

## 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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## 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

DIVISION 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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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 of 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:
1.    MARK Detail on the Main menu to display all available commands on the menu.
  2.    MARK Print or Index on the Main menu (This will cause the Print menu or the Index menu to appear.)
  3.    If you marked Print tMARK Detail on the Print menu to display all available options; otherwise proceed to the next step.
  4.    MARK the Footnotes option Renumber.
  5.    MARK Save all on the Systems menu to save the changes made in the document.
- 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

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 desirable 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.