

# XEROX DOCUMENT SYSTEM

## Reference Manual

### ABSTRACT

The XEROX DOCUMENT SYSTEM EDITOR provides a document creation environment with extensive formatting capabilities for creating, editing, formatting, filing, transmitting, and printing documents. A rich and flexible set of formatting facilities is provided for controlling the appearance of a printed document.

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## **SECTION XVII**

### **GLOSSARY**

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## CHAPTER 1      INTRODUCTION TO YOUR WORKSTATION

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The XEROX DOCUMENT SYSTEM is a system that aids in creating, editing and formatting documents. This reference manual was created, edited and formatted using the system EDITOR, providing an example of the capabilities and features available.

This manual contains information regarding all system features, and is yours to keep. Write any notes in this manual which you feel may enhance your understanding.

Every effort has been made to include all the information we think you will need to learn the system. An on-site administrator will be available to assist you, should you find something which is not clearly explained. Please use the form at the back of this manual to tell us if you've found anything to be unclear or inadequately explained, or if you have any other remarks.

The next few pages will introduce you to the components that make up your workstation and the system. The description of each component is designed for easy reference and to aid you on your job.

# WORKSTATION

**DESCRIPTION**

Your system workstation is a powerful, self-contained personal computer equipped with the following components:

1. A high-resolution video display
2. A standard typewriter-layout keyboard.
3. A *mouse* (pointing device) for specifying positions on the display screen.
4. One or two large-capacity disk storage units.
5. An optional DIABLO HYTYPE impact printer.

The disk unit, along with the computer processor itself and its power supply, is housed in a cabinet designed to fit conveniently under a tabletop.

**COMMUNICATIONS**

All individual workstations at your office site are connected by the ETHERNET network. One or more xerographic printers may also be connected to the network, providing high-quality printing services that are shared by all workstations at the site.

**RELATED TOPICS**

See the following components for further information on related topics:

DISPLAY                  DISK  
KEYBOARD  
MOUSE

# DISK

**DESCRIPTION**

Your workstation is equipped with one or two DIABLO Model 31 disk drives. All of the documents you create or use in the system, as well as the software (programs) necessary to run the system, are stored on interchangeable high-capacity disk cartridges. The space on a disk is separated into units, called disk pages.

A blank disk contains about 4000 blank pages. When programs are written onto the disk, they consume about half of the disk pages. One page of typed information equals about 5 disk pages.

**LOCATION**

The disk drive is housed in a free-standing cabinet (the processor) designed to fit conveniently under a table-top. If your workstation has two disk drives, the second is mounted in a separate, smaller unit that may be placed on top of the first, or on a desk or table.

**DISK NOISE**

The disk drive makes a characteristic chugging sound when in operation. You may find this noise a bit startling at first, but most users quickly become accustomed to it.

**RELATED TOPICS**

See the following unit for further information on related topics:

LOADING THE DISK    UNLOADING THE DISK

## LOADING THE DISK

### PROCEDURE

To load a disk cartridge into the DIABLO Model 31 disk drive:

1. Make sure the red POWER light and the white LOAD light are on and the white rocker switch is in the LOAD position.
2. Open the glass door on the front of the disk drive by swinging it down and towards you. *NEVER TRY TO OPEN THE GLASS DOOR UNLESS THE WHITE LOAD LIGHT IS ON.* If the door will not open readily, *DO NOT TRY TO FORCE IT*—contact your on-site analyst or site administrator.
3. Insert the disk cartridge into the slot in the disk drive, with the disk label facing you and the all-plastic side of the cartridge uppermost. Slide the cartridge carefully into the disk drive as far as it will go.
4. Close the glass door gently but firmly.
5. Place the white rocker switch in the RUN position.
6. After a short delay while the disk comes up to operating speed (50 seconds), the yellow READY light will come on.

### SINGLE DISKS

If you are using a single disk system, you must place the disk in the bottom disk drive. The top drive can only be used when there are two disks, which operate as a dual disk system.

### DUAL DISKS

If your workstation is equipped with two disk drives, *IT IS ESSENTIAL THAT YOU LOAD THE PROPER*

*DISK INTO EACH DRIVE.* Your disk cartridges should be clearly labeled "Bottom-Disk #0" (zero, not O) and "Top-Disk #1," to identify which drive each disk is intended to be used in. Loading the disks into the wrong drives can cause the information they contain to be irretrievably lost.

**RELATED TOPICS**

See the following components for further information on related topics:

**STARTING A SESSION  
UNLOADING THE DISK**

## UNLOADING THE DISK

### PROCEDURE

To remove a disk cartridge from the DIABLO Model 31 disk drive:

1. Do not attempt to remove the disk while the workstation is in operation. Refer to the component on ENDING A SESSION before proceeding further. If you are in the system Editor, refer to the component HOW TO EXIT FROM THE SYSTEM before proceeding further.
2. Push the white rocker switch on the front of the disk drive to the LOAD position.
3. After a short pause (20 seconds), the white LOAD light will come on.
4. Open the glass door and carefully slide your disk out of the machine.

### RELATED TOPICS

See the following components for further information on related topics:

LOADING THE DISK  
ENDING A SESSION  
HOW TO EXIT FROM THE SYSTEM

# KEYBOARD

**DESCRIPTION**

Your workstation uses a standard typewriter-layout keyboard with several special feature keys added.

Special feature keys will be explained in later components.

**START BUTTON**

The *start button* is located at the back of the keyboard unit, between the connectors to the display and the mouse. It is used to start up the workstation at the beginning of a session.

**RELATED TOPICS**

See the following components for further information on related topics:

INSERTING TEXT  
DELETING A TEXT SELECTION  
STARTING A SESSION

## STARTING A SESSION

### PROCEDURE

Load the disk. When the READY light appears press the START button located at the back of the keyboard unit, between the connectors to the display and the mouse. If you are using a dual-disk system, both READY lights must appear.

After pressing the START button you will hear disk activity. In a few seconds some text will appear on your screen. This is known as the EXECUTIVE level of the document system.

### RELATED TOPICS

See the following components for further information on related topics:

DISPLAY  
KEYBOARD  
EXECUTIVE

LOADING THE DISK  
MOUSE

# EXECUTIVE

**BASIC CONCEPT**

The EXECUTIVE allows you to access your workstation disk and the systems that are included on the disk (like the Editor).

**PROCEDURE**

To get to the EXECUTIVE:

1. Press the START button at the back of the keyboard.

or

If you are in the document system EDITOR, refer to the component HOW TO EXIT FROM THE SYSTEM.

**RELATED TOPICS**

See the following components for further information on related topics:

DISPLAY  
KEYBOARD  
LOADING THE DISK  
MOUSE  
STARTING A SESSION  
HOW TO EXIT FROM THE SYSTEM

## ENDING A SESSION

**PROCEDURE**

You must be at the EXECUTIVE before a session may be ended. If you are not, refer to the component HOW TO EXIT FROM THE SYSTEM before proceeding further.

At the EXECUTIVE:

TYPE Quit and PRESS the RETURN key.

**EFFECT**

The screen will go black and a small white cursor will appear on the screen.

**RELATED TOPICS**

See the following components for further information on related topics:

**HOW TO EXIT FROM THE SYSTEM  
EXECUTIVE**

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**CHAPTER 2**

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**INTRODUCTION TO THE SYSTEM**

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**DESCRIPTION**

The Xerox Document System Editor aids in creating, editing and formatting documents. *Creating* a document refers to the initial input of information (typing, if you prefer). *Editing* refers to the addition or removal of information. *Formatting* refers to the way the document looks (the form of the text on a page). An example of formatting would be indenting the first line of the paragraph. The system provides a number of options for editing, formatting, and printing.

The document system is paragraph oriented. This means that it recognizes information which is separated into paragraphs. When you format a document, you are formatting a collection of paragraphs.

**RELATED TOPICS**

See the following components for further information on related topics:

DISPLAY  
KEYBOARD  
LOADING THE DISK  
STARTING A SESSION  
HOW TO ENTER THE SYSTEM

## HOW TO ENTER THE SYSTEM

**PREREQUISITE**

You must be at the EXECUTIVE before you can enter the document system EDITOR. If you are not, refer to the component on the EXECUTIVE before proceeding further.

**PROCEDURE**

**TYPE:** Bravox  
**PRESS** the RETURN key

Bravox is an older name for the document system EDITOR. There will be disk activity while the screen remains white. In a few seconds you will be in the document system EDITOR.

**RELATED TOPICS**

See the following components for further information on related topics:

DISPLAY FORMAT  
LOADING THE DISK  
STARTING A SESSION  
EXECUTIVE

## DISPLAY

### DESCRIPTION

Your workstation consists of a standard video monitor. It can be used to display text and graphics in a variety of sizes and styles, with flexible layout and formatting facilities. The flexibility of the display allows you to compose documents directly on the workstation screen, while viewing a faithful representation of the document as it will appear on the printed page.

The display screen can be swiveled both horizontally and vertically to the most comfortable viewing position. A sliding control at the bottom of the viewing screen can be used to adjust screen brightness for varying levels of room light.

Do not clean your display with a commercial window cleaner. Use a soft, dry cloth instead.

### CURSOR

A small graphical symbol called a *cursor* is usually visible on your display screen. You can control the movements of the cursor on the screen with the *mouse*, or pointing device.

The shape of the cursor changes according to its location on the screen. This is to inform you what will happen if you press one of the buttons on the mouse, since the meanings of the buttons depend on the region of the screen you are in. The cursor's normal shape is a thin arrow pointing diagonally upward at an angle of about "eleven o'clock" like this: 

**RELATED TOPICS**

See the following units for further information on related topics:

**DISPLAY FORMAT**

## DISPLAY FORMAT

### WINDOWS

The EDITOR display is divided into *windows*. At the beginning of a session, three windows appear on the screen:

1. The *system window*, at the very top of the screen, which displays some identifying information such as the version and release date of the system you are using, along with a menu of commands applicable to the system as a whole (such as *Quit*).
2. A *document window*, used for displaying and editing the contents of a document.
3. The *status window*, at the very bottom of the screen, used for displaying messages from the system about what it is doing.

### MENU REGIONS

Each window is headed by its own *menu*, a list of *commands* that may be applied to the contents of the window. The menu appears in a *menu region* at the top of the window.

### THE MAIN MENU

---

|                                  |                 |
|----------------------------------|-----------------|
| <i>Main menu</i>                 | <i>Detail</i>   |
| Print Find < > Subst < > Confirm | Styles: On Show |

---

## SPECIAL REGIONS

Near the extreme left and right edges of the display screen are three special regions:

1. The *scroll bar*, at the extreme left edge of the screen, is used for positioning the contents of a window.
2. The *line bar*, near the left edge of the screen but to the right of the scroll bar, is used for selecting lines or paragraphs of text.
3. The *window bar*, at the right edge of the screen, is used for manipulating windows on the screen.

These special regions are not marked in any way on the screen. You can tell where they are by the shape of the cursor, which changes whenever it is in one of these regions.

In the *scroll bar* the cursor is shaped like this: .

In the *line bar* the cursor is shaped like this: .

In the *window bar* the cursor is shaped like this: .

## RELATED TOPICS

See the following components for further information on related topics:

**DISPLAY**  
**MENUS**  
**COMMANDS**  
**MOUSE FUNCTIONS**  
**MANIPULATING WINDOWS**

# MOUSE

|                       |  |
|-----------------------|--|
| <b>DESCRIPTION</b>    | The mouse is a small rectangular box next to the keyboard. It is ivory colored, with three black buttons on the top, and a wire extending from the back of the box into the back of the keyboard.                          |
| <b>FUNCTION</b>       | The mouse controls the movement of the cursor on the screen. It controls selection of text, moves window edges, and scrolls through the document. It is also used in setting tabs and margins, and for marking menu items. |
| <b>RELATED TOPICS</b> | See the following components for further information on related topics:  |

## HINTS ABOUT USING THE MOUSE MOUSE FUNCTIONS

## HINTS ABOUT USING THE MOUSE

### MASTERY HINTS

Using the mouse is not difficult, but does require a little practice. Here are some hints that you may find helpful:

1. Hold the mouse so that the end connected to the wire points directly toward the back of your desk or table. This makes the movements of the cursor on the screen correspond exactly to those of the mouse on the tabletop.
2. Use a thick plastic pad, or some other smooth, flat surface on which to roll the mouse, rather than rolling it directly on the tabletop. This makes the mouse's movements smoother and easier to control. Keep the pad free of dust or ashes, as both will hinder the movement of the mouse.
3. When moving the mouse, hold it firmly between your thumb and middle finger, using your index finger to press the buttons. Do not let go of the mouse in order to press a button, since this may cause the cursor to wander from the desired position.
4. If you find you are reaching too far or have to lean forward in order to control the mouse, pick it up and move it back to a more comfortable position. The cursor only responds to the rolling of the ball on the bottom of the mouse, and will not move when the mouse is lifted from the table. The mouse may be placed on either side of the keyboard.

**RELATED TOPICS**

See the following components for further information on related topics:

**MOUSE****MOUSE FUNCTIONS**

The following components provide information on the mouse and its functions.

**MOUSE** - Describes the mouse and its physical characteristics.

**MOUSE FUNCTIONS** - Describes the various functions of the mouse.

**MOUSE DRIVERS** - Describes the drivers used by the mouse.

**MOUSE POINTING DEVICES** - Describes the various pointing devices available.

**MOUSE POINTING METHODS** - Describes the various methods of pointing used by the mouse.

**MOUSE POINTING SYSTEMS** - Describes the various systems used by the mouse.

**MOUSE POINTING TECHNIQUES** - Describes the various techniques used by the mouse.

**MOUSE POINTING METHODS** - Describes the various methods of pointing used by the mouse.

**MOUSE POINTING SYSTEMS** - Describes the various systems used by the mouse.

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**MOUSE POINTING SYSTEMS** - Describes the various systems used by the mouse.

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**MOUSE POINTING TECHNIQUES** - Describes the various techniques used by the mouse.

**MOUSE POINTING METHODS** - Describes the various methods of pointing used by the mouse.

**MOUSE POINTING SYSTEMS** - Describes the various systems used by the mouse.

# MENUS

|              |   |
|--------------|---|
| DESCRIPTION  | A <i>menu</i> is a region of the EDITOR display containing the names of <i>commands</i> . The names of the commands are displayed in boldface. Words on the menu that are <i>not</i> in boldface are explanatory text, included to help clarify the meanings of the various commands. Each menu has its own particular purpose and contains commands related to that purpose. |
| MENU REGIONS | Each window on the display (except the status window at the very bottom) is headed by its own <i>menu region</i> . The commands displayed in a window's menu region apply only to the contents of that window. Each type of window has its own <i>standard menu</i> , which is displayed in the window's menu region when the window is first opened.                         |

## THE MAIN MENU

---

|                  |                |           |         |            |      |
|------------------|----------------|-----------|---------|------------|------|
| <i>Main menu</i> | Get title: < > | Detail    |         |            |      |
| Print            | Find < >       | Subst < > | Confirm | Styles: On | Show |

---

|              |  |
|--------------|--|
| OPTION MENUS | Certain commands cause the standard editing menu at the head of a document window to be replaced by an <i>option menu</i> . This is a menu that contains special formatting or editing options available. When the option menu is <i>dismissed</i> , the window's standard menu returns. |
|--------------|--|

## AN OPTION MENU

---

*Print menu*                      Detail Apply   
Options: Duplex Time stamp Preview Copies: < >  
Print format: Normal Landscape Two-Up Signature size: < >

---

## ADJUSTING MENUS

A menu may be larger than the region allotted to it on the display. The procedure to reach a command that is hidden above or below the boundary of the menu region will be covered in a later component.

## RELATED TOPICS

See the following components for further information on related topics:

**DISPLAY FORMAT**  
**MARKING MENU COMMANDS**  
**SCROLLING**

# MARKING MENU COMMANDS

## BASIC CONCEPT

Before a menu command can take effect, it must be *marked* and, in some cases, *applied*. Only menu commands appearing in bold type may be marked. Marking a menu command is really *selecting* the menu command. Some menu commands take effect as soon as they are marked, some take effect when *Apply* is marked, or the *DO* key is pressed.

If you choose to press the *DO* key the menu commands chosen will take effect and the menu will be dismissed from your screen. Marking *Apply* causes the menu commands chosen to take effect but allows the menu to remain on the screen.

## PROCEDURE

To mark a menu command:

1. Position the cursor (by moving the mouse) so that it appears over the option appearing in bold type.
2. Hold the mouse steady.
3. PRESS (and release) the LEFT mouse button.

The command will remain highlighted until the mouse button is released. Nothing happens until the mouse button is released. If you begin to mark the wrong command; move the mouse elsewhere, then release the button.

## MENU COMMANDS "ON"

Any menu command that is highlighted in black is "ON". This means that commands highlighted in black are the commands that are currently in effect when the menu is opened.

A menu command becomes "on" when it is marked (select command with the mouse and press the LEFT mouse button).

#### MENU COMMANDS "OFF"

A menu command becomes "off" (black on white) when marking an alternate command (select command with the mouse and press the LEFT mouse button).

#### MENU COMMANDS "NEUTRAL"

A menu command becomes "neutral" (neither on or off) when it appears grey on the menu.

#### RELATED TOPICS

See the following components for further information on related topics:

#### HINTS ABOUT USING THE MOUSE DISPLAY FORMAT

## EXPANDING A MENU

**BASIC CONCEPT**

A menu may be larger than the region allotted to it on the display. If so, there will be commands that are "hidden" from view. The hidden commands are those less frequently used. It is possible to expand the menu to view all of the commands.

**PROCEDURE**

To expand a menu:

**MARK Detail in the System Menu.**

The menu will expand to show all available commands and the Detail command will remain highlighted white on black. To close the expanded portion of the menu mark Detail once more.

**RELATED TOPICS**

See the following components for further information on related topics:

**MARKING MENU COMMANDS  
MENUS**

## EDITING A MENU BRACKET

**DESCRIPTION** Menus contain brackets which may be edited in conjunction with an instruction to the system.

These brackets appear as < > in the menu.

**PROCEDURE** To edit a menu bracket:

Move the cursor so that it points at the bracket.



PRESS the LEFT mouse button. The blinking caret should now appear in the middle of the brackets.

TYPE the necessary information into the bracket.

**RELATED TOPICS** See the following components for further information on related topics:

**DELETING A TEXT SELECTION**

## HOW TO EXIT FROM THE SYSTEM

**PROCEDURE**

To end a workstation session:

1. In the System Menu mark Quit or Exec.
2. WAIT for the screen to go black.
3. PRESS the LOAD/RUN switch to the LOAD position.
4. When the LOAD lamp is lit, remove the disk and place it on the desktop.

**RELATED TOPICS**

See the following components for further information on related topics:

UNLOADING THE DISK  
STARTING A SESSION  
MARKING MENU COMMANDS  
CONFIRMATION MESSAGES  
SAVING A DOCUMENT

## CONFIRMATION MESSAGES

### BASIC CONCEPT

A *confirmation message* is a message displayed in the status window (bottom of the display) that requires a "yes" or "no" response from you before an operation can proceed.

### DESCRIPTION

Confirmation messages are displayed to warn you that the system is about to perform some irreversible operation, such as returning to the EXECUTIVE without having saved your document. The system pauses before performing the operation and displays a confirmation message in the status window, asking you to confirm or deny the procedure. The message will end with the words:

...Press DO to continue, or CANCEL to cancel command.

This gives you the opportunity to cancel the operation if you wish (for example, if you have marked the wrong command by mistake).

### PROCEDURE

When a confirmation message appears in the status window, the system will not permit you to do anything further until you have answered the confirmation message.

To answer "yes", PRESS the DO key.  
To answer "no", PRESS the CANCEL key.

**RELATED TOPICS**

See the following components for further information on related topics:

**DISPLAY FORMAT**

**SAVING A DOCUMENT**

**HOW TO EXIT FROM THE SYSTEM**

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## CHAPTER 3 INTRODUCTION TO DOCUMENT CREATION

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By now you have learned what the components of your workstation are and how to begin a session. In this chapter you will learn how to use the XEROX DOCUMENT SYSTEM EDITOR for document creation and how to print a document created with the system.

The system provides several editing features, which allow rapid removal, modification, or repositioning of text passages.

## THE DOCUMENT CATALOG

**BASIC CONCEPT** Documents are stored on your system disk in the *Document Catalog*. You could think of it as an electronic filing cabinet. The Document Catalog is headed by its own menu of commands. These commands will be covered in later components.

**TO GET MENU** MARK Documents in the System Menu.

**EFFECT** The display changes to show the Document Catalog menu and the names of the files (documents) in the Document Catalog.

**RELATED TOPICS** See the following components for further information on related topics:

|                   |                       |
|-------------------|-----------------------|
| DISPLAY           | MARKING MENU COMMANDS |
| MENUS             | HOW TO CLOSE A MENU   |
| DOCUMENT VERSIONS |                       |

### THE DOCUMENT CATALOG

|                              |                     |  |
|------------------------------|---------------------|--|
| <i>Document catalog menu</i> |                     | Detail Apply <input checked="" type="checkbox"/> |
| Get                          | Copy to <new title> | Delete Undelete Print catalog                    |
| EXERCISE-SCREEN              | MEMO-EXAMPLE        | EXERCISE-EDITING                                 |
| TEST-DOCUMENT                |                     |  |

## GETTING A DOCUMENT FROM THE DOCUMENT CATALOG

**BASIC CONCEPT**

In order that you may view a document on your screen you must "get" the document from the Document Catalog.

**PROCEDURE**

Move the cursor directly underneath the title EXERCISE-SCREEN, in the catalog.

To select this title: PRESS and release the LEFT mouse button. (The title should now be underlined.)

MARK Get in the Document Catalog Menu.

**EFFECT**

In the Document Catalog Menu, Get will remain highlighted in grey until the document selected is fully displayed in the document window. When the document window contains the document, the catalog will close. The status window, at the very bottom of the screen, will display the size of the document (in characters).

**RELATED TOPICS**

See the following components for further information on related topics:

DISPLAY FORMAT  
MARKING MENU COMMANDS  
THE DOCUMENT CATALOG

## HOW TO CLOSE A MENU

**PROCEDURE**

To close a menu:

MARK the  on the far right margin of the menu.

**EFFECT**

Closes the menu and returns the main document menu to its position directly under the System Menu.

**RELATED TOPICS**

See the following components for further information on related topics:

**MARKING MENU COMMANDS**

## MOUSE FUNCTIONS

### DESCRIPTION

The mouse controls the movement of the cursor on the screen. It controls selection, moves window edges, and scrolls through the document. It is also used to set tabs and mark menu items.

The mouse also controls the position of the caret on the screen. The caret is the blinking inverted "v" you see on the screen.

There are four (4) areas of the screen. The cursor looks different in each area.

| Place | Pointer Shape | Purpose |
|-------|---------------|---------|
|-------|---------------|---------|

**Far left**  Used to scroll the document.

**Left side**  Points at a line or paragraph.

**Center**  Points at characters or words.

**Far right**  Manipulates windows.

The mouse buttons perform within the four (4) areas of the screen in the following manner:

|                      | <i>Document<br/>Center</i> | <i>Left side</i>      |
|----------------------|----------------------------|-----------------------|
| <b>Left button</b>   | points to one character    | points to one line    |
| <b>Middle button</b> | selects a word             | points to a paragraph |
| <b>Right button</b>  | extends the selection      | extends the selection |

|                      | <b>Right side of Window</b>  | <b>Setting tabs in the Paragraph Menu</b> |
|----------------------|--|---|
| <b>Left button</b>   | moves a window edge  | moves a tab arrow                         |
| <b>Middle button</b> | splits a window or creates a new window when SHIFT key is held down with middle button | creates a new tab arrow                   |
| <b>Right button</b>  | deletes a window   | deletes a tab arrow                       |

***Far left (the only odd one).***

|                      |   |
|----------------------|---|
| <b>Left button</b>   | scroll up                               |
| <b>Middle button</b> | scroll the entire document ("thumbing") |
| <b>Right button</b>  | scroll down                             |

**RELATED TOPICS**

See the following components for further information on related topics:

**HINTS ABOUT USING THE MOUSE**  
**SCROLLING A DOCUMENT**  
**SELECTING TEXT**

## SCROLLING A DOCUMENT

### DESCRIPTION

Documents on the screen can be thought of as one long page of text. You use the mouse to move the text up or down to see what you want to read or edit. This is called *scrolling* the document. The information in menus may also be scrolled. The mouse only controls the text scroll when the pointer is at the left edge of your screen.

### PROCEDURE

MOVE the cursor all the way to the left of the screen. Move it so it is a double-pointed arrow, pointing both up and down like this: . This is the scroll arrow. If you have moved it to the left of the screen so it points up and to the right, like this: , you need to go farther left.

### To SCROLL UP

With the cursor all the way to the bottom left of the screen HOLD down the LEFT mouse button. The double-pointed arrow will point up like this: . When you release the mouse button the text right next to the arrow pointing up will become the top line on the screen.

Scrolling up will move the information currently displayed in the document window up, and out of view. Scrolling up will position the text on the screen closer to the end of the document (like turning pages over).

### To SCROLL DOWN

With the cursor all the way to the top left of the screen HOLD down the RIGHT mouse button. The double-pointed arrow will point down like this: .

When you release the mouse button the text right next to the arrow pointing down will be moved down to where the cursor is on the screen.

Scrolling down will move the information currently displayed in the document window down, and out of view. Scrolling down will position the text on the screen closer to the beginning of the document.

#### THUMBING

Thumbing is the process of choosing a *relative* position in a document (like thumbing through a book). With the cursor all the way to the top left of the screen HOLD down the MIDDLE mouse button. The cursor changes to a triangular shape similar to a thumb nail like this:  Without releasing the mouse button, move the mouse up and down. Notice that the triangle moves with the mouse, but that there is another triangle which does not move. The triangle that does not move indicates where you are in the document, relative to the beginning. The triangle that moves indicates where you will thumb to, relative to the beginning of the document.

Hold down the middle mouse button and position the triangle at the top of your window. Let up on the mouse button. All the text on the screen will change. You are now at the beginning of your document.

Now, hold down the MIDDLE mouse button and position the triangle at the bottom of your window. Let up on the mouse button. All the text on the screen will change. You are now at the end of your document.

To get to the middle of the document, hold down the MIDDLE mouse button and move the triangle to the middle of your window and let up the mouse button.

**RELATED TOPICS**

See the following components for further information on related topics:

**MOUSE FUNCTIONS  
DISPLAY FORMAT**

## SELECTING TEXT

**DESCRIPTION** In a document, text is selected by using the mouse to position the cursor and then pressing and releasing a mouse button.

**PROCEDURE** When selecting text, the mouse buttons (when pressed and released) perform in the following manner:

|                      | <i>Document Center</i>  | <i>Left side</i>      |
|----------------------|-------------------------|-----------------------|
| <b>Left button</b>   | points to one character | points to one line    |
| <b>Middle button</b> | selects a word          | points to a paragraph |
| <b>Right button</b>  | extends the selection   | extends the selection |

**RELATED TOPICS** See the following components for further information on related topics:

### HINTS ON USING THE MOUSE MOUSE FUNCTIONS

## DELETING A TEXT SELECTION

**TO DELETE TEXT**

SELECT the text to be deleted with the mouse.

PRESS the DEL key.

The DEL key is located at the upper right corner of the keyboard.

**MASTERY HINTS**

When deleting words, be sure to include the space(s) following them.

**RELATED TOPICS**

See the following components for further information on related topics:

**SELECTING TEXT**

## CANCELING A COMMAND

**DESCRIPTION** The system provides a feature which will cancel your last command. For example, if you inadvertently deleted the wrong passage of text, instead of retyping the entire passage you can cancel the delete command (and return the passage to the document).

**TO CANCEL A COMMAND**

PRESS the CANCEL key.

**MASTERY HINTS**

**Warning:** You may only cancel the *last* command issued.

**RELATED TOPICS**

See the following components for further information on related topics:

**DELETING A TEXT SELECTION**

## REPEATING A COMMAND

### BASIC CONCEPT

The system provides a feature which will repeat your last command. For example, you may want to insert the same passage of text in two places. Or, you may wish to repeat the delete command.

### TO REPEAT A COMMAND

PRESS the DO key.

By pressing the DO key you instruct the document system to *do it again*. Your last command will be repeated as many times as you press the DO key.

### RELATED TOPICS

See the following components for further information on related topics:

INSERTING TEXT

DELETING TEXT

# INSERTING TEXT

## BASIC CONCEPT

Text may be inserted into a document by first positioning the blinking caret to indicate the point of insertion. The blinking caret is positioned by making a selection with the mouse.

## TO INSERT TEXT

Make a selection with the mouse at the point of insertion.

Begin typing.

Whatever is typed will appear in front of the blinking caret.

## POSITIONING THE CARET

|                      | <b>Document Center</b>  | <b>Left side</b>      |
|----------------------|-------------------------|-----------------------|
| <b>Left button</b>   | points to one character | points to one line    |
| <b>Middle button</b> | selects a word          | points to a paragraph |
| <b>Right button</b>  | extends the selection   | extends the selection |

## IF YOU MAKE A MISTAKE

PRESS the BS key. The BS key will remove one letter at a time

**RELATED TOPICS**

See the following components for further information on related topics:

**MOUSE FUNCTIONS  
THE BS KEY  
REPEATING A COMMAND**

## THE BS (BACKSPACE) KEY

|                 |  |
|-----------------|--|
| DESCRIPTION     | The BS key is used to correct typing mistakes while inserting text into a document or menu bracket, by erasing characters from the display screen.   |
| LOCATION        | The BS key is located at the right end of the second row of keys on the keyboard.  |
| EFFECT          | When you press BS key, the single character immediately preceding the insertion caret is erased from the screen and is deleted from the document. The caret is backed up one character position to the left. If the caret is already positioned at the beginning of a document or menu bracket, nothing will happen. By pressing the BS key repeatedly, you can back up one character at a time, as far as you wish.   |
| REMOVING A WORD | To backspace a <i>whole word</i> at a time, press the BS key while holding down the COM key. The single word immediately preceding the insertion caret disappears from the screen and is deleted from the document, along with any spaces and punctuation following the word. The caret is backed up the appropriate distance to the left. If the caret is already positioned at the beginning of a document or bracket, nothing will happen. By repeating this operation, you can back up one word at a time, as far as you wish. |

**RELATED TOPICS**

See the following components for further information on related topics:

**DELETING A TEXT SELECTION**

## HOW TO CREATE A DOCUMENT

|                   |   |
|-------------------|---|
| BASIC CONCEPT     | The EDITOR treats lines of text somewhat differently than a typewriter does. The document system is a paragraph oriented system and recognizes information which is separated into paragraphs.  |
| TYPING SENTENCES  | Sentences are typed as they would be on a typewriter. As you type, text will automatically <i>wrap around</i> . Thus, there is no need to press the RETURN key at the end of each line. The sentences you type will all become a part of one paragraph.   |
| TYPING PARAGRAPHS | To create a new paragraph, type in the necessary sentences <i>without</i> pressing the RETURN key. To end the paragraph press the RETURN key. You will notice that the space between the last line of text typed and the blinking caret is wider than that between the lines of preceding text. A later component will cover the method for changing the spacing between paragraphs and lines. Also notice that all information in the new paragraph is formatted the same as the previous paragraph. |
| TYPING TABS       | The TAB key on your keyboard works much the same way as the tab key on a typewriter. The system tab has a <i>preset</i> length, however. A later component will cover the method to change the spacing between tabs.  |

**TYPING SHORT LINES**

To type short lines of text that are all one paragraph (the name and address in a letter, for example):

**TYPE the first line of text.**

**PRESS the RETURN key while holding down the SHIFT key.**

**TYPE the second line of text.**

**PRESS the RETURN key while holding down the SHIFT key.**

**RELATED TOPICS**

See the following components for further information on related topics:

**INSERTING TEXT**

## SELECTING PARAGRAPHS

**BASIC CONCEPT**      The ability to select a paragraph as a unit is provided.

**PROCEDURE**      Move the cursor into the left region of the screen, so it points like this: 

PRESS and release the MIDDLE mouse button.

**EFFECT**      When you release the mouse button the cursor will change shape to display a paragraph symbol and the selected paragraph will be underlined.

**RELATED TOPICS**      See the following components for further information on related topics:

**MOUSE FUNCTIONS**

**HOW TO CREATE A DOCUMENT**

## SAVING A DOCUMENT

### BASIC CONCEPT

Saving a document is the process of "saving" all the changes you have made to your document. If you have created a *new* document, it is the process of creating a new file and assigning it a new document title.

### WHEN TO SAVE A FILE

Before you exit from the system.  
Every half hour of editing time.

