

This chapter first describes general features of all the TEdit persistent menus, then explains the features of the Expanded Menu (labeled the TEdit Menu), one of the persistent menus. This chapter then shows you how some of the Expanded menu's functions can be duplicated using the Basic Commands menu. A "t" by an Expanded menu command indicates that its function can be duplicated using the Basic Commands menu.

---

## **TEdit's Persistent Menus**

---

TEdit has four persistent menus; Paragraph Looks, Character Looks, Page Layout and Expanded (labeled TEdit). These four menus are called persistent because, unlike pop-up menus (e.g., the background menu), once you open a persistent menu it remains open until you explicitly close it (or close the TEdit window). Persistent menus contain commands that you use to format text and manipulate TEdit files. Each TEdit window has its own set of persistent menus and actions taken using one window's menus do not affect any other window.

Below you will find a brief explanation of the general pattern of how to use the persistent menus. Despite the different function of each persistent menu, the mechanics of using all the menus are very similar. For complete information on the specific functions of each persistent menu consult: this chapter for the Expanded menu; chapter 5 for the Character Looks menu, chapter 6 for the Paragraph Looks menu and chapter 7 for the Page Layout menu.

Two menus, Paragraph Looks and Character Looks, affect how text looks both in a window and when you print a file. The Page Layout Menu only affects the *positioning* of text on a page when the TEdit file is printed. The Expanded menu (labeled the TEdit Menu) contains commands for the manipulation of whole TEdit files, opening the other persistent menus and finding and substituting specific blocks of text.

The Character Looks and/or Paragraph Looks menus operate on the current selection (see Chapter 3, Editing Text) in a TEdit window. When first opened these menus appear in a "neutral" state, i.e., none of the formatting commands are activated.

---

### **General Features**

---

#### **Changing and Displaying "Looks"**

---

When you open the Character Looks and the Paragraph Looks menus the commands at the top are **Apply**, **Show** and **Neutral**; the Page Layout menu only has **Apply** and **Show** commands. These commands are used the same way for all the persistent menus.

Apply

Selecting **Apply** causes the text you have selected in the TEdit window to take on the "looks" that the menu describes. You are said to have applied the menu. In the case of the Page Layout menu the "text" is the whole file (see Chapter 7, The Page Layout Menu).

Show

If you have some text selected, selecting **Show** causes the menu to display the looks of that selection. For the Page Layout menu, selecting **Show** causes the menu to display the page formatting information for the page type.

Neutral

Only the Paragraph Looks and Character Looks menus have a **Neutral** command. Selecting **Neutral** causes all the menu's formatting commands to be placed in a non-active state. The menu is said to be "neutralized." Using a neutralized menu is useful if you want to change some aspect of a piece of text's looks while leaving others alone. See Chapter 5, Changing Character Looks and Chapter 6, Changing Paragraph Looks for details.

---

Using Persistent Menu Commands

In the persistent menus, some commands have three states; on, off, and neutral, while others have only two states, on and neutral.

In all the persistent menus a command in neutral looks like: **Right**; a command that is on looks like: **Right**, i.e., reverse video; a command that is off looks like: **Bold**.

If you turn a three-state command on, (like **Bold** in the Character Looks menu) and apply the menu to some text, the text will take on that look. When you turn a three-state command off and apply the menu, those looks are removed from the selected text. If you put a three-state command into neutral and apply the menu then the text is not changed with regards to the neutralized looks.

In contrast, two-state commands have no off state because "off" has no meaning in the context of those commands. For instance, in the Character Looks menu you have a choice of several different typeface commands, such as **TimesRoman** and **Helvetica**. If you don't want some text to be in **TimesRoman** then you don't turn it off, rather you turn on some other typeface command and apply it to the text.

In addition to formatting commands, the Looks and Layout menus have formatting fields that accept a typed in value (like the amount of white space between paragraphs). These fields are denoted by balanced pairs of curly brackets ({}). You can move *forward* between fields using the NEXT key.

