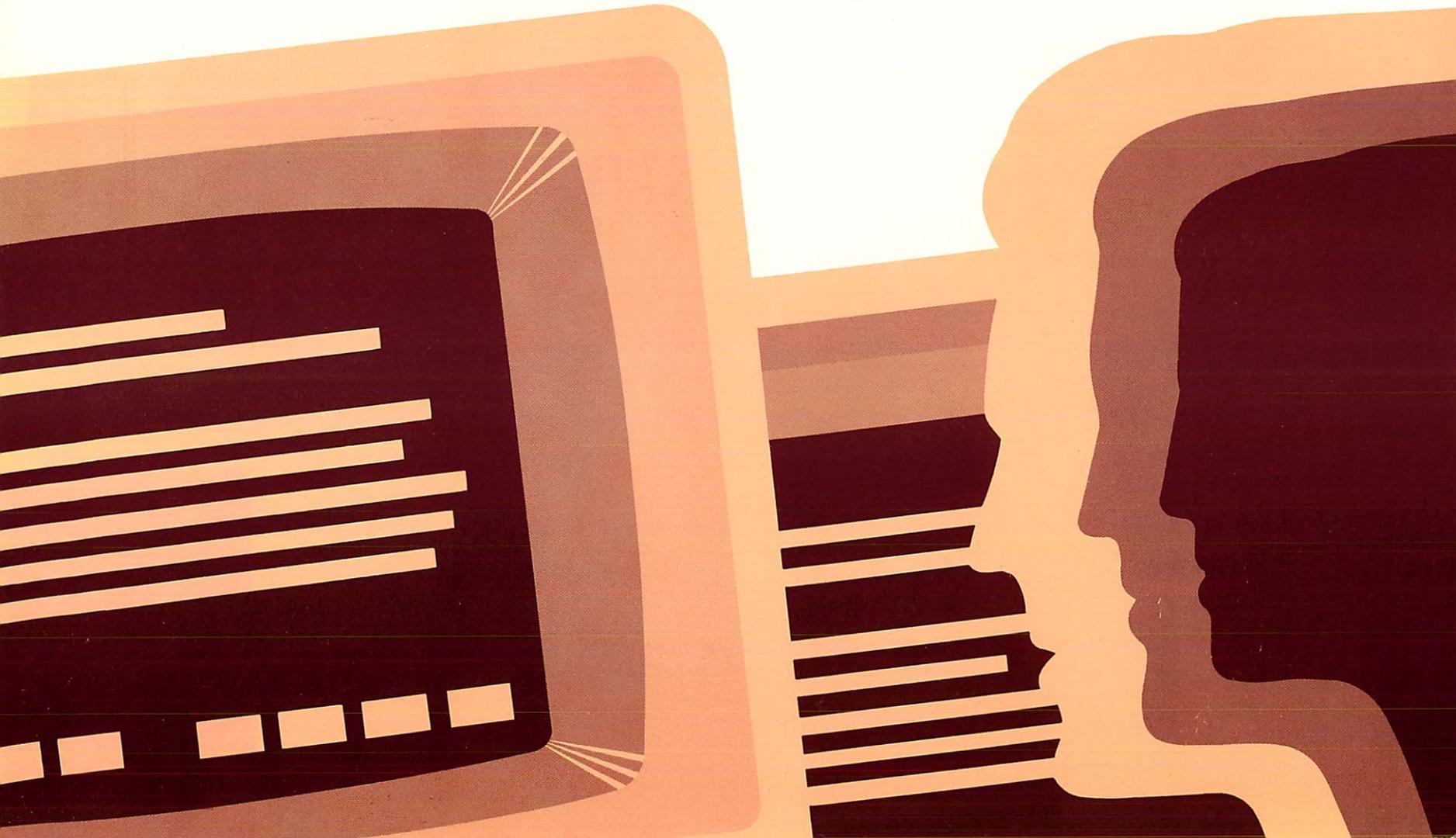


Learning HP SLATE

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HP 3000 Computer Systems

LEARNING HPSLATE

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HOW TO USE THIS GUIDE

This Guide is designed to enable you to train yourself how to use the HP SLATE word processing program. The training is divided into four lessons, and you can complete it at your own pace.

Preceding Lesson 1 is an introduction which gives you an overview of HP SLATE. It will be useful for you to read this introduction before starting Lesson 1. Also, if you are unfamiliar with the editing features of your terminal, you should turn to Appendix A at the back of this Guide. Appendix A provides editing exercises and hints for editing text using your particular terminal. You should be familiar with these editing techniques while editing your text in HP SLATE.

Lessons 1 through 4 lead you through HP SLATE, giving you practical experience of the HP SLATE functions as you go along. Whenever you need to take some action at your terminal, an arrow symbol () in this Guide clearly marks the steps you are to take.

A typical application of HP SLATE is given in a practice exercise at the end of each lesson so that you can use the functions you have learned. At any time, if a function is confusing to you, you should refer back to the appropriate area in the Guide and review it. When you have finished the training, you will be able to enter text, modify it in many ways to suit your needs, and print a copy of it on your printer.

There are three appendixes at the end of this Guide. Appendix A contains editing exercises. Appendix B includes hints on using HP SLATE and what to do in case of difficulty. Appendix C is a brief discussion on how to use the TDP/3000 printing option with HP SLATE.

You will probably want to keep this Guide handy for future reference and review.

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INTRODUCTION

WHAT IS HPSLATE AND WHAT WILL IT DO FOR YOU?

HPSLATE is an easy-to-learn word processing package that allows you to enter text by typing at the keyboard of your terminal. You can modify your work and print a copy of it without learning special commands.

HPSLATE offers a "what you see is what you get" approach to creating, modifying, and printing text that you enter. Your text is not temporary but is stored in the computer's memory for easy retrieval and modification.

The text that you enter is part of your HPSLATE document. Documents are divided into sections referred to as "draft pages" which are designed to correspond to the pages you will be printing. On the draft pages, each of which can contain up to 66 lines, you type in the text the way you want it to appear when printed, whether in paragraphs, columns, letter format, etc. Your HPSLATE document can also be referred to as a file, because the HP3000 computer handles it just like other files in the computer system. Throughout this guide, the terms document and file are interchangeable.

Text is displayed on the screen as you enter it. The terminal keys are used to move you to various places in your document in order to add more text, insert sentences, wrap words from line to line or simply browse through what you have entered.

Using the terminal keys marked f1 through f8, you are further able to rearrange your text, replace one word with another throughout your document, or fill text within particular columns. Whenever HPSLATE needs more instructions from you, it asks you questions on the screen and waits for you to type in the answer. By this method HPSLATE guides you through your word processing.

You will soon find the HPSLATE method is an efficient and simple way of processing your memos, reports and frequently up-dated information from the creating and modifying phases through to the final printing.

