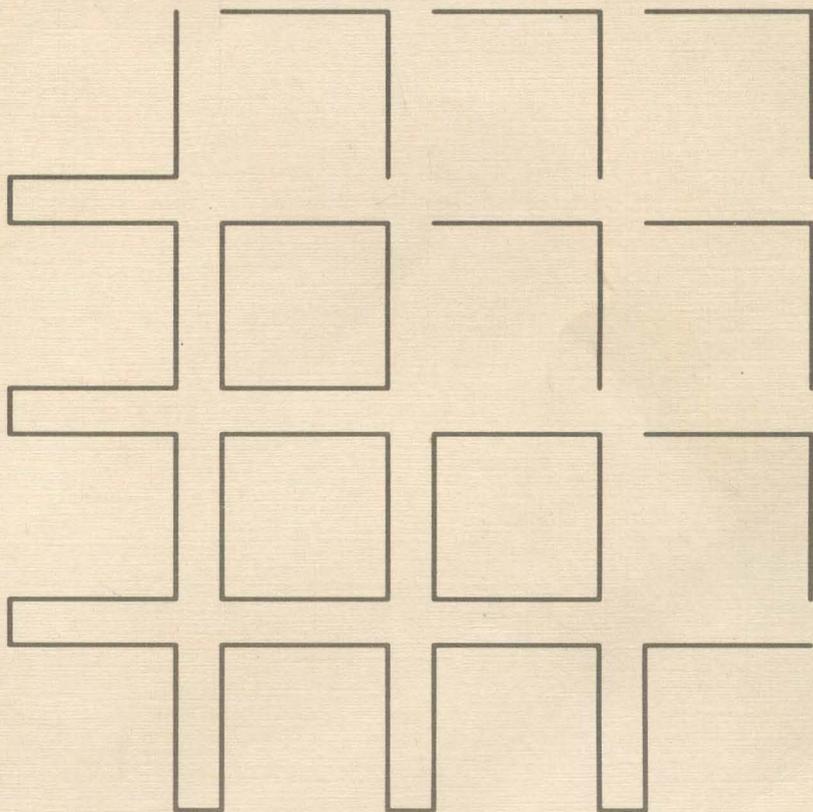


*GETTING STARTED*

---

Document Designer™

---



---

*GETTING STARTED WITH THE DOCUMENT DESIGNER™*

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**First Edition (September 1985) A-09-00961-01**

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written consent of Convergent Technologies, Inc.

## **BEFORE YOU BEGIN**

In order to use this booklet, you will need the following:

- o Document Designer software installed on your system
- o a workstation configured for printing (see the Printing Guide for instructions)



---

## *GETTING STARTED WITH THE DOCUMENT DESIGNER*

**Sample Business Letter** With the Document Designer™, you can enter, edit, and format any kind of typewritten material. With this booklet, you'll type a typical business letter, learn to correct mistakes, improve the overall appearance of the letter, and print it.

Then, you'll be ready to begin using the Document Designer to produce your own typewritten documents with ease.

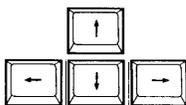
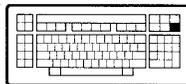
**Keyboard Label Strip** Be sure you have the Document Designer keyboard label strip inserted along the top of the keyboard. This label strip lists the commands associated with the ten function keys (F1 through F10).

## Entering the Document Designer

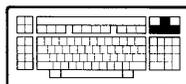
To enter the Document Designer through the Context Manager:



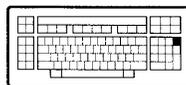
- ▶ If necessary, use the **right arrow** key to move the highlight to the "Applications you can start" box (see below).



- ▶ Use the **arrow** keys to move the highlight to "Document Designer."



- ▶ Press **GO**.



Status	Contexts you can return to	Applications you can start
Done Waiting	Extended Multiplan Mail	Document Designer Executive Extended Multiplan Mail Picture Editor

Select application, optionally choose function key, then press GO.

Exec	Mail							DD
------	------	--	--	--	--	--	--	----

961-001

---

The following form may appear on the screen. If it does, press **GO**.

