Writer's Notes -- Conventions

This file includes notes on conventions for *Xerox LOOPS Reference Manual*, Koto Release. This manual is packaged with the *Xerox LOOPS Release Notes* and *Xerox LOOPS Library Packages Manual* to form one binder, part number 3103310.

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Directories and Files

The directory {ERIS}<Doc>LoopsKoto>Ref> contains the files for the manual. This directory has the following subdirectories:

- {ERIS}<Doc>LoopsKoto>Ref>X-Index> contains IMPTR files needed to produce the index as well as the index itself.

- {ERIS}<Doc>LoopsKoto>Ref>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>LoopsKoto>Ref>Ch01-Intro.tedit

contains Chapter 1, Introduction.

Some chapters (for example, 5, 10, and 19) have internal tables of contents. Chapter 10, which is the largest chapter and has the most bitmaps, is divided among three files.

Assemble the files in the following order for the manual:

```
{ERIS}<Doc>LoopsKoto>Ref>A1-TitlePage.tedit
{ERIS}<Doc>LoopsKoto>Ref>A2-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>A3-LOF.tedit
{ERIS}<Doc>LoopsKoto>Ref>A4-Preface.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch01-Intro.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch02-Instances.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch03-Classes.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch04-Metaclasses.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch05-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch05-ActiveValue.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch06-Methods.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch07-MsgForms.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch08-IterStmts.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch09-Misc.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10a-Browsers1.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10b-Browsers2.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch10c-Browsers3.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch11-Errors.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch12-Breaking.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch13-Editing.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch14-FilePkg.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch15-Masterscope.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch16-Performance.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch17-Processes.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch18-ReadPrint.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch19-TOC.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch19-UserIOPkgs.tedit
{ERIS}<Doc>LoopsKoto>Ref>Ch20-Windows.tedit
```

{ERIS}<Doc>LoopsKoto>Ref>PndxA-Previous.tedit
{ERIS}<Doc>LoopsKoto>Ref>ZZ-Glossary.tedit
{ERIS}<Doc>LoopsKoto>Ref>X-Index>Index-Final.tedit

About the Index

Creating a properly formatted index takes a certain amount of work (about 2 hours).

- Type in your Executive `(TEDIT (MAKE.IM.INDEX T NIL '(filenames) NIL))`

- Save the resulting file in {ERIS}<Doc>LoopsKoto>Ref>RefIndex-Raw.tedit.

- Now start dithering. The task is the change all the separators in the file. For example, the index program returns pages in the form 1.2; 10.5,38; 18.3-4. The Index format we use is in the form 1-2; 10-5; 10-38; 18-3. Unfortunately, you can't make all the necessary changes in a global substitute, since many of the separators are also in the text and the comma requires that you repeat the chapter number. Here goes:

    -- Fix the commas. Do a Find on a comma (,). Everyhwere a comma occurs in a page number, change it to a semicolon (;) and repeat the chapter number and a dot before the page number. For example, 10.5,38 becomes 10-5; 10-38.

    -- Fix the dashes. Do a Find on a dash (-). Everyhwere a dash occurs in a page number, delete it and the following page number.

    -- Fix the period. Except for he form #., you can use a global substitute from a period to a dash (. to -). This takes about 20-30 minutes, as there about 700 substitutions.

    I really recommend saving the file at this point.

- Hardcopy the index. Make whatever page breaks and other changes you feel are necessary. Make a final hardcopy and save the file.

Conventions

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.

This manual describes the Xerox LOOPS items (functions, methods, etc.) by using the following template:

Purpose:	Gives a short statement of what the item does.
Behavior:	Provides the details of how the item operates.
Arguments:	Describes each argument in the following format:
	argument Description
Returns:	States what the item returns, and does not appear if the item does not return a value. The phrase "Used as a side effect only." means that the purpose of the item is to perform a computation or action that is independent of any returned value, not to return a particular value.
Categories:	A way to group related methods. For example, all the methods releated to Masterscope on the class **FileBrowser** have the category Masterscope, not **FileBrowser**. This item appears only for methods.
Specializes:	The next higher class in the class hierarchy that contains a method with the same selector. For example, **RectangularWindow.Open** can specialize **Window.Open**. This appears only for methods.
Specializations:	The next lower class in the class hierarchy that contains a method with the same selector. For example, **Window.Open** is a specialization of **RectangularWindow.Open**. This appears only for methods.
Example:	An example is often included to show how to use the item and what result it produces. Some examples may appear differently on your system, depending on the settings of various print flags. See Chapter 18, Reading and Printing, for details.

Style Sheet Addenda

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 $WORD_1$ 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.