### ASSIGNING A TITLE

You need not assign a *new* title to a document that you "get" from the Document Catalog *unless you want to change the name of the document*. You do need to assign a title to a new document.

#### To change the name of an existing document:

1. Select the document title in the brackets that follow title in the Main menu.
2. PRESS the DEL key.
3. TYPE in the new title of the document.
4. MARK Save all in the System menu.

#### To assign a title to new document:

1. Position the caret in the the brackets that follow title in the Main menu.
2. PRESS the LEFT mouse button.
3. TYPE in the new title of the document.
4. MARK Save all in the System menu.

EFFECT                   The screen will appear dark, except for the status window at the very bottom of the display. There will be noticeable disk activity while the file is being written on the disk.

The status window at the very bottom of the display will provide a message indicating that it is writing the file onto the disk and will indicate the size (in characters) of the file and the name under which the document is being saved. At this point the screen will return to normal and you can continue working.

NAMING CONVENTIONS     Never use punctuation or spaces in a document title (e.g., comma, @, \$, &, ~, \*). Use hyphens as separators. You may use numbers or a period in the title. For example, the title

BudgetMemo-January.ED

indicates that a memo was created in January and is budget-related. The extension ".ED" indicates that it was created using the EDITOR. Periods are most often used when separating the file name with the method of the file creation (in the above case, the EDITOR). This memo could have also been named

BudgetMemo1-January.ED

to indicate that there might be more than one memo regarding budgets during the month of January.

Document titles up to 20 characters will be shown in the document catalog. If a document title is more than 20 characters it will be partially shown in the document catalog followed by an ellipsis.

|                |  |
|----------------|--|
| NAMING HINTS   | Think of document titles as titles on folder labels. Using key words or initials, as the first part of the title, allows you to group related documents together in the Document Catalog.  |
| DOCUMENT SIZE  | The maximum size of a document is 60,000 characters. This is about 20 pages of typed text. When a document is saved, the status window indicates how many characters there currently are in the document. For this reason, it is important to always read the status window each time you save a document. |
|                | It is possible you may have a document which is close to the 60,000 character limit, yet still have much to add to the document. In this case, you will need to make new files to separate the large document into segments (or chapters, if you prefer).  |
| RELATED TOPICS | Each segment will be a separate document in the document catalog. In a later component you will learn how to merge the segments into one large document for printing.  |

See the following components for further information on related topics:

HOW TO EXIT FROM THE SYSTEM  
CONFIRMATION MESSAGES  
MARKING MENU COMMANDS  
EDITING A MENU BRACKET

## DOCUMENT VERSIONS

### BASIC CONCEPT

The system keeps two copies of each document saved. *Titles* in the document catalog represent the most recent version of the document (after editing and marking *Save all*). A dagger following a document title in the catalog represents the old version of the document (before the last edit and save). You could think of the old version of the document as a *back up* version of the file.

### RELATED TOPICS

See the following components for further information on related topics:

SAVING A DOCUMENT  
DOCUMENT CATALOG MANAGEMENT

### THE DOCUMENT CATALOG SHOWING DOCUMENT VERSIONS

|                              |                                 |                    |                                     |
|------------------------------|---------------------------------|--------------------|-------------------------------------|
| <i>Document catalog menu</i> | <b>Detail</b>                   | <b>Apply</b>       | <input checked="" type="checkbox"/> |
| <b>Get</b>                   | <b>Copy to &lt;newtitle&gt;</b> | <b>Delete</b>      | <b>Undelete</b>                     |
| <b>Print catalog</b>         |                                 |                    |                                     |
| EXERCISE-SCREEN †            | MEMO-BUDGET.ED                  | EXERCISE-EDITING † |                                     |
| TEST-DOCUMENT †              |                                 |                    |                                     |

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**CHAPTER 4**

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**DOCUMENT TRANSFER  
TO A REMOTE WORKSTATION**

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**BASIC CONCEPT**

Files can be stored at a remote workstation much like your own but equipped with more disk space for mass storage. This remote workstation is called an *Integrated File Server*. It can be thought of as a large electronic filing cabinet.

Files may be transferred to a remote file server to provide back-up versions of files created during the day. The remote file server can also be used to store infrequently used files or files to be archived for historical purposes. Files that contain common data (such as a letter form or proposal format) may also be stored on the remote file server.

**PREREQUISITES**

1. You must have a valid directory on the file server. If you do not, see your local file server administrator.
2. You must know the password of your directory.
3. You must know the name or the number of the server you wish to communicate with.

**COMMUNICATION**

In order that workstations may communicate with one another they are connected by a length of cable called an **ETHERNET network**.

**TRANSFERRING A FILE TO THE REMOTE FILE SERVER**

1. In the System menu, mark Detail to display all available commands on the menu.
2. In the brackets following Login name: enter your user name (if not already entered). This is usually your last name only.
3. In the brackets following password: enter your file server password. The password will show in the brackets.
4. MARK Login. The password will disappear from the brackets.
5. In the System menu, mark Detail to close the details of the menu.

If your disk is installed with a password and the password is the same as is used for the file server then steps 1 — 5 are not necessary.

6. MARK Documents in the System Menu.
7. MARK Detail in the Document directory menu to display all available commands on the menu.
8. In the Document Catalog, MARK the document to be transferred to the remote file server.
9. In the brackets following Transmit to enter the name of the file server. If the file server has no name, then the number of the file server must be entered preceded by the ETHERNET number. Here is an example of Transmit with a file server that has a name:

**Transmit to <NAME>**

Here is an example of Transmit with a file server that has a number:

Transmit to <157#>

Here, the file server number is 157. Note that the transmission using the file server number must include a pound sign (#) following the the file server number.

10. In the Document directory menu, MARK Transmit to.
11. Documents may be separated into "subdirectories" by specifying the subdirectory in the Transmit to blank. For example, you may want to store all memos under the subdirectory "Memo". To store a file under the subdirectory "Memo" type "Memos" followed by a ">", in the Transmit to blank (there may not be any spaces in this blank). For example:

Transmit to <[Server]Memos>>

When a subdirectory is specified the server name must then be enclosed in square brackets.

#### EFFECT

A copy of your document is now stored on the remote file server. The process of inspecting file names stored on the remote file server will be covered in a later component. For now, you might want to jot down the names of files you store.

#### RETRIEVING A FILE FROM THE YOUR REMOTE FILE SERVER DIRECTORY

1. See 1-4 of the previous section.
2. In the brackets following Get title: on the Main menu, type in the name of the file server surrounded by square brackets and followed by the file name. Example:

Get title: <[NAME]DOCUMENT-NAME>

3. If the document is stored on a subdirectory, specify the subdirectory (i.e., <[NAME]Memos>Budget.memo).
4. MARK Get.

**EFFECT**

A copy of your document is retrieved from your account on the remote file server and placed on your disk. The document title will now appear in your Document Catalog.

**RETRIEVING A DOCUMENT FROM A FILE SERVER ACCOUNT OTHER THAN YOUR OWN**

1. See 1-4 of the previous section.
2. In the brackets following Get title: on the Main menu, type in the name of the file server surrounded by square brackets, the account name the document is filed under enclosed in brackets, followed by the file name. Example:  
Get title:  
<[SERVER-NAME]KSmith>DOCUMENT-NAME.
3. MARK Get.

**EFFECT**

A copy of the document is retrieved from the directory <SMITH> and placed on your disk. The document title will now appear in your Document Catalog.

**RELATED TOPICS**

See the following components for further information on related topics:

**MARKING MENU COMMANDS  
EDITING A MENU BRACKET  
DOCUMENT CATALOG MANAGEMENT**

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**CHAPTER 5**

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**DOCUMENT CATALOG MANAGEMENT**

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**BASIC CONCEPT**

The ability to manage files is provided in the Document catalog. You may delete or undelete, rename or copy files to new names using the commands on the Document directory menu.

Some commands on the Document catalog menu will be covered in later components.

**TO GET DOCUMENT DIRECTORY MENU**

MARK Documents in the System menu.

**Detail COMMAND**

Marking the Detail command on the Document directory menu will open the menu to display all available commands. Detail will remain highlighted white on black to indicate that it is "On".

Marking the Detail command on the Document directory menu will also expand the document catalog to show the following information for each file named in the Document catalog:

The *full title* of the document

The *creation date and time* that the first version of the document was created. It is possible, due to frequent revisions of a document, that the first version may no longer exist in the catalog.

The *revision date and time* that this version of the document was created. If this is the first version of the document, the creation and revision dates will be the same.

The *name of the author*, the person who created this version of the document.

The *length* of the document, in characters.

To get back to the undetailed catalog, mark Detail again.

**Delete COMMAND**

To delete a document from your catalog:

1. MARK the document to be deleted in your Document catalog.
2. MARK the Delete command in the Document Directory menu. A line will be drawn through the document title.
3. Mark Apply in the Document Directory menu.

**Warning:** Once you have completed the above steps your document is permanently deleted from your disk.

**Undelete COMMAND**

To undelete a document from your catalog:

**Warning:** This may only be done if you have not completed Step 3 above.

1. MARK the document to be undeleted in your Document catalog.
2. MARK the Undelete command in the Document Directory menu. The line through the document will be removed.

**Print directory COMMAND**

To print a copy of your document catalog, MARK Print directory in the Document Catalog menu. This will cause the Print menu to appear. Mark and apply the desired commands. If the Detail portion of your catalog is displayed, the printed version will also show all details.

**Copy to COMMAND**

This command makes a copy of the selected document to the new document name supplied in

the brackets following Copy to. To copy a document:

1. MARK the document you wish to make a copy of in the Document catalog.
2. On the Document directory menu, fill in the brackets following Copy to with the new document title.
3. Mark Copy to.

You now have two copies of the same document in your Document catalog, but with different names.

#### Rename to COMMAND

This command renames a selected document to a new document name supplied in the brackets following Rename to. To rename a document:

1. MARK the document you wish to rename in the Document catalog.
2. On the Document directory menu, fill in the brackets following Rename to with the new document title.
3. Mark Rename to.

The Document catalog will now show only the new name of the document.

#### To CLOSE DOCUMENT DIRECTORY MENU

MARK  in The Document catalog menu.

**RELATED TOPICS**

See the following components for further information on related topics:

**DELETING A TEXT SELECTION  
MARKING MENU COMMANDS  
EDITING A MENU BRACKET  
THE DOCUMENT CATALOG  
BASIC PRINTING**

**CHAPTER 6****INTRODUCTION TO PRINTING****BASIC CONCEPT**

Printing of system documents is possible on either a xerographic printer or a Diablo HyType printer. Printing options are listed as *commands* on the Print Menu.

**TO GET PRINT MENU**

MARK Print on the Main menu. MARK Detail to show the details of the Print menu.

**TO CLOSE PRINT MENU**

MARK  on the Print menu.

**THE PRINT MENU***Print menu*

Detail Apply 

*Options:* Duplex Time stamp Preview Copies <1>

*Print format:* Normal Landscape Two-Up Signature size: <4>

*Limits:* start at page: < > end at page: < > *Store:* on file: < >

*Print on:* Printer HyType 10 12 PS

*Printer name:* <Printer> *printed by:* <YourName> *Footnotes:*

*Renumber*

*Paper feed:* Manual Continuous

**MENU COMMANDS**

This component will only cover basic printing commands on the Print menu. Advanced printing commands will be covered in a later component.

*Options:* MENU BRACKET

Copies < >

The number inserted in the brackets indicates how many copies of the document will be printed.

**Duplex**

Instructs the xerographic printer to print on both sides of the page.

**Limits: MENU BRACKET****Start at page < >**

Start printing at the page number indicated in the brackets.

**End at page < >**

Stop printing at the page number indicated in the brackets.

Allows you to specify a particular page or a range of pages in your document to be printed.

**Printer name: MENU BRACKET**

To specify the xerographic printer at your site. If there is only one xerographic printer available at your site, do not change the name in the brackets. If there is more than one printer available for use, you may send your document to the printer of your choice. See your administrator for the name(s) of the xerographic printer(s) available on your site.

**Printed by < >**

Printed documents are separated alphabetically according to the name in the "Printed by" bracket. If no name is inserted, the document will be printed as "Unknown".

**TRANSMITTING A DOCUMENT TO THE XEROGRAPHIC PRINTER**

After marking commands or filling in brackets on the Print menu, the document can be transmitted to the xerographic printer with the chosen menu commands in effect. To transmit a document to the printer:

1. MARK Printer (in the Print menu).

2. FILL IN or edit menu brackets as necessary.
3. MARK Apply (in the Print menu). (Or, press the DO key to apply commands and dismiss the Print menu.)

The screen will turn black (except for the status window) and a series of messages will display in the status window indicating that the document is being formatted (into a code which the printer understands) for printing. After all pages are formatted an electronic copy is sent to the printer (transmitted). The status window will indicate the number of the last page printed and will advise that transmission of the document has been completed. Formatting and transmitting takes about 5 seconds per page.

#### PICKING UP A DOCUMENT AT THE XEROGRAPHIC PRINTER

Each slot on the bin of the xerographic printer may be labeled with a letter of the alphabet. In some cases, a range of letters (X,Y and Z, for example) are associated with a single slot. In this case, when a document is printed, it will come out of the printer into one of the labeled sorter slots (according to the name appearing in the Printed by brackets).

Documents are automatically collated, regardless of the number of copies printed.

Each document will have a title page on top of the first page that will include the name of the printer, the name of the document, the creation date and time that the document was printed and the name under which the document was printed (Printed by).

#### CANCELING THE PRINT COMMAND

To cancel the print command:

PRESS the CANCEL key.

**TRANSMITTING A DOCUMENT TO THE HYTYPE PRINTER**

If your workstation is connected to a HyType printer, the document can be transmitted to the HyType with the chosen menu commands in effect.

***HyType Options*****10, 12 or PS**

**10:** 10 characters per inch on the HyType print wheel.

**12:** 12 characters per inch on the HyType print wheel.

**PS:** Proportional spacing on the HyType print wheel.

**Manual or Continuous**

**Manual:** Each sheet of paper will be loaded manually into the HyType printer.

**Continuous:** Continuous form paper will be loaded into the HyType printer.

To transmit a document to the HyType printer:

1. MARK HyType on Print menu.
2. MARK 10, 12 or PS.
3. LOAD paper into HyType.
4. MARK Manual or Continuous.
5. MARK Apply (in the Print menu).
6. PRESS DO to begin printing.

To suspend printing:

PRESS the CANCEL key.

To resume printing:

PRESS the DO key.

#### CANCELING THE HYTYPE PRINT COMMAND

To cancel the HyType print command:

PRESS the CANCEL key twice.

#### RELATED TOPICS

See the following components for further information on related topics:

#### MARKING MENU COMMANDS

## INTRODUCTION TO DISPLAY MODES

### BASIC CONCEPT

In the normal display mode used on the screen, characters are spaced for the most comfortable viewing and editing of a document. However, the appearance of the document in this mode does not correspond exactly to the way it will look when printed. For example, the line breaks in the hardcopy of a document will not fall in the same places as on the screen. You can view your document exactly as it will appear in various forms of hardcopy by marking a display mode command on the Display mode menu. These options control the display of the entire document.

Your document is shown on the display about 20% larger than it will be printed on the page. By marking a display mode you can view your document as it actually will appear on a printed page.

Your document contains several *non-printing* characters. For example, characters that signify the end of a paragraph. Or, characters that signify a tab, or a space. By marking a display mode you can view these non-printing characters.

### PROCEDURE

In the Main menu:

1. MARK Detail
2. MARK Display mode

## THE DISPLAY MODE MENU

*Display mode menu*

Apply

Format for: Screen Printer HyType 10 12 PS

Characters: Normal Formatting visible Paragraphs visible

### COMMANDS

Commands that are in effect are shown as white on black. To select and apply another command:

MARK the command.

MARK Apply (or PRESS the DO key).

### *Format for:*

Screen: Displays the document on the screen slightly larger than it will be printed to permit easy reading. Until another command is marked and applied, Screen will be in effect.

Printer: When applied, displays the document on the screen about 20% smaller and exactly as it will be printed on the xerographic printer.

HyTYPE: When applied, displays the document on the screen as it will look when printed on the HYTYPE Printer. You must also mark either 10, 12 or PS when HYTYPE is marked.

### *Characters:*

Normal: None of the non-printing characters are displayed.

Formatting visible: When applied, allows all non-printing characters to become visible on the screen.

RETURNS are indicated by a paragraph symbol: ¶

SHIFT RETURNS are indicated by an arrow, curved and pointing downward: ↵

SPACE is indicated by two underlined dots: ↴

TAB is indicated by a thick, vertical bar with a thin horizontal line in the middle: ↑

Paragraphs visible: When applied, allows the end-of-paragraph characters to become visible on the screen.

TO CLOSE THE DISPLAY MODE MENU

MARK  on the Display mode menu.

Related Topics

See the following components for further information on related topics:

INTRODUCTION TO PRINTING

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## CHAPTER 7 INTRODUCTION TO PARAGRAPH FORMATTING

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Paragraphs are easily formatted using XEROX DOCUMENT SYSTEM features. Margins and tabs can be set, columns can be defined, spacing before and after paragraphs and headings can be determined, footnotes can be formatted, and the occurrence of page breaks can be designated. A paragraph is formatted by marking commands in the Paragraph menu and applying them to a selected paragraph.

Some of the terms used in this section may be unfamiliar to you. Listed below are some of the terms you will need to know.

**LEAD**

Lead (pronounced "led") is the term used for the amount of white space appearing between lines or paragraphs of text.

**PARAGRAPH**

A paragraph is a distinct portion of written material dealing with a particular idea, usually beginning with an indentation on a new line. In the XEROX DOCUMENT SYSTEM, a paragraph is the text of a document that is underlined (selected) when the cursor is placed in the left side of the document and the MIDDLE mouse button is pressed.

**PROPERTIES**

The properties of a paragraph are its formatting features or characteristics. To define properties for a paragraph means to assign certain features, such as where the margins are and the amount of lead between lines. The paragraph menu is used to assign the features, or "define the properties."

## PARAGRAPH MENU

---

*Paragraph menu*

Neutral Detail Apply

Units: Inches Picas Points Style: —

Align: Left Right Ctr Justified Vert: None First Next Same column

Lead: before: < > after: < > line spacing: < >pts.

New page: Before After Footnote text: Start Cont

Tabs: Left Right Ctr Align on: < > Leader default tabs: < > units

---

**BASIC CONCEPT**

The paragraph menu is used to set the formatting properties of the paragraphs in a document. Margins, indentations, tabs, and spacing between lines are some formatting properties associated with paragraphs.

**DESCRIPTION**

To give properties to a paragraph, the paragraph is selected, the menu is opened, commands are marked on the menu, and the commands are applied by marking **Apply**, or by pressing **DO** (which will also dismiss the menu.) After text insertion, pressing **RETURN** will end the current paragraph and start a new one. The new paragraph will have the same paragraph properties as the previous one.

You will learn how to use some Paragraph menu commands in this lesson. More advanced formatting commands will be discussed later.

**SELECTING A PARAGRAPH**

Paragraphs are selected by moving the cursor to the left side (not far left side) of the screen and pressing the **MIDDLE** mouse button. The paragraph text will be

underlined. When the mouse button is released, the cursor will look like a paragraph symbol.

There are times when you might wish to select an empty paragraph and apply new paragraph properties to it. This allows you to view the new properties during type-in. An empty paragraph is what you create when you PRESS RETURN.

#### GETTING THE MENU

To bring the paragraph menu into view, select a paragraph with the MIDDLE mouse button, hold down the COMMAND key and PRESS the LOOK key. This is called "PRESS com-LOOK." Or, you may select a paragraph and MARK Looks in the main menu. (If your main menu is not fully open, you will have to MARK Detail so that it will reveal Looks.)

When the menu is brought into view, you will notice that some of the bold-face menu commands appear white-on-black and some of the menu brackets are filled in. These are the properties that are in effect for the paragraph selected. The long grey bar at the bottom of the menu is called the margin bar. It shows the margins of the paragraph you selected to open the paragraph menu, and is used to set new margins.

The commands in the paragraph menu operate as follows:

#### Detail COMMAND

When the paragraph menu is first brought to the screen, only the most common options will be displayed. Marking Detail will bring the rest of the menu into view. In the menu above, only the most common features are displayed.

**Apply COMMAND**

Marking Apply changes the selected paragraph text so that it exhibits the marked commands in the Paragraph menu.

**Neutral COMMAND**

Marking Neutral causes menu items to turn grey and brackets to be emptied. This means that they will have no effect when Apply is marked. This is useful if only a few properties are to be changed. After the "slate is wiped clean" with Neutral, the desired properties may be marked and applied by themselves, and no other changes will occur in a paragraph. For example, suppose that you wish to change all the margins in a section of a document, but not the spacing between lines and paragraphs:

1. Open the Paragraph menu.
2. "Neutralize" the properties set in the Paragraph menu by marking Neutral. Marking Neutral causes all the properties of selected text to remain constant when Apply is marked.
3. Change the margin settings by moving the margin bar (explained below).
4. Select the text whose margins are to be changed.
5. MARK Apply, or PRESS DO, to apply and dismiss the menu.

If you select more than one paragraph to open a menu, the menu will appear as if Neutral had been marked.

**MARGIN BAR**

When you first open the Paragraph menu, the margin bar indicates where the margins are currently set. The margin bar is used to set three margins in a selected paragraph. It is manipulated by the mouse. You may adjust the left margin of the first line of the paragraph (indent), the left margin of all other lines of a paragraph, and the right margins for all lines of the paragraph.

---

|  |                                  |
|--|----------------------------------|
| <u>left margin of first line in paragraph</u>      | <u>right margin of paragraph</u> |
| <u>left margin of all other lines in paragraph</u> |                                  |

---

Below the margin bar is a carriage scale. The numbers on the carriage scale indicate horizontal distance. The carriage scale is used to set margins. The carriage scale may be changed to display any one of several different units of measure, as explained under *Units: COMMANDS* below. Paragraph margins are set as follows:

1. Select a paragraph using the MIDDLE mouse button.
2. MARK Points, if it is not already marked. Notice that the numbers on the carriage scale changed. (Any unit measurement can be marked, but margins can be moved in the smallest increments using points.)
3. Using the mouse, position the cursor in the black rectangle on the right edge of the margin bar. Hold the LEFT mouse button down and move the mouse to the right or the left. Notice that the bar follows the mouse, and the numbers in the rectangle change. When the black rectangle displays the margin measurement you desire, RELEASE the LEFT mouse button.
4. Position the cursor in the upper half of the black rectangle on the left edge of the margin bar. Set the top half of the margin bar using the method described above. This is the section of the bar that sets the left margin of the first line of a paragraph.
5. Position the cursor in the lower half of the black rectangle on the left edge of the margin bar. Set the bottom half of

the margin bar as above. This sets the left margin of all lines of a paragraph except the first.

6. To apply the new margins to the selected paragraph, MARK Apply, or PRESS DO to apply and dismiss the menu.

#### *Units: COMMANDS*

The units commands are used to choose the units of measurement for menu display. If measurements are to be designated in inches, In is marked with the LEFT mouse button. If measurements are to be designated in points, then Pts is marked. There are 72 points per inch. Marking Picas causes measurements to appear in picas. There are 6 picas per inch. Numbers in the menu brackets change to reflect the new measurement commands, unless otherwise specified (leading is always specified in points.) The margin bar, carriage scale, tabs, and other menus will also be displayed using the specified measurements.

#### STYLE

Styles will be explained later. At this point, *Style:* — may be ignored.

#### *Align: COMMANDS*

Alignment refers to how print is arranged on the page. If Left is marked, the paragraph selected will be rendered left flush and right ragged.

*This is an example of a paragraph that is aligned flush with the left margin. Notice that in each line, the character beginning the line touches the left edge of the print area boundary, but the last character in each line does not necessarily touch the right boundary.*

**Right** means right flush, left ragged.

*This is an example of a paragraph that is aligned flush with the right margin. Notice that in each line, the character ending the line touches the right edge of the print area boundary, although the first character in each line might not touch the left boundary.*

If Ctr is marked, the paragraph selected will be aligned centered between the right and left margins.

*This is an example of a paragraph that is Centered. Notice that the print aligns itself around an imaginary line that divides the text in half vertically.*

If Justified is marked, the print in the paragraph will be adjusted so that it fits exactly between the left and right margins, with no empty space along either margin except at the end of a paragraph.

*This is an example of a paragraph that is Justified. Notice that the first and last character in each line touches the edge of the margin. Slight adjustments in spacing between words and letters have been made so that the paragraph has a justified appearance.*

#### *Vert:* COMMANDS

Vertical commands will be discussed in Chapter 11. At this point, they may be ignored.

#### *Lead:* COMMANDS

Leading is the amount of white space between lines and paragraphs. Leading measurements are always specified in points. The leading between the lines in this paragraph is 5 points. There are 30 points of lead between this paragraph and the preceding one.

Select a paragraph on the screen. PRESS COM-LOOK (hold down the COMMAND key and PRESS the LOOK key), or MARK Looks in the Main menu. This opens the Paragraph menu. To change leading specifications, do the following:

1. To change the points of lead between lines, delete the number presently in the brackets after line spacing:. Type a new number into the brackets.
2. To change the amount of lead before paragraphs, delete the number in the brackets after before:. Type a new number into the brackets.
3. Extra leading following a heading, or a special paragraph, may be specified by filling in the brackets following after:. This is more efficient than preceding the first paragraph in a section with extra leading. If the heading or special paragraph is moved, it will carry the extra leading with it. Leading added at the end of a paragraph will not be displayed on the screen. It will appear in print, or when Preview is marked in the print menu.
4. MARK Apply or PRESS DO, when you are finished making changes. The new leading designations will be applied to the selected paragraph.

Refer to the section on Fonts for advice on the amount of leading to use for specific applications.

#### *New Page: COMMANDS*

Page breaks can be forced to occur before or after a specific paragraph by selecting the paragraph and marking either Before or After. These commands are used when a paragraph starts a new section or idea and should begin a new page, or completes a section or idea and should be the last paragraph on a page.

**Footnote: COMMANDS** Footnote text commands will be discussed in the chapter on footnotes.

**Tabs: COMMANDS** Tabs will be discussed in chapter 10.

**Keep: COMMANDS** The *Keep:* commands are used to assure that paragraphs which should logically or aesthetically be kept together will appear on the same page in hardcopy. Automatic page breaks may separate these paragraphs if *Keep:* commands are not applied. When *Keep:* commands are applied to a string of paragraphs, they will stay on the same page even if they all have to be shifted to the next page, leaving some extra blank space at the bottom of the preceding page.

The *Keep:* commands are in the concealed portion of the Paragraph menu. Mark Detail to expand the paragraph menu. A fully expanded menu looks like this:

|   |  |
|---|--|
| <i>Paragraph menu</i><br><i>Units:</i> Inches Picas Points <i>Style:</i> —<br><i>Align:</i> Left Right Ctr Justified <i>Vert:</i> None First Next Same column<br><i>Lead:</i> before: < > after: < > line spacing: < > pts.<br><i>New page:</i> Before After <i>Footnote text:</i> Start Cont<br><i>Tabs:</i> Left Right Ctr Align on: < > Leader default tabs: < > units<br><i>Keep:</i> Start Cont Heading keep: < > pts.<br><i>Misc:</i> Profile Printer vert.pos.: < > units <i>Line #:</i> Off<br><i>Change margins:</i> move Left Right Set to < > units      Measure<br>Left margin, 1st line Left except 1st line Right margin<br>All margins and tabs<br><i>Change tabs:</i> Clear all tabs, or move Left Right by < > units<br>Clear tab at < > Set tab at < > units<br><i>Change lead:</i> Add Subtract < > pts. lead Before After Spacing | <input checked="" type="checkbox"/> Neutral <input type="checkbox"/> Detail <input type="checkbox"/> Apply <input checked="" type="checkbox"/> |
|---|--|

There are 4 *Keep:* commands: Start, Cont, Heading and the brackets after *keep:*. Marking Start applies a "keep" to the first paragraph of a set of paragraphs to be kept together. Each succeeding paragraph that is to stay on the same page with the Start paragraph must be selected and marked Continue.

A heading should be followed by a few lines of text. Marking Heading causes the selected heading paragraph to be kept with at least the first two lines of the immediately following paragraph.

The brackets after *keep:* appears for compatibility with earlier systems. Its function in this system is replaced by the *Keep:* commands described above.

**Printer COMMAND**

To facilitate reading and editing, text displayed on the screen generally appears larger than in print. Therefore, fewer characters appear on one line in display mode than in print. It is difficult to judge what word actually begins a new line in print, how tabulated text will appear, and whether a heading actually fits on one line. For example, a line of text in this paragraph is approximately 33 characters long as it appears on the screen (display mode.) In print, the same line would contain approximately 47 characters (the numbers are approximate because this paragraph is justified, and text is expanded or contracted to fill the defined space.)

Printer is a miscellaneous command that provides the ability to view text in hardcopy mode, and assure that whenever the document is brought to the screen the selection will still be displayed in hardcopy mode. That is, you will be able to see where text will appear in the printed document. This is especially useful for accurately manipulating tabulated text, and formatting headings.

Marking Printer in the Paragraph menu differs from marking Printer in the Display mode menu in that you can select individual paragraphs to be displayed in printer mode.

**Line Number:** COMMANDS If your document shows line numbers when printed, they may be turned off for selected paragraphs by marking Off after *Line #:*. Line numbering is explained in greater detail in the chapter called Introduction to Style Sheets.

**MASTERY HINTS:**

If you wish to merge two consecutive paragraphs into a single one, you may delete the RETURN which ends the first of the two paragraphs. The result is one paragraph which has the paragraph properties of the second paragraph.

It is wise to close a menu after editing a paragraph, and use another paragraph requiring editing to open it again. Otherwise, it is relatively easy to apply formatting properties to the wrong paragraph.

**RELATED TOPICS**

See the following components for further information on related topics:

**MARKING MENU COMMANDS  
CLOSING A MENU  
EXPANDING A MENU  
SELECTING PARAGRAPHS  
GUIDELINES FOR LINE LEADING  
TYPING PARAGRAPHS**

## GLOBAL COMMANDS

### BASIC CONCEPT

Global command features make it possible to repeat a command without using a menu, to change the formatting properties of one item of text to match the formatting properties of another, and to globally change the formatting properties of an entire document.

### DESCRIPTION

Global commands are a combination of text selection and key strokes, and work independently of menus. The DO and COMMAND keys are utilized for global changes.

### THE DO KEY

The DO key is used to repeat a command.

1. Select a paragraph.
2. PRESS COM-LOOK to open the Paragraph menu.
3. Make changes in the menu and MARK Apply.
4. Select another paragraph before giving any other commands and PRESS the DO key.

Pressing the DO key causes the previous command to be duplicated. Scrolling and selecting are not considered commands, so you may scroll and select specific items of text and apply the previous command by pressing DO.

### Look

The LOOK key is used to "copy LOOKS" (or formatting properties) from one paragraph to another:

1. Select a paragraph that is to inherit formatting properties from another paragraph. The selection will become underlined.
2. Scroll to the paragraph whose formatting properties are to be copied.
3. Hold down the LOOK key while you select the paragraph. The paragraph will become underlined with dotted lines.
4. Release the LOOK key. The properties will be copied to the initially selected paragraph, without changing the paragraph whose formatting properties have been copied. The underlined paragraph will now have the same margins, line spacing, lead before paragraphs, etc., of the copied paragraph.

#### EVERYTHING COMMAND

The EVERYTHING command selects everything in a document. An entire document may be formatted with the properties of a selected paragraph. This should not be done unless you are certain that every paragraph is to look identical:

1. Open the Paragraph menu by selecting the paragraph whose formatting properties most closely duplicate the properties desired for the entire document.
2. Make any changes necessary in the menu.
2. Hold down the COMMAND key and PRESS the e key. This means *apply what I say to everything in this document*. This is called COMMAND-EVERYTHING (or COM-E.) You will notice that everything in your document window is now underlined. If you were to scroll your document, you would see that your entire document is underlined, including all titles.

3. MARK Apply in the menu, or PRESS DO. The properties marked in the menu will be applied to your entire document.

**MASTERY HINTS**

The DO key can be used to repeat any command, but will also close any menu on the screen.

The LOOK command can also be used to copy formatting properties from characters. You will learn about character properties in the next chapter.

The EVERYTHING command (COM-E) is powerful and should be used with care. It is usually a mistake to select your entire document, including text, titles, and tables, to apply format changes.

