote Processing* menu.

After you have completed the exercise and had an opportunity to see what a document looks like when it is printed with footnotes, you can read the "Using Footnote Processing Options" section of this lesson to learn more about each option. Refer to the WORD ERA Reference manual for detailed information about all aspects of footnoting.

OUTPUT DOCUMENTS

This lesson introduces you to the use of *output* documents. Output documents are automatically created when you use the following WORD ERA functions:

LESSON 24

Document Assembly (see the WORD ERA Records Processing manual)

Footnote Processing (see Lesson 25 in this manual)

Forms Processing (see Lesson 27 in this manual)

Hyphenation and Pagination when a multiple-column document containing synchronized columns is paginated (see the WORD ERA Reference manual)

Index Generator (see Lesson 26 in this manual)

Records Processing (see the WORD ERA Records Processing manual)

Table of Contents Generator (see Lesson 25 in this manual)

With two exceptions, all output documents can be used like standard WORD ERA documents. You can perform any editing or archiving functions on all output documents except:

Footnote Processing output documents

Hyphenation and Pagination output documents

Because so much internal processing is required to reformat these two types of output documents, they cannot be processed again. Use them for printing only.

If you want to make changes to a footnoted document, do not use the output document. First, delete the output document, then edit the original document and reprocess it.

EXERCISE 24.1 Using the Footnote Processing menu

PRELIMINARY STEPS *You should be at the Main menu to begin this exercise*

Move **the Marker** to *Document Processing Tools*

LESSON 24

Press **EXECUTE**

Move **the Marker** to *Footnote Processing*

Press **EXECUTE**

Type **brochure**

Press **EXECUTE**

The *Footnote Processing* menu is displayed. In this exercise you are going to use the default options highlighted by the Markers. Refer to the "Using Footnote Processing Options" section of this lesson for a brief description of each option.

Press **EXECUTE** to accept the default options

Three processing options are displayed:

Make output document only

Make output document and print

Print only

Press **EXECUTE** to *Make output document only*

Type **brochureF**

The "F" following "brochure" identifies "brochureF" as a footnote processing output document. You don't have to use this identification method; however, it is a handy way to separate footnote output documents from other documents in your library.

Press **EXECUTE**

Various messages are briefly displayed while the document is being processed. When footnote processing is completed the *End of Footnote Processing* screen is displayed.

Press **EXECUTE** to save the changes

LESSON 24

You may now edit your new output document "brochureF." Note that footnotes 1 and 2 are at the bottom of Page 2, since Page 2 contains *Footnote References 1* and 2. Footnote 3 is at the bottom of Page 3, which contains *Footnote Reference 3*.

You may print "brochureF" using the same procedures you use to print a standard WORD ERA document.

USING FOOTNOTE PROCESSING OPTIONS

This section provides a brief description for each option on the Footnote Processing menu. The options are listed in alphabetical order.

For additional information refer to the WORD ERA Reference manual.

Followed by

Used for selecting the character and type of spacing that follows the footnote text reference.

If you want a single character such as a period (.), slash (/), or right parenthesis ()) to follow the footnote text reference, enter this character in the *Character* field. You can enter any printable character or a space. If you do not want a character, press RETURN or DELETE to move the marker to the next selection. To remove a previously entered character, press DELETE.

Select *Nothing* if you want the footnote text to immediately follow the footnote text reference (or to follow a character you may have entered in the *Character* field).

You can select any of the following types of spacing to follow the footnote text reference (or to follow a character you may have entered in the *Character* field):

One or two spaces

LESSON 24

Indent or Tab--The first paragraph of footnote text is preceded by an Indent or Tab symbol. The position of the Indent or Tab symbol is determined by the format line on each footnote page. If footnote text is continued from one page to the next in the output document, the Indent or Tab symbol is automatically included at the beginning of the continuation text.

Be sure the format line you use for footnote pages has a tab stop in the correct place, and that you have allowed enough room for the maximum number of characters that can appear in a footnote text reference. For example, the footnote text reference can have three characters, a prefix of up to nine characters, and one character following the footnote text reference.

NOTE: If you have more than one paragraph of text on a footnote page, only the first paragraph is automatically formatted with an Indent or Tab symbol. If you want subsequent paragraphs of footnote text to be indented or tabbed, you must enter an Indent or Tab symbol on the footnote page when you enter the footnote text.

