

AA-K663B-TA

Reference Manual

DIGITAL EQUIPMENT CORPORATION

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DECmate

Contents

	Page
Preface	<i>xiii</i>
Audience	
Related Documents	
Conventions	
1 Introduction	1
System Overview	1
Optional Features	2
Synopsis	3
2 Fundamentals	5
Startup	5
Turning the System On	6
Inserting the System Diskette	6
Installing the Software	7
Shutdown: Turning the System Off	8
Main Keyboard	8
Minikitboard	10
Gold Key Uses	11
Cursor Movement	15
Cursor Direction	16

3 Menus and Options 19

Menus 19
Main Menu 20
Delete a Document 23
Copy the Index 23
Editor Menu 24
Print Menu and Stop Printer Menu 25
Diskette Maintenance Menu 25
Activate Optional Features 26
Copy a Diskette (Backup) 27
Copy Documents 28
Prepare a Diskette (Initialization) 31
Check Diskette for Errors (Verification) 33
Format a Diskette 34
Date/Time Menu 35
Omit Date and Time 36
Reset Date and Time 37
Date and Time Stamp 37

4 Creating and Editing Documents 39

Documents 39
Characters 39
Document Names 41
Creating Documents by Number 42
Specifying Drives 42
Using Document Names 43
Create a Document 44
Initial Display 44
Word-Wrap and Hard Returns 45
Edit a Document 46
Adding Text 46
Cursor Movement and Direction Mode 47
Overfilling Diskettes 49
Correcting Errors 49
Removing Text 50

Editor Menu	51
File a Document	53
Diskette Index	53
Document Statistics	54
Select a Document	54
Index Document	55
Document Numbers	56
Changing Document Names	56
5 Rulers	57
Display a Ruler	57
Change a Ruler	58
Embed a Ruler	59
Remove Extra Rulers	60
Left Margin	61
Line Spacing (L, N, D, F)	61
Right Margin (R, J)	62
Hyphenation Zone (H)	62
Tabs	63
Left-Justified Tab (T)	63
Right-Justified Tab (>)	63
Decimal-Aligned Tab (.)	64
Indents	64
Paragraph Indent (P)	64
Word-Wrap Indent (W)	64
Centering Point (C)	65
Wide Rulers	65
Create a Wide Ruler	66
Horizontal Shift	67
Return to Normal Width	68
Stored Rulers	69
6 Highlighting	73
Capitalize Text	73
Reverse the Process	74

Bold Text	75
Reverse the Process	76
Underline Text.	76
Reverse the Process	78
Center Text.	78
Cancel Centering.	79
7 Moving Text	81
Select	81
Cut	82
Cut to Copy	83
Cut to Delete.	83
Paste	83
Copy Text and Rulers	84
Paste to Another Document	85
Replace	85
Get Document	86
Get Part of a Document	87
Copy Document Between Diskettes	87
8 Hyphenation	91
Types of Hyphens	91
Nonbreaking Hyphen	92
Breaking Hyphen	92
Invisible Hyphen.	92
Push and Pull Hyphens.	93
Hyphenation Zone	94
9 Pagination	95
Manual Pagination	96
Repagination.	97
Stop Pagination	97

Simple Automatic Pagination	97
Auto-Pagination	98
Repagination	99
Stop Pagination	99
Text Size	99
Change Pagination	100
Go-to-Page	102
10 Control Commands	103
Create Control Commands	103
Keywords	104
Restrictions	105
Headers and Footers	106
Position of Headers and Footers	107
Rulers and Spacing	107
Print the Date and Page Number	108
Reset the Page Count	109
Restrictions	111
Multicolumn Printing	111
Simple Multicolumn Printing	115
Multicolumn Tables	120
Rulers in Multicolumn Printing	123
Pagination in Multicolumn Printing	123
Spacing in Multicolumn Printing	125
11 Printing a Document	129
Print a Document	129
Priority	130
Print Menu	130
First Page	130
Second Page	131
Third Page	131
Summary of Print Menu Settings	132

One-Time Settings (FR, TO, CP)	134
Restrictions	135
Print Procedures Settings	135
Automatic Pagination (AP).	136
Initial Page Number (IP).	136
Document Destination (DD)	137
Print Extra Dark (DA)	137
Shadow Printing (SP)	138
Set the Printer to Stop (SE)	138
Use Two Printwheels (TW)	139
Replacement Characters (R1 and R2).	140
Page Layout Settings	141
Vertical Layout (BM, TM, PS)	142
Pitch (PI).	143
Adding Horizontal Space (PM, CM)	144
Adding Vertical Space (EX)	145
Saving Print Settings (SS, RS)	146
Store Settings	146
Retrieve Settings.	147
Print the Diskette Index	147
Shared Printer Switch	147
Use Two Printers.	147
Share a Printer	148
Print Documents from a Stored List	150
Store a Print List	150
Retrieve a Stored Print List	151
Restrictions	152
12 Stopping the Printer	153
Stop Printer Menu.	154
Resume Printing.	154
Advance the Paper	155
Status Messages	156

13	Subscripts, Superscripts, and Composite Characters	161
	Subscripts and Superscripts	161
	Restrictions	163
	Composite Characters	163
	Separate a Composite Character	164
	Restrictions	164
14	Searches	165
	Search	165
	Continue Search	166
	Halt or Cancel a Search	167
	Search and Replace	167
	Global Search and Replace	169
	Restrictions	170
	Shortcuts	171
	Go-to-Page	172
	Restrictions on Go-to-Page	174
15	Abbreviation and Library Documents	177
	Types of Stored Text	177
	Define Stored Text Documents	178
	Format of Stored Text	179
	Using Stored Text	180
16	User-Defined Keys	183
	Create a UDK	183
	Define a UDK	184
	Erase Keystrokes	185
	Nesting UDKs	185

Use a UDK	186
Change a UDK	187
Cancel a UDK Operation	187
How Keystrokes Are Displayed	188

17 Viewing Text 191

View Mode	191
View Mode Symbols	192
Hyphens in View Mode	194

Glossary

Index

Figures

1 Examples of Tabs	64
2 Normal Display Method	66
3 Horizontal Shift: Text Compressed	67
4 Horizontal Shift: Text Shifts Between Regions	68
5 Gold GET DOCMT Between Diskettes	89
6 Simple and Tabular Multicolumn Printing	112
7 MULTI Command in Middle of Page	114
8 Separating Multiple Columns	119
9 Spacing Between Columns	126
10 Spacing Between Rows	127
11 Blank Columns	127
12 Shared Printer Switch Operations	149
13 Shared Printer Switch	149
14 Document Modified Display	151
15 Go-to-Page Error Display	174

Tables

1	Main Keyboard Keys with Special Uses	9
2	Minikeyboard Keys	10
3	Main Keyboard Gold Key Commands.	12
4	Minikeyboard Gold Key Commands	15
5	Distance Keys	17
6	Main Menu Options.	21
7	Editor Menu Options	24
8	Diskette Maintenance Menu Options	26
9	Copy Document Menu Options.	29
10	Visible and Invisible Characters	41
11	Ruler Setting Characters	71
12	Cutting and Pasting Rulers	85
13	Stop Printer Menu Options	155
14	Keystrokes in a UDK	188
15	View Mode Symbols.	193
16	View Mode Hyphen Display	194

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DECmate

Preface

PRODUCT NAME: WPS-8/DECmate
VERSION: 2.0

This *Reference Manual* explains all the features of basic word processing on the DECmate word processor. This manual is written for the experienced DECmate operator, for operators of other word processors who want to learn DECmate, and for computer professionals who want to learn to use word processing on a DECmate system.

Audience This manual is a reference tool for the experienced word processing operator. If you are new to word processing, read the *DECmate Startup Guide* (AA-L924A-TA) and complete *Word Processing: the Basics Self-Paced Operator Training Course* before using this manual.

If the Self-Paced course is not available, or if you have used another word processing system, you can use this *Reference Manual* to learn the DECmate system. This manual is arranged in general from simple to more advanced tasks. Read Chapter 1, Introduction, and Chapter 2, Fundamentals. The synopsis in Chapter 1 can help you decide what other chapters you should read.

Related Documents **Getting Started**

- *DECmate Owner's Guide* (AA-K330C-TA)
- *Startup Guide* (AA-L924A-TA)
- *Notes on Version 2.0* (AA-K450B-TA)
- *DECmate System Overview*
Self-Paced Operator Training Course (EY-0026E-ES)

Word Processing Basics

- *DECmate Word Processing: the Basics*
Self-Paced Operator Training Course (EY-0024E-ES)
- *Reference Manual* (AA-K663B-TA)
- *Quick Lookup Guide* (AA-L511A-TA)

Optional Features

- *Using Communications* (AA-K666B-TA)
- *Using List Processing* (AA-K664B-TA)
- *Using Math* (AA-L628A-TA)
- *Using Sort* (AA-K665B-TA)
- *DECmate Word Processing: Advanced Self-Paced Operator Training Course* (EY-0025E-ES)

Help with DECmate

- *What to Do Before You Call for Help* (AA-K331A-TA)
- *DECmate Owner's Guide* (AA-K330C-TA)

Conventions	Dot Matrix	Indicates text, system messages, and menus displayed on the screen.
	Gold XXX	Indicates that you press the Gold key and the function key for the function you want DECmate to perform. For example: Gold MENU.
	<field name>	Indicates that this word is a field name in a List Processing, Math, or Sort document.
	Type	Indicates the characters that you put in a document from the keyboard. For example: to type <i>return</i> you make six keystrokes, one for each letter.
	Press	Indicates that you make one keystroke with an editing or command key. For example: press RETURN to put a hard return in your document.
	Print	Indicates what the printer does to the document. That is, the screen <i>displays</i> the text; the printer <i>prints</i> the text.

DECmate

chapter 1

Introduction

The DECmate word processing system helps you prepare text and documents. Text you type from a keyboard appears on the terminal screen. Once the text is typed, you can file it (save it) as a document on a diskette to use later. At any time, you can call the text back to the screen and edit (change) the document. You can print the document at any time, making as many copies as you need.

Displays, called *menus*, help you to decide which tasks you want to perform.

DECmate has many features that help you produce documents to present your ideas. For example, you can highlight certain text with underlining or bolding (making DECmate print it extra dark). You can left-justify (align text at the left margin), right-justify, or center printed text between the margins.

DECmate automatically wraps lines of text to fit within the margins, freeing you from looking at the screen. If you should later change the margins, DECmate refits the text to conform to the new margins.

This *Reference Manual* explains the various features and how to perform tasks on DECmate.

System Overview

The DECmate word processing system contains a terminal, a computer, storage media, storage units, and one or more printers.

The *terminal* has a keyboard and a display screen. The keyboard is used to give commands and to type text into a document. The screen shows the contents of a document being typed or edited, or menus of choices, or other messages that help you use your word processor. Chapter 2 gives the general rules for using the keyboard and Chapter 3 explains the menu options.

The *computer*, located inside the terminal, controls the word processing system: the terminal, storage media, storage units, and the printers.

The *storage media* are diskettes. Diskettes (or "floppy" disks) have a magnetic surface that stores information. You received a *system diskette* with your DECmate system. This diskette contains the word processing *software*. Software makes the DECmate word processor work as described in this manual. You create documents and store them on document diskettes. Chapter 4 discusses document diskettes and how to create, store, and retrieve documents.

The diskette drives are the *storage units* that read and write information on the diskettes. Your DECmate word processor can have two or four diskette drives. One drive holds the system diskette. The other drive or drives hold document diskettes.

Diskettes can be either single or double density. Double density diskettes can hold about 50% more information than single density diskettes. Both density diskettes use the same procedures for most tasks. When procedures differ, they are explained in this manual and in messages on the screen.

Printers are divided into two types: draft printers and letter quality printers. Draft printers produce a rough draft of a document at high speed. Letter quality printers are slower than draft printers, but they produce high quality print for final copies of a document.

Optional Features

Several optional features can be added to the DECmate basic word processing software. These features are:

- Communications
- List Processing
- Math
- Sort

The *Communications* feature allows your DECmate to exchange information with another DECmate unit or computer. In addition to activating the Communications feature, you must also have the communications equipment installed on your unit.

List Processing allows your DECmate to produce many copies of a form document with certain information changing from one copy to the next. You might use List Processing to produce personalized form letters.

Math lets your DECmate do math calculations in a document you are editing or in a list document. During editing, DECmate performs the math calculation on each line after you enter the numbers. You can change the data, and DECmate recalculates the answers on each line. Math is performed in list processing once the records are selected.

Sort allows DECmate to rearrange a list document according to one or more of the fields in each record. You might use Sort to produce a specialized mailing list. Sort and List Processing are often used together.

These features must be activated on your system diskette before you can use them. To activate an optional feature, you need the appropriate feature diskette. Then you must select the Activate option from the Diskette Maintenance Menu (see Chapter 3). Activating the feature takes only a few seconds.

More specific information on the optional features and how to activate them is found in:

<i>Using Communications</i>	AA-K666B-TA
<i>Using List Processing</i>	AA-K664B-TA
<i>Using Sort</i>	AA-K665B-TA
<i>Using Math</i>	AA-L628A-TA

Synopsis The following brief synopsis may help you locate specific topics. Refer to the chapter indicated.

Chapter

- 1
 - general description of the DECmate system
 - optional features
- 2
 - start up and shut down the system
 - the keys on the main keyboard and the minikeyboard
 - gold key features
 - the cursor and how to move it
- 3
 - explains the menus and their options
- 4
 - documents and document names
 - create and edit a document, correct errors and remove text, and move the cursor
 - the Editor Menu
 - filing a document
 - the diskette index, the index document and how you use them
- 5
 - rulers and their effect on text positioning
 - how to display and change a ruler
 - the symbols that indicate left and right margins, tab positions, indentation points, and centering points
 - wide rulers
 - how to store a ruler and recall it
- 6
 - how to highlight text by bolding, underlining, capitalizing, or any combination of these
 - how to center text between the margins, or around a centering point
- 7
 - how to select text to perform special operations – move, exchange, copy, and replace the selected text
 - how to cut and paste text, and use text from the paste area
 - how to copy one document into another document, or to another diskette

- 8 ● describes the three kinds of hyphens: breaking, nonbreaking, and invisible
 - the push-and-pull hyphen feature
 - the hyphenation zone
- 9 ● pagination (manual, automatic, auto-pagination)
 - page-end marks
 - text size
- 10 ● the control commands, which determine headers and footers, reset the page count, include comments, do math or multi-column printing
 - types of multicolumn printing
- 11 ● how to print a document
 - Print Menu settings and how to change them
 - the shared printer switch
 - how to store and retrieve a stored print list
- 12 ● the Stop Printer Menu
 - printer status messages
- 13 ● how to create superscripts and subscripts
 - composite characters, such as ±
- 14 ● the search function, which finds a specified word or phrase
 - search-and-replace
 - global search-and-replace
 - go-to-page, which searches for a specific page number
- 15 ● the abbreviation and library documents
- 16 ● user-defined keys (UDKs) and how to use them
- 17 ● view mode (seeing characters that are normally invisible)

Glossary

Gives definitions of terms used in this manual.

Index

Helps you locate information in the text.

DECmate

chapter 2

Fundamentals

This chapter discusses:

- Startup and shutdown of the system
- Keys on the main keyboard and minikeyboard
- Gold key features
- The cursor and how to move it

If you are new to DECmate but familiar with word processors, read this chapter carefully. It gives enough information to make you familiar with your DECmate. From that point, you should be able to "feel your way" guided by DECmate's Main Menu. For more information on menus, read Chapter 3 after you have read this chapter on DECmate fundamentals.

Startup The DECmate system startup procedure consists of:

- 1 Turning on the *hardware* – the terminal, drives, and any printers you have
- 2 Inserting the system diskette
- 3 Pressing the 2 (START) key – to get the Date/Time Menu

This section assumes that your system is correctly set up and plugged in to a power outlet. For more information on installing your system, consult the *DECmate Owner's Guide* (AA-K330C-TA).

The *DECmate, Word Processing, Startup Guide* (AA-L924A-TA) explains how to start up and shut down your system. In addition, that manual includes illustrations of screen displays during startup.

Turning the System On

To turn on your system:

- 1 On the back of your terminal, there is a switch marked 1/0. On is 1 and off is 0. Make sure this switch is set to 1. This switch may always be set on (1).
- 2 The power switch is at the upper right-hand corner of the drives (or the pedestal table, if you have one). Press the switch to on (1).

Note *Do not turn the power on or off while there are diskettes in the drives. Check the drives for any extra diskettes before turning the power on.*

Two switches start up your word processor: the terminal ON/OFF switch and the power switch. Depending on the type of DECmate system you have, these switches are in different places. If you have a minidesk, you may use only one switch to turn on your system.

If you need help locating the proper switches, refer to the *DECmate Owner's Guide* (AA-K330C-TA).

You hear some clicks from inside the diskette drive if the unit goes on. If the unit does not go on, refer to *What to Do Before You Call for Help* (AA-K331A-TA). The ON LINE light (the leftmost on the row of lights) should be lit and all other lights off.

As the screen brightens, you see a blinking rectangle and the word SET-UP. The blinking rectangle is called a *cursor*. It acts as a marker to show where you are typing.

If the word SET-UP does not appear, hold down the CTRL key and press the SET-UP key at the same time. The cursor and the word SET-UP should appear. If they do not, refer to *What to Do Before You Call for Help* (AA-K331A-TA).

For information on turning on the printer, refer to the user manual for your printer.

Inserting the System Diskette

To correctly insert your diskette:

- 1 Open the diskette drive door by squeezing the handle. The drive door springs up. Remove any diskette left in the drive and return it to its protective envelope. Be careful to handle the diskette only near the label.
- 2 Remove your system diskette from its envelope. NEVER remove the black paper jacket that encloses the diskette. Hold it by the label and insert it into drive 0. Make sure the label is face up, with the notched side pointing toward the drive. Push down on the drive handle until it snaps shut. Leave the drive 1 door open.

Note Turn the power on BEFORE you insert the diskettes. Also, do not turn on or shut off the power while there are diskettes in the drives.

The system diskette labeled BIN BASE RX2 always goes into drive 0. This diskette contains the software that lets your DECmate respond to your commands.

Installing the Software

To install the DECmate word processing software:

- 1 Be sure a DECmate system diskette is in drive 0 and the word SET-UP appears on the screen.
- 2 Press the number key labeled 2 that says START above it.

To begin the software installation, your system diskette should be in drive 0 and the drive door closed. You can also insert your document diskette in drive 1 at this time. The word SET-UP and the cursor should be flashing on the screen. Press the number key labeled 2 that says START above it.

The characters ABC appear on your screen. The display automatically changes to the Date/Time Menu, with the cursor positioned in the bottom left corner of the screen. *Software installation is now complete.*

Type the correct date and time, as the screen instructs, and press RETURN. Or just press RETURN to bypass the Date/Time Menu. More information on the Date/Time Menu is given in Chapter 3.

The first page of the Main Menu now appears on your screen. Notice that the date and time appear in the upper right-hand corner of your screen. The Main Menu lists choices of things you can tell your word processor to do. DECmate is designed so that you can always come back to this list of options. The Main Menu is explained in more detail in Chapter 3.

If you have never started up the system before, you should probably run the Installation Checkout Procedures (ICPs). See your *Startup Guide* for more information.

You can now insert your document diskette in drive 1, if you have not already.

Note Be sure to use an initialized diskette in drive 1. If the diskette is not initialized, you may be unable to use your DECmate system. For information on initializing diskettes, see Chapter 3, *Prepare a Diskette (Initialization)*.

Shutdown: Turning the System Off

- **To stop working for a short time, type F from the Main Menu and press RETURN.**
- **To stop working for the day, type F from the Main Menu and press RETURN. Remove the diskettes, and press the power switch to off (0). Turn off the printer, if necessary.**

It is not necessary to shut the power off unless you will be gone for several hours or are finished for the day.

The F option on the first page of the Main Menu is the Finished option. By typing F and pressing RETURN, you get a "Finished" message. The power remains on. To return to the Main Menu while the "Finished" message is displayed, be sure the system diskette is in drive 0 and the door is shut. Then press RETURN.

If you are finished using your unit for the day, type F from the Main Menu and press RETURN. Remove the diskettes from the diskette drives and replace them in their protective envelopes. Now, press the power switch to Off. The switch is located on the upper right-hand corner of the drives. Your system shuts down.

The advantage to using the F option is that it clears the paste area before displaying the "Finished" message. If you have been editing confidential material, any text in the paste area is erased. So no one can read confidential material by pressing the PASTE key. For more information on the paste area, see Chapter 7.

Note *Do not turn the power off or on while there are diskettes in the drives. Always return your diskettes to their protective envelopes and place them in their box at the end of the day.*

Main Keyboard

DECmate's terminal has a keyboard with two parts: the *main keyboard* on the left and the *minikeyboard* on the right.

The main keyboard is similar to a typewriter keyboard. Pressing a letter, numeral, or symbol key produces that character.

You usually see the character on the screen as you press the key. If the system is doing another task, such as calling a document to the screen, it does not display the characters you type until it finishes that task. You can continue typing even though you cannot see the characters yet.

The alphabetic keys have a single letter on their tops. (The gold lettering on the front of these keys is discussed later in this chapter.) These letter keys produce uppercase and lowercase letters. The numeral and symbol keys also produce two characters, such as 2 and @; both are shown on the top of the key. To make the lower of the two symbols or the lowercase letter, simply press the key. To make the upper symbol or uppercase (capital) letter, press the key while holding down the SHIFT key.

When you press a key, it normally takes effect once, on the downward stroke of the key. The terminal produces a clicking sound. You can produce visible characters repeatedly by simply holding down the key you want to repeat. DECmate acts as though you pressed that key a number of times.

Some keys on the main keyboard have special uses, which are described in Table 1.

Table 1 Main Keyboard Keys with Special Uses

Key	Function
Arrow keys	Not used in word processing. Using them can put extra characters into your document. Instructions on using the arrow keys can be found in the <i>DECmate Owner's Guide</i> (AA-K330C-TA).
BREAK	Used to terminate communications. Has no effect when you are not using the communications feature. For more information, see <i>Using Communications</i> (AA-K666B-TA).
CAPS LOCK	Latches down and makes the keyboard act as though the SHIFT key were down. <i>Unlike a SHIFT LOCK key, however, CAPS LOCK affects only the 26 alphabetic keys.</i> Press it again to release it. See Chapter 6 for information on capitalizing text.
CTRL	Used with the SET-UP key and in communications. If you accidentally press this key, it may affect other keys. To resume normal operations, hold down CTRL and press Q.
ESC	Not used in word processing. If you accidentally press this key, it may affect other keys. To resume normal operations, press the space bar once. Then delete the space using the RUB CHAR OUT key.
HYPH PUSH	Used to hyphenate words at the end of a line. See Chapter 8, Push and Pull Hyphens, for more information.
NO SCROLL	Not used in word processing. Any keystrokes made after pressing NO SCROLL do not appear on the screen. If you press it accidentally, press it again to return the screen to normal. Any keys you pressed while the screen was frozen now appear.
RETURN	<i>When you are editing a document, pressing RETURN does two things: (1) inserts a hard return in your document, and (2) moves the cursor to the start of the next line. Any text beyond the cursor is moved to the next line. Do not try to use RETURN to move the cursor, as this changes the spacing of your text. When DECmate is displaying a menu, pressing RETURN ends the command or option you have just typed.</i>
RUB CHAR OUT	Erases the character before (to the left of) the cursor.
RUB WORD OUT	Erases the word, and any punctuation or spaces following it, that are before (to the left of) the cursor.
SET-UP	Used to change the characteristics of the terminal. Instructions on using the SET-UP key are found in the <i>DECmate Owner's Guide</i> (AA-K330C-TA).

(continued on next page)

Table 1 Main Keyboard Keys with Special Uses (Cont.)

Key	Function
SHIFT	Holding down the SHIFT key while you press another key produces the uppercase of a character key or the upper character of a numeral or symbol key. Other uses of the SHIFT key are discussed where appropriate in this manual.
Space bar	Pressing the space bar inserts a character space into your document and advances the cursor. Any text beyond the cursor is moved to the right. Do not use the space bar to move the cursor, as this changes the spacing of the text.
SWAP	Exchanges the character at the cursor with the character immediately following and moves the cursor forward with the character being swapped. Chapter 4 discusses using the SWAP key to correct errors.
TAB	Pressing the TAB key inserts an invisible tab marker into your document and moves the cursor to the next tab position. Any text beyond the cursor is moved so that it is still beyond the cursor. Do not try to use the TAB key to move the cursor, as this changes the spacing of the text. Chapter 5 explains how to set tab positions.

Minikyboard

The minikyboard, to the right of the main keyboard, contains command keys. Most of these keys are for editing commands.

Ignore the writing on the front of the minikyboard keys. These labels apply to software other than word processing.

Neither the SHIFT nor CAPS LOCK keys on the main keyboard affect the minikyboard keys.

Keys on the minikyboard are briefly explained in Table 2.

Table 2 Minikyboard Keys

Key	Function
<> (angle brackets)	Used with the ADVANCE or BACK UP keys to position cursor after the next or previous right angle bracket (>).
ADVANCE	Used with the distance keys (described in Table 5) to advance the cursor through a document. Other uses are described in this manual as appropriate.
BACK UP	Used with the distance keys (described in Table 5) to move the cursor in reverse through a document. Other uses are described in this manual as appropriate.
BOLD	Makes text bolded. See Chapter 6, Bold Text.
CUT	Cuts text out of a document and puts it into the paste area. See Chapter 7, Cut.
DEL CHAR	Deletes the character at the cursor.
DEL WORD	Deletes the character at the cursor and all the following characters, punctuation, and spaces up to the next word.

(continued on next page)

Table 2 Minikeyboard Keys (Cont.)

Key	Function
Gold key	Activates the feature indicated by the gold lettering on the front of the main keyboard keys. See Table 3. Also used with the keys on the minikeyboard to perform special functions. See Table 4.
LINE	Used with ADVANCE to move the cursor to the first character of the next line and successive lines. Used with BACK UP to move the cursor to the start of the line the cursor is on and preceding lines. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PAGE	Used with ADVANCE or BACK UP to move the cursor to the next or preceding page ending mark. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PARA	Used with ADVANCE or BACK UP to move the cursor to the beginning of the next paragraph or preceding paragraph. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
PASTE	Puts text saved in the <i>paste area</i> into the document at the cursor.
SEL	Selects a piece of text for cutting or highlighting. See Chapter 7, Select, and Chapter 6.
SENT	Used with ADVANCE or BACK UP to move the cursor one <i>sentence</i> forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
TAB POS	Used with ADVANCE or BACK UP to move the cursor one tab position forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).
UNDER LINE	Underlines text. See Chapter 6, Underline Text.
UPPER CASE	Capitalizes text (puts text in uppercase letters). See Chapter 6, Capitalize Text.
WORD	Used with ADVANCE or BACK UP to move the cursor one <i>word</i> forward or in reverse. Also used with the highlighting feature (Chapter 6) and select feature (Chapter 7).

Gold Key Uses

- **To invoke a Gold key feature**, press Gold and the appropriate gold-lettered key. Or press Gold and the appropriate minikeyboard key.
- **To cancel a Gold key feature**, press Gold HALT.

The Gold key is in the upper left corner of the minikeyboard. It invokes features indicated by the gold lettering on the main keyboard keys. When you press Gold, and then a key with gold lettering on the front, DECmate does what the gold lettering says. Most of the gold lettering refers to special tasks your DECmate can perform.

In this manual, the command sequences using the Gold key are written as a single keystroke. "Press Gold MENU" means press the Gold key, let it up, then press the M key, since the word MENU appears in gold on the front of the M key.

Some keys on the minikeyboard (such as ADVANCE, BACK UP, PAGE, or PASTE) also act differently when you press the Gold key first. That is, Gold PAGE is a different command from PAGE. These features are discussed where appropriate in this manual.

The Gold key is also used to invoke user-defined keys (UDKs). For more information of this work-saving function, see Chapter 16.

You can cancel most features by pressing Gold HALT. If you accidentally press the Gold key, press the HALT key to cancel the effect of the Gold key. If your word processor is not performing a Gold key task, Gold HALT has no effect.

Table 3 explains the gold lettering on the front of the main keyboard keys. The effect of the Gold key on the minikeyboard keys is explained in Table 4.

Table 3 Main Keyboard Gold Key Commands

Note *The Gold key must be pressed before the main keyboard key in order for the gold lettered feature to take effect.*

Main Keyboard Key	Gold Feature	Result
A	SUB SCRIPT	Used to make the character at the cursor or selected text print a half-line lower when the document is printed. See Chapter 13, Subscripts and Superscripts.
B	BOT DOCMT	Go to bottom of document. Screen displays a "repositioning" message while DECmate relocates to the bottom of the document. Stop the cursor by pressing Gold HALT.
C	CENTR	Centers a line of text between the margins with an invisible centering mark. Moves the cursor to the beginning of the next line. See Chapter 6, Center Text.
D	DEAD KEY	Combines the character at the cursor with the character before (to the left of) it. Indicated by a special symbol (⌘) on the screen. During printing, the combined characters are printed on top of one another to form a <i>composite character</i> . See Chapter 13, Composite Characters.
F	FILE DOCMT	Files the document you are editing after making all your changes on the diskette. Returns you to the Main Menu.

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Table 3 Main Keyboard Gold Key Commands (Cont.)

Main Keyboard Key	Gold Feature	Result
G	GET DOCMT	The document you indicate is copied from the diskette and inserted at the cursor in the document you are editing. The operation can be ended at any point by pressing Gold HALT. See Chapter 7, Get Document.
L	LIBRY	Uses text previously typed into the library document (see Chapter 15). Text is inserted into the current document at the cursor when you type the appropriate keyword.
M	MENU	Returns you to the Main Menu from any other menu or the Index. Displays the Editor Menu if invoked while you are editing a document.
N	NEW PAGE	Inserts a NEW PAGE mark into the document. The NEW PAGE mark is inserted before the line the cursor is on. Moves text to the top of a new page when printing the document. See Chapter 9.
P	PAGE MARKER	Inserts a PAGE MARKER into the document. The PAGE MARKER is inserted before the line the cursor is on. Moves text to the top of a new page only when the print setting is AP NO. See Chapter 9.
Q	SUPER SCRIPT	Used to make the character at the cursor or selected text print a half-line higher when the document is printed. See Chapter 13, Subscripts and Superscripts.
R	RULER	Displays the current ruler for inspection or changing. See Chapter 5, Display a Ruler.
T	TOP DOCMT	Go to top of document. DECmate files the document, then calls document up for editing. Cursor is located at top of document. Gold HALT cannot cancel Gold TOP DOCMT.
V	VIEW	Causes the screen to display text in <i>view mode</i> . Canceled by pressing Gold VIEW again. See Chapter 17.
HYPH PUSH	HYPH PULL	Reverses the effect of HYPH PUSH (see Chapter 8, Push and Pull Hyphens). Pulls a character down from the end of the preceding line that was "pushed" there with HYPH PUSH.
RETURN	PARA MARKER	Used before a new paragraph instead of a hard return. Invokes a paragraph indent when P is used in the ruler (see Chapter 5, Paragraph Indent).

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Table 3 Main Keyboard Gold Key Commands (Cont.)

Main Keyboard Key	Gold Feature	Result
RUB CHAR OUT	RUB LINE	Erases the character before (to the left of) the cursor and all previous characters to the beginning of the line.
RUB WORD OUT	RUB SENT	Erases the character before (to the left of) the cursor and all previous characters to the beginning of the sentence.
-	PRINT HYPH	Used to create a breaking hyphen or an invisible hyphen. See Chapter 8, Types of Hyphens.
=	ABBRV	Uses text previously typed into the abbreviation document (see Chapter 15). Text is inserted into the current document at the cursor when you type the appropriate two-character abbreviation.
' (accent)	HALT	Halts (cancels) various operations such as Gold BOT DOCMT or Gold ADVANCE. Discussed where appropriate in this manual.
[CMND	Defines control command, such as those that print headers or footers. See Chapter 10, Create Control Commands.
' (apostrophe)	REPLC	Usually used with the search feature. It replaces the selected text with the text in the paste area. See Chapter 14, Search and Replace.
, (comma)	SRCH	Allows a user to define a search phrase. Pressing RETURN, ADVANCE, or BACK UP begins the search for the specified phrase (see Chapter 14). If the phrase is found, the cursor is positioned at the first character of the phrase.
. (period)	CONT SRCH	Allows the user to continue the search after the first occurrence of the search phrase is found. See Chapter 14, Continue Search.
/	CONT SRCH & SEL	Allows the user to continue the search for the search phrase and mark it with the select mark. See Chapter 14, Search and Replace.
\	DATE & TIME	Inserts a date and time stamp into the document you are editing. The date and time are permanently entered and are not automatically updated. See also Chapter 3, Date/Time Menu.

Table 4 Minikeyboard Gold Key Commands

Note *The Gold key must be pressed before the minikeyboard key in order for the special function to take effect. If a minikeyboard key is not listed in this table, pressing the Gold key before that key has no effect.*

Minikeyboard Key	Gold Feature
ADVANCE	Advances the cursor rapidly through the document, until you halt the process or the end of the document is reached. The text appears to scroll up the screen. Gold HALT stops the cursor.
BACK UP	Moves the cursor rapidly backwards through the document, until you halt the process or the top of the document is reached. The text appears to scroll down the screen. Gold HALT stops the cursor.
BOLD	Reverses the effect of the BOLD key. Text is unbolded, or returned to regular intensity and printed normally. See Chapter 6, Bold Text.
CUT	Used with the SEL key to copy text into the paste area without removing it from the original document. See Chapter 7, Cut to Copy.
DEL CHAR	Reverses the effect of DEL CHAR, DEL WORD, RUB CHAR OUT, RUB WORD OUT, RUB SENT, and RUB LINE. Text just deleted or erased is restored.
DEL WORD	Has the same effect as Gold DEL CHAR.
PAGE	Counts down from the top of the current page the number of lines in the CT setting. Then the system automatically inserts a PAGE MARKER. See Chapter 9, Manual Pagination.
PASTE	Inserts the text in the paste area (including rulers) into the document being edited. See Chapter 7, Paste.
UNDER LINE	Reverses the effect of the UNDER LINE key. Text is no longer underlined. See Chapter 6, Underline Text.
UPPER CASE	Reverses the effect of the UPPER CASE key. Text returns to lowercase. See Chapter 6, Capitalize Text.

Cursor Movement

The blinking cursor is always located on the bottom line of the display. As you move the cursor through a document, it does not move off the bottom line. Instead, the contents of the display shift up or down on your screen.

To type new text into a document or make other editing changes, move the cursor to the spot where you want to make the changes.

Cursor Direction

- Press ADVANCE to move the cursor **forward one character**.
- Press BACK UP to move the cursor **backward one character**.
- **To move the cursor**, press ADVANCE or BACK UP to indicate direction. Then press the distance key(s) that says how far to move the cursor.
- **To rapidly advance to the bottom of the document**, press Gold ADVANCE or Gold BOT DOCMT.
- **To rapidly back up to the top of the document**, press Gold BACK UP or Gold TOP DOCMT.
- **To cancel rapid cursor movement**, press Gold HALT. Gold TOP DOCMT does not stop if you press Gold HALT.

Pressing ADVANCE or BACK UP determines the direction of the *distance keys* on the minikeyboard. Pressing ADVANCE sets the distance keys to move the cursor in the forward direction (toward the bottom of the document). Pressing BACK UP sets the distance keys to move the cursor in the reverse direction (toward the top of the document).

The direction switches to forward when:

- You type any keys other than distance keys, or
- The cursor reaches the top of the document.

There are seven distance keys that move the cursor forward or backward a specified distance, depending on the direction indicated. These keys are explained in Table 5. If there are no such units of text in the direction the cursor is set to move, it goes to the end of the document (top or bottom).

Gold BOT DOCMT is faster than Gold ADVANCE, but you do not see the text scrolling up the screen. Likewise, Gold TOP DOCMT is faster than Gold BACK UP, but you do not see the text scrolling down the screen.

Once the cursor has been set in motion by the distance keys, you can stop it before it reaches its destination by pressing Gold HALT. Gold HALT also stops the cursor during Gold BOT DOCMT in a document that does not contain a go-to-page structure (see Chapter 14). *Gold HALT has no effect during a Gold TOP DOCMT operation.*

Table 5 Distance Keys

Key	Function
PAGE	Advance or back up one page. Pages are separated by page-end marks. If there are no page-end marks, the cursor goes without stopping to the bottom or top of the document, as indicated by ADVANCE or BACK UP.
SENT	Advance or back up one sentence. Sentences are separated by a period, question mark, exclamation point, hard return, or a page-end mark.
PARA	Advance or back up one paragraph. Paragraphs are separated by either two hard returns or one paragraph marker, or by a page-end mark.
LINE	Advance or back up one line. A line is the text displayed between the left and right margins.
WORD	Advance or back up one word. Words are separated by spaces or any invisible characters, such as tabs and hard returns.
TAB POS	Advance or back up one tab position. This key moves the cursor to the next tab position (indicated by certain characters in the ruler) or start of a line.
<>	Advance or back up to the next > (right angle bracket) character in the document.

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DECmate

chapter 3

Menus and Options

This chapter discusses:

- Selecting options from menus
- Main Menu, including the Delete option and the Copy Index option
- Editor Menu
- Print and Stop Printer Menus
- Diskette Maintenance Menu, including activation, backup, copy, initialization, verification, and formatting options
- Date/Time Menu

Menus

- **To select an option from a menu**, type the abbreviation for the option. Press RETURN.
- **To erase errors** while displaying a menu, press RUB CHAR OUT or RUB WORD OUT.

DECmate uses *menus* to guide you from task to task. A menu lists the options you have available and the abbreviation to type to invoke each option. After you type the date and time at the Date/Time Menu, you see the Main Menu of options. For instance, one line from the Main Menu reads:

C = Create a letter or document

This tells you to type C to create a letter or document.

On most menus, DECmate lists your options in the middle of the screen. The name of the menu is in the upper left corner of the screen: MAIN MENU, EDITOR MENU, PRINT MENU, and so on. The date and time are in the upper right corner. The bottom line of the screen shows the option as you type it.

You may use either uppercase or lowercase letters. After you type your selection, press RETURN. Every menu reminds you of this, using words such as:

Type the letter(s) and then press RETURN.

After you select an option, DECmate may need more information. In the example above – creating a letter or a document – DECmate needs to know what name to give the document. If you type C and then press RETURN, DECmate prompts you for the document name in a separate display.

A shortcut is to type the additional information on the same line as the option you selected. In this case, you could type C, press the space bar, type the document name, and then press RETURN.

Before you press RETURN, you can correct mistakes.

- Pressing RUB CHAR OUT erases the last character you typed.
- Pressing RUB WORD OUT erases the last word you typed.

The bottom line of the display shows what you have typed up to that point.

If you do not correct mistakes before pressing RETURN, DECmate may perform the wrong task. If your mistake makes no sense, the system sends you a message about the error. For example, if you type "E Tavle" instead of "E Table" and press RETURN, the system responds:

```
Drive 1 does not have a document named Tavle  
Press RETURN to try another name.
```

The DEL CHAR and DEL WORD keys do not work when you are typing to a menu. Use only RUB CHAR OUT and RUB WORD OUT.

Main Menu

The Main Menu is the central menu in word processing. From it you select major options, such as creating or printing a document, looking at an index, or running list processing. Table 6 lists the options on the Main Menu.

Select an option by typing its abbreviation and pressing RETURN.

Note *List Processing, Communications, and Sort are optional features that you activate on your system diskette. They appear on the Main Menu once the feature is active. The Math option appears on the Editor Menu when Math is activated. Refer to the Startup Guide (AA-L924A-TA) for information on activating optional features.*

Each page of the Main Menu gives the M (More) option. If you type M and press RETURN, DECmate displays the next page of options. If DECmate was displaying the last menu page, it then displays the first one. You can invoke an option from the Main Menu *even if it is not on the page displayed.*

Pressing Gold MENU usually recalls the Main Menu. However, while you are typing or editing a document, pressing Gold MENU calls the Editor Menu, not the Main Menu. To recall the Main Menu, you must file the document you are working on.

If Gold MENU calls a menu other than the Main Menu (such as the Editor Menu), pressing Gold MENU a second time usually returns you to the Main Menu.

When you make certain kinds of mistakes, such as typing the wrong word to invoke a menu option, DECmate wants you to be aware that you made the mistake. It gives you a *system message* to read before you can return to the Main Menu. In the previous example, you typed "Tavle" instead of "Table." When you press RETURN as directed by the message, the display responds:

TYPE the name of the document you want to edit and PRESS RETURN

OR Press Gold MENU to recall the Main Menu.

Hint: To return to the first page of the Main Menu when any other page of the Main Menu is displayed, press Gold MENU.

Table 6 Main Menu Options

Option	Description
First Page of Main Menu	
C	Create a new letter or document. See Chapter 4, Create a Document.
E	Edit an existing letter or document. See Chapter 4, Edit a Document.
P	Print a letter or document. The document must already exist. See Chapter 11, Print a Document.
I	Index of letters and documents on file. The index is discussed in Chapter 4, Diskette Index.
D	Delete a document. The document must already exist. Discussed later in this chapter.
F	Finished using the system. Use this option when you stop working on DECmate. Always type this option before turning off the power to your word processor. See Chapter 2, Shutdown: Turning the System Off.
M	More main menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu.
Second Page of Main Menu	
S	Stop printing. See Chapter 12, Table 13.
R	Resume printing. See Chapter 12, Table 13.

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Table 6 Main Menu Options (Cont.)

Option	Description
N	New page, bring the printer to the top of the paper. See Chapter 12, Advancing the Paper.
SL	Store list of documents waiting to print. See Chapter 11, Store a Print List.
RL	Retrieve list of documents waiting to print. See Chapter 11, Retrieve a Stored Print List.
CI	Copy index into a document. Discussed later in this chapter.
M	More main menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu.
Third Page of Main Menu	
SO	Set system options. Invokes the System Options Menu, which lists various communications protocols. For more information, refer to <i>Using Communications</i> (AA-K666B-TA) and <i>What to Do Before You Call for Help</i> (AA-K331A-TA).
MC	Maintenance commands for diskettes. Invokes the Diskette Maintenance Menu, discussed later in this chapter.
RD	Reset Date/Time. Recalls the Date/Time Menu, discussed later in this chapter.
DK	Define user keys. See Chapter 16, Create and Change UDKs.
LP	List processing package. This option appears on the menu only when the List Processing feature is active on your system. See <i>Using List Processing</i> , AA-K664B-TA.
SR	Sort package. This option appears on the menu only when the Sort feature is active on your system. See <i>Using Sort</i> , AA-K665B-TA.
M	More main menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu. If you are on the last page of the Main Menu, it returns you to the first page.
Fourth Page of Main Menu	
This page only appears when the Communications feature is active on your system. Otherwise, typing M from the third page of the Main Menu returns you to the first page.	
CX	Character transmission package. Makes the DECMATE terminal a virtual terminal on another system. This option appears on the menu only when the Communications feature is active on your system. Refer to <i>Using Communications</i> (AA-K666B-TA).
DX	Document transmission with a WP system. This option appears on the menu only when the Communications feature is active on your system. Refer to <i>Using Communications</i> (AA-K666B-TA).
AX	Automatic document transmission. This option appears on the menu only when the Communications feature is active on the system. Refer to <i>Using Communications</i> (AA-K666B-TA).
M	More main menu selections. The More option is listed on each page of the Main Menu and is used to display the next page of the menu. Since you are on the last page of the Main Menu, it returns you to the first page.

Delete a Document

- To delete a document, type D at the Main Menu, a space, and the name or number of the document to be deleted. Press RETURN, and read the prompt. Answer Yes to the "delete document" prompt and press RETURN.

To delete a document is to remove it from a diskette. A deleted document cannot be retrieved. That text is lost forever.

The D option from the Main Menu deletes documents. If you do not type the name of the document you want deleted, DECmate asks for it in a separate display. If you selected a document in the diskette index using the asterisk, or if you just created, edited, or printed a document, that document is listed in the prompt for a document name. You can select that document for deletion just by pressing RETURN. For more information on *selected documents*, see the section on Select a Document in Chapter 4.

After you indicate the document to delete, DECmate shows you certain information:

- The diskette number and document number of the document.
- The complete name of the document from the diskette index, even if you specified it by its number.
- The first ten text lines of the document.

This display asks you to type either YES or NO and press RETURN. If you type Y or YES, the system deletes the document. Type N or NO and press RETURN if you decide not to delete the document. In either case, DECmate returns you to the Main Menu.

Note Remember: there is no way to recover text from a deleted document.

After deleting the document, check the diskette index to make sure the document was deleted. Use the I (Index) option from the Main Menu. The storage space (blocks) that document occupied is now available for other documents.

Copy the Index

- To copy the diskette index into a document (to be printed), type CI at the Main Menu and press RETURN. Type the drive number of the diskette whose index you want copied, and press the space bar. Type a document name and press RETURN.

The diskette index, labeled – DOCUMENT INDEX –, is the display that comes to the screen when the I option is selected from the Main Menu. It provides statistical information about the documents on the indicated diskette, as discussed in Chapter 4, under Document Statistics. DECmate automatically generates and updates the index.

The CI (Copy Index) option creates a document containing the index you see on the screen. DECmate creates this document on the diskette in drive 1, unless you specify another diskette number. You can print this document to have a printed copy of the index of documents on each diskette. Then you do not have to view each diskette's index to determine which documents are on it.

If you name a document that already exists to contain the index, DECmate gives you the "Document Modified?" display. You can choose to add text to the top or bottom of the existing document. Or you can overwrite the document, which destroys any text previously stored in the document.

If you use many diskettes, keep a Master Index for all diskettes. To do this, copy the index of each diskette into a document using the CI option. Print out each index, and file them in a notebook.

If you have a quad-drive system (four drives), you can also create a Master Index diskette. Create a diskette index on each diskette using the CI option. Use a separate, blank diskette as the Master Index diskette. Copy the diskette indexes from the other diskettes to the Master Index diskette. Use the maintenance command COPY, discussed later in this chapter. Then you can locate any document on any diskette by viewing only the Master Index diskette.

As you create or delete documents, the diskette index is changed. Use the CI option again and overwrite the out-of-date index you created.

Editor Menu

Access the Editor Menu by typing Gold Menu while you are creating or editing a document. The Editor Menu options relate to processes you might need while you are creating or editing a document. Two options appear on both the Main Menu and the Editor Menu: R (Resume Printing) and DK (Define User Keys).

To return to the cursor position in the document you were editing, press RETURN.

Table 7 Editor Menu Options

Option	Description
F	File document and recall Main Menu. If you choose not to use any of the Editor Menu options, you can type F and press RETURN to file the document.
PG	Pagination (automatic Gold PAGE). Selecting this option begins an automatic Gold PAGE operation at the line the cursor is on in the document you were editing. For more information, see Chapter 9.
MA	Math interactive mode (MA NO). The MA setting only takes effect when the Math feature is active on your system and you are using Editor Math. With MA YES, math calculations are done on each line as you advance through the document. With MA NO, lines are not calculated as you scroll back and forth through the document. For more information, see <i>Using Math</i> , AA-L628A-TA.

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Table 7 Editor Menu Options (Cont.)

Option	Description
AD	Abbreviation document (AD 0.2). Designates a document as the abbreviation document. Normally, you create your abbreviation document on the system disk as document 0.2. But any document can serve as an abbreviation document, if the text in that document is correctly formatted. For more information on abbreviation documents, see Chapter 15.
CT	Current text lines/page (CT 54). The current text size (CT) setting affects only the text size of the <i>current</i> document. Changing the CT setting changes the text size of only the document you are editing. All the other documents use the standard text size, or the CT settings of the individual documents. For more information on text size, see Chapters 9 and 11.
ST	Standard text lines/page (ST 54). The standard text size (ST) setting is the number of lines of text on the page, not including the top and bottom margins. You can change the ST setting, which changes the text size of all <i>new</i> documents you create. The text size of the document you are currently editing does not change. For more information, see Chapter 9, Text Size. See also Vertical Layout in Chapter 11.
R	Resume printing. The R option is used if the printer stops for a reason such as end of ribbon. Type R from the Editor Menu and press RETURN to resume printing. DECmate returns you to the cursor position in the document you were editing. If you wish to see the printer status message, you must file the document you are working on. Then access the Stop Printer Menu by typing S from the Main Menu. For more information on the Stop Printer Menu, see Chapter 12.
DK	Define user keys. Same as the DK option on the Main Menu. Allows you to define user-defined keys (UDKs). See Chapter 16, Create a UDK.
GS	Global Search and Replace. Global search-and-replace finds each occurrence of a specified phrase and replaces it with text from the paste area. You might use the GS option if you had misspelled a word many times in a document. Global search-and-replace replaces that word with its correct spelling everywhere you misspelled it. For more information on global search-and-replace, see Chapter 14.
LD	Library document (LD 0.3). Designates a document as the library document. Normally, you create your library document on the system disk as document 0.3. But any document can serve as a library document, if the text in that document is correctly formatted. For more information on library documents, see Chapter 15.