**RELATED TOPICS**

See the following components for further information on related topics:

MENU COMMANDS  
SELECTING PARAGRAPHS  
REPEATING A COMMAND  
TYPING PARAGRAPHS

## CHAPTER 8 INTRODUCTION TO CHARACTER FORMATTING

### DESCRIPTION

Character formatting is changing the identity of a character. This is **bold**. This is *italic*. This is underlined. This is ~~strikethru~~. Character formats are selected by marking a command on the Character menu.

### TO GET CHARACTER MENU

1. SELECT a word, character, or line(s)
  
2. PRESS the COM key and the LOOK key simultaneously.

or

1. SELECT a word, character, or line(s)
  
2. In the Main menu, mark Detail
  
3. MARK Looks

### THE CHARACTER MENU

*Character menu*

Neutral Detail Apply

Type: Bold Italic Underline Strikethru Footnote Style: —

Face: Times Roman Helvetica Symbol Greek

Size: 4 6 7 8 9 10 11 12 14 18 24 pts.

Case: Normal Upper Lower Small caps

Offset: None Superscript Subscript pts.

Tab pattern: Tab stop ..... — — — = None

**CHARACTER MENU COMMANDS "ON"**

When the Character menu is first displayed the currently selected commands are shown as white on black. If commands are shown in grey it means that more than one command is marked for the current selection of words, characters, or lines (for example, if you had a word that was both bold and underlined).

Some of the commands on the Character menu will be covered in a later component.

**CHANGING A CHARACTER STYLE**

To change a character format:

1. SELECT a word, character, or line(s)
2. PRESS the COM key and the LOOK key simultaneously.
3. MARK the new format (bold, italic, underline, strikethru or footnote).
4. MARK Apply or PRESS the DO key.

**TO CLOSE THE CHARACTER MENU**

MARK the  on the Character menu.

**RELATED TOPICS**

See the following components for further information on related topics:

**INTRODUCTION TO FONTS**

---

**CHAPTER 9**

---

**INTRODUCTION TO FONTS**

---

**DESCRIPTION**

Fonts are a combination of a particular type face and size. The system preset font (what you get when you begin typing a new document) is Times Roman. This document is set in Helvetica. Fonts are selected by marking a command on the Character menu. The Character menu may show other fonts, depending upon your site requirements.

**TO GET CHARACTER MENU**

1. **SELECT a word, character, or line(s)**
  
2. **PRESS the COM key and the LOOK key simultaneously.**
  
3. **MARK Detail to expand the menu.**
  

**or**

  
1. **SELECT a word, character, or line(s)**
  
2. **In the Main menu, mark Detail**
  
3. **MARK Looks**
  
4. **MARK Detail to expand the menu.**

## **THE CHARACTER MENU**

**Character menu**      Neutral Detail Apply   
**Type:** Bold Italic Underline Strikethru Footnote **Style:** —  
**Face:** Times Roman Helvetica Symbol Greek  
**Size:** 4 6 7 8 9 10 11 12 14 18 24 pts.  
.....  
**Case:** Normal Upper Lower Small caps  
**Offset:** None Superscript Subscript pts.  
**Tab pattern:** Tab stop ..... — — — = None

## CHARACTER MENU COMMANDS "ON"

When the Character menu is first displayed the currently selected commands are shown as white on black. Not all commands on the Character menu will be covered in this chapter. Some of the more advanced commands will be covered in a later chapters.

### CHARACTER Face

Only one type face can be set for a character. Here are examples of the type faces available:

Times Roman is a *serif* type face. There are serifs, or small feet, on the characters. Characters in Times Roman are variable-pitch. This means that the characters vary in width: the letter "m" is wider than the letter "s".

Helvetica is a clean, round, simple type face. It is sans-serif; there are no small feet on the characters. Helvetica is also a variable-pitch type face.

Characters in the Symbols type face are shown below:

Characters in the Greek type face are shown below.

αβξδεφγηισκλμνοπθρστυωχψξ

## ΑΒΞΔΕΦΓΗΙΚΛΜΝΟΠΘΡΣΤΤΩΧΨΖ

1234567890-=\\<>;./

!@#\$%~&\*(){}[]^:"<>?

## CHANGING A FONT FACE

To change a font face:

1. SELECT a word, character, or line(s).
  2. MARK the new face command on the Character Menu (TimesRoman, Helvetica, etc.).
  3. MARK Apply.

### CHARACTER Size

Fonts are measured in points, a standard printing industry unit equal to 1/72 of an inch (e.g., there are 72 points to an inch). The text you are now reading is set in 10-point Helvetica. This is 8-point Helvetica. This is 12-point TimesRoman.

Fonts come in various sizes. If you are using a HyType printer you need not worry about fonts and font sizes. With the HyType you either get 10 characters printed to the inch (10-pitch), or 12 characters to the inch (12-pitch), or a proportionally spaced 12 characters to the inch (PS). Proportionally spaced means that the characters vary in width, with an average of 12 per inch. Here are the guidelines for what font sizes can be printed on the xerographic printer.

Times Roman: 4\*, 6, 7, 8, 9, 10, 11, 12, 14, 18

Times Roman Bold: 6, 7, 8, 9, 10, 11, 12, 14, 18

Times Roman *Italic*: 6 7 8 9 10 11 12 14 18

Times Roman ***Bold Italic:*** 6, 7, 8, 9, 10, 11, 12, 14

\*Times Roman 4 point is only available with limited characters.

|                                       |                                |
|---------------------------------------|--------------------------------|
| Helvetica:                            | 6, 7, 8, 9, 10, 11, 12, 14, 18 |
| Helvetica Bold:                       | 6, 7, 8, 9, 10, 11, 12, 14, 18 |
| Helvetica <i>Italic</i> :             | 6, 7, 8, 9, 10, 11, 12, 14, 18 |
| Helvetica <b><i>Bold Italic</i></b> : | 6, 7, 8, 9, 10, 11, 12, 14, 18 |
| Symbols                               | 8, 10                          |
| Greek                                 | 8, 10                          |

#### CHANGING A FONT SIZE      To change a font size:

1. SELECT a word, character, or line(s)
  
2. MARK the new size on the Character menu (4, 6, 7 etc.).
  
3. MARK Apply.

If you select a face-size combination that does not exist (like Helvetica 24 point) the system will default to Times Roman 10 point. That is, whatever you had selected to be Helvetica 24 point will actually print as Times Roman 10 point.

#### MASTERY HINTS

1. Do not mix type faces, such as Times Roman and Helvetica. Stick to one or the other.
  
2. Use different sizes within each type face for the most pleasing results. THIS IS AN EXAMPLE OF MIXING SIZES IN THE SAME TYPE FACE. THE LETTER THAT BEGINS EACH WORD IS 2 POINTS LARGER THAN THE REST OF THE WORD.

3. Don't combine type sizes that differ by more than 2 points. This **throws** off the **line spacing and** looks unprofessional.

#### MASTERY HINTS FOR LINE LEADING WHEN USING DIFFERENT FONT SIZES

##### For a single spaced document:

| Font size | Between-line | Before-paragraph |
|-----------|--------------|------------------|
| 6 points  | 1 point      | 6 points         |
| 8 points  | 1 point      | 8 points         |
| 10 points | 1 point      | 10 points        |
| 12 points | 1 point      | 12 points        |

##### For a 1-1/2 spaced document:

| Font size | Between-line | Before-paragraph |
|-----------|--------------|------------------|
| 6 points  | 3 points     | 9 points         |
| 8 points  | 4 points     | 12 points        |
| 10 points | 5 points     | 15 points        |
| 12 points | 6 points     | 18 points        |

##### For a double spaced document:

| Font size | Between-line | Before-paragraph |
|-----------|--------------|------------------|
| 6 points  | 6 points     | 12 points        |
| 8 points  | 8 points     | 16 points        |
| 10 points | 10 points    | 20 points        |
| 12 points | 12 points    | 24 points        |

#### CHARACTER Case

##### Normal

Normal case indicates text in both lower and upper case characters.

This sentence is normal.

**Upper**

Upon marking and applying the **Upper** command on a selected word it will become all upper case.

**THIS IS AN EXAMPLE OF ALL UPPER CASE.**

It looks the same as typing with the SHIFT key held down.

**Lower**

Upon marking and applying the **Lower** command on a selected word it will become all lower case.

this is an example of all lower case.

**Small caps**

Upon marking and applying the **Small caps** command on a selected word the lower case characters in the word will become capital letters in 2-point smaller font.

**THIS IS AN EXAMPLE OF SMALL CAPS.**

Small caps are aesthetically pleasing for headings.

**CHARACTER Offset****None**

Marking **None** assures that all characters will appear on the same level of the text baseline. In this paragraph, all characters appear on the same level of the baseline.

**Superscript**

Upon marking and applying the **Superscript** command on a selected character it will become superscripted by 4 points. Here is an example of superscript text:

$$a^2 + b^2 = c^2$$

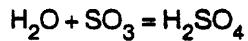
Each number in the above example is superscripted. If you do not specify a number of points in the brackets following **Superscript** then the character will

automatically be superscripted 4 points. In the above examples, the characters are subscripted 4 points and subscript characters were given 8 point type size. Here is the same example with the characters subscripted 2 points:

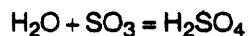
$$a^2 + b^2 = c^2$$

#### **Subscript**

Upon marking and applying the Subscript command on a selected character it will become subscripted by 4 points. Here is an example of subscripted text:



Each number in the above example is subscripted. If you do not specify a number of points in the brackets following Superscript then the character will automatically be subscripted 4 points. In the above examples, the characters are subscripted 4 points and subscript characters were given 8 point type size. Here is the same example with the characters subscripted 2 points:



#### **CHARACTER Tab Pattern**

Tab patterns are applied to tab stops. They can be applied to a tab stop that has been set with the Paragraph menu, or a tab set by pressing the TAB key.

#### **Tab stop**

Marking Tab stop defers the "look" of a tab to what is specified in the Paragraph menu. For example, if leader dot tabs are specified in the Paragraph menu, that is the "look" that will apply to a tab until another tab pattern on the Character menu is selected and applied to the tab.

..... (Leader Dots)

Marking ..... on the Character menu will assign leader dots to a tab. Leader dots that lead up to a tab location help guide the reader's eye across the page. They are especially useful in formatting tables of contents and other tabular material. For example:

Text before the tab      Text after the tab

—  
Marking — on the Character menu causes the tab to be a 2 point wide rule that is raised 4 points above the baseline of the text

Text before the tab      Text after the tab

—  
Marking — on the Character menu causes the tab to be a 4 point wide rule above a 1/2 point rule separated by 2 points of white space.

Text before the tab — Text after the tab

—  
Marking — on the Character menu causes the tab to be a 1/2 point wide rule above a 4 point rule separated by 2 points of white space.

Text before the tab — Text after the tab

—  
Marking — on the Character menu causes the tab to be two 1 point rules separated by 2 points of white space.

Text before the tab—Text after the tab

Here is an example of how rules might be used:



## SECTION 1 COST ANALYSIS



None

Marking None on the Character menu assures that no tab pattern will appear when the tab is set.

### TO CLOSE THE CHARACTER MENU

MARK the  on the Character menu.

### RELATED TOPICS

See the following components for further information on related topics:

### INTRODUCTION TO CHARACTER FORMATTING

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**CHAPTER 10****INTRODUCTION TO TABS****BASIC CONCEPT**

Tabs are used to create simple tables, to arrange text into columns, and to place leader dots. Tabs have paragraph properties and character properties. In this lesson, we will be discussing tab commands as they appear in the Paragraph menu.

**DESCRIPTION**

There are five types of tabs that can be set in the XEROX DOCUMENT SYSTEM. The type of tab determines how text set with tabs will appear. The options are Left, Right, Centered, Aligned, and Leader.

**APPLICATION**

Tabs are used for creating columns, tables, and solve various complex formatting problems. Tabs set for the chapter titles of this manual determine that the chapter number aligns on the left margin and the chapter name ends at the right margin.

Tabs are activated whenever you PRESS the TAB key.

**TAB COMMANDS**

Tab commands are found in the Paragraph menu after *Footnote text:* commands. They work in conjunction with tab stops set on the carriage scale. You will learn how to set tab stops in the section called SETTING TABS. The tab commands are described below:

**Left COMMAND**

Marking Left specifies that, when the TAB key is pressed, the *left edge* of a word or phrase will be aligned where the tab has been set.

**Right COMMAND**

Marking Right specifies that, when the TAB key is pressed, the *right* edge of a word or phrase will be aligned where the tab has been set.

**Centered COMMAND**

Marking Centered specifies that, when the TAB key is pressed, a word or phrase will be *centered* where the tab has been set.

**Aligned COMMAND**

Marking Aligned specifies that characters matching the one shown within the brackets will be aligned. The default decimal point currently shown in the brackets specifies that columns with dollars and cents will be aligned on decimal points. The decimal point in the brackets may be deleted, and other characters inserted.

The table below shows each of the four types of tabs and their alignment properties:

| <b>Left flush<br/>(tab at 0)</b> | <b>Right flush<br/>(tab at 180)</b> | <b>Centered<br/>(tab at 228)</b> | <b>Aligned &lt;.&gt;<br/>(Tab at 400.)</b> |
|----------------------------------|-------------------------------------|----------------------------------|--|
| red                              | a                                   | Petruchio                        | 3.97                                       |
| blue                             | an                                  | Helena                           | 463.974                                    |
| green                            | ant                                 | Mercutio                         | 1.0  |
| chartreuse                       | ants                                | Puck                             | .6599                                      |

**Leader COMMAND**

Marking Leader causes leader dots to be shown from the place in the line of text where the tab key was pressed, to the tab setting. The Leader command can be used with any of the tab types.

Tab stops are set by positioning them on the carriage scale below the margins bar, and using the commands described above. Unless you specifically set new tabs, you will be given the default tabs when you PRESS the TAB key. Default tabs are explained in greater detail in the section CALLED DEFAULT TABS.

1. MARK the type of tab desired. Notice that Left is already marked. This is the default setting, and will be in effect unless you change it.
2. Point the cursor at the measurement on the carriage scale where you wish the tab to be placed.
3. PRESS the MIDDLE mouse button. An arrow will point to a measurement on the carriage scale. The exact number that the arrow points to appears below the arrow. Is this where you wanted a tab? If you are a point or two off, don't be concerned. Tabs are very easy to move and you will learn how to move them in a moment.

The shape of the arrow shaft on the tab you have set tells what type of tab was marked. A Left tab arrow looks like this: ↑. A Right arrow looks like this: ↓. A centered tab arrow looks like this: ↑. An Align on tab arrow is followed by whatever character is shown in the bracket. The default is a decimal point and unless changed looks like this: ↑..

4. MARK Apply, or PRESS do to apply and dismiss the menu. The tabs will be applied to the selected paragraph. Remember that the tab settings are invisible until you PRESS the tab key.

**SETTING LEADER DOTS**

Leader dots are set for specific tabs. Leader dots may be assigned when the tab is set by marking Leader and setting the tab with the MIDDLE mouse button. To add leader dots to a tab that is already set:

1. MARK Leader.
2. Point to the tab with the cursor.
3. MARK the tab with the MIDDLE mouse button. Leader dots will appear preceding the tab arrow.

**EXAMPLE**

The table below was formatted with the left margin, first line, set at 80; left margin other lines set at 160; Left tabs set at 160, 240, 320; and a Right tab with leader dots set at 410. The TAB key was pressed after each word:

|      |       |       |                |
|------|-------|-------|----------------|
| Ages | Jeri  | Karla | Rudy.....24    |
|      | Helen | Lee   | Dale.....36    |
|      | Jan   | John  | Dolores.....38 |

**RESETTING TABS**

Tab positions can be easily reset. The position can be changed by pointing the cursor close to an existing tab arrow on the carriage scale, holding down the LEFT mouse button, and moving the cursor to the right or left. The tab arrow will move to follow the cursor. When the tab displays the desired measurement, RELEASE the LEFT mouse button. The tab is now reset.

The LEFT mouse button will only move an existing tab. It will not change its type.

The type of tab can be changed by marking another type (such as Left, Right, Ctr, Align, Leader), pointing at a tab arrow with the cursor, and pressing the MIDDLE mouse button. If the mouse is held steady, the tab will stay in the same position, but will change type.

The MIDDLE mouse button can change the type of an existing tab, move a tab, or set a new tab type. It is best not to use the MIDDLE mouse button to move a tab unless you are also changing its type, as it may set a new tab instead.

#### DELETING TABS

To delete a tab stop, point at it with the cursor and PRESS and RELEASE the RIGHT mouse button. To delete tabs in text, select the tab as a character (use the LEFT mouse button) and PRESS DEL. This will not delete the tab as a feature, but merely removes it from text as if it were a typing error.

#### DEFAULT TABS

The system has preset values for tabs, margins, leading, etc. These are called "default" values, and are in effect unless you specify otherwise. The tabs that are in operation, if you do not set any yourself, are the default tabs. Default tabs do not appear on the carriage scale, but the number in the brackets following default tabs: tells how far apart each default tab is. The example below will help explain how example work:

## EXAMPLE CHAPTER 10: INTRODUCTION

In this paragraph, the margin of the first line of the paragraph is at 32, second and following lines are at 160, and the right margin is at 410. A left tab has been manually set at 160. The default tabs are 28 units apart. As Points has been marked in the paragraph menu, 28 means 28 points. (Mark In and you will see 28 change to 0.39.)

The default tab units specify how far apart each default tab is. Note that measurement does not begin at 0 on the carriage scale! The units are measured from the last manually set tab! The last manually set tab is at 160. Therefore, further tabs are situated at 28 points to the right of 160, 28 points to the right of that tab, and so on. This is what it looks like when the tab key is pressed after each item of text:

ABC BCD CDE DEF EFG FGH GHI HIJ IJK

The TAB key was pressed before typing ABC. ABC lines up with the left tab at 160. BCD lines up with the tab at 160 points. Each column lines up 28 points to the right of the previous tab.

The default tab units may be changed by deleting the current number shown in the brackets and replacing it with another.

## MASTERY HINTS

It is possible to create tables that look peculiar, although you carefully followed the directions for setting and using tabs. Tabs will do exactly what you tell them to do, but you may not like the results. The information below will help you to get the appearance you want:

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CHAPTER 10: INTRODUCTION

Resist the urge to press the tab key at the end of a line, or after the text in the last column of a line. To get to the next line, hold down the SHIFT key and PRESS RETURN. If you continue to PRESS the TAB key after each entry, several problems could arise. Suppose the last table entry stops short of the right margin, but the next tab would extend beyond the right margin. Since no text can be entered beyond the right margin, the typed tab is carried over to the next line and behaves as if you pressed the tab key at the beginning of that line. Entered text, therefore, would appear in the *second* column instead of the first.

Make certain that the default tabs are far enough apart to permit entry of your longest character string. If they are not, either set new tabs, or change the default. In the following example, the first tab is at 160 points. The default tabs are 28 points apart. Some of the words are more than 28 points long, and some less. The TAB key was pressed after each text entry:

WHEN MARKING MENU ITEMS      PRESS      THE  
LEFT MOUSE      BUTTON.

If the same text was separated by tabs set at 160, 230, 300, and 370, the table would look like this:

| WHEN   | MARKING | MENU | ITEMS |
|--------|---------|------|-------|
| PRESS  | THE     | LEFT | MOUSE |
| BUTTON |         |      |       |

When using tabs, keep your screen display in PRINTER mode. Since screen mode shows characters larger than they will appear in print, text separated by tabs may appear to "run over" tab stops in the display, while they would not when the document is printed. Text that is aligned in print often will not appear aligned in screen mode.

In this document, the margin for the subheadings on the left is at 32 points. The subheading begins the first line of a paragraph. The second, and further, lines of the paragraph begin at 160 points. The first line of text (not including the subheading) starts at 160 points because a left tab is set at 160 points and the TAB key pressed after typing a subheading. Each time a carriage return is typed, the caret returns to the margin at 32 points. Pressing the TAB key places the caret at 160.

It is sometimes useful to set a Right tab at the right margin. This helps prevent a column entry from spilling over onto the next line and getting pushed to the next tab stop. It also prevents unexpected intrusion of default tabs. A Right tab stop is also necessary for aligning numbers. In the following table, A Left tab is set at 160, and Right tabs with leader dots are set at 285 and 410.

|             |     |               |
|-------------|-----|---------------|
| Paul .....  | 60" | .....97 lbs.  |
| Kathy.....  | 62" | .....120 lbs. |
| Gordon..... | 74" | .....200 lbs. |

Tab settings may be easily changed for a whole table. Select the table as a paragraph. PRESS COM-LOOK. Reset the margins on the carriage scale. MARK Apply, or PRESS DO to apply and dismiss the menu. The preceding table was copied to the space below and the tabs were changed to a Right tab at 200, a Right tab with Leader dots at 260, and a Left tab with Leader dots at 360.

|              |     |               |
|--------------|-----|---------------|
| Paul .....   | 60" | .....97 lbs.  |
| Kathy .....  | 62" | .....120 lbs. |
| Gordon ..... | 74" | .....200 lbs. |

Remember that when tabs are set or changed they must be applied to the paragraph before they will operate.

Except for special circumstances, tabs should not be set past the right margin.

**RELATED TOPICS**

See the following components for further information on related topics:

TYPING TABS  
INTRODUCTION TO DISPLAY MODES  
CHARACTER TAB PATTERNS

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CHAPTER 10: INTRODUCTION TO TABS

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**CHAPTER 11 INTRODUCTION TO PRECISION FORMATTING****PRECISION PARAGRAPH FORMATTING****BASIC CONCEPT**

Precise margins can be set or moved for a paragraph, a collection of paragraphs, or a document, by using margin control commands. This method is preferable to manipulating the margin bar when exact settings are required, or when margins are to move relative to each other rather than to a predetermined setting.

**DESCRIPTION**

Precision formatting commands are concealed in the Paragraph menu. To use the precision formatting commands, expand your Paragraph menu by marking Detail:

***Paragraph menu***

Neutral Detail Apply

**Units:** In Picas Pts Style: —

**Align:** Left Right Ctr Justified **Vert:** None First Next Same column

**Lead:** before: < > after: < > line spacing: < > pts.

**New page:** Before After **Footnote text:** Start Cont

**Tabs:** Left Right Ctr Align on: < > Leader default tabs: < > units

**Keep:** Start Cont Heading keep: < > pts.

**Misc:** Profile Printer vert.pos.: < > units **Line #:** Off

**Change margins:** move Left Right Set to < > units Measure

Left margin, 1st line Left except 1st line Right margin

All margins and tabs

**Change tabs:** Clear all tabs, or move Left Right by < > units

Clear tab at < > Set tab at < > units

**Change lead:** Add Subtract < > pts. lead Before After Spacing

**MARGIN COMMANDS**

INTRODUCTION TO PRECISE FORMATTING

Margin control commands are shown after *Change margins*:

**MOVE/SET COMMANDS**

Margins can be moved left or right, or can be set using margin control commands. The units of measurement must be typed in the brackets following Set to. Marking Left moves the specified margins to the left by the amount typed in the brackets. Marking Right moves the specified margins to the right by the amount typed in the brackets.

Marking Set to sets the specified margins of the selected text to the setting typed in the brackets. Although the margins bar can be used to set most margins, occasionally a precision setting is required. For example, suppose Inches has been marked for units in the paragraph menu, and a right margin of 5.59 is required. The margins bar cannot be used, because it only moves in units of .125 of an inch. If you move the right margin of the carriage bar, you will see that it can be set at 5.57 and 5.63, but not at 5.59. To set right margins to 5.59 inches requires use of the Set to command.

**MOVE/SET Left MARGIN**

After marking one of the commands described above, and typing a number in the brackets, the margins to be set or moved must be specified. This is done by marking Left margin, 1st line, Left except 1st line, or Right margin. Marking All margins and tabs moves or sets all margins AND TABS by the amount typed in the brackets after Set to. To set left margins of selected text, do the following:

1. Select the text in which left margins are to be set.
2. PRESS COM-LOOK.
3. Type the new margin setting in the brackets following Set to.
4. MARK Set to.

5. If only the margin of the first line is to be set, MARK Left margin, 1st line.
6. If the left margins except the first line are to be set, MARK Left except 1st line.
  7. If the first line and all other lines of the first margin are to be set to the same margin setting, MARK Left margin, 1st line *AND* Left except 1st line.
  8. MARK Apply, or PRESS DO to apply and dismiss the menu. The margins marked for the selected text will change.

To move left margins of selected text, do the following:

1. Select the text in which left margins are to be moved.
2. PRESS COM-LOOK.
3. In the brackets following Set to, type the number of units that the margin is to be moved.
4. MARK Left if the margin is to move left by the number of units specified. MARK Right if the margin is to move right by the number of units specified.
5. If only the margin of the first line is to be moved, MARK Left margin, 1st line.
6. If the left margins except the first line are to be moved, MARK Left except 1st line.
7. If the first line and all other lines of the first margin are to be moved the same number of units, MARK Left margin, 1st line *AND* Left except 1st line.
8. MARK Apply, or PRESS DO to apply and dismiss the menu. The margins marked for the selected text will move the units specified.

MOVE/SET: Right Margin  
RIGHT MARGIN/SET/MOVING/MOVING setting right margins works the same as moving or setting left margins. MARK Right margin after marking Left, Right, or Set to.

## ALL MARGINS AND TABS

All tabs and margins in selected text can be moved left or right by the same amount:

1. Select the text in which all tabs and margins are to be moved.
2. PRESS COM-LOOK.
3. In the brackets following Set to, type the number of units that the margins and tabs are to be moved.
4. MARK Left if the margins and tabs are to move left by the number of units specified. MARK Right if they are to move right by the number of units specified.
5. MARK All margins and tabs.
6. MARK Apply, or PRESS DO to apply and dismiss the menu.

## MASTERY HINTS

If one paragraph is selected for margin and tab manipulation purposes, the Paragraph menu brought to view when you PRESS COM-LOOK will show the current margin and tab settings. After new margin or tab settings have been specified and applied, the results will appear both in the document and on the margin bar and carriage scale.

If more than one paragraph is selected for margin and tab manipulation, the menu brought to view when you PRESS COM-LOOK will show most commands as grey. The Margin bar will be grey and set at 0 and 495 (if measured in points.) The carriage scale will be grey and show no tab settings. After new margin or tab settings have been specified and applied, the results will only appear in the document. To check whether the settings were

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applied as planned, select one of the paragraphs in which changes were made, and PRESS COM-LOOK. The Paragraph menu will not show properties of more than one paragraph at a time, as paragraph properties may be different for different paragraphs.

Be very careful when using the move commands for "All margins and tabs." If the document contains multiple columns set with tabs, default tabs may intrude, resulting in unacceptable tabular formatting.

**RELATED TOPICS**

See the following components for further information on related topics:

**THE MARGIN BAR**

## PRECISION TAB FORMATTING

### BASIC CONCEPT

Tabs can be changed, cleared, or moved for a set of paragraphs or the entire document without changing each tab individually. This feature is particularly useful if the margins of a document are to be changed and the existing tables or text with tabs would be affected, or if the formatting of several tables is to be changed.

### DESCRIPTION

Tab control commands are concealed in the Paragraph menu. To use the tab control commands, expand your Paragraph menu by marking Detail. When a Paragraph menu is fully expanded, it will look like this:

#### *Paragraph menu*

Neutral Detail Apply

Units: In Picas Pts Style: —

Align: Left Right Ctr Justified Vert: None First Next Same column

Lead: before: < > after: < > line spacing: < > pts.

New page: Before After Footnote text: Start Cont

Tabs: Left Right Ctr Align on: < > Leader default tabs: < > units

Keep: Start Cont Heading keep: < > pts.

Misc: Profile Printer vert.pos.: < > units Line #: Off

Change margins: move Left Right Set to < > units Measure

Left margin, 1st line Left except 1st line Right margin

All margins and tabs

Change tabs: Clear all tabs, or move Left Right by < > units

Clear tab at < > Set tab at < > units

Change lead: Add Subtract < > pts. lead Before After Spacing

**Clear All TABS**

The tab settings in a selection may be reset to the default tab setting without deleting each tab individually.

1. Select as paragraphs the text whose tabs are to be cleared. If all the tabs in a document are to be cleared, PRESS COM-E.
2. PRESS COM-LOOK to get the Paragraph menu. If you have selected more than one paragraph, some of the items in the menu will appear grey. This is as it should be, as only commands in black or white will apply to the selection when **Apply** is marked. ONLY CLEAR TABS IN A PARAGRAPH MENU THAT WAS BROUGHT TO THE SCREEN BY THE SELECTION.
3. MARK Clear all tabs.
4. MARK Apply, or PRESS DO to apply and dismiss the menu.

The manually set tabs will disappear in the selected text and on the carriage scale, and default tabs will fill in where appropriate. Any tabulated text shifts to the default tab stops.

**MOVE COMMANDS**

Tabs can be moved left or right by specific amounts. This is useful if tabs are to be changed relative to each other. If the left margin of a document is changed, the tabs may look better when moved by the same amount.

1. Select as paragraphs the text whose tabs are to be moved. If all the tabs in the document are to be moved, PRESS COM-E.
2. In the brackets following move Left Right by, type the number of units the tabs are to be moved.

3. MARK Left or Right, depending on which direction you wish the tabs to move.
4. MARK Apply, or PRESS DO to apply and dismiss the menu.

Manually set tabs will move in the selected text and on the carriage scale. In the example below, left tabs were set at 160, 240, and 320.

|          |        |        |
|----------|--------|--------|
| aardvark | bantam | camel  |
| ant      | boar   | coyote |

If tabs are moved 12 units to the right, they appear on the carriage scale as 172, 252, 332, and in text as shown below:

|          |        |        |
|----------|--------|--------|
| aardvark | bantam | camel  |
| ant      | boar   | coyote |

#### CLEAR TAB COMMAND

Specific set tabs can be cleared by typing the tab setting in the brackets after Clear tab at. This is useful if the same tab setting is to be cleared for more than one paragraph.

1. Select the text which has the set tab that is to be cleared. PRESS COM-E if the tab is to be cleared for the entire document.
2. Type the tab setting in the brackets after Clear tab at.
3. MARK Apply, or PRESS DO to apply and dismiss the menu.

#### SET TAB COMMAND

New tabs can be globally set, rather than individually set for each paragraph:

CHAPTER 11: INTRODUCTION TO PRECISION FORMATTING<sup>1</sup> Select the paragraphs which requires a new tab setting. PRESS COM-E if the tab is to be set for the entire document.

2. Type the tab setting desired in the brackets after Set tab at <> units.
3. MARK Apply, or PRESS DO to apply and dismiss the menu.

**MASTERY HINTS**

The clear, move, and set tabs options only apply to manually set tabs. They do not affect default tabs. Consequently, default tabs may interpose themselves between the last set tab and the right margin. A way to avoid default tab intrusion while formatting a table is to end a line with a SHIFT-RETURN, not with the tab key.

**RELATED TOPICS**

See the following components for further information on related topics;

**SETTING TABS**  
**TYPING TABS**

## MEASURING SCREEN POSITIONS

### BASIC CONCEPT

The Measure command is an adjunct to precision margin and tab manipulation. It provides for visual setting of margins and tabs, rather than requiring the specification of a known numerical setting.

### DESCRIPTION

The Measure command is in the Paragraph menu opposite the *Change margins:* commands. In order to activate it, the caret must be positioned in the appropriate bracket. When Measure is marked, and a character selected in the document window, the brackets will display the horizontal measurement of that character.

### APPLICATION

The Measure command is useful if a margin or tab is desired that lines up with a particular point in text, but the numerical equivalent of that point is not known. Once the measurement is revealed, it can be applied to selected text.

**EXAMPLE 11: INTRODUCTION TO PRECISE MEASUREMENT**

Using this paragraph as an example, suppose that the next paragraph is to be nested (or indented.) The nested paragraph might look best if it began at the same point where the word "paragraph" (the third word in the previous sentence) begins. By using the Measure command, the exact numerical location of "paragraph" can be viewed, and a tab or margin set at that point on the margin bar or carriage scale. Using the Measure command reveals that "paragraph" begins at 208 points. Selecting the paragraph and marking Apply sets the tab or margin to the measurement specified.

This is a nested paragraph with left margins set at 208 points.

**PROCEDURE**

To utilize the Measure command, expand the Paragraph menu by marking Detail. The Measure command is aligned on the right edge of the menu. The procedure for using the Measure command varies with which mouse button is used. The general procedure is described below, and variations are explained later.

1. Put the caret in the appropriate margin control or tab control brackets (the usual choices are Set to <> units, Clear tab at <>, Set tab at <> units, or default tabs: <>.)
3. MARK Measure.
4. Place the cursor at the point on the screen to be measured.
5. Hold down the appropriate mouse button until the measurement of the selected character appears in the brackets.
6. Select the text whose margins or tabs are to be changed to this measurement.
7. MARK Apply.

