

FORTUNE:WORDTM

REFERENCE GUIDE



Office Automation

FORTUNE SYSTEMS

Fortune:Word Reference Guide

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About This Guide

This guide is a learning and reference tool on all Fortune:Word features. You can learn Fortune:Word as you work, referring to specific functions in the alphabetical listing in Chapter 2 of this guide as needed. You can also teach yourself Fortune:Word by using *How to Use Fortune:Word*, a self-paced learning guide.

This guide contains examples of all the screens, and explanations for every function, feature, key, screen symbol, and error message in Fortune:Word. Two additional manuals provide detailed information on two Fortune:Word functions that are described briefly in this guide: Glossary and Records Processing.

- The *Fortune:Word Glossary User's Guide* describes how to create and use glossary documents in which you can save text and keywords for later recall.
- The *Fortune:Word Records Processing User's Guide* describes how to use Records Processing to quickly produce customized form letters, labels, or lists. Records Processing can also be used as a simple database management system.

HOW THIS BOOK IS ORGANIZED

This book has three chapters, six appendices, and an index. Following is a brief description of each part:

Chapter 1: The Fortune:Word Menu Structure contains an overview of the primary Fortune:Word menus, and includes a brief explanation of how to access and perform activities from these menus.

Chapter 2: Functions, Features, and Keys contains an alphabetical listing of Fortune:Word functions, features, and keys with step-by-step instructions on how to perform each procedure.

Chapter 3: Error Messages contains an alphabetical listing of Fortune:Word error messages.

Appendix A: Troubleshooting contains suggestions for diagnosing and solving problems you may encounter while using Fortune:Word.

Appendix B: Operating System Information contains information about the Fortune:Word file and library structure and how it relates to the operating system.

Appendix C: Protecting Documents and Libraries contains information about using operating system ownership and permissions to control Fortune:Word document and library security.

Appendix D: Setting the LANGUAGE Variable for Multilingual Fortune:Word contains information on how to set the LANGUAGE variable if you have a different language version of Fortune:Word.

Appendix E: Changing the ASCII Collating Sequence contains information on how to change the order of the collating sequence, or add special characters such as accented letters so they are sorted correctly.

Appendix F: Accessing Alternate Character Sets in Fortune:Word contains information on how to display special characters from alternate character sets on a Fortune terminal.

CONVENTIONS USED IN THIS GUIDE

The following conventions are used throughout this guide:

- The names of keyboard functions and editing keys you press are capitalized, as shown in the following examples:

RETURN SEARCH INDENT EXECUTE

- The four directional arrow keys that move the cursor are identified as follows:

UP DOWN LEFT RIGHT

- To perform certain Fortune:Word functions, you hold down one key while you press a second key. This combination of keystrokes is shown in the following way:

Press SHIFT/COPY
Press SHIFT/MERGE
Press CTRL/y

In the examples above, you hold down SHIFT while you press COPY or MERGE, and hold down CTRL while you press y.

- Words or phrases you type are in boldface type, as shown in the following example:

Type **rad**

- Words or phrases you type are in boldface type, as shown in the following example:

Type **rad**

- Screen prompts, messages, and menu selections are in italic type, as shown in the following examples:

Press EXECUTE to continue
Select Edit Old Document from the Main menu

- Fortune:Word document names are in bold type as shown in the following example:

Prototype document **0000** contains the system defaults

- In general, when the word "select" is used in a step, the specific keystrokes required to make that selection are not included as part of the step, as shown in the following example:

From the Main menu select *Print Document*

RELATED FORTUNE DOCUMENTS

Following is a list of other Fortune publications that will be of interest to you:

- *How to Use Fortune:Word*
- *Fortune:Word Glossary User's Guide*
- *Fortune:Word Records Processing User's Guide*
- *FOR:PRO User's Guide*
- *Using Fortune Terminals*

Chapter 1

The Fortune:Word Menu Structure

Before you can use Fortune:Word, you must install it and back it up. To do this, follow the instructions in the release letter or the operating system manual. This chapter introduces the Fortune:Word menu structure.

THE MENU STRUCTURE

When you select Fortune:Word from the Fortune Systems Global menu, the Fortune Systems Word Processing menu appears. This menu is referred to in this guide as the Main menu. The Main menu lists the Fortune:Word activities you can choose. Fortune:Word functions are organized into groups of screens.

When you select an activity from the Main menu, you see another screen with additional selections you can choose. Prompts and error messages are displayed occasionally on some screens to guide you through a selected activity or function.

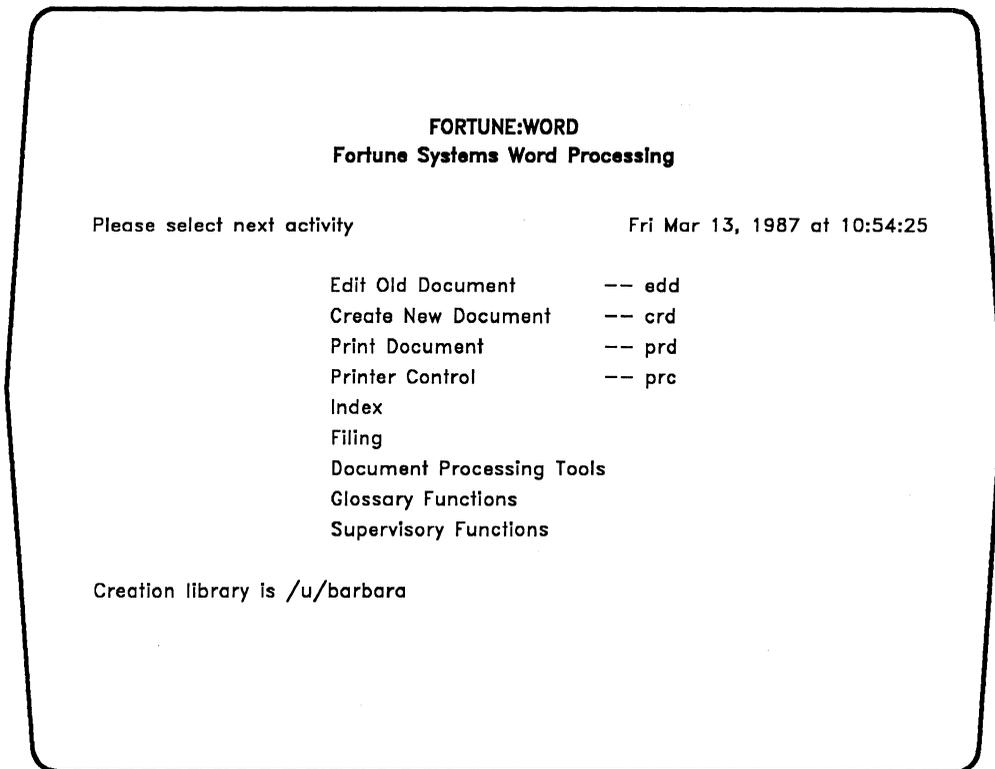
On-screen help can be accessed by pressing the Help key. The list of help topics provides specific information for each function.

- Help for Menus is displayed when you press HELP from a menu screen
- Help for Editing is displayed when you press HELP from an editing screen
- Help for Spelling Tools is displayed when you press HELP while you are using Spelling Checker interactively

Once you have become familiar with the Fortune:Word menu structure, you can use shortcut codes to bypass menus and go directly to the function you want to perform.

The Main Menu

The Main menu, shown in Figure 1-1, displays Fortune:Word activities available to you. Selecting any activity on this menu leads to another screen, which may itself be a menu and lead to still another screen.



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Figure 1-1. The Fortune:Word Main Menu

Moving The Marker

The marker is the bright rectangle on a menu screen. 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 are described below. These keys work in the same way on all menu screens.

Key you press	Results
UP	Moves the marker up one selection at a time and from the top item 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	When a menu has more than one section, moves the marker from section to section. When a menu has only one list of selections, 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 Fortune:Word.

**Document
Summary
Screen**

Each document has a Document Summary screen. This screen has fields in which you can enter information about the document. You can revise information at the top of the screen any time the screen is displayed. The bottom part of the screen shows system-maintained document statistics. A Sample Document Summary screen is shown in Figure 1-2.

DOCUMENT SUMMARY

Document name demo
Document title _____
Operator _____
Author _____
Comments _____
Prototype used 0000

Statistics

	Date	Time	Worktime	Keystrokes
Created	3/13/87	16:04:13	0:00:06	0
Last revised	3/13/87	16:04:13	0:00:06	0
Last printed				
Last archived		to:		
Last retrieved		from:		

	Pages	Lines	Chars	Footnotes	Worktime	Keystrokes
Total	1	8	1	0	0:00:06	0

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Figure 1-2. A Sample Document Summary Screen

**Editing
Screen**

Use the editing screen to create and edit documents. The elements of this screen are shown in Figure 1-3.

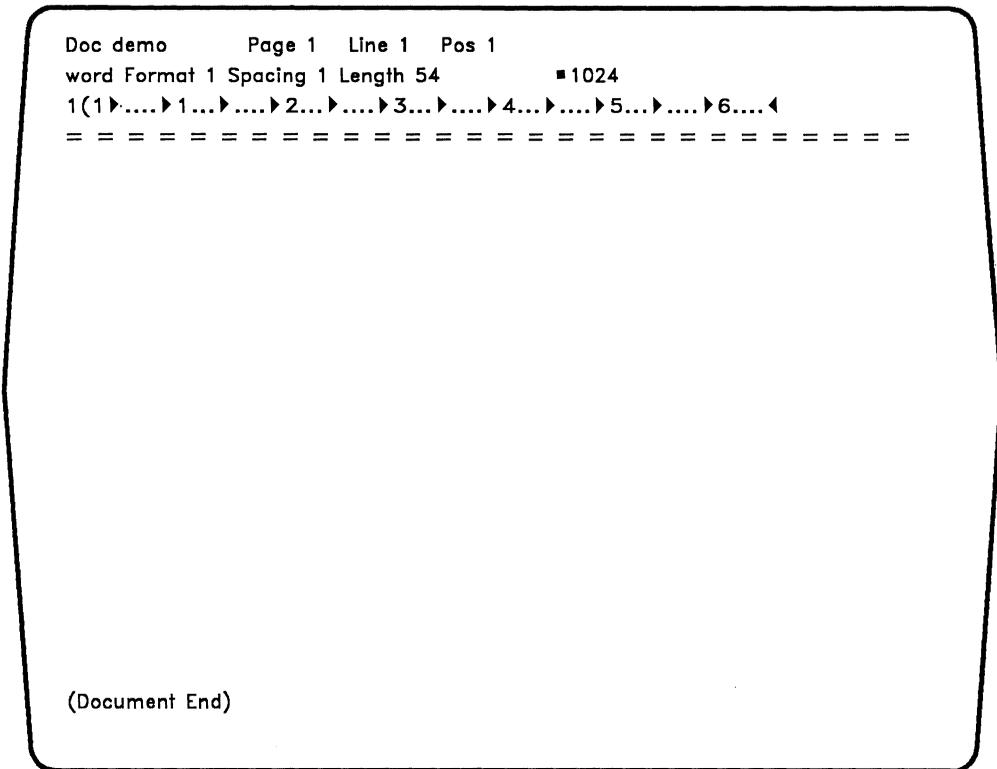


Figure 1-3. A Sample Editing Screen

Print Document Menu

Use the Print Document menu to set some of the page-layout features and all of the printing features in Fortune:Word. 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 SCRNL, PREV SCRNL, UP, or DOWN. Use the default numbers that display on the screen, or type over the numbers 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 pressing SPACE or UP and DOWN.

Figure 1-4 shows a sample of the Print Document Screen.

PRINT DOCUMENT

Document name ltr.smith

Print from page	1__	Paper length	66__
Print thru page	1__	Left margin	10__
Starting as page no.	1__	No. of originals	1__
First header page	1__	Printer number	1__
First footer page	1__	Print wheel no.	1__
Footer begins on line	61__		

Please select one from each column

Pitch	Format	Feed	Style	Summary	LPI	Paper	Banner	To file	Copy
10	Unjustified	Tractor	Final	No	6	Sid	No	No	Yes
12	Justified	Sheet	Draft	Yes	8	Bin 1	Yes	Yes	No
15	With notes	One bin			10	Bin 2			
		Two bins				Alt			

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Figure 1-4. A Print Document Screen

Printer Control Menu

Printer Control menus, one for each printer connected to your system, show the jobs in the print queues and allow you to:

- Suspend printing by pressing STOP
- Move the documents to a different position in the queue using MOVE
- Remove a document from the print queue using DELETE
- Start printing by pressing GO TO PAGE if printing is suspended or single sheet feeding is selected

Figure 1-5 shows a sample Printer Control menu.

PRINTER CONTROL						
Printer 1 N3500R Port tty01						
Job Name	Status	Operator	Type	Length	Copies	Title
demo.3	active	janice	document	3859	1	
demo	waiting	janice	document	25	1	
demo.2	waiting	janice	document	8780	1	

Figure 1-5. A Printer Control Menu

If you have more than one printer connected to your system, use the NEXT SCRN and PREV SCRN keys to move between the Printer Control menus.

Index Menu

The Index menu displays a list of the documents in a library or on an archive diskette, and a list of sublibraries on the system disk. You can print any Document Index listing.

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.

Figure 1-6 shows the Index menu.

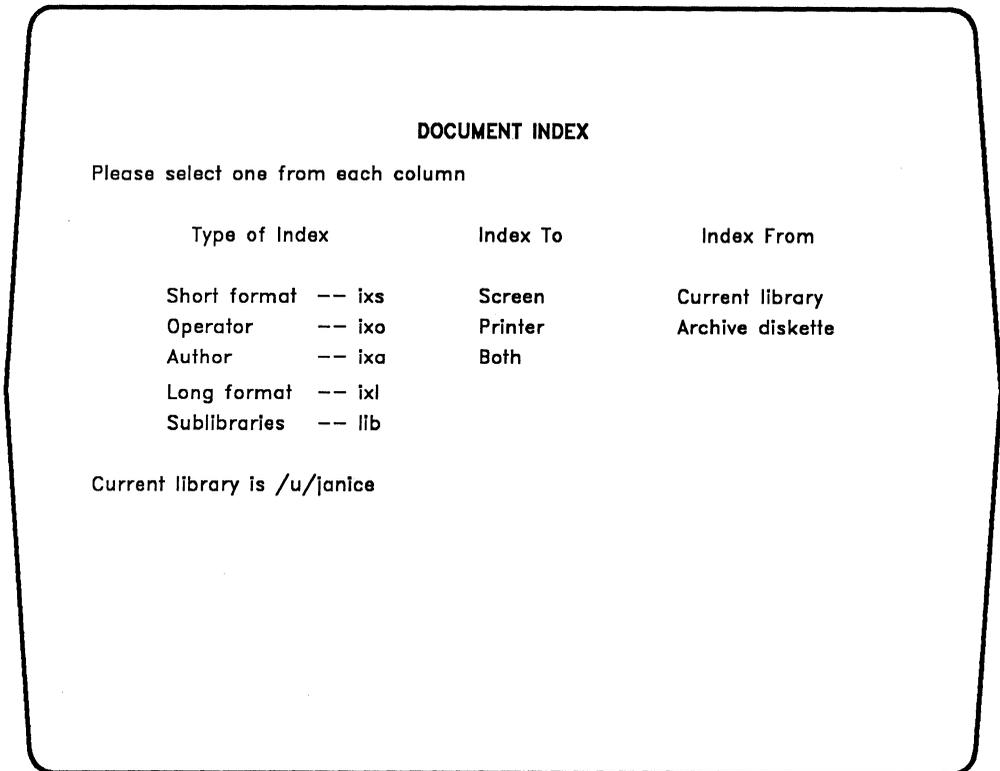


Figure 1-6. The Index Menu

**Document
Index Screen**

When you make a selection 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. From this 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

Figure 1-7 shows a sample Document Index screen in short format.

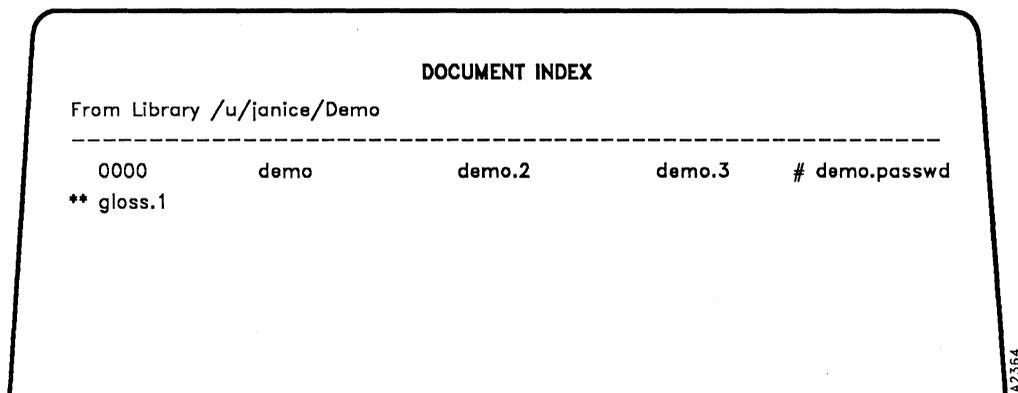
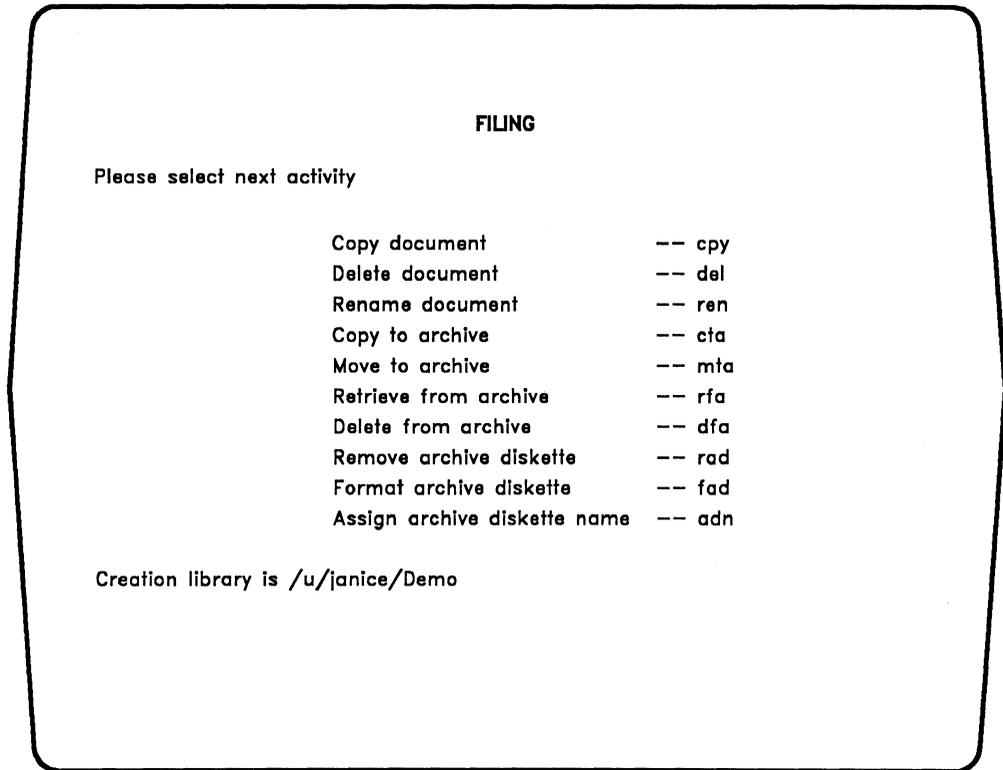


Figure 1-7. A Document Index Screen

Filing Menu The Filing menu contains selections for managing documents, including copying documents to and from an archive diskette. Figure 1-8 shows the Filing menu.

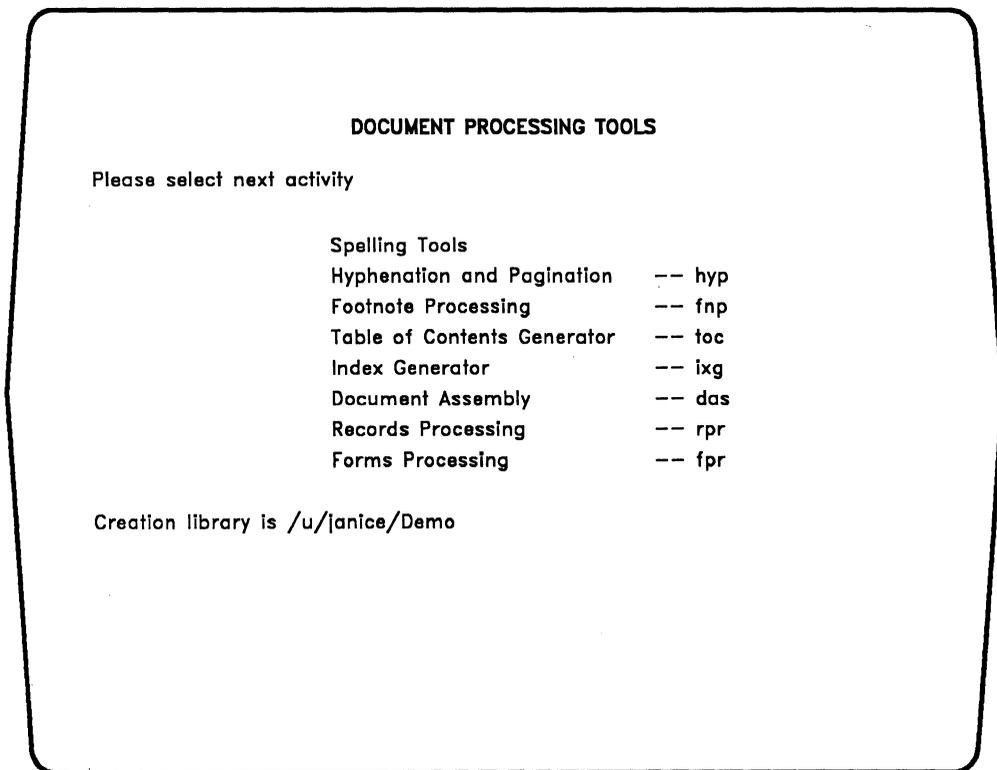


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Figure 1-8. The Filing Menu

Document Processing Tools Menu

The Document Processing Tools menu, shown in Figure 1-9, allows access to additional functions that make word processing easier.



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Figure 1-9. The Document Processing Tools Menu

**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 Fortune:Word. Figure 1-10 shows the Spelling Tools menu.

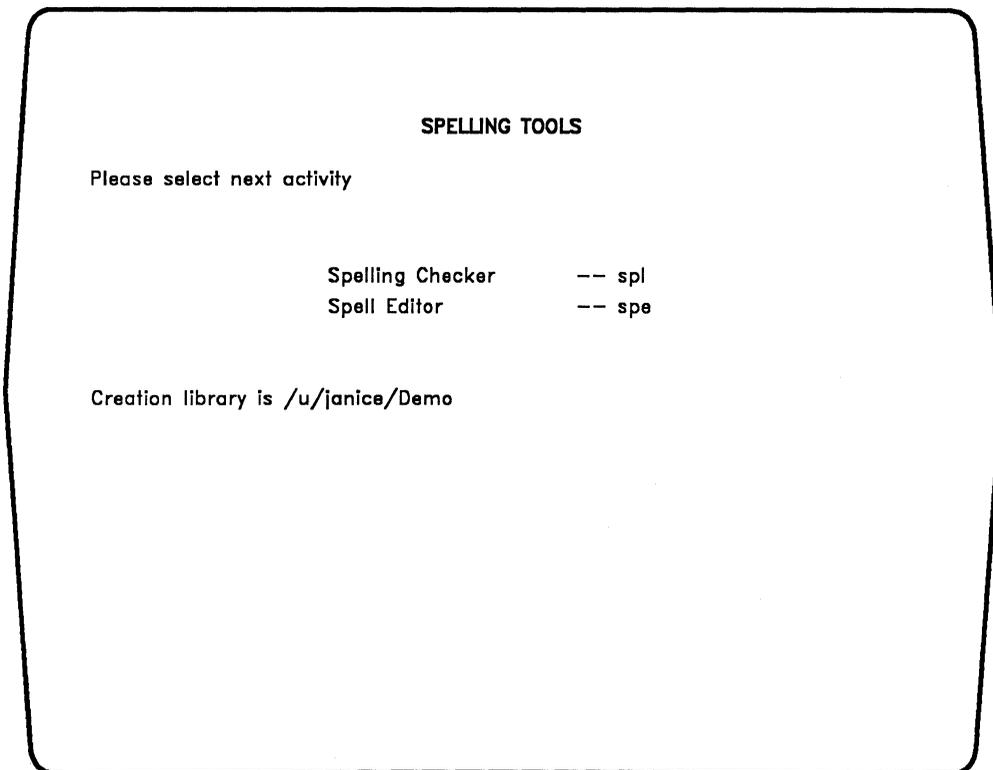


Figure 1-10. The Spelling Tools Menu

**Hyphenation
and
Pagination
Menu**

Hyphenation and Pagination allows you to hyphenate and paginate a document either 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, Fortune:Word chooses the hyphenation points and positions the page breaks automatically. The Hyphenation and Pagination menu is shown in Figure 1-11.

HYPHENATION AND PAGINATION

Please enter the following information

Document name demo

Perform: Hyphenation
 Pagination
 Both

Hot zone length 3_ Process from page 1_

Text Length 54_ through page 4_

Exception Dictionary Processing

No Interactive

Yes Automatic

 Background

A2368

Figure 1-11. The Hyphenation and Pagination Menu

Hyphenation and Pagination 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, shown in Figure 1-12, is displayed.

HYPHENATION AND PAGINATION

Please enter the following information

Wrapping columns	Perform balancing
Yes	Yes
No	No

Please select one of the following processing options

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

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Figure 1-12. The Hyphenation and Pagination Multiple-Column Menu

Footnote Processing Menu

You use Footnote Processing to format a document containing footnotes. Use this selection before you print the document with its footnotes. The Footnote Processing menu is shown in Figure 1-13.

FOOTNOTE PROCESSING

Document name fntest.1

Placement	Processing	Sequence	Underlined
Footnotes	Automatic	Prefix _____	In neither
Endnotes	Background	1,2,3,... starting with 1__	In footnote
		a,b,c,... starting with a__	In document
		A,B,C,... starting with A__	In both
		*,**,***,... -- each page	
Superscripted	Followed by	Spacing between footnotes	Separator line
Yes	Character _	0	Character _
No	Nothing	Q	Length 15__
	Space	H	Lines before 1__
	Two spaces	1	Lines after 1__
Preceded by	Indent	Tab	Return
Nothing	Tab	2	
Tab	Return	3	
Indent	Two returns		
Minimum number of text lines per page		18__	Process from page 1__
			Process thru page 8__

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Figure 1-13. The Footnote Processing Menu

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 the headings and subheadings if you want, and places dot leader lines or spaces between the headings and page numbers. Figure 1-14 shows the Table of Contents Generator menu.

TABLE OF CONTENTS GENERATOR

Please enter the following document names

Input document _____
Output document _____

Select one option from each column

Begin entries	Fill entries with	Number each entry?
Flush left	Spaces	yes
Indented	Periods	no

A2371

Figure 1-14. The Table of Contents Generator Menu

**Index
Generator
Menu**

The Index Generator compares a document containing a list of index words 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 input document. Figure 1-15 shows the Index Generator menu.

The screenshot shows a terminal window titled "INDEX GENERATOR". Below the title, it says "Please enter the following document names". There are three lines of input fields, each preceded by a label: "Input document", "Word list document", and "Output document". Each label is followed by a horizontal line representing the input field. On the right side of the terminal window, there is a vertical label "A2372".

Figure 1-15. The Index Generator Menu

**Document
Assembly
Menu**

Document Assembly allows you to automatically assemble different Fortune:Word 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. Figure 1-16 shows the Document Assembly menu.

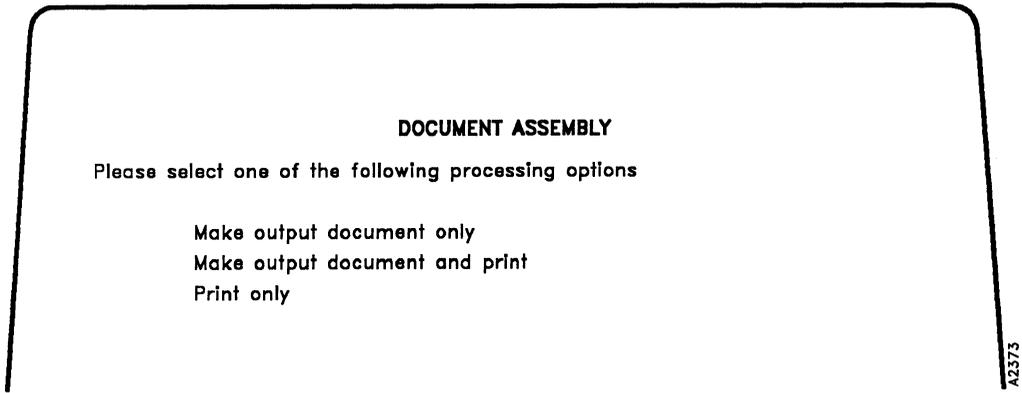


Figure 1-16. The Document Assembly Menu

Records Processing Menu

Records Processing allows you to merge a document containing a list 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 in the output document. Figure 1-17 shows the Records Processing menu.

RECORDS PROCESSING

Please enter the following document names

List document _____

Format document _____

Control glossary _____
entry —

Please select one of the following processing options

Make output document only

Make output document and print

Print only

AZ374

Figure 1-17. The Records Processing Menu

Forms Processing

Forms Processing allows you to create a special Fortune:Word 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.

Glossary Functions Menu

The Fortune:Word glossary function provides a way to save frequently used text in a special document called a glossary. The Glossary Functions menu, shown in Figure 1-18, allows you to edit, create, attach, detach, or verify a glossary.

