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**MODULE 17****ADVANCED EDITING/FORMATTING**

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This module explains the additional features that are available for changing margins, tabs, and leading when precision formatting is necessary. Also explained are the procedures for keeping text together, landscape, two-up and signature document creation, and how to use abbreviations.

**PREREQUISITES**

Completion of Module 10: Paragraph Menu

**OBJECTIVES**

At the end of this module you will have learned:

1. How to set margins using margin control options.
2. How to set tabs using tab control options.
3. How to change leading using leading control options.
4. How to keep text together.
5. How to create and print landscape, two-up and signature documents.
6. How to create and use abbreviations.

## SETTING MARGINS

To use the margin control options, the Paragraph menu must be fully detailed on the screen. The additional options available in the detailed menu will allow you to move margins for a paragraph, a collection of paragraphs, or a document to the left or right a predetermined number of units. The options available in the detailed menu will allow you to adjust all margins of a document or only specified margins.

- ) MARK Documents in the System menu to open the Document Catalog.
- ) MARK Module17.
- ) MARK Get.
- ) Select the first paragraph in the document.
- ) Open the Paragraph menu (COM-LOOK keys held down together).
- ) MARK Detail on the Paragraph menu to display all the available options.

The Paragraph menu should look like this:

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Paragraph menu                                Neutral  Detail  Apply  Ö
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

Change margins: move Left  Right  Set to < >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 < > units
                Clear tab at < > Set tab at < > units
Change lead:  Add  Subtract  < > pts. lead  Before  After  Spacing

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The current margin and tab settings are shown on the carriage scale.

The options for changing margins are located on the three lines after Change margins: You may move margins to the left or right, or you may indicate the location where the margin is to be set.

The second line indicates which margin is to be affected. You may move the left margin of the first line only, the left margin of all lines except the first line, or you may move the right margin. If you wanted to move all left margins, you would mark both Left margin, line and Left except 1st line.

If all margins and tabs in the selected area are to be moved, you would mark All in the third line. This would move all margins and tabs left or right by the indicated number of units (the number in the brackets following Set to).

) Select any two paragraphs.

You are going to set the right margin of both paragraphs to 375.

) On the Change margins: line in the brackets following Set to insert the number 375.

) In the second line MARK Right.

) MARK Apply.

The right margin on the margin scale moved to 495 but the right margins of the two paragraphs moved to 375. When you select more than one paragraph to be affected, the results appear only in the document and not in the Paragraph menu since the Paragraph menu will not show properties of more than one paragraph at a time. To see the current setting of the one of the paragraphs, Select it and press COM LOOK.

) Move the Right margin back to its original setting and Apply.

You are now going to move the left margin of the same two paragraphs in (to the Right) 50 units.

) Select the same two paragraphs.

) MARK Right.

) In the brackets following Set to insert <50>.

You must specify which margins are to be moved. Since you want both the first line and the following lines moved:

) MARK Left margin, 1st line and

) MARK Left except 1st line.

) MARK Apply.

) Move the margins back to 0. Insert 0 in the brackets following Set to. MARK Left (you are moving the margins to the left). MARK Left margin, 1st line, Left except 1st l

) MARK Apply.

To practice moving All margins and tabs:

) Select the entire document (COM E).

You are going to move all margins and tabs to the Left 30 units.

) MARK Left.

) Insert 30 in the brackets following Set to.

) MARK All margins and tabs.

) MARK Apply.

All margins and tabs were moved 30 units to the left.

) Move all margins and tabs to the right 30 units.

Continue practicing moving margins.

Do not save the document.

## SETTING TABS

Tabs may be changed, cleared, or moved for a set of paragraphs or the entire document without changing each tab individually. This feature is useful if the margins of a document are to be changed and tab settings will be affected.

To use the tab control options, the Paragraph menu must be expanded.

) Get the document entitled SORTING from the document catalog.

When the message "That document has not been saved..." appears in the Status window at the bottom of the screen remember that it is warning you that you have not saved any revisions you might have made to the Module 17 document. In this case, you do not need to save the changes, so PRESS the Do key.

- ) Select (COM E) the entire document. You will change the tabs for the entire document.
- ) PRESS COM LOOK to display the Paragraph menu.
- ) MARK Detail to expand the menu.

Since you selected more than one paragraph, some of the menu items appear in grey. This includes the current margin and tab settings. A grey shading indicates a neutral state on the paragraph menu. That is, all options shown in grey are neither on nor off but in a neutral state. Only those options you select and change will appear white on black and affect the document.

You are going to Clear all of the tabs which are currently set. When you do this, the system will substitute default tabs and the tabulated material will shift to the default stops.

- ) MARK Clear.
- ) MARK Apply.

All of the tabs which were set have been removed.

Reset the following tabs using the mouse: Right 200; Left 250; Left 320.

- ) Move Left Right works somewhat the same as moving margins left or right by a specified number of units. You are going to move all tabs to the Right by 50 units.
- ) MARK Right.
- ) Insert <50>.
- ) MARK Apply .
- ) Move the tabs to the left by 50 units.
- ) Move the tab from 320 to 335. Use the line which says Clear tab at and Set tab at.
- ) Type 320 in brackets following Clear tab at <>.
- ) Type 335 in brackets following Set tab at <>.

