MODULE 13   WINDOW MANIPULATIONS

This module explains window manipulations and reasons why you will want to move windows.

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

PREREQUISITES

Completion of Modules 5, 6, 7, and 9.

OBJECTIVES

At the end of this module you will have learned:

1.   How to move a window or menu boundary line.

2.   How to split the document window, allowing you to view more than one area of a single document.

3.   How to close unwanted window panes and menus.

WINDOWS

You have been working with a single document in the document window. There is a
feature available which allows you to view more than one area of a single document. Th
is known as splitting a window into panes.

Splitting a window into panes is useful when moving several paragraphs from one area of
a document to another area. With two window panes, you can view the area you are
selecting as the new position for the text passage while viewing the area where the text
passage currently appears.

It is also possible to display more than one document on the screen at one time. You ca
actually create another document window (having up to four document windows with four
documents on the screen at one time). This is useful when you find it necessary to move
or copy text from one document to another.

) Enter the Editor.

MOVING MENU (OR WINDOW) BOUNDARY LINES

Do you remember moving the menu boundary line to see some hidden area of the menu?
This manipulation was controlled using the mouse in the window bar.

) Move the cursor to the extreme right edge of the screen to the window bar.

The cursor shape will change to display a box.

Your document window should not contain any document.

) Position the cursor so the top of the box is touching the bottom line of the
      Main menu (the heavy black line separating the Main menu from the document
      window).

) Hold down the LEFT mouse button and slowly move the cursor down, about
      one inch. Watch the boundary line move as you move the cursor.

) Notice that until you release the button, you may move the boundary line up or
      down to position it as you wish.

) Release the LEFT mouse button.

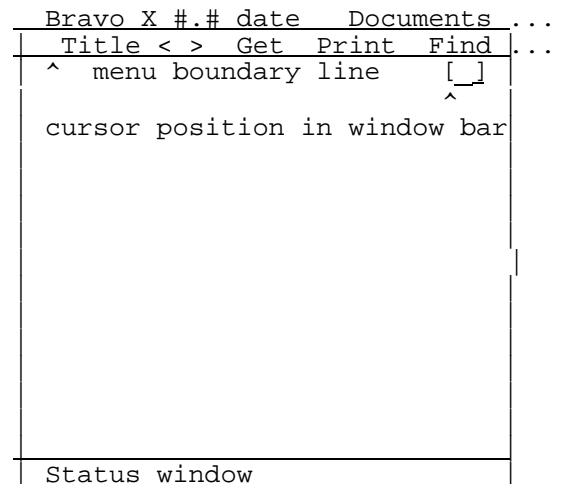The menu boundary line should have moved, exposing options which are normally not visible on the menu.

The diagram below represents your screen (the System and Main menus appear above the document window).

In order to move a boundary line (the Main menu boundary line is the one illustrated here):

)   Position the cursor in the window bar so the top of the cursor box is touching the boundary line to be moved.

)   Hold down the LEFT mouse button as you slowly move the cursor down to the desired boundary line location.

)   Release the LEFT mouse button when the boundary line appears at the desired location.

Releasing the LEFT mouse button will cause the boundary to freeze at the cursor location

```
 Bravo X #.# date   Documents ...
  Title < >  Get  Print  Find ...
 ^   menu boundary line    [_]
                            ^
     cursor position in window bar




                              |




  Status window
```

When you have moved the boundary line of the Main menu down, proceed with the following instructions.

)   Position the cursor so the top of the box is touching the bottom line of the Main menu (the line separating the Document menu from the document window).

) Hold down the LEFT mouse button as you slowly move the cursor up one inch, so the menu appears as it did before you began this exercise.

) Until you release the button, you may move the boundary line up or down to position it as you wish.

) Release the LEFT mouse button.

That is how to move a menu or window boundary line. Below is a summary.

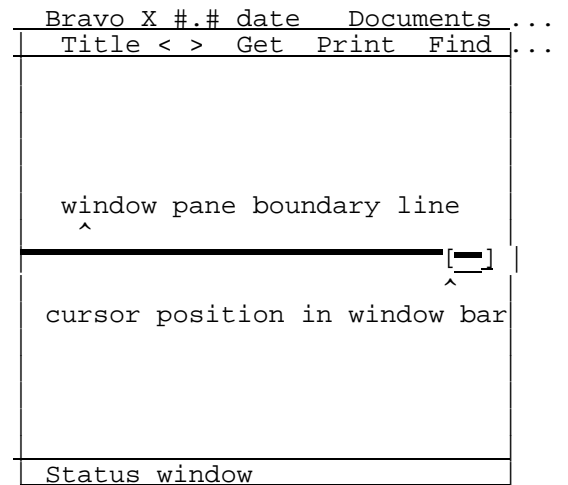) Try this several times, then continue with the next section.

SPLITTING THE DOCUMENT WINDOW

While moving, copying or exchanging text within a single document, it is helpful to be able to view two different areas of the document at the same time. You may wish to move something from the end of the document to the beginning of the document.

The feature which allows you to do this is known as splitting the window (into window panes). To split the window, move the mouse to the window bar on the right side of the screen.