Print Menu and Stop Printer Menu

Access the Print Menu by typing P and the document name from the Main Menu. The Print Menu is discussed in Chapter 11.

Access the Stop Printer Menu by typing S from the Main Menu. The Stop Printer Menu is discussed in Chapter 12.

Diskette Maintenance Menu

The Maintenance Commands (MC) option on the Main Menu invokes the Diskette Maintenance Menu. Options on this menu prepare your diskettes for use and check them for any errors. Also, you can activate optional features and copy diskettes with maintenance commands. The Diskette Maintenance Menu (see Table 8) is accessed by typing MC from the Main Menu.

Table 8 Diskette Maintenance Menu Options

Option	Description
A	Activate optional features. Discussed later in this chapter under Activate Optional Features.
B	Make BACK UP copy of your diskette. Discussed later in this chapter under Copy a Diskette (Backup).
C	Copy document. Discussed later in this chapter under Copy Documents.
D	Initialize a document diskette. Discussed later in this chapter under Prepare a Diskette (Initialization).
S	Initialize a system diskette. Discussed later in this chapter under Prepare a Diskette (Initialization).
V	Verify diskette structure. Discussed later in this chapter under Check Diskette for Errors (Verification).
FD	Format double density diskette. Discussed later in this chapter under Format a Diskette.
FS	Format single density diskette. Discussed later in this chapter under Format a Diskette.

Activate Optional Features If you select the Activate Optional Features (A) option from the Diskette Maintenance Menu, the Activate Features Menu is displayed. This menu lists all the options available with Version 2.0 software:

- Communications
- List Processing
- Math
- Sort

If you are not sure which optional features are active on your system, look at the Activate Features Menu. This menu lists the status of each optional feature as either *Active* or *Not Active*. To activate an optional feature, you must have purchased the appropriate feature diskette.

After a feature has been activated, the status line for that feature is changed to *Active*. For more information on the Activate Features Menu, see the appropriate manual for that optional feature:

<i>Using Communications</i>	AA-K666B-TA
<i>Using List Processing</i>	AA-K664B-TA
<i>Using Math</i>	AA-L628A-TA
<i>Using Sort</i>	AA-K665B-TA

Copy a Diskette (Backup)

To make a backup copy of a diskette,

- 1** Type B (Backup Diskette option) from the Diskette Maintenance Menu and press RETURN.
- 2** Remove the system diskette from drive 0. Insert the diskette to receive the copy.
- 3** Place the diskette to be copied into drive 1. The density of both diskettes must be the same.
- 4** Type C (or COPY) and press RETURN.

Note *Always keep backup copies of diskettes in case a diskette becomes damaged or lost or documents are accidentally deleted.*

The Backup (B) option from the Diskette Maintenance Menu creates a duplicate diskette. Both diskettes must be the *same density*.

While DECmate is copying the diskette, a time clock appears on the screen. It takes about two minutes to copy a diskette. You *cannot stop* the transfer of documents.

When finished, DECmate gives you the choice of returning to the Main Menu or making another copy. Follow the directions in the display.

Note *A new diskette used for a backup copy does not have to be initialized. An old diskette used for a backup copy loses any information already on it.*

The Copy (C) option on the Diskette Maintenance Menu allows you to copy individual documents rather than a whole diskette. Use the Copy option (discussed later in this chapter) if you want to copy specific documents or transfer documents between diskettes. Also, use the Copy option to copy documents between diskettes of *different densities*.

System Messages

To use the Backup option, both diskettes must be the same density. If they are not, DECmate advises you of the different formats and which diskette to change. You get either of these messages:

The densities of your diskettes are different.

You are trying to copy from single density to double density.

Please use a single density diskette for the copy.

Or

You are trying to copy from double density to single density.

Please use a double density diskette for the copy.

After you have inserted a diskette of the proper density, press RETURN to begin the Backup operation. Or insert the system diskette in drive 0, and press Gold MENU to recall the Main Menu.

Copy Documents

To make a copy of one or more documents,

- 1 Type C (Copy Document option) from the Diskette Maintenance Menu and press RETURN.
- 2 Select an option from the Copy Document display (discussed in this section).
- 3 Specify the drive number of the document(s) to be copied and press RETURN.
- 4 Specify the drive number of the diskette to receive the copied document(s), and press RETURN.
- 5 If necessary, remove the system diskette from drive 0. Insert the diskette to receive the copy or the diskette to be copied.
- 6 Respond to any prompts for document name(s) or number(s).

Note You must use an initialized diskette for any of the Copy Document operations. This diskette may or may not contain existing documents.

Using the Copy (C) option, you can perform operations like these:

- move only one document from one diskette to another.
- move several specified documents from one diskette to another.
- merge two or more single density diskettes onto another single density diskette or onto a double density diskette.

The Copy (C) option on the Diskette Maintenance Menu invokes the Copy Document display. Options from the Copy Document display are summarized in Table 9.

After you choose a Copy Document option, DECmate prompts you for the drive number of the *source diskette*. The source diskette is the document diskette that contains the documents to be copied. The documents are copied to the *destination diskette*.

The source diskette and the destination diskette *cannot be the same diskette*. If you have a system with two drives, DECmate assumes that the remaining drive contains the destination diskette. If you have four drives, DECmate prompts you for the drive number of the diskette to receive the copied document.

To cancel a copy operation, press Gold HALT.

Table 9 Copy Document Menu Options

Option	Description
A	Copy ALL documents from one diskette to another. Copies the documents one by one from one diskette to another. The diskettes may be of the same or different densities.
S	Copy SOME documents from one diskette to another. You can indicate which documents to copy from one diskette to another. The diskettes may be of the same or different densities.
O	Copy ONE document from one diskette to another. You can copy a single document from one diskette to another. The diskettes may be of the same or different densities.

Copy One Document

Q-6000A menu
The One (O) option on the Copy Document Menu allows you to copy a single document from one diskette to another. It does not allow you to copy a document on the same diskette. Before you begin the Copy One operation, check the diskette index for the name or number of the document you wish to copy.

After you respond to the source diskette (and, if necessary, the destination diskette) prompts, DECmate tells you to remove the system diskette from drive 0 and press RETURN. Type the name or number of the document you wish to copy. After you press RETURN, the copy operation begins.

When the copy operation is complete, you are prompted for the name of a document to be copied. In this way, you can continue to copy individual documents (or the same document) to different diskettes. Or you can insert the system diskette in drive 0, and press Gold MENU.

Copy Some Documents

The Some (S) option allows you to copy specific documents from one diskette to another.

If you choose the Some (S) option, you see the source diskette prompt. If you have four drives, you are also prompted for the destination diskette number. After you respond to these prompts, DECmate tells you to remove the system diskette from drive 0 and press RETURN. DECmate then displays the name and number of each document on the source diskette with separate displays such as:

Do you wish to copy document #2

"June Monthly Report"

After each document is copied, you are prompted with the number and name of the next document. Type Y and press RETURN to copy the document. Just press RETURN if you do not want to copy that document. Or, after all the documents you want are copied, insert the system diskette in drive 0 and press Gold MENU.

Copy All Documents

The All (A) option allows you to copy all documents from one diskette to another. *This is not the same as making a backup (duplicate) diskette.* You might use the All option to:

- Copy all the documents from a single density diskette to a double density diskette.
- Copy as many documents from a double density diskette to a single density diskette as can fit.
- Copy all the documents from one diskette onto another diskette without erasing the contents of the second diskette. You can copy from a double density diskette to a single density diskette without losing half of the original diskette.
- Copy documents from or to a system diskette.

After you respond to the source diskette (and, if necessary, the destination diskette) prompts, DECmate tells you to remove the system diskette from drive 0. After you press RETURN, the copy operation begins. If the destination diskette contains documents, the copied documents are added after the other documents.

When the copy operation is complete, insert the system diskette in drive 0 (if necessary) and press Gold MENU.

System Message — Not Enough Room

The Copy Document operation continues until finished or until there is no room left on the receiving diskette to contain any of the remaining documents.

During the copy operation, DECmate keeps track of the number of blocks used. If DECmate cannot transfer a document because it is too large, you see a message such as:

There is not enough room on Drive 1 to contain the document

"June Monthly Report"

Press RETURN to continue to the next document,
OR Press Gold MENU to recall the Main Menu.

This display can occur when the destination diskette contains 200 documents. If so, each time you press RETURN to copy the next document, DECmate returns you to the "not enough room" display.

Or this display can occur when the destination diskette contains fewer blocks than the document to be copied. If so, each time you press RETURN, DECmate compares the number of blocks available to the size of the next document. If the document contains less blocks, DECmate copies it. If the document contains more blocks, DECmate returns you to the "not enough room" display.

System Message — Same Document Name

If you specify a document to be copied that has the same name as a document on the receiving diskette, DECmate sends you a message such as:

Document #27 already exists.

"UDK"

How would you like the document modified?

T = Add text to the top

A = Add text to the bottom

O = Overwrite the document

E = Enter a new name for this document

You can choose one of the options and press RETURN. If you choose the E option, DECmate prompts you for a new document name and then copies the document. If you choose T, A, or O, DECmate copies the document immediately.

Gold Get Document Feature

The get document feature (Gold GET DOCMT), discussed in Chapter 7, also copies documents. The get document feature is useful if you want to see the copied document scroll up the screen as it is being copied. Sometimes, the get document feature is useful if you want to copy only part of a document. However, the Backup and Copy options on the Diskette Maintenance Menu are faster and more flexible, especially when copying diskettes of different densities.

Prepare a Diskette (Initialization)

- To initialize a diskette, type D for a document diskette or S for a system diskette from the Diskette Maintenance Menu. Press RETURN. Insert the diskette to be initialized into drive 1. Type the name to be given to the diskette, and press RETURN.

The system diskette and the blank document diskettes delivered with your system are already *initialized*. This procedure enables the diskette to accept information for storage and editing. When you initialize a diskette, you must tell DECmate whether it will be used as a system or document diskette.

New diskettes should be formatted before use. See the section Format a Diskette later in this chapter. When you format a diskette, you must also initialize it.

Old diskettes that you wish to reuse must be initialized before use. Initialization erases software and documents stored on the diskette.

Note You do not need to initialize a diskette that is going to be used as a copy. The diskette is initialized as the copy is made.

To initialize a document diskette, type D from the Diskette Maintenance Menu and press RETURN. Put the document diskette into drive 1.

To initialize a system diskette, type S and press RETURN. Put the system diskette into drive 1. The S option does more than initialize a system diskette. *It also copies the software from the system diskette in drive 0.*

After you select D or S, the system prompts you for a name for the diskette you are initializing. The name you give the diskette may be from one to six characters long. Or just press RETURN for the name WPDISK. The diskette name appears at the top of the index for that diskette.

- If the document diskette you initialize already has documents on it, those documents are erased.
- If the system diskette being copied (the one in drive 0) has any text on it, such as abbreviation and library documents, *that text is not copied* to the diskette being initialized. However, user-defined keys, stored rulers, and stored print settings are copied. To copy software *and* text, you must use the Backup option. If the system diskette you initialize (in drive 1) has any text or stored settings on it, *that information is erased.*

During initialization, a time clock is displayed on the screen. It usually takes two or three minutes to initialize the diskette. When initialization is complete, press Gold MENU to return to the Main Menu, as the screen instructs.

If you insert a single density diskette into drive 1, the initialized diskette is still single density. If you insert a double density diskette into drive 1, the initialized diskette is still double density. The procedures you follow are the same. (Single and double density diskettes are discussed in Chapter 1.)

System Messages

Double density diskettes are not compatible with DECmate Version 1.0 and other DIGITAL word processing systems. When you initialize a double density diskette, the system reminds you of this with a message on the screen.

C A U T I O N

THE DOUBLE DENSITY DISKETTE THAT YOU ARE ABOUT TO FORMAT WILL NOT BE COMPATIBLE WITH OLDER SINGLE DENSITY WPS SYSTEMS

If you format a diskette to be double density, you can only use that diskette on a DECmate system, Version 2.0 or later, that has RX02 drives. If you try to edit a double density diskette on an older word processing system (WPS), you cannot access documents on that diskette.

Check Diskette for Errors (Verification)

- To verify a diskette for errors, type V from the Diskette Maintenance Menu and press RETURN. Put the diskette to be verified in drive 1, and press RETURN.

Before copying a diskette, you should make sure the information on the diskette to be copied is readable by your word processor. If you suspect that a diskette has been damaged, you should also make sure the diskette is readable. This process is called *verifying* the diskette structure.

Verify Readability

When you verify a diskette, DECmate first checks the physical readability of the diskette. Each block of information (about a paragraph of text) is checked individually. As each unit of 10 blocks is verified as readable, the number on the screen is updated. For example, the line might read:

460 blocks checked, 0 errors detected.

After every block on the diskette is checked, DECmate displays a *block map* of the diskette. A block map shows the areas of your diskette used to store text.

If the diskette is completely usable and there are no unreadable areas, a dot (.) marks each block. On a system diskette, a U marks blocks used by software.

The block map indicates unreadable blocks by an exclamation point (!) or a question mark (?). This damage could be caused by scratches, magnetic fields, dust, or damage to the diskette surface. That block of the diskette is not accessible for storage.

Verify Physical Structure

You can then check the documents on the diskette for correct structure. Press RETURN as instructed at the bottom of the block map display.

When you press RETURN, the system checks the document structure to be sure that all information is available and stored in the right place.

The block map display changes while the structure is checked. If your diskette has errors, you may briefly see messages about the errors in

the lower left corner of the display. When the screen stops changing, the structure check is complete. Full blocks are marked *U* for unavailable. Empty, or available, blocks are marked *A*.

The bottom lines of the display tell you if your diskette has errors. If no errors are present, press Gold MENU to return to the Main Menu. If your diskette has an error in document structure, a dot (.), a hyphen (-), a plus sign (+), or a question mark (?) in the block map display indicates the block or blocks with errors. As instructed at the bottom of the display, you can press RETURN to copy the usable portions of the diskette.

If you verify a diskette that has not been initialized, the display indicates you have errors, although no symbols for errors are shown. Press Gold MENU to return to the Main Menu. Initialize the diskette before using it. See Prepare a Diskette, earlier in this chapter.

If you press RETURN to copy a diskette with errors, the display tells you to remove the system diskette from drive 0. Insert a blank diskette into drive 0 and press RETURN. Copying a diskette with errors takes about three (3) minutes.

Note *Do not return to the Diskette Maintenance Menu and use the Backup option to copy a diskette with errors. The errors are copied along with the text.*

DECmate copies document by document onto the new diskette, salvaging as much text as possible. Blocks that contain errors are not copied, so you may lose some of your text. If you copy a diskette with errors to salvage text, you might want to check each document afterwards for obvious missing text.

Unless the original diskette was severely damaged by mishandling, the amount of text lost or changed due to errors is usually small. Occasionally, if a whole document is deleted because of errors, the diskette index includes a message after the document name to tell you that no document with that number exists. You must edit document number 1 (the index document) to delete the name of the missing document.

Format a Diskette

- To format a diskette, type FD (format double density) or FS (format single density) from the Diskette Maintenance Menu. Press RETURN. Insert the diskette into drive 1, type FORMAT, and press RETURN.

When the format operation is complete, type S to initialize a system diskette or D to initialize a document diskette and press RETURN.

Diskettes can be either single or double density. Double density diskettes can hold about 50% more information than single density diskettes.

You select single or double density formatting from the Diskette Maintenance Menu. Formatting allows you to switch a diskette from single density to double density, or from double to single density. As part of the format operation, you also initialize the diskette as a system or document diskette.

The double density format operation (FD) is required in order to generate double density diskettes. In order to go from double density diskettes back to single density diskettes, use the menu option for single density formatting (FS).

To format a diskette, select FD or FS from the Diskette Maintenance Menu and press RETURN. The display instructs you to put the diskette to be formatted into drive 1 and press RETURN.

While the diskette is being formatted, you get the system message:

Format in progress - Please stand by.

When the format operation is complete, the display asks you how to initialize the diskette. You can choose to initialize it as a system or a document diskette. Respond to the prompt and press RETURN. Supply a name for the diskette, or just press RETURN for the name WPDISK.

Initialization takes two or three minutes. During this time, a time clock is displayed on the screen. After initialization is complete, press Gold MENU to recall the Main Menu.

System Messages

If you select the FD option from the Diskette Maintenance Menu, you get the same display of instructions as for the FS option. However, you also get the following caution:

C A U T I O N

THE DOUBLE DENSITY DISKETTE THAT YOU ARE ABOUT TO FORMAT
WILL NOT BE COMPATIBLE WITH OLDER SINGLE DENSITY WPS SYSTEMS

If you format a diskette to be double density, you can only use that diskette on a DECmate system, Version 2.0 or later, that has RX02 drives. If you try to edit a double density diskette on an older word processing system (WPS), you cannot access documents on that diskette.

Date/Time Menu

- **To set the date and time**, type the correct date and time from the Date/Time Menu. Press RETURN.
- **To reset the date and time**, type RD from the Main Menu. When the Date/Time Menu is displayed, type the correct date and/or time and press RETURN.

The date and time are displayed at the upper right corner of most menus. DECmate keeps this information current. The date and time are also used in the diskette index, with the date command in headers and footers, and for the date and time stamp. The date and time have this format:

1/27/82 Fri 14:20:00

When you first start up your system, the Date/Time Menu is displayed. It identifies the DECmate software version that you are using. It also gives instructions for typing the date and time, as well as an example.

Your word processing system uses 24-hour (military-style) time. For instance, 3 PM is 12 Noon + 3 hrs = 15:00. When the time reaches 24:00, DECmate resets the time to 0:00 and changes the day and date. The system also switches the month and year portions of the date when it is time to do so.

When you turn off your system, the date/time clock stops. Each time you start up your system, you get the Date/Time Menu and must reset the date and time.

Format

Type the date and time in the following format:

month/day/year hours:minutes

Type the date, and press the space bar. Use the number for the month, not its name. Type only the last two digits of the year number.

Although you see the day of the week displayed on menus, *do not type the day of the week*. DECmate figures out what day it is from the date you type.

Type the correct time, and then press RETURN.

You can use a hyphen (-) or a period (.) instead of a slash (/) to separate the month, day, and year. You can also use the semicolon (;) instead of the colon (:) to separate hours from minutes. For example:

1-27-82 4:55

Or

1.27.82 4:55

But when the date and time are displayed in the upper right corner of the menu, it is always displayed using the slash (/) and the colon (:).

Omit Date and Time

You can omit typing the date and time at the Date/Time Menu and just press RETURN. If you do, the date and time are displayed on the menus like this:

0/0/00 ... 0:00:00

The time is updated as you work with the hours and minutes since you began working. It does not reflect the actual time of day. Also, the date is given in the diskette index as NO/DA/TE.

Reset Date and Time

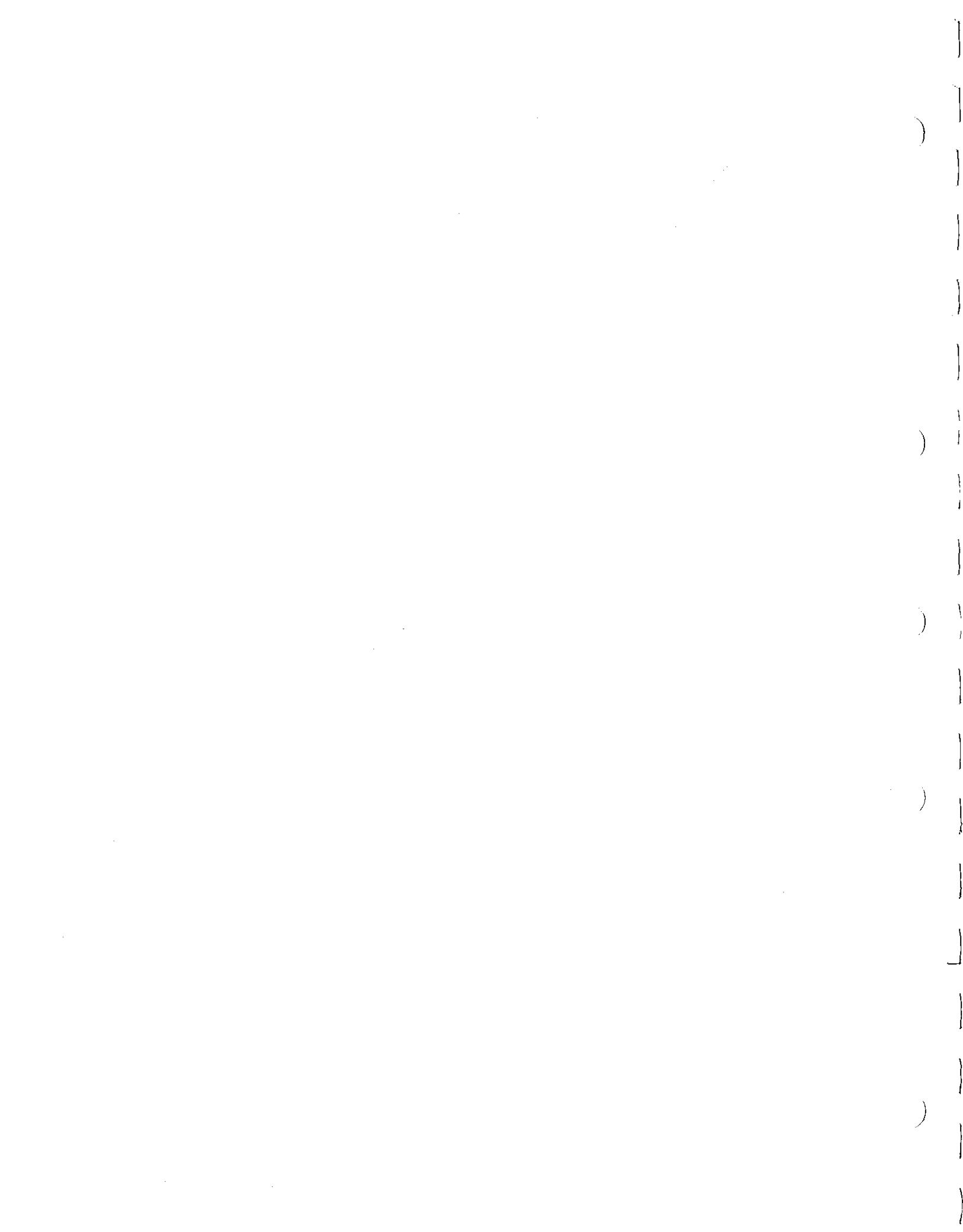
The RD option from the Main Menu lets you type a new date and time. You may want to correct an error, or change from 24-hour (military) time. To use 12-hour time, you would have to reset the time to 1:00 every day when the time reaches 13:00.

After typing RD from the Main Menu, press RETURN. DECmate displays the Date/Time Menu.

Type the date, and press the space bar. Type the correct time, and then press RETURN. To change just the date or just the time, you type only the date or time and then press RETURN.

Date and Time Stamp

If you press Gold DATE & TIME while editing a document, the system inserts the date and time stamp at the cursor position. The date and time stamp is in the same format as it appears on the Date/Time Menu. However, the date/time stamp is not updated each time the document is printed.



DECmate

chapter 4

Creating and Editing Documents

This chapter discusses:

- Documents and document names
- Create and edit a document, correct errors and remove text, and move the cursor
- Editor Menu
- File the document
- The diskette index and the index document

Documents Your word processor's main function is to store *documents* that you create and edit.

You usually create a document to contain the text from a single typing job: a single chapter of a report, or a single memo. When you want to edit or print some text, you must specify the document that contains the material you want.

You might use one diskette to contain the typing jobs for a particular department or client, the chapters of a particular report, or the memos on a particular subject. A diskette's index tells you what documents are filed on that diskette.

A single density diskette has room for about 100-125 pages of text. This space can hold as many as 200 small documents or as few as one large document, as you decide. A double density diskette holds about 50% more text than a single density diskette.

Characters DECmate records and stores each document as a continuous line of characters, both visible and invisible. Therefore, to move from one point to another in a document, DECmate reads all the characters between each point.

Characters are the smallest unit of text in a document. Some of the characters you type are visible on the screen. A space is not a visible character, but you can "see" the spaces between the words. You type the visible characters in a document using the alphabetic and numeral keys and the space bar.

Invisible characters are characters, symbols, and markers that are always invisible in the printed document. They may be visible to you on the screen, for example, PAGE MARKERs. Invisible characters tell DECmate how to format a document, or how to treat text in a certain way. You insert these characters using the special keys and features of the main and minikeyboards. Some of the invisible characters are inserted and removed by DECmate automatically.

Visible and invisible characters are listed in Table 10. Some of the invisible characters are described in more detail elsewhere in this *Reference Manual*.

Invisible characters serve special purposes; some serve more than one purpose. These characters include:

- View mode symbols
- Temporary markers
- Line-end characters
- Format commands

When you use *view mode* (discussed in Chapter 17), you can also see some special symbols. These view mode symbols are markers that tell DECmate to format your document in a specific way.

PAGE MARKERs, word-wrap returns, and the select mark are *temporary markers*. PAGE MARKERs are temporary because they are ignored by DECmate when you set AP YES (see Chapter 9). Also, if you paginate using Gold PAGE, DECmate removes obsolete PAGE MARKERs. The select mark (discussed in Chapter 7) is a temporary marker that selects text for special operations, such as bolding. Once the special operation is performed, DECmate removes the select mark. Word-wrap returns are inserted by DECmate as you type. DECmate removes them when you edit text and change line endings. Word-wrap returns are discussed later in this chapter.

Line-end characters are invisible characters that force the text that follows them to the beginning of the next line. These characters include: hard returns, word-wrap returns, centering marks, and paragraph markers. Word-wrap returns are both line-end characters and temporary markers.

You can also insert *rulers* (see Chapter 5) and *control commands* (see Chapter 10) into your documents. You can see these *format commands* on the screen, but they do not appear in the printed document. They format the text the way you want it presented on the page.

Table 10 Visible and Invisible Characters

Visible Characters	Uppercase letters Lowercase letters Numerals 33 special symbols Space (or blank)	A B C ... Z a b c ... z 0 1 2 3 4 5 6 7 8 9 ! @ ^ { ...
Invisible Characters	Hard return Word-wrap return Centering mark Paragraph marker Tab PAGE MARKER NEW PAGE mark Select mark Rulers Control commands	

Document Names

In order to create documents or use documents you have stored, you must tell DECmate the name of the document. This section is a general discussion of document names. Information on creating and editing documents is given later in this chapter.

When you create a document, you give it a document name. You can name a document whatever you like, provided:

- The name is 64 or fewer characters and spaces. You can create document names up to 71 characters. But you may have to follow commands by a shortened form of the document name so it can fit on one line.
- The name is unique -- that is, it differs from other document names on that diskette.
- The name should not contain the angle brackets < and >. (If you include angle brackets, the brackets and what you type inside them does not appear in the diskette index.)
- The name cannot begin with a { or [, as both indicate to DECmate that the document is found on the system diskette (in drive 0).

Name your document so that the *first few words* are unique and descriptive. You can include in a document's name helpful information or a more complete description of its contents.

Avoid using extra spaces at the beginning or end of your document name. Also, avoid beginning a name with a number, such as *3 May Memo*. DECmate creates this as document number 3 (if no document number 3 currently exists) with no name. This could cause problems later when you try to edit the document you thought you named *3 May Memo*.

Creating Documents by Number

Although you should not begin a document name by a number, you can create documents by number. In response to the document name prompt, you can type a number, such as 3. This creates document number 3 on your diskette that *has no name*.

Creating documents by number is useful if you are typing a report in several sections. You can put Section 2 in document number 2, Section 3 in document number 3, and so on. However, you should avoid creating and inserting text in document number 1 (the index document). DECmate uses document number 1 to store a list of document names and numbers. **THE TEXT THAT DECMATE INSERTS IN THIS DOCUMENT SHOULD NEVER BE ERASED.** Otherwise, you may not be able to access documents on that diskette.

Note *If you create a document by number, that document has no name. DECmate includes documents with no name at the end of the diskette index.*

To give a name to a document that has no name, edit the index document. See the section on the index document later in this chapter.

Specifying Drives

Different DECmate models allow a different number of drives and diskettes. Your DECmate can have two or four diskette drives.

- If you have a dual-drive system (two diskette drives), the diskette in drive 0 is diskette 0. The diskette in drive 1 is diskette 1.
- If you have a quad-drive system (four diskette drives), you have the same drives 0 and 1. Also, the diskette in drive 2 is diskette 2. The diskette in drive 3 is diskette 3.

The diskette in drive 1 is diskette 1. If you remove the diskette in drive 1 and insert a different diskette, you now refer to the new diskette as diskette 1.

When you name a document, you can also specify a diskette on which DECmate creates or looks for that document.

To specify a diskette, type the drive number, a period, and the document name. You can also use the document number, if the document already exists. For instance, to select document number 3, Monthly Report, on the diskette in drive 2, type:

2, Monthly Report

Or

2,3

Note *If you leave out the diskette number and period, DECmate assumes you meant diskette 1. It automatically creates or looks for "Monthly Report" or document number 3 on diskette 1.*

You can also use a "shortcut" when specifying documents on diskette 0 (on the system diskette). Instead of typing 0 and a period, you can type the left square bracket [or the left brace {. For example:

```
0.memo  
[memo  
{memo
```

All three lines specify the document named *memo* on diskette 0.

When you use the [or { shortcut, you do not have to use a space after typing the option. For example:

```
c [memo
```

and

```
c {memo
```

Both lines create the document named *memo* on diskette 0.

Using Document Names

When you select certain menu options, such as Delete, or use certain features such as Gold GET DOCMT, DECmate prompts you for a document name.

When you type a document name, you can use either uppercase or lowercase letters. You do not have to type all the words in the document name. But you must type at least the first complete word. Typing *monthly* is enough to select a document named *Monthly Report*. Typing *mon* does not match *Monthly Report*.

To use a stored document, type the drive number, a period, and then the document name or number. For instance, to select document number 3, *Monthly Report*, on the diskette in drive 2, type:

```
2.Monthly Report
```

Or

```
2.3
```

Note If you leave out the diskette number and period, DECmate assumes you meant diskette 1. It automatically looks for "Monthly Report" or document number 3 on diskette 1.

DECmate searches the index document (document number 1) to find a matching name. DECmate uses the first match in the index. For this reason, a diskette should not contain two documents, one of whose names is contained in the start of the other. Here is an example of what NOT to do:

```
<n>monthly report <#>3<>  
<n>monthly <#>2<>
```

If this were the index document, then you could not access document number 2 by typing *monthly*. *Monthly* matches document number 3 as well. If the first few words are unique and descriptive, you can identify the document more easily. If the following were your index document, you could select any monthly report by typing the name of the month:

```
<n>June monthly report -- reorganization <#>3<>
<n>May monthly report -- D.B.'s Project ends <#>2<>
```

Create a Document

- To create a new document, type C from the Main Menu, a space, and the name for the new document. Then press RETURN.

Or, type C and press RETURN, then type the name of the new document when DECmate asks for it.

The C option from the Main Menu lets you create a new document. The new, empty document has the name that you specify. You can then use the keyboard to enter text into that document.

You can also create a document by specifying a document number, instead of a document name. You can specify the number of the drive on which to create the document. You can use the [and { characters as a shortcut to specifying drive 0. These techniques are discussed in the previous section, Document Names.

Initial Display

The display that comes to the screen after you type the document name and press RETURN is the *initial display*. The first lines that scroll up the screen show information about the document. This information includes:

- Document name and number
- Current size (in blocks)
- Number of available blocks on the diskette
- The current text size (see Chapter 9)

The bottom line of the display is the first line of the document. Above the first line of the document, DECmate displays a dashed line that says TOP. This line marks the beginning of the document.

Below the line marked TOP, DECmate displays a ruler (see Chapter 5). When you create a new document, DECmate uses stored ruler 0 (the *standard ruler*) as the first ruler of the document.

DECmate places the cursor at the start of the document. You can type text into the document using the main keyboard. If an existing document is displayed, you can move the cursor through the document and edit it. Moving the cursor is discussed in Chapter 2 and later in this chapter.

The initial display for an existing document shows the document name as you typed it to invoke the document. You can specify a document by number or by a short form of its name. If so, the number or shortened name appear instead of the document name from the diskette index.

Word-Wrap and Hard Returns

- **To end a paragraph,**
 - If you want **block** paragraphs, press RETURN at the end of the paragraph. Press RETURN again to insert a blank line between paragraphs.
 - If you want **indented** paragraphs, place a P in the ruler. Press Gold PARA MARKER at the end of each paragraph. See the section Paragraph Indent in Chapter 5.
- **To put in word-wrap returns** after DECmate has "unwrapped" lines, press ADVANCE and an appropriate distance key.

You may have noticed that as you are typing, DECmate wraps words from the end of one line to the start of the next. You do not have to press RETURN at the end of each line. *Word wrapping* gives you an idea of how the printed document will look.

If you type a visible character and the cursor is past the right margin (R or J in the ruler), DECmate does a word wrap. That character and all characters beyond it move to the start of the next line. DECmate automatically puts *word-wrap returns* in the text as you type. They are only visible in view mode (see Chapter 17).

Each time you edit a paragraph, DECmate removes the word-wrap returns from the cursor position to the end of the paragraph. To make DECmate replace the word-wrap returns, press ADVANCE PARA. DECmate reinserts word-wrap returns in the text where they are needed.

If you change a ruler, DECmate removes all word-wrap returns up to the next ruler. To make DECmate replace them, press ADVANCE and the appropriate distance keys to move the cursor to the next ruler. For more information on rulers, see Chapter 5.

Pressing RETURN inserts a *hard return* into the document. You press RETURN where text that follows must always begin at the start of a new line. It is called "hard" because it always formats the text in the same way. If you edit the text or change rulers, the hard return remains until you delete it.

Separating Paragraphs

After typing a paragraph, press RETURN twice to begin a new paragraph. This gives one blank line between the paragraphs. DECmate

counts two hard returns as separating paragraphs when you move from one to the next by pressing the PARA key.

You can also end a paragraph with a *paragraph marker*, inserted by pressing Gold PARA MARKER. Gold PARA MARKER only takes effect if there is a P in the ruler (as discussed in Chapter 5). The first line of each paragraph indents from the left margin as far as the P in the ruler.

Hint: If you print a document double-spaced (with a D in the ruler), use paragraph markers. The text is easier to read and more attractive than if you used two (2) hard returns between paragraphs.

Edit a Document

- **To edit a document**, type E from the Main Menu, a space, and the document's name or number. Then press RETURN.
Or type E and press RETURN, then type the name or number of the document when DECmate asks for it.
- **To edit the selected document or the last document you filed**, type E and then press RETURN. When DECmate asks for the document's name, just press RETURN again to specify the document named in the prompt.

The E option from the Main Menu calls up an existing document. After you type the document name and press RETURN, the initial display (discussed in the previous section) for that document appears on the screen. The document name appears just as you typed it to specify the document. You can specify a document by number or by a short form of its name. If so, the number or shortened name appear instead of the document name from the diskette index.

The first line of the existing document is at the bottom line of the screen. The cursor is in the first character position of that line. You can begin typing text or move the cursor forward through the document or begin other editing tasks.

Once you begin making edits to a document, those edits are permanent. If you might need the unedited version of the document later, make a copy of it before you edit it. Refer to the Copy Documents option discussed in Chapter 3 or the Get Document feature in Chapter 7.

Adding Text

- **To add text to a document**, move the cursor to where the new text goes and type the text. Moving the cursor is discussed later in this chapter and in Chapter 2.

After you select a document for editing and press RETURN, DECmate displays the first line of the document on the screen. The cursor is in the first character position of that line. If you type text, DECmate

inserts that text immediately to the left of the cursor. Insertion of a new character causes all characters at and past the cursor to move right to make room.

Note *All editing changes that you make take effect immediately. If you think you might need a copy of your original version (without edits), make a copy of the document before you begin editing. Refer to the Copy Documents option discussed in Chapter 3 or the Get Document feature in Chapter 7.*

Use the minikeyboard distance keys to move the cursor to where in the document you want to make edits. As you scroll back and forth through the document, the screen displays 24 lines of the document. The cursor always appears on the bottom line of the display. When you are in wide ruler mode, DECmate displays 14 lines of the document.

Each time you edit a paragraph, DECmate removes the word-wrap returns from the cursor position to the end of the paragraph. To make DECmate replace the word-wrap returns, press ADVANCE PARA. DECmate reinserts word-wrap returns in the text where they are needed. Word-wrap returns are discussed earlier in this chapter.

If you change a ruler, DECmate removes all word-wrap returns up to the next ruler. To make DECmate replace them, press ADVANCE and the appropriate distance keys to advance to the next ruler. For more information on rulers, see Chapter 5.

If you get a system message that the diskette is almost full, DO NOT add any more text or do any more edits to the document. File the document, and refer to the section Overfilling Diskettes, later in this chapter.

Cursor Movement and Direction Mode

- Press ADVANCE to move the cursor **forward one character**.
- Press BACK UP to move the cursor **backward one character**.
- **To move the cursor more than one character**, press ADVANCE or BACK UP to tell DECmate in which direction to move the cursor. Then press a distance key, to indicate how far to move the cursor. Or hold down the ADVANCE or BACK UP keys to move the cursor repeatedly.

You can add text or make editing changes only at the cursor position. Move the cursor to the spot where you want to make edits using the minikeyboard keys.

Pressing ADVANCE and any of the blue *distance keys* on the mini-keyboard moves the cursor forward (toward the bottom of the document). The contents of the display shift upward. The cursor remains on the bottom line of the display.

Note *Do not try to use RETURN to move the cursor, as this changes the spacing of your text.*

Pressing BACK UP and the distance keys moves the cursor in the reverse direction (toward the top of the document). The cursor does not move up off the bottom line. Instead, the contents of the display shift down so that the cursor is still on the bottom line.

The *direction mode* switches to forward when you type any key other than a distance key. Also, if the cursor backs up to the top of the document, the system buzzes and the direction mode switches to forward.

Distance Keys

Table 5, in Chapter 2, describes the seven distance keys. They are summarized below.

Key	Distance Moved
PAGE	Pages are separated by a PAGE MARKER or NEW PAGE mark.
SENT	Sentences are separated by a period, question mark, exclamation point, hard return, or a page-end mark.
PARA	Paragraphs are separated by either two hard returns or one paragraph marker.
LINE	A line is the text displayed between the left and right margins.
WORD	Words are separated by spaces or any invisible characters, such as tabs and hard returns.
TAB POS	The next tab position is indicated by certain characters in the ruler or the start of the next line.
<>	This key moves the cursor to the next > (right angle bracket) character in the document.

The distance keys move the cursor forward or backward in search of the appropriate points in the document. If there are no such points in the direction the cursor is set to move, it goes to the bottom of the document (for ADVANCE) or top of the document (for BACK UP).

Other Cursor Movement Methods

You can also move the cursor through the document by other methods.

- Pressing Gold ADVANCE advances the cursor through the document until it reaches the bottom of the document. Text scrolls up the screen.

- Pressing Gold BACK UP moves the cursor backward to the top of the document. Text scrolls down the screen.
- Pressing Gold BOT DOCMT relocates the cursor directly to the bottom of the document. The screen displays a "repositioning" message while the cursor is moving.
- Pressing Gold TOP DOCMT files the document then invokes the document for editing again. The cursor is then located at the top of the document.
- Using the Go-to-Page feature (described in Chapter 14), you can move to a specific page in the document. This method is faster than pressing ADVANCE or BACK UP PAGE repeatedly.

Once the cursor has been set in motion, you can usually stop it by pressing Gold HALT. However, Gold HALT does not stop the Gold TOP DOCMT feature.

Overfilling Diskettes

As you create new documents and add text to old ones, you gradually fill up the storage space on the diskette. When this happens, you see a system message on the screen cautioning you not to add more text to the diskette.

Note *Do not add any more text, including edits, to an existing document.*

If you get the system messages about a full diskette, you can take several actions:

- Write a "diskette full" warning on the diskette label using a felt-tipped pen. Then you will not forget and begin editing or inserting text on that diskette at a later time.
- Check the diskette index for old documents that can be deleted.
- Copy some documents from the full diskette onto a new diskette. Then delete the copied documents from the full diskette to create more room. Copying documents is discussed under the Diskette Maintenance Menu in Chapter 3.

Before you begin editing, always check the Blocks Available entry in the initial display and the diskette index. Make sure there is room on the diskette for any changed and added text.

Correcting Errors

- | |
|--|
| <ul style="list-style-type: none"> ● To transpose (swap) reversed characters, position the cursor over the first (leftmost) of the reversed letters and press the SWAP key. ● To correct a mistake made while typing, press RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, or Gold RUB SENT as many times as necessary to remove the mistake. Then retype the text. ● To restore text accidentally deleted by pressing a rubout key, press Gold DEL CHAR or Gold DEL WORD. |
|--|

The SWAP key (in the upper right corner of the main keyboard) is used to correct reversed letters. It reverses the character at the cursor with the character to its right. The cursor advances one character position, so that it stays with the character that was swapped.

Note *The SWAP key has no effect on composite characters. If you try to swap a composite character, the buzzer sounds and the characters are not swapped.*

DECmate's four rubout features are RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, and Gold RUB SENT. As their names indicate, they erase (or rub out) a character, word, line, or sentence. This text is erased to the left of the cursor. So you typically use the rubout keys to erase text that you have just typed.

The rubout keys do not change text at or to the right of the cursor. The character at the cursor moves with the cursor as you rub out text. For more information on the rubout keys, see Tables 1 and 3 in Chapter 2.

If you accidentally rubbed out some text, you can restore it by pressing either Gold DEL CHAR or Gold DEL WORD. This feature restores the text you most recently removed. DECmate inserts it at the cursor, as though you were retying it. You can recover only the text erased the last time you pressed a rubout key (or a delete key, as described in the next section). You can only recover this text if you have not used the CUT key since you deleted or rubbed out text.

Removing Text

- **To correct a mistake made while typing**, press RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, or Gold RUB SENT as many times as necessary to remove the error. Then retype the text.
- **To correct a mistake made earlier**, move the cursor to the start of the mistake. Delete as many characters or words as necessary by pressing DEL CHAR or DEL WORD. Then type the correct text.
- **To remove a large portion of text** from a document, move the cursor to the start of the text, and press SEL. Move the cursor to the end of the text, and press CUT.
- **To restore text accidentally deleted** by pressing a delete or rubout key, immediately press Gold DEL CHAR or Gold DEL WORD.

DECmate's four *rubout features* are RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, and Gold RUB SENT. As their names indicate, they erase (or rub out) a character, word, line, or sentence. The text they erase is to the left of the cursor. Use the rubout keys to erase text that you have just typed.

The rubout keys do not change text at, or to the right of, the cursor. The character at the cursor position moves with the cursor as you rub out text. For more information on the rubout keys, see Tables 1 and 3 in Chapter 2.

DECmate's two *delete keys* remove a character or word at, and to the right of, the cursor. Use the delete functions to remove text from an existing document.

- Press DEL CHAR to delete the single character at the cursor position.
- Press DEL WORD to delete the character at the cursor position and all characters to the right to the start of the next word. The next blank space following the word is also deleted.

In both cases, remaining text moves to the left. The first character not deleted moves to the cursor position.

If you accidentally delete or rub out a piece of text, restore it by pressing either Gold DEL CHAR or Gold DEL WORD. The text that you most recently removed is inserted at the cursor. You can recover only the text you deleted the last time you pressed a delete or rubout key. You can only recover this text if you have not used the CUT key since you deleted or rubbed out text.

To remove a larger portion of text from a document, "cut it out" using the CUT key (see Chapter 7). Press the PASTE key to reinsert the text only if you want to move that text elsewhere in the document. The most recently cut text goes into the paste area. The paste area is cleared when you press F from the Main Menu to finish the session. Use CUT and not PASTE if you want to delete the text.

Editor Menu

Pressing Gold MENU while you are editing a document calls the Editor Menu. Most of these options are on the Editor Menu because they are used less often. Options on the Editor Menu are discussed in Table 7, in Chapter 3. They are summarized in this section.

When you chose an option from the Editor Menu, DECmate performs that option. Depending on the option chosen, DECmate returns you to the document you were editing or to the Main or Editor Menu.

To return to the document you were editing without choosing an option, just press RETURN. DECmate returns you to the same cursor location as when you invoked the Editor Menu.

Pressing Gold MENU again when the Editor Menu is displayed recalls the Main Menu.

File Document (F)

Same as pressing Gold FILE DOCMT. Files the document you were editing and returns you to the Main Menu.

Resume Printing (R)

Tells DECmate to resume printing a document. For instance, you would use R if the printer stopped so you could change print wheels. R resumes printing and returns you to the document you were editing. The R option also appears on the Main Menu. For more information on the R option, see Chapter 12.

Automatic Gold PAGE (PG)

Invokes the automatic Gold PAGE feature. Returns you to the document you were editing and begins a Gold PAGE process at the line the cursor was on. Discussed in Chapter 9.

Math Interactive Mode (MA)

With MA YES, DECmate performs specified calculations every time you advance or type a line or change one math value. With MA NO, DECmate does not do any calculations at all. For more information on the Math optional feature, see *Using Math* (AA-L628A-TA).

Abbreviation Document (AD) and Library Document (LD)

Tells DECmate what documents to use to retrieve *stored text*. If you use this option, the updated value is displayed on the Editor Menu. Discussed in Chapter 15.

Current Text Size (CT)

Specifies how many lines are printed on a page, not including headers and footers. You can set different documents to different values for CT. If you use this option, the updated value is displayed on the Editor Menu. Discussed in Chapter 9.

Standard Text Size (ST)

Tells DECmate what number to use for CT when creating a new document. If you use this option, the updated value is displayed on the Editor Menu. Discussed in Chapter 9.

Define User Keys (DK)

Lets you define your numeral keys as UDKs. UDKs store a series of keystrokes (see Chapter 16). After defining a UDK, this option returns you to the Editor Menu. The DK option also appears on the Main Menu.

Global Search and Replace (GS)

Allows you to set up an automatic search-and-replace. DECmate returns to the current document at the cursor position and begins a search for every occurrence of a phrase. When DECmate finds the phrase, it replaces the search phrase with text from the paste area. Discussed in Chapter 14.

File a Document

- To file the current document and recall the Main Menu, press Gold FILE DOCMT.

To end an editing session and recall the Main Menu, you must *file* (store) the document you are working on. When you file a document, you save the editing changes you have just made.

Before you file a document, you should press ADVANCE PARA to insert word-wrap returns in the paragraph you were editing. Or if you changed a ruler, advance the cursor to the next ruler. This also inserts word-wrap returns where necessary.

If you file a document while in a math area with MA set to YES, DECmate does all math calculations before filing the document. For more information, see *Using Math* (AA-L628A-TA).

You must file a document before you can delete it. Then you can use the D option on the Main Menu to delete the document. For more information on deleting documents, see Chapter 3.

Diskette Index

- To see the index of a diskette, type I from the Main Menu and press the space bar. Type the diskette number, and press RETURN. If you do not give a diskette number, DECmate shows you the index of the diskette in drive 1.
- To see each page of the diskette index, press RETURN when the diskette index is displayed.
- To select a document from a diskette index, look at the index of the diskette. Press RETURN to move to the page the document is on. Press ADVANCE until the asterisk moves to the line for the desired document. Then press Gold MENU to recall the Main Menu. Select the E, P, or D option (as appropriate) from the Main Menu and press RETURN twice.
- To change a document's name, edit document number 1 (the index document) of that diskette. Make the necessary changes. The changed name then appears in the diskette index.
- To copy the diskette index into a document, use the CI option from the Main Menu (discussed in Chapter 3).

The *diskette index* is a table showing what documents are on that diskette. The I option on the Main Menu displays the diskette index. If I is followed by a space and a diskette number, DECmate displays the index of that diskette. Otherwise, DECmate displays the index of the diskette in drive 1.