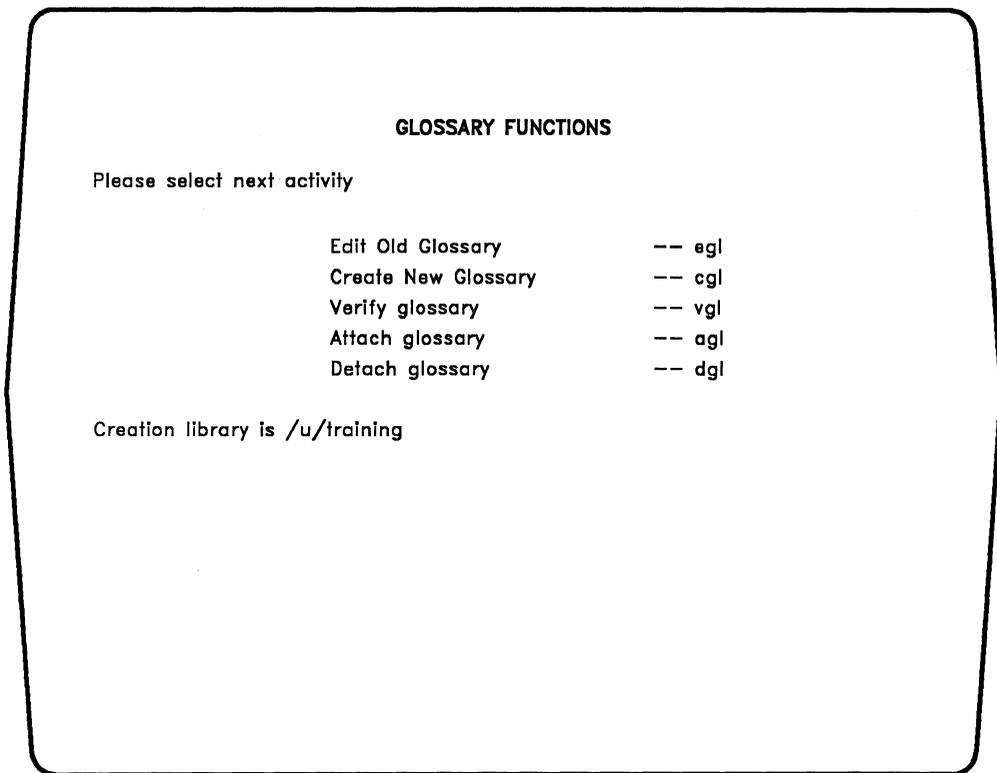
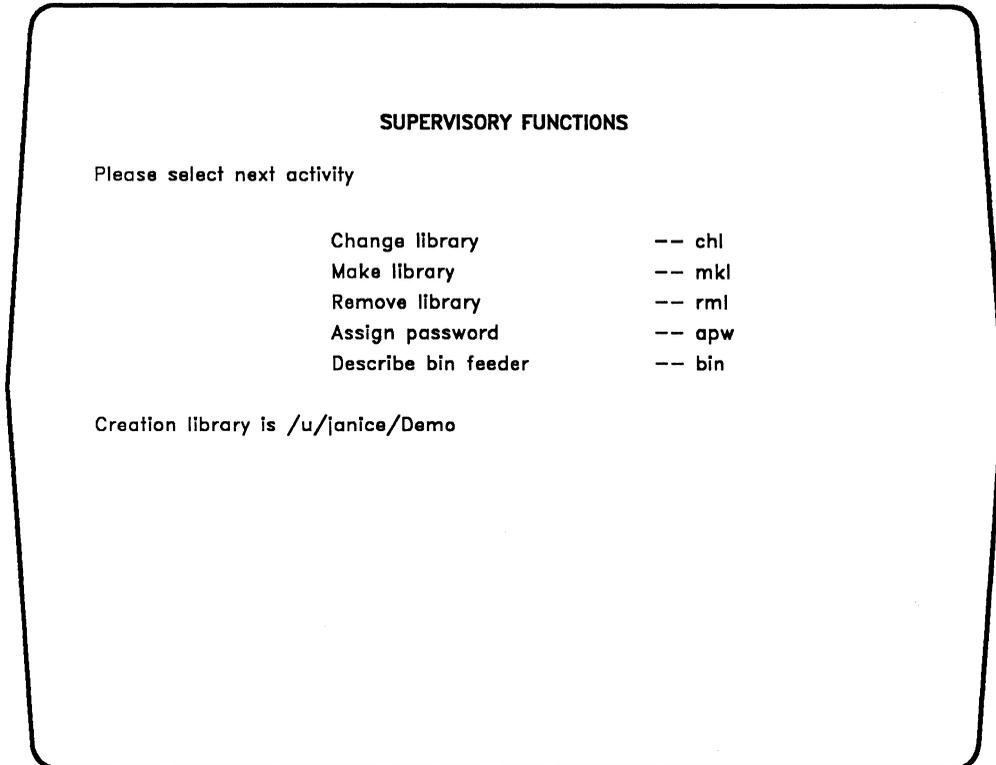


Figure 1-18. The Glossary Functions Menu

**Supervisory
Functions
Menu**

The Supervisory Functions menu shown in Figure 1-19 includes all functions concerning libraries and the Describe Bin Feeder function.



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Figure 1-19. The Supervisory Functions Menu

Chapter 2

Functions, Features, and Keys

This chapter explains how each function, feature, and key is used in Fortune:Word. The items are arranged in alphabetical order. Most items contain brief step-by-step instructions. In general, when the word “select” is used in a step, the specific keystrokes required to make that selection are NOT included as part of the step. Any limitations, restrictions, or information that might affect the operation of other functions are also noted.

ADDING WORDS TO AN EXCEPTION DICTIONARY

See “Exception Dictionary.”

ALT

The Alt key has no use in Fortune:Word.

ALTERNATE FORMAT LINE

See “Format” and “Format Line.”

ALTERNATING HEADERS OR FOOTERS

You can print different headers and footers on odd-numbered and even-numbered pages. See also “Headers” and “Footers.”

**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. Press MERGE, SHIFT/MERGE, and RETURN. This indicates where the odd-numbered header or footer stops and the even-numbered header or footer begins.
 5. 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.
 6. Type the text for the header or footer of even-numbered pages.
 7. 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.
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 generated by an index selection
- 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, selecting which documents to archive
- Archive the entire contents of a library

Archiving involves moving, copying, or retrieving documents. 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 in Fortune:Word, a brief outline of this section is presented next.

- Preparing and naming archive diskettes
- 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

- Moving documents to an archive diskette using the methods under copying above
- Removing an archive diskette
- Retrieving documents from an archive diskette using the methods under item 2 above
- Copying or moving text to a full archive diskette

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. When you format an archive diskette, the computer divides it into parts that it can identify for storing information.

WARNING: If you format an archive diskette that contains documents, those documents are permanently erased.

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 Fortune:Word, 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 are 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 8 above.
-

Copying a Document to an Archive Diskette Using the Index

1. Select *Index* from the Main menu.
2. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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.
5. 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.
6. Press COMMAND SHIFT/COPY.
7. Follow the instructions on the screen for inserting the diskette.
8. 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.

If the diskette is full, a warning message is displayed. Press any key to continue, then press CANCEL to stop the process.

9. 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 a shortcut code that accesses a Document Index screen such as *ixs*, *ixl*, *ixa*, or *ixo*.
 3. Follow steps 3 through 8 above.
-

**Copying a
Library to an
Archive
Diskette Using
the Index**

1. Select *Index* from the Main menu.
2. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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.

If the diskette is full, a warning message is displayed. Press any key to continue, then press CANCEL to stop the process.

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 1 and 3 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 8 above.
-

Moving a Document to an Archive Diskette Using the Index

1. Select *Index* from the Main menu.
2. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *Current library*; then press EXECUTE.
3. When the Document Index is displayed, move the marker to the document you want.
4. Press SHIFT/MOVE.
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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *Current library*; then press EXECUTE.
 3. When the Document Index is displayed, move the marker to the name of a document.
 4. Press EXECUTE.
 5. 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.
 6. Press COMMAND SHIFT/MOVE.
 7. Follow the instructions on the screen for inserting the diskette.
 8. 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.
 9. 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 a shortcut code that accesses a Document Index screen such as *ixs*, *ixl*, *ixa*, or *ixo*.
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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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 selected 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 Fortune:Word by pressing CANCEL from the Fortune:Word 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 into the current library on 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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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 step 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.
-

Retrieving All
Documents on
an Archive
Diskette Using
the Index

1. Select *Index* from the Main menu.
2. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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/COPY.
5. If no document names are duplicated, documents are automatically copied to the current library on the system disk. If a selected document is already on the system disk, press EXECUTE to overwrite it. To save both versions on the system disk, 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.*

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

When 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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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 SHIFT/MOVE.
6. 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. When the document is moved to the system disk, its name is removed from the Document Index. When the process is complete, press CANCEL to leave the Document Index screen.

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

When 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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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.
6. Repeat steps 4 and 5 until all the documents you want to move are highlighted. To remove highlighting, move the marker to a document name and press STOP.
7. Press COMMAND SHIFT/MOVE.
8. 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.
9. 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. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *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.

Copying or Moving Text to a Full Archive Diskette

When you use any archiving function to copy or move a document, if the document is too large to fit on the diskette, the messages *Diskette full, delete unnecessary document(s) from the diskette, or use the Remove function to remove the diskette and put in a new one* and *Press any key to continue* are displayed.

When using a multiple-archiving function, some documents selected for archiving may be too large to fit on the diskette, even though smaller documents would fit. When you press any key to continue, Fortune:Word tries to archive the next selected document. Press CANCEL to stop

the process, or, if you want to fit as many documents as possible on the diskette, continue to press any key until the end of the selected documents is reached. The names of any documents that have not been successfully archived are highlighted.

ARROW KEYS

The Arrow keys are the four gray keys located on the right side of the keyboard to the left of the numeric keypad. You use these keys to move the cursor in the direction of the arrow. In this guide, the arrow keys are referred to as UP, DOWN, RIGHT, and LEFT.

See "Cursor."

ATTACH GLOSSARY

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

- From the Glossary Functions menu
- From any menu by using the shortcut code `agl`
- From a Document Index screen
- 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 you perform one of the following actions:

- You attach a new glossary from outside a document
- You explicitly detach it
- You leave Fortune:Word

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 from the Glossary Functions Menu

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 the 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.

AUTHOR

Each document contains a Document Summary screen. This screen has a 25-character field for entering the name of the author of the document. There are no naming restrictions. From the Index menu, you can choose to display an index that contains only the documents by a particular author. Therefore, it is useful to be consistent in the style you use for entering an author's name. See "Index."

AUTOMATIC PROCESSING

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 refresh 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.

See "Hyphenation and Pagination," "Footnote Processing," and "Spelling Tools."

AUTOMATIC SAVING OF EDITING CHANGES

Fortune:Word has an Autosave feature that automatically saves editing changes every time a preset number of keystrokes is reached. 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.

REMEMBER: Each library has its own 0000 prototype document. Check to be sure the prototype document for each library has the correct settings.

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.

If you continue typing while the changes are being saved, some characters may temporarily display at the bottom of the screen. These characters are automatically inserted at the proper location in your document when the process is complete.

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. The default setting of 1024 saves the document after approximately 17 lines of text when the format line length is 65.

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 set to 10 or more. If the number of keystrokes for autosave is set to 9 or less, it is automatically turned off when you leave a document.

To set the autosave feature, follow these steps:

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.

If the autosave feature is set and you want to cancel it, follow the steps below:

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, **COMMAND r** only restores 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.

See “Hyphenation and Pagination,” “Footnote Processing,” and “Spelling Tools.”

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

NOTE: The columns referred to here are tabular information formatted with Tabs, Decimal Tabs, or Indents, not text formatted with multiple-column format lines.

**Text with
Even Columns**

When you perform block operations on text when each entry in a column contains the same number of characters, 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 delimiter in the following column, you can press EXECUTE to *include* those delimiters 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 Fortune:Word 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 the same width.

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. 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.

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

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.

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

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.

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 Uneven Columns

Remember always to 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.

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

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 all 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.

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

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.

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 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.

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

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. 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 each 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 a block horizontally.

Copying or Moving a Block of Text Between Documents

1. Edit the document into which you want to copy or move the block of text.

2. Put the cursor where you want to place the copied or moved text.

3. Press COMMAND SHIFT/COPY or COMMAND SHIFT/MOVE.
4. A new screen is displayed, showing the name of the document you are editing. Enter the name of the document from which you want to copy or move the block of text and press RETURN or EXECUTE.
5. The document is displayed on the screen. Move the cursor to the beginning of the block of text you want to copy or move.
6. Press EXECUTE to mark the beginning of the text you are copying.
7. Follow the directions above for performing the type of block copy or move you want.
8. When you complete the operation, the text is copied or moved into the original document. The cursor is positioned at the end of the block of text.

BOLD

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 by pressing MODE and typing **b** or **B**, the text on the editing screen appears brighter than normal text. See "Mode."

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.
-

Deleting a Bookmark

When you use a bookmark number that has already been assigned, the old bookmark is deleted and the marker is moved to the new location. All bookmarks are deleted when you leave a document.

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 in the bottom margin of each page by using a footer in your document. To automatically print page numbers in the bottom margin include a number symbol (#) on the footer page. 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" and "Alternating Headers or Footers."

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 a procedure you have started, such as deleting text, press CANCEL.

CAPITALIZATION IN EXCEPTION DICTIONARIES

See "Exception Dictionary."

CASE CONVERSION

You can convert text 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 each sentence, 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. To convert to: Type this character:

Lowercase	l	or	L
Uppercase	u	or	U
Uppercase at beginning of words	w	or	W
Uppercase at beginning of sentences	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. While editing a document, put the cursor where the centered text will go.
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 *Change Library* from the Supervisory Functions menu.
2. Type the name of the sublibrary you want, or the full pathname of a library.
3. Press RETURN or EXECUTE.

Changing Libraries Using the 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.

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.

CHANGING EXCEPTION DICTIONARIES

See "Exception Dictionary."

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 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, or to keep synchronized columns aligned when you mix wrapping and synchronized columns in the same document.

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 SUPERSCRIP^T. You can move the cursor to the bottom of a column by pressing GO TO PAGE and then SUBSCRIP_T.

COLUMNS

See "Multiple Columns."

COMMAND

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

From any Fortune:Word 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 or C
Footnoting	COMMAND n or N; GO TO PAGE, COMMAND, number, n or N; COMMAND, number, n or N
Glossary	COMMAND GL
Help	COMMAND HELP
Help for commands	COMMAND ?
Horizontal scroll	COMMAND, number, h or H
Hyphens	COMMAND - (hyphen)
Index	COMMAND i (short format) or I (long format)
Line spacing	COMMAND, number, s or S
Math	COMMAND m or M

Printer control	COMMAND q or Q
Required space	COMMAND SPACE
Restoring a page	COMMAND r or R
Right-flush Tab	COMMAND INDENT
Saving a document	COMMAND RETURN EXECUTE
Screen symbols	COMMAND REPLACE
Search	COMMAND SEARCH
Shell escapes	COMMAND !, COMMAND
Sort	COMMAND MERGE, COMMAND SHIFT/MERGE
Status lines	COMMAND FORMAT
Tab	COMMAND TAB
Text length	COMMAND, PAGE, number, EXECUTE
Vertical scroll	COMMAND, number, v or V
Windowing	COMMAND w or W
Flip between windows	COMMAND f or F
Switch between windows	COMMAND j or J

COMMENTS

On the 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 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 Fortune:Word functions can also be duplicated with a control sequence.

Listed below are the control codes you can use in Fortune:Word:

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). See Appendix F for information on how to access alternate character sets in Fortune:Word.

CONTROL GLOSSARY

See "Records Processing."

CONVERTING UPPERCASE TO LOWERCASE AND LOWERCASE TO UPPERCASE

See "Case Conversion."

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 on the System Disk" and "Archiving."

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

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. A new screen *Copying Text Between Documents* appears. 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 and press RETURN or EXECUTE.
 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.

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 Text With Attributes

When copying text that includes emphasis such as underlining, double underlining, overstrike, boldface, reverse video, or flashing, the emphasis may be lost in the new location. The following rules apply:

- When the copied text contains one or more characters before the start of the emphasis AND one or more characters after the end of the emphasis, the emphasis is maintained.
- When **ONLY** characters before the emphasis are included, the emphasis is maintained and continues beyond the end of the copied text.
- When characters before the emphasis are **NOT** included, the emphasis is lost.

For example, if you want to copy a word with underscore text emphasis, the emphasis is copied when you include the spaces before and after the word in the text you highlight to be copied. When you highlight only the word itself, the emphasis is not copied.

See “Mode” and Appendix A for more information about text attributes.

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, note, 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, select *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.

CREATING A NEW DOCUMENT

When you want to create a new document in your library, select *Create New Document* from the Main menu. Once the document name has been added to the library, you access it by selecting *Edit Old Document*.

Follow the rules listed below 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 ? ! @ & * " ' ; \ / < > , or spaces, 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, or .MP to end a document name. These suffixes are used by the operating system to indicate special kinds of files.
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 is displayed. Now you can start entering text.

CREATING A NEW GLOSSARY

See "Glossary."

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.

CTRL

See "Control."

CURSOR

The cursor is the bright rectangle that indicates 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 to move the cursor through a document.

Do not use the Space bar to move the cursor from place to place. Pressing SPACE 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 Fortune:Word, 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 Fortune:Word, 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

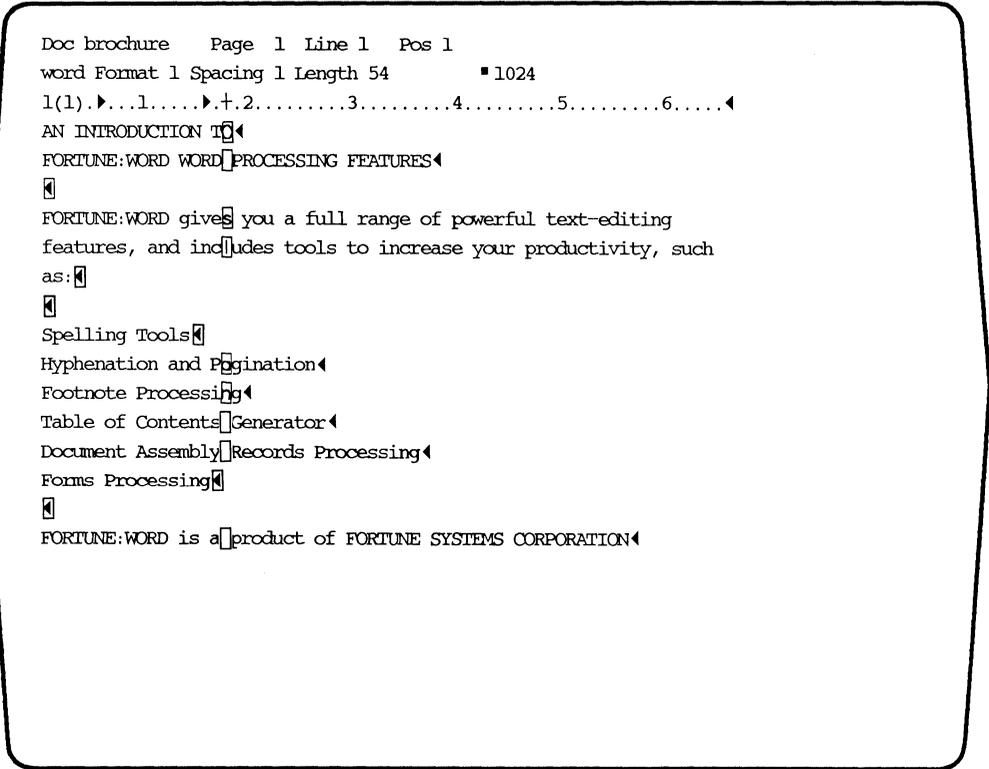
If you press DOWN repeatedly, the cursor moves down the screen one line at a time. If the next line is "open" the cursor moves straight down, maintaining the same screen position. If the screen is "unopen" because the line ends with a RETURN, the cursor moves to the end of the line below. If the screen is "unopen" because of the positioning of Tab, Dec Tab, Indent, or Right-flush Tab symbols, the cursor moves to the next open character to the right of the symbol. 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.

Figure 2-1 illustrates the path of cursor movement for UP and DOWN.



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Figure 2-1. The Path of Cursor Movement for UP and DOWN

Cursor Movement Keys

The cursor keys are the four Arrow keys to the right of the main keyboard and to the left of the numeric keypad. You use these keys to move the cursor up or down a line at a time and to move it to the left or right a character at a time. You can also combine many cursor movement keys to move the cursor quickly to a specific place in the document.

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 in text	Press GO TO PAGE and DEC TAB
Next center symbol in text	Press GO TO PAGE and CENTER
Next Right-flush Tab symbol in text	Press GO TO PAGE, COMMAND and INDENT
Next required space symbol in text	Press GO TO PAGE, COMMAND, and SPACE
Next optional or required hyphen symbol in text	Press GO TO PAGE, COMMAND, and HYPHEN
Next tab position set in format line	Press COMMAND and TAB
Previous character	Press LEFT
Previous line	Press UP
Previous screen	Press PREV SCRN
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 SUPERSCRIFT

Previous format line (if not in a column)	Press GO TO PAGE and SUPERSCRIP ^T
Next format line (if not in a column)	Press GO TO PAGE and SUBSCRIP _T
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
End of document	Press GO TO PAGE, type c or E
Beginning of document	Press GO TO PAGE, type b or B
Header page	Press GO TO PAGE, type h or H
Footer page	Press GO TO PAGE, type f or F
Work page	Press GO TO PAGE, type w or W
Note page	Press GO TO PAGE, type n or N
Footnote page	Press GO TO PAGE, type the number of the footnote page, type n or N
Footnote reference from a footnote page	Press COMMAND, type n or N
See "Cursor 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.

To use the cursor mode:

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

Or press DOWN 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 digit of a whole number aligns with the Tab stop in the format line. When 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, as shown in the following example:

12
345+
6789-
[1]
(7823)
<789>
{854}

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 are sorted in numerical order by the selected field. If the first record is preceded by any other symbol or is at the left margin, numbers are sorted according to the ASCII collating sequence. 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.

See also "Indent" and "Right-flush Tab."

**Using
Decimal Tabs
with Whole
Numbers**

When you press the Dec Tab key, the Decimal Tab symbol is displayed on the screen in the position immediately below the next tab stop in the format line. As you enter numbers, the Decimal Tab symbol moves to the left, and the last character typed displays in the position immediately below the Tab stop.

When you end the Decimal Tab, the last number typed is aligned with the Tab stop. You can end a decimal tab with one of the following keys:

- DEC TAB
- TAB
- INDENT
- Right-flush Tab
- RETURN
- SPACE
-),], > or }
- - or +

When the decimal tab column ends with another DEC TAB, a TAB, or an INDENT, the cursor moves to the next available Tab stop to the right.

When the decimal tab column ends with a Right-Flush Tab, the cursor moves to the next available Right-flush Tab stop in the format line. If there are no Right-flush Tab stops in the format line, the cursor moves to the end of a column, or to the right margin.

When the decimal tab column ends with a RETURN, the line is ended and the cursor moves to the first position of the next line.

When the decimal tab column ends with a space, the last number in the column remains aligned at the tab stop, and any text you type after the space wraps as it normally does if you type beyond the end of the line.

When the decimal tab column ends with a parenthesis of any kind, the last number in the column remains aligned at the tab stop. This feature allows you to enter parentheses around some of the numbers in a column without interfering with the alignment. After you type a right parenthesis, you can end the decimal tab column with any of the other decimal tab ending keys.

When the decimal tab column ends with a minus sign (-) or a plus sign (+), the last number in the column remains aligned at the tab stop. This allows you to indicate negative or positive numbers after the column without changing the alignment of whole numbers.

Be sure you leave enough space between tab stops for all the numbers you will be typing. If there is not enough room between tab stops, the numbers may not align properly unless you adjust the format line.

**Setting a
Format Line
for Whole
Numbers**

Since columns of whole numbers align flush right with the Tab stops in the format line, the Tab stops must be positioned at the END of the column, rather than the beginning. Figure 2-2 shows two tables, one formatted with Tabs and one formatted with Dec Tabs.

**Using
Decimal Tabs
with Decimal
Numbers**

Numbers containing decimal points align the Dec Tab with the Tab stop position in the format line. Numbers between the Dec Tab symbol and the decimal point align to the left of the Tab stop. Numbers to the right of the decimal point are positioned to the right of the Tab stop.

**Setting
Tab Stops
for Columns
that Contain
Decimal
Points**

Since columns with decimal points align at the decimal, Tab stops in the format line must be positioned at the decimal point, rather than at the beginning or the end of the column. Figure 2-3 shows a suggested format for a table containing numbers with decimals.

Doc parts.out Page 1 Line 1 Pos 1
word Format 2 Spacing 1 Length 54
+(2).....1.....▶.....3.....4.....▶.....5.....6.....▶.....7.....◀

<u>PART NUMBER</u>	<u>TYPE</u>	<u>IN STK</u>	<u>ON ORD</u>
1(3).....1.....▶.....3.....4.....▶.....5.....6.....▶.....7.....◀			
T8991Z	▶claw hammers	▶29	▶2◀
78	▶phillips screwdrivers	▶30	▶0◀
F890	▶needle-nose pliers	▶12	▶10◀
STY321909	▶12-piece drills	▶8	▶12◀
U21	▶tile knife	▶7	▶5◀
LL908416J	▶angle brackets	▶49	▶20◀
H892	▶door springs	▶2	▶30◀
E7416	▶tool box	▶12	▶12◀
T12	▶ratchet wrench	▶4	▶6◀
W090189	▶pliers	▶21	▶0◀

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Doc parts.out Page 1 Line 1 Pos 1
word Format 2 Spacing 1 Length 54
+(2).....1.....▶.....3.....4.....▶.....5.....6.....▶.....7.....◀

<u>PART NUMBER</u>	<u>TYPE</u>	<u>IN STK</u>	<u>ON ORD</u>
1(4).....1.....▶.....3.....4.....▶.....6.....▶.....7.....◀			
T8991Z	▶claw hammers	┌29	┌2◀
78	▶phillips screwdrivers	┌30	┌0◀
F890	▶needle-nose pliers	┌12	┌10◀
STY321909	▶12-piece drills	┌8	┌12◀
U21	▶tile knife	┌7	┌5◀
LL908416J	▶angle brackets	┌49	┌20◀
H892	▶door springs	┌2	┌30◀
E7416	▶tool box	┌12	┌12◀
T12	▶ratchet wrench	┌4	┌6◀
W090189	▶pliers	┌21	┌0◀

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Figure 2-2. *Tabs and Dec Tabs with Whole Numbers*

```

Doc supplies   Page 1   Line 1   Pos 1
word Format 4 Spacing 1 Length 54
1(4).....1.....2.....▶.....4▶.....5.....▶6.....◀
◀
◀
DESCRIPTION                ▶QUANTITY ▶PRICE PER UNIT ▶TOTAL PRICE◀
◀
2(5).....1.....2.....3.....▶...4.....▶5.....6.....▶...◀
Continuous paper 8-1/2x11      L 2          L$20.00      L$40.00◀
Flexible disks DSDD, 96 TPI   L 4          L$60.00      L$240.00◀
Carbon ribbons                 L12         L$24.00      L$288.00◀
◀
TOTAL                          L           L           L$568.00◀
    
```

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Figure 2-3. Using Decimal Tabs with Decimal Numbers

**Using
Decimal Tabs
for Columns
Containing
Text**

You can use Decimal Tabs to right-justify text. If you do this, you must use a required space (COMMAND SPACE) between words. Alternatively, you can use the Right-flush Tab feature. See "Right-flush Tab."

**Using Spaces
with Decimal
Tabs**

Typing a space ends the Decimal Tab field. If you want to include spaces in a Decimal Tab field, use a required space.

**Underlining
or Double
Underlining
Numbers in a
Decimal Tab
Format**

You can use underline or double underline text emphasis to enter lines in columns of numbers. Use the text emphasis as you would with other text. You must begin and end the emphasis for each column of numbers.

Figure 2-4 shows a table with underline and double underline.

Doc revenue Page 1 Line 1 Pos 21
word Format 1 Spacing 1 Length 54
1(1).....1.....2.....3.....4.....5.....6.....
◆1987 REVENUE FORECAST◆
◀
▶ Q1 ▶ Q2 ▶ Q3 ▶ Q4 ▶ TOTAL▶
◀
1(2).....1.....2.....3.....4.....5.....6.....▶
Purple widgets ◡3,648 ◡5,222 ◡7,262 ◡11,150 ◡27,282◡
Green widgets ◡450 ◡450 ◡453 ◡457 ◡1,810◡
Blue widgets ◡300 ◡300 ◡302 ◡305 ◡1,207◡
Orange widgets ◡2,400 ◡3,000 ◡3,023 ◡3,045 ◡11,468◡
White widgets ◡3,100 ◡4,000 ◡4,030 ◡4,060 ◡15,190◡
Red widgets ◡500 ◡550 ◡554 ◡558 ◡2,162◡
Black widgets ◡500◡ ◡500◡ ◡504◡ ◡508◡ ◡2,011◡
◀
◡10,898 ◡14,022 ◡16,128 ◡20,082 ◡61,130◡

Figure 2-4. Decimal Tabs in a Table with Underline and Double Underline

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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. You can also press any character key to highlight to that character. If the character is not found, text is highlighted to the next page break.
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 for 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 an Archive Diskette Using the Shortcut Code

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

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, select *Type of Index*, index to *Screen*. To delete a document from the system disk, 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.

DESCRIBE BIN FEEDER

When you have a sheet feeder on your printer, you use the *Describe Bin Feeder* selection on the Supervisory Functions menu to define the paper size.

You 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.

DESTINATION DOCUMENT

When using selections from the Filing menu, destination document name is the name you assign when you archive, copy, or rename a document. The destination document name can be the same as the source document name. See "Archiving" and "Filing."

When copying or moving text between documents, the destination document is the document you are editing into which you want to copy or move the text. The source document is the document from which you copy or move the highlighted text. See "Copy" and "Move."

DETACH GLOSSARY

An attached glossary is automatically detached when you:

- Attach a new glossary
- Leave Fortune:Word
- Leave a document if the glossary was attached during editing

You can detach a glossary without exiting from Fortune:Word 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.

DOCUMENT ASSEMBLY

Document Assembly is a selection on the Document Processing Tools menu that you can use to combine many Fortune:Word 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 Fortune:Word document at the location you indicate in the format document. The text from the included document is copied into the output document. The source include document is not changed. You can include the same document more than one time in a format document if you want to repeat the information.

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 from *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 and page breaks 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.

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, and para.3a.

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

REMEMBER: When you use include statements, format lines and page breaks are *not* transferred.

