WGS/Word Processor™ User's Guide

Version 2.0

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Preface

The *WGS/Word Processor User's Guide* describes how to use WGS/Word Processor and provides reference material about its features.

If you have not used a word processor before, or if you want to familiarize yourself with the WGS/Word Processor, read Chapter 2, "Basics," which describes how to use the WGS/Desktop Manager; how to create, save, and exit from a document; how to move the cursor through a document; and how to get helpful online information about WGS/Word Processor.

The rest of this guide, Chapter 3 through Chapter 8, serves as a reference to editing, formatting, and printing WGS/Word Processor documents. Two appendixes provide the following information: Appendix A translates virtual keys to specific keys for different keyboards; Appendix B describes how to enter the WGS/Word Processor from the CTIX shell.

Conventions

This guide uses the following conventions.

- Command names appear in boldface, as follows:

  Use the **Review** command to prepare a document for printing.

- Virtual key names are used in this guide, so certain keys listed may not be provided on your keyboard. For example, the guide uses the key name **Enter**; your keyboard may not provide an **Enter** key, but a **Go** key instead. Appendix A in this guide provides keyboard tables to help you find the appropriate key or keystroke sequence for your terminal.

- Key names appear in boldface, as follows:

  Press Enter

- Key combinations, in which you must press one key and hold it down while you press a second key, are shown as follows:

  Shift-Home

- Function keys provide many of the WGS/Word Processor commands. Most keyboards provide function keys labeled **F1** through **F10** or higher. The function keys are usually located across the top or along the sides of the keyboard. When a command is available from a function key, a label appears at the bottom of the screen. You press the function key corresponding to the function key label for that command.

  In this guide we refer to the function keys by the key number and then the associated command name in parentheses, for example,

  F1 (More)

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Introducing WGS/Word Processor

Workgroup Solutions (WGS)/Word Processor helps you create reports, letters, memos, and other documents quickly and easily. Use WGS/Word Processor to edit documents, find and replace text within documents, assign text formatting and special characters to text, check the spelling within documents, and prepare the document layout for printing.

WGS/Word Processor uses the same type of menus and forms as the Desktop Manager. Refer to "Using Desktop Manager," in Chapter 2, "Basics," for a brief discussion of the basic Desktop Manager features.

Organization

This guide is a reference manual for WGS/Word Processor. It assumes that you know how to use the Desktop windows, menus, and forms. The Desktop Manager is discussed briefly in Chapter 2 of this guide; see the *WGS/Desktop Manager User's Guide* for more details.

This guide is divided into the following chapters:

This chapter, "Introducing the WGS/Word Processor," introduces the WGS/Word Processor.

Chapter 2, "Basics," shows how to create, save, and exit from a WGS/Word Processor document; how to move the cursor and scroll through a document; how to use the WGS/Word Processor *Commands* menu; and how to get Help information about WGS/Word Proceessor. This chapter also briefly summarizes the basic Desktop Manager features.

Chapter 3, "Editing Text," explains how to create and edit a WGS/Word Processor document. This chapter also describes the **Thesaurus** and **Spelling Check** commands.

Chapter 4, "Formatting Text," describes how to format text in a document, including how to set margins and tabs, center and indent text, hyphenate words, and add and remove character attributes (like boldface).

Chapter 5, "Formatting Document Pages," shows you how to format pages in a document. Formatting pages includes setting paper height, setting top and bottom margins and left margin offset, setting horizontal spacing (pitch), numbering pages, creating headers and footers, and creating footnotes.

Chapter 6, "Customizing Document Standards," describes how to use WGS/Word Processor Preferences to customize your standard line format, page format, and window format.

Chapter 7, "Reviewing and Printing a Document," shows you how to use the **Review** command to prepare a document for printing and then how to print the document.

Chapter 8, "Using the Glossary and Merge Commands," explains how to insert phrases from a WGS/Word Processor Glossary file into a document, and how to merge WGS/Word Processor Data Records files with documents.

Appendix A contains keyboard tables. Each keyboard table translates virtual key names used in this guide to equivalent keys or keystrokes for a specific terminal keyboard.

Appendix B describes how to use the WGS/Word Processor and WGS/Word Processor Preferences from the CTIX shell.

Related Documentation

The Workgroup Solutions set of user guides described below provides additional information that you may find helpful when you use WGS/Word Processor.

> *WGS/Calendar User's Guide*
> *WGS/Desktop Manager User's Guide*
> *WGS/Mail User's Guide*
> *WGS/Spreadsheet User's Guide*

NOTE: The WGS user's guides document Version 2.0 of the WGS software. Further references to these guides do not include the version number after the titles; always refer, however, to the Version 2.0 documentation.

The *WGS/Calendar User's Guide* describes how to use the Calendar to set appointments, create lists of things to do, and set alarms to remind you of appointments.

The *WGS/Desktop Manager User's Guide* describes how to use the Desktop Manager to access menus, windows, forms, and applications that run on the CTIX system.

The *WGS/Mail User's Guide* describes how to send, receive, forward, and print mail messages using the CTIX system; the guide also explains how to send mail to users of remote computers.

The *WGS/Spreadsheet User's Guide* describes the WGS/Spreadsheet software that runs on the CTIX system. The software combines the capabilities and features of Lotus 1-2-3 and Multiplan.

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Basics

This chapter shows you how to create, save, and exit from a WGS/Word Processor document; how to move the cursor and scroll through a WGS/Word Processor document; how to use the WGS/Word Processor *Commands* menu; and how to get Help.

This chapter also provides a brief introduction to WGS/Desktop Manager, including basic information about objects, windows, commands, menus, and forms.

NOTE: This guide assumes that the WGS/Desktop Manager software is installed on your system. If it is not, you can enter the WGS/Word Processor and manage your files from the CTIX shell; refer to Appendix B, "Using the WGS/Word Processor from the CTIX Shell," for information.

Using Desktop Manager

The Desktop Manager helps you manage your files and windows. Desktop Manager windows are always available, even while you work in a WGS/Word Processor document. Because you use the Desktop Manager to manage your files, you should be familiar with how the Desktop directories, windows, and commands function.

The *WGS/Desktop Manager User's Guide* provides complete details about Desktop Manager features, including objects, windows, commands, menus, and forms, which are briefly described below.

Objects

An *object* is any type of file you use in the Desktop Manager including a WGS/Word Processor document, a WGS/Spreadsheet file, a directory, a database, or any other kind of file.

The Desktop directory is an object you will use often, since it is your main directory. The Desktop directory is displayed when you enter the Desktop Manager.

Windows

A *window* is a portion of the screen, usually surrounded by a border, that contains your work, or information necessary to perform your work. For example, a window might contain the Desktop directory, or a WGS/Word Processor document, or the WGS/Word Processor *Commands* menu.

Up to 15 windows can be open on the screen at one time. The window containing the cursor is the *current active window*. You use the *Window Manager* to manipulate the open windows: for example, you can shrink and enlarge windows, and move windows around on the screen. You also use the Window Manager to move the cursor between open windows, as follows:

1. Press **Control-z** to display the Window Manager function key menu.

2. Press **F8** (Menu) to display the *Active Windows* menu.

3. Move the cursor to the window that you want to be in and press **Enter**.

The selected window becomes the current active window.

Commands

The Desktop Manager provides three ways to give commands. You can

- Select the command from the *Commands* menu. (This menu, which lists most WGS/Word Processor commands, is described later in this chapter.)

- Press the function key corresponding to the function key label that shows the command. Function keys are described later in this chapter.

- Press the action key (such as **Move**, **Copy**, or **Delete**) corresponding to the command.

For information about typing commands on the command line (the advanced command entry method), refer to the *WGS/Desktop Manager User's Guide*.

Menus

The WGS/Desktop Manager sometimes displays choices (of commands or command options) in menus. A *menu* is a window containing a list from which you can select one or more items. For example, the WGS/Word Processor Commands menu displays a list of available Word Processor commands, from which you can select the one you want to use.

To select an item from a menu, use the cursor keys or press **Return** to move the cursor to the item you want to select, and then press **Enter**.

To select more than one item from a menu, move the cursor to an item you want to select and press **Mark**. Repeat this for each item you want to select. When you have marked each item you want to select, press **Enter**.

Forms

The WGS/Desktop Manager sometimes displays a form for you to complete with required information (to execute a command, for example). A *form* is a window that consists of areas called fields.

A *field* is an area in which you type or select information about the command or task you are performing. For example, one field in the *Search* form requests the text to search for, and another field requests the starting point for the search.

There are two types of form fields:

- *fill-in fields*, which require you to type information
- *selection fields*, in which you select information from a menu

Most fields provide a message line prompt that indicates whether you should type or select the information for the field.

Some forms are displayed with default values already filled in; you can accept the form as it is (by pressing **Enter**), or you can change the values before you accept the form.

To complete a form (use **Return** or the cursor keys to move the cursor between fields in a form):

- Change the value of a fill-in field by typing the new value over the current value.

- Change the value of a selection field by pressing the **Spacebar** to cycle through the available selections until the value you want to use appears.

- Press **Enter** to accept the completed form.

Creating a Document

To create a document:

1. From the Desktop or a directory, press **F3** (Create) to display the *Create* menu, which contains a list of items you can create.

2. Move the cursor to *WGS/WP Document* and press **Enter**.

   The *Document Name* form is displayed.

3. Type a document name and press **Enter**.

*NOTE: A document name can be up to 12 characters long, and should be a unique name that reflects the contents of the document. You should not use blank spaces or the following characters in a document name: ? * / > < = | | " ' : ; @ |*

The document is opened on your screen. Unless you cancel it, it will be created in the directory from which the Create menu was selected.

The Document Window

WGS/Word Processor documents are displayed within a document window (as shown below).

Title Line

```
┌─────────────────────────────────────────────────────────────────┐
│first -- Document        Page   1  *OT                            │
│L1r--t----t---t----t---t----t----+--5----+---6---+---7--R---8---+-│
│                                                                   │
│ ─                                                                 │
│ ↑         Overtype              Format                            │
│ Cursor    Indicator             Ruler                            │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

HORE | GO TO |S CHAR | INDENT| CENTER|TX FHT |CURSOR | PASTE |

4,0 2-1
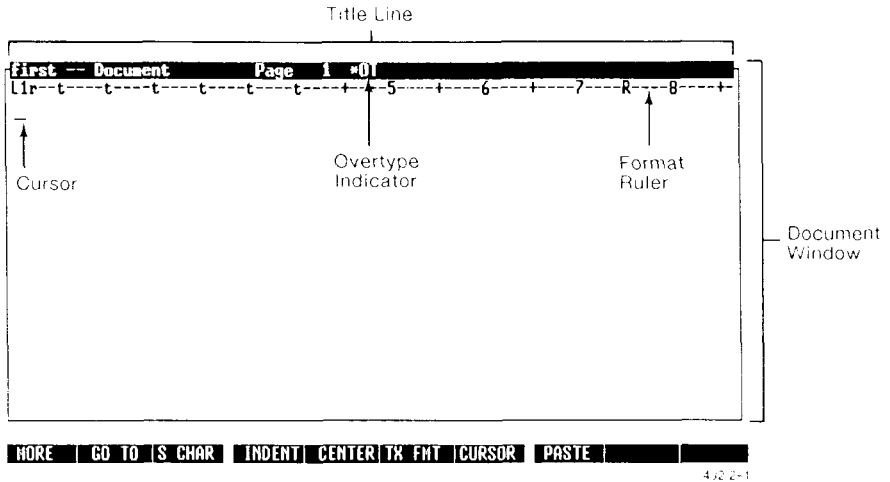
Cursor	Marks where text appears when you type it. When a document is opened, the cursor appears in the upper-left corner of the document window.
Title line	Displays the document name and the current page number. If overtype mode is active, the overtype mode indicator (*OT) is displayed in the title line.
Format ruler	Displays and sets margins, line spacing, tabs, and text alignment.

WGS/Word Processor Commands Menu

When the cursor is positioned in a WGS/Word Processor document, you can display the WGS/Word Processor *Commands* menu. This menu provides a list of commands available at that point. Depending on the operation you are performing, and the position of the cursor, the menu contains different commands.

To execute a command from the WGS/Word Processor *Commands* menu:

1. With the cursor in a WGS/Word Processor document, press **Command**.

   The *Commands* menu is displayed. When the cursor is positioned on normal text in the document, the menu looks like this:

```
┌─WGS/Word Processor Command Menu────────────────────────────────┐
│                                                                │
│ ►Attach Glossary     Header              Print                 │
│  Center              Help                Read a File           │
│  Copy                Indent              Refresh Screen        │
│  Delete              Insert formatting   Replace               │
│  Display Location    Insert hard page break  Review            │
│  Exit                Insert soft page break  Save              │
│  Find                Line format         Special characters    │
│  File Print          Mark                Spelling check        │
│  Footer              Merge               Thesaurus             │
│  Footnote            Move                Text format           │
│  Glossary Entry      Pagination Block    Undo delete           │
│  Go to Page          Paste               Visible Mode          │
│                                                                │
└────────────────────────────────────────────────────────────────┘
                                                          432.0-2
```

2. Move the cursor to the command you want to execute and press **Enter**.

   Messages, forms, or menus prompt you for any additional information, and the command is executed.

Function Key Labels

When the cursor is in a word processor document, function key labels appear at the bottom of the screen. The function key labels change as you perform different operations.

Initial Function Key Labels

The initial function key labels are:

MORE | GO TO |S CHAR | INDENT| CENTER|TX FMT |CURSOR | PASTE |

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F1 (More)	Displays a secondary set of function key labels.
F2 (Go To)	Displays the header and footer function key labels and the following message:
	Which page (b for beginning of document, e for end):
F3 (S Char)	Displays the *Special Characters* menu, which lists special characters like hard hyphen and hanging indent.
F4 (Indent)	Indents a paragraph to the next tab stop.
F5 (Center)	Centers text on a line.
F6 (Tx Fmt)	Displays the *Text Formatting* menu, which lists attributes like boldface and underscore.
F7 (Cursor)	Displays the page number, line number, and column number of the current cursor position.
F8 (Paste)	Inserts copied or moved text at the current cursor position.

Secondary Function Key Labels

When you press **F1** (More), the following secondary set of function key labels is displayed:

```
 MORE   | REVIEW|SPELL   SOFT PG|HARD PG|LN FMT |GLOSS
```
432.2-4

F1 (More)	Redisplays the initial set of commands and the following message: Which command?
F2 (Review)	Displays the *Document Review* form.
F3 (Spell)	Starts the **Spelling Check** command.
F4 (Soft Pg)	Inserts a soft page break and copies the previous format ruler to the top of the new page.
F5 (Hard Pg)	Inserts a hard page break and copies the previous format ruler to the top of the new page.
F6 (Ln Fmt)	Inserts a format ruler that is a copy of the previous format ruler.
F7 (Gloss)	Inserts a glossary entry in the document.

Header/Footer Function Key Labels

When you position the cursor on a Header/Footer line in the document, or when you press **F2** (Go To), the following function key labels are displayed:

```
 HEADER|EVEN H |ODD H   FIRST H| FOOTER|EVEN F |ODD F   FIRST F
```
432.2-5

F1 (Header)	Displays the header window.
F2 (Even H)	Displays the even-pages header window.
F3 (Odd H)	Displays the odd-pages header window.
F4 (First H)	Displays the first-page header window.
F5 (Footer)	Displays the footer window.
F6 (Even F)	Displays the even-pages footer window.
F7 (Odd F)	Displays the odd-pages footer window.
F8 (First F)	Displays the first-page footer window.

Format Ruler Function Key Labels

When you position the cursor on a format ruler line, the following function key labels are displayed:

				PG FORM	IN FORM					

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F5 (Pg Form)	Displays the *Page Format* form, which shows the current page format settings. You can change the page format settings from the *Page Format* form.
F6 (In Form)	Copies the initial settings from the primary format ruler to the current format ruler.

Opening an Existing Document

When you open an existing document, the cursor is positioned at the top of the page that was current when you closed the document.

To open an existing document:

1. In the Desktop or a directory, move the cursor to the name of the document or to the name of the directory containing the document, and press **Enter**.

   The selected document or directory is opened.

2. Repeat step 1 until the selected document is opened.

Saving a Document

It is important to save a document frequently (every 15 minutes or so) as you work on it. When you save a document, all the edits made since the last save are stored on disk, ensuring against loss should a power failure occur.

You can save a document in one of four ways:

- With the same name and same file type. The current version of the document stored on hard disk is updated with the latest changes. The previous version no longer exists.

- With the same name and different file type. The previous version of the document remains on hard disk; the latest version is stored under the same name, but in a different format.

- With a different name and the same file type. The previous version of the document remains on hard disk; the latest version is stored in the same format, but under a different file name.

- With a different file name and different file format. The previous version of the document remains on hard disk; the latest version is stored under a different file name and in a different format.

By saving a document to a different file name, you get two versions of the document: the original, unchanged version, under the original file name; and the current, updated version, under the new file name.

By saving a document as a different file type, you get two versions of the document, and you can use the data in different ways. You can execute it as a program; you can use it in a different application, like a spreadsheet; or you can use it with another word processor.

The four available file types are

Document format	A file format that uses formatting codes specific to the WGS/Word Processor.
Standard file (ASCII) format	A standard, executable file format with no formatting codes.
Application data format (ADF)	A format that supports data interchange between different applications.
Document exchange format (DEF)	A format that allows you to use a document and its formatting codes with another word processing program.

NOTE: the WGS/Word Processor provides an autosave feature that saves a document after a certain number of keystrokes or a set amount of time. For details, refer to "Customizing Your Window Format," in Chapter 6, "Customizing Document Standards."

To save a document:

1. Press **Command** to display the *Commands* menu.

2. Move the cursor to *Save*, and then press **Enter** to display the *Save Document* form. Notice that the *Save Document* form appears with the name and file type of the document filled in.
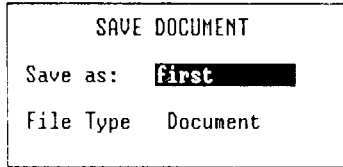
```
┌─────────────────────────────┐
│        SAVE DOCUMENT        │
│                             │
│  Save as:   first           │
│                             │
│  File Type   Document       │
│                             │
└─────────────────────────────┘
                        432 2-7
```

If you want to save the document under the same file name and file
format and overwrite any existing version of the document on hard
disk, skip step 3 below, and continue on to step 4.

3. To save the document under a different file name, move the cursor
to the *Save As* field, and type the file name.

To save the document in a different file format, move the cursor the
File Type field, and select the file type you want to use.

4. Press **Enter**.

If the specified file exists, you see this Confirm window:
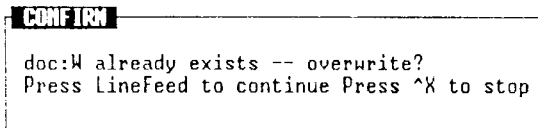
```
┌─CONFIRM──────────────────────────────────┐
│                                          │
│  doc:W already exists -- overwrite?      │
│  Press LineFeed to continue Press ^X to stop │
│                                          │
└──────────────────────────────────────────┘
                                   432 2-8
```

Make sure that you want to overwrite the contents of the existing file
before you press **Enter** to complete the **Save** command.

If you do not want to overwrite the existing file, press **Cancel** to
cancel the **Save** command and return to the document.

Exiting a Document

When you finish with a document and are ready to close it, you can save or ignore all the changes made since the last save.

To exit a document:

1. Press **Exit**.

   If you have not made any changes to it, the document is closed, and you are returned to the directory containing the document.

   If you have made changes to the document, you see the *Exit Document* menu.

2. Move the cursor to *Yes* or *No*.

   If you select *Yes*, all changes made since the last save are saved.

   If you select *No*, all changes made since the last save are ignored.

   If you decide that you do not want to exit the document, move the cursor to *Don't Exit*.

3. Press **Enter**.

Opening a Document in Multiple Windows

You can open a document in more than one window. Note, however, that a document that is open in more than one window can be modified in only one window: the window in which the document was originally opened. All other windows that contain that document are read-only: you can copy text from the document within them, but you cannot move or edit text within them.

Moving the Cursor

The following list describes how different keys or commands move the cursor and the document within the document window:

Up   Moves the cursor up one line until the cursor reaches the beginning of the document.

Down	Moves the cursor down one line until the cursor reaches the end of the document.
Forward	Moves the cursor one character to the right.
Back	Moves the cursor one character to the left. When the cursor reaches the left edge of the document window, the document scrolls right in the window until the cursor reaches the left edge of the document.
Home	Moves the cursor to the upper-left corner of the document window.
Next	Moves the cursor to the beginning of the next word.
Previous	Moves the cursor to the beginning of the previous word.
Begin	Moves the cursor to the beginning of the document, in the upper-left corner of the document window.
End	Moves the cursor to the end of document, in the lower-left corner of the document window.
Shift-Forward	Moves text five characters to the left in the document window, scrolling the document.
Shift-Back	Moves text five characters to the right in the document window, scrolling the document.
Page	Moves text up one window.
Shift-Page	Moves text down one window.
Scroll Up	Moves text up five lines.
Scroll Down	Moves text down five lines.
F2 (Go To)-Up	Moves the cursor to the beginning of the document.

F2 (Go To)-**Down**   Moves the cursor to the end of the document.

F2 (Go To)-**Forward**   Moves the cursor to the end of the line.

F2 (Go To)-**Back**   Moves the cursor to the beginning of the line.

F2 (Go To)-**b**   Moves the cursor to the beginning of the document.

F2 (Go To)-**e**   Moves the cursor to the end of the document.

F2 (Go To)-**#**-**Enter** Moves the cursor to a specific page in the document, where **#** is the page number.

Getting Help

Help information is available throughout the WGS/Word Processor. Use it any time you need more information about a WGS/Word Processor command. If you are in the process of entering a command, information about that command is displayed; otherwise, you see a general information display.

To look at Help information:

1. Press **Help**.

    You see the How to Use the Help Facility window, which contains general information, and the Help function key labels.
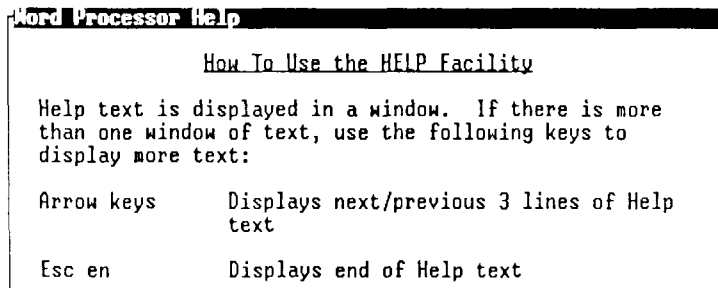
```
┌─Word Processor Help──────────────────────────────────┐
│                                                      │
│            How To Use the HELP Facility              │
│                                                      │
│   Help text is displayed in a window.  If there is more │
│   than one window of text, use the following keys to │
│   display more text:                                 │
│                                                      │
│   Arrow keys     Displays next/previous 3 lines of Help │
│                  text                                │
│                                                      │
│   Esc en         Displays end of Help text           │
└──────────────────────────────────────────────────────┘
                                            432.2-9
```

2. Press **F1** (Content) to display the Table of Contents window, which contains a full list of available Help information screens.

    or

    Press **F2** (Topics) to display the Word Processor Help Topics window, which contains a list of general topics covered in Help.

3. To display information about an item from the Table of Contents window, move the cursor to the desired topic, and then press **Enter**.

    To display information about a topic listed in the Word Processor Help Topics window, press the function key corresponding to the desired topic.

4. Continue pressing function keys to display the Help information you need.

After viewing the Help information, press **Exit** to return the cursor to where it was when you requested Help.

Moving the Cursor in a Help Window

Use the cursor keys to scroll through information in a Help window.

To see the next screen of information in a Help window, press **Page**. To see the previous screen, press **Shift-Page**.

Exiting Help

To close the Help information window, press **Exit.**

The document returns to the screen, and the cursor returns to the position it was in before you requested Help.

3
Editing Text

This chapter explains how to type and edit text in a WGS/Word Processor document; how to use the **Thesaurus** command to find a synonym for a word, and the **Spelling Check** command to check spelling in a document; and how to move and copy text within and between documents.

Many WGS/Word Processor commands require that you specify a block of text on which they can operate. For example, to use the **Delete** command, you must indicate the block of text you want to delete. To indicate a block of text, you mark it. This chapter also describes how to mark a block of text.

Marking and Unmarking Text

When you want to execute a command on a block of text, you must first *mark* the text. For example, when you execute the **Delete** command, you are prompted to specify the text you want to delete.

You can mark text before or after you give a command.

To mark text before you give a command:

1. Move the cursor to the first character of the text you want to mark, and press **Mark**.

    Notice that the character is highlighted.

2. Move the cursor to highlight all the text you want to mark.

    Notice that the highlighting follows the cursor.

The text is marked and ready to use in a command.

```
┌─california ── Document    Page    1──────────────────────────────────┐
│ l1r--t----t----t----t----t----+----5----+----6----+----R----+----8----+----9-│
│ Lately I've been thinking about how nice it is to live               │
│ in California.  I suppose the summer weather does that               │
│ to a person.  Anyway, I came across the following                    │
│ excerpt from a diary, █written in 1893 by Allar Dyce█  ◄──── Marked   │
│ █Murray█; it really gives the feeling of summer life in       Text   │
│ plentiful California.                                                 │
│                                                                       │
│                                                                       │
│ l1r--t----t----t----t----t----+----5----+----R----+----7----+----8----+----9-│
│            A visit to a fruit ranch                                  │
│                                                                       │
│ 9th July                                                             │
│                                                                       │
│ In the afternoon went up to the vineyard and                        │
│ orchard.  Found a cherry tree covered with                          │
│ fruit and decided we must make jam.  Apples                         │
│ and small pears ripe, and many on the ground,                       │
└───────────────────────────────────────────────────────────────────────┘
Mark block
```

```
█ MORE  |  GO TO |  BOLD █UNDER █ |W UNDER|B UNDER|D UNDER█B D UND|     |    █
```
                                                            432 3-1

To mark text after you give a command:

1. Position the cursor on the first character of the text you want to mark.

2. Press the key or keys associated with the command you want to execute.

    You are prompted to indicate the text you want to use with the command.

3. Move the cursor to mark the text you want to use.

    Notice that the highlighting follows the cursor.

4. Press **Enter**.

The command is executed on the marked text.

To "unmark" marked text, press **Cancel**.

Typing Text in a Document

When you open a WGS/Word Processor document, it is ready for you to enter text: move the cursor to the appropriate position, and type.

As you enter text, you do not need to press **Return** to move the cursor to the next line when you reach the end of a line. As you type, WGS/Word Processor uses *wordwrap* to automatically move the cursor from the right margin of one line to the left margin of the next line. If you are typing a word that does not fit before the right margin, the entire word moves with the cursor to the next line.

If you want to end a line, press the **Return** key. The cursor moves to the left margin of the next line.

Correcting Typing Mistakes

If you make a typing mistake, you can use the **BackSpace** key to correct it. Press **BackSpace** to delete the character to the left of the cursor.

You can also use the **Delete Character** key to correct typing mistakes. Press **Delete Character** to delete the character on which the cursor is positioned. (On some terminals, this key deletes the character immediately previous to the cursor.) See "Deleting Text," later in this chapter, for more information about ways to delete text.

Inserting and Deleting Blank Lines

To insert a blank line before existing text, move the cursor to the beginning of an existing line of text, and press **Return**.

To insert a blank line after existing text, or in the middle of a paragraph, press **Return** twice: once to move the cursor to the next line, and again to insert the blank line.

To delete a blank line, move the cursor to the blank line you want to delete and press **Shift-Delete Character**. The blank line is deleted.
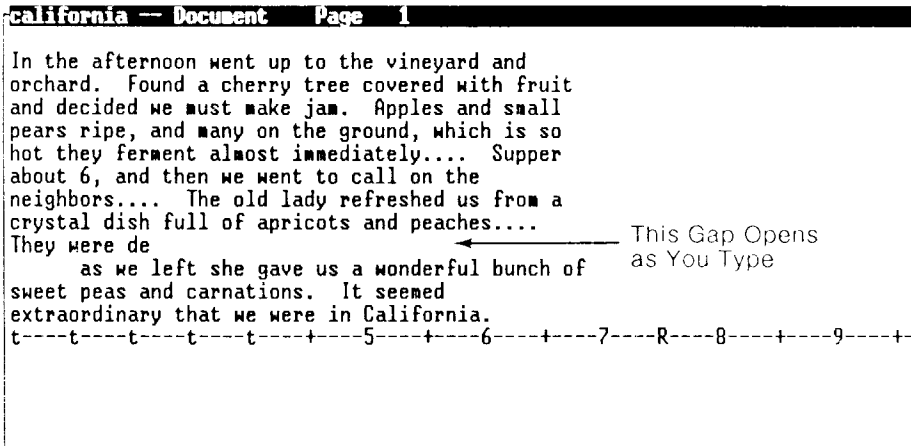
Inserting Text

When you open a document, insert mode is active. In *insert mode*, text you type is entered into the document with the existing text.

To insert text between existing words or lines of text:

1. Make sure that insert mode is active: ***OT** (overtype mode indicator) should *not* appear on the title line of the document next to the page number.

2. Move the cursor to the location where you want the inserted text to appear.

3. Type the new text.

The new text is inserted between the existing words or lines of text.

As you insert text, if you type quickly, a message prompts you to press **Enter** to close the gap. The *gap* referred to is the space opened by the word processor so the text can be entered as quickly as you type it. When the prompt appears, continue inserting text until you are finished. When you are finished, press **Enter** to close the open space.

```
┌─california ── Document    Page   1───────────────────────────────────┐
│                                                                       │
│ In the afternoon went up to the vineyard and                          │
│ orchard.  Found a cherry tree covered with fruit                      │
│ and decided we must make jam.  Apples and small                       │
│ pears ripe, and many on the ground, which is so                       │
│ hot they ferment almost immediately....  Supper                       │
│ about 6, and then we went to call on the                              │
│ neighbors....  The old lady refreshed us from a                       │
│ crystal dish full of apricots and peaches....                         │
│ They were de                 ◄─────────────  This Gap Opens           │
│       as we left she gave us a wonderful bunch of   as You Type       │
│ sweet peas and carnations.  It seemed                                 │
│ extraordinary that we were in California.                             │
│ t----t----t----t----t----+----5----+----6----+----7----R----8----+----9----+- │
│                                                                       │
│                                                                       │
│                                                                       │
└───────────────────────────────────────────────────────────────────────┘
```

Press LineFeed to close gap

MORE | **GO TO** | **S CHAR** | **INDENT** | **CENTER** | **TX FMT** | **CURSOR** | **PASTE** | |

432.3-2

NOTE: You can mark text as comment text *or* inserted text, *and then specify how, or even whether, you want the text printed. Marking comment text and inserted text helps you keep track of notes, edits, and updates to a document.*

Don't confuse inserting regular text, described in this section, with marking inserted text. See Chapter 4, "Formatting Text," for details about marking comment text and inserted text.

Deleting Text

When you delete text, it is removed from the document. You can delete text one character at a time, one line at a time, or a block of text at a time.

You can undo a deletion, replacing the deleted text in the document. See "Undoing a Deletion," later in this chapter, for more information.

Deleting One Character at a Time

To delete one character, move the cursor to the character you want to delete and press **Delete Character**. If you press **Delete Character** and hold it down, characters continue to be deleted until you release the **Delete Character** key.

You can use the **BackSpace** key to delete the character to the left of the cursor. Again, if you press **BackSpace** and hold it down, characters to the left of the cursor continue to be deleted until you release the **BackSpace** key.

Deleting a Block of Text

To delete a block of text:

1. Move the cursor to the beginning of the text you want to delete, and press **Delete.**

   You see the following message:

   Delete what?

2. Use the cursor to mark all the text you want to delete, and then press **Enter**.

The marked text is deleted.

Undoing a Deletion

You use the **Undo delete** command to recall lines of text or a block of text deleted since the last document save or exit. The recalled text is placed in the document at the cursor position at the time of the recall.

Deleted text is recalled in the reverse order of deletion: the last block of text deleted is the first recalled.

NOTE: The Undo delete command does not recall characters deleted one character at a time with the Delete Character key. Once you delete a character with the Delete Character key, it cannot be recalled.

To undo a deletion:

1. Move the cursor to the location where you want to place the recalled text.

2. Press **Command** to display the *Commands* menu.

3. Move the cursor to *Undo delete* and press **Enter**.

The last text deleted is replaced in your document at the current position of the cursor.

Overtyping Text

You can use overtype mode to replace existing text with text you type. When you open a document, insert mode is active. To switch to overtype mode, press **InputMode**. Press **InputMode** to toggle between the two modes.

To overtype text:

1. Move the cursor to the beginning of the text you want to replace, and press **InputMode**.

    Notice the overtype mode indicator (***OT**) in the title line of the document next to the page number.

2. Type the new text.

    The new text replaces the existing text.

3. Press **InputMode** again to stop the overtyping and return to insert mode.

The overtype mode indicator is removed from the document title line. Insert mode is active.

Finding Text

The **Find** command searches a document for specific text of up to 30 characters (spaces included). The command can search the entire document, or it can search forward from the current position, of the cursor depending on what you specify.

The **Find** command also provides a single-character search mode, which searches for a single character (such as a period (.) or hyphen (-)).

Once the **Find** command finds the first occurrence of matching text, you have three choices. You can

- find the next occurrence
- stop the search
- specify new text to find

Starting the Search

To execute the **Find** command:

1. Press **Command** to display the *Commands* menu.

2. Move the cursor to **Find** and press **Enter** to display the *Search* form.

```
┌─ WP Search ─────────────────────────────────────────┐
│                                                      │
│  Find      ████████████████████████████████████      │
│  Start Search at              Present Cursor Location│
│  Single Character Search Mode  No                    │
│                                                      │
└──────────────────────────────────────────────────────┘
                                          432 3-3
```

3. Type the text you want to find, up to 30 characters (spaces included), in the *Find* field.

   If you use lowercase characters, the search ignores case. If you use uppercase characters, the search looks for an exact match.

4. Move the cursor to the *Start Search At* field and select the starting position you want to use (the beginning of the file or the current cursor position).

5. Move the character to the *Single Character Search Mode* field. Unless you want to search for a single character, make sure this field is set to *No*. Single-character search mode is described later in this chapter.

6. Press **Enter** to start the search.

If no match is found, you see the following message:

   Text not found.

The cursor returns to its position in the document before the search.

Make sure you typed the text correctly. If you typed the text correctly and it is not found in the search, then it does not exist in your document.

If a match is found, it is highlighted in your document, and you see the following function key labels:

```
NEXT | STOP | NEW |
```

432.3-4

F1 (Next)   Finds the next occurrence of matching text. Continue
             pressing F1 (Next) until you want to stop or begin a new
             search, or until the search is complete.

F2 (Stop)   Ends the search for matching text.

F3 (New)   Redisplays the *Search* form to begin a new search for
             different text.

Searching for Single Characters

Single-character search mode instructs the **Find** command to search the
document for any single character, such as a letter, a numeral, a
document format character, or a special character.

To search for a single character:

1. When the **Find** command brings up the WP Search form, leave the
    Find field blank, specify the location from which you want to search
    (present cursor location or beginning of file), and then move the
    cursor to the *Single Character Search Mode* field.

```
┌─ WP Search ──────────────────────────────────────┐
│                                                   │
│ Find                                              │
│ Start Search at            Present Cursor Location│
│ Single Character Search Mode  ▪No▪                │
│                                                   │
└───────────────────────────────────────────────────┘
```

432.3-5

2. Select *Yes* and press **Enter.**

    You see the following message:

    Enter desired search character or Control-F to repeat the search

    You also see the following function key labels:

MORE | **MENU** | **S CHAR** | **INDENT** | **CENTER** | | | | | |

432.3-6

F1 (More)   Finds the next matching character.

F2 (Menu)   Redisplays the *Search* form. From this point you can turn
                   off single-character search mode and start a new search.

F3 (S Char)   Displays the *Special Characters* menu from which you can
                   select a special character to search for.

F4 (Indent)   Searches for the indent format character.

F5 (Center)   Searches for the center format character.

3. Type the character you want to find, or press the function key for the
    character you want to find.

If no matching character is found, you see the following message:

    No Match.

If a matching character is found, it is highlighted.

To repeat the single-character search, press **Control-F** once to display the
single-character search prompt, and then press **Control-F** again to
continue on with the search.

If no match is found, or if you want to stop the search, you can continue
editing your document or exit it. The search stops automatically; no
command is necessary to stop the search.

Replacing Text

Like the **Find** command, the **Replace** command searches a document for specific text. Once the text is found, however, the **Replace** command replaces it with specified text.
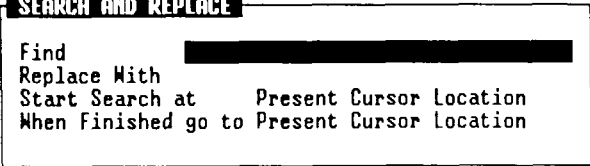
You can replace text throughout your entire document or forward from the current cursor position.

Once you find the first occurrence of matching text, you have four choices. You can

- replace the text, and search for the next occurrence

- replace all occurrences of the text automatically throughout the specified area of your document

- pass by the matching text without replacing it, and search for the next occurrence

- stop the **Replace** command

To execute the **Replace** command:

1. Press **Command** to display the *Commands* menu.

2. Move the cursor to the *Replace* field and press **Enter** to display the *Search and Replace* form.