Return or Two Returns--If you select *Return*, the first line of footnote text begins at the left margin one line below the footnote text reference. If you select *Two Returns*, the first line of footnote text begins at the left margin two lines below the footnote text reference.

Minimum number of text lines per page

Used for indicating the minimum number of text lines on a page before the footnotes begin. This field is skipped if you have selected *Endnotes* in the *Placement* section.

The default minimum number of lines is 1/3 of the text length setting. For example, if the text length is set at 54, the minimum number of text lines per page is 18. The remaining 2/3 of the text length (36 lines, in this example) is allocated for the separator line and the spaces above and below it, footnote text references and footnote text, and space (if any) between footnotes.

LESSON 24

If a page has fewer than 36 lines of footnote text and formatting, more text is placed on the page. If a page has no footnotes, the entire page is used for text.

If you want to have fewer footnote lines per page, you can set the *Minimum number of text lines per page* to a larger number (for example, 40). If there are more lines of footnote text than will fit on the page, the footnotes referenced on that page are continued on the next page.

Placement

Used for selecting where to position the footnotes in the output document.

If you choose *Footnotes*, the footnotes are positioned at the bottom of the page on which the footnote references appear.

If there are too many footnotes to fit on the bottom of that page, the footnotes are continued to the following page (or pages, if necessary). The footnote text reference for any footnote that carries over from a previous page is repeated, followed by the word "Continued" and then the rest of the footnote text on the next line.

If you choose *Endnotes*, the footnotes are positioned at the end of the document, beginning at the top of a new page following the last page of text.

No separator line is created, and the text length setting in the document is used to specify the number of lines per page. The *Separator line* and *Minimum number of text lines per page* sections.

Preceded by

Used for choosing a Tab, Indent, or nothing to precede the footnote text reference.

The position of the Tab or Indent symbol is determined by the format line on the footnote page. Be sure the footnote page format line has a tab stop in the correct position.

LESSON 24

If you have selected Tab or Indent and a footnote is continued to the next page (or pages), the footnote text reference is repeated, preceded by the Tab or Indent symbol.

Process from page/thru page

Fields for specifying the first and last page of your document to process.

You can process an entire document, or specify a range of pages to process. If you specify a range of pages, the footnote references in the source document are NOT renumbered. The footnote references on the specified pages in the output document are renumbered starting with the character you specify in the *Sequencing* section on the Footnote Processing menu.

If you select *Endnotes* in the *Placement* section of the menu, the endnotes begin on a page following the last page you selected for processing. Any subsequent unprocessed pages of the document follow the endnotes.

Footnote references on any unprocessed pages in the output document have the same number as in the source document, are superscripted, and are changed automatically to a three-character format (for example, footnote reference 5 is changed to 005).

Processing

Used for choosing to perform the process in automatic or background mode.

In *automatic* mode, messages are displayed on the screen showing which document and page are being processed. When processing is completed, press EXECUTE to save the changes or DELETE to erase the changes. You cannot use your terminal for other functions until automatic processing is completed.

In *background* mode, your terminal is free for other work. However, there is no visible indication of when the process is complete. If you can edit the output document you created, the process has completed.

LESSON 24

Separator line

Used for indicating the type of separator line you want between the text page and the footnotes, and the spacing above and below the line.

This section is skipped if you have selected *Endnotes* in the *Placement* section.

The selections you can make in this section are:

Character--You can enter any printable character in this field. This character is repeated across the page as many times as you specify in the *Length* field. The default character is a hyphen (-). If you do not want a separator line, press DELETE when the cursor is on the *Character* field.

Length--Enter the number of times you want to repeat the character you entered in the *Character* field. If you entered a space in the *Character* field, any entry in the *Length* field is ignored and one Return is placed in the output document in place of a separator line.

NOTE: If you enter a length that is longer than the format line on the footnote page, the separator line wraps to the next line.

Lines before--Enter the number of blank lines you want to add before the separator line.

Lines after--Enter the number of blank lines you want between the separator line and first footnote text reference on the page.

Sequence

Used for specifying the numbering sequence of the footnotes in your output document.

Prefix _____ Use this field to enter a prefix of up to nine characters. This prefix precedes each footnote reference and footnote text reference. You can use a prefix with any of the four sequence options.