Using Nested Include Statements

In addition to putting include statements in a format document, you can put include statements in Fortune:Word 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 use up to 16 levels of nested include statements. 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 Fortune:Word 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. Figure 2-5 shows one possible way you can use nested include statements. 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.

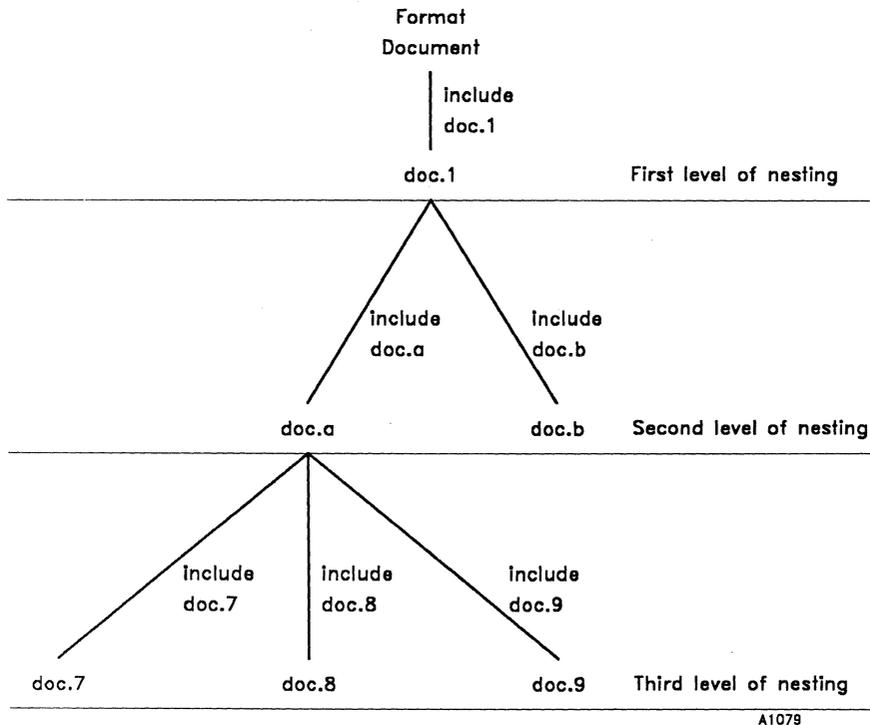


Figure 2-5. Up to 16 levels of nested include statements are allowed in Document Assembly

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REMEMBER: When you use an include statement to merge a document, the *total* text of the document is copied into the resulting output document. The format of such a document is governed by the format line in the format document.

Procedures for Using an Include Statement

1. Create a format document, using the *Create New Document* selection from the 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.
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. Below is an example of an include statement:

`<include = 1985stats>`
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.

WARNING: Never include documents with footnote references. Footnote pages are not copied into the output document.

If you include documents with footnotes, you may have problems processing the output document with Hyphenation and Pagination or Footnote Processing.

Using the Document Assembly Selection

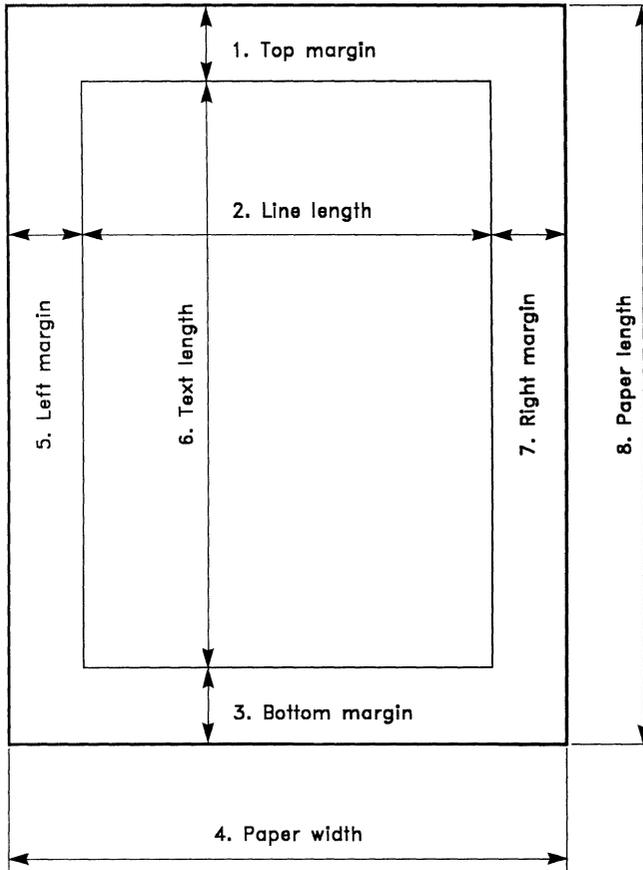
When you are ready to use Document Assembly, check to be sure that your format document and the documents named in the include statements are on the system disk, and that they are in the library you indicate in the format document. Remember that you can use complete pathnames in include statements, so 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 Fortune:Word 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.

NOTE: When a document to be included is in use, Document Assembly waits until the document is available and then continues processing. No error message is displayed. You can press CANCEL to stop processing at any time.

DOCUMENT FORMAT

Figure 2-6 shows the format elements on a document page, and whether the elements are set while editing or from a Fortune:Word menu screen.



1. Set the number of lines in the top margin on the header page while editing. From the Print Document menu, select *First header page*.
2. Set the line length in the format line while editing.
3. Set the bottom margin on the footer page while editing. From the Print Document menu, select *First footer page*.
4. Set the paper width from the Supervisory Functions menu using the *Describe bin feeder* selection.
5. Set the left margin from the Print Document menu.
6. Set the text length while editing the document.
7. Set the right margin in the format line while editing.
8. Set the paper length from the Print Document menu.

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Figure 2-6. The Elements of Page Layout

DOCUMENT INDEX

See "Index."

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 a single document, multiple documents, or all documents in a library. See "Archiving."
- Move to archive a single document, multiple documents, or all documents in a library. See "Archiving."
- Retrieve from archive a single document, multiple documents, or all documents on an archive diskette. See "Archiving."
- Move from archive a single document, multiple documents, or all documents on an archive diskette. See "Archiving."
- Print a single document, multiple documents, or all documents in a library. See "Printing."
- Copy a document. See "Copying a Document."
- 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 *Create New Document*. 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 “Create 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 Fortune:Word 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.

DOCUMENT TITLE

The Document Summary screen contains a 25-character field that you can use to enter a document title 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. Press MODE and type =. See "Mode."

DOWN ARROW

See "Cursor."

EDITING A DOCUMENT

Editing a document is the process of revising document text. *Edit Old Document* is the first selection on the Fortune:Word Main menu.

There are six ways to access a document for editing:

- From the Main menu
- By using the shortcut code `e dd`
- From an Index
- From a Fortune:Word window
- 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.

Editing a Document Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type `e dd`.
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.

Editing a Document from the Index (System Disk Only)

1. From the Main menu, select *Index*.
2. Press EXECUTE.
3. Press EXECUTE to display a short format index of the current library.

4. When the Document Index appears, move the marker to the name of the document you want to edit.
 5. Press GO TO PAGE.
 6. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document.
-

Editing a Document from a Fortune:Word Window

1. From an editing screen, press COMMAND and type w or W.
2. Set the size of the window and press EXECUTE.
3. Type the document name and press RETURN or EXECUTE.
4. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document.

NOTE: If you access a Fortune:Word document in this way, the FORMAT selection from the End of Edit Options menu is not presented as an option.

See "Windowing."

Editing a Document from the Global Menu

1. From the Global menu, type !wp2.
2. Type a space and then the name of the Fortune:Word document you want to edit. If the document is not in the current library, you must use a complete pathname.
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. If the glossary is not in the current library, you must use a complete pathname.
4. Press RETURN or EXECUTE.

5. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document. If you typed a glossary name after the document name, the glossary is attached and ready to use.
 6. When you end the edit, press RETURN to go back to the Global menu.
-

Editing a Document from a Shell

1. From an operating system shell, type `wp2`.
2. Type a space and then the name of the Fortune:Word document you want to edit. If the document is not in the current library, you must use a complete pathname.
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. If the document is not in the current library, you must use a complete pathname.
4. Press RETURN.
5. The Document Summary is bypassed, and the cursor is at page 1, line 1, position 1 of the document. 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 Fortune:Word 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 choose one of the following options:

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

Press COPY to save a copy of the 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.

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

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 restores the document to its condition the last time the changes were saved, not to its original condition.

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 is 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 and press SHIFT/FORMAT to print the document, 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 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 *e dd*
- 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 information on the Glossary summary screen if you want.
4. Press EXECUTE.
5. The cursor is at page 1, line 1, position 1 of the glossary.

Editing a Glossary Using the Shortcut Codes

1. From any menu, press COMMAND.
2. Type *egl* or *e dd*.
3. Type the glossary name and press RETURN or EXECUTE.
4. The Glossary Summary screen is bypassed, and the cursor is at page 1, line 1, position 1 of the glossary.

**Editing a
Glossary
from an
Index**

1. From the Main menu, select *Index*.
 2. Press EXECUTE to display the short format index of the current library.
 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 Glossary Summary screen is bypassed, and the cursor is at page 1, line 1, position 1 of the glossary.
-

**Ending
Editing of a
Glossary**

1. From the editing screen, press CANCEL.
2. Choose one of the following options 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."

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

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 not verified. See "Verify Glossary."

NOTE: If you have pressed COMMAND RETURN to save changes while editing, or if you have used the autosave feature, pressing COPY saves a copy of the glossary as it existed the last time the changes were saved, not to its original condition.

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.

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

Press FORMAT to save the editing changes and display the Print Document menu. When you have made your selections, press EXECUTE and the document is 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.

THE EDITING SCREEN

When you use Fortune:Word to create or edit documents, you use the editing screen.

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. Prompts such as *Which command?* require you to perform specific keystrokes. Other messages, like *(Searching)*, give you information and need no response from you. Informational error messages alert you to possible problems. 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. “Open” screen areas contain characters, spaces, screen symbols, or page and column breaks. “Unopen” screen areas do not contain any characters. 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. You can never move the cursor below the end of document line or into any other unopen part of the screen. Cursor movement is discussed in the section on “Cursor Movement” later 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.

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 can have 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 entries in a glossary 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 quotation marks 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."

ESC

The Escape key has no use in Fortune:Word.

EXCEPTION DICTIONARY

Spelling Tools and Hyphenation both can use exception dictionaries that you create. An exception dictionary is a regular Fortune:Word document containing words that are not in the Spelling Tools 80,000 word Proximity/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:

- Select *Create New Document* from the Fortune:Word Main menu. Type the words directly into the exception dictionary, in any order, with one space between each word or with each word on a separate line followed by a RETURN. When you use the exception dictionary with Spelling Tools or Hyphenation, it is compiled.

- Use 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.
 - Use Spell Editor. Press GO TO PAGE and 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 menu, then enter the name of a new document.
-

Adding Words to an Exception Dictionary

To add new words to an existing exception dictionary:

- Type the words directly into the exception dictionary using *Edit Old Document*.
 - 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 are not recognized as part of a word in an exception dictionary. If you use any of these characters in a word in an exception dictionary, the word is still marked as an error by Spelling Tools: | / [] < > { } and matched parentheses.
- 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 are not 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 are still marked as errors in the document.

The maximum length of a word in an exception dictionary is 30 characters. When a word contains special characters, non-standard punctuation, or non-standard capitalization, the maximum length is 14 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 Hyphenation.

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, 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. If you do not enter syllable points, using an exception dictionary has no effect on Hyphenation.

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

When you use an exception dictionary that contains syllable point markers with Hyphenation and a word is presented for hyphenation, the suggested syllable points are presented at the bottom of the screen as shown in the following example:

Syllable points: 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.

FILING

Many of the ways you manage documents in Fortune:Word 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. Press MODE and type f or F. Flashing does not affect how the text prints. See "Mode."

FOOTER

A footer can include 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 Fortune:Word document has a separate footer page. You can enter information on the footer page. The footer then prints 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, enter a number symbol (#) on the footer page. A footer page cannot contain a page break. See "Alternating Headers or 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 #. The page numbers print in the exact position where you type the number symbol.
4. Press GO TO PAGE to return to a numbered document page.

FOOTNOTE PROCESSING

To use the *Footnote Processing* selection, you must have a Fortune:Word 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.

Footnote Processing generates an output document and formats and positions the footnotes according to the selections you make from the Footnote Processing menu. The output document has the following restrictions:

- You cannot enter footnote references in it
- You cannot process it with Footnote Processing
- You cannot process it 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. See Appendix A for more information on Footnote Processing output documents.

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*, the *Separator line* and *Minimum number of text lines per page* fields are automatically skipped. Footnotes are positioned at the end of the document, starting at the top of a new page.

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 Returns (up to ten) falling at the top of a page are dropped except on the first page of a document and on a page following a required page break. This ensures that the text always begins printing at the same place on each page.

If you use blank Returns to hold spaces for artwork that does not follow a required page break, put a space in front of each Return.

To interactively paginate only the text of a document containing footnotes, 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. The text of the document is not displayed. 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 are ready to create an output document, you select the style of the footnote reference using the *Sequence* section of the Footnote Processing menu.

Prefix

If you make an entry in the *Prefix* field, the prefix you select is automatically inserted in the output document each place a footnote reference occurs. 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. 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 are 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 are 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 are 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 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, no footnote references in the output document are underlined.

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

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

In Both When you select this option, all footnote 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 text of the footnote, and the reference that precedes it.

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

NOTE: 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 reference can have three characters, a prefix of up to nine characters, and one character following it.

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 have entered 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 are followed by one 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.

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

Tab

When you select *Tab*, the first paragraph of footnote text is preceded by a Tab symbol.

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

Return, Two Returns

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

NOTE: When you select *Footnotes* 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 allow more room for footnotes on each page.

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.

NOTE: These selections represent the spacing between footnotes that are formatted with single spacing. If you have a different spacing on a footnote page, the spacing options are adjusted according to that spacing. For example, if you have a double-space format line for footnotes (and do not have extra returns following footnote text on the footnote page), selecting single-space between footnotes puts two Returns between each footnote.

Table 2-1 shows the spacing options.

Table 2-1. 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* 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.

NOTE: 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 wraps 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.

NOTE: The blank lines you use before and after the separator line reduce the number of lines of footnote text that can 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* placement, this field is skipped.

When you select *Footnotes* 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 varies 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 54 and a *Minimum number of text lines per page* 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*.

When the text length setting is 54, you can change the *Minimum number of text lines per page* to any setting between 0 and 43. If you set the minimum text length to 44 or greater, the warning message *Out of range* is displayed. If you change the text length setting, the range you can enter for the *Minimum number of text lines per page* changes to correspond to the text length setting you use.

**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* 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 three 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 displays 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.

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.

Fortune:Word provides a footnote feature that deals with each of these issues. The numbered reference you enter 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 Fortune:Word 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. See “Footnote Processing” for information on how to format and position the footnotes in the output document.

How Fortune:Word Footnote Reference Numbers Work

- When a footnote reference is entered in a 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 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.
- 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 inserted, and a corresponding footnote page is created.

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 or SHIFT/MOVE, the text you select is copied or moved, and any footnote references and footnote pages that exceed 999 are dropped from the copied or moved text.

You can choose to go to the footnote page and enter the footnote text 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.

**Deleting
Footnote
References**

You can delete a footnote reference or a block of text containing footnotes in the document you are editing. The footnote page is not deleted and the footnote reference remains available. See the next paragraph for information on how to reenter a footnote reference that has been deleted.

**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 recenter a footnote reference that has been deleted is when 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.

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 Fortune:Word 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 *PageN* with no footnote number. If you try to go to a footnote page when a document contains no footnote pages, you will go to *PageN*. You can use *PageN* like a second work page. Text that you type on *PageN* 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.

Put a Return at the end of the last line of text on each footnote page for the *Spacing between footnotes* selection on the Footnote Processing menu to work correctly. If you do not end the footnote page with a Return, you may end up with short pages after processing.

Fortune:Word 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), or for extra returns following the footnote text. The selections for footnoting format, style of numbering, and spacing between footnotes are made from the Footnote Processing menu.

There is one case 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 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 may find it useful to write a glossary entry to help you move quickly from one footnote page to the next as you type the footnote text. Refer to the *Fortune:Word Glossary User's Guide* if you are not familiar with glossary use.

Footnote Pages and Format Lines

On footnote pages, you can insert 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 primary format line (format line number 1) is automatically inserted after the last line of text on the page in the output document, and before the separator line. A Return is not inserted to end the line. This ensures that a document prints correctly when *Justified* is selected in the *Format* section of the Print Document menu.

NOTE: When the format line on the footnote page is the same as the format line on the numbered document page, the format lines inserted by footnote processing at the end of the page of text are automatically removed by Fortune:Word if you edit the output document. To prevent this from occurring, it is recommended that you use a format line for the footnote pages that is different from the document format lines.

When you copy or move text with footnote references between documents, the corresponding text on the footnote pages is also copied. However, the format lines for the footnote pages are not copied. The number of the format line is used, but the footnote text conforms to the corresponding format line number in the destination document.

Suppose footnote pages in the source document use format line 7, with the first tab at position 10 and a line length of 65. The destination document format line 7 has the first tab at position 5 and a line length of 72. This is the format that is used on the copied footnote pages.

If there is no corresponding format line number in the destination document, the primary format line of the destination document is used.

Line Spacing in a Footnote Document

The line spacing for the primary format line (format line number 1) in a document with footnotes should always be set to single spacing. Footnote Processing uses the line spacing setting from the primary format line to determine the spacing for the separator line and the lines before and after the separator line.

Footnote processing works best if text on footnote pages is single-spaced. You can change line spacing on footnote pages. However, if footnote text is greater than single spacing and many long footnotes are put on one page, such pages may overflow.

If you use less than single spacing on a footnote page and have many short footnotes, those pages may not have as many lines as other pages in the document. This could occur if you put equations on footnote pages using a half-space format line.

Using Multiple-Column Format Lines

You can use multiple-column format lines in a document with footnotes. However, the following restrictions apply:

- Each column must contain exactly the same number of characters.
- The Tab stops and Right-flush Tab stops must be in exactly the same relative position in each column.
- Columns are always wrapped and balanced.
- Footnote text extends across the page. Footnotes are not formatted column by column.

See Appendix A for more information about multiple-column formats and footnote documents.

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 unless you changed a format line on any of the footnote pages. You can use the information on the Document Summary screen to find out how many footnote pages are in a document.

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

1. Press GO TO PAGE.
2. Press COMMAND.
3. Type 999.
4. Type **n** or **N**. The cursor moves to the last footnote reference in the document.

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 press COMMAND, type the last footnote reference number (84, in this example), and press **n** to reenter it.

**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 in the order they were entered in the document. The references are superscripted, and printed in three-digit format, for example 001, 002. No text from footnote pages is 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.

You also use the Format key to print a document from the End of Edit Options menu, to print an index from the Document Index screen, and in combination with other keys to print documents from the Document Index screen. See "Index" and "Printing."

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 are also changed.

After you have pressed FORMAT to move the cursor to the format line, you can use the following keys to change the format line:

- Press the Space bar to remove Tab stops or to extend the length of the format line.
- Press LEFT and RIGHT to move within the format line, leaving the Tab stops in place.
- Press TAB to enter new Tab stops for Tabs and Dec Tabs.
- Type r or R to enter a Right-flush Tab stop.

- Press RETURN to shorten the length of the format line.
 - Press DELETE to delete the format line.
 - Type s or press SUPERSCRIP^T to start a column.
 - Type c or press 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 primary 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 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 a particular alternate format line occurs more than once in a document, deleting it in one place does not affect the other occurrences of that format line. 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 cause Hyphenation and Pagination to consider the document a multiple-column document and an additional menu is presented.

If you are converting a document from a multiple-column format, you can prevent the multiple-column menu from appearing with Hyphenation and Pagination in the following way. When you delete the last occurrence of a multiple-column format line from a document, first remove the column markers by typing over them with spaces, then delete the format line.

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 is always single-spaced, no matter what value the line spacing is set to in the format line.

The default setting for line spacing is single spacing. 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.

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 a format line, and then continue editing. When you press TAB, a Tab symbol is entered in your document at the cursor location; when you press INDENT, an Indent symbol is 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 move to those stops. Thus, the format of the text is 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. See "Indent."

To set or change 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 default Right-flush Tab stop at the right margin. If you have a multiple-column format line, each end-of-column marker is also a default 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 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.

You can remove any Right-flush Tab stops you enter in the format line the same way you remove a regular Tab stop. The default Right-flush Tab stop positions can never be removed.

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."

NOTE: Entering text following a Right-flush Tab is faster in Insert mode since Fortune:Word does not need to refresh the screen as each character is typed.

FORMAT ARCHIVE DISK

See "Archiving."

FORMAT DEFAULTS

The defaults, or standard settings, for a format line on the editing screen are as follows:

- Tabs every 5 spaces
- Right-flush Tab at right margin
- Line length of 65
- Single line spacing
- Text length of 54 lines

FORMAT DOCUMENT

See “Records Processing.”

FORMAT LINE

The information given here describes how Fortune:Word format lines work. See “Format” for information on how to create, change, and enter format lines.

The format line, the third line displayed at the top of the editing screen, controls the appearance of the text that follows it. Figure 2-7 shows a format line with the system defaults. They are automatically selected unless you change them by editing the format line or changing your prototype document.

The following document layout features are controlled by settings you make in the format line:

- Line spacing shows the same setting as spacing on the second status line. You can have format lines with zero, quarter, half, single, one-and-a-half, double, and triple spacing.
- Tab stops mark the points where you can tab, decimal tab, or indent text.
- Position indicators mark off the format lines every 10 characters. If you create a format line with a line length greater than 100, the positions starting at 100 are indicated by three digits, and the actual position of the cursor is the center number. For example, if you have a format line position of 120, when the crosshair indicating cursor position is on the 2, the position is 120.

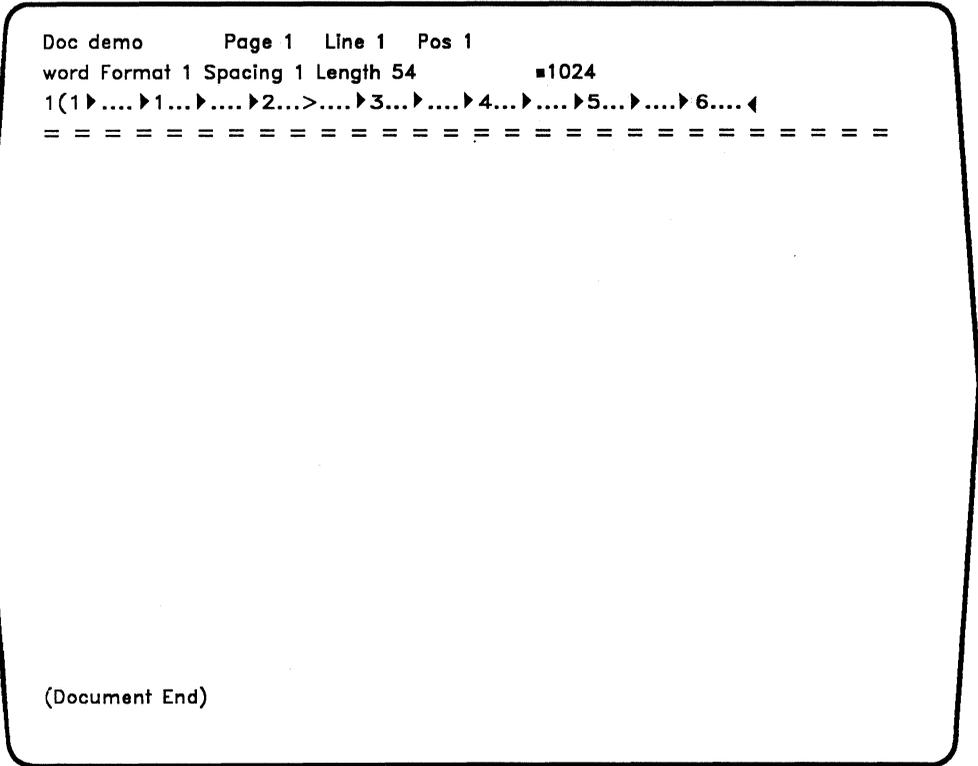


Figure 2-7. Format Line with the System Defaults

- Line end shows the location of the right margin and Right-flush Tab stop.
- Column markers show the start and end of column positions. Column end markers are also used as Right-flush Tab stops. See “Multiple Columns” for information on how to create and use multiple-column format lines.
- You can add Right-flush Tab stops anywhere in the format line. See “Right-flush Tab” for information about using Right-flush Tabs.

Since the format line controls the appearance of the text that follows it, you can quickly reformat or rearrange text on the screen by making changes to the format line.

Suppose you are typing text with a Tab at the start of each paragraph. If you decide you want the paragraphs indented ten spaces rather than five spaces, you only need to make one change to the format line that affects those paragraphs. When you remove the Tab stop from position five and enter one at position ten, the text in the document affected by that format line automatically rearranges to conform to the new Tab position.

You can use this reformatting capability when typing tables with Tabs or Dec Tabs by setting up a format line with spacing that approximates the final format. When all the numbers have been entered on the screen, you may decide you want to rearrange the spacing between the columns. All you need to do is to reposition the Tab stops in the format line to adjust the spacing of the columns on the screen.

The Primary Format Line

Every document you create contains a primary format line which is always format line 1. The current format line, whether the primary format line or an alternate format line, always displays at the top of the editing screen and following every page break.

Deleting and Inserting the Primary Format Line

If your document contains only a primary format line, you cannot delete the format line at the top of the screen.

If you insert a copy of the primary format line and there are no alternate format lines in between, the inserted format line appears on the screen, but disappears when you press EXECUTE to complete the insert. This feature prevents you from cluttering up your document with unneeded copies of the same format line.

Any changes you make to the primary format line modify each occurrence of that format line in the document.

Alternate Format Lines

You can have as many as 99 alternate format lines in a document, and can have many on the same page. You can combine many types of text in one document, such as lists, outlines, and paragraphs, each with a separate format line.

**Alternate
Format Line
Numbers**

Each alternate format line you create has a number assigned to it, starting with 2 (the primary format line is always 1), and incrementing by one up to 100. Any change made to a format line with a unique number changes all occurrences of that format line in the document.

Each format line number is used only once in a document. If you create and then delete format line number 3, the next one you create is number 4. Number 3 will not be reassigned again in that document. Even if you delete all occurrences of a format line, the format line still remains available, and you can recall it by number at any time. You can also use the same format line over and over, recalling it by number. For example, you can use a format line from page 1 again on page 25.

A format line always appears at the top of the editing screen. When you have several format lines on the same page, the format line for the text at the cursor position is the last one shown above the cursor. The number of the format line at the cursor position is always displayed following the word *Format* in the second status line at the top of the screen.

**Copying or
Moving
Format Lines
from Another
Document**

When you copy or move text between documents, you may want to move the controlling format line. At other times you may want the text you copy to follow the format of the document into which you copy the text.

To copy the format line that controls the beginning of the text, press **FORMAT** when the prompt *Copy what?* appears on the screen, before you highlight the text you want. All format lines controlling the text you highlight are copied or moved with the text. The format line numbers are reassigned, using the next available format line numbers.

If you copy or move text from another document without pressing **FORMAT**, any format lines that are included in the highlighted text are automatically copied or moved. However, the beginning of the selected text conforms to the current format line. If you do not include any page breaks or format lines in the text highlighted for the copy or move, all the text conforms to the current format line.

Wide Documents

You may need to create wide documents, such as charts, financial reports, or mailing lists. You can create format lines as wide as 250 characters. When you create a format line that is longer than 80 characters, all the text cannot display on the screen at once. A feature called "horizontal scroll" lets you move the cursor across the screen. Horizontal scroll moves the text from side to side, displaying 80 characters on the screen. See "Horizontal Scroll."

Changing the format line is the first step in creating a wide document. However, most printers cannot print lines that are 250 characters long. When you are designing documents with wide format lines be sure your printer is able to print all the information on one sheet of paper.

Page Breaks and Format Lines

Each page break is followed by a format line. When you delete a page break, the format line following it is also deleted if it repeats the format of the previous page. If you insert a new page break, the format line following the page break matches the preceding format line.

If the format changes at a page break, deleting the page break does not delete the following format line.

NOTE: You cannot delete the format line that directly follows a page break. If you want to delete such a format line, delete the page break first.

You may find that you need to do some reformatting in certain documents. For example, if you insert a new format line and want that format line to change text that follows on subsequent pages, you must go through the document and remove the unwanted format lines.

When to Modify an Existing Format Line

You can make changes to a format line at any time during the document creation, editing, and revision cycle. To modify a format line, put the cursor below the format line you want to change and press **FORMAT**. Make the changes and press **EXECUTE**. Each occurrence of that format line number in the document automatically changes and the text readjusts. You may need to repaginate your document if you change a format line.

Careful planning and use of format lines can make reformatting of text efficient. When you have a few format lines in a document, reformatting an entire document is easy.

Your document may require many unique format lines. You may use all 100 of the format lines available. This can happen in a report with many statistical tables, each requiring its own format line. If you plan your use of format lines so that the main text always uses the same format line number, reformatting is much easier.

Deleting a Format Line

Sometimes you may need to delete a format line. For instance, you may decide that the format changes you made on a page are no longer necessary. When you delete a format line, its number is not used again in the document. The next format line that you create will have a new number.

To delete a format line, press **FORMAT** to move the cursor to the format line, and then press **DELETE**. The format line is deleted from the screen and the text that follows that format line automatically conforms to the preceding format line.

If you want to delete a format line directly following a page break, first delete the page break. If the format line is not removed from the screen with the page break, you can then delete it.

Exceeding 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 possible to create too many different format lines by combining 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 also "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 acts 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 data is allowed in each field.

Creating a Form Template Document

Create a new document using the *Create New Document* selection from the Fortune:Word Main menu.

- A numeric field can contain numbers, spaces, and the following characters:

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

To designate a numeric field, fill the field to the appropriate length with open quote symbols ('). Be sure you do not use the regular quote key.

- 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 (^).

The end of a line is always considered the end of a field. If you create a field that wraps to the next line, Forms Processing treats it as two fields.

You can use any text attributes in the form template document.

If you use indents in the form template, check to be sure the results in the output document are displayed correctly.

