

# **XEROX DOCUMENT SYSTEM**

## **QUICK REFERENCE GUIDE**

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This is an applications-directed guide for the Xerox Document System, describing programs and system functions. This document contains explicit instructions required to accomplish the system functions. For detailed explanations, refer to Xerox Document System Reference Manual.

# **XEROX**

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### EDITOR

#### 1. BASIC OPERATIONS

##### 1.1 Start a Session

Load disk(s)

Turn switch from LOAD to RUN and wait for READY light (Repeat if dual drive)

Press and release START Button

Type BravoX

Press RETURN key

##### 1.2 Position Blinking Caret

Point cursor at text

Press and release mouse button per operation (as described later)

Note: caret is positioned before selection if point at beginning of selection; caret is positioned after selection if point at end of selection

##### 1.3 Menus

Mark a menu command

Point cursor at any character in command

Press and release left mouse button

Menu options

Mark menu options

Point cursor at any character in option

Press and release left mouse button

Turn on menu options

White-on-black applies looks

Turn off menu options

Black-on-white clears looks

Neutralize menu options

Gray causes looks to be unaffected

Choice options

Turning on one look turns off other looks

Switch options

Looks turned on and off independently

Fill in menu blanks

Position blinking caret in menu blank

Type appropriate text

Expand menu to show detail

Mark **Detail** menu command

Apply menu options

Mark **Apply** menu command (leaves menu visible)  
or Press **DO** key (dismisses menu)

Dismiss a menu

Mark **X** menu command

or With cursor in window bar, in menu window, press and release right mouse button

or Press **CANCEL** key

#### **1.4 Position a Document**

Position cursor in scroll bar

Press and release appropriate mouse button

left button

"Scroll" line opposite cursor to top of display

middle button

"Thumb" to position in document relative to position of cursor

right button

"Scroll" line at top of display to opposite cursor

#### **1.5 Text Selections**

Select a character or word

Position cursor in text region

Press and release appropriate mouse button

left button

selects single character

middle button

selects single word

right button

extends a character or word selection

Select a line or paragraph

Position cursor in line bar

Press and release appropriate mouse button

left button

selects single line opposite cursor

middle button

selects single paragraph opposite cursor

right button

extends a line or paragraph selection

Select entire document

Position cursor anywhere in document

Press and hold **COM** key and type the letter e \_

#### **1.6 Manipulate Windows**

Position cursor in window bar

Press and release appropriate mouse button

left button

moves a window boundary

middle button

splits a window into panes

middle button with **SHIFT** key

opens a new window

right button

closes a window, or clears only document window



## **1.7 End a Session**

Return to EXECUTIVE level

Mark **Exec** command in System Menu  
or Press and hold COM key and type the letter u \_

Quit from Xerox Document System

Mark **Quit** command in System Menu  
or Press and hold COM key and type the letter q \_

Unload disk(s)

Turn switch from RUN to LOAD and wait for LOAD light (Repeat if dual drive)  
Unload disk(s)

## 2. WHOLE DOCUMENT OPERATIONS

### 2.1 The Document Directory

List entire Document Directory

Mark **Documents** command in System Menu to view Document Directory Menu and Document Directory

Inspect document properties

Mark **Detail** command in Document Directory Menu  
Mark **Detail** command to return to original state

Dismiss Document Directory

Mark **|X|** command in Document Directory Menu  
or Press **CANCEL** key

### 2.2 Management of the Document Directory

Select a document in Document Directory

Mark **Documents** command in System Menu to view Document Directory Menu

Select current version

Point, with cursor, at any character in title  
Press and release left mouse button

Select back-up version

Point, with cursor, at dagger following title  
Press and release left mouse button

Delete a document

Mark **Documents** command in System Menu to view Document Directory Menu  
Select a document  
Mark **Delete** menu command  
Mark **Apply** menu command

Undelete a document that has been selected for deletion

Mark **Documents** command in System Menu to view Document Directory Menu  
Select the document  
Mark **Undelete** menu command

Copy a document (make a duplicate document)

Mark **Documents** command in System Menu to view Document Directory Menu  
Select a document  
Fill in **Copy to** menu blank with new document title  
Mark **Copy to** menu command

Rename a document

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select a document
- Fill in **Rename to** menu blank with new document title
- Mark **Rename to** menu command

Passwords on documents

Password a document

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select a document
- Fill in **New password** menu blank with password
- Mark **New password** menu command

Change a password

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select a document
- Fill in **Password** menu blank with correct password
- Fill in **New password** menu blank with new password
- Mark **New password** menu command

Remove a password

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select a document
- Fill in **Password** menu blank with correct password
- Leave **New password** menu blank empty
- Mark **New password** menu command

Perform operation on passworded document

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select a document
- Fill in **Password** menu blank with correct password
- Mark requested operation

Print Document Directory

- Mark **Documents** command in System Menu to view Document Directory Menu
- Mark **Print directory** command in Document Directory Menu to view Print Menu
- Mark printer option
- Mark options and fill in menu option blanks (see section 2.5 Print a Document)
- Mark **Apply** menu command or press **DO** key

## **2.3 Get a Document from the Document Directory**

Using Document Directory Menu

- Mark **Documents** command in System Menu to view Document Directory Menu
- Select document title
- Mark **Get** command in Document Directory Menu (dismisses Document Directory)  
or Mark **Get** command in Main Menu (leaves Document Directory visible)

Using Main Menu with quick command mode

- Press and hold **COM** key and type the letter **g** \_
- Type document name in **Title** menu blank
- Press **DO** key or mark **Get** command in Main Menu

