

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:

Left flush (tab at 0)	Right flush (tab at 180)	Centered (tab at 228)	Aligned <.> (Tab at 400.)
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.

SETTING TABS

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.

CHANGING TAB 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

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:

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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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 \tilde{O}

Units: **In Picas Pts** *Style:*

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

Lead: before: $\tilde{U}\tilde{U}$ after: $\tilde{U}\tilde{U}$ line spacing: $\tilde{U}\tilde{U}$ pts.

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

Tabs: **Left Right Ctr Align** on: $\tilde{U}\tilde{U}$ **Leader** default tabs: $\tilde{U}\tilde{U}$ units

Keep: **Start Cont Heading** keep: $\tilde{U}\tilde{U}$ pts.

Misc: **Profile Printer** vert.pos.: $\tilde{U}\tilde{U}$ units *Line #:* **Off**

Change margins: move **Left Right Set to** $\tilde{U}\tilde{U}$ 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 $\tilde{U}\tilde{U}$ units

Clear tab at $\tilde{U}\tilde{U}$ Set tab at $\tilde{U}\tilde{U}$ units

Change lead: **Add Subtract** $\tilde{U}\tilde{U}$ pts. lead **Before After Spacing**

MARGIN COMMANDS

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** Moving or 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

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 Õ**
Units: **In Picas Pts** *Style:*
Align: **Left Right Ctr Justified** *Vert:* **None First Next Same** column
Lead: before: ÛÛ after: ÛÛ line spacing: ÛÛ pts.
New page: **Before After** *Footnote text:* **Start Cont**
Tabs: **Left Right Ctr** *Align on:* ÛÛ *Leader* default tabs: ÛÛ units
Keep: **Start Cont Heading** *keep:* ÛÛ pts.
Misc: **Profile Printer** *vert.pos.:* ÛÛ units *Line #:* **Off**
Change margins: move **Left Right Set to** ÛÛ 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 ÛÛ units
Clear tab at ÛÛ Set tab at ÛÛ units
Change lead: **Add Subtract** ÛÛ pts. lead **Before After Spacing**

TAB CONTROL

Tab control commands are shown after *Change tabs:*.

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:

1. 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 **UU** 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 <i>Change margins:</i> 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

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 ÚÚ** units, **Clear tab at ÚÚ**, **Set tab at ÚÚ** units, or **default tabs: ÚÚ**.)
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.**

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 \tilde{O}
 Units: **In Picas Pts** Style:
 Align: **Left Right Ctr Justified** Vert: **None First Next Same** column
 Lead: before: $\tilde{U}\tilde{U}$ after: $\tilde{U}\tilde{U}$ line spacing: $\tilde{U}\tilde{U}$ pts.
 New page: **Before After** Footnote text: **Start Cont**
 Tabs: **Left Right Ctr** Align on: $\tilde{U}\tilde{U}$ Leader default tabs: $\tilde{U}\tilde{U}$ units
 Keep: **Start Cont Heading** keep: $\tilde{U}\tilde{U}$ pts.
 Misc: **Profile Printer** vert.pos.: $\tilde{U}\tilde{U}$ units Line #: **Off**
 Change margins: move **Left Right Set to** $\tilde{U}\tilde{U}$ 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 $\tilde{U}\tilde{U}$ units
 Clear tab at $\tilde{U}\tilde{U}$ Set tab at $\tilde{U}\tilde{U}$ units
 Change lead: **Add Subtract** $\tilde{U}\tilde{U}$ 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 <i>in relation to other text</i> .
DESCRIPTION	Vertical alignment commands are paragraph properties and are set using the Paragraph menu. They are applied to selected paragraphs. The commands appear after <i>Vert:</i> 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

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

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.

QUESTIONS

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
<p>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?</p>	<p>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.</p> <p>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.</p>	<p>The XEROX DOCUMENT SYSTEM will revolutionize the publishing industry.</p>

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

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

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.

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**.

PROCEDURE

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.

5. 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**.

MASTERY HINTS

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.

RELATED TOPICS

See the following components for further information on related topics:

GLOBAL COMMANDS
COPYING LOOKS

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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.

3. The status window and system window *may not* be split.

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 \div . 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: \perp . 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: \emptyset . 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** effects *both* documents.

MOVING WINDOW BOUNDARIES

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: α 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: \div .
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: \tilde{O} . 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 To move text:

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.
2. **PRESS** and hold down the **MOVE** key while selecting the text you want to move. It should be underlined.
3. When you release the **MOVE** key the text will move from its original location to the designated new location.

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: æ.
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.

RELATED TOPICS

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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The XEROX DOCUMENT SYSTEM provides a means for automatic as well as selective hyphenation in creating, editing and formatting documents using the EDITOR. This chapter discusses the procedure for using both forms of hyphenation.

Hyphenation is a document oriented function rather than a paragraph oriented function. When the automatic hyphenation feature is invoked, it will be applied to the entire document rather than selected paragraphs. Hyphenation is 97% accurate. Please refer to Appendix B for a list of words that may occasionally be mishyphenated. The hyphenation algorithm used for the hyphenation function in the Xerox Document System was borrowed from Donald E. Knuth and may be reviewed in his publication, *TEX and METAFONT: New Directions in Typesetting*.

AUTOMATIC HYPHENATION

BASIC CONCEPT

After formatting properties of a document have been finalized, it may be desirable to minimize whitespace between words in the text. The hyphenation command is located in the main menu of the Xerox Document System.

PROCEDURE

To apply the automatic hyphenation feature:

1. MARK **Hyphenate** in the main menu.

The screen will turn black while the hyphenation is taking effect. When the document is visible again, the hyphenated words will be visible.

RELATED TOPICS

See the following components for further information on related topics:

Selecting Menu Items**MASTERY HINTS**

If the text is edited after hyphenation, it may be desirable to reapply the hyphenation command to adjust white space again and delete the invisible hyphenation of the previous hyphenation command. When editing changes are made to the document after hyphenation, some of the hyphenated words may appear as normal, nonhyphenated words. The hyphenation is still there, but is not visible nor used. Further editing may cause the hyphenation of some words to reappear as the white space is increased or decreased through editing of the text.

If further hyphenation is needed, manual hyphenation may be applied to words after automatic hyphenation has been performed.

MANUAL HYPHENATION

DESCRIPTION After formatting properties of a document have been finalized, it may be desirable to hyphenate selective words to minimize whitespace in the text.

PROCEDURE The procedure for manual hyphenation is as follows:

1. Select the point of hyphenation in a desired word.
2. Press the DASH KEY.
3. Hold down the COM KEY and press the Y KEY.

Repeat this procedure for each word to be hyphenated.

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

Selecting Menu Items

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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

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.

4. QUIT

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 Cataloge 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.

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 				
Department	Division			Memo
Recd	Report			Status

Def abbr COMMAND

To define a new abbreviation:

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

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 **Ö** 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.

RELATED TOPICS

See the following components for further information on related topics:

SELECTING TEXT

INSERTING TEXT

THE ABBREVIATIONS CATALOG

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** then MARK **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