The diskette index display (labeled "Document Index") is divided into two parts. The top line of the screen displays information about the diskette. This line includes the drive number of the diskette, diskette name, number of documents on the diskette, and amount of storage space still available.

The bottom part of the screen shows documents on the diskette. DECmate uses three (3) lines of the screen for each entry. Up to five (5) entries fit on the screen at one time. When there are more than five documents on a diskette, the display requires more than one page.

- Pressing RETURN makes DECmate display the next page (up to five more documents). Pressing RETURN recalls the Main Menu when the last page of the diskette index is displayed.
- Pressing Gold MENU always recalls the Main Menu.

Document Statistics

Each entry shows the document number, the document name, and the statistics stored with each document. The statistics are:

- The date the document was created
- The date and time the document was most recently edited
- The size of the document in *blocks* (a block holds about one-fifth of a page)
- The version number of the document – the number of times it has been edited. Documents just created have a version number of 1.
- The number of hours and minutes elapsed during the last time the document was edited
- The total number of hours and minutes that have elapsed while this document was being edited

These figures help you determine how often a document has been revised. You can also determine how much time a particular job has taken, for billing purposes.

If you did not type a date and time at the Date/Time Menu, the diskette index says NO/DA/TE and 00:00.

Select a Document

When you invoke the diskette index, an asterisk appears beside the first document number. This asterisk "selects" the document on that line. When DECmate displays each page of the diskette index, it selects the first document on that page.

- The ADVANCE key on the minikeyboard moves the asterisk down the left side of the screen.
- The BACK UP key moves the asterisk up.

If you press ADVANCE with the asterisk at the last document on the page, DECmate displays the next page and selects the first document on that page. You can press ADVANCE to move through all the entries on a page and go to the next page.

Index Document

You can press BACK UP to move back through all the entries on a page. But you cannot use the BACK UP key to return to the previous page.

When you press Gold MENU to recall the Main Menu, DECmate "remembers" which is the *selected document*. If you type E (Edit), P (Print), or D (Delete) from the Main Menu and press RETURN, DECmate uses a separate display to ask you for a document name. The display also tells you the name of the selected document. Just pressing RETURN tells DECmate to use the selected document.

- To view or edit the index document (document number 1), type E from the Main Menu, a space, the diskette number, a period, and 1 (for document number 1). Press RETURN. If you do not include the diskette number and period, DECmate displays the index document for diskette 1.
- To view the diskette index, type I from the Main Menu, a space, the diskette number, and press RETURN. You cannot edit the diskette index directly.

The *index document* is not the diskette index described earlier. The index document is document number 1 on every diskette. It associates document names with document numbers. An index document might look like this:

```
<n>Specification <#>4<>
<n>Monthly Report <#>3<>
<n>Telephone Numbers <#>2<>
```

This index document gives Specification as the name of document number 4. Monthly Report is the name of document number 3, and Telephone Numbers is the name of document number 2. The index document itself (document number 1) usually does not have a name.

You can edit document number 1 as you would edit any other document. However, you must limit your edits of the index document to:

- Changing the name of the document – all the text after the <n> and up to the space before the <#>. DO NOT delete the space. See the section Changing Document Names, later in this chapter.
- Changing the order of the lines in the index document.

Note Never eliminate the <n>, the space before the <#>, the <#> itself, or the <> characters at the end of the line. Also, never change the number that the system assigns to a document. Otherwise, you may destroy information in the diskette index and be unable to access documents.

Any edits you made to the index document are also reflected in the diskette index. After you edit the index document, look at the diskette index to check your edits. You cannot edit the diskette index directly; you must edit the index document to change the diskette index.

Document Numbers When you create a document, DECmate gives it the lowest number (other than 1) not already used for a document on that diskette. Then DECmate automatically edits document number 1 (the index document), adding a line:

```
<n>The name you typed <#>x<>
```

The character "x" above represents the number assigned to the document by DECmate.

Do not confuse the index document (document number 1) with the diskette index, invoked by typing the I option from the Main Menu. The diskette index is discussed in more detail earlier in this chapter.

Changing Document Names The easiest way to change the name of a document is to edit the index document (document number 1). Select the Edit (E) option. Type the diskette number, a period, and then 1. If no diskette is specified, diskette 1 is assumed.

If you edit document number 1, DO NOT change the document numbers. Otherwise, you may find yourself calling up documents other than the one you meant to edit or print.

Note *The space preceding the characters <#>on each line is mandatory. Do not alter the spacing.
Make sure that your changes leave the index document in the same form it was in originally.*

You may change any document names contained in the index document. Remember that the maximum number of characters in a document name is 71, but 64 or fewer is recommended. Also, avoid using angle brackets <> in a document name as they introduce errors into your diskette index. Document names are discussed earlier in this chapter.

DECmate

chapter 5

Rulers

This chapter discusses:

- Rulers and their effect on text positioning
- How to display and change a ruler
- The symbols that indicate left and right margins, tab positions, indentation points, and centering points
- Wide rulers
- How to store and recall a stored ruler

A ruler is a marker in a document that indicates the *format* for the text that follows it. Each ruler formats the text between it and the next ruler or the end of the document. On the screen, a ruler might look like this:

-----L-----W-----T-----T-----R-----

You see a ruler as a horizontal dashed line with characters in place of some of the dashes. These characters indicate:

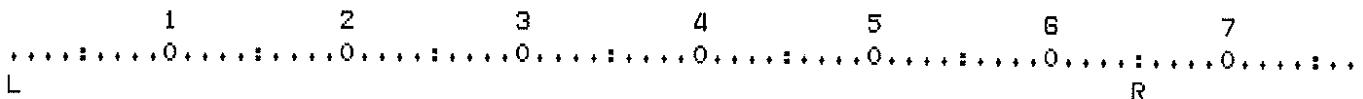
- The left and right margins
- A ragged right or justified right margin
- Line spacing
- Tab positions, paragraph indents, word-wrap indents, centering points, and hyphenation zones

You can place any number of rulers in a document. Change rulers anytime you need new margins, tab positions, and so on.

Display a Ruler

- To see the current ruler settings, press Gold RULER.

You can view the current *ruler settings* anywhere in a document. Just move the cursor there and then press Gold RULER. The text moves up, and a displayed ruler appears on the three (3) bottom lines. Characters in the appropriate columns indicate the various settings. For instance, if the left margin is set at column 1 and the right margin is set at column 65, you see:



(This example ruler is the *standard ruler*, discussed later in this chapter under Stored Rulers.)

Directly below the column numbers (10, 20, 30, and so on) is a line with the letters L and R. A ruler may contain other characters on this line. Each character indicates a ruler setting. A ruler setting marks a column where a particular DECmate formatting feature takes effect. A complete table of ruler settings is presented at the end of this chapter.

You can change the settings and embed the changed ruler, as described in the next section. The new ruler remains visible to show the point where the settings change.

Change a Ruler

- **To see the current ruler settings** (display a ruler), press Gold RULER.
 - **To add a setting to a ruler**, display the ruler. Move the cursor to the appropriate column, using ADVANCE and BACK UP. Type the character for that setting (see Table 11).
 - **To remove a setting in a ruler**, display the ruler. Move the cursor to the appropriate column (using ADVANCE and BACK UP) and press the space bar.
 - **To move any setting except a tab position**, display the ruler. Move the cursor to the column where you want the setting, using ADVANCE and BACK UP. Type the character for that setting. DECmate removes the old setting when you type the new one.

When you display a ruler, the cursor stays in the same column it was in before you pressed Gold RULER. To change a setting, you must move the cursor to the column you want to change.

- Press ADVANCE to move the cursor one column to the right.
 - Press BACK UP to move the cursor one column to the left.

Pressing ADVANCE or BACK UP also sets the direction mode. Then:

- Press WORD to move the cursor to the **next setting** in the ruler.
- Press LINE to move the cursor to the **end of the ruler** (column 80 of a normal-width ruler).

WORD and LINE are the only distance keys that have any effect on the cursor when a ruler is displayed.

Move the cursor to a column of the ruler where you want to make changes. Type the character of the ruler setting you want. Table 11 at the end of this chapter summarizes the possible ruler settings.

Pressing the space bar removes the ruler setting at the cursor. Typing a character or pressing the space bar to remove one does not change the direction mode or move the cursor.

You can also change a ruler setting without first deleting the old character. Move the cursor to the old setting and type the new setting. The new setting automatically replaces the old one.

Also, to move any setting *except a tab position*, move the cursor to the column where you want the setting. For instance, if the L in the ruler is in column 1 and you want it in column 5, move the cursor to column 5 and type L. When you add the new setting, the old setting at column 1 is removed.

To change tab positions, you must explicitly delete old positions using the space bar. Because you can have several tab positions in the same ruler, one position does not cancel another. Tab positions are discussed later in this chapter.

Hint: To recall your original ruler settings while the ruler is displayed, press the equal sign (=) key. This is useful if you have changed the settings on a displayed ruler and then decide to keep your original ruler.

Embed a Ruler

- **To embed the changed ruler in the document**, press RETURN. The changes take effect from that ruler to the next ruler or to the end of the document.
- **To resume editing without embedding the new ruler**, press Gold RULER.

When a ruler is displayed, you have three (3) choices:

- *To embed* the new ruler. Pressing RETURN inserts your changed ruler before *the line* the cursor was on when you first displayed the ruler.
- *To keep* the original ruler settings. Pressing Gold RULER returns you to the text and keeps the original ruler settings. Any changes you made to the ruler do not take effect.

- To *resume* editing by pressing either RETURN or Gold RULER, if you have not changed any settings.

When you embed the displayed ruler, the display returns to normal. If you changed ruler settings, you see the new ruler. Changed settings take effect from that point on.

Note When you change ruler settings, DECmate removes all word-wrap returns through the next ruler. After you embed a new ruler, advance the cursor to the next ruler. DECmate rewraps the text between the rulers.

DECmate does not let you embed a ruler with incorrect margins in a document. Instead, it sounds the buzzer. The cursor moves to the problem setting. For example, if the left margin was missing, the cursor moves to column 1.

The total number of settings in a ruler *cannot exceed 20* (40 in a wide ruler). The buzzer sounds if you press RETURN to embed a ruler with too many settings. The cursor moves to the first setting that exceeds the limit.

Remove Extra Rulers

- To remove extra rulers (no text between rulers), use BACK UP and the distance keys to scroll backwards past the extra rulers. You can also follow this procedure:
 - 1 Move the cursor past the last ruler.
 - 2 Press Gold RULER to display the ruler.
 - 3 Immediately press Gold RULER again to return to editing.
- To resume editing without embedding a changed ruler, press Gold RULER.

The rubout and delete keys do not remove rulers. If you remove all text between two rulers, the rulers remain in the document. Each ruler takes up a line on the screen but does not format any text. You can stack up several rulers this way. Only the last ruler in the stack affects the text.

The easiest way to delete any extra rulers is to scroll backwards over the stack, using BACK UP and the distance keys. When you advance the cursor again, the stack of rulers disappears. Only the last ruler that formats the text after it remains. If the first and last rulers in the stack are the same, then all the rulers disappear when you back up the cursor over the stack.

You can also remove a ruler by changing it to match the settings of the previous ruler. Since the rulers are now identical, the extra ruler disappears. If you change the last ruler in a stack to match the first ruler or the ruler of the preceding text, the extra rulers in between are removed.

Left Margin Each ruler gives the left and right margins for all text beyond it to the next ruler or the end of the document.

The left margin (the start of each line) is defined by an L, F, N, or D in the ruler. DECmate never places text further left than the current left margin setting.

Each ruler must contain exactly one left margin character. The particular left margin character indicates the amount of vertical spacing between each line. Line spacing takes effect when the document is printed. You do not see it on the screen. Line spacing is discussed in the next section.

A typical ruler with left margin in column 1 and right margin in column 65 looks like this:

L-----R-----

Refer to Table 11, Ruler Setting Characters, for a summary of all margin characters.

Line Spacing (L, N, D, F) The left margin (the start of each line) is defined by an L, F, N, or D in the ruler. Each character defines different line spacing:

L	Single spacing
N	Line-and-a-half spacing
D	Double spacing
F	Half-line spacing

L in the ruler tells DECmate to use single-spacing between lines. During printing, DECmate advances the paper $\frac{1}{6}$ inch between lines. Of course, you can also press RETURN to add blank lines on the display and when printing a document.

N in the ruler instead of an L produces line-and-a-half spacing. DECmate advances the paper $\frac{1}{4}$ inch (one and one-half normal lines) between lines when printing. N in the ruler might be used to produce draft copies. This allows you room to write comments between lines.

D in the ruler as the left margin setting produces double-spacing. DECmate advances the paper $\frac{1}{3}$ inch (two normal lines) when printing. D in the ruler might be used to produce draft copies. This allows you room to write comments between lines.

F in the ruler (instead of L) produces half-line spacing. Text is single-spaced on the display, as it usually is. But during printing, DECmate advances the paper half the normal vertical space ($\frac{1}{12}$ inch) between lines. Normal text printed with half-line spacing overlaps and can be difficult to read.

Complex Formulas

Half-line spacing is useful in complicated formulas, where many characters should be printed one-half line above or below the text line. Create the formula in this way:

- Display the ruler, and use F as the left margin character. Embed the ruler.

- On the first line(s), type characters meant to be printed as superscripts (above the normal text). Press RETURN twice to separate each line.
- On the next line, type the normal text for that printed line. Press RETURN twice to separate each line.
- On the last line(s), type characters meant to be printed as subscripts (below the normal text). Press RETURN twice to separate each line.

When you press RETURN twice to separate each line, the lines print single-spaced. Also, you can type the text to be printed at the normal line level FIRST. Then type the “superscript” characters below that. Cut and paste this line above the text to be printed on the normal line level. Then advance beyond the normal-level text, and type the “subscript” characters.

This method of creating complicated formulas is sometimes easier than using superscripts and subscripts (discussed in Chapter 13).

Right Margin (R, J)

Each ruler gives the left and right margins for all text beyond it to the next ruler or the end of the document.

An R or J in the ruler marks the right margin column (the end of each line). Each ruler must contain only one right margin setting. DECmate never allows text to go further right than the current right margin setting. If a character is typed past the right margin, DECmate wraps the word to the next line and inserts a word-wrap return.

R in the ruler means *ragged right margin*. It tells DECmate to position the words on the paper as they are displayed. That is, the lines are aligned on the left. But each line may end in a different column on the right, depending on the number of characters it contains.

J in the ruler means *justified right margin*. It makes DECmate *justify* the lines when printing the document. That is, DECmate adds spaces between the words, so that the printed text is aligned on both the left and right edges. Also, on letter quality printers, DECmate adds space between individual characters. Sometimes justified text is called blocked text, because the paragraphs are rectangular. DECmate only prints the text justified. The same text is not justified on the display.

A typical ruler with left margin in column 1 and right margin in column 65 looks like this:

L-----R-----

Hyphenation Zone (H)

The letter H in the ruler indicates that the character spaces between it and the right margin are the *hyphenation zone*. If DECmate wraps a word that filled the hyphenation zone, the buzzer sounds. You then have the opportunity to insert a hyphen in the word. Hyphenation helps to smooth out a ragged right margin. The hyphenation zone is also discussed in Chapter 8.

H cannot appear more than once in any ruler. If you put a second H into a displayed ruler, DECmate removes the first H setting.

Tabs

A ruler can contain characters to mark *tab positions*. The three types of tab positions, each marked by a different character in the ruler, are discussed in later sections. Each one aligns tabbed text in a different way, as illustrated in Figure 1.

Change tab positions by changing the ruler. Then, as you advance the cursor through the text, DECmate rearranges the text to line up at the new tab positions.

Two keys are used in conjunction with tab positions in a ruler:

- Pressing the TAB key inserts a tab mark and moves the cursor and any text following to the next tab position.
- Pressing the TAB POS key advances the cursor to the next tab position without changing text formatting.

Pressing the TAB key inserts a *tab mark* (visible in view mode) in the document. The tab mark tells DECmate to move the cursor, and all text that follows it, to the next tab position. That text is known as *tabbed text*. Also, the tab mark indicates to DECmate that the text after the tab mark must always be separate from the text before the tab mark. The tab mark stays in the document until you delete it or rub it out.

The TAB POS key is a cursor movement key. It does not change the format of the text. For more information on the TAB POS key, see Table 5 in Chapter 2.

Left-Justified Tab (T)

The most common tab position is a left-justified tab. The letter T in the ruler indicates a left-justified tab position. DECmate aligns the tabbed text on the left. Typing text after pressing TAB makes DECmate display the text starting at the tab position and continuing to the right.

Usually, you want words to line up on the left. So left-justified tab positions are usually used for columns that contain words. See Figure 1.

Right-Justified Tab (>)

The > (right angle bracket) in the ruler indicates a right-justified tab position. DECmate aligns the tabbed text on the right. The rightmost character of the tabbed text always remains on the tab position, at the cursor. Typing a character after pressing TAB makes DECmate display the text starting at the tab position and continuing to the left. Any text before the tab mark shifts left.

The right margin also acts as a right-justified tab position. Pressing TAB moves the cursor to the right margin when there are no tab positions between the cursor and the margin. Characters typed then move to the left so that the last character typed lines up with the right margin.

Right-justified tab positions are used for columns that contain whole-number figures. You usually want these columns aligned so that the one digits, ten digits, and so on, line up. See Figure 1.

Decimal-Aligned Tab (.)

A . (period) in the ruler indicates a decimal-aligned tab position. If the tabbed text contains a decimal point, the text is aligned around the decimal point. That is, the decimal point is in the column containing the decimal tab position. If the tabbed text does not contain a period, the text is aligned on the right, as with a > in the ruler.

Typing a character after pressing TAB makes DECmate display the text starting at the tab position and continuing to the left *until you type a decimal point*. Characters typed after the decimal point are placed to the right of the tab position.

Decimal-aligned tab positions are used for columns that contain figures with decimal points. See Figure 1.

Left-Justified	Right-Justified	Decimal-Aligned
-----T----->	-----,-----	,
Price	\$30	1.065
Number Three	\$104	9.38
New Method	\$2,207	16
Incremental Cost	\$9	0.082
Compound C	\$11	.31

Figure 1 Examples of Tabs

Indents

The left margin, marked by L in the ruler, is the leftmost column available for use. Normally, DECmate puts a word in this column when it follows a line-end character. By changing the ruler, however, you can make DECmate indent text.

Paragraph Indent (P)

P in the ruler marks a *paragraph indent*. DECmate puts the word following a paragraph marker in the column marked by a P in the ruler. Paragraph markers tell DECmate to indent the first line of every new paragraph.

A paragraph indent only occurs if you put a paragraph marker in a document by pressing Gold PARA MARKER. Paragraph markers are only visible in view mode (see Chapter 17).

You can also tab to a P in the ruler using the TAB key. In this way, a P setting acts like a tab position.

P cannot appear more than once in any ruler. If you try to type a second P into a displayed ruler, DECmate removes the first P from the ruler.

Hint: If you print a document double-spaced (with a D in the ruler), use paragraph markers. The text is easier to read and more attractive than if you used two (2) hard returns between paragraphs.

Word-Wrap Indent (W)

W in the ruler indicates a *word-wrap indent*. DECmate puts a word at the W column instead of at the left margin when it wraps the word from the end of the previous line.

Note *Do not confuse a word-wrap indent with a word-wrap return, discussed in Chapter 4.*

With a W in the ruler, the first line in a paragraph starts at the left margin or paragraph indent. Following lines are indented to the W column when DECmate wraps text. So the word-wrap indent indents all lines of a paragraph *except the first*.

W in a ruler is also a left-justified tab position. You can create a paragraph with all lines indented by placing a W in the ruler and tabbing to it at the start of each paragraph. Then the first line also starts at the indent position. Often, in rulers with a W, you might also move the R to the left to indent the paragraph on both sides.

A ruler can have only one W setting. If you try to type a second W into a displayed ruler, DECmate removes the first W.

Centering Point (C)

A centering mark is inserted in the text by pressing Gold CENTR while creating or editing. Usually it positions the preceding line half-way between the left and right margins. However, you can put the letter C in a ruler to mark a *centering point*. Text centers around the C when you press Gold CENTR.

A ruler can have only one C setting. If you try to type a second C into a displayed ruler, DECmate removes the first C from the ruler. Chapter 6 describes the centering mark and its effects under Center Text.

Wide Rulers

DECmate can also display and print documents with up to 158 characters on a line. The maximum width depends on the ruler's right margin setting. A ruler in which the right margin is set at or past column 80 is called a *wide ruler*. A document containing such a ruler is called a *wide document*.

If you use a wide ruler, the right margin character can be anywhere between position 80 and 158, as you decide.

When displaying text on a normal ruler, DECmate uses the normal display method (see Figure 2). To display a wide document, DECmate compresses the display on the screen to show all text at or beyond the original 80 typing positions (illustrated later in Figure 3). Also, it shifts horizontally as you type or edit beyond 132 typing positions (illustrated later in Figure 4).

Print a Wide Document

The maximum width of the ruler you use depends on the type of printer you have. A draft printer can only print documents with a maximum width of 132 characters. A letter quality printer can print documents with text up to 158 characters.

Note If a document contains rulers wider than 132 characters, the document's pitch setting must be 12 characters per inch. Otherwise, you get a printer status message for a "malfunction." For more information on the Pitch setting, see Chapter 11. No other special print settings are needed.

Hint: You might want to consider typing the text that uses a wide ruler as a separate document. For example, if the document you are creating contains a chart on a wide ruler, *create a document that just contains the chart*. Then you can edit the rest of the text without the display compression that occurs with a wide ruler. Print the documents separately and merge them.

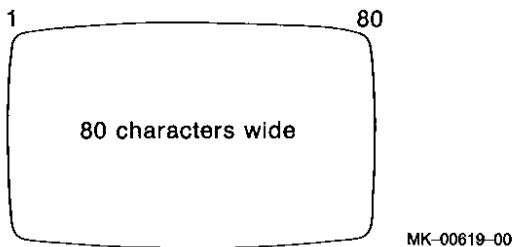


Figure 2 Normal Display Method

Create a Wide Ruler

- To create a wide ruler (up to 132 characters), display the current ruler. Press ADVANCE LINE to move the cursor to the end of the 80-column ruler. Then press ADVANCE again to display a wide ruler. Insert ruler settings where you want them. Then embed the wide ruler.
- To create a wide ruler (up to 158 characters), display the current ruler. Press ADVANCE LINE to move the cursor to the end of the 80-column ruler. Then press ADVANCE again to display a wide ruler. Insert ruler settings where you want them in positions 1 to 132. Then press ADVANCE LINE again. The screen display shifts to show columns 27 to 158. Insert ruler settings where you want them in positions 132 to 158. Then embed the wide ruler.

Note The maximum width of the ruler you use depends on the type of printer you have. A draft printer can only print documents with a maximum width of 132 characters. A letter quality printer can print documents with rulers up to 158 characters.

If the cursor is in column 80 of the ruler, pressing ADVANCE moves it to column 81. DECmate compresses the text on the display to show a wide ruler (132 columns). To display up to 158 characters, DECmate uses the *horizontal shift* method, described in the next section.

First display a wide ruler; then add settings in the usual way. The total number of settings in a wide ruler cannot exceed 40 (compared to 20 in a normal ruler).

Text in a document containing a wide ruler ALWAYS appears compressed from the point where the ruler takes effect until you file the document. Even if you move to a part of the document with no wide rulers, the display remains compressed.

To return to the normal display method, file the document and edit it again. DECmate always begins an editing session with the normal display method. If you file the document to return to the Main Menu, the display returns to normal.

DECmate returns to its normal display method if you return to editing *without embedding a wide ruler* in the document, and if DECmate has not found a wide ruler in the document yet. Both conditions must apply.

Horizontal Shift

DECmate compresses the display to show a wide document (up to 132 columns). If the document has no text wider than 132 characters, DECmate can display the entire document using this method. See Figure 3.

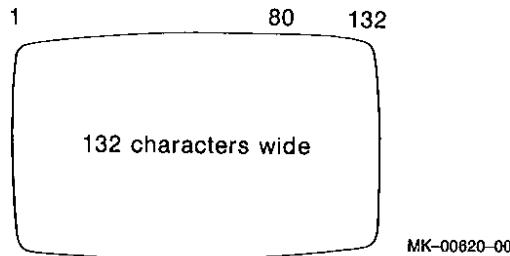


Figure 3 Horizontal Shift: Text Compressed

If the right margin is set at or beyond column 132, DECmate cannot display the entire text at once. DECmate, therefore, divides the display into two 132-character regions. See Figure 4.

Region A consists of columns 1 through 132 of the document. Region B consists of columns 27 through 158. DECmate starts out displaying Region A. If you move the cursor to a point outside Region A (that is, into columns 133 through 158), the text in the display shifts right. Region B (columns 27 through 158) is displayed. If you move the cursor back to a point outside Region B (into columns 1 through 26), the text shifts left, and Region A is displayed again.

(Width \geq 132)

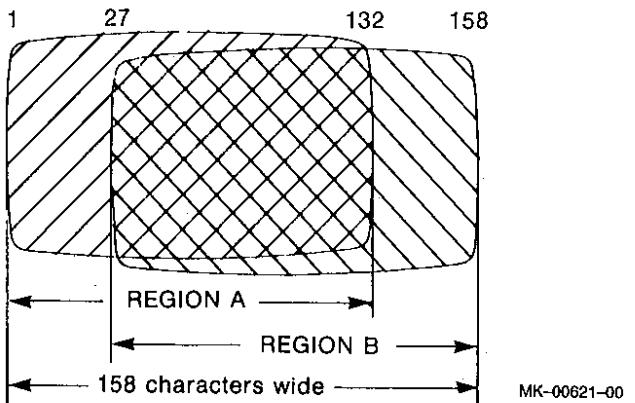


Figure 4 Horizontal Shift: Text Shifts Between Regions

Remember: always set the Print Menu pitch setting to 12 characters per inch before printing a document with wide rulers (beyond 132 character positions). For more information on the Pitch (PI) setting, see Chapter 11.

The horizontal shifting stops when you move to a part of the document where no rulers are 132 columns or wider. *But the display compression remains until you file the document.*

Return to Normal Width

Once you embed a wide ruler in a document, DECmate always uses the wide display method – *even if you move to a part of the document that does not have wide rulers.* To make DECmate return to the normal display method, file the document and call it up to edit again. DECmate always begins an editing session with the normal display method and continues until it finds a wide ruler.

Once you advance the cursor past the wide ruler, the text display compresses. If you move to a part of the document where no rulers are wider than 132 columns, the horizontal shifting stops. But the text is still compressed. Once you go into wide ruler display, the text on the screen always remains compressed.

To return to the normal display method, file the document. If you return to the Main Menu, the display returns to normal.

DECmate returns to its normal display method if you return to the document *without embedding a wide ruler*, and if DECmate has not found a wide ruler in the document yet. Both conditions must apply.

Stored Rulers

- **To store the current ruler**, press Gold RULER. Then *hold the SHIFT key down* and press a number key (0-9) under which the ruler is to be stored. Press either RETURN or Gold RULER again to resume editing.
- **To store ruler settings that are different from the current settings**, press Gold RULER to display the current settings. Change those settings as desired. Then *hold the SHIFT key down* and press a number key (0-9) under which the ruler is to be stored. Press Gold RULER again to resume editing without changing ruler settings.
- **To look at a stored ruler**, press Gold RULER and the number of the desired ruler. Its settings are now displayed. Press Gold RULER again to resume editing without embedding the ruler.
- **To embed a stored ruler in a document**, press Gold RULER and the number of the stored ruler. Press RETURN to embed the new ruler in the document and resume editing.
- **To revert to the standard ruler (stored ruler 0)** after typing text with different settings, press Gold RULER, type 0, and press RETURN.

You can store up to ten rulers with settings you use often. You store and retrieve the rulers by using the number keys, 0 to 9.

Pressing a number key *with the SHIFT key held down* stores the current ruler settings under that number. Storing a ruler does not change a document's current ruler settings.

You can use stored rulers only when editing a document. Press Gold RULER to display the current ruler. Then, pressing a number key recalls the ruler stored with that number. It appears on the screen, replacing the ruler settings from the document. You can now embed this ruler in the document by pressing RETURN.

You can view, change, or exchange your stored rulers without changing the ruler in the document you are editing. Just press Gold RULER to return to the document without embedding the displayed ruler.

When you create a new document, DECmate uses the settings you stored under number 0 as the document's first ruler, or the *standard ruler*. Like any other stored ruler, you can change its settings.

Note *When you have displayed a ruler, be careful not to press the HALT key. Pressing HALT causes DECmate to react as though you pressed the SHIFT and 2 keys. (The displayed ruler is stored under the number 2.) Pressing SHIFT and the HALT key causes DECmate to react as though you pressed the SHIFT and 6 keys. (The displayed ruler is stored under the number 6.)*

Keep one of your ten stored rulers unused so that you can use it in operations such as these:

- **To "pick up" the settings in one portion of a document and move them** (embed a ruler with the same settings) to another portion of the document. First, move the cursor to the first portion of the document, and display the ruler. Now store it under a number you are not using. Move the cursor to the point where you want that ruler, then press Gold RULER. Type the number you stored the ruler under, and then press RETURN.
- **To insert a piece of text that has settings different from the text on either side of it.** First, display and store the current ruler under a number you are not using. Then change the ruler settings to the ones you want for the new piece of text. Press RETURN to embed this new ruler. Now type the new text. When you are finished, display the ruler again. Now, recall the original ruler you just stored, and embed it in the text to revert back to the original settings.

Table 11 Ruler Setting Characters

Character	Effect
Left Margin Characters	
F	Defines left margin, and text is printed with half-line spacing.
L	Defines left margin, and text is printed single-spaced.
N	Defines left margin, and text is printed with line-and-a-half spacing.
D	Defines left margin, and text is printed double-spaced.
Right Margin Characters	
R	Defines a ragged right margin. Line endings of printed text are uneven, just as they appear on the screen. Also used as a right-justified tab position for text that is aligned at the right margin.
J	Defines a justified, or flush right, margin. Text is blocked when printed. That is, all line endings are even.
Tab Position Characters	
T	Left-justified tab position. Used to align words in columns.
>	Right-justified tab position. Compare with R right margin character, above. Used to align whole numbers.
.	Decimal-aligned tab position. Used to align numbers containing decimal points.
Indent-Producing Characters	
P	Produces a paragraph indent after a paragraph marker. Also acts like a tab position if preceded by a tab mark.
W	Produces a word-wrap indent after a word-wrap return. Also acts like a tab position if preceded by a tab mark.
Other Characters	
C	Defines a centering point other than midway between the left and right margins. Text before a centering mark is centered around the centering point.
H	Defines a hyphenation zone. Used in conjunction with the right margin character (R or J) to determine which words should be hyphenated. Hyphenation produces a more even right margin.

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DECmate

chapter 6

Highlighting

DECmate offers you four ways to *highlight*, or add emphasis to, text in a document. You can:

- Capitalize
- Bold
- Underline
- Center

You can combine two or more types of highlighting. You can highlight text as you type it, or go back and highlight text you typed earlier.

Capitalize Text

- **To capitalize text as you type it**, you can:

Press SEL, type the text, then press the UPPER CASE key.

OR

Press the CAPS LOCK key so that it locks down, then type the text.

OR

Hold down the SHIFT key while you type the character(s).

- **To capitalize existing text**, you can:

Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press UPPER CASE.

OR

Move the cursor to the start of the text. Press UPPER CASE, then the appropriate distance key(s) to move the cursor to the end of the text.

(continued on next page)

- To halt capitalization, press ADVANCE or BACK UP. Or press any key other than a distance key.
- To remove capitalization:
Move the cursor over the character. Press Gold UPPER CASE and the appropriate distance key(s). Press ADVANCE or BACK UP to return to normal editing capability.
OR
Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press Gold UPPER CASE. Press ADVANCE or BACK UP to return to normal editing capability.

Pressing the UPPER CASE key on the minikeyboard capitalizes text. After pressing UPPER CASE, the cursor moves to the next character as though you had pressed ADVANCE. If you have selected text, pressing UPPER CASE highlights every character in the selected text. DECmate removes the select mark after the text is capitalized.

Pressing UPPER CASE also sets the distance keys (WORD, LINE, PARA, and so on) in forward mode. So if you press any distance key, all the text the cursor passes over is capitalized. *Capitalization is canceled the first time you press any key other than a distance key*, for example, ADVANCE or BACK UP.

You can also capitalize letters using the CAPS LOCK key on the main keyboard. All the alphabetic characters are automatically typed in uppercase. The number and symbol keys are not affected.

Hint: Use the CAPS LOCK key to capitalize text as you type it. Use the UPPER CASE key to capitalize existing text.

Reverse the Process

Pressing Gold UPPER CASE changes the character at the cursor to lowercase. You can use this command to remove capitalization from text. If you have selected text, pressing Gold UPPER CASE changes all uppercase selected text to lowercase.

Remember: after pressing Gold UPPER CASE, press ADVANCE or BACK UP to cancel the Gold UPPER CASE feature. Otherwise, you may change to lowercase text that you wish to remain uppercase.

Bold Text

- **To bold text as you type it**, press SEL, type the text, then press the BOLD key.

- **To bold existing text**, you can:

Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press BOLD.

OR

Move the cursor to the start of the text. Press BOLD, then the appropriate distance key(s) to move the cursor to the end of the text.

- **To halt bolding**, press ADVANCE or BACK UP. Or press any key other than a distance key.

- **To shadow print bolded text**, bold the text as described above. Type SP YES from the Print Menu, and print the document.

- **To remove bolding**:

Move the cursor over the character. Press Gold BOLD and the appropriate distance key(s). Press ADVANCE or BACK UP to return to normal editing capability.

OR

Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press Gold BOLD. Press ADVANCE or BACK UP to return to normal editing capability.

Bolding is visible on the screen as extra bright intensity. When printed on a letter quality printer, a bold character makes the printer's hammer strike that character twice in the same place. The printed character appears extra dark.

The BOLD key on the minikeyboard bolds text. Pressing BOLD makes the character at the cursor position bolded. The cursor then moves to the next character as though you had pressed ADVANCE. If you have selected text, pressing BOLD highlights every character in the selected text. DECmate removes the select mark after the text is bolded.

Pressing BOLD also sets the distance keys (WORD, LINE, PARA, and so on) to forward mode. So if you press a distance key, all the text the cursor passes over is bolded. *Bolding is canceled the first time you press any key other than a distance key*, for example, ADVANCE or BACK UP.

Shadow printing is a way to have bolded text print even darker. Shadow printing is achieved by setting SP YES on the second page of the Print Menu. The text you want shadow printed must be already bolded, and you must use an LQP02. For more information on shadow printing, refer to Chapter 11.

Bolded text is treated differently when the Print Menu setting TW is set to TW YES. This setting prints bolded characters using a second print wheel (in a different type style). DECmate prints all the non-bolded characters, then stops. You must manually change print wheels and roll the paper back to the top of the page. DECmate then prints the bolded characters using the second print wheel. For more information on printing with two wheels, refer to Chapter 11.

Reverse the Process

Pressing Gold BOLD removes bolding from the character at the cursor. You can use this command to remove bolding from text. If you have selected text, pressing Gold BOLD makes bolded selected text "unbolded." Text returns to regular (medium) typeface.

Remember: after pressing Gold BOLD, press ADVANCE or BACK UP to cancel the bolding feature. Otherwise, you may unbold text you wish to leave bolded.

Underline Text

- To underline text as you type it, press SEL, type the text, then press the UNDER LINE key.
- To underline existing text, you can:
 - Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press UNDER LINE.
 - OR
 - Move the cursor to the start of the text. Press UNDER LINE, then the appropriate distance key(s) to move the cursor to the end of the text.
- To halt underlining, press ADVANCE or BACK UP. Or press any key other than a distance key.

(continued on next page)

- **To remove underlining:**

Move the cursor over the character. Press Gold UNDER LINE and the appropriate distance key(s). Press ADVANCE or BACK UP to return to normal editing capability.

OR

Move the cursor to the start of the text, and press SEL. Move the cursor to the end, and press Gold UNDER LINE. Press ADVANCE or BACK UP to return to normal editing capability.

Underlining is visible on the screen. During printing, underlines are printed under the appropriate characters in a two-part operation. First, all underlines on a line are printed across the paper. Then all the text on the line is printed.

The UNDER LINE key on the minikeyboard underlines text. Pressing UNDER LINE underlines the character at the cursor position. The cursor then moves past that character to the next one as though you had pressed ADVANCE. If you have selected text, pressing UNDER LINE underlines every character in the selected text. DECmate removes the select mark after underlining the text.

Pressing UNDER LINE also sets the distance keys (WORD, LINE, PARA, and so on) into forward mode. So if you press a distance key, all the text the cursor passes over is underlined. *Underlining is canceled when you press any key other than a distance key.* Usually, it is easiest to press ADVANCE or BACK UP to return to normal editing after underlining the selected text.

When you underline text, DECmate underlines the spaces between words as well as the words themselves. *To underline just the words,* move the cursor to the start of the text to be underlined. Press UNDER LINE, then press WORD repeatedly until the cursor is past the last word to be underlined.

The underscore character on the hyphen (-) key is accessed by holding down the SHIFT key. Press the hyphen (-) key to get the underscore character as many times as needed. Use this character if you want to print separate underscore characters. *It does not underline text.* To use this key to underline text, you must create composite characters (see Chapter 13) with individual characters and underscores.

Reverse the Process

Pressing Gold UNDER LINE removes underlining from the character at the cursor. You can use this command to remove underlining from text. If you have selected text, pressing Gold UNDER LINE removes all underlining in the selected text.

Remember: after pressing Gold UNDER LINE, press ADVANCE or BACK UP to cancel the Gold UNDER LINE feature. Otherwise, you may remove underlining from text you want underlined.

Center Text

- **To center a line**, type the text, then press Gold CENTR. Or move the cursor to the end of an existing line, and press Gold CENTR.
- **To remove a centering mark**, move the cursor past the last visible character in the centered line. Press DEL CHAR. Or move the cursor to the first character of the line after the centered line. Press RUB CHAR OUT.

Centered lines are positioned so that their midpoints are aligned.

Do these lines
look centered to you?

To center a line of text, press Gold CENTR after the text. This inserts a *centering mark* at the end of the line. This mark causes DECmate to center the line when displaying or printing it. If you change the margins or type more text into the centered line, DECmate moves the line to keep it centered.

The centering mark is a line-end character. The cursor and any following text move to the start of the next line.

DECmate normally centers a line halfway between the left and right margins. However, you can define a *centering point* in the ruler (see Chapter 5). If a centering point is in the ruler, DECmate positions the line of text so that it centers under the C in the ruler.

A centering mark is not visible in normal editing mode. You can view a centering mark by pressing Gold VIEW (see Chapter 17).

Remember to consider other invisible characters when you are centering a line. Suppose a line ends with spaces. Adding a centering mark after the last visible character means the text is centered; the spaces move down to the next line where they remain invisible. Or you might have a centered line that ends in spaces. The spaces are counted as characters when the line is centered.

Note *You can only center text that is not tabbed. The tab mark takes effect, and the centering mark does not. In this case, the centering mark acts like a hard return. You must remove the tab mark before the centering mark can take effect.*

Cancel Centering

To remove a centering mark, advance the cursor one character beyond the last visible character of the centered line. Press DEL CHAR. With the centering mark gone, the text moves back to the left margin. Because you have removed the line-end character, the text on the next line moves up to the line of text that used to be centered.

If you have extra spaces at the end of a centered line, the method just described does not work. Pressing DEL CHAR only deletes the extra spaces while the line stays centered. If you wanted to retain the spaces but remove the centering mark, use the rubout feature. Move the cursor to the start of the line following the centered line. Then press RUB CHAR.

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DECmate

chapter 7

Moving Text

This chapter discusses:

- How to select text to perform special operations – move, delete, copy, and replace text
- How to cut and paste text
- How to copy one document into another or to another diskette

You can *cut* and *paste* text to reorganize a document, without retyping large blocks of text.

This chapter deals with moving text *within a document*. Also:

- Moving *text between documents and diskettes* is discussed in this chapter under Paste and under Get Document.
- Moving *documents between diskettes* is also discussed under Copy Documents in Chapter 2. The COPY command allows you to copy one, several, or all the documents on a diskette.

Select

- **To select text as it is typed**, press the SEL key on the mini-keyboard, then type the text.
- **To select existing text**, move the cursor to one end of the text and press SEL. Then press the appropriate distance key(s).
- **To erase the select mark**, press SEL a second time.

Pressing SEL inserts a *select mark* in the document at the cursor position. The text between the cursor and the select mark is the *selected text*. Any text following the cursor appears to move down a line. Use the ADVANCE or BACK UP keys and the distance keys to move the cursor to the end of existing text you want to select.

Selecting text is used in conjunction with these features:

- Highlighting (capitalizing, bolding, and underlining, as discussed in Chapter 6)
- Subscripting and superscripting (discussed in Chapter 13)
- Cutting text into the paste area, to be pasted elsewhere in the document or deleted
- Replacing specified phrases in a document, or being replaced by a specified phrase.

Cutting, pasting, deleting, and replacing text are discussed in this chapter.

Note *If you press Gold BOT DOCMT after pressing SEL key, DECmate removes the select mark from the document. You cannot select an entire document by using Gold BOT DOCMT.*

Cut

- **To remove (cut) text from a document**, move the cursor to the start of the text, and press SEL. Move the cursor to the end of the text, and press CUT.
- **To type text into the paste area**, press SEL, type the text, and press CUT.
- **To copy text into the paste area** (leave original text in place), move the cursor to one end of the text, and press SEL. Move the cursor to the other end of the text, and press Gold CUT.

For the CUT key to work, you must first *select* the text, as described in the previous section. The selected text is the text between the select mark and the cursor. If there is no selected text, pressing CUT sounds the buzzer.

Pressing CUT moves the selected text from the document to the *paste area*. The paste area is a storage area on your system diskette. Although removed from the screen, the text in the paste area can be pasted into the document elsewhere.

The paste area holds up to 7500 characters, or about three (3) pages. If you select more than 7500 characters to be cut, DECmate moves only the first 7500 characters into the paste area. DECmate then sounds the buzzer and removes the select mark.

Pressing CUT removes the select mark from the document, so that there is no longer any selected text. Pressing CUT also erases whatever text was previously in the paste area. The erased text cannot be restored.

You use the CUT and PASTE keys together to move text. The paste feature is described later in this chapter. The cut and paste features

are also used with the various types of searches described in Chapter 14. Since searches use more advanced techniques to locate, edit, and replace text, they are not described in this chapter.

Cut to Copy

Perhaps you want to *copy* text from where it is in a document and paste it in another location. Select the text, then press Gold CUT. Gold CUT copies the selected text to the paste area but does not delete it from the document.

However, Gold CUT *does not* cut the rulers to the paste area. Rulers in cut-and-paste operations are discussed later in this chapter, under Copy Text and Rulers.

Pressing either CUT or Gold CUT removes the select mark from the document, so that there is no longer any selected text. Both CUT and Gold CUT erase whatever text was previously in the paste area. The erased text cannot be restored.

Cut to Delete

You can also use the CUT key to delete text. Text you cut goes into the *paste area*, a storage area on the system diskette. The paste area contains the most recently cut text. If you cut more text before you paste the first text, the first text in the paste area is deleted. In this way, you can delete blocks of text without using the delete and rubout keys.

Use the SEL key and the cursor to select the text you want to move. Use the CUT key to cut the selected text out of the document. Do not paste it back into the document. As far as your document is concerned, the text is deleted.

Paste

- **To move text** from one place in a document to another, select the text and press CUT. Then move the cursor to the point where you want to insert the text and press PASTE.
- **To move text from one document to another**, select and cut the text out of the first document. Press Gold FILE DOCMT. Name another document for editing from the Main Menu. Move the cursor to the correct position in the second document, and press PASTE.
- **To move text and ruler settings**, cut the text from the first location. Move the cursor to the second location, and press Gold PASTE.
- **To copy text** (without deleting it from its original location), select the text and press Gold CUT. Move the cursor to the point where you want the copy of the text to go, and press PASTE.
- **To copy text and rulers** (without deleting them from the document), select the text. Cut it with the CUT key. Copy it back to the document in the same place by pressing Gold PASTE. Now move the cursor to where you want the copy and press Gold PASTE.

You use the CUT and PASTE keys together to move text. Before you can paste text, you must first cut it into the *paste area*, as discussed in the previous section. The paste area is a storage area that can contain up to 7500 characters (about three pages) of text. The PASTE key inserts text from the paste area into the document at the cursor position.

Pressing PASTE does not erase the paste area. So you can move the cursor and press PASTE again. In this way, you can insert a copy of the same text elsewhere in the document as many times as needed.

Note When you paste text into the middle of a paragraph, DECmate removes word-wrap returns to the end of that paragraph. Therefore, press PARA after pasting text so that DECmate rewraps the remainder of the text. This inserts word-wrap returns where they are now needed.

If you paste rulers (discussed in the next section), DECmate removes word-wrap returns to the end of that paragraph. Advance to the next ruler so that DECmate rewraps the remainder of the text.

For text frequently inserted in many documents, you should use a library document, not the paste area. An example might be a letter that repeats the same closing paragraph. See Chapter 15 for a discussion of library and abbreviation documents.

The cut and paste features are also used with the various searches described in Chapter 14. Since searches use more advanced techniques to locate, edit, and replace text, they are not described in this chapter.

Copy Text and Rulers

When you cut text (using the CUT key), DECmate puts both the text and rulers into the paste area.

- Pressing PASTE ignores these ruler settings, and inserts the text according to the ruler in the new location.
- Pressing Gold PASTE inserts both the text and the rulers from the paste area. If the cut text had tab stops or special indents, these are included when the text is pasted.

When you *copy text* using Gold CUT, DECmate copies the selected text to the paste area but does not delete it from the document. However, Gold CUT *does not copy rulers*. In this case, using either PASTE or Gold PASTE has the same effect: the ruler settings in the new location are used.

To copy both text and rulers, use CUT to "pick up" the rulers with the text. Then use Gold PASTE to "put down" the text and rulers in the same place. Move the cursor to the place where you want the text and rulers copied. Then use Gold PASTE again.

A summary of cutting and pasting rulers is given in Table 12.

Table 12 Cutting and Pasting Rulers

	PASTE	Gold PASTE
CUT	Text is <i>cut</i> out of document. Old rulers are ignored; rulers at point of insertion take effect.	Text is <i>cut</i> out of document. Old rulers are saved and used at point of insertion.
Gold CUT	Text is <i>copied</i> into paste area. Rulers at point of insertion take effect.	Text is <i>copied</i> into paste area. Rulers at point of insertion take effect. To save original rulers, see technique under Copy Text and Rulers.

Paste to Another Document

Filing a document and editing another does not change the paste area's contents. Therefore, you can use the CUT and PASTE keys to move text *between documents*, and even between diskettes.

Use the SEL key and the cursor to select the text you want to move. The CUT key "cuts" the selected text out of the document. File the document, and call up the document to receive the new text. (If you have only one set of drives, you must remove the first diskette and insert the second.) Move the cursor where you want to insert the text. Press the PASTE key to insert the text.

Another way to move text between documents is to use Gold GET DOCMT, discussed later in this chapter.

Replace

- **To replace text with the contents of the paste area**, move the cursor to one end of the text, and press SEL. Move the cursor to the other end, and press Gold REPLC.

Sometimes you know that you want to replace certain text with other text throughout a document. For example, you may want to change the name of a company each time it occurs in a report. The replace feature uses the REPLC key to make this task easier.

Before you use REPLC, you usually cut the replacement text into the paste area. Also, you must first select the text to be replaced using the SEL key.

Pressing Gold REPLC deletes the selected text from the document, and removes the select mark. *Unlike CUT, Gold REPLC does not move replaced text to the paste area.* Gold REPLC then pastes the text from the paste area into the document, replacing the text it deleted. So the text in the paste area always remains the same.

If there is no selected text, pressing Gold REPLC only sounds the buzzer.

Replacing text differs from a cut-and-paste operation in these two ways:

- The REPLC key is used instead of the CUT and PASTE keys.
- The text being *inserted* is always the same text. The cut text is immediately discarded, so the contents of the paste area never change.

Gold REPLC is most useful with searches (refer to Chapter 14). In one type of search, DECmate automatically selects the text it finds. Gold REPLC then easily makes the substitution.