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If the LEFT mouse button is held down, the measurement shown in the brackets will correspond to the position of the left edge of the character that is to the right of the cursor. Continue to hold the button down as you move the mouse to the left or right. The measurement in the brackets will change by character widths to reflect the new position of the cursor.

If the MIDDLE button is held down, the measurement shown in the brackets will correspond to the position of the left edge of the word that is to the right of the cursor. As you move the mouse with the button held down, the measurement in the brackets will change by word widths to reflect the new position of the cursor.

If the RIGHT button is held down, the measurement in the brackets will match the position of the cursor as it is moved.

**RELATED TOPICS**

See the following components for further information on related topics:

THE MARGIN BAR  
SETTING TABS  
PRECISION TAB FORMATTING

## PRECISION LINE LEADING

### BASIC CONCEPT

Precise amounts of leading can be added or subtracted before or after paragraphs and between lines by using lead control commands.

### APPLICATION

Using lead control commands is useful when the leading in a document is to be changed relatively rather than precisely. When all leading between paragraphs is to be increased by a certain amount, it is easier to specify this with lead commands than to change lead for each paragraph individually.

### EXAMPLE

Suppose 5 points of leading is to be added to every paragraph. However, some of the paragraphs in the document are preceded by 6 points of lead, some by 12, some by 30, and some by 40. Headings are also followed by different amounts of lead. Without precision lead commands, you would have to select each paragraph and change the leading to a precise measurement, reflecting the 5 point increase, then Apply.

### LEAD CONTROL

To use the lead control commands, expand your Paragraph menu by marking Detail. When a Paragraph menu is fully expanded, it will look like this:

*Paragraph menu*

Neutral Detail Apply

*Units:* In Picas Pts *Style:* —

*Align:* Left Right Ctr Justified *Vert:* None First Next Same column

*Lead:* before: < > after: < > line spacing: < > pts.

*New page:* Before After *Footnote text:* Start Cont

*Tabs:* Left Right Ctr Align on: < > Leader default tabs: < > units

*Keep:* Start Cont Heading keep: < > pts.

*Misc:* Profile Printer vert.pos.: < > units *Line #:* Off

*Change margins:* move Left Right Set to < > units Measure

Left margin, 1st line Left except 1st line Right margin

All margins and tabs

*Change tabs:* Clear all tabs, or move Left Right by < > units

Clear tab at < > Set tab at < > units

*Change lead:* Add Subtract < > pts. lead Before After Spacing

Lead control commands are shown after *Change lead:*

## ADD/SUBTRACT

In order to add or subtract lead from selected text, the number of points must be typed in the brackets preceding pts. lead. Marking Add adds the points specified, and marking Subtract will remove the points specified.

## BEFORE/AFTER/SPACING

After marking one of the commands described above, it is necessary to specify where the lead is to be changed. This is done by marking Before, After, or Spacing.

1. Select the text in which leading is to be changed.
2. PRESS COM-LOOK.
3. Type the new lead setting in the brackets preceding pts. lead. Remember that the number you type is the amount of CHANGE required, not the actual points of lead desired.

4. **MARK Before, After, or Spacing.**
5. **MARK Apply, or PRESS DO to apply and dismiss the menu. The leading change will be visible in the document. New lead settings do not appear in the menu except when a single paragraph is selected and COM-LOOK is pressed.**

**RELATED TOPICS**

See the following components for further information on related topics:

**LEAD COMMANDS  
GUIDELINE FOR LINE LEADING**

## VERTICAL COLUMN ALIGNMENT

### BASIC CONCEPT

Vertical alignment properties provide for vertical placement of columns on a page. Vertical alignment commands make it possible to align columns next to each other so that logically related information will be kept together. They provide for further insertion or deletion of text in a column without manipulation of the surrounding material. Vertical alignment commands tell a selected paragraph where it should be on the printed page *in relation to other text*.

### DESCRIPTION

Vertical alignment commands are paragraph properties and are set using the Paragraph menu. They are applied to selected paragraphs. The commands appear after *Vert:* The options are None, First, Next, Same.

### None COMMAND

If None is marked, no column features will be in operation for the selected paragraph.

### First COMMAND

Marking First causes the paragraph to appear in the first column.

### Next COMMAND

Marking Next places the selected paragraph in the next column to the right, and aligned vertically with the paragraph in the previous column that was marked First or Next.

### Same COMMAND

Marking Same assures that the selected paragraph will be aligned directly under the previous paragraph that was given an alignment command.

**MARGINS**

CHAPTER 11: INTRODUCTION TO PRECISE FORMATTING  
The margins of each column are set by hand using the margin bar. This can be done before each column is typed in, or after complete text type-in.

**PROCEDURE**

This is a general description of the procedure used to format columns or tables. A step-by-step example follows the general description.

Decide how many columns are needed. Set the margins for the first column. Type a paragraph and select it. If the selected paragraph is to appear in the first column, MARK First. If the next paragraph is to continue in the same column, select the paragraph and MARK Same. If a paragraph is to appear in the next column, set the margins for the next (or second) column. Type a paragraph and select it. MARK Next. Set the margins for the third column. Type a paragraph and select it. MARK Next. Every time a selected paragraph is marked with First it will appear in the first column. A paragraph marked Same will appear in the same column as the previous paragraph given an alignment command. Marking Next will place a paragraph in the next column to the right, aligned vertically with the last paragraph marked First or Next.

*NOTE THAT THE COLUMNS WILL NOT APPEAR ALIGNED IN THE NORMAL DISPLAY MODE. COLUMNS WILL BE ALIGNED WHEN VIEWED IN PREVIEW MODE, AND WHEN PRINTED.*

Suppose that your document will contain paragraphs arranged into three columns. The text in the first column consists of questions asked by an interviewer of a panel of business leaders. The second column contains answers by members of the panel. The third column contains an analysis of the answers. The question, the answers to each question, and the analyst's remarks regarding the

answers are to be placed side by side on the page.

This is how it is done:

1. Type the question. Select the text as a paragraph. If the Paragraph menu is not already on your screen, it will appear now. For this exercise, MARK Pts in the paragraph menu. Set the column margins for the first column by using the menu bar. MARK Apply.
2. With the paragraph still selected, MARK First. This informs the system that there will be more than one column on the page, and that this paragraph belongs in the first column.
3. Suppose that your question is rather complex and requires another paragraph to be complete. PRESS the RETURN key. Type the new paragraph, select it, and MARK Same. MARK Apply. Further paragraphs related to the same question are also marked Same.
4. Set the margins for the second column. Type an answer to the first question. Select the paragraph and MARK it Next. Although it will not appear so on the screen, the paragraph appears beside the previous paragraph in hardcopy and becomes part of a new column. If more than one paragraph is needed to answer the question in the first column, select each paragraph after type-in, MARK Same and Apply, and the paragraph will be positioned directly beneath the previous paragraph in the second column. Marking Same will continue entering paragraphs into that column.
5. Set the margins for the third column. Type an analysis of the question-and-answer exchange. Select the paragraph. MARK Next. This will be the first paragraph in the third column. Marking

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Same will continue entering paragraphs into the third column.

6. To enter a paragraph into the first column again (another question by the interviewer), select the paragraph, MARK First, and the paragraph will appear in the first column in hardcopy. The new paragraph will begin on a line that falls below the longest previous column, whether the longest column was the first, second, or third column. If Next is marked for the next paragraph, it will print in column two, beside the paragraph put into the first column. In this way, a question, the answer to each question, and the analyst's comments can be lined up side by side. In other words, if the first question ended 6 inches from the bottom of the page, the answer to the question ended 3.5 inches, from the bottom of the page, and the analysis ended 4 inches from the bottom of the page, the next question would be aligned no more than 3.5 inches from the bottom of the page. *Further insertion and deletion of text in any column will cause automatic readjustment of the vertical alignment, if required. No user manipulation of surrounding text is necessary. There will be no over-print or mis-aligned columns.*
7. MARK None to specify that the next paragraph not be in columnar form. The new paragraph will begin a line that falls below the longest previous column.

#### EXAMPLE

Below is an example of how columns would appear before vertical alignment commands are applied.

CHAPTER QUESTIONS  
INTRODUCTION TO PRECISION FORMATTING

Dr. S., would you describe the features you feel makes the XEROX DOCUMENT SYSTEM a rather startling advance in the publishing industry? Is it really as easy to use as has been advertised?

## ANSWERS

The XEROX DOCUMENT SYSTEM provides total document formatting capabilities. The operator can type in text, type the appropriate code keys, and a completed document is printed.

A completely formatted document can be printed in a matter of minutes and will appear as if it had been sent to be typeset and printed by a publisher, complete with columns, various sizes and types of font, and other formatting features. Page numbering, page headings, etc., appear automatically in the printed document without having been typed individually.

## ANALYSIS

The XEROX DOCUMENT SYSTEM will revolutionize the publishing industry.

In the example below, the same text has been given vertical alignment properties.

| QUESTIONS   | ANSWERS   | ANALYSIS  |
|---|---|---|
| Dr. S., would you describe the features you feel makes the XEROX DOCUMENT SYSTEM a rather startling advance in the publishing industry? Is it really as easy to use as has been advertised? | The XEROX DOCUMENT SYSTEM provides total document formatting capabilities. The operator can type in text, type the appropriate code keys, and a completed document is printed.<br><br>A completely formatted document can be printed in a matter of minutes and will appear as if it had been sent to be typeset and printed by a publisher, complete with columns, various sizes and types of font, and other formatting features. Page numbering, page headings, etc., appear automatically in the printed document without having been typed individually. | The XEROX DOCUMENT SYSTEM will revolutionize the publishing industry. |

QUESTIONS was selected and marked First. The first paragraph of text for the first column was marked Same. ANSWERS was marked Next. The first paragraph of text for the second column was marked Same. The second paragraph was also marked Same. ANALYSIS was marked Next. The first paragraph of the third column was marked Same.

Margins can be set for each column before or after type-in of the column. Empty paragraphs can be selected before type-in and given vertical alignment commands.

## VERTICAL PARAGRAPH POSITIONING

**DESCRIPTION**

The position of a selected paragraph on the printed page may be set with the "vert.pos:" command in the Paragraph menu. This makes it possible to place a heading, or other special paragraph, a precise distance from the bottom edge of the paper. It will not move in relation to other text, as it will if only given paragraph leading properties. The vertical position of the heading at the top of this page is 657 points. *Note that vertical position is measured up from the bottom of the page.*

**PROCEDURE**

The procedure for assigning a vertical position to a paragraph is as follows:

1. Select the paragraph to be assigned a vertical position.
2. PRESS COM-LOOK to open the Paragraph menu.
3. Type the vertical alignment measurement in the brackets following vert.pos::.
4. MARK Apply, or PRESS DO to apply and dismiss the menu.

**RELATED TOPICS**

See the following components for further information on related topics:

**DOCUMENT PROFILE**

## SORTING

**BASIC CONCEPT**

The Sort command makes it possible to order items in a table or list. Text may be sorted by number, letter, symbol, and in ascending or descending order.

**DESCRIPTION**

The Sort command is found in the Main menu followed by brackets. Characters typed in the brackets specify how a particular column is to be sorted.

Using the Sort command requires that text be typed in tabular form using tabs (not spaces.) Each line of text must be separated from the previous line by pressing RETURN. The entire text to be sorted must be selected before marking Sort. Simple sorting is based on the first character in a specified column. Columns are numbered according to how many tabs precede them. Thus, column 1 contains the text typed after pressing the TAB key once. Column 0 precedes the first tab. *Note that the second visible column may actually be column 1, if the first column begins at the margin with no tabs preceding it.*

**PROCEDURE**

The procedure for sorting text is as follows:

1. Type rows of text to be sorted. Use tabs to separate columns. Separate each row by pressing RETURN.
2. Select the entire text to be sorted.

3. Type the number of the column to be sorted in the blank. Remember that the column number is the number of the tab it follows.

4. Mark Sort.

To sort a list of names and addresses, you would do the following:

1. Set your tabs.
2. Type a name, street number, street name, and city, separating each entry by pressing TAB.
3. PRESS RETURN.
4. Type another entry.
5. PRESS RETURN.
6. Follow the above procedure until all entries have been made.
7. Decide whether to sort by name, number, street, or city.
8. In the blank following Sort, type the number of the column to be sorted.
9. Mark Sort.

Each line in the table will be arranged in ascending order according to the first character in each row of the column specified.

In the example below, margins are set at 32 and 410. Tabs are at 172, 232, and 332. Last names begin at the margin, street numbers are at 172, street names are at 232, and city names are at 332. Text was entered in no particular order:

|                |      |               |           |
|----------------|------|---------------|-----------|
| Bowdin, George | 3771 | Aborn Dr.     | Evergreen |
| Jones, Janet   | 1448 | Cottage Way   | Hanover   |
| Zartman, Jean  | 29.5 | Clarkson Ave. | Lincoln   |
| Hatchet, Carol | 978  | Landfair Rd.  | Barstow   |

If nothing is typed into the blank, the table is sorted in ascending order according to the first character of each entry in column zero:

|                |      |               |           |
|----------------|------|---------------|-----------|
| Bowdin, George | 3771 | Aborn Dr.     | Evergreen |
| Hatchet, Carol | 978  | Landfair Rd.  | Barstow   |
| Jones, Janet   | 1448 | Cottage Way   | Hanover   |
| Zartman, Jean  | 29.5 | Clarkson Ave. | Lincoln   |

If 1 is typed in the blank, the column following the first tab is sorted in numerical order.

|                |      |               |           |
|----------------|------|---------------|-----------|
| Zartman, Jean  | 29.5 | Clarkson Ave. | Lincoln   |
| Hatchet, Carol | 978  | Landfair Rd.  | Barstow   |
| Jones, Janet   | 1448 | Cottage Way   | Hanover   |
| Bowdin, George | 3771 | Aborn Dr.     | Evergreen |

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Notice that the system recognizes numbers, rather than numerals. It knows that 978 is a lower number than 1448, even though the first number, 1, is smaller than 9.

**OTHER FEATURES**

More complex table manipulation may be accomplished using other sort features. A string of characters may be typed in the blank following Sort, thereby specifying a more precise arrangement of table entries. A column can be sorted in descending order by typing D following the column number in the blank. Typing I insures that case is ignored in sorting. If "I" is not specified, upper case letters will be sorted first.

A table may be sorted by more than one column. For example, it is possible to sort by zip code, by street names within zip codes, and by the last name of residents living on a street.

Suppose column 0 contains names, column 1 contains street numbers, column 2 contains street names, and zip codes are in column 3. These are the table entries:

|                  |      |           |       |
|------------------|------|-----------|-------|
| Bowdin, George   | 3771 | Aborn     | 91206 |
| Hatchet, Carol   | 978  | Landfair  | 94311 |
| Jones, Janet     | 1448 | Cottage   | 91207 |
| Zartman, Jean    | 29.5 | Clarkson  | 91104 |
| Murray, Anni     | 181  | Beasley   | 91104 |
| Davis, Arnold    | 676  | Beasley   | 91104 |
| Hartford, Claire | 7241 | Archibald | 91206 |
| Archer, Cal      | 625  | Beasley   | 91104 |
| Quin, Sandy      | 4622 | Aborn     | 91206 |

CHAPTER 12: TEXT MANIPULATION  
 You wish to sort in descending order by zip code, alphabetically by street within each zip code, and alphabetically by the last name of residents on each street. WHEN SORTING MORE THAN ONE COLUMN, SORTING MUST BE DONE IN REVERSE ORDER OF IMPORTANCE.

1. Select the table. Type 0 in the blank following Sort and mark Sort. The table will be sorted alphabetically by name.
2. Type 2 in the blank. Mark Sort. The table is sorted alphabetically by street name, maintaining resident names in alphabetical order within streets.
3. Type 3D in the blank (sort column 3 in descending order.) Mark Sort. The results are shown below:

|                  |      |           |       |
|------------------|------|-----------|-------|
| Hatchet, Carol   | 978  | Landfair  | 94311 |
| Jones, Janet     | 1448 | Cottage   | 91207 |
| Bowdin, George   | 3771 | Aborn     | 91206 |
| Quin, Sandy      | 4622 | Aborn     | 91206 |
| Hartford, Claire | 7241 | Archibald | 91206 |
| Archer, Cal      | 625  | Beasley   | 91104 |
| Davis, Arnold    | 676  | Beasley   | 91104 |
| Murray, Anni     | 181  | Beasley   | 91104 |
| Zartman, Jean    | 29.5 | Clarkson  | 91104 |

## MASTERY HINTS

Spaces are considered characters. If you accidentally PRESS the SPACE key following an entry, the extra character will be considered in the sort. In the table above, Aborn followed by a space would come after Aborn without a space.

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**Items** to be sorted must be isolated in a column. If street numbers are followed by street names in the same column, it will not be possible to sort alphabetically by street name.

## RELATED TOPICS

See the following components for further information on related topics:

**SETTING TABS****DELETING TABS****TAB CONTROL**

## FIND

**BASIC CONCEPT**

The Find command provides for quick scrolling of a document to specific characters, character strings, or a specific place in the document. It enhances the ability to edit certain portions of a completed document without re-reading the entire text.

**CHARACTER STRING**

The Find command is built around the concept of a character string. A character string is any combination of letters, spaces, tabs, punctuation, or SHIFT-RETURNS.

**DESCRIPTION**

The Find command is found in the Main menu. A character or character string is typed in the brackets following Find. Marking Find causes the document to be scrolled to the first occurrence of the character or character string following the current selection. The character string appears underlined. The DO key is pressed to activate search for the next occurrence, if no other commands were given after marking Find. Otherwise, mark Find to activate search for the next occurrence. If every occurrence of the defined character string is to be found, it is necessary to scroll to the beginning of the document before marking Find.

The Find command can be used to scroll immediately to a specific paragraph in a document, if the paragraph contains unique text. A section referring to a particular Senator's voting record can be found quickly by typing the Senator's name in the brackets and marking Find.

The initial choice of character string is the key to using the Find command most effectively. If the purpose is to scroll to a specific place in the document, the character string must be as precise as possible. For example, if the word "paragraph" occurs throughout the document, but you are looking for a section on "Paragraph Properties", type Paragraph Properties in the brackets. *Capitalization, punctuation, and spacing must be typed exactly as it occurs in the sought for text.*

If the purpose is to find every instance of text concerning paragraphs, type "aragraph" in the brackets. This assures that every instance of the string "aragraph" is found and underlined, *whether or not the whole word begins with a capital letter or is a plural.*

The procedure for using the Find command is as follows:

1. Scroll to the beginning of the document, or to the place in the document where you wish the search to begin. Make certain that the blinking caret is in the document window.
2. In the brackets after Find, type the character string to be found.
3. Mark Find. The document is automatically scrolled to the first occurrence of the character string and is underlined.
4. PRESS DO to continue the search for the next occurrence of the character string.

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Edit the document at any point in the Find procedure. If editing takes place, Find must be marked, rather than DO. If DO is marked, it will re-do the edit, not the FIND.

6. To cancel further search, PRESS CANCEL.

## MASTERY HINTS

The system pays attention to upper and lower case. If you type a word beginning with a capital letter, it will only find capitalized occurrences of the word.

The Find command finds and underlines all occurrences of the string even when surrounded by other letters. Typing "after" in the brackets and marking Find will cause every occurrence of "after" to be found and underlined, even when it is imbedded in words such as afterward, afterwards, thereafter, hereafter, rafter, rafters, etc. If only occurrences of "after" as an independent word are to be found, it is necessary to type the "after" in the Find brackets preceded by a single space and followed by a single space. Since "after" can also appear at the end of a sentence, a separate find should be done on "after" followed by a period (or other punctuation. )

The system does not restrict its search to a specific character *type*, such as bold, italic, and underline. If an italicized word is typed in the brackets, unitalicized occurrences of the word will also be found.

A document is considered one long page. Although the document may exhibit page numbers when printed, page numbers are not considered part of the display version. Therefore, a particular hardcopy page cannot be found by typing the page number in the brackets and marking Find.

## RELATED TOPICS

See the following components for further information on related topics:

## INTRODUCTION TO QUICK COMMANDS

## SUBSTITUTE

### BASIC CONCEPT

The Substitute command is used to change a character or character string in a selected section, or globally throughout a document, without selecting each occurrence individually.

### DESCRIPTION

The Substitute command is found in the Main menu. The character or character string that is to be changed is typed in the brackets after for. The character or string to be substituted is typed in the brackets after Subst. When Subst is marked, the substitution will be made in the selected section of the document.

### PROCEDURE

The choice of character strings is very important to effective utilization of the Subst command. Capitalization, punctuation, and spacing must be typed exactly as it is to occur, and as it presently occurs.

The procedure for using the Subst command is as follows:

1. Select the text where the substitutions are to be made. If the substitutions are to take place throughout the document, PRESS COM-E (COMMAND-EVERYTHING.)
2. Type the substitute character string in the brackets after Subst.
3. Type the string that is to be substituted for in the brackets after for.
4. Mark Subst.

The system pays attention to upper and lower case.

To maintain the correct case it may be necessary to do separate substitutions for words beginning with lower case letters, and the same words beginning with upper case letters. For example, if "division" is to replace "section", and "Divison" is to replace "Section", the substitution process will have to take place twice.

The system will replace all words matching the word in the brackets following for, regardless of their type or face. If an italicized word is typed in the brackets, unitalicized occurrences of the word will also be replaced. However, when Subst is marked, the word to be substituted will appear in the text as it does in the Subst brackets. If the word in the Subst brackets is in italics, it will appear in text italicized, even though the word it replaces is not italicized.

A character string typed in the brackets following Subst appears in the default character style. It can be changed to match the normal text of the document by copying LOOKS.

Spaces are considered characters. Single spacing can be substituted for double spacing by entering one space in the brackets following Subst, and two spaces in the brackets following for, then marking Subst.

Substitutions are made for character strings even when they occur as part of another word. If "AREA" is typed as a substitute for "tract", tractor, contractor, intractable, attract, attractive, retraction, protractor, and contractual will change to AREAor, conAREAor, inAREAable, atAREA, atAREAive, reAREAion, proAREAor, and conAREAual respectively when Subst is marked. *It is dangerous to substitute words for character strings that could occur imbedded in other words!*

One way to make substitutions for character strings that occur imbedded in other words is to isolate the character string as a word. This can be done by typing the character string in the for brackets, preceded and followed by a space. While guaranteeing that a substitution will be made only for the character string's occurrence as an independent word, it will not substitute for the word when it is immediately followed in the selected text by punctuation. Separate substitutions will have to be made for those instances of the word.

#### CONFIRM/SUBSTITUTE

A good way to replace hazardous character strings is by using the combined features of the Confirm and Subst commands. The Confirm command causes the system to pause at each occurrence of the character string defined in the brackets after for, and ask you if you really want the substitution to occur.

1. Scroll to the beginning of the document.
2. Position the caret at the beginning of the document. If you wish to substitute in a more limited area, you do not need to scroll to the beginning of the document and place the caret there. You need only select the appropriate text.

3. In the brackets after Subst, type the character string to be substituted.
4. In the brackets after for, type the character string to be replaced.
5. Mark Confirm before marking Subst. Confirm must be white-on-black (if your screen is black-on-white).
6. Mark Subst. The system will scroll to the first occurrence of the character string to be replaced and you will be asked to "Confirm substitution. Press DO, NEXT, or CANCEL."
7. If you wish to substitute for this particular occurrence of the word, PRESS DO.
8. Continue steps 6 and 7. When you find an occurrence you do not wish to replace, PRESS NEXT.

Other complicated substitution situations occur when the plural of one word ends in "es," and the other in "s;" when the word to be replaced is an irregular verb which changes tense in the document; and when one of the words is preceded by "an," and the other is preceded by "a."

The substitute command is most useful for replacing proper names or words that usually stand alone. Words that stand alone do not occur imbedded in other words, do not accommodate prefixes or suffixes, and do not require modifiers. "New York" is easily substituted for "California," and "beef" for "mutton". Careful use of the Subst command would entail selecting only text that can appear on the screen at one time and replacing words within that boundary.

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RELATED TOPICS  
CHAPTER 12: TEXT MANIPULATION

See the following components for further information on related topics:

GLOBAL COMMANDS  
COPYING LOOKS

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CHAPTER 12: TEXT MANIPULATION

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**CHAPTER 13 INTRODUCTION TO WINDOW MANIPULATION**

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**BASIC CONCEPT**

At the beginning of a session, your screen is divided into a *system window*, a *document window*, and a *status window*. However, you are not limited to these three windows. By using the window-manipulation facilities, you can freely open new windows, close old ones, and move window boundaries on the screen. You can divide your screen into two or more document windows, each viewing a separate document, or split a single document window into two or more windows, each viewing a different portion of the *same* document.

**WHY MANIPULATE WINDOWS?**

Splitting windows enables you to see different portions of the *same* document on your screen. Splitting windows is useful when moving text passages from one area of a document to another area of the same document. Moving text in this manner will be discussed in a following chapter.

Creating a *new* window on your screen allows you to see more than one document at a time. This feature is useful when it is necessary to move text from one document into another document.

**WINDOW LIMITATIONS**

1. There may be 4 separate document windows at one time on the screen. Each document window can be scrolled independently.
  
2. A document window may be *split* up to 4 times. Each "pane" of the document window can be scrolled independently.

#### CURSOR POSITION FOR WINDOW MANIPULATION

Move the cursor to the extreme right edge of the screen so that the cursor shape changes to display a . This is called the *window bar* area of the screen.

#### SPLITTING A WINDOW

With the cursor to the extreme right edge of the screen, PRESS the MIDDLE mouse button. The cursor will now look like this: . Hold down the mouse button until the desired position for the window boundary is determined (move the mouse vertically in the window bar), then release.

When a document window is split the new "pane" will share the menu currently on the screen. The new window will not have a menu of its own, since it is not an independent document.

#### CREATING A NEW DOCUMENT WINDOW

With the cursor to the extreme right edge of the screen, PRESS the MIDDLE mouse button and the SHIFT key. The cursor will now look like this: . Hold both down until the desired position for the window boundary is determined (move the mouse vertically in the window bar), then release.

A new document window will have a menu of its own, since it is a document independent of the other window.

If you have one or more documents on the screen and Save all is marked the Save all affects *both* documents.

~~Moving Windows and Boundary Lines~~

Position the cursor to the extreme right edge of the screen so that the top of the box is touching the boundary line to be moved.

PRESS and hold down the LEFT mouse button. The cursor will now look like this:  Slowly move the cursor up or down, to the desired boundary line location.

RELEASE the LEFT mouse button, when the boundary line appears at the desired location.

## CLOSING WINDOWS

To close an existing document window or pane:

1. Move the cursor into the window bar until it looks like this: 
2. Move the cursor vertically into the window or pane you wish to close.
3. PRESS and release the RIGHT mouse button. The cursor will briefly look like this:  The window or pane containing the cursor is closed, and disappears from the screen.

This method will work for document windows only: the system and status windows can never be closed.

## RELATED TOPICS

See the following components for further information on related topics:

DISPLAY FORMAT  
MOUSE FUNCTIONS

## MOVING TEXT

|             |   |
|-------------|---|
| DESCRIPTION | The ability to move passages of text from one place in a document to another is provided with use of the MOVE key. Text may be moved freely across window boundaries, from one document to another. |
|-------------|---|

|           |  |
|-----------|--|
| PROCEDURE | <p>To move text:</p> <ol style="list-style-type: none"><li>1. Point the cursor at the place to which you wish to move the selected text and PRESS the LEFT mouse button. As long as you hold down the mouse button, the caret follows the cursor's movements on the screen.</li><li>2. PRESS and hold down the MOVE key while selecting the text you want to move. It should be underlined.</li><li>3. When you release the MOVE key the text will move from its original location to the designated new location.</li></ol> |
|-----------|--|

### TO CANCEL THE MOVE COMMAND

PRESS the CANCEL key.

|                |   |
|----------------|---|
| RELATED TOPICS | See the following components for further information on related topics: |
|----------------|---|

SELECTING TEXT  
SELECTING PARAGRAPHS

## EXCHANGING TEXT

**DESCRIPTION** The ability to exchange the position of text passages is provided with use of the MOVE key. Text may be exchanged freely across window boundaries, from one document to another.

**PROCEDURE** To exchange text:

1. Select the first part of the text to be exchanged. It should be underlined.
2. PRESS and release the MOVE key. The cursor remains in the usual form of an "eleven o'clock" arrow, but a small square appears at the base of the arrow, like this: 
3. PRESS and hold down the SHIFT key, as you select the text to be exchanged with the text in Step 1.
4. Release the SHIFT key.

**EFFECT** The two pieces of text will exchange places.

**TO CANCEL THE EXCHANGE COMMAND**  
PRESS the CANCEL key.

~~REDIRECTOR TOPICS~~ INTRODUCTION TO WINDS OF MANIPULATION  
See the following components for further information on related topics:

**SELECTING TEXT**

**SELECTING PARAGRAPHS**

## COPYING TEXT

**DESCRIPTION** The ability to copy passages of text from one place in a document to another is provided with use of the SHIFT key. Text may be copied freely across window boundaries, from one document to another.

**PROCEDURE** To copy text:

1. Position the insertion caret at the point where the copy of the text will appear.
2. PRESS and HOLD DOWN the SHIFT key while...
3. SELECTING the text to be copied.
4. RELEASE the SHIFT key.

**EFFECT** A copy of the text selected will move to the new selected location, leaving the original in its original location.

### TO CANCEL THE COPY COMMAND

PRESS the CANCEL key.

**RELATED TOPICS** See the following components for further information on related topics:

**SELECTING TEXT**  
**SELECTING PARAGRAPHS**

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**CHAPTER 14****INTRODUCTION TO FORMS****BASIC CONCEPT**

The XEROX DOCUMENT SYSTEM allows the creation of a document that can be used as a form. A form or document can be designed so that changes can only be made inside designated fields. This protects the basic form, while still allowing other users to fill out copies of it. The designer of the form must designate which fields are to remain constant and which fields will allow changes to be made. The designation of a field that cannot be changed is referred to as a "locked field". The field that is to be filled in or changed by other users is referred to as an "unlocked field". After the fields have been designated as locked or unlocked, the use of the NEXT key allows a user to step through the form filling in the unlocked fields with desired information.

**PROCEDURE**

When the basic design of the form has been established, the fields that will be designated as unlocked fields must be enclosed in brackets and receive a COM command. These are the fields that will be filled out by the users. To establish an unlocked form field,

1. TYPE a left angle bracket <
2. HOLD DOWN the COM KEY and simultaneously TYPE x
3. TYPE a right angle bracket >
4. HOLD Down the COM KEY and simultaneously TYPE x

CHAPTER 14: INTRODUCTION TO FORMS  
The space between the brackets is now defined as an unlocked form field. If you were establishing a field where a date might be inserted, it would look something like this:

Date: <>

where the actual date (ie. August 1, 1980) can be inserted between the brackets by the user. The word date (or any other descriptive word or phrase) may be enclosed within the angle brackets so that the user will know exactly what information is required. For example, your date field might look something like this:

Date: <date>

Where Date: would become a locked field that could not be changed by the user and <date> would become an unlocked field for actually filling in the date.

After all the desired fields in the form have been established, it is necessary to lock the form. By locking the form, you allow other people to insert data at the areas designated by angle brackets as unlocked fields, but they will be unable to change the design of the form itself. Follow the steps under procedure, and then to lock a form:

1. MARK Save all in the System Menu.
2. When the form has been saved, SELECT the title of the form in the Document Catalog.
3. MARK Lock Form in the Document Catalog Menu. It may be necessary to mark Detail to see Lock Form. The title of the form in the Document Catalog will now be italic. It is now a "read-only" document.

When you GET the form, it will not be titled, and the only places in the document you can insert or edit text is in the form fields designated by angle brackets. To use the form,

1. GET the form document
2. PRESS and RELEASE the NEXT key.  
The caret is now positioned inside the first unlocked form field, ready for data to be filled in.
3. PRESS and RELEASE the NEXT key to proceed to the next form field.

When all the unlocked fields have been filled in, print the form. Note: the angle brackets will not appear when the form is printed.

A locked form may be unlocked. To unlock a form,

1. SELECT the title of the form in the Document Catalog.
2. MARK Unlock Form in the Catalogue Menu

The title of the form in the Document Catalog will change from italic back to standard type. It is a standard document again and all fields may be edited. Following is an example of a memo form.

