

WGS™ /WORD ERA™ Reference

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ABOUT THIS BOOK

Use this book as you would a dictionary to look up and learn about each WORD ERA feature, function, and key. This book provides the following reference features.

Descriptions

Detailed descriptions for WORD ERA function, feature, and key are provided.

Alphabetical Referencing

The topics in Chapter 2 are arranged in alphabetical order. The appropriate letter is shown at the top of each page.

Cross-Referencing

Cross-references to other topics are provided.

Usage Instructions

Numbered step-by-step instructions are provided for all topics which require them.

Usage Limitations

Any information, limitations, or restrictions that might affect the operation of other functions is also noted.

RELATED WORD ERA DOCUMENTATION

To learn to use WORD ERA, read the *Self-Paced Learning* book. For detailed reference information about WORD ERA functions, features, and keys, refer to this book.

Read the WORD ERA *Glossary Functions* book and the WORD ERA *Records Processing* book to learn how to use these features.

CONTENTS

CHAPTER 1

USING WORD ERA

Before you can use WORD ERA, you must install it and back it up. To do this, follow the instructions in the WORD ERA installation pamphlet.

This chapter describes WORD ERA function keys, screen structure, menu selections, and the editing screen. It also provides information on some WORD ERA limitations and restrictions.

WORD ERA KEYBOARD FUNCTION KEYS

Computer keyboards have all the standard typewriter keys plus special function keys. You will use function keys when you perform word processing activities. The keyboard template enclosed in your WORD ERA package identifies WORD ERA function keys on your keyboard. See FUNCTION KEYS in Chapter 2 for a brief description of each function key. For detailed information about activities performed by a specific function key refer to the topic entries in Chapter 2. For example, to find out how to use the COPY key you can read the descriptions in Chapter 2 under "COPY," and "FUNCTION KEYS."

Refer to the WORD ERA *Installation Guide* for information about using WORD ERA with a specific terminal or keyboard.

THE MENU STRUCTURE

When you select WORD ERA the WORD ERA Main menu appears. The Main menu lists the WORD ERA activities you can choose.

When you select an activity from the Main menu, another menu or activity screen is displayed. Prompts and screen messages are displayed occasionally on menus and screens to guide you through a selected activity or function.

1. All References to *archive diskette* should be changed to *archive media*. *Archive Media* refers to diskettes, cartridge tapes, or reel-to-reel tapes.
2. The appearance of the different screen symbols that are displayed on your terminal may be different than described in the documentation. The reason for this difference is that the screen symbols are terminal independent. For example, the center symbol appears diamond-shaped on some terminals. On other terminals, the center symbol may be displayed as another shape.

USING WORD ERA

Once you have become familiar with the WORD ERA menu structure, you can use menu shortcut codes to bypass menus and go directly to the function you wish to perform. See "SHORTCUT CODES" in Chapter 2.

You can also save time in WORD ERA by performing many functions directly from a Document Index screen. You can access this screen from the Index selection on the WORD ERA Main menu. From a Document Index screen, you can access a document, attach glossaries, perform filing functions, and send documents to the printer. See "MENUS" in Chapter 2 for a description of each WORD ERA menu.

USING THE HELP FEATURE

The HELP key provides on-screen information and use instructions for menu selections and editing functions. You can access three different HELP categories.

HELP for Menus	Press HELP from any menu
HELP for Spelling Tools	Press HELP while you are using the Spelling Checker or Spelling Editor interactively
HELP for Editing	Press HELP from the document editing screen

When you press HELP, a list of HELP topics is displayed on the screen. You can move the Marker through the list of topics using any of the following keys:

- UP or DOWN
- PREV SCRN or NEXT SCRN
- SPACE
- RETURN
- The first letter of the item
- One of the numbered function keys in HELP for Editing

To display a specific HELP topic, move the Marker to the topic and press HELP or EXECUTE.

To leave a HELP screen and return to the HELP menu, press CANCEL. To leave the HELP menu, press CANCEL. When a HELP topic is displayed on the screen, you can press GO TO PAGE to leave HELP.

LIMITATIONS AND RESTRICTIONS

WORD ERA has some limitations and restrictions in addition to system limitations such as available disk space and memory. These are summarized here for your convenience.

Maximum Number of Pages

A WORD ERA document can contain no more than 999 pages. If you try to put another page break in a document that contains 999 pages, the Too many pages error message is displayed, and the system beeps to alert you that this function cannot be performed. If you use SHIFT/COPY or SHIFT/MOVE to combine documents and the maximum number of pages is reached, you can press EXECUTE to continue the COPY or MOVE. The extra page breaks are automatically removed from the document, and the remaining text is placed on the last page of the document.

You may have documents that contain more than 999 pages that have been created with earlier versions of WORD ERA. In addition, you can create a document that contains more than 999 pages using some features such as Records Processing. To process such a document with Spelling Tools or Hyphenation and Pagination, you must split it into documents containing 999 or fewer pages. Use SHIFT/COPY or SHIFT/MOVE to do this.

Refer to "PAGE" in Chapter 2 for more information.

Maximum Number of Format Lines

A WORD ERA document can contain an unlimited number of format lines. However, you cannot have more than 100 different format lines in a document. If you combine documents with SHIFT/COPY or SHIFT/MOVE and the maximum number of format lines is exceeded, you can press EXECUTE to continue the COPY or MOVE. The extra format lines are automatically removed from the copied or moved material, and the selected text is copied.

Refer to "FORMAT" in Chapter 2 for more information.

Maximum Length of Format Line

The maximum length of a format line is 250 characters. Although you can create documents with format lines up to 250 characters, some printers cannot print that many characters on a line. When you design documents with wide format lines, be sure your printer can print the entire line.

Number of Processes in Background Mode

Some features such as Hyphenation, Pagination, Spelling Tools, and Footnote Processing can be run in background mode, leaving your terminal free for other work. It is recommended that you do not run more than seven processes in background at one time.

If you have several processes running in background mode, you may notice that the system response slows.

Searching for Text with Attributes

You can search for text with attributes such as bolding and underscoring by adding those attributes to the search string when you type it. However, if you indicate that you want to search for a word that is underscored, the Search function only matches text in the document that has the underscore attribute turned on at that exact place in the string.

Length of Glossary Entries

A Glossary by Example entry cannot exceed 1024 bytes. A glossary entry cannot exceed 32,767 bytes.

Length of Records Processing Records and Fields

Records can be any length unless you plan to use a control-glossary entry to select or sort the list document (see below).

A field can contain a maximum of 2048 characters, including field labels and merge symbols.

If you use control-glossary entries for sorting and selecting, there are additional restrictions on the sizes of fields and records:

Each record must contain no more than 2048 characters, including field labels, merge symbols, and returns.

If you sort on more than one field, the total length of the contents of all fields to be sorted cannot be greater than 1024 characters, excluding field labels.

A list document can have an unlimited number of records (as long as there is enough free space on the system disk).

Length of Words in an Exception Dictionary

A word containing more than 58 characters cannot be included in an Exception Dictionary.

CHAPTER 2

FUNCTIONS, FEATURES, AND KEYS

Use this chapter as you would a dictionary to look up and learn about each WORD ERA feature, function, and key. This chapter provides the following reference features.

Descriptions

Detailed descriptions for WORD ERA function, feature, and key are provided.

Alphabetical Referencing

The topics are arranged in alphabetical order. The appropriate letter is shown at the top of each page.

Cross-Referencing

Cross-references to other topics are provided.

Usage Instructions

Numbered step-by-step instructions are provided for all topics which require them.

Usage Limitations

Any information, limitations, or restrictions that might affect the operation of other functions is also noted.

ADD WORDS TO AN EXCEPTION DICTIONARY

See "Exception Dictionary" and "Spelling Tools"

There are two ways to add words to an Exception Dictionary:

Edit the Exception Dictionary and type the words you want to add. The dictionary may be easier to read if you type each word on a separate line. If you type more than one word on a line be sure to type at least one space between words.

Interactively add words to an Exception Dictionary while you are interactively using the Spelling Checker or Spelling Editor by performing the following functions.

Press COPY to add the word in lower case, or

Press SHIFT/COPY to add the word exactly as it is capitalized in your document.

Words in your Exception Dictionary may not exceed 58 characters.

ALTERNATE FORMAT LINE

See "FORMAT" and "FORMAT LINE"

To insert an alternate format line:

1. Press INSERT
 2. Press FORMAT
 3. Press EXECUTE
-
-

ALTERNATING HEADERS OR FOOTERS

See "HEADERS and FOOTERS"

You can print different headers and footers on odd-numbered and even-numbered pages.

Creating An Alternating Header or Footer

1. From the editing screen, press GO TO PAGE.
2. Type **h** or **H** for header page, **f** or **F** for footer page.
3. Type the text for the header or footer of odd-numbered pages, ending the text with a RETURN.
4. If you are using the header or footer to consecutively number your document, be sure to type the # symbol where you want the page number to print.
5. Press MERGE, SHIFT/MERGE, and RETURN. This indicates where the odd-numbered header or footer stops and the even-numbered header or footer begins.
6. Remember to include the same number of Returns above and below the MERGE, SHIFT/MERGE, and RETURN if you want the vertical spacing of the headers and footers to be the same on both left-facing and right-facing pages.
7. Type the text for the header or footer of even-numbered pages.
8. Press CANCEL to leave the document, or use GO TO PAGE to return to the body of the document.

Printing Alternating Headers or Footers

1. From the Main menu, select Print Document.
2. Type the name of the document you want to print.
3. Press RETURN or EXECUTE. The Print Document screen is displayed.

A FUNCTIONS, FEATURES, AND KEYS

4. In the Starting as page no. field, type an odd page number to print the odd header or footer first, or an even page number to print the even header or footer first.
 5. Complete the rest of the print selections.
 6. Press EXECUTE.
-
-

ARCHIVING

Archiving is the process of saving documents on a flexible diskette prepared for archiving and of retrieving those documents from the diskette. Flexible diskettes are also called archive diskettes or floppy diskettes.

There are three ways to perform archiving functions:

From the Filing menu

From a Document Index screen

With shortcut codes

When you archive documents from a Document Index screen, you have three choices. You can:

Archive documents one at a time

Archive multiple documents

Archive the entire contents of a library

Archiving involves moving, copying, or retrieving documents. The result of each operation is:

Moving removes a document from the system disk and puts it on an archive diskette, or vice versa.

Copying leaves a copy on the system disk and puts a copy on the archive diskette, or vice versa.

Retrieving copies the document from the archive diskette to the system disk.

Since there are several ways you can archive, a brief outline of the organization of this section is presented next:

1. Preparing and naming archive diskettes
2. Copying to an archive diskette:
 - From the Filing menu
 - Using a shortcut code
 - From a Document Index, single document
 - From a Document Index, multiple document
 - From a Document Index, by library
3. Moving documents to an archive diskette using the methods under item 2 above
4. Removing an archive diskette
5. Retrieving documents from an archive diskette using the methods under item 2 above

The simplest methods are explained first, then the more complicated procedures. The steps are usually repeated so you can refer to the method you want.

Archive Diskette Preparation

Before you use an archive diskette the first time, you must prepare the diskette by formatting it. The formatting process places information on the diskette so you can use it on your system. Diskette formats are generally unique from system-to-system. When you format a diskette on your system, you will probably not be able to use it on another manufacturer's system.

WARNING: If you format an archive diskette that has already been formatted and contains documents, those documents will be permanently erased.

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1. Select Filing from the Main menu.
2. Select Format Archive Diskette from the Filing menu.
3. Insert the archive diskette and press EXECUTE. You are warned that any documents stored on the diskette will be destroyed by the formatting process. To stop the process, press CANCEL and remove the diskette.
4. To continue, press EXECUTE.
5. During formatting, the screen displays the message (Formatting). When the process is complete, press EXECUTE. The diskette is assigned the default name Formatted diskette.

Assigning an Archive Diskette Name

You can assign an identifying name to an archive diskette. (If you prefer, you can use an archive diskette without naming it.) When you format a diskette through WORD ERA, it is assigned the default name "Formatted diskette." You can change that name at any time.

A diskette name may be a maximum of 32 characters, including spaces. Use any name you want that simplifies your filing system.

1. From the Filing menu, select Assign archive diskette name.
2. Follow the instructions on the screen for inserting the diskette.
3. Type the diskette name, using a maximum of 32 characters, and press RETURN or EXECUTE.

Copying a Document to an Archive Diskette

There are three ways to copy a document to an archive diskette:

From the Filing menu

By using the shortcut code **cta**

From a Document Index screen

When you copy a document to an archive diskette, you are making an exact copy of that document. The original document remains on the system disk, ready for further work.

Copying a Document to an Archive Diskette Using the Filing Menu

1. Select Copy to Archive from the Filing menu.
2. Follow the instructions on the screen for inserting the diskette.
3. The name of the last document you edited, if any, appears as the default for Source document name. Use this document name or type a new name of 11 or fewer characters.
4. Press RETURN or EXECUTE.
5. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.
6. Press RETURN or EXECUTE.
7. If the document name you select is on the archive diskette, press EXECUTE to overwrite the version on the diskette with the version on the system disk. To save both versions on the archive diskette, type a different name and press RETURN or EXECUTE.
8. You can continue to copy documents to the archive diskette by repeating the steps above until you have finished.

Copying a Document to an Archive Diskette Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type `cta`.
3. Follow steps 2 through 6 above.

Copying a Document to an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and current library; then press EXECUTE.
3. When the Document Index appears on the screen, move the marker to the document you want to copy.
4. Press SHIFT/COPY.
5. Follow the instructions on the screen for inserting the diskette.
6. The name of the document you selected appears as the Destination document name. Use this name or type a new name.
7. Press RETURN or EXECUTE.
8. If the document name you select is on the archive diskette, press EXECUTE to overwrite it with the version on the system disk. To save both versions on the archive diskette, type a different name and press RETURN or EXECUTE.
9. You can continue to copy documents to the archive diskette by moving the marker to a document name and pressing SHIFT/COPY. Press CANCEL to return to the Index menu when you are finished.

Copying Multiple Documents to an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and current library; then press EXECUTE.
3. When the Document Index appears on the screen, move the marker to the name of a document you want to copy.

4. Press EXECUTE. Repeat steps 3 and 4 until all the documents you want to copy are highlighted. If you want to exclude a document you have highlighted, move the marker to the document name and press STOP.
5. Press COMMAND SHIFT/COPY.
6. Follow the instructions on the screen for inserting the diskette.
7. If no document names are duplicated on the archive diskette, documents are automatically copied in alphabetical order. If a selected document is already on the archive diskette, press EXECUTE to overwrite it. To save both versions on the archive diskette, enter another name and press RETURN or EXECUTE.

If you do not want to be notified each time a document will be overwritten, press SHIFT/EXECUTE when you see the message Press EXECUTE to overwrite or Enter another name. Any document that is in use is not copied and the messages Document in use and Press any key to continue are displayed.

8. When the process is complete, the highlighting is removed from the selected document names. Names of documents that could not be copied remain highlighted. Press CANCEL to exit from the Document Index screen when you are finished.

Copying Multiple Documents to an Archive Diskette Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type `ixs`.
3. Follow steps 3 through 8 above.

Copying a Library to an Archive Diskette Using the Index

1. Select Index from the Main menu.

A **FUNCTIONS, FEATURES, AND KEYS**

2. Select the type of index, index to screen, and current library; then press EXECUTE.
3. When the Document Index is displayed, press MODE SHIFT/COPY.
4. Follow the instructions on the screen for inserting the diskette.
5. If no document names are duplicated, documents are automatically copied to the archive diskette. If a selected document is already on the archive diskette, press EXECUTE to overwrite it. To save both versions on the archive diskette, enter another name and press RETURN or EXECUTE.

If you do not want to be notified each time a document is to be overwritten, press SHIFT/EXECUTE when you see the message Press EXECUTE to overwrite or Enter another name.

Any document that is in use is not copied and the messages Document in use and Press any key to continue are displayed. Names of documents that could not be copied remain highlighted.

Moving a Document to an Archive Diskette

There are three ways to move a document to an archive diskette:

From the Filing menu

By using the shortcut code **mta**

From a Document Index screen (if not an archive index)

When you move a document to an archive diskette, the document is removed from the system disk.

Moving a Document to an Archive Diskette Using the Filing Menu

1. Select Move to archive from the Filing menu.
2. Follow the instructions on the screen for inserting the diskette.

3. The name of the last document you edited, if any, appears as the default for Source document name. Use this document name or type a new name.
4. Press RETURN or EXECUTE.
5. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.
6. Press RETURN or EXECUTE.
7. If the document name you select is on the archive diskette, press EXECUTE to overwrite the version on the diskette with the version on the system disk. To save both versions on the archive diskette, type a different name and press RETURN or EXECUTE.
8. You can continue to move documents to the archive diskette by repeating steps 4 through 7 until you have finished.

Moving a Document to an Archive Diskette Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type mta.
3. Follow steps 2 through 6 above.

Moving a Document to an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and current library; then press EXECUTE.
3. When the Document Index is displayed, move the marker to the document you want.
4. Press SHIFT/MOVE.

A **FUNCTIONS, FEATURES, AND KEYS**

5. Follow the instructions on the screen for inserting the diskette.
6. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.
7. Press RETURN or EXECUTE.
8. If the document name you select is on the archive diskette, press EXECUTE to overwrite it with the version on the system disk. To save both versions on the archive diskette, type a different name and press RETURN or EXECUTE.
9. You can continue to move documents to the archive diskette by moving the marker to a document name and pressing SHIFT/MOVE. Press CANCEL to return to the Index menu when you are finished.

Moving a Document From an Archive Diskette to the System Disk Using the Index

If you move a document from an archive diskette to the system disk, the document is removed from the archive diskette and placed on the system disk.

No backup copy of that document exists unless there is another copy on a different archive diskette. Documents are moved from the archive diskette to your current library. Make sure you are in the correct library before you follow the steps below. See "Change Library."

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
3. Follow the instructions on the screen for inserting the diskette.
4. When the Document Index appears on the screen, move the marker to the document you want to move.
5. Press SHIFT/MOVE.
6. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.

7. Press RETURN or EXECUTE.
8. If the document name you select is in your current library, press EXECUTE to overwrite it with the version on the archive diskette. To save both versions, type a different name and press RETURN or EXECUTE.

Moving Multiple Documents to an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and current library; then press EXECUTE.
3. When the Document Index is displayed, move the marker to the name of a document.
4. Press EXECUTE. Repeat steps 3 and 4 until all the documents you want to move are highlighted. If you want to remove highlighting, move the marker to the document name and press STOP.
5. Press COMMAND SHIFT/MOVE.
6. Follow the instructions on the screen for inserting the diskette.
7. If a selected document is already on the archive diskette, press EXECUTE to overwrite the document. To save both versions, type another name and press RETURN or EXECUTE. If no document names are duplicated, documents are automatically moved to the archive diskette. If you do not want to be notified each time a document is overwritten, press SHIFT/EXECUTE. Any document that is in use is not moved and the messages Document in use and Press any key to continue are displayed.
8. As each document is moved to the archive diskette, its name is removed from the Document Index. Names of documents that are not moved remain highlighted. When this process is complete, press CANCEL to leave the Document Index screen.

Moving Multiple Documents to an Archive Diskette Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type `ixs`.
3. Follow steps 3 through 8 above.

Moving All Documents on an Archive Diskette to a Library Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
3. Follow the instructions on the screen for inserting the diskette.
4. When the Document Index is displayed, press MODE SHIFT/MOVE.
5. If a document is already on the system disk, press EXECUTE to overwrite it. To save both versions, type another name and press RETURN or EXECUTE. If no document names are duplicated, documents are automatically moved to the system disk. If you do not want to be notified each time a document is overwritten, press SHIFT/EXECUTE. Any document that is in use is not moved and the messages Document in use and Press any key to continue are displayed. Names of documents that could not be moved remain highlighted.

Removing an Archive Diskette

Before physically removing an archive diskette from the diskette drive, you must tell the system that you are going to remove it. This is logically unmounting the diskette. There are three ways to tell the system you are ready to remove an archive diskette:

Leave WORD ERA by pressing CANCEL from the WORD ERA Main menu

Select Remove archive diskette from the Filing menu

Use the shortcut code **rad** from any menu

NOTE: When you mount an archive diskette from a Document Index screen, the diskette is automatically unmounted as you leave the Document Index screen.

Removing an Archive Diskette from the Filing Menu

1. From the Filing menu, select Remove Archive Diskette.
2. When the system beeps, remove the archive diskette and press EXECUTE.

Removing an Archive Diskette from Any Menu Using the Shortcut Code

1. From any menu, press COMMAND. (NOTE: The Document Index screen is not a menu.)
2. Type **rad**.
3. When the system beeps, remove the archive diskette and press EXECUTE.

Retrieving a Document From an Archive Diskette

There are three ways to retrieve a document from an archive diskette:

From the Filing menu
By using the shortcut code **rfa**
From a Document Index screen

When you retrieve a document from an archive diskette, you are copying that document to the system disk. A copy of the document remains on the archive diskette.

Retrieving a Document From an Archive Diskette Using the Filing Menu

1. Select Retrieve from archive from the Filing menu.
2. Follow the instructions on the screen for inserting the diskette.
3. Type the name of the document you want to retrieve and press RETURN or EXECUTE.
4. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.
5. Press EXECUTE.
6. If the document name you select is in your current library, press EXECUTE to overwrite the document with the version on the archive diskette. To save both versions, type a different name and press RETURN or EXECUTE.

Retrieving a Document From an Archive Diskette Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type `rfa`.
3. Follow steps 2 through 6 above.

Retrieving a Document From an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
3. Follow the instructions on the screen for inserting the diskette.

4. When the Document Index appears on the screen, move the marker to the document you want to retrieve.
5. Press SHIFT/COPY.
6. The name of the document you selected is displayed as the Destination document name. Use this name or type a new name.
7. Press RETURN or EXECUTE.
8. If the document name you select is in your current library, press EXECUTE to overwrite the document with the version on the archive diskette. To save both versions, type a different name and press RETURN or EXECUTE.

Retrieving Multiple Documents From an Archive Diskette Using the Index

1. Select Index from the Main menu.
2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
3. Follow the instructions on the screen for inserting the archive diskette.
4. When the Document Index appears on the screen, move the marker to the name of a document you want to copy.
5. Press EXECUTE. Repeat steps 3 and 4 until all the documents you want to copy are highlighted. To remove highlighting, move the marker to the document name and press STOP.
6. Press COMMAND SHIFT/COPY.
7. If you select a document that is already on the system disk, press EXECUTE to overwrite the document. To save both versions of the document, type another name and press RETURN or EXECUTE. If no document names are duplicated, documents are automatically copied from the archive diskette. If you do not want to be notified each time a document is overwritten, press SHIFT/EXECUTE. Any document that is in use is not copied and the messages Document in use and Press any key to continue are displayed.

8. When the process is complete, the highlighting is removed from the selected document names. Names of documents that could not be copied remain highlighted. Press CANCEL to leave the Document Index screen.

Moving Multiple Documents From an Archive Diskette to the System Disk Using the Index

If you move a document from an archive diskette to the system disk, the document is deleted from the archive diskette. Unless there is a copy of the document on another archive diskette, you will no longer have a backup copy of that document.

1. Select Index from the main menu.
2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
3. Follow the instructions on the screen for inserting the archive diskette.
4. When the Document Index appears on the screen, move the marker to the name of a document you want to move.
5. Press EXECUTE. Repeat steps 3 and 4 until all the documents you want to move are highlighted. To remove highlighting, move the marker to a document name and press STOP.
6. Press COMMAND SHIFT/MOVE.
7. If a selected document is already on the system disk, press EXECUTE to overwrite the document. To save both versions, type another name and press RETURN or EXECUTE. If no document names are duplicated, documents are automatically moved from the archive diskette. If you do not want to be notified each time a document is overwritten, press SHIFT/EXECUTE. Any document that is in use is not copied and the messages Document in use and Press any key to continue are displayed.
8. As each document is moved to the system disk, its name is removed from the Document Index. Names of documents that could not be moved remain highlighted. When the process is complete, press CANCEL to leave the Document Index screen.

Moving All Documents From an Archive Diskette to the System Disk Using the Index

Documents are moved from the archive diskette to the current library. Make sure you are in the correct library before you follow the steps below. See "Change Library."

1. Select Index from the Main menu.
 2. Select the type of index, index to screen, and archive diskette; then press EXECUTE.
 3. Follow the instructions on the screen for inserting the archive diskette.
 4. When the Document Index is displayed, press MODE SHIFT/MOVE.
 5. If a selected document is already on the system disk, press EXECUTE to overwrite the document. To save both versions, type another name and press RETURN or EXECUTE. If no document names are duplicated, documents are automatically moved from the archive diskette. If you do not want to be notified each time a document is to be overwritten, press SHIFT/EXECUTE. Any document that is in use is not copied and the messages Document in use and Press any key to continue are displayed.
 6. As each document is moved to the system disk, its name is removed from the Document Index. Names of documents that could not be moved remain highlighted.
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ARROW KEYS

See "CURSOR"

A FUNCTIONS, FEATURES, AND KEYS

You use the four Cursor arrow keys to move the cursor in the direction of the arrow.

ATTACH GLOSSARY

See "GLOSSARY"

To use the entries in a glossary you have created and verified, you must attach it. There are five ways to attach a glossary:

- From the Glossary Functions menu
- From a Document Index screen
- From any menu by using the shortcut code **agl**
- By verifying a glossary
- From an editing screen

When you attach a glossary in any of the first four ways, the glossary remains attached to that terminal until one of the following conditions is satisfied:

- A new glossary is attached from outside a document
- You explicitly detach it
- You leave WORD ERA

If you attach a different glossary while editing a document, that glossary remains in effect until you end the editing session or change to a new glossary. The original glossary attached to the terminal becomes effective again when you end the editing session.

Attaching a Glossary with Glossary Functions

1. Select Attach Glossary from the Glossary Functions menu.

2. Type the name of the glossary you want to attach, or type the full pathname to attach a glossary from a different library.
3. Press RETURN or EXECUTE.

NOTE: You can also use this selection to find out if a glossary is currently attached. If a name is shown on the Please enter glossary name line, that glossary is attached. You can press CANCEL and the glossary remains attached.

Attaching a Glossary Using a Shortcut Code

1. From any menu, press COMMAND.
2. Type agl.
3. Type the name of the glossary you want to attach, or type the full pathname to attach a glossary from a different library.
4. Press RETURN or EXECUTE.

Attaching a Glossary From a Document Index

1. From a Document Index screen, move the marker to the name of the glossary you want to attach.
2. Press GL.

Attaching a Glossary While Editing a Document

1. Press COMMAND.
 2. Press GL.
 3. Type the name of the glossary you want to attach, or type the full pathname to attach a glossary from a different library.
 4. Press RETURN or EXECUTE.
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-

AUTHOR

See "INDEX"

Each document contains a Document Summary screen. This screen has a 25-character field for entering the name of the author of the document. From the Index menu, you can choose to display an index that contains only the documents by a particular author.

AUTOMATIC PROCESSING

See "HYPHENATION AND PAGINATION," "FOOTNOTE PROCESSING," and "SPELLING TOOLS".

Hyphenation and Pagination, Footnote Processing, and Spelling Checker have menu selections that allow you to run these processes automatically. Automatic processing is faster than interactive processing since the text is not displayed on the screen and the system does not have to spend time refreshing the screen display.

For Hyphenation and Pagination, the system chooses what words to hyphenate and where to place page breaks. These decisions are based on the text-length and hot-zone settings you select from the Hyphenation and Pagination menu.

For Footnote Processing, the system chooses how to format footnotes and where to place them in a document. These decisions are based on the selections you make from the Footnote Processing menu.

For Spelling Checker, spelling markers are added to the document. You can later use the Spell Editor to make the required corrections.

AUTOSAVE: AUTOMATIC SAVING OF EDITING CHANGES

The Autosave feature automatically saves editing changes every time you perform a preset number of keystrokes. You can set Autosave for each document during an editing session. If you want to use Autosave for each document you create, set it in the prototype document. Each document you create using that prototype automatically uses that Autosave setting.

When the preset number of keystrokes is reached while editing, the entire document is written to the system disk. The message Writing pages is displayed at the bottom of the screen, and editing processes may slow momentarily.

If you reach the preset number of keystrokes while you are using a function such as Copy or Insert, the changes are saved when the function is completed. Text you type while the changes are being saved is stored in a buffer. These keystrokes are output to the screen as soon as the document has been saved.

NOTE: A small Autosave number writes the document to the system disk more frequently than a large number. If you set the Autosave number to 1, the document is saved as each character is typed. This results in unacceptable system response time.

When you use Autosave, the changes you make to a document are copied from the temporary working file to the system disk. As a result, you cannot use the END OF EDIT Options menu DELETE or COPY selections to restore a document to its original condition. These options would restore the document to the condition it was in the last time any changes were written to the system disk. If you want to save a copy of the document in its original condition, make a copy before you start editing, or when you set Autosave.

Autosave remains set between editing sessions if the number of keystrokes is 10 or more. If the number of keystrokes for Autosave is set to 9 or less, Autosave is automatically turned off when you leave a document.

To set the Autosave feature:

1. From an editing screen, press STOP. A square block and the number 1024 are displayed on the second status line.
2. If you do not want to save a copy of the document in its original condition, skip this step. To save a copy of the document in its original condition, press COPY. Type the name you want to use for the original copy of the document, and press RETURN or EXECUTE.
3. Press RETURN or EXECUTE to set Autosave to 1024. To use a different number of keystrokes, enter a number between 1 and 32,767, then press RETURN or EXECUTE. The number and the block remain on the screen during the editing session to remind you that Autosave is set.

To cancel Autosave:

1. Press STOP.
2. Press CANCEL. You can also turn off the Autosave feature by pressing STOP, typing 0, and pressing RETURN or EXECUTE.

CAUTION: When the Autosave feature is used, you cannot use the COPY or DELETE selections from the End-Of-Edit-Options menu to restore a document to its original condition. COMMAND r will only restore a page to the condition it was in when the document was last saved. If you want to preserve a copy of the document in its original condition, be sure to press COPY immediately before you set the number of keystrokes to be used for Autosave.

BACKGROUND PROCESSING

Hyphenation and Pagination, Footnote Processing, and Spelling Checker have menu selections that allow you to run these processes in background mode. Background processing is the same as automatic processing except that it returns you to the menu, freeing your terminal for other work.

We recommend that you do not run more than seven processes in background mode at the same time.

BACKSPACE

On the editing screen, the Backspace key moves the cursor one character position to the left each time you press it. It does not remove text. On some menu screens, the Backspace key moves the marker back one field.

BANNER

Banner is a selection on the Print Document menu that prints an extra page before the document. This page shows the operator's name, the name of the document, and the date and time the document was printed. Banners are useful for identifying printouts when several users share a printer. See "Print Document."

BLOCK COPY, MOVE, DELETE

You can copy, move, or delete blocks of text that are narrower than the total length of a line. When you delete a block of text, it is removed. When you copy or move a block of text, you can reposition it within the same block of text or move it to any other place in the document. You can also use the block copy, move, delete function between documents.

NOTE: Since the cursor cannot move to an "unopen" area of the screen (an area where there are no characters), there will be times when the characters that are highlighted on the screen do not exactly match the characters that are selected for the block operation.

You cannot include page or column breaks, or cross format lines when you highlight text for a block operation. You should only block copy or move text in which each line ends with a Return, and copy or move to lines that end with Returns. Otherwise you may get unexpected results because of word wrap.

Highlighting and the keys you press for block operations are different for each of the following kinds of text:

Text with even columns

Columns with an uneven right margin

Columns with Decimal Tab symbols

Text With Even Columns

When you perform block operations on text with even columns, the characters that are highlighted are the same as the characters that are copied, moved, or deleted.

Columns With An Uneven Right Margin

When you perform block operations on text with an uneven right margin, such as tables of numbers that are formatted with Tab symbols, all characters to the right of the cursor position that you want to select **MUST** be included in the highlighted area of the screen. To do this, you may need to highlight to the Tab, Indent, Dec Tab, or Right-flush Tab symbol in the following column.

When you highlight the symbol in the following column, you can press EXECUTE to **include** those symbols in the block operation, or you can press SHIFT/EXECUTE to **exclude** those delimiters.

Columns With Decimal Tab Symbols

Tabular information formatted with decimal tabs can have both a ragged left and a ragged right margin within a column. Since WORD ERA cannot highlight an "unopen" area of the screen, highlighting of text that is formatted with decimal tabs will not match the text selected for a block operation unless the columns are symmetrical.

When you begin highlighting a block with the cursor on a Dec Tab symbol, all characters to the left of the cursor position, including the Dec Tab symbol, are **automatically included** in the block operation, whether or not they are highlighted on the screen.

On the other hand, all characters to the right of the cursor position **MUST** be included in the highlighted area of the screen to be included in the block operation. To do this, you may need to highlight the Dec Tab symbols as well as some additional characters in the following column. You can **drop** the text you highlighted in the following column by pressing SHIFT/EXECUTE when the text is highlighted.

Copying A Block Of Text With Even Columns

1. Put the cursor at the upper-left corner of the block you want to copy.
2. Press COMMAND, then press COPY.
3. Move the cursor to the lower-right corner of the block you want to copy. The block is highlighted.
4. Press EXECUTE to copy the text that is highlighted.
5. Put the cursor where you want to insert the block of text.
6. Press EXECUTE.

If you decide not to complete the block copy, press CANCEL at any time before the final EXECUTE to stop the process.

Moving a Block of Text With Even Columns

When you move a column of text within the same block, it is always a good idea to move information from right to left. This is because the block of text is removed from the temporary file and the text is rearranged before the screen display is updated. If you move a column from left to right within the same block, unexpected results may occur.

1. Put the cursor at the upper-left corner of the block you want to move.
2. Press **COMMAND**, then press **MOVE**.
3. Move the cursor to the lower-right corner of the block you want to move. The block is highlighted.
4. Press **EXECUTE** to move the text that is highlighted.
5. Put the cursor where you want to insert the block of text.
6. Press **EXECUTE**.

Deleting a Block of Text With Even Columns

1. Put the cursor at the upper-left corner of the block you want to delete.
2. Press **COMMAND**, then press **DELETE**.
3. Move the cursor to the lower-right corner of the block you want to delete. The block is highlighted.
4. Press **EXECUTE**.

Copying a Block of Text With Uneven Columns

1. Put the cursor at the upper-left corner of the block you want to copy.
2. Press **COMMAND**, then press **COPY**.
3. Move the cursor to the lower-right corner of the block you want to copy. Be sure to highlight the **TAB**, **INDENT**, **DEC TAB**, or **Right-flush Tab** in the following column. If the text to be copied is at the end of a line, highlight to the last **RETURN**.

It is not necessary to highlight the text to the end of the line to successfully copy it.

4. Press SHIFT/EXECUTE to copy the text that is highlighted and to **drop** the trailing TAB, INDENT, DEC TAB, or Right-flush Tab. When the text to be copied is at the end of a line, and a RETURN is the last character that is highlighted, press SHIFT/EXECUTE to drop the Returns and to include all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.
5. Put the cursor where you want to insert the block of text.
6. Press EXECUTE.

Moving a Block of Text With Uneven Columns

Remember to always move the information from right to left when moving within the same block of text.

1. Put the cursor at the upper-left corner of the block you want to move.
2. Press COMMAND, then press MOVE.
3. Move the cursor to the lower-right corner of the block you want to move. Be sure to highlight the TAB, INDENT, DEC TAB, or Right-flush Tab in the following column. If the text to be moved is at the end of a line, highlight to the last RETURN. It is not necessary to highlight the text to the end of the line to successfully move it.
4. Press SHIFT/EXECUTE to move the text that is highlighted and to drop the trailing TAB, INDENT, DEC TAB, or Right-flush Tab. When the text to be moved is at the end of a line, and a RETURN is the last character that is highlighted, press SHIFT/EXECUTE to drop the Returns and to include all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.
5. Put the cursor where you want to insert the block of text.
6. Press EXECUTE.