Get Document

- **To include a document into another document**, position the cursor where the copied document should be inserted. Press Gold GET DOCMT. Type the name or number of the document to be inserted, and press RETURN.
- **To make a copy of an entire document**, first create a new document and press RETURN. When the initial display appears, press Gold GET DOCMT. Type the name or number of the document to be copied, and press RETURN.
Or, select the Copy option from the Diskette Maintenance Menu, and the Copy One option from the Copy Document Menu. Answer the prompts, as described in Chapter 3.

As discussed above, you can cut and paste text between documents, even documents on different diskettes. However, the paste area only holds about 3 pages of text. Another way to move larger amounts of text between documents is Gold GET DOCMT. The GET DOCMT feature lets you insert all or part of one document into a second document.

If you press Gold GET DOCMT while editing, DECmate clears the screen and prompts you for the name of another document. Type a diskette number, a period, and a document name or number and then press RETURN. If you do not specify a diskette, diskette 1 is used. To cancel the request and resume editing, just press RETURN.

DECmate inserts *the entire document* at the cursor position in the original document. All rulers and other markers and invisible characters are copied. Only PAGE MARKERS are *not* copied. During the get document operation, you see the text of the document scrolling up the screen. After the operation is complete, the screen is restored, with the cursor at the end of the inserted text. You can now edit or file the document.

Gold GET DOCMT moves text from one document to another. You cannot copy a document into itself. If you try, the system buzzes and returns you to the document you were editing.

Note Gold GET DOCMT copies rulers. After you use the get document feature, be sure the last text ruler matches the ruler in the text that follows. You may have to add any necessary rulers.

If the document you specified is not in the diskette index, DECmate displays an error message and asks for another document name. Unless you specify a diskette, DECmate always looks on diskette 1 for the specified document. The document being retrieved does not have to be on the same diskette as the document being added to. You can specify a document on another diskette by typing the diskette number, a period, and the document name or number.

Hint: To preserve an older version of a document before editing it, create and name a document from the Main Menu. Then use Gold GET DOCMT to copy the old document into the new blank document. The new document's contents are an exact copy of the old document. Then you can edit the new document, and this becomes the most recent version of the text.

Get Part of a Document

Suppose you only want part of the document you copied.

- Copy the document using Gold GET DOCMT as usual. Then use the CUT key to cut out the text you do not want.
- Copy the document using Gold GET DOCMT as usual. Press Gold HALT while DECmate is copying the second document into the one you are editing. DECmate stops copying. Text already copied remains in the document you are editing when you file the document.

Copy Document Between Diskettes

- **To copy a document from one diskette to another,** select the Copy option from the Diskette Maintenance Menu. Then select the Copy One option from the Copy Document display. Answer the prompts, as described in Chapter 3.
- **To copy a document from one diskette to another (text displayed on screen):**

On a dual-drive system (two drives), create a document on the system diskette. Press Gold GET DOCMT and specify the document to be copied. File the document when copying is complete. Remove the diskette in drive 1 and replace it with the second diskette. Create a document on the second diskette. Press Gold GET DOCMT and specify the copied document on the system diskette.

On a quad-drive system (four drives), first create a new document and press RETURN. When the initial display appears, press Gold GET DOCMT. Type the diskette number, a period, and the name or number of the document to be copied, and press RETURN.

Copying documents by the Copy maintenance command (discussed in Chapter 3) is a fast, efficient process. The Copy option allows you to copy one, several, or all the documents on a diskette. Also, only whole documents are copied.

You can also use Gold GET DOCMT to copy document between diskettes. By using the get document feature, you can see the text as it scrolls up your screen. So you can give the document a quick visual check. You can also copy less than the whole document to another diskette. However, you can only copy one document at a time. The procedure differs according to the number of drives on your system.

If you have only two drives:

- 1 First create a new, empty document on the system diskette (diskette 0).
- 2 Press Gold GET DOCMT. Specify the name of the document you wish to copy, and press RETURN. DECmate looks for that document on the document diskette (diskette 1).
- 3 The document appears on your screen, scrolling through from beginning to end. When the document is copied, press Gold FILE DOCMT. You can also press Gold HALT to copy only part of a document, and then press Gold FILE DOCMT.
- 4 Remove the first document diskette and replace it with the diskette to receive the copy. Create a new, empty document on the second diskette..
- 5 Press Gold GET DOCMT. Specify the name of the document on the system diskette, and press RETURN.
- 6 The document appears on your screen, scrolling through from beginning to end. When the document is copied, you can edit or file it.

You now have a copy of the document on a new diskette. This copy procedure is summarized in Figure 5.

Note *After you make the copy of the document, delete it from the system diskette. This prevents you from accumulating documents on the system diskette.*

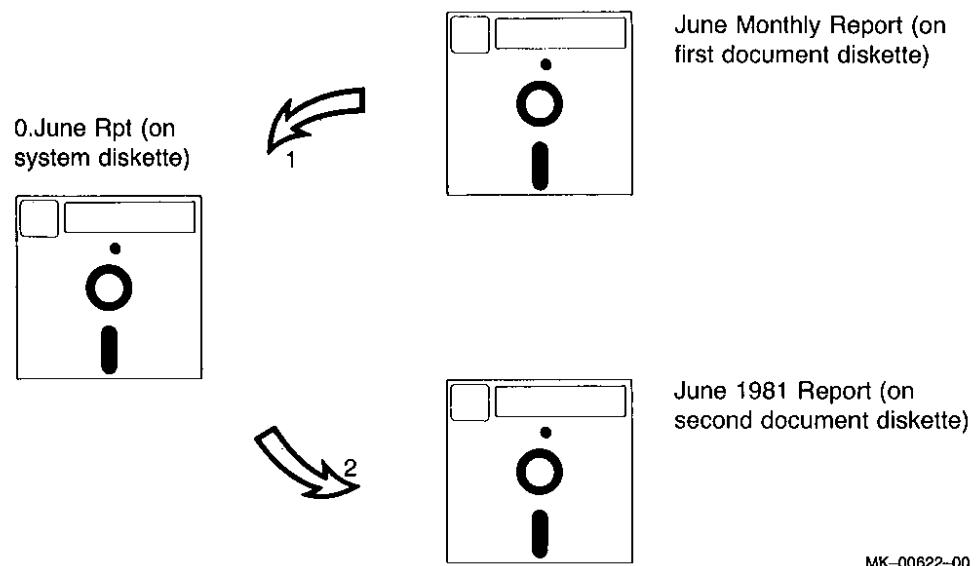
If you have four drives:

The procedure is the same one described under the earlier Get Document section.

Create a document on the appropriate diskette. For example, to copy a document to the diskette in drive 3, type C, a space, 3.document name. When the initial display appears, press Gold GET DOCMT as before.

In response to the system prompt, include the diskette number (drive number), a period, and the document name. For example, you might specify 2.document name. If you do not specify a diskette number, DECmate always searches diskette 1 for the document to copy.

You can also specify a document by number instead of by name. In the example above, you could specify 2.3 to indicate "Look on the diskette in drive 2 for document number 3."



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Figure 5 Gold GET DOCMT Between Diskettes

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DECmate

chapter 8

Hyphenation

This chapter discusses:

- The three types of hyphens: breaking, nonbreaking, and invisible
- The push-and-pull-hyphen feature
- The hyphenation zone

Hyphenation improves the appearance of text. Ragged right margins (R in the ruler) are usually uneven. Hyphenating words reduces the raggedness of the right margin. Justification (J in the ruler) produces lines of the same length by adding space between words. Hyphenation reduces the amount of space DECmate must insert between words and characters. Also, hyphens are sometimes required by rules of grammar.

Three different types of hyphens are used on DECmate, to solve different hyphenation problems. This chapter explains how to create and use hyphens. The last section of this chapter concerns hyphenation zones, also discussed in Chapter 5.

Types of Hyphens

- **To insert a nonbreaking hyphen** at the cursor, press the hyphen (-) key.
- **To insert a breaking hyphen** at the cursor, press Gold PRINT HYPH.
- **To insert an invisible hyphen**, put the cursor after the character to be followed by the hyphen. Hold down the SHIFT key, and press Gold PRINT HYPH.
- **To hyphenate a word that has been word wrapped** to the next line, use the HYPH PUSH and Gold HYPH PULL features, discussed in the next section.

DECmate provides three different types of hyphens (-). They are used in different situations.

Nonbreaking Hyphen

A hyphen inserted by pressing the hyphen (-) key is a *nonbreaking hyphen*. A nonbreaking hyphen joins two words to form a *compound word*. DECmate does not divide a compound word if it falls at the end of the line. Instead, DECmate wraps the entire word to a new line.

Nonbreaking hyphens are typically used in telephone numbers or proper names, such as Mike Ford-Jones.

To insert a nonbreaking hyphen at the cursor, simply press the hyphen (-) key.

Breaking Hyphen

A *breaking hyphen* looks the same as a nonbreaking hyphen, but lets DECmate divide compound words at the hyphen. For instance, suppose the compound word "two-thirds" contained a breaking hyphen. If it crossed the right margin, DECmate could leave "two-" on the first line and move "thirds" to the next line.

To insert a breaking hyphen at the cursor, press Gold PRINT HYPH.

Invisible Hyphen

An *invisible hyphen*, like a breaking hyphen, lets DECmate divide a word at the hyphen. DECmate breaks the word at that point if the whole word does not fit on a line. But until the word is divided at the end of a line, the hyphen is not visible on the screen. You insert invisible hyphens in words between syllables.

A word may contain several invisible hyphens, to tell DECmate that there are several places where it may divide the word. If DECmate does break the word, the invisible hyphen stays with the first part of the word and becomes a visible hyphen at the end of the line. The second half of the word is wrapped to the next line.

For instance, suppose you put an invisible hyphen between *m* and *p* in the word *compound*. You would not see any change on the screen or on paper unless the word did not fit on a line. If DECmate divided the word and moved *pound* to a new line, the invisible hyphen would appear, leaving *com-* at the end of the previous line.

To insert an invisible hyphen, hold down the SHIFT key when pressing Gold PRINT HYPH.

- To insert an invisible hyphen *while you are typing*, type the characters before the hyphen. Then hold down SHIFT and press Gold PRINT HYPH as above. The hyphen does not appear on the screen, and the cursor does not move. Type the rest of the word.
- To insert an invisible hyphen *into an existing word*, place the cursor at the character that follows the hyphen. Hold down SHIFT and press Gold PRINT HYPH as above. The hyphen does not appear on the screen, and the cursor does not move. Advance the cursor as necessary.

Another way to insert invisible hyphens is by pushing and pulling hyphens, described in the next section.

Invisible hyphens are visible in view mode, as explained in Chapter 17. Once embedded in a word, they are permanent markers, only made visible when needed.

Invisible hyphens are often useful in abbreviation and library documents (see Chapter 15), when using hyphenation zones (discussed later in this chapter), and in list and form documents in list processing (see *Using List Processing*, AA-K664A-TA).

Push and Pull Hyphens

- To push characters back to the previous line, move the cursor to the line that starts with the long word. Press HYPH PUSH once for each character you want to push up to the previous line.
- To pull characters back down to the cursor's line, press Gold HYPH PULL once for each character.

Suppose a long word does not contain an invisible or a breaking hyphen and it runs past the right margin. DECmate wraps the entire word to the start of the next line. The cursor is now on the new line, but there is a large gap at the end of the previous line.

Hyphen Push

Press HYPH PUSH to push the first character of the line that the cursor is on up to the previous line, just before the word-wrap return. The cursor can be anywhere on the line that starts with the long word. DECmate then inserts a hyphen after the pushed character. Pressing HYPH PUSH again moves additional characters up to the previous line, before the hyphen.

If you press HYPH PUSH too many times, part of the word might not fit on the previous line. The hyphen is removed and the word wraps down to the next line again. Press HYPH PUSH again, but push fewer characters up than last time.

The hyphen created at the end of the line by HYPH PUSH is an *invisible hyphen*. If you change the line endings so that DECmate no longer has to divide the word, the hyphen becomes invisible. But the hyphen is still embedded in the word and becomes visible again if the word is divided at the end of a line. These invisible hyphens created by HYPH PUSH are visible in view mode (see Chapter 17).

If a word contains an embedded invisible hyphen, pressing HYPH PUSH has a different effect. Instead of moving one letter each time HYPH PUSH is pressed, DECmate moves all the letters before the hyphen to the previous line, if they fit.

If you try to hyphen-push a word containing a composite character, you can only push characters up to, but not including, any composite characters in the word.

Hyphen Pull

Press Gold HYPH PULL to reverse the HYPH PUSH process: it pulls a character down from the previous line to the line the cursor is on. Gold HYPH PULL has no effect unless *the previous line ends with an invisible hyphen*.

Even if a word contains an embedded invisible hyphen, pressing Gold HYPH PULL moves one letter at a time.

Hyphenation Zone

The push-hyphen feature lets you hyphenate a word that otherwise would wrap. The *hyphenation zone* tells you when you should use HYPH PUSH. (Hyphenation zones are also discussed in Chapter 5.)

The letter H in a ruler specifies a hyphenation zone. The hyphenation zone is the area between the H and the right margin (R or J). Typically, you put the H in the ruler 5 to 10 spaces before the right margin.

Whenever DECmate wraps a word to the next line *and leaves the hyphenation zone blank*, DECmate sounds the buzzer. The buzzer sounds in several situations, which may require different responses:

- **While you are typing text.** The buzzer sounds when DECmate wraps a word that is too long. Correct the problem by pushing characters back up to the previous line with HYPH PUSH. Or continue typing.
- **While the cursor is advancing through the document** after you use the distance keys. The cursor does not stop advancing. It advances the total distance defined by the distance keys. You must examine the display to determine which words were too long for the hyphenation zone. Correct the problem by pushing characters back up to the previous line with HYPH PUSH. The cursor can be anywhere on the line when you use HYPH PUSH to push characters to the previous line. Or ignore the long words and continue editing.
- **When you are paginating the document using Gold PAGE or auto-pagination.** The cursor stops at the first character of the word that is too long. Correct the problem by pressing HYPH PUSH as many times as necessary. Or ignore the long word and continue paginating. Pagination is discussed in Chapter 9.

DECmate

chapter 9

Pagination

This chapter discusses:

- The three types of pagination: manual, simple automatic, and auto-pagination.
- The two types of page-end marks: NEW PAGE marks and PAGE MARKERS.
- Text size in determining page length.

Even though a document appears on the screen as a continuous set of lines, it is printed out on separate pages. This chapter discusses the ways in which you and DECmate determine what text appears on each page.

The easiest way to paginate a document is to use *automatic pagination*. There are two types:

- Simple automatic pagination *while printing* (set from the Print Menu)
- Auto-pagination; or automatic Gold PAGE, selected from the Editor Menu *while editing*

Or you can choose *manual pagination* – you determine where each printed page ends.

There are two page-end marks that tell DECmate to break the document into pages: the NEW PAGE mark and the PAGE MARKER. Both appear on the screen as a horizontal dashed line, with the words NEW PAGE or PAGE MARKER in the middle. Neither page-end mark is printed.

Manual Pagination

- To determine page breaks, move the cursor to the top of the document, and press Gold PAGE to insert the first PAGE MARKER. After moving the PAGE MARKER (if necessary), press Gold PAGE again to insert the next PAGE MARKER. Repeat until you reach the bottom of the document.
- To remove a page-end mark, move the cursor to the start of the line after the page-end mark and press RUB CHAR OUT. Or, put the cursor on the page-end mark and press DEL CHAR.
- To insert a page-end mark, move the cursor to any point on the line that is to be the top line on the new page. Press Gold PAGE MARKER or Gold NEW PAGE. The page-end mark is inserted at the start of that line.
- To continue pagination after moving a page-end mark, press Gold PAGE again to advance the cursor and insert the next page-end mark.
- To print a manually paginated document, insert page-end marks where needed. Set the Print Menu setting to AP NO, and print the document.

Inserting page-end marks is called *manual pagination*. Manual pagination takes effect when you:

- 1 insert page-end marks, and
- 2 print the document with automatic pagination switched off (AP NO).

You manually paginate a document to make sure that it breaks into pages to your satisfaction. You can examine each page break to verify that important text or figures are not split between pages. You can also check for *widows* – a single line left on a page because of the way a paragraph breaks.

When you press Gold PAGE (distance key on minikeyboard), DECmate searches backwards from the cursor position to find a page-end mark. From that point, DECmate counts the number of lines (based on the CT setting) for one page. (Specifying the current text size is discussed later in this chapter.) Then DECmate advances the cursor and inserts a PAGE MARKER. If you are not satisfied with the position of the PAGE MARKER, you can delete it. Move the cursor to where you want the page-end mark, and insert it.

When you insert page-end marks, you can use either PAGE MARKERS or NEW PAGE marks. PAGE MARKERS only take effect when automatic pagination is switched off (AP NO). NEW PAGE marks *always* force the text that follows them to the top of the next page. Neither type of page-end mark is printed.

You should move page-end marks backward, not forward. If you move them forward, there may be more lines on the page than can fit on a single piece of paper. This may cause DECmate to:

- Print across the perforation, if using continuous-form paper.
- Print on the roller (platen), if using single sheets of paper.
- Fail to print some lines from the footer (see Chapter 10), if there is one.
- End the page where necessary and print a short page, if using AP YES and NEW PAGE marks.

You can insert page-end marks when the cursor is at any point on a line. The page-end mark is always inserted at the start of that line. When you insert a page-end mark before or in a paragraph, DECmate removes all word-wrap returns in that paragraph beyond the page-end mark. Press Gold PAGE or the PARA key to rewrap the paragraph.

Repagination

If you edit a document to change text, you may also change the page size (amount of text on a page). Then you must repaginate the document.

Usually, you should begin repaginating a changed document from the top of the document. For more information about repaginating a document beginning at the changed portion, see the section Change Pagination later in this chapter.

Stop Pagination

After you press Gold PAGE, DECmate advances the cursor the appropriate number of lines and inserts a PAGE MARKER. Pagination stops when:

- You press *Gold HALT*. The cursor stops advancing.
- DECmate finds a *NEW PAGE mark*. The cursor stops advancing and the line count is reset to 0. This is because the NEW PAGE mark always forces the following text to the top of a new page, making a PAGE MARKER unnecessary.
- DECmate wraps a word in violation of a hyphenation zone (see Chapter 8). The cursor stops advancing. Use HYPH PUSH to hyphenate the word. When you are done, press Gold PAGE again and DECmate continues counting lines, remembering where it left off.
- The cursor reaches the bottom of the document. It stops advancing; pagination is complete.

Simple Automatic Pagination

- To automatically paginate a document (while printing), set the automatic pagination setting on the Print Menu to AP YES. Then print the document.
- To insert a **NEW PAGE mark**, move the cursor to any point on the line that is to be the top line on the new page. Press Gold NEW PAGE. The NEW PAGE mark is inserted at the start of that line.

The easiest way to paginate a document is to use *simple automatic pagination*. Simple automatic pagination takes effect *while the document is printing* and is determined by setting AP YES on the Print Menu. The Print Menu is discussed in Chapter 11.

AP YES tells DECmate to go to the top of the next page after printing a specified number of lines on a page. The size of the page (number of lines printed) is determined by the current text size (CT) setting on the Editor Menu. Specifying the current text size is discussed later in this chapter.

During printing with automatic pagination, DECmate obeys any NEW PAGE marks. NEW PAGE marks always force the text that follows to the top of the next page. PAGE MARKERS have no effect when automatic pagination is turned on.

AP YES turns automatic pagination on; AP NO turns it off. You *must* insert page-end marks in your document if you turn automatic pagination off. PAGE MARKERS only take effect when you set AP NO.

If the automatic pagination is set to AP NO, and the document is more than one page, then DECmate prints the text continuously until it encounters a NEW PAGE mark. If the printer reaches the bottom of the paper without finding a NEW PAGE mark, it continues to print. If single sheets are used, the printer prints on the roller (platen). If continuous-form paper is used, the printer prints across the perforation and onto the next sheet.

Auto-pagination

- **To auto-paginate a document**, press Gold MENU while editing a document to call up the Editor Menu. Select the PG option and press RETURN.
- **To change a PAGE MARKER** while auto-paginating, press Gold HALT. Delete the PAGE MARKER. Move the cursor to a better page-break point, and insert a page-end mark. The page-end mark is inserted at the start of that line.
- **To remove a page-end mark**, move the cursor to the start of the line after the page-end mark and press RUB CHAR OUT. Or, move the cursor onto the page-end mark and press DEL CHAR.
- **To insert a page-end mark**, move the cursor to any point on the line that is to be the top line on the new page. Press Gold PAGE MARKER or Gold NEW PAGE. The page-end mark is inserted at the start of that line.
- **To continue auto-pagination** after moving a page-end mark, press Gold MENU to get the Editor Menu again. Select the PG option and press RETURN.
- **To print an auto-paginated document**, insert page-end marks by auto-pagination. Set the Print Menu setting to AP NO, and print the document.

If you print a document using simple automatic pagination, the pages may break in awkward places. Manual pagination allows you to control page breaks, but it takes time. Auto-pagination solves both these problems. Auto-pagination also allows you to quickly paginate a document before using the go-to-page feature.

Using the auto-pagination feature starts a Gold PAGE operation that continues automatically to the end of the document. Auto-pagination, or automatic Gold PAGE, begins when you select the PG option on the Editor Menu.

DECmate automatically searches backwards from the cursor position to find a page-end mark. (You cannot see DECmate searching backwards.) Then DECmate scrolls forward the number of lines in the current text size (CT) setting. DECmate inserts the first PAGE MARKER, and then scrolls forward counting lines and repeating the process.

If DECmate does not find a page-end mark by searching backwards the number of lines in the CT setting, it buzzes. Then it repositions the cursor that number of lines back in the document. You can:

- Invoke the Editor Menu to select the PG option again.
- Press Gold PAGE to tell DECmate to search backwards for another page-end mark.
- Go to the top of the document and begin auto-pagination there.

If DECmate encounters a NEW PAGE mark during auto-pagination, it begins counting the number of lines on a page beginning at the NEW PAGE mark. Typically, you use a NEW PAGE mark at the start of a new chapter, a figure, a table, or the like.

Repagination

If you edit a document to change text, you may also change the page size (amount of text on a page). Then you must repaginate the document.

Usually, you should begin repaginating a changed document from the top of the document. For more information about repaginating a document beginning at the changed portion, see the section Change Pagination later in this chapter.

Stop Pagination

If you do not like one of the page breaks created by auto-pagination, stop the operation by pressing Gold HALT. Adjust the page break. Then go back to the Editor Menu and start the auto-pagination process again.

Text Size

- To change the current text size of a document, press Gold MENU while editing the document to call the Editor Menu. Type CT, press the space bar, type the desired number of lines per page, and press RETURN. Then press RETURN again to resume editing.

The CT (current text size) option from the Editor Menu tells DECmate how many lines there are on a page. When you use simple automatic pagination, the CT setting defines how many lines are printed on a page. When you manually or auto-paginate a document, DECmate inserts PAGE MARKERs at the interval of the current text size. A typical setting is CT 54 (current text size set to 54 lines per page).

The ST (standard text size) option from the Editor Menu is the CT setting used on all new documents. You can also change the ST setting through the Editor Menu. Doing so has no effect on the document you are editing. The ST setting takes effect only when you create a new document. At that time, DECmate sets the CT value of the new document equal to the value of ST.

Each document can have its own CT value. When the CT setting is changed, the new setting applies to the entire document. However, there is only one ST value that always appears on the Editor Menu. If ST is changed, its new value is seen in the Editor Menu regardless of what document is being edited.

The current text size of a document must agree with the PS (page size), TM (top margin), and BM (bottom margin) print settings. In order for the document to be printed correctly, the text size must be the page size, minus the number of lines in both margins:

$$CT = PS - TM - BM$$

In addition, the value of CT must be at least one line (CT 1).

If you change any of the text size settings (CT, PS, TM, BM), you must adjust the others before paginating and printing the document. If the text size is not correct, the pages print improperly, such as with text typed off the paper or parts of the header or footer missing. The text size settings (CT, PS, TM, BM) are discussed in Chapter 11.

You can also determine page size by using the page-end marks. If you define a page longer than the current text setting, the text may print over the perforation or off the sheet of paper.

Change Pagination

- To repaginate a portion of a document that has been changed, back the cursor up to the first PAGE MARKER or NEW PAGE mark before the changed portion. Or go to the top of the document. Then:

Paginate, using Gold PAGE, until you find a page-end mark that is beyond the changed portion.

OR

Repaginate the document using auto-pagination.

- To determine where to begin repaginating a changed portion, press Gold PAGE repeatedly. Or, invoke auto-pagination. DECmate searches backwards in the document until it encounters a page-end mark.

The PAGE MARKER, like a word-wrap return, is a temporary marker that either you or DECmate puts in the document. The placement of PAGE MARKERS is based on the text currently on the page. DECmate removes PAGE MARKERS when you:

- Change a ruler. DECmate removes all PAGE MARKERS up to the next ruler.
- Change text. DECmate removes all PAGE MARKERS through the end of the paragraph.
- Insert a document into another document by Gold GET DOCMT. DECmate removes all PAGE MARKERS from the inserted document.

NEW PAGE marks are not affected by these operations.

In general, when you edit a paginated document, you must repaginate all changed pages, and often the pages that follow. Repagination removes old PAGE MARKERS and inserts new ones based on the new layout of the text. Repaginate manually by pressing Gold PAGE, or use auto-pagination.

During manual and auto-pagination, DECmate advances the cursor through the document and counts lines. Any existing PAGE MARKERS that the cursor passes are removed. When the count of lines reaches the value of the CT setting, DECmate inserts a PAGE MARKER.

NEW PAGE marks are not removed during repagination. If the cursor stops at a now-obsolete NEW PAGE mark, rub it out.

If you press Gold PAGE to begin pagination, DECmate searches backwards the number of lines in the CT setting. It stops when it finds a PAGE MARKER, NEW PAGE mark, or the top of the document. If DECmate cannot find a page-end mark within the CT setting's number of lines, the buzzer sounds. The display changes, with the cursor backed up the number of lines in the CT setting.

Continue pressing Gold PAGE to search backwards for the last page-end mark. DECmate searches backwards until it reaches a page-end mark. Begin the manual or auto-pagination process from that point.

If the cursor is within a page of the top of the document, DECmate does not go to the top of the document. Instead, it counts forward from the top line of the document and inserts a PAGE MARKER one page into the document. If you are manually paginating, adjust the placement of the marker if necessary. Press Gold PAGE to continue. If you selected auto-pagination, DECmate begins the auto-pagination process.

When you or DECmate inserts a page-end mark before or in a paragraph, DECmate removes all word-wrap returns beyond it in that paragraph. If you are manually paginating, pressing Gold PAGE automatically rewraps the paragraph. If you are auto-paginating, DECmate rewraps the text as it advances through the document.

Go-to-Page The go-to-page feature is an advanced form of the search feature. This feature allows you to move quickly around in a document by specifying a page number. DECmate counts page-end marks to go to the indicated page. The actual number of lines on a page does not matter.

You must have paginated a document manually or by auto-paginat ion for the go-to-page feature to work. Also, if the document was not created on DECmate Version 2.0, you must advance through the document to create the go-to-page structure. A document with no page-end marks is considered all one page by DECmate. For more information on the go-to-page feature, see Chapter 14.

DECmate

chapter 10 Control Commands

This chapter describes the *control commands*. Control commands do several different tasks:

- Print headers and footers
- Reset the page and section count
- Include your comments without printing them
- Establish a common communication language with other terminals
- Do math
- Print multicolumn text

Control command markers distinguish control command text from normal text in a document. DECmate does not always print text between control command markers, even though it is displayed on the screen.

You insert control commands during document creation and editing. They usually take effect when the document is printed. The Communications, List Processing, and Math optional features also use control commands. Details of control commands used in these features are found in:

Using Communications
Using List Processing
Using Math

AA-K666B-TA
AA-K664B-TA
AA-L628A-TA

Create Control Commands

- To insert a control command, press Gold CMND, type the keyword, and press RETURN. Type any additional text that may be required by the keyword used, and press RETURN. Press Gold CMND again to finish the command.
- To remove a control command marker, place the cursor on the first character after the control command marker, and press the RUB CHAR OUT key. Or place the cursor over the control command marker and press the DEL CHAR key.

Use the Gold key and the gold-lettered CMND key to create a control command. When you press Gold CMND the first time, DECmate inserts this marker in the document:

-----START CONTROL-----

Immediately after the START CONTROL marker, the control command should contain a *keyword* followed by a hard return. The eight keywords are:

- TOP
- BOTTOM
- RESET
- SECTION
- MULTI
- CX
- WPSMATH
- COMMENT

The keyword can be in uppercase or lowercase letters. The keywords and their effects on documents are discussed later in this section.

After pressing RETURN, type any text used by the command (none may be needed). For example, the command may include instructions about printing the text as multiple columns. Invisible characters, such as centering marks and tabs, can also be included.

After you type the entire command, press RETURN and Gold CMND again to separate the text from the control command. DECmate inserts a marker that looks like this:

-----END CONTROL-----

The CMND key creates both START and END CONTROL markers. If you pressed Gold CMND to start a control command, the next time you press Gold CMND, DECmate gives you an END CONTROL marker.

Keywords There are eight keywords. These five take effect when a document is *printed*:

TOP tells DECmate to use the text of the control command as a header. That is, print that text at the top of each page.

 BOTTOM tells DECmate to use the text of the control command as a footer. That is, print that text at the bottom of each page.

RESET tells DECmate to reset its count of page numbers to the IP setting. RESET can be followed by a number to reset the page count to something other than the IP setting. Any other text in this command is ignored.

SECTION tells DECmate to increment its count of section numbers by 1. Or a section number can be specified. Any other text in the command is ignored. SECTION has no effect unless you have a TOP or BOTTOM control command containing a \s command.

MULTI tells DECmate to print the text in multiple columns. Remaining text of the control command gives number of columns and positioning information.

The five keywords just discussed are explained in this chapter.

These two keywords are used when specific *optional features* are active on your system:

CX tells DECmate how to proceed when you transmit a document using the CX option. This command takes effect only when the Communications optional feature is active on your system. This control command is discussed in *Using Communications* (AA-K666B-TA).

WPSMATH tells DECmate how to perform math calculations on specified text. This command takes effect only when the Math optional feature is active on your system. This control command is discussed in *Using Math* (AA-L628A-TA).

This keyword defines a control command that is *never printed*:

COMMENT tells DECmate to use the text of the control command as comments or editor's notes. They are not printed with the document, but can be seen on the screen and changed by anyone editing the document.

Restrictions Because DECmate recognizes the first text after the START CONTROL marker as the keyword, *be careful not to omit the keyword*. DECmate usually considers any text between control commands to be a comment if the first line is not a keyword. However, DECmate may try to interpret the text as a control command and introduce mistakes into your document.

Note *You should always type the whole keyword.
Press RETURN after typing the keyword.*

You can put *only one keyword* between START and END control command markers. To specify a header as well as a footer, for instance, you must use two separate control commands.

Most control commands do not take effect while you are editing a document. The WPSMATH command is the exception. Math is performed and totals generated during the editing process, unless you switch math off. The WPSMATH command is discussed in *Using Math* (AA-L628A-TA).

Headers and Footers

- ① • To print a document with a header, move the cursor to the top of the first page where the header should appear. Press Gold CMND, type TOP, press RETURN, and type the text to appear at the top of each page. Press RETURN twice, and end the command by pressing Gold CMND again.
- ② • To print a document with a footer, move the cursor to the first page where the footer should appear. Press Gold CMND, type BOTTOM, and press RETURN twice. Type the text to appear at the bottom of each page. End by pressing RETURN and Gold CMND again.
- To cancel headers or footers in the document, move the cursor to the top of the first page to be printed with no header. Press Gold CMND, type TOP, press RETURN, and press Gold CMND again. To cancel footers in part of the document, type BOTTOM instead of TOP.

A header is printed in the top margin of every page; a footer is printed in the bottom margin of every page. Headers and footers may contain information such as the title of the document or chapter, the section and/or page number, or the date. See Print the Date and Page Number, later in this chapter.

A control command with the keyword TOP specifies a header. If DECmate encounters the TOP control command when the printer is at the top of a page, DECmate prints the header at the top of that page and all following pages. If the header command is included anywhere else in the document, DECmate prints the header when it reaches the top of the next page.

A control command with the keyword BOTTOM specifies a footer. You can include the BOTTOM control command anywhere in a document. DECmate prints the footer at the bottom of every page, starting with the page where DECmate encountered this command.

Restrictions

Headers must have the same or fewer lines than the top margin. Footers must have the same or fewer lines than the bottom margin.

You can put more than one header or footer in a document. If DECmate finds a second control command for a header or footer, it prints the new one from then on.

Type the complete text of a new header or footer. You cannot give a control command changing *part* of the text in a header or footer. However, you can use the SECTION control command (discussed later in this chapter) to update section numbering in a header or footer.

Position of Headers and Footers

DECmate positions headers and footers as close to the text as possible within their respective margins. After typing the keyword, press RETURN an extra time after a header or before a footer. The hard return adds an extra blank line between the header or footer and the text.

Remember that the header or footer must fit within the appropriate margin. *In addition, the number of lines in the header or footer must be the same or fewer than the number of lines in the margin.* Otherwise, DECmate omits lines from the bottom of the header or the top of the footer.

You can change the number of lines in the top and bottom margins by using the TM and BM options in the Print Menu (see Chapter 11). However, if you change the TM or BM settings, you must also change the CT setting.

The Editor Menu setting CT and Print Menu settings TM, BM, and PS determine the *equation for page size*:

$$PS = TM + CT + BM$$

Changing any of these settings changes the page size, so the other settings must be adjusted as necessary. The page size (PS) setting depends on the size of the paper used. For more information on page size, see Chapter 11, Vertical Layout, and Chapter 9, Text Size.

Rulers and Spacing

Rulers

DECmate prints the header or footer according to the ruler in effect where you typed the control command. The header or footer may itself contain ruler changes. On the first page, these new rulers change the settings for the control command *and the text following* the control command until the next ruler.

On following pages, if you change rulers in the text, the ruler in the header or footer does not change. Also, the ruler settings of the header or footer (the original ruler) do not override the ruler settings for the text on that page.

The right margin setting in a ruler (R or J) determines whether or not printed text is justified. DECmate justifies headers or footers according to the ruler in effect in the header or footer.

Spacing

The left margin setting in a ruler (F, L, N, or D) determines the amount of vertical space for each line of text (see Chapter 5). The left margin setting in effect at the control command determines the amount of vertical space for an *entire* header or footer. Changing rulers in the text may change the spacing of the text. But the spacing used in the header or footer does not change.

The EX option in the Print Menu, which inserts extra blank space between lines, does not affect headers or footers. The EX option is discussed in Chapter 11, under Adding Vertical Space.

A header or footer can also include invisible characters that format text, such as centering marks and tabs.

Print the Date and Page Number

You can include the current date and/or page number in headers and footers. Page numbers and the current date are updated as appropriate each time you print that document.

Note *The \ character is a backslash, found on the key that also says DATE & TIME in gold lettering. It is the last key on the bottom row of the main keyboard. Do not use the slash (/).*

Current Date

If \d appears in the text of a header or footer, then DECmate prints the current date instead of \d when the document is printed. If DECmate prints the document again on a different date, that day's date appears in the header or footer. The current date is the one you typed on the Date/Time Menu. The Date/Time Menu is discussed in Chapter 3.

To boldface or underline the date, underline or boldface the d (see Chapter 6). Do not use capital letters (D).

The date command \d can be combined with other text and invisible characters. For instance, you can type \d into a header with other text. Each time the document is printed, the date is updated to the date you typed at the Date/Time Menu. The rest of the header is always printed the same.

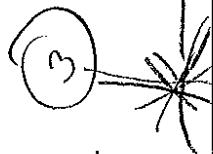
Section/Page Numbers

If \s appears in the text of a header or footer, then DECmate prints the section number instead of \s. The number used is 1 unless you specify another number. The section number increases by one (1) each time you use a SECTION control command within the same document.

The \s command is especially helpful if you expect to rearrange the sections of a document. But this command only numbers sections within a document. You must insert a new SECTION control command at the beginning of each new document. You can also specify a different section number, as discussed in the next section, Reset the Page Count.

 If \p appears in the text of a header or footer, then DECmate prints the page number instead of \p. The number printed on the first page of the document is set by the IP (initial page number) setting in the Print Menu (see Chapter 11). DECmate counts page numbers, starting with the IP setting number, even if \p does not appear in headers on all the pages. The RESET command, discussed later in this chapter, sets a page number that overrides the IP setting.

Reset the Page Count



To boldface or underline the section or page number, underline or boldface the `s` or `p` (see Chapter 6). Do not use capital letters (`\$` or `\P`).

Both `\s` and `\p` can be combined with other text and invisible characters. For instance, you can type `3-\p` and press Gold CENTR in a footer. DECmate then prints page numbers 3-1, 3-2, and so on, centered at the bottom of successive pages.

- **To set the page count back to the IP setting**, press Gold CMND, type RESET, and press RETURN. Press Gold CMND to end the control command.
- **To set the page count to any other number**, press Gold CMND, type RESET, a space, and the appropriate number. Press RETURN and then Gold CMND to end the control command.
- **To specify the section number (beginning with 1)**, type `\s` into the header or footer.
- **To specify a section number other than 1**, press Gold CMND, type SECTION, a space, and the section number. Press RETURN and Gold CMND to end the control command. If you have the `\s` command in your header or footer, the header or footer prints that section number in place of the `\s`.
- **To increment the section number**, first you must have specified the section number by one of the two methods just described. Press Gold CMND, type SECTION, and press RETURN. Press Gold CMND to end the control command.

The RESET command tells DECmate to reset its count of page numbers to the IP setting. Or RESET can be followed by a number to reset the page count to something other than the IP setting. Any other text in this command is ignored.

Reset the Page Number

Suppose you print Chapter 3 with page numbers 3-1, 3-2, and so on. You want DECmate to number the pages 4-1, 4-2, and so on, when it reaches Chapter 4. You have two choices:

- 1 If the chapters are *separate documents*: On the first page of Chapter 3, you can type a BOTTOM command that defines a footer of `3-\p`. On the first page of Chapter 4, you can type a BOTTOM command that defines a new footer, `4-\p` instead of `3-\p`.
- 2 If the chapters are part of the *same document*: On the first page of Chapter 3, you can type a BOTTOM command that defines a footer of `3-\p`. On the first page of Chapter 4, you can type two control commands. The first contains a BOTTOM command that defines a new footer, `4-\p` instead of `3-\p`. The second is a RESET command to set the page count back to 1.

~~X~~ RESET followed by a number always overrides the IP setting. If you say IP 1, and use a RESET 10 control command, DECmate renumeres the following pages beginning with 10. For more information on the IP (initial page number) setting, see Chapter 11.

Also, if you increment the section numbers (as described below), the page numbers are not affected. To reset the page numbers as well as the section numbers, you must use both a RESET and a SECTION control command.

Reset the Section Count

The SECTION command is used to tell DECmate to change the section count in a document. The document must contain a control command that includes the \s command.

Section numbers do not automatically increment, like page numbers. The section number is always 1 until you enter a SECTION command. Each time you use the SECTION control command, the section count increments by 1.

Suppose you print Chapter 1 with page numbers 1-1, 1-2, and so on. You want DECmate to number the pages 2-1, 2-2, and so on, when it reaches Chapter 2. You have three choices:

- 1 If the chapters are *separate documents*: On the first page of Chapter 1, you can type a BOTTOM control command that defines a footer of 1-\p. On the first page of Chapter 2, you can type a BOTTOM command that defines a new footer, 2-\p instead of 1-\p.
- 2 If the chapters are *separate documents*: On the first page of Chapter 1, insert a SECTION control command. Then type a BOTTOM command that defines a footer of \s-\p. On the first page of Chapter 2, insert a SECTION control command that defines the section number 2. Then type a BOTTOM command that defines a footer of \s-\p.
- 3 If the chapters are part of the *same document*: On the first page of Chapter 1, you can type a BOTTOM command that defines a footer of \s-\p. On the first page of Chapter 2, insert a SECTION control command that defines the section number 2.

The first choice works whether or not the chapters are part of the same document. The second choice is useful if you expect to rearrange the sections and change numbering. Then you only have to edit each SECTION control command to change the section number. The third choice only works when several sections are part of the same word processing document. It is most useful if you expect to rearrange the sections within a document.

Also, if you increment the section numbers, the page numbers are not affected. To reset the page numbers as well as the section numbers, you must use both a RESET and a SECTION control command.

Resetting the page numbers is explained above.

Restrictions **RESET**

The **RESET** control command is used to reset the page count within a document. A **RESET** command that includes a page number always overrides the IP (initial page number) setting on the Print Menu for that document.

If you change the FR 1 and TO 0 print settings to any other values, keep in mind that they are influenced by any **RESET** control commands in your document. If your document contains **RESET** control commands, changing the FR and TO settings can cause extra pages to be printed.

For example, if you set FR 1 and TO 3 and your document contains a **RESET** command, pages 1 through 3 from the beginning of the document print, as well as the pages numbered 1 through 3 that follow the **RESET** command. To avoid printing extra pages, make each chapter or section a separate document. Then you can print the necessary pages using the FR and TO Print Menu settings.

Multicolumn Printing

- **To switch on multicolumn printing,** press Gold CMND. Type **MULTI** and press RETURN. Type the number of columns and press RETURN. Type the column widths, if necessary, and press RETURN. Then press Gold CMND again to end the control command. Adjust the text ruler to a smaller column width.
- **To switch off multicolumn printing,** press Gold CMND, type **MULTI**, and press RETURN. Then press Gold CMND again. Adjust the text ruler to a wider column width.

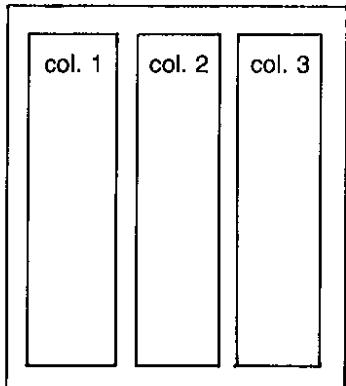
Note *Multicolumn printing only works if you have a letter quality printer. Draft printers cannot do multicolumn printing. Also, you cannot use an automatic sheet feeder (ASF) as the pages jam when the printer attempts to back up the paper.*

You can tell DECmate to print a document as columns of text. DECmate produces two types of multicolumn printing:

- *Simple* multicolumn printing. All the text is printed in one long column *down* to the end of the page. Then the printer backs up to the beginning of the next column and prints a second column. You can specify two or more columns. When all the columns on a page are printed, the printer goes to a new page and repeats the process. See Figure 6a.
- Multicolumn *tables* (or tabular multicolumn printing). The printer types all of one entry in the first column, and backs up to the beginning of the next column. Then the printer types the first entry in the second column, and so on *across* the page. Then the printer returns to the first column below the first entry, and repeats the

process across the page. The entries in each column can differ in length and width. See Figure 6b.

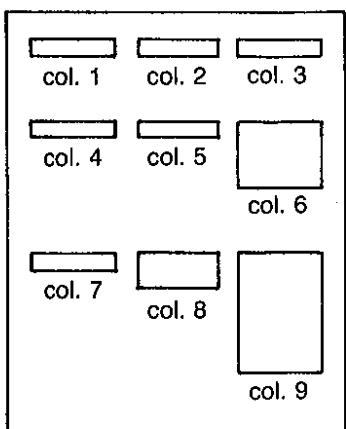
Note Use multicolumn printing only if your table contains paragraphs of text. Otherwise, use tab positions for tables with short (1-line) entries.



Pruning Vines <p>Pruning--cutting off living parts of a grapevine-- is one of the most important practices in the culture of grapes. It is a complex and highly judgmental skill. It controls the amount of crop the vines will bear, and the quality of that crop. This in turn affects the wine which can be made from the grapes.</p> <p>Usually, vines are pruned to reduce the number of grapes</p>	<p>the plant or because of particularly fertile soil. In such a case the vintner must resort to thinning. Thinning involves the removal of whole grape clusters from the vine before they are ripe. By sacrificing part of the crop, it is hoped that the quality of the remaining grapes will be improved. Sometimes as much as one half of a crop will have to be removed from an overproducing vine.</p> <p>How to Prune</p>	<p>two buds for future growth. This ensures that future grapes will be of optimum quality.</p> <p>Each vine varies the number of spurs it is allowed. A Colombard might have up to 14, while a Chenin Blanc would have 12 and a Barbera 10.</p> <p>In general, the vines bearing larger grapes and grape clusters are left with fewer spurs, so as not to tax them beyond their capacities. The vines bearing smaller grapes and grape clusters are</p>
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MK-00623-00

a. Simple Multicolumn Printing



Abbreviation	Meaning	Explanation
1	2	3
CRT	Cathode Ray Tube	The cathode ray tube (CRT) is a vacuum tube similar to a television tube. It is housed inside the terminal shell, with only the screen visible. Images are projected by beaming cathode rays onto the screen.
4	5	6
KB	Keyboard (composed of several keypads)	The keyboard is used to transmit information to the memory and the storage media. Such information is usually displayed on the CRT. The keyboard may be separate from or integrated with the terminal body. There may be from two to four separate keypads, depending on the terminal type. All have at least an alpha keypad, containing letters and numbers, and a control keypad, containing abbreviated command keys.
7	8	9

MK-00624-00

b. Multicolumn Table

Figure 6 Simple and Tabular Multicolumn Printing

You create multicolumn documents by inserting a control command in the document with the keyword MULTI. Multicolumn printing takes effect at the point where this control command appears. After the keyword MULTI, the second line specifies the number of columns. The third and following lines set column sizes. For example:

```
-----START CONTROL-----
keyword → MULTI
no. of cols. → 2
1st col. width → 30
2nd col. width → 50
-----END CONTROL-----
```

The width of the text must suit the number and widths of the columns you defined in the MULTI command. If you use a ruler 40 characters wide and paper 8½ inches wide, you can only define 2 columns. Otherwise, the third and following columns print off the edge of the paper. Rulers are discussed with each method of multicolumn printing.

If you insert the MULTI command in the middle of a page, all the columns start at the level on the page where the command was inserted. When the printer reaches the end of a column, it goes to the top of the column where multicolumn printing was switched on. Your page looks like Figure 7a.

Additional MULTI control commands may appear later in the document to end multicolumn printing, or change the number of columns or the width of each column.

When you change the number or width of the columns, adjust the text ruler as appropriate. When DECmate encounters a new MULTI control command, it advances past the lowest line on the paper reached during the printing of the previous columns. Any subsequent text is printed below the last line of previous text.

Separating Columns

When you print a document using multicolumn printing, you must have some way to separate the columns. Otherwise, text is typed in immediately adjacent columns, so reading is difficult.

There are three ways to separate multiple columns:

- Method 1 The indentation of the left margin of the ruler creates a column margin.
- Method 2 A column margin (CM) setting from the Print Menu separates the columns.
- Method 3 A text *envelope*, in which the ruler defines a narrower column width, creates columns of different widths.

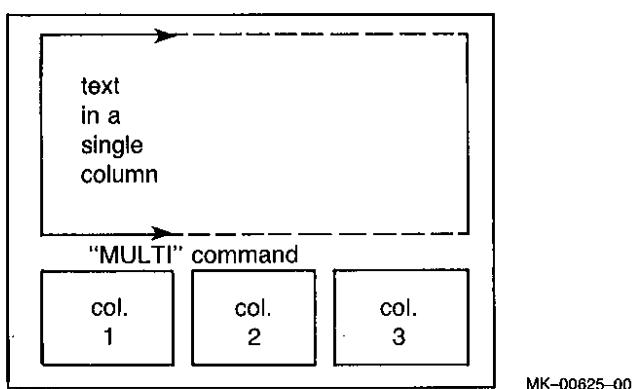
First decide if you want to do simple multicolumn printing or create a multicolumn table. Then choose the appropriate method. Methods 1, 2, and 3 are discussed under the section Simple Multicolumn Printing. Method 3 is the only method you can use to create a multicolumn table and is also discussed under Multicolumn Tables.