## 2.4 Save a Document

Save new document

Fill in Title menu blank in Main Menu with document name  
Mark **Save all** command in System Menu  
or Press and hold COM key and type the letter p \_

Update existing document, with same document name

Mark **Save all** command in System Menu  
or Press and hold COM key and type the letter p \_

## 2.5 Print a Document

Print on xerographic printer

Mark **Print** command in Main Menu  
or Press and hold COM key and type the letter h \_ to view Print Menu  
Mark **Printer** option on *Print on:* line  
Mark options and fill in menu option blanks  
Mark **Apply** menu command or press DO key

Cancel printing on xerographic printer

Press CANCEL key before transmission is complete

Print on HyType II impact printer

Mark **Print** command in Main Menu  
or Press and hold COM key and type the letter h \_ to view Print Menu  
Mark **HyType** option on *Print on:* line  
Mark mode (print wheel) option  
Mark options and fill in menu option blanks  
Mark **Apply** menu command or press DO key  
Press DO key after message from system window

Suspend printing on HyType II impact printer

Press CANCEL key  
Press DO key to resume printing

Cancel printing on HyType II impact printer

Press CANCEL key twice

## 2.6 Direct Typing With HyType II Impact Printer

Use as typewriter

Mark **Type** command in Main Menu to view Type Menu  
**Typewriter** menu command is automatically invoked  
Mark mode (print wheel) option  
Blinking caret will be after **Typewriter:** \_ in Type Menu  
Type on keyboard

Type a selected passage

Mark **Type** command in Main Menu to view Type Menu  
Mark mode (print wheel) option  
Position HyType carriage, by using as typewriter  
Select text to be typed  
Mark **Type Selection** menu command

## **2.7 Display Format of a Document**

Display format of entire document

Mark **Display mode** command in Main Menu  
or press and hold **COM** key and type the letter d \_ to view Display Mode Menu  
Mark menu option(s)  
Mark **Apply** menu command or press **DO** key

Selective hardcopy display (paragraph property)

Using quick command mode

Select text  
Press and hold **LOOK** key and type the letter h \_  
Document is displayed in printer format  
To cancel, press and hold **LOOK** key and **SHIFT** key and type the letter h \_

Using Paragraph Menu

Select text as paragraph selection  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark **Printer** menu option on *Misc.* line  
Mark **Apply** menu command

Preview a document

View a document page by page as it would look printed  
Mark **Print** command in Main Menu  
or press and hold **COM** key and type the letter h \_ to view Print Menu  
Mark **Preview** menu command  
Press **NEXT** key to view each page  
Press **CANCEL** key to terminate

## **2.8 Transmit a Document Between Workstation and Remote Host**

Remote host

Host address

Host address consists of a network number and a server number  
Enclose address with square brackets [ ]  
Type Ethernet number followed by number sign #  
Type server number followed by number sign #  
Sample address: [34#65#]  
Note: If transmitting within the same network, the network number may be omitted

Host name

Host name may be used in place of an address  
Enclose name with square brackets [ ]  
Sample address: [Nutmeg]

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Workstation to workstation document transmission

Transmit a document to a another workstation

With same document title

Mark **Documents** command in System Menu to view Document Directory Menu

Select document title to be transmitted

Fill in **Transmit to** menu blank with host

Mark **Transmit to** menu command

With new document title

Mark **Documents** command in System Menu to view Document Directory Menu

Select document title to be transmitted

Fill in **Copy to** menu blank with host and new title

Mark **Copy to** menu command

Receive a document from another workstation

Mark **Documents** command in System Menu to view Document Directory Menu

Mark **Receive** menu command

Workstation to IFS/Integrated File Server document transmission

Documents transmitted to IFS are filed on user directories and subdirectories

If IFS account name and password differ from disk

Mark **Detail** in System Menu

In *User:* line, Fill in **Login name:** menu blank with account name

Fill in **password:** menu blank with password

IFS directory

IFS directory name is account name

Enclose directory name with pointed brackets < >

Follow subdirectory with pointed bracket >

Transmit a document to IFS

With same document title

Mark **Documents** command in System Menu to view Document Directory Menu

Select document title to be transmitted

Fill in **Transmit to** menu blank with host

Mark **Transmit to** menu command

With new document title

Mark **Documents** command in System Menu to view Document Directory Menu

Select document title to be transmitted

Fill in **Copy to** menu blank with host and new title

Mark **Copy to** menu command

Transmit a document to IFS to a sub-directory

Mark **Documents** command in System Menu to view Document Directory Menu

Select document title to be transmitted

Fill in **Copy to** menu blank with host, sub-directory and title

Mark **Copy to** menu command

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### IFS to Workstation document transmission

#### Get a document from IFS

##### From owned directory

###### With no sub-directory

Position blinking caret in title:\_\_\_ menu blank in Main Menu

or Press and hold COM key and type the letter g \_

Type host and document name in Title\_\_\_ menu blank

Press DO key, or mark Get command in Main Menu

###### With sub-directory

Position blinking caret in title:\_\_\_ menu blank in Main Menu

or Press and hold COM key and type the letter g \_

Type host, sub-directory and document name in Title\_\_\_ menu blank

Press DO key, or mark Get command in Main Menu

##### From another directory

Position blinking caret in title:\_\_\_ menu blank in Main Menu

or Press and hold COM key and type the letter g \_

Type host, directory, sub-directory and document name in Title\_\_\_ menu blank

Press DO key, or mark Get command in Main Menu

### 3. EDITING OPERATIONS

#### 3.1 Enter Text

Enter text

Position blinking caret  
Type on keyboard

Insert command

Move caret to beginning of selection  
Press and hold COM key and type the letter i \_