FUNCTIONS

You operate HPSLATE by performing functions. These may be as simple as going from one location in your document to another or moving to the section of HPSLATE that prints your document. There are also more involved functions such as rearranging the locations of the text you have entered.

When you decide what you want to do and which function performs it, you must relay this information to HPSLATE. The terminal keys f1 through f8 are used for this purpose. They are known as the function keys (or sometimes as softkeys). They are found on the upper part of your keyboard. Make sure you can identify where the function keys on your terminal are. The functions these keys represent change throughout your use of HPSLATE. A label line at the top or bottom of your screen, depending on the type of terminal you have, always identifies the current available functions. The label line is known as a keyset. Some of these functions are performed immediately, some require additional instructions from you, and some take you to other areas in HPSLATE.

MODES

HPSLATE has five areas or "modes" in which it operates. These are:

MAIN - takes you to the other areas.

HELP - supplies information on using HPSSLATE.

OUTPUT - receives instructions for printing your document.

UTILITY - lists names of current documents, converts HPSSLATE files, etc.

CREATE/EDIT - allows you to enter and modify text.

The MAIN mode of HPSSLATE is the one that allows you to get to all the other modes. Four of these modes have one keyset each. CREATE/EDIT mode, which has many functions, has five keysets.

KEYSETS

The MAIN keyset is displayed when you first enter HPSLATE, and appears as follows:

```

  exit  HELP  MAIN  CREATE  EDIT  OUTPUT  UTILITY

```

The four labels on the left correspond to keys f1 through f4 and the four on the right correspond to f5 through f8. (The label in the middle indicates that you are in the MAIN keyset currently.)

Function key f3 takes you to the HELP mode, f7 to the OUTPUT mode, and f8 to the UTILITY mode. If you want to go to the CREATE/EDIT mode you have to choose f5 or f6. Selecting f5 enables you to create a new document. f6 is used if you want to edit a document that already exists.

If a function key label is blank (as are f1 and f4 in the MAIN keyset), the corresponding key has no function in that keyset.

All the HPSLATE keysets are shown opposite.

KEYSETS	f1	f2	f3	f4	f5	f6	f7	f8
MAIN		exit	HELP		CREATE	EDIT	OUTPUT	UTILITY
HELP	MAIN	exit	HELP	ReEDIT	moreinfo	listkeys	topics	
OUTPUT	MAIN	exit	HELP	ReEDIT	UTILITY		print	tdp
UTILITY	MAIN	exit	HELP	ReEDIT	OUTPUT	mpe	convert	listdocs
----- CREATE/EDIT MODE -----								
1	MAIN	PREVKEYS	NEXTKEYS	delpage	prevpage	nextpage	getapage	newpage
2	MAIN	PREVKEYS	NEXTKEYS	joinfile	movetext	copytext	movepage	copypage
3	MAIN	PREVKEYS	NEXTKEYS		info	renumb	undopage	redisply
4	MAIN	PREVKEYS	NEXTKEYS	resume	search	replace		redisply
5	MAIN	PREVKEYS	NEXTKEYS	center	fill	justify	on	off

TERMINALS

HPSLATE can be run from a variety of Hewlett-Packard terminals, but there are three basic types: HP264x, HP262x, and the HP2382. Your terminal may be configured either as a character mode terminal, which means that the computer "processes" each character as you type it on the keyboard, or as a block mode terminal, which means that the computer does not "process" any of your keystrokes until you tell it to. Some HP terminals can be configured to operate in either character mode environment or block mode environment; other terminals must operate in character mode environment only.

The reason you need to know if your terminal is configured for character mode or block mode is that when in block mode you have to press the ENTER key instead of the RETURN key to send the information you have typed to the computer.

To determine which environment your terminal is configured for, do the following:

- ➔ If you have an HP264x terminal, press the REMOTE key into the down position.

If you have an HP262x terminal, press the MODES key, then press the f4 key until an asterisk appears in the REMOTE MODE window at the bottom of the screen.

If you have an HP2382 terminal, press the AIDS key, then press the f1 key. Then, press the f4 key until an asterisk appears in the REMOTE MODE window.
- ➔ Press the RETURN key on your terminal. If a colon (:) appears, your terminal is configured for CHARACTER MODE ENVIRONMENT.
- ➔ If a colon does not appear, press the ENTER key on your terminal. If a colon then appears, your terminal is configured for BLOCK MODE ENVIRONMENT.

If no colon at all appears on your terminal, contact your HP3000 System Manager or System Operator for help. When first learning how to use HPSLATE, working on a character mode environment terminal will be slightly easier than working on a block mode environment terminal. So, if possible, try to arrange this. If this is not possible, don't worry, the differences in operation will

not be a problem for you. However, it is especially important that you understand your terminal's editing functions, so be sure that you have completed the exercises in Appendix A.

There are two more steps to complete before you log onto the computer:

If you have an HP264x terminal:

- ➔ Press the AUTO LF key so that it is in the up position.
- ➔ The CAPS LOCK key should be down for the first part of the training. All of the rest of the keys should be up. Proceed now to Lesson 1.

If you have an HP262x or HP2382 terminal:

- ➔ In all of the function key windows at the bottom of the screen, no asterisks should appear, with the exception of the REMOTE MODE window. If any asterisks do appear, depress the function key(s) which correspond to these window(s) so that the asterisks disappear. Proceed now to Lesson 1.

LESSON 1

LESSON 1

In this first lesson you will learn how to:

- * Log on to the HP3000 computer from your terminal..... 1-2
- * Run HPSLATE..... 1-4
- * Create a new HPSLATE document..... 1-6
- * Select keysets..... 1-8
- * Add text to your document.....1-12
- * Add a new page to your document..... 1-15
- * Page through your document..... 1-16
- * Select a page of your document..... 1-18
- * Delete a page from your document..... 1-19
- * Print your document..... 1-20
- * Leave HPSLATE..... 1-24
- * Log off from the HP3000 computer..... 1-24

Exercise 1 starts on page 1-26.

LOGGING ON

When a colon (:) is displayed on the terminal screen you are ready to set up communication with the computer. In order to do this, you must have an account with the computer. Your System Manager can provide you with such an account. You identify yourself to the computer using that account. This identification, called "logging on", is done by typing on the terminal. Your log-on will look similar to this on your screen:

```
:HELLO LINDA.OFFICE
```

This means that the user with the name LINDA in the OFFICE account wants access to the computer.

Now you log-on to the computer.

➔ Following the colon which appears on the screen, you type HELLO and your unique log-on. Then, if you have a character mode environment terminal, press the RETURN key. If you have a block mode environment terminal, press the ENTER key.

(If you make a typing mistake while entering your log-on, use the BACK SPACE key to return to the error and retype the remainder of the line.)

After the computer verifies that the user and account are authorized to use the system, a welcome message, similiar to the one below, appears on the screen.

```
HP3000 / MPE IV C.00.02.  THU, FEB 10, 1983, 4:34 PM
```

This message tells you which version of MPE the system is using. (MPE is the operating system that controls the computer.)