Switch Off Multicolumns

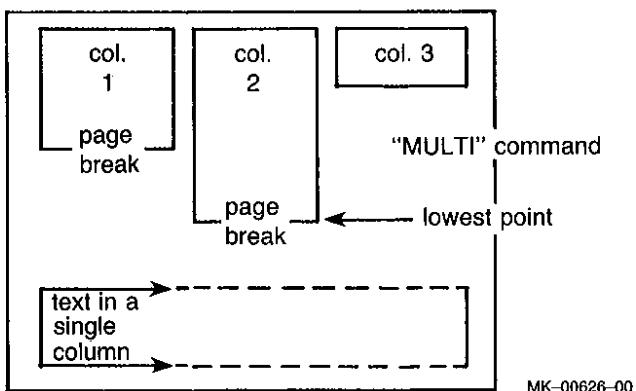
To switch off multicolumn printing, insert a control command with just the keyword MULTI. You can include a second line that specifies the number of columns as 0 or 1, but this is not necessary.

If you switch off multicolumn printing in the middle of a page, DECmate prints the single-column text beginning at the lowest point on the page that any of the columns reached. See Figure 7b. If you are using simple multicolumn printing, DECmate fills the first column on the page before going to the top of the next column. Turning off multicolumn printing after the first column is printed causes text to be printed on the next page.

Besides switching off multicolumn printing, you must also change the ruler. The new ruler must reflect the full size width of the text.



a. **Switching On Multicolumn Printing in the Middle of a Page**



b. **Switching Off Multicolumn Printing in the Middle of a Page**

Figure 7 MULTI Command in Middle of Page

Simple Multicolumn Printing

Simple multicolumn printing produces text similar to the columns in a magazine. All the text is printed in one column *down* to the end of the page. Then the printer backs up to the beginning of the next column and prints the second and succeeding columns.

When you print a document using simple multicolumn printing, you must have some way to separate the columns. Method 1 changes the indentation of the left margin to separate the columns. This is the easiest method. But the indented ruler takes up storage space on the diskette.

The most efficient means of doing multicolumn printing are Methods 2 and 3. Method 3 is the only method you can use to create multicolumn tables and is discussed again in the section on Multicolumn Tables.

Method 1 — Indented Margin

This method changes the indentation of the left margin to separate the columns.

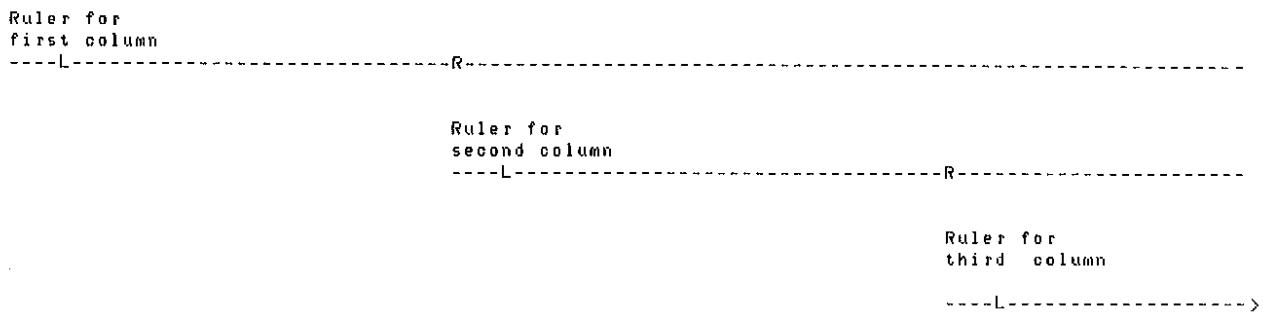
- 1 Insert the MULTI control command and the number of columns. For this example, suppose we define two (2) columns.
- 2 Display the current ruler, and change it to a narrower width. Move the left margin character to the right. For example, if you set L to position 5 and R to position 35, you get a column width of 30 characters. Rulers are discussed later in this section.
- 3 Type the text of the document. If the document already exists, press Gold ADVANCE until you reach the end of the multicolumn text. Or press Gold BOT DOCMT. This wraps the text under the new ruler.
- 4 Turn off multicolumn printing if you have other text in the document that is not multicolumn text. If all text to the end of the document is multicolumn text, you do not have to turn off multicolumn printing.
- 5 Print the document using AP YES (automatic pagination).

The results of Method 1 are illustrated in Figure 8a. Notice the column indent.

Rulers in Method 1

In Method 1, you change the left margin position to separate multiple columns. Suppose you set the left margin to position 5 and the right margin to position 35. DECmate prints the text in a column 30 spaces wide. The leftmost 5 spaces are always left blank. The next column uses the same ruler. Its *ruler* starts in the column just beyond the previous column's right margin (position 36, in our example). Since there

are 5 blank spaces to the left of the text column, text is printed at position 40. The ruler seems to move with each new column:



In the example above, you do not change or move the ruler. Instead, DECmate applies the same ruler to all columns. Be careful to use a ruler narrow enough that all your columns fit on the paper.

You do not have to insert column widths in the **MULTI** control command if you use Method 1.

- *If you do not define column widths in the **MULTI** control command,* then the settings of the left and right ruler margins should not be changed in the multicolumn portion of the document. Otherwise, the columns might overlap.
- *If you do define column widths,* then the ruler may have to be changed at the beginning of each column to suit the column width. To determine where columns end, see the section **Pagination in Multicolumn Printing** in this chapter. Be careful to specify column widths that are at least as large as the number of character positions in the ruler.

Method 2 — Column Margin Setting

This method uses the column margin (CM) setting to separate columns. The CM (column margin) setting in the Print Menu inserts extra space between columns. These spaces are added before (to the right of) each column.

- 1 Insert the **MULTI** control command and the number of columns. For example, suppose you define two (2) columns.
- 2 Display the current ruler, and change it to a narrower width. For example, move the right margin character to position 35. Do not change the left margin (at the zero position). This gives a column width of 35 characters. Rulers are discussed later in this section.
- 3 Type the text of the document. If the document already exists, press Gold ADVANCE until you reach the end of the multicolumn text. Or press Gold BOT DOCMT. This wraps the text under the new ruler.

- 4 Turn off multicolumn printing if you have other text in the document that is not multicolumn text. If all text to the end of the document is multicolumn text, you do not have to turn off multicolumn printing.
- 5 Set the CM setting on the Print Menu to 5 to give column margins of five spaces.
- 6 Print the document using AP YES (automatic pagination).

Figure 8b illustrates the results of using Method 2. Notice that the results obtained by using Methods 1 and 2 are similar. But the column width using Method 2 is wider, 35 characters in comparison to 30 characters.

Rulers in Method 2

As noted under Method 1, DECmate uses the number of typing positions between the start of the ruler (position 1) and the right margin of the ruler as the column width. DECmate applies the same ruler to all columns, until it finds a new ruler.

When using Method 2, the column width is defined by the ruler, and the column margins are determined by the CM setting in the Print Menu. For instance, suppose your ruler is 40 characters wide, and you set the CM setting to 5. When DECmate prints the document, first it prints the first column 40 spaces wide. Then it adds 5 spaces to the second column as a margin, and prints the second column 40 spaces wide. So the whole page is 85 characters wide ($40 + 5 + 40 = 85$ characters).

You do not have to insert column widths in the MULTI control command if you use Method 2. Be careful that the ruler you define is narrow enough so that all your columns fit on the paper. If you do not, your columns may print off the paper.

Method 3 — Defining an Envelope

Method 3 uses a text "envelope" to separate the columns. An *envelope* is the space (the column width) reserved for a narrower column of text, as defined in the MULTI control command. Method 3 works best for multicolumn tables, but can also be used for simple multicolumn printing.

Space in the envelope is added to the right margin. In other words, text is printed flush left in the envelope. Since the ruler contains less character positions than the column width, space occurs on the right side of the column. This forms a column margin for the next column.

To produce simple multicolumn printing using Method 3:

- 1 At the top of the table, insert the MULTI control command. Define the number of columns and their widths. The width of the column

in the control command should be wider than the width of the column defined in the ruler (explained in the next step). For example, suppose you define 2 columns with a column width of 40.

- 2 Display the current ruler, and change it to a narrower width. For example, move the right margin character to position 35. Do not change the left margin (at the one (1) position). This gives a column width of 35 characters. For more information, see the section on rulers that follows.
- 3 Type the text of the document. If the document already exists, press Gold ADVANCE until you reach the end of the multicolumn text. Or press Gold BOT DOCMT. This wraps the text under the new ruler.
- 4 Turn off multicolumn printing, if necessary. Print the document using AP YES (automatic pagination). The result is similar to Figure 8c.

The results of using Method 3 for simple multicolumn printing are illustrated in Figure 8c.

The result of Method 3 is identical to that produced by Method 2, discussed earlier. The column margin is created by printing a narrower column inside the text envelope.

If you specify column widths in the MULTI control command to create envelopes, make sure the envelopes are wider than the ruler. Otherwise, parts of the second column are printed on top of the first column. Spacing between the rows in a table is discussed under Spacing in Multicolumn Printing, later in this chapter.

Rulers in Method 3

You can specify the width of each column in the MULTI control command. This allows you to print columns of unequal widths. For instance:

```
-----START CONTROL-----  
MULTI  
1st col. width → 20  
2nd col. width → 22  
3rd col. width → 30  
-----END CONTROL-----
```

This command puts multicolumn printing into effect, and specifies three columns. The first column is 20 spaces wide, the second column 22 spaces wide, and the third column 30 spaces wide. The column widths specified in a control command always override the width indicated by the ruler. *To avoid overprinting*, the column widths should always be at least as wide as the rulers.

DECmate applies the same ruler to all columns, until it finds a new ruler. Be careful that the ruler you define: (1) is narrow enough so that all your columns fit on the paper, and (2) is the same or narrower than the column width specified.

Margin Indented 5 spaces	FIRST COLUMN Ruler 30 chars.	Margin Indented 5 spaces	SECOND COLUMN Ruler 30 chars.
	Pruning Vines		As we said, pruning is basically an art. Over the years many vineyards have developed techniques to provide what they believe to be the best results. Those who have studied the art carefully have researched by identifying a specific program for each variety of grape, to determine which is the best method for that particular vine. Some general rules emerged from this study.
	Pruning--cutting off living parts of a grapevine-- is one of the most important practices in the culture of grapes. It is a complex and highly judgmental skill. It controls the amount of crop the vines will bear, and the quality of that crop. This in turn affects the wine which can be made from the grapes.		Usually, vines are pruned to
			One rule is that on each

MK-00627-00

a. Method 1

FIRST COLUMN Ruler 35 chars.	Column Margin 5 spaces	SECOND COLUMN Ruler 35 chars.
Pruning Vines		provide what they believe to be the best results. Those who have studied the art carefully have researched by identifying a specific program for each variety of grape, to determine which is the best method for that particular vine. Some general rules emerged from this study.
Pruning--cutting off living parts of a grapevine-- is one of the most important practices in the culture of grapes. It is a complex and highly judgmental skill. It controls the amount of crop the vines will bear, and the quality of that crop. This in turn affects the wine which can be made from the grapes.		One rule is that on each spur--that part of the new wood which remains after pruning--should never have more than two buds for future growth. This ensures that future grapes will be of optimum quality.

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b. Method 2

FIRST COLUMN Envelope - 40 char. Ruler 35 chars.	SECOND COLUMN Envelope - 40 chars. Ruler 35 chars.
Pruning Vines	
Pruning--cutting off living parts of a grapevine-- is one of the most important practices in the culture of grapes. It is a complex and highly judgmental skill. It controls the amount of crop the vines will bear, and the quality of that crop. This in turn affects the wine which can be made from the grapes.	provide what they believe to be the best results. Those who have studied the art carefully have researched by identifying a specific program for each variety of grape, to determine which is the best method for that particular vine. Some general rules emerged from this study.
Usually, vines are pruned to reduce	One rule is that on each spur--that part of the new wood which remains after pruning--should never have more than two buds for future growth. This ensures that future grapes will be of optimum quality.

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c. Method 3**Figure 8 Separating Multiple Columns**

For example, if your ruler is set up with a right margin at position 30, you should specify a number greater than 30 for that particular column in your MULTI command. If you do not, your columns may print on top of one another.

When using Method 3:

- *If you do not define column widths in the MULTI control command, then the settings of the left and right ruler margins should not be changed in the multicolumn portion of the document. Otherwise, the columns might overlap.*
- *If you do define column widths, then the ruler may have to be changed at the beginning of each column to suit the column width. To determine where columns end, see the section Pagination in Multicolumn Printing in this chapter. Be careful to specify column widths that are at least as large as the number of character positions in the ruler.*

Changing Column Endings

Note *Until you are used to doing multicolumn printing, you should test your layout before final printing. Print a preliminary copy of your document to see if you have obtained the desired results.*

DECmate prints the text in continuous columns, backing up to the top of the next column as necessary. To define different column endings, insert NEW PAGE marks. When DECmate finds a NEW PAGE mark, the printer backs up to the top of the current column and begins a second column to the right of the first. A NEW PAGE mark makes DECmate go to the next page only when the specified number of columns on a page have been printed.

To determine correct column and page endings for simple multicolumn printing, use the Gold PAGE feature. Gold PAGE inserts a PAGE MARKER where each column ends. If you want to change the column ending, insert a NEW PAGE mark where needed. Then print the document as usual, using AP YES.

Multicolumn Tables

Use of Multicolumn Tables

In Figure 1 (in Chapter 5), tab positions were used to create a simple table. Use tab positions for tables with short (1 or 2 lines) entries. However, when typing tables that contain paragraphs (word-wrapped text), use multicolumn printing.

Tabular multicolumn printing lets you put different-length paragraphs in separate columns. The top line of each paragraph begins on the same line, although the paragraphs may end on different lines. Editing multicolumn tables is easier than editing tabbed text because DECmate rewraps the text as appropriate.

Multicolumn tables can be simple or complex. Tables that are complex have: many vertical columns, or columns of varying widths, or rows of varying length, or a combination of all of these. You can define varying column widths in the MULTI control command. See the discussion of rulers later in this section.

Entries and Rows

In tabular multicolumn printing, DECmate prints the entries as if they were short columns of text, arranging them in rows. A *row* is a set of entries in a table placed horizontally across the page.

To separate the entries in a multicolumn table, you use NEW PAGE marks. Instead of going to a new page, the printer goes to the top of the next column. A NEW PAGE mark makes DECmate go to the next page only when the specified number of columns on a page have been printed.

To end a row of entries, insert a MULTI control command. The MULTI control command resets DECmate to the leftmost column, and advances to the lowest point on the paper reached by the last column. Usually, you repeat the same MULTI command for each row of the table.

Column Widths

Space in the envelope is added to the right margin. In other words, text is printed flush left in the envelope. Since the ruler contains less character positions than the column width, space occurs on the right side of the column. This forms a column margin for the next column.

If you specify column widths in the MULTI control command to create envelopes, make sure the envelopes are wider than the ruler. Otherwise, parts of the second column are printed on top of the first column. Spacing between the rows in a table is discussed under Spacing in Multicolumn Printing, later in this chapter.

Note *Until you are used to doing multicolumn printing, you should test your layout before final printing. Print a preliminary copy of your document to see if you have obtained the desired results.*

Method 3 — Multicolumn Tables

- 1 At the top of the table, insert the MULTI control command and the number of columns. Also include column widths if the columns vary in width.
- 2 Display the current ruler, and change it to a narrow width to suit the column. See the discussion of rulers later in this section.
- 3 Type the paragraph or entry to go in the leftmost column. End it by pressing RETURN and Gold NEW PAGE.

- 4 Repeat steps 2 and 3 for all the paragraphs or entries in the same row of the table. Press RETURN twice after the last entry in the table (to add blank space between rows). *Do not press Gold NEW PAGE after the last paragraph.*
- 5 Repeat the same MULTI control command that you created in step 1.
- 6 Type the entries in the next row of the table in the same way as you did in steps 2, 3 and 4. The result on the screen is similar to Figure 9. The printed result is similar to Figure 6b.

Note *To print text on the next page (instead of the next column), press Gold NEW PAGE after the last entry in a row in the table. Then repeat steps 1-6 (above) to the end of the page.*

Rulers in Method 3

You can specify the width of each column in the MULTI control command. This allows you to print columns of unequal widths. Method 3 uses this method to separate columns in multicolumn tables. For instance:

```
-----START CONTROL-----
MULTI
3
1st col. width--> 20
2nd col. width--> 22
3rd col. width--> 30
-----END      CONTROL-----
```

This command puts multicolumn printing into effect, and specifies three columns. The first column is 20 spaces wide, the second column 22 spaces wide, and the third column 30 spaces wide. The column widths specified in a control command always override the width indicated by the ruler. *To avoid overprinting, the column widths should always be at least as wide as the rulers.*

DECmate applies the same ruler to all columns, until it finds a new ruler. Be careful that the ruler you define: (1) is narrow enough so that all your columns fit on the paper, and (2) is the same or narrower than the column width specified.

For example, if your ruler is set up with a right margin at position 30, you should specify a number greater than 30 for that particular column in your MULTI command. If you do not, your columns may print on top of one another.

When using Method 3:

- *If you do not define column widths in the MULTI control command, then the settings of the left and right ruler margins should not be changed in the multicolumn portion of the document. Otherwise, the columns might overlap.*

- If you do define column widths, then the ruler may have to be changed at the beginning of each column to suit the column width. To determine where columns end, see the section Pagination in Multicolumn Printing later in this chapter. Be careful to specify column widths that are at least as large as the number of character positions in the ruler.

Rulers in Multicolumn Printing

When using multicolumn printing, the ruler indicates the width and other characteristics for the column. Most often, the ruler is set with only 25 to 40 spaces between the left and right margins. Particularly in multicolumn tables, you might use a different ruler for each column.

For each column, DECmate uses the number of typing positions between the start of the ruler (position 1) and the right margin of the ruler. For example, this ruler defines a column width of 40 characters:

L-----R-----

The start of the ruler may not be the left margin (position 1). For instance, indenting the left margin to another position is what separates the columns in Method 1, as discussed below.

DECmate applies the same ruler to all columns, until it finds a new ruler. Be careful that the ruler you define:

- 1 Is narrow enough so that all your columns fit on the paper, and
- 2 Is the same or narrower than the column width, if specified.

Pagination in Multicolumn Printing

- To determine where columns will end when doing simple multicolumn printing, press Gold PAGE. The PAGE MARKER inserted by DECmate defines the column end. If you decide to change the column end, delete the PAGE MARKER and insert a NEW PAGE mark.
- To include simple multicolumn text in a manually paginated document:
 - 1 Insert the MULTI control command, as described earlier. Include number of columns and, if applicable, column widths.
 - 2 Set up an appropriate narrow ruler for the size of the columns.
 - 3 Type the text, or word wrap the existing text. Then go back to the top of the multicolumn text section.
 - 4 Press Gold PAGE. Inspect the page marker and adjust as necessary. Continue throughout the document.
 - 5 File the document. Type AP NO from the Print Menu, and print the document.

Notice that in all the directions for multicolumn printing, you were instructed to:

- 1** Use NEW PAGE marks.
- 2** Print using automatic pagination (AP YES).

These two instructions are closely related. You can use PAGE MARKERS instead of NEW PAGE marks to separate columns. But then you have to use AP NO to print the document. Otherwise, the PAGE MARKERS are ignored, and text does not print in the proper columns.

Whenever possible, *print a document containing multicolumn text by automatic pagination (AP YES)*.

End of Page

If DECmate reaches the end of a page while printing *multicolumn tables*, it may place text in the wrong columns at the top of the next page. The best way to solve this problem is to print out the table and check where pages end, especially if you have many short entries. Then adjust column endings (and add NEW PAGE marks) as necessary.

Insert NEW PAGE marks at the end of a row. Always try to break pages between rows of the table. That is, always break pages where all the entries across the table are complete.

If you insert the NEW PAGE marks in the wrong place, the page may break in the middle of a row. As a result, some text may be placed in the wrong column.

Using AP NO

DECmate treats *multicolumn tables* the same under AP YES and AP NO. Multicolumn tables can contain either NEW PAGE marks or PAGE MARKERS. The MULTI control command always forces multicolumn printing. And the page-end marks ensure multicolumn tables.

But for consistency, try to always use NEW PAGE marks and AP YES with multicolumn tables. You may also want to put a multicolumn table into a separate document and print it using AP YES. If you always do this, you can be more consistent in the way you create and print out tables.

If the document contains *simple multicolumn printing* but should not be printed on AP YES, you have two choices:

- 1** Move the multicolumn text into its own document and print it separately.
- 2** Format the multicolumn text to match the AP NO setting, as described next.

To include simple multicolumn text in a manually paginated document:

- 1 Insert the MULTI control command, as described above. Include number of columns and, if applicable, column widths.
- 2 Set up an appropriate narrow ruler for the size of the columns.
- 3 Type the text, or word wrap the existing text. Then go back to the top of the multicolumn text section.
- 4 Press Gold PAGE. Inspect the PAGE MARKER and adjust as necessary. Continue throughout the document.
- 5 File the document. Type AP NO from the Print Menu, and print the document.

Spacing in Multicolumn Printing

Spacing is very important in multicolumn printing. It makes text and tables easier to read and understand. And appropriate spacing makes your text look more attractive.

Space in multicolumn printing includes: space between columns, space between rows, and blank space in columns (blank entries).

Spacing Between Columns

Space in the text envelope (Method 3) is added to the right margin. In other words, the ruler is placed flush left in the envelope. Since the ruler contains less character positions than the column width, space occurs on the right side of the column. This forms a column margin for the next column. When spacing columns by creating envelopes, keep these suggestions in mind:

- If you specify column widths in the MULTI control command to create envelopes, make sure the *envelopes are wider than the ruler*. Otherwise, parts of the second column are printed on top of the first column.
- If you specify different envelopes and use one ruler, that *ruler should fit the widest envelope*. To make text fit the smaller envelopes, use one line entries that are fewer characters than their envelope. Or use hard returns to keep the lines shorter than their envelope. This is not an efficient method, but it works for tables with long entries in only one column. A better method is described next.
- *Change the ruler for each entry in a row*. Each ruler should be a few characters smaller than the envelope, as illustrated in Figure 9.

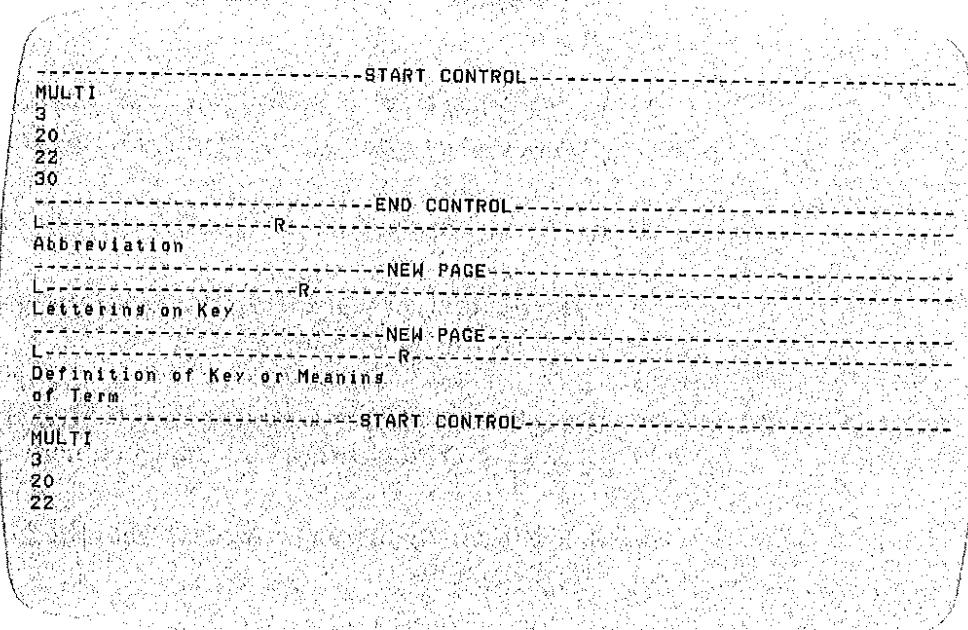


Figure 9 Spacing Between Columns

This procedure is time-consuming and uses storage space on the diskette. But it produces the most attractive results.

Spacing Between Rows

While printing multicolumn tables, DECmate starts the next row of entries one line lower than the last column of the previous row. DECmate does not insert blank lines between the rows. If you want to make your table easier to read, you must add blank lines.

There are three methods of creating space between rows:

- 1 Always type *the longest entry in a row in the last column*, and finish by pressing RETURN twice. Your display looks like Figure 10.
- 2 Add *as many hard returns* to the last column in each row as are needed to create spacing between rows.
- 3 At the end of each row, *cancel multicolumn printing* by using a blank MULTI control command. DECmate advances to the lowest point on the paper that any column reached. Add as many hard returns as you need between the rows. Then repeat the multi-column command and insert the entries in the next row. (This procedure can be included in a UDK that is invoked after each row is typed. See Chapter 16, User-Defined Keys.)

Note *Whenever possible, always put the longest entry in the last column. Print out a draft copy of the document. Then edit the document to adjust spacing.*

```
MULTI-----START CONTROL-----  
3  
20  
22  
30-----END CONTROL-----  
Abbreviation-----NEW PAGE-----  
Lettering on Key-----NEW PAGE-----  
Definition of Key or  
Meaning of Term-----  
-----START CONTROL-----  
MULTI  
3  
20  
22
```

Figure 10 Spacing Between Rows

Blank Columns

If you have a blank column, that is, a column with no entry, just leave the column blank when you are typing. Define it using a NEW PAGE mark. For example, suppose the second column of a row contained no entry. That row would look like Figure 11 on your screen.

Insert a hard return between the NEW PAGE marks, if you want to emphasize a blank column.

```
L-----R-----START CONTROL-----  
MULTI  
3  
20  
22  
30-----END CONTROL-----  
Abbreviation-----NEW PAGE-----  
-----NEW PAGE-----  
Definition of Key or  
Meaning of Term-----  
-----START CONTROL-----  
MULTI  
3  
20
```

Figure 11 Blank Columns

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DECmate

chapter 11

Printing a Document

This chapter discusses:

- How to print a document
- Print Menu settings and how to change them
- Shared printer switch
- How to store and retrieve a stored print list

Printer status messages are discussed in Chapter 12.

Print a Document

- **To print a document**, type P from the Main Menu, and press the space bar. Type the name or number of the document to be printed, and press RETURN. Make any necessary changes to the Print Menu settings. Type Y (or YES) and press RETURN.
- **To change a Print Menu setting**, type the two-letter abbreviation from the Print Menu, and press the space bar. Type the new value for the setting, and then press RETURN.

To make DECmate print a document, you must first go to the Print Menu. To invoke the Print Menu, type P from the Main Menu and press RETURN.

If you do not follow P with the name of a document, DECmate prompts you for it. This prompt may show the name of the document you most recently filed or selected with the asterisk in the index. If you want to print this document, simply press RETURN. To print a document other than the selected document, type its name or number and then press RETURN.

DECmate then displays the first page of the Print Menu. In all, there are three pages. The Print Menu is discussed later in this chapter.

Priority When you approve a document's print settings and send it to print, DECmate places the document in a list of documents waiting to print. DECmate prints all documents in the order they were submitted. If no other documents are in the list, DECmate starts printing your document immediately.

Printing a document does not tie up your terminal. You can edit or print other documents on the same diskette while waiting for DECmate to print the document.

Print Menu After you specify a document for printing, the Print Menu is displayed. The Print Menu shows the current print settings. You have three choices: (1) change any or all of the settings, (2) declare the settings correct and start printing, or (3) recall the Main Menu without printing. Some of these choices are only available from specific pages of the Print Menu.

If you change any settings, you can still recall the Main Menu without printing. DECmate stores the changed print settings with each document.

First Page

- **To change a Print Menu setting**, type the two-letter abbreviation when any page of the Print Menu is displayed. Then press the space bar, and type the new value for the setting. Press RETURN.
- **To start printing a document while the Print Menu first page is displayed**, type Y (or YES) and press RETURN.

The first page of the Print Menu shows the name of the document in question and some of its print settings. For example:

1 is the number on the first page

Type Y or YES and press RETURN if you want these settings. DECmate then recalls the Main Menu and starts printing the document.

If you want to change some settings, type N or NO and press RETURN. DECmate changes the display to the second page of the Print Menu.

Note *If you already know how to change print settings, type the abbreviation and the new value while the first page is displayed.*

All settings on the Print Menu are summarized later in this chapter.

Second Page

- **To change a Print Menu setting**, type the two-letter abbreviation when any page of the Print Menu is displayed. Then press the space bar, and type the new value of the setting. Press RETURN.
- **To see the second page of the Print Menu**, type N (for NO) while the first page is displayed. Press RETURN.
- **To start printing a document while the Print Menu second page is displayed**, type OK and press RETURN.

The second page of the Print Menu again shows the document's print settings and their abbreviations. This page also shows how to change the settings. For instance, the example setting for first page was the IP (initial page) setting. On the second Print Menu page, you see:

IP = Initial page number (IP 1)

This shows that IP's current setting is IP 1.

To change any setting, type the two-letter abbreviation, and press the space bar. Type the new value for the setting, and then press RETURN. For example, you could type *IP 5* and press RETURN. If you just type a setting, such as *IP*, and then press RETURN, DECmate prompts you for the information to type after the setting.

To leave the second page of the Print Menu, type OK (or YES – both work) and press RETURN. DECmate recalls the Main Menu and starts printing the document.

Press Gold MENU to recall the Main Menu without printing the document. Press RETURN to recall the first Print Menu page.

All settings on the Print Menu are summarized later in this chapter.

Third Page

- **To change a Print Menu setting**, type the two-letter abbreviation when any page of the Print Menu is displayed. Then press the space bar, and type the new value of the setting. Press RETURN.
- **To see the third page of the Print Menu**, type PL from the first or second page and press RETURN.
- **To start printing a document while the Print Menu third page is displayed**, type OK or YES and press RETURN.

One line on the second Print Menu page reads:

PL = Show page layout settings (page size, margins, etc.)

Typing PL and pressing RETURN invokes the third Print Menu page. This page displays a sketch of a printed page and shows the dimensions of each region, such as the top margin, left margin, and so on. Like the second Print Menu page, it shows the abbreviations for these settings. You change them the same way as any Print Menu setting.

You can change any print setting from any page of the Print Menu. But if the value only appears on the third page, check the value before you print the document.

Pressing RETURN without typing a changed setting recalls the second page of the Print Menu. To print a document while the Print Menu third page is displayed, type OK or YES and press RETURN.

Press Gold MENU to recall the Main Menu without printing the document.

All settings on the Print Menu are summarized in the next section of this chapter.

Summary of Print Menu Settings

All settings in this summary are discussed in this chapter. Cross-references to other chapters are provided.

Abbreviation	Possible Values	Meaning
AP	YES, Y, NO, and N.	Automatic pagination. AP YES makes DECmate break the document into pages while printing it. AP NO makes DECmate use the page breaks specified by page-end marks in the document. See Chapter 9.
BM	Any number between 0 and 999.	Bottom margin. The number of lines between the last line of text and the bottom of the paper. Footers in the bottom margin are discussed in Chapter 10.
CM	Any number between 0 and 999.	Column margin. The number of spaces added between multiple columns. See Chapter 10, Simple Multicolumn Printing.
CP	Any number between 1 and 999.	Number of printed copies to be produced. Each time Print Menu is invoked, CP is reset to 1.
DA	NORMAL, N, DARK, and D.	Darkness of print. DA NORMAL makes DECmate strike each character one time; bolded characters are struck two times. DA DARK makes DECmate strike each character an extra time.
DD	LQP, when LQP printer is used. DP, when draft printer is used. HOST, when using communications option.	Document destination. The name of the device to which the document will be sent.

(continued on next page)

Abbreviation	Possible Values	Meaning
EX	Any number between 0 and 3.	Extra spacing. The number of additional half-lines added between printed lines.
FR	Any number between 0 and 999.	FROM: First page to be printed. Each time Print Menu is invoked, FR is reset to 1.
IP	Any number between 0 and 999.	Initial page number. The number at which DECmate begins numbering pages. For the \p expression, see Chapter 10, Print the Date and Page Number.
PI	Usually 10 or 12. Any number between 1 and 25 can be used. THEME (or T) for proportional spacing.	Pitch. The number of characters per inch. Draft printers always print at PI 10.
PL	Typing PL displays the third Print Menu page.	Page layout. Not a setting, but an option that displays the third page of the Print Menu.
PM	Any number between 0 and 999.	Print margin. The number of spaces added to the left of each line.
PS	Any number between 1 and 200.	Page size. The number of lines per page. See Chapter 9, Text Size. Use PS 66 for 11-inch paper; use PS 84 for 14-inch paper. (6 lines = 1 inch)
RS	Any number between 0 and 9.	Retrieve stored print settings.
R1	Any character from the main keyboard.	Replacement character for extra print wheel character 95.
R2	Any character from the main keyboard.	Replacement character for extra print wheel character 96.
SE	YES, Y, NO, N, FIRST and F. With automatic sheet feeder, also FRONT, FR, REAR, R, ALT, and A.	Stop every page (usually to insert special paper). SE YES makes DECmate stop; SE NO does not stop. SE FIRST stops only at the start of the first page printed. When used with automatic sheet feeder (ASF), SE FRONT permits paper to be fed from the front tray; SE REAR permits paper to be fed from the rear tray. SE ALT permits the first sheet of paper to be fed from the front tray and all other sheets to be fed from the rear tray.
SP	YES, Y, NO, and N.	Shadow Print. Overprints a bolded character on itself, with 1/120" separation, so it appears extra bold.
SS	Any number between 0 and 9.	Save stored print settings.
TO	Any number between 0 and 999.	Last page to be printed. Each time Print Menu is invoked, TO is reset to 0.

(continued on next page)

Abbreviation	Possible Values	Meaning
TM	Any number between 0 and 999.	Top margin. The number of lines from the top line of the paper to the first line of the text. Headers in the top margin are discussed in Chapter 10.
TW	YES, Y, NO, and N.	Two wheels. TW NO uses one print wheel. TW YES allows two to be used, to produce a document with two different type styles.

One-Time Settings (CP, FR, TO)

CP determines how many copies of the document are printed.
 FR determines the first page to be printed.
 TO determines the last page to be printed.
 Each time you call up the Print Menu, DECmate resets these three settings to their standard values:

CP 1

FR 1

TO 0

The standard settings tell DECmate to start at the first page (FR 1) and print the entire document. The setting TO 0 means "print to end of document." DECmate never finds a page number 0, so it prints the whole document. CP 1 indicates print one copy of the document.

If you change these values, the new values take effect only for the current print operation. If you print the document again, the values return to CP 1, FR 1, TO 0.

You must follow FR and TO by a page number between 1 and 999. DECmate assigns a number to each page. DECmate begins printing only when it encounters a page number the same or greater than FR. DECmate ends the printed copy when it encounters a page number the same as TO.

Printing selected pages using the FR and TO settings depends on page numbering. The first printed page gets the value of the IP (initial page) Print Menu setting. (The IP setting is discussed further in the next section, Print Procedures Settings.) For instance, assume IP is set to 22, so that the first page is numbered 22. FR 24 omits printing the first two pages and starts the printed copy with the third page (page number 24). Then, the setting TO 30 prints a total of seven pages – the seven pages numbered from 24 to 30, inclusive.

The standard CP setting is 1, which tells DECmate to print a single copy of the document. CP 2 tells DECmate to print the document twice. If you specify only part of a document using the FR and TO settings, that portion is printed twice.

For example, to print 3 copies of the first 4 pages of a 10 page document, use the settings: CP 3, FR 1, TO 4. DECmate prints pages 1 to 4 once, then prints them again three more times.

For information on saving changed CP, FR and TO settings, see Saving Print Settings, later in this chapter.

Determine FR

The following formula may be helpful to determine the correct FR setting when IP is not set to 0.

$$FR = n + IP - 1$$

The *n* refers to the *nth* page. In the example discussed earlier, IP = 22 and page 24 is the third page. Thus, *n* = 3. Use the numbers in the formula to get the correct FR setting:

$$FR = 3 + 22 - 1$$

$$FR = 24$$

Restrictions You do not have to number the pages in a document consecutively. For more information on page numbering, see Chapter 10, Reset the Page Count. However, you should keep these points in mind:

- The FR and TO print settings depend on page numbering. If you set FR to a number lower than the IP setting, DECmate starts printing from the first page numbered with a page number between the FR and TO settings.
- The RESET control command always resets page numbers to the IP (initial page number) setting, unless told otherwise.
- If you follow the RESET keyword by a space and a number, that number always overrides the IP setting.

Keep in mind that the Print Menu FR and TO settings operate differently if your document contains a RESET control command. The RESET control command is often used to number pages 1-1, 1-2, and so on, for Chapter or Section 1, and 2-1, 2-2, and so on, for Chapter or Section 2.

If you want to print specific pages of a document that uses RESET control commands, consider putting each chapter or section in a separate document. Then you can print the necessary pages using the FR and TO Print Menu settings. Otherwise, you may get extra pages.

**Print
Procedures
Settings** Nine settings control basic print procedures:

- AP – Automatic pagination
- IP – Initial page number
- DD – Document destination

- DA – Darkness of print
- SP – Shadow printing
- SE – Stop the printer at the top of every page
- TW – Use two print wheels to print the document
- R1 and R2 – Replacement characters 1 and 2 for extra printwheel characters

Automatic Pagination (AP)

AP stands for automatic pagination.

When printing a document, use:

AP YES or Y	to switch ON automatic pagination
AP NO or N	to switch OFF automatic pagination. Use this setting if you manually or auto-paginate your document.

AP YES tells DECmate to go to the top of the next page after printing a specified number of lines on a page. The size of the page (number of lines printed) is determined by the current text size (CT) setting on the Editor Menu. Specifying the current text size is discussed in Chapter 9.

AP YES turns automatic pagination on; AP NO turns it off. You *must* insert page-end marks in your document if you turn automatic pagination off.

If the automatic pagination is set to AP NO, and the document is more than one page, then DECmate prints the text continuously until it encounters a NEW PAGE mark. If the printer reaches the bottom of the paper without finding a NEW PAGE mark, it continues to print. If single sheets are used, the printer prints on the roller (platen). If continuous-form paper is used, the printer prints across the perforation and onto the next sheet.

Initial Page Number (IP)

IP stands for initial page number.

The initial page number is the number with which DECmate begins numbering pages. DECmate assigns this number to the first page of the document and increases this number by 1 for each new page. The page number is printed on each page that contains a \p command.

IP is followed by a number; the standard value is IP 1. The first printed page is assigned the value of the IP (initial page) Print Menu setting. Suppose you typed a large report as three DECmate documents. The first document might contain pages 1-10, the second might contain 11-25, and the third might contain pages 26 on. You should set the second document to IP 11, and the third document to IP 26.

For instance, assume IP is set to 11, so that the first page is numbered 11. FR 13 omits printing the first two pages and starts the printed copy with the third page (page number 13). Then, the setting TO 19 prints a

total of seven pages – the seven pages numbered from 13 to 19, inclusive. (The FR and TO settings are discussed earlier in this chapter under One-Time Settings.)

You can make DECmate print the current page number in the header or footer of each page by including the expression \p in a TOP or BOTTOM control command. You can also change the numbering of the pages using a RESET control command. For more information on control commands, see Chapter 10.

Document Destination (DD)

DD stands for document destination.

The Print Menu setting DD tells DECmate which printer should print the document. The acceptable values are:

- DD DP – sending the document to a draft printer (LA 34 or LA120), to get a draft copy of the document at high speed.
- DD LQP – sending the document to a letter quality printer (LQPSE or LQP02), to get a high-quality copy of the document.
- DD HOST – sending the document through a communication line to another computer to which DECmate is connected or to an automatic device such as a phototypesetter. For more information on the Communications feature, consult *Using Communications* (AA-K666B-TA).

You must follow DD by the name of a printer or communication line. Your choice depends on the printers and options available on your DECmate system.

Print Extra Dark (DA)

DA stands for darkness of print.

You can use the DA (darkness) setting to produce darker printing in a printed document. In its standard setting, DA NORMAL, the printer strikes the paper once for each regular character, and twice for bolded characters.

If you set DA to DARK, then DECmate types each character an extra time (in the same position on the paper) before moving on to the next character. Nonbolded characters are typed twice; bolded characters are typed three times. Shadow printed characters are printed four times – twice for each separated character.

You might use DA DARK if you have a cloth ribbon that is getting light. DA DARK produces a printed copy suitably dark for copying. A carbon ribbon always prints dark enough for copying; use DA NORMAL in this case.

Note *Do not use DA DARK often. Printing with DA DARK can cause your platen to wear excessively, so that it has to be replaced.*

Shadow Printing (SP)

SP stands for shadow printing.

Note *Shadow printing only takes effect if you have an LQP02 letter quality printer as part of your DECmate system.*

You can print bolded text extra dark by *shadow printing*. Text printed using shadow printing appears more bold than bolded type that is printed twice.

The SP setting on the second page of the Print Menu sets all bolded text to be shadow printed. Shadow printing prints the character twice with a horizontal separation of 1/120 in. The effect is a superbolded character. When the SP setting is set to YES, *all text normally printed bolded is instead printed using shadow printing*. For information on bolding text, see Chapter 6, Bold Text.

Restrictions

Shadow printing takes effect depending on the type of printer you use:

- An *LQP02 letter quality printer* shadow prints bolded text extra bold when you set SP YES.
- An *LQPSE letter quality printer* prints bolded text as bolded text only. SP YES has no effect.
- A *LA120 or LA34 draft printer* prints bolded text as bolded text only. SP YES has no effect.

Set the Printer to Stop (SE)

SE makes the printer stop at certain points or use the automatic sheet feeder in a specific way.

The Print Menu setting SE (stop every page) sets DECmate to stop printing at certain times during a document. For instance, if you wanted a particular document printed on special paper, DECmate should stop the printer at the start of that document to let you insert the special paper. Or perhaps you wanted to print a document on letterhead or separate sheets of paper. Then DECmate should stop the printer at the top of every page to let you insert a new sheet of paper.

After printing a document, the SE setting remains as selected. It does not change back to SE NO.

If you are using an automatic sheet feeder (ASF), you want to be able to tell the printer which paper tray to use. For more information on the ASF, see the user manual for your ASF.

The Print Menu SE setting allows these values:

SE NO (also SE N) Does not stop the printer. DECmate prints the whole document without stopping. If you are using an automatic sheet feeder (ASF), this command has the

same effect as SE FRONT. This is the usual SE setting from the standard Print Menu settings (discussed later in this chapter).

- | | |
|----------|--|
| SE YES | (also SE Y) Stops the printer at the top of every page. On the automatic sheet feeder, use this command each time you insert paper through the manual chute. |
| SE FIRST | (also SE F) Stops the printer at the start of the document, but does not stop again at the top of any page. On the automatic sheet feeder, use this command when you want to change the paper in the front tray. When you resume printing, paper is automatically fed from the front tray. |
| SE FRONT | (also SE FR) Tells the printer to use paper from the front feed tray of the automatic sheet feeder. If no ASF is attached, DECmate prints as if SE NO. |
| SE REAR | (also SE R) Tells the printer to use paper from the rear feed tray of the automatic sheet feeder. If no ASF is attached, DECmate prints as if SE NO. |
| SE ALT | (also SE A) Tells the printer to use paper from the front feed tray of the automatic sheet feeder for the first sheet. Then use paper from the rear tray for the second and all other sheets. If no ASF is attached, DECmate prints as if SE NO. |

To resume printing after the printer has stopped, type R, and then press RETURN.

Chapter 12 discusses other ways to stop and resume printing.

Use Two Printwheels (TW)

TW determines whether a document is printed with one printwheel or two.

The printwheel determines the type style. You can mix type styles in a document by using two printwheels and the TW setting.

TW NO (the standard value) tells DECmate to print the entire document using the same printwheel (type style). TW YES means that you use two type styles (two printwheels) in the document. In such a document, you mark the text that is to appear in the alternate type style by bolding it. For information on bolding text, see Chapter 6.

When printing a document under TW YES, DECmate prints just the medium (nonbolded) text first. It leaves space where the bolded text goes. As DECmate reaches the end of the document, the buzzer sounds several times, and light L4 flashes once each second.

Install the second printwheel and roll the paper back. (Refer to the user manual for your printer for information on changing the printwheel.) Position the top of the first page exactly as it was when DECmate began printing the document. Type R and press RETURN to

resume printing. On this second pass, DECmate prints only the missing text in the spaces previously left empty. *The text printed in the second pass is not bolded.* At the end of the second pass, DECmate sounds the buzzer, and light L4 flashes. You can change the printwheel back again, if you wish.

DECmate does not let you do anything else to the document until you press R (to resume printing) or S (to cancel printing).

- If you decide **not to print the second pass** of the document, type S and press RETURN to cancel the document.
- If DECmate has printed both passes of the document and **no other documents are waiting to print**, type S and press RETURN to cancel the document in the print list. This also advances the paper.
- If DECmate has printed both passes of the document and **other documents are waiting to print**, type R and press RETURN to resume printing the next document.

When TW is set to YES, you cannot tell DECmate to print bolded text as bolded instead of using the second printwheel. All bolded text in the document is printed in medium type using the second printwheel.

DECmate cannot tell which printwheel is in the printer. The TW setting only gives you the chance to change printwheels and roll the paper back to the top of the document. If you fail to change printwheels and press R RETURN, DECmate prints the entire document in a single type style, nonbolded.

Note *If you set SE YES and TW YES, you must type R and press RETURN twice. The first R tells the printer to move to the first page. The second R resumes the print operation.*

To change the printwheel for an entire document, set the document to SE FIRST, to stop at the start of the document. The SE FIRST setting is described in the previous section. Refer to the user manual for your printer for information on changing the printwheel.

Replacement Characters (R1 and R2)

R1 and R2 define replacement characters. When a document is printed, they are substituted for other characters typed in the document.

In all, there are 94 visible characters that you can type into a document from the DECmate main keyboard. These include capital letters, lowercase letters, numerals, and symbols. The letter quality printer's printwheel contains 96 characters.

The LQP can print any of the 94 visible characters and two others as well. The two extra characters depend on the printwheel you are using. For instance, one printwheel might have the extra characters £ and ÷. You can change characters by changing printwheels.

You cannot type these characters into a document, but there is a way you can make DECmate print them.

A document's R1 and R2 print settings tell DECmate that when it finds certain characters in the document, it must substitute the extra characters from the printwheel.

Suppose you want to print a financial report using pounds. Choose a printwheel that has £ (the pound symbol for British currency) in one of its extra character positions. Then pick a character that never occurs in the report itself, such as #. Type # in the document where you want DECmate to use £:

Total U.K. Budget #40,000

To make DECmate use the £ instead of the #, use the Print Menu to set the appropriate replacement character to £. If the £ is character 95 (R1), then type:

R1 *

The R2 setting likewise lets you choose a character to stand for the second extra character on the printwheel. You can use either R1 or R2 or both at the same time.

If you type more than one character for a setting, for example, *R1 ce*, only the first character *c* is accepted.

The first time you call up the Print Menu for a document, R1 and R2 have no values. To tell DECmate to use a replacement character, you must give the R1 and R2 settings a value. Type R1 or R2, the character to be replaced, and press RETURN. To erase a replacement character's value, just type R1 or R2 and press RETURN.

Page Layout Settings

PL is not a setting but a command to DECmate to show the current page layout settings. Typing PL and pressing RETURN displays the third Print Menu page.

The third Print Menu page shows a diagram of a page, divided into regions. Each region is labeled with a Print Menu setting: its abbreviation and its current value.

The page layout settings control:

- top and bottom margins
- page size
- pitch (characters per inch)
- page and column margins
- extra spaces between lines

To change any setting, follow the same procedure as with the other Print Menu pages. Type its two-character abbreviation, press the

space bar, type the new value, and then press RETURN. If you remember the abbreviation for a print setting, you can change that setting regardless of which Print Menu page is showing.

Pressing RETURN when the third page is displayed recalls the second page of the Print Menu.

Vertical Layout (BM, TM, PS)

BM defines the number of lines in the bottom margin.

TM defines the number of lines in the top margin.

PS stands for page size, including top and bottom margins.

The BM, PS, and TM settings control the vertical layout of pages. The CT setting, which is on the Editor Menu, not the Print Menu, is related to these settings.

The PS (Page Size) setting should reflect the physical size of the paper you are using. (If you are using continuous-form paper, the page size is the distance from one horizontal perforation to the next.) The value of PS is in terms of lines. There are six (6) lines per vertical inch.