## Inter-Office Memorandum

From: <name>

Date: <date>

To: <name>

Subject: <subject>

<memo body>

---

In the above example the words From:, Date:, To:, and Subject: may not be changed if the form is locked. However, the words inside the angle brackets (name, date, name, subject, memo body) may be changed by the user.

## CHAPTER 15 INTRODUCTION TO ABBREVIATIONS

The EDITOR allows you to use predefined abbreviations in typing or editing a document. An abbreviation is a (usually short) sequence of characters that has been predefined to stand for some longer piece of text called its expansion. Replacing the abbreviation with its expansion is called expanding the abbreviation. There is no limit to the length of an expansion: it may be just one or two words long, or it may be one or more paragraphs.

## THE ABBREVIATIONS CATALOG

**BASIC CONCEPT**

The list of abbreviations that have been previously defined is called your Abbreviations Catalog and can be displayed on your screen for inspection or modification. You may inspect, define, delete or undelete abbreviations by marking commands that are shown on the Abbreviations menu.

**TO GET MENU**

**MARK Abbreviations in the System menu.**

**EFFECT**

The Abbreviations catalog appears in a window at the top of your screen, headed by a menu containing commands applicable to the abbreviations in the catalog. The catalog contains a list of abbreviations currently defined, displayed in alphabetical order across the screen, three on each line.

### THE ABBREVIATIONS CATALOG

| <i>Abbreviations menu</i>                 | Def abbr | < > | Delete             | Undelete | Detail         |
|---|----------|-----|--------------------|----------|----------------|
| Apply <input checked="" type="checkbox"/> |          |     |                    |          |                |
| Department<br>Recd                        |          |     | Division<br>Report |          | Memo<br>Status |
|   |          |     |                    |          |                |

**Def abbr** COMMAND INTRODUCTION TO ABBREVIATIONS

1. In a document window, select or type the text that is to be the expansion of the new abbreviation.
2. On the Abbreviations menu above the window, fill in the Def abbr blank with the name of the abbreviation you are defining.
3. MARK the Def abbr command on the Abbreviations menu. The new abbreviation is defined, with the selected text as its expansion.

**Delete COMMAND**

To delete an abbreviation from your catalog:

1. MARK the abbreviation name to be deleted in your Abbreviations catalog.
2. MARK the Delete command on the Abbreviations menu. A line will be drawn through the abbreviation.
3. MARK Apply in the Abbreviations menu.

**Warning:** Once you have completed the above steps your abbreviation is permanently deleted from your disk.

**Undelete COMMAND**

To undelete an abbreviation from your catalog:

**Warning:** This may only be done if you have not completed Step 3 above.

1. MARK the abbreviation to be undeleted in your Abbreviations catalog.
2. MARK the Undelete command on the Abbreviations menu. The line through the abbreviation will be removed.

**Detail command** INTRODUCTION TO A MARKING THE Detail command on the Abbreviations menu will allow you to inspect the expansions defined for each of the abbreviations. This causes the expansions to be displayed along with the abbreviations themselves. In this format each abbreviation occupies a full line of the abbreviations window (or more if the expansion is especially long).

To get back to the undetailed catalog, MARK Detail on the Abbreviations menu again.

**TO CLOSE ABBREVIATIONS MENU**

MARK  on the Abbreviations menu.

**RELATED TOPICS**

See the following components for further information on related topics:

**MARKING MENU COMMANDS**  
**EDITING A MENU BRACKET**  
**SELECTING TEXT**  
**INSERTING TEXT**  
**EXPANDING AN ABBREVIATION**

## EXPANDING AN ABBREVIATION

### BASIC CONCEPT

Abbreviations may be expanded "on the fly," as you are typing text into a document, or a word selected from the text of the document and expanded as an abbreviation.

### PROCEDURE

To expand an abbreviation while typing text into a document:

1. Type the abbreviation as part of the text you are inserting into the document.
2. Immediately after typing the abbreviation,

TYPE: COM x (for "expand")

(That is, type the letter "x" while holding down the COM key.)

To expand a selected word as an abbreviation:

1. Select the word you wish to expand.
2. TYPE: COM x (for expand)

(That is, type the letter "x" while holding down the COM key.)

### EFFECT

The abbreviation is replaced on the screen by its predefined expansion.

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**RELATED TOPICS** See the following components for further  
CHAPTERS: INTRODUCTION TO ABBREVIATIONS information on related topics:

**SELECTING TEXT**  
**INSERTING TEXT**  
**THE ABBREVIATIONS CATALOG**

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**CHAPTER 16**

---

**INTRODUCTION TO QUICK COMMANDS**

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**BASIC CONCEPT**

The system allows you to bypass marking menu commands by using "Quick Commands". Thus, many settings that are changed with menus can be changed with a Quick Command. Quick Commands are used by pressing the COM key or the LOOK key in conjunction with a keyboard key.

**QUICK COMMANDS TO OPEN MENUS**

To open the Display mode menu:

PRESS and hold the COM key while typing: d

To open the Print menu:

PRESS and hold the COM key while typing: h

**QUICK COMMANDS TO POSITION THE CARET**

To position the caret to the right of a character, word, paragraph, or selection:

PRESS and hold the COM key while typing: a

To position the caret to the left of a character, word, paragraph, or selection:

PRESS and hold the COM key while typing: i

To position the caret at the top of the screen:

PRESS and hold the COM key while typing: l  
(This is the letter, not the number 1.)

CHAPTER 16: INTRODUCTION TO QUICK COMMANDS  
To position the caret in the Find bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: f

To position the caret in the Get title bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: g

To position the caret in the Subst bracket (when the Main menu is visible):

PRESS and hold the COM key while typing: s

#### QUICK COMMANDS WHEN INSERTING TEXT

During type-in, you may change the "looks" of characters and fonts with Quick Commands. This is done by pressing LOOK key while typing a letter on the keyboard. All text typed following this command will take on the "look" specified by the command.

To change character styles during type in:

| PRESS    | And Type   | Effect                    |
|----------|------------|---------------------------|
| LOOK key | b          | <b>bold</b>               |
| LOOK key | i          | <i>italic</i>             |
| LOOK key | - (hyphen) | <u>underline</u>          |
| LOOK key | = (equal)  | <del>strike-through</del> |
| LOOK key | u          | superscript 4 pts         |
| LOOK key | d          | subscript 4 pts           |

**PRESS SIMULTANEOUSLY                    And Type**

|          |           |   |
|----------|-----------|---|
| LOOK key | SHIFT key | b |
| LOOK key | SHIFT key | i |
| LOOK key | SHIFT key | - |
| LOOK key | SHIFT key | = |
| LOOK key | SHIFT key | u |
| LOOK key | SHIFT key | d |

**To change fonts during type in:****PRESS                    And Type                    Effect**

|          |   |                     |
|----------|---|---------------------|
| LOOK key | 1 | Times Roman 8 pts.  |
| LOOK key | 2 | Times Roman 12 pts. |
| LOOK key | 3 | Times Roman 18 pts. |
| LOOK key | 4 | Helvetica 10 pts.   |
| LOOK key | 5 | Helvetica 8 pts.    |
| LOOK key | 6 | Helvetica 12 pts.   |
| LOOK key | 7 | Helvetica 18 pts.   |
| LOOK key | 8 | Elite 10 pts.       |
| LOOK key | 9 | Symbols 10 pts.     |
| LOOK key | 0 | Times Roman 10 pts. |

**To cancel any font and return type-in to "normal":****PRESS SIMULTANEOUSLY                    And Type**

|          |           |   |
|----------|-----------|---|
| LOOK key | SHIFT key | 0 |
|----------|-----------|---|

**USING QUICK COMMANDS TO EDIT EXISTING TEXT**

After type-in, you may change the "looks" of characters and fonts with Quick Commands. This is done by selecting the text to be changed and pressing the LOOK key while typing a letter on the keyboard twice.

SELECT the text to be edited and...

| PRESS    | And Type    | Effect               |
|----------|-------------|----------------------|
| LOOK key | bb          | <b>bold</b>          |
| LOOK key | ii          | <i>italic</i>        |
| LOOK key | --(hyphen)  | <u>underline</u>     |
| LOOK key | = = (equal) | <del>strikeout</del> |
| LOOK key | uu          | superscript 4 pts    |
| LOOK key | dd          | subscript 4 pts      |

To cancel "looks" SELECT the text and...

| PRESS SIMULTANEOUSLY | And Type  |
|----------------------|-----------|
| LOOK key             | SHIFT key |

To change fonts after type in:

| PRESS    | And Type | Effect              |
|----------|----------|---------------------|
| LOOK key | 11       | Times Roman 8 pts.  |
| LOOK key | 22       | Times Roman 12 pts. |
| LOOK key | 33       | Times Roman 18 pts. |
| LOOK key | 44       | Helvetica 10 pts.   |
| LOOK key | 55       | Helvetica 8 pts.    |
| LOOK key | 66       | Helvetica 12 pts.   |
| LOOK key | 77       | Helvetica 18 pts.   |
| LOOK key | 88       | Elite 10 pts.       |
| LOOK key | 99       | Symbols 10 pts.     |
| LOOK key | 00       | Times Roman 10 pts. |

CHAPTER 16: INTRODUCTION TO QUICKEST COMMANDS  
 To cancel any font and return type-in to "normal"  
 SELECT the text and...

|                      |           |
|----------------------|-----------|
| PRESS SIMULTANEOUSLY | And Type  |
| LOOK key             | SHIFT key |
|                      | 00        |

#### USING QUICK COMMANDS TO FORMAT PARAGRAPHS DURING TYPE-IN

During type-in, you may change the format of paragraphs with Quick Commands. This is done by pressing the LOOK key while typing a letter on the keyboard. All text typed following this command will take on the "look" specified by the command.

##### To change paragraph format type in:

| PRESS    | And Type | Effect  |
|----------|----------|---|
| LOOK key | l        | flush left margin   |
| LOOK key | r        | flush right margin  |
| LOOK key | c        | centered paragraph  |
| LOOK key | j        | justified margin  |
| LOOK key | n        | nested paragraph  |
|          |          | (Indents the left margin of the paragraph one-half inch. May be repeated as many times as you wish, moving the left margin in by half an inch each time.) |
| LOOK key | o        | open paragraph  |
|          |          | (Adds 1/6 of an inch of leading above the paragraph.)   |
| LOOK key | q        | open paragraph  |
|          |          | (Adds 1/12 of an inch of leading above the paragraph.)  |

CHAPTER 16: INTRODUCTION TO QUICKEST COMMANDS  
 To cancel right, left, or centered "looks" you must select an alternative option (right, left, or centered) during type-in.

To cancel n, o and q "looks" and return type-in to "normal":

| PRESS SIMULTANEOUSLY | And Type |
|----------------------|----------|
|----------------------|----------|

|          |           |    |
|----------|-----------|----|
| LOOK key | SHIFT key | nn |
| LOOK key | SHIFT key | oo |
| LOOK key | SHIFT key | qq |

#### **USING QUICK COMMANDS TO FORMAT PARAGRAPHS AFTER TYPE-IN**

After type-in, you may change the format of paragraphs with Quick Commands. This is done by selecting the text to be changed and pressing the LOOK key while typing a letter on the keyboard twice.

**To change paragraph format after type in:**

**SELECT the text to be edited and...**

| PRESS    | And Type   | Effect                 |
|----------|------------|------------------------|
| LOOK key | ll         | flush left margin      |
| LOOK key | rr         | flush right margin     |
| LOOK key | cc         | centered paragraph     |
| LOOK key | jj         | justified margin       |
| LOOK key | nn         | nested paragraph       |
| LOOK key | oo         | open paragraph 1/6"    |
| LOOK key | qq         | open paragraph 1/12"   |
| LOOK key | ..(period) | uppercase (alpha only) |
| LOOK key | ..(comma)  | lowercase (alpha only) |

PRESS SIMULTANEOUSLY                    And Type

|          |           |    |
|----------|-----------|----|
| LOOK key | SHIFT key | ll |
| LOOK key | SHIFT key | rr |
| LOOK key | SHIFT key | cc |
| LOOK key | SHIFT key | jj |
| LOOK key | SHIFT key | nn |
| LOOK key | SHIFT key | oo |
| LOOK key | SHIFT key | qq |
| LOOK key | SHIFT key | .. |
| LOOK key | SHIFT key | .. |

OTHER Quick Commands

To select everything in the document:

PRESS                    And Type

COM key                e

To locate where the next page of the document will begin:

PRESS                    And Type

COM key                n

To automatically activate the Save all command:

PRESS                    And Type

COM key                p

CHAPTER 16: INTRODUCTION TO QUICK COMMANDS

To automatically activate the Quit command (used when the session is finished and the document has been filed with the Save all command):

PRESS            And Type

COM key            q

To automatically activate the Exec command (used when the session is finished and the document has been filed with the Save all command):

PRESS            And Type

COM key            u

#### MASTERY HINTS

When using Quick Commands, be careful to type the *letter* code (o or l, for example) and *not* a number (1 or 0). Numbers are only used when specifying different fonts with a Quick Command.

**CHAPTER 17****INTRODUCTION TO  
LONG DOCUMENT PRINTING****BASIC CONCEPT**

Although the maximum size of a document is 60,000 characters (or 20 pages of typed text), it is possible to print several documents together as one long document using the Long Document Printing feature.

**PROCEDURE**

1. In the document window, create one paragraph with the names of all the documents to be printed as one. The documents should be in the order in which they should print. The first page of the second and subsequent documents will be positioned appropriately on the last page of the previous document. If you wish to override this feature and have one of the documents in the list print on a new page, then you must apply a page break Before or After (Paragraph menu). Pagination may also be controlled with the Document Profile (Chapter 16) or a Division Style (Chapter 27). The paragraph should look like this:

File: FirstFile  
File: SecondFile  
File: ThirdFile  
File: FourthFile

And so on. You may name up to 30 files. Note that this is one paragraph. Each line is ended by pressing SHIFT and RETURN.

3. Select the paragraph and PRESS the COM and LOOK keys to display the Paragraph menu.
4. MARK Detail to display all commands on the Paragraph menu.

With the paragraph still selected, MARK Profile on the *Misc.* line of the Paragraph menu. A small grey square marker will appear at the left of the file names. This marker indicates that this paragraph has some particular property attached to it, such as *Profile* or *New page: Before After*.

6. MARK Apply.
7. Dismiss the Paragraph menu.
8. Assign the group of files a title (in the Main menu title brackets) to indicate what they represent. For example, if the files were all budget memos, then something like *BudgetMemos.long* might be appropriate. MARK Save all.
9. MARK Print in the Main menu to display the Print menu.
10. Select the desired print commands and mark Apply.

**EFFECT**

The document is combined and transmitted to the xerographic for printing as one long document.

**RELATED TOPICS**

See the following components for further information on related topics:

INTRODUCTION TO THE DOCUMENT PROFILE

INTRODUCTION TO STYLE SHEETS

DIVISION STYLES

---

**CHAPTER 18 INTRODUCTION TO THE DOCUMENT PROFILE**

---

**DESCRIPTION**

A Document Profile is a special block of information placed at the beginning of a document to control the formatting of the document as a whole. *The Document Profile must always be placed at the very beginning of the document, before the first paragraph of the document itself.* The profile consists of one or more paragraphs, each having the Profile command from the Paragraph menu applied to it, to show that it belongs to the document profile and is not part of the document itself.

**DOCUMENT PROFILE OPTIONS**

The options are:

1. Page numbers
2. Margins
3. Columns
4. Line Numbers
5. Page Headings
6. Odd Heading
7. Even Heading

Each category of the Document Profile options (page numbers, margins, and so forth) begins a new line of the document profile. The line must begin with a *label* (for example, Page numbers:) to identify the category of options; the rest of the line contains the options themselves, which may appear in any order. Any option may be omitted, causing the standard options to be used for that category (i.e., there would not normally be line numbers assigned to a document unless stated so in the Document Profile).

~~SAMPLE DOCUMENT PROFILE~~

Page numbers: Yes Horizontal: 527 Vertical: 0.5" First Page: 15 Roman Not-on-first-page

Line numbers: Yes First line: 221 Modulus: 10 Page-relative

Margins: Top: 1.3" Bottom: 1" Binding: 5

Columns: 2 Edge Margin: .75" Between Columns: 4.0"

Heading: Not-on-first-page

Document Heading not to appear on first page of document

Odd Heading: not-on-first-page

Document Heading on odd pages. Heading not to appear on first page

Even Heading:

Document Heading on even pages

#### SPECIFYING DISTANCES IN THE DOCUMENT PROFILE

In most cases where you are expected to specify a distance measurement in the Document Profile, you may give the measurement in any of a variety of convenient units. Distances are commonly measured in points; however, they may also be specified in inches or centimeters. The following table shows how to specify distances in any of these units:

| <u>Unit</u> | <u>Method of entry</u> |
|-------------|------------------------|
| Points      | 24                     |
| Inches      | 2.5"                   |
| Centimeters | 1.2 cm                 |

#### WHAT THE OPTIONS MEAN

##### Page numbers

Page numbering is controlled by a line in the document profile beginning with the label

Page numbers: Yes

or

Page numbers: No

If you have typed "No" then no page numbers will be printed on your document and the rest of the Page numbers line (explained below) will be ignored. If this line is left out of the profile, page numbers will be printed, using the standard options explained below.

If you have typed "Yes", then the Page numbers line continues with the options

#### Horizontal: and Vertical:

Specify where page numbers are to be placed on the page. The horizontal distance specifies the placement of the page number as measured across from the left edge of the page. The vertical distance is measured *upward* from the bottom of the page to the top. Either measurement may be given in points, inches, or centimeters.

If this option is left out of the profile, page numbers will be placed at the standard horizontal position, 8 inches from the left edge of the paper (1/2 inch from the right edge) and 10.5 inches up from the bottom edge (1/2 inch down from the top edge).

#### First page:

Indicate the page number to appear on the first page of the document.

#### Not-on-first-page:

No page number will appear on first page. The first page of the document will still be numbered appropriately, but the number will not be printed.

#### Roman

Page numbers are ordinarily printed in arabic numerals. To print them in *lowercase* roman numerals, specify Roman. To print page numbers in *uppercase* roman numerals, specify Uppercase Roman.

You can request line numbering in your document by including a line in the document profile beginning with the label

Line numbers: Yes

The rest of the line contains options to control the printing of line numbers. If this line is omitted from the document, *no line numbers will be printed.*

When line numbers are requested, they appear along the left margin of the page *when the document is printed*; they are not displayed on your workstation screen while you are editing the document. Only lines in the body of the document itself are numbered, not the extra lines occupied by page numbers or headings.

To control the frequency of line numbering, continue the Line numbers line with:

Modulus:

Controls which lines are numbered. If you want every fifth line numbered, enter the number 5 after Modulus::

First line:

To begin line numbering at some number other than 1 (in a document that has been broken into parts, for example). Type the number at which the line numbering shall begin after First line::

Page-relative

To request that line numbering start over from 1 for each new page of the document. If the Page-relative option is omitted, lines will be numbered consecutively throughout the document.

**Page margins**

CHAPTER 18: INTRODUCTION TO THE DOCUMENT PROFILE  
The page margins for a document are controlled by a line in the profile such as

Margins: Top: 1.5" Bottom: 2" Binding: 5

All margins are measured *inward* from the corresponding edge of the paper. They may be specified in points, inches, or centimeters. If any of these options is omitted, a standard margin of one inch will be used at the top or bottom.

#### Binding:

If a document is to be printed on both sides of the paper and bound into a book, allowance must be made for the portion of each page that will be taken up by the binding. This means that adding a small amount of extra width to the *inside margin* of each page. To do this, include on the Margins line the option:

Binding: 12

All text will then be displaced the specified distance (12 points in the example) to the *right* on odd-numbered pages, to the *left* on even-numbered pages, to allow for the binding.

#### Columns

You may request multiple columns within your document by including a line in the document profile beginning with the label

Columns:

The number of columns follows this label. The rest of the line contains options to control the columns.

#### Edge Margin:

To control the right and left page margins specify the distance of white space from the page edges. Edge margin may be specified in points, inches, or centimeters.

**Columns:**

To control the distance between the left margins of columns specify the distance in points, inches, or centimeters.

**Page Headings**

The profile may include a heading to be placed on each page of the document. Page headings are inserted *only when the document is printed*; they are not displayed on your workstation screen while you are editing the document.

The heading is introduced by a line of the profile beginning with the label

Heading:

If present, *this line must be the last line of a paragraph* in the document profile. (That is, it must end by pressing the RETURN key. It is immediately followed by the heading itself, which must be a separate paragraph. For example:

Heading:

**Name of Heading**

The heading is always a single paragraph, but may contain any number of lines separated by pressing the RETURN and SHIFT keys simultaneously.

The heading may be given any "looks" you wish. It must be given the Profile look and must have vertical placement assigned to it (Paragraph menu).

You may place the heading at the bottom of the page instead of the top (with vertical alignment), but you may not specify two separate heading paragraphs, one for the top of the page and one for the bottom.

CHAPTER 18: INTRODUCTION TO THE DOCUMENT PROFILE  
To suppress the page heading on the first page of a document (for example, at the beginning of a chapter), use the option

Heading: Not-on-first-page

**Name of Heading**

The heading will be printed on all pages except the first.

**Odd and even headings**

If a document is to be printed on both sides of the paper, you may wish to use different headings on the left and right pages. You can do this by using two lines in the document profile, one beginning with the label

Odd heading:

and the other with

Even heading:

Each of these lines must end by pressing the RETURN key (end-of-paragraph) and must be followed by a separate paragraph containing the heading itself. For example:

Odd heading:

**Name of Odd Heading**

Even heading:

**Name of Even Heading**

The paragraphs containing the headings themselves are governed by the same rules given above for single headings: they may be given any "looks" you wish, and *must be given the Profile look and a vertical position (Paragraph menu)*.

~~HOW TO CREATE A DOCUMENT PROFILE~~

1. At the beginning of your document, type in the Document profile. Include the options of your choice.
2. End each category line by pressing the SHIFT and RETURN keys (except for headings).
3. End each **heading** category line (and the line containing the heading itself) by pressing the RETURN key.
4. Display the Paragraph menu. MARK Detail to display all commands.
5. Select the first paragraph of the Document profile and MARK Profile in the Paragraph Menu.
6. MARK Apply.
7. Select the first Headings category.
8. MARK Apply.

## RELATED TOPICS

See the following components for further information on related topics:

INTRODUCTION TO DOCUMENT CREATION

**CHAPTER 19****DOCUMENT TRANSFER  
BETWEEN LOCAL WORKSTATIONS****BASIC CONCEPT**

The ability to transfer documents between local workstations is provided. This feature might be useful when several people are working on a combination of files to be integrated into one large document. Or, perhaps one workstation user begins a document but is not able to complete it and can then transfer it to another workstation for completion. Document transfer between workstations can only be accomplished with the participation of both workstations.

**TRANSMITTING A DOCUMENT TO A LOCAL WORKSTATION**

1. In the System menu, MARK Documents to display the Document directory menu.
2. In the Document directory menu mark Detail to display all available commands on the menu.
3. **If you are at the receiving workstation:**  
MARK Receive. No further steps are necessary until the transfer is complete. After the transfer is complete, PRESS the CANCEL key.
4. **If you are at the transmitting workstation:**  
SELECT the document to be transferred in the document catalog. (It should be underlined.)

in the brackets following Transmit to enter the name of the workstation you are transmitting to. If the workstation has no name, then the *number* of the workstation must be entered preceded by the ETHERNET network number. Here is an example of Transmit to with a workstation that has a name:

Transmit to <Golden>

Here is an example of Transmit to with a workstation that has a number:

Transmit to <# 00 # 157 #>

Here, the ETHERNET network number is 00 and the the workstation number is 157. Note that the transmission using the workstation number must include a pound sign (#) following the ETHERNET network number and the the workstation number.

#### 6. MARK Transmit to.

If the workstation you are transmitting to already has a document with the same title as the document are attempting to transfer, you must use the Copy to command on the Document directory menu. This command makes a copy of the received document to the new document name supplied in the brackets following Copy to. If Copy to is not used the document being transferred will overwrite the existing document of the same name. The procedure is the same as above, except that Copy to instead of Transmit to is marked. See Chapter 5 for information on renaming documents.

XEROX DOCUMENT SYSTEM

EDITOR VERSION 5.1

REVISION 11/01/80

~~CHOOSE DOCUMENT TRANSFER BETWEEN WORKSTATIONS~~  
A copy of your document is now stored on the receiving workstation. If you are the receiving workstation: the name of the transmitted document will appear in your Document catalog.

## RELATED TOPICS

See the following components for further information on related topics:

MARKING MENU COMMANDS

EDITING A MENU BRACKET

DOCUMENT TRANSFER TO REMOTE  
WORKSTATION

XEROX DOCUMENT SYSTEM

EDITOR VERSION 5.1

REVISION 11/01/80

CHAPTER 19: DOCUMENT TRANSFER BETWEEN LOCAL WORKSTATIONS

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**CHAPTER 20**

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**ERROR RECOVERY**

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**BASIC CONCEPT**

In the event the system malfunctions, the screen will go black, then white, and a large black bar will appear in the middle with a message to you that a system malfunction has occurred. If the malfunction is considered serious, the message will instruct you to contact your on-site analyst. If the malfunction is not considered serious, you may usually recover by proceeding as follows:

**PROCEDURE**

1. PRESS the SPACE bar. This will begin the system replay. A *replay* of the entire session will begin automatically. (A session is considered to begin at the point of the last Save all.) The replay will run through the entire session, stop at the point just before the malfunction, and allow you to save your document.
2. To stop the replay: PRESS the SPACE bar.
3. To proceed with the replay at normal speed, after you have stopped it with the SPACE bar, PRESS the NEXT key.
4. To terminate the replay: PRESS the CANCEL key. Once the replay is terminated, save your document by marking Save all in the System menu, return to the EXECUTIVE and begin a new session.

**SCAVENGER**

If the system malfunction has been serious, it is advisable to run the SCAVENGER program from the EXECUTIVE. SCAVENGER will search the disk for errors and correct them.

## SCAVENGER PROCEDURE      At the EXECUTIVE

1. TYPE: Scavenger.
2. PRESS the RETURN key.

SCAVENGER will now display the following messages that require a yes or no response.

Do you want to change disks?

TYPE y for Yes or n for No. If you type "y" you may unload the disk and re-load another disk to be scavenged. Occasionally a disk may malfunction to the point where you cannot reach the EXECUTIVE and in this case you can begin the SCAVENGER program with a healthy disk and then load the malfunctioning disk to be scavenged. In this case the system will prompt you with the question

Is the new disk ready?

If the READY light is on, type y for Yes.

Is this a two disk system?

This question is only displayed when the workstation is equipped with two disks. Type y for Yes.

May I alter your disk to correct errors?

Type n for No if hardware problems are suspected. Otherwise, type y for Yes. In most instances, Yes is a proper response.

**EFFECT**

The message will now read:

Proceeding with Scavenge

and a small Scavenge cursor will track back on forth on the screen. There will be noticeable disk activity during this process while SCAVENGER attempts to correct any errors on the disk.

When this process is complete, SCAVENGER will return to the EXECUTIVE and display the message:

You have a beautiful disk!

If any other message is displayed by SCAVENGER (including messages that require a response), contact your on-site administrator.

A script of this process will be automatically named ScavengerLog and may be viewed at the EXECUTIVE with the Type instruction. The ScavengerLog may also be viewed in the EDITOR by filling in the Title bracket in the Main menu with the name ScavengerLog and marking Get. The ScavengerLog may be printed from the EDITOR or from the EXECUTIVE using the EMPRESS program.

**RELATED TOPICS**

See the following components for further information on related topics:

**EXECUTIVE**  
**SAVING A DOCUMENT**  
**EMPRESS**

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**CHAPTER 21****INTERMEDIATE PRINTING**

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**PREVIEW****BASIC CONCEPT**

The ability to preview an entire document page-by-page as it will be printed is provided with the Preview command appearing on the Print menu. Preview differs from a Display Mode (Chapter 6) in that it will show vertical alignments, page boundaries and footnotes.

**PROCEDURE**

MARK Preview on the Print menu with the MIDDLE mouse button. PRESS the NEXT key to preview the next page, or CANCEL to end the preview.

**EFFECT**

The display will turn white and the status window at the bottom of the screen will read "Formatting page 1". The first page of the document will appear exactly as it will when printed.

**MASTERY HINTS**

Preview is least effective in displaying a document designed for Signature or Two-up printing since it will show only one page image at a time. For Landscape, it will not show the right 2 - 3" of the page.

**RELATED TOPICS**

See the following components for further information on related topics:

LANDSCAPE  
SIGNATURE  
TWO-UP

## TIME STAMP

**BASIC CONCEPT**

The ability to place a "time-stamp" at the bottom right-hand corner of each page is provided with the Time stamp command appearing on the Print menu.

**PROCEDURE**

MARK Time stamp on the Print menu with the LEFT mouse button. When all other options have been selected MARK Apply.

**EFFECT**

Each page of the printed document will include a "stamp" at the lower right corner of each page showing the name of the document and the time and date of printing. For example, the time stamp for this document would look like:

September 1, 1980 3:21 PM  
C21-IntermediatePrinting.ED

**RELATED TOPICS**

See the following components for further information on related topics:

**BASIC PRINTING**

## LANDSCAPE PRINTING

### BASIC CONCEPT

Landscape printing is the ability to control the layout of the document on paper so that the long dimension of the page is horizontal.

### PROCEDURE

When creating a document to be printed Landscape, margins may be changed so that the text appears across the width of the page. Up to 10 3/4" of an 11" page may be used for text.

### *Horizontal Scrolling*

You may scroll the margin bar horizontally to aid in setting the margins for a Landscape document. To scroll the margin bar horizontally, position the cursor to the left of the margin bar so that it appears as a double arrow like this: . PRESS and HOLD down the COM key. The arrow will change to a horizontal double arrow. By pressing the LEFT or RIGHT mouse buttons, you may scroll the margin bar left or right in 1/2" increments. Text in the display window may be scrolled in this same manner.

### APPLICATION

Set the margins of your document. Example: To get margins that are equal on each side of the page, set the right margin at 612 points. The left margin is pre-set at 90 points (even though it indicates zero on the margin bar). When printed, your document will have a left and right edge of 90 points.

### PRINTING A LANDSCAPE DOCUMENT

Open the Print Menu. MARK Landscape. Select other commands as appropriate. MARK Apply.

**MASTERY HINTS**

All positions given vertical tabs, page numbers, margin headings, etc. are in reference to the *landscape page dimensions*. See the chapter on Division Styles for more information on page number positioning.

**RELATED TOPICS**

See the following components for further information on related topics:

**BASIC PARAGRAPH FORMATTING**

**ADVANCED FORMATTING**

**DIVISON STYLE**

## SIGNATURE — TWO-UP PRINTING

### BASIC CONCEPT

Signature and Two-up are special forms of landscape printing. Both assume that the page size is 5.5" by 8.5". To get an idea of how a document printed Two-up would look, take two pieces of paper and hold them side-by-side. Two-up will print the two pages as one page in landscape mode. One page will appear on the left side, and the other on the right. Signature assumes that there are four or a multiple of four two-up pages that, when folded in half horizontally, become a booklet having the proper page numbers attached to each folded side.

Two-up is used to print a proofreaders copy of a document that will eventually be printed in Signature form. Each right and left page will be numbered sequentially, as if the document were not to be folded in half horizontally.

### PROCEDURE

Before a document can be created in Signature or Two-up mode, the margins of the document must be changed to reflect the landscape page boundaries. The maximum length of the text for each side of the landscaped page is 5-1/4". Additionally, the Division Style must be changed so that page numbers are positioned correctly. See the chapter on Division Styles for more information.

#### To create a Two-up document:

1. Set the margins of the entire document. For this example, use the right margin of 216 points.

2. Page number position is governed by the Division Style. Change the Division Style so that the page numbers will appear 1/2" from the top (*Page number: position: horiz.: -36*). A -36 will indicate that the page number will be positioned 1/2" from the right margin (middle) of the page whereas 36 (no minus indication) would indicate that the page number would appear 1/2" from the left edge of the page. If the page number position is not changed and an attempt is made to print the document, the message "Attempt to print off of the page; check page numbers, margins, etc. for bad positions. Press DO to continue, or else CANCEL" will appear in the bottom window.
3. On the Print menu, mark Two-up. Mark Apply.