- Parenthesies 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 referrering to things in the same section, section numbers and names when referrering to things in the same chapter, and chapter numbers and names when referrering 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
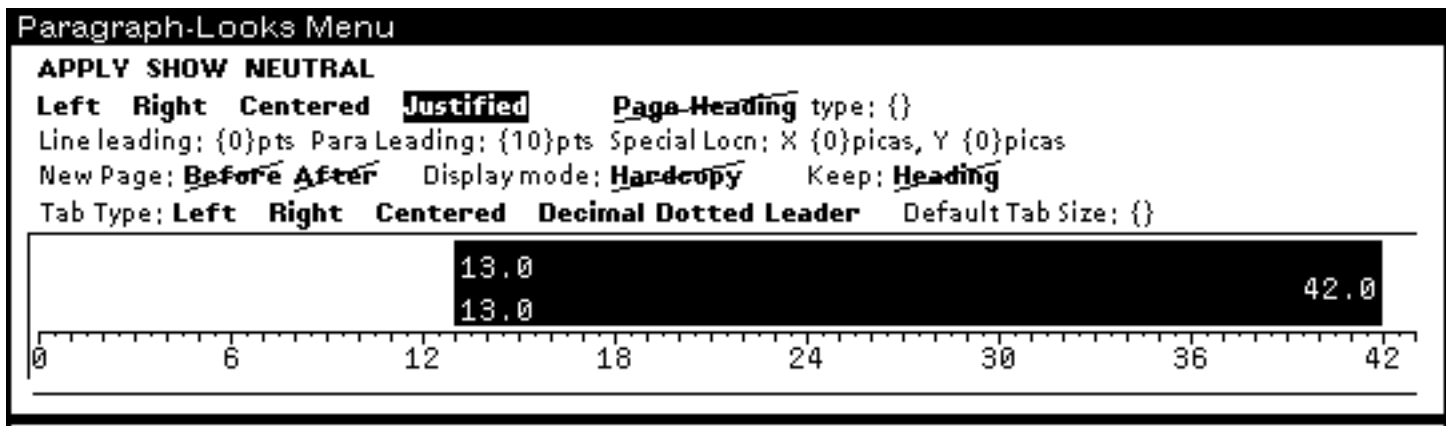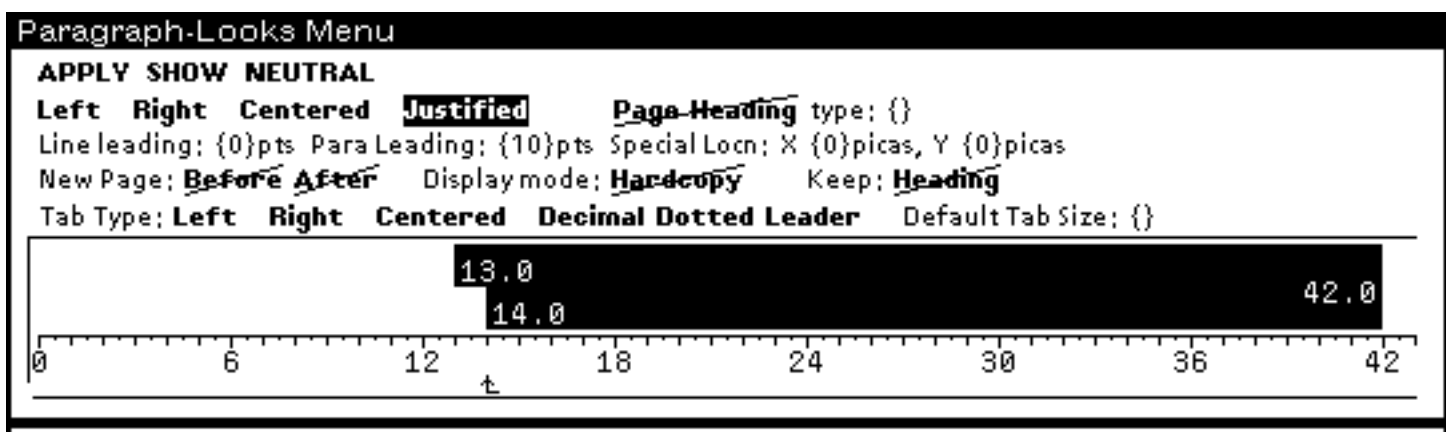   **localState** - instance variable