Append command

Move caret to end of selection  
Press and hold COM key and type the letter a \_

Keyboard conventions

Backspace

Press BS key to erase a single character  
Press and hold COM key and press BS key to erase a word

Uppercase

Press SHIFT key to affect alphabetic and nonalphabetic characters  
Press LOCK key to affect alphabetic characters only

Tabulate

Press TAB key to insert a tab character in document

End-of-paragraph

Press RETURN key to insert an end-of-paragraph character

End-of-line

Press and hold SHIFT key and press RETURN key to insert end-of-line character

#### 3.2 Delete Text

Select text for deletion

Press DEL key

#### 3.3 Move Text

Move text

Move current selection to another location (forward move)

Select text to be moved  
Press MOVE key  
Position blinking caret at insertion point

Move to current insertion point from another location (backward move)

Position blinking caret at insertion point  
Press and hold MOVE key  
Select text to be moved  
Release MOVE key



#### Copy text

- Position blinking caret at insertion point
- Press and hold SHIFT key
- Select text to be copied
- Release SHIFT key

#### Exchange text

- Select first text to be exchanged
- Press MOVE key
- Press and hold SHIFT key
- Select secondary text to be exchanged
- Release SHIFT key

#### Move, Copy, or Exchange text in same document

- Split window
- Scroll to desired text
- Follow above command sequence to Move, Copy, or Exchange text
- Close split window

#### Move, Copy, or Exchange text from separate document

- Open new window
- Retrieve document that contains desired text
- Follow above command sequence to Move, Copy, or Exchange text
- Mark Save all to save edited document
- Close new window

### 3.4 Replace Text

#### Simple replacement

- Select text to be replaced
- Press DEL key
- Insert, Move or Copy text that is to replace old text

#### Substitute text

##### Simple substitution using menu command

- Select text of document to be affected
- Fill in Subst menu blank in Main Menu with new text
- Press NEXT key
- Fill in for menu blank with old text
- Mark Subst menu command

##### Simple substitution using quick command mode

- Select text of document to be affected
- Press and hold COM key and type the letter s \_
- Fill in Subst menu blank in Main Menu with new text
- Press NEXT key
- Fill in for menu blank with old text
- Press DO key

Selective substitution

- Mark **Confirm** in Main Menu
- Follow above substitution command sequence
- Choose one of three actions at each old text location
  - Press **DO** key to perform substitution
  - Press **NEXT** key to skip the substitution
  - Press **CANCEL** key to cancel further substitutions

### 3.5 Search For Text

Find text

- Using Main Menu command
  - Position blinking caret at beginning of text to be searched
  - Fill in **Find** menu blank in Main Menu with text
  - Mark **Find** command in Main Menu
- Using quick command mode
  - Position blinking caret at beginning of text to be searched
  - Press and hold **COM** key and type the letter f \_
  - Fill in **Find** menu blank in Main Menu with text
  - Press **DO** key

- Locate blinking caret and move current selection to top of display
  - Press and hold **COM** key and type the letter l \_

### 3.6 Abbreviations

Define an abbreviation

- Mark **Abbreviations** command in System Menu to view Abbreviations Menu
- Select text to be the expansion of the new abbreviation
- Fill in **Define abbr** menu blank in Abbreviations Menu with abbreviation
- Mark **Define abbr** menu command
- (The abbreviation will appear in the Abbreviations Catalog)

Expand an abbreviation

- During type-in
  - Type abbreviation
  - Press and hold **COM** key and type the letter x \_
- By selection
  - Select text to be the expanded
  - Press and hold **COM** key and type the letter x \_

The Abbreviation Catalog

- List entire Abbreviations Catalog
  - Mark **Abbreviations** command in System Menu to view Abbreviations Menu
- Inspect abbreviation expansions
  - Mark **Abbreviations** command in System Menu to view Abbreviations Menu
  - Mark **Detail** menu command
  - Mark **Detail** command to return to original state

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Delete an abbreviation

- Mark **Abbreviations** command in System Menu to view Abbreviations Menu
- Select an abbreviation
- Mark **Delete** menu command
- Mark **Apply** menu command
- Press **DO** key to confirm deletions

Undelete an abbreviation that has been selected for deletion

- Mark **Abbreviations** command in System Menu to view Abbreviations Menu
- Select an abbreviation
- Mark **Undelete** menu command

Summary of pre-defined abbreviations

**Special Information**

		<b>Initiate</b>
July 21, 1980	current date	<u>date</u> <u>COM x</u>
8:57 AM	current time	<u>time</u> <u>COM x</u>

**Graphic Character**

				<b>Initiate</b>
Spanish ?	'b	<u>COM x</u>	or	#2 <u>COM x</u>
c-cedilla	'c	<u>COM x</u>	or	#3 <u>COM x</u>
umlaut	'd	<u>COM x</u>	or	#4 <u>COM x</u>
grave accent	'e	<u>COM x</u>	or	#5 <u>COM x</u>
ff ligature	'f	<u>COM x</u>	or	#6 <u>COM x</u>
open quote	'g	<u>COM x</u>	or	#7 <u>COM x</u>
Spanish !	'h	<u>COM x</u>	or	#10 <u>COM x</u>
acute accent	'k	<u>COM x</u>	or	#13 <u>COM x</u>
page break	'l	<u>COM x</u>	or	#14 <u>COM x</u>
minus sign	'n	<u>COM x</u>	or	#16 <u>COM x</u>
em quad space	'o	<u>COM x</u>	or	#17 <u>COM x</u>
tilda	'p	<u>COM x</u>	or	#20 <u>COM x</u>
ffi ligature	'q	<u>COM x</u>	or	#21 <u>COM x</u>
ffl ligature	'r	<u>COM x</u>	or	#22 <u>COM x</u>
em dash	's	<u>COM x</u>	or	#23 <u>COM x</u>
fi ligature	't	<u>COM x</u>	or	#24 <u>COM x</u>
fl ligature	'u	<u>COM x</u>	or	#25 <u>COM x</u>
en dash	'v	<u>COM x</u>	or	#26 <u>COM x</u>
en quad space	'y	<u>COM x</u>	or	#31 <u>COM x</u>

