MODULE 10   BASIC PARAGRAPH MENU OPTIONS

This module explains the various options available in the Paragraph menu.

The Paragraph menu allows you to format your document.

When you come to the indented paragraph with a check mark, follow the instructions.

PREREQUISITES

Completion of Modules 6 and 9: DOCUMENT CREATION   CHARACTER STYLES.

OBJECTIVES

At the end of this module you will have learned:

    1.   How to open the Paragraph menu.

    2.   How to change the Units on the margin scale.

    3.   How to Align paragraphs/documents.

BASIC PARAGRAPH FORMATTING

Adjusting margins and spacing is known as formatting, and this module will explain the basic formatting options available in the Paragraph menu.

)   Enter the Editor.

)   Open your document directory; Get BASIC-PARAGRAPH.

)   Begin reading from the screen. The heading below (THE PARAGRAPH MENU)
    should be visible on the screen. If it is not on the screen, check to see if the
    title in the document menu is correct.

If you have not selected the proper title, open the document directory, select the prope
title and get the correct document.

THE PARAGRAPH MENU

The Paragraph menu contains options to format paragraphs. To bring the Paragraph menu into view on the screen, you must use two of the special function keys on the keyboard.

)   Locate the key (on the keyboard) which has COM written on it. This is the
    command key.

To bring up the Character and Paragraph menus, you must hold down the COM key while you press and release the LOOK key, then release the COM key.
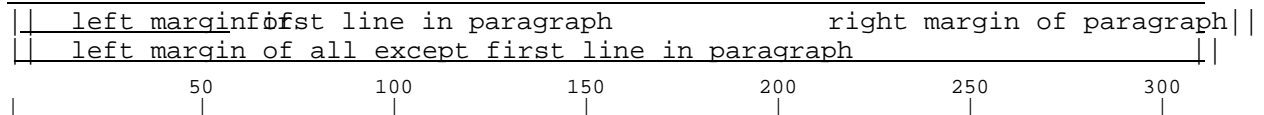
)   Locate the LOOK key.

In order to display the Character menu, you had to highlight a character, word, or line To display the Paragraph menu, you must do a paragraph selection. To display the Paragraph menu:

)   Select the paragraph directly above this one.

)   Hold down the COM key while you press and release the LOOK key.
    Release the COM key.

A menu (which looks like the following example) should be visible above your document window. This is the Paragraph menu.
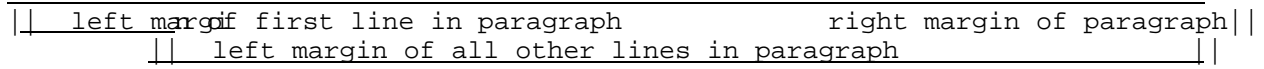
Paragraph Menu

```
Paragraph menu                                    Neutral  Detail  Apply
Units:  In  Picas  Pts     Style:
Align:  Left  Right  Ctr  Just  Vert:  None  First  Next  Same  column
Lead: before:<15> after:<0> line spacing:<5>pts.
New page:  Before   After  Footnote text:  Start  Cont
Tabs:  Left  Right  Ctr  Align on:.<>   Leader  default tabs:<28> units
Keep:  Start  Cont  Heading  keep:<0> pts.
Misc:  Profile  Printer  vert.pos.:<0> units  Line #: Off
```

```
|│  left marginfofst line in paragraph            right margin of paragraph|│
|│  left margin of all except first line in paragraph                      |│
                50          100         150         200         250         300
```

)   Look at the top line of the Paragraph menu. It has Neutral the same as the
    Character menu. You should highlight Neutral before applying any new
    options to your document.

)   This menu also has Detail. Only the most common options are displayed when
    you open the Paragraph menu.

)   All options which are shown white on black are presently activated.

)   Look at the bottom of the menu where the long grey bar is located. The
    example below demonstrates the purpose of this bar.

Margin Bar

```
|│  left margif first line in paragraph            right margin of paragraph|│
        |│  left margin of all other lines in paragraph                    |│
```

This is the margin bar; it can be manipulated using the mouse. The margin bar is used
set the margins of a paragraph. When you first open the Paragraph menu, the margin bar
indicates where the margins for that paragraph are set.
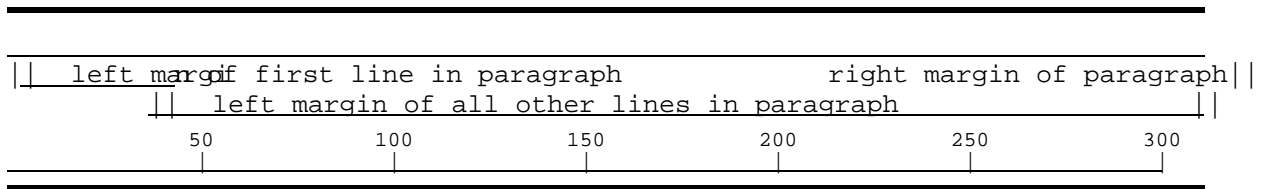
The margin bar allows you to indent or extend three margins in a paragraph.

