

SECTION X: FOR EXPERTS

X.1 USING KEYBOARD (EXPERT) COMMANDS

Though you've probably already become familiar with many of the expert commands, the following is a summary list of the commands and their effects.

Keyboard commands that make **menu** selections:

<i>To:</i>	<i>Press:</i>	<i>The cursor becomes:</i>
<i>draw</i>	DO	The cross + to mark lines and curves
<i>delete</i>	LOOK X	Large X
<i>select</i>	LOOK S	The box
<i>move</i>	LOOK Z	Single arrow
<i>caption</i>	RETURN	The line of text in the caption area

Keyboard commands that **correct errors**:

<i>To delete, correct or undo:</i>	<i>Press:</i>
<i>the last mouse point(s)</i>	LOOK A
<i>all mouse points</i>	DELeTe
<i>the last command</i>	LOOK U (Undo)
<i>all selected portions</i>	LOOK D
<i>typos in the message or picture area</i>	BS (backspace)

Keyboard commands that act on the **entire picture area**:

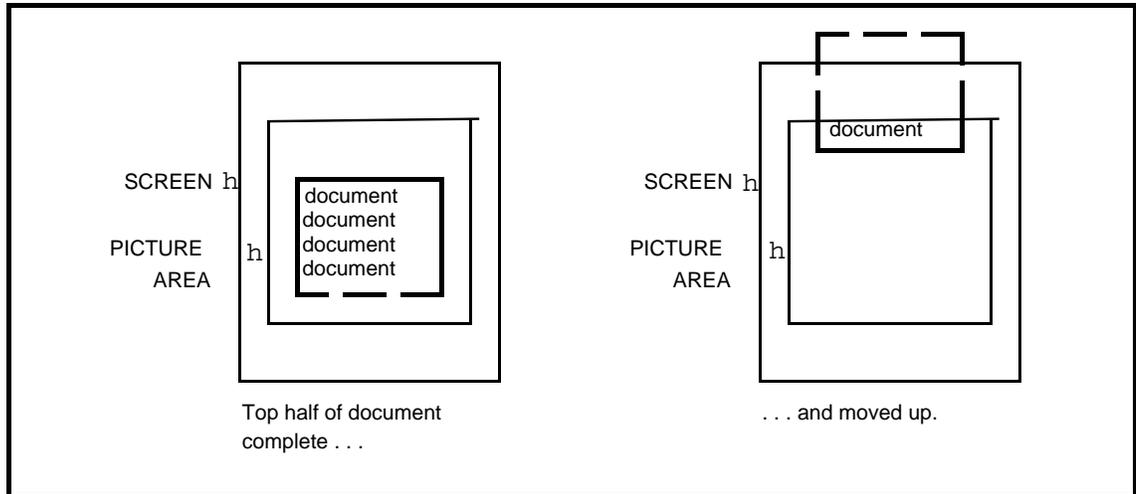
<i>To:</i>	<i>Press:</i>
<i>turn grid on/off</i>	LOOK G
<i>refresh the screen</i>	TAB
<i>select everything in the picture area</i>	LOOK E
<i>delete everything in the picture area</i>	LOOK E + LOOK D

Keyboard commands that **talk back**:

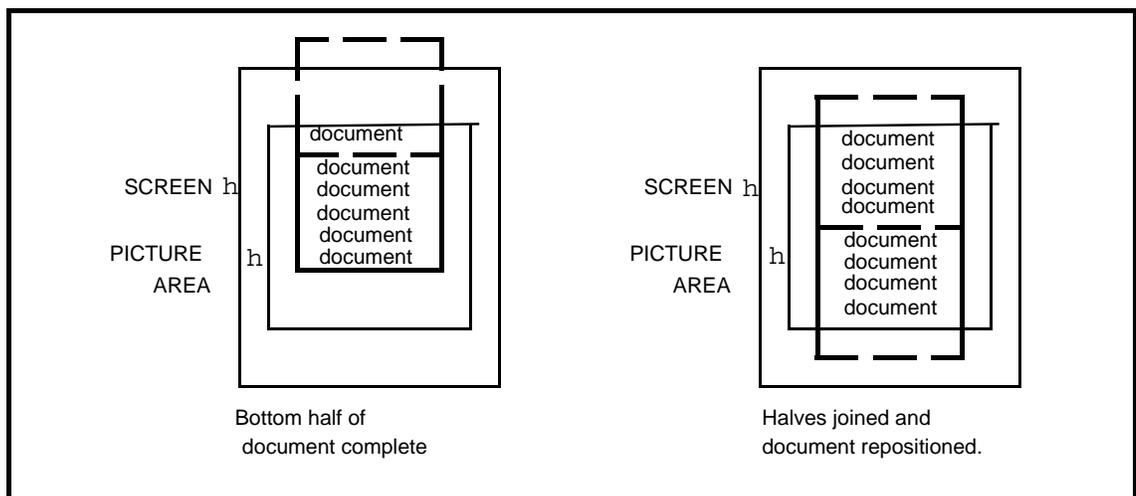
<i>To:</i>	<i>Press:</i>	<i>DRAW response:</i>
<i>change text positioning mode</i>	LOOK T	Text positioning mode: [Center, Bottom, Left, Top, Right ?]
<i>change font</i>	LOOK F	Load font 0, 1, 3 ? and Read font file:
<i>read/retrieve file</i>	LOOK R	Read picture from file:
<i>write working file</i>	LOOK W	Write picture on file:
<i>write Press File</i>	LOOK P	Write PRESS file:
<i>get help</i>	LOOK ?	Stores your picture away, brings up on line manual of summary pages. A second LOOK ? stores manual and brings picture back.
<i>get next page of Help Manual</i>	MOVE	Shows you next page of manual
<i>quit</i>	LOOK Q	Quit ? [yes no]