## The Expanded Menu

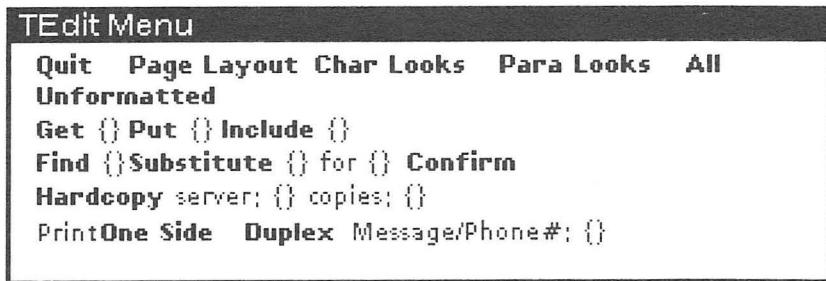
### Opening the Expanded Menu

Throughout this chapter the persistent menu labeled TEdit Menu is called the Expanded Menu after the command used to open it from the Basic Commands menu.

You open the Expanded Menu (labeled TEdit Menu) by selecting "Expanded Menu" from the TEdit command menu (see figure 9).



*Figure 9. The TEdit command pop-up menu with the Expanded Menu option selected*



*Figure 10. The TEdit Expanded menu*

The TEdit Expanded menu contains commands for manipulating whole TEdit files (e.g., **Quit**, **Get**), commands that open other TEdit persistent menus (e.g., **Char Looks**, **Para Looks**), commands that search your TEdit files for specific strings of text (e.g. **Find**) and commands that send your TEdit files to a printer (e.g., **Hardcopy**).

### Using the Expanded Menu

All of the commands in the Expanded menu are two-state commands. They are:

#### Quit<sup>†</sup>

Quits the TEdit file and closes the TEdit window. If you have made some changes in the window but have not saved the file you will be asked to confirm closing the window. Any persistent menus you have opened are also closed.

#### Page Layout<sup>†</sup>/Char Looks<sup>†</sup>/Para Looks<sup>†</sup>

Opens the Page Layout, Character Looks and/or the Paragraph Looks menus, respectively.

All

Selects *everything* in the TEdit file. Especially useful for making global changes. For example if you wanted to change the typeface in an entire TEdit file from one font to another, you could select all the text in the file by first selecting All in the Expanded Menu and then applying the character looks changes you wanted to make, using the Character Looks menu.

Get † {}

The command you use to load a TEdit file into a TEdit window. First you type in the name of the file you want to load, e.g., {DSK}<LISPFILES>LETTERS>TOMOM3-23.TEDIT, then select Get. If more than one version exists with the same name, TEdit automatically Gets the file with the highest version number.

You can load the file into an empty TEdit window or a window containing another file. If the file currently in the window has some unsaved changes you will be asked to confirm the Get because when you Get a file, that file replaces anything that was in the window at the time of the Get.

Put † {}

This command instructs TEdit to save a file. You should regularly save your TEdit files. A file containing unsaved changes is indicated by an asterisk in the title bar. You type the file name (e.g., {DSK}<LISPFILES>LETTERS>MOM3-23.TEDIT) between the brackets and then select Put. If a version exists with the same name, TEdit will increase the version number by one.

Include † {}

This command instructs TEdit to load one TEdit file into another one. The file to be loaded will be placed into the receiving TEdit file at the point of the caret. The included file's "looks" are preserved but the page layout information is not included. The included file still exists in its previous, i.e., unincluded state wherever it was stored.

Unformatted †

If you use Get, Put, or Include on a TEdit file with Unformatted selected, all formatting information is removed, leaving plain text. However, the formatting is removed only for the text displayed in the window, the file itself retains whatever formatting information it contained before the unformatted Get or Include.

Find † {}

This command instructs TEdit to search for exact matches to what you type between the curly brackets, called the search string. Before you type your search string the caret must be between the brackets. After you select Find, TEdit moves the caret back to its last position in the TEdit file and begins to search forward. TEdit searches forward only and is case sensitive, e.g., Lance does not match lance. However, typefaces and styles are ignored, e.g., Lance matches *Lance* matches Lance, etc.