```
┌─■SEARCH AND REPLACE■─────────────────────────┐
│                                              │
│ Find              ████████████████████████   │
│ Replace With                                 │
│ Start Search at      Present Cursor Location │
│ When Finished go to Present Cursor Location  │
│                                              │
└──────────────────────────────────────────────┘
                                      432.3-7
```

3. Move the cursor to the *Find* field and type the text you want to find.

   If you use lowercase characters, the search ignores case. If you use uppercase characters, the search looks for an exact match.

4. Move the cursor to the *Replace With* field and type the replacement text.

   If you use lowercase characters, the replacement text uses the same case as the text it is replacing. If you use uppercase characters, the replacement text appears exactly as you type it.

5. Move the cursor to the *Start Search At* field. Select the location (the beginning of the file or after the current cursor position) from which you want to start the search and replacement.

6. Move the cursor to the *When Finished Go To* field. Select the location (the last successful match or the current cursor position) to which you want the cursor to return at the end of the search.

7. Press **Enter**.

The search and replacement begins.

If no match is found, you see the following message:

    Text not found.

The cursor returns to its position in the document before the search.

Make sure you typed the text correctly. If you typed the text correctly and it is not found in the search, then it does not exist in the document.

If a match is found, it is highlighted in your document.

You also see the following function key labels:

GLOBAL │REPLACE│ SKIP ▐ STOP │ ▐ │ │ ▐ │ ▐

432.3-8

F1 (Global)   Automatically replaces all occurrences of matching text.

F2 (Replace)   Replaces the highlighted occurrence of matching text; continues the search for next match.

F3 (Skip)   Ignores the highlighted occurrence of matching text; continues the search for next match.

F4 (Stop)   Ends the search for matching text.

Using the Thesaurus

The **Thesaurus** command provides an extensive online list of synonyms to help you find just the right word. Without exiting the document, you can examine various synonyms for a word, and then, once you find the correct synonym, replace the word with the synonym.

To use the **Thesaurus** command:

1. Move the cursor to the word for which you need a synonym.

2. Press **Command** to display the *Commands* menu.

3. Move the cursor to *Thesaurus* and press **Enter**.

    A definition for a specific meaning of the word appears in the message line at the bottom of the screen, and you see the *Synonyms* menu, which lists synonyms for that word. (You might need to scroll through the menu to see all the synonyms listed.)

    If the full definition does not fit on the message line, the prompt *Full Definition* appears on the *Synonyms* menu.

    If the word has another meaning, the prompt *Next Meaning* appears on the *Synonyms* menu.

    The following example shows the *Synonyms* menu for the word *thinking*.

```
┌────────────────────────────────────────────────────────────────────┐
│ california -- Document    Page   1                                   │
│ I'm often thinking of the following excerpt from the diary           │
│ of Allar Dyce Murray (1893).                                         │
│                                                                      │
│ +----L1r--t----t----t----t----+----5---┌─Synonyms─┐────-+----8----+----9-│
│      9th July    A visit to a fruit ranc                             │
│                                         │ adj      │                 │
│      In the afternoon went up to the vi │          │                 │
│      orchard. Found a cherry tree cove  │-thoughtful─                │
│      and decided we must make jam. App  │  cogitative                │
│      pears ripe, and many on the ground │  contemplative             │
│      hot they ferment almost immediatel │  meditative                │
│      about 6, and then we went to call  │  pensive                   │
│      neighbors.... The old lady refres  │  pondering                 │
│      crystal dish full of apricots and  │  reflecting                │
│      They were deliciously sweet, and a │  reflective                │
│      gave us a wonderful bunch of sweet │  ruminative                │
│      carnations. It seemed extraordina  │  speculative               │
│      in California....                                               │
└────────────────────────────────────────────────────────────────────┘
characterized by or exhibiting the power to think              432 3-9
                                                    \
                                                     \____ Definition
```

4. If you want to see the full definition, move the cursor to *Full
   Definition* and press **Enter**. Once you read the full definition, press
   Enter again to return to the *Synonym* menu.

   or

   If you want to see the next meaning and a list of synonyms for that
   meaning, move the cursor to *Next Meaning* and press **Enter**.

5. Once you find the appropriate word in the *Synonyms* menu, move the
   cursor to the word and press **Enter** to replace the existing word with
   the selected synonym.

If you do not find an appropriate synonym, or if you want to cancel the
Thesaurus command, press **Cancel** to return to the document.

Checking Spelling

WGS/Word Processor provides a **Spelling Check** command you can use to ensure that your document is free of spelling errors. It's a good idea to check the spelling in a document before you review or print the document.

The spelling checker provides a standard dictionary. When you start the **Spelling Check** command, you create a personal dictionary to supplement the standard dictionary. You can create several personal dictionaries to be used with different documents. Words in a personal dictionary are usually related by a common theme. For example, a personal dictionary called **wpwords** might contain a list of commonly used word-processing terms; you would use it to check documents related to word processing.

Words the **Spelling Check** command cannot find in the standard dictionary or in the personal dictionary are considered misspelled. When a spelling error is found, you have the following choices:

- ignore the word

- correct the word or add it to your personal dictionary

Setting Spelling Check Criteria

The **Spelling Check** command uses Speller Preferences settings to determine if a word is misspelled. Speller Preferences settings determine what language is used and whether or not the **Spelling Check** command checks for capitalization at the beginning of a sentence.

To set Speller Preferences:

1. From the Desktop, press **F1** (Toolkit) to display the *Toolkit* menu.

```
┌─■Toolkit■─────────────────────┐
│                               │
│ ■Calendar■■■■  Read Mail      │
│ Desktop        Send Mail      │
│ Information    Status Line    │
│ Message Center Tape           │
│ Other Users    Trashcan       │
│ Preferences    Word Era       │
│ Printers       Workgroup      │
│ Quick Message                 │
│                               │
└───────────────────────────────┘
```
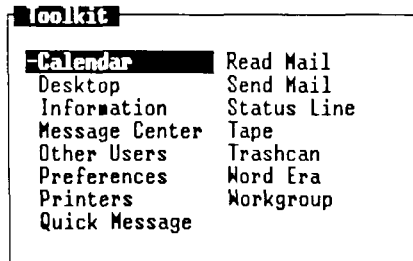
432.3-10

Note that your *Toolkit* menu might look different, depending on the software installed on your system.

2. From the Toolkit, move the cursor to *Preferences* and press **Enter** to display the *Preferences* menu.

3. Move the cursor to *Speller* and press **Enter** to display the *Speller* menu.

4. With the cursor on the *Detection Criteria* field, press **Enter** to display the *Detection Criteria* menu.
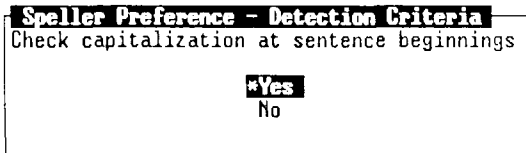
```
┌─Speller Preference - Detection Criteria┐
│Check capitalization at sentence beginnings│
│                                        │
│              ▐*Yes▌                    │
│               No                       │
│                                        │
└────────────────────────────────────────┘
                              432.3-11
```

This menu specifies whether or not to check for capitalization at the beginning of a sentence.

5. Select *Yes* to set the **Spell Check** command to check for beginning-of-sentence capitalization; select *No* to ignore beginning-of-sentence capitalization. Press **Enter** to return to the *Speller* menu.

6. If you want to specify a different language, move the cursor to the *Language Criteria* field and press **Enter** to display the *Language Criteria* menu.
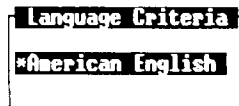
```
┌─Language Criteria─┐
│                   │
│▐*American English▌ │
│                   │
└───────────────────┘
       432.3-12
```

Select the language you want to use and press **Enter** to return to the *Speller* menu.

7. Press **Enter**.

The **Spell Check** criteria is set.

Starting the Spelling Checker

To execute the **Spelling Check** command:
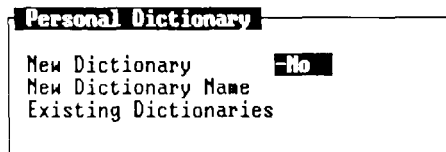
1. Open the document you want to check.

2. Press **F1** (More), and then press **F3** (Spell).

   The *Spell Check Entire Document* menu is displayed to let you choose whether you want to check all or part of the document.

3. Select *Yes* to check the entire document, or select *No* to check a part of the document, and then press **Enter**.

   If you select *No*, you are prompted to specify the part of the document you want to check. Mark the beginning and end of the text you want checked, and then press **Enter**.

   The *Personal Dictionary* form is displayed.

```
┌ Personal Dictionary ──────────────────┐
│                                        │
│ New Dictionary          ▐ No ▌         │
│ New Dictionary Name                    │
│ Existing Dictionaries                  │
│                                        │
└────────────────────────────────────────┘
```
                                    432.3-13

If you have used the **Spelling Check** command before, a default personal dictionary file name appears in the *Existing Dictionaries* field. This is the personal dictionary the command will use.

You can create a new personal dictionary at this point. Refer to "Selecting or Creating a Personal Dictionary," later in this chapter, for details.

4. To use the default personal dictionary named, press **Enter**.

5. If this is the first time you have used the **Spelling Check** command (or if you specified a new personal dictionary name in the *Personal Dictionary* form), a Confirm window appears to confirm that you want to create the personal dictionary.

6. Press **Enter** to create the personal dictionary.

    or

    Press **Cancel** to return to the *Personal Dictionary* form. Complete the form, and then press **Enter**.

The spell check begins.

If the **Spelling Check** command finds no spelling errors, you are notified when the check is complete.

If a possible misspelling is found, the word is highlighted on your screen, and spelling check function keys are displayed. (See the following discussions: "Using Spelling Check Function Keys," "Ignoring Possible Misspellings," and "Correcting Misspelled Words," for details on the spelling check function keys.)

Using Spelling Check Function Keys

When the **Spelling Check** command finds a word that is not in the standard or personal dictionary, the word is highlighted and a message indicates why the word is in question. The command displays a set of function key labels so you can correct the misspelling.

If spelling check criteria is set to check for beginning-of-sentence capitalization, and a word that is not capitalized at the beginning of a sentence is found, the following function key labels are displayed:

| | | | PROCEED | CAPITAL | | | | | | |

432.3-14

F4 (Proceed)	Ignores the current occurrence of the highlighted word and searches for the next possible misspelling. Use this if the highlighted word is not misspelled in its current context, but could be misspelled in a different context.
F5 (Capital)	Capitalizes the first letter of the word and then searches for the next possible misspelling.

If a word is possibly misspelled (not because of beginning-of-sentence capitalization), the following function key labels are displayed:

| MORE | ADD | REPLACE | PROCEED | IGNORE | SUGGEST | DELETE | SPECIAL | | |

F1 (More)	Displays secondary function key labels.
F2 (Add)	Adds the word to the personal dictionary and then continues on to the next possible misspelling.
F3 (Replace)	Replaces the misspelled word with the correct spelling: you type the correct spelling, then press F3 (Replace). The replacement is made and the search continues for the next possible misspelling.
F4 (Proceed)	Ignores current occurrence and searches for the next possible misspelling. Use this if the highlighted word is not misspelled in its current context, but could be misspelled in a different context.
F5 (Ignore)	Ignores the highlighted word throughout the document and searches for the next possible misspelling.

F6 (Suggest)	Displays a menu of suggested corrections to the word in question. Move the cursor to the appropriate correction and press **Enter**. The word is replaced and the search continues for the next possible misspelling.
	A message informs you if there are no suggestions. Press **Enter** to return to the highlighted word, or press **Help** for more information.
F7 (Delete)	Deletes the highlighted word from the document and searches for the next possible misspelling.
F8 (Special)	Displays function keys labels to insert a hard or optional hyphen.

The following secondary function key labels are displayed when you press F1 (More):

MORE	WORDS	VISIBLE								

F1 (More)	Redisplays the initial spelling check function key labels.
F2 (Words)	Displays the *Personal Dictionary* form so you can select or create a different personal dictionary file to use. Refer to "Selecting or Creating a Personal Dictionary," later in this chapter.
F3 (Visible)	Displays the *Visible Mode* form, from which you can change the visible mode settings. Once you change the settings, or cancel out of the *Visible Mode* form, the **Spelling Check** command searches for the next possible misspelling.

The following special function key labels are displayed when you press F8 (Special):

MORE	HARD	OPTION								

F1 (More)	Redisplays the initial spelling check function key labels.
F2 (Hard)	Inserts a hard hyphen. Press **Shift-Forward** or **Shift-Back** to move the cursor to the location at which you want the hard hyphen inserted. The hyphen is inserted and the command searches for the next possible misspelling.
F3 (Option)	Inserts an optional hyphen. Press **Shift-Forward** or **Shift-Back** to move the cursor to the location at which you want the hyphen inserted. The hyphen is inserted and the command searches for the next possible misspelling.

Ignoring Possible Misspellings

If the **Spelling Check** command cannot find a word in the dictionary, the word is highlighted as misspelled. The word may not be misspelled, but you might not want to add it to the personal dictionary. For example, if you use a unusual acronym once or twice in a document, you probably do not want to add that acronym to the personal dictionary. You probably want to ignore the word for the spelling check.

There are two ways to ignore a word:

- Press the function key corresponding to the **Proceed** function key label (**F1** or **F4**) to ignore the *current occurrence* of the word. The next occurrence of the same word will be highlighted as misspelled.

    or

- Press F5 (Ignore) to ignore each occurrence of the word throughout the document.

The **Spelling Check** command searches for the next possible misspelling.

Correcting Misspelled Words

If the **Spelling Check** command finds a word that is misspelled, you can correct it in one of several ways:

- Press F5 (Capital) to capitalize the first character of the word.

- Press F2 (Add) to add the word to the personal dictionary. Once the word is added to the dictionary, the **Spelling Check** command will not consider it misspelled.

- Type the correct spelling, and then press F3 (Replace). The word is replaced with the new spelling, which is then checked.

- Press F6 (Suggest) to display a menu of suggested corrections. Move the cursor to the appropriate correction, and press **Enter**. The word is replaced with the suggestion. If you do not find an appropriate correction in the *Suggestions* menu, or if there are no suggestions, press **Enter** to return to the misspelled word.

- Press F7 (Delete) to delete the highlighted word from the document.

The **Spelling Check** command continues to search for the next possible misspelling.

Selecting or Creating a Personal Dictionary

During execution of the **Spelling Check** command, you can create or select a new personal dictionary to use. When you select or create a personal dictionary, the command uses it until you select or create another one.
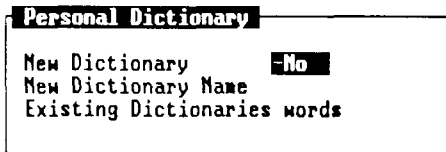
You select and create a personal dictionary from the *Personal Dictionary* form. There are two ways to display the form:

- Start the **Spelling Check** command. The *Personal Dictionary* form is displayed each time you start the command.

- When the **Spelling Check** command finds a possible misspelling, press F1 (More), and then press F2 (Words).

Refer to "Starting the Spelling Checker," earlier in this chapter, for details.

To select or create a new personal dictionary:

1. Display the *Personal Dictionary* form, which looks like this:

```
┌─Personal Dictionary─────────────────────┐
│                                          │
│ New Dictionary          ▐─No▌            │
│ New Dictionary Name                      │
│ Existing Dictionaries words              │
│                                          │
│                                          │
└──────────────────────────────────────────┘
```
                                    432.3-18

    Notice that a default personal dictionary file name appears in the form.

2. Move the cursor to the *New Dictionary* field, and then select *Yes*.

3. Move the cursor to the *New Dictionary Name* field.

    To select a different existing personal dictionary file, type the name of an existing personal dictionary file.

    To create a new personal dictionary file, type a new file name for it.

4. Press **Enter**.

    If you are creating a new personal dictionary, a Confirm window informs you that the file does not exist.

    Press **Enter** to create the new file.

The **Spelling Check** command uses the new or newly selected personal dictionary.

Editing a Personal Dictionary

You can edit a personal dictionary file to add, remove, or edit words in the word list. To edit a personal dictionary file:

1. From the Desktop, press **F1** (Toolkit) to display the *Toolkit* menu.
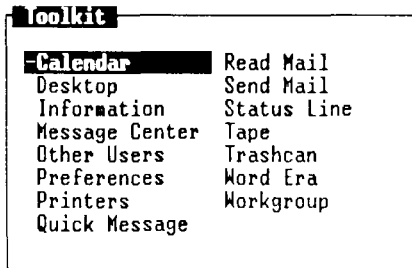
```
┌ Toolkit ────────────────────────┐
│                                  │
│  Calendar         Read Mail      │
│  Desktop          Send Mail      │
│  Information      Status Line    │
│  Message Center   Tape           │
│  Other Users      Trashcan       │
│  Preferences      Word Era       │
│  Printers         Workgroup      │
│  Quick Message                   │
│                                  │
└──────────────────────────────────┘
                         432.3-19
```

Note that your *Toolkit* menu might look different, depending on the software installed on your system.

2. From the Toolkit, move the cursor to *Preferences* and press **Enter** to display the *Preferences* menu.

3. Move the cursor to *Spelling Words* and press **Enter** to display the *Modify Personal Dictionary* menu, which lists your existing personal dictionaries.
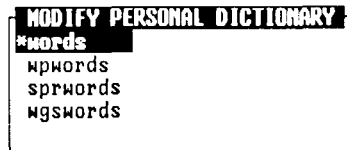
```
┌ MODIFY PERSONAL DICTIONARY ┐
│  *words                    │
│  wpwords                   │
│  sprwords                  │
│  wgswords                  │
│                            │
└────────────────────────────┘
              432.3-20
```

4. Select the personal dictionary file you want to edit and press **Enter**.

   The selected personal dictionary is opened in a window similar to a document window.

5. Edit the personal dictionary file, entering one word per line. Use the same keys you would use to type in or edit a document.

    Remember, you can also add words to a personal dictionary when you use the spelling checker.

6. When you finish with the personal dictionary file, press **Exit** to close the file.

    The *Exit Document* menu is displayed.

7. Move the cursor to *Yes* to save the changes you made, or to *No* if you don't want the changes saved.

    Move the cursor to *Don't Exit* to return to the file.

8. Press **Enter**.

The personal dictionary file is closed.

Moving and Copying Text Within a Document

The **Move** and **Copy** commands are similar in execution; the results, however, differ slightly.

- When you move text, it is removed from one location in the document, called the *source*, and placed in a different location in the document, called the *destination*.

- When you copy text, it remains in its original source location and is copied to a different destination location in the document.

To move or copy text within a document:

1. Move the cursor to the beginning of the text you want to move or copy.

2. Press **Move** (to move text), or press **Copy** (to copy text).

    A message prompts you to select the text you want to move or copy.

3. Move the cursor to mark the text and press **Enter**.

    If you are moving the text, it is removed from the source location; if you are copying text, it remains in the source location.

    You are prompted to move the cursor to the destination location and press **F8** (Paste).

4. Move the cursor to the destination location and then press **F8** (Paste).

The text is placed in the destination location.

NOTE: If you decide that you do not want to move text that has already been removed from the source location, move the cursor back to the source location and press F8 (Paste). The text returns to the source location.

Once you execute the **Move** or **Copy** command, you can move or copy that same block of selected text to different locations by moving the cursor to each destination location and pressing **F8** (Paste). The *paste* text is available for moving or copying until you execute another **Move** or **Copy** command.

Moving and Copying Text Between Documents

Moving and copying text between documents is similar to moving and copying text within a document:

- When you move text, it is removed from the source document and placed in a destination document.

- When you copy text, it remains in the source location in one document and a copy of the text is placed in the destination document.

To move or copy text from one document to another:

1. Move the cursor to the beginning of the text you want to move or copy.

2. Press **Move** or **Copy**.

   You are prompted to select the text you want to move or copy.

3. Move the cursor to mark the text and press **Enter**.

   You are prompted to move the cursor to the destination location and press **F8** (Paste).

   Since the destination location is another document, you will want to move the cursor into the destination document window.

4. Press **Control-z** to display the Windows function key labels, and then press **F8** (Menu) to display the *Active Windows* menu.

5. Move the cursor to the name of the document or directory you want to open, and press **Enter**.

   Repeat this step until you have opened the document where you want to move or copy text.

6. Move the cursor to the location in the destination document where you want to move or copy the text, and press **F8** (Paste).

The text is placed in the destination document.

Once you execute the **Move** or **Copy** command, you can move or copy that same block of selected text to different destination locations by moving the cursor to each location and then pressing **F8** (Paste). The *paste* text is available for moving or copying until you execute another **Move** or **Copy** command.

Reading a File into a Document

You can copy the entire contents of another file into the current document by using the **Read a File** command.

Depending on the selection you make, you can copy the following types of files:

Document
: Copies a file created by WGS/Word Processor into the document.

Formatted
: Copies any type of file containing text characters into the document. This is a good choice for saving corrupted files that cannot be read.

Records Format
: Copies a standard file with one field per line to a WGS Records file.

Text (standard)
: Copies a standard, executable (ASCII) file with no formatting codes into the document.

ADF Format
: Copies a file stripped of formatting codes (in ADF format) into the document.

DEF Format
: Copies a file in document exchange format (DEF) into the document.

To read a file into the current document:

1. Move the cursor to the destination location in the current document, and then press **Command** to display the *Commands* menu.

2. Move the cursor to *Read a File* and press **Enter**.

    The *Select Input Type* menu is displayed.