Following the welcome message, another colon appears. This indicates that MPE is prompting you to enter a command. Your screen now looks similiar to this:

```
:HELLO LINDA.OFFICE  
HP3000 / MPE IV C.00.02.  THU, FEB 10, 1983, 4:34 PM  
:
```

(Your computer system may also include some informational message before the colon appears.)

RUNNING HP SLATE

You tell MPE that you want to use HP SLATE with this command line:

```
:RUN HP SLATE.PUB.SYS
```

➔ Enter the command to use HP SLATE as it appears above (do not retype the colon prompt). Then, press the RETURN key if you have a character mode environment terminal, or the ENTER key if you have a block mode environment terminal.

After MPE has received your command to run the HP SLATE program, the screen clears momentarily. As you are entering HP SLATE the MEMORY LOCK light goes on (if you have a 264x terminal). Do not turn it off. This indicates that what you enter will be stored in the computer's memory.

If you get a message that asks if you want to work in split pages, just hit RETURN to continue. See the HP SLATE Reference Guide for more information on working with split pages.

Main menu

You then see the MAIN MENU of HP SLATE displayed on the screen. (A "menu" is a screen display on which you make selections or type in instructions.) An example is shown opposite.

Notice that a line appears which tells you which environment your terminal is configured for (character or block), and which style your terminal must operate in (full page or half page). We will discuss styles a little later in this lesson.

Notice also that the MAIN keyset shown in the example is at the top of the screen display. This is the case for HP264x terminals, but with HP262x and HP2382 terminals the keyset appears at the bottom of the screen.

```

  exit  HELP  MAIN  CREATE  EDIT  OUTPUT  UTILITY
HPSLATE/3000 36576A.03.00 Thu, 10 Feb 1983 4:34PM
Character mode environment and full page style
HPSLATE / 3000

```

CREATING A DOCUMENT

You are now going to create a practice document for your training. It will contain exercises you will do to familiarize you with HPSLATE. When you create a document, you give it a name and add a comment on the contents of the document.

To indicate to HPSLATE that you are going to create a document you use function key f5.

➔ Press f5, CREATE.

Naming your document

After you have selected CREATE, this message appears on your screen:

Enter name of the document to be created: XXXXXXXXXX

These rules should be kept in mind when deciding on a name for your document.

1. Maximum of 8 characters in length
2. Characters must be alphabetic letters or numbers
3. First character must be an alphabetic letter
4. No blanks or special characters

The name you use should identify the contents of the document.

➔ Enter the name XERCISE in the field where the cursor is blinking and press RETURN. A field is a highlighted area on the screen where you can type information. (If the name is currently being used you get a message to that effect. If that is the case, re-enter the name using XERCISE 1 or XERCISE2, etc.)

Note: Whenever you type instructions or an answer to HPSLATE, press RETURN (if you have a character mode environment terminal), or ENTER (if you have a block mode environment terminal) to indicate that your reply has been made.

Adding a comment to your document

The next step in creating a document is to add a descriptive comment. Your comment is stored with the document, and helps you to identify a document.

➔ A line appears on the screen for your comment. Type in:

EXERCISE DOCUMENT FOR HPSLATE TRAINING

(If you make a mistake on this line use the BACK SPACE key to make the correction and retype to the end of your comment.)

➔ Press RETURN or ENTER.

Lesson 1-8

SELECTING KEYSETS

You will have noticed that at the top or bottom of the screen is a set of highlighted labels that correspond to function keys f1 through f8. This set of labels is referred to as a keyset.

We wanted to CREATE a document so we pressed function key f5 in the MAIN keyset.

You should now have one of the following keysets displayed on the screen depending on the type of terminal you have:

MAIN	PREVKEYS	NEXTKEYS	delpage	prevpage	nextpage	getapage	newpage
MAIN	OTHER1/2	NEXTKEYS	delpage	prevpage	nextpage	getapage	newpage

When one of these keysets is displayed it means that you selected CREATE or EDIT from the MAIN keyset, and you are in a position to create a new document, or edit an existing document. There are five keysets in the CREATE/EDIT group.

➔ Press the NEXTKEYS function (f3) and watch as the label line changes, indicating that the function keys, f1-f8, have new functions associated with them. Keep pressing f3 until you see the first keyset at the top of the screen again, the one that contains nextpage, getapage, etc. (Pressing NEXTKEYS while the 5th keyset is on the screen takes you to the 1st keyset.)

MAIN	PREVKEYS	NEXTKEYS	joinfile	movetext	copytext	movepage	copypage
MAIN	PREVKEYS	NEXTKEYS		info	renumb	undopage	redisply
MAIN	PREVKEYS	NEXTKEYS	resume	search	replace		redisply
MAIN	PREVKEYS	NEXTKEYS	center	fill	justify	on	off
MAIN	PREVKEYS	NEXTKEYS	delpage	prevpag	nextpag	getapag	newpag

If you have a PREVKEYS label, press f2. This function takes you through the keysets in the reverse order.

It is not necessary to memorize which keyset in CREATE/EDIT mode contains a particular function. By selecting NEXTKEYS or PREVKEYS several times you can find the function you want. PREVKEYS and NEXTKEYS are only used in the CREATE/EDIT mode and do not take you to any of the other four modes of HPSLATE.

We shall be using some of the keys in the CREATE/EDIT group in this first lesson. If you have a key marked OTHER 1/2, read the next pages on STYLES. If not you can skip that part of the lesson.

STYLES

HPSLATE, in both CREATE and EDIT modes, operates in one of two styles, depending upon the amount of display memory which the terminal has. Full page style means that the user's terminal has enough memory to store 66 eighty-character lines. In full page style, you can scroll the terminal screen throughout the entire 66 line page.

Alternatively, your terminal may not have enough display memory to hold a 66 line page all at once. Therefore, in half page style, a terminal displays either lines 1 through 40 of a page (and you can scroll the terminal screen through these lines), or it has lines 27 through 66 (also equal to forty lines which you can scroll the terminal screen through).

As an example, when you are entering (say) a 55 line memo, you are able to enter lines 1 through 40 in a normal fashion. However, as soon as you enter line 41, you receive a warning message that you have filled up the first portion of your page. Therefore, you have to switch to the "other half" of your terminal page before proceeding with the entry of line 41. This example applies only to a character mode environment terminal running HPSLATE in half page style.