Deleting a Block of Text With Uneven Columns

1. Put the cursor at the upper-left corner of the block you want to delete.
2. Press **COMMAND**, then press **DELETE**.
3. Move the cursor to the lower-right corner of the block you want to delete. Be sure to highlight the **TAB**, **INDENT**, **DEC TAB**, or **Right-flush Tab** in the following column. If the text to be deleted is at the end of a line, highlight to the last **RETURN**. It is not necessary to highlight the text to the end of the line to successfully delete it.
4. Press **SHIFT/EXECUTE** to delete the text that is highlighted and to retain the trailing **TAB**, **INDENT**, **DEC TAB**, or **Right-flush Tab**. When the text to be deleted is at the end of a line, and a **RETURN** is the last character that is highlighted, press **SHIFT/EXECUTE** to retain the Returns and to delete all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.

Copying a Block of Text With Decimal Tabs

1. Put the cursor on the **Dec Tab** symbol at the upper-left corner of the column you want to copy.
2. Press **COMMAND**, then press **COPY**.
3. Move the cursor to the lower-right corner of the block you want to copy. Be sure to highlight the **TAB**, **INDENT**, **DEC TAB**, or **Right-flush Tab** in the following column. Some additional characters in the following column may be highlighted. They will not be included in the text that is copied. If the text to be copied is at the end of a line, highlight to the last **RETURN**. It is not necessary to highlight the text to the end of the line to successfully copy it.
4. Press **SHIFT/EXECUTE** to copy the text that is highlighted and to **drop** the trailing **TAB**, **INDENT**, **DEC TAB**, or **Right-flush Tab**. When the text to be copied is at the end of a line, and a **RETURN** is the last character that is highlighted, press **SHIFT/EXECUTE** to drop the Returns and to include all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.

5. Put the cursor where you want to insert the block of text.
6. Press EXECUTE.

Moving a Block of Text With Decimal Tabs

1. Put the cursor on the Dec Tab symbol at the upper-left corner of the column you want to move.
2. Press COMMAND, then press MOVE.
3. Move the cursor to the lower-right corner of the block you want to move. Be sure to highlight the TAB, INDENT, DEC TAB, or Right-flush Tab in the following column. Some additional characters in the following column may be highlighted. They will not be included in the text that is moved. If the text to be moved is at the end of a line, highlight to the last RETURN. It is not necessary to highlight the text to the end of the line to successfully move it.
4. Press SHIFT/EXECUTE to move the text that is highlighted and to drop the trailing TAB, INDENT, DEC TAB, or Right-flush Tab. When the text to be moved is at the end of a line, and a RETURN is the last character that is highlighted, press SHIFT/EXECUTE to drop the Returns and to include all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.
5. Put the cursor where you want to insert the block of text.
6. Press EXECUTE.

Deleting a Block of Text With Decimal Tabs

1. Put the cursor on the Dec Tab symbol at the upper-left corner of the column you want to delete.
2. Press COMMAND, then press DELETE.
3. Move the cursor to the lower-right corner of the block you want to delete. Be sure to highlight the TAB, INDENT, DEC TAB, or Right-flush Tab in the following column. Some additional characters in the following column may be highlighted. They will not be included in the text that is deleted.

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If the text to be deleted is at the end of a line, highlight to the last RETURN. It is not necessary to highlight the text to the end of the line to successfully delete it.

4. Press SHIFT/EXECUTE to delete the text that is highlighted and to retain the trailing TAB, INDENT, DEC TAB, or Right-flush Tab. When the text to be deleted is at the end of a line, and a RETURN is the last character that is highlighted, press SHIFT/EXECUTE to retain the Returns and to include all text to the end of each line that is highlighted, whether or not the highlighting extends to the end of that line.

Putting a Block of Text at the End of the Line

There are two ways you can position a block of text at the end of a line. When the "To where?" prompt is displayed, and you put the cursor on a Return symbol you can use either of the following options:

Press EXECUTE to put the copied text immediately in front of the Return on each line, even if the Return symbols are not aligned.

Press SHIFT/EXECUTE to put the copied text at the same position on each line, ignoring the position of the Return symbols.

WARNING: Unpredictable results can occur when you press SHIFT/EXECUTE when moving text within the same block.

BOLD

See "MODE"

You can emphasize text by having it print in boldface. On most letter-quality printers, bold text is printed twice, resulting in thicker letters resembling a bold typeface. When you select bold emphasis, the text on the editing screen appears brighter than normal text.

To Bold Text in Your Document

1. Place the Cursor at the beginning of the text you want to bold.
2. Press MODE, then type **b**.
3. Move the Cursor to the end of the text you want to bold.
4. Press MODE, then type **b**.

To Remove bold Emphasis From Text

1. Place the Cursor at the beginning of the text you want to de-emphasize.
 2. Press MODE, then type **b**.
-
-

BOOKMARKS

Bookmarks are invisible electronic location markers. You can add them to a document while editing to mark a place to which you want to return. The bookmarks you add during editing are removed from the document when you end the editing session. You can mark as many as 10 places in a document. If you reuse a bookmark number during an editing session, the bookmark is moved to the new location.

Adding a Bookmark

1. While editing a document, put the cursor at the place you want to mark.
2. Press COMMAND.
3. Type a number from 0 to 9, or type no number, which is the same as 0.
4. Press NOTE.

Returning to a Bookmark

1. Press GO TO PAGE.
2. Type the number of the bookmark, or type no number to return to bookmark 0.
3. Press NOTE.

BOTTOM MARGIN

The bottom margin is the space between the end of the regular printed text and the bottom of the paper. You can print text or page numbers in the bottom margin of each page by using a footer in your document. Any lines you add to a header or footer page are not counted as part of the text length setting. They do, however, increase the total line count of the final printed page. See "FOOTERS," "ALTERNATING HEADERS AND FOOTERS," and "MARGINS."

CANCEL

The Cancel key stops a process such as editing. CANCEL is also the key you use to say "No." If you change your mind and do not want to continue doing something you have started, such as deleting text, press CANCEL.

CASE CONVERSION

You can select text and convert it four different ways:

To lowercase

To uppercase

To capital letters at the beginning of each word

To capital letters at the beginning of each sentence

The selected text can be a combination of uppercase and lowercase letters, and it may contain nonalphabetic characters. All alphabetic characters in the selected text are converted; nonalphabetic characters are not changed.

When you convert text to capital letters at the beginning of sentences, the first highlighted word is also converted if the highlighting begins on the first letter of that word, even if the word does not begin a sentence.

1. Move the cursor to the first character of the text you want to convert.
2. Press COMMAND, and type **c** or **C**.
3. Highlight the text you want to convert and press EXECUTE.
4. Use the following table to convert text.

Lowercase

Uppercase

Uppercase at beginning of words

Uppercase at beginning of sentences

l or **L**

u or **U**

w or **W**

s or **S**

5. Press EXECUTE.

You can also select text for case conversion by highlighting backward.

CENTER

The Center key centers a line of text between the left and right margins set in the format line, or between column margins. CENTER is indicated on the screen by a diamond, which does not print. You must center each line individually.

If a centered line has regular spaces at the end just before the return symbol, it will not print as it appears on the screen. In printouts, regular spaces at the end of a centered line are ignored. If you want to add spaces at the end of a centered line, use required spaces (press COMMAND, then SPACE). That way the line prints as it is displayed. Regular spaces preceding text on a centered line are not ignored during printing.

Centering Text

1. Place the Cursor where you want to begin the centered text.
2. Press INSERT if necessary, then CENTER, and type the text.
3. Press RETURN at the end of the line to end the centering.

Removing Centering

1. Put the cursor on the center symbol ()
2. Press DELETE.
3. Press EXECUTE. The text is no longer centered.

Moving the Cursor to the Next Center Symbol

You can move the cursor to the next center symbol in a document by pressing GO TO PAGE and then CENTER.

CHANGE LIBRARY

The Change Library function allows you to change from one library or sublibrary to another. There are three ways to change libraries or sublibraries:

From the Supervisory Functions menu

By using the shortcut code chl

By pressing GO TO PAGE from an index screen of sublibraries

Changing Libraries From the Supervisory Functions Menu

1. Select Supervisory Functions from the Main menu.
2. Select Change Library from the Supervisory Functions menu.
3. Type the name of the sublibrary you want, or the full pathname of a library.
4. Press RETURN or EXECUTE.

Changing Libraries Using a Shortcut Code

1. From any menu, press COMMAND.
2. Type chl.
3. Type the name of the library you want.
4. Press RETURN or EXECUTE.

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You can also change libraries when you are on an index screen of sublibraries. To do so, move the cursor to the name of a library and press GO TO PAGE.

When you are on an index screen of sublibraries, you can view an index of the documents in any sublibrary without changing to that sublibrary. To do this, move the cursor to the name of a library and press EXECUTE.

COLUMN BREAK

Two kinds of column breaks are used in documents with a multiple-column format: optional and required. You can enter optional column breaks manually during editing or by using Hyphenation and Pagination to reposition the optional column breaks and leave required column breaks in place. Required column breaks are always entered during editing. Use a required column break when you want text to always be positioned at the top of a new column.

When you have a multiple column format line in a document and press PAGE, a column break is automatically entered unless each column ends with a column break. Then pressing PAGE inserts a page break.

Optional column breaks are indicated by a row of periods (. . .) on the screen. You enter an optional column break by pressing PAGE.

Required column breaks are indicated by a row of colons (: : :) on the screen. You enter a required column break by pressing SHIFT/PAGE.

You can move the cursor to the top of a column by pressing GO TO PAGE and then SUPERScript. You can move the cursor to the bottom of a column by pressing GO TO PAGE and then SUBScript.

COMMAND

While editing a document, the Command key, used in combination with other keys, initiates word processing activities. The table below shows the function and the combination of keys you press for that function. Refer to the topic in the left-hand column for more information about each command.

From any WORD ERA menu, the Command key, used in combination with a three-letter shortcut code, allows you to bypass menus and go directly to the function you want to perform. See "SHORTCUT CODES."

Block copy, move, delete	COMMAND COPY, COMMAND SHIFT/COPY, COMMAND MOVE, COMMAND SHIFT/MOVE, COMMAND DELETE
Bookmark	COMMAND, number, NOTE
Case conversion	COMMAND c
Footnoting	COMMAND n; COMMAND, number, n
Glossary	COMMAND GL
Help	COMMAND HELP
Help for commands	COMMAND ?
Horizontal scroll	COMMAND, number, h
Hyphens	COMMAND - (hyphen)
Index	COMMAND i
Line spacing	COMMAND, number, s
Math	COMMAND m
Print queue access	COMMAND q
Required space	COMMAND SPACE
Restoring a page	COMMAND r
Right-flush Tab	COMMAND INDENT

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Save changes from editor	COMMAND RETURN
Screen symbols	COMMAND REPLACE
Search	COMMAND SEARCH
Shell escapes	COMMAND !, COMMAND
Sort	COMMAND MERGE, COMMAND SHIFT/MERGE
Status line update	COMMAND FORMAT
Tab	COMMAND TAB
Text length	COMMAND, PAGE, number, EXECUTE
Vertical scroll	COMMAND, number, v
Windowing	COMMAND w
Flip between windows	COMMAND f
Switch between windows	COMMAND j

COMMENTS

On Document Summary Screen

The Document Summary screen contains a 55-character field in which you can enter additional information about a document. You can enter comments any time the document summary is displayed on the screen. You can also leave the field blank. If you enter information on the comments line, you must press EXECUTE and enter the document in order to save the comments. See "DOCUMENT SUMMARY."

In Glossary Documents

You can add comments to a glossary by enclosing them between /* and */. Any text between these symbols is bypassed when a glossary is verified or executed. You can use this feature to add a note to a glossary entry reminding you what it does and how it works. See "GLOSSARY."

In Exception Dictionaries

Any text beginning with an asterisk (*) and ending with a RETURN in an exception-dictionary document is treated as a comment. It will be bypassed by Spelling Tools and by Hyphenation and Pagination. See "EXCEPTION DICTIONARY."

CONTROL (CTRL)

You can use the Control key, in combination with a one-letter code, to refresh the screen, stop the screen display, and restart the screen display. Some other WORD ERA functions can also be duplicated with a control sequence.

Listed below are the control codes you can use in WORD ERA:

CTRL h or H	BACKSPACE
CTRL i or I	TAB
CTRL j or J	GL
CTRL q or Q	Restart the screen display
CTRL s or S	Stop the screen display
CTRL w or W	Refresh the screen display
CTRL \	CANCEL

Other control sequences are used to begin characters from special character sets (CTRL n or N, CTRL y or Y, CTRL j).

Your ability to use control codes may depend on the type of terminal and/or keyboard you are using.

COPY

During editing, the Copy key allows you to duplicate text in a document, to copy parts of another document into the document you are editing, or to copy text between windows.

From a Document Index screen, the Copy key allows you to access the Copy document function, and SHIFT/COPY performs archiving functions. See "Copying a Document Using the Index" and "ARCHIVING."

When you are using the autosave feature, you can use the Copy key to save a copy of the original document. See "AUTOSAVE."

When using Forms Processing, press COPY to enter a copy of the information entered in the previous field of the same kind. For example, press COPY to repeat a number entered in a previous number field or to repeat text entered in a previous general field.

Copying Text Within a Document

1. While editing, put the cursor at the beginning of the text to be copied.
2. Press COPY.
3. If you want to copy the format line, press FORMAT.
4. Move the cursor to the end of the text you want to copy.
5. Press EXECUTE.
6. Move the cursor to the place where you want to insert the copied text.
7. Press EXECUTE.

Copying Text Between Documents

1. Edit the document into which you want to copy text.
2. Put the cursor where you want to place the copied text.
3. Press SHIFT/COPY.
4. The *Copying Text Between Documents* screen is displayed. It shows the name of the document you are editing and allows you to enter the name of the document from which you are copying text.
5. Type the name of the document from which you want to copy text.
6. The document is displayed on the screen. Move the cursor to the beginning of the text you want to copy.
7. Press EXECUTE to mark the beginning of the text you are copying.
8. If you want to copy the format line, press FORMAT.
9. Move the cursor to the end of the text you want to copy. This highlights the text.
10. Press EXECUTE again. The text you have highlighted is copied into the original document. The cursor is positioned at the end of the copied text.

Copying Text Between Windows

1. With two or more windows open, press COMMAND and type j to move to the window from which you want to copy text.
2. Move the cursor to the beginning of the text you want to copy. You can use SEARCH, or you can move the cursor as you would while editing without a window open.
3. Press COPY.
4. Move the cursor to the end of the text you want to copy.
5. Press EXECUTE.

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6. Press **COMMAND** and type **j** to move to the window into which you want to copy text.
7. Move the cursor to the place where you want to insert the copied text.
8. Press **EXECUTE**.

Copying Blocks of Text

See "BLOCK COPY, MOVE, DELETE."

COPYING A DOCUMENT ON THE SYSTEM DISK

This function duplicates a document on the system disk. It copies the entire document, including the document summary, header, footer, work, and footnote pages.

There are three ways to copy a document on the system disk:

From the Filing menu

By using the shortcut code **cpy**

From the Document Index screen

Copying a Document From the Filing Menu

1. From the Filing menu, select Copy Document.
2. Enter the name of the document you want to copy. The default name is the name of the last document you were editing. Use that name or type a new name.
3. Press **RETURN** or **EXECUTE**.
4. Type a name for the new document and press **RETURN** or **EXECUTE**.

Copying a Document Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type **cpy**.
3. Follow steps 2 through 4 above.

Copying a Document Using the Index

You can make a copy of a document from any Document Index screen. Follow the procedure outlined below, or use a shortcut code to access a Document Index screen and follow steps 3 to 5 below.

1. From the Main menu, select Index.
 2. From the Document Index menu, choose the type of index, index to screen, and index from current library; then press EXECUTE.
 3. Put the marker on the name of the document to be copied.
 4. Press COPY.
 5. Type a name for the new document and press RETURN or EXECUTE.
 6. The document is copied, and the name of the new document appears on the Document Index screen.
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CREATING A NEW DOCUMENT

There are two methods you can use to create a new document:

Select Create New Document from the Main menu and press EXECUTE

Press COMMAND and type the shortcut code **cmd** from any menu.

When you create a new document you must give it a name. Once the document name has been added to your library, you access it by selecting Edit Old Document.

The rules for naming documents

A document name can be up to 11 characters long.

A name must begin with a letter or a digit.

Document names can be typed in uppercase letters, in lowercase letters, or in a combination of the two. When you type the name of a document that already exists, you must use the same capitalization you used when you created the document.

Names cannot contain the characters `? ! @ & * ' ; \ / < > | space` and they cannot begin with a period. If you want, you can use a period, hyphen, or underbar to separate two words or abbreviations in a document name.

Do not use the characters `.dc, .fr, .gl, .ex,` to end a document name. These suffixes are used by the operating system to indicate special kinds of files.

Creating a New Document From the Main Menu

1. Select Create New Document from the Main menu.
2. Enter a name for the new document and press RETURN or EXECUTE.
3. Use the default prototype document 0000, or type the name of another prototype document. See "Prototype Document."
4. Press RETURN or EXECUTE.
5. Fill in the fields on the Document Summary screen as needed, and press EXECUTE.
6. A screen containing two status lines and the format line from the prototype document chosen is displayed. Now you can start entering text.

Creating a New Document Using the Shortcut Code "crd"

1. Press COMMAND and type crd from any menu.
 2. Follow steps 2. through 6. above.
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CREATION LIBRARY

The Creation library line on the Main menu and Glossary Functions menu indicates the library or directory you are currently using. Any new documents you create are put in that library.

CURSOR

The cursor is the bright rectangle that displays to indicate your position on the screen. Any typing you do or editing function you perform takes place at the cursor location. The first status line on the editing screen tells you the page, line, and position number of the cursor. This information changes continuously so you can easily determine where you are in the document. There are many ways you can choose to move the cursor through a document.

Do not use the Space bar to move the cursor from place to place. Pressing the Space bar moves the cursor forward one character at a time. However, it also generates a space, overtyping the character in that position on the screen. Use one of the four cursor movement keys or other forms of cursor movement to move the cursor through existing text.

When you first start using WORD ERA, you will use the four cursor movement keys on the right side of the keyboard to move the cursor in the direction indicated by the arrow on the key. These keys are referred to in this guide as UP, DOWN, RIGHT, and LEFT, to indicate the direction that they move the cursor. As you become more familiar with WORD ERA, shortcuts for cursor movement become much more important, and you will develop your own favorite ways of moving the cursor.

Basic Cursor Movement

When you edit a document, the cursor starts in the first position of the first line of the first page. You can move the cursor to any open screen area by pressing the arrow that points in the direction you want to move. You cannot move the cursor into an unopen area of the screen to the right of a RETURN, beyond the end of the line where text wraps, or between Indent, Tab, Decimal Tab, or Right-flush Tab symbols. Because of open and unopen areas of the screen, the cursor may move in a way that you do not expect. The following paragraphs describe how the cursor moves when you use the cursor movement keys.

RIGHT If you press RIGHT repeatedly, the cursor moves to the right one character at a time, as long as there are characters on the line. When the cursor reaches an area of unopen screen, it moves to the next available open area at the left margin and continues to move to the right, always remaining in the open screen areas. If you try to move the cursor beyond the end of document line, the system beeps to tell you that this action cannot be done.

LEFT If you press LEFT repeatedly, the cursor moves to the left one character at a time as long as there are characters on the line. When the cursor reaches the left margin it moves to the next available open area at the right of the line above and continues to move to the left, always remaining in the open screen areas. If you try to move the cursor beyond the beginning of the document the system beeps to tell you that this action cannot be done.

- DOWN** If you press **DOWN** repeatedly, the cursor moves down the screen one line at a time. If the next line is open the cursor moves straight down, maintaining the same screen position. If the screen is unopen because the line ends with a **RETURN**, the cursor moves to the end of the line below. If the screen is unopen because of the positioning of **Tab**, **Dec Tabs**, **Indent**, or **Right-flush Tab** symbols, the cursor moves to the next open character to the right of the cursor. If the screen appears to be unopen and you can move the cursor into it, that area of the screen contains space characters. If you try to move the cursor beyond the end of document line, the system beeps to tell you that this action cannot be done.
- UP** If you press **UP** repeatedly, the cursor moves up the screen one line at a time, using the same guidelines as cursor movement for the down arrow. If you try to move the cursor beyond the beginning of the document, the system beeps to tell you that this action cannot be done.

Cursor Movement List

To move the cursor to the position in the left column, use the keys listed in the right column:

Next character:	Press RIGHT
Next line:	Press DOWN
Next screen:	Press NEXT SCRN
Next tab symbol in text:	Press GO TO PAGE and TAB
Next indent symbol in text:	Press GO TO PAGE and INDENT
Next dec tab symbol:	Press GO TO PAGE and DEC TAB in text
Next center symbol in text:	Press GO TO PAGE and CENTER
Next Right-flush Tab:	Press GO TO PAGE , COMMAND symbol in text and INDENT

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Next required space:	Press GO TO PAGE, COMMAND, symbol in text and SPACE
Next optional or required:	Press GO TO PAGE and HYPHEN hyphen symbol in text
Cursor in text to next:	Press COMMAND and TAB tab position in format line
Previous character:	Press LEFT
Previous line:	Press UP
Previous screen:	Press PREV SCR N
Bottom of the current page:	Press GO TO PAGE and DOWN
Top of the current page:	Press GO TO PAGE and UP
Bottom of the current column:	Press GO TO PAGE and SUBSCRIPT
Top of the current column:	Press GO TO PAGE and SUPERSCR IPT
To previous format line:	Press GO TO PAGE and (if not in a column) SUPERSCR IPT
To next format line:	Press GO TO PAGE and (if not in a column) SUBSCRIPT
Top of the next page:	Press GO TO PAGE and NEXT SCR N
Top of the previous page:	Press GO TO PAGE and PREV SCR N
Bookmark location:	Press GO TO PAGE, type the number of the bookmark location, and press NOTE

Top of a specific page:	Press GO TO PAGE, type the page number, and press EXECUTE
To the end of document:	Press GO TO PAGE, type e
To the beginning of document:	Press GO TO PAGE, type b
To the header page:	Press GO TO PAGE, type h
To the footer page:	Press GO TO PAGE, type f
To the work page:	Press GO TO PAGE, type w
To the note page:	Press GO TO PAGE, type n
To a footnote page:	Press GO TO PAGE, type n, type the number of the footnote page, press EXECUTE
To the footnote reference:	Press COMMMAND, type n from a footnote page

For additional information see: "ARROW KEYS," "Cursor Mode," "GO TO PAGE," and "BOOKMARK."

Cursor Mode

You can use SHIFT/UP and SHIFT/DOWN to move the cursor forward or backward by word, sentence, paragraph, or page. The default setting is "word." The cursor-mode setting is always shown in the first position of the second status line on the editing screen. The cursor mode returns to the default setting each time you end the editing session.

To set or change the cursor mode:

1. Press MODE.
2. Press SPACE for word mode.
Or type a period, ., for sentence mode.
Or press RETURN for paragraph mode.
Or press PAGE for page mode.

C FUNCTIONS, FEATURES, AND KEYS

To use the cursor mode:

1. Hold down SHIFT.
2. Press the UP arrow key to move backward in the document.

Or press the DOWN arrow key to move forward in the document.

DEC TAB

Use the Dec Tab (decimal tab) key to align numbers on decimal points according to the Tab stops set in the format line.

The last character of a word or the last whole number aligns with the Tab stop in the format line. If the number contains a decimal point, the decimal point aligns at the position immediately to the right of the Tab stop. You can follow the decimal tab information with a TAB, another DEC TAB, a Right-flush Tab, an INDENT, or a RETURN.

Whole numbers that are followed by a trailing +, -,),], }, or > align with the Tab stop in the format line.

If you want to include spaces in the characters you type between the DEC TAB and the decimal point, use COMMAND SPACE (required space). If you are typing tables and want to extend the underline to the right of a whole number, use regular spaces.

When you use the sort function, if the first field in the first record is preceded by a Dec Tab symbol, highlighted records will be sorted in numerical order by the selected field. See "SORT."

You can move the cursor to the next Dec Tab symbol by pressing GO TO PAGE and then DEC TAB.

Using the Decimal Tab

1. From the editing screen, press DEC TAB.
2. The cursor moves to the next tab position. Press again as needed.
3. Type a number or text.

Changing a Decimal Tab Position

1. Press FORMAT. The cursor moves to the format line.
2. Press SPACE to remove a tab; press TAB to add one.
3. Press EXECUTE to set the format line.

4. Dec Tab, Tab, and Indent symbols on the screen realign with the Tab stops in the new format line.

Removing a Decimal Tab From Text

1. Put the cursor on the Dec Tab symbol.
 2. Press DELETE
 3. Press EXECUTE.
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-

DELETE

Use the Delete key to select text and screen symbols you want to remove from a document.

1. Put the cursor at the beginning of the text you want to delete.
2. Press DELETE, then move the cursor forward or backward to highlight the text to be deleted. Once you have pressed DELETE, you can also highlight text one character at a time by repeatedly pressing DELETE. You can highlight to the next Tab, Indent, Dec Tab, Right-flush Tab, Center, Required Space, Optional Hyphen, or Required Hyphen symbol by pressing GO TO PAGE and then the appropriate key.
3. Press EXECUTE.

The Delete key is also a selection on all END OF EDIT menus. If you do not want to save the editing changes you have made to a document, or if you have not made any changes, press DELETE. Press EXECUTE to erase changes. The temporary file is deleted. The original document remains on the system disk. If you decide you do not want to erase the changes, press CANCEL and then make another selection from the END OF EDIT Options menu.

NOTE: If you have pressed **COMMAND RETURN** to save changes while editing, or if you have used the Autosave feature, pressing **DELETE** will not restore the document to its original condition.

DELETING A DOCUMENT

Deleting documents is necessary in good document management. However, you should think carefully before you delete a document. Once you have deleted a document there is no way you can restore or retrieve it. If you do not have a backup copy of the document on an archive diskette, you will not be able to work with it again.

You can delete a document from the system disk or from an archive diskette in the following ways:

From the Filing menu

From the system disk by using the shortcut code **del**

From an archive diskette by using the shortcut code **dfa**

From the Index

Deleting a Document From an Archive Diskette

1. From the Filing menu, select **Delete from archive**.
2. Follow the instructions on the screen for inserting the diskette.
3. Type the name of the document you want to delete from the archive diskette, and press **RETURN** or **EXECUTE**.
4. Press **EXECUTE** to delete the document, or press **CANCEL** to stop the process.

Deleting a Document From the System Disk

1. From the Filing menu, select Delete document.
2. Type the name of the document you want to delete and press RETURN or EXECUTE.
3. Press EXECUTE to delete the document, or press CANCEL to stop the process.

Deleting a Document From the System Disk Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type del.
3. Follow steps 2 and 3 above.

Deleting a Document From the System Disk or an Archive Diskette Using the Index

1. From the Main menu, select Index.
2. From the Document Index menu, choose the type of index, and index to screen. To delete a document from the system, select index from current library. To delete a document from an archive diskette, select index from archive diskette.
3. Press EXECUTE.
4. From the Document Index screen, move the marker to the name of the document to be deleted.
5. Press DELETE.
6. Press EXECUTE to delete the document, or press CANCEL to stop the process.

7. Press CANCEL to return to a menu screen.
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DESCRIBE BIN FEEDER

You must use the Describe Bin Feeder selection on the Supervisory Functions menu if you have a sheet feeder on your printer.

You will need to know which bin is bin 1 and which is bin 2 if your printer has a dual-bin sheet feeder. Refer to your printer instructions.

1. From the Supervisory Functions menu, select Describe Bin Feeder.
2. Enter the number of the printer with the bin feeder. Be sure you have completed the logical installation of the printer from the operating system menu, and have defined the printer number.
3. Press EXECUTE.
4. Use the default setting or enter the appropriate paper size for each bin.
5. Press EXECUTE.

Once you have entered the paper sizes for the bins, these settings remain in effect until you change them. To change the settings at any time, follow the procedures outlined above.

DETACH GLOSSARY

An attached glossary is automatically detached when you:

- Attach a new glossary
- Leave WORD ERA
- End an edit if the glossary was attached during editing

You can detach a glossary without exiting from WORD ERA by selecting Detach Glossary from the Glossary Functions menu, or by using the shortcut code **dgl** from any menu.

A glossary cannot be deleted, renamed, or moved to an archive diskette while it is attached. In addition, if you use the windowing feature with four windows open and a glossary attached, you may not be able to move large blocks of text between windows. At such times, the message *Can't open temp. file* is displayed. To clear the problem, close one of the open windows or use the Detach Glossary function.

Detaching a Glossary From the Glossary Functions Menu

1. From the Glossary Functions menu, select Detach Glossary.
2. Any attached glossary is detached. If no glossary is attached, press EXECUTE to continue.

Detaching a Glossary Using the Shortcut Code

1. From any menu, press COMMAND.
 2. Type **dgl**. Any attached glossary is detached. If no glossary is attached, press EXECUTE to continue.
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DOCUMENT ASSEMBLY

Document Assembly is a selection on the Document Processing Tools menu that you can use to combine many WORD ERA documents into one. You can use this feature as a way to assemble paragraphs, and you can add special notes or explanatory text to these paragraphs if you want.

To use Document Assembly, you first must create a format document that contains at least one "include statement." An "include statement" is a command used to place the entire contents of a WORD ERA document at the location you indicate in the format document.

The syntax for the include statement is:

```
<include = document>
```

The include statement must begin with a MERGE and end with a SHIFT/MERGE. If the document to be included is in a different library, you can use a full pathname following the equal sign. This statement causes the text (including any page breaks) from the document to be merged with the format document at the place indicated. Text from header, footer, work, and footnote pages are not included. Format lines are not copied. If the document to be included requires a different format line, that format line must be placed in the format document. Refer to "Format" for detailed information on how to create and use format lines.

You can include the same document more than one time in a format document if you want to repeat the information. The text from the included document is copied into the output document. The source include document is not changed when you use it in this way.

The format document can contain text as well as include statements. In this way, you can combine new text with standard paragraphs in an output document.

Using Include Statements for Document Assembly

One example of a use for document assembly is to combine standard legal paragraphs in a law office. For example, a series of documents can each contain a paragraph of standard legal text. The documents might be named by standard paragraph numbers, such as **para.1a**, **para.1b**, **para.2a**, **para.3a**.

D FUNCTIONS, FEATURES, AND KEYS

When a legal document is prepared, the variable information can be typed directly into the format document. When a standard paragraph is called for, you type an include statement, using the syntax shown above. For example, `<include = para.1b>`. You can immediately type another include statement to include another paragraph, such as `<include = para.3a>`, or continue to type new text, including another standard paragraph later in the document.

The documents can be called up in any order, and you can use the name of a document more than once if you want to repeat the information.

In this way you create a format document that you use with Document Assembly to automatically combine frequently used paragraphs with new text. When you use the document assembly feature in this way, with all of the include statements in one format document, there is no limit to the number of documents you can include, as long as your system has enough memory.

REMEMBER: The entire body of text from a document named in an include statement appears in the output document. You cannot use the include statement to assemble different parts of the same document.

You can create two kinds of format documents using include statements:

Documents that contain include statements only

Documents that contain both text and include statements

When you use include statements, format lines are not transferred along with a document but page breaks are copied.

Using Nested Include Statements

In addition to putting include statements in a format document, you can put include statements in WORD ERA documents that are themselves named in include statements. All the documents are combined automatically, merged with the format document, and placed in the output document. This technique is called "nesting."

You can create up to 16 levels of nested include statements in one format document. The format document itself must contain at least one include statement to indicate to Document Assembly how the other documents are to be assembled. There is no limit to the number of WORD ERA documents you can merge with include statements that are on the same level (that is, not nested).

Each of the documents that you name in a succession of include statements on the same level might have several include statements within it; these levels are counted separately in determining the maximum levels of nesting. If you exceed the maximum number of levels of nesting, you get an error message. Each level of nesting must have at least one include statement that leads to the next level.

REMEMBER: When you use an include statement to merge a document, the total contents of the document, including any page breaks, are copied into the resulting output document. The format of such a document is governed by the format line in the format document.

If you want to use more than one level of nesting, type include statements in any of the WORD ERA documents that are named in the format document. When you do this, all the documents named are automatically assembled before they are placed in the output document. You can use up to 16 levels of nesting.

Procedures for Using an Include Statement

1. Create a format document, using the Create New Document selection from the WORD ERA Main menu.
2. Type text up to the place where you want to put the included document.
3. Check to be sure that the current format line in the format document is correct for the information you want to copy from the other document. The format line from the included document is not copied when the documents are merged.
4. Press MERGE.

D FUNCTIONS, FEATURES, AND KEYS

5. Type **include = document**, where **document** is the name of the document you want to include. You can type the name of a document from the same library, or you can use a pathname.
6. Press SHIFT/MERGE.
7. Continue to type the text in the format document until it is complete. If you want to add text from other documents, type the include statements at the appropriate places in the format document.

Using the Document Assembly Selection

When you are ready to use Document Assembly, check to be sure that your format document and the documents named in the include statements are on the system disk, and that they are in the library you indicate in the format document. Remember that you can use complete pathnames in include statements, so the documents may not all reside in the same library. If all the documents named in the include statements are not available, Document Assembly cannot complete.

1. Select Document Processing Tools from the WORD ERA Main menu.
2. Select Document Assembly from the Document Processing Tools menu.
3. Type the name of the format document and press RETURN or EXECUTE.
4. Select one of the processing options and press EXECUTE. If you select Print only you do not need to type an output document name.
5. Type the name of an output document and press RETURN or EXECUTE.

DOCUMENT INDEX SCREEN

Any time you access a Document Index, a Document Index screen is displayed. There are two kinds of Document Index screens:

The short form contains an alphabetical listing of the names of the documents in the library.

The long form contains additional information from the document summary.

You can perform the following functions from a Document Index screen:

Copy to archive by single document, multiple documents, or all documents in a library. See "ARCHIVING."

Move to archive by single document, multiple documents, or all documents in a library. See "ARCHIVING."

Retrieve from archive by single document, multiple documents, or all documents on an archive diskette. See "ARCHIVING."

Move from archive by single document, multiple document, or all documents on an archive diskette. See "ARCHIVING."

Print a single document, multiple documents, or all documents in a library. See "PRINTING."

Rename a document. See "Renaming a Document."

Delete a document. See "Deleting a Document."

Store a document name. See "Storing a Document Name."

Attach a glossary. See "GLOSSARY."

Edit a document. See "INDEX."

Print an index. See "INDEX."

View document information. See "INDEX."

DOCUMENT NAME

The "document name" is the name you assign to a document when you use the Create New Document selection on the Main menu. Each time you access a document, you must ask for it by using the name you originally gave it.

You cannot use the same name for two different documents in the same library.

See "CREATING A NEW DOCUMENT" for restrictions on document names.

DOCUMENT SUMMARY

Each document has a Document Summary screen that includes the document's name and title, the names of the author and operator, a comments line, and the name of the prototype document. The lower half of the screen displays cumulative statistics about the creation, revision, printing, archiving, and retrieving of the document; about the length of the document; the number of footnotes; and the total work time and keystrokes.

When you select Create New Document or Edit Old Document from the WORD ERA Main menu, the Document Summary is the first screen that is displayed. If you use shortcut codes to edit a document, or if you press GO TO PAGE to edit a document from a Document Index, the Document Summary screen is bypassed.