X.2 CREATING DOCUMENTS LARGER THAN THE PICTURE AREA

Though only the picture area is available to you for creating documents on the screen, you can, by moving parts of the document around, create a final printed document that is a full 8 1/2 x 11 inches. For example, if you wished to create a form that is 10 inches long, create the top half of the document, then move it up, nearly off the screen:

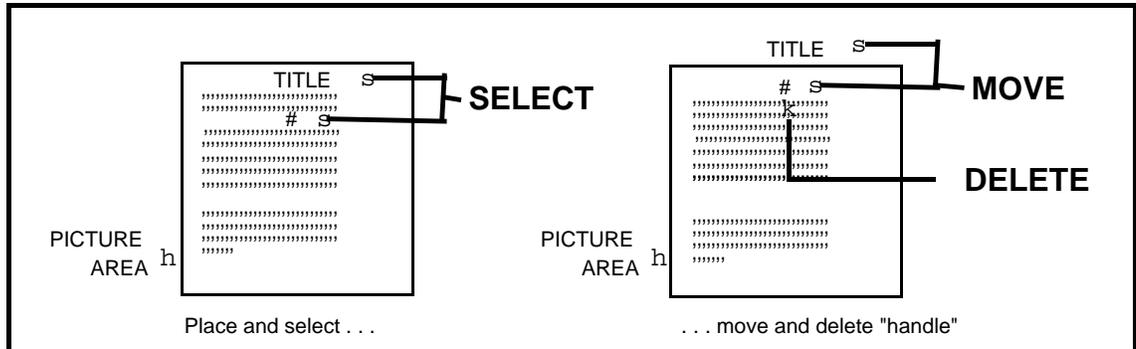


Create the bottom half of the form, append it to the top half. Then select the entire document and move it to the middle of the screen. Though you won't be able to see the top and bottom of the document, it will print.



Similarly, should you want to position a title above the picture area, deposit the title within the picture area. Then, deposit any letter an inch or two below the title. This letter will act as a "handle" to boost the title beyond the picture area.

Select both the title and the letter. With the single arrow, mark the **letter** and move it up. The title will disappear, but the letter will remain in view on the screen. Now delete the letter as shown below:



X.3 CHANGING DEFAULT VALUES

Certain characteristics of the DRAW program can be changed to suit your need to create different kinds of documents. These changes (called *command line switches*) must be made at the EXECUTIVE as you enter DRAW. The following is a summary of the changes you can make, what the default value is, and what effect the change has after you enter DRAW:

Switch	Default Value	Explanation
x/G	16	The default value produces grid points about one-sixth inch apart. Changing the default value to 20 makes the grid points about one-quarter inch apart. Conversely, a value of 8 results in about 10 grid points to the inch.
x/S	200	The maximum number of splines (lines and curves) allowed in an illustration is 200. To create illustrations that require many lines, you can specify additional splines, such as 300/S.
x/T	100	DRAW will allow 100 lines of text captions. For documents with an extraordinary amount of text, enter DRAW with a 150/T switch, for example.
x/K	100	The maximum number of knots a curve may have is 100. To make finer, tighter curved lines, increase this switch to 150 or even 200.
x/D	16	You can alter the length of the dashes in a dashed line by decreasing or increasing this default value. To make the dashes shorter, change the default to 8, or 4, or whatever. To make them longer, increase the default to 20, 32, or more.
x/O	8	The open spaces between the dashes can be altered too. To close them up, enter a smaller number; to widen the spaces increase the default value.

You may change one or more of these switches from the EXECUTIVE by typing:

```
draw 12/g 8/d 200/t      RETURN
      ^   ^   ^
```

The order doesn't matter--nor does upper or lower case letters. The arrows indicate spaces.

X.4 MERGING GRAPHICS AND TEXT (PRESSEDT)

Sometimes you'll want to insert drawings and illustrations that have been created in DRAW into a text document that has been created with the EDITOR. This manual was created in this fashion. Both the text document and the draw files must be prepared in a certain way, then merged at the EXECUTIVE using the program PRESSEDT:

In DRAW:

- a. Create or retrieve the drawing that is to be inserted.
- b. Type these characters into the caption area:

`< = = <<` (no spaces)

This is a code that tells the system where to print the graphic. It will not appear in the final, printed copy.

- c. Position the code at the upper left corner of the drawing.
- d. Create a Press File of the document (**LOOK P**).
- e. Make note of the name you give this file and quit from DRAW.

In the EDITOR:

- a. Create or get the text document.
- b. At the spot you want the graphic to appear, type its exact title within the code characters:

`<= =<Pricechart.press<`

Position this line exactly where you want the upper left corner of the graphic to be placed. The system will overlay the first four code characters in the draw document exactly on top of the first four code characters in the text.

***Important:** Be sure to leave sufficient *white space* in the text to accommodate the drawing. Otherwise the drawing will overprint onto the following text. Check page breaks, too, to make sure the drawing will fit onto the page.