Executive 10.0 (OS †IClstrLfsMp-9.1)  
Path: [d0]<Alison>

User name: alison  
Tue Jul 2, 1985 12:01 PM

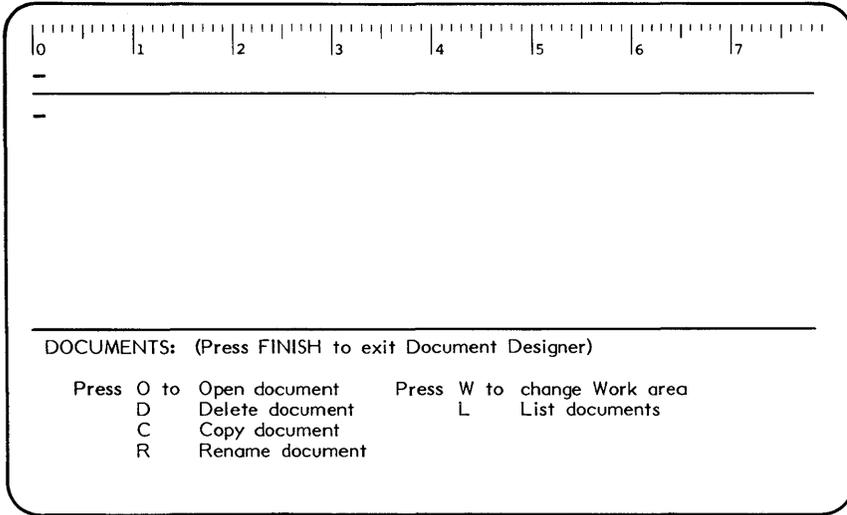
Command Document Designer  
Document Designer

[Document(s)]

961-002

---

The Documents menu is displayed on the screen, as shown below.



961-003

---

## Creating a Document

Before you begin typing, you need to name the document you are about to create. (A document is anything that you type into the Document Designer—a letter, memo, report, poem, or recipe, for example.)

- ▶ Press **O** to open a document.

0 1 2 3 4 5 6 7

---

OPEN DOCUMENT: (Press GO to execute, NEXT for next item, CANCEL to dismiss)

Document name: **DDsample**

Password:

Allow changes? **Yes No** (Press Y or N)

Copy from document:

961-004

- ▶ Type **DDsample** in the highlighted space next to "Document name." (Do not include spaces in document names. Certain Executive commands, which you will learn about later, don't like the spaces.)
- ▶ Press **GO**.

---

The following message appears:

Press **GO** to create document **DDsample**,  
**CANCEL** to cancel command

- ▶ Press **GO** to create the document **DDsample**.

**NOTE**

If someone has already used this tutorial, that earlier version of "DDsample" will appear on your screen at this point. Press **CODE-C**.

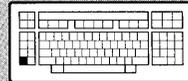
Open a new document, as described above in this subsection, and make up a new name for the document.

### WHAT IF I WANT TO QUIT?

*You can end this session at any time.*



- ▶ Press the **FINISH** key, then press the **GO** key.

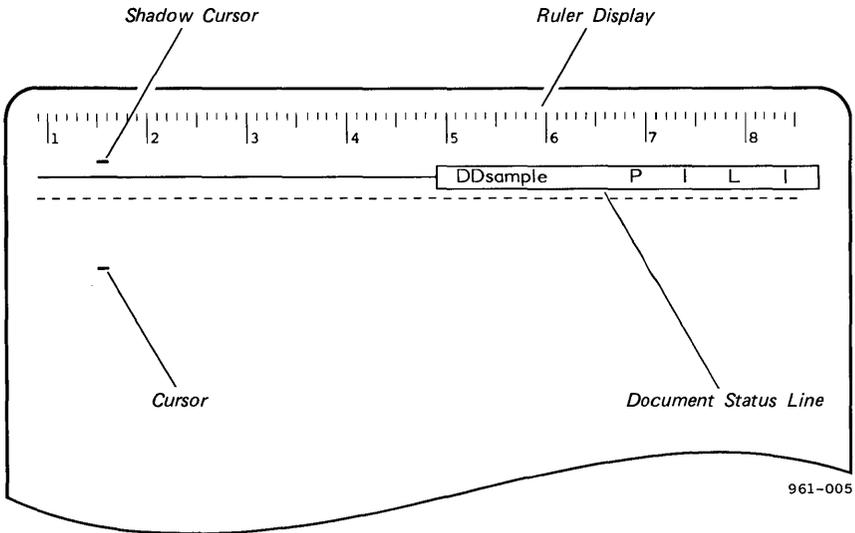


*To open this same document in a future session, follow the steps on page 5.*

---

**Document  
Designer Screen**

The Document Designer screen appears.