```
Select Input Type

  Document
  Formatted File
  Records Format
  Text (standard file)
  ADF Format
  DEF Format
```
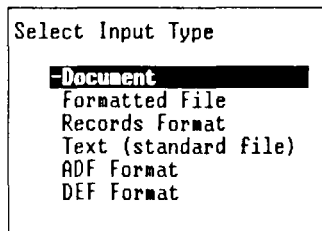
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3. Move the cursor to the type of file that contains the text you want to copy, and press **Enter**.

   You are prompted to enter the name of the file, or the directory containing the file, that you want to copy to the current document.

4. Press **Enter** to display the Desktop directory

   or

   Type the full pathname of the file you want to copy, and then press **Enter** to display the file. (Pathnames are discussed in detail in the *WGS/Desktop Manager User's Guide*.)

   If you entered the Desktop or another directory, the directory file list is displayed. Move the cursor to select the file you want to copy, and press **Enter**.

The contents of the specified file are copied into the current document at the current cursor position. The contents remain in the original source file as well.

Refreshing the Screen

Sometimes unwanted characters appear on the document screen or message line. You can use the **Refresh Screen** command to clear the screen of unwanted characters.

To refresh the screen:

1. Press **Command** to display the *Commands* menu.

2. Move the cursor to *Refresh Screen* and press **Enter**.

The screen is refreshed.

SHORTCUT: Try using this shortcut to refresh the screen: Press **Control-l**

4

Formatting Text

This chapter describes how to format text in a document. Formatting text includes setting margins and tabs, centering and indenting text, hyphenating words, and adding and removing character attributes (like boldface).

When you open a document and type in it, the text is controlled by a standard format. You can create a customized standard format for all your documents so that when you open a document and type in it, the text is formatted as you like it. Refer to Chapter 6, "Customizing Document Standards," for details.

Using Format Rulers

The first line of a WGS/WP document is a format ruler line. The *format ruler line* shows the left and right margin settings, tabs, the text alignment character, and the line spacing for the document, as shown below:

```
Left
Margin
        ┌california -- Document    Page   1
        ├1r--t----t----t----t----+----5----+----6----+----7----R----8----+----9-   Format
        │ I■ often thinking of the following excerpt, from the diary             Ruler
        │ of A lar Dyce Murray (1893):                                           Line
Line    ┘      Text            Tabs                      Right
Spacing        Alignment                                 Margin        432.4-1
```
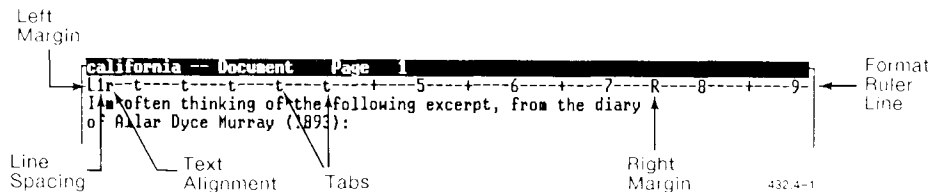
Format rulers appear on the screen, but they do not appear in a printed document. There are two types of format rulers; the primary format ruler and the alternate format ruler.

Primary Format Ruler

The primary format ruler appears at the top of the first page of every document and is copied to every new page that follows. The primary format ruler determines text format unless an alternate ruler specifies a different format.

Alternate Format Ruler

You create alternate format rulers to change the format of text in a document. (Until you create an alternate format ruler, the initial settings in the primary format ruler determine text format.) The alternate format ruler controls text format from its insertion point on, up to the next format ruler:

```
                                                              Primary
                                                              Ruler
 California -- Document   Page  1                          ┐
 l1r--t----t----t----t----t----+----5----+----6----+----7----R----8----+----9-+
 I'm often thinking of the following excerpt, from the diary ┐ This Text Formatted
 of Allar Dyce Murray (1893):                                ┘ by Primary Ruler

 +----l1r--t----t----t----t----+----5----+----6----+----R----+----8----+----9-+  Alternate
      9th July   A visit to a fruit ranch                ┐                      Ruler

      In the afternoon went up to the vineyard and
      orchard.  Found a cherry tree covered with fruit
      and decided we must make jam.  Apples and small
      pears ripe, and many on the ground, which is so
      hot they ferment almost immediately....  Supper    ┘ This Text Formatted
      about 6, and then we went to call on the             by Alternate Ruler
      neighbors....  The old lady refreshed us from a
      crystal dish full of apricots and peaches....
      They were delicious, and as we left she gave us a
      wonderful bunch of sweet peas and carnations.  It
      seemed extraordinary that we were in California.  ┘


 ▮ MORE ▮ GO TO ▮ S CHAR ▮ INDENT▮ CENTER▮TX FMT ▮CURSOR ▮ PASTE ▮
                                                          402 4-2
```

To insert an alternate format ruler:

1. Move the cursor to the line where you want to insert the alternate format ruler, and press **F1** (More).

2. Press **F6** (Ln Fmt).

The previous format ruler is copied to the specified line.

You can change the format ruler settings in your desired alternate format; all text following the alternate ruler (up to the next format ruler) uses the alternate format ruler settings. See "Changing Text Format Settings," later in this chapter, for details.

Removing a Format Ruler

You can remove any format ruler except the primary format ruler as follows: Move the cursor into the format ruler line and press **Shift-Delete Character**.

The format ruler is removed.

Changing Text Format Settings

There are two ways to change text format settings: You can make the changes directly on the format ruler line, or you can use the *Format Line Specifications* form.

To change the settings of a format ruler directly on the format ruler line:

1. Move the cursor into the format ruler line.

2. Move the cursor to the column where you want to add or remove a format setting.

3. To remove a format setting, move the cursor to the format character and press the **Spacebar**.

   To add or change a format setting, type the format character for the desired setting. The following list shows format characters:

   To set margins:

   L   left margin

   R   right margin

To set tabs:

t   flush-left tab (text aligns right of tab stop)

f   flush-right tab (text aligns left of tab stop)

d   decimal tab (decimal point aligns at tab stop)

c   centered tab (text is centered at tab stop)

p or **.**   leader tab (text aligns left of tab stop, and periods (.) lead out from tab to text)

To set line spacing (type the format character to the right of the left margin format character):

1   single line spacing

w   space and one half line spacing

2   double line spacing

3   triple line spacing

To set text alignment (type the format characters to the right of the line spacing format character):

r   ragged-right alignment (text aligned at left margin)

l   ragged-left alignment (text aligned at right margin)

j   justified alignment (in printed document, not on screen, text aligned at left and right margins)

c   centered alignment (text centered between left and right margins)

4. When you have changed all the settings you want to change, move the cursor off the format ruler line.

The new format setting affects your document as soon as the cursor moves off the format line.

To change format settings from the *Format Line Specifications* form:

1. Move the cursor into the format ruler line.

2. Press **Command** to display the *Format Line Specifications* form.

```
┌─ FORMAT LINE SPECIFICATIONS ─────────────────────────────────┐
│                                                              │
│   Left Margin   10            Right Margin   75              │
│   Line Spacing  Single        Text Alignment  Ragged Right   │
│                                                              │
│   TAB COL TYPE       TAB COL TYPE       TAB COL TYPE         │
│                                                              │
│    1  15  Left        8     Left        15    Left           │
│    2  20  Left        9     Left        16    Left           │
│    3  25  Left       10     Left        17    Left           │
│    4  30  Left       11     Left        18    Left           │
│    5  35  Left       12     Left        19    Left           │
│    6  40  Left       13     Left        20    Left           │
│    7      Left       14     Left        21    Left           │
│                                                              │
└──────────────────────────────────────────────────────────────┘
                                                    432.4-3
```

3. Move the cursor to the field for the setting you want to change, and then type or select the setting.

4. When you have made all the changes you want to make, press **Enter**.

The format ruler line returns to the screen with the new settings displayed. The new format ruler settings affect your document as soon as the cursor moves off the format line.

Centering Text

The **Center** command centers existing or inserted text on a line-by-line basis. The command centers all text up to the end of the current line or to the next tab character.

NOTE: You can also center text by using the center tab or center text alignment format settings. Both are described earlier in this chapter, under "Changing Text Format Settings."

To center a line of existing text using the **Center** command, move the cursor to the beginning of the line to be centered, and press **F5** (Center).

To insert centered text by using the **Center** command:

1. Move the cursor to the beginning of the line on which you want to insert the centered text, and press **F5** (Center).

2. Type the text you want centered on the line and press **Return**.

To move centered text back to the left margin, move the cursor to the first character on the centered line, and press **BackSpace.**

Indenting Text

There are three ways to indent text, depending on which lines of a paragraph you want to indent:

- indent the first line of a paragraph

- indent all lines in a paragraph

- indent all lines but the first line in a paragraph.

When you indent text, the specified lines move to the next tab stop.

To indent only the first line of a paragraph, move the cursor to the beginning of the first line of the paragraph, and press **Tab**.

To indent all lines of a paragraph, move the cursor to the beginning of the first line of the paragraph and press **F4** (Indent).

To indent all lines but the first line of a paragraph:

1. Move the cursor to the first line of the paragraph, and press **F3** (S Char) to display the *Special Characters* menu.

2. Move the cursor to *Hanging Indent* and press **Enter.**

NOTE: Try this shortcut for a hanging indent (to indent all lines but the first line of a paragraph): Press **F1** *(More), and then type* **h**.

To move indented text back to the left margin, move the cursor to the first character of the indented text and press **Backspace**.

Hyphenating Text

There are three types of hyphens:

- normal hyphen

- optional hyphen

- hard hyphen

A *normal hyphen* is the character you type to hyphenate a word like *mother-in-law*. When part of such a word does not fit at the end of a line, WGS/Word Processor breaks the word after the hyphen and wraps the remainder to the next line. The normal hyphen appears in your document as you type it and is printed when the document is printed.

NOTE: Another way to insert the normal hyphen is to select the autohyphenate feature in a document review. See "Setting Up Document Layout: Review," in Chapter 7, "Reviewing and Printing a Document," for details about using autohyphenation.

Use an *optional hyphen* to specify where you want to break a long word if it does not fit on one line. The optional hyphen does not appear in the document unless the word needs to be broken. You can, however, use visible mode to see the optional hyphen character on the screen. Refer to "Using Screen Display Options: Visible Mode," later in this chapter, for details about using visible mode.

To create an optional hyphen:

1. Move the cursor to the location where the hyphen should appear and press **F3** (S Char) to display the *Special Characters* menu.

2. Move the cursor to *Optional Hyphen* and press **Enter**.

Use a *hard hyphen* to specify that you do not want to break hyphenated text. For example, you might use hard hyphens in a chemical formula because you do not want the text of the formula to be broken at the end of the line.

To create a hard hyphen:

1. Move the cursor to the location where the hyphen should appear and press **F3** (S Char) to display the *Special Characters* menu.

2. Move the cursor to *Hard Hyphen* and press **Enter**.

*NOTE: Try this shortcut for creating a hard hyphen: Press **F1** (More), and then type -.*

Keeping Text Together on a Line

Sometimes you want to keep text together on a line, even though the text contains spaces. For example, a mathematical equation with spaces is easy to read if it is kept together on a line.

WGS/Word Processor provides a *hard space character* that you use in place of the space character to keep text containing spaces from being broken at the end of a line.

To insert a hard space:

1. Move the cursor to the location where you want to insert the hard space and press **F3** (S Char) to display the *Special Characters* menu.

2. Move the cursor to *Hard Space* and press **Enter**.

The hard space character is inserted, so the text surrounding it stays together on a line.

*NOTE: Try this shortcut for inserting a hard space: Press **F1** (More), and then press the* **Spacebar**.

The hard space character does not appear on the screen unless the *Visible Spaces* field is set to *Yes* in the *Visible Mode* menu. See "Using Screen Display Options: Visible Mode," later in this chapter, for details about using visible mode.

Overtyping a Character

Sometimes you want to type one character over another. The *required backspace character* instructs the printer to back up one character before it printing the next character. When you insert the required backspace character between two characters, the second character prints over the first character.

To insert a required backspace:

1. Move the cursor between the two characters and press **F3** (S Char) to display the *Special Characters* menu.

2. Move the cursor to *Required Backspace* and press **Enter.**

The required backspace character is inserted; when the text is printed, the character following the required backspace will print over the character preceding the required backspace.

NOTE: Try this shortcut to insert a required backspace: Press **F1** *(More), and then press* **Backspace**

The required backspace character does not appear on the screen unless the *Visible Spaces* field is set to *Yes* in the *Visible Mode* menu. See "Using Screen Display Options: Visible Mode," later in this chapter for details about using visible mode.

Using Screen Display Options: Visible Mode

Visible mode settings determine

- if format characters appear on the screen

- how comment text appears on the screen

- how inserted text appears on the screen

Format characters are the characters that indicate formatting commands (like indent and hyphenate) and certain keys (such as **Return** and **Tab**).

You use the *Visible Mode* form to change visible mode settings. To display and change the form:

1. Press **Command** to display the *Commands* menu.

2. Move the cursor to *Visible Mode* and press **Enter** to display the *Visible Mode* form.

```
┌─ VISIBLE MODE ─────────────────────────────────────┐
│                                                     │
│  Show Format Characters     ▆Yes▆                   │
│  Visible Spaces             No                      │
│  Comments                   Display Normal Intensity│
│  Inserted Text              Display Boldfaced        │
│                                                     │
└─────────────────────────────────────────────────────┘
```

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3. To change a setting, move the cursor to the appropriate field and select the desired setting.

4. When you change all the form fields you want to change, press **Enter** to accept the new visible mode settings.

NOTE: Try this shortcut to display the Visible Mode *form: Press* **F1**
(More), and then type **v**.

Each field in the *Visible Mode* form controls a different aspect of the
screen display format, as follows:

Show Format Characters

Determines if format characters for the fol-
lowing commands are displayed on the
screen: center, indent, return, tab, hanging
indent, begin and end pagination, and page
number.

Visible spaces

Determines if format characters for the fol-
lowing are displayed on the screen: optional
hyphen, hard hyphen, hard space, and
required backspace.

Comments

Determines how comment text is displayed
on the screen.   Comment text can be
displayed in normal intensity, half-bright
intensity, or not displayed at all.

Inserted text

Determines how inserted text is displayed
on the screen.   Inserted text can be
displayed in normal intensity, boldfaced, or
underlined.

Using Character Attributes

A *character attribute* is a characteristic assigned to a group of characters to emphasize or de-emphasize that text when the document is printed. For instance, boldface is a character attribute that instructs the printer to print bold text; the comment text attribute can instruct the printer to print or not print the text.

You can assign any of the following character attributes to existing text or, as you type, to inserted text:

Bold	Instructs the printer to print text darker than regular text, **like this**.
Underscore	Instructs the printer to underline text, including spaces, *like this*.
Word underscore	Instructs the printer to underline words only, not spaces and punctuation, *like* *this*.
Double underscore	Instructs the printer to double underline text, like this.
Superscript	Instructs the printer to print text slightly above the line, like this.
Subscript	Instructs printer to print text slightly below the line, like this·
Mark deleted	Instructs the printer to print a line through text, ~~like this~~.
Mark inserted	Instructs the printer to print text as specified in the *Inserted Text* field in the *Page Format* form. Refer to "Marking Inserted Text," later in this chapter, for details.
Comment text	Instructs the printer to print text as specified in the *Print Comments* field in the *Page Format* form. Refer to "Marking Comment Text," later in this chapter, for details.

Footnote   Marks text as footnote text, to be replaced
                                  with a footnote number and moved to the
                                  bottom of the page or document, as
                                  specified in the *Document Review* form.

*NOTE: Not all printers recognize and use all the character attributes.
Check your printer manual to find out about capabilities of your printer.*

Assigning Attributes to Existing Text

You can assign one or more attributes to existing text. Each attribute is
added to any attributes already assigned to the text.

You can use shortcuts, function key labels, or the *Text Formatting* menu
to assign character attributes to existing text. The shortcuts and the
function key labels provide quick ways to assign attributes, but the menu
provides a helpful list of the attributes.

NOTE: The Comment Text attribute is not available from the Text
Formatting *menu. Use the shortcut or the function key label to mark
comment text.*

To use the *Text Formatting* menu:

1. Move the cursor to the beginning of the text to which you want to
    assign attributes, and press **F6** (Tx Fmt) to display the *Text
    Formatting* menu.

2. Move the cursor to the attribute you want to assign. To assign more than one attribute, move the cursor to each desired attribute and press **Mark**. An asterisk (*) appears next to each selected attribute.
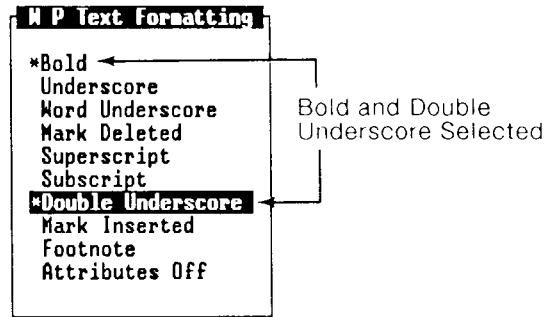
```
┌─ W P Text Formatting ┐
│                        │
│ *Bold ◄──────────────┐ │
│  Underscore          │ │
│  Word Underscore     │ │  Bold and Double
│  Mark Deleted        │ │  Underscore Selected
│  Superscript         │ │
│  Subscript           │ │
│ ▓Double Underscore▓ ◄┘ │
│  Mark Inserted         │
│  Footnote              │
│  Attributes Off        │
│                        │
└────────────────────────┘
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```

3. Press **Enter**.

4. Move the cursor to the end of the text to which you want to assign the attributes, and press **Enter**.

The attribute(s) is assigned to the selected text.