### 3.7 Sort a Table

Enter a table

- Format each row of table as a separate paragraph
- Separate each column with a tab character (sort key)

Sort a table in ascending order

- Select entire table
- Fill in **Sort** menu blank with number of column to sort  
(Note: Stub column is 0, column after first tab character is 1, etc.)
- Mark **Sort** menu command

Sort a table in decending order

Select entire table

Fill in Sort menu blank with d\_ followed by number of column to sort  
(Note: First column is 0 (zero), etc.)

Mark Sort menu command

### **3.8 Repeat Commands**

Repeat the last editing operation

Press DO key

### **3.9 Undo Commands**

Undo the last command

Press CANCEL key

Undo the CANCEL command

Press and hold SHIFT key and press CANCEL key

## 4. FORMATTING: TEXT CHARACTERS

### 4.1 Specify Character Looks With the Character Menu

Menu options

Switch options: Type

Choice options: Face, Size, Case, Offset, Tab pattern

Neutralize menu options

Neutralize entire menu

Mark **Neutral** menu command

Neutralize individual options

Mark menu option(s) to change to gray

Specify looks

Select text as word or character selection

Mark **Looks** in Main Menu

or Press and hold **COM** key and press **LOOK** key to view Character Menu

Mark menu options

Mark **Apply** menu command

Specify global looks

Select text as word or character selection

Mark **Looks** in Main Menu

or Press and hold **COM** key and press **LOOK** key to view Character Menu

Mark **Neutral** menu command

Mark menu option(s) to affect selected text

Mark **Apply** menu command

### 4.2 Specify Character Looks With the **LOOK** Key

Specify looks during type-in

To apply a character look

Select text as word or character selection

Press and hold **LOOK** key

Type letter or press key for desired look

To cancel a character look

Select text as word or character selection

Press and hold **LOOK** key and **SHIFT** key

Type letter or press key for look to be canceled

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## Specify looks on existing text

To apply a look

- Select text
- Press and hold LOOK key
- Type letter *or* press key for desired look, twice

To cancel a look

- Select text
- Press and hold LOOK key and SHIFT key
- Type letter *or* press key for look to be canceled, twice

## Cancel all character looks, except face, size, and case

Cancel looks during type-in

- Press and hold LOOK key
- Press SPACE bar

Cancel looks on existing text

- Press and hold LOOK key
- Press SPACE bar, twice

## Summary of preset styles:

While Typing		As an Editing Function			
Initiate		Cancel	Initiate		Cancel
<u>LOOK</u> <b>b</b>	bold	<u>LOOK</u> <u>SHIFT</u> <b>b</b>	<u>LOOK</u> <b>bb</b>	bold	<u>LOOK</u> <u>SHIFT</u> <b>bb</b>
<u>LOOK</u> <b>i</b>	italic	<u>LOOK</u> <u>SHIFT</u> <b>i</b>	<u>LOOK</u> <b>ii</b>	italic	<u>LOOK</u> <u>SHIFT</u> <b>ii</b>
<u>LOOK</u> <b>-</b>	underline	<u>LOOK</u> <u>SHIFT</u> <b>-</b>	<u>LOOK</u> <b>--</b>	underline	<u>LOOK</u> <u>SHIFT</u> <b>--</b>
<u>LOOK</u> <b>=</b>	strike thru	<u>LOOK</u> <u>SHIFT</u> <b>=</b>	<u>LOOK</u> <b>==</b>	strike thru	<u>LOOK</u> <u>SHIFT</u> <b>==</b>
<u>LOOK</u> <b>DEL</b>	strike thru	<u>LOOK</u> <u>SHIFT</u> <b>DEL</b>	<u>LOOK</u> <b>DELDEL</b>	strike thru	<u>LOOK</u> <u>SHIFT</u> <b>DELDEL</b>
<u>LOOK</u> <b>u</b>	4 pt. superscript	<u>LOOK</u> <u>SHIFT</u> <b>u</b>	<u>LOOK</u> <b>uu</b>	4 pt. superscript	<u>LOOK</u> <u>SHIFT</u> <b>uu</b>
<u>LOOK</u> <b>d</b>	4 pt. subscript	<u>LOOK</u> <u>SHIFT</u> <b>d</b>	<u>LOOK</u> <b>dd</b>	4 pt. subscript	<u>LOOK</u> <u>SHIFT</u> <b>dd</b>
			<u>LOOK</u> <b>..</b>	uppercase	<u>LOOK</u> <b>..</b>
			<u>LOOK</u> <b>&gt;&gt;</b>	uppercase	<u>LOOK</u> <b>&lt;&lt;</b>
			<u>LOOK</u> <b>..</b>	lowercase	<u>LOOK</u> <b>..</b>
			<u>LOOK</u> <b>&lt;&lt;</b>	lowercase	<u>LOOK</u> <b>&gt;&gt;</b>

