Define Element Operation

You can enter the define element operation by pressing the F6, F9, F10, F11, or F13 key depending on the element type to be defined. With the define element operation, you can define an element of an overlay, a record layout, or a page layout.

The key entry area is displayed. Its format depends on the type of element to be defined. The fields which allow input are the mandatory parameters to define the element. If you need to specify additional characteristics of the element, you need to show the Define Detail display by pressing F4 (Detail).

For details of this operation, see one of the following:
* "Text" on page 227.
* "Line" on page 227.
* "Box" on page 227.
* "Bar Code" on page 227.
* "Page Segment" on page 227.
* "Graphics" on page 228.
* "Record Layout" on page 228.

Change Element Operation

You can enter the change element operation by pressing the F14 (Change) key when the cursor is on the mark of an element. The key entry area appears and the remainder of the operation is the same as that of Define Element Operation. The cursor is considered to be on the mark if the cursor is on the asterisk of a mark or on the four characters which follow.

You can also duplicate any element while changing the element except the placed record on a page layout. From the Change Element screen, press the F13 (Repeat element) key. The Repeat Element screen will be displayed.

On the Repeat Element screen you can specify the position of the first repetition, the element name, the direction of the repetitions, the number of repetitions across and down, and the distance across and down from one element to the next. For additional information on the Repeat element function, see the help text on the Repeat element screen.

Edit Operation

You enter the edit operation by pressing the F21 or F22 key in the screen view display. You can edit elements one by one (Element edit), or in a block by specifying two diagonally opposite positions (Block edit). F21 (Element edit) starts the element edit operation, while F22 (Block edit) starts the block edit operation. The functions for both edit types are copy, move, and remove. For the element edit, the cursor is used to select an element by placing it at the element mark. For the block edit, the cursor is used to select a block by specifying two diagonally opposite positions.

Specify one of the move, copy, or remove operations for the selected element or for the block by pressing the appropriate function key. The operation takes place for all elements in the block, even if some of them are not displayed. In the case of line elements, box elements, and graphics elements, the entire element must be surrounded by the specified block. For the other elements, those elements whose mark (first asterisk only) is in the block will be selected.