To use the function key labels or a shortcut to assign character attributes, as follows:

1. Move the cursor to the beginning of the text to which you want the attribute assigned, and press **Mark**.

   You see the initial set of character attribute function key labels. If you do not see the attribute you want to use, press **F1** (More) to see the next set of character attribute function key labels.

Initial Character Attribute Function Key Labels

| MORE | GO TO | BOLD | UNDER | W UNDER | B UNDER | D UNDER | B D UND | | |

Secondary Character Attribute Function Key Labels

| KEYS | SUPER | SUB | STRIKE | NORMAL | COMMENT | MK INS | SPELLER | | |

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NOTE: The **F6** *(B Under) key assigns boldface and underscore; the* **F8** *(B D Und) key assigns boldface and double underscore.*

2. Move the cursor to the end of the text to which you want to assign attributes, and press **Enter**.

3. Press the function key corresponding to the character attribute you want to assign.

    or

    Press **F1** (More), and then type the character for the attribute's shortcut from the following list:

    b   boldface

    u   underscore

    d   double underscore

    w   word-only underscore

    s   mark deleted (strikethrough)

    Up   superscript

    Down   subscript

    c   comment text

    i   mark inserted

NOTE: Refer to "Creating Footnotes," in Chapter 5, "Formatting Document Pages," for information about how to use the shortcut method to mark footnote text.

Removing Attributes From Existing Text

When you remove a character attribute from existing text, you must remove all character attributes attached to that text. You can use a shortcut, the function key label, or the *Text Formatting* menu to remove character attributes.

To use the *Text Formatting* menu to remove attributes:

1. Move the cursor to the beginning of the text from which you want the attribute removed, and press **F6** (Tx Fmt) to display the *Text Formatting* menu.

2. Move the cursor to *Attributes Off* and press **Enter**.

3. Move the cursor to the end of the text from which you want attributes removed, and press **Enter**.

All attributes are removed and your text returns to normal.

NOTE: Try this shortcut for removing attributes: Mark the beginning and end of the text, press **F1** *(More), and then type* **e**.

Assigning Attributes as You Insert Text

You can assign one or more character attributes to text as you type. Whether you type in insert or overtype mode, the selected attributes are assigned as you type, until you press **Return**. Pressing **Return** returns to normal text mode.

You can use shortcuts of the **Insert Formatting** command to assign character attributes as you type. The shortcuts provide quick ways to assign attributes, but the **Insert Formatting** command uses the *Text Formatting* menu, which provides a helpful list of the attributes. Not all attributes are available with each method.

NOTE: The Comment Text attribute is not available from the Text
Formatting *menu. Use the shortcut to mark comment text.*

To use the *Text Formatting* menu:

1. Move the cursor to the location where you want to insert the
   formatted text, and press **Command** to display the *Commands* menu.

2. Move the cursor to *Insert formatting* and press **Enter** to display the
   Text Formatting menu.

3. Move the cursor to the desired attribute. To assign more than one
   attribute, move the cursor to each and press **Mark**. An asterisk (*)
   appears next to each selected attribute.

```
┌─────────────────────────┐
│ W P Text Formatting      │
├─────────────────────────┤
│ *Bold ◄─────────────┐    │
│  Underscore         │    │   Bold and Double
│  Word Underscore    │    │   Underscore Selected
│  Mark Deleted       │    │
│  Superscript        │    │
│  Subscript          │    │
│ *Double Underscore ◄┘    │
│  Mark Inserted           │
│  Footnote                │
│  Attributes Off          │
└─────────────────────────┘
```
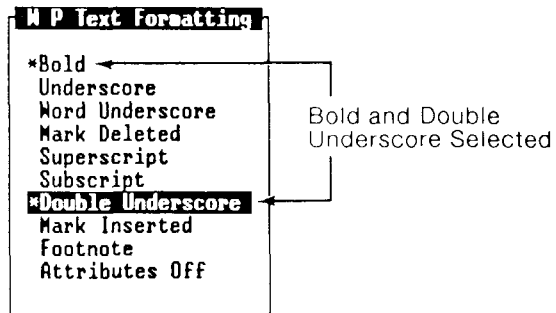
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4. Press **Enter** and then type the text.

The attribute(s) is assigned to text as you type it.

To use the shortcut to assign character attributes as you type:

1. Move the cursor to the location where you want to type the text with attributes.

2. Press **F1** (More) and type the character for the attribute's shortcut, from the following list:

   B   boldface

   U   underscore

   D   double underscore

   W   word-only underscore

   S   mark deleted (strikethrough)

   C   comment text

   I   mark inserted

   F   footnote text

NOTE: The subscript and superscript do not have shortcuts for use when inserting text. Use the **Insert Formatting** *command, described earlier in this chapter, to assign the subscript and superscript attributes to text as you type.*

Ending Insert Formatting Mode

Press **Return** any time to end the **Insert Formatting** command and return to normal text mode.

NOTE: If you do not want to move the cursor, instead of pressing **Return***, try this shortcut for ending* **Insert Formatting** *command (to return to normal text mode): Press* **F1** *(More), and then type* e

Marking Comment Text

Sometimes you insert comments into the text of a document, but you may not want to display or print the comments. Sometimes you might want to display and print comments, but emphasize them as comments rather than part of the document text. At other times you might want to display and print comments as regular text.

WGS/Word Processor provides a way for you to mark text as comments. Once marked as comments, text is displayed as specified in the *Visible Mode* form and printed according to the *Page Format* form. For details, see "Using Screen Display Options: Visible Mode," earlier in this chapter, and "Formatting Comments and Inserted Text," in Chapter 5, "Formatting Document Pages."

To mark existing text as comments:

1. Move the cursor to the beginning of the comment text.

2. Press **F1** (More), and then type lowercase **c**

3. Move the cursor to the end of the comment text, and then press **Enter**.

To mark text as comments as you insert it:

1. Move the cursor to the location where you want to insert the comment text.

2. Press **F1** (More), and then type uppercase **C**

As you type, the text is marked as comments. Press **Return** to return to normal text mode.

Marking Inserted Text

WGS/Word Processor provides a way for you to mark inserted text. Inserted text can be displayed and printed with different attributes to help keep track of edits and updates to a document.

Once text is marked inserted, it is displayed according to the *Visible Mode* form and printed according to the *Page Format* form. For details, see "Using Screen Display Options: Visible Mode," earlier in this chapter, and "Formatting Comments and Inserted Text" in Chapter 5.

NOTE: You can mark any text as inserted. Do not confuse text that is marked inserted with text that you insert (when the word processor is in insert mode, as opposed to overtype mode).

To mark existing text as inserted text:

1. Move the cursor to the beginning of the text and press **Mark**.

2. Move the cursor to the end of the text and press **Enter**.

3. Press **F1** (More), and then type **i**

To mark text inserted as you type it:

1. Move the cursor to the loction where you want to type the inserted text.

2. Press **F1** (More), and then type **i**

As you type, the text is marked as inserted. Press **Return** to return to normal text mode.

5

Formatting Document Pages

This chapter describes how to format pages in a document. Formatting pages includes setting paper height, setting top and bottom margins and left margin offset, setting the horizontal spacing (pitch), numbering pages, creating headers and footers, creating footnotes, and so on.

The **Review** command, which sets up the actual layout of a document, is described in Chapter 7, "Reviewing and Printing a Document."

Setting Page Format

Page format controls how a page of text is printed. When you open a new document, it uses the standard page format, defined in the WGS/WP Preferences. You can change the page format for an entire document or for certain pages. If you change page format, the new format stays in effect until you change it again.

For information about creating a custom page format for all new documents, refer to Chapter 6, "Customizing Document Standards."

To view or change page format:

1. Move the cursor into the format line of the page where you want to begin the new page format.

   To change the page format for the entire document, move the cursor to the primary format line.

   To change the page format for a specific page, move the cursor to the format ruler at the top of that page.

2. Press F5 (Pg Form) to display the Page Format form.

```
┌─■PAGE FORMAT■─────────────────────────────────────┐
│  Paper Height              [66 ]                    │
│  Left Margin Offset        0                        │
│  Top Margin                6                        │
│  Bottom Margin             6                        │
│  Horizontal Spacing        10-Pitch                 │
│  Start Page Numbering at   1                        │
│  Print Comments            Do Not Print             │
│  Inserted Text             Print as Normal          │
│                                                     │
└─────────────────────────────────────────────────────┘
```

<div align="right">432 5-1</div>

3. Move the cursor to the setting you want to change and type or select the desired format setting.

4. Press **Enter**.

When you return to the document, a page format line appears above the format line. The *page format line* shows the current page format settings, as follows:

```
┌─california -- Document   Page   1─────────────────────┐
│─────────────── I=1, H=66, T=6, B=6, L=0, P=10─────────│ ← Page
│!1r---t----t----t----t----+----5----+----6--------7----R----8---------9-│   Format
│I'm often thinking of the following excerpt, from the diary│   Line
│of Allar Dyce Murray (1893):                            │
│                                                         │
└─────────────────────────────────────────────────────────┘
```
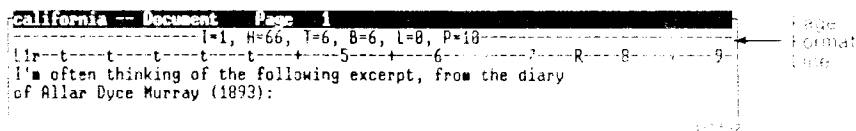
I=1   shows the starting (initial) page number

H=66   shows the page height in lines

T=6   shows the current top margin settings

B=6   shows the current bottom margin setting

L=0   shows the current left margin offset (the number of columns between the left paper margin and the left text margin)

P=10   shows the current pitch (horizontal spacing of text on each line, in characters per inch) setting

NOTE: If you never press **F5** *(Pg Form), the page format line does not appear on the screen, although the initial settings are in effect.*

Removing a Page Format Line

When you remove a page format line, the settings from the previous page format line take effect. If no previous page format line exists, the initial page format settings are in effect.

To remove a page format line:

1. Move the cursor to the page format line.

2. Press **Shift-Delete Character**.

The page format line is deleted.

Formatting Comments and Inserted Text

If you have marked text as comments or inserted text, you can specify how you want that text printed:

- You can print comment text as underlined, with a strikethrough line, as regular text, or not at all.

- You can print inserted text as boldfaced, underlined, or as regular text.

NOTE: Do not confuse the inserted text described here with regular text that you insert (in insert mode). The inserted text described here is text that you have marked inserted to distinguish it from regular text. Refer to Chapter 4, "Formatting Text," for details about marking inserted text.

To format comment text and inserted text for printing:

1. Move the cursor into the primary format line at the beginning of the document.

2. Press **F5** (Pg Form) to display the *Page Format* form.

3. Move the cursor to the *Print Comments* or *Inserted Text* field.

4. Select the method of printing and press **Enter**.

When you print the document, the comments and inserted text print as specified.

Keeping Text Together on a Page

Sometimes you want to be sure that a block of text stays together on a page. You can use the begin and end pagination block characters to mark text that must stay together on a page.

To ensure that a block of text stays together on a page:

1. Move the cursor to the beginning of the text that you want to keep together on a page.

2. Press **F3** (S Char) to display the *Special Characters* menu.
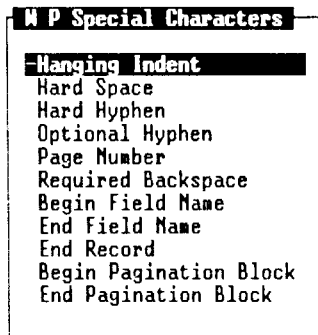
```
┌ W P Special Characters ┐
│                        │
│ ▌Hanging Indent        │
│  Hard Space            │
│  Hard Hyphen           │
│  Optional Hyphen       │
│  Page Number           │
│  Required Backspace    │
│  Begin Field Name      │
│  End Field Name        │
│  End Record            │
│  Begin Pagination Block│
│  End Pagination Block  │
│                        │
│              432.5-3   │
└────────────────────────┘
```

3. Move the cursor to *Begin Pagination Block* and press **Enter**.

   If the visible mode is set to show format characters, the begin pagination block character is displayed in front of the text.

4. Move the cursor to the end of the text.

5. Press **F3** (S Char) to display the *Special Characters* menu again.

6. Move the cursor to *End Pagination Block* and press **Enter**.

   If the visible mode is set to show format characters, the end pagination block character is displayed at the end of the text.

When you print the document, the text between the pagination block characters stays together on a page.

Setting Page Breaks

A page break instructs the printer to end one page and start another page. There are two kinds of page breaks: soft page breaks and hard page breaks.

- A *soft page break* is a temporary page break that can be removed or adjusted during a document review.

- A *hard page break* is a permanent page break that is not removed or adjusted during a document review.

NOTE: The **Review** *command prepares document layout for printing: it paginates a document, adds headers, footers, and footnotes, checks hyphenation and other layout details. For more information, see Chapter 7, "Reviewing and Printing a Document."*

When you set a page break, a page break line appears to indicate the start of a new page. A format ruler line appears immediately below the page break line.

```
datamerge -- Document    Page   1
L1r--t----t----t----t----4----+----5----+----R----+----7----+----8----+----9-
Dear J. Smith,

Do you still reside at 25 H Lane, Aptos, CA
and answer the phone at (555)555-1212?

I am hoping to contact you.                          Page
                                                     Break
Sincerely,                                           Line


B. Jones                                               |
- - - - - - - - - - - - - - - - - - - - - - - - - - -  ↓ - -
L1r--t----t----t----t----4----+----5----+----R----+----7----+----8----+----9-
Dear J. Sprat,                                        ↑
                                                      |
Do you still reside at 1234 Pumpkin Lane,             |
Nowhere and answer the phone at (123)123-           Format
                                                     Ruler
                                                     Line
```
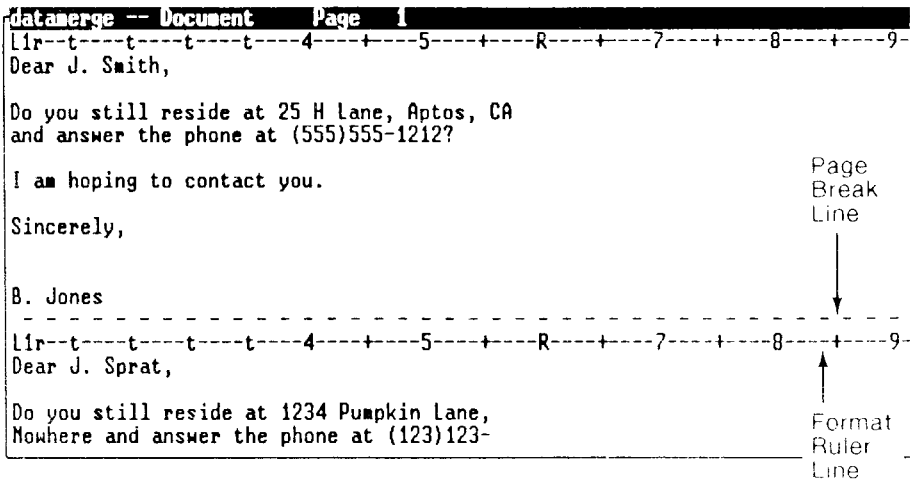
```
 MORE  |  GO TO  |S CHAR |  INDENT|  CENTER| TX FMT  |CURSOR | PASTE |          |     .
```
432.5-4

To set a soft page break:

1. Move the cursor to the line where you want to start a new page, and press **F1** (More).

2. Press **F4** (Soft Pg).

A single-dotted line (------) marks the page break.

To set a hard page break:

1. Move the cursor to the line where you want to start a new page, and press **F1** (More).

2. Press **F5** (Hard Pg).

A double-dotted line (======) marks the page break.

Removing Page Breaks

To remove a soft or hard page break:

1. Move the cursor onto the single-dotted or double-dotted line that indicates a page break.

2. Press **Shift-Delete Character**.

The page break is deleted and the pages above and below the deleted page break are joined as one page.

Creating Footnotes

WGS/Word Processor makes it easy for you to create footnotes in a document. You do not need to keep track of footnote numbers, and you do not need to know how to format footnotes at the bottom of the page or document. Instead, you use the **Footnote** command to mark the text as a footnote.

When you review the document, the **Review** command replaces the footnote text with a consecutive footnote number and moves the text to the bottom of the page or document. The **Review** command is described under "Setting Up Document Layout: Review," in Chapter 7, "Reviewing and Printing a Document."

Footnote Number

Footnote

#32.5-5
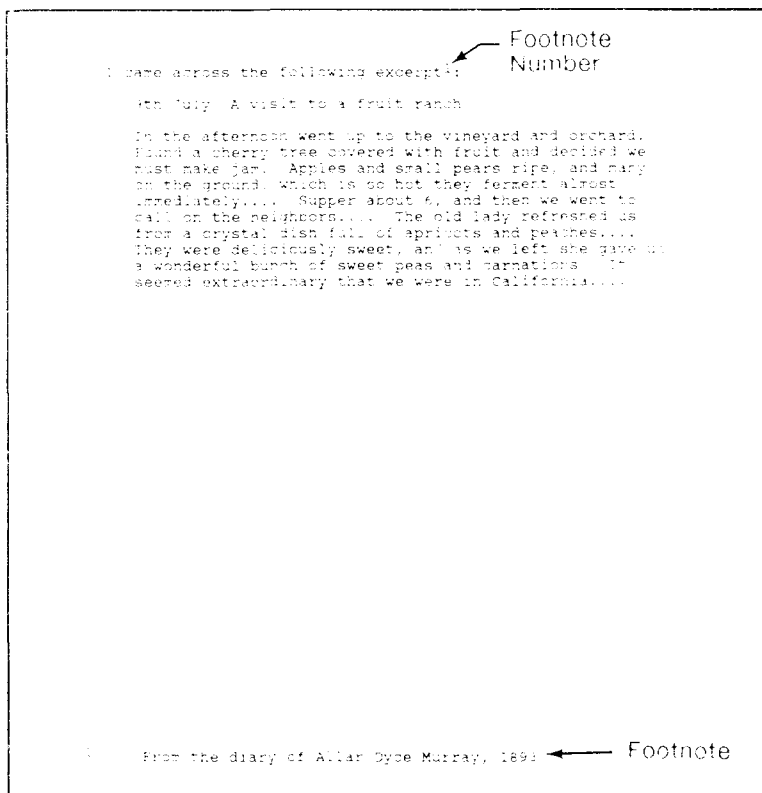
To mark footnote text:

1. Move the cursor to the beginning of the footnote text and press **Mark**.

2. Move the cursor to the end of the footnote text and press **Enter**.

3. Move the cursor down one line. The dotted line is highlighted. Press **Enter**.

4. Move the cursor to *Footnote* and press **Enter**.

The text is marked as footnote text and is formatted as a footnote when the document is reviewed.