Printing a Document Summary

The Document Summary prints before the document. If you print a banner, the banner prints first, then the document summary, then the document. Page numbering in the document is not affected by the printing of a banner or a document summary.

1. From the Main menu, select Print Document.

2. Type the document name and press RETURN or EXECUTE.
 3. To print the summary, you must also print at least one page of the document. Type 1 in the Print thru page field, or choose which pages to print.
 4. Move the marker in the Summary column to Yes.
 5. Press EXECUTE.
-
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DOCUMENT TITLE

The Document Summary screen contains a 25-character field that you can use to enter a title for each document that is longer than the document name. You can leave the title field blank if you prefer. Any time you are on the Document Summary screen, you can change the title information by typing over it.

The information you enter in the Document title field is displayed when you select a long-format Document Index, or press NOTE from a short-format Document Index.

DOUBLE UNDERLINE

You can emphasize text with double underlining, which prints with lines underneath the text. See "MODE."

To double underline text in your document:

1. Place the Cursor at the beginning of the text you want to double underline.

D FUNCTIONS, FEATURES, AND KEYS

2. Press MODE, then type =.
3. Move the Cursor to the end of the text you want to double underline.
4. Press MODE, then type =.

EDITING A DOCUMENT

Editing a document is the process of revising text in a document. Because this is the most commonly performed function, Edit Old Document is the first selection on the WORD ERA Main menu.

There are five ways to access a document for editing:

- From the Main menu

- By using the shortcut code **edd**

- From an Index

- From the Global menu

- From a shell

Editing a Document From the Main Menu

1. From the Main menu, select Edit Old Document.
2. Press EXECUTE.
3. Type the document name.
4. Press RETURN or EXECUTE.
5. Make any changes you want to the Document Summary screen.
6. Press EXECUTE.
7. The Cursor is at page 1, line 1, position 1 of the document you have chosen to edit.

Editing a Document Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type **edd**.
3. Type the document name.
4. Press RETURN or EXECUTE.

5. The Document Summary screen is bypassed, and the cursor is at page 1, line 1, position 1 of the document you chose to edit.

Editing a Document From the Index (System Disk Only)

1. From the Main menu, select Index.
2. Press EXECUTE.
3. Choose the type of index, index to screen, and index from current library.
4. Press EXECUTE.
5. When the Document Index appears, move the marker to the name of the document you want to edit.
6. Press GO TO PAGE.
7. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document.

Editing a Document From a Shell

1. From an operating system shell, type **wp3**.
2. Type a space and then the name of the WORD ERA document you want to edit.
3. If you want to attach a glossary to that document, type a space and then the name of the glossary you want to attach.
4. Press RETURN.
5. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document you chose to edit. If you typed a glossary name after the document name, the glossary is attached and ready to use.
6. When you end the editing session, you will be returned to the shell.

NOTE: If you access a WORD ERA document in this way, you cannot use the FORMAT selection from the End of Edit Options menu to print the document.

Ending Editing

1. From the editing screen, press CANCEL.
2. Choose an option from the End of Edit Options menu.

Press EXECUTE to save the changes.

Or press RETURN to go back to the editing screen. The cursor returns to where you were when you left the document.

Or press COPY to save a copy of old version of the document with a new name. Enter the name you want to use for the old document, and press RETURN or EXECUTE.

Or press DELETE to erase all the editing changes you have made to the document. To ensure that you do not unintentionally discard editing changes to a document, a beep sounds and an additional prompt is displayed. You can press EXECUTE to erase the changes or press CANCEL and then make another selection from the End of Edit Options menu.

NOTE: If you have pressed **COMMAND RETURN** to save changes while editing, or if you have used the autosave feature, pressing **DELETE** will restore the document to its condition the last time the changes were saved, not to its original condition. In addition, if you press **COPY** to save a copy of the original document, you will get a copy of the document as it existed the last time the changes were saved.

Or press **FORMAT** to save the editing changes and display the **Print Document** menu. When the **Print Document** selections are correct, press **EXECUTE** and the document will be sent to the printer. If you decide you do not want to print the document, and press **CANCEL** from the **Print Document** menu, the editing changes are still saved.

NOTE: If you have entered the document from a **Document Index** screen, the **Print Document** menu is bypassed. The document is sent to the printer using the default print settings or the settings from the last time the document was printed.

EDITING SCREEN

When you use **WORD ERA** to create or edit documents, you use the editing screen. This section of the **Reference Guide** presents information on the following topics:

- Screen Message Areas
- End of Document Line
- Using Word Wrap
- Moving the Cursor
- Highlighting Text
- Using Page Breaks

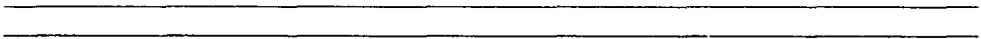
Screen Message Areas

The upper right corner of the screen and the left, center, and right of the bottom line are reserved as message areas. The screens sometimes ask for information or tell you what functions are being performed. Question messages such as Which command? require you to perform specific keystrokes. Other messages, like (Searching), give you information and need no response from you. Error messages alert you to possible problems by explaining these problems to you when they occur. If an error message does not give you enough information, refer to Chapter 3, "ERROR MESSAGES."

End Of Document Line

Each document has an end of document line, displayed as a double row of dashes across the screen. The end of document line divides the "open" and "unopen" parts of the screen. You can never move the cursor below the end of document line or into any other unopen part of the screen. The line moves downward opening the screen as you type. The concept of open and unopen screen affects the way the cursor moves on the screen. Cursor movement is discussed in the section on "Moving the Cursor" in this chapter.

The end of document line and the message (Document End) always display at the end of a document. If you are not at the end of the document, no message is displayed at the bottom left of the screen, and you will not see an end-of-document line.



EDITING AN OLD GLOSSARY

Once you have created and verified a glossary, there are a number of ways you can edit it:

- From the Main menu, using Edit Old Document

- From the Glossary Functions menu, using Edit Old Glossary

From any menu, using the shortcut codes **egl** or **edd**

From a Document Index screen, using **GO TO PAGE**.

Editing a Glossary From a Menu

1. From the Main menu, select Edit Old Document; or from the Glossary Functions menu, select Edit Old Glossary.
2. Type the glossary name and press RETURN or EXECUTE.
3. Change the document summary screen if you want.
4. Press EXECUTE.
5. The cursor is at page 1, line 1, position 1 of the glossary you chose to edit.

Editing a Glossary Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type **egl** or **edd**.
3. Type the glossary name and press RETURN or EXECUTE.
4. The Document Summary screen is bypassed, and the cursor is at page 1, line 1, page 1 of the glossary you chose to edit.

Editing a Glossary From an Index

1. From the Main menu, select Index.
2. Choose the type of index, index to screen, and index from current library; then press EXECUTE.
3. When the Document Index appears, move the marker to the name of the glossary you want to edit.
4. Press **GO TO PAGE**.

5. The Document Summary screen is bypassed, and the cursor is at page 1, line 1, position 1 of the glossary you chose to edit.

Ending Editing of a Glossary

1. From the editing screen, press CANCEL.
2. Choose an option from the End of Edit Options menu.

Press EXECUTE to save the changes. The glossary is verified, and if the verification is successful, it is attached to your terminal ready for use. See "Verify Glossary."

Or press RETURN to go back to the editing screen. The cursor returns to where you were when you left the glossary.

Or press COPY to save a copy of the old glossary with a new name. Enter the name you want to use for the old glossary, and press RETURN or EXECUTE. The new glossary is verified, and if the verification is successful, it is attached to your workstation ready for use. The copy of the old glossary is a regular document and is not verified. See "Verify Glossary."

Or press DELETE to erase all the editing changes you have made to the glossary. To ensure that you do not unintentionally discard editing changes to a document, an additional prompt is displayed. You can press EXECUTE to erase the changes or press CANCEL and then make another selection from the End of Edit Options menu. When you press DELETE and then EXECUTE, the glossary is not verified. However, the glossary is attached.

Or press FORMAT to save the editing changes and display the Print Document menu. When the Print Document selections are correct, press EXECUTE and the document will be sent to the printer. If you decide you do not want to print the document, and press CANCEL from the Print Document menu, the editing changes are still saved.

If you have pressed COMMAND RETURN to save changes while editing, or if you have used the autosave feature, pressing DELETE will restore the glossary to its condition the last time the changes were saved, not to its original condition.

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In addition, if you press **COPY** to save a copy of the original glossary, you will get a copy of the glossary as it existed the last time the changes were saved.

ENTRY

A glossary may contain one or several entries. These entries can contain text or keystrokes stored in the glossary for later use.

An entry has the following elements:

- Entry label

- Braces

- Keywords

- Strings

- Comments

Each glossary entry starts with the word "entry." The single character after this word is the label. Each entry label in a glossary must be unique. To use a glossary entry while editing a document, recall the entry from an attached glossary by pressing the **GL** key and typing the single-character entry label.

The maximum number of glossary entries is 96. A maximum of 94 single-key glossary entries can be stored. Two additional characters, space and backslash, are available for glossary entries if they are preceded by a backslash \. It is a good idea to avoid using the double quotation mark (") as a glossary-entry code since quotes are extensively used as part of the glossary syntax.

See "GLOSSARY."

ERROR MESSAGES

Error and warning messages are displayed on the screen when appropriate. In most cases, the message is self-explanatory. Refer to Chapter 3, "ERROR MESSAGES," for a list of error messages and what they mean.

When you are creating and verifying glossaries, any verification error messages are displayed on the work page of the glossary. See "GLOSSARY."

EXCEPTION DICTIONARY

Spelling Tools and Hyphenation and Pagination both can use exception dictionaries that you create. An exception dictionary is a regular WORD ERA document containing words that are not in the Spelling Tools 80,000 word Merriam-Webster Linguibase lexicon. You can have one exception dictionary, or you can have several with different specialized words in them.

Creating an Exception Dictionary

You can create an exception dictionary in four ways:

With the Create New Document function. Type the words directly into the exception dictionary, in any order, with one space between each word.

When you use the exception dictionary with Spelling Tools or Hyphenation and Pagination, it will be compiled.

While using Spelling Checker in interactive mode. Press GO TO PAGE, then enter the name of a new document that you want to use as an exception dictionary. Follow the instructions on the screen.

While using Spell Editor. Press GO TO PAGE enter the name of a new document that you want to use as an exception dictionary. Follow the instructions on the screen.

Select Yes for Exception Dictionary from the Spelling Checker or Spell Editor menu, then enter the name of a new document.

Adding Words to an Exception Dictionary

To type the words directly into the exception dictionary edit your Exception Dictionary by selecting Edit Old Document from the Main menu. Type the words, observing the following rules.

Words must be separated by a space or be on separate lines.

Words can be listed in any order, they do not have to be in alphabetical order.

Certain special characters and numbers may be used as part of a word:

one+two
XP-45

The following characters will not be recognized as part of a word in an exception dictionary:

* \ / () [] < > { }

When using Spelling Checker, press COPY to add a marked word. If you want to save specific capitalization, press SHIFT/COPY. Words that you add to the exception dictionary during Spelling Checker become effective on the next screen, and will not be marked as errors.

When using Spell Editor, press COPY to add a marked word. If you want to save specific capitalization, press SHIFT/COPY. The words are added to the exception dictionary. However, since the spelling markers are already contained in the document, the words you add to an exception dictionary during Spell Editor will still be marked as errors in the document.

The maximum length of a word you can add to an exception dictionary is 58 characters. Comment lines may be added to the exception dictionary. To add a comment line, put an asterisk (*) before the text and end the comment with a RETURN.

Changing Exception Dictionaries

You cannot change exception dictionaries during the Hyphenation and Pagination process.

When you are using Spell Editor or Spelling Checker in interactive mode, you can change exception dictionaries by pressing GO TO PAGE. You can make the following choices:

Enter the name of a compiled exception dictionary and press RETURN or EXECUTE. The newly entered exception dictionary is recognized as a valid dictionary when the next screen of text is checked for spelling errors.

Enter the name of an existing document that is not a compiled exception dictionary. Follow the instructions on the screen.

Enter a new document name and press RETURN. Follow the instructions on the screen.

Adding Syllable Points to an Exception Dictionary

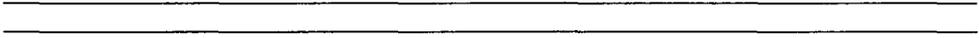
To use an exception dictionary with Hyphenation and Pagination, you must add syllable points to the words. If you enter syllable points in an exception dictionary, they do not interfere with the operation of Spelling Tools.

To preset hyphenation points, enter a pipe sign | for preferred syllable points and a tilde sign ~ for ordinary syllable points. An exception-dictionary list could look like this:

count|able
com~put|able
spec|i~fi~ca~tion
Sac|ra~men~to

EXECUTE

Use the Execute key to acknowledge and continue a process such as inserting text, archiving a document, or saving editing changes made to a document.



FEED

Feed is a setting on the Print Document menu that identifies the way that paper is fed into the printer. The choices are tractor, single sheet, single bin, and dual bin.

1. From the Main menu, select Print Document.
 2. Type the document name and press RETURN or EXECUTE.
 3. Move the marker to the Feed column, and select the type of feeder on your printer.
 4. Press EXECUTE.
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FILING

Many of the ways you manage documents in WORD ERA are similar to filing paper documents. These processes are grouped together on the Filing menu. See "Archiving," "Copying a Document on the System Disk," "Deleting a Document," "Moving a Document," and "Renaming a Document."

FLASHING MODE

To emphasize text on the screen, you can cause it to flash, or blink. Flashing does not affect how the text prints. Flash mode is sometimes referred to as "Blink." See "MODE."

To Flash Text

1. Place the Cursor at the beginning of the text you want to flash.

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2. Press MODE, then type **f**.
3. Move the Cursor to the end of the text you want to flash
4. Press MODE, then type **f**.

To Remove Flash Emphasis From Text

1. Place the Cursor at the beginning of the text you want to de-emphasize.
2. Press MODE, then type **f**.

FOOTER

A footer includes a page number and any other text printed in the bottom margin. Any lines you add to a header or footer page are not counted as part of the text length setting. They do, however, increase the total line count of the final printed page.

Each WORD ERA document has a separate footer page. You can enter information on the footer page. The footer will then print on all pages of the document you select for printing from the Print Document screen.

If you want the system to automatically print page numbers on the bottom of each page, you can enter a number symbol (#) on the footer page. A footer page cannot contain a page break. See also "Alternating Headers and Footers."

1. While editing a document, press GO TO PAGE
 2. Type **f** or **F**.
 3. Type in the footer text. If you want the system to automatically print page numbers on the bottom of each page, type #.
 4. Press GO TO PAGE to return to a numbered document page.
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FOOTNOTE PROCESSING

To use the Footnote Processing selection, you must have a WORD ERA document that contains at least one footnote reference. See "Footnoting" for information on how to enter footnotes in a document.

When you are ready to properly number, format, and position the footnotes in a final document, select Footnote Processing from the Document Processing Tools menu.

The Footnote Processing menu gives you many formatting and numbering options. Once you process a document containing footnotes, the selections you make from the Footnote Processing menu are saved and are displayed as the default selections the next time you process that document.

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The top part of the Footnote Processing menu affects formatting for all footnote references the footnote identifier you add to the text in your document. The bottom part affects formatting for the footnote text the footnote information, such as a book title or explanatory note.

The following paragraphs discuss the options you can select from each section of the Footnote Processing menu.

Placement

You can choose to position the footnotes in one of two ways in the output document:

As footnotes at the bottom of the page on which the footnote reference appears

As endnotes at the end of the document, beginning at the top of a new page following the last page of text.

Footnotes

When you select Footnotes, Footnote Processing checks to be sure no widow or orphan lines are created in the text at the bottom of the page, and in the footnote text. If there are too many footnotes to fit on the bottom of that page, the footnote text is continued to the following page (or pages, if necessary). The footnote text reference that carries over from a previous page is followed by the word Continued and the rest of the footnote text.

Endnotes

When you select Endnotes, no separator line is created, and the text length setting in the document is used to specify the number of lines per page. When you select the End of doc. option, the Separator line and Minimum number of text lines per page fields are automatically skipped.

Processing

You can choose to process a document containing footnotes in two ways:

Automatic
Background

Since the text in the source document is substantially rearranged when the footnotes are positioned, you cannot interactively paginate a document with Footnote Processing. Any extra returns following the last line of text on a page are dropped. They are not carried over to the top of the next page. This ensures that the text always begins printing at the same place on each page. To interactively paginate only the numbered pages of a document containing footnotes, you can use the Hyphenation and Pagination feature.

Automatic

When you select automatic processing, you can see which document is being processed and which pages are being processed. At the end of the processing, press EXECUTE to save the changes or DELETE to erase the changes.

Background

When you select background processing, your terminal is free for other work. However, there is no visible indication of when the process is complete. If you can edit the output document you created, the process has completed.

Sequence

When you enter footnote references in the source document, they are automatically numbered and are displayed on the editing screen in reverse video. However, when you are ready to create an output document, you can precede any footnote sequence with a prefix of up to nine characters, and choose from four different sequences, starting anywhere you specify in the sequence.

Prefix

If you make an entry in the Prefix field, the prefix you select is automatically inserted in the output document in front of each footnote reference and footnote text reference. Suppose you have numbered chapters, each in a separate document. If you enter the chapter number (say III- if you use a Roman numbering sequence) in the prefix field, each footnote would begin with those four characters.

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For example, if you choose to follow the prefix with a numbering sequence, starting with 1, the references would be III-1, III-2, III-3, and so on.

You can use a prefix with any of the four sequence options. When you do not want a prefix in front of the sequence you choose, press RETURN to leave the field blank and move the cursor to the next option.

If you have typed a prefix in the Prefix field and you want to remove it, press DELETE.

1,2,3,... Starting With 1__

When you select this option, footnotes will be numbered sequentially, beginning at the number you specify. Suppose you want to number footnotes sequentially, and you have split the footnotes between two documents. You may have 34 footnotes in the first document and 12 footnotes in the second. When you process the second document, you could begin the footnote sequence at 35. If you use this numbering sequence, you cannot have more than a total of 999 footnotes in all the documents.

a,b,c,... Starting With a__

When you select this option, footnotes will be lettered sequentially, beginning at the letter you specify. When the end of the alphabetic sequence is reached, z is followed by aa, bb, cc, zz is followed by aaa, bbb, ccc, zzz is followed by a, b, c,

A,B,C,... Starting With A__

When you select this option, footnotes will be lettered sequentially, beginning at the letter you specify. When the end of the alphabetic sequence is reached, Z is followed by AA, BB, CC, ZZ is followed by AAA, BBB, CCC, ZZZ is followed by A, B, C,

,**,,*... --Each Page**

When you select this option, footnotes will have one, two, or three asterisks (*). If you have more than three footnotes per page, the asterisks repeat in a one, two, three pattern.

This option should be used when there are three or fewer footnotes per page, and you select footnote placement at the end of the page.

Underlined

You can select one of four options for underlining the footnote references in the output document.

In Neither

When you select this option, none of the footnote references or footnote text references in the output document are underlined.

In Footnote

When you select this option, only the characters preceding the footnote or endnote are underlined.

In Document

When you select this option, only the superscripted footnote references in the output document are underlined.

In Both

When you select this option, all footnote references and footnote text references in the output document are underlined.

Superscripted

Footnote references in the text are always superscripted. The options you select from the lower part of the Footnote Processing menu affect formatting for the footnote text references and footnote text only.

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Yes

When you select Yes, footnote text references are superscripted, in addition to any other formatting options you select.

No

When you select No, footnote text references are not superscripted.

Preceded By

You can choose three different formatting options for the position of the footnote text reference.

NOTE: If you select Indent or Tab to precede the footnote text reference, be sure the format line you use for footnote pages has a Tab stop in the correct place.

Nothing

When you select Nothing, the footnote text reference is positioned at the left margin.

Tab

When you select Tab, the footnote text reference is preceded by one Tab symbol. The second line of footnote text returns to the left margin.

Indent

When you select Indent, the footnote text reference is preceded by one Indent symbol.

Followed By

You can make two selections from this section of the Footnote Processing menu.

Character**Spacing parameter**

If you select Indent or Tab as a spacing parameter, be sure the format line you use for footnote pages has a Tab stop in the correct place.

Remember to allow enough room for the maximum number of characters that can appear in a footnote reference. For example, the footnote can have three characters, a prefix of up to nine characters, and one character following the footnote reference.

Character _

If you want the footnote text reference to be followed by a character such as a period (.), slash (/), or ending parenthesis ()), enter this character in the Character field. You can enter any printable character in the Character field, including a character from an alternate character set. If you do not want a character to follow the footnote text reference, press RETURN to move the cursor to the spacing parameters selections.

If you have entered a character and want to remove it, press DELETE.

Nothing

When you select nothing no spacing parameter follows the footnote text reference. If you enter a character in the Character field, the footnote text starts immediately after the character.

Space, Two Spaces

When you select Space the footnote text reference, and any character you enter in the Character field is followed by a space.

When you select Two Spaces the footnote text reference is followed by two spaces.

Indent

When you select Indent the first paragraph of text on each footnote page is preceded by an indent. If footnote text is continued from one page to another, the Indent symbol is automatically included on the continued page.

If you have more than one paragraph of text on a footnote page, only the first paragraph is automatically formatted with an indent. If you want subsequent paragraphs of a footnote to be indented, you must enter an Indent symbol on the footnote page when you enter the text.

Tab

When you select Tab the first paragraph of text on each footnote page is preceded by a Tab symbol.

If you have more than one paragraph of text on a footnote page, only the first paragraph is automatically formatted with a Tab symbol.

Return, Two Returns

When you select Return, the footnote reference is followed by one return. The first line of text on each footnote page begins at the left margin, one line below the footnote reference.

When you select Two Returns, the footnote reference is followed by two Return symbols. The first line of text on each footnote page begins at the left margin, two lines below the footnote reference.

When you select Footnotes footnote placement, fewer lines of footnote text will fit at the bottom of the page if you select Return or Two Returns. If you choose this format, you may want to adjust the Minimum number of text lines per page setting to compensate.

Spacing Between Footnotes

You can select a different spacing between footnotes than the spacing you use on the footnote page. Suppose, for example, that you want to single-space the footnote text, but you want to leave a space and one-half between footnotes.

To do this, you would use a single-space format line on the footnote pages and select option W from the Spacing between footnotes section of the Footnote Processing menu.

The spacing selections on the Footnote Processing menu are the same as the spacing selections you can make in format lines. Use the following spacing options:

0	Zero
Q	Quarter
H	Half
1	Single
W	One and one-half
2	Double
3	Triple

Separator Line

When you select Footnotes footnote placement, you make selections from the Separator line section to design the character and length of the line that separates the footnote text from the text on the page. You can also choose the number of blank lines that come before and after the separator line.

Character -

You can enter any printable character in the Character field, including a character from an alternate character set. This character is repeated across the page as many times as you specify in the Length field. The default character is a hyphen (-). If you do not want a character, type a space in the Character field.

Length

Use the Length field to define the number of times the character you enter in the Character field is repeated on the line. The default length is 15. Suppose you want a separator line that is an underline, 20 characters long. You would type an underbar (SHIFT/dash) in the Character field, and type **20** in the Length field.

If you enter a number in the Length field that is longer than the length of the format line on the footnote page, the separator line will wrap to the next line.

Lines Before, Lines After

Use the Lines before field to enter the number of blank lines you want between the last line of text on the page and the separator line.

Use the Lines after field to enter the number of blank lines you want between the separator line and the first footnote on the page.

The blank lines you use before and after the separator line reduce the number of lines of footnote text that will fit at the bottom of the page. If you have a document with many footnotes, you may want to minimize the number of blank lines around the separator line to optimize the lines of footnote text you can fit on each page.

Minimum Number of Text Lines Per Page

If you select Endnotes footnote placement, this field is skipped.

When you select Footnotes footnote placement, the default for the Minimum number of text lines per page varies according to the text length setting in the source document. The default is always 1/3 of the text length setting. For example, if the text length setting is 54, the Minimum number of text lines per page is 18.

With the Minimum number of text lines per page set to 18, the position of the separator line will vary from page to page depending on the number of footnotes and the footnote text length. However, no full page in the document will ever have fewer than 18 lines of text. If a page has no footnotes, or if a widow or orphan line would be created if the footnote were placed at the bottom of a page, there can be up to 54 lines of text per page.

You can find out how many lines per page are allocated for footnotes by subtracting the Minimum number of text lines per page from the text length setting. For example, with a text length setting of 18, 36 lines per page are allocated for the footnote formatting and footnote text. These lines include:

The lines before the separator line

The separator line

The lines after the separator line

The footnote reference, which may include additional lines if you select Return or Two Returns

The footnote text

The spacing between footnotes, if you have more than one footnote on a page

CAUTION: When the warning message *Out of range* is displayed on the screen, you have specified more lines for the footnote format than will fit in the maximum number of lines available for footnotes. If this happens, change the line spacing specifications in the Separator line section, or reduce the Minimum number of text lines per page.

Process From Page, Process Through Page

You can process an entire document, or specify a range of pages to process. When you specify a range of pages, those pages are processed, and the output document contains the entire document, including both unprocessed and processed footnote pages.

When you specify a range of pages for processing, the footnotes in the source document are NOT renumbered. In the output document ONLY the footnotes on the specified pages are renumbered and processed beginning with the reference you select from the Sequence section of the Footnote Processing menu. If you select Endnotes footnote placement, the footnotes are placed on a page following the last page you selected for processing.

If you print the entire output document, footnote references and text on the selected range of pages print as they would in a final document. Footnote references on unprocessed pages are printed as three-digit numbers, with zeros in front of the number if it is less than 3 digits. For example, footnote reference 87 would print as 087. Footnote text for footnote references on unprocessed pages is not printed.

Canceling from Footnote Processing

If you decide you do not want to do Footnote Processing, press **CANCEL** and **EXECUTE**. The Footnote Processing menu selections are returned to the previous defaults.

Changing the Footnote Processing Menu Defaults With the Prototype Document

You can set the default values for the Footnote Processing menu in the **0000** prototype document. When you do this, the Footnote Processing menu will display the selections you set in the prototype document. To do this, follow these steps:

1. Edit document **0000**. From the editing screen, press **COMMAND** and type **n**. Footnote reference 1 is inserted on the screen.
 2. Press **CANCEL** to leave the document.
 3. Press **EXECUTE** to save the changes.
 4. Press **COMMAND**, and type the shortcut code **fnp**.
 5. Press **EXECUTE** to select Footnote Processing for document **0000**.
 6. Make your selections from the Footnote Processing menu.
 7. Press **EXECUTE**. The second Footnote Processing screen is displayed.
 8. Press **CANCEL** to leave this screen, then press **EXECUTE** to continue. The Footnote Processing selections you made are saved.
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FOOTNOTING

When you use footnotes in a document, you must be able to number the footnotes, move footnote numbers from one place to another, keep the footnote numbers in the proper order if you move blocks of text, and position the footnotes properly at the bottom of the page or at the end of a document.

WORD ERA provides a floating footnote feature that deals with each of these issues.

The numbered reference you place in the body of the text is called the **footnote reference**, and the information you type for each footnote is called the **footnote text**.

There are two stages to using footnotes in WORD ERA documents:

1. Create or edit a document, inserting footnote references on numbered document pages and footnote text on individual footnote pages.
2. Use the Footnote Processing selection on the Document Processing Tools menu to format the footnote text, renumber the footnote references, and position the footnotes properly in an output document.

This section tells you how to enter footnotes in the document. Refer to "Footnote Processing" for information on how to format and position the footnotes in the output document.

How WORD ERA Footnote Reference Numbers Work

FOOTNOTE PAGES

When you enter a footnote reference in your document, a corresponding footnote page is created. The footnote reference and the footnote page always have the same number.

You can move within the document to a specific footnote reference or to its corresponding footnote page.

If you inadvertently delete a footnote reference, the footnote page is not deleted. You can easily reenter the footnote reference in the text.

FOOTNOTE REFERENCE NUMBERS

Footnote references are assigned numbers in the order in which they are created. You can enter a footnote reference anywhere in the document regardless of the numerical sequence of footnotes.

When you copy or move a footnote reference within the same document or between documents, you also copy or move the corresponding footnote page, along with any text entered on that page.

Footnote references are not renumbered automatically on the editing screen when a new footnote reference is entered. It is quite likely that, at some point in the editing cycle, documents with footnotes will contain footnote references that are not sequential.

The footnote reference and the footnote page are linked, and adjustments to the footnote numbering sequence are made only when you use Footnote Processing on the document.

RENUMBERING FOOTNOTE REFERENCES

When you use Footnote Processing, an output document is generated with the formatting you specify from the Footnote Processing menu. When this processing is done, the footnotes in the source document (the document in which you enter the footnote references and the footnote text) are automatically renumbered. The output document contains the document in its final format.

Entering Footnote References in a Document

To enter a footnote reference while editing, follow the steps below:

1. Put the cursor where you want the reference number.
2. Press **COMMAND**.
3. Type **n** or **N**. A numbered footnote reference, displayed in reverse video, is added to the screen and a corresponding footnote page is created. The footnote reference is automatically inserted.

Each footnote reference and its corresponding page is assigned the next available number. You can enter up to 999 footnotes in a document. If you exceed the maximum number of possible footnotes for a document while editing, you will see a warning message.

CAUTION: If you exceed the maximum number of footnotes when combining documents with SHIFT/COPY, the text you select will be copied, and any footnote references and footnote pages that exceed 999 will be dropped from the copied text.

You can choose to go to the footnote page and enter the footnote at any time or continue to work on the editing screen.

Copying Footnote References

You can copy a footnote reference, or a block of text containing footnote references. The next available footnote reference numbers are assigned to the copied footnotes and the corresponding footnote pages.

You can copy text containing footnote references from one document to another. Footnote references and the corresponding footnote pages are copied.

Moving Footnote References

You can move a footnote reference or a block of text containing footnotes in the document you are editing. The footnote reference remains the same after it is moved. For example, if you move a block of text containing footnote reference number 1 to a position that follows another footnote reference, the reference number and footnote page number are still number 1 until you use Footnote Processing on the document.

You can move text containing footnote references from one document to another. In that case, the next available footnote reference numbers are assigned to the moved text. The footnote pages are copied into the document, but they are not removed from the original document.

Going to a Footnote Page

When you are creating a document with footnotes, you may want to work in two different ways depending on the condition of the author's draft.

You may know where the footnote references should appear without having footnote text available.

You may have both the footnote references and the footnote text available when you create the document.

To allow a smooth work flow, the WORD ERA footnoting feature allows you to enter footnote references as you type. The corresponding footnote page is automatically created, but is not immediately displayed on the screen. When you enter a footnote reference, you can continue typing text until all your footnote references are entered.

However, if you want to enter footnote text on the footnote page immediately after each footnote reference is typed, you can easily go to the footnote page to type the footnote text by following the steps below.

1. Press GO TO PAGE.
2. Type the number of the footnote page.
3. Type **n** or **N**.

A footnote page is indicated with an **N** in front of the page number in the top status line.

Each document also has a Page **N** with no footnote number. If you try to go to a footnote page when a document contains no footnote pages, you will go to Page **N**. You can use Page **N** like a second work page. Text that you type on Page **N** is never printed unless you move it to some other page of the document (other than Page **W**).

Entering Footnote Text

When you are on the correct footnote page, type only the text you want to appear in the footnote. Footnote pages are like header, footer and work pages. You can perform all editing functions on footnote pages except the functions shown below:

You cannot enter page breaks on a footnote page.

You cannot enter footnote references on a footnote page.

WORD ERA automatically renumbers the footnotes in both the source document and the output document when you use the Footnote Processing selection. The footnote formatting options you select from the Footnote Processing menu affect the output document only.

Therefore, when you enter footnote text, do not type a footnote reference number or do any formatting to allow for tabs or indents at the beginning of the footnote (with one exception, explained below). The selections for footnoting format and style of numbering are made from the Footnote Processing menu.

There is one time when you need to do some text formatting on a footnote page. Suppose you have a footnote with more than one paragraph of text and you choose an indented or tabbed footnote format from the Footnote Processing menu. In that case only, type the first paragraph without an indent or tab, and type an indent or tab in front of each subsequent paragraph on that footnote page. The footnotes will then be correctly formatted in the output document.

NOTE: Be sure you end each footnote page with the same number of Returns. Everything you type on a footnote page is considered as part of the footnote text. If you have a different number of Returns after some footnotes, the spacing between footnotes in the output document will not be consistent.

When you have a complete (or partial) list of footnotes to be typed into the document, you can use a glossary entry presented in the WORD ERA Glossary User's Guide to move easily from one footnote page to another and type the footnote text.

Footnote Pages and Format Lines

On footnote pages, you can use a format line that is different from the format lines on numbered document pages. This format line might have different Tab stop positions to allow for the footnote reference type that you select from the Footnote Processing menu.

When Footnotes is selected for Placement, the format line for the first footnote that is put at the bottom of the page is automatically inserted after the last line of text on the page in the output document, and before the separator line.

Returning to a Footnote Reference

When you are on a footnote page, you can return to the corresponding footnote reference in the text by following the steps below.

1. From any footnote page, press **COMMAND**.
2. Type **n** or **N**.

For example, if you are on footnote page N76, pressing **COMMAND** and typing **n** will return the cursor to footnote reference number 76 on a numbered document page.

You can also return to any specific footnote reference from anywhere in the document by following the steps below. If the footnote reference has been deleted from the document, the system will beep to inform you that the command cannot be performed.

1. Press **GO TO PAGE**.
2. Press **COMMAND**.
3. Type the footnote number.
4. Type **n** or **N**.

NOTE: These functions search from the beginning of the document for the footnote reference. If you have a long document, it may take some time to find a footnote reference. If you are moving between footnote references and footnote pages, using **COMMAND NOTE** to mark your place on the numbered document page, and **GO TO PAGE NOTE** to return to that place may be substantially faster.

Finding Out How Many Footnote References Are in a Document

The Document Summary screen shows the total number of footnote pages that have been created in a document. Footnote pages are never deleted if any footnote page contains text, even if the footnote reference has been removed from the text.

However, if a document contains footnote pages with no text, and all footnote references have been deleted, the footnote pages are automatically removed when you leave the document and save the changes. You can use the information on the Document Summary screen to find out how many footnote pages are in a document.

Since the number of footnote references may be different from the number of footnote pages in a document, you can find the last footnote reference number in a document by using a big footnote number. You cannot have more than 999 footnote references in one document. You can find the last footnote reference number by using the steps shown below:

1. Press GO TO PAGE.
2. Press COMMAND.
3. Type 999.
4. Type n or N.

NOTE: If the last footnote reference has been deleted, the system will beep, and the command will not be performed.

If you do not know how many footnote references you have, and the last footnote reference has been deleted, press COMMAND n to enter a new footnote number. That number will be one more than the deleted last footnote reference. For example, if the last footnote reference was 84, the newly entered footnote reference would be 85. If you want, you can then follow the steps outlined below to reenter the last footnote reference number (84, in our example).

Reentering Footnote References that Have Been Deleted

If you have deleted a footnote reference, you can reenter that number by following the steps below:

1. Press **COMMAND**.
2. Type the footnote number.
3. Type **n** or **N**.

If you type the number of an existing footnote, or one that has not yet been created, the system beeps to inform you that the command cannot be performed.

NOTE: The only time you cannot reenter a footnote reference that has been deleted is if you have added footnote references to a page and then pressed **COMMAND r** to restore a page. In that case, the footnote references are removed from the page and cannot be reused.

