

In this module you will create and save a document.

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

#### PREREQUISITES

Completion of Module 5: TEXT MANIPULATION.

#### OBJECTIVES

At the end of this module you will have learned:

1. How to create a document.
2. How to define a paragraph.
3. How to assign a title to a document.
4. How to save a newly created document.
5. How to end short lines within a paragraph.
6. How to select paragraphs.

## DOCUMENT CREATION

You have been working with documents which were created previously and saved in your document directory.

To create a document, enter the Editor. The document window will be empty, and the blinking caret will appear in front of a small, black triangle. This triangle is the end of document marker; it is your cue that this is the end of the document.

You remember that the blinking caret indicates where text will appear when typed into the document window. This is also true when the document window is empty; any text you type will appear in front of the blinking caret.

## TYPING PARAGRAPHS

The Xerox Document System is paragraph oriented. This means that text is separated into paragraphs and each paragraph is recognized as a separate unit. One paragraph may have different left or right margins, indentations and/or spacing than any other paragraph, or you have the option for all paragraphs in the document to look alike. Paragraphs must be defined as separate units. To define paragraphs, press (and release) the RETURN key once when you have finished typing the paragraph.

A RETURN tells the system that several lines are grouped within a paragraph. The system automatically provides single spacing between all lines within a paragraph and double spacing between all paragraphs; therefore, do only one return between paragraphs.

It is not necessary to type a RETURN at the end of a line. The system will determine when to end each line within a paragraph and will automatically bring any overflow down to the next line.

If you make a mistake, backspace (with the BS key) to erase the incorrect characters and continue typing the correct characters. If you wish to backspace words, hold down the COM key and touch the backspace (BS) key.

The shift lock is to the left of the shift key. When the Shift LOCK is down, all alpha characters are capitalized. However, the number and punctuation keys are still in lower case. If you want to type a symbol, you must Shift.

- ) Insert the disk into the processor and start the system.
- ) Enter the Editor.

- ) Begin typing the two paragraphs provided below. Watch the lines end automatically and text move down to the next line on the screen.
- ) REMEMBER: Do not type a RETURN to end a line; type only a single RETURN to end each paragraph.

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I was unable to stop in time and my car crashed into the other vehicle. The driver passengers then left immediately for vacation with injuries. (Since this is the last sentence in the paragraph, define the end of this paragraph by typing a single RETURN)

As I approached the intersection, a sign suddenly appeared in a place where no stop sign had ever appeared before. I was unable to stop in time to avoid an accident. (Since this is the last sentence in the paragraph, define the end of this paragraph typing a single RETURN.)

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When you have finished typing the two paragraphs above:

- ) Position the caret in front of the end of document marker and press the DO key.

Pressing the DO key will repeat the insertion of the two paragraphs you just typed. You should have four paragraphs on the screen.

It is time to save the document you just created. Before you can save this document, you must assign it a title.

#### DOCUMENT TITLE GUIDELINES

When assigning titles to documents, assign a different title to each document.

You may use any alpha characters (upper or lower case) or numbers in the document title. However, no more than 20 characters/numbers is advisable

The only punctuation recognized by the system is the period (no more than two) and the hyphen (as many hyphens as you like). Spaces and any other punctuation or symbol should never be used in assigning titles to documents.

Examples of system recognized document titles are:

DOCUMENT-PROPOSAL1	Document-Proposal-1
Document.proposal1	document-proposal1

Keep document titles short, yet descriptive enough to be recognized easily in the document directory.

Titles are grouped alphabetically, left to right, in the directory. Organize your document titles by a project related key word. In addition, it is good practice to end your document titles with a couple letters to indicate what system format the documents are in. For example documents created in the Editor (BravoX) would end with .bx (OrgReport.bx), documents created in Draw would end .draw (OrgChart.draw), and documents that have been made into Press files would end .press (OrgReport.press).

#### ORGANIZING TITLES IN THE DOCUMENT DIRECTORY

Think of the document directory as a file drawer containing folders. Each document title represents the label on a folder in the document directory.

) Take a moment to look at the titles in your document directory.

Titles in the document directory are read from left to right and are organized alphabetically. Document titles containing a number as the first character will appear before the alphabetical listing.

Organize your document titles as though you were putting the titles onto a folder label and filing the folder in a file drawer. Using key words or initials as the first part of the title allows you to group related documents together.

Group document titles by using task related key words. An example of key word titles is provided below:

126	127	135
APS 1.bx	APS 2.bx	APS 3.bx
BLT LETTER 2 80.bx	BLT MEMO 2 80.bx	BLT PROPOSAL.press
CHOCOLATE CAKE.bx	CHOCOLATE CREAM PIE.bx	CHOCOLATE PUDDING.bx
CORP LETTER 2 80.bx	CORP MEMO 2 80.bx	CORP PROPOSAL 1.draw
LEMON MERINGUE.bx	LEMON MOUSSE.bx	LEMON SOUFFLE.bx
and so on ...		

## ASSIGNING A TITLE

For each document that you save, follow the title convention below.