Note the difference in the CREATE mode keysets for the two HPSLATE styles:

MAIN	PREVKEYS	NEXTKEYS	delpage	prevpag	nextpage	getapage	newpage
MAIN	OTHER1/2	NEXTKEYS	delpage	prevpag	nextpage	getapage	newpage

Note that the f2 key is labelled PREVKEYS in the full page style, while it is labelled OTHER 1/2 in the half page style. This same difference in keyset labelling occurs in the EDIT mode. In full page style, the PREVKEYS function key and the NEXTKEYS function key can be used as desired to switch back and forth between the function key label sets which are available in either the CREATE or the EDIT MODE. In half page style, only the NEXTKEYS function key is available to switch between the function key label sets. So, if you want to go "back" to a previous label set, in half page style you can only go forward through the available keysets until you reach the one you're looking for. You'll find this to be a very minor inconvenience which you will not even notice. So, to summarize, if you have a terminal which HPSLATE determines must operate in half page style, you have to "break" your text entry/editing operation into two parts, the first 40 or so lines and the second 40 or so lines. Remember, though, that as soon as you reach line number 27, you

can switch to the second half of the page and then finish entering or editing the remaining lines on the page, up to a maximum last line number of 66.

If HP SLATE determines that your terminal operates in full page style, you won't have to change from one half of the page to the other half. All 66 lines on the page can be entered/edited just by moving the terminal's cursor to the desired position on the page.

Throughout the remainder of this Guide, no attempt is made to separate the half page style editing/entry operations from the full page style operations. You have to be certain that you have the correct "half page" of text in the terminal's memory for the operation you are trying to execute. You will find, however, that this is very simple to do.

In Section 2 of the HP SLATE Reference Guide (36576-90001), a more detailed explanation of the half page style and block mode environment is provided. If you have any problems with any of the editing exercises in this Guide, especially if your terminal is operating in either half page style or block mode environment, you should refer to the HP SLATE Reference Guide.

ADDING TEXT TO YOUR DOCUMENT

You will notice that some of the labels are in upper case characters and some in lower case. When a function key is pressed whose label is in upper case, the keyset (label line) changes to make other functions available. On the other hand, the labels in lower case indicate that the chosen function will be performed without the keyset changing.

The name of the mode does not appear between the labels in CREATE/EDIT mode as it does in the other modes. Instead, the identifying number of the draft page and the line count are displayed.

HPSLATE automatically numbers the draft pages in increments of 10; that is, 10, 20, 30. This gives you room to insert pages where needed. The first draft page offered you is page 10. The blank screen below the label line is the first part of your draft page.

If your terminal is operating in half page style, either a "t" (signifying "top") or a "b" (signifying "bottom") immediately follows the draft page number.

Draft page 10 is shown in the following diagram just as you should enter it on your screen. At the end of each line press RETURN to move the cursor to the beginning of the next line. Wait for the terminal to "BEEP", and then type the next line. Start each line in column 1; correct typing mistakes. You may refer to the Editing Exercise in Appendix A if you need assistance.

- ➔ Make sure your terminal keyboard has the CAPS LOCK key in the "off" position. You use the SHIFT key to enter upper case letters.
- ➔ Now start entering text into your document exactly as you see it in the diagram opposite. (You will notice that the count of the number of lines used changes at the top of the screen after you have added a new line and pressed RETURN.)

MAIN **PREVKEYS** **NEXTKEYS** **delpage** 0010 25 **prevpage** **nextpage** **setapage** **newpage**

From: Harold Collins

Date: 10 March 1983

To: Mark Bates
Louise Clarke
Ron Lawrey

Sub: HPSLATE Training

The training Guides have arrived for our users' introduction to the HPSLATE word processing package.

I am very anxious for as many of our people as possible to go through the Guides and get a good background for using HPSLATE. They will find the package very easy to use and should become productive in it quickly.

Please get in contact with me regarding distribution of the Guides and I would appreciate hearing from you in 10 days concerning the progress of the training.

Regards,

Lesson 1-14

Did you notice, as you got to the end of the memo, your first lines disappeared off the top of the draft page? Don't worry; they are not lost. Since only 23 lines of text can fit on the screen at a time, they only rolled up off the top of the screen. They can be viewed by using the ROLL DOWN key.

How did you do with your first exercise? It would be a surprise to make no mistakes at all.

ADDING A NEW PAGE TO YOUR DOCUMENT

Now you are going to add a new draft page and enter more text.

- ➔ Press the key that represents the newpage function (f8). HP SLATE wants to know what number you are going to give the new page. The default that is offered is 20. If you wished to change this to another number you would type over the 20.
- ➔ For this exercise you are using page 20, so just press RETURN and the default is accepted. Your screen clears again except for the label line. The keyset is the same but the draft page number and line count have changed. The draft page number is now 20 and the line count for page 20 is 00.
- ➔ Enter the text that appears in the diagram below.

```

MAIN  PREVKEYS  NEXTKEYS  delpage  0020  13  prepage  nextpage  getapage  newpage
As you enter more than 23 lines on the draft page, the top lines on the
current page will roll out of view. The lines can be positioned back
on the screen with the ROLL UP and ROLL DOWN keys.

You can always get to the top of your draft page by homing up your
cursor (use the slanted arrow key). You can get to the bottom of
the text on the current draft page by homing down. However, if your
terminal is operating in HALF PAGE STYLE, the "home" key will move the
cursor to the top of your draft page only if you are currently viewing
the "top" half of the page. If you push the "home" key when you are
viewing the "bottom" half (lines 27-66), the cursor will move to the
top of the "bottom" half of your page, or line number 27.

```

You now have two draft pages in your document, page 10 and page 20.

PAGING THROUGH YOUR DOCUMENT

The prevpage and nextpage keys allow you to page through all the existing pages of your document.

Prevpage takes you to the previous existing page in your document.

➔ Press the key that executes the prevpage function (f5). This is like turning back the page in a book to see the text that is on the previous page.

Draft page 10 is displayed on your screen a line at a time. When the text is fully displayed, the cursor returns to the beginning of the text and the terminal "BEEPs" indicating you have control of the cursor again. The keyset has not changed so the same functions are available through the function keys. The text on draft page 10 can be edited now.

➔ There is one correction that you can make to the memo on draft page 10. In the third line from the bottom of the text, change "you in 10 days" to "you within 10 days".

To go to the next numbered page from the current page, the nextpage function is used.

➔ Press f6 to go to the next page in your document.

➔ Now that you are on draft page 20, add a third paragraph to the page and edit the second paragraph. Your draft page looks like this when you are finished with the exercise. (You can get to the bottom of the text by homing down. Refer back to the Editing Exercise in Appendix A whenever you need to refresh yourself on the editing features.)

```

MAIN PREVKEYS NEXTKEYS delpage 0020 15 prevpge nextpage getapage newpage

```

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text on the current draft page by homing down.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your document. Try them.

A new page needs to be added for use in the next exercise. Do you remember how to establish a new page? If not, review the last few exercises and then press the appropriate key.

➔ HPSLATE offers 30 as the default. This time change the default to 25 by typing over the offered number and pressing RETURN.

➔ On draft page 25 type:

This is an extra page.

SELECTING A PAGE OF YOUR DOCUMENT

Often you will want to go to a draft page that is not adjacent to your current page. When this is the case, use the getapage function. It takes you to any existing draft page in your document.

