

# Writer's Notes -- Conventions

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This file includes notes on conventions for *Xerox LOOPS Users' Modules Manual*, Lyric Beta Release. This manual is packaged in one binder.

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## Directories and Files

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The directory {ERIS}<Doc>Loops>Lyric>Beta>UserMods> contains the files for the manual. This directory has the following subdirectories:

- {ERIS}<Doc>Loops>Lyric>Beta>UserMods>Z-ReleaseInfo> contains this file on writing conventions and a file on production details.

Filenames describe the contents of the file. For example, the filename

{ERIS}<Doc>Loops>Lyric>Beta>UserMods>LoopsMixin.tedit

contains the chapter on LoopsMixin.

Assemble the files in the following order for the manual:

{ERIS}<Doc>Loops>Lyric>Beta>UserMods>A1-TitlePage.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>A2-TOC.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>A3-Preface.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Converter.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>LoopsBackwards.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>LoopsMixin.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules-A1-TitlePage.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules-A2-TOC.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules-A3-LOF.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules1-Intro.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules2-Language.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>Rules3-Use.tedit  
{ERIS}<Doc>Loops>Lyric>Beta>UserMods>RulesA-Convert.tedit

## Conventions

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This manual uses the following conventions:

- Case is significant in Xerox LOOPS and Lisp. All selectors, methods, arguments, etc., must be typed as shown. Typically, this means that method names are capitalized and variables are not.
- Arguments appear in italic type.
- Selectors, methods, functions, objects, classes, and instances appear in bold type.

For example, a method appears as follows:

(\_ self **Selector** Arg1 Arg2)

- Examples appear in the following typeface:

89\_(\_LOGIN)

- Methods with an exclamation mark (!) suffix usually perform operations deeply into class structure instead of only on a given object.
- Methods with a question mark (?) suffix usually are predicates; that is, truth functions.
- Methods often appear in the form **ClassName.SelectorName**.
- Cautions describe possible dangers to hardware or software.
- Notes describe related text.

## Style Sheet Addenda

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Here are some guidelines I used when writing the LOOPS manuals. Items appear in rather random order.

- Avoid contractions.
- Avoid subscripts. Use WORD1 rather than WORD to avoid inconsistent line leading.
- Avoid wording that starts "Note that..." or "Notice that...". Either make it a note with correct format or eliminate the "Note that".
- Use semicolons rather than m-dashes.
- Each item in the template starts with an initial capital letter; e.g., "Describes..."
- The arguments are identical in the call and in the argument description.
- Parentheses appear around expressions and square brackets appear around the name of the functionality.
- The arrow in the expression is the NS character ←, not \_ . These characters appear similarly when printed, but differently on the screen. See the section, "Special Notes and Cautions," for details.
- A period appears after the word None, after argument descriptions, and Returns: item.
- Items are set to or return T (instead of true).
- Menus contain options, not items or selections.
- You drag (not roll) the mouse to the right of a menu option to see its submenu.
- Use "above" and "below" when referring to things in the same section, section numbers and names when referring to things in the same chapter, and chapter numbers and names when referring to things in another chapter.
- Please study the following style sheet carefully before you start to edit. The various appearances of active value and annotated values are especially crazy making.

These things appear in **bold**:

class variables  
functions  
instance variables  
messages  
methods  
variables

**ActiveValue** - specific class/instance  
 active value - general information  
 activeValue - previous implementation of **ActiveValue**

annotatedValue - data type  
**AnnotatedValue** - specific class  
 annotated values - general information