Note: If you select **Find** by mistake or you want to stop the operation before TEdit finds a match, press CONTROL-E.

You have two wild cards available: # (hashmark) and \* (asterisk). # matches exactly one character while \* matches an arbitrary number of characters. Thus if you asked TEdit to find a#e, ace, ape, place and disgrace would all match. The word acre would not match because # can only substitute for a maximum of one character and it takes two characters for acre to match a#e. TEdit stops at the first match and underlines the word (or portion of it) that matches the search string.

In contrast, if you asked TEdit to find a\*e, any string that had an "a" before and "e" would match the search string, including "take Xerox."

If you want to find '\*'s or '#'s themselves, you enter '# ("quote hashmark) and '\*' ("quote asterisk") into the **Find** field.

You can search for any character TEdit recognizes including returns, spaces and even TEdit's expanded characters (see Chapter 3, Editing Text), like bullets (●). For example to search for a "bullet" you would:

1. Position the blinking caret in the TEdit file where you want the search to begin.
2. Move the cursor over the curly brackets after **Find** and press the left mouse button.
  - This moves the blinking caret between the brackets.
3. Type the letter "b."
4. Press the EXPAND key (or CONTROL-X).
  - The "b" changes into a bullet (●).
5. Select **Find**.
  - TEdit prints the message: Searching... in the prompt region of the window.
  - When a match is found TEdit scrolls the window, if necessary, and underlines the match.
  - If TEdit finds no match the message (Not found) is printed in the prompt region and the caret is returned to the spot where the search began.

---

#### **Substitute** † {} for {} **Confirm** †

---

Substitutes one string for another in text you have selected: Substitute will not search an entire TEdit file on its own (like Find) unless you have selected the All command (see above).

Note: If you select **Substitute** by mistake or you want to stop the substitution operation before TEdit finds a match press CONTROL-E.

The first set of curly brackets is for the replacement sting, the second pair of brackets is for the string to be replaced. If you select **Confirm** before you select **Substitute**, TEdit will ask you to confirm each substitution. For example if you wanted to change

some instances of macro to MACRO while leaving others alone you could:

1. Move the blinking caret to the first set of curly brackets after **Substitute**.
2. Type in: MACRO.
  - You can copy characters into the curly brackets the standard way you copy characters everywhere else in TEdit, i.e., using the COPY or SHIFT keys (see Chapter 3, Editing Text).
3. Press the NEXT key.
  - The caret moves to the next set of curly brackets.
4. Type in: macro.
5. Select **Confirm**.
  - If you want TEdit to make substitutions without asking you for confirmation then do not select **Confirm**.
6. Select **All**.
  - The entire TEdit document is selected.
7. Select **Substitute**.
  - You will see the message, Substituting... in the prompt region.
  - When TEdit finds a match for the characters you want replaced, it will ask you: Ok to replace? ['q' quits] Yes
9. Press <RETURN> to do the substitution.
  - If you do not want TEdit to substitute type an "n" and press <RETURN>.

TEdit will continue to offer you substitution choices until the last substitution is made at which time TEdit will print, in the prompt region, the number of substitutions that it made.

If you want to stop the substitution operation altogether, type a q (for quit) and press <RETURN>.

---

#### Hardcopy† server: {} † copies {}

Sends the TEdit file to a printer. The "server" field can contain any valid printer name but if none is specified then the file is sent to your default printer. When you select **Hardcopy** the message, Formatting for print... is printed in the prompt region. When the formatting is complete TEdit will tell you how many pages were formatted and sent to the printer.

The "copies" field specifies how many copies of the file you want printed. If left blank, one copy of the file is printed.

Note: TEdit counts the number of pages it formats starting from the starting page number as specified in the Page Layout menu. Therefore if you have a ten page document that

you send to the printer, when it has finished formatting, TEdit will tell you that it formatted 79 pages.

