This is an applications-directed guide for the Xerox Document System, describing programs and system functions. This document contains explicit instructions required to accomplish the system functions. For detailed explanations, refer to Xerox Document System Reference Manual.
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EDITOR

1. BASIC OPERATIONS

1.1 Start a Session

Load disk(s)
Turn switch from LOAD to RUN and wait for READY light (Repeat if dual drive)
Press and release START Button
Type BravoX
Press RETURN key

1.2 Position Blinking Caret

Point cursor at text
Press and release mouse button per operation (as described later)
Note: caret is positioned before selection if point at beginning of selection; caret is positioned after selection if point at end of selection

1.3 Menus

Mark a menu command
Point cursor at any character in command
Press and release left mouse button

Menu options
Mark menu options
Point cursor at any character in option
Press and release left mouse button
Turn on menu options
White-on-black applies looks
Turn off menu options
Black-on-white clears looks
Neutralize menu options
Gray causes looks to be unaffected
Choice options
Turning on one look turns off other looks
Switch options
Looks turned on and off independently
Fill in menu blanks
Position blinking caret in menu blank
Type appropriate text
Expand menu to show detail
  Mark **Detail** menu command

Apply menu options
  Mark **Apply** menu command (leaves menu visible)
  or Press **Do** key (dismisses menu)

Dismiss a menu
  Mark **[X]** menu command
  or With cursor in window bar, in menu window, press and release right mouse button
  or Press **Cancel** key

### 1.4 Position a Document

Position cursor in scroll bar
Press and release appropriate mouse button
  - left button  "Scroll" line opposite cursor to top of display
  - middle button  "Thumb" to position in document relative to position of cursor
  - right button  "Scroll" line at top of display to opposite cursor

### 1.5 Text Selections

Select a character or word
Position cursor in text region
Press and release appropriate mouse button
  - left button  selects single character
  - middle button  selects single word
  - right button  extends a character or word selection

Select a line or paragraph
Position cursor in line bar
Press and release appropriate mouse button
  - left button  selects single line opposite cursor
  - middle button  selects single paragraph opposite cursor
  - right button  extends a line or paragraph selection

Select entire document
Position cursor anywhere in document
Press and hold **Com** key and type the letter e

### 1.6 Manipulate Windows

Position cursor in window bar
Press and release appropriate mouse button
  - left button  moves a window boundary
  - middle button  splits a window into panes
  - middle button with **Shift** key  opens a new window
  - right button  closes a window, or clears only document window
1.7 End a Session

Return to EXECUTIVE level

Mark **Exec** command in System Menu

*or* Press and hold **COM** key and type the letter **u**

Quit from Xerox Document System

Mark **Quit** command in System Menu

*or* Press and hold **COM** key and type the letter **q**

Unload disk(s)

Turn switch from **RUN** to **LOAD** and wait for **LOAD** light (Repeat if dual drive)

Unload disk(s)
2. WHOLE DOCUMENT OPERATIONS

2.1 The Document Directory

List entire Document Directory

Mark **Documents** command in System Menu to view Document Directory Menu and Document Directory

Inspect document properties

Mark **Detail** command in Document Directory Menu
Mark **Detail** command to return to original state

Dismiss Document Directory

Mark |X| command in Document Directory Menu
or Press **CANCEL** key

2.2 Management of the Document Directory

Select a document in Document Directory

Mark **Documents** command in System Menu to view Document Directory Menu
Select current version
Point, with cursor, at any character in title
Press and release left mouse button
Select back-up version
Point, with cursor, at dagger following title
Press and release left mouse button

Delete a document

Mark **Documents** command in System Menu to view Document Directory Menu
Select a document
Mark **Delete** menu command
Mark **Apply** menu command

Undelete a document that has been selected for deletion

Mark **Documents** command in System Menu to view Document Directory Menu
Select the document
Mark **Undelete** menu command

Copy a document (make a duplicate document)

Mark **Documents** command in System Menu to view Document Directory Menu
Select a document
Fill in **Copy to** menu blank with new document title
Mark **Copy to** menu command
Rename a document

Mark Documents command in System Menu to view Document Directory Menu
Select a document
Fill in Rename to menu blank with new document title
Mark Rename to menu command

Passwords on documents

Password a document

Mark Documents command in System Menu to view Document Directory Menu
Select a document
Fill in New password menu blank with password
Mark New password menu command

Change a password

Mark Documents command in System Menu to view Document Directory Menu
Select a document
Fill in Password menu blank with correct password
Fill in New password menu blank with new password
Mark New password menu command

Remove a password

Mark Documents command in System Menu to view Document Directory Menu
Select a document
Fill in Password menu blank with correct password
Leave New password menu blank empty
Mark New password menu command

Perform operation on passworded document

Mark Documents command in System Menu to view Document Directory Menu
Select a document
Fill in Password menu blank with correct password
Mark requested operation

Print Document Directory

Mark Documents command in System Menu to view Document Directory Menu
Mark Print directory command in Document Directory Menu to view Print Menu
Mark printer option
Mark options and fill in menu option blanks (see section 2.5 Print a Document)
Mark Apply menu command or press Do__key

2.3 Get a Document from the Document Directory

Using Document Directory Menu

Mark Documents command in System Menu to view Document Directory Menu
Select document title
Mark Get command in Document Directory Menu (dismisses Document Directory)
or Mark Get command in Main Menu (leaves Document Directory visible)

Using Main Menu with quick command mode

Press and hold COM__key and type the letter g_
Type document name in Title__menu blank
Press Do__key or mark Get__command in Main Menu
2.4 Save a Document