The Document Designer screen is composed of the following four elements:

- The ruler display is at the top of the screen. It is divided into inches.
- The document status line is the highlighted bar below the ruler display. It shows the document name, and current page and line number for the cursor.
- The cursor is the movable blinking underline in the text area. The cursor indicates where the next typed character will appear.
- The shadow cursor is the nonblinking underline in the ruler display. It helps you determine the exact position of the cursor. The shadow cursor aligns slightly to the right of the ruler markers.

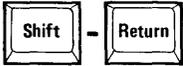
---

**Ready, Set,  
TYPE**

Type the sample business letter on page 9 exactly as shown:

- Don't worry if you make mistakes. You'll soon learn how to fix them.
- Follow the instructions in the bold, black boxes.

For example: **SHIFT-RETURN**



To press SHIFT-RETURN means to hold down the SHIFT key while you press the RETURN key once.



(If you hold the RETURN key down, the cursor will move down the page because RETURN is a repeating key. Simply press BACKSPACE to move back up the page.)

- Press RETURN and SHIFT-RETURN only where indicated. When you reach the end of a line, the text automatically moves down to the next line. This is called text wraparound. Press RETURN only when you wish to begin a new paragraph.

Of course, if you'd rather substitute your own content for the sample business letter shown here, you may do so.

The image shows a sample business letter layout within a rounded rectangular frame. At the top, a ruler is marked from 1 to 8. Below the ruler is a header box containing the text "DDsample P I L 25". The letter content is as follows:

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

Return and Shift-Return markers are placed to the right of the text blocks, connected by lines to the text. The markers are: SHIFT-RETURN, RETURN, SHIFT-RETURN, RETURN, RETURN, RETURN, RETURN, SHIFT-RETURN.

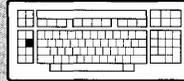
961-006

## HOW DO I FIX MISTAKES?

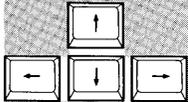
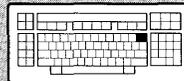
*There are several ways to correct any mistakes you've made while typing your letter.*



**DELETE Key.** Use the up, down, left, and right arrow keys to position the cursor at the character (or space) you want to delete. Press the DELETE key. To delete a series of words and spaces, simply hold down the DELETE key until the entire series is erased.



**BACKSPACE Key.** Use the arrow keys to position the cursor just after the character (or space) you want to delete. When you press the BACKSPACE key, the cursor moves to the left and deletes that character. Pressing BACKSPACE repeatedly, or holding it down, deletes a string of characters to the left.



**Inserting Text.** Use the arrow keys to move the cursor to the position just after the spot where you want to insert the text.



*The new text you type appears to the left of the cursor.*

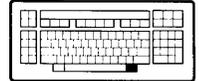
---

## **Saving Your Work**

It's a good habit to save your work periodically during a Document Designer session. Since you have just finished entering a large amount of text,



- ▶ Press **CODE-S** to save your work.



The Document Designer spends a short time writing your file to the disk. When the message "Save complete" appears on your screen, you can resume your Document Designer session.

## **Formatting**

You've seen how the Document Designer makes typing and correcting text easy. Now, by using several of the Document Designer's formatting commands, you'll see how the Document Designer can also help you improve the overall appearance of your document.

---

**Changing  
Paragraph  
Indents**

Next, you're ready to change the letter from block style to modified block style.

The steps on pages 13 through 14 explain how to indent lines 1 through 3 (return address and date), the complimentary close, and the signature block, as shown below.