- ➔ Press f7 to initiate the getapage function. The message below appears directing you to enter the number of the draft page you want to go to.

Go to page number:

- ➔ For this function there is no default offered, so type in 10, press RETURN, and draft page 10 is displayed on the screen. You now have gone from draft page 25 to draft page 10 by performing one function.

DELETING A PAGE FROM YOUR DOCUMENT

The delpage function is used to delete one or more existing draft pages from your document. For this exercise you will be deleting draft page 25.

- ➔ Press f4, delpage. HPSLATE asks you some questions and also gives you some information. Just answer the questions and read what information is given you. Remember, whenever you enter information you should press RETURN to signal to HPSLATE that you have entered your answer. Enter 25 as the page to be deleted. (It would be valid to enter a range of pages to be deleted and HPSLATE would respond with the page numbers involved). Respond with Y when 25 appears as the page to be deleted. There are now 2 draft pages in your document: draft pages 10 and 20.

PRINTING YOUR DOCUMENT

Function key f1 (MAIN) of the CREATE/EDIT mode keysets takes you back to the MAIN mode of HPSLATE.

➔ Press f1 (MAIN). The MAIN keyset appears on your screen.

As the final exercise for this lesson, you are going to print the memo that you created on draft page 10. You enter the mode for printing your document by selecting OUTPUT (f7) from the MAIN mode.

➔ Press f7 (OUTPUT). The label line for the OUTPUT keyset is now on your screen.

MAIN **exit** **HELP** **ReEDIT** **OUTPUT** **print** **tdp**

Lesson 1-22

- ➔ Practice moving from field to field with the TAB key. When you reach the last field (Other Options), press TAB again and the cursor moves up to the first field (Document).

All the instruction fields on this menu are discussed in a later lesson. For the current exercise, you only change two of the defaults HP SLATE has provided on this Menu.

- ➔ Use the TAB key to move to the second field (Draft Page Range). You are only going to print draft page 10, so replace the default (ALL) by typing 10 over it.
- ➔ Since you do not want a page number printed on your memo, move to the Heading Lines field and replace the A with C (No page number or heading line).
- ➔ The Print Menu has all the correct instructions in it now. Your Print Menu looks like the diagram opposite.

MAIN	exit	HELP	ReEDIT	OUTPUT	UTILITY	print	tdp
PRINT MENU							
Document	XERCISE.LINDA.OFFICE			Draft Page Range	10		
Device	OFFLINE	---	OFFLINE	2631	9866	2601	
			TERMINAL	2631B	9871	2680	
			INTEGRAL	2631G	9871A	2602	
			TYPEWRITER				
Page eject for each draft page?	<input checked="" type="checkbox"/>			Is the printer attached to a terminal?	<input type="checkbox"/>		
Pause after each printed page?	<input type="checkbox"/>			Heading Lines	<input type="checkbox"/>	----- A = page no. only	
						B = full heading	
						C = no heading	
Top Margin	2			Bottom Margin	3		
Printed Page Length	66			Number of copies	1		
Other Options	[REDACTED]						
;HPIB nn ;HPIB nn,nn;ENV=filename ;LDEV=nn ;PW=xxxxxxxx ;SF=A or B or C or D							

➔ When your Menu looks like this, press RETURN to signal HP SLATE that all the correct printing instructions are now on the screen.

A message appears at the bottom left of your screen saying PRINTING. Your document is being read by the system and prepared for printing at this time. When the message disappears and the terminal "BEEPS", control has been returned to you.

➔ Press f1 (MAIN) to return to the MAIN mode.

LEAVING HP SLATE

Whenever you want to leave the HP SLATE program use the exit function. Exit is found in every mode except CREATE/EDIT, and is always executed with the f2 key.

➔ Press f2 (exit).

Logging-off

You are still logged-on to the computer at this point. If you also want to end your use of the computer, you must use the MPE command BYE.

➔ Log-off the system with the command BYE. Your command line looks like this:

```
:BYE
```

When you have logged-off with BYE, there is a summary message that tells you the amount of time you spent connected to the computer (connect time) and the amount of time the computer was doing operations for you (computer seconds).

SO FAR

In this first HP SLATE lesson, you have learned to:

1. Log-on (:HELLO
2. Use HP SLATE (:RUN HP SLATE.PUB.SYS)
3. Create your document (f5 in the MAIN mode)
 - a) name your document
 - b) add a document comment
4. Use the label line to select functions (f1-f8)
5. Identify the HP SLATE style (full page, half page) and the HP SLATE terminal environment (character mode, block mode)
6. Use six functions in 1st keyset of CREATE/EDIT mode
 - a) add a new draft page (newpage)
 - b) go to the previous page (prevpage)
 - c) go to the next page (nextpage)
 - d) go to any existing draft page (getapage)
 - e) delete existing draft pages (delpage)
 - f) return to the MAIN mode (MAIN)
7. Use the Print Menu in OUTPUT mode to print your document
8. Log-off the system (:BYE).

As you can see, you have learned a great deal in the first lesson. You can already use HP SLATE in its simplest form to create a document, modify it and print a copy of the text you entered. The other lessons enable you to use more sophisticated functions like rearranging your document, filling text, searching your document for a certain phrase, and joining another HP SLATE document to your current one.

Exercise 1-26

WOULD YOU LIKE TO PRACTICE?....

This exercise allows you to practice some of the functions of HPSLATE that have been covered in Lesson 1. It is suggested that you complete this exercise on your own to reinforce these functions. Feel free to refer to the Lesson if you need help. You also need to use some of the editing features that are presented in the Editing Exercise in Appendix A.

- ➔ Log-on to the system.
- ➔ Command MPE to get HPSLATE.
- ➔ From the MAIN mode, CREATE a document called LESSON1 (no spaces) and supply a comment of your own.
- ➔ On draft page 10, enter the following text (some hints for successfully completing the exercise are to: press the CAPS LOCK key so it is down, use the SET TAB and TAB key, and reset the left margin):

CURRENT TELEPHONE EXTENSIONS

NAME	EXTENSION
LUCY GRAHAM	X5586
PENNY HARRIS	X4402
TIM JOHNSON	X2289
JIM LORDS	X3309
RUSSELL MACDONALD	X3164
BOB PIERCE	X8801
BARBARA PRATT	X4403
SUSAN READING	X2341
NANCY SCHULTZ	X5033

- ➔ Add a new draft page (page 20). On draft page 20 enter the following text as it appears below, beginning on the first line of the draft page:

These phone extensions should be reviewed on the tenth of every month and the list updated as needed. Current lists should be distributed to a representative in Personnel, the company telephone operators, and the Mail Room.