Save new document

Fill in Title menu blank in Main Menu with document name
Mark Save all command in System Menu
or Press and hold COM key and type the letter p

Update existing document, with same document name
Mark Save all command in System Menu
or Press and hold COM key and type the letter p

2.5 Print a Document

Print on xerographic printer

Mark Print command in Main Menu
or Press and hold COM key and type the letter h to view Print Menu
Mark Printer option on Print: on: line
Mark options and fill in menu option blanks
Mark Apply menu command or press DO key

Cancel printing on xerographic printer
Press CANCEL key before transmission is complete

Print on HyType II impact printer

Mark Print command in Main Menu
or Press and hold COM key and type the letter h to view Print Menu
Mark HyType option on Print: on: line
Mark mode (print wheel) option
Mark options and fill in menu option blanks
Mark Apply menu command or press DO key
Press DO key after message from system window

Suspend printing on HyType II impact printer
Press CANCEL key
Press DO key to resume printing

Cancel printing on HyType II impact printer
Press CANCEL key twice

2.6 Direct Typing With HyType II Impact Printer

Use as typewriter

Mark Type command in Main Menu to view Type Menu
Typewriter menu command is automatically invoked
Mark mode (print wheel) option
Blinking caret will be after Typewriter: in Type Menu
Type on keyboard
Type a selected passage

Mark **Type** command in Main Menu to view Type Menu
Mark mode (print wheel) option
Position HyType carriage, by using as typewriter
Select text to be typed
Mark **Type Selection** menu command

### 2.7 Display Format of a Document

Display format of entire document

Mark **Display mode** command in Main Menu
*or* press and hold **COM** key and type the letter **d** to view Display Mode Menu
Mark menu option(s)
Mark **Apply** menu command *or press **Do** key

Selective hardcopy display (paragraph property)

Using quick command mode

Select text
Press and hold **LOOK** key and type the letter **h**
Document is displayed in printer format
To cancel, press and hold **LOOK** key and **SHIFT** key and type the letter **h**

Using Paragraph Menu
Select text as paragraph selection
Mark **Looks** in Main Menu
*or* Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
Mark **Printer** menu option on Misc. line
Mark **Apply** menu command

Preview a document
View a document page by page as it would look printed

Mark **Print** command in Main Menu
*or* press and hold **COM** key and type the letter **h** to view Print Menu
Mark **Preview** menu command
Press **NEXT** key to view each page
Press **CANCEL** key to terminate

### 2.8 Transmit a Document Between Workstation and Remote Host

Remote host

Host address
Host address consists of an network number and a server number
Enclose address with square brackets []
Type Ethernet number followed by number sign #
Type server number followed by number sign #
Sample address:[34#65#]
Note:If transmitting within the same network, the network number may be omitted

Host name
Host name may be used in place of an address
Enclose name with square brackets []
Sample address:[Nutmeg]
Workstation to workstation document transmission

Transmit a document to a another workstation

With same document title

Mark *Documents* command in System Menu to view Document Directory Menu
Select document title to be transmitted
Fill in *Transmit to* menu blank with host
Mark *Transmit to* menu command

With new document title

Mark *Documents* command in System Menu to view Document Directory Menu
Select document title to be transmitted
Fill in *Copy to* menu blank with host and new title
Mark *Copy to* menu command

Receive a document from another workstation

Mark *Documents* command in System Menu to view Document Directory Menu
Mark *Receive* menu command

Workstation to IFS/Integrated File Server document transmission

Documents transmitted to IFS are filed on user directories and subdirectories
If IFS account name and password differ from disk

Mark *Detail* in System Menu
In *User* line, Fill in *Login name:* menu blank with account name
Fill in *password:* menu blank with password

IFS directory

IFS directory name is account name
Enclose directory name with pointed brackets <>
Follow subdirectory with pointed bracket >

Transmit a document to IFS

With same document title

Mark *Documents* command in System Menu to view Document Directory Menu
Select document title to be transmitted
Fill in *Transmit to* menu blank with host
Mark *Transmit to* menu command

With new document title

Mark *Documents* command in System Menu to view Document Directory Menu
Select document title to be transmitted
Fill in *Copy to* menu blank with host and new title
Mark *Copy to* menu command

Transmit a document to IFS to a sub-directory

Mark *Documents* command in System Menu to view Document Directory Menu
Select document title to be transmitted
Fill in *Copy to* menu blank with host, sub-directory and title
Mark *Copy to* menu command
IFS to Workstation document transmission
Get a document from IFS
From owned directory
  With no sub-directory
    Position blinking caret in title menu blank in Main Menu
    or Press and hold \texttt{COM} key and type the letter \texttt{g}
    Type host and document name in Title menu blank
    Press \texttt{Do} key, or mark \texttt{Get} command in Main Menu
  With sub-directory
    Position blinking caret in title menu blank in Main Menu
    or Press and hold \texttt{COM} key and type the letter \texttt{g}
    Type host, sub-directory and document name in Title menu blank
    Press \texttt{Do} key, or mark \texttt{Get} command in Main Menu
From another directory
  Position blinking caret in title menu blank in Main Menu
  or Press and hold \texttt{COM} key and type the letter \texttt{g}
  Type host, directory, sub-directory and document name in Title menu blank
  Press \texttt{Do} key, or mark \texttt{Get} command in Main Menu
3. **EDITING OPERATIONS**

3.1 **Enter Text**

Enter text
- Position blinking caret
- Type on keyboard

Insert command
- Move caret to beginning of selection
  - Press and hold `COM` key and type the letter `i`