LESSON 24

If you do not want to use a prefix, press RETURN to leave the field blank and move the marker to the next option.

1,2,3,... starting with 1 ____ Select this option to number the footnotes sequentially, beginning with the number you specify.

a,b,c,... starting with a ____ Select this option to letter the footnotes sequentially, beginning with the letter you specify. When "z" is reached, the sequence continues with "aa", "bb",..."zz", "aaa", "bbb",..."zzz". When "zzz" is reached, the sequence begins again with "a".

A,B,C,... starting with A ____ Select this option to letter the footnotes sequentially, beginning with the letter you specify. When "Z" is reached, the sequence continues with "AA", "BB",..."ZZ", "AAA", "BBB",..."ZZZ". When "ZZZ" is reached, the sequence begins again with "A".

*,**,***,*,... --each page Select this option to mark footnotes with one, two, or three asterisks (*), beginning with one asterisk. If you have more than three footnotes per page, the asterisks repeat in a one, two, three pattern. This selection is best used when you have three or fewer footnotes per page, and select *Footnotes* in the *Processing* section.

Spacing between footnotes

Used for selecting the spacing between footnotes in the output document.

For example, you may want your footnote text to print single-space with a space and one-half between footnotes. You use a single-space format line on the footnote pages, and select *W* from the *Spacing between footnotes* section.

LESSON 24

The spacing selections you can make are:

- 0 for Zero
- Q for Quarter
- H for Half
- 1 for Single
- W for Space and one-half
- 2 for Double
- 3 for Triple

The spacing selections indicate the number of space between footnotes when the format line on the footnote page is set to single spacing. If the spacing is set to any other value, the spacing between footnotes will be proportionately increased.

Superscripted

Used for choosing whether to superscript the footnote text references. Footnote references are always superscripted in the output document.

If you select *Yes*, footnote text references are superscripted.

If you select *No*, footnote text references are not superscripted.

Underlined

A section on the Footnote Processing menu for selecting whether footnote references and footnote text references in the output document are underlined.

If you select *In neither*, neither the footnote references nor the footnote text references are underlined.

If you select *In footnote*, only the footnote text reference or endnote text reference is underlined.

If you select *In document*, only the footnote references in the text are underlined.

If you select *In both*, both footnote references and footnote text references are underlined.

LESSON 24

SUGGESTIONS

Refer to the WORD ERA Reference manual for additional information about Footnote References and Footnote Processing.

NEXT LESSON Lesson 25, "Using the Table of Contents Generator"

LESSON 25

USING THE TABLE OF CONTENTS GENERATOR

LESSON TIME *30 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to use Table of Contents markers in your document

How to use the Table of Contents Generator to produce a table of contents

INTRODUCTION

You use the *Table of Contents Generator* to automatically create a table of contents for a document. The *Table of Contents Generator* can rapidly process a large document, number headings and subheadings, and place dot leader lines or spaces between headings and page numbers. You can have up to six levels of headings in your table of contents.

In this lesson, you will use the *Table of Contents Generator* to produce a table of contents for your document "brochure."

The procedure for producing a table of contents is:

1. You place special "table of contents markers" before the headings in the document.
2. You use the *Table of Contents Generator* menu to specify heading format and output document name for the table of contents.
3. The *Table of Contents Generator* creates an output document which contains the table of contents for your document.

LESSON 25

4. When the table of contents output document is completed, you can edit it or copy its contents into the front part of your original document.

EXERCISE 25.1 How to use the Table of Contents Generator

PRELIMINARY STEPS *You should be on Page 1 of your document "brochure" to begin this exercise.*

For this exercise you will insert table of contents markers for two levels of headings.

Chapter level headings are marked by the combination:

MERGE NOTE c SHIFT/MERGE

Sublevel 1 headings are marked by the combination:

TAB MERGE NOTE SHIFT/MERGE

Subsequent sublevels, up to six, are identified by the number of Tabs preceding the sublevel marker. For example, you would precede the marker for sublevel 2 by two Tabs.