## Summary of preset fonts (faces):

While Typing		As an Editing Function			
Initiate		Cancel	Initiate		Cancel
<u>LOOK</u> <b>0</b>	TimesRoman 10	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>00</b>	TimesRoman 10	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>1</b>	TimesRoman 8	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>11</b>	TimesRoman 8	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>2</b>	TimesRoman 12	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>22</b>	TimesRoman 12	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>3</b>	TimesRoman 18	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>33</b>	TimesRoman 18	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>4</b>	Helvetica 10	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>44</b>	Helvetica 10	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>5</b>	Helvetica 8	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>55</b>	Helvetica 8	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>6</b>	Helvetica 12	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>66</b>	Helvetica 12	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>7</b>	Helvetica 18	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>77</b>	Helvetica 18	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>8</b>	Elite 10	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>88</b>	Elite 10	<u>LOOK</u> <i>other</i>
<u>LOOK</u> <b>9</b>	Symbols 10	<u>LOOK</u> <i>other</i>	<u>LOOK</u> <b>99</b>	Symbols 10	<u>LOOK</u> <i>other</i>

### **4.3 Discretionary Hyphens**

Discretionary Hyphen

A special type of hyphen within a paragraph, that is not displayed or printed unless it happens to fall at the end of a line

Type a discretionary hyphen within a document

Position blinking caret at separation point within word

Type an ordinary hyphen

Press and hold COM key and type y\_

### **4.4 Copy Character Looks**

Select text to copy looks to

Press and hold LOOK key

Select text to copy looks from (secondary selection)

Release LOOK key

### **4.5 Inspect Character Looks**

Select character

Mark Looks in Main Menu

or Press and hold COM key and press LOOK key to view Character Menu

Current character looks will be displayed white-on-black

## 5. FORMATTING: PARAGRAPHS

### 5.1 Separate Paragraphs

Position blinking caret at separation point  
Press the RETURN key

### 5.2 Specify Paragraph Looks With the Paragraph Menu

Menu options

Switch options: Leader dots tab  
Choice options: Units for measurement of carriage scale and menu blanks distances,  
Alignment for paragraph margins, Tab alignment options

Paragraph Alignment

Left straight left margin with ragged right margin  
Right straight right margin with ragged left margin  
Centered text centered with ragged right and left margins  
Justified straight right and left margins

Units for measurement of distances

Options for measurement

Inches  
Picas 6 picas per inch  
Points 72 points per inch, 12 points per pica

Specify distances on paragraph menu

Mark menu option  
Distances are calibrated to measurement unit specified

Neutralize menu options

Neutralize entire menu

Mark **Neutral** menu command

Neutralize individual options

Mark menu option(s) to change to gray

Specify looks

Select paragraph

Mark **Looks** in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Mark menu options and/or fill in menu blanks

Mark **Apply** menu command or press DO key

Specify global looks

Select text as paragraph selection

Mark **Looks** in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Mark **Neutral** menu command

Mark menu options and/or fill in menu blanks

Mark **Apply** menu command



### 5.3 Specify Margins with the Paragraph Menu

Margin settings displayed in Paragraph Menu

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

Set margins with carriage scale

- Select paragraph
- Mark **L**ooks in Main Menu  
or Press and hold COM key and press LOOK key to view Paragraph Menu
- Mark choice option for units of measurement
- Move cursor into carriage region
- Point at black spot representing margin to be changed
- Press and hold left mouse button
- Track the margin bar to new setting
- Release mouse button
- Mark **A**pply menu command or press DO key

### 5.4 Specify Tabs with the Paragraph Menu

Tab alignment control options

- Left-aligned tab - left end of the text aligns at the point of the tab
- Right-aligned tab - right end of the text aligns at the point of the tab
- Centered tab - the text is centered at the point of the tab
- Aligned tab - designated character aligns at the point of the tab
- Leader dots - inserted automatically ahead of the tabulated text; may be combined with any other tab option

Set a tab with carriage scale

- Select paragraph
- Mark **L**ooks in Main Menu  
or Press and hold COM key and press LOOK key to view Paragraph Menu
- Mark tab option(s) on *T*abs: line
- Move cursor into carriage scale tab region
- Track the cursor to desired setting
- Press and release middle mouse button
- Mark **A**pply menu command or press DO key

Move a tab with carriage scale

- Select paragraph
- Mark **L**ooks in Main Menu  
or Press and hold COM key and press LOOK key to view Paragraph Menu
- Move cursor into carriage scale tab region
- Point at tab arrow to be moved
- Press and hold left mouse button
- Track the tab arrow to desired setting
- Release mouse button
- Mark **A**pply menu command or press DO key

Clear a tab with carriage scale

Select paragraph

Mark **L**ooks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Move cursor into carriage scale tab region

Point at tab arrow to be cleared

Press and release right mouse button

Mark **A**pply menu command or press DO key

Change an existing tab with carriage scale

Select paragraph

Mark **L**ooks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Mark new tab option(s) on *Tab*: line

Move cursor into carriage scale tab region

Track the cursor to existing tab position

Press and release middle mouse button

Mark **A**pply menu command or press DO key

Tab patterns

Tab pattern

A character look assigned to a tab character for emphasis

Assign a tab pattern

Select tab character

Mark **L**ooks in Main Menu

or Press and hold COM key and press LOOK key to view Character Menu

Mark pattern on *Tab pattern*: line

Mark **A**pply menu command or press DO key

## **5.5 Specify Vertical Spacing with the Paragraph Menu**

Vertical spacing Leading

Line spacing amount of open space between lines in a paragraph

Paragraph spacing amount of open space above and/or below a paragraph, separating it from surrounding paragraphs