Printing a Document with Footnotes

You can print a document that contains footnotes without performing Footnote Processing, for example, for a review draft. After you make your selections from the Print Document menu, the messages Press **EXECUTE** to print without footnotes, **CANCEL** to stop process, and Document contains footnotes are displayed. If you press **EXECUTE**, the document is printed with footnote references in the text, but no text from footnote pages will be printed. If you press **CANCEL**, you stop the process.

FORMAT

You use the **Format** key to move the cursor to the format line to make changes, to create alternate format lines, and to copy format lines.

Each unique format line you create is assigned a number. The standard format line that appears automatically at the beginning of each new document is always numbered 1. The next format line you add becomes number 2, the next 3, and so forth.

You can have as many as 99 alternate format lines in a single document at any one time. There can be more than one on the same page.

If you modify a format line, all format lines in the document with that same number will also be changed.

The keys you can use to change a format line are listed below:

Use the Space bar to remove Tab stops or to extend the length of the format line.

Use LEFT and RIGHT to move within the format line, leaving the Tab stops in place.

Use TAB to enter new Tab stops.

Type r or R to enter a Right-flush Tab stop.

Use RETURN to shorten the length of the format line.

Use DELETE to delete the format line.

Type s or SUPERSCRIP^T to start a column.

Type e or SUBSCRIP^T to end a column.

Adding an Alternate Format Line

1. On the editing screen, put the cursor where you want an alternate format line.
2. Press INSERT (if you are not already in insert mode).
3. Press FORMAT.
4. A format line with a new number and the master format line is displayed. Make the changes you desire.

5. Press EXECUTE to set the format line.
6. Press EXECUTE to end the insert (if appropriate).

Adding a Copy of an Alternate Format Line

If you have set up a special format line and want to use it again later in the document, you can recall it by its format line number.

1. Put the cursor where you want the alternate format line.
2. Press INSERT (if you are not already in insert mode).
3. Press COPY.
4. Press FORMAT.
5. Type the number of the desired format line.
6. Press EXECUTE.
7. Press EXECUTE to end the insert (if appropriate).

Changing a Format Line

1. Put the cursor below the format line you want to change.
2. Press FORMAT.
3. Make the changes you desire in the format line.
4. Press EXECUTE.
5. The format line with that number is changed wherever it appears in the document.

Deleting a Format Line

You can delete alternate format lines from a document. If there is only one format line, you cannot delete it.

1. Put the cursor below the format line you want to delete.
2. Press **FORMAT**.
3. Press **DELETE**.
4. The format line is removed.

Since any format line that is created remains available for later use, even if all occurrences of that format line have been deleted from a document, any multiple-column format lines you have created will cause Hyphenation and Pagination to consider the document a multiple-column document. If you delete a multiple-column format line, first remove the column markers by typing over them with spaces.

NOTE: If you are unsure whether an alternate format line you have deleted contains column markers, you can redisplay that format line number in your document by pressing **INSERT**, **COPY**, **FORMAT**, typing the format line number, and pressing **EXECUTE**.

Line Spacing

Line spacing is the amount of space between the lines on a page when a document is printed. The text display on your screen will always be single-spaced, no matter what value the line spacing is set to in the format line.

The default setting for line spacing is always single space. You can change the line spacing to:

0	Zero
Q	Quarter
H	Half
1	Single
W	One and one-half
2	Double
3	Triple

The spacing you have selected is displayed in the second status line after the word **Spacing** and as the first character in format lines.

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1. Position the cursor below the format line you want to change.
2. Press **COMMAND**.
3. Type **s**.
4. Type the code for the line spacing you want to use for this format line.
5. The new line spacing is displayed at the beginning of the format line and in the second status line.

Tab Stops

Tab stops in the format line can be changed at any time. When you change a format line, the text that follows that format line automatically realigns with the new tab positions.

Suppose you remove all the Tab stops from format line, and then continue editing. When you press **TAB**, a Tab symbol will be entered in your document; when you press **INDENT**, an Indent symbol will be entered. Each of these characters takes up one space and prints a space. However, if you later add Tab stops to the format line, the Tab and Indent symbols will move to those stops. Thus, the format of the text will be changed. When you use the Hyphenation and Pagination feature, generated indents are not accurately reproduced if you have Indent symbols in your text without having enough Tab stops in the format line.

1. Put the cursor below the format line you want to change.
2. Press **FORMAT**.
3. Move the cursor to the place you want to add or remove a Tab stop.
4. Press **TAB** to add a Tab stop; press **SPACE** to remove a Tab stop.
5. Press **EXECUTE**.

Right-Flush Tab stops

Each format line has a Right-flush Tab stop at the right margin. If you have a multiple-column format line, the end-of-column marker is also a Right-flush Tab stop.

If you want a Right-flush Tab stop at a position other than the right margin or at the end of a column, you can add Right-flush Tab stops to the format line or remove them from it at any time. You can enter as many Right-flush Tab stops in the format line as you like. At any place you have entered a Right-flush Tab stop in the format line, you can right-justify the text on a line.

If you do not have any Right-flush Tab stops in the format line, any text you enter after a Right-flush Tab symbol automatically justifies at the right margin or at the end of a column. A format line may contain any combination of regular Tab stops and Right-flush Tab stops. However, you cannot put a Tab stop and a Right-flush Tab stop at the same position in the format line.

To enter Right-flush Tab stops in the format line:

1. Press **FORMAT**.
2. Move the cursor to the position in the format line where you want the rightmost character of the justified text to appear.
3. Type **r** or **R**. A Right-flush Tab symbol (left arrow) appears in the format line to indicate the Right-flush Tab stop position. (NOTE: No left arrow appears in the format line for the default Right-flush Tab stop positions.)
4. Press **EXECUTE** to save the changes to the format line.

When you are editing, press **COMMAND INDENT** to enter a Right-flush Tab symbol (a left arrow). See "Right-flush Tab."

FORMAT ARCHIVE DISK

See "ARCHIVING"

FORMAT DEFAULTS

The defaults, or standard settings for a format line on the editing screen, unless changed by a prototype document, are as follows:

 Tabs every 5 spaces

 Right-flush Tab at right margin and end of columns

 Line length of 65

 Single line spacing

 Page length 54 lines

FORMAT DOCUMENT

See "RECORDS PROCESSING."

FORMAT LINE

Each document has at least one format line. This feature determines most elements of horizontal and vertical layout: line spacing, Tab stops, line length, and right margin. Each format line determines the format of all the text that follows it until you enter another format line.

If you try to insert a format line with the same number as the format line directly above it, the new format line is automatically removed when you complete the insert process.

Any changes to a format line will automatically be duplicated in all the other format lines in the document that have the same number.

You can create or copy and insert alternate format lines anywhere in a document. In any one document, you can use as many as 99 alternate format lines. There is no limit to the number of individual format lines in a document.

What Happens if You Exceed the Maximum Number of Alternate Format Lines

If you create more than 100 different format lines in a single document, the Too many formats message is displayed. It is also possible to create too many different format lines by combining different documents with SHIFT/COPY or SHIFT/MOVE. When this happens, any format lines that are identical (even if they have different format line numbers) are automatically combined, using the format line number from the source document.

If, after combining format lines, the total number of different format lines still exceeds 100, the Too many formats message is displayed. You can press EXECUTE to continue with the processing. When you do this, all excess format lines are automatically dropped from the text.

See "FORMAT"

FORMS PROCESSING

Forms Processing is a selection on the Document Processing Tools menu. To use Forms Processing, you must first create a form document. This will act as a template for producing filled-in forms. Once you have created the form template document, Forms Processing makes a copy of it. You enter data into this copy. The cursor skips over the fixed entries in the form template document. It appears only in the fields that contain special characters indicating where the data is to be entered, and what type of information is allowed in each field.

3. *Forms Processing, Pages 113 through 117:* The documentation should state that text does not automatically wrap to the left margin when you are filling in a form. If you type a paragraph in a form field, you must type a return at the end of each line.

Creating a Form Template Document

Create a new document using the Create New Document selection from the WORD ERA Main menu.

To designate a field that will contain only numeric characters, fill the field to the appropriate length with open quote symbols ('). You can enter numbers and the following characters in a numeric field:

+ - , . # @ \$ % < > () [] { } = *

A general field is one that can contain alphabetic characters or a combination of alphabetic and numeric characters. To designate a general field, fill the field to the appropriate length with caret symbols (^).

A simple form document could look like this:

```
Name:      ^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^
Address:   ^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^
          ^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^^
Telephone: """"""""
```

Be sure to check that the settings on the Print Document screen are correct for the form template document. The printing options from the End of Form Options menu automatically use these Print Document settings.

Filling in the Form

To fill in the form follow these steps:

1. Select Forms Processing from the Document Processing Tools menu, or use the shortcut code **fpr**. The cursor appears in the first available position of the first field, and the prompt Enter data or Enter numbers appears as appropriate. The current field is indicated by a bold underscore.
2. Type the data in the field. You can move the cursor within the field with the Cursor keys or the Backspace key. If you want to copy the information from the previous field of the same type, press COPY. Insert, delete, and most other function keys will not work during Forms Processing.

You cannot add text emphasis to the information you enter in the fields during Forms Processing. If you want to emphasize certain fields, add emphasis to the form template document, or edit the output document to add emphasis after the form has been filled in.

You can move between fields by pressing PREV SCRN to move to the previous field or NEXT SCRN to move to the next field. In this way, you can move the cursor to a previously filled-in field and make corrections or additions.

3. When you have filled in a field, you have two options. You can:

Press RETURN to move to the next field and automatically fill the field to the end with spaces.

Press DELETE to delete any unfilled spaces between the last character and the end of the field. When you do this, the spaces that will be deleted are filled with caret symbols (D) so you can tell by looking at the form which fields will be shortened. If you decide you do not want to drop the spaces from a field, you can return to the field and type over the caret symbols with spaces.

If you try to enter information after the field is full, the message End of field reached is displayed. You can move the cursor within the data you have already entered in the field, or you can press RETURN, NEXT SCRN, or DELETE to move to the next field. You can also press PREV SCRN to move to the previous field.

When you have entered data in the last field and pressed RETURN, NEXT SCRN, or DELETE, the message End of form reached is displayed. If the form is filled in correctly, press CANCEL for the End of Form Options menu. Pressing RETURN, NEXT SCRN, PREV SCRN, or DELETE returns you to the first field of the form.

Using the End of Form Options Menu

The End of Form Options menu has two parts. The selections on the first screen are similar to the selection from the End of Edit Options menu. From this screen you can press one of the function keys indicated below:

F FUNCTIONS, FEATURES, AND KEYS

Press **EXECUTE** to create a new file. Enter a document name for the newly created form, and press **RETURN** or **EXECUTE**.

Press **RETURN** to get back to the form processing screen. When you return to the form, the bold underline indicating the current field is not displayed until you press a function key.

Press **DELETE** to discard the filled-in form. The form that is deleted is the copy of the form template document generated by Forms Processing. The original form template document remains available for further forms processing.

Press **FORMAT** to save a copy of the filled-in form and send it directly to the printer. Type a name for the document and press **RETURN** or **EXECUTE**. The document is then automatically sent to the printer, using the printing defaults for the form template document.

Press **GO TO PAGE** to show additional End of Form Options menu selections.

Additional End of Form Options are described below:

Press **1** to save a copy of the filled-in form in a separate document and present a new form. Type the name for the form and press **RETURN** or **EXECUTE**.

Press **2** to save a copy of the filled-in form and present a new form as a new page in the same document. You do not assign a name to the document at this time. After you have entered as many forms in the document as you want, select an option that assigns a document name, such as **EXECUTE** or **FORMAT**.

Press **3** to send the form to the printer without saving it, and present a new form to be filled in. This option does **NOT** save a copy of the form that is printed. After it is printed, the temporary file is automatically deleted from the system.

Press **4** to save a copy of the form in a separate document, send that document to the printer, and present a new form to be filled in.

Press **5** to send the form to the printer without saving it. This option does NOT save a copy of the form that is printed. After it is printed, the temporary file is automatically deleted from the system.

Any key from either of the End of Form Options menus can be used, regardless of whether or not that part of the End of Form Options menu is displayed on the screen. For example, if you know that you want to create several forms in the same document, you can press **CANCEL** to end the form, then type **2** to save the form and present a new form in the same document. It is not necessary to press **GO TO PAGE** to display the More End of Form Options menu before you type **2**.

Additionally, you can use the options in combination with one another. To continue with the example, when you are creating a number of forms in the same document, after you have completed the last form, you can press **EXECUTE** to assign a document name and save the file. You could instead press **FORMAT** to assign a document name and send the document to the printer.

FUNCTION KEYS

You will use special function keys on your keyboard when you perform word processing activities. The following list provides a a brief description of each function key. For detailed information about activities performed by a specific function key refer to the topic entry for that key. For example, to find out how to use the **COPY** key read the topic **COPY** in this chapter.

- | | |
|-------------------|--|
| ALT | Use in WORD ERA depends on the system and keyboard you are using. |
| ARROW KEYS | The four keys with directional arrows move the cursor up, down, left, and right. |

F FUNCTIONS, FEATURES, AND KEYS

BACKSPACE	Moves the cursor backward one character position. (The Backspace key on the majority of keyboards is non-destructive to text.)
CANCEL/DEL	Stops a process, such as editing or inserting. CANCEL is the key you use to say "No." If you change your mind and do not want to continue with a function, press this key. You can ignore the characters "DEL" below "CANCEL."
CENTER	Centers text between the left and right margins, or in columns.
COMMAND	Used along with other keys in functions such as sort, restore page, and math. Also used in combination with other function keys to perform additional word processing functions.
COPY	Duplicates text within the same document or from one document to another.
CTRL	Used with other keys to control the screen display, and may be used to perform other functions.
DEC TAB	Aligns numbers on decimal points according to a tab stop set in the format line.
DELETE	Allows you to highlight the text you wish to delete from a document.
ESC	Use in WORD ERA depends on the system and keyboard you are using.
EXECUTE	Continues or completes an activity you are performing.
FORMAT	Moves the cursor to the format line so that changes can be made, and creates alternate format lines.
GO TO PAGE	Moves the cursor to a particular place in a document, restarts a suspended print job, and accesses a document or library from an index.
HELP	Located at the top left corner of the keyboard, the Help key gives you more information about an editing function or menu selection you specify.

INDENT	Left-justifies and aligns a line or block of text with a tab stop.
INSERT	Allows text to be added to the left of the cursor position in a document.
GL	Used for glossary functions to attach a glossary document or start a glossary entry.
LOCK	Allows you to type uppercase letters without holding down the Shift key. Nonalphabetic characters are not affected by the Lock key.
MERGE	Separates text in an alternating header or footer, defines fields in Records Processing, indicates level markers for the Table of Contents Generator, and defines an include statement for Document Assembly.
MODE	Used with other keys to add emphasis to text in the form of boldface, underline, double underline, overstrike, flashing, or reverse video; and to start and end an entry when using Glossary by Example. Used to set cursor mode.
MOVE	Moves text within a document or from one document to another.
NEXT SCR N	Moves the cursor forward to the next screen of text.
NOTE	Adds bookmarks and notes to a document.
PAGE	Adds an optional or required page or column break, defines text length, and sets the cursor mode to page.
PREV SCR N	Moves the cursor backward to the previous screen of text.
REPLACE	Replaces text with other text.
RETURN	Moves the cursor down one line and over to the left margin or to the next return symbol. Also used with the paragraph cursor mode.

F **FUNCTIONS, FEATURES, AND KEYS**

SEARCH	Locates text in a document.
SHIFT	Allows you to type uppercase letters or symbols, as on a typewriter. Also used with other function keys in various word processing activities.
STOP	Activates the Autosave feature and suspends the printing of a document from a Document Index screen.
SUPER AND SUB SCRIPT	Specifies printing of characters below (subscript) or above (superscript) other text on the same line.
TAB	Moves the cursor to the next tab stop, and generates a tab symbol on the screen. Also used to set tab stops in the format line.

GL

The GL key is used to create glossary entries by example; recall a glossary entry for use; or attach a glossary. See "GLOSSARY."

GLOBAL SEARCH AND REPLACE

The Global Search and Replace feature allows you to find and replace up to 10 text strings at one time. Each item on the list can contain up to 30 characters. With this feature, you can choose whether or not to replace each individual item. You can also instruct the system to perform all the search-and-replace operations automatically.

When you type a search string, all occurrences of that combination of characters will be matched. If you want the Global Search and Replace to be case-specific, type an equal sign (=) in front of the search string. The text you type in the Replace it with column is always entered in the text exactly as you type it on the screen.

You can include screen symbols such as space, Return, Indent, Tab, Dec Tab, Center, Right-flush Tab, Note, Required Space, Optional Hyphen, and Required Hyphen in your search strings. You can use the wildcard characters "*" and "?" in the search strings.

Global Search and Replace can be used to specifically find and replace text with special emphasis such as bold or underscore. However, when you define a search string that begins with text emphasis, only exact occurrences of that string are matched. The emphasis in the text must begin at the same place in the string or the text will not be matched. When you use text emphasis in a replace string, be sure to turn OFF the text emphasis at the end of the string so the emphasis is not carried through to other parts of the document.

G FUNCTIONS, FEATURES, AND KEYS

Be careful in defining multiple search strings for Global Search and Replace. A search string that contains another search string that precedes it on the list will not be found correctly. For example, if the first string on the list is "India" and the third string is "Indian," "Indian" will not be found as an entire word; only the first five letters, "India," will be identified as a search string. This problem can lead to unexpected replacement during an automatic search and replace. If "Indian" precedes "India" on the list, both words will be found correctly.

1. While on the editing screen, hold down SHIFT and press REPLACE.
2. A new screen appears. Type the text you want to search for. You can backspace to correct any typing errors. On this screen, BACKSPACE will delete any characters it encounters. If you want the search to be case sensitive, type = in front of the string.
3. Press EXECUTE to move the cursor to the Replace it with: column.
4. Type in new text. You can backspace to correct any errors.
5. Press EXECUTE to move back to the Search for: column.
6. Repeat as necessary (to a maximum of 10 times), to complete the listing. When the list contains the maximum number of items, the process begins automatically.
7. If you have fewer than 10 items for Global Search and Replace, press EXECUTE to begin the process.
8. When text is located:

Press EXECUTE to replace the item.

Press SEARCH to skip the item and search for the next item.

Hold down SHIFT and press REPLACE to replace all items on the list automatically.

Press CANCEL to stop the process.

9. When the process has been completed, the cursor is positioned on the last item that was changed.
-
-

GLOSSARY

A glossary is a special document in which you can save text or keywords for later recall. A glossary document contains groups of text called glossary entries. The glossary entries contain keywords (names of word processing function and editing keys) and text strings. The keywords and text strings emulate the keystrokes you would normally type from the keyboard. You use glossary entries to automate repetitive tasks, ensure accuracy of typed text, and increase productivity.

If you already know how to use Glossary, use this section as a quick reference. If you do not know how to use Glossary Functions read the *WORD ERA Glossary Functions* manual for in-depth instructions on creating glossary-by-example entries and writing glossary programs.

There are two ways you can create entries in a glossary:

When you create an entry by example, you attach an existing glossary that has been verified. The text you type and the functions you use in a *WORD ERA* document are automatically saved in that glossary as a glossary entry with the proper syntax.

When you create an original entry, you create a glossary or edit an existing glossary and type the text and function names you want directly into that glossary.

It is good programming practice to keep your glossary entries relatively short. The limit to the length of each kind of glossary entry is shown below:

Glossary by Example:	1024 bytes
Glossary entry:	32,767 bytes

G FUNCTIONS, FEATURES, AND KEYS

If you create a new glossary containing no entries, the following warning messages are displayed after the glossary is verified: An empty glossary is attached, and Press EXECUTE to continue. You can attach a glossary containing no entries and then use Glossary by Example to add entries during editing.

See "Attaching a Glossary Document," "Detaching a Glossary Document," "Verifying a Glossary."

Glossary Keywords

A list of keywords that can be used in glossary entries is given below:

backspace	nextscrn
cancel	NEXTSCRN
center	north
command	NORTH
copy	note
COPY	page
dectab	PAGE
decimaltab	prevscrn
delete	PREVSCRN
down	quote
DOWN	replace
east	REPLACE
EAST	return
execute	right
format	RIGHT
gl	search
glossary	SEARCH
goto	south
help	SOUTH
indent	space
insert	stop
left	subscript
LEFT	superscript
merge	tab
MERGE	up
mode	UP
move	west
MOVE	WEST

Creating a Glossary Document Using Glossary Functions

1. From the Glossary Functions menu, select Create New Glossary.
2. Type a new glossary name and press RETURN or EXECUTE.
3. Type a prototype document name if you do not want to use prototype 0000.
4. Press RETURN or EXECUTE.
5. Fill in the Glossary Summary screen.
6. Press EXECUTE.
7. You see an editing screen for creating glossary entries.
8. When you have finished the glossary entry or entries, press CANCEL.
9. Press EXECUTE to save the entries you have created.
10. The glossary will be verified automatically.

Correcting Verification Errors

1. If errors are detected during verification, a new screen is displayed.
2. Press RETURN to get back to the glossary so you can correct any verification errors.
3. Press GO TO PAGE.
4. Type w or W.
5. The work page lists the verification errors that have been found.
6. Return to the appropriate page, and correct the errors.
7. Press CANCEL to end the edit.
8. Press EXECUTE to save the changes.
9. When the glossary is properly verified, it is automatically attached and ready to use.

Creating a Glossary Document Using Create New Document

You can create a glossary document by using the Create New Document section on the Main menu. If you create a new glossary in this way, you must verify the glossary either by using the Verify glossary selection from the Glossary Functions menu or by using the shortcut code `vgl`. Only then can you attach and use the glossary.

Creating a Glossary Entry by Example

1. From an editing screen, attach a created and verified glossary.
2. Press `MODE`.
3. Press `GL`.
4. Type the text or perform the keystrokes you want to save in the glossary entry.
5. Press `MODE`.
6. Press `GL`.
7. Type a one-letter entry label.
8. Press `RETURN` or `EXECUTE`.
9. The glossary entry is saved under the label.

Using a Glossary Entry

1. With a created and verified glossary attached, press `GL`.
2. Type the entry label for the entry you want to recall.

GO TO PAGE

The Go To Page key moves the cursor to specific page locations within a document.

Press GO TO PAGE, then type the following:

Code or Key	Moves cursor to
b or B	beginning of document
e or E	end of document
f or F	footer page
h or H	header page
n or N	note page
w or W	work page
TAB	next Tab symbol in document
INDENT	next Indent symbol in document
DEC TAB	next Dec Tab symbol in document
Right-flush Tab	next Right-flush Tab symbol in document
CENTER	next Center symbol in document
Required Space	next required space symbol in document
Optional or Required hyphen	next optional or required hyphen in document
from document, n or N, footnote number, and EXECUTE	footnote page

G FUNCTIONS, FEATURES, AND KEYS

from footnote page, n or N, footnote number, and EXECUTE	corresponding footnote number in document
NOTE	bookmark 0
0-9, and NOTE	with the number bookmark
LEFT	beginning of line
RIGHT	end of line
UP	top of that page
DOWN	bottom of that page
NEXT SCRNL	top of the next page
PREV SCRNL	top of the previous page
any page number and EXECUTE	top of that page
SUBSCRIPT	bottom of column, or next format line if not in multiple-column format
SUPERSCRIPT	top of column, or previous format line if not in multiple-column format

HEADER

A header is the space at the top of a page before the text on the regular page begins.

Each WORD ERA document has a separate header page. You can enter information on the header page once and have it repeated on each page when you print the document. The lines you enter on the header page do not affect the text length setting of the document. However, they do affect the number of lines on the printed page. The header will print on all pages of the document you select for printing from the Print Document menu.

If you want the system to automatically print page numbers on the top of each page, you can type a number symbol (#) on the header page. A header page cannot contain a page break. You can use Returns in a header so the text of a document prints a fixed number of lines from the top of the page. See also "Alternating Headers and Footers."

1. From an editing screen, press GO TO PAGE, and type **h** or **H**.
2. Type the header text, pressing RETURN as needed. Include # to print page numbers on the top of each page automatically.
3. Use GO TO PAGE to return to a numbered document page.

HELP

The Help key provides on-screen information about menu selections and editing functions. You can access three different help menus:

- Help for Menus
- Help for Spelling Tools
- Help for Editing

H FUNCTIONS, FEATURES, AND KEYS

When you press the Help key, a list of help topics is displayed on the screen. You can move the marker through the list of topics using any of the following keys:

UP or DOWN

PREV SCRNL or NEXT SCRNL

SPACE

RETURN

The first letter of the item

One of the numbered function keys in Help for Editing

To display a specific Help topic, move the marker to the topic and press HELP or EXECUTE.

To leave a Help screen and return to the Help menu, press CANCEL. To leave the Help menu, press CANCEL. When a Help topic is displayed on the screen, you can press GO TO PAGE to leave Help.

Accessing Help From Menu Screens

1. From any menu, press HELP.
2. Move the marker to the desired topic.
3. Press HELP or EXECUTE. Information on the topic is displayed on the screen.
4. Press CANCEL to return to the list of topics.
5. Press CANCEL to return to the original menu.

Accessing Help For Spelling Tools

1. When using Spelling Tools interactively, any time the document being checked is displayed on the screen, press HELP.
2. Move the marker to the desired topic.
3. Press HELP or EXECUTE. Information on the topic is displayed on the screen.
4. Press CANCEL to return to the list of topics.

5. Press CANCEL to return to the spelling screen.

Accessing Help From an Editing Screen

1. You can access Help for Editing from an editing screen in any of the following ways:

By pressing HELP to automatically open a window for Help on the lower half of the screen

By pressing COMMAND HELP to display Help on a full screen

By opening a window and pressing HELP when the Document name? message is displayed

By pressing HELP in any open window.

NOTE: When you are using HELP in a window, use PREV SCRN and NEXT SCRN to move between screens of text.

2. Press the numbered function key for which you want help. For example, if you want information on how to copy text, press COPY. Or move the marker to the topic and press HELP or EXECUTE.
3. When you are finished with the information, press CANCEL to return to the Help menu.
4. Press CANCEL to return to the editing screen.

You can press GO TO PAGE from any Help screen to exit directly from Help without returning to the Help menu.

HELP FOR COMMANDS

Many WORD ERA functions can be accessed by pressing COMMAND and then pressing other keys. You can look at a list of commands while you are editing by pressing COMMAND and then typing ?.

The following text is displayed in the upper right-hand corner of the screen:

```
Which command?  HELP
Fullscreen Help
```

When you press certain keys, you can step through a list of the commands, displaying them one by one in the upper right-hand corner of the screen. The key you press to access each command is shown in the upper right-hand corner of the screen. A brief description of the command is shown in reverse video on the second line.

Accessing Help for Commands

1. Press **COMMAND** and type **?**.
2. Press **RIGHT** or **DOWN** to move forward through the list of commands. Press **LEFT** or **UP** to move backward through the list of commands. You can also press the key you would press to execute the command. For example, if you press **q**, Help for Commands shows that **q/Q** accesses Printer Queue Control.

Leaving Help for Commands

There are two ways you can leave Help for Commands:

1. When the command you want is displayed on the screen, press **EXECUTE** to execute that command.
 2. Press **CANCEL** to leave **COMMAND ?**. You are still in command mode, as indicated by the **Which command?** message. Enter any command. If you do not want to execute a command, press **CANCEL** again.
-
-

HIGHLIGHTING TEXT

When you use functions such as COPY, MOVE, and DELETE, you select the text by highlighting it. Highlighted text displays on the screen in reverse video (dark characters with a light background). Text is highlighted from the starting cursor position to the current cursor location. You can highlight text with backward or forward cursor movement. Some shortcuts you can use to highlight text are given in the following paragraphs.

If you highlight too much text, you can always move the cursor in the opposite direction to remove highlighting. The selected function (for example, COPY or MOVE) is performed only on text that is highlighted.

Highlighting Text Backward

You can highlight text by moving the cursor backward from the cursor position by pressing any of the following keys:

- UP
- LEFT
- BACKSPACE
- GO TO PAGE, a page number, EXECUTE

Highlighting Text Forward

You can highlight text by moving the cursor forward from the cursor position in the following ways:

- Pressing DOWN

- Pressing RIGHT

- Using GO TO PAGE with

- The cursor movement keys

- Function keys such as TAB and INDENT

- Page numbers and EXECUTE

- e to go to end of document

H FUNCTIONS, FEATURES, AND KEYS

Pressing **NEXT SCRN**

Pressing **RETURN** to highlight to the next **RETURN**

You can also move the cursor to the next occurrence of any character by typing that character. For example, if you type a **z**, the cursor moves forward to the first **z** it finds. If no **z** is found, text is highlighted to the next page break.

HORIZONTAL SCROLLING

In a wide document, the horizontal-scroll setting determines how many positions to the right or left the screen moves when you move the cursor right or left. The setting is always 20 characters unless you change it.

1. From an editing screen, press **COMMAND**.
 2. Type the number of characters you want for the horizontal-scroll setting, from 1 to 79.
 3. Type **h** or **H**.
-
-

HORIZONTAL SPACING

The horizontal spacing of a document is affected by a number of different elements, which are described below:

Left Margin, Line Length, and Right Margin

The left and right margins are the blank areas on either side of a page of text. Line length is the measure of the text area between the two side margins. You can type as many characters across as the line length allows. The margin and line-length settings are major considerations in producing well-formatted documents. See "FORMAT" and "Print Document."

Center, Tabs, Indents, Dec Tabs, and Right-flush Tabs

These are the document formatting keys that affect horizontal spacing.

CENTER puts text, such as a heading or title, in the middle of the line length or centers text between column margins.

A TAB stop is a fixed position on the format line to which your cursor moves when you press the Tab, Indent, or Dec Tab key.

An INDENT aligns text on a Tab stop in the format line. As you type, text continues to wrap around and align with the Indent until you press the Return key.

DEC TABS allow you to right-align columns of whole numbers or to align columns of numbers at the decimal.

RIGHT-FLUSH TABS (generated by pressing COMMAND INDENT) align text with the right margin, with the end-of-column arrow, or with the Right-flush Tab marker or markers (R) in the format line.

See "Center," "Dec Tab," "Indent," "Right Flush Tab," and "Tab."

Font

The font of the printer affects horizontal spacing. When monospace printing is used, the horizontal spacing is determined by the pitch. When proportional space printing is used, 12-pitch spacing determines the length of the format line.

Because the amount of horizontal space allowed for each letter depends on the width of that letter, the actual number of characters printed on a line will vary. Fewer capital letters will print on a line than lowercase letters. See "Proportional Space."

Pitch

Because of pitch, the length of a line may look different on the printed page from the way it looks on the screen. Pitch is the number of characters printed in one inch across the paper.

10 pitch is 10 characters per inch, and 12 pitch is 12 characters per inch. On many printers, 15 pitch (15 characters per inch) is also available. See "Print Document."

Justified and Unjustified Right Margin

When text is justified, it lines up evenly along the right and left margins. When text is unjustified, the left margin is even, but the right margin is ragged and follows the natural breaks in words and sentences. See "Print Document."

HOT-ZONE LENGTH

A hot zone is a specified range of character positions at the end of a line of text within which words can be hyphenated. A field on the Hyphenation and Pagination menu allows you to specify the minimum number of character positions for hyphenated words. A small hot-zone length will result in more words being hyphenated than a longer length.

Set the Hot zone length to 99 and select Hyphenation or Both if you want to remove all generated hyphens from your document automatically. See "Hyphenation and Pagination."

HYPHENATION AND PAGINATION

Hyphenation and Pagination is a selection on the Document Processing Tools menu. It consists of two functions:

Hyphenation lets you hyphenate words at the end of lines of text, creating a more even right margin. Words followed by a period, question mark or a footnote reference are never presented for hyphenation.

Pagination allows you to adjust the placement of optional page and column breaks in a document or add them to a document that has not yet been paginated.

The two functions can be used separately or together. In addition, you can select Interactive, Automatic, or Background processing for each function.

You can paginate documents with multiple-column formats. You can either wrap the text from column to column or keep the columns synchronized.

You can hyphenate and paginate documents with floating footnotes. However, only the text of such a document (not the footnote pages) will be processed. To properly position floating footnotes in a document after all editing changes have been made, use the Footnote Processing selection from the Document Processing Tools menu.

When using these features, you cannot set a hot-zone length of 0 or 1. In addition, you cannot hyphenate or paginate a document containing more than 999 pages. You can set your text length up to 999 lines. However, if you have more than 875 lines of complete text, you may receive an Out of memory warning message and may lose text. If you want to paginate extremely long pages, you may need to increase the Maximum process size on the operating system Configuration menu (and you may need to install another memory board).

Generated indents may not be accurately reproduced if you insert page breaks in the middle of an indented paragraph without having Tab stops in the format line. If the format line contains enough Tab stops, this problem will not occur.

See "Automatic Processing," "Background Processing," "Footnote Processing," "Hot-Zone Length," "Hyphens," "Indent," and "Interactive Processing."

Using Hyphenation and Pagination

1. From the Document Processing Tools menu, select Hyphenation and Pagination.
2. Type the document name and press RETURN or EXECUTE.
3. Select Hyphenation, Pagination, or Both, and press RETURN.
4. Type the number for the hot-zone length for hyphenation if other than 3. Use 99 to remove all generated hyphens from a document.
5. Press RETURN.
6. Use the default Text length setting or type a different number.
7. Press RETURN.
8. Use the default beginning page number or type a different number.
9. Press RETURN.
10. Use the default ending page number or type a different number.
11. Press RETURN.
12. Select Yes for Exception Dictionary, or leave the setting at No.
13. Press RETURN.

14. Select Interactive, Automatic, or Background processing.
15. Press EXECUTE.
16. If you selected Yes for Exception Dictionary, type the name of the exception dictionary document.
17. Press RETURN or EXECUTE.

Performing Interactive Hyphenation

1. When the screen presents a word for hyphenation, use RIGHT and LEFT to move the hyphen location.
2. Press EXECUTE to add a hyphen.
Or press SEARCH to find the next word to be hyphenated.
Or press CANCEL to stop the hyphenation process.

Performing Interactive Pagination

1. When text is displayed with a page break in the middle of the screen, you can use UP and DOWN to move the page break up or down a maximum of 9 lines.
2. When the page break is positioned correctly, press EXECUTE.

Performing Pagination on a Multiple-Column Document

Follow steps 1 through 17 described above for USING HYPHENATION AND PAGINATION. If the document contains a multiple-column format line, an additional menu screen is displayed that allows you to make more format choices for the document.

Wrapping Columns. You can choose to wrap the text, so that it flows from column to column as it does in a magazine or newspaper.

H FUNCTIONS, FEATURES, AND KEYS

If you select No for Wrapping columns, the Hyphenation and Pagination feature keeps the columns synchronized. That way, the information you typed in each column remains aligned as it was when you typed it. This allows you to keep tabular data aligned when it has been entered in multiple-column format. Unless you use required column breaks in the data entered in synchronized columns, you cannot mix wrapped columns and synchronized columns in the same document.

Perform Balancing. The Perform balancing selection only works if you select Yes for Wrapping columns. If you select No for Wrapping columns, it does not matter what selection you make for Perform balancing.

If you select Yes for Perform balancing, the length of each column on a page will match, even if there is not a complete page of text. If you select No and have chosen to wrap columns, text at the end of a chapter or document will fill the leftmost column first. It will then fill as much of the next column or columns as possible.

When you have made your selections, press EXECUTE. If you have selected column wrap, pagination begins immediately.

Output Documents. If you have selected synchronized columns, the Hyphenation and Pagination feature must create an output document.

WARNING: Since WORD ERA must rearrange the document to paginate with synchronized columns, the output document cannot be processed through Hyphenation and Pagination again. Do not make editing changes in the output document. If you want to make any further changes to a document with synchronized columns, edit the original document and process it again.