#### Print One Side Duplex Message /Phone#: {}

When you hardcopy a file TEdit automatically prints on only one side so you do not have to specify **One Side**. If you have a printer capable of printing two-sided copies then you can specify that by selecting **Duplex**.

Any characters you put into the **Message /Phone#** field will be printed on the document's printer cover sheet (if any).

## Using the Basic Commands Pop-up Menu

Many of the commands found in the Expanded menu are duplicated in the Basic Commands menu. In many cases you will find it more convenient to use this pop-up menu rather than TEdit's persistent menus. This section contains instructions for using the Basic Commands menu.

You get the Basic Commands menu by moving the cursor on top of the title bar and pressing the left or middle mouse button. For most of the commands , if you invoke them by mistake, you can abort them by pressing CONTROL-E.

## Saving a Document—Putting a File

Select **Put** to save a file (see figure 11). If you choose **Put** from the Basic Commands menu, TEdit will ask you for a file name, offering the existing name (if any) as the default. When the file name is offered, a carriage return will start the Put process. If you want to rename the file, just start typing the file name—it will replace the existing one. You may use the STOP key or CONTROL-E to abort the operation.

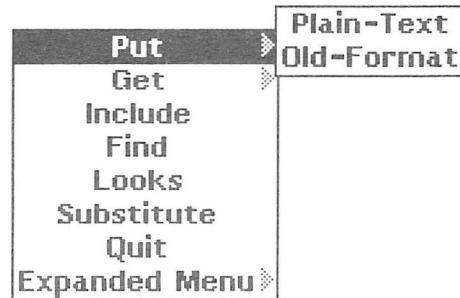


Figure 11. Put command selected in the Basic Commands menu. Also shown are the other options for saving files

The **Put** command has a submenu that offers you the option of saving the file as plain text, regardless of formatting. Using this option removes all of TEdit's formatting from the file, leaving plain text. There is also an **Old-Format** command that allows you to save TEdit files in an "old" format, that is, in the format of a

previous release of TEdit. This format option is provided for backward compatibility.

### **Retrieving a Document—Getting a File**

---

Select **Get** to retrieve a file (see figure 12). The **Get** command lets you read in a new file to edit, *without saving the one you were working on*. When you choose **Get** from the Basic Commands menu, TEdit will ask you for a file name, offering the existing name (if any) as the default. Type the name of the file you want to retrieve and press <RETURN>.

If you are working on an unsaved TEdit file and select **Get**, TEdit will warn you by printing: *Not saved yet; left to Get anyway* in the prompt region. If you want to retrieve a new file into this window without saving the existing one, press the left mouse button; otherwise, press the right button to abort the **Get** operation. Or you may use CONTROL-E or the STOP key to abort the operation.

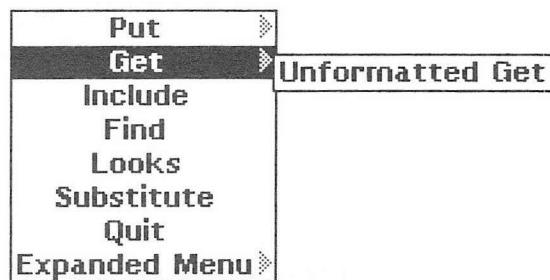


Figure 12. *Get command selected in the Basic Commands menu. Also shown is the other option for loading a TEdit file*

**Get** has a submenu that offers you the option of retrieving the file as though it were plain text—most formatting information appears as black rectangles (■).

### **Combining Documents—Including a File**

---

Select **Include** to combine one TEdit file with another (see figure 13). When you select **Include**, TEdit asks you which file you want to include by printing, *Name of file to load:* in the prompt region. Just as with **Get** and **Put** you enter the name of the file and press <RETURN>. The named file is inserted into the current TEdit file at the point of the caret.