Specify controlled spacing options

Select paragraph

Mark **L**ooks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Specify line spacing in *Lead*: line

Fill in *line spacing* menu blank with number of points

Specify paragraph spacing in *Lead*: line

Fill in *before*: menu blank with number of points

Fill in *after*: menu blank with number of points

Mark **A**pply menu command or press DO key

## 5.6 Specify Paragraph Looks With the LOOK\_\_\_ Key

Specify looks

To apply a paragraph look

Select paragraph

Press and hold LOOK key

Type letter or press key for desired look

To cancel a paragraph look

Select paragraph

Press and hold LOOK key and SHIFT key

Type letter or press key for look to be canceled

Specify distances

Nesting

Indent left margin one-half inch

Open paragraph spacing

Increase or decrease before paragraph spacing

Summary of preset formats

While Typing or As an Editing Function

Initiate		Cancel
<u>LOOK</u> c	centered	<u>LOOK</u> l, j, or r_
<u>LOOK</u> j	justified	<u>LOOK</u> l, c, or r_
<u>LOOK</u> l	flush left	<u>LOOK</u> c, j, or r_
<u>LOOK</u> r	flush right	<u>LOOK</u> l, j, or c_
<u>LOOK</u> n	nested  "	<u>LOOK</u> <u>SHIFT</u> n
<u>LOOK</u> o	before para 12 pts	<u>LOOK</u> <u>SHIFT</u> o
<u>LOOK</u> q	before para 6 pts	<u>LOOK</u> <u>SHIFT</u> q
<u>LOOK</u> h	hardcopy	<u>LOOK</u> <u>SHIFT</u> h
<u>LOOK</u> ;	profile	<u>LOOK</u> <u>SHIFT</u> ;

## 5.7 Copy Paragraph Looks

Select paragraph to copy looks to

Press and hold LOOK key

Select paragraph to copy looks from (secondary selection)

Release LOOK key

## 5.8 Inspect Paragraph Looks

Select paragraph

Mark Looks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

## 6. FORMATTING: WHOLE DOCUMENTS

### 6.1 Page Boundaries

Inspect page boundaries

Select first character in document

Mark **Next page** command in Main Menu

or Press and hold **COM** key and type the letter n \_

First line of new page will be underlined at top of window

Mark **Next page** menu command or Press **DO** key to display each subsequent page

Set page boundaries

Select paragraph in document to begin new page

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to display Paragraph Menu

In *New page:* line mark **Before** or **After** switch option

Mark **Apply** menu command, or press **DO** key

Keep text together

Keep

Force a page break before selected paragraph if there is less than specified amount of space left on current page

Specify Keep space

Select paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In the *Keep:* line specify amount of space required

Fill in *keep* menu blank with number of points

Mark **Apply** menu command, or press **DO** key

Keep heading with paragraph text

Keep with 2 lines of paragraph

Select heading paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In the *Keep:* line mark **Heading** option

Mark **Apply** menu command, or press **DO** key

Keep with entire paragraph

Select heading paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In the *Keep:* line mark **Heading** and **Start** options

Mark **Apply** menu command, or press **DO** key

Keep with more than 1 paragraph

Select following paragraph(s)

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In the *Keep:* line mark **Cont** option

Mark **Apply** menu command, or press **DO** key

## 6.2 Vertical Positioning

### Vertical position

Control vertical positioning of a paragraph on the page by specifying the position of the *top* of the paragraph, measured *upward from the bottom edge* of the paper

### Specify vertical position

Select paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In *Misc.* line, fill in *vert. pos.* menu blank with number of units

Mark **Apply** menu command or press **DO** key

## 6.3 Document Profile

### Document profile

A special block of information placed at the beginning of a document to control the formatting of the printed document as a whole, made up of categories and options within categories

### Create a document profile

Place profile at very beginning of document

Specify distances in points or inches

For points, type distance with units only

For inches, type distance followed by " \_ (symbol for inches)

Type category then desired option(s)

Put space between options within category

Put end-of-line character only after last option in category

(Options for a category may carry over to second line, but there must be no end-of-line character character between the lines)

Put end-of-paragraph character after last category

### Set profile property

Set profile property with paragraph menu

Select paragraph(s)

Press and hold **COM** key and press **LOOK** key view Paragraph Menu

Mark **Profile** menu option on *Misc.* line

Mark **Apply** menu command or press **DO** key

Set profile property using quick command

Select paragraph(s)

Press and hold **LOOK** key and type the character ; \_

### Categories and options

Page Numbers category

Print page numbers

Type Page Numbers: followed by confirmation Yes or No

If No, omit all following options

If Yes, may follow with any option(s)

Options that control page numbers

To begin with number other than 1, type First\_\_\_ Page: followed by number

To suppress printing on first page, type Not-on-first-page\_\_\_

Options that position page numbers

Type Horizontal:\_\_\_ and Vertical:\_\_\_ each followed by distance

Options for Roman page numbers

For lowercase roman numerals, type Roman\_\_\_

For uppercase roman numerals, type Uppercase\_\_\_ Roman\_\_\_

Line Numbers category

Print line numbers

Type Line Numbers:\_\_\_ followed by confirmation Yes\_\_\_

If no line numbers wanted, omit category and options from profile

If Yes, may follow with any option(s)

Options that control line numbers

To control frequency, specify Modulus:\_\_\_ followed by frequency

To begin with number other than 1, type First\_\_\_ Line:\_\_\_ followed by number