To insert the chapter markers:

| | |
|--------------|------------------------------------------------------------------------------------------------|
| <i>Move</i> | the Cursor to the heading on Page 1 of "brochure" which begins "AN INTRODUCTION TO ..." |
| <i>Press</i> | INSERT |
| <i>Type</i> | <!!c> (MERGE NOTE c SHIFT/MERGE) |
| <i>Press</i> | EXECUTE |

LESSON 25

Insert **chapter markers before the following headings in "brochure":**

**"THE WORD ERA TEXT EDITOR"
 "TEXT EDITING TOOLS"
 "DOCUMENT PROCESSING TOOLS"
 "TEXT HANDLING TOOLS"**

When you have finished inserting the chapter markers, you can insert sublevel 1 markers before the sublevel headings.

To insert the sublevel 1 markers:

Move **the Cursor to Page 2**

Move **the Cursor to the "MULTIPLE COLUMNS" heading**

Press **INSERT**

Press **TAB**

Type **<!!> (MERGE NOTE SHIFT/MERGE)**

Press **EXECUTE**

Insert **sublevel 1 markers before the following headings in "brochure":**

**"WINDOWING"
 "GLOSSARY"**

When you process your document to create a table of contents, the *Table of Contents Generator* picks up all words following a marker to the next Return or to the 50th character position.

After you have coded the document with all the markers:

Press **CANCEL**

Press **EXECUTE to return to the *Main* menu**

LESSON 25

To use the *Table of Contents Generator*:

Move **the Marker** to *Document Processing Tools*

Press **EXECUTE**

Move **the Marker** to *Table of Contents Generator*

Press **EXECUTE**

The *Table of Contents Generator* menu is displayed. You move the Marker and Cursor through the menu by using the Return and Cursor Arrow keys.

The *Input document* is the document you have coded with table of contents markers.

Type **brochure**

Press **RETURN**

You may give the output document any name you wish. For this exercise, use "brochureT" to indicate that the document is a table of contents output document.

Type **brochureT**

Press **RETURN**

The Marker moves to the *Flush left* option under *Begin entries*. Following is a brief description of table of contents menu options:

Begin entries

Used for choosing how the left margin of your table of contents is formatted.

Flush left causes all entries to be placed at the left margin.

LESSON 25

Indented causes each entry to be preceded by the number of tabs indicated in the coded input document.

Press **DOWN** to select *Indented*

Press **RETURN** to move to the next option

Fill entries with

Used for choosing whether to fill the space between the ends of the headings and the page numbers with blank spaces or with periods (dot leaders).

Press **DOWN** to select *Periods*

Press **RETURN** to move to the next option

Number each entry

Used for choosing whether or not to have the system automatically number the entries in the output document.

If you select *yes*, the *Table of Contents Generator* assigns numbers to each heading in the output document in the format 1, 1.1, 1.1.1, 2, 2.1, 2.1.1, and so on.

If you select *no*, the heading is included in the output document as it appears in the input document and is not preceded by a system-generated number.

Press **DOWN** to select *no*

Press **EXECUTE** to begin generating a table of contents

The *Table of Contents Generator* reads the codes for each heading, interprets the level of the heading by counting tabs, reads and stores the page number, and creates the table of contents in the output document.

LESSON 25

Your output document "brochureT" is created, and contains the table of contents for "brochure."

Press **CANCEL** to return to the *Main* menu

SUGGESTIONS

The output document created by the *Table of Contents Generator* has the following formatting:

It has a special format line with a right margin of 75 and tab stops at positions 8, 16, 24, 32, 40, 48, 56, 64, and 72. The tab stop at position 72 is used with a decimal tab to right-justify the page numbers.

A Return is placed between each line.

The title "TABLE OF CONTENTS" and column headings "CHAPTER" and "PAGE" are automatically placed on the header page of the output document.

No page breaks are placed in the output document by the *Table of Contents Generator*. You can edit the output document to insert page breaks yourself, or you can paginate the output document with *Hyphenation and Pagination*.

Each sublevel heading marker <!!> must be preceded by at least one tab.

Do not include tabs or indents within the body of a heading. They interfere with the spacing of the table of contents.

NEXT LESSON Lesson 26, "Using the Index Generator."

LESSON 26

USING THE INDEX GENERATOR

LESSON TIME *25 minutes*

WHAT YOU WILL LEARN IN THIS LESSON

How to create an index word list document

How to use the Index Generator menu

INTRODUCTION

You use the *Index Generator* to create an index for a document. The *Index Generator* checks your document against a word list document you have created. It then creates an output document containing an alphabetical list of the terms on the word list and the page numbers where these terms appear in your text document.