) Position the cursor in the window bar about halfway between the top and bottom of the document window as shown in the following diagram.

) Hold down the MIDDLE mouse button; notice that the cursor box has a horizontal line through the middle which coincides with a similar line across the document window.

) While holding down the MIDDLE mouse button, move the cursor box so the line splits the document window into two panes of equal size.

) When the document window is divided into two panes of equal size, release the MIDDLE mouse button. The window pane boundary will freeze.

You should now have two panes on the screen. If you do not have two panes, read the
instructions and try again.

```
          Bravo X #.# date   Documents ...
          ‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
            Title < >  Get  Print  Find |...



             window pane boundary line
              ^
          ━━━━━━━━━━━━━━━━━━━━━━━━━[▬] |
                                   ^
          cursor position in window bar




          ‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾‾
            Status window
```

With all window manipulation features, as long as you hold the button down, you may
move the boundary line; as soon as you release the button, the boundary line will freeze
at the cursor location. Once the boundary line is frozen in a position, you may use the
move boundary feature (left mouse button) to reposition the boundary line.

) Position the cursor in the window bar (about halfway between the top and
   bottom of one of the large panes).

) Hold down the MIDDLE mouse button; notice that the cursor box has a
   horizontal line through the middle which coincides with a similar line across
   window pane.

) When the large pane is divided into two panes of equal size, release the
   MIDDLE mouse button.

) Split the largest pane on the document window into two panes of equal size.

You should have four window panes visible on the screen. Four window panes is the
maximum number allowable. To prove that:

) Split one of the window panes into two panes of equal size. Notice the
   message in the status window telling you "Too many split windows."

This message means that you already have the maximum number of window panes.

CLOSING WINDOWS

Once you have opened (created) a window pane, you will want to close it when you are
finished with it. To close a window:

) Position the cursor in the window bar region of the very top window directly
   underneath the Main menu.

) Hold down the RIGHT mouse button; notice the large X which fills the cursor
   box.

) Release the RIGHT mouse button. As soon as you release the RIGHT mouse
   button, the window will close (be removed from the screen).

The large X which fills the cursor box is a clue that the window will be closed (removed
from the screen). This is the same cursor shape which appears on menus, indicating that
when marked, the menu will be closed. When closing menus, you may either mark the |
on the menu, or move the cursor into the window bar and press the RIGHT mouse button.

If you followed the instructions above, you should now have three panes on the screen.

) Position the cursor in the window bar region of the lowest window (directly
   above the status window).

) Press and release the RIGHT mouse button to close the window.

You should have two windows left. If you experienced a problem splitting or closing
windows, read the instructions and try the procedure again.

) Get the document <EXERCISE-SCREEN>.

) Practice splitting, moving boundary lines, and closing windows.

) Make two windows.

) Scroll the information in each window.

) Close the extra window.

When you want to copy material from one document to another, you need to have two
document windows on the screen. New document windows are created by moving the
cursor to the extreme right edge of the screen, holding down the Shift key, and pressing
the Middle mouse button.

With the screen blank, position the cursor approximately one-half the way down the right
side of the screen. The cursor is shaped like a box. Hold down the Shift key and press
the Middle mouse button. You have a second Main menu on the screen.

) Move the cursor into the title: brackets in the top Main menu at the top of the
screen; type the title: <PRINTING> and Get the document.

) Move the cursor into the title: brackets in the 2nd Main menu; type the title:
<EDITING>. Get the document.

) Scroll each document.

) Move the first paragraph of <PRINTING> to be the first paragraph of
<EDITING>.

) Move the third paragraph of <EDITING> to be the new first paragraph of
<PRINTING>.

) Exchange the first paragraph of <PRINTING> with the fourth paragraph of
<EDITING>.

) Continue copying, moving and exchanging paragraphs in the two documents.

) Mark Save all.

When you marked Save all, the system saved both documents on the screen. You saw
messages, "Writing Printing..." and "Writing Editing..."

) Quit from the Editor.

SUMMARY   MOVING BOUNDARY LINES

POSITION THE CURSOR IN THE WINDOW BAR (extreme right edge of the screen).] [

Position cursor...........So the top of the box touches the boundary line you
                                wish to move while in the window bar region of the
                                screen.

LEFT mouse button..........Hold down the LEFT mouse button in the window
                                bar as you move the cursor to the new boundary
                                line location.

                                Release the mouse button when the window
                                boundary line is at the desired location.

SUMMARY   SPLITTING THE DOCUMENT WINDOW

POSITION THE CURSOR IN THE WINDOW BAR (right edge of the screen).] [

Position cursor in window bar a point in the document window where you want
                                a new window boundary line to be.

MIDDLE mouse button.........Press and release the MIDDLE mouse button.

REMEMBER: Before releasing the MIDDLE mouse button, you may move the cursor up
and down to position the boundary line of the window. When the button is released,
the boundary line will freeze at the cursor location.

SUMMARY   CLOSING WINDOWS

POSITION THE CURSOR IN THE WINDOW BAR (extreme right edge of the screen).] [

Position cursor in window bar Inside the window you wish to close.

Press RIGHT mouse button.......The window which contained the cursor will
                                close when the RIGHT mouse button is released.