NOTE: Try this shortcut for creating a footnote: Move the cursor to the beginning of the footnote text, press **F1** *(More), type* **f**; *then move the cursor to the end of the footnote text and press* **Enter**.

Deleting Footnotes

You can delete a footnote before or after you review the document to format the footnote.

To delete a footnote before you review the document:

1. Move the cursor to the first character of the footnote text and press **Backspace**.

   A confirm window appears to ensure that you want to delete the footnote. If you do not want to delete the footnote, select *No*, and then press **Enter** to return to the document.

2. To delete the footnote, select *Yes*, and then press **Enter**.

The footnote text is no longer marked as a footnote; it is regular text.

To delete a formatted footnote after you review the document:

1. Move the cursor to the footnote number and press **Delete**.

   A confirm window appears to ensure that you want to delete the footnote. If you do not want to delete the footnote, select *No* and press **Enter** to return to the document.

2. To delete the footnote, select *Yes* and press **Enter**.

   The footnote number and text is deleted.

3. Review the document again. (See Chapter 7, "Reviewing and Printing a Document," for details.)

Any remaining footnote numbers are reordered.

Using Headers and Footers

A header consists of one or more lines of text that print at the top of the pages of your document. A footer consists of one or more lines of text that print at the bottom of the pages of your document.
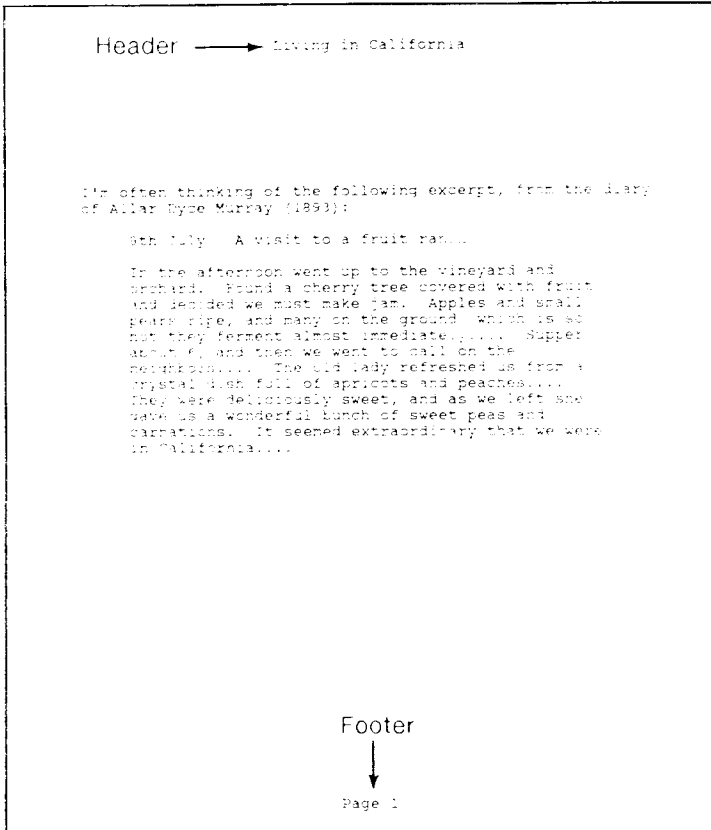
*NOTE: Once you create headers and footers, use the **Review** command to insert them at the top and bottom of the appropriate pages in a document. For information about the **Review** command, see "Setting Up Document Layout: Review," in Chapter 7.*

There are four types of headers and footers:

Regular   Prints at the top or bottom of every page in a document.

First-page   Prints at the top or bottom of the first page in a document.

Even-page   Prints at the top or bottom of all even-numbered pages in the document.

Odd-page   Prints at the top or bottom of all odd-numbered pages in the document.

One document can have several types of headers and footers. For example, a document might have one header for the first page, another header for all even pages, and another for all odd pages. Or, if a document is divided into sections or chapters, the first chapter can have a different header than the second chapter.

Headers and footers follow this priority:

First   First-page headers

Second   Even-page and odd-page headers

Third   Regular headers for all pages

Keep in mind the priorities of the headers as you create them. If a document has a first-page header, the first page uses that header instead of an even or odd header. If a document has a first-page header and a header for all pages, the header for all pages starts on the second page. Also, if a document has a regular header for all pages, and an even or odd header, the even or odd header is used instead of the regular header.

The Header/Footer Window

When you create a header or footer, you see a header/footer window, which consists of six blank lines. for your header or footer text. It is a good idea to leave at least one line blank at the top: this way the header doesn't print too close to the top of the page, and the footer doesn't print too close to the last line of text on the page.

All formatting commands are available from within the header and footer windows.


```
┌─Header──────────────────────────────────────────┐ ─┐
│ L1r--t----t---t---t---t---t----+---5---+---6----+---7---R---8---+--│  │
│                                                  │  ├── Header
│                                                  │  │   Window
│                                                  │  │
│ └─────────────────────────────────────────────┘ │ ─┘
└─────────────────────────────────────────────────┘
Press ^D to return to document
```

```
█ MORE   █ GO TO  █SPEC CH█INDENT  █CENTER █S CHAR █CURSOR █ PASTE  █        █       █
```
432.5-7
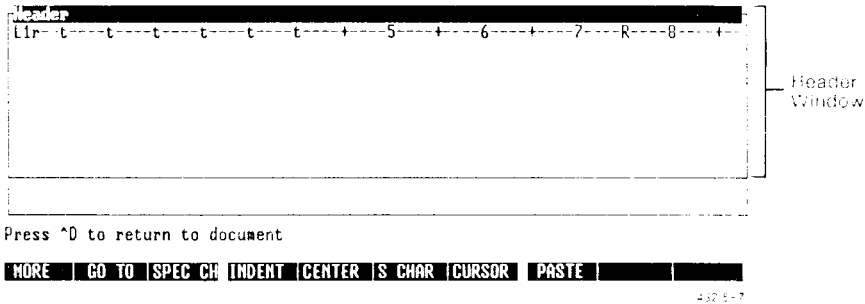
Creating and Editing a Header or Footer

To create or edit a header or footer:

1. If you are creating a new header or footer, move the cursor to the beginning of the document.

    If you are editing a header or footer, move the cursor into the appropriate header or footer line and then skip to Step 3.

2. Press **F2** (Go To) to display the Header and Footer function key labels.

```
█HEADER█EVEN H █ODD H  █FIRST H█ FOOTER█EVEN F █ODD F  █FIRST F█        █      █
```
432.5-8

3. Press the appropriate function key for the type of header or footer you want to create or edit.

    The header or footer line appears in your document, and then the header or footer window appears.

4. Type the header or footer text and press **Exit**.

The window is removed from the screen.

5. Move the cursor off the header or footer format line.

When the document is reviewed, the headers and footers are formatted at the top and bottom of the document, respectively.

Header ———▶ Living in California

I'm often thinking of the following excerpt, from the diary
of Allan Dyce Murray (1893):

    9th July   A visit to a fruit ranch

    In the afternoon went up to the vineyard and
    orchard. Found a cherry tree covered with fruit
    and decided we must make jam. Apples and small
    pears ripe, and many on the ground, which is so
    hot they ferment almost immediately.... Supper
    about 6, and then we went to call on the
    neighbors.... The old lady refreshed us from a
    crystal dish full of apricots and peaches....
    They were deliciously sweet, and as we left she
    gave us a wonderful bunch of sweet peas and
    carnations. It seemed extraordinary that we were
    in California....

Footer

↓

Page 1

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Creating a Special Header or Footer

You can create a special header or footer to appear at the top or bottom of a single page in the middle of a document.

When you create a special header or footer, you must follow it with a header or footer, respectively, on the next page. If you don't want a header or footer to appear on any other page in the document, you must create an empty header or footer page.

To create a special header or footer:

1. Move the cursor to the top of the page where you want to use the special header or footer.

2. Create the header or footer, as described in the procedure given above.

3. Move the cursor to the beginning of the next page in the document.

4. Depending on whether you created a special header or a special footer on the previous page, create a header or footer for the remaining pages in the document.

   Even if you do not want to use a header or footer throughout the rest of the document, create an empty header or footer to replace the special header or footer created on the previous page.

After the document is reviewed, the special header or footer will appear on the specified page only.

Removing a Header or Footer

You can remove a header or footer from the document before or after you review the document. Be sure to review the document *after* you remove the header or footer.

To remove a header or footer:

1. Move the cursor onto the header or footer line.

2. Press the function key to display the desired header or footer window.

3. Press **Delete**.

    You are prompted to select the text you want to delete.

4. Move the cursor to highlight all text in the header or footer window, and press **Enter**.

5. Press **Exit** to leave the header or footer window.

6. Move the cursor off the header or footer line.

The identifier for the deleted header/footer type (HDR, FHD, OHD, EHD, FTR, FFT, OFT, EFT) is deleted from the header line.

Adding Automatic Page Numbering

You can add an automatic page numbering character to any header or footer, or anywhere in a document. The automatic page numbering character instructs the printer to print a consecutive number in place of the character.

To add an automatic page number:

1. Move the cursor to the location where you want a page number printed and press **F3** (S Char) to display the *Special Characters* menu.
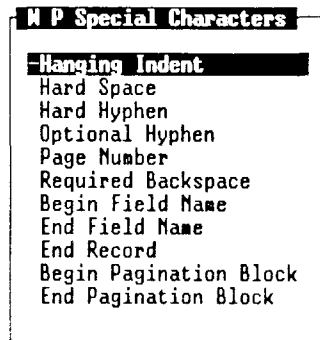
```
┌─ W P Special Characters ─┐
│                          │
│ ▀Hanging Indent▀         │
│  Hard Space              │
│  Hard Hyphen             │
│  Optional Hyphen         │
│  Page Number             │
│  Required Backspace      │
│  Begin Field Name        │
│  End Field Name          │
│  End Record              │
│  Begin Pagination Block  │
│  End Pagination Block    │
│                          │
└──────────────────────────┘
              432 5-10
```

2. Move the cursor to *Page Number* and press **Enter**.

If the *Visible Mode* form is set to show format characters, the **#** character appears where the page number should print. When you print the document, the **#** character is replaced with the correct page number.

*NOTE: Try this shortcut to insert a page number: press **F1** (More), and then type **#***

6

Customizing Document Standards

This chapter shows you how to use WGS/Word Processor Preferences to customize your standard line format, page format, and window format.

Each new document you create and each new window you open is controlled by a standard format. Once you create your own custom standard format, that new format controls each _new_ _document_ you create or each _new_ _window_ you open. Any previously created documents keep their existing formats.

You can change the format for part or all of a document anytime you like. Refer to Chapter 4, "Formatting Text," and Chapter 5, "Formatting Document Pages," for details about changing text and page format for part or all of a specific document.

You can also change your screen display anytime you like. Refer to "Using Screen Display Options: Visible Mode," in Chapter 4 for details about changing screen display.

Customizing Your Standard Line Format

Every document you create uses a standard line format that determines margins and tabs, line spacing, and text alignment.

If you do not want to use the initial line format settings, use WGS/Word Processor Preferences to create your own standard line format.

To customize your standard line format:

1. In the Toolkit, move the cursor to *Preferences*, and press **Enter** to display the *Preferences* menu.

2. Move the cursor to *WGS/Word Processor* and press **Enter** to display the *Preferences* menu.

3. Move the cursor to *Line Format*, and press **Enter** to display the *Line Format* form.

```
┌─■LINE FORMAT■──────────────────────────────────────────┐
│                                                        │
│     Left Margin   10█              Right Margin   75   │
│     Line Spacing  Single           Text Alignment  Ragged Right │
│                                                        │
│   TAB COL TYPE        TAB COL TYPE       TAB COL TYPE  │
│                                                        │
│    1  15  Left         8     Left         15    Left   │
│    2  20  Left         9     Left         16    Left   │
│    3  25  Left        10     Left         17    Left   │
│    4  30  Left        11     Left         18    Left   │
│    5   0  Left        12     Left         19    Left   │
│    6      Left        13     Left         20    Left   │
│    7      Left        14     Left         21    Left   │
│                                                        │
└────────────────────────────────────────────────────────┘
```

432.6-1

4. Move the cursor to the setting you want to change, and type or select the desired format setting.

5. When you finish changing all the settings you want to change, press **Enter.**

For complete information about text format, refer to Chapter 4, "Formatting Text."

Customizing Standard Page Format

Every document you create uses a standard page format that determines paper length, top and bottom margins, left margin offset, page numbering, and horizontal spacing.

If you do not want to use the initial page format settings, use WGS/Word Processor Preferences to create your own standard page format.

To customize your standard page format:

1. In the Toolkit, move the cursor to *Preferences* and press **Enter** to display the *Preferences* menu.

2. Move the cursor to *WGS/Word Processor* and press **Enter** to display the *Preferences* menu.

3. Move the cursor to *Page Format* and press **Enter** to display the *Page Format* form.

```
┌─█PAGE FORMAT█──────────────────────────┐
│                                        │
│   Paper Height          66█            │
│   Left Margin Offset     8             │
│   Top Margin             6             │
│   Bottom Margin          6             │
│   Print Comments           Do Not Print│
│   Inserted Text            Print as Normal│
│   Horizontal Spacing       10-Pitch    │
│                                        │
└────────────────────────────────────────┘
```

                                                   432.6-2

4. Move the cursor to the setting you want to change and type or select the desired format setting.

5. When you finish changing all the settings you want to change, press **Enter**.

For complete information about page format, refer to Chapter 5, "Formatting Document Pages." For information about document layout, refer to Chapter 7, "Reviewing and Printing a Document."
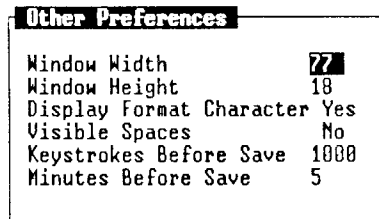
Customizing Your Standard Window Format

A standard format controls your window display to determine the window size and whether or not special characters appear.

If you do not want to use the the initial window format settings, use the WGS/Word Processor Preferences to create your own standard window format.

To customize your standard window format:

1. In the Toolkit, move the cursor to *Preferences* and press **Enter** to display the *Preferences* menu.

2. Move the cursor to *WGS/Word Processor* and press **Enter** to display the *Preferences* menu.

3. Move the cursor to *Other Preferences* and press **Enter** to display the *Other Preferences* form.

```
┌ Other Preferences ─────────────────┐
│                                     │
│ Window Width              77        │
│ Window Height             18        │
│ Display Format Character  Yes       │
│ Visible Spaces            No        │
│ Keystrokes Before Save    1000      │
│ Minutes Before Save       5         │
│                                     │
└─────────────────────────────────────┘
                            432.6-3
```

4. Move the cursor to the setting you want to change and type or select the desired format setting.

5. When you finish changing all the settings you want to change, press **Enter**.

The Other Preferences form contains the following fields:

Window Width — Determines the window width, in columns, between 4 and 77.

Window Height — Determines the window height, in lines, between 4 and 18.

Display Format Characters — Specifies whether or not format characters appear on the screen.

Visible Spaces — Specifies whether or not format characters appear on the screen for hyphens and spaces.

Keystrokes before Save — Determines the number of keystrokes before a document is automatically saved.

Minutes before Save — Determines the number of minutes elapsed before a document is automatically saved.

NOTE: The WGS/Word Processor autosave feature is designed to protect against loss of data. You specify how often the document is automatically saved. It is still always a good idea to save a document frequently. Refer to "Saving a Document," in Chapter 2, "Basics," for more information about saving a document.

For complete information about format characters and visible spaces, refer to "Using Screen Display Options: Visible Mode," in Chapter 4, "Formatting Text."

7

Reviewing and Printing a Document

This chapter shows how to use the **Review** command to prepare a document for printing. Document layout includes page breaks, page numbers, headers and footers, footnotes, and hyphenation.

This chapter also describes the **Print** and **File Print** commands. The **Print** command sends a document to the printer; you use this command when you want a hard copy of the document. The **File Print** command copies a document to a standard file, without formatting.

Setting Up Document Layout: Review

The **Review** command prepares a document for printing: it paginates the document, sets up header and footer locations, formats footnotes, automatically hyphenates words as needed, determines the hyphenation criteria, specifies a printer, and displays the document layout.

To start the review:

1. Open the document you want to review.

2. Press **F1** (More), and then press **F2** (Review).

    If the document contains footnotes, a confirm window prompts you to specify whether or not you want to save the document before the review. It is always a good idea to save the document first.

3. Move the cursor to *Yes* if you want to save the document; otherwise, move the cursor to *No*.

    If you select *Yes* to save the document, you see the *Save Document* form. Press **Enter** to save the document with the same file name and type. (For complete information about saving a document, see "Saving a Document" in Chapter 2, "Basics.")

    The *Document Review* form is displayed.

```
┌─■Document Review■──────────────────────────────────────────┐
│                                                            │
│  Scroll through document          ■No■                     │
│  Review Page Breaks               Set Automatically        │
│  Avoid widows and orphans         Yes                      │
│  Automatic Hyphenation            No                       │
│  Enforce Strict Margins           Yes                      │
│  Printer                          HPLaserjet               │
│  Indent Footnotes                 Yes                      │
│  Single Space Footnotes           Yes                      │
│  End of Document Footnotes        Yes                      │
│  Double Space Between Footnotes   Yes                      │
│  Hyphenation Hot Zone             5                        │
│  Start Review on Page             1                        │
│                                                            │
└────────────────────────────────────────────────────────────┘
```

<div align="right">432.7-1</div>

4. Press **Enter** to start the review process with the default review settings.

Messages inform you when the review is in progress and when the review is complete. Messages also prompt you as information is needed.

Document Review Form Fields

You can change settings in the *Document Review* form depending on how you want to perform your review. The following list explains the *Document Review* form settings:

Scroll through document

Determines whether or not the review scrolls through the document on the screen.

Select *Yes* to view the document review one window at a time on the screen.

If you select *No*, the review displays only those areas of the document that require hyphenation or pagination, if those settings are selected.

Review page breaks

Determines how page breaks are set: automatically or manually.

If you select *Set Automatically*, page breaks are set based on the value of the *Page Length* field in the *Page Format* form.

If you select *Set Manually*, suggested page breaks are based on the value of the *Page Length* field in the *Page Format* form; but you can move the cursor to desired page break locations and press **Enter** to set each page break.

Avoid widows and orphans

Determines whether widows and orphans are permitted. A *widow* is the first line of a paragraph that is separated from the rest of the paragraph; an *orphan* is the last line of a paragraph that is separated from the rest of the paragraph.

Select *Yes* to eliminate widows and orphans; select *No* to allow them.