EXERCISE 26.1 How to use the Index Generator

To use the *Index Generator* you must first create a word list document.

Create **a word list document, using your document "brochure" as a source for the words. Follow the general guidelines below when you create and type words in the word list document**

The word list document is a standard document where you type all the words and phrases you want the *Index Generator* to look for in another document.

You do not have to type these words and phrases in alphabetical order; the *Index Generator* automatically alphabetizes the entries in the word list document when it produces the output document.

LESSON 26

Each word or phrase must be typed at the left margin on a separate line and end with a Return. If a single word is listed twice in the word list document, it will appear only once in the output document. If there are no references in the document to a word list entry, that entry will appear in the index with no page numbers following.

You may use the same word to begin separate phrases, for example:

call error function in glossary
 call entry function
 call function
 call

The *Index Generator* finds each of these entries as a separate item if it occurs in the text of the input document. Phrases that start with the same word must always be listed in order of length, beginning with the longest phrase. If the phrases are the same length, it does not matter which phrase is listed first. The *Index Generator* will sort the phrases alphabetically, regardless of length.

Some examples of words and phrases you might like to include in your word list document for "brochure" are:

text editor
 on-line HELP
 function keys
 decimal point alignment
 Superscript
 Subscript
 horizontal
 vertical
 windows
 multiple columns

When you have completed the word list document, follow the directions below to generate an index for "brochure."

Move **the Cursor to Document Processing Tools**
Press **EXECUTE**

LESSON 26

| | |
|--------------|-------------------------------------------------------|
| <i>Move</i> | the Cursor to <i>Index Generator</i> |
| <i>Press</i> | EXECUTE |
| <i>Type</i> | brochure for <i>Input document</i> |
| <i>Press</i> | RETURN |
| <i>Type</i> | your word list document name |
| <i>Press</i> | RETURN |
| <i>Type</i> | any output document name you would like to use |
| <i>Press</i> | EXECUTE |

When processing is completed, press CANCEL to return to the *Main* menu.

Edit your new output document. The title "INDEX" is automatically centered at the top of the first page of the output document. The output document contains no page breaks; you may insert them yourself, or use *Hyphenation and Pagination*.

SUGGESTIONS

The *Index Generator* references page numbers as they appear in the first status line of the text document, so be sure these page numbers are the same as the page numbers when the document is printed. Any page numbering format other than what appears in the first status line, for instance on the footer page, is ignored.

NEXT LESSON Lesson 27, "Forms Processing"

LESSON 27

USING FORMS PROCESSING

LESSON TIME *1 hour*

WHAT YOU WILL LEARN IN THIS LESSON

How to follow general guideline instructions

How to create a form template document

How to use Forms Processing to produce completed forms

OVERVIEW

This is your last lesson in this book. In previous lessons you have followed step-by-step instructions to perform many word processing activities. In this lesson, you get to "do it yourself."

In addition to using this lesson to learn *Forms Processing*, you can use it as a lesson in reading and understanding general guideline type of instructions.

As you become a WORD ERA expert, you will want to learn the WORD ERA *Glossary Functions* and *Records Processing* features. Although both the manuals for these features contain many examples and procedures, they also present the information in reference and guideline format. This lesson will introduce you to a more general type of instruction manual.

HOW TO USE FORMS PROCESSING

Forms Processing is a selection on the *Document Processing Tools* menu. To use *Forms Processing*, you must first create a form document.

LESSON 27

Filling in the Form

To fill in the form follow these steps:

1. Select *Forms Processing* from the *Document Processing Tools* menu, or use the shortcut code **fpr**. The cursor appears in the first available position of the first field, and the prompt "Enter data" or "Enter numbers" appears as appropriate. The current field is indicated by a bold underscore.
2. Type the data in the field. You can move the cursor within the field with the Cursor keys or the Backspace key.

If you want to copy the information from the previous field of the same type, press **COPY**.

Insert, delete, and most other function keys will not work during *Forms Processing*.

You cannot add text emphasis to the information you enter in the fields during *Forms Processing*. If you want to emphasize certain fields, you must add emphasis to the form template document, or edit the output document to add emphasis after the form has been filled in.

You can move between fields by pressing **PREV SCRNL** to move to the previous field or **NEXT SCRNL** to move to the next field. In this way, you can move the cursor to a previously filled-in field and make corrections or additions.