To start numbering at for each page, type Page-relative\_\_\_

Margins category

Control margins

Type Margins:\_\_\_ followed by option(s)

Options that control margins

Type Top:\_\_\_ and/or Bottom:\_\_\_ followed by distances, measuring inward from paper edge

Option for binding margin for 2-sided printing of document to be bound

Type Binding:\_\_\_ followed by distance, to displace text to right on odd-numbered pages and to left on even-numbered pages

Paper Size category

Specify size

Type Paper Size:\_\_\_ followed by option

Options that specify size

Choose one (1) option

Type Height:\_\_\_ and/or Width:\_\_\_ each followed by distance

Type Standard\_\_\_ for 8 1/2"x11"

Type Legal\_\_\_ for 8 1/2"x14"

or Type A4\_\_\_ for 210mm x 297mm

Columns category

Control number of columns

Type Columns:\_\_\_ followed by number

Follow with options

Option to control right and left full page margins

Type Edge Margin:\_\_\_ followed by distance of white space from page edges

Option to control column separation

Type Between Columns:\_\_\_ followed by distance between left margins of columns

Control column width

- Measure usable space
- Divide by the number of columns
- Set right margin of text with carriage scale

Footnotes category

Placement of footnotes

- Footnote are always printed at bottom of page and separate from text

Control footnotes

- Type Footnotes: followed by option

Option to renumber footnotes throughout document, starting at 1

- Type Renumber

Footnote Heading categories

Category to print heading above footnotes

- Type Footnote Heading:
- Press RETURN key
- Type text of heading
- Press RETURN key

Category to print heading for footnotes that carry over to next page

- Type Footnote Heading: Continued
- Press RETURN key
- Type text of continued heading
- Press RETURN key

Heading categories

Single heading

Category to print heading on each page of document

- Type Heading:
- May follow with option
- Press RETURN key
- Type text of heading
- Press RETURN key

Option to suppress printing of heading on first page

- Type Not-on-first-page

Format text of heading

- Type as separate and single paragraph
- After each line press and hold SHIFT key and press RETURN key
- Specify position on page by assigning vertical position in Paragraph Menu
- Set profile property

Multiple headings

Category for first heading

- Type Heading 1:
- Follow Single heading sequence

Category for second heading

- Type Heading 2:
- Follow Single heading sequence

Odd/Even heading for 2-sided printing

Category for right pages heading

Type Odd Heading:

Follow Single heading sequence

Category for left pages heading

Type Even Heading:

Follow Single heading sequence

Order and format of profile categories and options (sample profile)

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

Line Numbers: Yes First Line: 221 Modulus: 10 Page-relative

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

Paper Size: Standard

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

Footnotes: Renumber

Footnote Heading:

\*\*\*\*\*

Footnote Heading: Continued

\*\*\*\*\*

Heading: Not-on-first-page

**QUICK REFERENCE GUIDE**

Odd/Even Headings

Odd Heading: Not-on-first-page

CHAPTER 1

Even Heading:

**QUICK REFERENCE GUIDE**

**6.4 Footnotes**

Insert a single paragraph footnote

Insert footnote reference at point in document

Apply footnote reference character look

While typing

Press and hold LOOK key and type the letter f \_

As an editing function

Press and hold LOOK key and type the letters ff \_

Insert footnote as paragraph with copy of corresponding reference

Apply footnote text look to footnote passage

While typing

Press and hold LOOK key and type the letter t \_

As an editing function

Press and hold LOOK key and type the letters tt \_



Insert a multiple paragraph footnote

Insert footnote reference at point in document

Apply footnote reference character look as above

Insert footnote paragraphs with copy of corresponding reference

Apply footnote text look to footnote passage

Apply to first paragraph

Select paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In *Footnote text:* line mark **Start** switch option

Mark **Apply** menu command, or press **DO** key

Apply to second paragraph

Select paragraph

Mark **Look** in Main menu

or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu

In *Footnote text:* line mark **Cont** switch option

Mark **Apply** menu command, or press **DO** key

Renumber footnotes throughout a document

Use Footnote category, Renumber option in document profile

or Mark **Renumber Footnotes** choice option in Print Menu

## 6.5 The **File** Option for Printing Long Documents

File option

If a document exceeds a 50,000 character limit, it must be split into two or more smaller documents, and a master document created to coordinate the parts; a *master document* consists of a one-paragraph document profile

Format all except last line in master document

Type File:

Press SPACE bar

Type documentname

Press and hold SHIFT key and press RETURN key

Format last line in master document

Type File:

Press SPACE bar

Type documentname

Press RETURN key

Create a master document

List documents containing the parts on separate line, each introduced by label File:

Type File: *documentname.part1* followed by end-of-line character

Type File: *documentname.part2* followed by end-of-line character

Repeat until all parts are listed

Type File: *documentname.partX* followed by end-of-paragraph character

Set profile property

Save the document

Format of master document saved as documentname.master (sample)

File: documentname.part1  
File: documentname.part2  
File: documentname.part3  
File: documentname.part4

Print a long document

Retrieve master document  
Print the document

## 6.6 The Store: on file Option for Creating a Print/Press File

Store: on file option

Save a formatted version of a document for printing from the Alto Executive level

Make print/press file

Mark **Print** command in Main Menu  
or Press and hold COM key and type the letter h \_ to view Print Menu  
Specify title by filling in Store: on file < > menu blank  
Mark **Apply** menu command or press DO key

Print print/press file

At Alto Executive level type Empress  
Press SPACE bar  
Type filename  
Press RETURN key  
See Empress Quick Reference Guide