To create a Signature document:

1. Set the margins of the entire document. For this example, use the right margin of 216 points.
2. Page number position is governed by the Division Style. Change the Division Style so that the page numbers will appear 1/2" from the top (*Page number: position: horiz.: -36*). If the page number position is not changed and an attempt is made to print the document, the message "Attempt to print off of the page; check page numbers, margins, etc. for bad positions. Press DO to continue, or else CANCEL" will appear in the bottom window.
3. On the Print menu, mark Signature. The number in the bracket following Signature size: indicates the number of pages printed in the signature group. For example, the number 16 in the Signature size: bracket equals 4 actual pieces of paper that will come out of the printer (two pages to a side). The smallest

number that may be entered is 4, since Signature may only be used with documents more than 4 actual pages.

4. On the Print menu, mark Signature and Duplex. When all other options have been selected, mark Apply. A signature document is typically printed duplex, or two-sided. If the signature document is printed simplex, or one-sided, there will be a blank left or right side on each page of the signature document.

**RELATED TOPICS**

See the following components for further information on related topics:

**LANDSCAPE**

**INTRODUCTION TO STYLE SHEETS**

**DIVISION STYLE**

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**CHAPTER 22**

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**INTRODUCTION TO FOOTNOTES**

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The EDITOR provides facilities for inserting footnotes in a document. A footnote is text which tells the source of the basic text and/or provides supplemental information on the subject treated in the paragraph where the footnote is referenced. Each footnote must consist of one or more separate paragraphs, formatted with whatever paragraph looks (margins and spacing) they are to have in the printed copy of the document. In particular, each paragraph of the footnote must be given the *footnote text look* to identify it as part of a footnote.

Every footnote must correspond to a *footnote reference* in the text of the document. The *footnote reference* is the superscript number that refers the reader to the footnote text. The most common form of footnote reference is a superscript number, but any combination of characters may be used, including letters, punctuation marks, or special characters such as asterisk (\*) and so forth. Footnote references are identified by a special character look, the *footnote reference look*.

*All footnotes to a paragraph must immediately follow the paragraph itself in the document.* The footnotes will appear on the display screen following the paragraph containing the footnote reference, but will appear at the bottom of the page in hardcopy. Each footnote must begin with an identical copy of the corresponding reference, which must also carry the footnote reference look.

## FOOTNOTE REFERENCE LOOK

### BASIC CONCEPT

All footnote references, both in the body of the text and at the beginnings of the footnotes themselves, must be given the *footnote reference look*. This look can be applied while typing text into a document or by selection of an existing passage in the document. Both methods are discussed.

### PROCEDURE

To enter text into a document as a footnote reference while typing text into a document:

1. PRESS the LOOK key while typing f

Whatever you type will be inserted in the document with the *footnote reference look*.

2. PRESS the LOOK key while typing F

This will cancel the *footnote reference look*. Any subsequent text you type will be inserted without the *footnote reference look*.

To identify an existing passage as a footnote reference:

1. Select the passage
2. PRESS the LOOK key while typing ff

The selected passage will be given the *footnote reference look*.

OR

Hold down the COMMAND key and PRESS the LOOK key. Or, you may MARK Looks

in the Main menu. (This will cause the Character menu to appear.)

MARK the Footnote option on the Character menu.

To cancel the *footnote reference look* for the selected passages:

PRESS the LOOK key while typing FF

**RELATED TOPICS**

See the following components for further information on related topics:

**INSERTING TEXT  
SELECTING TEXT  
MARKING MENU COMMANDS  
INSERTING FOOTNOTES**

## FOOTNOTE TEXT LOOK

### BASIC CONCEPT

Every paragraph of every footnote must be given the *footnote text look*.

### PROCEDURE

To identify a paragraph as part of a footnote:

1. PRESS the LOOK key while typing t

If you are typing text into the document, the paragraph you are currently typing is given the footnote text look; if one or more paragraphs are selected, the selected paragraph(s) are given the footnote text look.

OR

1. Select the paragraph with the MIDDLE mouse button, hold down the COMMAND key and PRESS the LOOK key. Or, you may select the paragraph and MARK Looks in the Main menu. (This will cause the Paragraph menu to appear.)
2. MARK the Footnote option Start on the menu. (Marking Start gives the next paragraph footnote text properties.) If the footnote text contains more than one paragraph, every paragraph except the first one should be marked Cont using the Footnote option on the Paragraph menu.

To cancel the footnote text look for a paragraph

PRESS the LOOK key while typing T

If you are typing text into the document, the footnote text look is canceled for the paragraph you are currently typing; if one or more paragraphs are selected, the footnote text look is canceled for the selected paragraph(s).

**RELATED TOPICS**

See the following components for further information on related topics:

**SELECTING PARAGRAPHS  
MARKING MENU COMMANDS  
INSERTING FOOTNOTES**

## INSERTING FOOTNOTES

### PROCEDURE

To insert a footnote in a document:

1. Insert the footnote reference at the appropriate point in the document.
2. Apply the *footnote reference look* to the reference.
3. Insert the footnote itself into the document as one or more separate paragraphs, following the paragraph containing the reference. The footnote must begin with an identical copy of the corresponding reference.
4. Apply the *footnote reference look* to the copy of the reference at the beginning of the footnote.
5. Apply the *footnote text look* to every paragraph of the footnote.

### RELATED TOPICS

See the following components for further information on related topics:

INSERTING TEXT  
FOOTNOTE REFERENCE LOOK  
FOOTNOTE TEXT LOOK

## RENUMBERING FOOTNOTES

|               |   |
|---------------|---|
| BASIC CONCEPT | A common problem in editing a document containing footnotes is that your editing throws the footnotes references out of order. The EDITOR will automatically renumber the footnotes in your document.   |
| PROCEDURE     | To request the renumbering of footnotes: <ol style="list-style-type: none"><li>1. MARK Detail on the Main menu to display all available commands on the menu.</li><li>2. MARK Print or Index on the Main menu (This will cause the Print menu or the Index menu to appear.)</li><li>3. If you marked Print then MARK Detail on the Print menu to display all available options; otherwise proceed to the next step.</li><li>4. MARK the Footnotes option Renumber.</li><li>5. MARK Save all on the Systems menu to save the changes made in the document.</li></ol> |
| EFFECT        | All footnote references in the document are renumbered in ascending sequence. The new footnote references are given the same character looks (font, offset and so forth) as those they replace.   |

RELATED TOPICS

See the following components for further information on related topics:

MENUS

MARKING MENU COMMANDS

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**CHAPTER 24**

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**INTRODUCTION TO STYLE SHEETS**

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A style sheet is a mechanism for defining standard typographical styles for a company, department, or group. It allows convenient creation of high quality documents in the specified style. Appropriate formatting does not have to be recreated for each document by marking menu items or copying LOOKS. With a single keystroke, a combination of formatting properties can be applied to a selection.

Style sheets also provide immediate and complete reformatting of an entire set of documents. If it is desireable to change the stylistic formatting for a group of documents, this can be done simply by "sharing" another style sheet. No other text manipulation is required.

This chapter presents the relationship between styles and menus, explores the capabilities of styles, and delineates the procedures for applying paragraph, character, division, and Page heading styles to a document.

Some of the terms used in this section may be unfamiliar to you. Listed below are some of the terms you will need to know:

**DEFAULT**

The word "default" refers to properties that are applied to text if no other properties are specified. When you first typed a paragraph using this system, text was displayed with defined margins, tabs, characters, leading, and paragraph spacing. If you printed what you typed, page numbers appeared at a specific place on each page. These were the default properties in the system.

|                       |  |
|-----------------------|--|
| DISPLAY SUMMARY       | The styles in a style sheet, and their defined formatting properties, are visually represented in the Style Sheet Display Summary.   |
| FORMATTING PROPERTIES | The formatting properties of text are its typographical or stylistic characteristics. Formatting properties specify where text will appear on the printed page, and how it will look. The chapter title on the preceding page has the following character formatting properties: Bold type, Helvetica face, 12 point size, and Upper case. |
| GENERIC               | The term "generic" refers to a general grouping or class, without regard to particular differences. As used in this document, generic styles are those that are to be used for similar purposes (such as formatting paragraphs) but do not yet have specific properties defined for them.  |
| STYLE                 | "Style" is the name given to a set of formatting properties. A set of formatting properties that can be associated with a paragraph is called a Paragraph style.   |
| SUBSTYLE              | A substyle is a style that is defined within another style. A Character style can be defined within a Paragraph style as a substyle, and a Page heading style can be defined within a Division style as a substyle. The substyles may have a different set of properties for each style they are defined within.                           |

## OVERVIEW

### BASIC CONCEPT

A style sheet is similar to a list of all the formatting properties that exist for a document. Imagine that every time you open a menu, make changes in the menu, and apply the changes to text, the changes are remembered and associated with a keyboard character. The next time you wish to reproduce a certain set of menu properties for selected text, you need only PRESS the key that has been assigned to the desired combination of properties. For example, suppose you wish to indent (or nest) an entire paragraph by a specified number of points, with a particular amount of leading between lines and a special character face and size. Assume the desired combination of properties has been named "nested 1" and associated with the character "n". You need only select the paragraph and PRESS LOOK n to apply the above properties.

In reality, it is even easier to assign properties than the example above implies. Using menus, an analyst has already specified combinations of properties for the types of documents you will be creating and listed them with LOOK characters. All you need to know is the name of the style sheet that has the properties required, and the LOOK character for the style with the desired properties.

### DESCRIPTION

There are four types of styles. Paragraph styles, Character styles, Division Styles, and Page heading styles.

Paragraph styles determine properties that are associated with paragraphs, such as margins, indentations, tabs, and spaces between lines (the same properties that are visible in the Paragraph menu.) The properties of a particular Paragraph style include the definition of the "normal" Character style for that paragraph, and may include the definitions of other Character styles.

Character styles determine the appearance of characters in a character string. A character string is composed of a type, face, size, and case.

Division styles determine properties that are associated with chapters, indexes, tables-of-contents, glossaries, and other divisions of a document. Division properties specify the position and kind of page numbers, headings, footnotes, columns per page and other page make-up parameters. Division styles replace document profiles.

Page heading styles define the page position of a page heading, and on what pages they will occur.

Names of styles, and the properties defined for each style, are displayed in the Style Sheet Display Summary.

**CHAPTER EXAMPLES**

When reading examples or following instructions in this chapter, it is important to remember that your display summary may contain different style names and LOOK characters. Your style sheet has been tailored especially for your application needs, and may only resemble the style sheet used to style this document. Do not be alarmed if an example uses a name not found in your display summary. Just use the styles that are similar to the styles in the examples. In other words, if the topic is Character styles, use Character styles, not Paragraph styles, to complete the exercise.

## DISPLAY SUMMARY

Marking Show on the Main menu will open the Style sheet menu and the Style Sheet Display Summary. Here is a sample display summary:

|                          |  |
|--------------------------|--|
| normal para (p) .....    | Paragraph style: Right margin (Set width): 432 pts., Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.                                      |
| normal .....             | TimesRoman 10  |
| emphasis 1 .....         | TimesRoman 12 Bold   |
| emphasis 2 .....         | TimesRoman 10 Italic   |
| nested 1 (n) .....       | Paragraph style: Indent: 36 pts., Right margin: 396 pts. (Set width: 360 pts.), Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.           |
| normal .....             | Helvetica 8  |
| emphasis 1 .....         | Helvetica 8 Bold   |
| nested 2 .....           | Paragraph style: Indent: 72 pts., Right margin: 360 pts. (Set width: 288 pts.), Justified, 1 pt. line spacing (single) (Set 10 on 11), 12 pts. lead before para.           |
| normal .....             | TimesRoman 10  |
| section head 1 (1) ..... | Paragraph style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 14 on 15), 18 pts. lead before para. and 12 pts. after para., Heading keep |
| normal .....             | TimesRoman 14 Bold   |
| section head 2 (2) ..... | Paragraph style: Right margin (Set width): 432 pts., Flush left, 1 pt. line spacing (single) (Set 12 on 13), 12 pts. lead before para.. Heading keep                       |
| normal .....             | TimesRoman 12 Bold   |
| section head 3 (3) ..... | Paragraph style: Right margin (Set width): 432 pts., Flush left, 1 pt. line spacing (single) (Set 12 on 13), 12 pts. lead before para.. Heading keep                       |
| normal .....             | TimesRoman 12 Italic   |
| footnote text (t) .....  | Paragraph style: Right margin (Set width): 495 pts., Flush left, 1 pt. line spacing (single) (Set 8 on 9), 12 pts. lead before para.                                       |
| normal .....             | TimesRoman 8   |
| subscript .....          | TimesRoman 6 Bold Subscript  |
| superscript .....        | TimesRoman 6 Bold Superscript  |
| quotation para (q) ..... | Paragraph style: Indent: 54 pts., Right margin: 378 pts. (Set width: 324 pts.), Justified, 1 pt. line spacing (single) (Set 8 on 9), 12 pts. lead before para.             |
| normal .....             | TimesRoman 8   |
| normal ( ) .....         | Character style  |
| emphasis 1 (e) .....     | Character style  |
| emphasis 2 .....         | Character style  |
| footnote ref (f) .....   | Character style  |
| subscript (d) .....      | Character style  |
| superscript (u) .....    | Character style  |
| quotation ("") .....     | Character style  |
| index (x) .....          | Character style  |
| Normal Division(D) ..... | Division style: Page numbers at 576. -36 pts., omitted on first page.<br>Continuing, Paper size: 612 by 792 pts., Print area margins: 90, 90 pts., 72, 72 pts.             |
| Title .....              | Page heading: at 0, -72 pts. on all pages  |
| Logo .....               | Page heading: at 90, 36 pts. on all pages  |
| Title (T) .....          | Page heading style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 18 on 19)   |
| normal .....             | TimesRoman 10 Bold Uppercase   |
| Logo (L) .....           | Page heading style: Right margin (Set width): 432 pts., Centered, 1 pt. line spacing (single) (Set 18 on 19)   |
| normal .....             | TimesRoman 18 Bold   |

Each type of style will be explained later in this chapter. At this point, simply look at the above display summary and see if you can recognize which are Paragraph styles and which are Character styles and substyles. Try to discover the relationship between the defined properties for a style, and the same properties as they might appear marked in a menu.

**VIEWING YOUR SUMMARY**

Your display summary may be different than the example above. To view your display summary, MARK Show in the Main menu. This will open the Style sheet menu and the display summary. Scroll the display summary to reveal the styles and their defined properties.

**PRINTING YOUR SUMMARY**

To print your summary, do the following:

1. If your display summary is not on the screen, MARK Show in the Main menu.
2. MARK Print in the Style sheet menu. This procedure sends the display summary to the printer.

**RELATED TOPICS**

See the following components for further information on related topics:

**PARAGRAPH STYLES  
CHARACTER STYLES  
DIVISION STYLES  
PAGE HEADING STYLES**

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**CHAPTER 25**

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**PARAGRAPH STYLES**

---

**DESCRIPTION**

A Paragraph style is a set of paragraph formatting properties that has been given a name and a LOOK character. The LOOK character is used to apply the set of formatting properties. The properties specify paragraph alignment, leading, page breaks, footnote text placement, tabs, keeps, and margins.

There are 10 different sets of paragraph formatting properties given to paragraphs in this manual. Each set of properties was originally created using the paragraph menu, then entered into the style sheet as a separate Paragraph style. Whenever a paragraph is to be formatted using one of the styles, it is selected and the LOOK character for the style is pressed. The paragraph selected exhibits the set of properties defined for the style.

**STYLE DISPLAYS**

This paragraph has been given the style name of "normal para." Its LOOK character is "p." This is how it appears in the display summary:

normal para (p) .....Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts.  
(Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para.. Tab at 160 pts.

Notice that the properties are as they might appear in the Paragraph menu. The paragraph is indented 160 points, but the first line is indented 32 points (to provide for the "setting off" of subheadings, like STYLE DISPLAYS above.) The right margin is at 410 points, there is 30 points lead before each paragraph, and the line leading is 5 points. A tab is set at 160 points to provide for indentation of the first line of the paragraph if a subheading is not used.

When the above properties are required for a paragraph in this document, the paragraph is selected before or after type-in and LOOK p is pressed. If the preceding paragraph has normal para properties, the paragraph immediately following automatically inherits the normal para properties.

This paragraph has different formatting properties than normal para, and has been named nested 1 with the LOOK character n. The display summary shows that the first line is indented 188 points, the other margins are indented 216 points, and there are tabs at 188 and 216. The leading before paragraphs is 5 points.

nested 1(n).....Paragraph style: Indent: 216 pts.. First line: 188 pts.. Right margin: 410 pts.  
(Set width: 194 pts.). Justified. 5 pts. line spacing (Set 10 on 15). 5 pts. lead before para.. Tabs at 188 pts.. and 216 pts.

When the above properties are required for a paragraph in this document, the paragraph is selected before or after type-in and LOOK n is pressed. If the preceding paragraph had nested 1 properties, the paragraph immediately following automatically inherits the nested 1 properties.

The style for the title of this section (**PARAGRAPH STYLES**) has been named section head 1. Its LOOK character is 1. The properties specify that a paragraph designated section head 1 will be centered, have a page break before it, and will always appear in print at a vertical position of 657 points.

section head 1 (1) .....Paragraph style: Indent: 32 pts., Right margin: 410 pts. (Set width: 378 pts.). Centered, 0 pts. line spacing (Set 18 on 18), Page break before, Heading keep, Printer mode. Vertical tab: 657 pts.

If this document were on your display screen, you could select any paragraph, PRESS LOOK 1, and the paragraph would be given the above section head 1 properties.

Other Paragraph styles for this document define formatting properties for other section headings, menus, display summaries, and chapter introductions.

#### APPLICATION

You may be wondering why the properties for normal para and nested 1 do not match the properties for the styles of the same name in the sample display summary. This is because the style sheet for this document has been tailored especially for it and *all other documents that are to have the same formatting properties*. Your analyst tailors style sheets for your application needs. You will be given the names of the styles available in a style sheet, the LOOK characters that apply the styles, and the properties defined for each style. You will then be able to format paragraphs by pressing LOOK and the LOOK character for a desired style.

**PROCEDURE**

To "style" a paragraph, select the paragraph and PRESS LOOK and the LOOK character. Try the following:

1. MARK On in the Main menu, if it is not already white-on-black. This turns styles on so that LOOK commands apply to styles instead of Quick Commands.
2. Type a few sentences.
3. Select the sentences as a paragraph.
4. PRESS LOOK p (for normal para.)
5. PRESS LOOK n (for nested 1.)
6. PRESS LOOK 1 (for section head 1.) The selected paragraph will show some of the properties defined for section head 1 Paragraph style. Because some of the properties only appear in print, you may wish to MARK Preview in the Print menu to view properties such as page breaks and vertical position.

**VIEWING PROPERTIES**

You may wish to view the properties for a given paragraph, find its style name, or compare its menu properties with the properties listed in the display summary. One way to view the properties for a styled paragraph is to open the Paragraph menu:

1. Select the paragraph you styled with section head 1 paragraph properties.
2. PRESS COM-LOOK to open the paragraph menu. section head 1 appears after the word *Style*:. This notifies you that the paragraph you selected has been styled with section head 1 paragraph properties. The commands marked in the menu are the properties of section head 1 Paragraph style.

**OPENING THE SUMMARY**

Once you know the style name for a paragraph, you can see the properties in the display summary and compare them with the properties as marked in the menu. If you do not have a printed description of your style sheet properties, you will need to open your Style Sheet Display Summary to view the properties defined for section head 1. If your display summary does not have this style name, follow the procedures below for another style name:

1. MARK Show in the main menu.
2. Ignore the commands in the Style sheet menu at this time.
3. Scroll the display summary to section head 1.
4. Look at the properties defined for section head 1 Paragraph style.

You may open the Paragraph menu to see the properties for section head 1 style by doing the following:

1. Select section head 1 in the display summary.
2. PRESS COM-LOOK. Notice that the style name, section head 1, appears after *Style:* in the Paragraph menu.

**MASTERY HINTS**

When you are using styles, make certain that the *Styles:* button is marked On.

If you are using styles and wish to use a QUICK Command, you must MARK On to turn styles off, thereby allowing you to use the unstyled LOOK commands.

You need not style every paragraph in your document. If the style sheet does not contain a style to suit your needs, there are several options available. If the set of paragraph properties desired will be used numerous places in the document, your analyst can add a style to the style sheet with the required properties defined. If the properties desired will appear rarely in the document, simply use the paragraph menu to apply properties as you have learned to do in previous chapters.

You may style a paragraph by copying Looks from the display summary.

**RELATED TOPICS**

See the following components for further information on related topics:

**SELECTING PARAGRAPHS  
TYPING PARAGRAPHS**

**CHAPTER 26****CHARACTER STYLES****DESCRIPTION**

A Character style is used to apply a set of character formatting properties to character strings in a paragraph. Character properties include *Type*:; such as bold, italic, underline, *Face*:; *Size*:; *Case*:; *Offset*:; and *Tab pattern*:.

**STYLE DISPLAY SUMMARY**

Character styles differ from Paragraph styles, as they do not have defined properties except as a paragraph substyle. In the display summary they are listed generically without associated properties:

|                  |                 |
|------------------|-----------------|
| normal()         | Character style |
| emphasis 1 (e)   | Character style |
| emphasis 2 (m)   | Character style |
| footnote ref (f) | Character style |
| subscript (d)    | Character style |
| superscript (u)  | Character style |
| quotation ("")   | Character style |
| index (x)        | Character style |

**PARAGRAPH SUBSTYLES**

Notice in the sample display summary below that when a Character style becomes a substyle of a paragraph style, the defined character properties may be different for different paragraphs.

|                         |   |
|-------------------------|---|
| normal para (p) .....   | Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts.<br>(Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para.. Tab at 160 pts.  |
| normal .....            | Helvetica 10  |
| emphasis 1.....         | TimesRoman 10   |
| emphasis 2.....         | Helvetica 10 Bold   |
| subtitles .....         | Helvetica 10 Small caps   |
| warn.....               | Helvetica 10 Italic Uppercase   |
| vocab .....             | TimesRoman 10 Italic  |
| emphasis 3.....         | TimesRoman 10 Bold  |
| nested 2 (i).....       | Paragraph style: Indent: 196 pts., Right margin: 410 pts. (Set width: 214 pts.), Justified, 5 pts. line spacing (Set 8 on 13), 30 pts. lead before para., Tab at 273 pts.                           |
| normal .....            | Helvetica 8 Bold Small caps   |
| emphasis 1.....         | Helvetica 8   |
| section head 1 (1)..... | Paragraph style: Indent: 32 pts., Right margin: 410 pts. (Set width: 378 pts.). Centered. 0 pts. line spacing (Set 18 on 18), Page break before, Heading keep, Printer mode, Vertical tab: 657 pts. |
| normal .....            | Helvetica 18 Bold   |

**NORMAL STYLE**

A Paragraph style always has at least one character substyle. In an unstyled document, the normal Character style is the default style and occurs during type-in. In a styled document, each Paragraph style has a character substyle whose properties appear during type-in. This style is usually called normal and the LOOK character is a space. When a paragraph is given a style, the characters appear with the properties defined for the normal Character style of that paragraph. You do not need to type the LOOK character for normal Character style unless you are changing from another Character style back to normal.

The properties defined for "normal" Character style may vary with the Paragraph style. In the sample display summary above, normal is Helvetica 10 as a normal para substyle, Helvetica 8 bold small caps as a nested 2 substyle, and Helvetica 18 bold as a section head 1 substyle. Therefore, when a paragraph is selected and LOOK p (for normal para) is pressed, the characters appear as Helvetica 10. When a paragraph is selected and LOOK 1 (for section head 1) is pressed, the characters appear as Helvetica 18.

#### OTHER STYLES

Character styles other than normal must be applied separately. You do not need to do this with the Character menu! Your analyst has specified the styles you will need for each of your Paragraph styles. Characters are styled in the same way that paragraphs are styled. A character string is selected, the style is chosen from the substyles available to the paragraph style, and the LOOK character for the style is typed twice with the LOOK key held down. If the character substyle is applied before typing a word, the LOOK character need only be typed once. (This is the same as applying character QUICK commands. Before type-in = type the LOOK key once; after type-in = type the LOOK character twice.)

In the sample display summary above, normal para has 7 character substyles. This means that any of the 7 substyles may be applied to any normal para in this document. This paragraph has been styled with normal para and this sentence is normal character substyle. It appears automatically in a normal para. The words in the following list have been styled with the substyles whose name they bear: emphasis 1, **emphasis 2**, SUBTITLES, **WARN**, **vocab**, **emphasis 3**.

**PROCEDURE**

To apply a character substyle to a character string, follow the procedure below:

1. MARK On in the Main menu.
2. Make certain that the paragraph has been styled. You can check this by selecting it, PRESSing COM-LOOK, and reading the style name, if any, in the Paragraph menu. If it is not styled, give it a style.
3. Select the text that is to receive the desired character properties.
4. Hold down LOOK and PRESS the LOOK character twice. Remember that you can only style a character string if the Character style is a substyle of the Paragraph style.

For example, suppose that a word is to receive emphasis 1 character properties. If emphasis 1 is defined for the Paragraph style, follow the procedure below:

1. Select the text that is to receive emphasis 1 character properties.
2. Hold down the LOOK key and PRESS e twice.

**VIEWING PROPERTIES**

You may wish to view the properties for a character substyle, find its style name, or compare its menu properties with the properties listed in the display summary. One way to view the properties for styled text is to open the Character menu:

1. Select the character string with the properties you wish to view.
2. PRESS COM-LOOK to open the Character menu. The Character style name appears after the word *Style:*. The commands marked in the menu are the properties of the substyle.

**OPENING THE SUMMARY**

Once you know the style name for a character string in a paragraph, you can see the properties in the display summary and compare them with the properties as marked in the menu:

1. MARK Show in the main menu.
2. Ignore the commands in the Style sheet menu at this time.
3. Scroll the display summary to the appropriate character substyle.

**MORE MENU OPENING**

You may also open the Character menu to see the properties for a substyle by doing the following:

1. With the LEFT mouse button, select the character substyle in the display summary.
2. PRESS COM-LOOK. Notice that the style name appears after *Style:* in the Character menu.

## MASTERY HINTS

You need not style every character string in a paragraph. If a Paragraph style does not own a character subtype to suit your needs, there are several options available. If the set of character properties desired will be used numerous places with a particular Paragraph style, your analyst can add a subtype to the style sheet with the required properties defined. If the properties desired will appear only rarely in a particular Paragraph style, use the character menu to apply properties, as you learned to do in a previous chapter.

You may style a character string by copying Looks from the display summary.

When a styled paragraph is changed to a different Paragraph style, character subtypes will display and print as normal if the subtypes are not owned by the new Paragraph style. If a Character style is a subtype of both paragraphs, the styled character string will inherit the character properties as they are defined for the new paragraph. Suppose emphasis 1 Character style is defined as Helvetica 10 bold in normal para style, and as Times Roman 8 bold in nested 1. If a normal para is changed to nested 1, emphasis 1 text will automatically change to Times Roman 8 bold.

If a Paragraph style does not own a character substyle applied to selected text within it, character substyle properties will not become visible. They will become visible again when the paragraph is styled with a paragraph style owning a substyle. For example, the next paragraph has been styled with nested 2 Paragraph style. There is no vocab character substyle defined for nested 2, yet vocab has been applied to the word THIS. No vocab properties are visible. The paragraph was copied to the next line and styled with normal para Paragraph style, which defines vocab as Times Roman 10 italic. THIS then appears as Times Roman 10 italic.

**THIS IS "NESTED 2" PARAGRAPH STYLE.**

*This is "normal para" Paragraph style.*

**RELATED TOPICS**

See the following components for further information on related topics:

**CHANGING A CHARACTER STYLE  
CHARACTER FACE  
CHARACTER SIZE  
CHARACTER CASE  
CHARACTER OFFSET**

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**CHAPTER 27**

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**DIVISION STYLES**

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**DESCRIPTION**

Division properties specify page layout information for different divisions of a document, such as a chapter, index, glossary, table-of-contents, footnotes, or other divisions unique to a particular document. The page layout information includes position and style of page numbers, division starts, page size, print area margins, position and number of columns, footnote properties, and line numbering.

Division styles replace Document Profile properties. They provide complete and extended document profile capabilities.

All documents have at least one Division style that is automatically applied to document divisions. The first Division style listed in the style sheet is applied, unless otherwise specified.

**STYLE DISPLAY**

The Division style for this chapter appears in the Style Sheet Display Summary as follows:

Normal Division (D) ..... Division style: Page numbers at 576, -36 pts., omitted on first page.  
Continuing Paper size: 612 by 792 pts., Print area margins: 90, 90 pts., 72, 72 pts.

To view your Division style(s), open your display summary and scroll it. Division styles follow the generic Character styles list. Compare properties with the sample display above.

## DIVISION MENU

The Division menu shows the division commands used to apply division properties. To open the Division menu, choose one of the following methods:

1. Select the Division style in the display summary using the LEFT mouse button. PRESS COM-LOOK. Or,
2. Select the Division style in the display summary using the LEFT mouse button. MARK Looks in the Style sheet menu. Or,
3. Scroll to the beginning of the document on your screen. Select the first character in the document. PRESS LOOK D, or the LOOK character defined for your Division style. Select the paragraph that has been generated. PRESS COM-LOOK.

*Division menu*

**Detail** **Apply**

**Units:** In Picas Pts **Style:** Normal Division

**Page number:** position: horiz.: <576> vert.: <-36>

units format: None 14 xiv XIV

style: para.: <normal para> char.: <normal>

first page: Normal Omit Special starting number: <>

special position: horiz.: <576> vert.: <-36> units

**Print area:** left: <90> right: <90> top: <72> bottom: <72> units

Facing pages binding margin: <0> units

**Division start:** Continued New column New Page Recto Verso

**Columns:** number of columns: <1> spacing: <0> units

**Paper size:** width: <612> height: <792> units

**Footnotes:** heading text: style: para.: <normal para> char.: <normal>

continuation trailer text: style: para.: <normal para>

char.: <normal>

continuation heading text: style: para.: <normal para>

char.: <normal>

**Line numbers:** None starting number: <1>

position: horiz.: <-72> units, interval: <1>

## MENU COMMANDS

A brief description of the menu commands appear below. You will not need to use the Division menu at this time, as necessary properties have been stored in your style sheet.

*Units:* COMMANDS

The *units:* commands are used to specify the units of measurement for type-in and display.

*Page number:* COMMANDS If the pages of the division are to be numbered, their placement on the page must be entered in the blanks after "horiz.:" and "vert.". The horizontal measurement defines how many units from the left edge of the page the page number will be placed, and the vertical coordinate defines how far up from the bottom of the page the number will be placed. For example, if In is marked as a *Units:* command, a page number location of horiz: 8. vert: .75 describes a position 8 inches from the left side of the page and .75 inches up from the bottom of the page (or, the lower right-hand corner).

A negative value in these blanks means that the measurement is made from the opposite edge of the page. A page number location of horiz: -8. vert: -.75 describes a position 8 inches from the right side of the page and .75 inches down from the top of the page (or, the upper left-hand corner).

Page numbers only appear in print, or when the document is previewed.

|                      |  |
|----------------------|--|
| NUMBER FORMAT        | Page numbers may be Arabic numerals (14), lower case Roman numerals (xiv), upper case Roman numerals (XIV), or be absent (None). The page numbers will appear as Arabic numerals, if no other choice is marked.  |
| PAGE NUMBER STYLE    | A specific combination of character formatting properties can be defined for page numbers. This is done by typing the name of the Paragraph style that owns the substyle with the desired properties in the brackets after para:, and typing the name of the character substyle in the brackets after char:. |
|                      | If nothing new is typed in the brackets, the page numbers will have the default properties (or normal character substyle properties of normal para style).   |
| FIRST PAGE NUMBERING | Numbering on the first page may be omitted by marking Omit. If Normal is marked, the page numbering will be in the same location as on following pages.  |
| NUMBERING POSITION   | A page number may be placed in a different location on the first page than on following pages by marking Special and changing the appropriate measurements in the brackets following <i>horiz.:</i> and <i>vert.:</i> A positive number refers to the distance from the left and bottom edges of the page.   |
| STARTING NUMBER      | If the division is to begin with a specific page number, the starting number must be defined. If no number is typed in the brackets, the numbering on the first page of the new division continues from the previous division, or starts at 1 for the first page of a document.                              |

*Print area: COMMANDS*

The print area is a rectangular space on a page where print will be filled in. The boundaries of the printed area are measured from the edges of the page. Typing 60 in the brackets after left: defines the left boundary of the print area to be 60 units in from the left edge of the paper. The print area boundaries of this chapter are left: 90, right: 90, top: 72, bottom: 72 points. This means that a paragraph with the left margin set at 0 would appear in print 90 points in from the left page edge.

**Facing Pages**

The Facing pages command has several functions. It specifies changes in margin measurement, and manipulates page number placement.