To complete these exercises, begin each title with your initials followed by a hyphen (no spaces) and a title of your choosing.

By using your initials before each document title, you will organize your documents in a central location in your document directory. To assign a title to this newly created document:

- ) Position the insertion caret in the Title: < > brackets in the Main menu.
- ) Type your initials, a hyphen and a title (title this document -CREATION). It is an Editor file, so add .bx to the title. (Your title should look something like this xx-creation.bx ) Confirm that the title appears in the Title: < > brackets in the document menu.
- ) Mark the Save all command in the system menu.
- ) When the screen returns to normal, open the document directory to confirm that the document was saved. The title should appear in alphabetical order.

Save any document every half hour. Documents are always saved in their present condition (their condition at the time the Save all command is marked).

## ADDING TO A NEWLY SAVED DOCUMENT

After saving a document (by marking the Save all command), you may need to add more text to it or edit what has been typed. To add to or edit a document:

As soon as the screen returns to normal, position the caret.

After editing for another half hour, update the document by marking the Save all command. The document will be saved in its present condition under the same title.

Continue editing and updating until your document is completed.

Even though you Save all every half hour, you assign a title only the first time you save a document. The title remains in the Title: <> brackets on the Main menu. Saving a document under the same title will update the document.

## ENDING SHORT LINES WITHIN A PARAGRAPH

Sometimes you will need to have short lines within a paragraph. You may be wondering how you can make text move down to the next line within a paragraph without having too much space between lines.

The example below contains three lines within a single paragraph. This means that there is something which is typed at the end of each line to move it down to the next line and not have extra space between lines.

Your Name  
 Your Address  
 Your Town, Your State, Zip Code

To end a line short of the right margin, hold down the `SHIFT` key as you type the `RETURN` key, then release the `SHIFT` key. A `SHIFT RETURN` tells the system to drop whatever is typed next down to the next line within a paragraph. This is how you would type your name and address:

Your Name `SHIFT RETURN`  
 Your Address `SHIFT RETURN`  
 Your Town, Your State, Zip Code `RETURN`

Follow the instructions below while typing a paragraph containing your name and address

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- ) Position the insertion caret before the end of document marker in the document you just created (scroll to the end of the document if it is not visible)
- ) Type your name.
- ) Hold down the `SHIFT` key while you press and release the `RETURN` key, then release the `SHIFT` key.
- ) Type your address.
- ) Hold down the `SHIFT` key while you press and release the `RETURN` key, then release the `SHIFT` key.
- ) Type your town, state and zip code.
- ) Type a `RETURN` to end the paragraph.

The paragraph on your screen should look like the example above (without the words SHIFT or RETURN). There should be three lines of text. Since you have added some text to your newly created document, you need to update your file:

- ) Update the document on your screen    Save all.

When your document has been updated, you will confirm that the three lines are a single paragraph.

- ) Select the paragraph containing your name and address.
- ) If all three lines within the paragraph are not underlined, make a paragraph selection again.

If all three lines are still not underlined, this indicates that you did not end the line properly (perhaps you did not hold the SHIFT key down when you typed the RETURN).

- ) If all three lines are still not underlined, follow the next three instructions.
- ) Type three lines containing your name and address again following the procedure for defining short lines within a paragraph.
- ) Save the document on your screen.
- ) Select the paragraph again.

Practice selecting paragraphs for review, then continue with the next section.

#### DOCUMENT SIZE RESTRICTION

It is important to read the status window beneath the document window. When saving a document, the status window tells you the title under which the document is being saved and how many characters are in the document.

There is a 60,000 character limit per document. 60,000 characters is about 20 pages of text. When saving documents, always read the status window to make sure you do not exceed the 60,000 character limit.

You may have a document which is close to the 60,000 character limit, yet you may still have much to add to the document. You will need to separate the large document into segments or chapters.

Each segment will be a separate document in the document directory. The procedure for making segments is:

Create a document (as usual).

Assign a title which indicates that this is Proposal-1 of a two or more part document. Example: Title: <Proposal-1.bx>

Save the document which is reaching the limit.

Create Proposal-2 as a new document. When you save the second part of the document, entitle it: Title: <Proposal-2.bx>.

Continue creating all the segments which will eventually be printed as one large document.

Printing large documents will be covered later.

- ) Read the review at the end of this module.
- ) Continue with the next module.
- ) If you intend to continue with the next module immediately, do not quit and do not remove your disk.
- ) If you intend to continue with the next module later, quit and remove your disk.



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SUMMARY CREATING A DOCUMENT

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Create a document.....Begin typing into an empty document window.

Define paragraphs.....Type a single RETURN when you wish to end a paragraph.

End short lines.....Hold down the SHIFT key while typing a single RETURN.

Assign a Title.....Position the insertion caret in the Title: < > brackets in the document menu and type your document title.

Save the document.....Mark the Save all command.

Editing and Updating.....Add to or edit your document as appropriate. Update your document!

IMPORTANT NOTE .....Update your document every half hour!

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