Append command
- Move caret to end of selection
  - Press and hold `COM` key and type the letter `a`

**Keyboard conventions**
- Backspace
  - Press `BS` key to erase a single character
  - Press and hold `COM` key and press `BS` key to erase a word
- Uppercase
  - Press `SHIFT` key to affect alphabetic and nonalphabetic characters
  - Press `LOCK` key to affect alphabetic characters only
- Tabulate
  - Press `TAB` key to insert a tab character in document
- End-of-paragraph
  - Press `RETURN` key to insert an end-of-paragraph character
- End-of-line
  - Press and hold `SHIFT` key and press `RETURN` key to insert end-of-line character

3.2 **Delete Text**

Select text for deletion
- Press `DEL` key

3.3 **Move Text**

Move text
- Move current selection to another location (forward move)
  - Select text to be moved
  - Press `MOVE` key
  - Position blinking caret at insertion point
- Move to current insertion point from another location (backward move)
  - Position blinking caret at insertion point
  - Press and hold `MOVE` key
  - Select text to be moved
  - Release `MOVE` key
Copy text
Position blinking caret at insertion point
Press and hold SHIFT key
Select text to be copied
Release SHIFT key

Exchange text
Select first text to be exchanged
Press MOVE key
Press and hold SHIFT key
Select secondary text to be exchanged
Release SHIFT key

Move, Copy, or Exchange text in same document
Split window
Scroll to desired text
Follow above command sequence to Move, Copy, or Exchange text
Close split window

Move, Copy, or Exchange text from separate document
Open new window
Retrieve document that contains desired text
Follow above command sequence to Move, Copy, or Exchange text
Mark Save all to save edited document
Close new window

3.4 Replace Text

Simple replacement
Select text to be replaced
Press DEL key
Insert, Move or Copy text that is to replace old text

Substitute text
Simple substitution using menu command
Select text of document to be affected
Fill in Subst menu blank in Main Menu with new text
Press NEXT key
Fill in for menu blank with old text
Mark Subst menu command

Simple substitution using quick command mode
Select text of document to be affected
Press and hold COM key and type the letter s
Fill in Subst menu blank in Main Menu with new text
Press NEXT key
Fill in for menu blank with old text
Press DO key
Selective substitution

Mark Confirm in Main Menu
Follow above substitution command sequence
Choose one of three actions at each old text location
- Press Do key to perform substitution
- Press Next key to skip the substitution
- Press Cancel key to cancel further substitutions

3.5 Search For Text

Find text
Using Main Menu command
- Position blinking caret at beginning of text to be searched
- Fill in Find menu blank in Main Menu with text
- Mark Find command in Main Menu
Using quick command mode
- Position blinking caret at beginning of text to be searched
- Press and hold Com key and type the letter f
- Fill in Find menu blank in Main Menu with text
- Press Do key
Locate blinking caret and move current selection to top of display
- Press and hold Com key and type the letter l

3.6 Abbreviations

Define an abbreviation
- Mark Abbreviations command in System Menu to view Abbreviations Menu
- Select text to be the expansion of the new abbreviation
- Fill in Define abbr menu blank in Abbreviations Menu with abbreviation
- Mark Define abbr menu command
  (The abbreviation will appear in the Abbreviations Catalog)

Expand an abbreviation
During type-in
- Type abbreviation
  - Press and hold Com key and type the letter x
By selection
- Select text to be the expanded
  - Press and hold Com key and type the letter x

The Abbreviation Catalog
List entire Abbreviations Catalog
- Mark Abbreviations command in System Menu to view Abbreviations Menu
Inspect abbreviation expansions
- Mark Abbreviations command in System Menu to view Abbreviations Menu
- Mark Detail menu command
- Mark Detail command to return to original state
Delete an abbreviation

Mark **Abbreviations** command in System Menu to view Abbreviations Menu
Select an abbreviation
Mark **Delete** menu command
Mark **Apply** menu command
Press **D** key to confirm deletions

Undelete an abbreviation that has been selected for deletion

Mark **Abbreviations** command in System Menu to view Abbreviations Menu
Select an abbreviation
Mark **Undelete** menu command

Summary of pre-defined abbreviations

<table>
<thead>
<tr>
<th>Special Information</th>
<th>Initiate</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 21, 1980</td>
<td>current date</td>
</tr>
<tr>
<td>8:57 AM</td>
<td>current time</td>
</tr>
</tbody>
</table>

- **Graphic Character**
  - Spanish ?
  - c-cedilla
  - umlaut
  - grave accent
  - ff ligature
  - open quote
  - Spanish !
  - acute accent
  - page break
  - minus sign
  - em quad space
  - tilda
  - ffi ligature
  - ffi ligature
  - em dash
  - fi ligature
  - fl ligature
  - en dash
  - en quad space

3.7 Sort a Table

Enter a table

Format each row of table as a separate paragraph
Separate each column with a tab character (sort key)

Sort a table in ascending order

Select entire table
Fill in **Sort** menu blank with number of column to sort
(Note: Stub column is 0, column after first tab character is 1, etc.)
Mark **Sort** menu command
Sort a table in descending order
   Select entire table
   Fill in Sort menu blank with \texttt{d__} followed by number of column to sort
   (Note: First column is \texttt{0} (zero), etc.)
   Mark Sort menu command

3.8 **Repeat Commands**
   Repeat the last editing operation
   Press \texttt{Do__} key

3.9 **Undo Commands**
   Undo the last command
   Press \texttt{CANCEL__} key
   Undo the \texttt{CANCEL__} command
   Press and hold \texttt{SHIFT__} key and press \texttt{CANCEL__} key
4. FORMATTING: TEXT CHARACTERS