If a document is bound, part of each page will be obscured by the binding. It is necessary to specify how wide the binding is so that margin measurement corrections will automatically be made to the appropriate margins on both left and right pages. Marking Facing pages causes the corrections to be made. If the binding is .5 inches wide, .5 is typed between the brackets after "binding margins:" and Facing pages is marked. The margins, headings, and page numbers on both edges of the paper will be adjusted by .5 inches.

The binding margin of a left page is along the right edge of the page. If the print area ends 1 inch from the right edge, and 1 inch from the left edge, a binding margin of .5 inches results in a 1.5 inch binding margin, and reduces the left margin to .5 inches.

The binding margin of a right page is along the left edge of the page. If the print area ends 1 inch from the right edge, and 1 inch from the left edge, a binding margin of .5 inches results in a 1.5 inch binding margin, and reduces the right margin to .5 inches.

Marking Facing pages also has an effect on the placement of page numbers on left (verso) pages: the coordinates will be correctly reflected so that if left and right pages are placed facing each other, the page number placement would be a mirror image. For example, if page numbers are specified to print in the lower right corner, marking Facing pages will cause left page numbers to appear in the lower left corner. The page number placement will also be adjusted to reflect the binding margin specifications.

*Division start:* COMMANDS The *Division start:* commands define where the new division will begin in print. The choices are to start on a New page, in a New column (if text is columnar), immediately following the preceding text (Continued), beginning on the next right (Recto) page, or on the next left (Verso) page.

It is possible that the page before the new division will end on a recto page, yet the next division has been specified to begin on a recto page. If this is the case, there will be a blank left page preceding the next division. The blank page is counted in the page numbering, but the page number is not actually printed on the blank page. For example, if the last right page was numbered 17, the blank left page is considered page 18. The new division will begin on page 19. This rule holds true if the division is to begin on a recto page and the previous division ended on a verso page. In that case, a blank recto page precedes the division that follows.

*Columns:* COMMANDS

Print area may be subdivided into multiple columns. The text in a preceding column continues into the next column. A print area consisting of a single column would appear as a page in a book, where the print runs from the left edge of the print boundary to the right edge. If the number of columns is not specified, the page will be formatted into a single column. If more than one column on each page is desired, the number of columns is typed in the blank after `number of columns:`. The desired distance between the left edges of neighboring columns is typed in the blank after `spacing between columns:`.

Assume a Division style specifies that the text will appear in three columns. The print area is only 5.25 inches wide. The columns are 1.5 inches wide. The three columns of text, therefore, use up 4.5 inches of the print area. This leaves .75 inches to be divided into two .375 margins between columns. The total distance between the left edge of neighboring columns is therefore 1.875 inches (1.5 + .375). The margins need to be hand set for the width of one column only. The left margin is set at .45 inches, and the right margin is set at 1.95 (or the column width of 1.5 inches.)

*Paper Size:* COMMANDS

8.5 inches by 11 inches is the standard size paper. If the document is to be printed on a different size paper, the appropriate paper size measurements must be entered in the blanks.

*Footnotes:* COMMANDS

Footnotes are keyed into the document in a separate paragraph immediately following the paragraph in which the footnote reference appears. However, as you learned in the section on footnotes, they will appear at the bottom of the page in the printed document. The title or "heading text" of the footnotes on each page may be specified and it will appear in front of the footnotes on each page. The heading text may be a tab pattern, or some other marking, and is typed in the brackets after heading text:. The name of the Paragraph style for the heading text is typed in the brackets following style: para:, and the character substyle is typed in the brackets following style: char:.

continuation trailer text refers to the title to be used when a long footnote is continued on the next page, such as **Continued on Next Page**. The title is typed in the blank after continuation trailer text:.

continuation heading text refers to the title to be used to show that a footnote has been continued from the previous page, such as **Footnote Continued**.

*Line numbers:* COMMANDS

In a document where there are notes or other references to certain lines, it is common practice to provide line numbers for every fifth or tenth line. If line numbers are desired, the number that is to begin the numbering is typed in the blank following "starting number:" Marking None turns line numbering off. "position: horiz:" refers to the horizontal page placement of the line numbers. A positive number refers to a distance measured to the right of the left print area boundary. A negative number refers to a distance measured to the left from the left print area boundary (or left of 0 on the margin bar.) For example: If a column or paragraph is 6 inches wide with a 1 inch left margin, a line number position of .5 inches would print at 6.5 inches from the left margin. A horizontal line number position of -0.5 would print .5 inches to the left of the left margin.

The number typed in the brackets after "Interval:" determines the frequency of line numbers appearing in print. Every line is counted, but only printed at the specified interval. For example; an interval of 5 means that a number is printed every fifth line.

Line numbers are not visible on your display. To view line numbers, MARK Preview in the Print menu.

PROCEDURE

If a style sheet has only one Division style, this is automatically applied to the document as a default style. There is no separate application required.

In a document that requires more than one Division style, a Division style must be specified for each different division. For example, division properties may be different for an index than for the chapters in a document. Page numbers may be Roman numeral instead of Arabic, multiple columns may be specified, etc. If this is the case, a separate Division style will be specified for the index.

A Division style can be applied in several ways:

1. Select the first character in the new division. PRESS LOOK and the LOOK character for the desired Division style. This creates the division style, indicated by a black box division marker.
2. You may also select the first paragraph in the new division. Copy the desired Division style LOOK from the display summary by holding down the shift key and selecting the Division style name.

The appearance of a black box division mark notifies you that all text following the division mark will be printed with the defined division properties until another division style is specified.

#### MASTERY HINTS

The first Division style listed in the style sheet is the default style. It determines the division properties of a document unless another Division style is applied.

YOU CANNOT MIX DOCUMENT PROFILE PROPERTIES AND DIVISION STYLES. Division styles completely replace document profiling. If you are styling a document and it has document profile specifications typed at the beginning of the document, these must be deleted.

A Division style whose *Division start* has been defined as Continued will not cause a page break, even if the division marker is placed in the middle of a page of text. If it is important that all the text following a division marker fall under the new division, New Page should be specified for the Division style.

**RELATED TOPICS**

See the following components for further information on related topics:

**INTRODUCTION TO THE DOCUMENT PROFILE  
FOOTNOTES**

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**CHAPTER 28****PAGE HEADING STYLES****DESCRIPTION**

Page heading styles specify formatting properties associated with page headings, such as where and on what pages the page headings will appear in print. Page heading styles are listed in the display summary following Division styles. They appear as Page heading Paragraph styles, complete with paragraph and character properties. Page heading properties are created when a page heading Paragraph style is added to a Division style as a subtype.

Page heading styles replace document profile headings.

**STYLE DISPLAY**

The page heading for this chapter is the notification appearing at the bottom of every page telling the version number, revision date, and the chapter number. The Page heading style is called "Notice (N)" and is listed in the Display Summary as follows:

|                          |   |
|--------------------------|---|
| Normal Division (D)..... | Division style: Page numbers at 576. -36 pts., omitted on first page.<br>Continuing, Paper size: 612 by 792 pts., Print area margins: 90. 90 pts., 72. 72 pts.  |
| Notice.....              | Page heading: at 90. 36 pts. on all pages   |
| Notice (N).....          | Page heading style: Indent: 32 pts.. Right margin: 410 pts. (Set width: 378 pts.). Flush left, 3 pts. Line spacing (Set 8 on 11). Printer mode. Vertical pos.: 36 pts.. Tabs at 221 pts. (centered), and 410 pts. (right flush) |
| normal.....              | Helvetica 8 Small caps  |
| emphasis 1.....          | Helvetica 6   |

When viewed in the display summary, a Page heading style has paragraph property definitions and character property definitions just like an ordinary Paragraph style. Notice (N) is shown in 10 point type size as a Paragraph style with the character substyles normal and emphasis 1. As a Division subtype, it is shown as Notice in 8 point type size with page heading properties defined. A Page

heading Paragraph style is assigned page heading properties when it is added to a Division style as a substyle.

#### PAGE HEADING MENU

The Page heading menu shows the commands used to apply page heading properties. To open the Page heading menu, do the following:

1. Open your display summary.
2. Scroll the summary to reveal a Page heading style owned by a Division style.
3. Select the Page heading style in the display summary.
4. MARK LOOKS in the Style sheet menu, or PRESS COM-LOOK.

This is the Page heading menu display for Notice substyle:

---

#### *Page heading menu*

Neutral Detail Apply

*Units:* In Picas Pts

*Style:* <Notice> position: horiz.: <90> vert.: <36> units

*Pages:* Normal Recto (right) only Verso (left) only

*First page:* Normal Omit Special Only on first page  
special position: horiz.: <72> vert.: <36> units

---

#### MENU COMMANDS

A brief description of the menu commands appear below. You will not need to use the Page heading menu at this time, as necessary properties have been stored in your style sheet.

#### *Units:* COMMANDS

The *units:* commands are used to specify the units of measurement for display.

*Style:* COMMANDS

When the menu is opened, the name of the Page heading style selected in the display summary is shown in the brackets. The page heading substyle in this chapter is Notice.

The position of the page heading is typed in the brackets after horiz.: and vert.: Positive numbers indicate a horizontal position measured from the left edge of the paper and a vertical position measured from the bottom edge of the paper. Negative numbers indicate a horizontal position measured from the right edge of the paper, and a vertical position measured from the top edge of the paper. The page heading in this section is printed at 90 points horizontal and 36 points vertical.

*Pages:* COMMANDS

Marking Normal causes the page heading to be printed at the position specified on every page of a division. Marking Recto causes the page heading to be printed on right pages only. Marking Verso causes the page heading to be printed on left pages only. The page heading in this section is Normal. This fact does not appear in the display summary.

*First page:* COMMANDS

Marking Normal causes the page heading to be printed on all pages of a division. Marking Omit causes the page heading to be omitted from the first page of a division. The page heading in this section is Normal. It appears in the display summary as "on all pages." Marking Only causes a page heading to be printed only on the first page of a division.

The Special option works in conjunction with special position: horiz.: vert.: If the heading on the first page of a division is to appear in a different position than on following pages, the units are entered in the brackets after horiz.: and vert.: Marking Special causes the page heading to appear in the special position on the first page of a division.

#### PROCEDURE

Before page heading properties can be applied to text, the Page heading style must be defined for a Division style. The section of the document to be given page headings must be styled with a Division style (unless there is only one Division style) and own the Page heading style desired. To apply a Page heading style to text, follow the procedure below:

1. Apply a Division style to the section, unless there is only one Division style, in which case its properties are automatically applied.
2. Select the paragraph that is to become the page heading. Style it with a Page heading Paragraph style that is also a substyle of the Division style. Apply the appropriate character substyles to the text.
3. You may also copy LOOKS from the display summary.

In this chapter, Notice (N) is the page heading Paragraph style. It is also a substyle of Normal Division(D) Division style. When a paragraph is selected and LOOK N is PRESSed, the paragraph receives BOTH the paragraph and page heading properties.

## MASTERY HINTS

When there are more than one Division style, the first one listed in the display summary is considered the default. Its properties are applied to text in the absence of any other Division style.

Several page headings may be given to a section of text. As many substyles as a division owns can be applied. The same page heading may also be a substyle of several divisions, or occur in more than one position in a division.

There may be more than one Page heading style defined for a division. For example, a book title may be defined to appear on all left pages, and the chapter title on all right pages. The book title paragraph Page heading style will have a style name, LOOK character, and set of paragraph properties. The chapter paragraph Page heading style will have another style name, LOOK character, and set of paragraph properties. Each substyle is applied as above. The paragraph is selected and styled with a Paragraph Page heading style. The properties of the substyle with the same name will also be applied.

A page heading Paragraph style must be owned by the Division style used to style a division if page heading properties are to be applied along with the paragraph properties.

As with Character styles, a Page heading style may be defined for several division substyles, but the page heading properties may differ.

Page heading properties only appear in print or when previewed.

**RELATED TOPICS**

See the following components for further information on related topics:

**PARAGRAPH STYLES**

**DIVISION STYLES**

**INTRODUCTION TO THE DOCUMENT PROFILE**

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**CHAPTER 29**

---

**SHARING A STYLE SHEET**

---

**BASIC CONCEPT**

A document may *own* or *share* a style sheet. If a style sheet is *owned*, the style sheet remains with the document when it is stored, and when it is retrieved by the creator or by another workstation. It will appear with the same formatting properties whenever it is retrieved. *Owning* a style sheet is described in greater detail in the chapter on advanced styles.

Most documents *share* a style sheet. A new document always *shares* a default style sheet. If you begin typing on a blank screen, certain formatting characteristics will appear during type-in. These are the formatting properties contained in the default style sheet.

If formatting properties different than those defined in the default style sheet are desired, another style sheet, with different properties, may be shared. This is done by retrieving the desired style sheet (unless it is already on your disk) and commanding a document to share it.

**DESCRIPTION**

When major changes in a document style are required, the analyst may specify the changes in the style sheet. Another way to accomplish major reformatting is by creating a new style sheet with the appropriate formatting properties, and causing the documents to share the new style sheet. Documents may then be styled in several different ways, for different applications, merely by sharing different style sheets.

The analyst may create a style sheet for memos, another for rough drafts, another for final document release, and another for forms. A document could share any one of the style sheets as applications required.

**APPLICATION**

The advantages of sharing a style sheet are numerous. It makes it possible to easily create many documents with the same formatting properties. A large number of people can share the same style sheet simultaneously and produce documents with the same formatting properties.

A shared style sheet is useful when different sets of formatting properties are desired for the same text. For example, a law firm may wish to print several differently styled editions of their legal briefs. One edition might be the draft for internal use, another for final publication. The spacing, type font, indentations, and page size may be different for each edition. Each edition, then, would share a different style sheet. The properties associated with the styles for each type of document are put into the style sheet by the analyst, and a name given to each style sheet. When a new style sheet is shared, the entire document will change to reflect the properties defined in the new style sheet.

**EXAMPLE**

The formatting properties in this paragraph have been defined in a style sheet called "WorkStyle." The display summary shows the formatting properties for this paragraph as follows:

|                       |  |
|-----------------------|--|
| normal para (p) ..... | Paragraph style: Indent: 160 pts.. First line: 32 pts.. Right margin: 410 pts.<br>(Set width: 250 pts.). Justified. 5 pts. line spacing (Set 10 on 15). 30 pts. lead before para.. Tab at 160 pts. |
| normal .....          | Helvetica 10   |
| emphasis 1 .....      | TimesRoman 10  |
| emphasis 2 .....      | Helvetica 10 Bold  |
| quotation .....       | TimesRoman 12 Italic   |
| subtitles .....       | Helvetica 10 Small caps  |
| warn .....            | Helvetica 10 Italic Uppercase  |
| vocab .....           | TimesRoman 10 Italic   |
| emphasis 3 .....      | TimesRoman 10 Bold   |

Suppose that this document is also to appear in a different form to satisfy a different application requirement. A more compact form for distribution to proofreaders may be desirable. The analyst prepares a style sheet to satisfy requirements for proofreading and names it "Proof." The "normal para" formatting properties might be defined as follows:

|                       |   |
|-----------------------|---|
| normal para (p) ..... | Paragraph style: Indent: 25 pts.. First line: 0 pts. Right margin: 475 pts. (Set width: 450 pts.). Justified. 0 pt. line spacing (single) (Set 10 on 10). 12 pts. lead before para.. Tab at 53. |
| normal .....          | Helvetica 10  |

If the document is typed while sharing "WorkStyle," it will be formatted like the text you are now reading. If "Proof" is typed after Share in the style sheet menu, and Share is marked, the entire document will automatically change to reflect the new formatting definitions. All paragraphs that have been styled with "normal para" using "WorkStyle" style sheet will automatically change to reflect the new formatting definitions.

The first of the "Sample" paragraphs below shares "WorkStyle" style sheet. The second paragraph is identical, except that it appears as if it were sharing "Proof" style sheet.

**SAMPLE**

*These two paragraphs contain IDENTICAL wording, but APPEAR styled with different style sheets. Notice the different character and paragraph formatting in the two paragraphs.*

Sample These two paragraphs contain identical wording, but appear styled with different style sheets. Notice the different character and paragraph formatting in the two paragraphs.

The words emphasized in the first paragraph do not appear emphasized in the second paragraph. This is because there is only one character style defined for "normal para" in the "Proof" style sheet. When the document is again rendered using "WorkStyle," the emphasized words will once again appear emphasized.

**PROCEDURE**

In order to "share" a style sheet, follow the procedure below:

1. Ask your analyst the name of the style sheet that contains the desired formatting properties.
2. Retrieve the style sheet from your file server, unless your disk already has the style sheet stored on it.
3. In the Main menu, type the name of the document to be restyled.
4. MARK Get.
5. MARK Show in the Main menu. This will open the Style sheet menu and the display summary of the style sheet already shared or owned by the document.
6. Type the name of the style sheet to be shared in the brackets following Share.
7. MARK Share, even if it already appears white-on-black.

The entire document will immediately change to reflect the formatting properties defined in the newly shared style sheet.

**MASTERY HINTS**

When retrieving a document that shares a style sheet, it is necessary to retrieve the style sheet that the document shares as a *separate file*, unless it is the default style sheet. The new style sheet need not be brought into a document window, but must exist on your disk in order to be shared. If the style sheet that a document shares has not been retrieved, the document will appear on your screen sharing the default style sheet.

Do not share a style sheet meant for a different document type. A style sheet designed for a document containing tables will not be appropriate for personalized letters to stockholders.

**RELATED TOPICS**

See the following components for further information on related topics:

**INTRODUCTION TO STYLE SHEETS - OVERVIEW**

**PARAGRAPH STYLES**

**CHARACTER STYLES**

**DIVISION STYLES**

**PAGE HEADING STYLES**

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**CHAPTER 30****INDEXING**

---

**BASIC CONCEPT**

An index can be generated for a document by using the Index menu in conjunction with character styles.

**DESCRIPTION**

To generate an index, a set of character styles is specified in the index menu. Every word or phrase in the document which is styled with these styles will be placed in the index.

The Index menu is opened by marking **Index** on the Main menu. An Index menu is shown below, followed by a description of the menu options:

---

*Index for:* Printer HYTYPE 10 12 PS                      **Apply**   
*Index by:* <>  
*Print format:* Normal Landscape Two-Up Signature size: <>  
*Limits:* from page: <> to page: <> *Footnotes:* Renumber

---

***Index for:***

An index may be formatted for the Xerographic or HyType printer by marking either **Printer** or **HYTYPE**. If **HyType** is selected, the character spacing may be chosen from the list of 10-pitch, 12-pitch, or **PS** (proportional spacing.) The index should be generated using the same printer type as will be used to print the document, so that page numbering will be correct.

*Index by:*

The bracket after *Index by:* is filled in with the names of one or more character styles (such as emphasis 1, subscript, etc.) separated by commas. Every term styled with the character styles typed in the brackets will be placed in the index, along with the page numbers on which the terms occur.

*Limits:*

The *Limits:* blanks operate as in the Print menu. Only the pages in between and including those typed in the brackets will be processed during index generation.

**Renumber**

Marking **Renumber** causes footnotes to be renumbered. (Note: this has no relation to indexes. it is merely another menu from which footnotes can be renumbered.)

**Apply**

When **Apply** is marked the screen goes black while the index is being generated. A new window appears on the screen, and the index is placed there.

**PROCEDURE**

The simplest index generation situation is when there are one or more Character styles which are used for emphasis, headings, etc. These styles could be specified in the Index menu to produce an index of all of the headings and emphasized words. This may lead to the appearance of unwanted words and phrases in the index, and they will have to be deleted from the generated index.

To more closely control the items automatically placed in the index, a different technique is used. This involves manually designating the words or phrases to be indexed. To do this, there must be two Character styles defined that have identical formatting properties, but different style names. One style could be used for text which will not be indexed, and the other used for text which will be indexed. Your style sheet may have a Character style called "normal" and a style called "index." They should have identical formatting properties for each Paragraph style of which they are substyles. "normal" would be used to style the bulk of the text. The words and phrases to be indexed would be styled with "index." Since both substyles have the same formatting properties, the index items would be indistinguishable from the rest of the text when it is viewed.

An index is generated as follows:

1. MARK Detail in the Main menu.
2. MARK Index in the Main menu.
3. In the Index menu, in the brackets after *Index by:*, type the name of the character style, or styles, that were applied to the words and phrases to be indexed. If more than one style was used, the style names must be separated by commas.
4. MARK other desired menu options.
5. MARK Apply in the Index menu.

The screen will turn black, and the message window may say what pages are being processed (or "formatted"). The newly-generated index will appear in a new window with each term followed by a tab character, and the list of pages on which the term appears. The words or phrases are indexed in the order in which they appear in the document. (Thus, an index may be used to create a table-of-contents.)

7. Use the Sort command to alphabetize the entries.
8. MOVE the index to the end of the document. Precede it with a title and a division marker, if a division style for an index has been defined in your style sheet.
9. Edit or style the index to achieve the desired appearance.

#### EXAMPLE

Suppose you wish to index all of the subtitles in this chapter, and all of the terms in TimesRoman 10. The subtitles have been styled with "subtitles (s)" character style, and TimesRoman 10 is called "emphasis 1 (e)". In addition, there are some words in "normal" character style that should appear in the index. For "normal para" Paragraph style, "index" substyle has been defined as Helvetica 10 (just like the "normal" substyle properties.)

1. Style the appropriate "normal" style words with "index" style.
2. MARK Detail in the Main menu.
3. MARK Index.
4. In the bracket after *Index by:*, TYPE subtitles, emphasis 1, index.
5. MARK Apply.

The following index appears in the newly opened window:

MASTERY HINTS 5

Footnotes: 1

DESCRIPTION 1

EXAMPLE 5

Limits: 1

index 1, 2, 3, 4, 6

BASIC CONCEPT 5

PROCEDURE 2

Print format: 1

Index by: 1

5. MOVE the index to the end of the document; give it a division style, if appropriate; sort alphabetically; change the format, or style the index.

The above index is shown below sorted alphabetically, the paragraph styled with "nested 1 (1)" and the terms styled with "italic (f)". A right tab with leader dots was set at 410 points. Terms not required in the index were deleted, as were colons:

|                     |               |
|---------------------|---------------|
| Description .....   | 1             |
| Example .....       | 5             |
| Footnotes.....      | 1             |
| index .....         | 1, 2, 3, 4, 6 |
| Limits .....        | 1             |
| Mastery Hints ..... | 5             |
| Print format .....  | 1             |

**MASTER HINTS**

Remember that all terms styled with the character style typed in the Index menu will appear in the index. You may need to go through the list and delete some of the entries.

Do not try to index terms in a page heading. Page headings cannot be indexed.

Several indexes may be generated for a document. For example, an index for subtitles, another for footnotes, and another for chapter headings can be separately generated by manipulating the index menu separately for each application requirement.

**RELATED TOPICS**

See the following components for further information on related topics:

**INTRODUCTION TO TABS  
SORTING  
INTRODUCTION TO STYLE SHEETS  
CHARACTER STYLES  
DIVISION STYLES  
MOVING TEXT**

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**CHAPTER 31****ADVANCED STYLES**

---

## OVERVIEW

Style sheets can be changed to suit application requirements and to provide for ease of operator use. Styles in a style sheet can be created, added, renamed, substyles can be deleted, and formatting properties can be changed.

"Introduction to Styles" presented how to use a style sheet that was already prepared by an analyst. This chapter describes how to edit a style sheet. It contains directions for performing the desired manipulations, explains when it is appropriate to make the desired changes, and suggests preferred formatting standards. It also provides examples of more complex formatting abilities.

**BASIC CONCEPT**

Imagine a style sheet as a document that may be edited. A Style sheet can be edited to create new styles and change formatting properties. The changes made will affect any document that shares the style sheet.

|             |  |
|-------------|--|
| DESCRIPTION | Changes are made in a style sheet by using the Style sheet menu and the Paragraph, Character, Division, and Page heading menus. The changes are automatically applied to the documents that share the style sheet. For example, it is possible to change the leading between lines for a number of documents merely by making the change in the style sheet that the documents share. The next time the documents are brought to the screen or printed, they will automatically reflect the change in line leading. If a document is already on the screen it will be updated to reflect the changes also. |
|             | A style sheet must be owned before it can be edited. When a style sheet is owned, the Style sheet menu options will respond to user commands to add, rename, delete, or create a new style. Commands from other menus can be used to change formatting properties.   |
| APPLICATION | Although most formatting capabilities are available in style sheets created by your analyst, you may wish to edit a style sheet to suit your own specifications. The style sheet you edit can be made available for other documents to share.  |

STYLE SHEET MENU To open the Style sheet menu, MARK Show in the Main menu. The Style sheet menu appears as follows:

---

|                             |                                    |   |
|-----------------------------|------------------------------------|---|
| <i>Style sheet menu</i>     | Own Share <>                       | Apply <input checked="" type="checkbox"/> |
| New style                   | Delete Undelete Rename Print Looks |   |
| Type: Paragraph             | Character                          | Division Page heading                     |
| Name: <> look character: <> | Add char.                          | or page heading                           |

---

Commands in the style sheet menu control the association of style sheets and documents and they also permit the manipulation of styles in a style sheet. The commands are briefly introduced below. You will be given complete directions for their use later in this chapter.

**Own COMMAND**

Editing can only take place in a style sheet that is owned. To change from sharing to owning, Own is marked. The style sheet acquired by the document will be a copy of the style sheet formerly shared. The name bracket is cleared, since sharing will have been terminated.

**Share COMMAND**

If the association of a document with a style sheet is by sharing, Share will be marked and the name of the associated style sheet will be shown in the following brackets. If Share is marked, but the brackets are empty, this indicates that the default style sheet is being shared.

To change a document from sharing one style sheet to sharing another or to change from owning to sharing, the bracket must be filled in with the name of the style sheet to be shared and Share marked. The previously owned style sheet, if any, will be lost if it is not "saved" before another style sheet is shared.

**New Style COMMAND**

New Style is marked if a new style is to be created. This command requires that a style type be marked (Paragraph, Character, Division, or Page heading) to define what sort of style is to be created. The new style name must be typed in the *Name:* brackets. The LOOK command character may be specified in the look character: brackets.

|                         |   |
|-------------------------|---|
| <b>Delete COMMAND</b>   | A sub-style can be deleted from the style sheet. The sub-style to be deleted is selected in the display summary and Delete is marked. The sub-style will be marked as struck-through, to indicate that it has been marked for deletion. The sub-style is deleted from the display summary (and the style sheet) when Apply is marked.                                     |
| <b>Undelete COMMAND</b> | Undelete undoes a Delete. The struck-through sub-style to be undeleted is selected in the display summary and Undelete is marked. Undelete will work only if Apply has not yet been marked.   |
| <b>Rename COMMAND</b>   | An existing style may be renamed by selecting the style in the display summary, typing the new name between the brackets after <i>name:</i> , and marking Rename. The style is renamed, but the properties associated with the style are not changed. Rename has no effect on the appearance of files that share the style, or on the typographical meaning of the style. |
| <b>Print COMMAND</b>    | To produce a hardcopy of a style sheet display summary, MARK Print.   |
| <b>Looks COMMAND</b>    | When a style (other than a generic Character style) is selected in the style sheet and Looks is marked, the appropriate menu will open to reveal the formatting properties defined for the selected style.  |
| <b>Type: COMMANDS</b>   | When a new style is created, it is necessary to specify the type of style. This is done by marking Paragraph, Character, Division, or Page heading.   |

**Add COMMAND**

The Add command is used to add a Character style to a Paragraph style, or a Page heading style to a Division style. The name of the style to be added is typed in the brackets after *Name:*, the appropriate Paragraph or Division style selected in the Display summary, and Add marked. The style designated is added to the selected style as a substyle. It is not necessary to mark the correct type of style, or fill in the LOOK character, to use this command.

A more advanced use of the Add command is described under Fill in COMMAND.

**Fill in COMMAND**

The Fill in para. style command is revealed when you scroll the style sheet menu up. It is used to build a style sheet by copying formating properties from an unstyled document. A paragraph style is selected in the display summary, and the paragraph with the desired properties is selected from the document. When Fill in para. style is marked, the formatting properties of the selected paragraph style will change to reflect the formatting properties of the unstyled paragraph selected in the document. The new style can now be applied to other paragraphs in the document.

The most effective use of this command is if an incomplete document is not styled. The document can be brought to the screen, and the styles can be changed to reflect the formatting properties already in the document. This makes it possible to complete the document, and create others with the same formatting properties using style sheets.

Character and page heading properties can also be "copied" into a style sheet from an unstyled document. A character style (or page heading style) is selected in the display summary. A character string (or page heading) with the desired formatting properties is selected in the document. Marking Add char. or page heading causes the formatting properties of the selected substyle to change, reflecting the formatting properties of the selection in the document.

## STYLE SHEET ORGANIZATION

### BASIC CONCEPT

To facilitate continuity and ease of sharing among documents, it is necessary that when a style sheet is edited, it maintain the same organizational structure.

### DESCRIPTION

The style names exist in the style sheet in the order listed below. This order should be maintained. New styles can be added at the end of the existing list for each type of style. LOOK characters already assigned are also shown, although they may be changed. Style names may be changed to conform to local nomenclature.

Each of these styles has been defined with some standard use in mind. You should use these existing styles for their intended purpose. If no style matches the use you have in mind, it is usually better to create a new style rather than change an existing one.

### PARAGRAPH STYLES

Paragraph styles are listed first in a style sheet.

|                |   |
|----------------|---|
| normal para    | p |
| nested 1       | n |
| nested 2       |   |
| section head 1 | 1 |
| section head 2 | 2 |
| section head 3 | 3 |
| footnote text  | t |
| quotation para |   |

normal para (p): Use for unindented body or main text paragraphs; also known as "basal text".

nested 1 (n): Use for paragraphs to be indented one level.

nested 2: Use for paragraphs to be indented two levels.

section head 1 (1): Use for paragraphs that hold headings for the largest sections of a document, such as chapters in a book.

section head 2 (2): Use for paragraphs that hold headings for the next smaller sections of a document, such as a section of a chapter.

section head 3 (3): Use for paragraphs that hold headings of the next smaller sections of a document, such as a subsection of a chapter.

footnote text (t): Use for paragraphs containing footnote text.

quotation paragraph: Use for paragraphs containing paragraph length, or longer, quotations.

#### CHARACTER STYLES

Character styles are listed after Paragraph styles.

|                    |         |
|--------------------|---------|
| normal             | (space) |
| emphasis 1         | e       |
| emphasis 2         |         |
| footnote reference | f       |
| subscript          | d       |
| superscript        | u       |
| quotation          |         |
| index              |         |

normal (*space*): Use this character style for normal, unemphasized characters.

emphasis 1 (e): Use for text which should be emphasized in its printed or displayed rendering.

emphasis 2: Use for text which should be emphasized in its printed or displayed rendering, and which is emphasized in a different way than emphasis 1 text.

footnote reference (f): Use for citing footnotes.

subscript (d): Use for characters to be subscripted.

superscript (u): Use for characters to be superscripted.

quotation: It is sometimes desirable to give special appearance to quotations short enough to be directly included in a paragraph. In this case, give the quoted text this style.

index: The system includes an automatic index feature, described earlier, which will find all strings having a specific style and construct an index of references to those strings. Attach this style to key words and phrases in documents which might eventually be indexed.

**DIVISION STYLES**

**Normal Division (D):** This is the default division style for a document.

**PAGE HEADING STYLES**

**title (t):** This is the default page heading style for a document, and should be given to page heading paragraphs holding the document title.

## EDITING PROCEDURES

### BASIC CONCEPT

Editing can only take place in a style sheet that is owned. This requires that a shared style sheet be "cut off" from its source by owning it.

The most productive method of editing a style sheet is to start with a shared style sheet containing the styles and properties that most closely satisfy your actual application requirements. It is unnecessary to edit the default style sheet, if some of the required properties already exist in another style sheet.

### PROCEDURE

Initial and final editing steps remain the same for all editing requirements. These steps are described below. They will not be repeated for each section, so please mark this page and refer to it until the steps become automatic for you:

1. From the file server, retrieve the style sheet whose styles and formatting properties most closely meet your needs. Consult your analyst to determine how the style sheet is stored.
2. Go to the EDITOR.
3. MARK On in the Main menu.
4. MARK Show in the Main menu.
5. In the brackets following Share in the Style sheet menu, TYPE the name of the style sheet you retrieved.
6. MARK Share. The display summary will change to reflect the style sheet you have asked to share.

7. MARK Own in the Style sheet menu. You may now edit this style sheet.

At the end of an editing session, you must give the style sheet a name in order to store it, or to make it available for others to share. It is also advisable to type comments in the document window describing what applications the style sheet is best suited for.