- ➔ Now return to draft page 10 (prevpage) and make the following updates, keeping in mind that the list is kept in alphabetical order (for the updates you need to use the INSERT and DELETE CHAR, and INSERT and DELETE LINE, and the TAB features):

REMOVE:	JIM LORDS	ADD:	JULIE ADAMS	X3001
	BARBARA PRATT		CAROLE RASH	X8771
			BILL GARCIA	X4062
CHANGE:	MACDONALD to MCDONALD		AMY LARKIN	X4068

- ➔ Go to draft page 20 (nextpage) and change the text so it looks like the paragraph below. You use the nextpage function to go to page 20. Use the INSERT CHAR with wrap-around (if your terminal can do this) to add the new text and move characters from one line to another. You may need INSERT and DELETE CHAR to correct the spacing between the words.

These phone extensions should be reviewed on the tenth of every month and the list updated as needed. Current lists should be distributed to a representative in Personnel, division trainers, company telephone operators, and the Mail Room.

- ➔ Now print the two pages. To do this, go to the MAIN mode and select OUTPUT (f7). From the OUTPUT keyset select print (f7). With the Print Menu on the screen press RETURN to

Exercise 1-28

start the printing using the default instructions. When the PRINTING message disappears from the screen, your document is printed. Return to the MAIN mode.

→ Compare your printed copy to the correct pages below.

CURRENT TELEPHONE EXTENSIONS

NAME	EXTENSION
JULIE ADAMS	X3001
BILL GARICA	X4062
LUCY GRAHAM	X5586
PENNY HARRIS	X4402
TIM JOHNSON	X2289
AMY LARKIN	X4068
RUSSELL MCDONALD	X3164
BOB PIERCE	X8801
CAROLE RASH	X8771
SUSAN READING	X2341
NANCY SCHULTZ	X5033

These phone extensions should be reviewed on the tenth of every month and the list updated as needed. Current lists should be distributed to a representative in Personnel, division trainers, company telephone operators, and the Mail Room.

If your printed copy doesn't match the corrected exercise text, press f6 (EDIT) and return to the CREATE/EDIT mode to edit your text until you have it correct. Then print your document again.

➔ If you wish to go directly to Lesson 2 at this time, turn to the next page in this Guide.

➔ If you are going to continue with Lesson 2 at a later time these are the steps you follow to end your use of HPSLATE and end your communication with the computer:

1. Get the MAIN keyset on the screen.
2. Press f2 (exit) to end your session with HPSLATE.
3. Enter BYE following the : prompt that appears on the screen (i.e. :BYE), to disconnect you from the computer.

When you are ready to continue with the next lesson:

4. Repeat the exercises in the first part of your training for logging-on and calling HPSLATE. After you have the MAIN keyset on the screen, begin Lesson 2.

Note: If you are going to go through the training a lesson at a time, over a period of time, follow steps 1 through 3 above when you are finished with a lesson. Step 4 should be executed whenever you wish to continue with the training.

LESSON 2

LESSON 2

In this lesson you will learn how to:

- * Rearrange pages in your document 2-3
- * Rearrange lines of text in your document 2-4
- * Get information on your document 2-12
- * Renumber your document 2-15

Exercise 2 starts on page 2-17.

Lesson 2-2

In this lesson there are explanations of how to rearrange text you have entered in your document.

- ➔ You are now in the MAIN mode of HPSLATE. In order to get into CREATE/EDIT mode to work on your training document again, select EDIT. (The CREATE function is only used when you originally establish the document.)
- ➔ When you are prompted for the name of the document you will be editing, enter the name of your training document (e.g. XERCISE).
- ➔ Press RETURN and you are in CREATE/EDIT mode on draft page 10. The label line for the first keyset of CREATE/EDIT mode is at the top or bottom of your screen.

REARRANGING PAGES IN YOUR DOCUMENT

The `movepage` and `copypage` functions are used to rearrange the pages in your document. The draft page numbers are only used to establish the order of the pages and are not used as numbers for your printed pages. So, by moving a page (that is, changing its number), you may have changed the order of the text in your document.

The `movepage` and `copypage` functions are very similar. `Movepage` changes the location of a draft page. `Copypage` duplicates a page to another place in the document thereby giving you two identical pages with different numbers. Also, the wording of the questions from HPSLATE is slightly different for these two functions.

Because these are variations of the same function, for your training you will only practice with `copypage`. You are going to copy draft page 20 to page 30.

- ➔ Select `copypage` (f8).
- ➔ The first message asks which page you are going to copy. The default offered is the current page number. In this case you replace the default with 20. (Remember to press RETURN each time you have entered an answer.)
- ➔ Next, enter the number of the page that is to receive the copy. (This must be a number that is not being used at the time.) Enter 30. Draft page 30 is now displayed on the screen; it is identical to draft page 20 except for the number and both of these pages now exist in your document. Any tabs or margins that were set on draft page 20 are automatically set on 30. This function is useful when copying a standard form or heading to several pages in your document.

There are two other functions in this keyset that are used to rearrange text in your document.

REARRANGING LINES OF TEXT IN YOUR DOCUMENT

The movetext and copytext functions are used to change the positioning of lines within your document. Lines can be moved, or copied:

- a) to another location on the same draft page
- b) to another page that already contains text
- c) to a new page.

These two functions are also very similar to each other; one moves text lines and deletes them from the original position, and the other copies the lines to another location while they continue to exist in the original location.

Through a series of directions and questions and answers with HP SLATE, you can move your text. You tell HP SLATE which draft page contains the text to be moved. With the cursor you designate the lines to be moved. Then you indicate what page the moved text will go to and where it will be positioned on that page.

The exercise for these functions use the movetext procedure. You will be moving text from one location on draft page 30 to another on the same page. Answer the questions and follow the directions HP SLATE gives you.

Draft page 30 should currently be on your screen.

```
MAIN  PREVKEYS  NEXTKEYS  joinfile 0030 14 movetext copytext movepage copleft
```

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text on the current draft page by homing down.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prepage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your document. Try them.

You are going to move the second paragraph so it is above the first one, thereby rearranging the order of the text.

Lesson 2-6

- ➔ Select movetext (f5).
- ➔ The default offered in the message is 30, so press RETURN to start the procedure to move text from page 30.
- ➔ You are directed to move the cursor above the first line to be moved. With the arrow keys move the cursor immediately above the first line of text in the second paragraph and press RETURN. The text above the cursor rolls off the top of the screen.
- ➔ As directed, move the cursor below the last line to be moved and press RETURN. (Move the cursor below the blank line following the second paragraph.)
- ➔ Now indicate to HPSLATE by pressing RETURN that the text is to be moved to page 30, the default. (Draft page 30 is redisplayed without the lines that are being moved.)
- ➔ HPSLATE asks if you want to insert the text between existing lines or overlay existing lines with the moved text. Since you want to insert the lines above the first paragraph, press RETURN to signal HPSLATE that the default "I" is to be used.
- ➔ As directed, move the cursor above the first paragraph (the new position) and press RETURN. When the page is redisplayed, it should look like the following diagram.

```
MAIN  PREVKEYS  NEXTKEYS  joinfile  0030  14  movetext  copytext  movepage  copleft
```

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text on the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your document. Try them.