When you press EXECUTE, you are offered three choices:

- Make output document only
- Make output document and print
- Print only

Press EXECUTE, enter the name of an output document (if required), and press RETURN or EXECUTE to begin processing.

Suppose you inadvertently make editing changes in an output document and try to process that document with the Hyphenation and Pagination feature. In that case, the prompt Can't process output document is displayed. To save the changes in a document that you can process through Hyphenation and Pagination, follow the steps outlined below:

1. Create a new document.
2. Press SHIFT/COPY.
3. Type the name of the output document and press RETURN or EXECUTE.
4. Press FORMAT to copy the format lines.
5. Press EXECUTE, GO TO PAGE, type e, and press EXECUTE to copy the entire output document. You can then process this new document through Hyphenation and Pagination.

Performing Hyphenation and Pagination on a Document Containing Floating Footnotes

When you are ready to produce a final footnote document, first perform hyphenation from the Hyphenation and Pagination menu. Then use the Footnote Processing selection on the Document Processing Tools menu to insert the page breaks and do the final footnote formatting.

You can use Hyphenation and Pagination to paginate a document with footnote references. The footnote text will not be processed, and the footnote references will not be renumbered. When you print the document, the footnote references print in a three-digit format. For example, footnote reference 4 will print as "004." You can easily tell that a printed footnote document with numbers in this format has not been processed with Footnote Processing. The same document can later be processed with Footnote Processing.

See "Footnoting" for information on how to enter footnotes in a document. See "Footnote Processing" for information on how to produce a footnote output document.

HYPHENS

Hyphens are used to break words at the end of a line of text. This makes the right margin more even when unjustified text is printed and prevents large spaces in a line when justified text is printed. You can add hyphens while editing or use the Hyphenation feature on the Hyphenation and Pagination menu. There are four kinds of hyphens:

Generated Hyphen (Bright -)

This hyphen is added in the hyphenation process. It is removed automatically when hyphenation is used on a document again or when editing or formatting changes bring the two parts of a hyphenated word together on the same line.

Regular Hyphen (-)

You enter this hyphen when creating or editing a document by pressing the Hyphen key (-). This type of hyphen is permanent; it is not removed by the hyphenation process. A regular hyphen is treated like any other character during word wrap. You should use regular hyphens in words like "mother-in-law," "right-handed," and "open-ended."

Optional Hyphen

You enter an optional hyphen by pressing COMMAND and then the Hyphen key. An optional hyphen is displayed on the screen as " _ ." Optional hyphens mark the only place or places where a word can be hyphenated.

If you want to hyphenate only at particular places within a word, use optional hyphens to indicate the hyphenation locations you prefer when you type the word in your document.

When a document is hyphenated, optional hyphens within a word are not removed. Words containing optional hyphens are offered for hyphenation only at the optional hyphenation point or points. Optional hyphens are never printed.

Required Hyphen

Like optional hyphens, required hyphens are typed by pressing COMMAND and then the hyphen key. They are also displayed on the screen as " _ ." You place a required hyphen immediately before a word to indicate that it should never be hyphenated. The word following the required hyphen may contain regular or optional hyphens. Nevertheless, the word will not be hyphenated unless you remove the required hyphen.

Required hyphens are never removed by the hyphenation process.

INDENT

The Indent key left-justifies text at a Tab stop position in the format line. All text typed between the indent and the next RETURN will align on the left with the indent.

Generated Indent

If you insert a page break in the middle of an indented paragraph, the rest of the paragraph is no longer indented. You can insert an indent after the page break. However, this may cause improper indenting if you subsequently repaginate the document or make editing changes to it.

The Hyphenation and Pagination feature solves this problem by generating an indent when a page break falls in the middle of an indented paragraph. Generated indents look the same as regular indents. However, when you use Hyphenation and Pagination again, generated indents are automatically removed where no longer required. Generated indents are not automatically removed when you delete a page break while editing.

Here are two ways to avoid problems with regular and generated indents:

Do not put optional page breaks in the middle of indented paragraphs while editing. Paginate with Hyphenation and Pagination, placing the page breaks at the proper locations. When you make editing changes, you can remove generated indents if you remove page breaks. However, you do not need to do this if you always use the Hyphenation and Pagination feature for pagination. This feature automatically removes the unnecessary generated indents and adds new ones as required.

Alternatively, if you insert an optional page break in indented text during editing, enter a Return before the page break, even if the paragraph is not finished. You can then insert another indent after the break to indent the rest of the paragraph. That way, if the page break is moved by Hyphenation and Pagination, the indentation is still correct.

Changing Indent Position

1. From an editing screen, press **FORMAT**.
2. Use **LEFT** and **RIGHT** to move the cursor in the format line. Press **SPACE** to remove a Tab stop, or press **TAB** to add a Tab stop.
3. Press **EXECUTE**.

Removing an Indent

1. Put the cursor on the Indent symbol.
2. Press **DELETE**.
3. Press **EXECUTE**.

Using Indent

1. Press **INDENT** as many as times as needed to reach the Tab stop you want.
 2. Type the text.
-
-

INDEX

An index is a list of documents or sublibraries on an archive disk or on the system disk. Indexes can be made of all the documents or of those by a particular author or operator. Indexes have a short or long format. An index can be displayed on the screen, printed, or both.

You can access an index in the following ways:

By selecting Index from the Main menu

While editing a document

By using the shortcut codes **ixs**, **ixl**, **lib**, **ixo**, **ixa**

You can archive or print single documents, multiple documents you select, or all documents in a library from a Document Index screen. See "Archiving," and "Printing."

Accessing an Index While Editing a Document

You can access an index of the documents in your current library from any editing screen. You can then perform any indexing function while that index is on the screen. In this way, you can do things like quickly check the name of a document from which you want to copy or move text without returning to the Main menu, enter a different document to make editing changes. You can also archive documents or send other documents to the printer without exiting from the document you are editing. However, you cannot copy, rename, archive, or print the document you are editing from this index screen.

1. From any editing screen, press **COMMAND**.
2. Type **i** to access a short form index or **I** to access a long form index.
3. Press **CANCEL** to return to the document.

Suppose you access an index screen while editing a document and then attach a glossary by moving the marker to the name of the glossary and pressing **GL**. In that case, the glossary is only attached until you leave the index screen to return to the editing screen. Thus, you can attach a new glossary from the index, enter a new document by pressing **GO TO PAGE**, and edit that document using the new glossary. When you end the edit and go back to the original document, the glossary you accessed from the index screen is no longer attached.

Displaying an Index From the Main Menu

1. From the Main menu, select Index.
2. Make one choice from each category and press **EXECUTE**.
3. The Document Index you have selected is displayed or printed.

4. Press CANCEL to return to the Document Index screen.
5. Press CANCEL to return to the Main menu.

Displaying an Index Using Shortcut Codes

1. From any menu, press COMMAND.
2. Type the shortcut code for the type of index you want to display. The index shortcut codes are **ixs**, **ixo**, **ixa**, **ixl**, and **lib**.
3. Press CANCEL to return to the menu screen.

Copying an Index

1. From the Main menu, select Index.
2. Select Index to Printer.
3. Press COPY.
4. Type a new document name.
5. Press RETURN or EXECUTE.
6. Use the default prototype document or type a new prototype-document name.
7. Press RETURN or EXECUTE.
8. A document containing the index is created. You can edit the document or print it.

Printing an Index

1. From the Main menu, select Index.
2. Select Index to Printer.
3. Press EXECUTE.

4. Press **FORMAT** to send the index to the printer.
5. Press any key to continue.

If you select **Both** in the **Index To** column, the index is displayed on the screen first. When you press **CANCEL**, an **Index Printing Options** menu is displayed. From this menu, you can copy the index to a document, send it to the printer, or press **DELETE** to cancel the process. You cannot print an index of sublibraries.

Displaying Document Information From the Short-Format Index

1. From the **Main** menu, select **Index**.
2. Choose **Short format** and **Index to Screen**, and press **EXECUTE**.
3. Move the marker to the name of the document for which you want more detailed information and press **NOTE**.
4. Information from the document summary is displayed on the screen. Press any key to continue.
5. Press **CANCEL** to return to the **Document Index** screen.

Storing a Document or Glossary Name

You can store a document or glossary name from an index. That name will appear in the **Please enter document name** or **Please enter glossary name** field when you return to a menu and select a function.

1. From the **Main** menu, select **Index**.
2. Choose the format type, **Index To Screen**, and press **EXECUTE**.
3. Move the marker to the document name you want to store and press **EXECUTE**.
4. The document or glossary name is saved.

5. Press CANCEL to return to the Index Menu.
 6. Press CANCEL to return to the Main menu.
 7. Select a function. The name of the document you stored is displayed in the Please enter document name or Please enter glossary name field for the function you have selected.
-
-

INDEX GENERATOR

Index Generator is a feature that checks a word list you have created against a text document. It then creates an output document containing an alphabetically sorted list of the words plus the page numbers on which the words appear in your text document.

Input Document

The input document is the document for which you want to create an index.

Because the Index Generator references the page numbers it finds in the input document, be sure the page numbers are the same as when the document will be printed. In other words, be sure your input document has no blank or unnumbered pages at the beginning.

Output Document

The output document contains the index.

The title INDEX is automatically centered at the top of the first page. The Index Generator does not put page breaks in the output document. You may insert them while editing or use the Hyphenation and Pagination feature to do so.

Word-List Document

The word-list document is a regular WORD ERA document that you type. In it, you list all the words and phrases you want the Index Generator to look for in your text document.

The words and phrases need not be in alphabetical order; the Index Generator automatically alphabetizes the items in the word-list document when it generates the output document.

Each word or phrase must be typed on a separate line ending with a return.

Each word or phrase must begin at the left margin. Beginning and ending spaces on a line are ignored. Words preceded by a Tab, Indent, Right-flush Tab, or Dec Tab symbol will not be found.

If a single word is listed twice in the word-list document, it only appears once in the index output document.

If there are no page references to a term, it will appear in the index, but there will be no page numbers after it.

Capitalization is ignored, and the term is found in both uppercase and lowercase forms.

If you have defined a character table to add accented characters or change the case-insensitive ASCII collating sequence, this character table is used by the Index Generator. Refer to the WORD ERA *Technical Reference* manual for information on changing the ASCII collating sequence.

If you do not use a character table, do not use any text attributes such as bolding or underscoring in the word list document. If any text attributes are included, the words containing those attributes appear at the end of the alphabetical list in the output document and no page references to those words will be found.

Capitalization is ignored, and the term is found in both uppercase and lowercase forms.

You may use the same word to begin separate phrases. For example:

call entry function in glossary
call error function
call functions
call

Each phrase above will be listed separately with its page numbers, if any. The single word "call" will be listed with all pages on which it appears. As shown in the example, phrases that start with the same word must always be listed in order of length, beginning with the longest phrase. If the phrases are the same length, it does not matter which phrase is listed first.

Using the Index Generator From the Main Menu

1. From the Document Processing Tools menu, select Index Generator.
2. Type the name of the input document and press RETURN.
3. Type the name of the word list document and press RETURN.
4. Type the name of the output document and press EXECUTE.
5. When the process is complete, the Document Processing Tools menu is displayed.
6. Press CANCEL to return to the Main menu.

Using the Index Generator with the Shortcut Code

1. From any menu, press COMMAND.
 2. Type `ixg`.
 3. Follow steps 2 through 4 above.
-
-

INSERT

The Insert key allows you to add new text without typing over existing text and to enter page and column breaks into a document.

Inserting Text

1. While editing, put the cursor where you want the insert to begin.
2. Press INSERT.
3. Type characters and/or press function keys.
4. Press EXECUTE to complete the insert.

Canceling an Insert

1. If you are in insert mode and you decide not to complete the insert, press CANCEL. The message Press EXECUTE to erase insert, CANCEL to continue is displayed.
2. To cancel the insert, press EXECUTE.
3. Or press CANCEL to continue the insert.

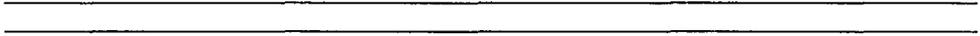
Inserting or Deleting Text While in Insert Mode

When you are inserting text, you can insert or delete text within the text you are inserting. To do this, follow the steps below:

1. Put the cursor where you want to insert or delete text. You cannot move the cursor outside the text you have typed for the primary insert.
2. Press INSERT or DELETE.
3. Modify the text. You can press CANCEL to stop the additional insert or delete without canceling the primary insert.

4. Press EXECUTE to complete the insertion or deletion.

You must complete the insertion or deletion before you begin another insertion or deletion while in Insert mode.

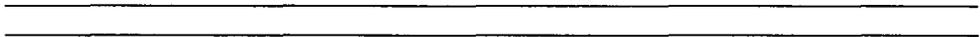


INTERACTIVE PROCESSING

The Spelling Checker and Hyphenation and Pagination features can be run in interactive mode.

With Spelling Checker, you make corrections as the system finds the words that are not in the spelling lexicon or an exception dictionary.

With Hyphenation and Pagination, you can select which words you want hyphenated and the positions of the page breaks while the document is displayed on the screen.



JUSTIFIED TEXT

You can choose to print your document with even right margins by selecting the "Justified" option on the Print Document menu. If you want to print your document with ragged right margins you can accept the "Unjustified" default option.

To Justify Printed Text

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. Move the Cursor to Format
4. Press DOWN to select Justified
5. Press EXECUTE

The default selection for the Print Document menu (if you used 0000 as a prototype when you created your document) is Unjustified.

If you select With notes, the text will print unjustified and any notes included in the document will also print.

KEYWORDS

Keywords are the names of function keys used in glossary entries. See "GLOSSARY" for a list of keywords.

Read the WORD ERA *Glossary Functions* manual to learn how to create a glossary by example and how to write glossary programs.

L

Using the Letter I

When you type numbers, be sure to type the number one. Do not use the letter "l" in place of the number "1." Many word processing functions, particularly the Math function, will not work properly if "l" is substituted for "1."

LEFT ARROW

See "CURSOR"

LEFT MARGIN

The left margin for a document is set on the Print Document screen. See "PRINT DOCUMENT."

LIBRARY

A library is a collection of documents. You use libraries and their subdivisions, sublibraries, to group documents together. A library name always begins with a "/", as in "/u/training."

Changing the Library From the Main Menu

1. From the Main menu, select Supervisory Functions.
2. From the Supervisory Functions menu, select Change library.
3. Type the new library name and press RETURN or EXECUTE.

Change Library Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type chl.
3. Type the new library name and press RETURN or EXECUTE.

Changing the Library Using the Index (System Disk Only)

1. From the Main menu, select Index.
2. From the Document Index screen, select the sublibraries type, index to screen, and index from current library; then press EXECUTE.
3. Move the marker to the name of the library you want; then press GO TO PAGE.
4. The library changes, and the sublibrary index for the new library is displayed.
5. Press CANCEL to return to the Index screen.
6. Press CANCEL to return to the Main menu.

Changing the Library Using the Index Shortcut Code

1. From any menu, press COMMAND.
2. Type lib.
3. Follow steps 3 through 6 above.

Viewing a Listing of Documents in a Library From the Index

If you want to locate a document and are not sure what library it is in, you can look at Document Indexes for each sublibrary.

1. From the Main menu, select Index.
2. From the Document Index screen, select the sublibraries type, index to screen, and index from current library; then press EXECUTE.
3. Move the marker to the name of the library you want, then press EXECUTE. The library is not changed, but a listing of the documents in the sublibrary you selected is displayed on the screen.
4. Press CANCEL to return to the Sublibrary Listing screen.

Moving a Document to a Different Library

1. From the Main menu, select Filing.
2. From the Filing menu, select Rename document.
3. Type the document name and press RETURN or EXECUTE.
4. Type a full pathname and press RETURN or EXECUTE.
5. Press CANCEL to return to the Main menu.

Creating a Sublibrary

1. From the Main menu, select Supervisory Functions.
2. From the Supervisory Functions menu, select Make library.
3. Type a new library name and press RETURN or EXECUTE.
4. Press CANCEL to return to the Main menu.

Removing a Library

You cannot remove a library if it contains any documents. Follow the steps outlined below to remove a library that contains no documents.

1. From the Main menu, select Supervisory Functions.
 2. From the Supervisory Functions menu, select Remove library.
 3. Type the library name and press RETURN or EXECUTE.
 4. Press CANCEL to return to the Main menu.
-
-

LINE LENGTH

The line length of a document is the number of characters that can be typed on one line. You set the line length in the format line. The maximum line length is 250 characters; the minimum line length is 5 characters. See "FORMAT."

Although you can create documents with format lines up to 250 characters, many printers cannot print 250 characters on one line. The maximum right margins (with the left margin set to 0) for NEC and GENICOM printers are shown below. If you set the right margin larger than the maximum, any additional text will print over existing text.

Pitch	Maximum right margin
10	136
12	163
15	204

LINE SPACING

Line spacing is the amount of space between the lines on a page. The choices include zero, quarter, half, single, 1-1/2, double, and triple spacing. See "FORMAT."

LINES PER INCH

Lines per inch refers to the number of lines printed in 1 vertical inch. See "PRINTING."

LIST DOCUMENT

See "RECORDS PROCESSING."

LOCK

When you press the Lock key, all the letters on the keyboard appear on the screen as uppercase letters. The other keys on the keyboard are not affected when the Lock key is on. Press the Lock key again to return to the normal typing mode.

MARGINS

Top Margin

The top margin is the space between the top edge of the paper and the body of the text on a page. See "HEADER."

Bottom Margin

The bottom margin is the space between the end of the body of the text on a page and the bottom edge of the paper. See "FOOTER."

To calculating the bottom margin from Header and Text Length Subtract the page text length and header length (if any) from paper length in number of lines.

Example:

Paper length	66	lines
Header	- 6	lines
Text length	- 54	lines
Bottom margin	= 6	lines

Left Margin

The left margin is the unprinted area between the left edge of the paper and the left edge of the printed text. The left margin is set from the Print Document screen. Remember that the left-margin setting is determined by the number of characters, and this width varies according to the pitch setting you select.

If the left edge of your paper is aligned at a margin setting of zero on the printer, a left-margin setting of 10 characters on the Print Document screen produces the following spacing:

Pitch	Distance from left margin text will print
15	about 11/16"
12	about 13/16"
10	1"

Right Margin

The right margin is the unprinted space between the end of a line of text and the right edge of the paper. The right margin is determined by the left margin and the line length (see "Format"). For example, if you are printing with a pitch of 12 (12 characters per inch), there is room for 102 characters across a sheet of paper 8-1/2 inches wide.

Width of paper	102	characters
Left margin	-15	characters
Line length	<u>-65</u>	<u>characters</u>
Right margin	=22	characters

MARKER

A Marker is a bright bar on menu screens that indicates which menu item has been selected. On menus with default selections indicated by a bright bar, the Marker flashes.

You use the Marker to select the activity you want to perform. There are several ways to move the Marker to your selection. The keys you can use to do so are described below. These keys work in the same way on all menu screens that do not ask you to enter some text.

- | | |
|--------------------------|---|
| UP | Moves the Marker up one selection at a time and from the top to the bottom item. |
| DOWN | Moves the Marker down one selection at a time and from the bottom item to the top item. |
| SPACE
(Space bar) | Works the same way as DOWN and RETURN. |
| RETURN | Works the same way as DOWN and SPACE. |
| a, b, c,
and so forth | Moves the Marker to the next selection that begins with that letter. |

EXECUTE	Selects the activity at the Marker location.
CANCEL	Ends the selected activity. If you press CANCEL from the Main menu, you exit from WORD ERA.

MATH

When editing a WORD ERA document, you can use the math function to perform mathematical calculations in three ways:

- Using numbers already typed in a document
- Using numbers you type in from the keyboard
- Combining the above two methods.

The mathematical functions you can use are listed below:

- Addition
- Subtraction
- Multiplication
- Division
- Percent

The result of the calculations can be entered in the document and preceded by a Tab, Dec Tab, Indent, Center, or Right-flush Tab symbol.

Entering Math Mode

You enter math mode by pressing COMMAND and typing **m** or **M**. The message Current result: is displayed in the upper-right corner of the screen. If the current result is not zero (0), and you want to clear it to start a new calculation, press DELETE.

M FUNCTIONS, FEATURES, AND KEYS

Enter the first number by moving the cursor to a "numeric field" on the screen and pressing + or -.

You select additional numbers for calculation in one of two ways:

Moving the cursor to a "numeric field" on the screen and pressing a specific key (+, -, *, /, %) to indicate the mathematical function you want to perform.

Entering "keyboard input" mode (press NOTE) so you can type a number that does not appear on the screen or that you do not want to appear in the document.

When you are in math mode, you can use the following editing functions:

SEARCH, COMMAND SEARCH, SHIFT/SEARCH
GO TO PAGE cursor movement
MODE GL (Glossary by Example)
GL (access glossary entries)
Change cursor mode (MODE PAGE, RETURN, ., space)

NOTE: You cannot attach a glossary while in math mode. Attach a glossary document before you enter math mode if you want to create a glossary by example or access a glossary entry while in math mode.

Definition of a Numeric Field

You can select a number for mathematical computation that contain a dollar sign, parentheses, leading or trailing plus (+) or minus (-) sign, commas, or a decimal point. A numeric field can be followed by a comma or period. The math function assigns a negative value to a number in parentheses or angle brackets (< >). For example, (\$123,456,789.00) is a negative numeric field and has the same value as -\$123,456,789.00 or <\$123,456,789.00>.

When you use the math function, a "field" is the screen area between any two of the following delimiters.

Space

Required space

Left margin

Tab

Indent

Decimal Tab

Right-flush Tab

Center

Return

Right margin

If you select a field that contains characters not allowed in a numeric field, the system beeps to indicate that the function cannot be performed, and the message *Invalid numeric field* is displayed. You will also see this message if you do not have matching parentheses, if one of the parentheses is not at the beginning or end of the numeric field, or if you have extra decimals in the number.

Selecting a Number from a Numeric Field

When you are in math mode (COMMAND **m**), follow the steps below to perform mathematical calculations on numbers you select from a document:

1. Put the cursor on any digit or screen symbol in a numeric field.
2. Type **+** to enter the number as it appears on the screen. Type **-** to change the sign of the number. For example, if the number appears in parentheses on the screen, it is considered a negative number. To enter a negative number as a positive number, type **-**.
3. Move the cursor to a numeric field, and type one of the symbols shown below to perform the mathematical operation indicated:

+ to add the number at the cursor position to the Current result:

- to subtract

* to multiply

/ to divide

% to calculate the percent (multiply, and then divide by 100)

Repeat this step as many times as you want.

A numeric field that has been used for a math calculation is highlighted while that screen of text is displayed. This feature can help you remember which numbers you have used in a calculation. Any numeric field can be used more than once in a calculation.

NOTE: If you move between screens while in math mode, highlighting is not preserved.

When you select a numeric field for a mathematical calculation, the calculation is performed and the Current result: field shows the current result. The current result is limited to 14 characters (14 digits, or 13 digits and one decimal point). Commas are not shown in the Current result: field. Any digits over the 14-character limit and to the right of a decimal point are dropped. If the number of digits to the left of a decimal point exceeds 14, the current result is displayed as OVERFLOW and the system beeps to alert you that the result has been truncated.

If you want, you can continue to perform calculations on the current result. The OVERFLOW message is displayed until you perform another operation. If you want to display the first 14 digits of the OVERFLOW number, press CTRL/w. If you enter the current result into text when the OVERFLOW message is displayed, the first 14 digits of the current result are entered in the text and the number is displayed in the Current result: field.

Entering the Current Result into Text

You must be in math mode with a current result displayed. You cannot enter a current result while in "keyboard input" mode.

1. Put the cursor where you want to enter the result.
2. If you want to put a screen symbol in front of the number, press TAB, DEC TAB, INDENT, COMMAND INDENT, or CENTER. The corresponding symbol is displayed at the bottom of the screen until you enter the result in the text. Then it is inserted in front of the number in the Current result: field. You can change the screen symbol displayed at the bottom of the screen by pressing another key.
3. You can enter the current result in one of two ways:

Press INSERT to insert the current result in existing text.

Type = to write the result over existing text.

NOTE: If the current result contains more characters than the number at the cursor position, you may overwrite additional text with the result.

The number is entered in the text as it is displayed in the Current result: field. After the number is entered in the text, you can edit it to add commas, dollar signs, parentheses, or other symbols.

Saving or Clearing the Current Result

When you have completed a calculation, you have the following options:

Press DELETE to clear the current result and remain math mode.

Press CANCEL to clear the current result and exit from math mode.

Press EXECUTE to save the current result and exit from math mode. The next time you enter math mode during the same editing session, the current result you saved is displayed. You can use that result for further calculations.

Using Math Mode with Keyboard Input

You can use numbers that are not already typed in a document as part of a mathematical calculation. There are two ways you can use the keyboard input mode:

As an on-screen calculator, entering all the numbers directly from the keyboard.

In combination with numbers that are already typed in the document to perform additional arithmetic calculations on your text.

You must be in math mode (COMMAND m or M) before you can enter keyboard input mode.

1. Press NOTE to enter keyboard input mode. Any numbers you type are displayed in the upper-right corner of the screen following the Enter number: message. These numbers are not entered in the text. You can enter a maximum of 14 characters and can include digits, commas, one decimal point, and a leading minus or plus sign.
2. Type a number and press +, -, or RETURN to enter the number in the Current result: field.
3. Enter another number and type the symbol for the operation you want to perform:

Press + or RETURN to add the number in the Enter number: field to the current result

- to subtract

* to multiply

/ to divide

% to calculate the percent (multiply, and then divide by 100)

Repeat this step as many times as you want.

4. To enter the current result into text, you must save the current result and exit from keyboard input mode. Refer to the section above on entering the current result into text.

Saving or Clearing the Current Result in Keyboard Input Mode

When you have completed a calculation, or want to leave keyboard input mode, you have the following options:

Press **DELETE** to clear the current result and remain in keyboard input mode.

Press **EXECUTE** to save the current result, exit from keyboard input mode, and remain in math mode.

Press **CANCEL** to clear the current result and exit from math mode.

MENUS

When you select **WORD ERA** the **WORD ERA** Main menu appears. You select word processing activities from the list on the Main menu by moving the Marker to the activity and pressing **EXECUTE**.

When you select an activity from the Main menu, another menu or activity screen is displayed. Prompts and screen messages are displayed occasionally on menus and screens to guide you through a selected activity or function.

Once you have become familiar with the **WORD ERA** menu structure, you can use menu shortcut codes to bypass menus and go directly to the function you wish to perform. See "SHORTCUT CODES."

You can also save time in WORD ERA by performing many functions directly from a Document Index screen. You can access this screen from the Index selection on the WORD ERA Main menu. From a Document Index screen, you can access a document, attach glossaries, perform filing functions, and send documents to the printer. See "INDEX."

Activity Menus

Following is a brief description of each WORD ERA activity menu and screen. For detailed information about a specific function on a menu see the appropriate topic heading in this chapter.

Document Summary Screen

Each document has a Document Summary screen. This screen has fields in which you can enter information about the document and shows statistics about the document. You can revise information at the top of the screen any time the screen is displayed. See "DOCUMENT SUMMARY."

Editing Screen

Whenever you are entering text or make revisions in a document you are working on the document editing screen. Two document status lines and the current format line are always displayed at the top of the editing screen. See "EDITING SCREEN."

Print Document Menu

Use the Print Document menu to set some of the page-layout features and all of the printing features in word processing. The screen is divided into two parts, an upper half and a lower half.

To move the marker and make a change on the upper half of the menu, use RETURN, NEXT SCRIN, PREV SCRIN, UP, or DOWN. Use the default numbers that display on the screen, or type over information in any field with new numbers.

In the lower half of the screen, you move the marker from one column to another with RETURN, NEXT SCRNL, PREV SCRNL, LEFT, or RIGHT. You change the setting within a column by using the Space bar or UP and DOWN. See "PRINTING"

Printer Control Menu (Print Queue)

Printer Control menus, one for each printer defined on your system, show the jobs in the print queues and allow you to:

- Suspend printing

- Move the documents to a different position in the queue

- Remove a document from the print queue

- Start printing by pressing GO TO PAGE if printing is suspended or single sheet feeding is selected

If you have more than one printer on your system, use the NEXT SCRNL and PREV SCRNL keys to move between the Printer Control menus. See "PRINTING."

Index Menu

The Index menu allows you to see and/or print lists of the documents in a library or on an archive diskette, and lists of sublibraries on the system disk.

You can choose to see either a short list containing only the document names or a long list containing more comprehensive information about each document. See "DOCUMENT INDEX" and "INDEX."

Document Index Screen

When you make selections from the Index menu, a Document Index screen is displayed. In addition to seeing a list of documents in alphabetical order, you can use the Document Index screen to perform other useful functions. See "DOCUMENT INDEX" and "INDEX."

From the Document Index screen you can:

- Attach a glossary
- Copy a document
- Delete a document
- Edit a document
- Perform single or multiple filing functions
- Print an index
- Rename a document
- Send single or multiple documents to the printer
- View additional document information

Filing Menu

The Filing menu contains selections for managing documents, including copying documents to and from an archive diskette. See "ARCHIVING."

Document Processing Tools Menu

The Document Processing Tools menu allows access to additional applications that make word processing easier, such as:

- Spelling Tools
- Hyphenation and Pagination
- Footnote Processing
- Index Generator
- Table of Contents Generator
- Document Assembly
- Records Processing
- Forms Processing

Spelling Tools

The Spelling Tools feature allows you to check your document for errors in spelling and word usage.

You can use exception dictionaries to add special terminology or names to the list of words available with WORD ERA. See "SPELLING TOOLS."

Hyphenation and Pagination Menu

The Hyphenation and Pagination feature allows you to hyphenate and paginate a document. You can perform these functions separately or at the same time. When you use Hyphenation and Pagination interactively, you choose where to put the hyphens and page breaks. When you select automatic or background mode, WORD ERA chooses the hyphenation points and positions the page breaks automatically. The Hyphenation and Pagination feature also processes documents with multiple columns, and it adjusts line and page lengths for documents that are printed with proportional spacing.

The Hyphenation and Pagination feature works with documents containing multiple-column format lines. If you perform hyphenation or pagination on a document that contains a multiple-column format line, an additional menu is displayed. See "HYPHENATION AND PAGINATION."

Footnote Processing Menu

You use Footnote Processings to formatting a document containing floating footnotes. Use this selection before you print the document with its footnotes. See "FOOTNOTE PROCESSING" and "FOOTNOTING."

Table of Contents Generator Menu

The Table of Contents Generator allows you to automatically create a table of contents with up to six levels of headings. You edit a document to enter codes indicating which headings you want in the table of contents. The Table of Contents Generator processes the coded document, numbers headings and subheadings if you want, and places dot leader lines or spaces between headings and page numbers. See "TABLE OF CONTENTS GENERATOR."

Index Generator Menu

The Index Generator compares a document containing a list of words you want to index against the text of another document. It then generates an index document containing an alphabetically sorted list of words and the page numbers on which these words appear in the source document. See "INDEX GENERATOR."

Document Assembly Menu

Document Assembly allows you to automatically assemble different WORD ERA documents into an output document. This makes it easy to combine standard paragraphs in the order you want without having to retype them or copy them between documents.

You can use Document Assembly from the Records Processing menu, or select it from the Document Processing Tools menu. See "DOCUMENT ASSEMBLY."

Records Processing Menu

Records Processing allows you to merge a document containing lists of items such as addresses with a format document such as a letter. This makes it easy to process mass mailings or inventory lists.

Using specially created glossary entries, you can sort and select from a list document to tailor the output to your specific needs.

You can also automatically include text or data from other documents document in the output document. See "RECORDS PROCESSING" and the WORD ERA *Records Processing* manual.

Forms Processing

Forms Processing allows you to create a special WORD ERA document that can act as a template. Forms Processing does not have a separate menu. Instead the form template you have created is used as a menu. The cursor moves only to the areas of the form where information can be entered. See "FORMS PROCESSING."

Glossary Functions Menu

The Glossary Functions menu allows you to edit, create, attach, detach, or verify a glossary. See "GLOSSARY" and the WORD ERA *Glossary Functions* manual.

Supervisory Functions Menu

The Supervisor Functions menu includes all functions concerning libraries, passwording documents, and the Describe Bin Feeder function. See "SUPERVISORY FUNCTIONS."

MERGE

The Merge key is used:

With alternating headers or footers to mark the division between the text for odd-numbered pages and that for even-numbered pages. See "ALTERNATING HEADERS OR FOOTERS."

To mark levels for the Table of Contents Generator. See "TABLE OF CONTENTS GENERATOR."

To define fields for Records Processing. See "RECORDS PROCESSING."

To define documents to be included in Document Assembly. See "DOCUMENT ASSEMBLY."

Merge symbols appear on the editing screen as bright less-than and greater-than signs. When you type merge symbols be sure you press MERGE to type a left Merge symbol and SHIFT/MERGE to type a right Merge symbol. Do not use the less-than or greater-than signs for Merge symbols.

MODE

The Mode key is used with other keys to initiate text-emphasis modes or other WORD ERA features. It is also used to copy, move, or print entire libraries from a Document Index screen. See also "CURSOR MODE," "GLOSSARY," "PRINTING," and "ARCHIVING."

Adding Emphasis to Existing Text

Bold, underline, double-underline, and overstrike modes appear in printed copy. Reverse-video and flashing modes do not. You can combine all the text-emphasis modes. For example, you can print bold and underline text, or you can use a combination of reverse video and flashing to emphasize text on the screen.

1. From an editing screen, put the cursor at the beginning of the text you want to emphasize; then press MODE.
2. Type the code for the emphasis:

Code	Emphasis
b or B	Bold
_	Underline
=	Double underline
/	Overstrike
r or R	Reverse video
f or F	Flashing

3. All text after the cursor is emphasized.
4. Move the cursor to the end of the text to be emphasized, and press MODE.
5. Type the same emphasis code that you typed before. Only the selected text is emphasized.

Adding Emphasis While Typing

1. From an editing screen, put the cursor where the emphasized text should start; then press MODE.
2. Type the appropriate emphasis code. See above.

3. The text is emphasized as you type.
4. Press MODE.
5. Type the same emphasis code that you typed before. Text you type will no longer be emphasized.

Removing Emphasis From Text

1. Put the cursor at the beginning of emphasized text, and press MODE.
2. Type the code for the emphasis. The text is no longer emphasized.

MOVE

During editing, the Move key allows you to select text to move within a document or between documents.

From the End of Edit Options menu, the Move key lets you save editing changes you have made to a document and then return to your place in the document.

From a Document Index screen, the Move key enables you to rename a document. See "Renaming a Document."

Moving Text Within a Document

1. From an editing screen, put the cursor at the beginning of the text to be moved; then press MOVE.
2. Press FORMAT if you want to move a copy of the format line.
3. Put the cursor at the end of the text to be moved, and press EXECUTE.

4. Put the cursor where you want to move the text, and press EXECUTE.
5. The text is moved to the new location, and the cursor is at the end of the moved text.

Moving Text Between Documents

1. Put the cursor where you want to move the text.
2. Hold down SHIFT and press MOVE.
3. Type the name of the document from which you want to move text, and press RETURN or EXECUTE.
4. The cursor is at the beginning of the source document. Put the cursor at the beginning of the text to be moved and press EXECUTE.
5. Press FORMAT if you want to move a copy of the format line.
6. Move the cursor to the end of the text to be moved, and press EXECUTE.
7. The text is moved to the destination document, and the cursor is at the end of the moved text.

Moving Blocks of Text

See "BLOCK COPY, MOVE, DELETE."