Automatic Hyphenation	Specifies whether words are hyphenated automatically as needed during the review.
	Select *No* to ignore how words fit at the end of the line.
	Select *Yes* if you want the review to examine words at the end of the line and, based on the Hyphenation Hot Zone setting, automatically hyphenate words as needed.
Enforce Strict Margins	Use in the following cases: if the *Review Page Breaks* field is set to *Set Manually*; if the *Avoid widows and orphans* field is set to *Yes*; if the document contains pagination blocks.
	Select *No* to allow some room on the page for the above cases. The top and bottom margins are not enforced strictly; this allows you to set manual page breaks, or avoid widows and orphans, or ensure that a pagination block stays together on a page.
	Select *Yes* to enforce the top and bottom margins, when none of the cases mentioned are an issue.
Printer	Specifies the printer you want to use to print the document.
Indent Footnotes	If the document contains footnotes, specifies whether footnotes are indented.
	Select *Yes* to indent footnotes; select *No* to keep footnotes at left margin.
	Once you review a document with this field set to *Yes*, the footnotes are indented and remain indented until you manually remove the indent marks. You cannot delete the indent by reviewing the document with this field set to *No*.

Single Space **Footnotes**	If the document contains footnotes, determines line spacing within footnote text.
	Select *Yes* to single-space footnote text; select *No* to double-space footnote text.
End of **Document** **Footnotes**	If the document contains footnotes, specifies where the footnote text appears: at the end of the document, or at the end of appropriate pages.
	Select *Yes* to put all footnotes at the end of the document. Select *No* to put a footnote at the end of the page on which its reference appears.
Double Space **Between** **Footnotes**	If the document contains footnotes, specifies line spacing between footnotes.
	Select *Yes* to double-space between footnotes; select *No* to single-space between footnotes.
Hyphenation **hot zone**	Specifies the number of blank spaces allowed at the end of a line before hyphenation.
Start review on **page**	Specifies the page on which the review should start

Canceling a Review

To cancel a review in progress, press **Cancel**.

The review is canceled and you are returned to the beginning of the document. The document remains as it was before the review, with the following exception: if the document contains footnotes and you did not save the document during the review, the footnotes are lost when you cancel the review.

*NOTE: If you select No for the Scroll Through Document field in the Review form, you cannot cancel the review once you press **Enter** to start it.*

Printing a Document

Use the **Print** command when you want to print a document. You can print a closed document or a document open on the screen.

Before you print a document, do the following:

- Optionally, use the **Spelling Check** command to check the document for spelling errors.

- Use the **Review** command to set up the document layout (including headers and footers, footnotes, and page breaks).

Sending a Document to the Printer

You can print all or part of a document. The document you print can be open or closed.

To print a document using the initial *Document Print* form settings:

1. If you want to print a closed document, open the directory that contains the document and move the cursor to the document name.

2. If you want to print the document that is open on the screen, press **Command**.

   To print a closed document, press **F2** from the directory containing the document. The *Commands* menu is displayed.

3. Move the cursor to *Print* and press **Enter** to display the *Document Print* form.

```
┌─Document Print────────────────────────────┐
│                                            │
│  Printer Name:       -HPLaserjet           │
│  Number of Copies:   1                      │
│  Print Pages         1    through   1       │
│  Horizontal Spacing  Don't Change           │
│                                            │
└────────────────────────────────────────────┘
                              432.7-2
```

The printer name displayed depends on the printer selected in the *Review* form (or the printer selected through the *Printers* entry in the Toolkit).

4. Press **Enter**.

Messages inform you as the print file is created and the document is sent to the print queue (the line of documents waiting to print). If other documents are waiting for the printer, your document must wait its turn; otherwise, yours prints right away.

Document Print Form Settings

You can change any of the Document Print form settings. Each setting is described below:

Printer name	Specifies the name of the printer you want to use.
Number of copies	Specifies the number of copies to print, from 1 to 9999.
Print pages	Specifies the pages of the document to print, from 1 through n, where n is the number of the last page of your document.
Horizontal spacing	Specifies the number of characters printed per inch of horizontal line space. Select *Don't Change* if you want to leave the spacing the same as the spacing set in the *Page Format* form.

Examining the Print Queue

You can look at the print queue (the list of documents waiting to print) to see the position of your document in the queue.

To display the print queue:

1. Press **F1** (Toolkit).

2. Select *Administration* and press **Enter**.

3. Select *Printer Administration* and press **Enter**.

4. Choose *View Print Queue Status* to see what print jobs are queued.

5. When you have finished viewing the display, press **Exit**.

(If you want to check the general status of all printers on the system, you can choose *View Printer System Status* from the *Printer Administration* menu.)

Printing to an ASCII File

Use the **File Print** command to print the contents of a document without formatting codes to a standard ASCII file. When you perform a file print, the contents of the document are copied to a standard file. You can then use the copied file with other programs that do not recognize formatting codes. The original document, with formatting codes, still exists.

To use the **File Print** command:

1. Open the document you want to copy.

2. Press **Command** to display the *Commands* menu.

3. Move the cursor to *File Print* and press **Enter** to display the *Print to File* form.

4. Type the name you want to give to the standard file and press **Enter**.

The contents of the document are copied into the new standard ASCII file, with all formatting codes stripped. Notice that the standard file is now listed in the same folder window as the document you copied.

8
Using the Glossary and Merge Commands

This chapter shows you how to create and use a WGS glossary to insert phrases into a document.

This chapter also explains how to merge data from a WGS records file into a WGS document.

Using a Glossary File

You create a *glossary file* to store frequently-used phrases. You then attach the glossary file to a document, so you can insert glossary phrases into that document, which saves you a lot of repetitive typing.

For example, if you have standard headers and footers that you use in documents, you can store them in a glossary to use whenever you need them.

There are five basic procedures associated with creating and using a glossary file:

1. Create the glossary file.

2. Create glossary entries in the glossary file.

3. Attach the glossary file to a document.

4. Insert a glossary entry into a document.

5. Edit the glossary file.

Creating a Glossary File

You create a glossary file the same way you create a document, from the *Create* menu.

To create a glossary:

1. From the Desktop or a directory, press **F3** (Create) to display the *Create* menu.

2. Move the cursor to *WGS/WP Glossary* and press **Enter** to display the *Glossary Name* form.

3. Type a name for the glossary file and press **Enter**.

A glossary window, similar to a document window, opens. As in a new document, the cursor pauses at the beginning of the glossary file for you to enter text, in this case, glossary entries.

Creating Glossary Entries

A glossary entry can consist of as many lines of text as you like. Type and edit the glossary entry as you would type or edit text in a document.

Each glossary entry must be preceded by a *begin field name character*, an identifying letter or number, and an *end field name character*. The glossary entry must end with an *end record character*. These special characters identify the entry as a glossary entry.

To create a glossary entry:

1. Press **F1** (More), and then type (to create the begin field name character.

2. Type the single letter or number that identifies the glossary entry. (Think of this as the name of the glossary entry.

3. Press **F1** (More) and then type) to create the end field name character.

4. Type the glossary entry, using as many lines as you like. Remember, you can use any editing or text formatting you like.

5. At the end of the glossary entry, press **F1** (More), and then type **/** to create the end record character. The end record character signifies the end of a glossary entry.

A single-line glossary entry might look something like this (note that the special characters might look different on your screen, depending on the type of terminal you use):

\a/This is entry a.<

NOTE: The begin field name, end field name, and end record name characters are also available from the Special Characters menu: Press **F3** *(S Char), move the cursor to Begin Field Name, End Field Name, or End Record Name, and then press* **Enter**.

When you have filled the glossary file with entries that you want to use, save the glossary. You are now ready to attach the glossary to your document so that you can use the entries.

Attaching a Glossary File to a Document

When you want to use a glossary entry in a document, you attach the glossary file containing that entry to the document. A glossary file can be attached only to files in the same directory as the glossary file.

To attach a glossary file to a document:

1. Open the document to which you want to attach the glossary file.

2. Press **Command** to display the *Commands* menu.

3. Move the cursor to *Attach Glossary* and press **Enter** to display the *Attach Glossary* form.

4. Type the full pathname of the glossary file you want to attach to the document, and then press **Enter**. (Refer to the *WGS/Desktop Manager User's Guide* for a description of a pathname.)

You return to the document window, and the following message is displayed: Glossary attached

You are ready to add a glossary entry to your document.

NOTE: Only one glossary file can be attached to a document at a time. A glossary file remains attached to a document only for the duration of an editing session. Once you exit the document, the glossary file is no longer attached.

Inserting a Glossary Entry Into a Document

To insert a glossary entry into a document:

1. Move the cursor to the location in the document where you want to add the entry.

```
wgsdoc -- Document          Page    1
L1r--t----t----t----t----t----t----+----5----+----6----+----7----R----8----+-
This guide is a reference manual for WGS/Word Processor.  It
assumes that you know how to use the Desktop windows, menus, and
forms.  The Desktop Manager is discussed briefly in Chapter 2 of
this guide; see the WGS/Desktop Manager User's Guide for more
details.

This guide is divided into the following chapters:

This guide is divided into the following chapters, "Introducing WGS/Word Processor," introduces
WGS/Word Processor.

Chapter 2, "
```

Add Glossary Entry Here

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2. Press **F1** (More) and then press **F7** (Gloss).

   You are prompted to specify the glossary entry you want to use.

3. Type the single character you used to identify the entry in the glossary (the glossary "name").

   Don't type the parentheses you used when creating the glossary entry.

The entry is inserted into your document at the current cursor position.

```
▊wgsdoc -- Document      Page   1▊
 L1r--t----t----t----t----t----t----+----5----+----6----+----7----R----8----+-
 This guide is a reference manual for WGS/Word Processor.  It
 assumes that you know how to use the Desktop windows, menus, and
 forms.  The Desktop Manager is discussed briefly in Chapter 2 of
 this guide; see the WGS/Desktop Manager User's Guide for more
 details.

 This guide is divided into the following chapters:

 This chapter, "Introducing WGS/Word Processor," introduces
 WGS/Word Processor.

 Chapter 2, "WGS/Word Processor
              └───────────────┘
                      │
      Glossary Entry Inserted in Document
```

```
▊MORE  │ GO TO │S CHAR▊ INDENT│ CENTER│TX FMT │CURSOR▊ PASTE │      ▸▊
```

                                                              432.8-2

Editing a Glossary File

You can edit an existing glossary file and add or delete entries. Type in and edit the glossary file as you would type or edit text in any document.

Each glossary entry must be preceded by a begin field character, an identifying letter or number, and an end field character, and must be followed by an end record character.

```
wgsglos -- Glossary      Page   1
L1r--t----t----t----t----t----t----+----5----+----6----+----7----R----8----+-
\W/WorkGroup Solutions<
\w/WGS<
\D/WGS/Desktop<
\C/WGS/Calendar<
\M/WGS/Mail<
\S/WGS/Spreadsheet<
\W/WGS/Word Processor<
\d/WGS/Desktop User's Guide<
\C/WGS/Calendar User's Guide<
\M/WGS/Mail User's Guide<
```

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Any time you edit a glossary file, you must attach it to the document again before you can use any of the edited glossary entries. If you try to insert a new entry from an edited glossary file without reattaching the glossary file to the document, you are informed that the glossary entry is not found.

To edit a glossary:

1. Open the glossary file, and then edit the file as needed.

2. Press **Exit** to exit the glossary file.

4. When the *Save* menu appears, select *Yes*; then press **Enter** to save the changes.

5. Attach the glossary file to the document again. (See "Attaching a Glossary File to a Document," earlier in this chapter.)

Merging Documents

The **Merge** command combines data from a WGS records file into a document. You can use the **Merge** command to create form letters that contain selected names and addresses and other pertinent information.

There are three basic steps associated with merging documents:

1. Create a data records file, filled with data records.

2. Create a document with merge fields.

3. Merge the data records file and the document into an output document.

Creating a Data Records File

A data records file consists of a field names record, which sets up the format for the data records, followed by data records. The data records follow the format established in the field names record.

You create a data records file the same way you create a document, from the *Create* menu.

To create a sample data records file called **datarecs**:

1. From the Desktop or a directory, press **F3** (Create) to display the *Create* menu.

2. Move the cursor to *WGS Records File* and press **Enter** to display the *Records Name* form.

3. Type a name (**datarecs** for this example) for the data record file and press **Enter**.

A record file window, similar to a document window, is displayed. As in a new document, the cursor pauses at the beginning of the record file.

Creating the Field Names Record

The first entry you type in a data records file is the *field names* record. This record defines the structure of the data records that follow.

Each item in a record is called a field. Between each field in a record, you use an *end record character* to separate the fields in the record. At the end of each record, you use two end record characters to terminate the record.

    Name<Address<Phone<<

NOTE: The end record format character shown above may look different on your screen, depending on the type of terminal you use.

The following example shows you how to create a field names record in the sample **datarecs** records file. This example record, consisting of *Name, Address,* and *Phone Number* fields, will look like the example shown above.

1. Open the **datarecs** records file and type **Name**

2. Press **F1** (More) and then type **/**

3. Type **Address**

4. Press **F1** (More) and then type **/**

5. Type **Phone**

6. Press **F1** (More) and then type **/**

7. Press **F1** (More) and then type **/** again to terminate the record.

NOTE: The end record format character is also available from the Special Characters menu*: Press* **F3** *(S Char), move the cursor to* End Record Name *and press* **Enter**.

Creating Data Records

Within a data records file, you type separate data records, each on a separate line. Type each data record following the format you set up in the field names record.

The following example shows you how to create a data record for J. Smith, of 25 H Lane, Aptos, CA, with the phone number (555)555-1212. You will use the field names record format from the above example (in the sample records file **datarecs**, created earlier).

1. If it is not open, open the **datarecs** records file. Press **Return** to start the record on a new line.

2. Type **J. Smith**

3. Press **F1** (More) and then type **/**

4. Type **25 H Lane, Aptos, CA**

5. Press **F1** (More) and then type **/**

6. Type **(555)555-1212**

7. Press **F1** (More) and then type **/**

8. Press **F1** (More) and then type **/** again to terminate the record.

   The sample data record is complete. It should look like this:

   J. Smith <25 H Lane, Aptos, CA <(555)555-1212<<

9. Press **Exit** to close the data records file.

10. When the Save menu appears, select Yes, and then press **Enter** to save the changes.

The file is closed.

Creating a Document With Merge Fields

The next step in merging a data records file with a document is to create a document that contains merge fields.

A merge field begins with a begin field character and ends with an end field character.

When you merge the document with the data records file, the merge fields are filled in with the information from the data records.

The following example shows how to create a document containing a form letter that uses merge fields:

1. Create a document named **mergedoc**.

2. Type the following letter, which contains merge fields. Where you see format characters for the the begin field (\ ) and end field (/), enter the appropriate format character, as follows:

To enter a begin field character, press **F1** (more), and then type (

To enter an end field character, press **F1** (More), and then type)

> Dear   \Name/,
>
> Do you still reside at \Address/ and answer the phone at \Phone/   ?
>
> I am hoping to contact you.
>
> Sincerely,
>
> B. Jones

3. After typing the letter, press **Exit**.   When the *Save* menu appears, select *Yes*, and then press **Enter** to save the changes.

The merge document is created and is ready to be merged with the data records file.

Merging Data Records and Document Files

When you merge a data records file with a merge document, you must create an output document to store the merged files before printing.

To merge the data records file with the merge document:

1. Open the document that contains the merge fields (**mergedoc**, if you are following the example).

2. Press **Command** to display the *Commands* menu.

3. Move the cursor to *Merge* and press **Enter** to display the *Document Merge* form.

```
┌──────────────────────────────────┐
│           DOCUMENT MERGE         │
│                                  │
│ Records File:       ███████████  │
│ Output Document                  │
└──────────────────────────────────┘
```
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4. Move the cursor to the *Records File* field and type the data records file name (**datarecs**, if you are following the example).

5. Move the cursor to the *Output Document* field and type a name for the output document.

    For this example, type **datamerge**

6. Press **Enter**.

The merge document appears again, and you are notified that the merge is in progress. You are notified when the merge is complete.

The records in the data file are created as separate letters in the output document, with all the fields filled in. Each form letter is separated by a page break.

To print the form letters, select the output document and print it.
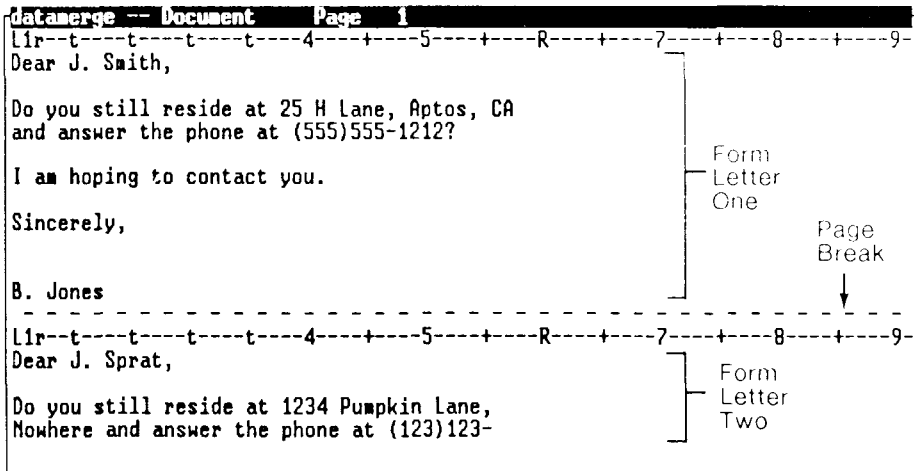
432.8-6

Appendixes

A
Keyboard Tables

This appendix lists the preconfigured terminal types supported with this release of WGS. The preconfigured terminals listed provide keys that help you take full advantage of the WGS features.

Since this release of WGS supports several terminal types (and, therefore, several different keyboards), this guide refers to keys by virtual key names. For example, where this manual reads **Enter**, you might press **Go** or **Linefeed**, depending on the type of terminal you use.

This appendix provides key tables for the standard preconfigured terminals. Use the appropriate key table to determine the actual keys on your keyboard that match the virtual key names given in this guide.

If you use a nonstandard terminal that is not configured with WGS keys, you can type key sequences to perform many of the WGS functions. Refer to "Generic Keyboard," later in this appendix, for a list of key sequences to type for the virtual keys.