Common settings are:

PS 66 for 11-inch (standard size) paper
PS 84 for 14-inch (legal size) paper

The TM (Top Margin) and BM (Bottom Margin) settings dictate the size of the margins on each page. They are also set in terms of lines. To make DECmate put a one-inch margin at the top and bottom of each page, set the document to:

TM 6
BM 6

The TM and BM settings should create margins large enough for any headers or footers used. The TOP and BOTTOM control commands define the text for the headers and footers. For more information on control commands, see Chapter 10.

Document text is printed in the region between the top and bottom margin. The size of this area is the number of lines on the page minus the lines in the top and bottom margins. Using 11-inch paper with one inch margins, the text area would contain 54 lines, or 9 inches.

$$\text{PS} - \text{TM} - \text{BM} = \text{CT}$$

$$66 - 6 - 6 = 54$$

The Editor Menu setting CT (Current Text size) should therefore be set to 54.

Note *The CT setting must be at least 1 line (CT 1).*

Page Size and Settings

The BM, TM, and CT settings must always total the PS setting. Suppose you decide to change the document's settings to provide a two-inch top margin:

TM 12

Now only 8 inches, 48 lines, are available in the text area.

$$66 - 12 - 6 = 48$$

Before paginating and printing the document, you must change CT 54 to CT 48 on the Editor Menu. Otherwise, the text prints across the perforations or off the bottom of a single sheet.

Under automatic pagination (AP YES), the CT setting does not matter. DECmate puts as many lines of text on each page as will fit. While printing the document, it determines the size of the text area from the print settings BM, PS, and TM as we did above.

- Pitch (PI)** PI stands for pitch, the number of characters printed per horizontal inch. The commonly used PI settings are:

PI 10
PI 12
PI THEME

Pitch only takes effect on letter quality printers, and it depends on the printwheel used. Most printwheels are designed to print either 10 or 12 characters per horizontal inch. Usually, a number 10 or 12 appears on the printwheel. Set the pitch to match the printwheel you are using.

Note *Draft printers have a fixed pitch. The PI setting has no effect on a document printed on a draft printer.*

You can also use a proportional spacing (THEME) printwheel on your letter quality printer. Then, rather than assign a fixed amount of horizontal space (1/10 or 1/12 inch) to each character, DECmate gives each character as much space as it needs. Narrow characters such as *i* use less space than wide characters such as *m*. To make DECmate take advantage of this ability, set the document to PI THEME and use a THEME printwheel.

If the PI setting does not match the printwheel, you may have to change printwheels before printing the document. To make DECmate stop the printer before starting that document, set the document to SE FIRST. See the section Set the Printer to Stop, earlier in this chapter.

Effects of Pitch

If you set PI to a value greater than the pitch of the print wheel, DECmate prints the characters more closely together on a line. If you set PI to a lower number, DECmate spreads the characters out.

If you set the pitch to fit more characters in an inch, it does not mean that each line contains more text. The rulers in your document determine where the lines break when you are creating or editing text. Instead, the entire line is compressed on the paper. In effect, one position in the ruler now corresponds to less physical space on the paper.

When there is a J in the ruler, DECmate justifies lines (aligns the end of the line with the ends of other lines) by adding spaces between words. Because of this, fewer characters from the document may be printed in an inch than the value of PI.

Note *If you are printing a wide document, you must set the PI setting to PI 12. Otherwise, the text does not fit on the page. Even if you use a PI 10 printwheel, you must set PI 12.*

Adding Horizontal Space (PM, CM)

PM stands for the number of spaces in the left margin.

CM sets the number of spaces between columns.

The PM (Page Margin) setting makes DECmate insert spaces at the start of every line. This moves the entire line to the right on the paper.

A setting of PM 0 makes DECmate use the leftmost printable position on the paper. This position matches column 1 of the document's ruler. A nonzero setting of PM prevents the left side of the text from running into the left edge of the paper. Higher values of PM move the entire document further to the right.

Each number in the PM setting is one character position. PM 5 indents the document 5 characters. The distance moved depends on the pitch. If the document has PI 10, then PM 10 moves the document one inch to the right. If the document has PI 12, then PM 12 moves the document one inch to the right.

The CM (Column Margin) setting makes DECmate insert spaces between columns. The CM setting only takes effect when a MULTI control command in the document tells DECmate to print the text in several columns. (Chapter 10 discusses multicolumn printing.)

CM is also set in terms of characters; CM 5 indents the column 5 characters. The amount of space inserted depends on the pitch. A nonzero setting of CM prevents the edges of columns from running into each other.

Adding Vertical Space (EX)

EX adds vertical space between lines when a document is printed. You must follow EX by the number of half-lines to add. There are four valid settings:

- EX 0** Add no extra spacing; print in accordance with rulers.
- EX 1** Add 1 extra half-line between each line of text.
- EX 2** Add 2 extra half-lines between each line of text.
- EX 3** Add 3 extra half-lines between each line of text.

Note *Draft printers have a fixed spacing between lines. The EX setting for half-line spacing has no effect on a document printed on a draft printer. The printer reverts to full line spacing.*

EX adds space beyond that specified by the document's rulers. The left margin character in the ruler determines what type of spacing is used in that portion of the document:

F	half-line spacing	Each line uses 1 half-line of space on the paper.
L	single spacing (normal left margin)	Each line uses 2 half-lines.
N	space-and-a-half	Each line uses 3 half-lines.
D	double spacing	Each line uses 4 half-lines.

The EX setting and the rulers combine to produce the spacing in the printed document. For instance, if a document had L in its rulers, DECmate would normally print it single spaced. Setting EX 2 would produce a double-spaced copy of the document, since each text line from the document would be printed using $2 + 2 = 4$ half-lines, 2 lines, of paper. EX 2 would make DECmate print a double-spaced document (D in its rulers) triple spaced.

Use rulers to give DECmate *permanent* spacing information. Use the EX setting to add extra space *temporarily*. For example, by changing the EX setting, you could print a double-spaced draft copy of a document. When you need final copies, you can just change the EX setting back and print single spaced.

Restrictions

In manual pagination and auto-pagINATION, DECmate counts lines and insert PAGE MARKERS in the document. The CT setting tells DECmate how many lines to count. If CT is 54 but the ruler has a D, indicating double-spacing, DECmate knows that only 27 lines from the document fit on the page, and inserts page markers every 27 lines.

However, DECmate does not account for extra space added by the EX setting. So when you use EX, either: (1) use automatic pagination (AP YES); or (2) repaginate the document, adjusting the CT setting to account for the EX setting. For instance, when adding two (2) half-lines between each line (EX 2), use a value of CT half as large as usual.

Saving Print Settings (SS, RS)

- **To store Print Menu settings**, type SS when the Print Menu is displayed, and press the space bar. Type the number under which you want to store the settings, and press RETURN.
- **To retrieve stored Print Menu settings** (set print settings to a group of stored values), type RS, and press the space bar. Type the number of the stored settings, and press RETURN.

SS stores a group of print settings.

RS retrieves stored print settings and applies them to the current document.

When you are looking at the Print Menu, you can store a set of print settings for later use in another document. Or you can retrieve a group of stored settings. The procedure is similar to storing a ruler for later use (discussed in Chapter 5).

The number keys 0-9 give you ten (10) stored print settings. Keep some of your ten numbers available for multiple operations such as this one:

- To give document A the same settings as document B, first tell DECmate to print document B. When DECmate displays the Print Menu, use SS to store document B's settings under a number you are not using for a stored print setting. Now press Gold MENU to recall the Main Menu without printing. Tell DECmate to print document A. When DECmate displays the Print Menu, use RS to recall the settings you stored a moment ago. Document A's settings are now changed.

Store Settings

The SS option is a command that stores print settings. You must follow SS by a space and a number from 0 to 9. That group of print settings is stored on the system diskette under the number you indicate. The values shown in the Print Menu are also stored with the document.

For instance, if you use SS to store the displayed settings under number 5, DECmate erases the settings previously stored under number 5. The settings displayed on the screen are stored under number 5 and are also stored with the document. If you send the document to print, these settings are used to print the document. If you change other settings and then print the document, the settings used to print the document differ from the settings stored under number 5.

The first time you print a document, DECmate shows you a Print Menu with some settings already specified. DECmate uses the print settings stored under number 0. If you want DECmate to give certain settings to every document you create, then store them under SS 0.

Settings are stored on the system diskette. If you use another system diskette, the stored settings are different or missing.

Retrieve Settings

The RS option is a command that retrieves print settings. You must follow RS by a space and a number from 0 to 9. The print settings stored on the system diskette under that number are called to the screen. These changed settings are also stored with the document.

For instance, if you use RS to call up the settings stored under number 5, any changed settings are displayed on the screen. The displayed settings are also stored with the document you are about to print. If you send the document to print, these settings are used to print the document. If you change other settings and then print the document, the settings stored with the document differ from the settings stored under number 5.

Note *Earlier this chapter discussed the print settings CP, FR, and TO as one-time settings. DECmate resets them every time you use the Print Menu. However, you can store these settings using the SS option. Recalling these stored settings whenever you are about to print the document may be quicker than changing CP, FR, and TO.*

Print the Diskette Index

Before you can print the diskette index, you must first put it into a document. To put the diskette index into a document, use the CI option from the Main Menu. This process is explained in Chapter 3, under Copy the Index.

Once the diskette index is copied into a document, you can select that document for printing, just as you would any other document. Document 1 (the index document) can be printed just like any other word processing document. For more information on the diskette index and the index document, see Chapter 4.

Shared Printer Switch

Your DECmate word processing system can include a draft printer, a letter quality printer, or both. Or perhaps your system uses two terminals but only one printer. To use two printers with one terminal, or two terminals attached to one printer, you must have a *shared printer switch*. The two possible uses of a shared printer switch are illustrated in Figure 12.

Use Two Printers

If you have two printers and a shared printer switch, use the switch in conjunction with the the document destination (DD) Print Menu setting. When you print a document, DECmate determines whether:

- The printer is a draft printer

- The printer is a letter quality printer
- The printer is not attached

Before printing a document, DECmate checks the document destination setting and the type of printer in use. If the document destination does not match the printer in use, DECmate sounds a buzzer and light L4 flashes once a second. DECmate sends you the following printer status message:

The printer is stopped for non-existent printer

For example, if you specify DD LQP, the switch must be set to the letter quality printer.

If you get the "non-existent printer" message, you can switch the shared printer switch knob to the opposite position. See Figure 13. After setting the switch, you must send the document to print again. The document should begin printing at the appropriate printer.

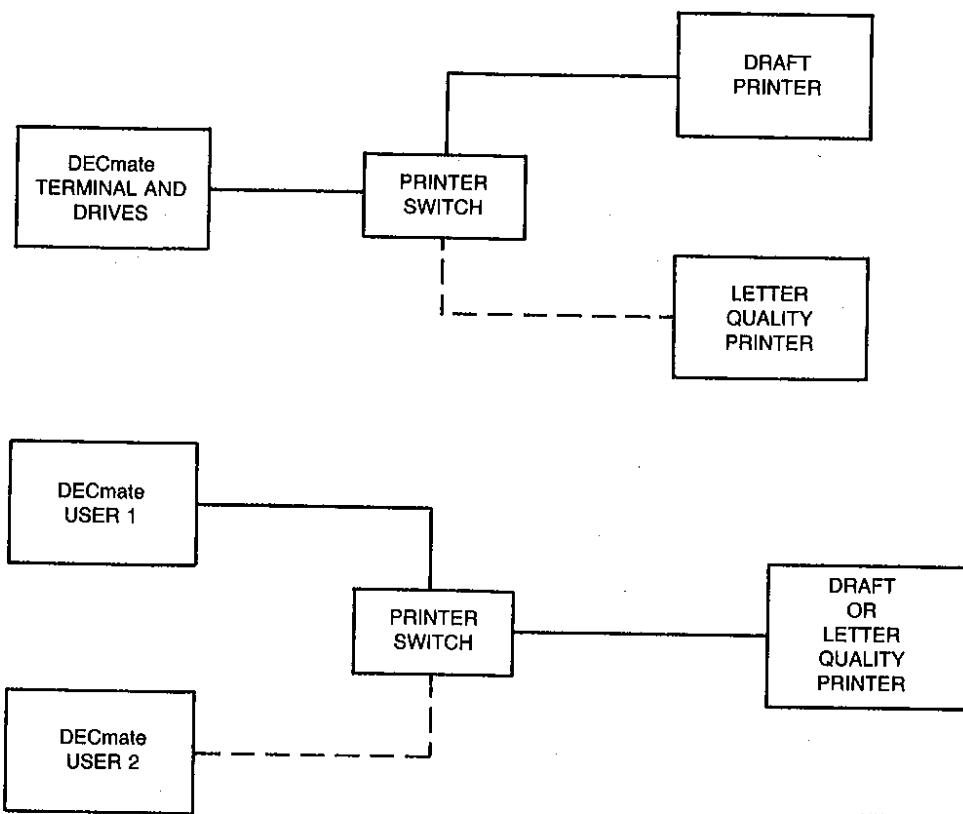
Note *If no printer is attached or the printer power switch is off, DECmate sends you the "non-existent printer" status message. Be sure your printer is attached and the PRINTER READY light is on before you print a document.*

Share a Printer Two people can share the same printer. If Operator A is using the printer, and Operator B sends a document to print, then Operator B would get the "non-existent device" message.

Caution *Never turn the shared printer switch knob to the opposite position while the other person is printing.*

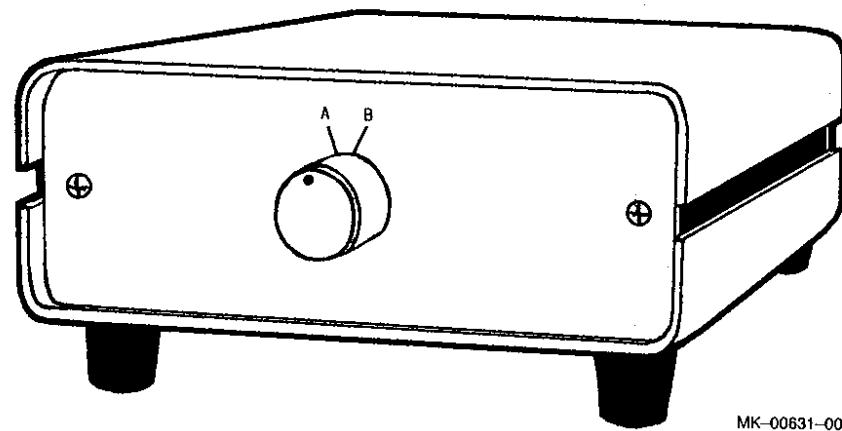
First type S and press RETURN to get to the Stop Printer Menu. Select the S option to stop the document from printing. When Operator A has finished printing documents, then Operator B can turn the knob to the opposite position. Then send the document to print again.

Or you can use the SL and RL options discussed in the following section. These options on the Main Menu allow you to store a list of documents to print later or to print on another system.



MK-00630-00

Figure 12 Shared Printer Switch Operations



MK-00631-00

Figure 13 Shared Printer Switch

Print Documents from a Stored List

The SL (Store List) option on the Main Menu lets you store a list of documents that you want to print. This *stored print list* keeps a record of the documents waiting to print and their print settings.

The RL (Retrieve List) option on the Main Menu lets you retrieve the stored print list and print the documents when a printer is available. Since the stored print list is stored on your document diskette, you can take your document diskette to another system. You do not have to enter each document for printing at the new system one by one. Instead, you print the documents from the list using a single RL command.

SL and RL options are useful if:

- Your system does not have a printer.
- Your system has only a letter quality printer but you want to print on a draft printer (DD DP), or vice versa.
- Your system includes two terminals with a shared printer switch, and the other operator is using the printer.

If you are using two terminals connected to one printer with a shared printer switch, you do not need to use the SL and RL options. When the printer is available, move the switch to the opposite position and send your documents to print. However, you can still use the SL and RL options to store a list of documents and print them when the printer is available to you. Or use the SL command to store the list of documents and the RL command to print the list on another system.

If you have a printer attached to your system and the PRINTER READY light is on, you cannot create a stored print list. Once you send a document to print, it begins printing immediately. You must first turn off the printer, then create a stored print list, as described next.

Store a Print List

To use the SL option, your printer (if you have one) must be turned off. To save a document in the stored print list:

- 1 Submit all documents for printing (as many as eight) by displaying the Print Menu for each. Make any changes to the settings, type OK or YES, and press the RETURN key. The system buzzes and light L4 flashes because no printer is available. Ignore the buzzer and light.
- 2 Type SL and press the RETURN key when the Main Menu is displayed. As a shortcut, you could type a space and identify the document immediately after typing SL.
- 3 If you do not specify a document name, DECmate prompts you for one. Respond to the prompt, and press the RETURN key.

- 4 If you specify a document that does not exist, DECmate automatically creates it. If you specify one that does exist, you see the "Document Modified?" display (Figure 14). Select the appropriate option and press RETURN.
- 5 Remove the document diskette. Take it to a system that has a printer attached. See the directions for Retrieve a Stored Print List that follow.

After you specify the document for your stored print list, the Main Menu is displayed.

Retrieve a Stored Print List

To print documents from a stored print list, follow these steps:

- 1 Remove your document diskette from its drive. Insert it into drive 1 on a system with the desired printer.
- 2 From the Main Menu, type the letters RL and press the RETURN key. As a shortcut, you could also type a space and identify the stored print list document immediately after typing RL.
- 3 If you do not specify a document name, DECmate prompts you for one. Type the name of your stored print list and press RETURN.

While the documents are printing, the Main Menu is displayed on the screen.

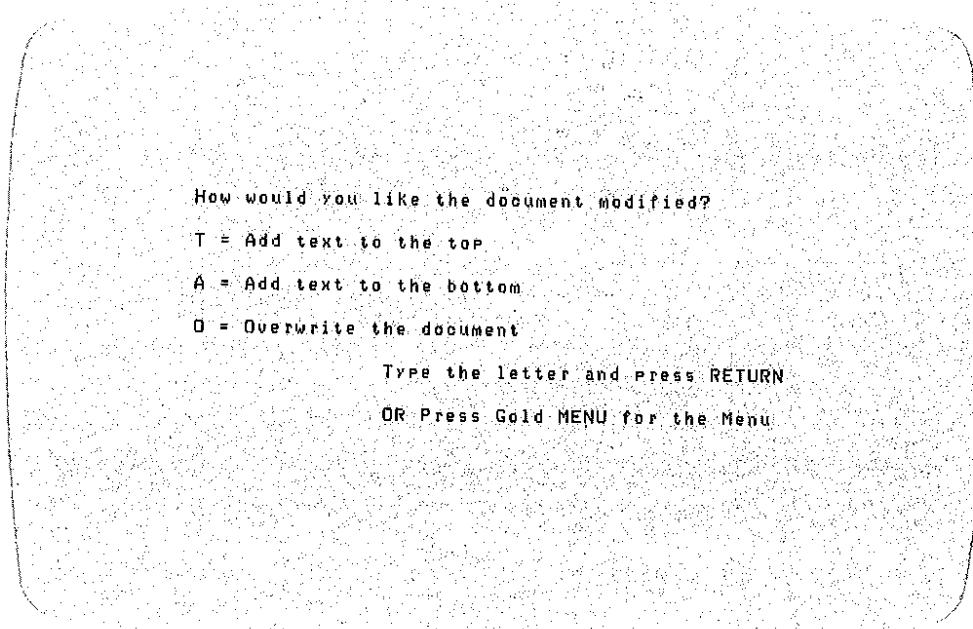


Figure 14 Document Modified Display

Restrictions These restrictions apply to using the SL and RL commands:

- The documents to be printed must be stored on the same diskette as the stored print list document. You cannot add documents on a different diskette to the list.
- If the system used to print the document has four drives, the RL command is executed only if no documents are currently printing or waiting to print.
- You can print documents from a stored print list on any other DIGITAL word processing system. However, if that system is using another version of software, some print features may not take effect. For example, shadow printing may not take effect.
- If your document diskette is double density, it is not compatible with older single density systems. You must use a system running DECmate Version 2.0 or later software.
- If you change any of the one-time settings (CP, FR, and TO), the changed settings are included on the stored print list. If you print from the stored print list again, the changed (stored) settings still take effect.

DECmate

chapter 12

Stopping the Printer

This chapter discusses:

- The Stop Printer Menu
- Printer status messages

DECmate automatically prints documents when they are submitted for printing. Certain situations make the printer stop printing:

- You stop the printer, using the PAUSE switch or S (Stop printing) option, such as to change paper.
- DECmate stops printing because it encounters a problem, such as the end of a carbon ribbon.
- Some Print Menu settings make DECmate stop printing a document at a certain time:

SE FIRST – DECmate stops printing before starting to print a new document. This allows you to change the paper, ribbon, or printwheel for the document.

SE YES – DECmate stops printing at the top of every page of a document. Then you can feed a new sheet of paper to the printer or make other changes.

TW YES – DECmate makes two passes over the document, stopping between passes to let you change printwheels. DECmate prints some of the text with one printwheel and some of the text with the other.

To alert you when the printer stops, the buzzer sounds and light L4 flashes. Usually, a message appears at the top of the Stop Printer Menu to advise you of the printer status.

Stop Printer Menu

- To stop printing a document, type S and press RETURN from the Main Menu. Select an option from the Stop Printer Menu, and press RETURN.
- To see the printer status message, type S and press RETURN from the Main Menu. The printer status message appears at the top of the list of options.

The S (Stop printer) option from the Main Menu stops the printer and then displays the Stop Printer Menu. The menu shows several options and short descriptions. Depending on why the printer stopped, you may see a printer status message at the top of the menu.

Correct the problem, if necessary. Then choose an option from the menu to tell DECmate how to proceed. Press RETURN after typing the option. The options are discussed in Table 13.

Caution *If you open the cover to correct the problem, always press the PAUSE switch first. After you replace the cover, press the PAUSE switch again.*

All options except N and L recall the Main Menu. Since N and L do not tell DECmate how to proceed with the stopped printer, these options return you to the Stop Printer Menu.

To stop the printer *entirely*, you must stop each document from printing. Type S and press RETURN to get to the Stop Printer Menu, then S RETURN again to stop printing the document. DECmate begins printing the next document waiting for that printer, if there is one. Continue typing S and pressing RETURN until you have stopped all the documents from printing.

Resume Printing

- If the printer stops while DECmate is displaying the Main Menu, fix the problem, if you can. Then type R and press RETURN.
- If the printer stops while you are editing another document, fix the problem, if you can. Then press Gold MENU to invoke the Editor Menu. Type R and press RETURN twice to resume printing and return to the document you were editing.

Often you know why the printer stopped. Fix the problem that caused the printer to stop (change printwheels or ribbons, insert a new sheet of paper). Then use the R option to resume printing.

Table 13 Stop Printer Menu Options

Option	Explanation
R	Resume printing and return to the last menu. Printing resumes <i>at the point where it left off</i> . The R option is discussed later in this chapter.
N	New page, bring the printer to the top of the paper. The printer advances to the start of the next piece of continuous-form paper, or advances single-sheet paper out of the printer. The N option is discussed later in this chapter.
S	Stop printing this document and return to the Main Menu. Cancels printing the current document. Advances continuous-form paper to the beginning of the next page; advances single-sheet paper out of the printer. DECmate begins printing the next document waiting for that printer, if there is one. To stop the printer entirely, you must stop each document from printing.
P	Continue printing until the end of this page. Printing resumes, but stops again at the end of the current page. Before any waiting documents can print, you must return to the Stop Printer Menu and select an option to tell DECmate what to do next.
B	Start printing this document from the beginning. Advances paper to the beginning of the next page, and prints the document again from the start.
T	Go back a number of pages and resume printing from the top of the page. Follow T by pressing the space bar and typing the number of pages to back up in the document. DECmate advances paper to the start of the next page, and prints the document again, starting the specified number of pages back.
L	List the documents waiting to print. Displays a list of documents waiting to print (maximum of 8). Documents are listed by diskette and document number, followed by the name by which you invoked that document for printing. For example:
	(1,9) June Monthly Report
	Press RETURN to recall the Stop Printer Menu. Choose an appropriate option.

The R option in the Stop Printer Menu makes the printer resume printing a document at the point where it left off. The R option is also on the Editor Menu and the Main Menu. If you are editing another document, you may not want to file the document. So invoke the Editor Menu to use the R option.

If you do not know why the printer stopped, the printer status message at the top of the menu might help. See the section on Status Messages in this chapter.

Advance the Paper

The N option is in the Main Menu as well as the Stop Printer Menu. Typing N and pressing RETURN advances the printer to the start of the next page, or feeds the next sheet of paper with an automatic sheet feeder.

Use the N option to make the printer roll the last page or two of a document out, so you can detach them.

Status Messages

Your DECmate system usually includes a printer. If you use a shared printer switch (see Chapter 11), you can even attach two printers. Printers can be either *letter quality printers* or *draft printers*. You can use these printers with your DECmate system:

LQP02	}	Letter quality printers
LQPSE		
LA120 RA	}	Draft printers
LA34 W		

Both letter quality printers can also use an automatic sheet feeder accessory.

If either the printer or automatic sheet feeder (ASF) stops while printing a document, the buzzer sounds and the L4 light flashes. Select the S option from the Main Menu to get the Stop Printer Menu. If you are editing a document, you must first file the document.

A status message may be displayed at the top of the Stop Printer Menu. If your printer is located away from your terminal, these status messages can be very helpful. Sometimes you can solve problems without leaving your terminal. The various status messages are explained below.

MESSAGE The printer is not in use now,

Cause You tried to go to the Stop Printer Menu when no documents are printing.

Action Press RETURN to see the Main Menu and select another option.

MESSAGE The printer is stopped for "SE yes"

Cause SE YES setting on the Print Menu.

Action SE YES makes the printer stop at each page to allow a manual operation, such as feeding a sheet of paper. Feed in a sheet of paper or take other appropriate action. Type R and press RETURN to begin printing that page.

MESSAGE The printer is stopped for "SE first"

Cause SE FIRST setting on the Print Menu.

Action SE FIRST makes the printer stop at the first page of the document to allow a manual operation, such as changing the type of paper. Take appropriate action. Type R and press RETURN to begin printing the document.

MESSAGE	The printer is stopped at the end of the page
Cause	You chose the P option when the Stop Printer Menu was displayed, and the page is now finished printing.
Action	Since the document is still in the print queue (list of documents waiting to print), get to the Stop Printer Menu and choose an appropriate option. If you do not cancel or print that document, the other documents waiting to print cannot begin printing.
MESSAGE	The printer is stopped for the print wheel change
Cause	You set TW YES on the Print Menu, and the printer has printed the first pass using the first printwheel.
Action	Press the PAUSE switch so that the PAUSE light goes on. Roll the paper back to the beginning of the document. Change the printwheel to the appropriate one for the second pass. Press PAUSE again so that the PRINTER READY light goes on. Type R and press RETURN to resume printing. This message only appears if you have a letter quality printer attached to your system.
	The same message appears after the second pass to alert you to change the printwheel back again, if necessary. Then type R to resume printing, if other documents are waiting to print. Or type S to cancel the document after the second pass.
MESSAGE	The printer is stopped for non-existent printer
Cause	This message may appear for several reasons:
	<ol style="list-style-type: none"> 1 You do not have a printer attached to your DECmate system. 2 The printer attached to your system is turned off. 3 The PAUSE switch was pressed before you started up your system. 4 The document destination (DD) setting is LQP when you have a draft printer attached, or DP when you have a letter quality printer attached. 5 You have a shared printer switch for two printers, and the document destination setting (DD LQP, DD DP) does not match the switch setting. 6 You have a shared printer switch for two terminals, and the switch is set for the other DECmate terminal's use.

Action	The action depends on the cause of the message: <ol style="list-style-type: none"> 1 Take your document diskette to a system with a printer, and print the documents at that system. 2 Turn the printer power switch on. Cancel printing that document. Then send the document to print again. 3 Press the PAUSE switch so that the PRINTER READY light comes on. Cancel printing that document. Then send the document to print again. 4 Cancel printing that document. Change the document destination (DD) to the appropriate setting. Send the document to print again. Or cancel printing that document. Take your document diskette to a system with the appropriate printer, and print the documents at that system.
MESSAGE	The printer is stopped due to a malfunction, check the printer
Cause	This message is displayed for several reasons, some of which you cannot control.
Action	Correct the problem, if it is obvious. Then press S and RETURN while the Stop Printer Menu is on the screen, to cancel the printing of the document. To print the document, you must send it to the printer again. If the problem is not obvious, see <i>What to Do Before You Call for Help</i> (AA-K331A-TA).
MESSAGE	The printer pause switch is depressed
Cause	The PAUSE switch has been pressed.
Action	Press the PAUSE switch so that the PAUSE light goes out. The PRINTER READY light should come on. The document begins printing immediately. This message appears only if you have a letter quality printer attached to your system.

MESSAGE	Printer is stopped for ribbon out
Cause	The carbon ribbon has run out.
Action	The END OF RIBBON light should be lit. Press the PAUSE switch. Replace the ribbon as instructed in the <i>DECmate Owner's Guide</i> (AA-K330C-TA), or the user manual for your printer. Press the PAUSE switch again, so that the PRINTER READY light comes on. The document begins printing immediately. This message appears only if you have a letter quality printer attached to your system.
MESSAGE	Printer is stopped because the cover is opened
Cause	Printer cover is open (removed).
Action	Press the PAUSE switch. Replace the missing cover on the printer. Press the PAUSE switch again, so that the PRINTER READY light comes on. Type R and press RETURN to continue printing. This message only appears if you have an LQP02 printer attached to your system.
MESSAGE	Printer is stopped because it is out of paper
Cause	Printer paper or automatic sheet feeder paper has run out.
Action	Press the PAUSE switch. Add paper to the printer or the automatic sheet feeder (ASF). Consult the user manual for your printer or ASF, or the <i>DECmate Owner's Guide</i> (AA-K330C-TA). This message only appears if you have an LQP02 printer attached to your system.
MESSAGE	Printer is stopped for sheet feeder error
Cause	The automatic sheet feeder (ASF) has a problem.
Action	Check the automatic sheet feeder for one of these problems:
	<ul style="list-style-type: none"> ● Out of paper ● Paper jam ● Sheet feeder cable disconnected ● Paper tray not locked into position
	Once the problem has been corrected, type S and press RETURN. This cancels the printing of the document. To print the document, you must send it to the printer again. This message appears only if you have a letter quality printer with an automatic sheet feeder attached to your system.

MESSAGE	The printer is stopped because of disk error reading document
Cause	DECmate found an unreadable block on the document diskette while printing a document.
Action	Type S and press RETURN to cancel printing the document. Verify the diskette, and copy it as instructed in the Verify display. You can also try to print the document again to see if the same problem recurs, or try printing the document with the diskette in another drive (if you have four drives) or from another DECmate system.
MESSAGE	The printer is stopped because of disk error on drive 0
Cause	DECmate found an unreadable system software block.
Action	Type S and press RETURN to cancel printing the document. Remove the system diskette from drive 0 and replace it with your backup system diskette. Start up your DECmate again. Verify the system diskette, and copy it as instructed in the Verify display. Print the document that you previously canceled.

DECmate

chapter 13

Superscripts, Subscripts, and Composite Characters

This chapter discusses:

- Superscripts and subscripts: how to create and erase them.
- Composite characters: how to create and erase them.

You can control the line level of characters in two ways:

- 1 Declaring a character a *subscript* makes DECmate print it one-half space below the rest of the line.
- 2 Declaring a character a *superscript* makes DECmate print it one-half space above the rest of the line.

You can also create *composite characters*. DECmate creates composite characters by printing two or more different characters in the same place. Use the Gold DEAD KEY feature to create composite characters.

Subscripts and Superscripts

- **To make a subscript or superscript character**, place the cursor at the character. Press Gold SUB SCRIPT or Gold SUPER SCRIPT, as appropriate.
- **To subscript or superscript several characters**, place the cursor at the first character. Press Gold SUB SCRIPT or Gold SUPER SCRIPT as many times as there are characters.
OR
Place the cursor at the first character, press SEL, move the cursor past the last character, and press Gold SUB SCRIPT or Gold SUPER SCRIPT.
- **To underline a subscript or a superscript**, make a composite character out of the subscripted or superscripted character and the subscripted or superscripted underscore.

(continued on next page)

- To remove superscripting, use subscripting. Move the cursor over the character, and press Gold SUB SCRIPT. For several characters, move the cursor over the first character, press SEL, move the cursor past the last character and press Gold SUB SCRIPT.
- To remove subscripting, use superscripting. Move the cursor over the character, and press Gold SUPER SCRIPT. For several characters, move the cursor over the first character, press SEL, move the cursor past the last character and press Gold SUPER SCRIPT.

The Gold SUB SCRIPT and Gold SUPER SCRIPT features make characters subscripts and superscripts. Pressing Gold SUB SCRIPT makes the character at the cursor a subscript, and advances the cursor. If you have selected text, pressing Gold SUB SCRIPT changes all selected text to subscripts. Gold SUPER SCRIPT works the same way.

Making a character a subscript or a superscript affects only its line-level position. The size of the printed character does not change.

Subscripting and superscripting take effect when the document is printed on a letter quality printer. On a draft printer and on the screen, subscripts and superscripts appear on the same level as the rest of the line. To see whether characters in the document you are editing are subscripts or superscripts, use view mode (explained in Chapter 17).

In order to underline a superscript or subscript, you must create a composite character of the superscripted or subscripted character and the superscripted or subscripted underline.

- First create the superscripted or subscripted character.
- Then hold down SHIFT and press the hyphen (-) key to access the underline character.
- Make the underline superscripted or subscripted.
- Then use Gold DEAD KEY to combine the character and underline into a composite character.

Line Spacing

Wherever you use Gold SUB SCRIPT or Gold SUPER SCRIPT, you should use space-and-a-half or double spacing (N or D in the ruler). Otherwise, the subscripts and superscripts are crowded into adjacent lines. For more information on ruler settings for line spacing, see Chapter 5.

To type a complex expression, do not use Gold SUB SCRIPT or Gold SUPER SCRIPT. A complex expression is one that has (1) a term with both subscripts and superscripts, or (2) where there are several levels

of subscripting or superscripting. Instead, use F in the ruler to set the left margin. F makes the text print at one-half vertical space per line. Then type all the superscripts on one line, all the normal text on the next line down, all the subscripts on the next line down, and so forth. This technique for typing complex expressions is also discussed in Chapter 5, under Line Spacing.

Cancel Super/Subscripting

Using Gold SUB SCRIPT on superscripts cancels the superscripting. Using Gold SUPER SCRIPT on subscripts cancels the subscripting. Another way to cancel these effects is simply to erase the characters and retype them. Using Gold SUB SCRIPT on characters that are already subscripts, or Gold SUPER SCRIPT on characters that are already superscripts, has no effect.

Restrictions	You can underline a superscript or a subscript. However, the underlining is not visible on the screen or in view mode. The underlining of a subscript or superscript character is only visible when the document is printed.
---------------------	--

If you are using a draft printer, subscripts and superscripts appear on the same level as the rest of the line, both on the screen and when printed.

If you are using a letter quality printer:

- Subscripts and superscripts appear on the same level as the rest of the line *on the screen*.
- Subscripts and superscripts are *printed* above or below line level, as appropriate.

If you are printing a document with superscripts and subscripts on an automatic sheet feeder (ASF), paginate the document before printing. Check that subscripts are not printed on the bottom line of the page and superscripts are not printed on the top line of the page. Otherwise, they may not be printed.

Composite Characters

- **To create a composite character**, type the two characters that compose it. Then press BACK UP to move the cursor over the second character, and press Gold DEAD KEY.
- **To add another character to the composite character**, type it, then press BACK UP and Gold DEAD KEY.
- **To split a composite character into its components**, move the cursor over the composite symbol and press Gold DEAD KEY.

The printer normally advances to the right after printing each character. However, you can form useful characters by making two characters print in the same place. You can use the DEAD KEY feature to print these *composite characters*.

Pressing Gold DEAD KEY makes the character at the cursor combine with the character to the left of the cursor. On the screen, both of the original characters disappear. A special symbol (⌘) takes their place, representing the composite character. You see the composite character when both characters are printed in the same place.

After DECmate combines the two characters, it moves the cursor past the composite character.

If the cursor is at a composite character when you press Gold DEAD KEY, the character to the left of the cursor is added into the composite character. You can combine up to 100 characters as a composite character.

The composite character occupies a single character space and is treated as a single character. That is, you can pass it by pressing ADVANCE once and you can delete it by pressing DEL CHAR or RUB CHAR OUT once. As long as it remains a composite character, you cannot erase any of its components or move the cursor inside it.

Some Examples of Composite Characters

Combine Characters	Produces
L and hyphen (-)	£ (pound symbol)
< and !	≺(is-not-less-than symbol)
+ and _ (underline)	± (plus/minus symbol)
= and /	≠ (does-not-equal symbol)
c and /	¢ (cents symbol)
é and ^	ê (circumflex e)

If DECmate is set to strike characters repeatedly (either by boldfacing or by DA DARK), then DECmate types each component of a composite character multiple times. So the entire composite character appears extra dark.

Separate a Composite Character You can separate the characters by moving the cursor over the symbol for the composite character and pressing Gold DEAD KEY again. This makes all the component characters reappear. DECmate places the cursor over the second component character, regardless of how many there are.

Restrictions You can superscript and subscript a composite character. But you cannot see the superscripting or subscripting in view mode. To verify the subscripting or superscripting, you must print the text. For more information on view mode, see Chapter 17.

If you try to hyphen-push a word containing a composite character, you can only push characters up to, but not including, any composite characters in the word.

If you try to swap a composite character (using the SWAP key), the buzzer sounds and the characters are not swapped. The SWAP key has no effect on composite characters.

DECmate

chapter 14

Searches

This chapter discusses:

- The search function, which finds a specified word or phrase
- Search-and-replace
- Global search-and-replace
- Go-to-page, which searches for a specific page number

You can specify a word or phrase and have DECmate search the document for that word or phrase. Once the text is found, you can add to, change, or delete the word or phrase. You can continue the search for the next occurrence of the same phrase, or return to editing.

DECmate can also select the phrase, so you can use Gold REPLC to replace that phrase with the contents of the paste area. Or you can instruct DECmate to replace all occurrences of a phrase.

Once you have paginated a document, you can search for a specific page using the go-to-page feature.

You often use the cut-and-paste features (described in Chapter 7) in conjunction with the various types of searches.

Search

- **To start a forward search**, press Gold SRCH. Type the word or phrase you are searching for. Then press RETURN or ADVANCE.
- **To start a backward search**, press Gold SRCH. Type the word or phrase. Press BACK UP.

Pressing Gold SRCH invokes a simple search. DECmate erases the bottom line of the display and asks you to

ENTER PHRASE:

You can enter a *search phrase* of up to 50 characters or spaces. Do not put invisible characters, such as hard returns or centering marks, in the search phrase. Also, you cannot search for composite characters.

A lowercase letter in the search phrase makes DECmate search for either the lowercase or uppercase letter in the document. An uppercase letter in the search phrase matches only the uppercase letter in the document.

To end the search phrase and begin the search, press RETURN, ADVANCE, or BACK UP. The search begins at the cursor position. Press RETURN or ADVANCE to begin a forward search. Forward searches proceed toward the bottom of the document. Press BACK UP to begin a backward search. Backward searches proceed toward the start (top) of the document.

If you press RETURN, ADVANCE, or BACK UP without typing a search phrase, DECmate restores the bottom line of the display and lets you continue editing.

When the cursor reaches the top or bottom of the document, the search ends.

Effects of Search

While DECmate is searching, the display on the screen is frozen. When DECmate finds the search phrase, the display scrolls or completely changes, depending on how far DECmate must move the cursor. The cursor is relocated to the first character of the search phrase on the last line of the display.

During a normal search operation, DECmate adjusts word-wrapped lines to account for any text and ruler changes. While the screen is frozen, you do not see the wrapped text. When the screen is restored, however, you can see that all line endings have been adjusted. *The only exception to this is the go-to-page search*, discussed later in this chapter.

Continue Search

- To continue the search, make any desired changes to the first occurrence of the search phrase. Then press Gold CONT SRCH.
- To search an entire document, press Gold TOP DOCMT. Press Gold SRCH. Type the word or phrase you are searching for. Press RETURN, ADVANCE, or Gold CONT SRCH. After each occurrence of the search phrase, press Gold CONT SRCH.

Pressing Gold CONT SRCH searches for the same search phrase, and in the same direction, as the last search.

Pressing Gold HALT stops the search. Since DECmate failed to find the search phrase, it sounds the buzzer and reverses the direction mode. If you press Gold CONT SRCH, the search continues *but in the*

opposite direction. To continue searching in the same direction, press Gold SRCH and type the search phrase. Press RETURN, ADVANCE, or BACK UP, as appropriate.

DECmate reaches the top or bottom of the document, the search ends. DECmate sounds the buzzer and reverses the direction mode. If you told DECmate to continue searching, it would continue in the opposite direction.

Halt or Cancel a Search

- **To cancel a search in progress,** press Gold HALT.
- **To cancel a search before entering a search phrase,** press RETURN when the ENTER PHRASE: prompt is displayed.

A search stops:

- *If DECmate finds the search phrase.* In this case, DECmate places the cursor over the first character in the phrase to direct your attention there.
- *If the cursor reaches the top or bottom of the document without finding the search phrase.* In this case, DECmate sounds the buzzer and reverses the direction mode. If you told DECmate to continue searching, it would search in the opposite direction.
- *If you press Gold HALT.* Since DECmate failed to find the search phrase, it sounds the buzzer and reverses the direction mode.

Continuing a search is discussed in the previous section.

Search and Replace

- **To search for and replace a phrase,** first cut the replacement phrase into the paste area. Then search for the search phrase using Gold CONT SRCH & SEL (instead of ADVANCE or RETURN). Press Gold REPLC to replace the selected phrase with the contents of the paste area.
- **To continue to search for and replace a phrase,** simply press Gold CONT SRCH & SEL after replacing the text as described above. Press Gold REPLC when you find the next search phrase.
- **To decide not to replace the search phrase** when it is selected, press Gold CONT SRCH & SEL. This removes the select mark and continues the search.

The search-and-replace feature makes changing the same text throughout a document easier. For example, you may want to change the name of a company each time it occurs in a report.

When using the search-and-replace feature, the text in the paste area becomes the replacement text. Begin the search-and-replace feature by putting the replacement text into the paste area. Press SEL, type the

replacement phrase, and press CUT. Then press Gold SRCH and type the search phrase. Do not press RETURN or ADVANCE. Instead, press Gold CONT SRCH & SEL to begin a forward search.

In most searches, DECmate places the cursor at the start of the search phrase when it is found. But if you press Gold CONT SRCH & SEL, DECmate inserts a select mark at the start of the phrase and moves the cursor past the end of the phrase. This marks the search phrase as the selected text. Pressing Gold REPLC then deletes the search phrase and inserts the contents of the paste area in its place.

When you use Gold REPLC, *the text in the paste area always remains the same*. Gold REPLC does not move the deleted text to the paste area. The replacement text remains the same until you cut more text into the paste area using Gold CUT.

You do not have to use Gold REPLC with Gold CONT SRCH & SEL. You can delete the selected text, type in other text, or continue the search without replacing the selected text. If you decide not to replace the selected phrase, press Gold CONT SRCH & SEL. This removes the select mark and continues the previous search.

You can stop a search-and-replace operation by pressing Gold HALT. See the previous section, Halt or Cancel a Search, for more information on stopping a search.

Restrictions

You can use search-and-replace only in the forward direction mode. If DECmate cannot find an occurrence of the search phrase, the cursor goes to the end of the document, and DECmate sounds the buzzer.

If you press Gold CONT SRCH & SEL without typing a search phrase, DECmate restores the bottom line of the display and lets you continue editing.

If you first press SEL to erase the select mark, pressing Gold REPLC simply sounds the buzzer.

The replacement text is inserted into the document exactly as it was typed into the paste area. Highlighting and capitalization in the original document is not transferred to the replacement text.

The search-and-replace feature can be used in a UDK only if it is the last set of keystrokes in the UDK. If it is not the last entry, the keystrokes that follow the search-and-replace operation are ignored. For more information on UDKs, see Chapter 16.

Using Search-and-Replace

You can use the search-and-replace feature to search for a phrase and delete it (replace it with nothing). If you press SEL and then CUT without typing any text, you put no replacement text in the paste area. Pressing Gold REPLC when there is nothing in the paste area means DECmate removes the search phrase and replaces it with nothing.

Hint: If you replace text with nothing, the spaces before and after the deleted text remain. So include any extra spaces in the search phrase so that they are also deleted.

There are two ways to use Gold CONT SRCH & SEL:

- 1 Start a new search by pressing Gold SRCH and typing the search phrase. Then press Gold CONT SRCH & SEL to start the search. This specifies a forward search and makes DECmate select the first occurrence of the search phrase in the document.
- 2 Press Gold CONT SRCH & SEL to continue a previous search. DECmate continues searching for the same phrase. DECmate selects the search phrase if it finds one.

Global Search and Replace

- **To start a global search-and-replace,** press Gold MENU to call the Editor Menu. Type GS, and press RETURN. Type the search phrase in response to the prompt and press RETURN. Then type the replacement phrase in response to the prompt and press RETURN.
- **To stop a global search-and-replace,** press Gold HALT.
- **To resume a stopped global search-and-replace,** press Gold MENU to call the Editor Menu. Type GS, and press RETURN. Then press RETURN again to continue with the previous search.

DECmate can also search for a phrase and replace it with another phrase throughout a document – without manual intervention. This is *global search-and-replace*. Use this feature if you have no doubt that the search phrase should always be replaced. Global search-and-replace is faster, complete, and more consistent than search-and-replace.

Global search-and-replace is an option on the Editor Menu. From the Editor Menu, invoke global search-and-replace by typing GS (or just G) and then pressing RETURN. Separate displays prompt you for the search phrase and the replacement phrase. Press RETURN after typing each phrase. Both phrases are limited to 50 characters or spaces.

DECmate puts the search phrase in the search area and the replacement phrase in the paste area. Any text previously in the paste area is erased. Then DECmate starts searching forward from the cursor to the end of the document. During the search, text scrolls up the screen. You can see DECmate making the desired substitutions. The buzzer sounds and the search ends when DECmate reaches the bottom of the document.

Note DECmate can only make a global search in the forward direction. If you are in the middle of a document when you want to begin a global search-and-replace, press Gold TOP DOCMT. Then go to the Editor Menu and begin the global search.

You can cancel the global search by pressing Gold HALT. The buzzer sounds. Any occurrences of the search phrase that have already been replaced take effect. Any occurrences past the cursor are not replaced.

Restrictions

- 1 The search phrase may not contain bolding, underlining, subscripting, or superscripting.
- 2 DECmate ignores any bolding, underlining, subscripting, or superscripting in the document when matching the search phrase to the text.

Search Phrase

TEST

Matches in Text

TEST

TEST

TEST

TEST

- 3 If the replacement phrase is bolded, underlined, subscripted, or superscripted, it remains so when it is inserted into the text. If the text is highlighted, subscripted, or superscripted, and the replacement text is not, the replacement text is *not* highlighted, subscripted or superscripted when inserted in the document. For example, if the first word of a sentence is replaced with lowercase text, the first letter is not capitalized.
- 4 Uppercase letters in the search phrase match only uppercase letters in the text. Lowercase letters in the search phrase match either uppercase or lowercase letters in the text.

Search Phrase	Text Phrases		
	test	Test	TEST
test	match	match	match
Test	no match	match	match
TEST	no match	no match	match

- 5 The global search-and-replace feature can be used in a UDK only if it is the last set of keystrokes in the UDK. If it is not the last entry, the keystrokes that follow the global search-and-replace operation are ignored. For more information on UDKs, see Chapter 16.

System Messages

If you enter more than 50 characters for the search or replacement phrase, DECmate reminds you of the limit with one of these messages:

A Search Phrase may not exceed 50 alphanumeric characters
or
A Replacement Phrase may not exceed 50 alphanumeric characters

Shortcuts While using the global search-and-replace feature, you can:

- *Erase a phrase* throughout a document by replacing it with nothing.
- Use the current *contents of the paste area* as the replacement phrase.
- *Restart* the same global search-and-replace just halted.

Use the global search-and-replace feature to search for a phrase and delete it (replace it with nothing). In this way, you can *erase a phrase* throughout a document. If you do not type a replacement phrase, but just press RETURN in response to the prompt, then you put no text in the paste area. DECmate deletes the search phrase and puts nothing in its place. Remember to include in the search phrase any extra spaces you want deleted.