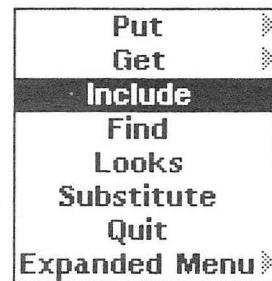
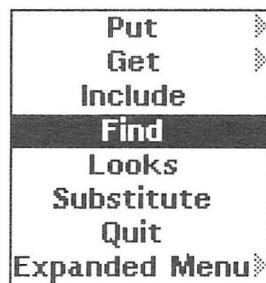


Figure 13. *The Include command selected*

## Finding Text

To initiate a Find operation select **Find** from the menu (see figure 14) or press the FIND key. You can only search a file forwards, from the position of the cursor in the TEdit window.

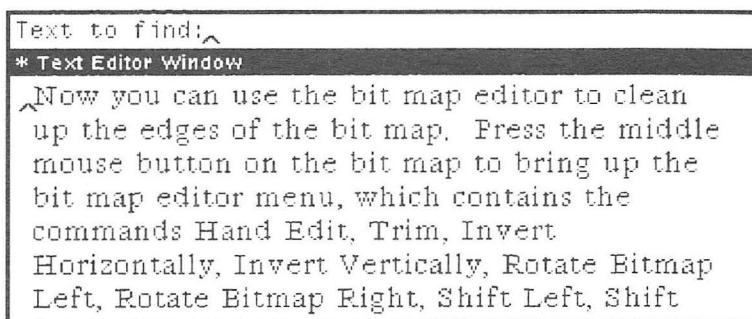


*Figure 14. Selecting the Find command from the Basic Commands menu*

When you release the mouse button, or the FIND key, TEdit prints the message **Text to find:** (see figure 15) in the prompt region and moves the caret there.

The text can be any combination of letters, numbers, and punctuation marks; if you need to include a special character (such as a carriage return) type CONTROL-V, then the special character. You should capitalize the text exactly as it appears in the document, because the search is **case-sensitive**; for example, you cannot find "San Francisco" by typing "san francisco." When you are finished, press <RETURN>. The **Find** command will print the message, **Searching...** and hunt from the caret toward the end of the document for a match. It will select the first match found and print done. If no match is found, it will return the message **not found**.

You can abort the **Find** command by typing CONTROL-E or pressing the STOP key.



*Figure 15. The Find prompt*

## Substituting Text

You can replace one piece of text with another throughout part or all of a TEdit document using the **Substitute** command (see figure 16). Before you initiate the substitute operation, first select the area of text where you want the change made.



Figure 16. Selecting the Substitute command from the Basic Commands menu

When you release the mouse button you will be asked for a *search string* (the text you want to replace) in the prompt region. This can be any combination of letters, numbers, and punctuation marks; if you need to include a special character (such as a carriage return) type CONTROL-V, then the special character. You cannot substitute character looks or bit maps, only text.

After you type the text to be replaced, you will be asked for a *replace string* (the text you want to replace it with). Type this in the prompt region and press <RETURN>. TEdit will ask if you want to confirm each replacement; type Y or N, then <RETURN>. If you say Yes, TEdit will ask OK to replace? before it makes each replacement; type Y or N each time as appropriate and press <RETURN>. To abort the substitution, type Q or CONTROL-E, or press the STOP key. If you decide not to confirm each substitution, TEdit will go ahead and make all the substitutions, then tell you how many were made in the prompt region.

## Closing a File

---

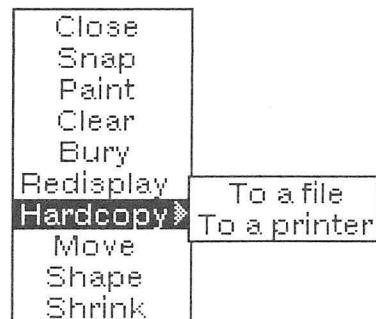
To close a TEdit file select **Quit** (see figure 17). If the TEdit file contains some unsaved changes, you will be asked to confirm the **Quit** command. The message Not saved yet; LEFT to Quit anyway will be printed in the prompt region and the cursor will turn into the confirmation icon (█). Press the left button to close the file and the right button to abort the **Quit** command.