Moving Documents Between Libraries

You can move documents between libraries by renaming the document using the full pathname of the new library. See "Rename Document."

Moving Documents to Archive

See "Archiving."

MULTIPLE COLUMNS

The multiple-columns feature allows you to create, view, and print more than one column of text on the same page. You can create columns of varying width and length, and you can mix columnar text and regular text on the same page. The minimum width of a column is two characters. The number of columns on a page is limited only by the length of the format line. You can copy and move text from one column to another. Center text within a column with the Center key. Use Right-flush Tab symbols to right-justify text in each column.

CAUTION: With multiple-column text, do not use Glossary functions that address specific cursor locations that are not in the first column on the screen. For example, you should not use the "call cursor" function if the cursor location is not in the first column. The cursor will move, but not to the intended location. Unpredictable results may occur.

1. While editing, put the cursor where you want the multiple-column format line. Press INSERT and then FORMAT.
2. Move the cursor to the place where you want the first column to end. Then press SUBSCRIPT; or type e or E. Do not mark the beginning of the first column; it always begins at position 1.
3. Move the cursor to the place where you want the second column to begin. Then press SUPERScript or type s or S.
4. Repeat steps 2 and 3 until all the columns are marked. Only mark the beginning of the last column; the rightmost column always ends at the last position on the format line.
5. Press EXECUTE to save the changes to the format line.
6. Press EXECUTE to end the insert.

Suppose you delete a multiple-column format line from a document without removing the column markers and subsequently paginate the document using the Hyphenation and Pagination feature. In that case, the system will consider the document a multiple column document and present additional menus. To keep this from happening, make sure you type over the column markers in a format line with spaces before you delete it.

Entering Text In Multiple Columns

To enter text in multiple columns, type the text for the first column. To end the first column and move the cursor over to the second column, press PAGE. An optional column break, indicated by a row of periods on the screen, is inserted. Each column of text must end with a column break. Once each column ends with a column break, press PAGE to insert a page break. WORD ERA determines whether a column or page break is required. A page break will not be entered until each column ends with a column break.

If you want text to always start at the beginning of a column, insert a required column break immediately before that text by pressing SHIFT/PAGE. Required column breaks are not removed by Hyphenation and Pagination. As a result, text that is preceded by a required column break will always start a new column.

NOTE: If you change text from multiple-column format to a regular format, you can use the Hyphenation and Pagination feature to automatically remove the column breaks from the document.

Moving the Cursor in Multiple-Column Documents

To move the cursor from one column to another, hold down the Shift key and use the Right or Left Cursor keys. The following rules apply to moving the cursor from column to column:

The cursor will skip over a column with no text unless the cursor is on the first line of an adjacent column.

The cursor must be above the end-of-column marker of the column to which you want to move.

If the cursor is below the bottom of an adjacent column, and there is an available column containing text at the cursor location, the cursor skips to that column.

If there is no column containing text at the cursor location, the system will beep and the cursor will not move.

If there is no column available for the cursor to move to, the system will beep and the cursor will not move.

If you scroll down a column using **DOWN**, the cursor will move in a serpentine pattern to the bottom of the leftmost column, then up to the top of the next column on the right, and so on, until it reaches the end of the page. The cursor then moves to the top of the leftmost column on the next page and follows the same pattern. If you use **UP**, the cursor follows the same serpentine pattern, but it moves in reverse from the rightmost column on the page.

You can move the cursor to the top of a column by pressing **GO TO PAGE** and then **SUPERSCRIP**T. If the cursor is already at the top of a column, it will move to the top of the previous column. You can move the cursor to the bottom of a column by pressing **GO TO PAGE** and then **SUBSCRIP**T. If the cursor is already at the bottom of a column, it will move to the bottom of the next column.

Using Hyphenation and Pagination with Multiple Columns

Hyphenation and Pagination can be used to paginate documents with multiple-column format lines. However, you cannot select Hyphenation only for a multiple-column document. Instead, you must select Pagination or Both. You can choose to paginate a multiple-column document so the text flows from the bottom of one column to the top of the next, like a newspaper. This is called "wrapping text." You can also paginate so the text in each column maintains its alignment with the other columns across the page. This is called "synchronized text." See "Hyphenation and Pagination."

NAMING A DOCUMENT

See "CREATE NEW DOCUMENT" and "RENAMING A DOCUMENT."

NEXT SCRn

The Next Scrn key moves the cursor to the top of the next screen of text. When used with the Go To Page key, this key will move the cursor to the top of the next page of text. See "GO TO PAGE."

NOTE

The Note key allows you to enter comments or reminders in a document. You can print the notes by selecting the With notes option under Format on the Print Document menu. When you select With notes, the text is printed unjustified. If you select Unjustified or Justified, the notes will not be printed. However, they will remain in the document.

You can print drafts with the notes and then print the final document without the notes. That way, you do not have to edit the document to remove the notes.

1. From an editing screen, put the cursor where you want the note to appear.
2. Press NOTE.
3. Type the text of the note.
4. Press NOTE or RETURN to end the note.

The Note key is also used to enter bookmarks during editing. See "BOOKMARKS" and "PRINT DOCUMENT."

From a Document Index screen with short format, press NOTE to access document summary information for a selected document. See "INDEX."

NOTE PAGE

Each document has a note page, which is like an extra work page that you can use to store text for later use.

1. From an editing screen press GO TO PAGE.
2. Type **n** or **N**.
3. Type any text, or move or copy text that you may want to later incorporate into the document.
4. Use GO TO PAGE to return to a numbered document page.

The text on a note page cannot be printed. If you want to print information on the note page, you must move it to a numbered document page.

If you have no footnote pages in a document, and perform a sequence of keystrokes to take you to a footnote page, PageN will be displayed.

OPERATOR

The Document Summary screen has a 25-character field for indicating the operator (the person who is editing the document). If you prefer you can leave this line blank. You can change the operator information by typing over it any time you are on the Document Summary screen.

You may set the operator field in a prototype document. That way, it will be filled in automatically each time you create a document using that prototype.

You can view an index of documents by operator. See "INDEX."

OPTIONAL COLUMN BREAK

See "COLUMN BREAK."

OPTIONAL PAGE BREAK

See "PAGE."

OUTPUT DOCUMENT

An output document is a document you create under a specified name when you use certain selections from the Document Processing Tools menu. Output documents are generated by the following functions:

OUTPUT DOCUMENT

An output document is a document you create under a specified name when you use certain selections from the Document Processing Tools menu. Output documents are generated by the following functions:

Forms Processing

Hyphenation and Pagination when you paginate a multiple-column document with synchronized columns.

Footnote Processing when you paginate a document containing floating footnotes.

Index Generator

Records Processing

Table of Contents Generator

With two exceptions, all output documents can be treated as regular WORD ERA documents. You can perform any editing or archiving functions on these documents.

The exceptions are shown below:

Output documents generated by Hyphenation and Pagination for synchronized multiple-column documents

Output documents generated by Footnote Processing.

Because so much internal processing is required to reformat these two types of output documents, they cannot be processed again using Hyphenation and Pagination or Footnote Processing. Use them for printing only. If you want to make further changes to such a document, edit the original document and then process it again.

OVERSTRIKE

Overstrike causes a slash (/) to be printed over text. It is frequently used in legal documents to show text that is no longer applicable. On the screen, text with overstrike has a vertical bar (|) over each character. See "MODE."

To Overstrike Text

1. Place the Cursor at the beginning of the text you want to overstrike.
2. Press MODE, then type /.
3. Move the Cursor to the end of the text you want to overstrike
4. Press MODE, then type /.

To Remove Overstrike Emphasis From Text

1. Place the Cursor at the beginning of the text you want to de-emphasize.
2. Press MODE, then type /.

OWNERSHIP OF DOCUMENTS

Ownership of files and directories is the first level of file permissions on a UNIX operating system. The system allows access to a document or library according to three categories of accounts: user, group, and all users. You can limit the number of users allowed to perform an operation upon a document or library by giving ownership of it to an individual account or by assigning it to a group. See your operating system manual for more information on protecting documents and libraries.

PAGE

The Page key is used to add an optional or required page or column break, define the text length, and set the cursor mode to page. An optional page or column break can be removed and replaced by the pagination function, whereas a required page or column break cannot. See "COLUMN BREAK," "CURSOR," and "TEXT LENGTH."

Each optional or required page break you set is automatically followed by a format line. This line reflects the last format line on the previous page. When you print the document, the pages will end and begin according to the page breaks you set on the editing screen.

Adding an Optional Page or Column Break

You can add optional page or column breaks as you type the document or when you use the Hyphenation and Pagination feature. An optional page break is displayed in the text as a line of dashes. An optional column break is displayed as a line of periods. You can remove optional breaks while editing or automatically using the pagination function. See "HYPHENATION AND PAGINATION."

1. From an editing screen, put the cursor directly below the line you want to be the last line on the page.
2. Press PAGE.

Adding a Required Page or Column Break

You use required page or column breaks to force a new page or column to begin. For example, you might use them to end a page at the end of the chapter or to set off a chart on a separate page. The symbol for a required page break is a row of equal signs. The symbol for a required column break is a row of colons. Required page and column breaks are never removed by Hyphenation and Pagination.

1. From an editing screen, put the cursor directly below the line you want to be the last line on the page.
2. Press SHIFT/PAGE.

Removing an Optional or Required Page or Column Break

1. From an editing screen, put the cursor on the page-break or column-break line.
2. Press DELETE and EXECUTE.

PAGE BREAK

A page break is the row of hyphens (- - -) or equal signs (====) that shows where one page ends and another begins. See "PAGE."

PAGE LENGTH

The default page length, or text length, is 54 lines of text. You can change this number with the Command and Page keys. If the text length is set to 54, the line number in the top status line brightens when you start typing on line 55 and the system also beeps when you reach line 54. See "Text Length."

PAGE MODE

To set the Cursor Mode to Page:

1. Press MODE

P FUNCTIONS, FEATURES, AND KEYS

2. Press PAGE

The designation "page" is displayed in the second status line.

To move the Cursor by pages hold down SHIFT and press the Up or Down Cursor Arrow key. See "CURSOR."

PAGE NUMBERING

You include page numbers in a printed document by typing a number symbol (#) on a header or footer page. On the Print Document menu, you can set the page where the numbering should begin and choose the page number to be printed on that page.

Adding Page Numbering to a Header or Footer

1. From an editing screen, press GO TO PAGE.
2. Type **h** or **H** for a header page, **f** or **F** for a footer page.
3. Type # to align page numbers with the left margin, or press CENTER and type # to center page numbers. You can also type # with header or footer text, for example "Page #."
4. Use GO TO PAGE to return to a regular document page.

Printing a Document with Page Numbering

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. In the Starting as page no. field, type the page number you want on the first page of the printed document.

4. In the First header page and First footer page fields, type the number of the page on which the header or footer is to start printing.
 5. Press EXECUTE.
-
-

PAGINATION

You can add page breaks while editing or by using the Hyphenation and Pagination feature. If you include a number symbol (#) on a header or footer page, page number will be assigned automatically. See "ALTERNATING HEADERS AND FOOTERS," "FOOTER," "HEADER," "HYPHENATION AND PAGINATION," and "PAGE."

PAPER LENGTH

Paper length is the length of a piece of paper measured in number of lines. The number of lines printed on a page is the page length.

Common paper lengths and the corresponding number of lines are show below. Ten lines per inch actually prints as 9.6 lines per inch, so the number of lines shown is approximate.

Standard paper 8-1/2 by 11 inches

LPI = 6 x 11 = 66 lines

LPI = 8 x 11 = 88 lines

LPI = 10 x 11 = 110 lines

P FUNCTIONS, FEATURES, AND KEYS

Legal paper 8-1/2 by 13 inches

LPI = 6 x 13 = 78 lines

LPI = 8 x 13 = 104 lines

LPI = 10 x 13 = 130 lines

Legal paper 8-1/2 by 14 inches

LPI = 6 x 14 = 84 lines

LPI = 8 x 14 = 112 lines

LPI = 10 x 14 = 140 lines

1. From the Main menu, select Print Document.
 2. Type the document name and press RETURN or EXECUTE.
 3. Move the marker to Paper Length. Enter the number of lines if it is not 66, and press EXECUTE.
-
-

PARAGRAPH MODE

To set the Cursor Mode to Paragraph:

1. Press MODE
2. Press RETURN

The designation "para" is displayed in the second status line.

To move the Cursor by paragraphs hold down SHIFT and press the Up or Down Cursor Arrow key. See "CURSOR."

PASSWORD PROTECTION

Password Protecting A Word Era Document

You can password protect documents within WORD ERA using the Assign password selection from the Supervisory Functions menu. This protects a document from being accessed by other WORD ERA users who do not know the password. You can also use the shortcut code **apw** to assign a password.

When you begin any function (such as editing, printing, or archiving) that uses a password-protected document, you are prompted for the password. To continue with the function, you must type the correct password and press RETURN or EXECUTE.

The Document Index screen shows password-protected documents with a "#" in front of the document name. Password-protected glossaries are preceded by "*#". A password-protected glossary cannot be edited without the password, but it can be attached, and entries can be used.

A password can be up to eight characters, and can contain any combination of characters, including spaces.

CAUTION: Be sure to choose a password that is easy for you to remember, and to write it down. If you forget the password for a document, there is no way for you to access that document through WORD ERA.

Assigning a Password

1. Select Assign password on the Supervisory Functions menu.
2. Type the document name, then press RETURN or EXECUTE.
3. Type the password, then press RETURN or EXECUTE.

4. Retype the password, then press RETURN or EXECUTE. If the two passwords agree, the password is saved, and the messages Password assigned and Press EXECUTE to continue are displayed.
5. Press EXECUTE to clear the messages.

If the two passwords do not agree, the messages Press EXECUTE to continue and Password not assigned are displayed. Press EXECUTE to clear the messages, and try again.

Changing a Password

1. Select Assign password on the Supervisory Functions menu.
2. Type the document name, then press RETURN or EXECUTE.
3. Type the current password, then press RETURN or EXECUTE.
4. Type the new password, then press RETURN or EXECUTE. The messages Password assigned and Press EXECUTE to continue are displayed.
5. Press EXECUTE to clear the messages.

Removing a Password

1. Select Assign password on the Supervisory Functions menu.
2. Type the document name, then press RETURN or EXECUTE.
3. Type the current password, then press RETURN or EXECUTE.
4. Press RETURN or EXECUTE at the Enter new password prompt.

5. Press RETURN or EXECUTE at the Retype new password prompt. The messages Password removed and Press EXECUTE to continue are displayed.
 6. Press EXECUTE to clear the messages.
-
-

PATHNAME

A document pathname is the complete location of a document including the library or sublibrary. For example, if you have a document named **james** in the sublibrary **letters** in the user library **/u/training**, the full pathname for this document is **/u/training/letters/james**.

PITCH

Pitch is the number of characters printed in one horizontal inch. Pitch can be set to 10, 12, or 15.

1. From the Main menu, select Print Document.
 2. Type the document name and press RETURN or EXECUTE.
 3. Move the marker to the Pitch column.
 4. Press UP or DOWN to move the marker to the appropriate pitch setting.
 5. Press EXECUTE.
-
-

PREV SCR�N

The Prev Scrn key moves the cursor to the top of the previous screen of text. When used with the Go To Page key, this key will move the cursor to the top of the previous page of text. See "GO TO PAGE."

PRINT DOCUMENT

Print Document is a selection on the Main menu that accesses the Print Document menu. You use the Print Document screen to choose how you want to print your document. To move the marker and make a change on the upper half of the screen, you use UP and DOWN, NEXT SCR�N, PREV SCR�N, or RETURN. You can type over the information in each field, or you can use the default information that is displayed.

In the lower half of the screen, you move the marker from one category to another with RETURN, NEXT SCR�N, PREV SCR�N, LEFT, or RIGHT. To change the settings within the category, you use with UP and DOWN, the Space bar, RETURN, or the first character of a selection.

Each field on the Print Document menu is described below in alphabetical order:

Banner

A selection on the Print Document menu that allows you to print an extra page before the document prints showing the operator's name, the name of the document, and the date and time the document was printed. See "Banner."

Copy

A selection on the Print Document menu that allows you to instruct the system to make a duplicate copy of the document you want to print.

If you select **Yes** under **Copy**, you can continue to make editing changes to the document while it is printing. If you select **No**, you will not be able to access the document until it has been printed. The warning message **Document in use** will appear on the screen if you try to edit the document.

Suppose you have a long document, and you have made the corrections you want on the first 25 pages. In that case, you can send pages 1 to 25 to the printer, leave **Copy** set to **Yes**, and continue to correct the rest of the document. If you make further changes in the part of a document that has already been printed, the printed version will obviously not contain those corrections.

Feed

A selection on the **Print Document** menu that allows you to indicate the method by which the paper is fed to the printer. The selection you make in the **Feed** category depends on what kind of paper and what type of printer you are using. The selections are as follows:

Tractor	for continuous-form paper
Sheet	for single-sheet paper
One bin	for single-bin feeder
Two bins	for dual-bin feeder

First Footer Page

A field on the **Print Document** menu that allows you to choose the first page of a document on which a footer will print. The default is page 1.

Suppose you always have special information printed only on the bottom of the first page of a document. In that case, you can type that information directly onto the bottom of the first page, set **First footer page** to page 2, and begin page numbering with page 2.

First Header Page

A field on the **Print Document** menu that allows you to choose the first page of a document on which a document header will print. The default is page 1. You can use the default value, or you can change it to any document page number you want.

Footer Begins on Line

A field on the Print Document menu that allows you to choose the line on the page where the footer will begin printing. The default is line 61. You can use the default value, or you can change it to any line number you want.

Format

A selection on the Print Document menu that lets you choose whether a document will be printed with an unjustified right margin, with a justified right margin, or with an unjustified right margin plus any notes you may have typed into the document. The symbol for NOTE (!!) also prints. See "NOTE."

LPI

A selection on the Print Document menu that you use to select the number of lines per vertical inch that will print. The default is 6 lines per inch. You can change this to 8 or 10 lines per inch if you want.

Left Margin

A field on the Print Document menu that lets you choose how many spaces from the left margin the text will start printing. Remember that since the left-margin setting is determined by the number of characters, this width will vary according to the pitch setting you select.

If the left edge of your paper is aligned at a margin setting of zero on the printer, a left-margin setting of 10 characters will produce the following spacing:

15	about 11/16 A
12	about 13/16 A
10	1 A

No. of Originals

A field on the Print Document menu that lets you choose how many original copies of a document to send to the printer at one time. The default is 1 copy.

Paper

A selection on the Print Document menu that you use to indicate how you want the paper to be fed to the printer. The paper category has four selections:

Std (standard). Use this setting for either continuous-form paper mounted in a tractor feeder or single-sheet paper loaded in a friction feeder. If you select Std with a dual-bin feeder, a sheet of paper feeds from Bin 1 (letterhead, for example) and the remaining pages from Bin 2 (plain paper, for example).

Bin 1. Use this setting with a single-bin feeder or to select paper from Bin 1 with a dual-bin feeder.

Bin 2. Use this setting with a dual-bin feeder to select paper from Bin 2.

Alt. Use this setting with a dual-bin feeder to feed paper alternately from Bin 1 and Bin 2.

Paper Length

A field on the Print Document menu you use to enter the total number of lines for the paper size you want to use.

A standard-size piece of paper is 8-1/2 inches by 11 inches. If you select 6 lines per inch (LPI), then the length of this paper would be 66. If you are printing addresses on 2-inch continuous-form labels at 6 lines per inch, you would set the Paper length to 12. See "Paper Length."

Pitch

A selection on the Print Document menu you use to choose how many characters will print per inch horizontally. Shown below are the maximum line lengths for NEC and GENICOM printers for the available pitches, assuming that you set the left margin to 0:

Pitch	Maximum right margin
10	136
12	163
15	204

Print From Page

A field on the Print Document menu you use to specify which page of a document will be the first page printed. The default is page 1. You can use the default or enter any other page number up to and including the last page number of the document.

Print Thru Page

A field on the Print Document menu you use to specify the last page of a document you want to print. The default is the last page number of the document. You can use the default value, or you can enter any other page number up to and including the last page number of the document.

Print Wheel No.

A field on the Print Document menu that you use to specify, by number, which print wheel is being used on the printer.

Printer Number

A field on the Print Document menu you use to enter the number of the printer you are using. Printer numbers are specified from the System Management menu.

Starting as Page No.

A field on the Print Document menu where you enter the number with which the sequence of page numbers will begin. The default is page 1. You can use the default value, or you can specify any other page number in the document.

Suppose you have a 12-page document, and you want to print the last 5 pages of the document. In that case, you would complete the first three fields on the Print Document menu as follows:

Print from page	8	___
Print thru page	12	___
Starting as page no.	8	___

In this way, the page numbers on the printout will match the page numbers in the document.

Style

A selection on the Print Document menu that you use to choose the printing format for a document. You have two choices: final and draft.

Final prints the document with all the format settings including the page breaks, line spacing, header, and footer exactly as you have formatted them in your document.

Draft doubles the line spacing of all the format lines in the document, including those on the header and footer pages. If you want to print a document in draft style, you might want to edit the header and footer pages so they have half the number of returns, and you might also paginate with fewer lines on a page.

For example, if you want to print a single-spaced document in draft style, use a header with three returns, and paginate with 25 lines on a page. This way each page will be numbered and will contain a header.

Summary

A selection on the Print Document menu that allows you to indicate whether or not you want to print a copy of the document summary information.

If you select Yes, the document summary prints on a separate page before the document. If you choose to print both a banner and a document summary, the banner prints first, then the document summary, then the document. Printing these pages does not affect the numbering of the pages within your document.

To File

A selection on the Print Document menu that allows you to convert WORD ERA documents into a format usable by programs other than WORD ERA. This selection is only used in special circumstances, and it is normally set to No. See "Printing," "PRINTING TO A FILE."

PRINT WHEEL NUMBER

The print-wheel number identifies the type of print wheel on your printer. Most printers use 1 for American English (ASCII standard), 2 for French, 3 for German, and 4 for Multilingual.

Print wheel numbers 1p, 2p, and 3p are used for proportional-space printing.

PRINTER CONTROL

Printer Control is a selection on the Main menu that allows you to affect the printing of documents in the print queue. You can stop and restart printing, reorder the sequence of documents in the print queue, or delete documents from the print queue.

1. From the Main menu, select Printer Control.
2. If you have more than one printer on your system, press NEXT SCRN to move to the next printer screen, or press PREV SCRN to move to the previous printer screen.
3. Press CANCEL to leave the screen.

Changing Positions in the Print Queue

1. From the Printer Control screen, move the cursor to the print job you transfer; then press MOVE.
2. Use UP or DOWN to move the cursor to the place where you want the job.
3. Press EXECUTE.

Removing a Document From the Print Queue

1. From the Printer Control screen, move the cursor to the print job you want to delete; then press DELETE.

2. Press EXECUTE. The job is removed from the print queue.
3. Or press CANCEL to leave the job in the print queue.

Suspending Printing

From the Printer Control screen, move the cursor to the print job you want to suspend; then press STOP.

To Restart a Suspended Job

1. From the Printer Control screen, move the cursor to the suspended print job; then press GO TO PAGE.
2. Press EXECUTE to start printing at the point at which the job was suspended.

Or enter 1 and press EXECUTE to start printing at the top of the suspended page.

Or enter 2 and press EXECUTE to start printing at the top of the page preceding the suspended page.

Or enter the number of pages plus 1 you want to back up and press EXECUTE.

Printing Single Pages

1. From the Main menu select Print Document.
2. Move the marker to the Feed column and select Sheet.
3. When you have made all your selections from the menu, press EXECUTE.
4. Insert a single sheet of paper in the printer.
5. When the paper is positioned properly and the Printer Control shows the message suspended -- waiting for new page, press GO TO PAGE.
6. The first page selected will print.

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7. When the printer stops and the message suspended -- waiting for new page appears (some printers will beep), insert another sheet of paper; then press **GO TO PAGE**.
8. Repeat steps 4 to 7 until the entire document has printed.
9. Press **CANCEL** to return to the Main menu.

Accessing the Print Queue During Editing

You can quickly access the Print Queue while editing to check on the status of documents that are printing.

1. Press **COMMAND**.
2. Type **q** or **Q**.

You can stop and restart printing, reorder the sequence of documents in the print queue, or delete documents from the print queue. When you want to return to the document you are editing, press **CANCEL**.

PRINTER NUMBER

Printer numbers are established when you install your printer. You then enter that number on the Print Document menu to identify the printer you are using to print a document. See "PRINTER SETUP."

PRINTER SETUP

For documents to print correctly, you must use the correct settings on the Print Document menu for the printer you are using. You can do this in two ways:

Change the Print Document settings in your prototype document to match your printer configuration. Any document you create using this prototype document will then have the correct default settings.

Change the Print Document settings individually for each document you print.

If you have more than one printer on your system, you might want to create a different prototype document containing the appropriate settings for each printer.

The four settings on the Print Document menu you use for defining the printer setup are:

Printer number

Print wheel no.

Feed

Paper

If you enter the number of a printer that is not assigned, the message Printer not on system appears.

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. Check to be sure the information on the screen is correct for your printer. If necessary, move the marker to the appropriate field, and enter the correct information. Fill out the rest of the Print Document menu as needed.
4. Press EXECUTE.

PRINTING

You can send a document to the printer from the Print Document menu or from a Document Index screen. There are four ways to send a document to the printer:

From the Main menu by selecting Print Document

By using the shortcut code **prd**

From a Document Index screen

From the End of Edit Options menu by pressing **FORMAT**

Justified, Unjustified, or Printing with Notes

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. Select the Format you want to use. If you select With notes, the text will print unjustified and any notes included in the document will also print. Make any other changes you desire to the Print Document menu.
4. Press EXECUTE.

Lines Per Inch

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. Select the number of lines per inch you want to print. Make any other changes you desire to the Print Document menu.
4. Press EXECUTE.

Multiple Originals

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.

3. Move the marker to the No. of originals field. Enter the number of originals you want to print (from 1 to 999) if differs from the number shown. Make any other changes you desire to the Print Document menu.
4. Press EXECUTE.

Printing Specific Pages

1. From the Main menu, select Print Document.
2. Type the document name and press RETURN or EXECUTE.
3. Move the marker to the Print from page field. Enter the number of the first page you want to print if it differs from the number shown; then press RETURN.
4. Move the marker to the Print thru page field. Enter the number of the last page you want to print if it differs from the number shown; then press RETURN.
5. Make any other changes you desire on the Print Document menu; then press EXECUTE.

Printing a Document From the END OF EDIT Options Menu

When you press FORMAT from the End of Edit Options menu, the editing changes are automatically saved, and the Print Document menu for that document is displayed. You can make your selections as you normally would, and press EXECUTE to send the document to the printer. If you use this option, you can send completed documents directly to the printer without returning to the WORD ERA Main menu to make a selection for printing.

Printing a Document From an Index

You can send documents to the printer from a Document Index screen. However, you will not see a Print Document menu, and you must print the entire document. The current settings on the Print Document menu are used as the default settings.

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1. Select a Document Index screen from the Index menu or by using the appropriate shortcut code.
2. Move the cursor to the name of the document you want to print.
3. Press SHIFT/FORMAT. The document is sent to the printer.

Printing Multiple Documents From an Index

1. Select a Document Index screen from the Index menu or by using the appropriate shortcut code.
2. Move the cursor to the name of a document you want to print.
3. Press EXECUTE. The name of the document you selected is highlighted. Repeat steps 2 and 3 until you have selected all the documents you want to print.
4. Press COMMAND and then SHIFT/FORMAT. The documents are sent to the printer in alphabetical order.

Printing All Documents in a Library From an Index

1. Select a Document Index screen from the Index menu or by using the appropriate shortcut code.
2. Press MODE and SHIFT/FORMAT. All documents in the library are sent to the printer in alphabetical order. The current settings from the Print Document menu are used.

Printing to a File

You use the special To File category on the Print Document menu to convert WORD ERA documents into a format usable by other programs.

The system formats the document as required by a particular printer and asks you for a name for the document. The document itself is not printed. Instead, the document is copied onto the system disk and retains the special printer codes attached to it during formatting. Documents created in this manner should be edited with a UNIX editor such as `ed` or `vi`. They should be printed through UNIX by using the `lpr -T` command.

If you select Yes in the To file column, and then press EXECUTE, the message Please enter output type and a 10-character field are displayed. Enter one of the codes listed below, and press RETURN or EXECUTE. Then enter the name of the UNIX file to be created, and press EXECUTE to create it.

Code	Printer description
D630	Diablo 630 and Genicom 3404
D630sb	Diablo 630 with Rutishauser single-bin sheet feeder
DB630	Diablo 630 with corrections for bug in firmware
DB630sb	Diablo 630 plus Rutishauser single-bin sheet feeder with corrections for bug in firmware
N3500R	NEC 3500R
N3500Rsb	NEC 3500R with NEC single-bin sheet feeder
N3500Rdb	NEC 3500R with NEC dual-bin sheet feeder
N3510	NEC 3510
N3510sb	NEC 3510 with NEC single-bin sheet feeder
N3510db	NEC 3510 with NEC dual-bin sheet feeder
N7710	NEC 7710
N7710sb	NEC 7710 with NEC single-bin sheet feeder
N7710db	NEC 7710 with NEC dual-bin sheet feeder
Q945	Qume Sprint 9/45
Q945db	Qume Sprint 9/45 with Ziyad Z200S dual-bin sheet feeder

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I80	IDS Prism 80-column model
I132	IDS Prism 132-column model
Plain1	Monospace printer that understands <code>\r</code> , <code>\n</code> , <code>\b</code> , and <code>\f</code> , the printer codes for return, newline, etc. <code>\r</code> and <code>\n</code> are assumed to be decoupled. Attributes that require reverse paper action (superscripts, subscripts, and underlines) are lost. All other attributes are preserved.
Plain2	Monospace printer that understands only <code>\r</code> and <code>\n</code> . <code>\r</code> and <code>\n</code> are assumed to be decoupled. All attributes (boldface, overstrike, superscripts, subscripts, and double and single underline) are lost.
FTfile	This selection creates a UNIX-editor type of file that contains Fortune Systems' terminal control sequences for special attributes. It differs from FT below in that <code>\n</code> is assumed to also do a <code>\r</code> , and because the terminal reset string is not inserted at the front of the file.
FT	This selection creates a file for display on a Fortune Systems' terminal. <code>\r</code> and <code>\n</code> are assumed to be decoupled.

PRINTING DEFAULTS

The defaults, or standard settings, for printing, unless changed by a prototype document, are as follows:

Printing begins on page 1 and ends on the last page

Beginning page number is page 1

Footer and header begin on page 1

Footer starts on line 61

Paper length is 66

Left margin is 10

1 original

Printer number 1

Print wheel number 1

The categories at the bottom of the Print Document menu all show the first option as the default. See also "Format Defaults."

PROPORTIONAL SPACE

Proportional-space printing is a special feature you can use in printing WORD ERA documents. By adjusting the amount of space between characters, proportional spacing produces printed documents that are more attractive and easier to read than those printed with monospace printing.

Because proportional-space printing assigns different width values to the characters, what prints on a page is not the same as what appears on the screen. You may find that text does not print as you expect it to. Some of the things to watch for with proportional-space printing are listed below:

Tab positions may not be preserved. If the text preceding a tab contains many wide characters, there may not be enough room for it to the left of the tab.

If you use spaces to line up tabular information, the table probably will not print correctly because spaces take up less room than characters.

If you use rules made up of underbars in your tables, they may not line up or print as you expect.

Documents containing synchronized columns may not print as you expect because the proportional spacing changes the arrangement of the text in the columns. Documents with wrapping columns will print properly.

Page breaks are difficult to position using manual pagination. Use Hyphenation and Pagination to paginate proportional-space text. See the description below.

Using Hyphenation and Pagination with Proportional Space

You can use the Hyphenation and Pagination feature to paginate proportional-space documents. When you plan to print a document with proportional spacing, set the print-wheel number for proportional spacing on the Print Document menu. You do this by typing **p** after the appropriate print-wheel number on the menu.

When you use the Hyphenation and Pagination feature, it uses the print-wheel number entered on the Print Document menu. If a proportional-space print-wheel number is entered, the document is hyphenated and paginated using proportional character widths. When you print the document with proportional spacing, hyphens and page breaks will be placed correctly.

Since the spacing of the characters cannot be adjusted on the editing screen, text will not be displayed there as it will appear when printed with proportional spacing. A document hyphenated and/or paginated with proportional-space character widths may look incorrectly formatted on the editing screen. For this reason, it is a good idea to print a proportional-space document immediately after processing it with Hyphenation and Pagination. If you edit such a document without doing so, you may inadvertently reformat the text so that it will not print correctly.

PROTOTYPE DOCUMENT

The prototype document sets the format standards on the editing screen and Print Document menu for each document. These may be different from the defaults described in Format Defaults (see above).

Prototype document 0000 contains the system defaults. You can use those default values, or:

 Edit prototype document 0000 to change the defaults. You cannot hyphenate or paginate document 0000.

 Create a new document to use as a prototype. In that document, you can change the format line, create additional format lines, and change items on the second status line as needed.

 Use any document in your library as a prototype for any other document.

 Use any document in another library as a prototype by entering the full pathname on the Prototype line.

You can modify the following parts of a prototype document:

 Format line.

 Line Spacing.

 Text-length setting.

 You can include a page number (#) and/or text on the header and footer pages.

 You can turn on the Autosave function.

 You can include text on the work page.

 Print Document settings. Make the changes you want on the Print Document menu, and then press EXECUTE to put them into effect.

Footnote pages are never carried over from the prototype document.

PROTOTYPE DOCUMENTS PRODUCTIVITY TIPS

The following paragraphs discuss ways you can use prototype documents to increase productivity.

System Defaults

WORD ERA has a set of standards, called system defaults, that are automatically used each time you create a document. You can use these default values, or change them to settings you prefer.

You can change the system defaults in a document or on a menu. However, WORD ERA provides you with an easy way to automatically set your own standards for each document you create.

The Prototype Document

Each document you create in WORD ERA uses a prototype document (Document 0000) as the template for defining the system defaults. You can edit the prototype document to change the standards so that each document you create uses your standards rather than the system defaults. Or you can leave the prototype document 0000 as it is and create your own prototype documents.

Each Library Has a Prototype Document

To understand more about what a prototype document does, you need to know about libraries. A "library" is a group of documents gathered together as a single unit for identification purposes. The WORD ERA Main menu tells you your current or "creation" library.

You can have as many libraries on your system as you have room for on your system disk. Refer to the section "WORD ERA Libraries and Sublibraries" earlier in this chapter for a description of libraries and suggestions for how to use them to manage your word processing activities.

There is no limit to the number of prototype documents you can have for each library. When you create a new library and then create new documents in it, a 0000 prototype document is available. You can change some of the default settings to make it unique for that library.

You can also use prototype documents from different libraries by typing the complete location, or pathname.

If you delete prototype document 0000 from a library, it is deleted from the system disk along with any changes you may have made to the system defaults in that prototype. The next time you create a new document, a new 0000 prototype document containing the system defaults is created. This makes it easy to recreate the system defaults if you want to use them and cannot remember what they are, and ensures that there will always be a prototype document available in each library.

Editing the Default Prototype Document

If you want to change the default prototype document 0000, you can edit the document and change some or all of the following defaults:

- Add text or Returns to header and footer pages

- Include notes to the operator on the workpage

- Change the primary format line (tab stops, right-flush tab stops, and line length)

- Create alternate format lines

- Change the line spacing and page length settings

- Turn on the Autosave feature

It is a good idea to save a copy of each prototype document on an archive diskette. If you have different settings for several 0000 prototype documents, make sure you identify the documents so that you can determine which prototype document belongs to a specific library.