If you do not type a replacement phrase, but press PASTE in response to the prompt, DECmate uses the current *contents of the paste area* for the replacement phrase. This allows you to insert paragraphs or pages of text. Likewise, any highlighted text and control commands in the paste area are also included.

Restart a global search-and-replace after canceling it by invoking a global search from the Editor Menu. Press RETURN in response to the prompt for a search phrase. DECmate continues with the same search-and-replace operation that was halted.

Note *You have the option of continuing a halted global search until:*

- *you reach the bottom of the document*
- *OR you begin a standard search operation*
- *OR you file the document (by using the Gold FILE DOCMT, Gold TOP DOCMT or the go-to-page feature.*

Remember: If you cut other text after halting the global search, the contents of the paste area are changed. If you restart the global search operation, the replacement text is the current contents of the paste

area. This may not be the replacement text you wanted. Also, if you change system diskettes, you change the contents of the paste area.

Go-to-Page

- To go to a specific page in a document, press Gold SRCH while editing the document. Then press PAGE. Type a page number in response to the prompt. You can also specify a positive or negative number of pages to move by using the plus (+) and minus (-) signs.

Note *The go-to-page feature only works properly in a paginated document. For more information on pagination, see Chapter 9.*

Sometimes, you want locate a specific page, rather than a phrase in the text. You can do this using a form of searching called *go-to-page*. The go-to-page feature is a faster way to move through large documents than using the distance keys. Usually, you would use the go-to-page feature if you have already printed out the document. Then you have some idea of what page you are looking for.

If you have not yet paginated the document, go to the top of the document and paginate using auto-pagination or manual pagination. Documents printed using simple automatic pagination do not have the page structure needed to use go-to-page.

To use the go-to-page feature, press Gold SRCH. In response to the ENTER PHRASE: prompt, press the PAGE key on the minikeyboard. DECmate then erases the bottom line of the display and prompts you:

Enter Page Number:

Specify Page Number

There are two ways to specify a page number:

- 1 You can type a *specific page number* and press the RETURN key. The page number specified can be before or after the page you were on in the document. While DECmate searches for the page, you see this system message:

Repositioning to your desired page,

Please stand by,

You may press Gold HALT to stop.

If you specify a page number within the range of pages in the document, DECmate immediately positions the cursor at the top of the specified page.

If you specify a page number that is larger than the number of pages in the document, DECmate goes to the top of the last available page in the document.

You can specify any page value between 1 and 9999.

- 2 You can specify a positive or negative number of pages. You can do this by typing a plus (+) or minus (-) sign and then typing in a number n . The number n can be any numerical value between 1 and 9999. Press RETURN.

DECmate then counts n number of pages forward or backward in the document, and positions the cursor at the top of the specified page. During this time, you see the "Repositioning to your desired page" message.

For example, if you respond to the prompt:

```
Enter Page Number: -4
```

DECmate positions the cursor at the top of the page that is four (4) pages before the one you were on.

After DECmate positions the cursor in the document, it fills the screen with text. The cursor is on the bottom line of the display.

Note *DECmate counts pages according to page-end marks, not the page numbers printed. RESET control commands can change the numbering of the printed pages. Therefore, page numbers used by the go-to-page feature may not correspond to the page numbers at the bottom of the printed document.*

Results of Go-to-Page

The go-to-page feature cannot work properly on documents created on DECmate V1.0 software, or other word processing systems. If you type any number in response to the prompt, DECmate positions the cursor at the top of the document. Paginate your document using manual pagination or auto-pagination. Then invoke the go-to-page feature.

During a normal search operation, DECmate adjusts word-wrapped lines to account for text and ruler changes. *Under go-to-page, however, text between the beginning and ending cursor positions is not adjusted.* Before using the go-to-page feature, first consider if ruler or text changes have occurred. Then scroll to the next hard return, ruler, or new page, as appropriate. Once text has been wrapped, begin the go-to-page search.

Rulers are not influenced by go-to-page searches. The ruler in effect after the go-to-page search is completed is the appropriate ruler for that point in a document. However, if your document contains wide rulers, those rulers may cause the display to appear compressed after a go-to-page search.

System Messages

When you respond to the Enter Page Number: prompt, DECmate checks that your response is valid. If you enter an invalid response, you get one of these system messages:

Numbers Only Please - Press RETURN To Continue

OR

Up To 4 Digits Allowed - Press RETURN To Continue

Restrictions on Go-to-Page

Define Pages

When there are no page-end marks in the document, the go-to-page feature cannot work properly. If you type any number in response to the prompt, DECmate positions the cursor at the top of the document. If your document was not created using DECmate Version 2.0 software, you first see the system message described in Figure 15.

Adjust Line Endings

During a normal search operation, DECmate adjusts word-wrapped lines to account for text and ruler changes. *Under go-to-page, however, text between the beginning and ending cursor positions is not adjusted.* Before using the go-to-page feature, first consider if ruler or text changes have occurred. Then scroll to the next hard return, ruler, or new page, as appropriate. Once text has been wrapped, begin the go-to-page search.

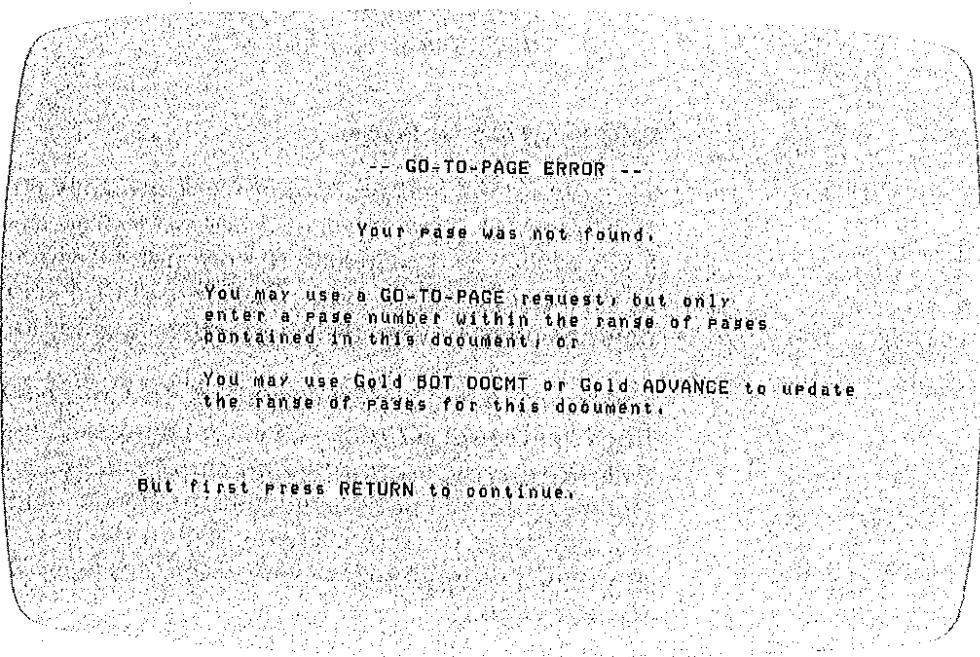


Figure 15 Go-to-Page Error Display

Compatible Software

Note *Avoid editing a document created on a DECmate Version 2.0 (or later) system on any DECmate running Version 1.0 software. Also, avoid editing such a document on any word processing system that is not a DECmate. If you do, the structure of the document may be altered. You would not be able to use the go-to-page feature for DECmate Version 2.0 on that document again. You may also have problems with the document deletion and verification operations.*

The go-to-page feature does not work properly on *a document created on DECmate Version 1.0 software*. This also applies to documents created on a DIGITAL word processing system that is not a DECmate. If you try to use the go-to-page feature, you get the message in Figure 15.

When you press RETURN in response to this message, DECmate returns you to the cursor position in the document. You have two choices:

- You can scroll through the document using Gold ADVANCE or use Gold BOT DOCMT. Both methods create a go-to-page structure in the document.
- You can continue normal editing. If you return to editing without scrolling through the document, you still cannot use the go-to-page feature.

If you press Gold BOT DOCMT to insert the go-to-page structure, you get this system message:

Repositioning to bottom of document,

Please stand by.

You may press Gold HALT to stop.

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DECmate

chapter 15

Abbreviation and Library Documents

DECmate lets you create two special kinds of *stored text*: abbreviation documents and library documents.

You can store frequently used text in these special documents. You define an abbreviation or short name to refer to each piece of text. When you are editing a document, you can insert the stored text as many times as you want just by typing its abbreviation.

Using abbreviation and library documents prevents mistakes, ensures consistency, and reduces keystrokes. Three other techniques also reduce your amount of typing:

- 1 The CUT and PASTE keys move text within a document (see Chapter 7).
- 2 Gold GET DOCMT inserts a copy of another document into the one you are editing (see Chapter 7).
- 3 User-defined keys let you define a sequence of keystrokes and call them repeatedly (see Chapter 16).

Each technique has different advantages, discussed in the appropriate chapter.

Types of Stored Text

All text on a diskette is stored text. However, some text is stored in designated *abbreviation and library documents*, formatted in a specific way. For this chapter, the term *stored text* refers specifically to text stored in abbreviation and library documents.

The *abbreviation document* contains phrases and a two-character abbreviation for each. For instance, suppose you typed the phrase "Digital Equipment Corporation" into the abbreviation document under the abbreviation *de*. (How to format an abbreviation document is discussed later in this chapter.) Then you could insert that phrase into a document you are editing just by pressing Gold ABBRV *d e* (four keystrokes).

Define Stored Text Documents

The *library document* usually contains paragraphs, each entry associated with a *short name*. The entries in this document and their names are usually longer than those in the abbreviation document. (How to format a library document is discussed later in this chapter.) To retrieve text from the library document, press Gold LIBRY, and type the short name of the text.

- **To designate the abbreviation document,** press Gold MENU while editing a document. Type AD and a space. Type the diskette number, a period, and the name or number of the document to be used as the abbreviation document. Then press RETURN.
- **To designate the library document,** press Gold MENU while editing a document. Type LD and a space. Type the diskette number, a period, and the name or number of the document to be used as the library document. Then press RETURN.

The first time you use DECmate, the AD and LD options on the Editor Menu designate document 0.2 as your abbreviation document and document 0.3 as your library document. These documents (on the system diskette) are empty until you enter text. The text must be properly formatted for use as an abbreviation or library document, as discussed later in this chapter.

To change the short names, abbreviations, or text, just edit the appropriate stored document.

You can change the AD and LD settings if you want to put the abbreviation or library documents under another number. You may have used document 0.2 for something other than the abbreviation document. Or you can have several stored text documents, each containing entries peculiar to a type of job. Change the AD or LD setting to access the right stored text for the job.

You can designate any document to be your abbreviation or library document. Just change the AD and LD options on the Editor Menu, as described above. You can also designate a document by its number. DECmate updates the Editor Menu, showing the new abbreviation document or library document. If you do not specify a diskette, DECmate automatically creates the abbreviation or library document on the diskette in drive 1. Then your stored text document is on the document diskette, not the system diskette.

You can also use the *same document* as both the abbreviation document and the library document. If you combine the library and abbreviation documents, change the settings on the Editor Menu so that the document numbers (or names) are the same.

Format of Stored Text

- To create an abbreviation document entry, type two left angle brackets <<, the two-character abbreviation, two right angle brackets >>, and the text immediately after. End by typing two left angle brackets <<.
- To create a library document entry, type two left angle brackets <<, the short name, two right angle brackets >>, and the text immediately after. End by typing two left angle brackets <<.

Abbreviation Document

An entry in an abbreviation document has the following format:

```
<<de>>Digital Equipment Corporation<<
```

The entry has these elements:

- Two left angle brackets <<
- The two-letter abbreviation *de*
- Two right angle brackets >>
- The phrase *Digital Equipment Corporation*

The phrase consists of all characters after the right angle brackets >>, up to the next pair of left angle brackets <<. *The next two left angle brackets end the phrase.* These could be the left angle brackets that start the next abbreviation for a phrase. So several phrases can appear with their abbreviations on the same line:

```
<<co>>Corporation <<nw>>notwithstanding <<sr>>$1,000.00
```

The space after the word *Corporation* is part of the entry. You could put hard returns after each phrase to make the abbreviation document easier to read:

```
<<co>>Corporation  
<<nw>>notwithstanding  
<<sr>>$1,000.00
```

But then the hard return becomes part of the phrase. It is inserted after the phrase each time you invoke the stored text.

To separate entries in an abbreviation document, use two left angle brackets << after the phrase. The abbreviation document then looks like this:

```
<<co>>Corporation <<  
<<nw>>notwithstanding <<  
<<sr>>$1,000.00<<
```

Library Document

A library document follows the same format as an abbreviation document. However, the phrases in a library document are associated with a *short name*, instead of a two-character abbreviation. The short name may be up to 14 characters long. A four (4) character name is a good size to use.

Text in an abbreviation or library document can include subscripts, superscripts, highlighted characters, tab marks, invisible hyphens, rulers, and so on. The two exceptions are:

- Stored text cannot include double left angle brackets << within the phrase. They should be used after the text to mark the end of the phrase.
- Editing commands such as ADVANCE or PASTE are not text and cannot be included in an abbreviation or library document. For information on storing editing commands, see Chapter 16, User-Defined Keys.

To change short names, abbreviations, or text, just edit the appropriate stored document.

Using Stored Text

- **To insert text from the abbreviation document**, move the cursor to the location for the text. Press Gold ABBRV, then type the two-character abbreviation for the phrase.
- **To insert text from the library document**, move the cursor to the location for the text, then press Gold LIBRY. Type the short name of the stored text and then press RETURN.

Abbreviation Document

When you insert a phrase from the abbreviation document, press Gold ABBRV, then type the two-character abbreviation. You do not have to press RETURN.

DECmate does not display the abbreviation. Instead, it searches the abbreviation document for the two-character abbreviation. Then it inserts the text associated with the abbreviation at the cursor position. The ruler in effect at the cursor position is used until DECmate encounters a ruler (if any) in the stored text.

If no entry in the abbreviation document matches the abbreviation, the buzzer sounds. You may have used the wrong abbreviation or typed it incorrectly. Uppercase and lowercase letters must match. To try again, press Gold ABBRV again. Also, you can check the Editor Menu to be sure the AD setting is correct.

Library Document

To insert text from the library document, press Gold LIBRY. DECmate erases the bottom line of the screen and displays:

ENTER NAME:

Type the short name and then press RETURN. If you decide not to insert stored text, simply press RETURN to return to editing.

DECmate searches the library document for the short name. Then DECmate restores the bottom line of the screen and inserts the text associated with the short name at the cursor position. The ruler in effect at the cursor position is used until DECmate encounters a ruler (if any) in the stored text.

If no entry in the library document matches the short name, DECmate displays:

NOT FOUND-REENTER:

You may have used the wrong short name or typed it incorrectly. Uppercase and lowercase letters must match. To try again, just type in the correct short name. Also, you can check the Editor Menu to be sure the LD setting is correct.

If you decide not to insert stored text, simply press RETURN in response to the prompt. The bottom line is restored, and you can resume editing.

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DECmate

chapter 16

User-Defined Keys

This chapter discusses:

- What a user-defined key (UDK) is and how it is used
- How to create, change, and delete UDKs

As you know from Chapter 15, storing text in an abbreviation or library document saves keystrokes and prevents errors.

User-defined keys (UDKs) are another shortcut technique. Pressing the Gold key and then one of the number keys 0 through 9 can invoke a sequence of keystrokes you stored earlier. For example, you can define a UDK to file the current document and print it, using the current print settings. Storing a series of keystrokes you use frequently can save you time later.

Note *Your system diskette is sent with several UDKs already recorded. These UDKs help you perform installation checkout procedures (ICPs). ICPs are discussed in the Startup Guide (AA-L924A-TA).*

Create a UDK

- **To create a UDK**, type DK from the Main Menu, and press the space bar. Type the number of the desired UDK, and then press RETURN. Type the keystrokes to be included in the UDK. Press Gold HALT to end the definition.
- **To create a UDK while editing a document**, press Gold MENU to call the Editor Menu. Then type DK, press the space bar, type the number of the desired UDK, and then press RETURN. Type the keystrokes to be included in the UDK. Press Gold HALT to end the definition. Press RETURN to resume editing.
- **To erase a keystroke while defining a UDK**, press Gold and the number of the UDK being defined.

A *user-defined key* (UDK) is a sequence of keystrokes stored on the system diskette. When you use a UDK, DECmate executes a series of commands that you defined earlier. Storing a series of keystrokes you use frequently can save you time later. Some examples of tasks you can include in a UDK are:

- File the current document and print it, using the current print settings.
- Invoke list processing, and print the output document.
- File the current document, then call it up to print. Before printing, change the print settings or retrieve stored print settings.
- Verify the diskette in drive 1.
- Insert a control command, such as the RESET command or a command to begin or end multicolumn printing.
- Stop printing the current document and return to the Print Menu of the current document.
- Change the current ruler to a special ruler or one of the 9 other standard rulers.
- Insert an empty record from the abbreviation or library document into a list document and back up the cursor to after the first field name.

Define a UDK

The DK (Define user keys) option, found on the Main Menu and the Editor Menu, lets you define UDKs. To define a UDK, type DK from the Main or Editor Menu, and press the space bar. Type the number of the UDK you want to define, and then press RETURN. For instance, to define UDK 1, type:

DK 1

If you omit the number, DECmate asks you for it using a separate display.

After you press RETURN, DECmate displays the keystrokes that currently define that UDK (if any). At the end of this chapter is a list of the abbreviations for keystrokes in a UDK definition.

When you type in the first keystroke of the UDK, any previously defined UDK is deleted. You see each keystroke abbreviated on the screen. To prevent confusion, DECmate separates each key's name from other key names by spaces, and spells out spaces created by pressing the space bar as "Space." For instance, if you type the words *Back up* and then press RETURN, you see:

B a c K S P a c e u p R e t u r n

This inserts the words *Back up* and a hard return in the document. If you press the BACK UP and RETURN keys, however, you see:

B a c k u p R e t u r n

This backs up the cursor one character and inserts a hard return in the document.

The only two key sequences you cannot put in the definition of a UDK are:

- Gold HALT
- The UDK you are defining

These two key sequences have special uses. Pressing Gold HALT ends the definition of the UDK. Pressing Gold HALT as the first keystroke leaves the UDK the way it was defined. In either case, pressing Gold HALT returns you to the Main Menu. Or, if you were editing a document, pressing Gold HALT returns you to the Editor Menu.

A UDK can store text as well as keystrokes. For example, you can include the header of a memorandum in a UDK. But usually you should store text in an abbreviation or library document. Then you can use a UDK to invoke that stored text document.

The total number of keystrokes stored in all ten UDKs may not exceed 224. Including too many keystrokes in one UDK may mean you cannot define other UDKs. If you try to include too many keystrokes, you get the following system message:

No more room for characters. Press Gold MENU to recall the menu.

Erase Keystrokes

Invoking the UDK you are defining (for instance, pressing Gold 3 when you are defining UDK 3) rubs out the last keystroke you included in the definition. This is the only editing command available when defining a UDK. Use it to erase your mistakes. Pressing the usual editing keys, such as BACK UP or RUB CHAR OUT just makes DECmate include those keystrokes in the UDK.

If you make significant errors while defining the UDK, the best thing to do is usually to press Gold HALT to end the definition. Try defining the key again, or erase the incorrect definition, as explained earlier in this section.

Nesting UDKs

Including one UDK inside another is called *nesting*.

Although a UDK cannot invoke itself, it can invoke a different UDK. For instance, the definition of UDK 3 cannot contain Gold 3, but it can contain Gold 5. When you press Gold 3, DECmate processes the keystrokes in the definition of UDK 3. When it reaches Gold 5, DECmate would take keystrokes from UDK 5, then return to UDK 3 and take the remaining keystrokes in that UDK.

You might define UDK 3 as follows:

```
GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5  
GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5  
GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5 GOLD:5
```

This tells DECmate to process the keystrokes in UDK 5 twenty-four times. Each time, after DECmate returns from UDK 5, it takes the next keystroke from UDK 3. In this example, that keystroke invokes UDK 5 again.

The definition of Gold 5 in the above example might itself invoke other UDKs, such as Gold 2. DECmate remembers that it must return to and finish UDK 5, then return to and finish UDK 3. A UDK can invoke another UDK, and so on, up to ten (10) levels deep. A UDK could therefore nest all nine remaining UDKs in its definition.

Even when UDKs are nested, a UDK still cannot invoke itself. Therefore, a UDK should not invoke other UDKs that invoke the original UDK. If you define and try to use such a UDK, DECmate executes whatever keystrokes it can and then cancels the UDK.

Use a UDK

- To invoke a UDK, press Gold and the appropriate number key.

UDKs can be used at any time. (Abbreviation or library documents are used only when you are editing a document.)

Invoke a UDK by pressing Gold and then one of the number keys (0-9). Instead of calling up text, a UDK calls up a predefined sequence of keystrokes.

For instance, suppose UDK 1 is defined as:



If you are editing a document and you press Gold 1, then DECmate acts as though you pressed the Gold key and then the F key to file the document. Then DECmate acts as though you typed P and pressed RETURN twice. This part of the UDK becomes a command to print the document you were just editing. Then DECmate acts as though you typed YES and pressed RETURN, telling DECmate that the current print settings are correct. By defining this UDK, you could tell DECmate to print a document simply by pressing Gold 1.

If you were at the Main Menu, pressing Gold 1 would generate the same keystrokes, but they would have a different effect. Since there is no document displayed that can be filed, pressing Gold 1 causes the system to sound the buzzer. The display changes to show several system messages in succession. The last message displayed would be:

Typing "yes" has no meaning here. Try again.

Even when UDKs are nested, a UDK still cannot invoke itself. Therefore, a UDK should not invoke other UDKs that invoke the original UDK. If you define and try to use such a UDK, DECmate executes whatever keystrokes it can and then cancels the UDK.

If you try to invoke a UDK that is not defined (contains no stored keystrokes), nothing happens. The system does not sound the buzzer.

Change a UDK

- To look at the current definition of a UDK, type DK from the Main or Editor Menu, a space, and the number of the UDK. When finished looking at the UDK, press Gold HALT.
- To redefine a UDK, type DK, a space, and the number from the Main or Editor Menu. When DECmate displays the UDK's old definition, type the new keystrokes to be included in the UDK. After the last key, press Gold HALT.
- To erase a UDK and put nothing in its place, type DK from the Main or Editor Menu, a space, and the number of the UDK. Press any key to insert a new keystroke. Press Gold and the number of the UDK that you are defining to rub out the keystroke just typed. Press Gold HALT.

To erase the old definition (if present) of the UDK, press a key to begin the new definition. As you press more keys, DECmate adds them to the definition and shows their names on the screen in sequence.

When you define a UDK, the rules for using the DECmate keyboard change. For instance, pressing Gold MENU does not return you to a menu. Instead, Gold MENU becomes part of the definition of the UDK.

To erase a UDK and put nothing in its place, type DK from the Main or Editor Menu, a space, and the number of the UDK. Press any key to insert a new keystroke. This erases the old definition of the UDK.

Press Gold and the number of the UDK that you are defining (such as Gold 3) to rub out the keystroke just typed. Now the new definition contains no keystrokes. Press Gold HALT.

Cancel a UDK Operation

- To cancel a UDK while it is processing, press Gold HALT.

Although you cannot include Gold HALT in a UDK, you can use it to cancel the UDK. Any keystrokes processed up to that point are already in effect.

Pressing Gold HALT has different effects, depending on what operations the UDK invokes. For example, if you press Gold HALT while the UDK is doing list processing, you get a message prompting you to press Gold MENU to recall the Main Menu.

Sometimes DECmate sounds the buzzer when it encounters a problem during a UDK operation. For instance, perhaps you typed the wrong keystrokes into the UDK. Depending on the type of problem encountered, DECmate might return you to the Main or display a system message. Any keystrokes processed up to that point take effect.

How Keystrokes Are Displayed

If your UDK does not complete an operation, you may have defined a UDK that invokes itself. See Nesting UDKs, earlier in this chapter.

Alphabetic characters display exactly as they are typed, uppercase or lowercase. Numerals display exactly as they are typed. Other keystrokes are displayed as abbreviations, described in Table 14 that follows.

The SHIFT key by itself does not show as an abbreviation in a UDK. Instead, the key pressed while the SHIFT key is held down prints, for example, @ for SHIFT 2.

Similarly, the CAPS LOCK key does not show as an abbreviation on the UDK display. But it has its usual effect of making alphabetic characters uppercase.

The BREAK, ESC, and CTRL keys by themselves have no effect and do not display if you try to type them into a UDK. However, if you press ESC and certain other keys, you may get characters you do not want in your UDK. Press Gold HALT to terminate the definition. Then define the UDK again.

The NO SCROLL key cannot be included in a UDK. If you press the NO SCROLL key while defining a UDK, your keystrokes do not appear on the screen. When you press NO SCROLL a second time, the keystrokes you previously typed appear on the display.

Table 14 Keystrokes in a UDK

Keystroke(s)	Displays As
ADVANCE	Advanc
BACK UP	Backup
BOLD	Bold
CUT	Cut
DEL CHAR	Delchr
DEL WORD	Delwrd
HYPH PUSH	Hypush
LINE	Line
PAGE	Page
PARA	Para
PASTE	Paste
RETURN	Return
RUB CHAR OUT	Rubchr
RUB WORD OUT	Rubwrd
SEL	Sel
SENT	Sent
Space	Space
SWAP	Swap
TAB	Tab
TAB POS	Tabpos
UNDER LINE	Under
UPPER CASE	Upper
WORD	Word
<>	<>
Gold ABBRV	GOLD:=
Gold ADVANCE	G-Adv

(continued on next page)

Table 14 Keystrokes in a UDK (Cont.)

Keystroke(s)	Displays As
Gold BACK UP	G-Back
Gold BOLD	G-Bold
Gold BOT DOCMT	Gold:B
Gold CENTR	Gold:C
Gold CMND	Gold:{
Gold CONT SRCH	Gold:.
Gold CONT SRCH & SEL	Gold:/
Gold CUT	G-Cut
Gold DATE & TIME	Gold:\
Gold DEAD KEY	Gold:D
Gold DEL CHAR*	G-Del
Gold DEL WORD*	G-Del
Gold FILE DOCMT	Gold:F
Gold GET DOCMT	Gold:G
Gold HALT	Not possible to include. Terminates definition.
Gold HYPH PULL	Hypull
Gold LIBRY	Gold:L
Gold MENU	Gold:M
Gold NEW PAGE	Gold:N
Gold PAGE	G-Page
Gold PAGE MARKER	Gold:P
Gold PARA MARKER	Parmrk
Gold PASTE	G-Pste
Gold PRINT HYPH	Gold:-
Gold REPLC	Gold:'
Gold RUB LINE	Rublin
Gold RUB SENT	Rubsen
Gold RULER	Gold:R
Gold SRCH	Gold:,
Gold SUB SCRIPT	Gold:A
Gold SUPER SCRIPT	Gold:Q
Gold TOP DOCMT	Gold:T
Gold UNDER LINE	G-Undr
Gold UPPER CASE	G-Uppr
Gold VIEW	Gold:V

*Gold DEL WORD and Gold DEL CHAR have the same abbreviation in a UDK because they perform the same function of reinserting deleted text. See Table 4, Minikeyboard Gold Key Commands.

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DECmate

chapter 17

Viewing Text

This chapter discusses:

- What you see when you view text

When you are creating or editing a document, you usually do not see on the screen all of the instructions that format the printed text. Some characters, such as centering marks, are not visible during normal display. Similarly, the display cannot show you subscripts and superscripts at the line level they appear in the printed document.

To see all the format markers in a document you are editing, press Gold VIEW. This puts you in the *view mode*. View mode uses special characters and symbols to show:

- 1 The location of the document's invisible characters
- 2 Superscript or subscript characters
- 3 The type of hyphen used

View Mode

- **To enter view mode**, press Gold VIEW while editing a document.
- **To advance the display in view mode**, press the LINE distance key on the minikeyboard.
- **To return to editing from view mode**, press Gold VIEW again.

To display your text in view mode, press Gold VIEW. The bottom half of the screen changes to the view mode format. Each line of text now uses two lines of the display.

In view mode, you see each line of text plus some symbols. These symbols (described in Tables 15 and 16) may be on the same line as the

text or on the line below it. The cursor can be anywhere on the bottom line when you press Gold VIEW. You can still see the blinking cursor in view mode.

If you want to look at text not displayed, press Gold VIEW to return to editing mode. To move to the text you want, press BACK UP or ADVANCE and the appropriate distance key(s). Then press Gold VIEW to re-enter view mode.

There is only one way to advance the display *while remaining in view mode*. After pressing Gold VIEW and examining the screen, you can press LINE to continue examining successive lines of text.

To return to the normal display and resume editing, press Gold VIEW again. Or you can press any key except LINE. As well as returning you to the normal display, the key you press performs its normal function.

Spaces in View Mode

Spaces created by pressing the space bar are not marked in view mode by any special symbol. Spaces between words in a normal display look just the same in view mode. Unnecessary spaces are only visible in view mode by careful observation. For example, if you spaced over to a tab position, your display in view mode might look like this:

-----L-----T-----R-----
1. ^HT....Senate Approval ^CR
2. ^HT....House Approval ^CR
3. ↑ Committee Recommendation ^CR
 5 spaces

View Mode Symbols

When you press Gold VIEW, the view mode symbols in a document become visible. The special symbols used in view mode are discussed in Tables 15 and 16.

Note that the view mode symbols that indicate subscripting and superscripting are the letters of the keys you press after Gold to produce subscripts and superscripts.

Note *You can superscript and subscript a composite character. However, you cannot see the superscripting or subscripting in view mode.*

Word-wrap returns and soft spacing are format markers that DECmate may automatically add and remove as you edit text and change line lengths.

Table 15 View Mode Symbols

Symbol	Stands For	Explanation
C _R	Hard return	You pressed the RETURN key.
o	Word-wrap return	DECmate word wrapped text from this point to the next line.
H _T	Tab	You pressed the TAB key.
....	Soft spacing	DECmate inserted soft spacing: (1) to indent a left margin; (2) to move tabbed text to a tab position; or (3) to center a line.
+	Paragraph indent	You pressed Gold PARA MARKER.
+	Centering mark	You pressed Gold CENTR.
q	Superscript	You pressed Gold SUPER SCRIPT.
Q	Bolded superscript	You pressed Gold SUPER SCRIPT with the cursor over a bolded character.
a	Subscript	You pressed Gold SUB SCRIPT.
A	Bolded subscript	You pressed Gold SUB SCRIPT with the cursor over a bolded character.
#	End of text	DECmate uses this symbol to mark the end of the document.

Hyphens in View Mode

Since some hyphens are invisible, DECmate also uses a special character in view mode to show the positions of hyphens. The examples in Table 16 show the three types of hyphens in view mode.

Hyphenation is discussed in Chapter 8.

Table 16 View Mode Hyphen Display

Display	Stands For	Explanation
555-1212	Nonbreaking hyphen	You pressed the hyphen (-) key. If this word does not fit on a line, DECmate moves the entire word (including hyphen) to the start of the next line. The hyphen is always visible during editing.
two-thirds /	Breaking hyphen	You pressed Gold PRINT HYPH. If this word does not fit on a line, DECmate has the option of moving <i>thirds</i> to the start of the next line. The hyphen is always visible after the letter <i>o</i> .
compound /	Invisible hyphen	(Between the letters <i>m</i> and <i>p</i>) (1) You pressed Gold PRINT HYPH with the SHIFT key down. Or (2) you once used HYPH PUSH to hyphenate the word. If this word does not fit on a line, DECmate has the option of moving <i>pound</i> to the start of the next line. Only then does the hyphen become visible. In view mode, a word broken at its invisible hyphen looks like this: com- pound. The slash indicating the invisible hyphen still appears under the <i>m</i> . Contrast this with the breaking hyphen display.

DECmate

Glossary

Italicized words are also entries in this glossary.

abbreviation document

A *document* where frequently used words and phrases can be stored. Each entry is identified by a two-character abbreviation, used to invoke the *stored text*. Compare *library document*.

activate

To enable an *optional feature* on the *system diskette*.

advance

To move the *cursor* forward with the ADVANCE key and/or the *distance keys*.

application

A specific task that can be performed using word processing *basic software* and sometimes the optional features. For example, a mailing list application might use *List Processing* to create letters to a specific audience, selected on the basis of some *field* in the list processing *record*, such as age or gender.

ASF

See *automatic sheet feeder*.

asterisk

The symbol *, which marks a *selected document* in an *index*. The BACK UP and ADVANCE keys move the asterisk up and down the list. By moving the asterisk to a document name, you can specify a document without typing its name.

automatic pagination

See *simple automatic pagination*.

automatic sheet feeder

(ASF) An accessory for the *letter quality printer* that feeds individual sheets of paper from two different trays to the printer.

auto-pagination

An *option* on the Editor Menu that automatically divides a *document* into *pages* of a specified number of lines while the document is displayed. *PAGE MARKERS* are inserted as the text *scrolls* up the screen.

back up

- (1) To move the *cursor* backward with the BACK UP key or the *distance keys* on the *minikeyboard*.
- (2) To make copies of *documents* or *software* for safekeeping, in case the original is inadvertently destroyed.

backup

A duplicate of a *document* or *diskette*. In case the document is deleted or the diskette is damaged, a copy still exists.

basic software

The instructions on the *system diskette* that allow DECmate to perform *word processing*. The *optional features* are purchased separately.

bidirectional

Capable of moving in both directions. Certain paper tractors on *letter quality printers* can move paper forward or backward. The print element that contains the *printwheel* can print right-to-left and left-to-right.

block

A quantity of *storage space* on diskette equivalent to about 512 *characters*.

block map

A *display* on the screen that illustrates the areas on a *diskette* that are used to store *text*, and whether the *blocks* are readable and structured correctly.

bold

To print text darker than normal. Bolded text appears extra bright on the screen. The printer produces bolded text by striking each character twice or by *shadow printing*.

bottom margin

The number of lines between the last line of text on a *page* and the bottom edge of the paper.

breaking hyphen

A *hyphen* used to join a *compound word* that may be divided at the end of a line, such as "cross-country."

buzzer

A warning tone produced by the word processor under certain conditions, such as when the printer stops. The tone is that of a louder, repeated key click.

capitalize

To type text in capital (or uppercase) letters **LIKE THIS**, or to select text and make it capital letters using the **UPPER CASE** key.

carbon ribbon

A type of printer ribbon that produces better print quality than a *cloth ribbon*. A carbon (or Mylar®) ribbon must be replaced when the printer reaches the end of the ribbon.

center

To position a line of text an equal distance from the left and right margins, or to position text so that the middle character of each line lies directly under the *centering point* in the ruler.

centering mark

An *invisible character* that forces the text that comes before it on the same line to be centered between the margins or at the *centering point*. A centering mark is also a *line-end character*. The *cursor* and any text following move to the beginning of the next line.

centering point

A point in a *ruler*, indicated by C, around which the text on that line is centered.

character

- (1) A letter, *digit*, or symbol, produced by typing a key on the *main keyboard*.
- (2) *Invisible characters* (such as a *hard return* or *NEW PAGE mark*) that take up storage space in a document, just as letters, digits, or symbols do.

cloth ribbon

A type of printer ribbon that can be reused, as opposed to a *carbon ribbon*.

column

- (1) A position for a *character* in a line. Maximum number of character positions is 158, when using *wide rulers* and wide paper.
- (2) Vertically arranged blocks of text, usually separated by a *column margin*. Columns may be produced by the *multicolumn command* or by using *tab marks*.

column margin

The number of spaces separating the *columns* in multicolumn text.

Communications

The *optional feature* that allows a DECmate unit to send and receive *characters* or *documents* to and from another DECmate unit or a computer.

composite character

A character produced by printing two or more characters on top of one another. The combined characters are replaced on the screen by the ☒ symbol.

compound word

Two or more separate words joined together with a *visible hyphen*, such as "cross-country." See *breaking hyphen* and *nonbreaking hyphen*.

configuration

The total equipment (*drives, terminals, printers*, and so on) of a particular system.

continuous-form paper

A long roll of paper with pages perforated for separation.

control command

- (1) The marker that appears on the screen when Gold CMND is pressed.
- (2) In general, the START and END CONTROL markers, the *key-word*, and any text that is typed between the START and END CONTROL markers.

copy

To make a duplicate of a document or diskette, using the Copy *maintenance command*. Compare *back up*.

create

To name and start a new *document*.

creation date

The date on which a *document* is created. Creation dates appear in the *index* only if the date has been entered at the *Date/Time Menu*.

current ruler

The *ruler* in effect at any specific point in a document.

current text size

The number of lines of text per page (not including top and bottom margins) that the user specified for a particular *document*. Compare *standard text size*.

cursor

A blinking indicator, shaped like a rectangle, showing where the next *character* typed will appear.

cut

To remove (or copy) a piece of text from a document using the CUT key. The text is copied into the *paste area* and can be reinserted into the document using the PASTE key. See *paste*.

date and time stamp

The current date and time (as entered by the user at the Date/Time Menu and updated by the system) when inserted, or "stamped," into a document.

Date/Time Menu

The display that comes to the screen after you *start up* the system. You can enter a date and time or just press return to go to the *Main Menu*.

decimal-aligned tab

The *column* where the decimal points are aligned while the text (usually numbers) is typed. Specified by “.” in the ruler.

delete

- (1) To remove a piece of text from a *document*. In some cases, the deleted text can be *restored*. Compare *erase*.
- (2) To remove a document from a *diskette*. The deleted document cannot be retrieved.

destination diskette

The *document diskette* that receives documents copied from another diskette.

digit

Any one of the numerical characters 0 through 9.

diskette

A flexible, round *storage media* unit about the size of a 45 RPM record, permanently housed in a paper envelope. A diskette's magnetic coating lets it store *text* and/or *software*. A diskette can be *single density* or *double density*.

diskette index

The *display* that comes to the screen when the *I option* is selected from the Main Menu. It provides statistical information about the *documents* on the designated *diskette*. DECmate automatically updates and generates the index.

display

- (1) The text, menus, messages, and so forth, that appear on the terminal's screen.
- (2) As a verb, to show on the screen, as in “The Main Menu is displayed.”

displayed ruler

The *current ruler* shown on the screen so that its settings can be changed, or a *stored ruler* called to the screen.

distance key

Any one of the blue keys on the *minikeyboard* (PAGE, SENT, TAB POS, WORD, PARA, LINE, <>) that defines the distance the *cursor* can move in one keystroke. Using the distance keys in conjunction with other minikeyboard keys also defines text for bolding, cutting, or other special treatment.

document

The unit in which text typed by the user is stored on *diskette*.

document destination

A *print setting* that defines which *printer* should print the designated document.

document diskette

A *diskette* that contains only *documents*, not *software*. Contrast *system diskette*.

document name

The name assigned to a document by the person who created it. This name (or the *document number*) must be used to refer to the document.

document number

A number assigned by the system to a document when it is created. No two documents on the same *diskette* have the same number.

document number 1

See *index document*.

double density diskette

A *diskette* that allows for storage of about 50% more *characters* than *single density* diskettes.

DP

See *draft printer*.

draft printer

(DP) A printer that produces rough draft quality copies of documents. It is faster than the *letter quality printer*.

drive

The device that holds a *diskette* and through which the system reads text from, or writes text onto, the diskette. See *storage unit*.

edit

To view or alter the text of an existing *document*.

editing keys

The keys on the *minikeyboard* that manipulate text, such as cutting and pasting paragraphs.

Editor Menu

A *menu* that contains options relevant to editing and is only accessible while creating or editing a *document*.

embedded ruler

A *ruler* that has been placed in a *document* by pressing RETURN after the ruler has been displayed (and usually changed).

envelope

When used in the context of *multicolumn printing*, this word means the space on a page reserved for one column, as defined in the *control command*.

erase

To *delete* text, using either (1) the RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, or Gold RUB SENT keys to remove text to the left of the *cursor*, or (2) the DEL CHAR or DEL WORD keys to remove text at and to the right of the cursor.

feature

Software that performs a specialized task. Features such as *global search-and-replace* are part of DECmate's *basic software*. DECmate also offers optional features such as *List Processing* and *Communications*.

feature diskette

A *diskette* that activates an *optional feature*.

field

The basic unit of information in a *record*. For example:

<zip>03054

In this example, the field name, enclosed in angle brackets, is "zip"; the field value is "03054."

file

To store a *document* on *diskette* for future use.

footer

Text printed in the *bottom margin* of printed pages, such as a document title, page number, or date.

form document

In *List Processing*, the document that contains text to be printed repetitiously. It also shows where to merge variable information from the *list document*.

format

- (1) In text, the layout of the page as determined by *rulers*, spacing, and *highlighting*.
- (2) As a verb, to organize the magnetic coating of a *diskette* so that the *block* structure is either *single density* or *double density*.

global search-and-replace

A *feature* that locates every occurrence of a word or phrase defined by the user, deletes it, and in its place inserts new text also defined by the user.

go-to-page

An advanced search *feature* that allows the user to quickly move to a specified *page* within a paginated document.

hard return

A permanent *line-end character*, made by pressing RETURN, that forces the text that follows to the next line. Contrast *word-wrap return*.

hardware

The physical equipment of a *word processing system*. Compare *software* and *storage media*.

header

Text printed in the *top margin* of printed pages, such as a document title, page number, or date.

highlight

To *center*, *underline*, *bold*, or *capitalize* text in a document.

horizontal shift

A technique used to display text, typed on a *wide ruler*, that goes beyond *column 80*. The text on the screen first compresses to display columns 1-132. If necessary, it then shifts left so that the text in the right-hand columns 27 to 158 is displayed.

hyphen

The character (-) used (1) at the end of a line to divide a word into two parts, or (2) between two words to join them into a *compound word*. See *breaking hyphen*, *invisible hyphen*, and *nonbreaking hyphen*.

hyphenation zone

The zone between the H (if any) in the ruler and the *right margin*. The system buzzes if it wraps a word that filled the hyphenation zone before it was wrapped. The user should consider hyphenating such a word.

index

See *diskette index*.

index document

Document number 1, which contains the name and number of each document on the *diskette*. Contrast *diskette index*.

initialize

To prepare a new *diskette* for use as a *system diskette* or *document diskette*, or to reset a diskette to its initial state so it can be reused. Initializing a diskette erases any *documents* stored on it.

insert

To place text into a document.

invisible character

Can be either (1) a *character* that is not visible during normal editing mode, such as a centering mark, but can be viewed in *view mode* as a symbol or abbreviation. Or (2) a character visible on the screen, such as a PAGE MARKER, that is not visible in the printed document.

invisible hyphen

An *invisible character* that tells the system where it may hyphenate a word if necessary.

invoke

To call a *display* to the screen or initiate a particular *feature* by selecting an *option* from a *menu* or pressing specific keys.

justify

To print a document with an even right edge. DECmate adds space between words and/or characters to achieve flush right and left (blocked) text. Contrast *ragged right*.

keyboard

The part of the *terminal* with keys for typing text and instructions. Comprises the *main keyboard* and the *minikeyboard*.

keyword

The first word after a START CONTROL marker in a *control command*, which tells the system how to handle the text affected by the control command. For example, TOP defines the text in a control command to be a *header*.

left margin

The *column* where the start of each line is placed, as defined by certain characters in the *ruler*. In contrast, the printer left margin is moved by changing the *printer margin* (PM) setting.

left-justified tab

The *column* where the first character of *tabbed text* is aligned when the ruler contains a T.

letter quality printer

(LQP) The printer used to produce final copies of documents. It produces typed documents comparable in quality to that of a typewriter. Contrast *draft printer*.

library document

A *document* where frequently used paragraphs of text are stored. Each entry is identified by a *short name*, used to invoke the *stored text*. Compare *abbreviation document*.

line-end character

One of several *invisible characters* that forces the text that follows it to the next line. See *hard return*, *centering mark*, *word-wrap return*, and *paragraph marker*.

line level

The print position of a line of text. For example, subscripts are printed below line level; superscripts are printed above line level.

list document

A document of *records* typed in a particular format. In *List Processing*, selected records from the list document with variable information are merged with a *form document*.

List Processing

The *optional feature* that produces many copies of a *form document* with certain information changing from one copy to the next. List Processing might be used to produce personalized form letters in a mailing campaign *application*.

LQP

See *letter quality printer*.

main keyboard

The larger keyboard, containing alphabetic and numeric characters. Compare *minikeyboard*.

Main Menu

The list of *options* displayed on the screen before and after tasks are performed. By typing one of the choices it lists, the user can create and manipulate *documents* or select *features*, such as defining user keys.

maintenance commands

Options available on the Diskette Maintenance Menu that manage diskette structure. See *activate*, *back up*, *copy*, *format*, *initialize*, and *verify*.

manual pagination

The process by which the user divides a *document* into *pages* by inserting *PAGE MARKERS* and *NEW PAGE marks*. Contrast *automatic pagination*.

margin

Space between the edge of the paper and the text (*left margin*, *right margin*, *printer margin*), or space between columns (*column margin*).

Math

The *optional feature* that allows DECmate to perform mathematical computations while you edit or run List Processing.

media

See *storage media*.

menu

A list of *options* from which the user selects an action or setting by typing the corresponding letter or letters.

message

Information or cautions displayed by the system in response to your actions. For example, the Stop Printer Menu gives a message on printer status.

minikeyboard

The smaller keyboard, containing *editing keys*. Compare *main keyboard*.

multicolumn command

A command to the system to print text in several *columns*.

multicolumn printing

The process of printing text in two or more *columns*, similar to a magazine layout, by using the *multicolumn command*.

NEW PAGE mark

An *invisible character* that always forces the text following it to the top of the next printed page.

nonbreaking hyphen

A *hyphen* joining two parts of a word that must not be divided at the end of a line, such as a telephone number. Compare *breaking hyphen* and *invisible hyphen*.

one-time setting

The *print settings* for number of copies (CP), first page printed (FR), and last page printed (TO). They reset to their initial values (CP 1, FR 1, TO 0) after a *document* is printed or filed.

option

Any one of the choices in a *menu* for the user to select. Usually indicated by a one- or two-character abbreviation. For example, the C option on the Main Menu.

optional feature

A *feature* purchased separately from the word processing *basic software*. DECmate offers *List Processing*, *Sort*, *Math*, and *Communications* as optional features.

overwrite

To replace text in a document with new text.

page

The text printed on one sheet of paper by *automatic pagination*. The text between one NEW PAGE mark or PAGE MARKER and another NEW PAGE mark or PAGE MARKER by *manual pagination* or *auto-pagination* or when using the *go-to-page* feature.

page break

The point at which one page ends and another begins, as determined by *manual pagination*, *auto-pagination* or *simple automatic pagination*.

PAGE MARKER

An *invisible character* that forces text following it to be printed on a new page if the *print setting AP* is NO.

page-end mark

Either a *PAGE MARKER* or a *NEW PAGE mark*.

page size

The total number of possible lines of text on a page (including *text size* and *top* and *bottom margins*). For example, the page size is 66 lines for 11-inch paper, since there are 6 lines to the inch vertically.

pagination

The division of a document into pages, either automatically by the system during printing (*simple automatic pagination*) or as determined by commands previously inserted by the operator (*manual pagination*) or by DECmate (*auto-pagination*).

paragraph

Text preceded by either (1) two or more *hard returns* or (2) a *paragraph marker*.

paragraph indent

The *column* (indicated by a P in the ruler) where the system starts the first word after a *paragraph marker*.

paragraph marker

An *invisible character* that indicates the start of a new paragraph, and makes the system indent the first line of text following if a P appears in the ruler.

paste

To insert the contents of the *paste area* into the document being typed or edited. The user must first *cut* text into the paste area.

paste area

The storage location where the most recently *cut* text is kept. The contents of the paste area remain unchanged until new text is cut.

pitch

The *print setting* by which the user specifies either the number of characters printed per horizontal inch or *proportional spacing*.

print

The command used to produce a printed copy of a *document*. If you specify a document to be printed, the system sends your instructions and the document's text to the *printer*, where the document is typed.