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, and enter the name of the form template document. When the editing screen is displayed, 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 do 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 or RETURN 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. After you have filled in a field, you have two options. You can:
 - Press RETURN to automatically fill the current field to the end with spaces and move to the next field.
 - Press DELETE to delete any unfilled spaces between the last character and the end of the field and move to the next field. When you do this, the spaces to be deleted are filled with caret symbols (^) so you can tell by looking at the form which fields are 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 SCRNL, or DELETE to move to the next field. You can also press PREV SCRNL to move to the previous field.

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

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 End of Edit Options menu. From this screen you can press one of the function keys indicated below:

- Press EXECUTE to create a new document. Enter a name for the newly created document, 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 move to the next field.

- 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.

The 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 combinations of options. For example, suppose you have created new forms in the same document by selecting option 2. When you have completed the last form, press EXECUTE to assign a document name and save the document. You could instead press FORMAT to assign a document name and send the document to the printer.

When using any End of Form Option that creates and prints a temporary file, the name of the form template document is displayed as the document name on the Printer Control menu.

WARNING: If you have footnotes in your form template document, DO NOT use Option 2, which creates multiple pages in the same output document. An output document with duplicate footnote references created in this way cannot be processed with Footnote Processing.

FUNCTION KEYS

The Function keys are the keys labeled F1 through F16 on the top row of the keyboard. The keyboard template identifies the Fortune:Word functions these keys perform. See "The Keyboard."

GL

The key labeled LF/GL (line feed/glossary) 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. You can choose to replace each item individually, or you can perform all the search-and-replace operations automatically.

Global Search and Replace searches from the cursor position to the end of the document. If you want to search all the text pages, move the cursor to the beginning of the document before you start Global Search and Replace.

You can use Global Search and Replace on header, footer, work, note, and footnote pages. However, only the page at the cursor location is searched.

When you type a search string, all occurrences of that combination of characters are matched. If you want the Global Search and Replace to be case-specific, that is, with a specific capitalization, 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 the screen symbols Space, Return, Indent, Tab, Dec Tab, Center, Right-flush Tab, Note, Required Space, Optional Hyphen, and Required Hyphen in your search strings. You can also use the wildcard characters "*" and "?". See "Search" for more information about wildcard characters.

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. You can only search for one form of text emphasis at a time. For example, you cannot define a string that searches for both bold and underscore attributes on the same word.

NOTE: 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.

Refer to Appendix A in this guide for more information about searching for strings with text emphasis.

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

To do a Global Search and Replace:

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 deletes any characters it encounters. If you want the search to be case-specific, 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 list. The process begins automatically when the list contains the maximum number of items.
7. If you have fewer than 10 items for Global Search and Replace, press EXECUTE to begin the process.

8. When text is located, you have the following choices:
 - 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 is complete, the cursor is positioned on the last item that was replaced.

GLOSSARY

A glossary is a special document in which you can save text or keywords for later recall. A glossary contains groups of text called entries. These must follow certain guidelines, called syntax, to work properly.

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

- To create an entry by example, you attach an existing glossary that has been verified. Then you edit a Fortune:Word document. When you want to save text in a glossary, you initiate glossary by example. You then type text and use functions which are automatically saved in that glossary as a glossary entry with the proper syntax. At the conclusion of the process, you assign an entry label.
- To create an original entry, you first create a glossary or edit an existing glossary, and then assign an entry label and type the text and function names you want directly into that glossary, using the correct syntax.

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

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

If you create a new glossary containing no entries, the following 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,” and “Verifying a Glossary.”

Entry Syntax

Figure 2-8 shows a sample glossary entry with correct syntax.

```
entry b /*insert bullets*/ ----- Entry label and descriptive
                                     comment
{ ----- Beginning brace
  insert tab "o" indent execute ----- Keywords and text string
} ----- Ending brace
```

A2456

Figure 2-8. Sample Glossary Entry with Correct Syntax

Keywords

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

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

**Correcting
Verification
Errors**

1. If errors are detected during verification, a new screen is displayed.
2. Press RETURN to go 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 in the glossary 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 this way, you must verify the glossary either by using the *Verify glossary* selection on 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
COMMAND INDENT	next Right-flush Tab symbol in document
CENTER	next Center symbol in document
COMMAND SPACE	next required space symbol in document
Command -	next optional or required hyphen in document
footnote number, and n or N	footnote page
COMMAND, footnote number, and n or N	footnote reference in document
NOTE	bookmark 0
0-9, and NOTE	the bookmark number
LEFT	left margin
RIGHT	right margin

Code or Key	Moves cursor to
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
SUPERSCRIPIT	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 numbered document page begins.

Each Fortune:Word 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 determine the top margin for each printed page. The header prints 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 is printed a fixed number of lines from the top of the page. See also "Alternating Headers or 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 a number symbol (#) 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 lists of help topics:

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

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 SCRN or NEXT SCRN
- SPACE
- RETURN
- The first letter of the item
- One of the numbered function keys (in Help for Editing only)

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 most menus, 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. Move the marker to the topic and press HELP or EXECUTE. You can also press the numbered function key for which you want help. For example, if you want information on how to copy text, press COPY. (Press F13 twice for help for COMMAND.)
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 Fortune:Word 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
```

You can step through a list of the commands, displaying them one by one. You can access each command by pressing the key shown. A brief description of the command is displayed 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) if your workstation is in normal video mode. 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 remove highlighting by moving the cursor in the opposite direction. 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
- PREV SCR N
- GO TO PAGE, b to go to the beginning of a document
- 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
- Pressing NEXT SCR N

- 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 default setting is 20 characters. You can change it following the steps below. When you leave a document, the horizontal-scroll setting returns to the default value.

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 the elements 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**

The document formatting keys described below 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 in the format line to which the 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-justify columns of whole numbers or to align columns of numbers at the decimal point.
- Right-flush Tabs (generated by pressing COMMAND INDENT) align text at the right margin, with the end-of-column arrow, or with the Right-flush Tab markers (←) 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. However, 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 varies. Fewer capital letters print on a line than lowercase letters. See “Proportional Space.”

Pitch

The length of a line on the printed page may look different from the way it looks on the screen because of the pitch setting used. Pitch is the number of characters printed in one inch across the paper. Ten

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. 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 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 footnotes. However, only the text of such a document (not the footnote pages) is processed. To properly position footnotes in a document after all editing changes have been made, use the *Footnote Processing* selection from the Document Processing Tools menu.

When using Hyphenation, you cannot set a hot-zone length of 0 or 1, nor can you 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 complete lines of 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 have no Tab stops in the format line. If the format line contains enough Tab stops, this situation does 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. You can press one of the function keys indicated below:
 - Press EXECUTE to add a hyphen.
 - Press SEARCH to find the next word to be hyphenated.
 - 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.

If you select *No* for *Wrapping columns*, Hyphenation and Pagination 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 is the same, even if the page of text is not full. If you select *No* and have chosen to wrap columns, text at the end of a document and before a required page break fills the leftmost column first, and then fills as much of the next column or columns as possible.

When you have made your selections, press EXECUTE. If you have chosen to wrap columns, pagination begins immediately.

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

WARNING: Since Fortune:Word 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 Hyphenation and Pagination. 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 primary format line.
5. Press EXECUTE, GO TO PAGE, type *c*, and press EXECUTE to copy the entire output document. You can then process this document through Hyphenation and Pagination.

Performing Hyphenation and Pagination on a Document Containing Footnotes

When you process a document containing footnotes, 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 is not processed, and the footnote references are not renumbered. When you print the document, the footnote references print in a three-digit format. For example, footnote reference 4 prints as "004." You can easily tell that a printed document with footnote references 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 when you type the word in your document to indicate the hyphenation locations you prefer.

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 hyphens. Nevertheless, the word is not presented for hyphenation 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 aligns 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.

Pagination generates an indent when a page break falls in the middle of an indented paragraph. Generated indents look the same as regular indents. Generated indents are 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, generated indents are automatically removed if you remove page breaks.
- 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. Indents that you enter in this way are never automatically removed.

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, 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. For instance, you may want to quickly check the name of a document from which you want to copy or move text without returning to the Main menu, or 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 currently editing from the 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 section 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.

When you press FORMAT to send the index to the printer, the printing defaults from the 0000 prototype document in the current library are used. The index prints 80 characters per line. If you print many indexes, you may want to set your prototype document printer settings to 12-pitch, or change the left margin setting so that the index does not print off the right margin of the paper.

When you print an index from an archive diskette, the diskette remains in use until the printing is complete. Consequently, there may be times when the archive diskette is not unmounted when you leave the Document Index screen. If the system beeps when you open the diskette drive, be sure to use the shortcut code rad to unmount the diskette before you remove it.

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 Fortune:Word document that you type. In it, you list all the words and phrases you want the Index Generator to look for in your input 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.

NOTE: The Index Generator processes faster if the word list is NOT in alphabetical order.

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

- Each word or phrase should begin at the left margin. Beginning and ending spaces on a line are ignored. Do not precede words with a Tab, Indent, Right-flush Tab, Dec Tab, or Center symbol.
- 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 for a word, it appears in the index, but there is no page numbers after it.
- Capitalization is ignored, and the word 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 Appendix E in this guide for information on changing the ASCII collating sequence.

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

call functions
call entry function in glossary
call error function

Each phrase above is listed separately with its page numbers, if any.

Each entry should be unique, and not the beginning of another phrase. If you include a word or phrase that begins another phrase in the word-list document, the results may not be what you expect. Two examples are given below.

In this first example, the word “call” is added as a separate entry after the phrases beginning with the word “call.” All occurrences of the first three phrases are matched. However, all occurrences of “call” as a separate word are not matched.

call functions
call entry function in glossary
call error function
call

However, if you put the word "call" at the beginning of the list, you do not match any phrases that occur later in the list beginning with the same word. In the example below, only the word "call" is matched, and it is matched in all occurrences. No match is made with the three phrases following "call."

call
call functions
call entry function in glossary
call error function

**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 format lines 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. Press EXECUTE to erase the insert or press CANCEL to continue it.
-

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

See "Printing."

THE KEYBOARD

The keyboard of the Fortune System, shown in Figure 2-9, looks much like the keyboard of a typewriter. It also contains the function keys you use in Fortune:Word. A plastic template identifies the Fortune:Word function keys, which are located at the top of the keyboard. The function keys are described briefly below. Each key is described in more detail in this chapter by keyname.

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.

The function keys listed on the following pages are marked F1 through F16 on the keyboard. The functions they perform during editing are also shown below. Some of the function keys also are used to perform separate functions on Fortune:Word menus. Refer to Chapter 1 for information about the keys you use to make menu selections.

A2357

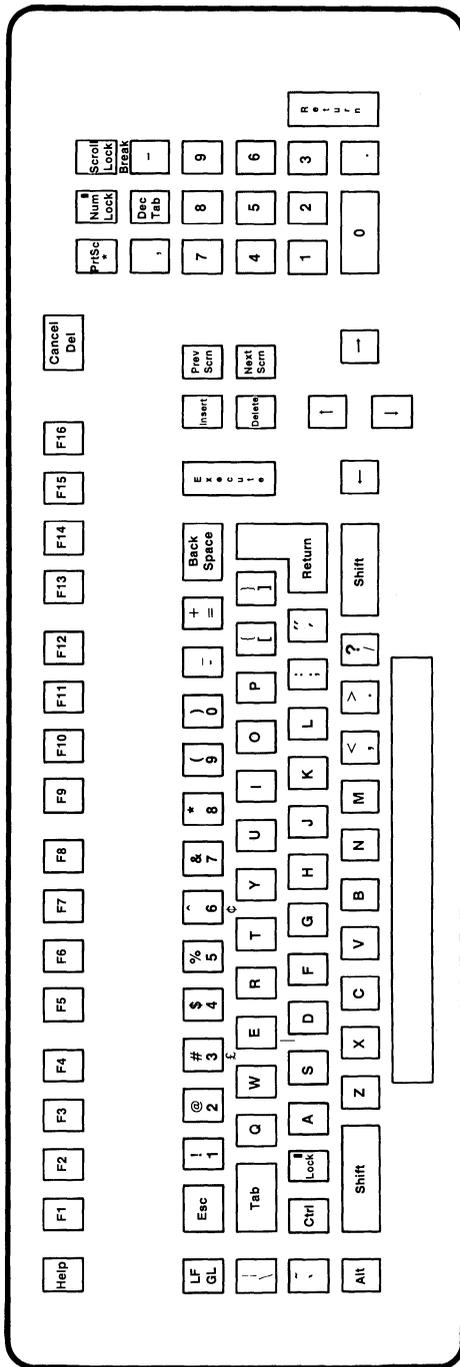


Figure 2-9. The Fortune Workstation Keyboard

Number	Function	Editing Use
F1	INDENT	Left-justifies and aligns a line or block of text with a tab stop. Also used with the COMMAND key to enter Right-flush Tabs.
F2	PAGE	Adds an optional or required page or column break, defines text length, and sets the cursor mode to page.
F3	CENTER	Centers text between the left and right margins, or in columns.
F4	DEC TAB	Aligns numbers on decimal points according to a tab stop set in the format line.
F5	FORMAT	Moves the cursor to the format line so that changes can be made in the format line, and creates alternate format lines.
F6	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.
F7	NOTE	Adds bookmarks and notes to a document.
F8	STOP	Activates the autosave feature.
F9	SEARCH	Locates text in a document.
F10	REPLACE	Replaces text with other text.
F11	COPY	Duplicates text within the same document or from one document to another.
F12	MOVE	Moves text within a document or from one document to another.

Number	Function	Editing Use
F13	COMMAND	Used along with other keys in functions such as horizontal scroll, restore page, and backward search. Also used in combination with other function keys to access additional Fortune:Word functions.
F14	↑ ↓	Specifies printing of characters below (subscript) or above (superscript) other text on the same line. Also used to set columns in a multiple-column format line, and in combination with GO TO PAGE to move the cursor to the beginning or end of a column.
F15	MODE	Used with other keys to add emphasis to text in the form of boldface, underline, double underline, overstrike, flashing, or reverse video; to start and end an entry when using Glossary by Example; and to set cursor mode.
F16	GO TO PAGE	Moves the cursor to a particular place in a document.

The keys described next perform other Fortune:Word functions.

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."

NUMERIC KEYPAD Duplicates a calculator keypad, making it more convenient to type numbers. The Dec Tab and Return keys are also repeated here.

PREV SCRN	Moves the cursor backward 18 lines to the previous screen of text.
NEXT SCRN	Moves the cursor forward 18 lines to the next screen of text.
INSERT	Allows text to be added to the left of the cursor position in a document.
DELETE	Allows you to highlight the text you wish to remove from a document.
EXECUTE	Continues or completes an activity you are performing.
← ↑ → ↓	The four keys with directional arrows move the cursor up, down, left, and right.
BACKSPACE	Moves the cursor backward one character position.
LF/GL	Used with glossary functions. You can ignore the characters "LF" (an abbreviation for "line feed") above "GL" since they do not apply to Fortune:Word.
RETURN	Moves the cursor down one line and over to the left margin or to the next return symbol. Also used with paragraph cursor mode.

The central portion of the keyboard contains keys that are, in general, like those on a typewriter keyboard.

SHIFT	Allows you to type uppercase letters or symbols, as on a typewriter. Also used with other function keys in various Fortune:Word activities.
CTRL	Used with other keys to refresh, stop, and restart the screen display, and in combination with other keys to enter characters from alternate character sets.

LOCK	Allows you to type uppercase letters without holding down the Shift key. Nonalphabetic characters are not affected by the Lock key.
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.
ESC	Has no use in Fortune:Word.
ALT	Has no use in Fortune:Word.

KEYWORDS

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

LAYOUT

See "Document Format."

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 "/" 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.
-

Changing the 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 menu, select *Sublibraries*, 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.

Returning to the Home Library Using the Shortcut Code

1. From any menu, press COMMAND.
2. Type chl.
3. Type ~ and press RETURN.

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 menu, select *Sublibraries*, 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. You must first move the documents to a different library or delete them. 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.

LIMITATIONS AND RESTRICTIONS

Fortune:Word 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 Fortune:Word 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.

NOTE: Large documents may not fit on one archive diskette. An archive diskette holds 770 kilobytes of data. You can calculate the number of kilobytes in your document by dividing the number of characters displayed on the Document Summary screen by 1024.

When a document is too large to archive, divide it into several documents before archiving.

You may have documents that contain more than 999 pages that have been created with earlier versions of Fortune:Word. 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 the "Page" section in Chapter 2 for more information.

**Maximum
Number of
Format Lines**

A Fortune:Word 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.

Refer to the "Format" section of 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 or 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 makes an exact match. It searches for the characters with attributes just as you have typed them and in no other combinations. It skips over the word being searched for if it contains different attributes or no attributes. It also skips over the word if the word is in the middle or at the end of underscored text. See Appendix A for more information about searching for text with attributes.

Length of Glossary Entries

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

Length of Fields and Records in a Records Processing List Document

A field in a Records Processing list document 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 Return symbols.
- If you use sort, the total length of the contents of all fields to be sorted in a record cannot be greater than 1024 characters, excluding field labels.

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 prints 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 one 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 also "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 also "Footer."

Calculating the Bottom Margin from Header and Text Length

Subtract the number of lines in the text length and header (if any) from the paper length.

Example:

Paper length	66 lines
Header length	-6 lines
Text length	<u>-54 lines</u>
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 width varies according to the number of characters per inch, or pitch, 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

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 width is determined by the left margin width 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 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 more than one section, the marker flashes to indicate the cursor position.

MATH

When editing a Fortune:Word 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.

Entering Numbers in the Current Result Field

You select numbers for calculation in one of two ways:

- Move the cursor to a “numeric field” on the screen and press a specific key (+, -, *, /, %) to indicate the mathematical function you want to perform.
- From “keyboard input” mode (press NOTE), type a number that does not appear on the screen or that you do not want to appear in the document, then press a specific key (+, -, *, /, %) to indicate the mathematical function you want to perform.

Numbers selected in the text are highlighted only while that screen of text is displayed. If you move between screens while in math mode, highlighting is not preserved.

NOTE: To enter the first number for a calculation, move the cursor to a numeric field, or press NOTE and type a number. Then press + or - to enter the number in the *Current result:* field. The math function automatically assigns a negative value to a number with a minus sign, in parentheses, or in angle brackets (<>).

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 with a minus sign, in parentheses, or in 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 delimiters listed below:

- 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. This message is also displayed 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 are displayed in the *Current result:* field.

Entering the Current Result into Text

You must be in math mode with a current result displayed.

NOTE: 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 shown in *Current result:*. You can change the screen symbol displayed at the bottom of the screen by pressing another key.
3. 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 in 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:

- To perform simple calculations on numbers entered 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 type one of the symbols shown below to perform the mathematical operation indicated:

+ 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.

3. To enter the current result into text, you must first save the current result and exit from keyboard input mode by pressing EXECUTE.

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.

MERGE

The Merge key is used:

- With alternating headers or footers to mark the division between the text for odd-numbered pages and 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.”

MODE

The Mode key is used with other keys to initiate text-emphasis modes. It is also use 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 any or all of 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 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 code that you typed before. Text you type is no longer 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 Text
With
Attributes**

When moving text that includes emphasis such as underlining, double underlining, overstrike, boldface, reverse video, or flashing, the emphasis may be lost in the new location. The following rules apply:

- When the moved text contains one or more characters before the start of the emphasis AND one or more characters after the end of the emphasis, the emphasis is maintained.
- When ONLY characters before the emphasis are included, the emphasis is maintained and continues beyond the end of the moved text.
- When characters before the emphasis are NOT included, the emphasis is lost.

For example, if you want to move a word with underscore text emphasis, the emphasis is moved when you include the spaces before and after the word in the text you highlight to be moved. When you highlight only the word itself, the emphasis is not moved.

See "Mode" and Appendix A for more information about text attributes.

**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 each 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 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 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 considers the document a multiple column document and presents 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, is inserted. Each column of text must end with a column break. Once each column ends with a column break, move the cursor to the first character after the last column break and press PAGE to insert a page break. Fortune:Word determines whether a column or page break is required. A page break is not 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 following a required column break always starts 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, press **SHIFT/RIGHT** or **SHIFT/LEFT**. The following rules apply:

- The cursor skips over a column with no text unless the cursor is on the first line of an adjacent column.
- 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 beeps and the cursor does not move.
- If there is no column available for the cursor to move to, the system beeps and the cursor does not move.
- If there are columns of uneven length, the cursor can move from one column to an adjacent column only when there is text in the adjacent column at the cursor position.

If you scroll down a column using **DOWN**, the cursor moves in a serpentine pattern to the bottom of the leftmost column, then up to the top of the next column to 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 **SUPERSCRIPT** (**SHIFT/F14**). If the cursor is already at the top of a column, it moves 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 SUBSCRIPT (F14). If the cursor is already at the bottom of a column, it moves 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."

NEXT SCRIN

The Next Scrin key moves the cursor to the top of the next screen of text. When used with the Go To Page key, the cursor moves 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 are not printed. However, they 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.

See "Print Document." The Note key is also used to enter bookmarks during editing. See "Bookmarks."

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 is 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. When you enter the operator name in the same way for each document, it is easier to view a complete list of documents by operator. See "Index."

You may set the operator field in a prototype document. That way, it is filled in automatically each time you create a document using that prototype.

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:

- Forms Processing
- Document Assembly
- Hyphenation and Pagination when you paginate a multiple-column document with synchronized columns
- Footnote Processing
- Index Generator
- Records Processing
- Table of Contents Generator

With two exceptions, all output documents can be treated as regular Fortune:Word 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. Press **MODE** and type /. See "MODE."

OWNERSHIP OF DOCUMENTS

Ownership of files and directories is the first level of file permissions on the Fortune 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 on a document or library by giving ownership of it to an individual account or by assigning it to a group. See Appendix C 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 always followed by a format line. This line reflects the last format line on the previous page. When you print the document, the pages print 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 Hyphenation and Pagination. 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."

To add an optional page or column break while editing, follow the steps below:

1. From an editing screen, put the cursor directly below the line you want to be the last line on the page or the last line in a column.
 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 a required page break 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.

To add a required page or column break while editing, perform the following steps:

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."

When you are creating or editing a document, it is a good idea to use page breaks every 50 to 54 lines. You can add page breaks to your document in two ways:

- By putting the cursor where you want a page break and pressing PAGE during editing
- By processing the document with the Hyphenation and Pagination feature

This section discusses adding page breaks to a document while editing. Refer to the discussion of Hyphenation and Pagination in Chapter 2 for information on how to use that feature.

There are two kinds of page breaks you can enter while editing a document.

- Optional page breaks
- Required page breaks

You enter an optional page break by pressing PAGE, and a required page break by pressing SHIFT/PAGE. 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 end and begin according to the page breaks you set on the editing screen.

Optional Page Breaks

Optional page breaks can be repositioned by the Hyphenation and Pagination feature. You can delete an optional page break while editing by putting the cursor on the optional page break, pressing DELETE, and then pressing EXECUTE.

You should put optional page breaks in your document every 50-54 lines when you are creating or editing a document, even if the page breaks are not in exactly the place you want them for the final document. Suppose you are typing a document with 250 lines. If you do not put any page breaks in the document, you will notice, as the number of lines on the page increase, that it takes longer and longer for Fortune:Word to insert or delete characters. This is because all of the lines on the page must be processed to make the changes, even if the changes you make are on the first few lines of that page.

It is easy to reposition the page breaks. You will find Fortune:Word responds more quickly if you get in the habit of inserting a page break every time the *Line* number brightens and the system beeps to alert you that you have exceeded the text length setting you have chosen. See "Text Length" in Chapter 2 for more information.

Required Page Breaks

A required page break looks like the end of document line. However, you can move the cursor beyond a required page break if there is text following it. Use a required page break when you want the first line of text following it to start at the top of a new page in the finished document. For example, a new section or a new chapter should always start printing at the top of a page. You also may have a chart or table that you want to start at the top of a new page.

Required page breaks are not removed by the Hyphenation and Pagination feature. You can delete a required page break while editing by putting the cursor on the required page break, pressing DELETE, then pressing EXECUTE.

PAGE LENGTH

The default page length, or text length, is 54 lines. You can change this number with the Command and Page keys. The text length is the number of lines of text that print on a page, not counting the lines for header and footer pages. If the text length is set to 54, the line number in the top status line brightens and the system beeps when you start typing on line 55. See "Text Length."

PAGE MODE

See "Cursor."

PAGE NUMBERING

You include page numbers in a printed document by typing a number symbol (#) on a header or footer page. When the document is printed, Fortune:Word automatically assigns sequential page numbers. On the Print Document menu, you can set the page where the numbering begins 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 numbered 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 Hyphenation and Pagination. If you include a number symbol (#) on a header or footer page, sequential page numbers are assigned automatically when a document is printed. See "Alternating Headers or 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

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

You set the paper length from the Print Document menu, following the steps below:

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 and press EXECUTE.

PARAGRAPH MODE

See "Cursor."

PASSWORD PROTECTION

Passwords are a particularly effective form of system security. You can add passwords from the Fortune Systems Global menu in one of two ways:

- When you first log in using the *newuser* account. You can also choose not to have a password.
- You can add a password to an already existing account through a selection on the System Management menu. In addition, anyone with permission to use the *manager* account can change or remove passwords through the System Management menu.

PASSWORD PROTECTING A FORTUNE:WORD DOCUMENT

You can password protect documents within Fortune:Word using the *Assign password* selection from the Supervisory Functions menu. This protects a document

from being accessed by other Fortune:Word 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 Fortune:Word.

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.
 5. Retype the password, then press RETURN or EXECUTE. The messages *Password assigned* and *Press EXECUTE to continue* are displayed.
 6. 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. See Appendix B, "Operating System Information," for more information about pathnames.

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 SCRN

The Prev Scrn key moves the cursor to the top of the previous screen of text. When used with the Go To Page key, the cursor moves 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 SCRN, PREV SCRN, 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, PREV SCR, LEFT, or RIGHT. To change the settings within the category, use UP and DOWN, SPACE, or type 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 you use to print an extra page before the document 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 instructs 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 cannot access the document until it has been printed. The warning message *Document in use* is displayed 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 does not contain those corrections.

Feed

A selection on the Print Document menu that you use to indicate the method by which the paper is fed to the printer. The selection you make in the *Feed* category depends on the kind of paper and the 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 you use to choose the first page of a document on which a footer prints. The default is page 1.

Suppose you always have special information that prints 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.

If you do not want the document to print with any footer page, you can enter a number that is higher than the number of pages in the document.

First Header Page

A field on the Print Document menu that you use to choose the first page of a document on which a document header prints. The default is page 1. You can use the default value, or you can change it to any document page number you want.

If you do not want the document to print with any header page, you can enter a number that is higher than the number of pages in the document.

Footer Begins on Line

A field on the Print Document menu that you use to choose the line on the page where the footer begins 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 is 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 if you select *With notes*. See "Note."

LPI

A selection on the Print Document menu that you use to select the number of lines per vertical inch. The default is 6 lines per inch. You can change this to 8 or 10 lines per inch.

Left Margin

A field on the Print Document menu that lets you choose how many spaces from the left margin the text starts printing. Since the left-margin setting is determined by the number of characters, 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 results in the following spacing:

Pitch	Width of left margin
15	about 11/16"
12	about 13/16"
10	1"

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 by 11 inches. If you select 6 lines per inch (LPI), then the length of the paper is 66. If you are printing addresses on 2-inch continuous-form labels at 6 lines per inch, set the *Paper length* to 12. See "Paper Length."

Pitch A selection on the Print Document menu you use to choose how many characters 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 is 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 that starts the sequential page numbering. 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 this case, complete the first three fields on the Print Document menu as follows:

<i>Print from page</i>	8__
<i>Print thru page</i>	12__
<i>Starting as page no.</i>	8__

With these settings, the page numbers on the printout 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 a number symbol (#), and paginate with 25 lines on a page. This way each page is numbered and contains a header.

Summary

A selection on the Print Document menu that you use to indicate whether 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 you use to convert Fortune:Word documents into a format usable by programs other than Fortune:Word. This selection is only used in special circumstances, and it is normally set to *No*. When you use this selection, the document is not sent to the printer. A copy of the document is formatted in the manner you specify, and the resulting output document must be printed from the operating system. See "To File."

PRINT QUEUE

The print queue is the collection of all print jobs—active, waiting, or suspended—on the system. See "Printer Control."

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 you use to manage 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 want to transfer; then press MOVE.
 2. Use UP or DOWN to move the cursor 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 to remove the job from the print queue, or 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.

Restarting a Suspended Job

1. From the Printer Control screen, move the cursor to the suspended print job; then press GO TO PAGE.

2. You have the following choices:
 - Press EXECUTE to start printing at the point at which the job was suspended.
 - Type the number of pages that you want to back up and press EXECUTE. You can back up a maximum of nine pages. The number of pages you can back up depends on the configuration of your operating system. The default setting is two pages. See Appendix B for information on how to increase the default setting.
 - Type 1 and press EXECUTE to start printing at the top of the suspended page.
 - Type 2 and press EXECUTE to start printing at the top of the page preceding the suspended page.

NOTE: To back up 1 or more pages with a forms tractor printer, you must manually reset the paper to the top of a page before restarting printing.

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 prints.
7. When the printer stops and the message *suspended -- waiting for new page* appears (some printers beep), insert another sheet of paper; then press GO TO PAGE.

8. Repeat step 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 identify the printer you are using to print a document by entering that number on the Print Document menu. 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 has 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**

NOTE: When you edit a document in a Fortune:Word window, the **FORMAT** selection from the End of Edit Options menu is not available.

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. By using this option, you can send completed documents directly to the printer without returning to the Fortune:Word 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.

1. Go to a Document Index screen by making selections from the Index menu, by using the appropriate shortcut code, or from a document editing screen by pressing **COMMAND** and type **i** for a short form index or **I** for a long form index.
 2. Move the cursor to the name of the document you want to print. If you access a Document Index screen while editing, you cannot print the document you are editing.
 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.
4. Repeat steps 2 and 3 until you have selected all the documents you want to print.
5. 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

See "To File."

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 Fortune:Word documents. Proportional spacing produces documents printed with even spacing between characters of varying width.

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 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 print properly.
- Page breaks are difficult to position while editing. 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.

Hyphenation and Pagination 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 are placed correctly.

Since the spacing of the characters cannot be adjusted on the editing screen, text is not displayed as it appears 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 does not print correctly.

PROTOTYPE DOCUMENT

The prototype document sets the format standards on the editing screen and Print Document menu for each document. Fortune:Word has a set of standards, called system defaults, used by the Fortune:Word default prototype document **0000**. This prototype document is automatically used each time you create a document unless you specify a different prototype document name.

You have the following choices:

- Use prototype document **0000** with the default values.
- Edit prototype document **0000** to change the defaults.
- 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 defaults of a prototype document:

- Format line

- Line spacing
- Text-length setting
- Print Document settings. Make the changes you want on the Print Document menu, and then press EXECUTE to put them into effect.
- Footnote Processing settings
- 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.

Footnote pages are never carried over from the prototype document.

Each Library Has a 0000 Prototype Document

To understand more about what a prototype document does, you need to know a little about libraries. A “library” is a group of documents gathered together as a single unit for identification purposes. The Fortune:Word 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 “Fortune:Word Library Structure” in Appendix B for a description of libraries and suggestions for how to use them to manage Fortune:Word 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 is always 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 make the following kinds of changes:

- Fill in information such as Author, Operator, and Comments on the Document Summary screen
- Add text or Returns to header and footer pages
- Include notes to the operator on the work page
- Change the primary format line (Tab stops, Right-flush Tab stops, and line length)
- Create alternate format lines
- Change the line spacing and text 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 Fortune:Word 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.

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 displays 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.
-

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. See below for suggestions on naming prototype documents

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.

Suggestions For Naming Prototype Documents

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**.

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**. You could 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. The general rules that apply to document names also apply to prototype names.

No matter what naming scheme you use, be sure to 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.

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 *Fortune:Word Records Processing User's Guide*.

To use Records Processing, first you create the list and format documents, and a control glossary if you plan to use one, following the rules described below. Then you select *Records Processing* from the Document Processing Tools menu to merge the documents together into an output document.

List Document

The list document is a regular Fortune:Word 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 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 break, 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 can 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 any text that remains the same from copy to copy and field labels indicating where the system is to insert information from the list document.

The format document is a regular Fortune:Word 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.

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.

There are five field labels you can use in a format document without having corresponding field labels in the list document:

- <date1> enters the system date in the format "Jan 3, 1987."
- <time1> enters the system time in the format "10:08am."
- <time2> enters the system time in the format "1008" and uses 24-hour clock notation.
- <repeat1> allows you to repeat a number of records on the same page. See the *Fortune:Word Records Processing User's Guide* for more information.
- <include1> allows you to incorporate other Fortune:Word documents in the Records Processing output document. See the *Fortune:Word Records Processing User's Guide* for more information.

You should never use any of these five field labels as labels in a list 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.

Control Glossary

The control glossary is a Fortune:Word glossary containing entries that use special Records Processing glossary functions such as `sort`, `select_record`, and `save_record` to manipulate a Records Processing list documents. You can use Records Processing without control glossaries, but they can expand and enhance the capabilities 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.

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 Fortune:Word 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 edit 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 is specified, all the field labels from the list document are included in the output document. This way, you can create an output document that can be used as a list document for further processing.

Using Records Processing

1. Create your list and format documents from the Fortune:Word Main menu. If you plan to use a control-glossary entry, create a control glossary from the Glossary Functions menu or add a control-glossary entry to an existing glossary.
2. Select *Document Processing Tools* from the Fortune:Word Main menu.
3. Select *Records Processing* from the Document Processing Tools menu.
4. Enter the name of the list document and press RETURN.
5. Enter the name of the format document and press RETURN.
6. If you are using a control glossary, enter the name of the glossary document and press RETURN. Otherwise, press RETURN to move to the next field.
7. If you have entered a control-glossary name, type the entry label. Otherwise, press RETURN to move to the next selection.
8. Select one of the processing options and press EXECUTE. If you have selected an option that creates an output document, enter the name of the output document, and press RETURN or EXECUTE.

If you use Records Processing frequently, you may find it convenient to use the shortcut code `rpr` to access the Records Processing menu.

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, hold down the CTRL key and type **w** or **W**. This refreshes the screen and displays 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. See Appendix B for a discussion on library structure. 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.

REMOVING AND RESTORING SCREEN DISPLAY

See "Screen Display," "Screen Symbols," and "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 4 and 5 above.

Renaming a Document From the Index

1. From the Main menu, select *Index*.
2. From the Document Index menu, select *Type of Index*, index to *Screen*, and index from *Current library*; 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.

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 also "Global Search and Replace."

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 is not restored.
4. Press EXECUTE.

REQUIRED COLUMN BREAK

See "Column Break."

REQUIRED PAGE BREAK

See "Page."

REQUIRED SPACE

A required space has its own symbol which is displayed on the screen but does not print. To type a required space, follow the steps below:

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, or 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 part of the name in place of regular spaces. That way, the full name remains together.

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 the line are ignored by the printer. As a result, the line does not print as it appears on the screen.

Required spaces are treated like spaces in all Fortune:Word 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 are 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, and 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 is restored.

Be sure the cursor is positioned on the page you want to restore. If you have deleted a page break and want to restore the following page, insert another page break or move the cursor to the next page before using **COMMAND r**.

The restore-page feature does 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 only affects 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 and leftover characters that extend beyond the cursor position are eliminated. The Return key is also used to move the cursor from field to field or from selection to selection on menu screens.

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. Press **MODE** and type **r** or **R**. Reverse video does not affect how the text prints. See “Mode.”

RIGHT ARROW

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 right-justifies 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 (←) 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 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 justifies 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 it with any other character.

NOTE: Entering text following a Right-flush Tab is faster in Insert mode since Fortune:Word does not need to refresh the screen as each character is typed.

Using the Default Right-flush Tab Stop

The right margin is always the default Right-flush Tab stop. When you use multiple-column format lines, each end-of-column marker in the format line is also a default Right-flush Tab stop. No special character is displayed in the format line to indicate default Right-flush Tab stops.

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 does 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 probably want to save those changes. There are several ways you can save the changes to a document:

- While editing a document, press **COMMAND** and then **RETURN**. The editing changes you have made are saved.
- 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 do 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 restores a page to the last version of that page that was saved.

- From the End of Edit Options menu, press **EXECUTE** to save the changes and return to the menu.
- 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.
- 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, press **CTRL/s**. Anything you type after this is stored in a buffer and is not displayed. To restart the screen display, press **CTRL/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

Symbol	Function
▸	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
- (bright)	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 that has been temporarily removed 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 to move between screens. You can 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 the same combination of letters as the search string, no matter what the case. If you want a case-sensitive search, precede the search 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 are 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 by using those characters in the search string. 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 also "Global Search and Replace."

Search Forward

1. From an editing screen, press SEARCH.
 2. Type the text you want to find and press EXECUTE.
 3. When the first match is made, press one of the keys listed below:
 - EXECUTE to search for the next occurrence
 - CANCEL to stop the search
 - REPLACE, COPY, MOVE or DELETE to initiate the function on the highlighted text
-

Search Backward

1. From an editing screen, press COMMAND.
 2. Press SEARCH.
 3. Type the text you want to find, and press EXECUTE.
 4. When the first match is made, press one of the keys listed below:
 - EXECUTE to search for the next occurrence
 - CANCEL to stop the search
 - REPLACE, COPY, MOVE or DELETE to initiate the function on the highlighted text
-

Search From the Beginning

1. From an editing screen, press SHIFT/SEARCH. The cursor goes to the beginning of the document.
2. Type the text you want to find, and press EXECUTE.
3. When the first match is made, press one of the keys listed below:
 - EXECUTE to search for the next occurrence
 - CANCEL to stop the search
 - REPLACE, COPY, MOVE or DELETE to initiate the function on the highlighted text

Repeating or Revising a Search

1. From an editing screen, press SEARCH. The text from the last search appears at the top of the screen.
 2. Choose one of the following options:
 - 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 is added to the end of the search string.
 - Type new text over the old text and press EXECUTE.
 - 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. See Appendix A in this guide for more information about searching for text with attributes.

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," or "tom"; and "t*m" would match with both 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.

The ? matches Fortune:Word screen symbols that precede or follow a word. For example, if you want to search for a word that is preceded by a Tab or Indent symbol, use the format "?word" in the search string. The * only matches characters within a word and never matches screen symbols.

If you want to search for a word preceded by a special character such as a CTRL/y sequence, use the format “*word” in the search string.

SENTENCE MODE

See “Cursor.”

SHELL ESCAPES TO THE OPERATING SYSTEM

When you are editing a document, you can leave the document and access the operating system with two Fortune:Word commands:

- Press COMMAND and then ! to access an operating system shell. You can execute one operating system command. Type the command and press RETURN. 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 Fortune:Word document.

Accessing an Operating System Shell from the Document Editing Screen

1. Press COMMAND.
2. Type !.
3. Type an operating system command and press RETURN, 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 (for example, type *sh* and press RETURN), you can execute as many commands as you want. When you are done using 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. Put the cursor at the beginning of the text you want to select.
2. Press COMMAND.
3. Type |.
3. At the *Replace what?* prompt, highlight the text you want to select. 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 is executed, you are returned to the document editing screen.

**Accessing an
Operating
System Shell
from Any
Menu**

1. Press COMMAND.
2. Type !sh.
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 are done using the shell, press CTRL/d.

4. The message *Press EXECUTE to continue* is displayed. Press EXECUTE to return to the menu.

SHEET FEEDER

See "Describe Bin Feeder."

SHIFT

The Shift key activates additional Fortune:Word functions when used with some function keys. It provides access to other symbols when used with the character generating keys. See "Column Break," "Copy," "Global Search and Replace," "Move," "Page," "Search," and "Subscript and Superscript."

SHORT FORMAT

When you choose the short format for an index, an alphabetical list of document names is displayed. See "Index."

SHORTCUT CODES

Once you have become familiar with the Fortune:Word 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 all primary menus, that is, all menus accessed from the Fortune:Word Main 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, uppercase, or any combination of the two.
3. Follow the prompts on the screen to perform the function.

CODE	FUNCTION
adn	Assign Archive Disk Name
apw	Assign Password
agl	Attach Glossary
bin	Describe Bin Feeder
cgl	Create New Glossary
chl	Change Library
cpy	Copy Document
cta	Copy to Archive
crd	Create New Document
das	Document Assembly
del	Delete Document
dfa	Delete from Archive
dgl	Detach Glossary
edd	Edit Old Document
egl	Edit Old Glossary
fnp	Footnote Processing
fad	Format Archive Disk
fpr	Forms Processing
hyp	Hyphenation and Pagination
ixa	Index by Author
ixg	Index Generator
ixl	Index (Long Format)
ixo	Index by Operator
ixs	Index (Short Format)
lib	Index (Sublibraries)
mkl	Make Library
mta	Move to Archive
prd	Print Document
prc	Printer Control
rad	Remove Archive Disk
ren	Rename Document
rfa	Retrieve from Archive
rml	Remove Library
rpr	Records Processing
spe	Spell Editor
spl	Spelling Checker
toc	Table of Contents Generator
vgl	Verify Glossary
!sh	Shell Escape

SORT

You can easily sort the text in a Fortune:Word 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. This collating sequence is shown in Table E-2 in Appendix E of this guide. Table 2-2 shows the difference between a case-sensitive and case-insensitive sort.

Table 2-2. An example of case sensitive and case insensitive sorting

Unsorted List	Case Sensitive Sort	Case Insensitive Sort
van Allen	Lagrange	la Place
McDonald	McDonald	Lagrange
Vendome	Vendome	McDonald
la Place	Victor	van Allen
Lagrange	la Place	Vendome
Victor	van Allen	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 Appendix E in this guide for information on how to define a `/usr/help/chtable.XX` file. If you have already created a `/usr/help/chtable.XX` file to use with Records Processing or the Index Generator, that same file is used by the sort function.

Text attributes such as underscore and bold do not interfere with the sorting process.

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 are carried 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. This means 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. After 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. After you initiate a sort, you cannot move the cursor beyond a column break.
- After 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 fields 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. 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 is 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.

NOTE: 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 to a Dec Tab in the first record only, perform the sort, and change the delimiter back to its original format. You might want to do this to sort a numbered list of items, for example. This works for any field except a field that begins at the left margin.

- 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 this way: 15, 100, 25, 5000. A descending sort arranges the numbers this way: 5000, 25, 100, 15.

For a true numeric sort of positive numbers 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 fewer numbered paragraphs, the numbers 1 through 9 should be preceded by a space, required space, or zero.

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 "(" 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.
- Blank or 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 any of these symbols 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 by last names, both fields are 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, as shown in the following example.

Robert	Jones
Scott	Jones
Mark	Jones
John	Yaya
Jeanne	Yaya
Fred	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. To sort in descending order, press **COMMAND**, then press **SHIFT/MERGE**. 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.

SOURCE DOCUMENT

When using selections from the Filing menu, the source document name is the name of the document in your library. You can use this name as the destination document name, or change the name as part of the procedure. See "Archiving" and "Filing."

When copying or moving text between documents, the source document is the document from which you want to copy or move the text. The destination document is the document into which you copy or move the highlighted text. See "Copy" and "Move."

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 replaces the characters it encounters with spaces. Be sure to use the Cursor keys to move the cursor through text.

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 Proximity/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 in which you 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 on header and footer pages. Footnote pages that have footnote references in selected text are also checked. Text on *Page W* or *PageN* is not checked.

Spelling Checker

Spelling Checker is a selection that allows you to check your document for spelling errors, word-usage errors, or both.

You can use Spelling Checker in two ways:

1. You can correct spelling errors directly by using Spelling Checker interactively.
2. You can run Spelling Checker in automatic or background mode and make spelling corrections later using the Spell Editor.

When using Spelling Checker in automatic or background mode, you cannot change exception dictionaries while the process is running.

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.

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.

**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.

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 press DELETE and proceed to edit the document. When you press DELETE, some or all of the spelling markers are removed, depending on the size of the document. When you press DELETE to remove spelling markers, you should process the document with Spelling Tools again to ensure that all errors are marked. If you do not make any changes to the document, pressing DELETE from the End of Edit Options menu restores the document to its original condition, retaining all spelling markers.

**Using
Spelling
Checker in
Interactive
Mode**

1. Select *Document Processing Tools* from the Main menu.
2. Select *Spelling Tools* from the Document Processing Tools menu.
3. Select *Spelling Checker* from the Spelling Tools menu.
4. Type the document name and press RETURN or EXECUTE.
5. From the Spelling Checker menu, select *Spelling*, *Word usage*, or *Both*.
6. Select the range of pages you want to process.

7. Select *no* or *yes* for Exception Dictionary.
8. Select *Interactive* processing and press EXECUTE. If you selected *yes* for Exception Dictionary, type the name of the exception dictionary and press RETURN or EXECUTE.

Making Spelling Corrections

The error at the cursor position is highlighted. Other errors are displayed in reverse video.

To correct an error in the highlighted word, use any of the following methods:

- Type over incorrect letters.
- Insert characters or spaces: move the cursor using LEFT or RIGHT, press INSERT, enter the characters, then press EXECUTE.
- Delete characters: move the cursor using LEFT or RIGHT, 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 UP or DOWN to step through the list of suggested words.
 - You can also 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.

Press RETURN to move to the next highlighted word. When you have corrected all the marked words on a screen, press EXECUTE to display the next screen.

You can press GO TO PAGE, type the name of an exception dictionary, and press RETURN or EXECUTE to attach or change an exception dictionary. Press COPY or SHIFT/COPY to add the word at the cursor location to the exception dictionary.

Using Spell Editor

1. Process a document with Spelling Checker in *Automatic* or *Background* mode to enter spelling markers.
2. Select *Document Processing Tools* from the Main menu.
3. Select *Spelling Tools* from the Document Processing Tools menu.
4. Select *Spell Editor* from the Spelling Tools menu.
5. Type the document name and press RETURN or EXECUTE.
6. Select the range of pages you want to process.
7. When errors are displayed, make corrections as described above.

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 number, line number and position number 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, Fortune:Word 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."

STOP AND START THE SCREEN DISPLAY

See "Screen Display."

STORING A DOCUMENT NAME

You can select and store a document name from any index screen by moving the marker to the document name and pressing EXECUTE. 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, numbers and/or special characters, including spaces) or numeric. The characters in an alphabetic string are usually enclosed in quotation marks, and the characters in a numeric string are not.

In Fortune:Word, 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 Fortune:Word editor, strings contain the exact text and are never enclosed in quotation marks.

Fortune:Word's 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."

STYLE

See "Print Document."

SUBLIBRARY

See "Library."

SUBSCRIPT AND SUPERSCRIPIT

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. Press SHIFT/SUBSCRIPT.
-

Superscript

1. From an editing screen, put the cursor where a superscript is needed.
2. Press SHIFT/SUBSCRIPT.
3. Move the cursor to the end of the superscript 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 SUBSCRIPT/SUPERSCRIPIT in combination with GO TO PAGE 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 the next 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 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 that identify the level of each heading. You place these markers immediately before each heading to be included in the final table of contents.

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 number of 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 fiftieth 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 to contain the table of contents.
6. Select the formatting options by using UP, DOWN, or SPACE to position the marker on the option you want. 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

Fortune:Word 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 usually have names that begin with “.W” and are followed by six digits.

While temporary documents are in use, the temporary files may be listed on the Document Index screen. When the process is complete, the temporary files are automatically 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 or performing a process that generates an output document, 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 Fortune:Word document or delete the contents of an existing document, then use SHIFT/COPY to copy the temporary file into the Fortune:Word document.

See “Temporary Files” in Appendix A for more information.

TEXT EMPHASIS

The following forms of text emphasis are available with Fortune:Word: 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.

TO FILE

You use the special *To File* category on the Print Document menu to convert Fortune:Word documents into a format usable by other programs.

The system formats a copy of the document as required by a particular printer and asks you for a name for the output 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 FOR:PRO editor such as *ed* or *vi*. They should be printed through FOR:PRO 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 FOR:PRO 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 with Rutishauser single-bin sheet feeder plus 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

Code	Printer description
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
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 FOR:PRO-editor type of file that contains Fortune 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 terminal. <code>\r</code> and <code>\n</code> are assumed to be decoupled.

TYPING OVER TEXT

You can type over text with characters or screen graphics to make corrections. All screen graphics (except a Return) can be typed over with any other character (except a Return).

UNDERLINE

A line printed below text. Press MODE and type `_`. See "Mode."

UNJUSTIFIED TEXT

See "Print Document."

UP ARROW

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. If the glossary has not been previously verified, a `.gl` file is created to contain the compiled glossary code. 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 `cgl` 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. Press UP or DOWN to move the cursor beyond the top or bottom of the screen. Vertical scrolling is an alternative to NEXT SCRIN and PREV SCRIN.

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 new lines of text are displayed. When you leave a document, 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."
- 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 Fortune:Word 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."

WINDOWING

You can display as many as four documents or parts of a document on the editing screen at the same time using windows. 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 in 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.

When you edit a document in a Fortune:Word window, the *FORMAT* selection for printing a document is not available from the End of Edit Options menu.

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. You can also enter the name of the document you are currently editing.
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 at once by pressing CTRL/w.

When you use COMMAND | and then return to a document in a Fortune:Word window, all windows are automatically redisplayed. When you leave a document and press RETURN from the End of Edit Options menu, all open windows are automatically redisplayed.

**Closing
Windows**

To close a window, press CANCEL and make your selection from the End of Edit Options menu. You must close each window individually.

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, the 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

See "Cursor."

WORD WRAP

An important feature of typing text in Fortune:Word is word wrap. Word wrap allows you to keep typing, inserting, or deleting text without worrying about how many words fit on each line. When you type, text characters appear on the screen. When a word at the end of a line becomes too long to fit in the remaining space, that word is automatically moved down to the next line.

Your typing speed is improved because you do NOT have to press RETURN at the end of each line. Word wrap also allows the text in a paragraph to rewrap when words are deleted or new text is inserted.

Because the text automatically adjusts to changes, it is important to use word wrap correctly. Figure 2-10 shows what can happen if you enter a Return at the end of each line in a paragraph and then make editing changes that alter the length of a line of text. To make the paragraph display correctly after the editing changes, you would have to delete the Return at the end of each line and enter a new Return. Or you can delete unnecessary Returns at the end of each line to allow word wrap to work for you.

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 prints correctly.

It is best not to delete these spaces when they appear at the left margin. If you do, the sentence is only followed by one space. Subsequent editing may move the end of the sentence to the middle of a line.