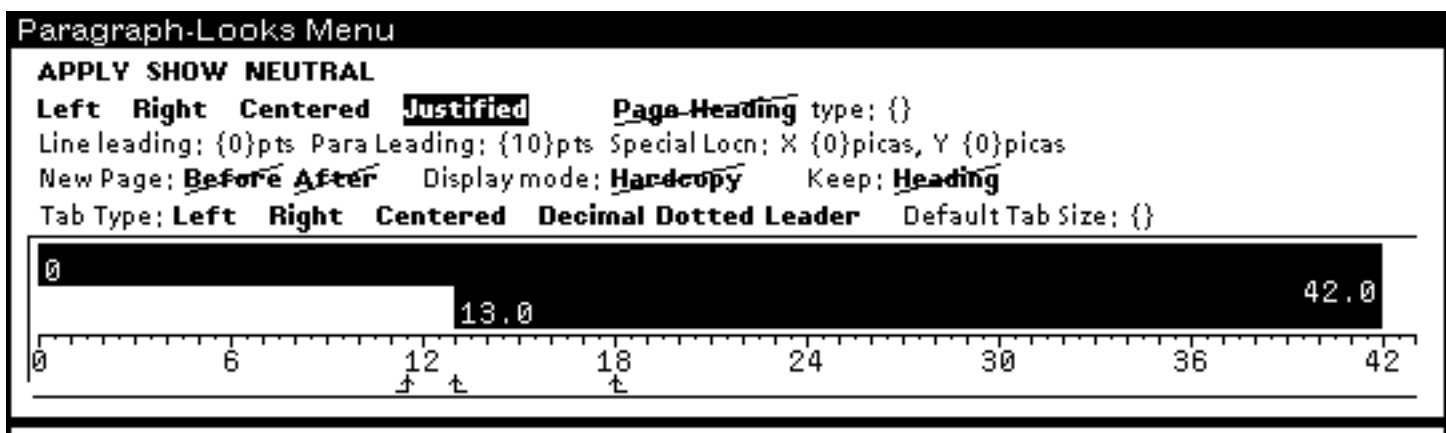   non-NIL

     prettyprints

     supers list

Paragraph Formatting

The text has the following format:

```
Paragraph-Looks Menu
 APPLY  SHOW  NEUTRAL                                                    5
 Left   Right   Centered   Justified      Page-Heading type: {}
 Line leading: {0}pts  Para Leading: {10}pts  Special Locn: X {0}picas, Y {0}picas
 New Page: Before After    Display mode: Hardcopy    Keep: Heading
 Tab Type: Left   Right   Centered   Decimal Dotted Leader    Default Tab Size: {}
```
```
                         13.0
                                                              42.0
                         13.0
  |0        6        12        18        24        30        36        42
```

Bulleted lists have the following format:

```
Paragraph-Looks Menu
 APPLY  SHOW  NEUTRAL
 Left   Right   Centered   Justified      Page-Heading type: {}
 Line leading: {0}pts  Para Leading: {10}pts  Special Locn: X {0}picas, Y {0}picas
 New Page: Before After    Display mode: Hardcopy    Keep: Heading
 Tab Type: Left   Right   Centered   Decimal Dotted Leader    Default Tab Size: {}
```
```
                         13.0
                                                              42.0
                           14.0
  |0        6        12        18        24        30        36        42
                         ⌐
```

The template has the following format:

```
Paragraph-Looks Menu
 APPLY  SHOW  NEUTRAL
 Left   Right   Centered   Justified      Page-Heading type: {}
 Line leading: {0}pts  Para Leading: {10}pts  Special Locn: X {0}picas, Y {0}picas
 New Page: Before After    Display mode: Hardcopy    Keep: Heading
 Tab Type: Left   Right   Centered   Decimal Dotted Leader    Default Tab Size: {}
```
```
  0
                                                              42.0
                         13.0
  |0        6        12        18        24        30        36        42
                       ⌐ ⌐    ⌐
```

The Arguments section of the template has the second line start at 18 instead of 13.

```
Paragraph-Looks Menu
  APPLY  SHOW  NEUTRAL
  Left   Right   Centered   Justified        Page-Heading type: {}
  Line leading: {0}pts  Para Leading: {10}pts  Special Locn: X {0}picas, Y {0}picas
  New Page: Before After     Display mode: Hardcopy      Keep: Heading
  Tab Type: Left   Right   Centered   Decimal Dotted Leader    Default Tab Size: {}

  0                                                                       42.0
                              18.0
  0          6          12          18          24          30          36          42
```

Page Layout

Page numbering, especially "text before", varies with the chapter.

```
Page Layout Menu
  APPLY  SHOW
  For page: First(&Default)   Other Left   Other Right
    Starting Page #: {} Paper Size: Letter   Legal   A4 Landscape

  Page numbers:  No  Yes X: {4,5} Y: {1,25}  Format: 123   xiv   XIV
                  Alignment: Left   Centered   Right
                  Text before number: {16-}  Text after number: {}
  Margins: Left {4,5} Right {4,5}  Top {4,5}  Bottom {4,5}
  Columns: {1} Col Width: {42,0}     Space between cols: {0,0}
```

```
Page Layout Menu
  APPLY  SHOW
  For page: First(&Default)   Other Left   Other Right
    Starting Page #: {} Paper Size: Letter   Legal   A4 Landscape

  Page numbers:  No  Yes X: {46,5} Y: {1,25}  Format: 123   xiv   XIV
                  Alignment: Left   Centered   Right
                  Text before number: {16-}  Text after number: {}
  Margins: Left {4,5} Right {4,5}  Top {4,5}  Bottom {4,5}
  Columns: {1} Col Width: {42,0}     Space between cols: {0,0}
```

Bitmaps, Graphs, and Sketches

Scale for bitmaps is 0.8.

Special Notes and Cautions

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

- Enter the following commands into your Executive:

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

- When the bitmap editor apears, 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)
```