How did you do? You may have to use INSERT LINE or DELETE LINE if you didn't move the blank lines properly.

Lesson 2-8

Since these functions involve several responses from you, try another exercise to become more comfortable with them. This time you use copytext to copy the second paragraph from draft page 30. It will be inserted between the second and third paragraphs on draft page 20.

- ➔ Press f6 (copytext).
- ➔ You are going to copy lines from draft page 30. Since the current draft page number (30) is the default, press RETURN.
- ➔ Now indicate that the second paragraph is to be copied by moving the cursor above the blank line that precedes the paragraph and pressing RETURN.
- ➔ Move the cursor below the last line in the second paragraph to indicate that it is the last line to be copied.
- ➔ The lines are going to be copied to draft page 20 so indicate that by changing the next default to 20. Page 20 is now displayed.

MAIN **PREVKEYS** **NEXTKEYS** **joinfile** 0020 14 **movetext** **copytext** **movepage** **copypage**

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text on the current draft page by homing down.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your document. Try them.

Lesson 2-10

- ➔ The copied text is going to be inserted (I) between the second and third paragraph on page 20, so press RETURN as a response to the question about inserting or overlaying the text.
- ➔ Move the cursor below the last line in the second paragraph on draft page 20 to indicate the copied lines are to be inserted there.
- ➔ When you press RETURN, draft page 20 is redisplayed with the copied lines inserted in the correct location. If your page doesn't look quite like the diagram opposite, you may have to insert or delete some blank lines.

```

MAIN PREVKEYS NEXTKEYS joinfile 0020 18 movetext copytext movepage copypage

```

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text on the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your document. Try them.

In order to explain the next two functions, you should now rearrange the draft pages in your document.

➔ Select the movepage function and follow the prompts to move draft page 20 to page 7. No new draft pages have been added; only the order of the pages has changed. Now go on to the explanation of the next functions.

GETTING INFORMATION ON YOUR DOCUMENT

HPSLATE has a function called info which provides an informational screen about the current document and particularly about the current draft page.

- ➔ Use NEXTKEYS to get the keyset with info (the third keyset in CREATE/EDIT mode).
- ➔ Press f5, info, and a screen similiar to the one opposite is displayed.

MAIN	PREVKEYS	NEXTKEYS		0020	20	info	renumb	undopage	redisplay
-------------	-----------------	-----------------	--	------	----	-------------	---------------	-----------------	------------------

Document : XERCISE.LINDA.OFFICE
Created on: thu, mar 10, 1983

Document Comment

EXERCISE DOCUMENT FOR HPSLATE TRAINING

 1 2 3 4 5 6 7 8
1234567890123456789012345678901234567890123456789012345678901234567890

 1 2 3 4 5 6 7 8
1234567890123456789012345678901234567890123456789012345678901234567890

<----->

Page Directory (3 pages used out of 500)
7 10 30

You may change the comment, tabs, and margins simply by editing the info screen.
Please use ^ to set tabs and < > to set margins.
Press <RETURN> to continue.

As you can see, this screen contains a great deal of information about your document. The current draft page numbers are listed as well as the comment you placed on your document. The number of pages that have been used is also displayed.

Lesson 2-14

In addition, the tab and margin settings for the current draft page are indicated on this screen. (The current draft page number and line count are still visible in the label line.) The tab and margin settings can be changed for the current page while the info screen is displayed. They are set just like they are when the draft page is displayed.

- ➔ While on the info screen, set a tab at column 25 by moving the cursor with the right arrow key to column 25 and pressing the ^ key.
- ➔ To confirm that the TAB has been set at column 25, press RETURN and you are returned to draft page 30.
- ➔ Select the info function again. When the info screen is displayed this time, the tab you set is indicated by ^ at column 25.

RENUMBERING YOUR DOCUMENT

The info screen confirms that your document now contains 3 draft pages. They are listed in the directory (index) at the bottom left of the screen, as pages 7, 10, and 30. Remember, these numbers are only used to establish the order of the pages in the document. To have a uniform space between pages, the renumb function automatically renumbers the document in increments of 10 beginning with 10.

- ➔ Press f6 (renumb). A RENUMBERING message appears while the numbers are changed. When the function has completed, draft page 10 is displayed. The pages are in the same order as before, only the numbers have changed. Draft page 10 was formerly draft page 7, the first page. The present draft page 20 was formerly page 10, and so on.

<u>Before</u>	<u>After</u>
Draft page 7	--> 10
Draft page 10	--> 20
Draft page 30	--> 30

This function is used to increase the space between draft pages so that more pages can be inserted.

- ➔ Confirm that the renumbering has taken place by using the info function to get the information screen. The Directory now lists

10 20 30

as the current draft pages.

- ➔ Go to the MAIN mode.

SO FAR

In the second HP SLATE lesson, you have learned to:

1. Move and copy pages to other locations in your document (movepage and copypage)
2. Move and copy lines to other locations in your document (movetext and copytext)
3. Get information on your current document and tab and margin settings for your current page (info)
4. Space your draft pages uniformly (renumb).

What you have learned in this lesson has been a big step in your editing ability. That is, to be able to rearrange text that has been entered without retyping it. You also have the ability to copy standard text to other locations in your document. So now

WOULD YOU LIKE TO PRACTICE?

In this practice exercise you will copy a standard heading to more than one page in your document, rearrange text on a page, and change the order of the pages in your document.

- ➔ Select CREATE. Name your document LESSON2. Enter a comment for your document.
- ➔ When you are in CREATE/EDIT mode, go to the keyset that contains info. Set the left margin for draft page 10 at column 5. (Refer to the Editing Exercise if you have forgotten how to set margins.) While still on the info screen, set a tab at column 18.
- ➔ Confirm these settings by returning to the draft page (press RETURN) and select info again.
- ➔ Once the settings have been confirmed, return to draft page 10 and enter the following text as a heading beginning on the second line of the draft page.

MONTHLY DEPARTMENTAL REPORT

DEPARTMENT:

DATE:

MANAGER:

PAGE:

- ➔ Set a tab at the third column following "DATE:".
- ➔ Use cypage to copy this heading to draft page 20. Your tab and margins settings are copied to page 20 along with the text.
- ➔ Return to draft page 10 and fill in the heading using the tab columns. This is the information for the heading on page 10.

Exercise 2-18

Dept. Accounting
Mgr. Sharon Ames
Date March 1983
Page 1

→ The following is the text of the report the way it should appear on draft page 10.

This month, two new recruits started there training in the Accounting Dept. Harry Gibbs has been responsible for there training schedule. They have completed training in the current dept ploicies and will soon starrrt gaining terminal experience.

We are in our second month of usng the new data entry program for accounts payable. This month has been very sucessful. Our employees are gaining more skill with the procedures.