  1. You may adjust the left margin of the first line of the paragraph (indent the first
     line).

2. You may adjust the left margin of all other lines of a paragraph.

3. You may also adjust the right margin.

Underneath the margin bar is a carriage scale much like the one on a typewriter. The numbers on the carriage scale indicate horizontal distance.

Margin Bar with Carriage Scale

```
|| left margin of first line in paragraph           right margin of paragraph||
      || left margin of all other lines in paragraph                     ||
         50        100        150        200        250        300
         |          |          |          |          |          |
```

The carriage scale is used when setting margins so you know at what distance each margin is set.

Margins are measured from the left printing edge of the paper. Zero (0) on the carriage scale in the Paragraph menu is equal to 1.2" from the left edge of the paper.

The carriage scale may be changed to display any one of several different units of measure (inches, picas, or points).

) Look at the second line of the Paragraph menu beginning with Units.

Units.................Refers to a unit of measure which you may choose
                      when working with horizontal distance (margins and
                      tabs).

Units are displayed on the carriage scale below the margin bar at the bottom of the Paragraph menu.

The unit of measure which is highlighted (currently ON) is automatically applied to the carriage scale below the margin bar, but does not affect the document. This is only for your convenience when measuring distance.

) Notice which unit of measure option is currently highlighted on the menu.
  (Units: Pts.)

) Notice the numbers displayed on the carriage scale.
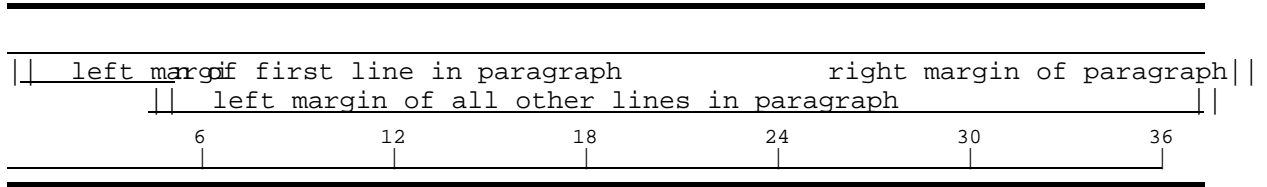

    Points.................There are approximately 72 points to an inch.

When the Points option is marked, there are about 14 visible units of measure per inch.
Each unit of measure represents approximately 5 points.

Picas are the standard unit of measure when dealing with mechanical typing devices
(typewriters, for example). There are 6 picas in one inch (12 picas in two inches, 18
in three inches, etc.).

When the Picas option is ON, each number on the carriage scale (6, 12, 18, etc.) indicat
an inch. There are twelve divisions in each inch when using the Picas option.

                 Margin Bar with Carriage Scale

```
|| left margin of first line in paragraph          right margin of paragraph||
    || left margin of all other lines in paragraph                       ||
       6            12           18           24           30           36
       |            |            |            |            |            |
```

) Mark Picas in the Units line of the Paragraph menu.

) Look at the numbers on the carriage scale.

    Picas.................The carriage scale is marked off in units of 6 picas
                     per inch.

When the Picas option is ON, the carriage scale displays inches divided into twelfths of
inch (each inch on the carriage scale has twelve visible units of measure).

) Mark Inches in the Units line of the Paragraph menu.

) Look at the numbers on the carriage scale.

    Inches.................Inches are a convenient way to measure distance
                     when doing columnar material.

When the Inches option is ON, the carriage scale displays inches divided into eighths of inch (each inch on the carriage scale has eight divisions).

)   Mark Points again.

)   Look at the next line of the menu - Align:

Just is presently marked. This means the paragraph is justified. You also have the option of having paragraphs flush Left, flush Right, or Centered (Ctr).

)   Select the above paragraph.

)   Mark Neutral.

)   Mark Left.

)   Apply.

The paragraph should now have ragged right margins.

)   Select the paragraph again.

)   Mark Right.

)   Apply.

The paragraph should now have ragged left margins.

)   Select the above four lines.