4.1 Specify Character Looks With the Character Menu

Menu options
Switch options: Type
Choice options: Face, Size, Case, Offset, Tab pattern

Neutralize menu options
Neutralize entire menu
Mark Neutral menu command
Neutralize individual options
Mark menu option(s) to change to gray

Specify looks
Select text as word or character selection
Mark Looks in Main Menu
or Press and hold COM key and press LOOK key to view Character Menu
Mark menu options
Mark Apply menu command

Specify global looks
Select text as word or character selection
Mark Looks in Main Menu
or Press and hold COM key and press LOOK key to view Character Menu
Mark Neutral menu command
Mark menu option(s) to affect selected text
Mark Apply menu command

4.2 Specify Character Looks With the LOOK Key

Specify looks during type-in
To apply a character look
Select text as word or character selection
Press and hold LOOK key
Type letter or press key for desired look
To cancel a character look
Select text as word or character selection
Press and hold LOOK key and SHIFT key
Type letter or press key for look to be canceled
Specify looks on existing text

To apply a look
Select text
Press and hold **LOOK** key
Type letter or press key for desired look, twice

To cancel a look
Select text
Press and hold **LOOK** key and **SHIFT** key
Type letter or press key for look to be canceled, twice

Cancel all character looks, except face, size, and case
Cancel looks during type-in
Press and hold **LOOK** key
Press **SPACE** key
Cancel looks on existing text
Press and hold **LOOK** key
Press **SPACE** bar, twice

Summary of preset styles:

<table>
<thead>
<tr>
<th>Initiate</th>
<th>Cancel</th>
<th>Initiate</th>
<th>As an Editing Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOOK b</strong></td>
<td><strong>LOOK SHIFT b</strong></td>
<td><strong>LOOK bb</strong></td>
<td><strong>LOOK SHIFT bb</strong></td>
</tr>
<tr>
<td><strong>LOOK i</strong></td>
<td><strong>LOOK SHIFT i</strong></td>
<td><strong>LOOK ii</strong></td>
<td><strong>LOOK SHIFT ii</strong></td>
</tr>
<tr>
<td><strong>LOOK --</strong></td>
<td><strong>LOOK SHIFT --</strong></td>
<td><strong>LOOK ==</strong></td>
<td><strong>LOOK SHIFT ==</strong></td>
</tr>
<tr>
<td><strong>LOOK DEL</strong></td>
<td><strong>LOOK SHIFT DEL</strong></td>
<td><strong>LOOK DELDEL</strong></td>
<td><strong>LOOK SHIFT DELDEL</strong></td>
</tr>
<tr>
<td><strong>LOOK u</strong></td>
<td><strong>LOOK SHIFT u</strong></td>
<td><strong>LOOK uu</strong></td>
<td><strong>LOOK SHIFT uu</strong></td>
</tr>
<tr>
<td><strong>LOOK d</strong></td>
<td><strong>LOOK SHIFT d</strong></td>
<td><strong>LOOK dd</strong></td>
<td><strong>LOOK SHIFT dd</strong></td>
</tr>
<tr>
<td><strong>LOOK z</strong></td>
<td><strong>LOOK z</strong></td>
<td><strong>LOOK z</strong></td>
<td><strong>LOOK z</strong></td>
</tr>
</tbody>
</table>

Summary of preset fonts (faces):

<table>
<thead>
<tr>
<th>Initiate</th>
<th>Cancel</th>
<th>Initiate</th>
<th>As an Editing Function</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LOOK 0</strong></td>
<td>TimesRoman 10</td>
<td><strong>LOOK other</strong></td>
<td>TimesRoman 10</td>
</tr>
<tr>
<td><strong>LOOK 1</strong></td>
<td>TimesRoman 8</td>
<td><strong>LOOK other</strong></td>
<td>TimesRoman 8</td>
</tr>
<tr>
<td><strong>LOOK 2</strong></td>
<td>TimesRoman 12</td>
<td><strong>LOOK other</strong></td>
<td>TimesRoman 12</td>
</tr>
<tr>
<td><strong>LOOK 3</strong></td>
<td>TimesRoman 18</td>
<td><strong>LOOK other</strong></td>
<td>TimesRoman 18</td>
</tr>
<tr>
<td><strong>LOOK 4</strong></td>
<td>Helvetica 10</td>
<td><strong>LOOK other</strong></td>
<td>Helvetica 10</td>
</tr>
<tr>
<td><strong>LOOK 5</strong></td>
<td>Helvetica 8</td>
<td><strong>LOOK other</strong></td>
<td>Helvetica 8</td>
</tr>
<tr>
<td><strong>LOOK 6</strong></td>
<td>Helvetica 12</td>
<td><strong>LOOK other</strong></td>
<td>Helvetica 12</td>
</tr>
<tr>
<td><strong>LOOK 7</strong></td>
<td>Helvetica 18</td>
<td><strong>LOOK other</strong></td>
<td>Helvetica 18</td>
</tr>
<tr>
<td><strong>LOOK 8</strong></td>
<td>Elite 10</td>
<td><strong>LOOK other</strong></td>
<td>Elite 10</td>
</tr>
<tr>
<td><strong>LOOK 9</strong></td>
<td>Symbols 10</td>
<td><strong>LOOK other</strong></td>
<td>Symbols 10</td>
</tr>
</tbody>
</table>
4.3 Discretionary Hyphens