## 6.7 Forms

Create a form

Type form as any other document  
Surround each variable field with special brackets predefined abbreviation

Special Brackets		Initiate				
<	begin field	≤	<u>COM x</u>	or	<u>#36</u>	<u>COM x</u>
>	end field	≥	<u>COM x</u>	or	<u>#37</u>	<u>COM x</u>

Lock a form

Create a form  
Save the form  
List Document Directory  
Select the form title  
Mark **Lock form** menu command  
Form title in Document Directory will become italicized

Unlock a form

List Document Directory  
Select the italicized form title  
Mark **Unlock form** menu command  
Form title in Document Directory will become normal

Fill in a locked form

- Retrieve the form
- The blinking caret appears in the first field and text is selected
- Type desired text in field (old text is automatically deleted)
- Press and release NEXT key
- The blinking caret appears in the second field
- Repeat until all field are filled in
- Name the form
- Perform desired operation(s)

Fill in an unlocked form

- Retrieve the form
- The blinking caret appears at beginning of document
- Press and release NEXT key
- The blinking caret appears in the first field
- Proceed as locked form
- Rename the form
- Perform desired operation(s)

Edit a locked form

- Unlock the form
- Retrieve the form
- Perform desired editing operations
- Save the form
- Lock the form

**6.8 Horizontal scrolling to landscape a document**

Horizontal scrolling moves text in document window to ease text input on a landscaped document

Scroll left

- Press and hold COM key
- Press and release left mouse button
- Release COM key
- Note: text moves approximately 1/2 " per action

Scroll right

- Press and hold COM key
- Press and release right mouse button
- Release COM key
- Note: text moves approximately 1/2 " per action

## 7. ADVANCED FORMATTING: PARAGRAPHS

### 7.1 Advanced Margin Operations with the Paragraph Menu

Set margins with menu blanks

- Select paragraph
- Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
- Mark **Detail** to expand menu
- Mark choice option for units of measurement
- Mark **Set to** choice option on the *Change margins:* line
- Fill in menu blank with setting
- Mark **Left margin, 1st line**, **Left except 1st line**, or **Right margin** menu option
- Mark **Apply** menu command or press **DO** key

Adjust all margins with menu blanks

- Select paragraph
- Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
- Mark **Detail** to expand menu
- Mark choice option for units of measurement
- Mark **Left** or **Right** choice option on the *Change margins:* line to indicate direction of adjustment
- Fill in menu blank with setting
- Mark **Left (margin, 1st line)**, **Left (except 1st line)**, and/or **Right** menu option
- Mark **Apply** menu command or press **DO** key

### 7.2 Advanced Tab Operations with the Paragraph Menu

Set tabs with menu blanks

- Select paragraph
- Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
- Mark **Detail** to expand menu
- Mark choice option for units of measurement
- Mark tab option(s) on *Tabs:* line
- Fill in **Set tab at** menu blank on *Change tabs:* with tab position (or positions, separated by a comma)
- Mark **Apply** menu command or press **DO** key

Clear tabs with menu blanks

- Clear a single tab
- Select paragraph
- Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
- Mark **Detail** to expand menu
- Fill in **Clear tab at** menu blank on *Change tabs:* line with tab position (or positions, separated by a comma)
- Mark **Apply** menu command or press **DO** key

Clear all tabs

Select paragraph  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark **Clear all tabs** menu switch option  
Mark **Apply** menu command or press **DO** key

Move tabs with menu blanks

Move an existing tab

Select paragraph  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark **Detail** to expand menu  
Mark choice option for units of measurement  
Fill in **Clear tab at** menu blank with current position  
Fill in **Set tab at** menu blank with new position  
Mark **Apply** menu command or press **DO** key

Move all tabs

Select paragraph  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark choice option for units of measurement  
Mark **Left** or **Right** choice option on the **Change tabs:** to indicate direction of adjustment  
Fill in menu blank on the with distance  
Mark **Apply** menu command or press **DO** key

Change an existing tab with menu blanks

Select paragraph  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark **Detail** to expand menu  
Mark choice option for units of measurement  
Mark new tab option(s) on **Tabs:** line  
Fill in **Set tab at** menu blank on **Change tabs:** with tab position  
Mark **Apply** menu command or press **DO** key

Default tabs

Default tabs

Tabs set at uniform intervals across the page equal tabs

Specify default tab interval for a paragraph

Select paragraph  
Mark **Looks** in Main Menu  
or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu  
Mark choice option for units of measurement  
Fill in **default tabs** menu blank with spacing interval  
Mark **Apply** menu command or press **DO** key

### 7.3 Specify Distances with the Paragraph Menu

Measure command

Used to measure positions on the display when setting margins and tabs with menu blanks

Specify distances in menu blanks

Mark choice option for units of measurement

Distances automatically convert to specified units

Measure distances on the display

Position insertion caret inside menu blank

Mark Measure command on Paragraph Menu

Press and hold mouse button and point to desired location

left button	measures distance to left edge of selected character
middle button	measures distance to left edge of first character in selected word
right button	measures distance to exact location on display

When menu blank contains desired measurement, release mouse button

### 7.4 Change Vertical Spacing with the Paragraph Menu

Change line spacing

Select paragraph(s)

Mark Looks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Mark Add or Subtract in Change lead: line

Fill in menu blank with number of points

Mark Spacing

Mark Apply menu command or press DO key

Change paragraph spacing

Select paragraph(s)

Mark Looks in Main Menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

Mark Add or Subtract in Change lead: line

Fill in menu blank with number of points

Mark Before or After

Mark Apply menu command or press DO key