1 2 3 4 5 6 7 8

DDsample P I L 22

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

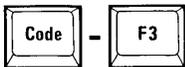
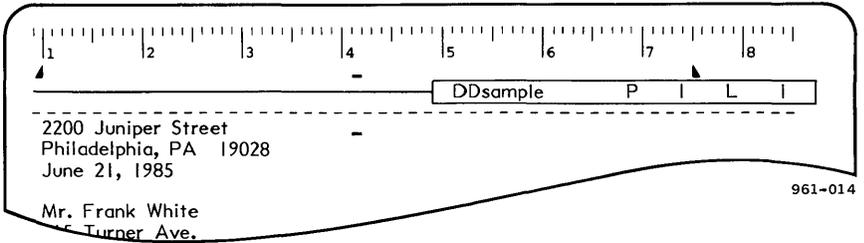
Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

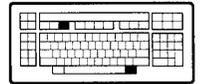
---

961-007

- ▶ Move the cursor up to line 1.
- ▶ Press the **right arrow** key until the cursor is at 4.2 inches on the ruler display, as shown below.



- ▶ Press **CODE-F3** (INDENT). (Press the CODE key and hold it down while you press the F3 key.)



The Paragraph Indent menu appears on the screen.

- ▶ Press **L** to set the left indent at 4.2 inches.

The first three lines move to the new left indent.



- ▶ Press **CANCEL** to remove the Paragraph Indent menu.

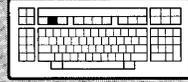


---

## WHAT IF I INDENTED THE TEXT TO THE WRONG POSITION?

F2

*Before you press any other keys, press the **F2** key (UNDO). The text moves back to its original position.*



*Move the cursor to the correct indent position and invoke the Paragraph Indent command again (by pressing **CODE-F3**).*

**An Easier Way:** The **F1** key (REDO) is one of many Document Designer features that makes life easier for you. (This key repeats any keystrokes made since the previous edit.) Here's how to use REDO:

- ▶ Move the cursor down to the line containing "Sincerely yours."
- ▶ Move the cursor to the right until it reaches 4.2 inches on the ruler display.
- ▶ Press **F1** (REDO).
- ▶ Move the cursor down to the line containing "Christine Warner."
- ▶ Move the cursor to 4.2 inches on the ruler display.
- ▶ Press **F1** (REDO).

---

## WHY DID THE SIGNATURE BLOCK MOVE TOGETHER AS A UNIT?

Press **CODE-V** to invoke the Visible command. Three additional symbols appear on your screen:

- ¶ *paragraph symbol (produced when you press RETURN)*
- ↵ *line break symbol (produced when you press SHIFT-RETURN)*
- *space symbol (produced when you press the spacebar)*

*This is called half-visible mode.*

*Pressing RETURN starts a new paragraph and inserts the paragraph symbol into your document. The Document Designer considers all text following the paragraph symbol as one block of text. Paragraph attributes, such as indents and line spacing, apply to this entire block of text.*

*The last paragraph begins with the name "Christine Warner." The next three lines, created with SHIFT-RETURNS, are part of the same paragraph, so they move as a unit.*

*Pressing CODE-V a second time displays additional symbols and places the Document Designer in full-visible mode. (See page 16.)*

*The formatting symbols are described in the Document Designer Reference Manual. You'll probably want to work in half- or full-visible mode while editing and reformatting.*

*Press CODE-V a third time to return to normal mode.*

The letter with new indents is shown below (in full-visible mode).

1 2 3 4 5 6 7 8

DDsample P I L 22

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

961-008

---

## Changing Line Spacing

As you've probably noticed, the standard (default) line spacing is single-spaced within paragraphs and double-spaced between paragraphs.

Use the Line Spacing command to alter spacing before, within, or after paragraphs.

In the sample letter, you need to add vertical space in two places.

- ▶ Move the cursor to anywhere within the inside address (beginning with "Mr. Frank White").



- ▶ Press **F4** (FORMAT). The Format menu appears on the screen.



- ▶ Press **F4** (FORMAT) again. The second half of the Format menu appears on the screen. (This step is optional.)

- ▶ Press **O** for Other line spacing.

The Line Spacing form appears.

- ▶ Type **6** in the blank next to "Before."

