
MODULE 5**TEXT MANIPULATION**

This module introduces you to text manipulation features. These features are designed give you maximum flexibility with a minimum of effort.

You will be asked to perform tasks. When you come to the indented paragraphs, follow the instructions.

PREREQUISITES

Completion of Module 4: EDITING

OBJECTIVES

At the end of this module you will have learned:

1. How to move text passages.
2. How to copy a text passage.
3. How to exchange one passage for another.
4. How to use Find <>.
5. How to use Substitute <> for <> and Confirm.

TEXT MANIPULATION

This document was created and edited using the Xerox Document System.

Imagine a person sitting at a typewriter, typing one of these modules. Think of the work involved when the module is reorganized and a new draft is required.

Moving a single paragraph from one position on a page to another would require retyping the entire page.

This system provides features which allow you to move a passage, make a copy of a passage, or exchange one passage for another. All text is automatically adjusted around the new space requirement. Reorganizing a document is incredibly easy.

There may be times when you need to move a text passage (or several passages) from one position in the document to another. Other times you may need to exchange one passage for another or perhaps make a copy of a passage so it appears twice in the document.

-) Enter the Editor.
-) Open the document directory; Get TEXT-MANIPULATION.

The next section (MOVING TEXT PASSAGES) 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 and get the correct document.

-) Begin reading from the screen. The heading (MOVING TEXT PASSAGES) should be visible.
-) You will periodically have to scroll.

MOVING TEXT PASSAGES

You may need to move text passages from one place to another. For example, if you are composing a document at the keyboard, you may want to move passages for better organization.

-) Locate the MOVE key in the upper right-hand corner of the keyboard.

It is used when moving text passages from one area of the document to another. To move a text passage:

Position the insertion caret at the location in the document where the text passage will appear after it has been moved.

Hold down the MOVE key while you select the text passage you want to move. Extend your selection to include the necessary spaces and punctuation.

Selections made while holding down the MOVE key will have a dotted underline instead of the solid underline. The dotted underline indicates a secondary selection (the primary selection was the positioning of the insertion caret).

Release the MOVE key when the desired passage has been selected.

When you release the MOVE key, the selected passage will move from its original location to the new location. The insertion caret will move to the end of the moved selection.

-) Select and delete the caret marker in the examples below (this will position the insertion caret properly).
-) Move the bold underlined passage (do not forget the punctuation and spaces). Use the procedure above when moving.
-) Delete or insert spaces and replace upper and/or lower case characters where appropriate.

I &glanced at my mother-in-law and pulled away from the side of the road, headed over the embankment.

An invisible car came &and struck my vehicle out of and ~~and~~ ~~here~~, shed.

&I drove into the wrong house se coming home and collided with a tree I don't have. Move this sentence to a position directly in front of the previous sentence; after the move you must add two spaces following this period.

&When I fell asleep at the wheel and had the accident I had been driving for forty years

My &was legally parked as it backed into the other vehicle.

-) Practice moving text on this page, then proceed to the next section.

COPYING TEXT PASSAGES

There may be times when you want a copy of a text passage to be positioned elsewhere in the document. When making a copy of a passage, the passage remains in its original position in the document while a copy of that passage is transferred elsewhere.

The `SHIFT` key has two functions. It provides upper case representation of all keys on the keyboard and it also allows you to make a copy of text passages.

The procedure to copy a text passage is the same as to move a passage except you hold down the `SHIFT` key instead of the `MOVE` key. To copy a text passage:

Position the insertion caret to indicate where the copy will appear in the document after it has been copied.

Hold down the `SHIFT` key while you select the passage to be copied. Include spaces and punctuation.

Release the `SHIFT` key when the passage to be copied has been selected (dotted underline). Insert spaces and/or punctuation where necessary.

When copying passages, extend your selection to include any necessary spaces and punctuation.

-) Delete the caret marker supplied in the examples below (this will position the insertion caret properly).
-) Copy the bold underlined passage, Phase
-) Repeat the delete and copy procedure until Phase appears before Two through Six.

Phase One: Position the insertion caret (select and delete the caret marker).

&Two: Hold down the `SHIFT` key as you select the passage to be copied.

&Three: Include spaces and punctuation in your selection where necessary.

- &Four: Release the SHIFT key when the passage to be copied has been selected (dotted underline).
- &Five: Insert spaces and/or punctuation where necessary to finish editing.
- &Six: When copying the same passage into several locations, you may use the DO key to repeat the copy command.

Using the DO key to repeat deleting the caret marker and copying the same passage into several locations would have decreased the time you spent by 50%!