3. When you have filled in a field, you have two options:

You can press **RETURN** to move to the next field and automatically fill the field to the end with spaces.

You can press **DELETE** to delete any unfilled spaces between the last character and the end of the field.

LESSON 27

If you press DELETE, the deleted spaces are filled with caret symbols (^), so you can tell by looking at the form which fields will be shortened. If you decide you do not want to drop the spaces from a field, you can return to the field and type over the caret symbols with spaces.

If you try to enter information after the field is full, the message "End of field reached" is displayed. You can move the cursor within the data you have already entered in the field, or you can press RETURN, NEXT SCRNL, or DELETE to move to the next field. You can also press PREV SCRNL to move to the previous field.

When you have entered data in the last field and pressed RETURN, NEXT SCRNL, or DELETE, the message "End of form reached" is displayed. If the form is filled in correctly, press CANCEL for the End of Form Options menu. Pressing RETURN, NEXT SCRNL, PREV SCRNL, or DELETE returns you to the first field of the form.

Using the End of Form Options Menu

The *End of Form Options* menu has two parts. The selections on the first screen are similar to the selection from the *END OF EDIT Options* menu. From this screen you can press one of the function keys indicated below:

Press EXECUTE to create a new file. Enter a document name for the newly created form, and press RETURN or EXECUTE.

Press RETURN to return to the form processing screen. When you return to the form, the bold underline indicating the current field is not displayed until you press a function key.

Press DELETE to discard the filled-in form. The form that is deleted is the copy of the form template document generated by *Forms Processing*. The original form template document remains available for further forms processing.

LESSON 27

Press **FORMAT** to save a copy of the filled-in form and send it directly to the printer. Type a name for the document and press **RETURN** or **EXECUTE**. The document is then automatically sent to the printer, using the printing defaults for the form template document.

Press **GO TO PAGE** to show additional *End of Form Options* menu selections.

Additional *End of Form Options* are described below:

Press **1** to save a copy of the filled-in form in a separate document and present a new form. Type the name for the form and press **RETURN** or **EXECUTE**.

Press **2** to save a copy of the filled-in form and present a new form as a new page in the same document. You do not assign a name to the document at this time. After you have entered as many forms in the document as you want, select an option that assigns a document name, such as **EXECUTE** or **FORMAT**.

Press **3** to send the form to the printer without saving it, and present a new form to be filled in. This option does **NOT** save a copy of the form that is printed. After it is printed, the temporary file is automatically deleted from the system.

Press **4** to save a copy of the form in a separate document, send that document to the printer, and present a new form to be filled in.

Press **5** to send the form to the printer without saving it. This option does **NOT** save a copy of the form that is printed. After it is printed, the temporary file is automatically deleted from the system.

Any key from either of the *End of Form Options* menus can be used, regardless of whether or not that part of the *End of Form Options* menu is displayed on the screen.

LESSON 27

For example, if you know that you want to create several forms in the same document, you can press CANCEL to end the form, then type 2 to save the form and present a new form in the same document. It is not necessary to press GO TO PAGE to display the *More End of Form Options* menu before you type 2.

Additionally, you can use the options in combination with one another. When you are creating a number of forms in the same document, you can press EXECUTE to assign a document name and save the file after you have completed the last form. Instead of pressing EXECUTE, you could press FORMAT to assign a document name and send the document to the printer.

SUGGESTIONS

To display a list of keys that can be used with COMMAND during Forms Processing and the function that each key invokes:

1. Press COMMAND, then type "?".
2. To step through the list, press the Cursor Up or Down keys, PREV SCRN or NEXT SCRN, the first letter of the item, or the key you want help for. When two letters are shown separated by a slash (/), you can use either one.
3. If you want to use the function that is currently displayed, press EXECUTE. To return to the editing screen, press CANCEL twice.

CONGRATULATIONS

You have completed all the lessons in this self-paced learning course.

You are now ready to learn *Glossary Functions* and *Records Processing*, two WORD ERA features you can use to automate many word processing tasks. Refer to the WORD ERA Glossary Functions manual and the WORD ERA Records Processing manual for complete instructions on how to use both of these features. The *Records Processing* manual also contains information on *Document Assembly*, a feature not covered in this book.

Refer to the WORD ERA Reference manual for additional information about WORD ERA features and functions.