Discretionary Hyphen
   A special type of hyphen within a paragraph, that is not displayed or printed unless it happens to fall at the end of a line

Type a discretionary hyphen within a document
   Position blinking caret at separation point within word
   Type an ordinary hyphen
   Press and hold COM key and type y_

4.4 Copy Character Looks

Select text to copy looks to
   Press and hold LOOK key
Select text to copy looks from (secondary selection)
   Release LOOK key

4.5 Inspect Character Looks

Select character
   Mark Looks in Main Menu
   or Press and hold COM key and press LOOK key to view Character Menu
Current character looks will be displayed white-on-black
5. **Formatting: Paragraphs**

### 5.1 Separate Paragraphs

Position blinking caret at separation point
Press the **RETURN** key

### 5.2 Specify Paragraph Looks With the Paragraph Menu

Menu options
- **Switch options:** Leader dots tab
- **Choice options:** Units for measurement of carriage scale and menu blanks distances, Alignment for paragraph margins, Tab alignment options

Paragraph Alignment
- **Left** straight left margin with ragged right margin
- **Right** straight right margin with ragged left margin
- **Centered** text centered with ragged right and left margins
- **Justified** straight right and left margins

Units for measurement of distances
- **Options for measurement**
  - Inches
  - Picas  6 picas per inch
  - Points  72 points per inch, 12 points per pica

Specify distances on paragraph menu
- **Mark menu option**
  - Distances are calibrated to measurement unit specified

Neutralize menu options
- **Neutralize entire menu**
  - Mark **Neutral** menu command

Neutralize individual options
- **Mark menu option(s) to change to gray**

Specify looks
- **Select paragraph**
  - Mark **Looks** in Main Menu
  - or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
  - Mark menu options and/or fill in menu blanks
  - Mark **Apply** menu command or press **DO** key

Specify global looks
- **Select text as paragraph selection**
  - Mark **Looks** in Main Menu
  - or Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
  - Mark **Neutral** menu command
  - Mark menu options and/or fill in menu blanks
  - Mark **Apply** menu command
5.3 Specify Margins with the Paragraph Menu

Margin settings displayed in Paragraph Menu

- Left margin, 1st line
- Left margin, except 1st line
- Right margin

Set margins with carriage scale

Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
Mark choice option for units of measurement
Move cursor into carriage region
Point at black spot representing margin to be changed
Press and hold left mouse button
Track the margin bar to new setting
Release mouse button
Mark **Apply** menu command *or* press **DO** key

5.4 Specify Tabs with the Paragraph Menu

Tab alignment control options

- Left-aligned tab - left end of the text aligns at the point of the tab
- Right-aligned tab - right end of the text aligns at the point of the tab
- Centered tab - the text is centered at the point of the tab
- Aligned tab - designated character aligns at the point of the tab
- Leader dots - inserted automatically ahead of the tabulated text; may be combined with any other tab option

Set a tab with carriage scale

Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
Mark tab option(s) on **Tabs:** line
Move cursor into carriage scale tab region
Track the cursor to desired setting
Press and release middle mouse button
Mark **Apply** menu command *or* press **DO** key

Move a tab with carriage scale

Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold **COM** key and press **LOOK** key to view Paragraph Menu
Move cursor into carriage scale tab region
Point at tab arrow to be moved
Press and hold left mouse button
Track the tab arrow to desired setting
Release mouse button
Mark **Apply** menu command *or* press **DO** key
Clear a tab with carriage scale
Select paragraph
Mark \textbf{Looks} in Main Menu
or Press and hold \textbf{COM} key and press \textbf{LOOK} key to view Paragraph Menu
Move cursor into carriage scale tab region
Point at tab arrow to be cleared
Press and release right mouse button
Mark \textbf{Apply} menu command or press \textbf{DO} key

Change an existing tab with carriage scale
Select paragraph
Mark \textbf{Looks} in Main Menu
or Press and hold \textbf{COM} key and press \textbf{LOOK} key to view Paragraph Menu
Mark new tab option(s) on \textit{Tabs:} line
Move cursor into carriage scale tab region
Track the cursor to existing tab position
Press and release middle mouse button
Mark \textbf{Apply} menu command or press \textbf{DO} key

Tab patterns
Tab pattern
A character look assigned to a tab character for emphasis
Assign a tab pattern
Select tab character
Mark \textbf{Looks} in Main Menu
or Press and hold \textbf{COM} key and press \textbf{LOOK} key to view Character Menu
Mark pattern on \textit{Tab pattern:} line
Mark \textbf{Apply} menu command or press \textbf{DO} key

5.5 Specify Vertical Spacing with the Paragraph Menu

Vertical spacing  Leading
Line spacing  amount of open space between lines in a paragraph
Paragraph spacing  amount of open space above and/or below a paragraph, separating it from surrounding paragraphs

Specify controlled spacing options
Select paragraph
Mark \textbf{Looks} in Main Menu
or Press and hold \textbf{COM} key and press \textbf{LOOK} key to view Paragraph Menu
Specify line spacing in \textit{Lead:} line
Fill in \textit{line, spacing} menu blank with number of points
Specify paragraph spacing in \textit{Lead:} line
Fill in \textit{before:} menu blank with number of points
Fill in \textit{after:} menu blank with number of points
Mark \textbf{Apply} menu command or press \textbf{DO} key
5.6 Specify Paragraph Looks With the Look Key

Specify looks

To apply a paragraph look
Select paragraph
Press and hold LOOK key
Type letter or press key for desired look

To cancel a paragraph look
Select paragraph
Press and hold LOOK key and SHIFT key
Type letter or press key for look to be canceled