Print Menu

The *menu* that displays the *print settings*.

print setting

Any setting selected from the *Print Menu* options that controls the way a document is printed.

printer

The unit that produces a paper copy of a *document*. DECmate uses *draft printers* and *letter quality printers*.

printer margin

A *print setting* that adds spaces to the left margin of a page when a document is printed. This prints the document farther to the right on the page.

printwheel

The wheel-shaped element in the *letter quality printer* that produces the printed characters.

prompt

A displayed *message* requesting a response or indicating what to do next.

proportional spacing

A *print setting* where wide characters (such as m) are given more horizontal room than narrow characters (such as i and l). See *pitch* and *THEME*.

pull

To move characters from a hyphenated word at the end of the previous line down to the start of the current line. Reverses the effect of a *push*.

push

To move characters from the start of the current line back to the end of the previous line, creating a hyphenated word.

ragged right

Describes text with line endings printed as they are displayed, that is, with an uneven right edge. Contrast *justify*.

record

A group of related *fields* in a *list document*, such as:

```
<name>John Doe  
<addr>P.O. Box 1  
<city>Merrimack  
<state>NH  
<zip>03054  
<>
```

In this example, the five fields contain information on a particular person. The diamond <> marks the end of the record.

replace

To make DECmate delete *selected text* in a document and add in its place text from the *paste area*. Used in conjunction with the *continue search-and-select* or *global search-and-replace* features.

replacement character

Any keyboard character selected by the user to be substituted by one of the two extra characters on the *printwheel* that are not accessible by the keyboard keys. While printing, the system replaces the specified character(s) with the extra character(s). Different printwheels have different extra characters.

restore

To reinstate deleted text by using Gold DEL CHAR or Gold DEL WORD. These gold key commands reverse the effects of RUB CHAR OUT, RUB WORD OUT, Gold RUB SENT, Gold RUB LINE, DEL CHAR, and DEL WORD.

right margin

The rightmost *column* in which a character may appear. Indicated by R or J in the ruler.

right-justified tab

The *column* where the last character of *tabbed text* is placed, that is, the text will be aligned on the right. Indicated by > in the ruler.

ruler

The marker in a document that defines the *margins*, *tab positions*, indents, vertical line spacing, and other layout characteristics of succeeding text. A ruler controls text layout until the next ruler or the end of the document.

ruler setting

Individual characters in the *ruler* that define the *margins*, *tab positions*, indents, vertical line spacing, and other layout characteristics of text.

scroll

To move the *cursor* forward or backward through a document while text moves up or down on the screen.

search

To make DECmate find a specified word or phrase in a document and move the *cursor* to it.

search phrase

The user-specified characters or words for which DECmate searches.

select

- (1) To define text, using the *select mark* and the *cursor*, that will be *cut* or *highlighted*.
- (2) To move the *asterisk* in the *diskette index* to a *document name* to indicate a document chosen for special treatment. See *selected document*.

select mark

A diamond-shaped marker that shows where the cursor was when the SEL key was pressed. Used together with the *distance keys* to mark text for special treatment.

selected document

The document marked by an *asterisk* in the *diskette index* that the user can specify to edit, print, or delete without typing the *document name*.

selected text

The text between the *select mark* and the *cursor*. The selected text may be *cut*, replaced, or *highlighted*.

sentence

That unit of text ending in a period, question mark, or exclamation point (or a *tab*, *hard return*, *PAGE MARKER*, or *NEW PAGE mark*, if they intervene before these punctuation marks).

setting

See *print setting*, *ruler setting*.

shadow printing

A method of printing text where the characters are overprinted 1/120 of an inch apart, giving the impression of extra-*bolded* text.

shared printer switch

A switch that enables two DECmate units to share one printer, or one DECmate unit to use either of two printers.

short name

A word enclosed in double angle brackets, such as <<type>>, that specifies a unique entry in the *library document*.

simple automatic pagination

A *print setting* that automatically divides a *document* into *pages* of a specified number of lines while the document is printing.

single density diskette

A *diskette* that allows for storage of about 100-125 pages of text. Compare *double density*.

soft spacing

Spaces added by DECmate that cause text to conform to a *ruler* or *line-end character*. Visible as dots or periods in *view mode*. For example, soft spacing is added before centered text so that the centered line moves as far right as appropriate.

software

A set of instructions for the computer. For example, the *basic software* instructs the DECmate computer to perform *word processing*. For DECmate, software is stored on the *system diskette*.

software installation

The process of inserting the *system diskette* and *starting up* the word processor.

Sort

The *optional feature* that examines a *list document* and produces another list document with the *records* rearranged in ascending or descending order. The rearrangement is based on the contents of one or more of the *fields* in each record.

source diskette

The *document diskette* that contains the documents to be copied.

space

The blank produced by pressing the space bar. Each such space occupies one character in the document. Contrast *soft spacing*.

standard print settings

The print settings that DECmate stored with a newly created document when it is filed. The settings are saved as *stored print settings 0*.

standard ruler

The *stored ruler* that DECmate puts at the beginning of a new document when it is created. The settings are saved as *stored ruler 0*.

standard text size

The setting that defines the number of lines of text on a page (not including the top and bottom margins). DECmate uses the standard text size as the *current text size* for a new document, unless directed otherwise by the user.

start up

To make the DECmate system operable by inserting the *system diskette* and pressing the START key (2).

storage

The capacity of DECmate to save typed text (by recording it on *storage media*) so that it does not have to be retyped. The amount of storage space on a *single density* diskette, for example, is about 100-125 pages of text.

storage media

On DECmate, *diskettes* for storing *documents* and *software*. Information on the diskettes is stored in magnetic form. On other systems, other types of storage media might be used.

storage unit

On DECmate, a diskette *drive*, which writes information to and reads information from the *diskettes*. On other systems, other types of storage units are used that suit the *storage media*.

stored print list

A list of *documents* with accompanying *print settings* stored on the diskette by the SL *Main Menu* option. The RL *Main Menu option* retrieves the list for later printing.

stored print settings

A set of *print settings* saved for later use. Print settings are stored under a number from 0-9. They are stored and retrieved using *options* on the *Print Menu*.

stored ruler

A *ruler* with defined settings saved on the *system diskette*. A stored ruler is assigned a number from 0 to 9 and can be retrieved by typing its number when the *current ruler* is being displayed.

stored text

In general, any text that is saved on diskette. Used on DECmate to refer specifically to *abbreviation documents* and *library documents*.

subscript

A character or characters printed one-half line below *line level*, such as the number 2 in:

H₂O

The subscripted character is displayed at line level in normal editing mode, but is printed subscripted on the LQP.

superscript

A character or characters printed one-half line above *line level*, such as the number 2 in:

e = mc²

The superscripted character is displayed at line level in normal editing mode, but is printed superscripted on the LQP.

swap

To exchange or transpose the character at the *cursor* with the one to its right.

system

An entire DECmate unit, including the computer, its *software* and documentation, *terminal*, *printer*, *storage media*, *storage units*, and other devices.

system diskette

A *diskette* that contains the DECmate *software* to start up and operate the system.

tab

To insert a *tab mark* in a document, and so move the *cursor* forward to the next *tab position*, by pressing the TAB key.

tab mark

An *invisible character* that forces the *cursor* and the text typed after it to move forward to the next *tab position*.

tab position

One of the locations (specified by certain characters in the *ruler*) to which a *tab mark* can move text.

tabbed text

Text typed after the TAB key is pressed, or existing text moved to a *tab position* by inserting a *tab mark* before it.

temporary marker

Markers (*word-wrap returns*, *PAGE MARKERS*, and the *select mark*) that DECmate erases when they are no longer needed. For example, *word-wrap returns* disappear when text is edited because line endings have changed.

terminal

That unit of the system composed of the *screen*, the *keyboard*, and the computer (inside the screen unit).

text

Characters (both visible and invisible) forming words and sentences in a document.

text size

The number of lines of text on a page, not including the top and bottom margins. See *standard text size* and *current text size*.

THEME

The word used to select *proportional spacing* from the Print Menu.

top margin

The number of lines between the top edge of a page and the first line of text.

UDK

See *user-defined key*.

underline

To print text with a line under it. The **UNDER LINE** key causes text to be underlined.

user-defined key

(UDK) A sequence of keystrokes stored on the *system diskette*. The user can define up to 10 UDKs, numbered 0 through 9, which are automatically executed by the system when the UDK is *invoked*.

verify

To instruct the system to inspect the condition of a *diskette*. A diskette should be verified after being *initialized* and thereafter when it may have been damaged.

version number

- (1) The number of times a document has been edited, shown as a document statistic in the *diskette index*.
- (2) A number associated with the software. More recently released (higher version number) software usually has more advanced features.

view mode

The special *display* of text showing characters that are normally invisible, such as *hard returns*.

wide document

A document typed using a *wide ruler* in wide display method. See *horizontal shift*.

wide ruler

A ruler in which the *right margin* is set at or beyond column 80.

word

Groups of characters separated by *spaces* (or *hard returns*, *tab marks*, *paragraph markers*, *PAGE MARKERS*, or *NEW PAGE marks*, if they intervene). Punctuation marks are considered to be part of the preceding word.

word processing

The process of creating, manipulating, and storing text using a computer.

word processing system

A computer system (including *hardware* and *software*) that stores text and makes it available for editing, printing, or transmission to other systems.

word wrap

To move a word that crosses the *right margin* to the start of the next line. DECmate does this automatically.

word-wrap indent

The *column* to which text is indented when there is a W in the ruler. A word that follows a *word-wrap return* is indented to this column, so that all lines except the first line in a paragraph are indented. You can also tab to a word wrap indent to indent the first line.

word-wrap return

The *line-end character* that DECmate places in a document to indicate *word wrapping*. It is a *temporary marker* that the system deletes and inserts where necessary as the line endings change.

DECmate

Index

> right angle bracket, 17, 48. *See also angle brackets*
. (period) in ruler, 64
<> key, 10, 17, 48
> in ruler, 63, 71
– (hyphen) key, 91, 92
. (decimal point) in ruler, 64, 71
⌘ (dead key) symbol, 12, 164
[in document name, 41
[, specify drive 0 with, 43
} in document name, 41
}, specify drive 0 with, 43

A

A (Activate feature) option, 3, 26
A (Copy all) option, 29, 30
Abbreviation document, 14, 25, 32, 93, 177 to 181
 separate entries, 179
 using, 180
Activate Features Menu, 26
Activate optional features, 3, 20, 26
AD (Abbreviation document) option, 25, 52, 178, 180
Add
 setting to ruler, 58
 text, 46
Add emphasis. *See highlighting*
ADVANCE key, 16, 47
Advance the paper, 155

Angle brackets, 10, 17
 in abbreviation document, 179
 in document name, 41, 56
 in library document, 179, 180
 in stored text, 179
AP setting, 13, 97, 98, 136, 143
Arrow keys, 9
ASF. *See automatic sheet feeder*
Asterisk (*)
 in diskette index, 54
 to select document, 54
Automatic Gold PAGE, 52, 95.
 See also auto-pagination
Automatic pagination, 95, 136, 143. *See also auto-pagination*
 in multicolumn tables, 123

Automatic pagination setting.
 See AP setting
Automatic sheet feeder, 111, 133, 138, 156, 159
 cable disconnected, 159
 out of paper, 159
 paper jam, 159
 paper tray, 159
 sub/superscripts using, 163
Auto-pagination, 24, 98, 136
 buzzer during, 94
 continue, 98
 for go-to-page search, 172
 resume, 98
AX (Automatic transmit) option, 22

B

B (Backup) option, 26 to 28, 32, 34
B (Print from beginning) option, 155
BACK UP key, 16, 47
Backup diskette, 27, 31
Block, 23, 33, 54
 unreadable, 160
Block map, 33
Blocked text. *See justified text*
BM setting, 100, 107, 132, 142
Bold, 75, 76
 shadow printed, 75, 76
 text, 10
 using two printwheels, 76
BOLD key, 10, 75
Boldface. *See bold, bolding*
Bolding
 halt, 75, 76
 remove, 75, 76
Bottom of document, 12, 97
BOTTOM keyword, 104 to 106, 137, 142
Bottom margin, 106, 107, 132, 142
BREAK key, 9
 in UDK, 188
Breaking hyphen, 14, 91, 92
Buzzer
 using abbreviation document, 180
 during character swap, 164
 after Gold PAGE, 94
 in hyphenation zone, 94
 during pagination, 94, 101
 during search, 166
 during search-and-replace, 168
 using shared printer switch, 148
 during UDK operation, 187
 when no printer, 150
 when printer stops, 153, 156
 when search canceled, 167

C

C (Copy document) option, 26, 28, 87, 88
C (Create) option, 21, 44
C in ruler, 65, 71
Cancel Gold key function, 12
Cancel operation, 14. *See also halt operation*
Capitalization
 halt, 74
 remove, 74
Capitalize text, 9, 11, 73, 74
CAPS LOCK key, 9, 10, 73, 74
 in UDK, 188
Carbon ribbon, 159
Center, 65, 78, 79
 tabbed text, 78
Centered text, 78
Centering mark, 12, 40, 65, 78
 remove, 78, 79
 in view mode, 193
Centering point, 65, 78
Change
 pagination, 97, 99, 100
 ruler, 58, 59
Character
 composite. *See composite character*
 erase, 9, 50, 51
 reversed, 49
 transposed, 49
Character space. *See space*
Characters, 39 to 41
 line level of, 161
 repeat, 9
Check diskette (verify), 33
Checkout procedure, installation, 7, 183
CI (Copy index) option, 22, 23, 53, 147
Clear paste area, 8
Clicking sound, 9
CM setting, 113, 116, 117, 132, 144
Column
 hard returns in, 126
Column margin, 132, 144
Columns, several. *See multicolumn printing*
Command, 9
Command keys, 10
COMMENT keyword, 105
Comments, 105
Communications, 22
 options on Main Menu, 20
optional feature, 2, 9, 20, 22, 103, 105, 137

Compatibility message, 32, 35
 Complex formula, 61, 62, 162
 Composite character, 12, 94,
 163 to 164
 create, 163
 delete, 164
 examples, 164
 hyphen push, 164
 in hyphenated word, 94
 separate, 164
 split up, 163
 subscript, 164
 superscript, 164
 swapping, 164
 in view mode, 164
 Compound word, 92
 Compressed text, 67
 Computer, 1
 Confidential material, 8
 Continue
 global search-and-replace, 169
 search, 166
 Control command, 14, 40, 103 to 127
 create, 103
 insert, 103
 keyword, 105
 marker, 104, 105
 remove, 104
 ruler in, 108
 separate, 106
 spacing in, 108
 Conventions, x
 Copies
 multiple, 132, 134
 Copy
 all documents, 28 to 30
 diskette (backup), 26
 document into another, 86
 one document, 28, 29
 several documents, 28, 29
 Copy document, 13
 between diskettes, 87 to 89
 Copy Document display, 28
 Copy index, 22, 23
 Copy text, 82 to 85
 and rulers, 84, 85
 Correct errors, 10, 49
 Cover, open printer, 159
 CP setting, 132, 134, 147, 152
 Create
 document, 21, 44
 document by number, 42, 44
 on specific drive, 42
 Create option, 44
 CT (Current text size) setting, 15,
 25, 52, 96, 99 to 101, 107, 136, 142
 CTRL key, 6, 9
 in UDK, 188
 Current date
 in footer, 108
 in header, 108
 Current text size, 25, 96, 99 to
 101, 136, 142
 Cursor, 6, 7, 10, 11
 direction, 16
 movement, 15, 16, 47, 48
 at top of document, 44
 in view mode, 192
 Cut
 to copy, 83
 to delete, 83
 text, 10
 CUT key, 10, 82 to 86
 Cut text, 82
 into paste area, 82, 168
 CX (Character transmit) option,
 22, 105
 CX keyword, 105

D

D (Delete) option, 19, 21, 23
 D (Initialize document diskette)
 option, 26, 31, 32, 35
 D in ruler, 46, 61, 64, 71, 162
 DA setting, 132, 137
 Darkness of print, 132, 137
 Date
 in headers/footers, 36
 Date and time
 in diskette index, 36
 format, 36
 not typed, 54
 omit, 36
 reset, 35 to 37
 set, 35, 36
 stamp, 36, 37
 Date and time stamp, 14
 Date/Time Menu, 5, 7, 19, 22,
 35 to 37, 108
 DD (Document destination) setting,
 132, 137
 and shared printer switch, 147,
 148
 DEAD KEY feature. *See*
 composite character
 Decimal-aligned tab, 64
 Decimal point (.) in ruler, 64
 Define key, 22
 DEL CHAR key, 10, 20, 51
 DEL WORD key, 10, 20, 51

Delete
 document, 21, 23, 53
 problem during, 175
 selected document, 23
 text, 51, 83
 Delete key, 51
 Destination diskette, 28 to 30
 Destination of document, 132, 137,
 157
 Different printwheel, 76, 134, 140.
 See also two printwheels
 Different typestyle, 76, 134, 140.
 See also two printwheels
 Direction mode, 47, 48, 59
 after search, 167
 Direction of cursor, 47
 Diskette, 2
 backup, 26, 30
 check (verify), 33
 copy (backup), 26
 destination, 28 to 30
 different density, 27, 29 to 31
 document, 2, 7, 35, 150, 151,
 160, 178
 double density, 2, 32, 35, 39, 152
 feature, 3
 format, 31, 34
 initialized, 7, 28
 Master Index, 24
 merge two, 28
 name, 32
 overfilled, 49
 prepare (initialization), 31
 same density, 26, 27, 29, 30
 single density, 2, 32, 35, 39
 source, 28 to 30
 system, 2, 3, 5, 6, 35, 146,
 178, 184
 verify, 33, 160
 Diskette drive. *See drive*
 Diskette index, 21, 24, 34, 42, 53, 55
 copy, 53
 next page, 54
 print, 147
 Diskette Maintenance Menu, 3, 19,
 22, 25 to 35, 86, 87
 Display method
 compressed, 65, 67
 horizontal shift, 65, 67
 normal, 65
 Display ruler, 57
 Display screen. *See screen*
 Distance key, 10, 16, 47, 48, 59,
 73 to 77, 81, 94
 DK (Define key) option, 22, 25, 52,
 183, 184, 187
 Document, 2, 39 to 56
 abbreviation, 14, 25, 32, 93, 177
 to 180
 bottom of, 12, 97
 copy, 13
 copy all, 28 to 30
 copy between diskettes, 87 to 89
 copy one, 28, 29
 copy several, 28, 29
 create, 21, 44
 create by number, 42, 44
 create on specific drive, 42
 delete, 21, 23
 destination, 132, 137, 147, 148,
 157
 diskette, 2, 7, 35, 150, 151, 160,
 178
 earlier version, 87
 edit, 21, 46
 file, 12, 51, 53
 get, 13, 86
 get part of, 87
 insert another into, 86
 library, 13, 25, 32, 84, 93, 177 to
 181
 name, 41
 with no name, 42
 number, 56
 pitch of wide, 144
 print, 21
 print a, 129 to 131
 print priority of, 130
 save earlier version, 46, 47
 scroll, 15
 selected, 53 to 55
 statistics, 54
 on system diskette, 30
 top of, 13
 version number, 54
 waiting to print, 155
 wide, 65
 Document index, 21. *See also*
 diskette index, index document
 Document Index display, 54
 Document Modified display, 24, 151
 Document name, 41 to 43
 change, 53, 56
 first word of, 41, 43
 none, 42
 prompt, 20
 size limit, 56
 specify drive in, 42

Document name (Cont.)
 unique, 43
 using, 43
Document number, 42, 44
Document number 1, 53, 147. *See also index document*
Double density diskette, 2, 32, 35, 39, 152
Double spacing, 46, 60, 64
Draft printer, 2, 65, 66, 111, 133, 137, 138, 143, 145, 147, 156, 162, 163
Drive, 2
Drive door open, 6
Duplicate diskette, 27. *See also backup diskette*
DX (Document transmit) option, 22

E

E (Edit) option, 21, 46
Edit
 at cursor, 47
 document, 9, 21, 46 to 52
 stop, 53
Editing commands, 10
Editor Menu, 13, 19, 20, 24, 51, 52, 98 to 100, 155, 169, 178, 180, 181, 183, 184, 187
Editor's notes, 105
Embed
 changed ruler, 59
 ruler, 59
Emphasis, adding. *See highlighting*
END CONTROL marker, 104
END OF RIBBON light, 159
End of text
 in view mode, 193
Envelope
 definition, 117
 in multicolumn printing, 117
 in multicolumn table, 121
 rulers in, 123
Erase
 character, 9, 50, 51
 errors, 19
 line, 14
 sentence, 14
 text, 50, 51, 171
 word, 9
Errors
 correct, 49

ESC key, 9
 in UDK, 188
EX setting, 108, 133, 145
Extra dark printing, 132, 137
Extra printwheel characters, 134, 140, 141
Extra ruler
 remove, 60
Extra space
 in search phrase, 169
Extra spacing between lines, 133, 145

F

F (File document) option, 24, 51
F (Finished) option, 8, 21
F in ruler, 61, 71, 163
FD (Format double density) option, 26, 34
Feature, activate optional, 3
Feature diskette, 3
File document, 12, 51, 53
 and delete, 53
 in math area, 53
Find page. *See go-to-page feature*
Finished message, 8
Finished option, 8, 51
Finished using the system, 21
First page printed, 133, 134
Floppy disk. *See diskette*
Footer, 104, 106 to 109, 142
 blank line before, 107
cancel, 107
 current date in, 108
 invisible characters in, 108
line omitted, 107
 missing line from, 97
page number in, 108
position, 107
ruler in, 107
spacing in, 107
Form letters, 2
Format
 of abbreviation document, 179
 commands, 40
 diskette, 31, 34
 double density, 33
 of library document, 179, 180
 markers, 193
 of stored text, 179
 of text, 57

Four-drive system, 152, 160
FR setting, 111, 133 to 136, 147, 152
 determine, 134
Frozen screen, 9
FS (Format single density) option,
 26, 34
Fundamentals, 5

G

Get document feature, 13, 31, 86 to
 88, 101
Global search-and-replace, 25,
 52, 169
 cancel, 169
 definition, 169
 restart, 171
 resume, 169
 stop, 169
Go-to-page search, 49, 99, 102, 172
 define pages for, 174
 incompatible software, 175
 invalid page number, 174
 on paginated document, 172
 results of, 173
 and rulers, 173
 and word wrapping, 166, 173, 174
Gold ABBRV, 14, 177, 180
Gold ADVANCE, 15, 16, 48
 before go-to-page search, 175
Gold BACK UP, 15, 16, 49
Gold BOLD, 15, 75, 76
Gold BOT DOCMT, 12, 16, 49
 before go-to-page search, 175
Gold CENTR, 12, 65, 78
Gold CMND, 14, 103, 104, 106,
 109, 111
Gold CONT SRCH, 14, 166
Gold CONT SRCH & SEL, 14,
 167, 168
 to begin search, 169
 to continue search, 169
Gold CUT, 15, 82 to 85, 168
Gold DATE & TIME, 14, 37
Gold DEAD KEY, 12, 163, 164
Gold DEL CHAR, 15, 50, 51
Gold DEL WORD, 15, 50, 51
Gold FILE DOCMT, 12, 53
Gold GET DOCMT, 13, 31, 86 to 88
Gold HALT, 12 to 16, 28, 49
 during auto-pagination, 98, 99
 during get document process, 87
 during global search-and-replace,
 169, 170

Gold HALT (Cont.)
 during pagination, 97
 during search-and-replace, 168
 during search, 166, 167
 to stop cursor, 16
 in UDK, 185, 187, 189
Gold HYPH PULL, 91, 94
Gold key, 11 to 15, 104, 183
 invoke UDK, 186
Gold lettering, 11
Gold LIBRY, 13, 178, 180, 181
Gold MENU, 13, 21, 51, 178
 from Print Menu, 131
Gold NEW PAGE, 13, 96 to 98
 in multicolumn printing, 120
Gold PAGE, 15, 40, 94, 96, 97,
 99 to 101, 123
 in multicolumn printing, 120
Gold PAGE MARKER, 13, 96, 98
Gold PARA MARKER, 13, 45,
 46, 64
Gold PASTE, 15, 84 to 86
Gold PRINT HYPH, 14, 91
Gold REPLC, 14, 86, 87, 167, 168
Gold RUB LINE, 14, 50, 51
Gold RUB SENT, 14, 50, 51
Gold RULER, 13, 57 to 60, 69, 70
Gold SRCH, 14, 165, 168, 172
Gold SUB SCRIPT, 12, 161, 162
Gold SUPER SCRIPT, 13, 161, 162
Gold TOP DOCMT, 13, 16, 49, 166
Gold UNDER LINE, 15, 77, 78
Gold UPPER CASE, 15, 74
Gold VIEW, 13, 191
GS (Global search) option, 52, 169

H

H in ruler, 62, 71, 94
Half-line spacing, 61
Halt copy operation, 28
HALT key, 70
Halt operation, 14
Hard return, 9, 13, 40, 45, 48
 in view mode, 193
Hardware, 5
Header, 104, 106 to 109, 142
 blank line after, 107
 cancel, 107
 current date in, 108
 invisible characters in, 108
 line omitted, 107
 page number in, 108
 position, 107

- Header (Cont.)
 - ruler in, 107
 - spacing in, 107
 Highlighting, 11, 73 to 79, 82. *See also bold, capitalize, underline, center*
 Horizontal shift, 67
 HYPH PUSH key, 9, 13, 91 to 94
 - on composite character, 94
 Hyphen, 91. *See also breaking hyphen, invisible hyphen, nonbreaking hyphen*
 - pull, 13, 93
 - push, 13, 93
 Hyphen pull. *See Gold HYPH PULL*
 Hyphen push. *See HYPH PUSH key*
 Hyphenation, 9, 91 to 94
 Hyphenation zone, 63, 93, 94, 97
- I**
- I (Index) option, 21, 23, 53
 ICP. *See Installation Checkout Procedure*
 Incompatible software
 - for go-to-page search, 175
 Indent, 64
 - paragraph, 13, 64
 - word-wrap, 64
 Index, 13. *See also diskette index*
 - copy, 22, 23
 - print diskette, 147
 Index document, 42, 43, 53, 55, 56
 - edit, 55
 Index of a diskette. *See diskette index*
 Initial display, 44, 46
 Initial page number, 133, 135 to 137
 Initialize
 - diskette, 31, 32
 - document diskette, 31, 32
 - double density diskette, 32, 35
 - system diskette, 31, 32
 Initialized diskette, 7, 28
 Insert document, 86
 Install software, 7
 Installation Checkout Procedure, 7, 183
 Invisible character, 40
 - definition, 40
 - in footer, 108
- Invisible character (Cont.)
 - in header, 108
 - in view mode, 191
 Invisible hyphen, 14, 91 to 93
 - embedded, 93
 - in view mode, 93
 Invoke Gold key feature, 11
 IP setting, 104, 108, 110, 111, 133, 135 to 137
- J**
- J in ruler, 62, 71
 Justification, 91
 Justified text, 62
- K**
- Keyboard, 1
 - main, 8, 10, 12
 - mini, 8
 Keypad. *See minikeyboard*
 Keystrokes, 12, 183, 184
 - in a UDK, 184, 185
 - displayed in UDK, 188
 Keyword, 13, 104, 105
 - omitted, 105
- L**
- L (List documents) option, 154, 155
 L in ruler, 61, 71
 Last page printed, 133, 134
 Layout
 - of page settings, 133, 141
 - vertical, 142
 LD (Library document) setting, 25, 52, 178, 181
 Left-justified tab, 63, 65
 Left margin, 61, 144
 - character, 61
 Letter quality printer, 62, 65, 66, 75, 111, 137, 138, 143, 148, 150, 156 to 159, 162, 163
 Letterhead, 138
 Library document, 13, 25, 32, 84, 93, 177 to 181
 - entries in, 180
 - short name in, 180
 - using, 180, 181
 Line, 17, 48

Line, erase, 14
 Line-and-a-half spacing, 61
 Line-end character, 40, 78
 Line ending
 change, 45
 LINE key, 11, 17, 48
 Line level of characters, 161, 162
 Line spacing, 61
 for subscripts, 162
 for superscripts, 162
 List
 retrieve, 22
 stored, 22
 stored print, 150, 151
 List of documents, 155
 List Processing
 option on Main Menu, 20
 optional feature, 2, 20, 22, 93, 103
 Lowercase, 15
 LP (List processing) option, 22

M

M (More) option, 21
 MA (Math mode) option, 24, 52
 Mailing list, 2
 Main keyboard, 8, 10, 12
 Main Menu, 7, 13, 19 to 21, 129, 148, 150, 151, 154, 155, 156, 183, 184, 187
 Maintenance menu, diskette, 3, 19, 22, 25, 87, 88
 Malfunction printer message, 158
 Manual chute, 139
 Manual pagination, 96, 101, 136
 for go-to-page search, 172
 Margin
 bottom of page, 106, 107, 132, 142
 column, 132, 144
 hyphenation zone in, 94
 justified right, 62
 left, 61, 144
 page, 144. *See also print margin*
 print, 133, 144
 ragged right, 62, 91
 right, 62
 top of page, 106, 107, 134, 142
 Master Index, 24
 Math
 option on Editor Menu, 20
 optional feature, 2, 20, 24, 52, 103, 105
 Math calculations, 2, 52, 53, 105

MC (Maintenance commands)
 option, 22, 25
 Media. *See storage media*
 Menu, 1, 9, 19
 Activate Features, 26
 Date/Time, 5, 7, 19, 22, 35 to 37, 108
 Diskette Maintenance, 3, 19, 22, 25, 87, 88
 Editor, 13, 19, 20, 24, 51, 52, 98, 156, 169, 178, 180, 181, 182, 184, 187
 Main, 7, 13, 19 to 21, 129, 148, 150, 151, 154, 155, 156, 183, 184, 187
 Print, 19, 25, 129, 130, 151
 Stop Printer, 19, 25, 150, 154 to 160
 System Options, 22
 Menu option. *See option*

Merge
 diskettes, 28

Message
 change printwheel, 157
 cover open, 159
 disk error, 160
 diskette full, 47, 49
 double density, 32, 35
 drive 0 error, 160
 end of page, 157
 non-existent printer, 148, 157
 not enough room, 30
 out of paper, 159
 PAUSE switch, 158
 printer malfunction, 158
 printer not in use, 156
 printer status, 25
 reposition to bottom of page, 175
 repositioning, 12
 repositioning to desired page, 172, 173
 ribbon out, 159
 same document name, 31
 SE FIRST, 156
 SE YES, 156
 sheet feeder error, 159
 using library document, 181

Message, printer status, 153, 154

Message, system, 21

Military time, 36, 37

Minikeyboard, 8, 10, 12

Minus (-) sign, 173

Move
 text and rulers, 84

- M**
 Move (Cont.)
 - text between diskettes, 85, 87
 - text between documents, 85, 86
 - text in document, 83
 Move cursor, 15, 47. *See also cursor movement*
 Moving text, 81 to 89
 MULTI keyword, 105, 111, 113 to 118, 120 to 124
 Multicolumn printing, 111 to 127, 132, 144
 - blank columns, 127
 - blank entries, 127
 - blank space in columns, 127
 - changing columns, 120, 123
 - end of column, 123
 - envelope in, 117, 118
 - Method 1, 115
 - Method 2, 116, 117
 - Method 3, 117, 121
 - in middle of page, 114
 - overprinting in, 118, 122
 - pagination in, 123
 - rulers in, 113 to 118, 120 to 123
 - separate columns in, 114
 - simple, 111, 113, 123, 124
 - space between columns, 125
 - space between rows, 126
 - spacing in, 125
 - switch off, 111, 114
 - switch on, 111
 - tabular, 111, 120
 - width of column, 113, 116, 118
 - width of text, 113
 Multicolumn tables, 111, 120 to 127
 - end of page, 122, 124
 - entry in, 121
 - Method 3, 121
 - overprinting in, 122
 - row in, 121
 - rulers in, 121 to 123
 - use of, 120
 - width of column, 121, 122
 Multiple columns, 105, 111. *See also multicolumn printing*
 Multiple copies, 132, 134
- N**
 N (New page) option, 22, 154, 155
 N in ruler, 62, 71, 162
- Name, short, 178, 180
 Nesting UDKs, 185
 New diskette
 - format, 31, 34
 New page, 13, 22, 155
 NEW PAGE mark, 13, 48, 96 to 99, 101, 120, 121, 124, 127, 136
 NO SCROLL key, 9
 - in UDK, 188
 Nonbreaking hyphen, 91, 92
 Non-existent printer message, 148
 Normal width
 - return to, 67
 Not Enough Room message, 30
 Notes. *See comments*
 Number of copies, 132, 134
- O**
- O (Copy one) option, 29
 ON LINE light, 6
 One-time settings, 134, 147, 152
 Open drive door, 6
 Open printer cover, 154
 Option, 1, 9, 19, 20
 - Copy Index, 19
 - Delete, 19
 Optional feature
 - activate, 3, 20, 26
 - Communications, 2, 9, 20, 103, 105, 137
 - List Processing, 2, 20, 103
 - Math, 2, 20, 53, 103, 105
 - Sort, 2, 20
 Overfill diskette, 49
 Overwrite text, 24
- P**
- P (Print) option, 21, 129
 P (Print to end of page) option, 155, 157
 P in ruler, 64, 71
 Page break, 96
 Page count
 - reset, 105, 109
 Page-end mark, 11, 17, 96 to 99, 101, 102, 136
 - in go-to-page search, 173
 - insert, 96, 98
 - remove, 96, 98

Page-end size, 100
PAGE key, 11, 17, 48, 172
Page layout settings, 133, 141
 change, 141
Page margin, 144
PAGE MARKER, 13, 15, 40, 48, 86,
 96 to 99, 101, 120, 123
Page number
 in footer, 108
 for go-to-page search, 172, 173
 in header, 108
 initial, 133, 135, 137
Page number, reset. *See*
 reset page count
Page size equation, 100, 107
Page size setting, 133, 142
Pagination, 95 to 102
 automatic, 143
 auto-pagination, 136
 change, 97, 99, 100
 during editing, 98, 99
 manual, 96, 136
 in multicolumn printing, 123, 124
 in multicolumn tables, 124
 simple automatic, 97, 98
 while editing, 95
 while printing, 95, 97, 98,
 132, 137
Paper
 feed alternate, 133, 139
 feed from front tray, 133, 139
 feed from rear tray, 133, 139
 out of, message, 159
PARA key, 11, 17, 48
Paragraph, 17, 48
 blank line between, 45
 block, 45
 change, 53
 indent, 45, 64
 marker, 40, 46, 48, 64
 separate, 45
Paragraph indent, 13, 45, 64
 in view mode, 193
Paste, 83 to 86
 to another document, 85
Paste area, 10, 11, 14, 15, 25, 51, 52,
 82 to 84, 86, 87, 167 to 169, 171
 clear, 8
 use in global search-and-replace,
 171
PASTE key, 11, 83 to 86
Paste text, 82
PAUSE switch, 154, 157 to 159
Period (.) in ruler, 64
PG (Auto-pagination) option, 24, 52,
 98, 99
PI setting, 133, 143
Pitch, 133, 143, 144
 effects of, 144
 of wide document, 66
PL (Page Layout) option, 132,
 133, 141
Plus (+) sign, 173
PM setting, 133, 144
Power switch, 6
Print
 on another system, 150, 151
 bold, 137, 138
 diskette index, 147
 document, 21, 129 to 131
 extra dark, 132, 137, 138
 at later time, 150, 151
 list, 150, 155, 157
 margin, 133, 144
 across perforation, 97, 98,
 100, 136
 on platen, 97, 98, 100, 136
 queue, 157. *See also print list*
 resume, 21
 in same place. *See*
 composite character
 selected document, 129
 short page, 97
 to specific page, 133, 134
 from specified page, 133, 134
 stop, 21
 stored list, 151, 152
 wide document, 65
Print Menu, 19, 25, 129, 130, 151
 change settings, 129 to 131
 first page of, 129, 130
 second page of, 131
 settings, 129, 130, 132
 summary of settings, 132 to 134
 third page of, 131, 133, 141
Print priority, 130
Print settings
 retrieve, 146, 147
 retrieve stored, 133, 146, 147
 save stored, 133
 standard, 147
 store, 32, 146
 stored under 0, 147
Printer, 1. *See also draft printer,*
 letter quality printer
 cover open message, 159
 draft, 2, 65, 66, 111, 133, 137,
 138, 143, 145, 147, 156, 162,
 163

Printer (Cont.)
letter quality, 2, 62, 65, 66, 75, 111, 137, 138, 143, 148, 150, 156 to 159, 162, 163
LQP02, 159
none on system, 150, 157
not in use message, 156
out of paper message, 159
status message, 25
stop, 153, 154
in use, 148, 150
PRINTER READY light, 150, 157, 158
Printer status message, 154, 155
Printer switch. *See shared printer switch*
Printing
extra dark, 76
resume, 53, 154, 155
shadow, 75, 76
stop, 153, 154
Printwheel, 76. *See also two printwheels*
pitch of, 143
using two, 141, 142
Priority, print, 130
Procedure, installation checkout, 7, 183
Proportional spacing, 133, 143
PS setting, 100, 107, 133, 142, 143
Pull hyphen, 13, 93. *See also Gold HYPH PULL*
Push hyphen, 13, 93. *See also HYPH PUSH key*

Q

Quad-drive system. *See four-drive system*

R

R (Resume printing) option, 21, 25, 52, 154, 155
R in ruler, 62, 71
R1 setting, 133, 140, 141
cancel, 141
R2 setting, 133, 140, 141
cancel, 141
Ragged right margin, 91
RD (Reset) option, 22, 37

Remove
bolding, 75, 76
capitalization, 74
ruler, 60
setting from ruler, 58, 59
text, 50, 51
underline, 77, 78

Repagination, 97, 99, 100. *See also change pagination*

Repeat characters, 9

Replace, 167. *See also search-and-replace*
with nothing, 168, 171
selected text, 168
text, 14, 85, 86

Replacement character, 133, 140, 141

Replacement phrase, 85, 167 to 172
capitalization in, 168, 170
highlighting in, 168, 170
none, 168, 171

Replacement text. *See replacement phrase*

Repositioning message, 12, 172 to 174

Reset

date and time, 22
one-time settings, 134
page count, 109
Print Menu settings, 134
section count, 110

RESET keyword, 104, 109 to 111, 135, 137, 173
restrictions on use, 111

Reset page number. *See reset page count*

Restore text, 15, 50, 51

Restrictions

on composite character, 164
on control commands, 105
on EX setting, 145
on footers, 106
on global search-and-replace, 170
on go-to-page, 102, 174
on headers, 106
on one-time setting, 135
on page numbering, 135
on replacement phrase, 168, 170
on RESET control command, 111
on RL option, 152
on search phrase, 168, 170
on search-and-replace, 168
on SL option, 152
on subscripts, 163
on superscripts, 163

Resume printing, 21, 52, 154, 155
 Retrieve list, 22
 Retrieve stored print settings,
 133, 146, 147
 RETURN key, 9, 20
 Reverse characters, 49
 Rewrap text, 97, 101
 Ribbon, carbon, 159
 Right angle bracket
 in ruler, 63
 Right-justified tab, 63
 Right margin, 62
 hyphenation zone in, 94
 justified, 62
 ragged, 62
 RL (Retrieve list) command, 22,
 150 to 152
 RS (Retrieve settings) option,
 133, 146, 147
 RUB CHAR OUT key, 9, 20, 50, 51
 RUB WORD OUT key, 9, 20, 50, 51
 Rubout key, 50, 51, 60
 Ruler, 13, 40, 44, 57 to 71
 > in, 63, 71
 add setting to, 58
 C in, 65, 71
 change, 45, 47, 53, 58, 59, 101
 in control command, 107
 copy with text, 84 to 87
 with cut text, 83
 D in, 46, 61, 64, 71, 162
 decimal point (.) in, 64, 71
 definition, 57
 display, 57
 do not embed, 59, 60
 embed, 59
 and EX setting, 145
 F in, 61, 71, 163
 in footer, 107
 in go-to-page search, 173
 H in, 62, 71, 94
 in header, 107
 J in, 62, 71
 L in, 61, 71
 move, 71
 in multicolumn printing,
 113 to 118, 120 to 123
 in multicolumn table, 121 to 123
 N in, 61, 71, 162
 P in, 64, 71
 paste, 84, 86
 in paste area, 83
 R in, 62, 71
 recall settings, 59

Ruler (Cont.)
 remove, 60
 remove extra, 60
 remove setting from, 58, 59
 settings, 58, 60, 71
 stack of, 60
 standard, 58
 stored, 32, 68, 69
 in stored text, 180, 181
 T in, 63, 71
 W in, 64, 71
 wide, 47, 65 to 69

S

S (Copy some) option, 29
 S (Initialize system diskette)
 option, 26, 31, 32, 35
 S (Stop printing) option, 21,
 154, 160
 Same Document Name message,
 31
 Save stored print settings, 133,
 146
 Screen, 1
 Scroll document, 15
 SE setting, 133, 138, 153
 print message, 156
 Search, 14, 165 to 175
 backward, 165, 166
 begin, 165
 cancel, 167
 continue, 166, 167
 and delete, 168
 effects of, 166
 end, 166, 167
 forward, 165, 166, 169
 go-to-page, 172. *See also*
 go-to-page search
 halt, 167
 phrase, 14
 word wrap during, 166
 Search-and-replace, 167, 168
 continue, 168
 global, 169. *See also global*
 search and replace
 halt, 168
 in UDK, 168, 170
 using, 168
 Search phrase, 166 to 170
 capitalization in, 170
 composite characters in, 166
 extra space in, 169

Search phrase (Cont.)
highlighting in, 170
invisible characters in, 166
upper/lowercase in, 166

Section count
reset, 105, 110

SECTION keyword, 105, 106, 108 to 110

Section number, 108
increase, 109

SEL key, 11, 15, 81, 83, 85, 161, 167, 168

Select
document, 53, 54
feature, 11
text, 81, 82

Select mark, 14, 40, 81 to 83, 168
erase, 81, 168

Selected document, 46, 54
print, 129

Selected text, 81, 168
replace, 14

SENT key, 11, 17, 48

Sentence, 11, 17, 48
erase, 14

SET-UP
key, 6, 9
on screen, 6, 7

Settings
one-time, 134
print procedures, 135

Shadow print, 133, 138, 152
bold text, 75, 76

Shared printer switch, 147 to 149, 157, 158

SHIFT key, 8, 10, 69, 73, 91, 92, 162
in UDK, 188

SHIFT LOCK key. *See CAPS LOCK key*

Short name, 178, 179
to invoke text, 181
in library document, 180

Shortcut, 20, 183
during global search-and-replace, 171

Shut down system, 8

Simple automatic pagination, 97, 98, 136

Single density diskette, 2, 32, 35, 39

Single spacing, 61

SL (Store list) option, 22, 150, 152

SO (System options) option, 22

Soft spacing
in view mode, 193

Software, 2, 7, 32
install, 7
unreadable, 160
version, 36, 152

Sort, 22
option on Main Menu, 20
optional feature, 2, 20, 22

Source diskette, 28 to 30

SP setting, 76, 133, 138

Space, 10
as a character, 40
in view mode, 192

Space bar, 10, 59

Spacing
between columns, 144
in control commands, 107
extra, 133, 145
in footer, 107
in header, 107
in multicolumn printing, 125
permanent, 146
proportional, 133, 143
temporary, 145
using hard returns, 126
vertical, 145

Special functions, 11

Specify page number, 172

SR (Sort) option, 22

SS (Store settings) option, 133, 146

ST (Standard text size) option, 25, 52, 100

Stack of rulers, 60

Standard
print settings, 146
ruler, 44, 58, 69
text size, 52, 100

START (2) key, 5, 7

START CONTROL marker, 104, 105

Start up system, 5

Statistics. *See document statistics*

Status message, printer, 154, 156

Stop
at first page, 133, 138
every page, 133, 138
pagination, 97, 99
printer, 153, 154
printing, 21
working, 8

Stop Printer Menu, 19, 25, 148, 153 to 155
Storage media, 1, 2
Storage unit. *See drive*
Store
 list, 22
 print settings, 146
Stored
 keystrokes, 183. *See also user-defined key*
 print list, 150, 151
 ruler, 32, 68, 69
Stored print settings, 32
 retrieve, 133, 146, 147
 save, 133
Stored ruler 0, 44, 69. *See also standard ruler*
Stored text, 52, 177
 format, 179
 using, 180
Subscript, 12, 13, 82, 161. *See also superscript*
 cancel, 163
 create, 161
 printed, 163
 remove, 162, 163
 on screen, 163
 underline, 161 to 163
 in view mode, 162, 163, 193
Superscript, 12, 13, 82, 161. *See also subscript*
 cancel, 163
 create, 161
 printed, 163
 remove, 162, 163
 on screen, 163
 underline, 161 to 163
 in view mode, 162, 163, 193
Swap
 characters, 50
 composite characters, 50
SWAP key, 10, 50
 on composite character, 164
Switch, shared printer, 157, 158
Symbols in view mode, 192
Synopsis, 3
System. *See word processing system*
System diskette, 2, 3, 5, 6, 35, 147, 178, 184
 create on, 42
 documents on, 30
 specify document on, 42
System message, 21
System options, 22
System Options Menu, 22
System overview, 1
System shutdown procedure, 8
System startup procedure, 5 to 7

T
T (Print from top of page) option, 155
T in ruler, 63, 71
Tab, 63. *See also tab position*
 decimal-aligned, 64
 left-justified, 63
 right-justified, 63
TAB key, 10, 63
Tab mark, 10, 63, 78
 in view mode, 193
TAB POS key, 11, 17, 48, 63
Tab position, 10, 11, 17, 48, 63, 64, 112, 120
 change, 63
 in ruler, 58, 59
Tabbed text, 63
Tabular multicolumn printing, 111, 120. *See also multicolumn tables*
Temporary marker, 40, 101
Terminal, 1
Text
 add to bottom, 24
 add to document, 16
 add to top, 24
 adding, 46
 bold, 75
 capitalize, 15, 73
 center, 65, 78
 change, 101
 compressed, 67
 copy, 82 to 85
 cut to delete, 51
 cutting, 82
 delete, 51, 83
 erase, 50, 51
 format, 57
 insert, 87
 justified, 62
 overwrite, 24
 pasting, 82, 83
 remove, 50, 51
 replace, 82, 86
 replacement, 86
 restore, 15, 50, 51

Text (Cont.)
selected, 81
stored, 177
type new, 16
unbold, 15
underline, 15, 76
Text size, 99, 100
current, 25, 96, 98 to 100
standard, 25, 100
THEME, 133, 143. *See also proportional spacing*
Time and date stamp. *See date and time stamp*
TM setting, 100, 107, 134, 143
TO setting, 111, 133, 134, 136, 147, 152
Top of paper, 22
TOP keyword, 104, 105, 137, 142
Top margin, 106, 107, 134, 142
Top of document, 13
Top of page
after go-to-page search, 173
Top of paper, 155
Transpose characters, 49
Turn off power, 21
Turn system on. *See system startup procedure*
TW setting, 76, 134, 139, 140, 153
print message, 157
Twin wheel printing. *See two printwheels*
Two printers. *See shared printer switch*
Two printwheels, 76, 134, 139, 157
Two terminals. *See shared printer switch*
Two wheel printing, 134, 139. *See also two printwheels*
Typestyle, 76
different, 134, 139

U

UDK. *See user-defined key*
Unbold, 15, 76. *See also remove bolding*
UNDER LINE key, 11, 76
Underline, 76, 77
halt, 76, 77
only words, 77
printed, 77
remove, 77, 78
text, 11, 15

Underline character, 162
Underscore character, 162
Unwrap text, 45
UPPER CASE key, 11, 73
Uppercase, 10, 11
User-defined key, 12, 22, 25, 32, 52, 183 to 189
cancel, 187
cancels itself, 186
change, 187
create, 183
definition, 184
display keystrokes for, 188
erase, 187
erase keystroke in, 183, 185
include search-and-replace in, 168, 170
invoke itself, 185, 186
look at, 188
nesting, 185, 186
not defined, 187
one invoking another, 185
text in, 185
using, 186
Using document names, 43

V

V (Verify) option, 26, 33
Verify
diskette, 33, 160
diskette not initialized, 34
diskette readability, 33
physical structure, 33, 34
problem during, 175
Version of document, 54
Vertical layout of page, 142
Vertical spacing, 61. *See also line spacing*
View mode, 13, 191
advance display in, 191
breaking hyphen in, 194
cancel, 191
centering mark in, 193
end of text in, 193
hard return in, 193
hyphen push in, 194
hyphens in, 194
invisible hyphen in, 194
nonbreaking hyphen in, 194
paragraph indent in, 193
soft spacing in, 193
spaces in, 192

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| <input type="checkbox"/> Other (explain) _____ | |

Name _____ Title _____

Company _____

Street _____ City _____

State _____ Zip _____ Date _____