One advantage to using the 0000 prototype document is that WORD ERA automatically uses 0000 as the prototype document name. You do not need to type in a prototype document name each time you create a document.

Setting Printing Standards

You can change the printing standards by changing settings on the Print Document menu. See "Print Document" for more information on the Print Document menu. After you make changes to the print menu, press EXECUTE to save the changes. If you do not "print" the document, the changes you have made to the Print Document menu are not saved.

Creating Your Own Prototype Documents

You may want to leave the default prototype document unchanged and create one or more prototype documents of your own. If you give unique names to your prototype documents you can easily distinguish them from text documents.

You may want to use a numbering scheme like 0000 and 0001, or you may want to begin all names with the phrase *proto* as in *proto1* and *proto2*. The general rules that apply to document names also apply to prototype names.

You can have as many prototype documents as you want in each library. With innovative use of prototype documents, you can save time because you need to make fewer format changes when you create documents. If you do not choose a prototype document of your own, the default prototype document, 0000 is automatically used.

Text you enter on the header, footer, work, and note pages, and all format lines you create in the document are carried over to any new documents you create after changing the prototype document. Text from the editing screen and footnote pages is not included.

When you create your own prototype documents, you can create a naming scheme to remember what prototype document you want to use. You can set up a series of prototype documents with names that refer directly to the kind of documents you want to use, such as *proto.memo*, *proto.ltr*, *proto.rpt*.

If you do not want to type in a long name, you could design a numbering system, or use a one-letter name for the prototype document, so that **m** is the memo prototype, **l** the letter prototype, and **r** the report prototype document names.

No matter what naming scheme you use, be sure you always make backup copies of your prototype documents on an archive diskette.

Copying Prototype Documents to Preserve Text

If you want to set up memo formats or mastheads for other standard document formats, you can create the text on the editing screen of the prototype document. To include this information in a new document, use the Copy document selection from the Filing menu rather than the Create New Document selection to create the new document. Everything contained in the prototype document is included in the copy of the document.

Using an Existing Document as a Prototype Document

You can use any document as a prototype document. You may want to do this if you have created alternate format lines that you want to use for other documents. The alternate format line numbers are the same in the new document as in the source document. The primary format line is displayed on the editing screen. The other format lines that have been created are not visible, but they are accessible, and you can recall them using the same format line numbers you used in the original document.

QUEUE, PRINTER

The print queue displays the status of all current WORD ERA print jobs: active, waiting, or suspended. See "PRINTER CONTROL."

QUARTER LINE SPACING

See "FORMAT"

Line spacing is the amount of space between the lines on a page when a document is printed. The text display on your screen will always be single-spaced, no matter what value the line spacing is set to in the format line. The line indicator, however, counts by the spacing set in the format line.

The spacing you have selected is displayed in the second status line after the word Spacing and as the first character in format lines.

The default setting for line spacing is always single space. To change the line spacing to quarter space:

1. Position the cursor below the format line you want to change.
 2. Press COMMAND.
 3. Type s.
 4. Type q or Q to change the line spacing to quarter space.
 5. The new quarter space line spacing is displayed at the beginning of the format line and in the second status line.
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QUESTION MARK, COMMAND

To can see and select from a list of Command key options:

1. Press COMMAND
2. Type ?
2. Press RIGHT or DOWN to move forward through the list of commands. Press LEFT or UP to move backward through the list of commands. You can also press the key you would press to execute the command. For example, if you press q, Help for Commands shows that q/Q accesses Printer Queue Control.

Leaving Help for Commands

There are two ways you can leave Help for Commands:

1. When the command you want is displayed on the screen, press EXECUTE to execute that command.
 2. Press CANCEL to leave COMMAND ?. You are still in command mode, as indicated by the Which command? message. Enter any command. If you do not want to execute a command, press CANCEL again.
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QUOTATION MARKS

Quotation marks have special uses in Glossary Functions applications. See "GLOSSARY" and refer to the WORD ERA *Glossary Functions* manual for information about quotation marks.

RECORDS PROCESSING

The Records Processing feature allows you to sort, select, and combine lists with a master format document to generate letters and reports. For complete information on Records Processing, see the WORD ERA *Records Processing* manual.

Control Glossary

The control glossary is a WORD ERA glossary that contains entries that use special Records Processing glossary functions such as **sort**, **select_record**, and **save_record** to manipulate your Records Processing list documents. You can use Records Processing without control glossaries, but they can expand and enhance the potential of this feature.

These are some examples of sorting and selection that you can perform:

Alphabetically sorting an address-list document according to a field you specify in the control glossary (for example, by last name, state, or city).

Selecting part of a list for further processing (for example, selecting addresses by specific zip code or area).

Create, edit, and verify the control glossary as you would any glossary.

List Document

The list document is a regular WORD ERA document. You create it the same way you would any other document. You can perform all the normal editing and filing functions on a list document. The list document contains lists of various types of information that you want to manipulate. The information is grouped into records and fields.

A "record" is a complete set of information within the list. For example, in an address list a complete address is a record. If you want to use a control glossary to sort and select records, the maximum size of a single record is 2048 characters. If you do not use a control glossary, there is no limit to the size of a record.

"Fields" are the individual parts that make up a record. The maximum size of a single field is 2048 characters. Each field consists of a field label and field contents. The field labels within a list remain the same from record to record. The field contents vary from record to record. Choose short, descriptive field labels. Be sure you use the same labels in the Format Document.

These are the important things to remember when formatting a list document:

1. To type field labels, precede the label with a MERGE symbol (<), type the field label, type a SHIFT/MERGE symbol (>), then type the field contents. A label for "address," for example, could look like this: "<address>300 Harbor Blvd." Type as many field labels as you want in the record.
2. End each record (or complete set of field-labeled information) with MERGE, SHIFT/MERGE, and RETURN (<>).
3. Put page breaks only at the end of a record. Never break a record with a page, or you will generate unwanted page breaks in your output document.
4. You can create a glossary to store and recall the field labels. This will save you time when you enter information in your list documents.

Format Document

The format document is the master document that contains the basic structure and standard text of the final document. The format document structure includes field labels indicating where the system is to insert information from the list document and any text that remains the same from copy to copy.

The format document is a regular WORD ERA document. You create it the same way you would any other document. You can perform all the normal editing and filing functions on a format document.

There are three field labels you can use in a format document without having corresponding field labels in the list document:

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- <date> enters the system date in the format "Jan 3, 1985."
- <time> enters the system time in the format "10:08am."
- <time> enters the system time in the format "1008" and uses 24-hour clock notation.

Enter the field labels exactly as they are in the list document. You can use SHIFT/COPY to copy them from the list document to make sure the labels are identical. Be certain you do not have any end-of-record labels (<>) in your format document.

Remember to put spacing and punctuation marks where required around field labels.

You can merge the same field more than once into the format document.

If you do form letters, you must put a page break at the end of the format document so that each letter will begin on a new sheet of paper.

The format document controls the format of the output document. Format lines in the list document, the control glossary, or the prototype document have no effect on the output document.

Do not use automatic page numbering on a header or footer page in the format document unless you want the letters in the output document numbered consecutively.

Output Document

The output document contains the combined output of the list document and the format document exactly as it will be printed. The system creates the output document automatically using the name you enter on the Records Processing menu. Output documents can range in length from large documents, containing all the letters in a mass mailing, to small sublists, containing the records and field labels selected by a control glossary from a larger list.

Once the output document has been created, you can perform all WORD ERA functions on it, and treat it as you would any other document. If you want to customize the letters in a mailing list by adding a personalized postscript to some of them, you can do this by editing the output document to add these notes before printing the document.

From the Records Processing menu, you can generate new list documents by leaving the Format document line blank and sorting and selecting a list document with a control glossary. When no format document has been specified, all the field labels from the list document will be included in the output document. In this way, you can create an output document that can be used as a list document for further processing.

REFRESHING THE SCREEN DISPLAY

In some situations, extra characters that are not part of your document may be displayed on the editing screen, overwriting the text you are working on.

If a message overwrites your text, or if you suspect for any reason that what you see on the screen is not what the document actually looks like, press CTRL/w (w or W.) This will refresh the screen and display all text in its correct position.

REMOVING AN ARCHIVE DISK

See "ARCHIVING."

REMOVING A LIBRARY

Before you can remove a library, you must remove all the sublibraries and documents that are part of that library. Removing a library can be a long process unless you have just created the library and it does not yet have any sublibraries or documents. You cannot remove the library you are currently using. You must first change to another library on the same level or move to a higher-level library. If you change to another library on the same level, enter the complete pathname of the library to be removed.

1. From the Supervisory Functions menu, select Remove Library.
 2. Type the library name and press RETURN or EXECUTE.
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REMOVING AND RESTORING THE SCREEN DISPLAY

See "SCREEN DISPLAY," "SCREEN SYMBOLS," "STATUS LINE."

RENAMING A DOCUMENT

You can use the renaming function in two ways:

To change the name of a document

To move a document into a different library using a pathname.

Renaming a Document From the Filing Menu

1. From the Main menu, select Filing.
2. Select Rename Document.
3. Press EXECUTE.

4. Type the original document name and press RETURN or EXECUTE.
5. Type the new document name or pathname, and press RETURN or EXECUTE.

Renaming a Document Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type **ren**.
3. Follow steps 3 and 4 above.

Renaming a Document From the Index

1. From the Main menu, select Index.
 2. Choose the index type, index to screen, and index from current library or archive disk; then press EXECUTE.
 3. Move the marker to the document you want to rename, and press MOVE.
 4. Type the new document name and press RETURN or EXECUTE.
 5. The index is redisplayed to include the new name.
 6. Press CANCEL.
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REPLACE

The Replace key allows you to select text you want to remove from a document and put new text in its place. The new text can be any length. You can delete existing text by replacing it with nothing. See "GLOBAL SEARCH AND REPLACE."

R **FUNCTIONS, FEATURES, AND KEYS**

1. Put the cursor at the beginning of the text you want to replace, and press **REPLACE**.
 2. Move the cursor to the end of the text you want to replace. The text you selected is highlighted. Press **EXECUTE**.
 3. Type the new text. If you press **CANCEL** at this point, the text you have selected for replacement will not be restored.
 4. Press **EXECUTE**.
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REQUIRED COLUMN BREAK

See "COLUMN BREAK."

REQUIRED PAGE BREAK

See "PAGE."

REQUIRED SPACE

A required space is a special kind of space. It has its own symbol, which is displayed on the screen but does not print.

To type a required space:

1. Press COMMAND
2. Press SPACE

Use required spaces to keep words or numbers together on the same line, to include spaces inside a decimal-tab entry, and to retain a fixed number of spaces when using justified printing. For example, if you do not want a name to be split between two lines, use a required space between each word of the name in place of regular spaces. That way, the words of the name will remain together.

You should also use required spaces if you want to include spaces at the end of a centered line. If you do not use required spaces, any spaces at the end of a line will be ignored by the printer. As a result, the header will not print as it appears on the screen.

Required spaces are treated like spaces in all WORD ERA functions. When you define a search string with a space in it, all occurrences of the string are matched, whether a space or required space occurs in the text. You can specifically search for phrases containing a required space by typing it as part of the search string. In that case, only strings that contain a required space will be matched. You can delete and type over a required space, as you would any other character.

RESTARTING PRINTING

See "PRINTER CONTROL."

RESTORING A PAGE

You can use the restore-page feature to remove all the changes you have made on a page before ending an edit. The pages before and after the one you restore remain the same. You must restore each page individually.

1. While editing, put the cursor on the page you want to restore.
2. Press **COMMAND**
3. Type **r** or **R**.
4. Press **EXECUTE** to restore the page. If you do not want to restore the page, press **CANCEL**.

Use the restore-page feature carefully. You may have made more changes to a page than you at first realize. In that case, restoring might cause you to lose text you really want to save. If you have deleted or added a page, the text originally on the page of that number will be restored.

The restore-page feature will not work if the cursor is on a page number that is higher than the total number of pages in the original document. The system beeps, and the page is not restored.

NOTE: If you have saved changes by pressing **COMMAND** and then **RETURN**, or if you are using the Autosave feature, restoring will only affect those changes you have made since the document was last saved.

RETRIEVING FROM AN ARCHIVE DISK

See "ARCHIVING."

RETURN

During editing, the Return key moves the cursor down one line and to the left margin. You use the Return key to end a paragraph and to put blank lines in a document.

On menu screens, you can press the Return key after typing information at a prompt. In that case, pressing the Return key eliminates leftover characters that extend beyond the cursor position. The Return key is also used to move the cursor from field to field or from selection to selection.

You cannot type over a Return symbol or use a Return symbol to type over another character. New text is automatically inserted when you put the cursor on a Return symbol and type; you do not have to press INSERT.

You can press COMMAND and then RETURN to save changes in your document while editing. See "Saving a Document."

REVERSE VIDEO

In reverse-video mode, text is displayed on the screen as dark letters on a bright background. You can use this mode to emphasize text on the screen. Reverse video does not affect how the text prints. See "MODE."

To Display Text in Reverse Video

1. Place the Cursor at the beginning of the text you want to display in reverse video.
2. Press MODE, then type r.
3. Move the Cursor to the end of the text you want to display in reverse video.
4. Press MODE, then type r.

To Remove Reverse Video Emphasis From Text

1. Place the Cursor at the beginning of the text you want to de-emphasize.
 2. Press MODE, then type r.
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RIGHT ARROW

You use the Right Arrow key to move the Cursor forward. See "CURSOR."

RIGHT-FLUSH TAB

You can enter a Right-flush Tab stop in the format line to right-justify text anywhere on a line of text. If there are no Right-flush Tab stops in a format line, the text will right-justify at the end of the format line, or at an end of column marker. If you enter a Right-flush Tab stop at another position in the format line, it is indicated by a left-arrow symbol (`b`) in the format line. See "FORMAT" for instructions on how to enter Right-flush Tab stops in a format line.

To enter a Right-flush Tab symbol while editing, press COMMAND and then INDENT. A left-arrow symbol is displayed on the screen.

You do not need to have Right-flush Tab stops in the format line to type COMMAND INDENT. The text will justify at the right margin unless you have a Right-flush Tab stop at a different position in the format line.

The Right-flush Tab symbol moves the cursor to the right margin, or to the first Right-flush Tab stop in the format line, skipping over any regular Tab stops in the format line. Any text you type moves to the left. The last character of the text is at the position of the Right-flush Tab stop in the format line. You can insert or delete a Right-flush Tab symbol, and you can type over one with any other character.

Using the Default Right-Flush Tab stop

Suppose you have no Right-flush Tab stops in the format line. If you type a Right-flush Tab symbol followed by text, type a RETURN to end the line. If you type another Right-flush Tab symbol or CENTER, a RETURN is automatically entered to complete the line, and the Center or second Right-flush Tab symbol appears on the next line.

Using Right-flush Tab Stops You Set

When you set a Right-flush Tab stop in the format line, you can end the right-flush text with a RETURN, or you can follow it with a TAB, an INDENT, a DEC TAB, or another Right-Flush Tab.

If you type text that is too long to fit in the space between previous tabbed entries or between the left margin and the Right-flush Tab stop, the text will not right justify at the Right-flush Tab stop.

RIGHT MARGIN

The right margin for a document is set with the format line. See "FORMAT."

SAVING A DOCUMENT

When you have made changes to a document, you will probably want to save those changes. There are several ways you can save the changes to a document:

1. While editing a document, press **COMMAND** and then **RETURN**. The editing changes you have made are saved.
2. While editing a document, set the autosave feature to automatically save the document each time a certain number of keystrokes is reached. See "Autosave."

NOTE: If you save changes while editing, **COPY** or **DELETE** from the End of Edit Options menu will not save a copy of the document in its original condition. A copy of the document when it was last written to the system disk is saved instead. The **COMMAND r** feature will restore a page to the last version of that page that was saved.

3. From the End of Edit Options menu, press **EXECUTE** to save the changes and return to the menu.
4. From the End of Edit Options menu, press **COPY** to save the changes and make a copy of the old document with a new document name.
5. From the End of Edit Options menu, press **FORMAT** to save the changes and go directly to the Print Document menu for printing.

NOTE: If you have entered a document by pressing **GO TO PAGE** from a Document Index screen, the Print Document menu is bypassed. The document is sent to the printer using the most recent printing defaults.

SCREEN DISPLAY

You can stop the screen display, so that characters you type and function keys you press are not displayed on the screen. To do so, hold down the CTRL key and type **s** or **S**. Anything you type after this is stored in a buffer and is not displayed. To restart the screen display, hold down the CTRL key and type **q** or **Q**. Any keystrokes that have been stored in the buffer are displayed on the screen. On some keyboards, the Scroll Lock key performs the same function.

If no symbols appear on the screen when you type, you may have inadvertently typed CTRL/s, CTRL/S, or pressed SCROLL LOCK. Type CTRL/q, CTRL/Q, or press SCROLL LOCK to see if that clears up the problem.

SCREEN SYMBOLS

Formatting and emphasis symbols that display on the editing screen are:

- Tab
- Decimal Tab
- Return
- Center
- Indent
- Right-flush Tab
- Required space
- Subscript
- Superscript
- Position marker
- Underline
- Double underline
- Overstrike
- Optional page break
- Optional column break
- Required page break
- Required column break
- Generated hyphen
- Regular hyphen
- Required hyphen
- Note
- Merge

The first six symbols on the list above can be temporarily removed from the screen display and then restored.

Removing Screen Symbols Temporarily From the Editing Screen

1. From an editing screen, press **COMMAND**.
2. Press **REPLACE**. Screen symbols are temporarily removed from the display.

Restoring Screen Symbols to the Editing Screen

1. Press **COMMAND**.
2. Press **REPLACE**. Screen symbols are restored.

Each time you end an edit, the screen symbols are automatically restored. If you position the cursor on a **Return** symbol and type text directly without pressing **INSERT**, that **Return** symbol is redisplayed as soon as you type the first character.

SCROLLING

Scrolling is the process of moving through a document. You use horizontal scrolling to work on a page in a wide document, by moving it back and forth across the screen.

You use vertical scrolling while working with documents on the editing screen. Vertical scrolling allows you to move from the top of the page to the bottom and back up again to the top. It lets you move across page breaks to see another page.

See "HORIZONTAL SCROLLING" and "VERTICAL SCROLLING."

SEARCH

The Search key lets you locate text and screen symbols anywhere in a document. The maximum amount of text that can be searched for at one time is 36 characters. Search is case insensitive. Any text is matched with each occurrence of that combination of letters, no matter what the case. If you want a case-sensitive search, precede the text with an equal sign (=) and an exact match is made.

Required spaces are treated as spaces. If you type a search string with spaces, all occurrences of that string will be matched, even if they contain required spaces. However, you can specifically search for special characters such as a required space, required hyphen, and characters from alternate character sets. Generated hyphens are not found, since they are automatically removed if text changes so that the generated hyphen is no longer at the end of a line. See "GLOBAL SEARCH AND REPLACE."

Search Forward

1. From an editing screen, press SEARCH.
2. Type the text you want to find, press EXECUTE.
3. When the first instance of the text is found, press EXECUTE to search for the next instance or CANCEL to stop the search.

Or you can initiate the REPLACE, COPY, MOVE or DELETE functions without pressing CANCEL by pressing the appropriate key.

Search Backward

1. From an editing screen, press COMMAND.

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2. Press SEARCH.
3. Type the text you want to find, and press EXECUTE.
4. When the first instance of the text is found, press EXECUTE to search for the previous instance or CANCEL to stop the search.

Or you can initiate the REPLACE, COPY, MOVE or DELETE functions without pressing CANCEL by pressing the appropriate key.

Search From the Beginning

1. On an editing screen, SHIFT/SEARCH.
2. The cursor goes to the beginning of the document.
3. Type the text you want to find, and press EXECUTE.
4. When the first instance of the text is found, press EXECUTE to search for the next instance or CANCEL to stop the search.

Or you can initiate the REPLACE, COPY, MOVE or DELETE functions without pressing CANCEL by pressing the appropriate key.

Repeating or Revising a Search

1. From an editing screen, press SEARCH.
2. The text from the last search appears at the top of the screen.
3. Press INSERT to preserve the existing text. Add text at the end and press EXECUTE. Note that no cursor is displayed in the prompt area. However, if you type text, it will be added to the end of the search string.

Or type new text over the old text and press EXECUTE.

Or press EXECUTE to search for the same text again.

Searching for Text with Attributes

You can search for text with attributes such as bold or underscore by typing those attributes as part of the search string. An exact match is made with that string in the document. For example, if a word begins with bold emphasis in the search string, a match is made only when bold emphasis is turned on at the beginning of the word in the text. If the word occurs in the middle of a sentence with bold emphasis, a match is not made.

Wildcard Search

You can perform a search using two wildcard characters: a question mark (?) and an asterisk (*). The question mark matches with one character and the asterisk matches with any number of characters within a word. For example, "t?m" would match with parts of a word such as "tam," "tim," "tom"; and "t*m" would match with all of the above and also with words such as "them" and parts of words such as "trauma," "trample," and "thumb" that contain a "t" followed by an "m." A string like "the match" would not be found because the letters specified are in different words.

SENTENCE MODE

To set the Cursor Mode to Sentence:

1. Press MODE
2. Type . (period)

The designation "sent" is displayed in the second status line.

To move the Cursor by sentences hold down SHIFT and press the Up or Down Cursor Arrow key. See "CURSOR."

SHELL ESCAPES TO THE OPERATING SYSTEM

When you are editing a document, you can leave the document and access the UNIX operating system with two WORD ERA commands:

Press COMMAND and then ! to access an operating system shell. You can execute one operating system command. If you want to use more than one command, you can use the initial command to access another shell.

Press COMMAND and then | to perform one operating system command on the text you select by highlighting a portion of the WORD ERA document.

Accessing An Operating System Shell From The Document Editing Screen

1. Press COMMAND.
2. Type !.
3. You can execute one operating system command, or use that command to invoke another shell to allow continued access to the operating system. The standard output of the executed command does not affect the document. If you invoke another shell, you can execute as many commands as you want. When you have completed your use of the shell, press CTRL/d.
4. The message Press EXECUTE to continue is displayed. Press EXECUTE to return to the document editing screen.

Redirecting The Standard Output Of An Operating System Command To The Editing Screen

1. Press COMMAND.
2. Type |.
3. At the Replace what? prompt, move the cursor using the cursor keys, PREV SCRN, or NEXT SCRN to highlight text. The highlighted text can be used in two ways:

As an argument for an operating system command

As text to be replaced with the standard output of an operating system command

WARNING: Be careful not to include format lines or page breaks within the highlighted text, or you will corrupt your document and may lose text.

NOTE: Even if you do not move the cursor, the character at the cursor position is replaced. Therefore, if you want the output of the operating system command in the document and do not want to replace text, place the cursor at the end of the document, or in a position that is replaceable (for example, on a Return symbol or space).

4. Press EXECUTE.
5. At the shell prompt, type the command you want to perform.
6. Press RETURN. After the command has been executed, you are returned to the document editing screen.

To Access An Operating System Shell From Any Menu

1. Press COMMAND.
2. Type !sh.

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3. You can now execute one command, or invoke another shell to allow continued access to the operating system. If you invoke another shell, you can execute as many commands as you want. When you have completed your use of the shell, press CTRL/d.
 4. The message Press EXECUTE to continue is displayed. Press EXECUTE to return to the menu.
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SHEET FEEDER

See "Describe Bin Feeder."

SHIFT

The Shift key activates additional WORD ERA functions when used with some function keys. It provides access to other symbols on the keyboard when used with the character generating keys. See "Column Break," "COPY," "Global Search and Replace," "MOVE," "PAGE," "SEARCH," and "Subscript and Superscript."

SHORTCUT CODES

Once you have become familiar with the WORD ERA menu structure, you can use shortcut codes to bypass menus and go directly to the function you want to perform.

You can use shortcut codes from any menu. Since you do not need to access the menu on which a function appears, shortcut codes make it faster to use that function. Shortcut codes are shown on each menu to the right of the corresponding function.

1. From any menu screen, press COMMAND.
2. Type in the shortcut code in lowercase, in uppercase, or in any combination of the two.
3. Follow the prompts on the screen to perform the function.

adn	Assign Archive Disk Name	ixa	Index by Author
apw	Assign Password	ixg	Index Generator
agl	Attach Glossary	ixl	Index (Long Format)
bin	Describe Bin Feeder	ixo	Index by Operator
cgl	Create New Glossary	ixs	Index (Short Format)
chl	Change Library	lib	Index (Sublibraries)
cpy	Copy Document	mkl	Make Library
cta	Copy to Archive	mta	Move to Archive
crd	Create New Document	prd	Print Document
das	Document Assembly	prc	Printer Control
del	Delete Document	rad	Remove Archive Disk
dfa	Delete from Archive	ren	Rename Document
dgl	Detach Glossary	rfa	Retrieve from Archive
edd	Edit Old Document	rml	Remove Library
egl	Edit Old Glossary	rpr	Records Processing
fnp	Footnote Processing	spe	Spell Editor
fad	Format Archive Disk	spl	Spelling Checker
fpr	Forms Processing	toc	Table of Contents Generator
hyp	Hyphenation and Pagination	vgl	Verify Glossary
		!sh	Shell Escape

SORT

You can easily sort the text in a WORD ERA document. You can sort "records" in ascending or descending alphanumeric order by the "field" you specify when you highlight the text to be sorted. "Records" and "fields" are described below.

Sort uses a case-insensitive ASCII collating sequence. The example below shows the difference between a case-sensitive and case-insensitive sort.

An Example of Case-Sensitive and Insensitive Sorting

Unsorted list	Case-sensitive sort	Case-insensitive sort
van Allen	Lagrange	
McDonald	McDonald	la Place
Vendome	Vendome	Lagrange
la Place	Victor	McDonald
Lagrange	la Place	van Allen
Victor	van Allen	Vendome
		Victor

You can change the case-insensitive ASCII collating sequence or add characters from alternate character sets to the collating sequence by creating a character table file.

Refer to the *WORD ERA Technical Reference* manual for information on how to define a `/usr/help/htable.XX` file. If you have already created a `/usr/help/htable.XX` file to use with Records Processing or the Index Generator, that same file will be used by the sort function.

Text attributes such as underscore and bolding do not interfere with the sorting process. Fields containing text with attributes are sorted in alphanumeric order.

NOTE: When text attributes in sorted text extend beyond the end of a record that is, if the text with attributes includes one or more Return symbols, the attributes will carry over to other records when the sort is complete.

This happens because the end of attribute indicator is dropped when the text is rearranged by the sort function. You can restore the attribute to the text using either method suggested below:

Move the cursor to the place where you want the attribute to stop. Press MODE, and type the appropriate character for the attribute. This reenters the missing end of attribute indicator.

Move the cursor to the place where the attribute starts. Press MODE, and type the appropriate character to turn off the attribute. You can then reenter the desired attribute, selecting the text you want to emphasize.

Records

A sort "record" is any text that ends with a Return symbol. If Return symbols at the left margin are highlighted as part of text to be sorted, they are treated as a blank "field". The maximum size of a record is 2048 bytes. What this means is that, if you use a 65-character format line, you can sort a record that is approximately 30 lines long. If you select a record that is too big to sort, the messages Paragraph too long and Press execute to continue are displayed.

Fields

A sort "field" is part of a record and contains any text that appears between the delimiters listed below:

- Left margin
- Tab
- Indent
- Right-flush Tab
- Decimal Tab
- Return

There is no limit to the number of fields a record can contain, as long as the maximum record size does not exceed 2048 bytes.

Format Rules for Text to be Sorted

All records to be sorted must be on the same page. When you initiate a sort, you cannot move the cursor beyond a page break.

If you use a multiple-column format line, all records to be sorted must be in the same column. When you initiate a sort, you cannot move the cursor beyond a column break.

When you initiate a sort, you cannot move the cursor beyond a format line. If you want to sort text with different format lines, remove the format lines until the sort is complete, and then reenter them.

The field you want to sort must be in the same relative position within the record. They do not need to be in the same exact position. Sort counts the number of Tab, Indent, Decimal Tab, or Right-flush Tab symbols in the record (not in the format line), and uses that number to determine which field to sort.

Some or all of the fields in a record may be blank or missing without interfering with sort. When sorting, the entire contents of the record are sorted beginning at the specified field and sorting to the end of the record. If a field is blank or missing, it will be sorted to the top of the list in an ascending sort, and to the bottom of the list in a descending sort. All blank fields are treated equally, and are sorted to the top (or bottom) of the list in the same order they appear in the text you selected for sorting.

Sorting Numeric Fields

When sorting numeric fields, the results of the sort depend on the field delimiter that precedes the number.

Fields beginning with a Decimal Tab symbol are sorted in numerical order. An ascending numerical sort arranges the numbers from smallest to largest: for example, 15, 25, 100, 5000. A descending numerical sort arranges the numbers in this way: 5000, 100, 25, 15. Any alphabetical characters in the field are ignored, and only the numbers are sorted. For example, \$9999, 9,999.00, 9999, and ABC9999 all have the same value.

To sort numerically, only the field in the first record **MUST** be preceded by a Dec Tab symbol. Other fields can be formatted with different delimiters. All fields can, of course, be preceded by the same delimiter. This means that if you want a true numeric sort on a field that is preceded by a delimiter other than a Dec Tab symbol, you can change the delimiter in the first record only, perform the sort, and change the delimiter back to its original format.

This works for any field except a field that begins at the left margin. You might want to do this to sort a numbered list of items, for example.

Fields that begin with any other delimiter are sorted using the case-insensitive ASCII collating sequence. In this case, an ascending ASCII numerical sort arranges the numbers in groups by the first number in the sequence. For example, the numbers in the example in the previous paragraph are sorted in this way: 15, 100, 25, 5000. A descending sort arranges the numbers in this way: 5000, 25, 100, 15.

For a true numeric sort in fields that begin with a delimiter other than the Decimal Tab symbol, make sure that each field contains the same number of characters. For example, to sort 99 or less numbered paragraphs, the numbers 1 through 9 should be preceded by a space. You can fill the beginning of the field with spaces, required spaces, or zeros.

When the selected field in the first record is preceded by a Decimal Tab symbol, the records are sorted according to the following rules:

Numbers are sorted from smallest to largest in an ascending sort, and largest to smallest in a descending sort.

Any characters between the Decimal Tab symbol and the number are ignored, except "(" and "-", as are all symbols after the number, except "-".

Space(s) and required space(s) are allowed between "(" or "-" and the number.

Numbers with a leading or trailing minus sign or within parentheses are considered negative.

Commas within a number are ignored.

The first period in a number is considered the decimal point. A second period is considered the end of the number.

Missing fields are sorted to the top of the list in an ascending sort, and to the bottom of the list in a descending sort.

A Decimal tab followed by a "-", "(" or ".", but no digit, is sorted as zero (0).

Any alphabetic characters in the field are ignored.

Numbers with more than nine digits, regardless of the placement of the decimal point may cause unpredictable results.

Sorting More Than One Field

When you select a field to be sorted, contents of that field and the rest of the fields to the end of the record are sorted. If you want to sort more than one field, be sure the fields are arranged in the order in which you want them to sort, with the highest sort priority in the leftmost field and the lowest in the rightmost field. You can use the block move feature to rearrange the fields if the text to be sorted is not arranged in the way you want it to sort. For example, suppose you want to sort the following list of names:

Yaya	John
Yaya	Jeanne
Yaya	Fred
Jones	Robert
Jones	Mark
Jones	Scott

If you sort the column with last names, both fields will be in alphabetical order. The result of this sort are shown below:

Jones	Mark
Jones	Robert
Jones	Scott
Yaya	Fred
Yaya	Jeanne
Yaya	John

However, if your original list has the first names in the leftmost column, sorting by the last name column will not put the first names in alphabetical order within each class, as shown in the following example.

Robert	Jones
Scott	Jones
Mark	Jones
Fred	Yaya
Jeanne	Yaya
John	Yaya

How to Sort

Follow these steps to use the sort function:

1. In the first record to be sorted, put the cursor on any character of the field you want to sort.
 2. Press COMMAND, then press MERGE to sort in ascending order. Press COMMAND, then press SHIFT/MERGE to sort in descending order. The message Sort what? is displayed.
 3. Highlight the records you want to sort. You can use the UP, DOWN, LEFT, RIGHT, RETURN, or character keys for highlighting. You only need to put the cursor on the first character of the last record you want to sort. If the cursor is on any character in a record, that record is included in the sort.
 4. Press EXECUTE to begin the sort. When sorting is complete, the cursor is positioned on the first character of the line following the sorted text.
-
-

SPACE BAR

The Space bar operates like the Space bar on a typewriter, except that as well as moving the cursor to the right one position, it also generates a blank character on the screen. If you use the Space bar to move forward through text, it will replace the characters it encounters with spaces. Be sure to use the Cursor keys to move the cursor through text.

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You also use the Space bar to remove Tabs from, and to extend the length of, the format line, and to move the marker on menus. See "Cursor," "FORMAT," and "Required Space."

SPACING

See "FORMAT" for information on how to set line spacing.

SPELLING TOOLS

Spelling Tools is a feature that contains the SPELLING CHECKER and the SPELL EDITOR.

Spelling Tools uses the 80,000-word Merriam-Webster Linguibase, a lexicon of words that also contains elements of American English such as prefixes and suffixes.

You can also create your own exception dictionary to use with Spelling Tools. There you can list special or technical terms that are unique to your business. The number of words in the exception dictionary is only limited by the amount of available space on your disk. See "EXCEPTION DICTIONARY."

Spelling Tools checks the text on numbered pages you select in the document as well as header and footer pages. Footnote pages that have footnote references in selected text are also checked. Text on Page W or Page N is not checked.

You can use Spelling Checker in two ways:

1. You can correct spelling errors directly by using Spelling Checker interactively.

During interactive spelling checking you can switch between several exception dictionaries.

2. You can run Spelling Checker in automatic or background mode and make spelling corrections later using the Spell Editor. See "Using the Spell Editor."

When using Spelling Checker in automatic or background mode you are limited to one exception dictionary.

A benefit of using Spelling Checker in background mode is that you can use your terminal for other work while the spelling markers are being entered into the document.

Selecting the Spelling Tools Menu and Setting Spelling Checker Options

1. Select Document Processing from the main menu
2. Press EXECUTE
2. Select Spelling Tools from the Document Processing menu
3. Press EXECUTE
4. Select Spelling Checker from the Spelling Tools menu
5. Press EXECUTE
6. Enter the name of the document you want to spell check
7. Press EXECUTE

The Spelling Checker menu is displayed. Use the Return key to move between selections on the menu. Use the Cursor Up and Down keys to select options. The options you can select on the Spelling Checker menu are:

S FUNCTIONS, FEATURES, AND KEYS

Check for: **Spelling**
 Word usage
 Both

As you spell check your document, error messages are displayed on the screen when Spelling Checker finds a problem with a word. These messages give you information about the error. Errors discovered fall into two categories:

Spelling errors

Usage errors

If you select **Spelling**, only spelling errors are offered for correction. A message is displayed for each error. Possible types of spelling errors are:

Word not in dictionary

The word is not in the lexicon or exception dictionary.

Hyphenated word not in dictionary

Part of the hyphenated word is not in the lexicon or exception dictionary.

Valid word, hyphen unnecessary

A hyphen is unnecessarily used in an otherwise valid word.

Word before parentheses invalid

The part of the word before the parentheses is invalid, though the entire word may be valid (for example, "citie(s)").

If you select **Word usage**, only word usage errors are offered for correction. A message is displayed for each error. Possible types of word usage errors are:

Prefix form

The word by itself may be valid, but the word with a prefix is not in the lexicon or exception dictionary.