Specify distances
Nesting
Indent left margin one-half inch
Open paragraph spacing
Increase or decrease before paragraph spacing

Summary of preset formats

While Typing or As an Editing Function

<table>
<thead>
<tr>
<th>Initiate</th>
<th>Cancel</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOOK c</td>
<td>centered L, i, or r</td>
</tr>
<tr>
<td>LOOK j</td>
<td>justified L, c, or r</td>
</tr>
<tr>
<td>LOOK f</td>
<td>flush left L, c, i, or r</td>
</tr>
<tr>
<td>LOOK r</td>
<td>flush right L, i, or c</td>
</tr>
<tr>
<td>LOOK n</td>
<td>nested &quot; L, c, i, or r</td>
</tr>
<tr>
<td>LOOK a</td>
<td>before para 12 pts L, c, i, or r</td>
</tr>
<tr>
<td>LOOK q</td>
<td>before para 6 pts L, c, i, or r</td>
</tr>
<tr>
<td>LOOK h</td>
<td>hardcopy L, c, i, or r</td>
</tr>
<tr>
<td>LOOK ;</td>
<td>profile L, c, i, or r</td>
</tr>
</tbody>
</table>

5.7 Copy Paragraph Looks

Select paragraph to copy looks to
Press and hold LOOK key
Select paragraph to copy looks from (secondary selection)
Release LOOK key

5.8 Inspect Paragraph Looks

Select paragraph
Mark Looks in Main Menu
or Press and hold COM key and press LOOK key to view Paragraph Menu
6. FORMATTING: WHOLE DOCUMENTS

6.1 Page Boundaries

Inspect page boundaries

Select first character in document

Mark Next page command in Main Menu

or Press and hold COM key and type the letter n

First line of new page will be underlined at top of window

Mark Next page menu command or Press DO key to display each subsequent page

Set page boundaries

Select paragraph in document to begin new page

Mark Look in Main menu

or Press and hold COM key and press LOOK key to display Paragraph Menu

In New page: line mark Before or After switch option

Mark Apply menu command, or press DO key

Keep text together

Keep

Force a page break before selected paragraph if there is less than specified amount of space left on current page

Specify Keep space

Select paragraph

Mark Look in Main menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

In the Keep: line specify amount of space required

Fill in keep menu blank with number of points

Mark Apply menu command, or press DO key

Keep heading with paragraph text

Keep with 2 lines of paragraph

Select heading paragraph

Mark Look in Main menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

In the Keep: line mark Heading option

Mark Apply menu command, or press DO key

Keep with entire paragraph

Select heading paragraph

Mark Look in Main menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

In the Keep: line mark Heading and Start options

Mark Apply menu command, or press DO key

Keep with more than 1 paragraph

Select following paragraph(s)

Mark Look in Main menu

or Press and hold COM key and press LOOK key to view Paragraph Menu

In the Keep: line mark Cont option

Mark Apply menu command, or press DO key
6.2 Vertical Positioning

Vertical position

Control vertical positioning of a paragraph on the page by specifying the position of the top of the paragraph, measured upward from the bottom edge of the paper.

Specify vertical position

Select paragraph
Mark Look in Main menu
or Press and hold COM key and press LOOK key to view Paragraph Menu
In Misc line, fill in vert pos menu blank with number of units
Mark Apply menu command or press DO key

6.3 Document Profile

Document profile

A special block of information placed at the beginning of a document to control the formatting of the printed document as a whole, made up of categories and options within categories.

Create a document profile

Place profile at very beginning of document
Specify distances in points or inches
   For points, type distance with units only
   For inches, type distance followed by "_" (symbol for inches)
Type category then desired option(s)
Put space between options within category
Put end-of-line character only after last option in category
(Options for a category may carry over to second line, but there must be no end-of-line character between the lines)
Put end-of-paragraph character after last category

Set profile property

Set profile property with paragraph menu
Select paragraph(s)
Press and hold COM key and press LOOK key view Paragraph Menu
Mark Profile menu option on Misc line
Mark Apply menu command or press DO key
Set profile property using quick command
Select paragraph(s)
Press and hold LOOK key and type the character "_"

Categories and options

Page Numbers category
Print page numbers
   Type Page Numbers:__ followed by confirmation Yes__ or No__
   If No, omit all following options
   If Yes, may follow with any option(s)
Options that control page numbers
To begin with number other than 1, type First____Page:____ followed by number
To suppress printing on first page, type Not-on-first-page____

Options that position page numbers
Type Horizontal:__ and Vertical:__ each followed by distance

Options for Roman page numbers
For lowercase roman numerals, type Roman____
For uppercase roman numerals, type Uppercase____Roman____

Line Numbers category
Print line numbers
Type Line_Numerals:__ followed by confirmation Yes____
If no line numbers wanted, omit category and options from profile
If Yes, may follow with any option(s)

Options that control line numbers
To control frequency, specify Modulus:____ followed by frequency
To begin with number other than 1, type First____Line:____ followed by number
To start numbering at for each page, type Page-relative____

Margins category
Control margins
Type Margins:__ followed by option(s)

Options that control margins
Type Top:__ and/or Bottom:__ followed by distances, measuring inward from paper edge

Option for binding margin for 2-sided printing of document to be bound
Type Binding:__ followed by distance, to displace text to right on odd-numbered pages and to left on even-numbered pages

Paper Size category
Specify size
Type Paper_Size:__ followed by option

Options that specify size
Choose one (1) option
Type Height:__ and/or Width:__ each followed by distance
Type Standard__for 8|"x11"
Type Legal__for 8|"x14"
or Type A4__for 210mm x 297mm