```

Doc brochure   Page 1 Line 1 Pos 1
word Format 1 Spacing 2 Length 54      ■1024
2(1).....1.....2.....3.....4.....◀
THE FORTUNE:WORD TEXT EDITOR◀
◀
  ▶Fortune:Word is a high-performance text◀
  editor that is easy to learn, with informative◀
  menus and an on-line help function. Standard◀
  with Fortune:Word are full document-editing◀
  capabilities that use function keys for text◀
  insertion, deletion, replacement, copying and◀
  moving.◀

```

A2447

The original paragraph with a Return at the end of each line

```

Doc brochure   Page 1 Line 1 Pos 1
word Format 1 Spacing 2 Length 54      ■1024
2(1).....1.....2.....3.....4.....◀
THE FORTUNE:WORD TEXT EDITOR◀
◀
  ▶Fortune:Word is an◀
  easy to learn text editor with informative◀
  menus and an on-line help function.◀
  Fortune:Word provides complete document editing◀
  capabilities. You use clearly marked function◀
  keys for◀
  inserting, deleting, replacing, copying and◀
  moving text.◀

```

A2448

The edited paragraph with a Return at the end of each line

```

Doc brochure   Page 1 Line 1 Pos 1
word Format 1 Spacing 2 Length 54      ■1024
2(1).....1.....2.....3.....4.....◀
THE FORTUNE:WORD TEXT EDITOR◀
◀
  ▶Fortune:Word is an easy to learn text editor◀
  with informative menus and an on-line help◀
  function. Fortune:Word provides complete◀
  document editing capabilities. You use clearly◀
  marked function keys for inserting, deleting,◀
  replacing, copying and moving text.◀

```

A2449

The edited paragraph with word wrap

Figure 2-10. Edited Text With and Without Word Wrap

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 if you are editing a glossary review syntax errors.
4. Use GO TO PAGE to return to a regular document page.

The glossary compiler uses the work page 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."

Chapter 3

Error Messages

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, use the alphabetical list on the following pages to identify the problem and to find out what to do to solve it. If you are still not sure why an error message was displayed after reading the explanation in the table, you may want to review the sections of this guide that explain the function you were using.

The error messages that follow relate to all Fortune:Word functions except Records Processing. Refer to the *Fortune:Word Records Processing User's Guide* for Records Processing error messages. If you do not find the error message listed, write it down and contact your Fortune Systems Representative.

PREVENTING ERRORS

Using the operating system to edit, archive, print, and otherwise handle Fortune:Word documents can cause errors in Fortune:Word. Always use Fortune:Word functions for Fortune:Word documents. Even if you are experienced in using the operating system, you can easily make mistakes outside of Fortune:Word that could destroy or corrupt your documents.

MEMORY ERRORS

Whenever you use Fortune:Word you use the memory of your Fortune 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 the maximum process size on the Configuration menu (and you may need to install another memory board).

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.

To change the maximum process size on the Configuration menu, follow the steps outlined below:

1. Log in as **manager**.
2. From the Global menu, type `!uconf`, and press RETURN.
3. Press RETURN until you come to the *Max process size* field.
4. Type the new maximum process size (for example, 256 or 384).
5. When you have made the change, press F1 to store the change.
6. Press F3 to exit from the Configuration menu.
7. Press RETURN to go back to the Global menu.
8. Shut down the system using normal shutdown procedures. The change you made does not take effect until the system has been shut down.

If you encounter a memory problem while using Fortune:Word, your document is probably very long or contains very long pages. A Fortune:Word 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, you may 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.

ERROR MESSAGES IN ALPHABETICAL ORDER

Situation	Problem	Solution
An empty glossary is attached		
Attaching a glossary from the Glossary Functions menu.	The glossary contains errors.	Edit the glossary and correct the errors.
or	or	
Verifying an empty glossary.	The glossary contains no entries.	Attach a different glossary.
		or
		Press EXECUTE to attach the glossary to create Glossary by Example entries.

Situation	Problem	Solution
Attach unsuccessful Attaching a glossary document.	A glossary exists but cannot be opened because too many files are open.	Wait until some files are closed. or Close some files, and try attaching the glossary again.
Can't access Changing from one library to another.	You do not have permission to use that library.	Check Appendix C in this guide for information on changing permissions. or Use a different library.
Can't add word Adding words to an exception dictionary while using Spelling Tools.	A word containing more than 58 characters cannot be included in an exception dictionary.	Use shorter words. See "Exception Dictionary" in Chapter 2 for more information on length of words.
Can't attach Trying to attach a glossary document.	You entered the name of a glossary that is not in the current library.	Enter the name of a glossary in the current library. or Use the full pathname to attach a glossary from a different library.
	You entered the name of a glossary that does not exist.	Type the name of an existing glossary.

Situation	Problem	Solution
	or	
	You do not have permission to use the glossary.	Check Appendix C in this guide for information on changing permissions.
Can't bypass pagination for wrapped columns Hyphenating a multiple-column document with wrapped columns.	On a document with wrapped columns, you cannot perform hyphenation without also doing pagination.	Press EXECUTE to return to the Hyphenation and Pagination menu; then select <i>Both</i> .
Can't change diskette name Assigning a name to an archive diskette.	The diskette is not formatted.	Format the diskette.
	or	
	The diskette is damaged.	Use another diskette.
Can't compile exception dict. Using an exception dictionary with Spelling Tools.	The compiler has failed because of an out of memory condition.	Try again. or Wait until some processes are complete and try again.
Can't create Creating a document or a sublibrary.	You do not have permission to use that library.	Check Appendix C in this guide for information on changing permissions. or Use a different library.

Situation	Problem	Solution
Can't create copy Printing a document with <i>Copy</i> set to <i>Yes</i> .	or The system disk is full.	Remove some documents from the system disk.
Can't create process Starting a new process.	There is not enough space on the system to create a copy of this document.	Remove some documents from the system disk to make room for the copy.
Can't create process Starting a new process.	There are no more system resources (swap space) available, so a new process cannot be started.	Wait until some of the processes have been completed. or Cold boot your system and increase the swap space. Refer to the operating system manuals for information on increasing the swap space.
Can't create temp file Using SHIFT/COPY or SHIFT/MOVE to copy or move text between windows.	You have four windows open and a glossary attached.	Detach the glossary and try again. or Close one of the windows and try again.
or	Going to Fortune:Word from the Global menu.	You do not have permission to use the current library. Check Appendix C in this guide for information on changing permissions.

Situation	Problem	Solution
		or
		Use a different library.
	or	
	The system disk is full.	Remove some documents from the system disk.
Can't delete Deleting a document or removing a sublibrary.	The document is in use.	Wait until the document is available.
	or	
	You have entered the wrong password for a password-protected document.	Check to be sure you have the correct password.
	or	
	You do not have permission to use the document or library.	Check Appendix C in this guide for information on changing permissions.
	or	
	The sublibrary has documents in it.	Change to the sublibrary and delete the documents, then remove the library.
	or	
	The archive diskette has a write-protect tab on it.	Remove the write-protect tab.

Situation	Problem	Solution
Can't find printer type in /etc/printcap Using the <i>To file</i> selection from the Print Document screen.	You used a printer type that is not in the /etc/printcap file. or The /etc/printcap file does not exist on your system. or Permissions for /etc/printcap are wrong.	See "Printing" in Chapter 2 of this guide for a list of printer types you can use with the <i>To file</i> selection. Reinstall /etc/printcap on your system. Check Appendix C in this guide for information on changing permissions.
Can't get password file entry Returning to your home directory by typing ~ and pressing RETURN.	The /etc/passwd file is locked, or has been removed from your system.	Check to be sure someone is not editing the /etc/passwd file or that it has not been deleted from your system.
Can't get password file entry Changing libraries using ~ to return to your home directory.	You do not have permission to read the password file. or The password file is damaged.	Check Appendix C in this guide for information on changing permissions. or Recreate the password file, /etc/passwd.

Situation	Problem	Solution
Can't get to the library Trying to access windex directly from the operating system for a library for which you do not have permission.	You do not have permission to access this library.	Check Appendix C in this guide for information on changing permissions. or Use a different library.
Can't open Using a document or glossary in any manner.	You do not have permission to use the document or the current library.	Check Appendix C in this guide for information on changing permissions. or Use a different document or library.
or Copying to an archive diskette or moving/renaming on an archive diskette.	The archive diskette has a write-protect tab on it.	Remove the write-protect tab.
or Using SHIFT/COPY or SHIFT/MOVE to copy or move text between windows.	You have four windows open and a glossary attached.	Detach the glossary and try again. or Close one of the windows and try again.
Can't open (document name) Printing a document with the <i>Copy</i> option set to <i>No</i> .	You deleted the document without removing the print job from the print queue.	Delete the job from the print queue if you have not done so already.

Situation	Problem	Solution
Can't open exception dictionary Using an exception dictionary with Spelling Tools.	You do not have permission to use that exception dictionary.	Check Appendix C in this guide for information on changing permissions. or Use a different exception dictionary.
Can't open lexicon Using Spelling Tools.	You do not have permission to use the lexicon.	Check Appendix C in this guide for information on changing permissions.
Can't open printcap file Entering the output type after selecting <i>To file</i> on the Print Document menu.	The <code>/etc/printcap</code> file does not exist on your system.	Reinstall the <code>/etc/printcap</code> file from the operating system.
Can't open prstate file Entering a printer number on the Describe bin feeder menu.	Permissions for the <code>prstate</code> file are wrong.	Check Appendix C in this guide for information on changing permissions.
Can't open temp file Copying text between windows.	You have four windows open and a glossary attached.	Detach the glossary and try again. or Close one of the windows and try again.

Situation	Problem	Solution
Can't overwrite output document	The output-document name that you entered is the same as an existing document, and you do not have permission to write to that document.	Check Appendix C in this guide for information on changing permissions.
Using a function that generates an output document.	or	Use a different output document name.
Can't process output document	An output document generated by the Hyphenation and Pagination feature or by Footnote Processing cannot be processed again by either feature.	Edit the source document, and process it again through Hyphenation and Pagination or Footnote Processing.
Trying to process a multiple-column or a Footnote Processing output document.	or	If you have made changes to the output document that you want to save, or if the source document is lost or damaged, create a new document. Then use SHIFT/COPY to copy the text of the output document into the new document. Now you can process the new document with Hyphenation and Pagination. You cannot do Footnote Processing again on a footnote output document because the footnote text has already been incorporated in the body of the document.

Situation	Problem	Solution
<p>Can't read Using the Filing menu functions.</p>	<p>There are errors on the system disk.</p>	<p>Try the function again. If the error occurs repeatedly, call your Fortune Systems Representative.</p>
<p>Can't read ovhd file Using an exception dictionary with Spelling Tools.</p>	<p>The exception dictionary .dc file cannot be opened. There may be too many files open.</p>	<p>Wait until some processes have been completed.</p> <p>or</p> <p>If the problem persists, delete the .dc file for that exception dictionary through the operating system; then edit the exception dictionary with Fortune:Word.</p>
<p>Can't remove diskette Using the Filing menu to remove an archive diskette.</p>	<p>An error occurred in the diskette controller.</p>	<p>Exit to the Global menu and enter Fortune:Word again.</p> <p>or</p> <p>If leaving and reentering Fortune:Word does not help, reset the system, or shut it down and start it up again.</p> <p>If the error occurs repeatedly, call your Fortune Systems Representative.</p>

Situation	Problem	Solution
Can't rename Using the Filing menu or an index to rename a document.	You do not have permission to use the document.	Check Appendix C in this guide for information on changing permissions. or Use a different document.
Can't update archive info Copying or moving a document from a system disk to the archive diskette.	The document information for the archive copy of the document cannot be updated because the diskette has a write-protect tab on it.	Remove the write-protect tab if you want the information on the archive copy to be updated.
Can't update prstate file Entering a printer number on the Describe bin feeder menu.	Permissions for the prstate file are wrong.	Check Appendix C in this guide for information on changing permissions.
Can't write Copying or moving a document to an archive diskette.	The archive diskette is full.	Use another diskette. or Remove some documents from the archive diskette.
Command not allowed Pressing COMMAND on the Spelling Checker menu.	You cannot use shortcut codes or commands from the Spelling Checker menu.	Press EXECUTE to continue and make your menu selections. or Press EXECUTE to continue and CANCEL to stop the process.

Situation	Problem	Solution
Command not found Using a shortcut command on a menu. or Using a command sequence from the editing screen.	You typed a shortcut code that does not exist. You typed a command that does not exist.	Type the correct shortcut code. Press EXECUTE to continue, and type an appropriate command. or Press EXECUTE to continue, and press CANCEL to nullify the command.
Dictionary not available Using Spelling Tools.	The Spelling Tools lexicon file is not installed on your system.	Reinstall Fortune:Word on your system.
Dictionary not correct Using the Spelling Tools features.	You are attempting to use a lexicon for one language (for example, French) with another language version of Fortune:Word.	Check that your environment variable LANGUAGE is set correctly. Refer to Appendix D in this guide for more information. or Reinstall the correct version of Fortune:Word.
Diskette full, delete unnecessary documents Filing to an archive diskette.	There is no more space available on the archive diskette.	Delete unnecessary documents from the archive diskette to make room for new documents.

Situation	Problem	Solution
<p>Diskette insert unsuccessful Using an archiving function.</p>	<p>or</p> <p>The document is too large to fit on the archive diskette.</p>	<p>or</p> <p>Insert a different archive diskette that is not full.</p>
	<p>or</p> <p>The diskette is not inserted properly.</p>	<p>Divide the document into smaller documents.</p> <p>Remove the diskette and insert it again.</p>
	<p>or</p> <p>The diskette is not formatted.</p>	<p>Format the diskette.</p>
	<p>or</p> <p>The diskette is defective.</p>	<p>Use a different diskette.</p>
	<p>or</p> <p>The diskette is mounted from outside Fortune:Word.</p>	<p>Unmount the diskette from the shell or application where it was mounted and try again.</p>
<p>Diskette name is not available Assigning a name to an archive diskette.</p>	<p>The diskette does not have a name yet because it is not formatted.</p>	<p>If you go ahead with the function, you will see the <i>Can't change archive diskette name</i> message listed earlier in this table. Format the diskette before assigning it a name.</p>

Situation	Problem	Solution
Doc. contains spelling marker Editing a document that has been processed through Spelling Checker in automatic or background mode.	You cannot access the document without deleting the markers.	Press DELETE to edit the document. or Press CANCEL to stop the process; then run Spell Editor.
Document already exists Creating, copying, or moving a document.	The name you typed is already in use in the current library.	Choose a different name. or Change to a different library. or Delete the existing document first.
Document contains footnotes Printing a document with footnotes.	The footnotes have not been processed with Footnote Processing.	Press EXECUTE to print the document with footnote references but without footnote text. or Press CANCEL. Use Footnote Processing to create an output document with footnotes properly formatted and positioned.

Situation	Problem	Solution
Document doesn't exist Using a document in any manner.	There is no document in the current library with the name you typed.	Use an index to determine the correct document name. or Change to a different library.
Document in use Using a document in any manner.	The document is being used by another user on a multiuser system. or The document is printing with <i>Copy</i> set to <i>No</i> .	Wait until the other user has finished with the document. or Wait until the document has finished printing. or Delete the document from the print queue and send it again, setting <i>Copy</i> to <i>Yes</i> .
Document name too long Using any document function.	The document is being processed in background mode. or The document name you typed is too long.	Wait until the processing is complete. Use a different name that is not more than 11 characters long.
Document not found Copying or moving text between documents.	The source document name you typed does not exist in the current library.	Use an index to check the correct name of the document you want.

Situation	Problem	Solution
		or Change to a different library.
Documents are identical Copying a document in the same library or on an archive diskette.	You gave the copy the same name as the original.	Type a different name for the copy.
or Entering a document name from the End of Form Options menu.		
End of field reached Using Forms Processing.	You have reached the end of a field in the form document.	Use BACKSPACE or LEFT to move the cursor back to the field. or Press RETURN or DELETE to move the cursor to the next field.
End of form reached Using Forms Processing.	You have come to the end of a form.	Press CANCEL for the End of Form Options menu, or press any function key to return to the top of the form.
Entry in use Creating a glossary entry by example.	The entry label you gave is already in use in the attached glossary.	Choose a different label. or Attach a different glossary that does not contain that entry label.

Situation	Problem	Solution
Field type mismatch Using Forms Processing.	You are trying to enter characters that are not allowed in a numeric field.	Enter only numbers, spaces, or the following symbols in a numeric field: + - , . () # @ \$ ¢ % [] { } < > / = *. or Edit the form document and change the field from a numeric field to a general field.
Format unsuccessful Formatting an archive diskette.	You are using the wrong kind of diskette.	Be sure you are using 5 1/4" double-sided, double-density diskettes certified at 96 tracks per inch.
	or	
	The diskette is damaged.	Use a different diskette.
Function is not for glossary Using Hyphenation and Pagination on a glossary from the Document Processing Tools menu.	The glossary entries will be unusable if they are hyphenated.	Choose another function or another document.
Function not for library Using any document function.	You have typed a library name instead of a document name.	Use a correct document name.
Glossary already exists Creating a new glossary from the Glossary Functions menu.	The glossary-document name already exists in that creation library.	Use a new glossary name.

Situation	Problem	Solution
		or Change to a different creation library that does not contain a document with that name.
Glossary document not allowed Entering the name of an exception-dictionary document.	A glossary cannot be used as an exception dictionary.	Enter the name of an exception-dictionary document. or Enter the name of a new document. or Press CANCEL, and continue without an exception dictionary attached.
Glossary doesn't exist Editing a glossary. or Attaching a glossary from the Glossary Functions menu or with the shortcut code.	The glossary does not exist in the current library. or The document you chose is not a glossary document.	Select an existing glossary. or Change to a different library. Choose a glossary document.

Situation	Problem	Solution
Header and footer leave no room on page for document (appears in printed document) Printing a document with a header and footer.	The combined number of lines on the header and footer pages is so large that there is not enough room on the page to print text. or The footer is printing so far up on the page that there is not enough room to print text.	Edit the document and adjust the header and footer. Change the line number on which the footer starts printing, and print the document again.
Illegal document name Entering a document name during any document function.	The name you typed starts with a period. or The name you typed contains a space or one of these characters: ? ! & @ * " ' / \ ; < > .	Type another name that does not start with a period. Type another name that does not contain a space or one of the listed characters.
Illegal format Creating a multiple-column format line.	The format line contains an unmatched column marker.	Be sure you have matching column markers. Remember that you do not mark the beginning of the first column or the ending of the last column, and that there must be at least two characters in each column.

Situation	Problem	Solution
or Defining paper size on the Describe bin feeder menu.	You have entered a paper length or width of 0.00.	Enter a number for paper length or width other than zero.
Illegal indent Using INDENT while editing or creating a document.	There is no room at the right margin for any characters following the indent symbol.	Press EXECUTE to continue. The illegal indent at the end of the line is converted into a RETURN.
Illegal library name Creating a library, removing a library, or changing libraries.	The library name you typed starts with a period.	Type another name that does not start with a period.
	or	
	The library name you typed contains a space or one of these characters: ? ! & @ * " ' / ; < > .	Type another name that does not contain a space or one of the listed characters.
Incorrect password Accessing a password-protected document.	You have typed the wrong password.	Try again, in case you made a typographical error while entering the password.
		or
		Check to be sure you have the correct password.
Information not available Trying to open sublibrary index.	Directory is corrupted.	Avoid using that directory.

Situation	Problem	Solution
Invalid numeric field Selecting a number for a math function.	The cursor is on a field that is not considered numeric.	Edit the field to remove the non-numeric characters. or Move the cursor to a different field.
Library already exists Creating a new library.	The library you specified already exists.	Choose another name.
Library name too long Creating or removing a library, or changing libraries.	The library name you typed is too long.	Use a different library name that is not more than 11 characters long.
More than 2 digits after dot Entering paper sizes on the Describe bin feeder menu.	You typed a number with more than two decimal places after the period.	Type a number with only two digits after the decimal point. or Type a whole number.
Must be numeric Typing information on a menu where the expected response is a number.	You typed a character other than a number where a number is required.	Enter the correct number.
Name entered is a library Entering the name of an exception-dictionary document while using Spelling Tools.	The name you entered is a library, not a document name.	Enter the name of an exception dictionary document. or Enter the name of a new document.

Situation	Problem	Solution
		or Press CANCEL, and continue without an exception dictionary attached.
No compiler available Compiling an exception dictionary in Spelling Tools.	The compiler for the exception dictionary is not installed on your system.	Reinstall Fortune:Word on your system.
	or You do not have the correct LANGUAGE variable set for the language you are using.	See Appendix D in this guide for information on how to set the LANGUAGE variable.
No diskette inserted Using the Remove archive diskette function.	No diskette is currently inserted.	Press EXECUTE and continue.
No doc. with this author Displaying an index of documents by a particular author.	The current library or archive diskette does not contain any documents by the specified author.	Try the function again, making sure you type the author's name correctly. or Try another library or archive diskette.
No doc. with this operator Displaying an index of documents by a particular operator.	The current library or archive diskette does not contain any documents by the specified operator.	Try the function again, making sure you type the operator's name correctly. or

Situation	Problem	Solution
<p>No documents in library Displaying an index.</p>	<p>The current library or archive diskette does not contain any documents.</p>	<p>Try another library or archive diskette.</p> <p>Change to a different library or use another archive diskette.</p>
<p>No error found Selecting Spell Editor.</p>	<p>The document name you entered has no spelling errors.</p>	<p>No action required.</p>
	<p>or</p>	
	<p>You have not first processed the document with Spelling Checker to enter the spelling markers.</p>	<p>Process the document with Spelling Checker in <i>Automatic</i> or <i>Background</i> mode to enter spelling markers, or process the document with Spelling Checker in <i>Interactive</i> mode to correct spelling errors.</p>
	<p>or</p>	
	<p>You have processed the document with Spelling Checker, but have removed the spelling markers before using Spell Editor.</p>	<p>Reprocess the document with Spelling Tools.</p>
<p>No exception dictionary Pressing COPY or SHIFT/COPY to enter a word in an exception dictionary while using Spelling Tools.</p>	<p>No exception dictionary is currently attached.</p>	<p>Press EXECUTE to continue. Then press GO TO PAGE, enter the name of an exception dictionary, and press RETURN or EXECUTE.</p>

Situation	Problem	Solution
No fill-in fields encountered Selecting Forms Processing.	The document has no field indicators.	or Press EXECUTE and proceed without an exception dictionary attached.
No footnotes to process Selecting Footnote Processing.	The document has no footnote references in the text.	or Edit the document to add field indicators in the appropriate places. Edit the document to add footnote indicators.
No glossary Using a glossary entry. or Creating a glossary entry by example.	No glossary document is attached.	or Select a document that contains footnote indicators. or Enter at least one footnote reference in the document.
No glossary attached Detaching a glossary document.	No glossary is attached.	Press EXECUTE and continue.

Situation	Problem	Solution
No glossary entry Using a glossary entry on the editing screen.	The entry specified does not exist in the attached glossary.	Edit the glossary document to see which entry you want to use. or Use another entry.
No help available Pressing the Help key.	The Help function is not available on your system. or Help is not available for a specific function.	Reinstall Fortune:Word. All Fortune:Word functions are described in Help for Editing, Help for Menus, or Help for Spelling Tools. Some functions such as Forms Processing and Footnote Processing do not have a separate Help function.
No more documents Deleting documents from a library or an archive diskette, using the index.	You have removed the last document and there are no document names to display.	Press any key to leave the index screen and continue.
No more process Starting a new process.	No more processes are available.	Wait until some processes are completed.

Situation	Problem	Solution
No such entry Accessing a glossary entry from a menu.	The entry specified does not exist in the attached glossary.	Edit the glossary document to see which entry you want to use. or Use another entry.
or Entering the output type after selecting <i>To file</i> on the Print Document menu.	The output type you entered does not exist.	Enter the correct output type.
No such library Changing to or removing a library.	The library you chose does not exist.	Use a different library. or Create a new library.
No such printer Entering a printer number on the Describe bin feeder menu.	You have entered the number of a printer that is not configured on your system.	Enter the number of a printer that is configured on your system. or Return to the Global menu and configure the printer.
Not a glossary Attaching a glossary from the Glossary Functions menu or using the shortcut code.	The document you specified is not a verified glossary document.	Enter the name of a glossary document. or Verify the unverified glossary document.

Situation	Problem	Solution
Not a glossary file Using GL to attach a glossary from an index screen.	The document you have selected is not a verified glossary.	Choose a glossary document. or Verify the unverified glossary document.
	or	
	You do not have permission to use that document.	Check Appendix C in this guide for information on changing permissions.
Not available on this system Accessing any Fortune:Word menu function.	The module is not installed on your system.	Reinstall Fortune:Word.
or		
Accessing Spelling Tools or Hyphenation and Pagination.	The LANGUAGE variable is set incorrectly.	Refer to Appendix D for information on how to set the LANGUAGE variable.
Not for exception dictionary Using the Spelling Tools or Hyphenation and Pagination feature.	You cannot process an exception-dictionary document with Spelling Tools or Hyphenation and Pagination.	Enter the name of a regular document. or Cancel the process.
Out of memory Using any function or feature in Fortune:Word.	Your activities have used up all of the memory.	Increase the maximum process size. or Install more memory.

Situation	Problem	Solution
Out of range Specifying numeric information on a menu.	The number you have chosen is too large or too small.	Enter a number within the correct range.
Output doc. same as input Using the Index Generator, Records Processing, or Footnote Processing.	You have used the same document name for an input and output document.	Use a new name for the output document.
OVERFLOW Using the math function while editing.	The number in the <i>Current result:</i> field is longer than 14 characters.	Since the number is truncated to 14 characters, you may not want to perform further calculations with this number. You can press CTRL/w to display the first 14 digits of the <i>OVERFLOW</i> number.
Paragraph too long Using the sort function while editing.	You have selected text for sorting that contains a record with more than 2048 characters.	Break the long record into shorter paragraphs for sorting. or Move the long record to some other place (like the work page), sort the rest of the information, and move the long record to the appropriate place in the sorted list.
Password not assigned Using <i>Assign password</i> .	The two passwords you typed do not match.	Try again.

Situation	Problem	Solution
Password not changed Using <i>Assign password</i> to change a password.	The second password you typed does not match the first password you typed.	Try again.
Please respond Using any document or library function.	You have not typed the requested document or library name.	Type a document or library name.
Please type in command Using a shortcut code on a menu.	You pressed RETURN or EXECUTE instead of typing a shortcut code.	Type a shortcut code.
Printer control not available Selecting Printer Control from the Main menu.	The Printer Control function is not on your system.	Reinstall Fortune:Word.
Printer not on system Typing the printer number on the Print Document menu.	There is no such printer attached to your system.	Use a different printer number.
Prototype doesn't exist Creating a new document or a new glossary. or Copying the index to a document.	The prototype document you have specified does not exist in that library.	Create a new prototype with the name you typed. or Use a different prototype name.

Situation	Problem	Solution
<p>Retrieve from archive first Pressing GO TO PAGE or GL on an archive index screen.</p>	<p>You cannot edit or attach a document while it is on an archive diskette.</p>	<p>or</p> <p>Type over the name you entered with spaces, then press EXECUTE to use prototype document 0000.</p>
<p>Screen too small Accessing Fortune:Word in a small window created with Fortune:Windows.</p>	<p>The window you created with Fortune:Windows is smaller than 10 lines by 36 characters.</p>	<p>Close the window and open a window that is at least 10 lines by 36 characters.</p> <p>or</p> <p>Switch to a bigger window before you access Fortune:Word.</p>