bitmap

data type

file package  
 filecoms

inspector

Lisp Library package  
**localState** - instance variable

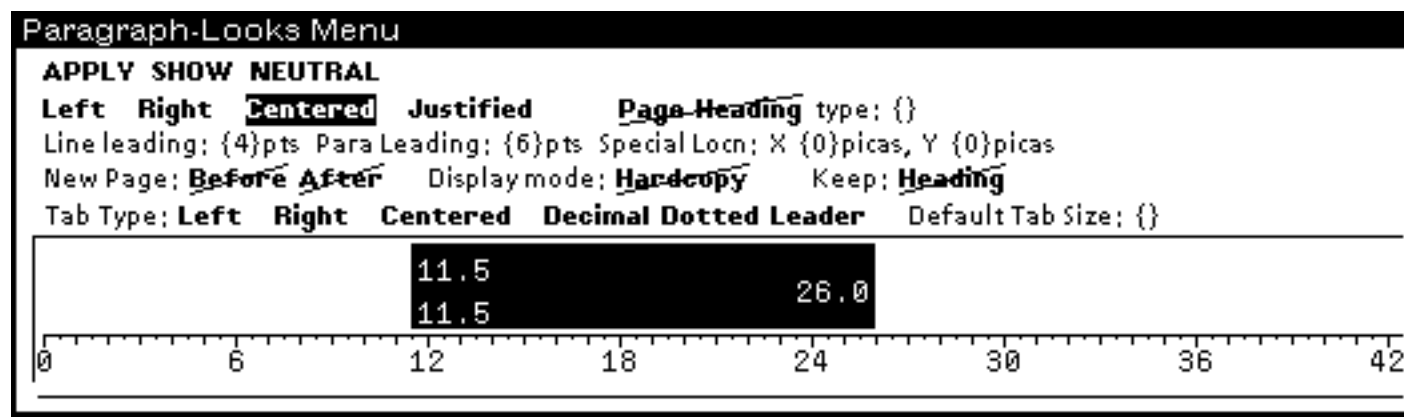
non-NIL

prettyprints

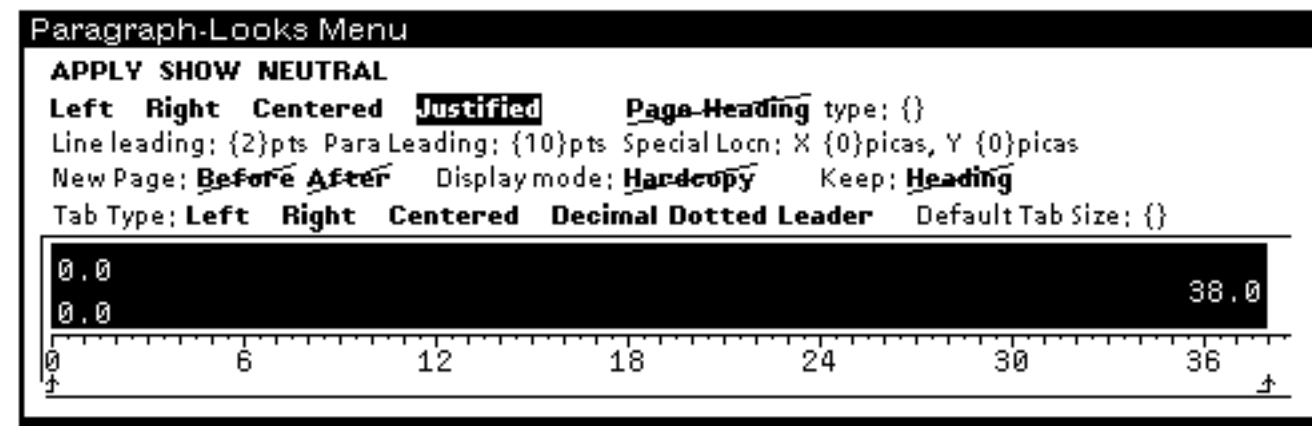
supers list

## Paragraph Formatting

The heading has the following format:



The text the following format:



## Page Layout

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The starting page number varies with the package.

Page Layout Menu	
<b>APPLY SHOW</b>	
For page: <b>First(&amp;Default)</b> <b>Other Left</b> <b>Other Right</b>	
Starting Page #: {11}	Paper Size: <b>Letter</b> <b>Legal</b> <b>A4 Landscape</b>
Page numbers: <b>No</b> <b>Yes</b> X: {26,5} Y: {3,0} Format: <b>123</b> <b>xiv</b> <b>XIV</b>	
Alignment: <b>Left</b> <b>Centered</b> <b>Right</b>	
Text before number: {} Text after number: {}	
Margins: Left {7,0} Right {6,0} Top {8,0} Bottom {8,0}	
Columns: {1} Col Width: {38,0} Space between cols: {0,0}	

Page Layout Menu	
<b>APPLY SHOW</b>	
For page: <b>First(&amp;Default)</b> <b>Other Left</b> <b>Other Right</b>	
Starting Page #: {}	Paper Size: <b>Letter</b> <b>Legal</b> <b>A4 Landscape</b>
Page numbers: <b>No</b> <b>Yes</b> X: {26,5} Y: {3,0} Format: <b>123</b> <b>xiv</b> <b>XIV</b>	
Alignment: <b>Left</b> <b>Centered</b> <b>Right</b>	
Text before number: {} Text after number: {}	
Margins: Left {7,0} Right {6,0} Top {8,0} Bottom {8,0}	
Columns: {1} Col Width: {38,0} Space between cols: {0,0}	

Page Layout Menu	
<b>APPLY SHOW</b>	
For page: <b>First(&amp;Default)</b> <b>Other Left</b> <b>Other Right</b>	
Starting Page #: {}	Paper Size: <b>Letter</b> <b>Legal</b> <b>A4 Landscape</b>
Page numbers: <b>No</b> <b>Yes</b> X: {26,5} Y: {3,0} Format: <b>123</b> <b>xiv</b> <b>XIV</b>	
Alignment: <b>Left</b> <b>Centered</b> <b>Right</b>	
Text before number: {} Text after number: {}	
Margins: Left {7,0} Right {6,0} Top {8,0} Bottom {8,0}	
Columns: {1} Col Width: {38,0} Space between cols: {0,0}	

## Bitmaps, Graphs, and Sketches

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Scale for bitmaps is 0.75.

## Special Notes and Cautions

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Make sure you have changed the underscore to be a left arrow before loading and printing any files. To do this,

- Enter the following commands into your Executive:

```
(GETCHARBITMAP (CHARCODE _) '(MODERN 10 MRR))  
(EDITBM IT)
```

- When the bitmap editor appears, delete the underscore and insert the following left arrow:

```
.....  
.....  
.....  
.....  
.....  
...X.....  
...XX.....  
..XXXXXX..  
...XX.....  
...X.....  
.....  
.....  
.....  
.....
```

- Finally, enter the following commands into your Executive to store the pattern:

```
(PUTCHARBITMAP (CHARCODE _) '(MODERN 10 MRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(MODERN 10 BRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 10 MRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 10 BRR) IT)  
(PUTCHARBITMAP (CHARCODE _) '(TERMINAL 12 BRR) IT)
```