Columns category
Control number of columns
Type Columns:__ followed by number
Follow with options

Option to control right and left full page margins
Type Edge_Margin:__ followed by distance of white space from page edges

Option to control column separation
Type Between_Columns:__ followed by distance between left margins of columns
Control column width
Measure usable space
Divide by the number of columns
Set right margin of text with carriage scale

Footnotes category
Placement of footnotes
Footnote are always printed at bottom of page and separate from text

Control footnotes
Type Footnotes: followed by option
Option to renumber footnotes throughout document, starting at 1
Type Renumber

Footnote Heading categories
Category to print heading above footnotes
Type Footnote Heading:
Press RETURN key
Type text of heading
Press RETURN key

Category to print heading for footnotes that carry over to next page
Type Footnote Heading: Continued
Press RETURN key
Type text of continued heading
Press RETURN key

Heading categories
Single heading
Category to print heading on each page of document
Type Heading:
May follow with option
Press RETURN key
Type text of heading
Press RETURN key

Option to suppress printing of heading on first page
Type Not-on-first-page

Format text of heading
Type as separate and single paragraph
After each line press and hold SHIFT key and press RETURN key
Specify position on page by assigning vertical position in Paragraph Menu
Set profile property

Multiple headings
Category for first heading
Type Heading_1:
Follow Single heading sequence

Category for second heading
Type Heading_2:
Follow Single heading sequence
Odd/Even heading for 2-sided printing
Category for right pages heading
  Type Odd_Heading:
    Follow Single heading sequence
Category for left pages heading
  Type Even_Heading:
    Follow Single heading sequence

Order and format of profile categories and options (sample profile)
  Page Numbers: Yes  Horizontal: 527  Vertical: 0.5"  First Page:15  Roman  Not-on-first-page
  Line Numbers: Yes  First Line: 221  Modulus: 10  Page-relative
  Margins: Top: 1.3" Bottom: 1"  Binding: 5
  Paper Size: Standard
  Columns: 2  Edge Margin: .75"  Between Columns: 4.0"
  Footnotes: Renumber

Footnote Heading:

                      * * * * * * * * * * * * * * * * * * * * * * * *

Footnote Heading:  Continued

                      * * * * * * * * * * * * * * * * * * * * * * * *

Heading: Not-on-first-page

QUICK REFERENCE GUIDE

Odd/Even Headings
Odd Heading:  Not-on-first-page

            CHAPTER 1

Even Heading:

QUICK REFERENCE GUIDE

6.4 Footnotes

Insert a single paragraph footnote
  Insert footnote reference at point in document
  Apply footnote reference character look
    While typing
      Press and hold LOOK key and type the letter f _
  As an editing function
      Press and hold LOOK key and type the letters ff _
  Insert footnote as paragraph with copy of corresponding reference
  Apply footnote text look to footnote passage
    While typing
      Press and hold LOOK key and type the letter t _
  As an editing function
      Press and hold LOOK key and type the letters tt _
Insert a multiple paragraph footnote
   Insert footnote reference at point in document
   Apply footnote reference character look as above
   Insert footnote paragraphs with copy of corresponding reference
   Apply footnote text look to footnote passage
      Apply to first paragraph
         Select paragraph
         Mark Look in Main menu
         or Press and hold COM key and press LOOK key to view Paragraph Menu
         In Footnote text: line mark Start switch option
         Mark Apply menu command, or press DO key
      Apply to second paragraph
         Select paragraph
         Mark Look in Main menu
         or Press and hold COM key and press LOOK key to view Paragraph Menu
         In Footnote text: line mark Cont switch option
         Mark Apply menu command, or press DO key

Renumber footnotes throughout a document
   Use Footnote category, Renumber option in document profile
   or Mark Renumber Footnotes choice option in Print Menu

6.5 The File Option for Printing Long Documents

File option
   If a document exceeds a 50,000 character limit, it must be split into two or more smaller documents, and a master document created to coordinate the parts; a master document consists of a one-paragraph document profile

Format all except last line in master document
   Type File:
   Press SPACE bar
   Type documentname
   Press and hold SHIFT key and press RETURN key

Format last line in master document
   Type File:
   Press SPACE bar
   Type documentname
   Press RETURN key

Create a master document
   List documents containing the parts on separate line, each introduced by label File:
      Type File: documentname.part1 followed by end-of-line character
      Type File: documentname.part2 followed by end-of-line character
      Repeat until all parts are listed
      Type File: documentname.partX followed by end-of-paragraph character

Set profile property
Save the document
Format of master document saved as documentname.master (sample)
File: documentname.part1
File: documentname.part2
File: documentname.part3
File: documentname.part4

Print a long document
Retrieve master document
Print the document

6.6 The Store: on file Option for Creating a Print/Press File

Store: on file option
Save a formatted version of a document for printing from the Alto Executive level.