<p>Termcap Accessing Fortune:Word, if the message ***** <i>termcap</i>***** is displayed.</p>	<p>The operating system file <i>/etc/termcap</i> does not exist on your system.</p>	<p>Reinstall the <i>/etc/termcap</i> file from the operating system.</p>
<p>Terminal cap. missing Accessing Fortune:Word.</p>	<p>The operating system file <i>/etc/termcap</i> does not contain some entries required by Fortune:Word.</p>	<p>Check the <i>/etc/termcap</i> file to be sure that all entries needed by Fortune:Word have been defined.</p>

Situation	Problem	Solution
Terminal cap. undefined Accessing Fortune:Word.	The operating system file <code>/etc/termcap</code> indicates that a graphics character set is available on your terminal, but all graphics have not been defined in the file.	Add the appropriate entries to the <code>/etc/termcap</code> file. or Change the entry that indicates that a graphics character set is available on the terminal.
Text not found Using the Search function.	There are no more occurrences of the text for which you are searching.	Press EXECUTE and continue.
This glossary is attached Deleting or renaming a glossary document, or moving a glossary to an archive diskette.	The glossary is attached.	Detach the glossary before deleting, renaming, or archiving it. or Use the function on another document.
Too many documents in library Creating a new document.	There are no free inodes available. See Appendix B.	File some documents on an archive diskette. or Move some documents from the full library to another library.

Situation	Problem	Solution
Too many footnotes Adding footnote references to a Fortune:Word document.	The next footnote reference to be assigned would be reference number 1000.	You cannot have more than 999 footnote references in one document. Divide the text into two documents to allow more footnote references. or If you have footnote pages without corresponding footnote references, you can use the unassigned footnote page numbers. Process the document with Footnote Processing to renumber the footnotes. You can then reenter footnote references following the last available footnote reference number.
Too many formats Entering an alternate format line while editing.	You have more than 99 alternate format lines in the document.	Divide the text into two documents to allow more format lines.
Too many open files Trying to access a document from any feature.	The system already has the maximum number of files open.	Check with other users on the system to see if too many processes are being run in automatic or background mode. or Close some of the open files.

Situation	Problem	Solution
		or Wait until other processes have been completed.
Too many pages Entering a page break while editing.	The next page number that would be assigned would be page 1000.	You cannot have more than 999 pages in a document. Divide the text into two documents to allow more pages.
Use the remove function first Selecting <i>Format archive diskette</i> from the Filing menu.	A diskette is already mounted in the archive diskette drive, and it must be removed before another diskette can be formatted.	Select <i>Remove archive diskette</i> from the Filing menu, and press EXECUTE. or Use the shortcut code rad to remove the archive diskette.
Wrong language When using an exception dictionary with Spelling Tools.	The exception dictionary was compiled with a version of Fortune:Word in another language than the one you are currently using.	Recompile the exception dictionary on a system with the appropriate language installed. or Use another exception dictionary.

Appendix A

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 Fortune:Word or to a hardware or software product being used in conjunction with Fortune:Word.

This appendix provides information on the following topics:

- Corrupted documents
- What to do if the terminal hangs
- Temporary files
- 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 receive an *Out of memory* message or are taken to the Print Document menu, it is quite likely that one of the three document files has been corrupted. This means that the file has somehow been altered so that unexpected characters occur, the length is incorrect, control sequences are incomplete, or a pointer points to an inappropriate location. Refer to Appendix B for information about the Fortune:Word file structure.

You have the following options:

- If you are still on the editing screen, press CANCEL and then EXECUTE to save the changes made to the document. Make a backup copy of the document and try the same procedure to see if you receive the message again. If so, check to be sure that you have enough memory in your system to perform the process. If the system has enough memory, follow the procedure described in the next section of this appendix, "How to Save the Text of a Corrupted Document."
- If the Print Document menu is displayed unexpectedly, all editing changes made since the document was last written to the system disk are lost, but the document is probably not corrupted. Try accessing the document again to verify that everything is all right. If not, follow the procedures outlined below to recover the old version of the document.
- If you have a backup copy of the document, retrieve it and overwrite the corrupted version of the document.
- If you can edit the document, the text may be short or 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 may still be able to 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 Fortune:Word Main menu to create new versions of these files.

NOTE: It is not certain 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 Fortune:Word 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.

Either the .dc or .fr file must be deleted from the operating system. You can perform this procedure from Fortune:Word in the following two ways:

From any Fortune:Word menu (the Document Index screen is not a menu):

1. Press COMMAND and type !sh.
2. Type *rm filename.dc* and press RETURN.
3. Press EXECUTE to return to the Fortune:Word menu.
4. From the Fortune:Word 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 Fortune:Word 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 Fortune:Word 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.

NOTE: A Fortune:Word document that is missing a .dc file is never listed on the Document Index screen.

CAUTION: If you use this procedure on a document with footnotes, footnote references remain in the text. The corresponding footnote pages are deleted. New footnote references entered in text 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 Fortune:Word 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 caused 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.
5. If you are using Fortune:Windows, try switching to (or opening) another window. If you cannot access the Fortune:Windows menu, there is a problem. If you can access another window, there still may be a problem with the Fortune:Word operation.

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 that are outlined below for killing a process 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 changes made during the editing 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, or from a Fortune:Windows window on the same terminal, go to an operating system shell and 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**

Look in the column labeled *CMD* for the name of the document. The process ID number (*PID*) is displayed in the leftmost column.

2. Type:

kill -9 *PID* and press **RETURN**

where *PID* is the number for the process you want to kill.

3. Return to the workstation (or Fortune:Windows window) you were using to edit the document. The Print Document menu is displayed.

4. Press **CANCEL** to return to the Fortune:Word Main menu.

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

Fortune:Word creates temporary files when it performs certain operations. Temporary files have names that begin with *.w* or *.W* and are followed by six digits. Forms Processing temporary files begin with the characters *wpfm* and are followed by six digits.

When a temporary file is no longer needed, it is automatically deleted. Temporary files with *.dc* files are displayed on the Document Index screen while the Fortune:Word 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 shown in the index when no function is active, simply 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 an attribute such as bold or underscore by typing one such attribute as part of the search string. An exact match is made with that string in the document.

An explanation of how the attributes are represented internally can help you understand why Fortune:Word may not match text that you expect to be matched.

Text attributes are added to Fortune:Word documents using control codes such as `\v`, where `v` is the code for the attribute. The codes for text attributes are shown in Table A-1.

Table A-1. Fortune:Word Text Attribute Codes

Document Control Code

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 represented internally in the following way:

`"This is an \U\attribute\u\."`

The following sentence:

`"This is an attribute."`

is represented 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 use `MODE _` to turn the underscore on at the beginning and off at the end of the word, a match is made with the sentence in which the word "attribute" is underscored separately. 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.

Finding Multiple Attributes

You can only define one attribute at a time in the search string. Text in the document 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, a sentence containing a word with two attributes would look like this in the Fortune:Word document:

“This is an **attribute**.”

However, the attributes could have been entered in any one of the following four combinations:

“This is an \U\Xattribute\x\u\.”

“This is an \U\Xattribute\u\x\.”

“This is an \X\Uattribute\u\x\.”

“This is an \X\Uattribute\x\u\.”

When searching for “attribute” (no bold), the search string “\Uattribute\u\” matches only with the last sentence. The search string “\Uattribute” matches only with the last two sentences.

To search for a single attribute in a string that has multiple attributes, include the attribute at the start of the search string but not at the end to 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 still has the attribute.

TROUBLESHOOTING FOOTNOTE PROCESSING

Footnote Processing is a sophisticated function 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 text at the top of a page is called a “widow.” A single line of text at the bottom 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. 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 cannot 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 PROCESSING

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 the 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.

Appendix B

Operating System Information

This appendix describes the following relationships between Fortune:Word and the FOR:PRO operating system.

- File structure
- Fortune:Word document control codes
- Library structure
- Inodes and archiving
- Suspended printing settings
- Permissions and ownership of files

For more information on the operating system, refer to the *FOR:PRO User's Guide*.

FORTUNE:WORD FILE STRUCTURE

Each Fortune:Word document is made up of at least three files. Two other types of files are generated for special types of Fortune:Word documents (glossary and exception dictionary) which must be compiled before they are used in Fortune:Word. After they are compiled a special file is generated to contain the compiled code. Table B-1 shows the files that can make up a Fortune:Word document.

Table B-1. Fortune:Word Document Files

Fortune:Word Document File	Description
filename	The text on numbered document pages (from 1 to 999)

Table B-1. (continued)

Fortune:Word Document File	Description
filename.dc	The history, statistics and page pointer information for the document
filename.fr	The formats, header page, footer page, work page, note page, and footnote pages for the document
filename.gl	The compiled and executable form of a glossary document
filename.ex	The compiled form of an exception dictionary

Fortune:Word files can be accessed from a FOR:PRO shell. Although it is possible to make editing changes to the text of a Fortune:Word document with a FOR:PRO editor, this is NOT recommended. When you edit a document through Fortune:Word, the .dc and .fr files are updated to reflect formatting and page changes in the text of the document. You can corrupt a document if you edit it from outside Fortune:Word.

When you perform filing operations from the operating system or transfer Fortune:Word documents over a local area network, be sure to use the metacharacter * after the Fortune:Word document name (for example, *filename**) to ensure that all the associated files are included in the operation.

Refer to the *Fortune:Word Glossary User's Guide* for more information on the Fortune:Word file structure.

FORTUNE:WORD DOCUMENT CONTROL CODES

When you edit a document in Fortune:Word, formatting symbols such as TAB and RETURN are displayed on the editing screen as graphic symbols. Each of these characters has a control code sequence that is usually a letter between two backslashes. For example, the control code sequence for a RETURN is \B\. When you display a Fortune:Word document using one of the operating system commands (such as *more*), the graphic symbols are displayed as the backslash codes for those symbols.

Text attributes such as bold or underscore and CTRL/y or CTRL/n characters are also indicated by backslash codes. The *Fortune:Word Glossary User's Guide* contains a complete list of Fortune:Word document control codes.

NOTE: For those functions with restrictions on the number of characters, Fortune:Word screen graphic symbols are NOT counted as one character. The number of characters in the control code determines the number of characters assigned to each symbol.

For example, if a string of text is underscored, six characters would be added to the length of the string to account for the \U\ at the beginning of the underscored text and the \u\ at the end. Return symbols count as four characters: three for the \B\ control characters, and one additional character for the new line that follows each Return.

FORTUNE:WORD LIBRARY STRUCTURE

Fortune:Word and the operating system use the same file structure.

The Operating System File Structure

Information you enter is stored in one of several kinds of "files." These files are similar to ordinary office files. Each file has a name, contents, a place to keep it, and some administrative information such as who owns it, how big it is, and who has permission to access it.

Directories and Libraries

Files are grouped into "directories," much like books are placed on shelves in a library. A directory can contain other directories as well as ordinary files.

The FOR:PRO file structure is hierarchical. This means that each part of the structure relates directly to the one above it. The operating system file system resembles an upside-down tree, and is frequently referred to as a "tree structure." The "/" or "root" directory of this tree structure is always at the top of the hierarchy.

Figure B-1 shows a typical operating system file structure.

Pathnames

A pathname identifies where a file or directory exists within the hierarchy of the file system. A complete pathname describes the "path" from the top of the tree structure, naming each directory along the way, and ending with a filename. A slash (/) separates each part of the pathname.

Your Home Directory

When you first log in to your Fortune system and create your account, the system automatically creates a personal directory for you. It is called your "home directory" and has the same name as your account. For example, suppose your account name is fred. The system creates a home library named fred in the user directory /u. That means your home directory will be /u/fred. Whenever you log in, the system places you in your home directory.

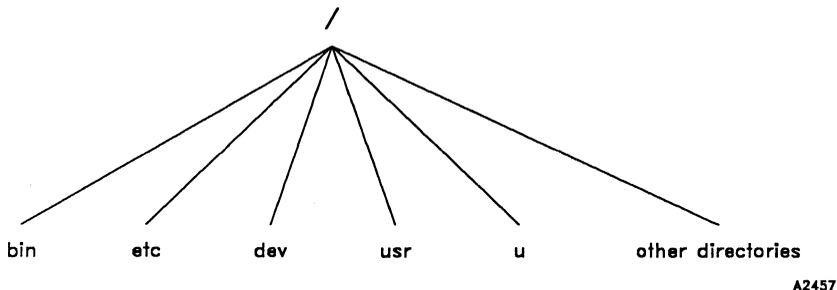


Figure B-1. A Typical Operating System File Structure

The Fortune:Word Creation Library

In Fortune:Word, a “directory” is called a “library” or “sublibrary,” and the three terms can be used interchangeably. Most of the time when you work in Fortune:Word, you will be operating from a library that begins with the characters “/u.” This information tells the operating system that you are working under the root library, /, in the sublibrary “u” which contains user-created libraries and files. Other directories in the operating system contain files of system level commands or files defining the devices connected to your Fortune system.

The library or sublibrary you are using is called the “Creation Library.” The creation library is usually your home library or a sublibrary within that home library. Any document you create with Fortune:Word is automatically placed in that library. Your current working library or directory is always displayed on the Fortune:Word menus following the words *Creation library is* or *Current library is*.

Fortune:Word Documents

Fortune:Word documents are made up of groups of files. Each document has at least three files, and some special documents have a fourth file.

When you are working in Fortune:Word, you do not need to concern yourself with the number of operating system files associated with a Fortune:Word document. You do, however, need to know about the files that comprise each Fortune:Word document when you are performing filing operations from a shell, or using Fortune:Link to transfer Fortune:Word files between systems on a local area network. If you do not transfer all the files associated with a Fortune:Word document, you may get unexpected results such as loss of format, header, footer, or footnote pages.

When To Use Pathnames

A pathname tells the operating system where to find the document in the file structure. The full pathname of a document always starts at the root library, /, and shows the name of every library in the path the system must follow through the library structure to reach the document. The path is composed of library names separated by slashes, /. The last item in the pathname is the document name.

Most of the time, your Fortune:Word creation library will start with `/u` and be followed by your account name. Suppose your account name is `fred` and this library contains a document named `ltr.smith`. The complete pathname of that document is `/u/fred/ltr.smith`. This is a simple pathname consisting of two libraries and a document. Pathnames can contain many more parts. Suppose the document named `ltr.smith` is in a sublibrary named `Letter` in the `fred` account. In this case, the full pathname is `/u/fred/Letter/ltr.smith`. The pathname for this document is the same whether you access the document from Fortune:Word or from the operating system.

Figure B-2 illustrates the parts of the pathname `/u/fred/Letter/ltr.smith`. Notice that slashes always separate the individual parts of the pathname.

When you are working in Fortune:Word, any documents you create are automatically put in the current library. If you want a document in a different library, change to that library before you create the document. An existing document can be moved to a different library by using the *Rename document* selection on the Filing menu and typing a full pathname as the new document name.

When you are performing Fortune:Word functions such as editing, copying text from another document, or using a Fortune:Word window, you may find that the documents you want to use are not in your current library. When you use full pathnames, you can remain in your current library and access other documents on the system disk.

You can also access documents in other user accounts on the system if you have permission to access those accounts. See Appendix C in this guide and the *FOR:PRO User's Guide* for more information on file permissions.

<code>/</code>	<code>u</code>	<code>/fred</code>	<code>/Letter</code>	<code>/ltr.smith</code>
<i>root</i>	<i>parent</i>	<i>user</i>	<i>letter</i>	<i>document</i>
	<i>user</i>	<i>account</i>	<i>sublibrary</i>	<i>A2458</i>
	<i>library</i>			

Figure B-2. *The Parts of a Pathname*

Setting up a Fortune:Word Library System

Each time you create a document, you store information on the system disk. When you first begin using Fortune:Word, you may create all your documents in your home directory. After a while, your library may become cluttered. You may have so many documents in your library that you cannot see all the document names on one short index screen.

If you have not already set up a sublibrary structure, think about how to organize the documents in your home library. You want to group documents together in some logical combination and to create sublibraries with names that are easy to recognize and remember.

Do you create many documents of a particular type, such as specifications or contracts? Do you work on different types of final reports? Do you write proposals to different clients? You can create a library devoted to each type of document.

Naming Sublibraries

Use recognizable names or abbreviations when you create your libraries. The more recognizable you make the library names the easier it is to find documents in your library structure. You can use as many as 11 characters in a library name. The restrictions on naming Fortune:Word documents also apply to naming libraries.

Try to strike a reasonable balance between long and descriptive sublibrary names and short, cryptic ones. Long library names can limit your access to documents in sublibraries farther down the path. Cryptic library names can be hard to remember and confusing to others using the library structure.

If you have many departments in your company, each department can have an individual library for its documents. Furthermore, every account on your Fortune system has its own library. You may prefer to organize documents into a library belonging to the user who typed or wrote them.

When you create libraries, you add branches to the tree structure. Each library you create can have many sublibraries. The sublibraries can have sublibraries, and so on. In this way, you can be as general or as specific as you like in establishing a file structure.

CAUTION: The more sublibraries you create, the longer your pathname is. The line you use to enter document names or to change libraries in Fortune:Word is only 36 characters long. If you create an elaborate file structure with many sublibraries, you may have to change libraries incrementally to arrive at your final sublibrary destination. If your pathname is longer than 36 characters, you may not be able to attach a glossary or access SHIFT/COPY, SHIFT/MOVE, or windowing with a complete pathname.

You can create different levels of libraries, just as some books are organized in parts, chapters, sections, and subsections. For example, you could make **Part** libraries, and then make **Chapter** sublibraries for each **Part** library. Then you can keep certain documents in the **Part** library, others in the **Chapter** library, and so on.

Since each document is located in a specific library, you can use the same document names in each library and sublibrary on your system. For example, you can have a prototype document with different default settings in each sublibrary on your system.

CAUTION: If you use the same document name in different libraries, be sure you are working in the right library. Be especially careful when archiving these documents not to overwrite a document with the same name from a different library.

SUGGESTION: You may want to set up your library structure with several sublibraries under your user name. You might set up sublibraries with the following names: **Status, Letter, Memo, Report.** Figure B-3 shows this library structure.

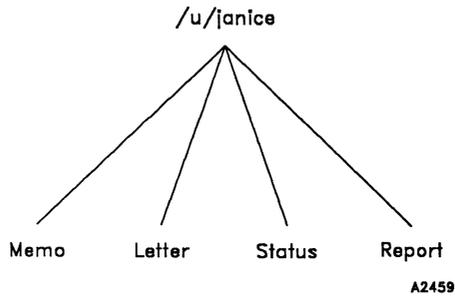


Figure B-3. A Simple Sublibrary Structure

REMEMBER: A library can contain documents and sublibraries at the same time. You can have documents at every level of your library structure.

If you want, you can set up a more elaborate sublibrary structure in any of the sublibraries. Suppose you work in an office that generates lots of status reports. You may want to use a consistent format that everyone can understand. You can set up a library structure like the one shown in Figure B-4.

In this example, `/u/janice` is the home library. `Status` is a sublibrary. The sublibrary `Status` contains the sublibraries `1984`, `1985`, `1986`, and `1987`. The sublibrary for each year contains 12 sublibraries, one for each month of the year. When you create a document in the sublibrary `/u/janice/Status/1986/Nov` you can name it for the day of the month. If you do a status report every Friday, the documents can be named with the day of the month, for example, `7`, `14`, `21`, and `28`.

Why would you want to create such an elaborate library structure? The more documents you have on your system, the longer it can take you to find a document. A logical library structure on a multiuser system can be a great timesaver. Have you ever worked in an office that did not have an organized filing system? If you have, you know that you can spend lots of time looking for documents that should be readily available.

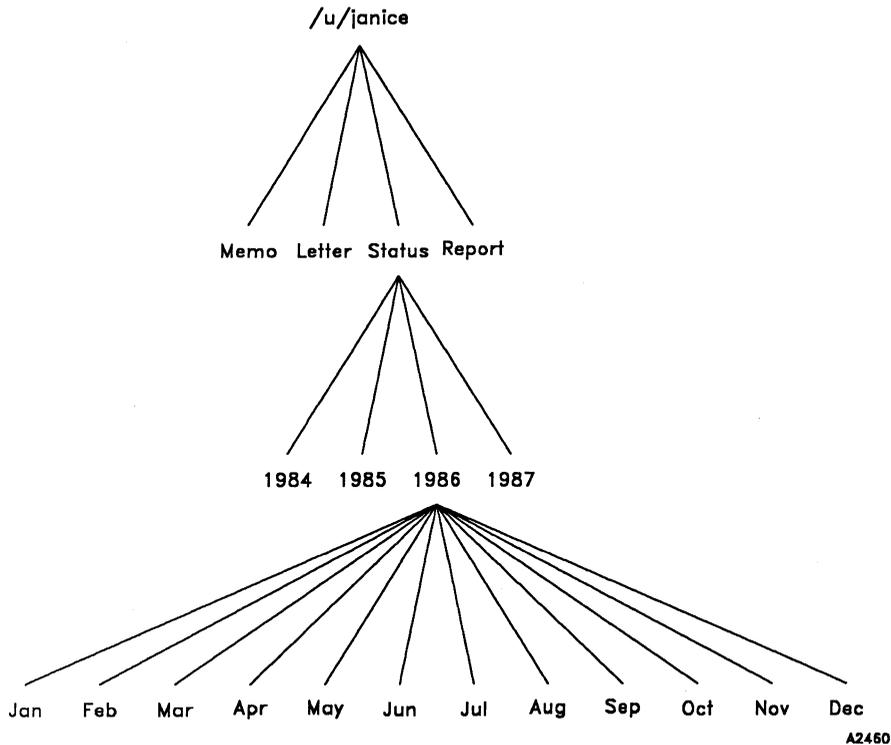


Figure B-4. A Sample Sublibrary Structure for the Status Sublibrary

When you produce lots of status reports, there may be different levels of reporting. You can have documents in each sublibrary of the `/u/janice/Status/1986/Nov` structure. You might produce special year-end reports that you create in the `/u/janice/Status/1986` library.

If you set up a logical file structure on your Fortune system, you have already made major decisions about how to file your documents on archive diskettes. You can have one or more archive diskettes for each sublibrary.

SUGGESTION: Use the sublibrary name as the name of the archive diskette. Then there is no question of where the information should go when you file and retrieve documents. The chance of overwriting a document with the same name from a different library is greatly reduced.

INODES AND ARCHIVING

The FOR:PRO operating system file structure uses inodes to keep track of information about each file in the file system. An inode contains information such as the location of the file, length of the file, access modes, dates of access, owner, and so forth.

An archive diskette formatted for use on a Fortune System has 240 inodes allocated. This means that as many as 240 files can be stored on each archive diskette. Ordinarily this allocation is sufficient to allow you to file as many documents as you want on an archive diskette. However, it is possible, especially when filing Fortune:Word documents, to run out of inodes before a diskette is full when you archive many small documents.

Each Fortune:Word document consists of three (or four) FOR:PRO files, and the .dc, .fr, .gl, and .ex files are usually small. If the text for each document is also small, all the available inodes may be used before the diskette is full. When this occurs, an error message is displayed indicating that there are not enough inodes.

SUSPENDED PRINTING SETTINGS

When you send a document to the printer from Fortune:Word, the printing is controlled by the operating system printing programs. Fortune:Word issues the appropriate commands to the operating system when you use the Print Document and Printer Control menus.

You can change the operating system setting that controls the maximum number of pages you can back up when you suspend a printing job from the Printer Control screen. Ordinarily, the maximum number of pages you can back up is set to two to avoid using too much memory.

You can change the maximum to any number of pages from 0 through 9. When you set this number to 9 pages, each time a document is being printed, more memory is used by the printing process.

To change the maximum number of pages you can back up, follow the steps outlined below:

1. Go to an operating system shell.
2. At the shell prompt, type `lpdun -mn` and press RETURN where *n* is the number of pages (0 to 9).

The maximum is set. You can change it at any time by following the procedure above and typing a different number.

PERMISSIONS AND OWNERSHIP OF FILES

You can control file security and permit or deny users access to documents by setting FOR:PRO permissions and ownership on Fortune:Word files and directories in different ways. Refer to Appendix C in this guide for information about FOR:PRO permissions and ownership.

Protecting Documents and Libraries

The following pages suggest security measures for a Fortune system used primarily for Fortune:Word. For a full discussion of system security, refer to the *FOR:PRO User's Guide*.

FORTUNE SYSTEMS SECURITY

The Fortune system has two security features:

- Account protection allows you to password protect user accounts. Users who do not know the password cannot access any files restricted to a password-protected account.
- File protection permits or denies access for the owner of an account, group of accounts, or every account on the system to a document or library.

The security defaults may not be appropriate for your needs. You can change the security defaults as needed in the following ways:

- By assigning passwords to accounts so that only authorized individuals can use them.
- By restricting access to documents or libraries to the owner account, or by assigning a document or library to a group whose membership is restricted to certain accounts.

Assigning and modifying permissions and passwords should be the responsibility of one authorized individual. You must be logged in as **root** or **manager** to change permissions on documents or libraries you do not own, and to change passwords on accounts other than your own.

You can modify file protection to suit your needs by using several *System Utilities* selections from the Fortune Systems Global menu. The *FOR:PRO User's Guide* contains a full description of the System Utilities menu. To access this menu, leave Fortune:Word. From the Global menu, choose the *System Utilities* selection under *System Tools*.

PASSWORD PROTECTION

Account passwords are discussed fully in the *FOR:PRO User's Guide*. You can also assign a password to protect individual documents from within Fortune:Word. See "Password Protection" in Chapter 2 of this guide for information on Fortune:Word document password protection. Account passwords are added in one of two ways:

- You can add a password to a new account when it is created with the **newuser** account. Or you can elect not to have a password.
- You can add a password to an already existing account through a selection on the System Management menu.
- Anyone with permission to use the **root** or **manager** account can change or remove passwords from an account through the System Management menu.

Assign passwords to accounts depending on the amount of security you need. To maintain a very secure system, follow these rules:

- Password protect the **manager** and **root** accounts.
- Password protect the **newuser** account on any system kept in an open place or requiring a certain amount of security. On a system requiring a great deal of security you can turn off the **newuser** account. Use the System Management menu features for turning off an account.
- Password protect the **shutdown** account.
- Password protect the accounts of any users who type confidential documents.

Avoid using your own or the user's name or nicknames as passwords; creative passwords are more effective for maintaining security.

THE FORTUNE:WORD FILE STRUCTURE

Fortune:Word documents consist of at least three files. Certain special types of documents have four files. Refer to Appendix B for more information on Fortune:Word files.

When you change the default ownership or permissions for any Fortune:Word document from the Fortune Systems Global menu, be sure you specify the names of each of the individual files composing a document.

A Library is a Directory

Library and **directory** are different terms for the same thing: a list of files. A library created through Fortune:Word is the same as a FOR:PRO directory. The name, including the full pathname, does not change when you leave Fortune:Word.

Therefore, from the Fortune Systems Global menu, you can use the *Directory Handling* selections on the System Utilities menu for handling a Fortune:Word library. When you display a Fortune:Word library using the System Utilities menu, you will see many more filenames than in a Fortune:Word index of the same library, since each document consists of three (or four) individual files.

OWNERSHIP PERMISSIONS

Ownership of files and directories is important for security on the Fortune system. Three categories of accounts—owner, group, and all users—can access a document or a library. By giving ownership of a document or library to a specific account, or by assigning a document or library to a group, you can limit the number of users allowed to perform an operation on that document or library.

Who Owns a Document?

When a document is first created, the account name is used as the ownership name. Ownership is important because only the manager and the document owner can change permissions. Ownership is changed in the following ways:

- If a user (not **root** or **manager**) has access to and edits a document belonging to another user, ownership of the document is changed to the name of the user who edits the document.
- If an account has the proper permission, the operator can make a copy of the document. Ownership of the new copy belongs to the account that makes the copy.
- The **manager** account can change ownership by using the appropriate selections on the System Utilities menu.

To find out who owns a document, from the System Utilities menu choose the *List Directory Information* function. Request a detailed list of the library containing the document. A sample list of a Fortune:Word document might look like this:

```
-rw-rw-r-- 1 ruby          128 Mar 7 17:35 deptg
-rw-rw-r-- 1 ruby          732 Mar 7 17:35 deptg.dc
-rw-rw-r-- 1 ruby           77 Mar 7 17:35 deptg.fr
```

Each line shows the following information for a file:

- Permissions
- Number of links to a file
- Owner
- Size of the file (in bytes)
- Date of last activity
- Time of last activity
- Filename

See "File Permissions" later in this appendix for more information on permissions. The name **ruby** is in the owner column.

You may want to change document ownership when the current owner moves to another department or when the document is assigned to someone else. The System Utilities menu has a selection for changing file ownership. Make sure you specify the three filenames of the document (four for a glossary or exception dictionary) when using these selections.

Who Owns a Library?

The system gives ownership of a library to the user account that created it. The **root** or **manager** account can change ownership of a library using the selection for changing directory ownership on the System Utilities menu.

Before changing ownership of a library, find out who currently owns it by using the *List Directory Information* selection on the System Utilities menu.

The sublibrary **addresses** was created by the user **ruby** in the home library, **/u/ruby**. Suppose you want to find out who owns the **addresses** library before assigning it to a new account. You can request a detailed list of **/u/ruby** from the System Utilities menu. The screen might contain a selection such as this:

```
drwxrwxr-- 1 ruby          128 Mar 7 17:35 addresses
```

Because a library is a single directory file, you only have to specify a single name on the *Change directory owner* selection of the System Utilities menu.

Access to Documents and Libraries By a Group

Whenever the system creates an account, it is assigned to a group called **users**. In addition, you can create groups and make certain accounts members of each group. You can assign documents and libraries to groups. The group can perform actions on these documents that other groups cannot.

To create new groups and assign accounts to them, use the System Management menu. From the Fortune Systems Global menu, select *System Management* in the System Tools section. The System Management menu and its selections are explained in the *FOR:PRO User's Guide*.

Suppose that five people have accounts on the system, and that three of them are responsible for typing confidential bookkeeping reports. You can create a special group called **accounting** whose membership includes the three operators. Then assign all accounting reports to the new accounting group. Only the three specified operators would be able to edit accounting reports.

Once you have created the new group, use the System Utilities menu selections to assign files and directories to the group. Make sure you type all three (or four) filenames that make up the document. Then you can use the directory and file permissions selections to change what actions the group and others can or cannot perform on the document or library.

**Access to
Documents
and
Libraries
By All Users**

Documents and libraries on your system can be assigned varying levels of security depending on the amount of confidentiality required. Permissions can be set limiting use to an account or a group, or can be opened up to all users.

FILE PERMISSIONS

To protect a document, you can give the owner, the group, and the public permission to perform only certain actions on the document. The three types of permission rights—read (r), write (w), and execute (x)—are described below:

**Permission
Symbol**

Permission Rights

r

Read. The owner, or group, or all users can look at the document, copy it, and print it. If the r is followed by two dashes (r-), read-only permission is assigned. The account, group, or all users can display or print the file but cannot edit it.

Permission Symbol Permission Rights

- w *Write.* The owner, or group, or all users can edit, or write to, the document. An account must have read and write permission (rw) on a document and the library in order to edit it.
- x *Execute.* This type of permission right is not used for Fortune:Word documents.

Permissions are indicated in the first column of a detailed listing of library contents, as shown below:

Character position	1	2 3 4	5 6 7	8 9 10
	-	r w -	r w -	r - -
file type		owner permissions	group permissions	all users permissions

The first character on the line indicates the file type; the - indicates an ordinary file, while d indicates a directory. The characters 2 through 4 show the type of permission assigned to the owner, in this case read and write permission. Characters 5 through 7 indicate permission rights given to the group, also read and write permission. Finally, characters 8 through 10 show permission rights set for all users, in this case read-only permission.

To see how permissions are assigned to a document, request a detailed list from the System Utilities menu of the library containing the document. Here is a selection from the addresses library, illustrating permissions for the deptg file.

```
-rw-rw-r-- 1 ruby          128 Mar 7 17:35 deptg
-rw-rw-r-- 1 ruby          732 Mar 7 17:35 deptg.dc
-rw-rw-r-- 1 ruby           77 Mar 7 17:35 deptg.fr
```

Recall that each line contains information about an individual file.

Default File Permissions

Whenever a document is created, Fortune:Word automatically assigns a standard—or default—set of file permissions to the owner, group, and all users. The files that make up a Fortune:Word document have read and write permissions set for the owner and the group, and read only permission set for the public (-rw-rw-r-).

The default file permissions enable any operator to archive a document from one system and copy it onto another. If you change the file permissions, they remain changed unless you archive the document.

There are two situations in which you might want to change file permissions from the default for a document:

- If a document is confidential, you may not want certain accounts to use it. The safest way to protect such a document is to place it in a library with strict permissions, and then assign the same permissions to the document as are assigned to the library.
- Documents filed to a diskette always have rw-rw-rw-permission assigned. If they are to have more protection, change their permissions after you retrieve them.

Pointers for Setting Up File Permissions

Before setting the file permissions, keep in mind the following points:

- Only **root**, **manager**, and the owner of the document can change file permissions. Any other account that tries to do so receives an error message.
- If access to a document is limited to a group, first create the group and assign members to it, if you have not done so already.
- When changing permissions, make sure you include all the files comprising the document, including the files ending in **.dc** and **.fr**. Be sure to include the **.gl** or **.ex** file if the document is a glossary or exception dictionary, respectively. All of these files must have the same permissions set for proper protection to take place.

Directory Permissions Protect a Library

One way to protect documents is to limit access to the libraries in which the documents are listed, rather than limiting access to the individual files composing the documents. Directory permissions are set by using the appropriate selection on the System Utilities menu. (Remember, a library is a directory.)

As in the case of a document, you can assign three types of permission rights to the owner, group, and all users. The symbols r, w, and x are used, but they have a slightly different meaning for libraries than for files, as described below:

Permission Symbol	Permission Rights
r	<i>Read.</i> The owner, group, or all users can view the list of the library's contents on the screen or print the list on the printer. Anyone with permission to read a library can copy a document in that library.
w	<i>Write.</i> The owner, group, or all users can create and edit (write) documents and sublibraries within the library. Anyone with write permission to a library can also delete or move documents and sublibraries within the library.
x	<i>Search.</i> The owner, group, or public can access the library and its sublibraries. An account must have search permission to a library in order to perform any action on its documents and sublibraries.

To view permissions for a library, from the System Utilities menu, request a detailed list of the **parent** library of the library whose permissions you want to see. The list will be similar to this:

```
drwxrwxr-x 2 ruby          128 Mar 9 11:30 r.katz
drwxrwxr-x 2 ruby          128 Mar 3 14:02 addresses
```

The **d** indicates that the file is a directory. The next nine characters show the permission rights assigned to the owner, group, and all users.

Default Directory Permissions

The default directory permissions assigned by the system whenever a library is created are drwxrwxr-x. Here is how they affect access to the library:

Owner. The owner has full access rights (rwx) and can perform any action on the library.

Group. The group has full access rights (rwx).

All users. Everyone in the all users category has read and search rights to the library. A user can move to the library, copy documents in the library, and display or print a list of the library's contents. However, the user cannot create a document or sublibrary within the protected library. All users can access sublibraries within the protected library and perform whatever actions these sublibraries permit.

Advantages of Directory Permissions

If confidential documents are regularly created on your Fortune system, consider placing them in dedicated libraries. Use directory permissions to protect the libraries. Search permission plays a key role in protecting a library. Without permission to search a library, an account cannot access the protected library, any of its sublibraries, or any documents in those sublibraries.

The advantages of directory permissions are listed below:

- Once set, library permissions do not change. You change directory permissions from the System Utilities menu.
 - By denying search permissions to a category of accounts, you can protect a library, its documents, sublibraries, and the documents in those sublibraries, all at the same time.
-

Methods for Assigning Library Permissions

You can assign the following types of permissions to libraries:

- **Full access to the library only by the owner** (**drwx- - - - -**). This type of permission is recommended only for libraries containing the most confidential documents. When **rx- - - - -** permission is assigned, the group and all users are denied access to documents and any sublibraries in that library.
- **Full access to the library by the owner and group** (**drwxrwx- - -**). This type of permission is recommended for confidential documents that must be accessed by more than one operator.
- **Full access to the library by everyone** (**drwxrwxrwx**). Assign this type of permission to libraries containing documents everyone must use.

You can assign a different type of permission to a library for owner, group, and all users. For example, you can assign full access to owner and group, and read-only access to all users by assigning the permissions (**drwxrwxr-x**).

Points to Remember When Setting Up Library Permissions

To effectively protect a library, be aware of some limitations and rules to follow regarding directory permissions.

1. You must be **root**, **manager**, or owner of a library to change directory permissions.
2. Do not put sublibraries and documents that everyone needs to use in a library which denies search (**x**) permission to all users.
3. Remember to use the **x** when assigning full access permissions to the owner, group, or all users. Without search permission, an account cannot access a library, its documents, or any of its sublibraries and their documents.
4. Do not create a subdirectory with less permission than its parent directory. For example, do not put a subdirectory with **rx- - - - -** permission in a parent directory with **rxrwx- - -** permission. Group members would be able to manipulate documents in the sublibrary.

5. For fullest security, assign documents the same permissions as the parent library. For example, if you create a new document in a library with `rw-rwx- -` permission, change the document permission to `rw-rw- -`. (Remember, `x` permission does not apply to documents.)

Appendix D

Setting the LANGUAGE Variable for Multilingual Fortune:Word

You must define the variable **LANGUAGE** from the FOR:PRO operating system in the following circumstances:

- When you are using a character table file for sorting in a language other than English, you must define that language in your language variable. Appendix E describes how to define a character table file.
- When you use a version of Fortune:Word in a language other than English. Fortune:Word is available in French and German. These language modules can be purchased separately and contain translations of all menus, prompts, and error messages, as well as the Proximity/Collins' linguibase lexicon for the language selected.

This appendix tells you how to set the variable **LANGUAGE** from the FOR:PRO operating system and also describes how you can modify your system so that Fortune:Word menus, prompts and error messages are displayed in one language while Spelling Tools and Hyphenation use a different language.

NOTE: You must be experienced with FOR:PRO commands to use the information in this appendix. Refer to the *FOR:PRO User's Guide* for more information on operating system commands.

THE LANGUAGE VARIABLE

The variable `LANGUAGE` is used by the operating system to display menus and error messages in the selected language. The variable is defined by the first two letters of the language, in the language itself. For example, `EN` is the language variable for English, `DE` for Deutsch (German), `FR` for Francais (French), `ES` for Espanol(Spanish), `SV` for Svenska (Swedish), and so forth.

If no language is specified, `Fortune:Word` uses English as the default language.

`Fortune:Word` stores menus and error messages in special files called **string files**. These string files always have the language variable appended to the end of the file name.

You can set as many languages as you like with the language variable. The languages are processed in the order of their appearance in the variable. If no files are found with a language suffix, the next language appearing in the variable is used.

An example of the correct syntax for the language variable for the Bourne shell is shown below, using German and English as the languages:

```
LANGUAGE=DE:EN; export LANGUAGE
```

If you set your language variable to the one shown in the example above, the system uses German string files if they are available on the system. If a particular file is not available in German, the English string file is used.

An example of the correct syntax for the language variable for the C shell is shown below, using German as the only language:

```
setenv LANGUAGE DE
```

If you want to include additional languages, type a colon, `:`, between each language. For example, to define German and French as the languages from the C shell, the syntax is as follows:

```
setenv LANGUAGE DE:FR
```

How to Set the Language Variable

There are two ways you can set the language variable:

- From a shell, you can change the language variable by typing the appropriate command and pressing RETURN. The language variable is set and remains in effect until you log out. The next time you log in, the previously defined language variables are used.
- You can set the language variable more permanently by entering it in your `.profile` file in your home directory if you use the Bourne shell, or in your `.login` file if you use the C shell.

To put these changes into effect from the Bourne shell, type `source .profile` and press RETURN, or log out and then log in as you normally do. To put these changes into effect from the C shell, type `source .login` and press RETURN, or log out and then log in as you normally do.

CUSTOMIZING YOUR FORTUNE:WORD LANGUAGE ENVIRONMENT

You can customize your Fortune:Word environment on your system so that Fortune:Word menus, prompts and error messages are displayed in one language while Spelling Tools and Hyphenation use rules and lexicons for a different language. The document name for Help in windows—*HELP* in English, *INFO* in German, *SOS* in French—is always displayed in the language selected for use with Spelling Tools and Hyphenation.

For example, you might want your menus, prompts and error messages to display in English, and have the contents of a document processed with French language Spelling Tools.

To customize your Fortune:Word environment in this way, you must do the following:

- Rename or move specific Fortune:Word string files.

WARNING: Only a system administrator should perform this procedure. Be absolutely certain you understand the procedure outlined below before modifying Fortune:Word file names. You can severely damage Fortune:Word functionality if you rename or

move certain modules. If you cannot access any or all Fortune:Word features after performing this procedure, reinstall Fortune:Word and the additional language supplement to restore the files to their original condition.

- Set the variable **LANGUAGE** with the language for the lexicon first, and the language for menus, prompts, and error messages second. Once the files have been modified, you can easily switch between language lexicons by changing the order of languages for the language variable. You must set the language variable before you enter Fortune:Word.

NOTE: When you have the language variable set to a language with no Fortune:Word string files, error message codes are displayed in place of the error messages and/or you cannot access Spelling Tools and Hyphenation and Pagination.

Renaming Fortune:Word String Files

Fortune:Word modules reside in the `/m/wp2` directory. The string files reside in the `/m/wp2/string` directory. You should NEVER rename or move any files in the `/m/wp2` directory.

NOTE: You must be logged in as **root** or **manager** to make changes to the files in the `/m/wp2/string` directory.

Do NOT rename or move the following files:

wpDICT.**XX**
hyDICT.**XX**

where **XX** is a language variable, such as EN, DE, or FR.

Rename or move all other files in the `/m/wp2/string` directory that contain the language variable that you want to use only for Spelling Tools and Hyphenation.

For example, if you have English and French Fortune:Word on your system, an ls of the /m/wp2/string directory should look like Figure D-1.

?HHELP?I	glmsg.FR	sphelpFR	wpedhelpEN.dd	wplist.EN
?HHELP?I.dc	hyDICT.EN	sphelpFR.dd	wpedhelpFR	wplist.FR
?HHELP?I.fr	hyDICT.FR	spmsg.EN	wpedhelpFR.dd	wpmsg.EN
?HSOS?I	ixmsg.EN	spmsg.FR	wpform.EN	wpmsg.FR
?HSOS?I.dc	ixmsg.FR	wpDICT.EN	wpform.FR	wpprfmt.EN
?HSOS?I.fr	phmsg.EN	wpDICT.FR	wphelpEN	wpprfmt.FR
demsg.EN	phmsg.FR	wpEN.menu	wphelpEN.dd	wpqmu.EN
demsg.FR	sedmsg.EN	wpFR.menu	wphelpFR	wpqmu.FR
dtmsg.EN	sedmsg.FR	wped.EN	wphelpFR.dd	wptoc.EN
dtmsg.FR	sphelpEN	wped.FR	wpixgen.EN	wptoc.FR
glmsg.EN	sphelpEN.dd	wpedhelpEN	wpixgen.FR	

Figure D-1. The Contents of /m/wp2/string with English and French Fortune:Word

For Fortune:Word to display menus, error messages, and prompts in English if you leave your language variable set to *FR:EN*, you must rename (or move) all files with the *FR* language variable EXCEPT *wpDICT.FR* and *hyDICT.FR*. You can rename the appropriate files by adding a one-character suffix such as a plus (+) to the filename. After you rename the files, an ls of the directory would look like Figure D-2.

?HHELP?I	glmsg.FR+	sphelpFR+	wpedhelpEN.dd	wplist.EN
?HHELP?I.dc	hyDICT.EN	sphelpFR.dd+	wpedhelp.FR+	wplist.FR+
?HHELP?I.fr	hyDICT.FR	spmsg.EN	wpedhelpFR.dd+	wpmsg.EN
?HSOS?I	ixmsg.EN	spmsg.FR+	wpform.EN	wpmsg.FR+
?HSOS?I.dc	ixmsg.FR+	wpDICT.EN	wpform.FR+	wpprfmt.EN
?HSOS?I.fr	phmsg.EN	wpDICT.FR	wphelpEN	wpprfmt.FR+
demsg.EN	phmsg.FR+	wpEN.menu	wphelpEN.dd	wpqmu.EN
demsg.FR+	sedmsg.EN	wpFR.menu+	wphelpFR+	wpqmu.FR+
dtmsg.EN	sedmsg.FR+	wped.EN	wphelpFR.dd+	wptoc.EN
dtmsg.FR+	sphelpEN	wped.FR+	wpixgen.EN	wptoc.FR+
glmsg.EN	sphelpEN.dd	wpedhelpEN	wpixgen.FR+	

Figure D-2. The Altered Contents of /m/wp2/string with English and French Fortune:Word

If you want to return the menus, error messages, and prompts to French, you can do this by renaming the files to their original names, omitting the plus from the ends of the file names.

Appendix E

Changing the ASCII Collating Sequence

This appendix tells you how to create a file that can change the order of the ASCII collating sequence or add nonstandard characters to the collating sequence.

THE ASCII COLLATING SEQUENCE

The ASCII collating sequence and the decimal values for each character are shown in Table E-1. The FOR:PRO operating system sort function uses this collating sequence.

THE CASE-INSENSITIVE ASCII COLLATING SEQUENCE

Three Fortune:Word features sort using a case-insensitive ASCII collating sequence: Sort, Index Generator, and Records Processing. The sequence is the same as the standard ASCII collating sequence with one exception. The case-insensitive ASCII collating sequence assigns the same value to uppercase and lowercase letters to achieve a case-independent sort. The case-insensitive ASCII collating sequence is shown in Table E-2. This table also gives the decimal values and expanded decimal values you can use to create the file that modifies the collating sequence.

Using this sequence, the order of sorting is determined by the letters in the word, not by whether the letters are uppercase or lowercase. Table E-3 shows the difference between a case-sensitive and case-insensitive sort on a short list of names. Observe that the case-sensitive sort first groups all the names with uppercase

letters in alphabetical order, and then sorts the names with lowercase letters. The case-insensitive sort arranges the list in alphabetical order regardless of whether the name begins with an uppercase or lowercase character.

Table E-1. The ASCII Collating Sequence

ASCII	Dec	ASCII	Dec	ASCII	Dec
space	32	@	64	`	96
!	33	A	65	a	97
"	34	B	66	b	98
#	35	C	67	c	99
\$	36	D	68	d	100
%	37	E	69	e	101
&	38	F	70	f	102
'	39	G	71	g	103
(40	H	72	h	104
)	41	I	73	i	105
*	42	J	74	j	106
+	43	K	75	k	107
,	44	L	76	l	108
-	45	M	77	m	109
.	46	N	78	n	110
/	47	O	79	o	111
0	48	P	80	p	112
1	49	Q	81	q	113
2	50	R	82	r	114
3	51	S	83	s	115
4	52	T	84	t	116
5	53	U	85	u	117
6	54	V	86	v	118
7	55	W	87	w	119
8	56	X	88	x	120
9	57	Y	89	y	121
:	58	Z	90	z	122
;	59	[91	{	123
<	60	\	92		124
=	61]	93	}	125
>	62	^	94	~	126
?	63	_	95		

Table E-2. Case-Insensitive ASCII Collating Sequence

ASCII	Dec	Expanded Dec	ASCII	Dec	Expanded Dec
space	32	512	\	92	1472
!	33	528]	93	1488
"	34	544	^	94	1504
#	35	560	_	95	1520
\$	36	576	`	96	1536
%	37	592	a, A	97	1552
&	38	608	b, B	98	1568
'	39	624	c, C	99	1584
(40	640	d, D	100	1600
)	41	656	e, E	101	1616
*	42	672	f, F	102	1632
+	43	688	g, G	103	1648
,	44	704	h, H	104	1664
-	45	720	i, I	105	1680
.	46	736	j, J	106	1696
/	47	752	k, K	107	1712
0	48	768	l, L	108	1728
1	49	784	m, M	109	1744
2	50	800	n, N	110	1760
3	51	816	o, O	111	1776
4	52	832	p, P	112	1792
5	53	848	q, Q	113	1808
6	54	864	r, R	114	1824
7	55	880	s, S	115	1840
8	56	896	t, T	116	1856
9	57	912	u, U	117	1872
:	58	928	v, V	118	1888
;	59	944	w, W	119	1904
<	60	960	x, X	120	1920
=	61	976	y, Y	121	1936
>	62	992	z, Z	122	1952
~	63	1008	{	123	1968
@	64	1024		124	1984
[91	1456	}	125	2000
			~	126	2016

Table E-3. An Example of Case-Sensitive and Insensitive Sorting

Unsorted list	Case sensitive sort	Case insensitive sort
van Allen	Lagrange	la Place
McDonald	McDonald	Lagrange
Vendome	Vendome	McDonald
la Place	Victor	van Allen
Lagrange	la Place	Vendome
Victor	van Allen	Victor

The Fortune:Word applications that use the case-insensitive ASCII collating sequence are listed below:

- Sort in the editor
- Index Generator
- Records Processing control-glossary entries that sort

NOTE: If you escape to the shell while editing a Fortune:Word document by using `COMMAND !` or `COMMAND |` and perform a sort, you are accessing the `FOR:PRO sort` command. The output from that sort is case-sensitive.

CHANGING THE CASE-INSENSITIVE ASCII COLLATING SEQUENCE

There are two things you must do to change the case-insensitive ASCII collating sequence, or to add nonstandard characters such as accented characters so they are sorted in the order you specify:

- Create a special character table file to define the collating sequence for each language you want to use. This appendix tells you how to create a character table file.
- Set the operating system **LANGUAGE** variable, if you create a file for a language other than the one you ordinarily use. See Appendix D for information on how to set the language variable.

The file you create is named `/usr/help/htable.XX`, where **XX** represents the two-letter language variable. The language variable instructs the operating system to display menus and error messages in the selected language. The variable is defined by the first two letters of the language, in the language itself. For example, EN is the language variable for English, DE for Deutsch (German), FR for Francais (French), ES for Espanol (Spanish), SV for Svenska (Swedish), and so forth. This appendix tells you how to create the `/usr/help/htable.XX` file.

If you create a character table file for a language other than the one you ordinarily use, you must also set the language variable to include that language. Refer to Appendix D in this guide for information on how to set the language variable.

THE FORTUNE SYSTEMS CHARACTER SETS

Fortune Systems terminals have four standard character sets, residing in specific logical locations, called G0, G1, G2, and G3. You can add special characters to the collating sequence from other character sets by specifying those characters in the character table file. To access a non-ASCII character, you need to know three things:

- The logical location of the character set
- How to select the location
- The contents of the character set

Table E-4 shows the standard location of each character set.

Table E-4. The Standard Fortune Systems Character Set Assignments

Location	Character Set
G0	ASCII
G1	Fortune Set
G2	Supplementary Set
G3	Mosaics Set

NOTE: The `/usr/help/htable.XX` file uses the logical location of the character set, not a specific character set, to define a collating sequence. If the location of character sets has been changed on your terminal, you may get unexpected results when you sort using a character table file.

Table E-5 shows the Fortune Systems character sets.

Character sets in the G2 location contain both nonspacing and spacing characters. The nonspacing characters in the G2 location are always assigned the locations between @ and O.

For more information on the Fortune Systems character sets, refer to *Using Fortune Terminals*.

THE STRUCTURE OF THE CHARACTER TABLE FILE

The `/usr/help/htable.XX` file contains only the exceptions to the normal collating sequence, or the characters you want to add from other character sets. It need not contain the entire ASCII collating sequence. Fortune:Word checks the character table file for exceptions, and then uses the standard ASCII collating sequence for the rest of the sort process. You can have a few entries in this file, or you can completely restructure the collating sequence for your specific needs.

Table E-5. Fortune Systems Character Sets

ASCII	FORTUNE SET	SUPL SET	MOSAICS SET
SPACE		SPACE	
!		i	
"		¢	
#		£	
\$		\$	
%		¥	
&		#	
'		§	
(⊗	
)		·	
*		"	
+		<<	
,		←	
-		↑	
.	£	→	
/		↓	
0	↑	°	
1	↓	±	
2	↕	²	
3	▶	³	
4	◀	×	
5	◆	μ	
6	⊥	¶	
7	¥	·	

ASCII	FORTUNE SET	SUPL SET	MOSAICS SET
8	■	÷	
9	!!	'	
:	┌	"	
;	└	>>	
<	¢	¼	
=	•	½	
>	←	¾	
?	→	¿	
@	▧	→	
A	▨	·	
B	▩	·	
C	â	ˆ	
D	é	˘	
E	ì	-	
F	Ä	˘	
G	à	·	
H	È	˘	
I	è	/	
J	é	°	
K	ä	˘	
L	ì	—	
M	Ö	"	
N	ö	˘	
O	ò	˘	

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Table E-5. (continued)

ASCII	FORTUNE SET	SUPPL SET	MOSAICS SET
P	Ü ²	—	
Q	ü ²	ı	
R	ù ²	®	
S	☒	©	
T	☒	™	
U	☒	♣	
V	☒	—	
W	☒		
X	—	/	
Y	U	\	
Z	≡	▲	
[≧	▲	
\	≠	1/8	
]	∝	3/8	
^	€	5/8	
_	ı	7/8	█
`	△	Ω	█
a	▽	Æ	█
b	□	Ð	█
c	□	ǎ	█
d	p	ƒ	█
e	'	†	█
f	☒	U	█
g	☒	L	█

ASCII	FORTUNE SET	SUPPL SET	MOSAICS SET
h	☒	ℵ	█
i	☒	∅	█
j	☒	Œ	█
k	☒	o	█
l	▽	P	█
m	△	ƒ	█
n	♣	ñ	█
o	☒	'n	█
p	ℵ	κ	█
q	△	æ	█
r	φ	đ	█
s	⊖	ð	█
t	⊖	ñ	█
u	⊖	ı	█
v	✂	ij	█
w	✂	ı	█
x	⊖	ı	█
y	Γ	ø	█
z	T	œ	█
{	;	β	█
	▽	p	█
}	∩	t	█
~	o	ñ	█
CANCEL DEL	L	≡	█

The character table allows you to modify four different aspects of the collating sequence. The information you can modify is shown below.

- Change any collating sequence position for ASCII characters. For example, to achieve a case-sensitive sort, you can redefine the decimal value of the ASCII sequence.
- Add nonspacing characters (accents) from the G2 location. These characters are created in Fortune:Word by pressing CTRL/y, typing a character representing the accent, and typing the character to be accented.
- Add spacing characters from the G2 location. These characters are created in Fortune:Word by pressing CTRL/y, and typing an ASCII character that represents the special character.
- Add characters from the G1 location. These characters are created in Fortune:Word by pressing CTRL/n, and typing an ASCII character that represents the special character.

Each of the four possible modifications is represented by a record in the character table file. The records must be entered in the order shown above. Even if you do not want to make any changes to the collating sequence for a particular record, you must hold a place for it in the file with a RETURN.

CREATING THE CHARACTER TABLE FILE

You must use a FOR:PRO editor, such as `ed`, to create the file `/usr/help/htable.XX`. If you are unfamiliar with `ed` refer to the *FOR:PRO User's Guide*. You cannot use Fortune:Word to create this file. If your system does not have a `help` directory in `/usr`, you may need to create it before you create the file.

When you create the file, name it `htable.XX`, substituting the two-letter language variable for the letters `XX`. For example, if you are creating a character table file to be used with English, name the file `htable.EN`. If the file is to be used with French, name the file `htable.FR`.

When you create the file, you must use the following format:

- Put the first character of each line at the left margin.
- Separate each field with a TAB.
- End each line with a RETURN.
- No record should be blank. If you do not make any entries in a record, enter a RETURN.
- If a record contains any entries, end the last line of the record with a RETURN followed by a second RETURN.

**Determining
What
Collating
Position
Number to
Use**

The syntax for each record is different, and is described in the following paragraphs. However, before you look at the syntax for each record, you need to know how to define the collating position.

For entries in Record 1, which change the order of the existing collating sequence, use the numbers from the decimal column in Table E-2.

To add characters to the collating sequence, the ASCII table has been expanded. Each decimal number has been multiplied by 16 to provide 15 unused positions between every two ASCII characters. To add new characters to the character table file, you choose the position using the numbers from the expanded numbers column as shown in Table E-2.

Suppose you want to add the accented characters "a" with an acute accent, and "a" with a grave accent to sort between "a" and "b." Looking at the expanded numbers in Table E-2, you can see that "a" has a value of 1552 and "b" has a value of 1568. You could assign "a acute" a collating position number of 1554, and "a grave" the number 1556. If you do this, a sorted list containing these characters puts words beginning with "a" first, then "a acute," "a grave," and "b." You can assign the accented characters any number that is greater than 1552 and less than 1568.

The following four sections describe the syntax for each individual record of the character table file.

Record 1

The first record allows you to change the position of characters that already exist in the ASCII collating table. This record has three columns:

Column 1 contains the ASCII character that you want to move.

Column 2 contains the decimal base number from the case-insensitive ASCII collating sequence. These numbers are shown in Table E-2. The numbers in this column *must* be in ascending order according to the ASCII collating sequence.

Column 3 contains the number of characters you want to offset this character from the base number.

If you want, you can enter standard characters in this record of the table and offset them by zero (0) to leave them in the same position. However, the sort is more efficient if you enter only exceptions in this record. The first set of records is scanned for every character in the field to be sorted. If the character is not found, then the case-insensitive ASCII collating position is assumed. The shorter the size of the set, the faster the sort.

Represent each character whose position you want to change by one line in this record, and end each line with a RETURN. When you have entered all the characters, separate the lines of the first record from the next record with another RETURN.

One way you can use the first record is to make the sort case-sensitive. To do this you need to determine the offset number to use. Using the decimal values in Table E-1, you can determine that the uppercase letters have been offset by 32 places in the collating table. For example, the decimal value of "a" (97) less the decimal value of "A" (65) yields an offset value of 32. All the uppercase letters are offset from the lowercase letters by the same number. To define a case-sensitive sequence, enter each uppercase letter and its decimal

value in the table, and offset it by -32 to move it back to its original position in the case-sensitive ASCII collating sequence. The resulting record in the character table file is shown in Figure E-1.

A	97	-32
B	98	-32
C	99	-32
D	100	-32
E	101	-32
F	102	-32
G	103	-32
H	104	-32
I	105	-32
J	106	-32
K	107	-32
L	108	-32
M	109	-32
N	110	-32
O	111	-32
P	112	-32
Q	113	-32
R	114	-32
S	115	-32
T	116	-32
U	117	-32
V	118	-32
W	119	-32
X	120	-32
Y	121	-32
Z	122	-32

Figure E-1. An Example of Case-Specific Sort Entries in Record 1

Record 2

The second record in the character table file allows you to add nonspacing characters (accents) from the G2 location to the standard list of ASCII characters.

Entering Accented Characters in Fortune:Word

You enter accented characters from the G2 location in a Fortune:Word document by following the steps below:

1. Press CTRL/y.
2. Type the ASCII character that is on the same line as the accent you want to use (see Table E-5).
3. Type the ASCII character to be accented.

Another way this series of keystrokes is described is by the escape sequence \SS2XY\ . The SS2XY characters represent one Videotex character, which is determined by the following rules:

- SS2 represents CTRL/y, indicating that the next character will be selected from the character set at the G2 location.
 - X represents a nonspacing character with a value between @ and O (see Table E-5).
 - Y represents the ASCII character to be accented.
-

Entering Nonspacing Characters in the Character Table File

When you add nonspacing characters to the character table, you do not need to make an entry in a field to represent the SS2 (CTRL/y) sequence. By definition, any entries in the second record are accessed by a series of keystrokes beginning with SS2.

The second record has three columns, as shown below:

Column 1 contains the ASCII character that represents the accent you want to use. For example, the accent grave is indicated by the ASCII character "A."

Column 2 contains the ASCII character you want to be accented.

Column 3 contains the number in the collating sequence that you assign to this character. For example, if you want the "a grave" character to be collated following the unaccented letter "a," you could assign it a value of 1554. The numbers in this column do not need to be in ascending order.

REMEMBER: Separate each field with a TAB, end each line with a RETURN, and end each record with an additional RETURN.

Assume you want to add the characters "a grave" "a acute," "a circumflex," "A grave," "A acute," and "A circumflex" to the case-insensitive ASCII collating sequence. To achieve true case insensitivity, you assign the characters the same value in the collating sequence, as shown in Figure E-2.

A	a	1554
B	a	1556
C	a	1558
A	A	1554
B	A	1556
C	A	1558

Figure E-2. An Example of Record 2 in the Character Table File

Record 3

The third record in the character table file allows you to add spacing characters from the G2 location to the standard list of ASCII characters.

Entering Spacing Characters from the G2 Location in Fortune:Word

You enter spacing characters from the G2 location in a Fortune:Word document by following these steps:

1. Press CTRL/y.
2. Type the ASCII character that is on the same line as the character you want to use (see Table E-5).

Another way this series of keystrokes is described is by the escape sequence `\SS2X\`, where:

SS2 represents CTRL/y, indicating that the next character will be selected from the character set at the G2 location.

X represents a character that has a value that is not between @ and O (see Table E-5).

Entering Characters from the G2 Location in the Character Table File

When you add characters from the G2 location to the character table, you do not need to make an entry in a field to represent the SS2 (CTRL/y) sequence. By definition, any entries in the third record are accessed by a series of keystrokes beginning with SS2.

The third record has two columns, as shown below:

Column 1 contains the ASCII character that represents the character you want to use. For example, the copyright symbol (©) is indicated by the ASCII character "S."

Column 2 contains the number in the collating sequence that you assign to this character. For example, if you want the copyright symbol (©) to come at the end of the collating sequence, you could assign it a value of 2034. Remember to use the numbers from the Extended Decimal column of Table E-2 to determine the location in the collating sequence. The numbers in this column do not need to be in ascending order.

REMEMBER: Separate each field with a TAB, end each line with a RETURN, and end each record with an additional RETURN.

The entry in Record 3 to add the copyright symbol (©) to the end of the collating sequence is shown in Figure E-3.

```
S           2034
```

Figure E-3. An Example of Record 3 in the Character Table File

Record 4

The fourth record in the character table file allows you to add characters from the G1 location to the standard list of ASCII characters.

NOTE: The Fortune:Word screen graphics characters come from the G1 character set. These characters are used as delimiters for sorting in the editor, and are sorted to the top of the list for Records Processing and the Index Generator. You cannot change the sort sequence for Fortune:Word screen graphics with an entry in the character table file.

It is possible to generate symbols from the G1 character set that look identical to the Fortune:Word screen graphics. These CTRL/n characters can be sorted if you have the appropriate entry in the character table file.

Entering Characters From the G1 Location in Fortune:Word

You enter spacing characters from the G1 location in a Fortune:Word document by following these steps:

1. Press CTRL/n.
2. Type the ASCII character that is on the same line as the character you want to use (see Table E-5).

Another way this series of keystrokes is described is by the escape sequence \SOXSI\, where:

- SO represents CTRL/n, indicating that the next character will be selected from the character set at the G1 location.
- X represents an ASCII character that corresponds to a character from the G1 character set (see Table E-5).
- SI represents CTRL/o, returning to the G0 (ASCII) character set. This ending sequence is automatically generated by Fortune:Word if you type CTRL/n.

Entering Characters from the G1 Location in the Character Table File

When you add characters from the G1 location to the character table, you do not need to make an entry in a field to represent the SO (CTRL/n) or SI (CTRL/o) sequence. By definition, any entries in the fourth record are accessed by a series of keystrokes beginning with SO and ending with SI.

The fourth record has two columns, as shown below:

Column 1 contains the ASCII character that represents the character you want to use. For example, the character Q selects the “u umlaut” character from the G1 character set.

Column 2 contains the number in the collating sequence that you assign to this character. For example, if you want the “u umlaut” to follow the “u” in the collating sequence, assign it a value of 1873. Remember to use the numbers from the Extended Decimal column of Table E-2 to determine the location in the collating sequence. The numbers in this column do not need to be in ascending order.

REMEMBER: Separate each field with a TAB, end each line with a RETURN, and end each record with an additional RETURN.

The entry in Record 4 to add the “u umlaut” to follow the “u” in the collating sequence is shown in Figure E-4.

Figure E-5 shows the complete `/usr/help/chtable.XX` file, as it would look using the examples given in this appendix.

```
Q      1873
```

Figure E-4. An Example of Record 4 in the Character Table File

A	97	-32
B	98	-32
C	99	-32
D	100	-32
E	101	-32
F	102	-32
G	103	-32
H	104	-32
I	105	-32
J	106	-32
K	107	-32
L	108	-32
M	109	-32
N	110	-32
O	111	-32
P	112	-32
Q	113	-32
R	114	-32
S	115	-32
T	116	-32
U	117	-32
V	118	-32
W	119	-32
X	120	-32
Y	121	-32
Z	122	-32

A	a	1554
B	a	1556
C	a	1558
A	A	1554
B	A	1556
C	A	1558

S 2034

Q 1873

Figure E-5. A Complete Example of a /usr/help/chttable.XX file

ERROR MESSAGES

You may encounter error messages while sorting if you have set up a character table file. These errors and the problems each identifies are listed below.

Null record missing in accented character table

You have not entered a RETURN for each of the four records required in the character table file; you have not separated one set of records from the next set of records with a RETURN.

Character type \SS2XY\ not found in table

A nonspacing character from the G2 character set is in the text you have selected to sort. This character has not been defined in the second record of the character table file.

Character type \SS2X\ not found in table

A spacing character from the G2 character set is in the text you have selected to sort. This character has not been defined in the third record of the character table file.

Character type \SOXSI\ not found in table

A character from the G1 character set is in the text you have selected to sort. This character has not been defined in the fourth record of the character table file.

Each error message is displayed along with one of the following prompts: *Press EXECUTE to continue or CANCEL to stop*, or *Press CANCEL to stop*. If you press CANCEL to stop a Records Processing sort, the output document created up that point is saved. However, the format and document summary files have not been created. As a result, the output document contains the standard system default format line, and the Document Summary screen displays the word EXTERNAL on the *Comments* line.

SUMMARY

This section provides a checklist of things you may need to do to create a character table file.

1. Check to be sure you have a **help** directory in `/usr` on your system. If you do not have one, create it. Be sure the directory has the correct permissions and ownership for your system configuration.
2. Define the **LANGUAGE** variable if you create a character table file for a language other than the one you ordinarily use.
3. Using a FOR:PRO editor, such as **ed**, create a file named **htable.XX**, where **XX** represents the two-letter language variable. When entering text in this file, put the first character of each line at the left margin. Separate each field with a TAB. End each line with a RETURN. If you do not make any entries in a record, enter a RETURN in this field. If you make text entries in a record, follow the last entry of the record with an additional RETURN.
 - a. Use the first record to move ASCII characters to a different place in the collating sequence. Column 1 contains the ASCII character you want to move. Column 2 contains the decimal base number. Column 3 contains the number of characters you want to offset.
 - b. Use the second record to add nonspacing characters (accents) from the G2 location. Column 1 contains the ASCII character that represents the accent you want to use. Column 2 contains the ASCII character you want to be accented. Column 3 contains the expanded decimal number you assign to the character.
 - c. Use the third record to add spacing characters from the G2 location. Column 1 contains the ASCII character that represents the character you want to use. Column 2 contains the expanded decimal number you assign to the character.
 - d. Use the fourth record to add characters from the G1 location. Column 1 contains the ASCII character that represents the character you want to use. Column 2 contains the expanded decimal number you assign to the character.

Appendix F

How to Access Alternate Character Sets

THE FORTUNE SYSTEMS CHARACTER SETS

Fortune Systems terminals have four standard character sets, residing in specific logical locations, called G0, G1, G2, and G3. Refer to *Using Fortune Terminals* for specific information about the characters in each character set.

You can use characters from alternate character sets, also referred to as "Videotex characters," in Fortune:Word documents in the following ways:

- Nonspacing characters from alternate character sets are used to display and print accents over alphabetic characters.
- Special characters such as the cent sign (¢) or the paragraph section marker (§) reside in the alternate character sets.
- Alternate character sets are used in conjunction with laser printer software as non-printing characters to indicate places in a document where the printer must switch between fonts or type styles.

NOTE: Although characters may display correctly on the screen, not all printers are able to print the characters that are displayed on the screen. Refer to your printer manual for information about printing special characters.

To access an alternate character set, you need to know three things:

- The logical location of the character set
- How to select the location
- The contents of the character set

Table F-1 shows the standard location of each character set.

Table F-1. The standard Fortune Systems Character Set assignments

Location	Character Set
G0	ASCII
G1	Fortune Set
G2	Supplementary Set
G3	Mosaics Set

NOTE: If the location of character sets has been changed on your terminal, you may get unexpected results when entering alternate characters in a Fortune:Word document.

Refer to Table E-5 in Appendix E for a list of the Fortune Systems character sets.

Character sets in the G2 location contain both nonspacing and spacing characters. The nonspacing characters in the G2 location are always assigned the locations between @ and O.

ENTERING ALTERNATE CHARACTERS IN A FORTUNE:WORD DOCUMENT

There are three ways to enter alternate characters in a Fortune:Word document:

1. Nonspacing characters (accents) from the G2 location are entered in a Fortune:Word document by pressing CTRL/y, typing a character representing the accent, and typing the character that is to be accented.

2. Spacing characters from the G2 location are entered in a Fortune:Word document by pressing CTRL/y, and typing an ASCII character that represents the special character.
3. Characters from the G1 location are created in Fortune:Word by pressing CTRL/n, and typing an ASCII character that represents the special character.

WARNING: Processing a document that contains CTRL/n or CTRL/] characters with Spelling Tools or Hyphenation and Pagination may cause document corruption.

USING FORTUNE:WORD GLOSSARIES WITH ALTERNATE CHARACTER SETS

You can use glossaries to speed the entry of CTRL/y or CTRL/n codes in your Fortune:Word documents. Refer to Appendix C, "Character Codes" in the *Fortune:Word Glossary User's Guide* for suggestions on how to do this.

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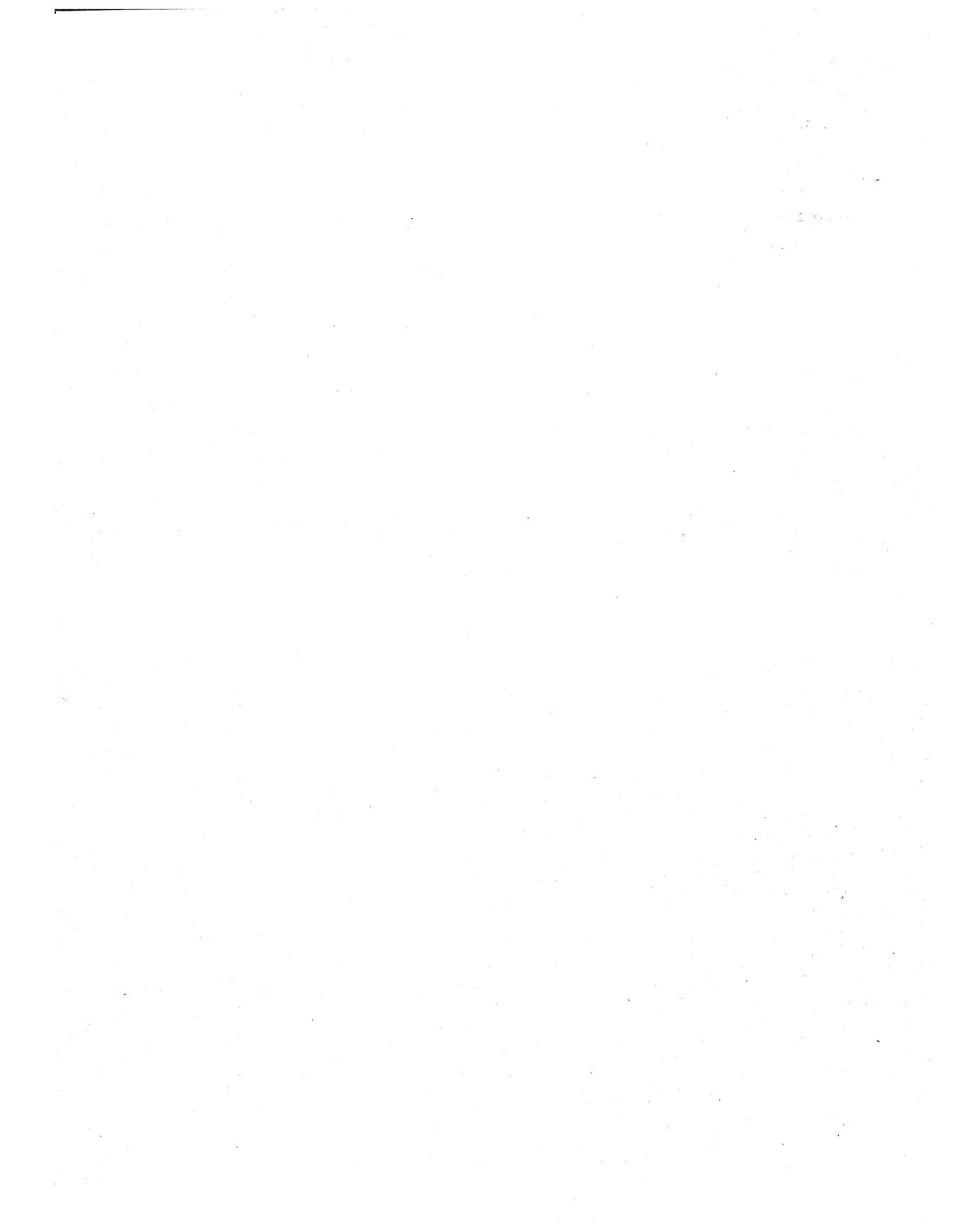
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300 Harbor Boulevard
Belmont, CA 94002