Preconfigured Terminal Types

This release of WGS supports the following preconfigured terminals:

- PT and GT (with RS-422 and RS-232-C connections)

- Wyse 85

- DEC VT-100 compatibles

- DEC VT-102

- DEC VT-220

- TO-235

Generic Keyboard

The following table translates virtual key names into keystroke sequences for a generic (dumb) terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Escape bw	F8	Escape 8
BackSpace	BackSpace	F9	Escape 9
BackTab	Escape Tab	F10	Escape 0
Begin	Escape bg	Help	Escape ?
Break	Break	Home	Escape hm
Cancel	Control-X	InputMode	Escape im
Clear	Escape ce	Mark	Escape mk
ClearLine	Escape ci	Message	Escape ms
Close	Escape cl	Move	Escape mv
Command	Control-C	Next	Escape nx
Copy	Escape cp	Open	Escape op
Create	Escape cr	Options	Escape ot
Delete	Escape dl	Page	Escape pg
Delete Character	Delete	PF1	Escape f1
Down	Escape dn	PF2	Escape f2
End	Escape en	PF3	Escape f3
Enter	LineFeed	PF4	Escape f4
Exit	Control-D	PF5	Escape f5
Escape	ESC	PF6	Escape f6
Find	Escape fi	PF7	Escape f7
Forward	Escape fw	PF8	Escape f8
F1	Escape 1	PF9	Escape f9
F2	Escape 2	PF10	Escape f0
F3	Escape 3	PF11	Escape f-
F4	Escape 4	PF12	Escape f=
F5	Escape 5	Previous	Escape pv
F6	Escape 6	Print	Escape pr
F7	Escape 7	Redo	Escape ro

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Ref	Escape re	Shift-Message	Escape MS
Replace	Escape rp	Shift-Move	Escape MV
Restart	Escape rs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Escape PG
Save	Escape sa	Shift-Previous	Escape PV
Scroll Up	Escape ru	Shift-Print	Escape PR
Scroll Down	Escape dn	Shift-Redo	Escape RO
Select	Escape sl	Shift-Replace	Escape RP
Shift-Back	Escape BW	Shift-Resume	Escape RM
Shift-Beginning	Escape BG	Shift-Save	Escape SV
Shift-Cancel	Escape CX	Shift-Undo	Escape UD
Shift-ClearLine	Escape Cl	Shift-F1	Escape !
Shift-Command	Escape CM	Shift-F2	Escape @
Shift-Copy	Escape RP	Shift-F3	Escape #
Shift-Create	Escape CR	Shift-F4	Escape $
Shift-Delete Character	Escape DC	Shift-F5	Escape %
Shift-End	Escape EN	Shift-F6	Escape Control
Shift-Exit	Escape EX	Shift-F7	Escape &
Shift-Find	Escape FI	Shift-F8	Escape *
Shift-Forward	Escape FW	Shift-F9	Escape (
Shift-Help	Escape HL	Shift-F10	Escape)
Shift-Home	Escape HM	Undo	Escape ud
Shift-InputMode	Escape NJ	Up	Escape up

PT/GT Keyboard

The following table translates the virtual key names used in this guide to actual keys on the PT/GT terminal keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	Mark	Mark
BackTab	Control-Tab	Move	Move
Begin	Control-Up Arrow	Next	Shift-Right Arrow
Break	Cancel	Page	Next Page
Cancel	Cancel	Previous	Shift-Left Arrow
Clear	Control-F7	Print	Control-F4
ClearLine	Shift-Cancel	Redo	Control-F2
Close	Control-F6	Replace	Control-F3
Command	Control-C	Save	Control-F1
Copy	Copy	Scroll Up	Scroll Down
Delete	Control-Delete	Scroll Down	Scroll Up
Delete Character	Delete	Shift-Back	Control-Left Arrow
Down	Down Arrow	Shift-Copy	Shift-Copy
End	Control-Down Arrow	Shift-Delete Character	Shift-Delete
Enter	Go	Shift-Exit	Shift Finish
Exit	Finish	Shift-Forward	Control-Right Arrow
Escape	Control-E	Shift-Help	Shift-Help
Forward	Right Arrow	Shift-Home	Shift-Down Arrow
F1	F1	Shift-Move	Shift-Move
F2	F2	Shift-Page	Prev Page
F3	F3	Shift-F1	Shift-F1
F4	F4	Shift-F2	Shift-F2
F5	F5	Shift-F3	Shift-F3
F6	F6	Shift-F4	Shift-F4
F7	F7	Shift-F5	Shift-F5
F8	F8	Shift-F6	Shift-F6
F9	F9	Shift-F7	Shift-F7
F10	F10	Shift-F8	Shift-F8
Help	Help	Shift-F9	Shift-F9
Home	Shift-Up Arrow	Shift-F10	Shift-F10
InputMode	Overtype	Up	Up Arrow

VT-100 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-100 terminal keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+F1** is a second **F1** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F6	Escape 6
BackSpace	BackSpace	F7	Escape 7
BackTab	Escape Tab	F8	Escape 8
Begin	Escape bg	F9	Escape 9
Break	Break	F10	Escape 0
Cancel	Control-X	+F1	Pf1
Clear	Escape ce	+F2	Pf2
ClearLine	Escape ci	+F3	Pf3
Close	Escape cl	+F4	Pf4
Command	Control-C	Help	Escape ?
Copy	Escape cp	Home	Escape hm
Create	Escape cr	InputMode	Escape im
Delete	Escape dl	Mark	Escape mk
Delete Character	Delete	Message	Escape ms
Down	Down Arrow	Move	Escape mv
End	Escape en	Next	Escape nx
Enter	LineFeed	Open	Escape op
Exit	Control-D	Options	Escape ot
Escape	ESC	Page	Escape pg
Forward	Right Arrow	PF1	Escape f1
F1	Escape 1	PF2	Escape f2
F2	Escape 2	PF3	Escape f3
F3	Escape 3	PF4	Escape f4
F4	Escape 4	PF5	Escape f5
F5	Escape 5	PF6	Escape f6

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
PF7	Escape f7	Shift-Forward	Escape FW
PF8	Escape f8	Shift-Help	Escape HL
PF9	Escape f9	Shift-Home	Escape HM
PF10	Escape f0	Shift-InputMode	Escape NJ
PF11	Escape f-	Shift-Message	Escape MS
PF12	Escape f=	Shift-Move	Escape MV
Previous	Escape pv	Shift-Next	Escape NX
Print	Escape pr	Shift-Options	Escape OT
Redo	Escape ro	Shift-Page	Escape PG
Ref	Escape re	Shift-Previous	Escape PV
Replace	Escape rp	Shift-Print	Escape PR
Restart	Escape rs	Shift-Redo	Escape RO
Resume	Escape rm	Shift-Replace	Escape RP
Return	Return	Shift-Resume	Escape RM
Save	Escape sa	Shift-Save	Escape SV
Scroll Up	Escape ru	Shift-Undo	Escape UD
Scroll Down	Escape dn	Shift-F1	Escape !
Select	Escape sl	Shift-F2	Escape @
Shift-Back	Escape BW	Shift-F3	Escape #
Shift-Beginning	Escape BG	Shift-F4	Escape $
Shift-Cancel	Escape CX	Shift-F5	Escape %
Shift-ClearLine	Escape Cl	Shift-F6	Escape Control
Shift-Command	Escape CM	Shift-F7	Escape &
Shift-Copy	Escape RP	Shift-F8	Escape *
Shift-Create	Escape CR	Shift-F9	Escape (
Shift-Delete Character	Escape DC	Shift-F10	Escape)
Shift-End	Escape EN	Undo	Escape ud
Shift-Exit	Escape EX	Up	Up Arrow
Shift-Find	Escape FI		

VT-220 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the VT-220 terminal keyboard or to keystroke sequences.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break		Help	Help
Cancel	Control-X	Home	Escape hm
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character		Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape en	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape sl	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape CI	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape FI	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

WYSE-85 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the Wyse-85 keyboard or to keystroke sequences to be typed from the Wyse-85 keyboard.

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	<X]	F7	F18
BackSpace	BackSpace	F8	F19
BackTab	Escape Tab	F9	F20
Begin	Escape bg	F10	Escape 0
Break	Break	Help	Help
Cancel	Control-X	Home	Home
Clear	Escape ce	InputMode	Insert-Here
ClearLine	Escape ci	Mark	Select
Close	Escape cl	Message	Escape ms
Command	Control-C	Move	Escape mv
Copy	Escape cp	Next	Escape nx
Create	Escape cr	Open	Escape op
Delete	Remove	Options	Escape ot
Delete Character	Shift-<X]	Page	Escape pg
Down	Down Arrow	PF1	Escape f1
End	Escape ot	PF2	Escape f2
Enter	Do	PF3	Escape f3
Exit	Control-D	PF4	Escape f4
Escape	ESC	PF5	Escape f5
Find	Find	PF6	Escape f6
Forward	Right Arrow	PF7	Escape f7
F1	F6	PF8	Escape f8
F2	F7	PF9	Escape f9
F3	F8	PF10	Escape f0
F4	F9	PF11	Escape f-
F5	F10	PF12	Escape f=
F6	F17	Previous	Escape pv

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Print	Escape pr	Shift-InputMode	Escape NJ
Redo	Escape ro	Shift-Message	Escape MS
Ref	Escape re	Shift-Move	Escape MV
Replace	Escape rp	Shift-Next	Escape NX
Restart	Escape rs	Shift-Options	Escape OT
Resume	Escape rm	Shift-Page	Escape PG
Return	Return	Shift-Previous	Escape PV
Save	Escape sa	Shift-Print	Escape PR
Scroll Up	Escape ru	Shift-Redo	Escape RO
Scroll Down	Escape dn	Shift-Replace	Escape RP
Select	Escape s!	Shift-Resume	Escape RM
Shift-Back	Escape BW	Shift-Save	Escape SV
Shift-Beginning	Escape BG	Shift-Undo	Escape UD
Shift-Cancel	Escape CX	Shift-F1	Escape !
Shift-ClearLine	Escape C!	Shift-F2	Escape @
Shift-Command	Escape CM	Shift-F3	Escape #
Shift-Copy	Escape RP	Shift-F4	Escape $
Shift-Create	Escape CR	Shift-F5	Escape %
Shift-Delete Character	Escape DC	Shift-F6	Escape Control
Shift-End	Escape EN	Shift-F7	Escape &
Shift-Exit	Escape EX	Shift-F8	Escape *
Shift-Find	Escape FI	Shift-F9	Escape (
Shift-Forward	Escape FW	Shift-F10	Escape)
Shift-Help	Escape HL	Undo	Escape ud
Shift-Home	Escape HM	Up	Up Arrow

T0-235 Keyboard

The following table translates the virtual key names used in this guide to actual keys on the T0-235 keyboard or to keystroke sequences. (Note that the **+** sign, as used below, indicates a second instance of a key mapping for a particular virtual key name, for example, **+Cancel** is a second **Cancel** key.)

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Back	Left Arrow	F2	F2
BackSpace	Back Space	F3	F3
BackTab	Control Tab	F4	F4
Begin	Control Up	F5	F5
Break	Control]	F6	F6
Cancel	Control-X	F7	F7
+Cancel	F20	F8	F8
Clear	Control F7	F9	F9
ClearLine	Shift F20	F10	F10
Close	Control F6	Help	Help
Command	Control-C	Home	Shift-Up
+Command	F13	InputMode	Insert-Here
Copy	F11	Mark	Select
Create	***	Message	Escape MS
Delete	Remove	Move	F12
Delete Character	<X	Next	Shift-Right
Down	Down Arrow	Open	Control-F5
End	Control-Down	Options	Escape ot
Enter	Do	Page	Next Page
Exit	Control-D	Previous	Shift-Left
+Exit	F14	Print	F19
Escape	ESC	Redo	Control-F2
Find		Ref	
Forward	Right Arrow	Replace	Control-F3
F1	F1		

When You See This Key Name	Type This Key Sequence	When You See This Key Name	Type This Key Sequence
Restart	Escape vs	Shift-Next	Escape NX
Resume	Escape rm	Shift-Options	Escape OT
Return	Return	Shift-Page	Prev Page
Save	Control-F1	Shift-Previous	Escape PV
Scroll Up	Prev Screen	Shift-Print	Escape PR
Scroll Down	Next Screen	Shift-Redo	Escape RO
Shift-Back	Control-Left	Shift-Replace	Escape RP
Shift-Beginning	Escape BG	Shift-Resume	Escape RM
Shift-Cancel	Escape CX	Shift-Save	Escape SV
Shift-ClearLine	Escape cl	Shift-Undo	Escape VD
Shift-Command	Escape CM	Shift-F1	Shift-F1
Shift-Copy	Shift-F11	Shift-F2	Shift-F2
Shift-Create	Escape CR	Shift-F3	Shift-F3
Shift-Delete Character	Control-<X	Shift-F4	Shift-F4
Shift-End	Escape EN	Shift-F5	Shift-F5
Shift-Exit	Shift-F14	Shift-F6	Shift-F6
Shift-Find	Escape fi	Shift-F7	Shift-F7
Shift-Forward	Control-Right	Shift-F8	Shift-F8
Shift-Help	Shift-Help	Shift-F9	Shift-F9
Shift-Home	Shift-Down	Shift-F10	Shift-F10
Shift-InputMode	Escape NJ	Undo	Control-U
Shift-Message	Escape MS	Up	Up Arrow
Shift-Move	Shift-F12		

B

Using the WGS/Word Processor from the CTIX Shell

Sometimes you work from the CTIX shell instead of using the Desktop Manager. This appendix shows how to open or create a document from the shell command line.

You can also open WGS/Word Processor Preferences from the shell; this appendix describes how.

Opening WGS/Word Processor from the Shell

If your search path includes the /usr/local/bin pathname, use the following procedure to open a new or existing document from the shell:

- Type **wp documentname**

  documentname is the file name for a new document or the file name of the existing document you want to open. If you want to open a document that was created within WGS/Desktop, add :W to the end of the document name.

If your search path does not include /usr/local/bin:

- Type **/usr/local/bin/wp documentname**

  If you want to open a document that was created within WGS/Desktop, add :w to the end of the document name.

If you do not specify a document name, a blank document appears on the screen, but it is unnamed. You can use the unnamed document, but when you close it, the document is not saved.

Use the **Save** command to name and save the unnamed document file. Refer to Chapter 2, "Basics," for details about using the **Save** command.

Opening WGS/Word Processor Preferences

If your search path includes the /usr/local/bin pathname, use the following procedure to open WGS/Word Processor Preferences from the CTIX shell:

- Type **wpprefs**

If your search path does not include /usr/local/bin:

- Type **/usr/local/bin/wpprefs**

active window. The window you are currently using. This window is displayed over other windows and has a highlighted border.

ADF format. Application Data Format, a file format that supports data interchange between different applications.

ASCII format. A standard, executable file format, with no formatting codes.

application. On a CTIX computer system, a software program, such as the Word Processor, Spreadsheet, Mail, or Calendar, that can be entered through the Desktop Manager.

case-sensitive. The ability of the CTIX system to differentiate between commands entered with capital letters (for example, **A**) as opposed to lowercase letters (a). CTIX commands typed into the system are not recognized unless entered with the proper case.

character attribute. A characteristic assigned to a group of characters to emphasize or deemphasize that text when it is printed.

command. An instruction to the computer system to perform an operation.

commands menu. An instruction to the computer system to perform a function or carry out an activity.

copy. To duplicate text.

cursor. The blinking underline character or highlighted block visible in the active window that marks your place in the WGS/Word Processor. Commands are carried out on the object at the cursor location.

cut and paste. To move text.

CTIX operating system. The operating system that underlies the Desktop Manager and the WGS/Word Processor. See also **operating system**.

default. The preset value the computer system uses if you do not specify an alternative.

delete. To remove text.

Desktop. The first directory you enter (the default directory) when you log in to the Desktop Manager. The Desktop is your main directory and it can be used to create objects such as documents, spreadsheets, and additional directories. See also **default**.

directory. An object that contains files and other objects.

document window. The window in which a document is displayed on the screen.

edit. To make changes to the format or content of data.

file. A collection of data organized as a unit and identified by name. A document is a file; a directory is a file.

footer. Text that prints at the bottom of the pages of a document.

footnote. Explanatory text, placed at the bottom of a page or document, and referred to in the document by a number.

footnote number. In a document, a number that refers to a specific footnote.

format. The way in which text is displayed and printed, as determined by margins and tabs, line spacing, page breaks, headers and footers, and so on.

format ruler. In a document, a line that contains margins and tabs, line spacing, and text alignment settings.

function key. The keys at the top of the keyboard, **F1** through **F10**, that correspond to function key labels at the bottom of the screen. You can use the function keys to execute the commands shown on the function key labels. See also **function key menu**.

function key menu. A horizontal strip at the bottom of the WGS/Word Processor screen that indicates the action assigned to a function key on the keyboard. Function Key menus (and the actions assigned to them) change as different operations are made available in the WGS/Word Processor.

glossary file. A file in which you store frequently-used phrases that can be inserted into a document by using a keystroke.

glossary entry. A phrase stored in a glossary file, to be inserted into a document by using a keystroke.

header. A line or several lines of text that print at the top of pages of a document.

hot zone. The number of blank spaces allowed at the end of a line before hyphenation.

insert. To add text within existing text in a document.

justify. To align text evenly at the right margin, left margin, or center of a line.

login name. The name by which you are known to the operating system. Your login name is usually assigned to you by your system administrator.

mark. To indicate text to be used with a command.

menu. A list of selectable items displayed by a program. As in a restaurant, you must select from the menu before anything else happens.

Message Center. The window at the top of your screen that displays the most recent Mail and Calendar alarms, and Quick Messages. You can scroll the Message Center window to view additional messages.

notification. A message displayed on the Desktop Manager screen when you have mail, printer notification, Calendar alarms, or Quick Messages.

object. A term that refers to any or all of the different types of files that can be created and manipulated by the Desktop Manager. These include directories, documents, spreadsheets, and databases, as well as any other objects that may be set up by your system administrator.

operating system. A master program that manages all the tasks required to run a computer system. Its primary functions are to organize and maintain the file system, provide for loading and execution of application programs, and provide a link between the computer and the outside world.

overtype. To replace existing text by typing over it.

password. A secret word or string of characters assigned to you by a system administrator that you enter when you log in to the Desktop Manager. A password is used to provide protection for your system.

paste. To place text in a new location.

personal dictionary. A file containing a list of words supplementary to the words in the standard dictionary, used to check spelling.

print queue. The list of files waiting to print.

prompt. A character or statement that prompts you to enter information to carry out an action or command.

record. An organized and identifiable collection of related information. For example, a record in a personnel file contains related information such as first and last name, date, and place of birth, Social Security number, and so on.

replace. To search a document for existing text and substitute new text for it.

review. Use the **Review** command to set up a document's layout, including page breaks, headers and footers, footnotes, and hyphenation.

save. To preserve text in a document by storing it on disk.

scroll. To display more of a document than what is displayed within the document window.

Speller Preferences. Settings that determine the criteria for the **Spelling Check** command.

spelling checker. The program that searches for and corrects misspellings in a document.

spreadsheet. An object created by the CTIX Spreadsheet program.

standard dictionary. The standard list of words used by the **Spell Check** command to check a document for misspellings.

standard document format. The file format used by WGS/Word Processor documents.

status line. The line at the top of the Message Center window that gives information such as your login name, the date and time, and message notifications.

system administrator. The person responsible for setting up and maintaining your computer system.

Toolkit. A Desktop Manager menu that lists the tools with which you can work, for example, the Calendar or Preferences.

Trashcan. The place where deleted objects are placed when they are removed from the Desktop Manager screen. Objects in the Trashcan can be retrieved and returned to the screen. Objects deleted from the Trashcan are permanently removed from the system.

undo. To recall deleted text.

WGS/Word Processor Preferences. Settings that customize your standard document and window format.

window. An identifiable area on the screen that contains specific information. For example, a window can be a directory, the Message Center, or a menu. A window is set off from other windows by a boundary line and a tag line at the top showing the name of the window.