1. Close the Style sheet menu.
2. In the Main menu, TYPE a name for your style sheet in the brackets following Get title:. For example, it was decided to name the document owning the style sheet used to style this manual "WorkStyle." WorkStyle was typed in the brackets after Get title:.
3. TYPE a description of your style sheet into the document window. For example, the document called "Workstyle" (and owning WorkStyle Style sheet) explains that it is not a document to be edited, but rather read for information concerning the use of the style sheet. "WorkStyle is used for styling the Reference manual on the Xerox Document System Editor."
4. MARK Save all.

The style sheet is now stored under the name of your document. It may be shared by any document using the procedure described in the section on Sharing.

## MASTERY HINTS

Play around with a style sheet before you start serious editing. You can make as many mistakes as you want, as long as you do not MARK Save all. If you wish to delete the style sheet (by deleting the document attached to it), close the document window and PRESS DO when your message window says "This document has not been saved. Press DO to continue, or CANCEL."

**DO NOT EDIT A STYLE SHEET WITHOUT GIVING IT SERIOUS THOUGHT! IF THE ORIGIANL STYLE SHEET IS SHARED BY OTHER DOCUMENTS, SERIOUS PROBLEMS COULD ARISE!**

You should not use the document window of an owned style sheet to hold a normal document. The window should be reserved for a description of the style sheet and its intended uses. Normal documents should share a style sheet, not own one.

When designing a style sheet to be shared, styles should be defined using the same style names as other, related style sheets. In this way, every style that has been applied to a document which shares one of these other style sheets will be effective when sharing the new style sheet. For example, if "normal, emphasis 1, emphasis 2, subtitles, warn, vocab, emphasis 3" are defined for "normal para" in one style sheet, they should be defined in other style sheets that the document may also wish to share.

If you wish to use the new style sheet to style a document, open a window for the document and type the name of the style sheet in the Style sheet menu. MARK Share. Begin typing your document, and styling it with the newly-shared style sheet.

If further editing changes are required, edit only the owned style sheet. This requires bringing the document owning the style sheet to your screen. Simply type the title in the Get brackets and MARK Get. MARK Show, and edit as necessary.

Remember that after a document is styled with a shared style sheet, further editing of that style sheet should be done only with great care. The only safe editing change is to add substyles.

**RELATED TOPICS**

See the following components for further information on related topics:

**INTRODUCTION TO STYLE SHEETS  
SHARING A STYLE SHEET  
PARAGRAPH STYLES  
CHARACTER STYLES  
DIVISION STYLES  
PAGE HEADING STYLES**

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**CHAPTER 32**

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**ADDING AND DELETING SUBSTYLES**

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## ADDING SUBSTYLES

**BASIC CONCEPT**

Substyles can be added to styles in a style sheet. The substyles exist generically in the style sheet as styles, but need to be added to a style before they acquire formatting properties. Character styles are added to Paragraph styles, and Page heading styles are added to Division styles.

**APPLICATION**

The default style sheet has only one character substyle defined for each paragraph style, and only one page heading substyle defined for a division style. If other than the normal character style or the standard Page heading style is required, they must be added.

**PROCEDURE**

To add a Character style to a Paragraph style, do the following:

1. Look at the list of Character styles. Decide which style is to be added.
2. Type the name of the Character style in the brackets after *Name*:
3. Scroll to the Paragraph style that is to receive the Character style as a substyle.
4. Select the Paragraph style.
5. MARK Add.

For example, if normal para paragraph contains words or characters needing emphasis, the following procedure adds emphasis 1 substyle to normal para:

1. Type emphasis 1 in the brackets following *Name:*
2. Scroll the display summary to reveal normal para.
3. Select normal para.
4. MARK Add.

The Character style emphasis 1 and default property definitions appear in the display summary under normal para. Changing the properties will be explained in the section on **Changing Style Properties**.

To add a Page heading style to a Division style, do the following:

1. Scroll the display summary to the list of Page heading styles. Decide which style is to be added.
2. Type the name of the style in the brackets after *Name:*.
3. Scroll to the Division style that is to receive the Page heading style as a substyle.
4. Select the Division style.
5. MARK Add.

#### MASTERY HINTS

Only styles that already exist in a style sheet can be added to a style as a substyle.

## DELETING/UNDELETING SUBSTYLES

### BASIC CONCEPT

Substyles can be deleted or undeleted, but styles cannot. Any Character substyle except normal substyle can be deleted from a Paragraph style, and any Page heading substyle can be deleted from a Division style. The deleted Character and Page heading substyles will still exist in the style sheet, but will no longer be substyles of the styles from which they have been deleted.

### DESCRIPTION

Deleting a substyle involves selecting the style where it occurs as a substyle and marking the appropriate commands in the Style sheet menu.

### APPLICATION

If a substyle is not necessary, it may be deleted. If a mistake is made in deleting a substyle, it may be undeleted, as long as Apply has not yet been marked.

### PROCEDURE

Refer to the section on Editing Procedures before continuing. Follow the steps listed.

Character substyles can be deleted and undeleted as follows:

1. Scroll the style sheet to the style which owns the substyle to be deleted.
2. Select the substyle.

3. MARK Delete. The selected substyle will be stricken through with a line. This indicates that when Apply is marked, the substyle will be deleted. Do not MARK Apply until you are certain that you wish to delete the substyle.
4. If you wish to undelete a deletion, you may do so unless it has already disappeared from your screen. Reselect the stricken-through substyle and MARK Undelete.
5. To complete a deletion, MARK Apply.
6. A substyle must be deleted separately from each Paragraph style. Deleting a substyle called warn from normal para will not affect its relationship if any, with nested 1.

Page heading substyles can be deleted and undeleted using the procedure outlined for deleting and undeleting Character substyles. Be certain that you select the substyle to be deleted, not the Paragraph Page heading style of the same name. Remember that the substyle name is listed with the Division style, appears in 8 point type, and is indented.

**RELATED TOPICS**

See the following components for further information on related topics:

**ADVANCED STYLES - OVERVIEW  
EDITING PROCEDURES  
CHARACTER STYLES  
PAGE HEADING STYLES**

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**CHAPTER 33**

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**RENAMING STYLES AND SUBSTYLES**

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**BASIC CONCEPT**

The names of any style or substyle, and the names of their LOOK characters, can be changed.

**DESCRIPTION**

The name of a substyle or LOOK character can be changed by selecting it in an "owned" version of the style sheet display summary, typing a new name, and marking the appropriate command in the Style sheet menu.

**APPLICATION**

Occasionally the name of a style, or its LOOK character, may not clearly indicate its function to the operator. For example, the voting record of a Senator may be in an emphasized character style. The formatting properties may have been defined for emphasis 1 character style. In addition, the character formatting properties used for a Senator's name may have been defined for emphasis 2. It may be easier to remember what style to apply if the voting record is called vote (v), and the style for a Senator's name called Senator (S).

**PROCEDURE**

To change the name of a Paragraph style or a Division style, do the following:

1. In the display summary, select the style whose name or LOOK character is to be changed.
2. TYPE the new name in the brackets after *Name:*; or TYPE the new LOOK character in the LOOK character brackets.
3. MARK Rename.

To change the name or LOOK character of a Character style, do the following:

1. Scroll to the list of Character styles. Select the **STYLE** whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after *Name::* or TYPE the new LOOK character in the LOOK character brackets.
3. MARK Rename. The name or LOOK character (whichever was specified) will change, and the change will be reflected wherever the style has been added to a Paragraph style as a substyle.

To change the name or LOOK character of a Page heading style, do the following:

1. Scroll to the list of Page heading styles. These are listed after the last Division style. Select the **STYLE** whose name or LOOK character is to be changed. Do not attempt to change the name as it appears as a substyle.
2. TYPE the new name in the brackets after *Name::* TYPE the LOOK character in the LOOK character brackets.
3. MARK Rename. The name will change, and the change will be reflected wherever the style has been added to a Division style as a substyle.

**EXAMPLE**

Following this paragraph are selected portions of the display summary for this document. The top segment shows a list of character substyles for normal para. The portion below the dotted line is a list of the character styles in the same display summary.

|                       |  |
|-----------------------|--|
| normal para (p) ..... | Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts.<br>(Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts. |
| normal .....          | Helvetica 10   |
| emphasis 1 .....      | TimesRoman 10  |
| emphasis 2 .....      | Helvetica 10 Bold  |
| italic .....          | Helvetica 10 Italic  |
| quotation .....       | TimesRoman 12 Italic   |
| subtitles .....       | Helvetica 10 Small caps  |
| warn .....            | Helvetica 10 Italic Uppercase  |
| vocab .....           | TimesRoman 10 Italic   |
| emphasis 3 .....      | TimesRoman 10 Bold   |
| <hr/>                 |  |
| normal () .....       | Character style  |
| emphasis 1 (e) .....  | Character style  |
| emphasis 2 (m) .....  | Character style  |
| italic (f) .....      | Character style  |
| subscript (d) .....   | Character style  |
| superscript (u) ..... | Character style  |
| quotation ("") .....  | Character style  |
| index (x) .....       | Character style  |
| subtitles (s) .....   | Character style  |
| warn (w) .....        | Character style  |
| vocab (v) .....       | Character style  |
| tab (T) .....         | Character style  |
| emphasis 3 (!) .....  | Character style  |
| BTab (B) .....        | Character style  |

In this document, warn (w) is used to apply Helvetica 10 italic Uppercase to character strings that are to be noted with serious attention. Perhaps "Attention" would be more easily remembered as a name. If warn (w) is to be changed to Attention (A), the following must be done:

1. Scroll to the list of character styles.
2. Select warn (w).
3. TYPE "Attention" and "A" (without the quotation marks) in the appropriate brackets.
4. MARK Rename.

## EFFECT

The name warn (*w*) changes to Attention (*A*) in the list of Character styles, and where it occurs as a substyle (see underlined words in the next example.)

|                            |  |
|----------------------------|--|
| normal para (p).....       | Paragraph style: Indent: 160 pts.. First line: 32 pts.. Right margin: 410 pts.<br>(Set width: 250 pts.). Justified. 5 pts. line spacing (Set 10 on 15). 30 pts. lead before para.. Tab at 160 pts. |
| normal.....                | Helvetica 10   |
| emphasis 1.....            | TimesRoman 10  |
| emphasis 2.....            | Helvetica 10 Bold  |
| italic.....                | Helvetica 10 Italic  |
| quotation.....             | TimesRoman 12 Italic   |
| subtitles.....             | Helvetica 10 Small caps  |
| <u>Attention</u> .....     | Helvetica 10 Italic Uppercase  |
| vocab .....                | TimesRoman 10 Italic   |
| emphasis 3.....            | TimesRoman 10 Bold   |
| <hr/>                      |  |
| normal ().....             | Character style  |
| emphasis 1 (e).....        | Character style  |
| emphasis 2 (m).....        | Character style  |
| italic (f).....            | Character style  |
| subscript (d).....         | Character style  |
| superscript (u).....       | Character style  |
| quotation ("").....        | Character style  |
| index (x).....             | Character style  |
| subtitles (s).....         | Character style  |
| <u>Attention (A)</u> ..... | Character style  |
| vocab (v).....             | Character style  |
| tab (T).....               | Character style  |
| emphasis 3 (!).....        | Character style  |
| BTab (B).....              | Character style  |

MASTER HINTS

Do not change style names capriciously. All sharers of the original style sheet should be notified or consulted before name changes are made.

## RELATED TOPICS

See the following components for further information on related topics:

## **ADVANCED STYLES - OVERVIEW**

### **STYLE SHEET ORGANIZATION**

### **EDITING PROCEDURES**

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**CHAPTER 34**

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**CREATING NEW STYLES**

---

**BASIC CONCEPT**

Occasionally an application requires an additional paragraph, character, division, or page heading style that does not already exist. A new style may be created to satisfy this requirement.

**DESCRIPTION**

Creating a new style involves marking appropriate commands in the style sheet. A style cannot be deleted once it is put into the style sheet. As the style sheet has a limitation to the number of styles that can exist, be certain that a new style is actually needed. A style sheet is currently limited to 14 Character styles, 14 character substyles per Paragraph style, 64 Paragraph styles, 64 Division styles, and 64 Page heading styles.

**PROCEDURE**

Refer to the section on Editing Procedures before continuing. Follow the steps listed therein. You will then be prepared for the specific procedures for creating any of the four styles.

You will be required to name your style and give it a LOOK character. You may not use a name or LOOK character that already exists in the Style sheet. In addition, a LOOK character is limited to one character. However, the system considers that upper case letters are different from lower case. Consequently, if "e" has already been used, you can still use "E". Numerals may also be used as LOOK characters.

**PARAGRAPH STYLES**

New Paragraph styles can be entered into a style sheet by doing the following:

1. MARK Paragraph in the Style sheet menu. This notifies the system that all other information you provide refers to Paragraph styles.
2. TYPE a name for the new style in the brackets following *Name*:
3. TYPE a LOOK character for the new style in the brackets after look character:
4. MARK New style.

**EXAMPLE**

Assume the new style will be called "analysis," and will have the LOOK character "a." The procedure is as follows:

1. MARK Paragraph in the Style sheet menu.
2. TYPE "analysis" in the brackets after *Name*:
3. TYPE "a" in the brackets after look character:
4. MARK New style.

**EFFECT**

The new Paragraph style will be listed in the display summary at the end of the other Paragraph styles. The new style will be listed with the properties of the selection in the document window. If there is no visible document, the properties will be the default. normal character substyle will automatically be associated with the new paragraph style, and its properties will be picked up from the selection in the document window. If there is no visible document, the properties will be the default. The properties defined for the Paragraph style, and the character substyle, may be changed.

**CHARACTER STYLE**

New Character styles can be entered into a style sheet by doing the following:

1. MARK Character in the Style sheet menu. This notifies the system that all other information you provide refers to Character styles.
2. TYPE a name for the new style it in the brackets following *Name*:
3. TYPE a LOOK character for the new style in the brackets after look character:
4. MARK New style.

**EXAMPLE**

Assume the new style will be called "warn," and will have the LOOK character "w." The procedure is as follows:

1. MARK Character in the Style sheet menu.
2. TYPE "warn" in the brackets after *Name*:
3. TYPE "w" in the brackets after look character:
4. MARK New style.

**EFFECT**

The new Character style will be listed in the display summary at the end of the other Character styles. The new style will not be listed with defined properties. A character style must be added to a Paragraph style before properties are acquired.

**DIVISION STYLES**

New Division styles can be entered into a style sheet by following the procedures above, and marking Division in the Style sheet menu.

**EFFECT**

The new Division style will be listed in the display summary at the end of the other Division styles. The new style will be listed with Normal Division default properties. These may be changed.

**PAGE HEADING STYLES**

New Page heading styles can be entered into a style sheet by following the above procedures, but MARK Page heading in the Style sheet menu.

**EFFECT**

The new Page heading style will be listed in the display summary at the end of the other Page heading styles. The new style will be listed with paragraph properties taken from the selection in the document window, and with normal as the character substyle. A Page heading style must be added to a Division style before page heading properties are acquired.

**MASTERY HINTS**

Avoid creating styles for every formatting need, especially if properties will be rarely used. It is usually wiser to apply some properties individually using the menus. In other words, it is best not to create a Paragraph style that is intended to be exactly like an existing one, except with a keep added. You may find it difficult to remember all of the different Paragraph styles you have put into the style sheet, if you specialize so precisely.

You may reach the limit of character styles allowed, yet desire one more. There are several ways of solving this problem.

Solution 1: Use a character style already listed, but which has not been used as a substyle. Rename it, if necessary. For example, if you do not require footnotes for your document, but do need special text for interviewer questions, rename "footnote" to "interview."

Solution 2: Delete a substyle that is rarely used to make room for one that will be used more often. A set of properties that is rarely used can be entered into text by using the character menu, as all character strings need not be styled.

Solution 3: Redefine the properties of a substyle.

Solution 4: Delete the style sheet by deleting the document that owns it. Start again.

Remember that the style you create will appear with the properties for the selection in the document window. If the document window is blank, these will be the default properties of the blank window. You will need to change the properties to suit your needs. This is explained in the section on Changing Properties.

#### RELATED TOPICS

See the following components for further information on related topics:

**ADVANCED STYLES - OVERVIEW  
STYLE SHEET ORGANIZATION  
EDITING PROCEDURES  
ADDING SUBSTYLES**

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**CHAPTER 35**

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**CHANGING FORMATTING PROPERTIES**

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**BASIC CONCEPT**

The properties defined for any style or substyle may be changed to satisfy application requirements. The changes are made in the appropriate style sheet and the style sheet is sent to the file server so it can be retrieved and shared.

When the newly-edited style sheet is retrieved onto a disk, all documents previously styled with the "old" style sheet automatically reflect the changes when brought to the screen.

**DESCRIPTION**

Properties are changed by selecting the style or substyle in an "owned" version of the style sheet, marking new menu items or "copying" LOOKS, and applying.

**APPLICATION**

The formatting properties of a style may need to be changed for a variety of reasons. Properties may need to be changed for aesthetic value, or a customer may desire a particular set of character properties over another. If only minor changes are required, and the changes are to remain constant for future documents, it may be better to make the changes than to build a new style sheet.

**PROCEDURE**

The basic procedure for changing properties are the same for the 4 styles:

1. In the display summary, select the style or substyle whose properties are to be changed.

2. MARK Looks in the Style sheet menu, or PRESS COM-LOOK. This opens the menu associated with the selection.
3. Notice that the style name in the menu matches the style you selected in the display summary.
4. Make the appropriate changes in the menu.
5. MARK Apply.

**EXAMPLES**

To change the properties of nested 1 paragraph style, do the following:

1. Select nested 1 in the display summary.
2. MARK Looks or PRESS COM-LOOK. This will open the Paragraph menu.
3. MARK Apply.

Suppose the following are marked in the menu for nested 1:

*Align:* Just

*Vert:* None

*Lead:* before: <24> after: <0> line spacing:  
<5>pts.

*Tabs:* 100 Left and 390 Right with leader dots.

*Keep:* Heading

*Misc:* Printer

After Apply is marked, the properties in the display summary would appear as follows:

|                   |   |
|-------------------|---|
| nested 1 (n)..... | Paragraph style: Indent: 50 pts., First line: 32 pts., Right margin: 390 pts.<br>(Set width: 340 pts.). Justified, 5 pts. line spacing (Set 10 on 15). 24 pts. lead<br>before para., Heading keep, Printer mode, Tabs at 100 pts.. 390 pts. (right<br>flush), ... |
| normal .....      | TimesRoman 10   |

The ellipsis at the end of the property definitions indicates that there may be more properties which are not listed. You can view the properties not listed by opening the appropriate menu. This is done by selecting the style in the display summary and marking Looks.

**EFFECT**

When the properties of a style are changed in the style sheet, the changes are reflected globally throughout the document. If 30 paragraphs in a document are styled with nested 1, the 30 paragraphs will automatically change to reflect any editing of nested 1 properties. All styled documents sharing the style sheet will also reflect any style changes, *when the newly-edited style sheet is retrieved onto the disk.*

**MASTERY HINTS**

Avoid over-formatting. It is often easier to add special properties individually than to put properties to suit every need into the style sheet.

Anything in a Paragraph, Character, Division, or Page heading menu can be marked and put into the style sheet. Re-read the sections explaining the different styles to familiarize yourself with the wealth of features available.

**RELATED TOPICS**

See the following components for further information on related topics:

**ADVANCED STYLES - OVERVIEW  
EDITING PROCEDURES  
CREATING NEW STYLES**

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**CHAPTER 36**

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**STORING STYLE SHEETS**

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**BASIC CONCEPT**

A style sheet which is to be shared by any other document on a disk must be stored on that disk. If a style sheet is to be shared by other workstations, it should be stored on a file server, if available.

**PROCEDURE**

The style sheet that you have edited must be named, if it is to be shared by any other document. It is appropriate for the name to reflect the style sheet application (such as Memo, Draft, Customer, Accounts.)

A style sheet should be stored as a document, with a description of the application features typed in the document window. If you have created a style sheet with another type of document in the window, open a new window and MOVE the document to it.

In order to store a new style sheet, do the following:

1. TYPE the name of the style sheet in the Get title: brackets of the Main menu. Make certain that the name does not duplicate an existing style sheet name.
2. MARK Save all.
3. Store on a file server, if available.

**FURTHER EDITING**

The first edition of a style sheet is often incomplete. Generally a substyle needs to be added, or the formatting properties of a substyle changed. The procedure for storing any changes differs from storing the first edition.

1. In the Main menu, TYPE the name of the style sheet in the brackets after Get title:.
2. MARK Get. This will retrieve the document that owns the style sheet.
3. MARK Show.
4. Make the necessary changes.
5. MARK Save all.
6. Store the new edition on the file server, if available.
7. Notify other users of the existence of the new edition.

**RELATED TOPICS**

See the following components for further information on related topics:

**ADVANCED STYLES - OVERVIEW  
EDITING PROCEDURES**

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**CHAPTER 37**

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**STYLING AN UNSTYLED DOCUMENT**

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**BASIC CONCEPT**

A style sheet can be created by copying LOOKS from an existing, unstyled document. The style sheet can then be shared and used to style new documents requiring the same formatting properties.

**DESCRIPTION**

The document to be styled is brought to the screen. Paragraphs, character strings, and Page heading properties are copied into the style sheet. New styles are created to accomodate numerous groups of formatting properties.

**APPLICATION**

Suppose a document has been created without using a style sheet. The same format is required for future documents, and the existing document requires addenda. By copying formatting properties from the document into the style sheet, it is unnecessary to "guess" the formatting properties and create a new style sheet using menus.

**PROCEDURES**

It is useful to generate a document with an example of each set of the formatting properties found in the unstyled document. To create such a document, do the following:

1. Bring the unstyled document to your screen.
2. Open a new window and copy an example of each type of paragraph into the new window (such as nested text, tables, etc.), except section heads.

3. Select each section heading and PRESS COM-LOOK to check for vertical position specifications. Often two section heads appear identical on the screen, but may have different vertical position definitions. An example of each different section head should be copied into the new window.
4. COPY an example of each set of character formatting properties into the new window. The character types should be copied into each paragraph type in which they would occur. For example, if TimesRoman 10 small caps is used in a standard paragraph, a nested paragraph, and in tables, it should be copied into your example of each of those paragraph types. Check uppercase words to see if they have been designated upper case in the menu, or have been merely typed in capitals.
5. PRINT the sheet with the samples copied from the unstyled document. Give it a name and MARK Save all.
6. Look through the hardcopy and tentatively assign style names to each different set of paragraph formatting properties. Use the names of the styles that already exist in a style sheet whenever possible.
7. Open the display summary and create any new styles needed. Do not add substyles at this time.

You are now prepared to copy properties from the document into the style sheet.

**PARAGRAPH PROPERTIES**

Paragraph properties are copied from unstyled text using a command concealed in the Style sheet menu. You will need to scroll your Style sheet menu up to reveal Fill in para style. In order to copy properties, the sample document must be on the screen, with its display summary open.

1. Select normal para in the display summary.
2. In the abbreviated document, select an example of what you have named normal para.
3. MARK Fill in para style.

Notice that the formatting properties listed for normal para in the display summary have inherited the properties of the paragraph selected in the document.

Continue editing the formatting properties of other Paragraph styles using the method listed above.

**CHARACTER PROPERTIES**

Character properties are copied from unstyled text using the Add char. or page heading command in the Style sheet menu.

1. In the display summary, select normal Character substyle of normal para paragraph style.
2. TYPE normal in the brackets following *Name:*.
3. In the abbreviated document, find and select an example of the character properties to be called normal.
4. MARK Add char. or page heading in the Style sheet menu.

The normal Character substyle has changed to reflect the formatting properties of the character string selected in the document.

If you need to add other Character substyles to the Paragraph style, you can add the substyle and its desired properties simultaneously.

1. Type the name of a substyle to be added in the brackets after *Name*: Remember, it must already exist as a Character style.
2. Select the Paragraph style to which it will be added.
3. Select an example in the abbreviated document that displays the properties desired for the style.
4. MARK Add char. or page heading in the Style sheet menu.

Notice that not only was the Character style added as a substyle to the Paragraph style, but it is listed with the desired properties. You may, of course, add the substyle first, then copy properties as was shown above for normal character substyle.

Continue editing other Character substyles using one of the above methods.

#### DIVISION PROPERTIES

Division properties must be changed using the Division menu. They cannot be copied from an unstyled document. If the unstyled document has document profile specifications typed at the beginning, you may copy those properties into the Division menu. Follow the steps for changing properties.

**PAGE HEADING PROPERTIES** Page heading *paragraph* properties are copied using the procedure for copying paragraph properties. Page heading properties for a Page heading *substyle* must be changed using the Page heading menu. Even though a page heading may appear in the unstyled document, the profile properties cannot be copied into the display summary.

**REFERENCE SHEETS**

When editing of the style sheet has been completed:

1. MARK Save all. The style sheet and the abbreviated document will be saved under the name of the document (this you must type in after Get title:.)
2. PRINT the style sheet display summary by marking Print in the style sheet menu.
3. Make copies of the labeled sample document. Give copies of the labeled document and the style sheet display summary to those who will be sharing the newly generated style sheet.

**EXAMPLES**

When the beginning chapters of this manual were written, they were not styled. Later, a sample chapter was retrieved into a document window. A new window was opened, and a sample of each type of paragraph was copied into the new window. This included the differences in line leading and leading before paragraphs. A sample of each type of character appearing in each paragraph type was copied into the appropriate sample paragraph. This was done without regard for content. As there are 10 character *substyles* for normal para, all 10 were incorporated into the one sentence sample.

The sample document was given a name, "saved," and printed. Each paragraph type in the printed sample was labeled with a style name, using existing style names when possible. Each character type for each paragraph was labeled with a style name. The process of editing the style sheet was then begun. The sample document for this entire manual is only one page, printed on both sides.

Using the abbreviated document in the document window, the following procedure took place:

Show was marked.

Own was marked.

"normal para" was selected in the display summary.

The display summary for normal para originally looked like this:

normal para (p) ..... Paragraph style: Right margin (Set width): 432 pts., Justified, 1 pt line spacing (single) (Set 10 on 11), 12 pts. lead before para.  
normal ..... TimesRoman 10

An example of the paragraph with what was to become "normal para" properties was selected in the sample document.

Fill in para style was marked.

The display summary for normal para changed to the following:

normal para (p) ..... Paragraph style: Indent: 160 pts., First line: 32 pts., Right margin: 410 pts. (Set width: 250 pts.), Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts.  
normal ..... TimesRoman 10

The next steps involved creating new character styles and adding them to normal para. There are 11 different sets of character formatting properties found in normal para in this manual. There are 8 Character styles in the default style sheet, so new styles were created. "subtitles," "warn," "vocab," "emphasis 3," and two character styles for tab patterns were created. This is how the list of character styles appeared in the display summary:

|                      |                 |
|----------------------|-----------------|
| normal ().....       | Character style |
| emphasis 1 (e).....  | Character style |
| emphasis 2 (m).....  | Character style |
| italic (f) .....     | Character style |
| subscript (d).....   | Character style |
| superscript (u)..... | Character style |
| quotation ("").....  | Character style |
| index (x).....       | Character style |
| subtitles (s).....   | Character style |
| warn (w).....        | Character style |
| vocab (v).....       | Character style |
| tab (T).....         | Character style |
| emphasis 3 (!).....  | Character style |
| BTab (B).....        | Character style |

First the properties for normal Character substyle were changed as follows:

normal was typed in the brackets after  
*Name:*

An example of what will be called normal was selected in the sample document.

Add was marked.

The other required Character styles were added to normal para as substyles at the same time as their new formatting properties were added:

subtitles was typed in the brackets after  
*Name:*, and "s" was typed for "look character::"

normal para was selected in the display summary.

An example of a character style to be called "subtitles" was selected in the sample document.

Add was marked in the Style sheet menu.

The above procedure was followed for each required Character substyle. The results are shown in a copy of the display summary for this manual:

|                       |  |
|-----------------------|--|
| normal para (p) ..... | Paragraph style: Indent: 160 pts., First line: 32 pts.. Right margin: 410 pts.<br>(Set width: 250 pts.). Justified, 5 pts. line spacing (Set 10 on 15), 30 pts. lead before para., Tab at 160 pts. |
| normal .....          | Helvetica 10   |
| emphasis 1.....       | TimesRoman 10  |
| emphasis 2.....       | Helvetica 10 Bold  |
| italic .....          | Helvetica 10 Italic  |
| superscript.....      | TimesRoman 12 Bold   |
| quotation.....        | TimesRoman 12 Italic   |
| index .....           | Helvetica 10   |
| subtitles .....       | Helvetica 10 Small caps  |
| warn.....             | Helvetica 10 Italic Uppercase  |
| vocab .....           | TimesRoman 10 Italic   |
| emphasis 3.....       | TimesRoman 10 Bold   |

Remember that if a substyle is to be associated with more than one Paragraph style, it must be added separately to each Paragraph style.

#### EFFECT

When you are finished, you will have a style sheet which reflects each set of formatting properties in the unstyled document. You may now style the previously unstyled document and/or begin a new document and style it so that it appears the same as the unstyled document.

#### RELATED TOPICS

See the following components for further information on related topics:

PARAGRAPH STYLES  
CHARACTER STYLES  
DIVISION STYLES  
PAGE HEADING STYLES  
SHARING A STYLE SHEET  
EDITING PROCEDURES  
ADDING AND DELETING SUBSTYLES  
STORING STYLE SHEETS

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**CHAPTER 38****DOCUMENT COMMUNICATION**

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This chapter assumes you have working knowledge of the Xerox 850 communications. If not, it is recommended you read the 850 Page Display Communications Manual or the 850 Display Typewriter Communications Manual.

The EDITOR provides communication facilities for file reception and automatic format recovery. The file reception permits the receiving of text files in teletype format. The format recovery procedure converts the ASCII characters received along with attempting to determine the formatting properties previously used in the creation of the 850 document. Once the file is received and appears in the document catalog it can be manipulated like any other files in the Xerox Document System.

RECEIVE FILE  
FORMAT CONVERSION  
LINE OPTIONS

## THE COMMUNICATION MENU

### BASIC CONCEPT

The Communication menu contains all the commands necessary for receiving files.

### TO GET MENU

MARK Comm in the System menu.

### EFFECT

A communication menu appears in the lower half of the screen.

## THE COMMUNICATION MENU

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### *Communication menu*

*File transfer: Receive file: < >*

*Format conversion: Automatic Exact*

*Line options: 110 300 1200 2400 Baud Modem Direct*

---

### Receive COMMAND

Marking the Receive command after filling in the Receive blank with a file name starts the receiving process.

### Automatic COMMAND

Selecting Automatic format conversion option before marking the Receive command causes the system to receive the ASCII characters along with attempting to recover the formatting properties of the file.

**Warning:** Some formatting properties of a document may be altered by the transmission between devices making minor re-formatting of the document necessary. Careful observation of document formatting is necessary after the transfer has taken place.

|                |  |
|----------------|--|
| Exact COMMAND  | Selecting Exact format conversion before marking the Receive command causes the printable characters to be directly accepted, while skipping the non-printing control characters. Exact is the system default. |
| Baud COMMAND   | Selecting one of the line rates determines the rate at which the characters are transmitted. See your Site Administrator for your Baud rate. 300 is the system default.  |
| Modem COMMAND  | Selecting Modem as an option means data communication equipment is used to communicate with the 850.   |
| Direct COMMAND | Selecting Direct as an option means the 850 is hard-wired directly to the Document System Workstation..  |
| RELATED TOPICS | See the following components for further information on related topics:  |

**MARKING MENU COMMANDS  
EDITING A MENU BRACKET**

## RECEIVING FILES

### PROCEDURE

To receive a file from the Xerox 850:

1. On the Communication menu fill in the Receive file blank with the name by which you want the file to be stored.
2. MARK the format conversion option. Default is Exact.
3. MARK the Baud rate option. Default is 300.
4. MARK the type of connection.
5. MARK the Receive command on the Communication menu. A message in the System Status window will report periodically on the number of characters received.
6. Upon completion of receiving the file, PRESS the CANCEL key to terminate the Receive command.

### EFFECT

The received file will be stored in the document catalog with the name given in the blank. If more than 50,000 characters are received, the data will be automatically divided into multiple files with less than 51,000 characters in each. The names for the files will be obtained by appending "-1", "-2", etc. to the name given in the blank.

**RELATED TOPICS**

See the following components for further information on related topics:

**SAVING A DOCUMENT**  
**DOCUMENT CATALOG**  
**THE COMMUNICATION MENU**  
**WINDOW MANIPULATION**