This leaves five blank lines above the current paragraph. (The first line of the paragraph takes up six lines of space: five lines of blank space and one line of text.)

- ▶ Press **GO**.

Extra space is added before the inside address.

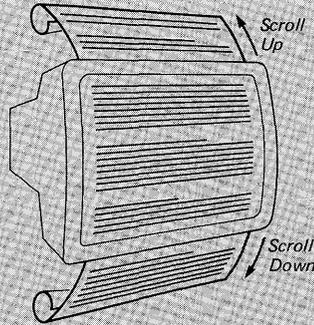
## WHY DID THE LAST FEW LINES OF THE LETTER DISAPPEAR?

Don't worry — they're not lost. When the vertical space was added, the last few lines moved off the screen. This movement is called scrolling.

Scroll  
Up

Scroll  
Down

To scroll up, press the **SCROLL UP** key. The text on the screen moves up. (Picture rolling up a scroll from the top.) Then press the **SCROLL DOWN** key and watch what happens.



961-010

You can also scroll the text horizontally on the screen by pressing the **left** and **right arrow** keys. (Press the arrow key until you reach the edge of the screen. Then hold the arrow key down.) Try out this feature, too.

---

To add space for the signature after "Sincerely yours":

- ▶ Press the **SCROLL UP** key until you can see the paragraph containing "Christine Warner."
- ▶ Move the cursor to anywhere within the paragraph containing "Christine Warner."
- ▶ Press **F4** (FORMAT).
- ▶ Press **O** for Other line spacing.
- ▶ Type **4** for the "Before" spacing.
- ▶ Press **GO**.

Three additional lines of space appear above the line with "Christine Warner."

- ▶ Press **CODE-B** to return to the beginning of the letter. (You can press **SCROLL UP** to view the lower part of the letter.)

---

The letter appears as shown below.

1	2	3	4	5	6	7	8
DDsample				P I L I			

-----  
220Q Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

-----

961-009

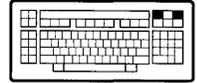
---

## Selecting Text

A selection is a block of characters that is highlighted on the screen. Making a selection is the easiest way to format, move, copy, or delete blocks of text.



To select a block of text, move to the first character in the block of text and press the MARK key. Then move to the last character in the block of text and press the BOUND key. (Try it a few times and watch what happens.)



To cancel a selection, press CODE-MARK.

On the keyboard label strip, notice the additional mark keys: F8 (MARK WORD); F9 (MARK LINE); F10 (MARK PARAGRAPH); CODE-F8 (MARK PAGE); CODE-F9 (MARK COLUMN); and CODE-F10 (MARK DOCUMENT).

Experiment again by pressing each of the mark keys and notice how the highlighted section changes. Press CODE-MARK to cancel a selection.

## Changing Left and Right Margins

Because your sample business letter is short, it will look better if you reformat the left and right margins to 2 inches.

- Move the cursor to the inside address (beginning with "Mr. Frank White").

- 
- ▶ Press **F10** (MARK PARAGRAPH). The three lines of the inside address are highlighted.
  - ▶ Press **BOUND** three times. The salutation and message are highlighted.

**NOTE**

The cursor must be within this marked selection. If it isn't, the following command will not affect the marked paragraphs; instead, the command will affect only the paragraph containing the cursor.

Press **CODE-F3** to put the Paragraph Indent menu on the screen.

- ▶ Move the cursor to 2 inches on the ruler display.
- ▶ Press **L** to set the left indent at 2 inches.

The highlighted portions of the letter move to the right to align with the new left margin.

- ▶ Move the cursor to 6.5 inches on the ruler display.
- ▶ Press **R** to set the right indent at 6.5 inches.

The text adjusts to the new right margin.

- ▶ Press **CANCEL** to cancel the Paragraph Indent menu.

The letter is shown below. The left and right margins have both increased to 2 inches, and the text width has decreased to 4.5 inches.

1 2 3 4 5 6 7 8

DDsample P I L 22

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

961-011

---

## Justification

Justified text is aligned along both the left and right margins.

The selected text of your letter is still highlighted on the screen. (If you've cancelled the selection, press F10 and BOUND until the message portion of the letter is highlighted.)