-) Press the CANCL key. This will cancel the last delete and copy sequence. The caret marker should now appear before Six in the example above.
-) Select and delete Phas and copy the caret marker back into its original location. This is a reversal of the original exercise.
-) Use the DO key to repeat the deletion and copy sequence.

Practice copying text, then continue on to the next section.

EXCHANGING TEXT PASSAGES

Exchanging passages involves the use of both the MOVE and SHIFT (copy) keys. When exchanging one passage with another, you must select them both, but you cannot select them at the same time. Exchanging passages involves two selections.

Select the first passage.

Press and release the MOVE key. The cursor arrow should have a box at the bottom.

Hold down the SHIFT key while you select the second passage (the one you will exchange for the first selection).

When the passage to be exchanged is selected (dotted underline), release the SHIFT key.

-) Exchange the bold underlined passages within each sentence in the example below. Use the four steps above to walk yourself through the exercise.

I pulled away from the side of the road, glanced at the embankment and headed over my mother-in-law

Exchange this sentence with the one following. Exchanging passages is quite easy!

-) Exchange RED with BLUE in each column (word selection) in the following example.
-) Exchange YELLOW with GREEN.
-) When you have finished, the columns should read BLUE GREEN YELLOW RED.

RED	YELLOW	GREEN	BLUE
RED	YELLOW	GREEN	BLUE
RED	YELLOW	GREEN	BLUE

Practice copying, moving and exchanging.

When you are comfortable with the information covered in this exercise, continue.

SEARCHING

Look at the Main menu and locate the word FIND. This command is used when you want to find specific characters or strings of characters, perhaps to locate a position within a document rapidly. When this command is used, the document is scrolled to the first occurrence of that word or string. The character or character string specified will be underlined.

To use the FIND command, scroll to the position in the document that you wish the search to begin. The search will start at the selected point indicated and proceed through the rest of the document. Select something (ie. a word) within the area you wish the search to begin to place the blinking caret in front of the text to be searched.

In the blank after find, type the word(s) to be found. Mark FIND. If you want the system to continue finding, press DO.

-) Select the title SEARCHING to move the blinking caret in front of SEARCHING.
-) Type the word "the" in the blanks after Find. <the>
-) Mark Find.
-) When the system finds the first "the", DO to continue the Find
-) Move the blinking caret in front of SEARCHING again.
-) Find <system>.
-) When you understand Find, press CANCL to discontinue the Find command.

SEARCH AND REPLACE

Next to the Find command in the Main menu you see Subst <> for <> and the word Confirm. You can have the system search for a word or series of words and replace them with other words. This is called global search and replace. If you mark Confirm, the system will wait for you to Confirm that you want the substitution to occur in that instance. Otherwise the system will substitute in every place it finds the word(s).

If you use Confirm, you will press DO if you want the substitution to occur; you will press NEXT if you do not want that word(s) changed; you will press CANCL if you want the substitution to stop.

When you use Subst, you must highlight the part of the document you want to be searched. If you want to Subst throughout the entire document, you would hold down the Com key and touch the E.

-) Select the above three paragraphs
-) Type the word THE in the blank following Subst <THE>. Type the word the in the blank following for <the>. Mark Confirm. Mark Subst.
-) When the system finds the first the, press Next.
-) When the system finds the next the, press DO.

-) Continue pressing either DO or NEXT.
-) Practice Substituting throughout this document. When you understand it, touch CANCL.

When you have completed Substitute:

-) Update this document to retain its present condition. If you have forgotten how to update a document, refer to the summary at the end of Module 4.
-) Quit from the Editor and turn off the system.

SUMMARY MOVING A PASSAGE

Moving a passage.....Position.the.insertion caret to indicate where the passage will be positioned.

Hold down the MOVE key while selecting the passage you wish to move.

Release the MOVE key when the dotted underline includes all of the passage to be moved.

SUMMARY COPYING A PASSAGE

Copying a passage.....Position.the insertion caret to indicate where the copy will be positioned.

Hold down the SHIFT key while selecting the passage you wish to copy.

Release the SHIFT key when the dotted underline includes all of the passage to be copied.

SUMMARY EXCHANGING PASSAGES

Exchanging passages.....Select a passage which you want to exchange for another passage.

Press and release the MOVE key (the cursor should have a small box on the end of the arrow).

Hold down the SHIFT key while selecting the passage you wish to exchange for your initial selection.

Release the SHIFT key when the dotted underline includes all of the passage to be exchanged.