Figure 17. The Basic Commands menu with the Quit command selected

## Printing a Document

You can print a TEdit document using the **Hardcopy** command found in the right-button window menu (figure 18.) Selecting the **Hardcopy** command in the window menu sends a document to your default printer. You can send it to a different printer by selecting **To a Printer** from the submenu. **To a File**, is explained in "Creating a Press or an Interpress File" below).



*Figure 18. Hardcopy command selected from the window menu. Also show are the options available from the submenu*

Selecting **To a Printer** causes another menu to appear containing all the known printer choices and an **Other** option for adding additional printers to the list (see figure 19). The first printer listed is the default printer.

If you select **Other** a separate prompt window will appear. Type the name of the desired printer and press <RETURN> (or just press <RETURN> if you want to abort the operation). Another menu will then appear, asking if you want to make the new printer your default printer. If you select **Yes**, the new printer will become the new default printer; if you select **No**, the printer will just be added to the bottom of the list of printers.



*Figure 19. An example of the "Which Printer" menu*

After you have selected either just the **Hardcopy** command or the **Hardcopy** command with a specific printer choice, TEdit will format the file and send it to the printer, displaying the same status messages as for the Expanded menu **Hardcopy** command.

## Creating a Press or an Interpress File

Formatting a file for printing can be a fairly time-consuming and machine-intensive process, especially if the document is long or contains many graphic images. You may find it worthwhile to avoid repeating this step by creating a printer file for a document that will be printed many times. Such a file is called either a **Press** or an **Interpress** file depending on the type of printer you use.

Note: You cannot edit a printer file; if you want to change the document you must edit it in TEdit, save it, and create a new printer file.

To create a printer file select the **To a File** option of the **Hardcopy** command in the right-button window menu (see figure 18). A separate prompt window will appear, at the position of the cursor, asking you for a file name; type the name and press <RETURN> (or just the return to abort).

Then a menu will appear at the position of the cursor that offers you the choice between creating an Interpress or a Press file; select the appropriate command. TEdit will create a printer file for the document and save it on your default directory if you have not specified a complete file name. If the file name you give has no extension, TEdit defaults it to IP or Press. Alternatively, if you specified a file name with extension IP or Press, then TEdit infers the type of printer file you want and doesn't ask you for the file type.

## Sending a File to a Telecopier

---

You can print a document to a remote telecopier using the **Hardcopy** command in TEdit's Expanded menu or the right-button window menu, providing certain hardware and software has been set up. Specifically, you must have:

1. An NS printer with the telecopier option and a telecopier for the printer to drive.
2. The variable **DEFAULTFAXHOST** set to the name of the printer running the fax print service, e.g., "Universal FAX:OSBU NORTH."
3. The association list **FAXADDRESSES** correctly set. **FAXADDRESSES** is a list of the form:

(

(RemoteFaxName CompletePhone#)

(RemoteFaxName CompletePhone#)

. . .

)

Thus if the name of the remote fax is ABC and the phone number of ABC is 9-415-555-9876 you would set the value of **FAXADDRESSES** to ((ABC 9415559876)). You could then hardcopy to JohnDoe@ABC and the file would be printed to the ABC fax machine whose phone number is 9-415-555-9876.

If you haven't set **FAXADDRESSES** you can still send a file to a remote fax. If you want to send a document using TEdit's Expanded menu, fill in the server blank with the recipient's name, followed by an "@," followed by the full telephone number of the recipient's telecopier (e.g., Server: {Jane Doe@312-555-1212}). Then select **Hardcopy** to send your document to the telecopier.

If you use the right-button window menu's **Hardcopy** command, choose the **To a Printer** option; specify the name of the printer as the recipient's name, followed by an "@," followed by the full telephone number of the recipient's telecopier. For each new recipient, you'll need to go through the **Other** option in the printer menu. Don't forget the initial "9-" if your fax server's telecopier is on a PBX.

Once you've sent something to a person this way, his or her name and telecopier number will appear in the "Which Printer?" menu in the future.

If you don't know whether you can use the telecopier option, see your local network administrator.