)   Mark Ctr.

)   Apply

The lines should be centered on the page.

You will learn about Vert: (Vertical Alignment) for columnar material in a later module

The next line on the Paragraph menu is Lead: Leading (pronounced led) is the amount of white space between lines and paragraphs. This is specified in points. The normal setting is equal to a double carrier return between paragraphs and one point leading between lines of a paragraph. This paragraph has 15 points before it, and there are 5 points of leading between the lines.

)   Select the above paragraph.

)   Change the leading before: to 12 <12>

)   Change the line spacing: to 1 <1>

)   Apply.

Notice how the lines of the paragraph are now closer together.

)   Change the leading back to 15 and 5 and Apply.

New page: allows you to tell the system where you want to start new pages. Tabs: allow
you to set Left tabs, Right tabs, Centered tabs, or align on a decimal point. The deci
point can be changed to any other character. If you do not set tabs, the system
automatically presets them. Tabs will be covered in another module.

You are going to change the margins on the above paragraph.

)   Select the paragraph.

)   Move the cursor to the top 0 on the left side of the Margin Scale, press and
    hold down the left mouse button, and move the top margin bar to 30. Release
    the left mouse button.

)   Move the cursor to the lower 0 on the left side of the Margin Scale, hold down
    the left mouse button, and move the lower margin bar to 60.

)   Move the cursor to the right side of the margin scale, hold down the left mouse
    button, and move the right margin to 450. Release the left mouse button.

)   Mark Apply.

The first line of the paragraph should be indented 30 units from the margin; all other
of the paragraph will be indented 60 units.

)   Select the same paragraph again.

)   Move both left margin bars to 0.

)   Move the right margin bar to 410.

)   Apply.

If you wanted to change the formatting on the entire document, you would highlight the
entire document and Apply.   To highlight the entire document:

)   Hold down the Com key.

)   Touch the e key.

The entire document is now underscored.   Rarely will you want the entire document
formatted exactly the same way.   You will normally highlight each area separately.

)   Be sure the menu is Neutral.

)   Mark Left.

)   Select the entire document - Com e.

)   Apply.

)   Change the entire document back to Justified.

You can use the DO key to repeat the same operation on several different areas of your
document.

)   Practice using the Align and margin format options.   Use the DO key to invoke
    the Apply instruction.

You can use the Look key to copy looks from one paragraph to another.   You will select
the paragraph that is to copy formatting properties from another paragraph.   Scroll to
paragraph whose "looks" are to be copied.   Hold down the Look key while selecting the
paragraph to be copied (it will be underlined).   Release the Look key.

)   Select the above paragraph.

)   Hold down the Look key.

)   Select the paragraph above it.

)   Release the Look key.

)   Continue using the Look key.

)   Save this document under the title <your initials-Paragraph-Menu>.

SUMMARY   BASIC PARAGRAPH FORMATTING

To open the Paragraph menu:...Select a paragraph (as a paragraph).

Hold down the COM key while touching the
LOOK key.   COM LOOK.

TO CHOOSE THE ALIGNMENT

Justified margins............Mark Justified in the Align: line of the paragraph
menu. The paragraph will be flush on the left
and right margins.

Centered....................Mark Centered in the Align: line of the
paragraph menu. The paragraph will be
centered between the left and right margins.

Flush on right margin only....Mark Flush right in the Align: line. The
paragraph will be flush on the right margin only.

Flush on left margin only.....Mark Flush left in the Align: line. This is the
preset option and provides flush left margin
only.

Apply.......................When alignment, spacing and margins are set
as you desire, mark Apply.

TO SET (OR CHANGE) MARGINS

Units.......................Mark Points option on the second line of the
paragraph menu.

FIRST LINE

1. Move the cursor into the upper left corner of the grey margin bar (on
   the top 0 in the margin bar).

2. Hold down the LEFT mouse button while you pick up the top left margin bar.

3. When the margin bar is lined up at the proper number of units on the
   carriage scale, Release the mouse button.

OTHER LINES

1. Move the cursor into the lower left corner of the grey margin bar.

2. Hold down the LEFT mouse button while you pick up the lower 0 in the
   margin bar and move the cursor to the correct position.

3. When the margin bar is lined up underneath the proper number of units on
   the carriage scale, Release the mouse button.

RIGHT MARGIN

1. Move the cursor to the right corner of the grey margin bar.

2. Hold down the LEFT mouse button while you move the cursor to the correct position.

3. When the margin bar is lined up, Release the mouse button.

Apply........................When all margins have been set as you desire, mark Apply.