- ) MARK Apply.
- ) Select a paragraph and PRESS COM LOOK.

The tab settings should now appear at 200, 250, and 335.

Practice moving, clearing and setting tabs.

Do not save the document.

## MEASURE

A Measure option appears on the Paragraph menu on the same line as Change margins: It provides for visual setting of margins and tabs, rather than requiring the specification of a known numerical setting. In order to activate Measure, the caret must be positioned in a margin control bracket. When Measure is marked, and a position on the screen selected with the mouse, the brackets will display the horizontal measurement of the character selected with the mouse.

- ) Type the following paragraph into a blank document window.

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The format you are going to use for this document will be determined by using Measure. This paragraph will have margins of 0 and 420. The margins for the following paragraph will be determined by the colon which will follow the last word. You want the second paragraph to align with it:

This is the second paragraph which is going to be aligned on the left with the colon in the preceding paragraph.

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- ) Stop typing.
- ) Select the above paragraph.
- ) Open the Paragraph menu and MARK Detail to expand it.

Place the caret in the appropriate margin control or tab control bracket. The margin for both the first line and all other lines of the paragraph will be moved to this position. Then place the caret in the brackets following Change margins: Set to <>.

- ) Holding down the LEFT mouse button, move the cursor to the space after the colon.

When you release the mouse button, a number will appear in the brackets.

- ) MARK Left margin, 1st line and Left except 1st line.
- ) MARK Apply.

The second paragraph is approximately aligned with the colon in the first paragraph and should look like the following.

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The format you are going to use for this document will be determined by using the Measure option. This paragraph will have margins of 0 and 420. The margins for the following paragraph will be determined by the colon which will follow the last word. You want the second paragraph to align with it:

This is the second paragraph which is going to be aligned on  
the left with the colon in the preceding paragraph.

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Practice aligning the two paragraphs by changing the right margin on the first paragraph.

#### LEADING

The amount of white space (called leading, rhymes with "sledding") between lines in a paragraph may be increased or decreased before, after, or within a specified paragraph or to an entire document. This is useful when you have different amounts of leading in different sections of a document, but you want to change the leading in certain areas, headings, for the entire document.

In the Document catalog, select the document <EXERCISE-SCREEN>.

- ) MARK Get
- ) Select the entire document (COM-E).
- ) MARK Detail to expand the Paragraph menu.

You are going to add 5 points of leading before every paragraph.

Locate the line which begins with Change lead:

- ) MARK Add.

- ) Insert 5 into the brackets following Add Subtract <5>.
- ) MARK Before.
- ) MARK Apply.

To change the spacing within the document, you will mark Add or Subtract. You are going to subtract 1 point of leading in each paragraph of the document.

- ) Select the entire document.
- ) MARK Subtract.
- ) Insert 1 in brackets following Subtract <1>.
- ) MARK Spacing.
- ) MARK Apply.

Practice adding and subtracting leading to the document.

Do not save the document.

#### KEEP TOGETHER

When documents print, headings should "keep together" with part of the text which follows the heading. A heading may be kept with two lines of a paragraph, with an entire paragraph, or with more than one paragraph.

The Keep option is found on the Paragraph menu.

- ) In the Document catalog, select the document <EXERCISE-SCREEN>.
- ) MARK Get.

In the document, locate the heading Text Region.

This heading should be kept together with at least two lines of the following paragraph. When Heading is marked on the Paragraph menu, two lines of the following paragraph will automatically print on the same page as the heading.



- ) Select the heading as a paragraph.
- ) PRESS COM LOOK to open the Paragraph menu.
- ) MARK Detail to expand the Paragraph menu.
- ) On the line beginning with Keep: MARK Heading.
- ) MARK Apply.

Locate the heading Selecting A Character.

If you wanted the entire paragraph to stay with the heading, mark the options Heading and Start.

- ) MARK Heading.
- ) MARK Start.
- ) MARK Apply.

If you wanted to keep more than one paragraph with the heading, select the following paragraph(s) and mark Cont.

- ) Select the three paragraphs following the heading and first paragraph (beginning with "To select a character").
- ) MARK Cont.
- ) MARK Apply.

When this document is printed, the heading plus the following four paragraphs will always print on the same page.

Continue practicing the Keep options.

## LANDSCAPE DOCUMENT FORMATTING

Sometimes documents are printed across the 11" of the paper rather than the 8 1/2". This type of document is called landscape. When inputting the text for a landscape document, you can either set the margins at the beginning of input, or you can reformat the entire document with wider margins after it has been typed.

If you are inputting the document with wide margins, the text on the screen will automatically scroll to the left until the RETURN key is pressed. Once the RETURN key is pressed, the screen again shows the left side of the document.

- ) Type the following line:

LANDSCAPE DOCUMENT

- ) Select the line as a paragraph.
- ) PRESS COM LOOK to open the Paragraph menu.
- ) After Units: MARK In.