- ▶ Press **F4** (FORMAT) to invoke the Format command. The Format menu appears on the screen.
- ▶ Press **F4** again to view the second part of the Format menu. (This step is optional.)
- ▶ Press **J** for justified text. The highlighted text is now justified.

The letter is shown on page 25.

## Adding Text

Suppose you suddenly realize that you forgot to mention something in your letter. The Document Designer makes it easy to add to and modify existing text.

To add a paragraph that follows paragraph one:

- ▶ Move the cursor to the space following the period in the first paragraph of text (after the words "in our Marketing Department").
- ▶ Press **RETURN** to create a new paragraph. This new paragraph inherits the formatting characteristics (margins and justification) of the preceding paragraph.



DDsample P I L 22

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

961-012

- 
- ▶ Type the new paragraph:

**As you requested, I am enclosing copies of our most recent quarterly report and our Cosmos Employee Benefits booklet.**

### **Underlining Text**

To underline existing text, select the desired text; then invoke the Format command:

- ▶ In the paragraph you just typed, move the cursor to the word "Cosmos."
- ▶ Press **F8** (MARK WORD).
- ▶ Press **F4** (FORMAT). The Format menu appears on the screen.
- ▶ Press - (hyphen). The word is underlined.
- ▶ Move the cursor to the word "Employee."
- ▶ Press **F8** (MARK WORD).
- ▶ Press **F1** (REDO).
- ▶ Move the cursor to the word "Benefits."
- ▶ Press **F8** (MARK WORD).
- ▶ Press **F1** (REDO).

---

The letter is shown below.

1	2	3	4	5	6	7	8
DDsample					P	L	23

2200 Juniper Street  
Philadelphia, PA 19028  
June 21, 1985

Mr. Frank White  
915 Turner Ave.  
Media, PA 19026

Dear Mr. White:

We have received your resume and letter expressing interest in our company. Your experience and interests seem well suited to the Account Manager position currently open in our Marketing Department.

As you requested, I am enclosing copies of our most recent quarterly report and our Cosmos Employee Benefits booklet.

Please telephone our Personnel Department, (215) 440-1000, to arrange an interview at your earliest convenience. We look forward to talking with you.

Sincerely yours,

Christine Warner  
Manager  
Marketing Department  
Cosmos Computers

961-013

---

## HOW DO I UNDERLINE TEXT WHEN I FIRST TYPE IT?

- ▶ Press **F4 (FORMAT)** to invoke the *Format* command.
- ▶ Press **- (hyphen)** to choose the *underlined text* option.
- ▶ Type the text.
- ▶ Press **F4 (FORMAT)** to invoke the *Format* command.
- ▶ Press **CODE- - (CODE-hyphen)** to cancel the *underlined text* option and return to normal text.

### Printing

Now you're set to print the business letter in its final form:

- ▶ Press **SHIFT-F4 (PRINT)** to invoke the *Print* command.
- ▶ Press **GO**.

The *Document Designer* spends a few minutes formatting your document for printing. Then the document disappears from the screen, and you return to the *Documents* menu.

---

## **CAN I MAKE FURTHER USE OF THIS LETTER'S FORMAT?**

*Yes, by using the Copy Document command and the OVERTYPE key, you can easily type other letters with the same format.*

*First copy this letter to a new file with the Copy Document command on the Documents menu on page 4. Press the OVERTYPE key. (The red key light is turned on.) Then type in the new address, message, and signature block. For future letters in this same format, all you have to type is the new text.*

### **Finishing the Session**

To end this session:

► Press **FINISH**. Press **GO**.

The Document Designer spends a short time saving the document. Then the Context Manager menu or the Executive returns to the screen.

---

## WHAT ELSE CAN THE DOCUMENT DESIGNER DO?

*With the Document Designer, you can add tabs to hold text in place, use multiple columns of text, and add headings and page numbers to your documents.*

*These features, as well as many others, are described in detail in the Document Designer Reference Manual. You can also press the HELP key to display information about Document Designer commands on the screen. The Document Designer Quick Reference provides a useful summary of these commands as well.*