Make print/press file
Mark Print command in Main Menu
or Press and hold COM key and type the letter h to view Print Menu
Specify title by filling in Store: on file <> menu blank
Mark Apply menu command or press DO key

Print print/press file
At Alto Executive level type Empress
Press SPACE bar
Type filename
Press RETURN key
See Empress Quick Reference Guide

6.7 Forms

Create a form
Type form as any other document
Surround each variable field with special brackets predefined abbreviation

Special Brackets   Initiate
<                begin field    <   COM x or #36   COM x
>                end field      >   COM x or #37   COM x

Lock a form
Create a form
Save the form
List Document Directory
Select the form title
Mark Lock form menu command
Form title in Document Directory will become italicized

Unlock a form
List Document Directory
Select the italicized form title
Mark Unlock form menu command
Form title in Document Directory will become normal
Fill in a locked form
Retrieve the form
The blinking caret appears in the first field and text is selected
Type desired text in field (old text is automatically deleted)
Press and release NEXT key
The blinking caret appears in the second field
Repeat until all field are filled in
Name the form
Perform desired operation(s)

Fill in an unlocked form
Retrieve the form
The blinking caret appears at beginning of document
Press and release NEXT key
The blinking caret appears in the first field
Proceed as locked form
Rename the form
Perform desired operation(s)

Edit a locked form
Unlock the form
Retrieve the form
Perform desired editing operations
Save the form
Lock the form

6.8 Horizontal scrolling to landscape a document
Horizonal scrolling moves text in document window to ease text input on a landscaped document

Scroll left
Press and hold COM key
Press and release left mouse button
Release COM key
Note: text moves approximately 1/2 " per action

Scroll right
Press and hold COM key
Press and release right mouse button
Release COM key
Note: text moves approximately 1/2 " per action
7. ADVANCED FORMATTING: PARAGRAPHS

7.1 Advanced Margin Operations with the Paragraph Menu

Set margins with menu blanks
Select paragraph
Mark Looks in Main Menu
or Press and hold COM key and press Look key to view Paragraph Menu
Mark Detail to expand menu
Mark choice option for units of measurement
Mark Set to choice option on the Change margins: line
Fill in menu blank with setting
Mark Left margin, 1st line, Left except 1st line, or Right margin menu option
Mark Apply menu command or press Do key

Adjust all margins with menu blanks
Select paragraph
Mark Looks in Main Menu
or Press and hold COM key and press Look key to view Paragraph Menu
Mark Detail to expand menu
Mark choice option for units of measurement
Mark Left or Right choice option on the Change margins: line to indicate direction of adjustment
Fill in menu blank with setting
Mark Left (margin, 1st line), Left (except 1st line), and/or Right menu option
Mark Apply menu command or press Do key

7.2 Advanced Tab Operations with the Paragraph Menu

Set tabs with menu blanks
Select paragraph
Mark Looks in Main Menu
or Press and hold COM key and press Look key to view Paragraph Menu
Mark Detail to expand menu
Mark choice option for units of measurement
Mark tab option(s) on Tabs: line
Fill in Set tab at menu blank on Change tabs: with tab position (or positions, separated by a comma)
Mark Apply menu command or press Do key

Clear tabs with menu blanks
Clear a single tab
Select paragraph
Mark Looks in Main Menu
or Press and hold COM key and press Look key to view Paragraph Menu
Mark Detail to expand menu
Fill in Clear tab at menu blank on Change tabs: line with tab position (or positions, separated by a comma)
Mark Apply menu command or press Do key
Clear all tabs

Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold COM __ key and press **LOOK** key to view Paragraph Menu
Mark **Clear all tabs** menu switch option
Mark **Apply** menu command *or* press **DO__** key

Move tabs with menu blanks

Move an existing tab
Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold COM __ key and press **LOOK** key to view Paragraph Menu
Mark **Detail** to expand menu
Mark choice option for units of measurement
Fill in **Clear tab at** menu blank with current position
Fill in **Set tab at** menu blank with new position
Mark **Apply** menu command *or* press **DO__** key

Move all tabs
Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold COM __ key and press **LOOK** key to view Paragraph Menu
Mark choice option for units of measurement
Mark **Left** or **Right** choice option on the **Change tabs:** to indicate direction of adjustment
Fill in menu blank on the with distance
Mark **Apply** menu command *or* press **DO__** key

Change an existing tab with menu blanks

Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold COM __ key and press **LOOK** key to view Paragraph Menu
Mark **Detail** to expand menu
Mark choice option for units of measurement
Mark new tab option(s) on **Tabs:** line
Fill in **Set tab at** menu blank on **Change tabs:** with tab position
Mark **Apply** menu command *or* press **DO__** key

Default tabs

Default tabs
Tabs set at uniform intervals across the page equal tabs

Specify default tab interval for a paragraph
Select paragraph
Mark **Looks** in Main Menu
*or* Press and hold COM __ key and press **LOOK** key to view Paragraph Menu
Mark choice option for units of measurement
Fill in **default tabs** menu blank with spacing interval
Mark **Apply** menu command *or* press **DO__** key
7.3 Specify Distances with the Paragraph Menu

Measure command
Used to measure positions on the display when setting margins and tabs with menu blanks

Specify distances in menu blanks
Mark choice option for units of measurement
Distances automatically convert to specified units

Measure distances on the display
Position insertion caret inside menu blank
Mark Measure command on Paragraph Menu
Press and hold mouse button and point to desired location
left button measures distance to left edge of selected character
middle button measures distance to left edge of first character in selected word
right button measures distance to exact location on display
When menu blank contains desired measurement, release mouse button

7.4 Change Vertical Spacing with the Paragraph Menu

Change line spacing
Select paragraph(s)
Mark Looks in Main Menu
or Press and hold COM key and press LOOK key to view Paragraph Menu
Mark Add or Subtract in Change lead line
Fill in menu blank with number of points
Mark Spacing
Mark Apply menu command or press DO key

Change paragraph spacing
Select paragraph(s)
Mark Looks in Main Menu
or Press and hold COM key and press LOOK key to view Paragraph Menu
Mark Add or Subtract in Change lead line
Fill in menu blank with number of points
Mark Before or After
Mark Apply menu command or press DO key