The carriage scale has now converted to inches. The width of the paper on which you will be printing is 11". The System automatically sets 0 on the margin scale 1.5 inches from the left edge of the paper (90 points). You want the right margin set at 8.50 inches (612 points). To move the margin scale to the left (scroll left), hold down the COM key while pressing and releasing the LEFT mouse button until you see 8 and 9 on the carriage scale.

- ) MOVE the right margin bar to 8.50.
- ) MARK Apply.

Continue typing the following document. Watch the lines move to the left of the screen during input.

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LANDSCAPE DOCUMENT

This document will be printed in landscape mode. Often landscape is used for wide financial statements or for presentation materials. If you are inputting statistical material in landscape mode, it is recommended that you mark the Printer option on the Paragraph menu so you will see on the screen the way the document will print.

If you are inputting text material, it is easier to type the document with the System margins, then reformat with wider margins. If you are inputting columnar material, it is easier to format the document at the beginning. For some people it is easier to convert the carriage scale to inches to change margins.

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To proofread the document, you need to scroll to the left and right. You learned to scroll to the left by holding down the COM key and pressing the LEFT mouse button. To scroll to the right, you hold down the COM key and press the RIGHT mouse button.

Proofread the document.

- ) Title this document <Landscape>.
- ) Save the document.
- ) Open the Print Menu.
- ) MARK Landscape.

Select other print options (number of copies).

- ) MARK Apply.

#### TWO-UP AND SIGNATURE DOCUMENT FORMATTING

Two-Up and Signature are special forms of landscape printing. Both assume that the page size is 5.5" by 8.5". Both will print two pages of text on one landscaped page. One page of text will appear on the left side, and the other on the right.

To format a two-up document:

- ) In the Document catalog, select the document <Advanced-Formatting>.
- ) MARK Get.
- ) Select the entire document (COM-E).
- ) PRESS COM-LOOK to display the Paragraph menu.
- ) Set the right margin of the document at 216 points.
- ) MARK Apply.

The page number position in this document has been predetermined for you. You will learn in a later module how to manipulate the position of page numbers, as it is important when creating a two-up or signature document.

- ) Open the Print menu.
- ) MARK Two-Up.
- ) Select other print options (number of copies).
- ) MARK Apply.

Pick up the document at your printer. You should see that the document is landscaped with two columns of text on either side, each having a page number at the top. The page numbers should be 1 and 2. These page numbers will change when you format the document as a signature document.

- ) Save the document using the title Two-Up.

Signature documents are defined as "a large sheet printed with four or a multiple of four pages. When folded, it becomes a section of a book."

To format a signature document:

- ) In the Document catalog, select the document <Advanced-Formatting>.
- ) MARK Get.
- ) Select the entire document (COM-E).
- ) PRESS COM-LOOK to display the Paragraph menu.
- ) Set the right margin of the document at 216 points.
- ) MARK Apply.
- ) Save the document using the title Signature.

The page number position in this document has been predetermined for you. You will learn in a later module how to manipulate the position of page numbers, as it is important when creating a two-up or signature document.

- ) Open the Print menu.
- ) MARK Signature.

) MARK Duplex.

Select other print options (number of copies).

The number in the bracket following Signature size: indicates the number of pages printed in the signature group. For example, the number 16 in the Signature size: bracket equals 8 actual pieces of paper that will come out of the printer (two pages to a side). Do not change the number at this time.

) MARK Apply.

Pick up the document at your printer. You should see that the document is landscaped with two columns of text on either side, each having a page number at the top. The page numbers should be 2 and 3 on one side and 1 and 4 on the other. Notice that the page numbers changed when you formatted the document as a signature document. If fold them in half you will see that you can use the signature feature for creating booklet-type documents.

#### ABBREVIATIONS

The System 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 expansion: it may be just one or two words long, or it may be one or more paragraphs.

To define a new abbreviation:

) MARK Abbreviations in the System menu.

In the document window, select or type the text that is to be the expansion of the new abbreviation. For this exercise, type United States of America.

) Select the text to be abbreviated (United States of America).

) Position the caret in the brackets following Def abbr.

) Type usa

) MARK Def abbr.

The new abbreviation is now defined, and the letters `usa` appear in the Abbreviations catalog.

To expand the abbreviation:

- ) In the document window, Type `usa`.
- ) While HOLDING down the COM KEY...
- ) TYPE `x`.

`usa` was expanded to read United States of America.

To expand text after you have completed typing the document, select the characters, then hold down the COM KEY and type `x`. The abbreviation will be expanded.

To view the abbreviations catalog:

- ) MARK Abbreviations.

A list of abbreviations appears below the Abbreviations menu.

- ) To delete an abbreviation:
- ) Select the abbreviation.
- ) MARK Delete. The abbreviation will have a line through it.
- ) MARK Apply.

To Undelete an abbreviation:

- ) Before you have applied the delete command, MARK Undelete.

If you have already applied the Delete command, you cannot undelete the deletion.

To inspect the expansions defined for each of the abbreviations:

- ) In the Abbreviations menu MARK Detail.

To dismiss the detailed abbreviations catalog:

- ) MARK Detail again.
- ) To dismiss the Abbreviations menu, mark the **Ö** after Apply.