Suffix form

The word by itself may be valid, but the word with a suffix is not in the lexicon or exception dictionary.

Valid word should be capitalized

Capitalization is incorrect.

Word invalid without parentheses

The part of the word before the parentheses is valid, but the entire word is not (for example, "city(s)").

Word is repeated

The word appears twice in a row.

If you select **Both**, errors for both spelling and word usage are offered for correction.

Process from page ____
through page ____

The first page number in your document is displayed on the **Process from page** line. The last number in your document is displayed on the **through page** line. You can overstrike the displayed numbers to choose a range of pages to spell check.

Exception Dictionary

Yes

No

You can select **Yes** to use an existing exception dictionary or to create a new one. You can select **No** if you do not want to use an exception dictionary.

Processing

Interactive

Automatic

Background

You can choose to spell check your document interactively, automatically, or in background processing mode. If you choose **Automatic** or **Background** processing spelling markers are placed in your document for later use with the **Spell Editor** (see "**Spell Editor**").

S FUNCTIONS, FEATURES, AND KEYS

8. Press EXECUTE to begin the Spelling Checker
9. If you selected the Exception Dictionary Yes option you are asked to enter your exception dictionary name. Enter the name of an existing exception dictionary or enter a new name to create a new exception dictionary.
10. If you entered an existing exception dictionary name spell checking begins immediately.
11. If you are creating a new exception dictionary, the Exception Dictionary screen is displayed, you can choose to:

Press EXECUTE to create a new exception dictionary

Press RETURN to enter the name of a different exception dictionary

Press CANCEL to exit

Press DELETE to continue without an exception dictionary.

Correcting Spelling and Word Usage Errors Interactively

When you choose to use the Spelling Checker interactively, or when you are using the Spell Editor your document is displayed with spelling and/or word usage errors marked by a reverse video block.

The marked error and a corresponding error message are displayed in the lower left corner of the screen.

There are two ways to move through a document while using the Spell Editor or Spelling Checker in interactive mode:

Press RETURN to move from one selected word to the next within the screen.

Press EXECUTE to move to the next screen after you have made the desired corrections on a screen.

TO CORRECT ERRORS WHILE IN SPELLING TOOLS, you can use any of the following methods:

Type over incorrect letters.

Insert characters or spaces: press INSERT, enter the characters, then press EXECUTE.

Delete characters: press DELETE, move the cursor to highlight the characters you want to delete, then press EXECUTE.

Press SEARCH to access a list of up to eight suggested replacement words, which are displayed one at a time at the bottom of the screen.

Press the Cursor Up or Down key to step through the list of suggested words.

Alternatively, press the Subscript key to clear the screen and display the entire list of suggested words. Then press EXECUTE to return to the correction screen.

Press REPLACE to substitute a suggested word displayed at the bottom of the screen for the highlighted word in the document. The replacement is substituted with the exact capitalization as it appears on the list.

Entering Words in Your Exception Dictionary Interactively

Press COPY to add a word to the exception dictionary in lowercase letters only. The word appears in lowercase form in the dictionary even if it contains capital letters in the Spell Editor or Spelling Checker document.

Press SHIFT/COPY to add a word to the exception dictionary with specific capitalization. Any occurrence of the word with different capitalization is identified as "Word not in dictionary".

The longest word you can add to an exception dictionary is 58 characters.

When you add a word to an exception dictionary while using the Spelling Checker, the entry becomes effective on the next screen displayed. Subsequent occurrences of that word are not marked as errors unless they are spelled incorrectly.

When you add a word to an exception dictionary while using the Spell Editor, subsequent occurrences of that word are still marked as errors because the spelling markers are already in place in the document.

Changing Exception Dictionaries Interactively

1. Press *GO TO PAGE* from any page of the document you are spell checking.
2. The message "Exception dictionary name:" is displayed at the bottom of the screen. Enter the name of the dictionary you want to use.

If you enter the name of a valid exception dictionary, press *RETURN* or *EXECUTE* to attach that dictionary.

If you enter the name of an exception dictionary that has not been compiled, the message "Not an exception dictionary" is displayed at the bottom of the screen. The message "Press *EXECUTE* to compile or *RETURN* to enter another name" also is displayed. Make the appropriate selection.

If you enter the name of a new document, the message "Document doesn't exist" is displayed at the bottom of the screen. The message "Press *EXECUTE* to create or *RETURN* to enter another name" also is displayed. Make the appropriate selection.

In the Spelling Checker, the newly-entered exception dictionary is recognized as a valid dictionary when the next screen of text is checked for spelling errors.

In the Spell Editor, you can enter words in the new exception dictionary immediately. However, since the spelling markers are already in place in the document, subsequent occurrences of a word entered in the exception dictionary are still marked as errors.

Ending the Spelling Checker or Spell Editor Session

When spell checking is completed the End of Spelling Checking screen is displayed. You can choose to:

Press EXECUTE to save the changes (corrections) you have made.

Press DELETE to erase the changes (corrections) you have made.

Canceling Spelling Checker or Spell Editor

You can press CANCEL to terminate the Spell Editor or Spelling Checker in interactive or automatic mode before it processes all requested pages.

A Checking Canceled menu is then displayed. From this menu, you can:

Press EXECUTE to save the changes

Press RETURN to return to checking

Press DELETE to erase the changes and return to the menu from which you selected Spelling Tools

If you use the Spelling Checker in background mode, the process runs until it has been completed--you cannot press CANCEL to end the processing.

Using the Spell Editor

Spell Editor is a selection that allows you to make spelling corrections in a document that has already been processed with the Spelling Checker in automatic or background mode.

To use the Spell Editor:

1. Select Document Processing from the main menu
2. Press EXECUTE
2. Select Spelling Tools from the Document Processing menu
3. Press EXECUTE
4. Select Spelling Tools from the Spelling Tools menu

5. Press EXECUTE
6. Enter the name of the document you want to spell check
7. Press EXECUTE
8. Enter the pages you want to spell check
9. Make the appropriate corrections

Spelling Markers

When you process a document through Spelling Checker in automatic or background mode, invisible spelling markers that do not print are added to the document to indicate words not found in the lexicon or the exception dictionary. These spelling markers are automatically removed from the document when you save the changes after using Spell Editor, and when you press DELETE when starting to edit a document.

Suppose you run Spelling Checker in automatic or background mode and do not immediately make corrections using Spell Editor. In that case, when you try to access the document outside of Spelling Tools, the warning messages Doc contains spelling marker and Press DELETE to remove or CANCEL to stop process appear. You have the following options:

You can cancel the process and use Spell Editor to make spelling corrections before you continue.

You can delete the spelling markers and proceed. If you delete the spelling markers and then later use Spell Editor, no errors will be found. You must process the document with Spelling Checker again before processing it with Spell Editor.

STATUS LINES

The status lines are the two lines that appear at the top of each editing screen. They give information about the layout of the document.

The first line displays:

The document name

The page, line and position of the cursor, which are updated as you move the cursor

The second line displays:

The cursor mode

The number of the format line that affects the text at the cursor location

The line-spacing setting

The page-length setting in number of lines

A square block followed by a number (default 1024) if you have activated the autosave feature.

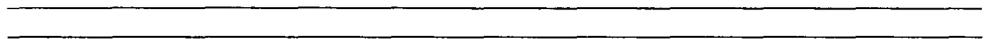
Turning Off the Status Line Information

Each time you move the cursor, the Page, Line, and Pos numbers in the first status line are updated. If you turn off this updating of information, WORD ERA responds more quickly.

Press **COMMAND** and then **FORMAT** to turn the status line information off.

If the status line information is turned off, press **COMMAND** and then **FORMAT** to turn it on again.

Each time you begin an editing session, the status line information is automatically turned on.



STOP

The Stop key is used from the Printer Control screen to suspend the printing of a document. See "Printer Control."

You also use the Stop key to remove highlighting from a document name when selecting multiple documents from a Document Listing screen for archiving or printing. See "Archiving" and "Printing."

While editing, you can press STOP to turn on the autosave function. See "Automatically Saving Changes in a Document."

STORING A DOCUMENT NAME

You can select and store a document name from any index screen. The next time you see a menu prompt calling for a document name, the name you stored is displayed. See "Index."

STRINGS

In programming languages, a "string" is a group of characters that belong together and that are not part of an executable command. Strings can be alphabetic (made up of letters, sometimes with numbers and/or special characters, including spaces) or numeric (made up of numbers, sometimes with a few special characters). The characters in an alphabetic string are usually enclosed in quotation marks, and the characters in a numeric string are not.

In WORD ERA, a string is considered to be a combination of alphanumeric characters and/or screen symbols that define the text for a particular function to use. When you use the WORD ERA editor, strings contain the exact text and are never enclosed in quotation marks.

The glossary function is a programming language. In a glossary document, a string is made up of characters enclosed in quotation marks. A glossary entry that causes characters to be typed or inserted in a document must begin and end with quotation marks. Alphabetic and alphanumeric character strings require quotation marks; numeric character strings do not. See "Glossary."

SUBLIBRARY

See "Library."

SUBSCRIPT AND SUPERSCRIFT

The Subscript/Superscript key (F14) instructs the printer to print a character 1/4 line below or above other text on the same line.

Subscript

1. From an editing screen, put the cursor where a subscript is needed.
2. Press SUBSCRIPT.

3. Move the cursor to the end of the subscript text or type the subscript text.
4. Hold down **SHIFT** and press **SUPERSCRIPT**.

Superscript

1. From an editing screen, put the cursor directly where a superscript is needed.
2. Hold down **SHIFT** and press **SUPERSCRIPT**.
3. Move the cursor to the end of the subscript text, or type the superscript text.
4. Press **SUBSCRIPT**.

You can use multiple subscripts and superscripts to raise or lower the text more than 1/4 of a line. For example, to raise a superscript half a line, press the Superscript key twice before the text, and then press the Subscript key twice at the end of the text.

This key is also used to set column markers in the format line. See "Multiple Columns."

You can use the Subscript/Superscript key in combination with the Go To Page key to move the cursor to the bottom or top of a column in multiple-column text, or to move to the next or previous format line in text with no multiple-column format line.

TAB

Use the Tab key to move the cursor to a Tab stop set in the format line. Each time you press the Tab key, a Tab symbol appears on the screen to remind you that you have used tabs instead of spaces. The Tab symbol can be inserted, or deleted, and it can be typed over with any other character.

You can move the cursor in text from one Tab stop in the format line to another by pressing COMMAND and TAB. In editing mode, the cursor moves to the next Tab stop. In Insert mode, a Tab symbol is entered on the screen.

You can move the cursor to the next Tab symbol in the text by pressing GO TO PAGE and TAB. You can use this combination of keystrokes to move the cursor from Tab symbol to Tab symbol while editing, or to highlight text you are selecting for a function such as copying or deleting.

You also use TAB to set Tab stops in the format line. See "FORMAT" for information on how to do this. See also "INDENT" and "Right-flush Tab."

TABLE OF CONTENTS GENERATOR

The Table of Contents Generator feature allows you to automatically create a table of contents with up to six levels of headings. The Table of Contents Generator can rapidly process a large document, number headings and subheadings, and place a line of periods or spaces between headings and page numbers.

Before you use the Table of Contents selection, make a copy of the original document. Edit this copy to add marker labels and Tabs to identify the level of each heading. You place these markers immediately before each heading to be included in the final table of contents.

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Then when you use the Table of Contents Generator, it reads the markers for each heading, interprets the level of the heading by counting the Tabs, reads and stores the page number, and creates the table of contents in an output document. See "Output Document."

1. Make a copy of the document for which you want a table of contents.
2. Edit the document to enter the appropriate labels as follows:

Put MERGE, NOTE, c, SHIFT/MERGE (<!!c>) in front of each chapter level heading.

Put TAB, MERGE, NOTE, SHIFT/MERGE (<!!>) in front of each level heading, with the appropriate tabs in front of each label. You must precede <!!> with at least one Tab.

The Table of Contents Generator picks up all words following a marker to the next return, or to the 50th character position on the line.

3. When the document is properly labeled, select Table of Contents Generator from the Document Processing Tools menu.
 4. Type the name of the document that contains the labels for the Table of Contents Generator.
 5. Enter the name of a new document that will become the table of contents.
 6. Select the formatting options by using UP, DOWN, or SPACE to position the marker on the option you desire. Press NEXT SCRNL, PREV SCRNL, or RETURN to move from option to option.
 7. Press EXECUTE to begin generating the table of contents.
-
-

TEMPORARY FILES

WORD ERA creates temporary files when it performs certain operations. For example, when you print a document with Copy set to Yes on the Print Document menu, a temporary file is created containing a copy of the document sent to the printer. Temporary files are also used when output documents are created or when you select a Print only option from a menu. These files have names that begin with ".W" and are followed by six digits.

While documents are being printed, these temporary files are listed as documents in the index. When the printing has been completed, the temporary files are removed from the Document Index screen.

During certain situations (for example, when a malfunction in the printer keeps a printing job from being completed), these temporary files may not be removed from your index.

If you see a document like this in your index and you are not printing any documents, delete the file from the index. (See "Deleting a Document.")

CAUTION: Never rename a temporary file. This could cause unexpected results and damage documents. If you must recover the contents of a temporary file, either create a new WORD ERA document or delete the contents of an existing document, then use SHIFT/COPY to copy the temporary file into the WORD ERA document.

TEXT EMPHASIS

The following forms of text emphasis are available with WORD ERA: bold, double underline, flashing, overstrike, reverse video, underline. See "MODE."

TEXT LENGTH

You can set the text length in number of lines. This text length is the number of lines of text that will print on a page, excluding any text you have entered on a header or footer page. When you type beyond that number of lines, the page, line, and position numbers in the first status line brighten, and a beep alerts you to add a page break. The default text length setting is 54.

Setting or Changing the Text Length

1. From an editing screen, press **COMMAND**.
 2. Press **PAGE**.
 3. Type the number of lines you want on the page, and press **RETURN** or **EXECUTE**.
-
-

TITLE

The Document Summary screen contains a 25-character field that you can use to give a document a more detailed title than its file name. You can leave the title line blank if you prefer. Any time you are on the Document Summary screen, you can change the information in this field by typing over it.

When you select a long-format index or press **NOTE** from a short-format index, the title from the Document Summary screen is displayed.

UNDERLINE

A line printed below text. See "MODE."

To Underline Text

1. Place the cursor at the beginning of the text you want to underline. 1e.
2. Press MODE, then type "_" (underscore).
3. Move the cursor one position past the text you want to underline.
4. Press MODE, then type "_" (underscore).

To remove underline emphasis from text:

1. Place the cursor at the beginning of the text you want to remove underline emphasis from hasize.
2. Press MODE, then type "_" (underscore).

UNJUSTIFIED TEXT

See "Printing."

UP CURSOR

The Up Arrow key is used to move the Cursor up. See "Cursor."

VERIFY GLOSSARY

Verifying a glossary is like compiling a program. The verification checks to be sure that the correct syntax is used and that there are no duplicate entry labels. A glossary must be verified before any of the entries in that glossary can be used.

A glossary is automatically verified if you create or edit it by using the Glossary Functions menu or the shortcut code `vgl` and then press EXECUTE from the End of Edit Options menu.

You can also verify a glossary in two other ways:

From the Glossary Functions menu

By using the shortcut code `vgl`

A glossary is not automatically verified if edited in a document window (see "Windowing"). If you edit a glossary entry in a window, you must return to the menu to verify the changes. The changes remain in the document, but they are not executable until the glossary has been verified.

Verifying a Glossary From the Main Menu

1. From the Glossary Functions menu, select Verify glossary.
2. Type the glossary name and press RETURN or EXECUTE.
3. The glossary is verified and is attached to the workstation ready for use.

Verifying a Glossary Using the Shortcut Code

1. From any menu, press COMMAND.
 2. Type `vgl`.
 3. Follow steps 2 and 3 above.
-
-

VERTICAL SCROLLING

Vertical scrolling moves the lines of text displayed on the screen up or down a specified number of lines when the cursor reaches the top or bottom of the screen. Vertical scrolling is an alternative to NEXT SCRN and PREV SCRN.

The default setting for vertical scrolling is 14 lines of text unless you change it. This means that each time you move the cursor beyond the top or bottom of the screen, 14 lines of new text are displayed. Each time you end an edit, the vertical-scrolling setting is returned to the default value.

1. From an editing screen, press COMMAND.
 2. Type the number of lines from 1 to 20 you want for vertical scrolling
 3. Type `v` or `V`.
-
-

VERTICAL SPACING

Vertical spacing controls the number of lines and the amount of space between each line. On a page 11 inches long, printed at 6 lines per inch, there are 66 lines (11 x 6).

You can control vertical spacing in the following ways:

By changing the line spacing in the format line (see "FORMAT")

By changing the line spacing on the header or footer page (see "FORMAT")

By increasing or decreasing the number of lines on the header and footer pages (see "Header" and "Footer")

By changing the page length in the status line (see Status Line)

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By selecting *Draft* or *Final* from the *Print Document* menu (see "Print Document")

By changing the number of lines per inch LPI on the *Print Document* menu (see "Print Document")

By changing the *Text length* for pagination from the *Hyphenation and Pagination* menu (see *Hyphenation and Pagination*)

WILDCARD SEARCH

You can use two wildcard characters in WORD ERA search strings. An asterisk (*) can be used in place of any number of characters. A question mark (?) can be used in place of a single character. See "SEARCH" and "Global Search and Replace."

WINDOWING

Using windows allows you to display as many as four documents or parts of a document on the editing screen at a time. Each document is surrounded by a "window box" and can be displayed in a separate part of the screen or in a full-screen window. The active window the one being edited is surrounded by a bright box.

You may perform full editing functions on the document within each window. Text can be inserted, deleted, copied, and moved. You can scroll through the document, use SEARCH, or use GO TO PAGE to select a specified page. You can copy or move text from any window to any other window on the screen.

Adding a Window

1. Press COMMAND.
2. Type w or W.
3. Move the cursor right or down to define a size for the window. For a full-screen window, leave the cursor in the upper left-hand corner. The smallest window you can open is six character positions wide and six lines long, including the format line.
4. Press EXECUTE.

5. Type the name of the document you want to display in the new window. You can enter the name of a document in your current library, or you can use a full pathname to access a document in a different library.
6. Press RETURN or EXECUTE.

Jumping Between Windows

1. Press COMMAND
2. Type j or J.

Flipping Between Windows

To view only one window at a time on the screen, you can flip between windows:

1. Press COMMAND.
2. Type f or F.

To bring the other windows back onto the editing screen, press COMMAND and type j or J once for each window. The cursor jumps from window to window, bringing them back to the screen one at a time. You can also bring all windows back onto the editing screen by pressing CTRL/w.

To end an edit, you must close each window individually. Press CANCEL and make your selection from the End of Edit Options menu. If you press RETURN to go back to the editing screen, all open windows are automatically redisplayed.

If you have made any editing corrections to the same document in different windows, be careful about the order in which you close your windows. Each window closing overwrites previous versions. Thus, if you save the changes when you are editing the same document in different windows, last window you close should contain the version you want to save.

Help in Windows.

See "HELP."

WORD-LIST DOCUMENT

See "Index Generator."

WORD MODE

To set the Cursor Mode to Word:

1. Press MODE
2. Press SPACEBAR

The designation "word" is displayed in the second status line.

To move the Cursor by words hold down SHIFT and press the Up or Down Cursor Arrow key. See "CURSOR."

WORD WRAP

Word wrap allows you to keep typing, inserting, or deleting without worrying about how many words fit on each line. Word wrap improves your typing speed because you do not have to press RETURN at the end of each line as you must do with a typewriter.

W FUNCTIONS, FEATURES, AND KEYS

You can continue typing until you reach the end of a paragraph. Only then do you need to press RETURN.

If the first of two spaces following a sentence is the last character on a full line, word wrap moves the second space to the beginning of the next line. As a result, the first character of the next sentence is positioned one space to the right of the left margin. Although the second space looks like an extra space on the screen, the text will print correctly.

It is best not to delete these spaces when they appear at the left margin. If you do so and later move the end of the sentence to another place while editing, the sentence will only be followed by one space.

WORK PAGE

Each document has a work page. This is an extra page you can use to store text for later use.

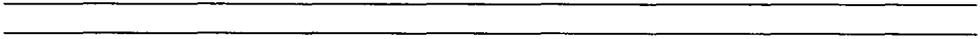
1. From an editing screen, press GO TO PAGE.
2. Type w or W.
3. Type any text, or review syntax errors for a glossary.
4. Use GO TO PAGE to return to a regular document page.

The glossary compiler also uses the work page as a place to store information on verification errors that have been found.

The text on a work page cannot be printed. If you want to print information on the work page, you must move it to a numbered document page. See "NOTE PAGE."

X

The letter "x" is used in several examples throughout the WORD ERA documentation to represent variable names, variable information or missing information.



CONTROL Y CHARACTERS

You use CTRL/y characters to type diacritical marks and foreign characters. You also use CTRL/y characters to code a document for laser printing.

See the WORD ERA *Technical Reference* manual for information on sorting and using CTRL/y characters.

ZERO

Using the Number Zero

When you type numbers, be sure to type the numeral zero. Do not use the capital letter "O" in place of the number "0." Many word processing functions, particularly the Math function, will not work properly if "O" is substituted for "0."

ZONE

See "HOT-ZONE" and "HYPHENATION AND PAGINATION."

CHAPTER 3

ERROR MESSAGES AND TROUBLESHOOTING

From time to time, you may see an error message on your screen. Most error messages are self-explanatory. You may have chosen the wrong function by accident. When the error message is displayed, you know that you did not do what you meant to do.

When an error message you do not understand is displayed, you may want to review the sections of this guide that explain the function you were using.

For a complete list of error messages for all WORD ERA functions, refer to the *WORD ERA Technical Reference* manual.

PREVENTING ERRORS

Using the operating system to edit, archive, print, and otherwise handle WORD ERA documents may cause errors to occur. Always use WORD ERA functions for WORD ERA documents. Even if you are experienced in using the operating system, you can easily make mistakes outside of WORD ERA that could destroy or corrupt your documents.

MEMORY ERRORS

Whenever you use WORD ERA you use the memory of your computer system. You may never encounter a memory problem. However, memory use depends on a number of factors, including the configuration of your system, the number of people using it, and the purpose for which each person is using it.

Under some conditions, your system may run out of memory. If you frequently receive *Out of memory* warning messages, you may need to increase your main memory size or your maximum process size, or both.

If you have 512K of main memory, your process size should be set to at least 256. If your system has more than 512K of memory and you are receiving Out of memory messages with a maximum process size of 256, try setting the maximum process size to 384.

If you encounter a memory problem while using WORD ERA, your document is probably very long or contains very long pages. A WORD ERA document cannot contain more than 999 pages. There is no limit to the number of lines you can have on a page. However, very long documents and pages use a lot of memory. At the least, they may cause editing to slow down; in some circumstances, they may cause a memory error.

When the Out of memory message is displayed, while you are editing, you may still be on the editing screen, or the End of Edit Options menu is displayed. If you are on the editing screen, press CANCEL and EXECUTE to save your changes. If you see the End of Edit Options menu, press EXECUTE to save the changes.

If the document you were working with is very long, break it into shorter documents. If the document has very long pages, use Hyphenation and Pagination to put fewer lines of text on each page. You may need to copy the document to an archive diskette and edit it on a system with more memory.

TROUBLESHOOTING

Troubleshooting is the process of diagnosing and resolving hardware and software problems. Part of the troubleshooting process consists of determining whether the problem is related to WORD ERA or to a hardware or software product being used in conjunction with WORD ERA.

This appendix provides information on the following topics:

- Corrupted documents
- What to do if the terminal hangs
- Temporary files (.W)

Searching for text with attributes

Troubleshooting Footnote Processing

Troubleshooting multiple-column formats in Footnote Processing

CORRUPTED DOCUMENTS

When accessing or editing a document, if you are returned to the Print Document menu or receive an *Out of memory* message, it is quite likely that the .dc or .fr file has been corrupted. This means that the file has been altered so that unexpected characters occur, control sequences are incomplete, or a pointer is at an inappropriate location. Refer to the WORD ERA *Technical Reference* manual or the WORD ERA *Glossary Functions* manual for information about the WORD ERA file structure.

You have the following options:

If you have a backup copy of the document, retrieve it overwriting the corrupted version of the document.

If you can edit the document, the text may be jumbled, or some additional control characters, such as \B\ may be embedded in the text. You can continue to use this document, making the appropriate editing changes and deleting the unwanted characters.

If you cannot edit the document, you can still save the text of the document by following the procedure outlined below.

How to Save the Text of a Corrupted Document

To save the text of a corrupted document, you must remove the .dc or .fr file and edit the document from the WORD ERA Main menu to create new versions of these files.

NOTE: There is no guarantee that this procedure will restore all the text in the damaged file. You may be able to recover at least part of the document in its original form if the complete document is not recovered.

If you delete either the `.dc` or `.fr` file for a document, the next time you edit the document from the WORD ERA Main menu, new `.dc` and `.fr` files are automatically created. The 0000 prototype document is used to create these files, if it exists. If it does not exist, the system defaults are used.

NOTE: If you use this procedure, the text from the document is saved, but the Document Summary information, any changes to format lines, and any text on header, footer, note, work, or footnote pages are lost.

The corrupted `.dc` or `.fr` file must be deleted from the operating system. You can perform this procedure from WORD ERA in the following two ways:

From any WORD ERA menu:

1. Press COMMAND and type `!sh`.
2. Type `rm filename.dc` and press RETURN.
3. Press EXECUTE to return to the Menu.
4. From the WORD ERA Main menu, select *Edit Old Document* and enter the name of the corrupted document.
5. Check to see if you can now edit the document.

From the WORD ERA editing screen:

1. Press COMMAND and type `!`.
2. Type `rm filename.dc` and press RETURN.
3. Press EXECUTE to return to the editing screen.
4. Return to the WORD ERA Main menu, select *Edit Old Document* and enter the name of the corrupted document.
5. Check to see if you can now edit the document.

A WORD ERA document that is missing a `.dc` or `.fr` file will never be listed on the Document Index screen.

CAUTION: If you use this procedure on a document with footnotes, footnote references remain in the text without a corresponding footnote page. New footnote references entered in text will begin as footnote number 1. To avoid serious problems with footnote processing, be SURE to delete the old footnote reference numbers and enter new ones.

WHAT TO DO IF THE TERMINAL HANGS

If you are performing a WORD ERA operation, and the terminal does not respond to commands from the keyboard, or "hangs", use the checklist below to see if you can clear the problem:

1. Check to be sure the keyboard is plugged in properly.
2. Press CTRL/q (or SCROLL LOCK on some keyboards) to be sure you have not inadvertently stopped the screen display with CTRL/s (or SCROLL LOCK).
3. Consider the size of the document. Large documents take longer to process than short documents. Be sure you are not interrupting the normal operation of a process.
4. Press CANCEL to see if you can stop the process that causes the terminal to hang. Try to perform another function. If the terminal is still locked, proceed to the next step. If you press CANCEL and the End of Edit Options menu is displayed, there is not a problem.

If the problem is not resolved after following the procedures outlined above, you will have to kill the process.

WARNING: If the terminal hangs while you are editing a document, following either of the procedures for killing a process that are outlined below restores the document to its condition the last time it was written to the system disk.

If you have not set autosave or used **COMMAND RETURN** to save changes while editing, you will lose all editing changes made during the session. If you have set autosave or used **COMMAND RETURN**, you will lose all editing changes made since the document was last written to the system disk.

From another terminal kill the process following the steps outlined below:

1. From an operating system shell, to display a list of active processes on the terminal, type:

ps a and press **RETURN**

The process ID number (PID) is displayed in the leftmost column and the document name is displayed in the rightmost column.

2. From the shell, type

kill -9 xxx (where xxx stands for the PID process id number) and press **RETURN**

If all else fails, you may have to reset the system. If you are on a multiuser system, be sure all active terminals are returned to the login screen before you reset. Refer to the system documentation for information on how to reset your system.

TEMPORARY FILES

WORD ERA creates temporary files when it performs certain operations. The features that use temporary files are listed below:

- Document Assembly
- Footnote Processing
- Forms Processing
- Index Generator
- Pagination of synchronized multiple-column documents
- Printing, with *Copy* set to *Yes*
- Records Processing
- Table of Contents Generator

Temporary files have names that begin with `.w` or `.W` and are followed by six digits. After the process is complete, the temporary file is automatically deleted. Temporary files with `.dc` and `.fr` files are displayed on a Document Index screen while the WORD ERA process is being performed. If a process is interrupted or does not complete successfully, these temporary files may not be removed from the Document Index screen.

If temporary files are left in the index after a function has been completed, delete the temporary file.

See "Temporary Files" in Chapter 2 of this guide for more information.

SEARCHING FOR TEXT WITH ATTRIBUTES

You can search for text with attributes such as bold or underscore by typing those attributes as part of the search string. An exact match is made with that string in the document.

A description of how the attributes are handled by the operating system can help you understand why WORD ERA may not match text that you expect to be matched.

How UNIX Displays Text Attributes

Text attributes are added to WORD ERA documents using control codes that are displayed from the operating system as `\n\`, where `n` is the code for the attribute. The codes for text attributes are shown in Table A-1.

WORD ERA TEXT ATTRIBUTE CODES

ON	OFF	Attribute
<code>\X\</code>	<code>\x\</code>	Bold
<code>\D\</code>	<code>\d\</code>	Double underscore
<code>\Z\</code>	<code>\z\</code>	Flash
<code>\O\</code>	<code>\o\</code>	Overstrike
<code>\R\</code>	<code>\r\</code>	Reverse video
<code>\U\</code>	<code>\u\</code>	Underscore

For example, the following sentence:

"This is an attribute."

is displayed from the operating system in the following way:

"This is an \U\attribute\u\."

The following sentence:

"This is an attribute."

is displayed in the following way:

"\U\This is an attribute\u\."

When you define a search string, the search function looks for an exact match of the attribute control codes. For example, if you search for attribute and turn the underscore on at the beginning of the word and off at the end of the word, a match is made with the first sentence above, but not with the second, since the characters "\U\" are not found at the beginning of the word "attribute" in the second sentence.

When using attributes in a search string, you are likely to match more occurrences of the word if you include the attribute code at the beginning of the word, but not at the end.

Using Multiple Attributes

Text that is emphasized with more than one attribute is still matched exactly. However, there are more possible combinations to match. The order in which the attributes were entered in the document determines whether a string is matched or not.

For example, the following sentence would look like this in the WORD ERA document:

"This is an attribute."

However, the attributes could have been entered in any one of the following four combinations:

```
"This is an \U\\B\attribute\b\\u\."  
"This is an \U\\B\attribute\u\\b\."  
"This is an \B\\U\attribute\b\\u\."  
"This is an \B\\U\attribute\u\\b\."
```

When searching for "attribute" (no bold), the search string "\U\attribute\u\" would match only with the last sentence. The search string "\U\attribute" matches only with the last two sentences.

When searching for text with attributes, include all possible combinations of attributes to match as many occurrences as possible. If you want to replace a single attribute in a string that has multiple attributes, including the attribute at the start of the search string but not at the end will match more occurrences.

If a word or phrase is not matched and you think that a match should have been made, check to be sure the attribute (or attributes) was not turned off and on again in the middle of the word. You can do this by turning off the attribute at the beginning of the string and observing whether part of the string contains the same attribute.

TROUBLESHOOTING FOOTNOTE PROCESSING

Footnote Processing is a sophisticated product that automatically makes many decisions about footnote placement. Since there are so many possible selections and combinations available, unexpected results may stem from an incomplete understanding of the functionality of Footnote Processing.

If footnote processing does not produce the results you expect, carefully review the sections on "Footnotes" and "Footnote Processing" in Chapter 2 of this guide to be sure you have made the appropriate selections from the Footnote Processing menu.

Widow and Orphan Lines

A single line of a paragraph of text left at the bottom of a page is called a "widow." A single line of a paragraph of text left at the top of a page is called an "orphan." Footnote processing prevents the occurrence of widows and orphans for both text and footnotes. This means that a single line of text belonging with a paragraph does not appear alone at either the bottom or top of a page of text. Footnote text that does not fit all on one page is not split so that a widow or orphan is created.

Since Footnote processing checks for widows and orphans, the number of lines of text on a page may vary as much as two lines in either direction. When the number of lines in an output document varies from page to page, it probably occurs to avoid leaving a widow or orphan either in the text or in a footnote.

Uneven Spacing Between Footnotes

All characters on a footnote page are used by Footnote Processing. If you have a different number of Returns after some footnotes, the spacing between footnotes or endnotes in the output document will not be consistent.

If you have any blank lines (no text or Return symbol) on any footnote pages, they are not counted in the line count for Footnote Processing, but they are printed as a blank line. This may cause overflow page problems when you print.

This circumstance may occur if you add footnotes to WORD ERA documents created on earlier releases of WORD ERA. To correct this problem, edit the source document and delete all extra Returns and blank lines from the footnote pages.

Footnote Processing Output Documents

Footnote Processing Output Documents have the following restrictions:

- You cannot enter footnote references

- You cannot process an output document with Footnote Processing

You cannot process an output document with Hyphenation and Pagination

When possible, you should make changes in the source document and process it again with Footnote Processing rather than editing the output document. If you make extensive editing changes to an output document, the position of the footnotes may change, but you will not be able to use Footnote Processing to reposition the footnotes and page breaks.

Subscripts and Superscripts for footnote references cause text to wrap differently in the document than it does when printed. The subscript and superscript are counted as characters on the editing screen, but do not print. Always print the output document before making any editing changes if you think that text is not wrapping correctly.

You can convert a Footnote Processing output document to a document that can be used with Footnote Processing or Hyphenation and Pagination by following the procedure outlined below:

1. Create a new document.
2. From the editing screen, SHIFT/COPY the entire contents of the output document into the new document.
3. Leave the document and save the changes.

If you want to reformat this document to use again with Footnote Processing, follow the steps below:

1. Delete the superscripted footnote references. Reenter the footnote numbers using `COMMAND n`.
2. Delete the footnote delimiter line, any text formatting symbols, and the footnote number.
3. Move the footnote text to the appropriate footnote page.
4. Replace the required page breaks with optional page breaks.

5. Check to see if any Returns removed from the top of a page by Footnote Processing need to be reentered. If you do not do this, line spacing between paragraphs may be incorrect when the page length is changed by subsequent processing.
6. Reprocess the document with Footnote Processing.

As you can see, converting an output document into a form that can be used again with Footnote Processing requires substantial editing.

TROUBLESHOOTING MULTIPLE-COLUMN FORMATS IN FOOTNOTE DOCUMENTS

If Footnote Processing a multiple-column format document does not produce the results you expect, check the list below to make sure you have formatted the document correctly:

Footnote Processing uses the column length, Tab and Right-flush Tab stops for the first column to format all columns. It **DOES NOT** check the format of subsequent columns to be sure they match. Check to be sure that each column contains **EXACTLY** the same number of characters.

Check to be sure the Tab stops are in the same relative position in each column. If a Tab stop is one position to the right or left, columns may not be balanced.

Columns may not be evenly balanced on a page if Footnote Processing moves a line of text to prevent creation of a widow or orphan.

If the last line in the last column contains a footnote, that column may be shorter than the other columns on the page. It is not possible to balance columns when this occurs.

Be sure to print the output document before deciding that the columns do not wrap correctly. Subscripts and Superscripts for footnote references cause text to wrap differently in the document than it does when printed.

If you change a document to multiple-column format by changing a format line, page breaks may fall in middle of a column. When you use Footnote Processing on a document with page breaks in the middle of a column, text does not wrap correctly. To prevent this from happening, first run the document through Hyphenation and Pagination to remove column and page breaks and reposition them. Then run Footnote Processing.

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