Beth Olson has trained 2 more people in her area and soon we will be able to discontinue our manual parallel manual entry.

→ Go to draft page 20 and fill in the heading with the following information.

Dept. Shipping
Mgr. Joe Jacobs
Date March 1983
Page 1

➔ Enter the text for the report for the Shipping Dept. as it appears below.

Problems with the new shipping crates supplied by the XYZ Company have dominated our working hours this month. Several of our employees have had to work overtime to make up for time that was lost dealing with the defective materials we have been getting from XYZ.

The problems center around random defective bottoms on the largest size box we use. XYZ has been called numerous times and they are sympathetic but can not come up with a solution at this time. Rob Setters is investigating other possible sources for this size box until XYZ, which has been a good supplier up to now, can remedy the situation.

MAIN PREVKEYS NEXTKEYS delpage 0020 21 prevpage nextpage setapage newpage

MONTHLY DEPARTMENTAL REPORT

DEPARTMENT: Shipping

DATE: March 1983

MANAGER: Joe Jacobs

PAGE: 1

Problems with the new shipping crates supplied by the XYZ Company have dominated our working hours this month. Several of our employes have had to work overtime to make up for time that was lost dealing with the defective materials we have been getting from the XYZ Company.

The problems center around random defective bottoms on the largest size box we use. XYZ has been called several times and it is sympathetic but cannot come up with a solution at this time. Rob Setters is investigating other possible sources for this size box until XYZ, which has been a good supplier until now, can remedy the situation.

Exercise 2-22

The next steps in the exercise involve rearranging your text.

- ➔ Switch the position of the two paragraphs in the Accounting report on draft page 10 (movetext). When this has been completed, the draft page looks like this.

MAIN	PREVKEYS	NEXTKEYS	joinfile	0010	21	movetext	copytext	movepage	copypage
MONTHLY DEPARTMENTAL REPORT									
DEPARTMENT:	Accounting					DATE:	March 1983		
MANAGER:	Sharon Ames					PAGE:	1		
<p>We are in our second month of using the new data entry program for Accounts Payable. This month has been very successful. Our employees are gaining more skill with the procedures. Beth Olson has trained two more people in her area and soon we will be able to discontinue our parallel manual entries.</p>									
<p>This month, two new recruits started their training in the Accounting Dept. Harry Gibbs has been responsible for their training schedule. They have completed training in the current Dept. policies and will soon start gaining terminal experience.</p>									

- ➔ Move the Shipping Dept. report so it comes before the Accounting report in the document. Use movepage to move page 20 (Shipping) to page 5.
- ➔ Renumber your document. When you are finished, the Shipping report is on draft page 10 and the Accounting report is on draft page 20.
- ➔ Go to the MAIN mode. Select OUTPUT and from the OUTPUT keyset press f7 (print).
- ➔ Print all the pages of your document OFFLINE. Change the Heading Lines field to C (no page number or heading).
- ➔ When your document has been printed correctly, exit HPSLATE and log-off the system.

LESSON 3

LESSON 3

In this lesson you will learn how to:

- * Fill spaces in your document 3-3
- * Indent text 3-6
- * Justify text 3-8
- * Search for words or characters in your document 3-10
- * Replace words in your document 3-12
- * Resume a search or replace 3-14
- * Redisplay the current page 3-14
- * Underline text 3-15
- * Join another HPSLATE file to your document 3-16
- * Reverse editing 3-17
- * Center text 3-18
- * Use Output mode 3-19

Exercise 3 starts on page 3-26

Lesson 3-2

This lesson covers functions in the CREATE/EDIT mode that center lines of text on your draft page, uniformly "fill" the text on your draft page, underline your text, search for a particular word or phrase in your file, and join other HPSLATE documents (files) to your own. Also covered in this lesson is the OUTPUT mode, with explanations of the instruction fields on the Print Menu.

- Log-on to the system, run HPSLATE, and name your XERCISE document as the one to be edited.

FILLING SPACES IN YOUR DOCUMENT

The fill function standardizes the word spacing of the text you have entered so that there is one blank between words and two blanks following the end of a sentence. You designate between which columns the text is to be arranged, and HP SLATE puts as many whole words as possible between these columns.

The best way to explain this is for you to perform these functions.

- ➔ Go to the fifth keyset in CREATE/EDIT mode. The fill function corresponds to f5.
- ➔ Select fill. Enter 30 as the draft page to be filled and it is displayed on your screen.

This is a diagram of draft page 30.

MAIN	PREVKEYS	NEXTKEYS	center	0030	14	fill	justify	on	off
-------------	-----------------	-----------------	---------------	------	----	-------------	----------------	-----------	------------

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text in the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

- ➔ You are only going to fill the first paragraph, so reply to the prompt with RETURN to indicate you do not want to fill the whole page (N).

Lesson 3-4

- ➔ You indicate the lines to be filled just as you marked the lines in the movetext function, by moving the cursor above the first line to be filled and below the last line and pressing RETURN each time the cursor is in place. Fill only the first paragraph on the page.
- ➔ A diagram with the column numbers appears at the top of the draft page. You are going to fill the first paragraph between columns 10 and 60. Override the default by replacing it with 10/60.

When you have followed all the steps correctly, draft page 30 looks like this:

```
MAIN  PREVKEYS  NEXTKEYS  center  0030  14  fill  justify  on  off
  You can always get to the top of your draft page by
  homing up your cursor (use the slanted arrow key).
  You can get to the bottom of the text in the
  current draft page by homing down.  
As you enter more than 23 lines on the draft page, the top lines on the
current page will roll out of view. The lines can be positioned back
on the screen with the ROLL UP and ROLL DOWN keys.  
  
The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the
terminal (by the arrow keys) should not be confused with the nextpage
and prevpage functions that are executed with the function keys (f5 and f6).
The keys in the DISPLAY CONTROL GROUP will only get the next and
previous set of 23 lines (or a screen size) on the current draft page,
and will not take you to another draft page in your file. Try them.
```

You are given a chance to review the filled text and decide whether you want to keep the filled version or return it to its unfilled form.

➔ If your text looks like the preceding diagram, press RETURN to accept the current form of the text (Y). (You can use the ROLL UP and ROLL DOWN keys to view the text before you respond.)

Notice that only the first paragraph on the draft page was affected by the fill function just as you instructed. Previously the text for the paragraph was contained on three lines. Since the paragraph has been condensed into a smaller area on each line, the same text now spans four lines.

INDENTING TEXT

The fill function can be used to indent text. Each paragraph (text with blank lines above and below it) can have an indentation pattern set up in the first two lines as the text is entered. When the text is filled, whichever of these two lines was entered the furthest to the left is positioned on the left column you designated in the fill function. The indentation pattern of the first two lines is maintained and the rest of the lines in the paragraph are lined up with the second line.

➔ Before you try this function, set up indenting patterns for your paragraphs in the first two lines of each paragraph. Some other lines are also changed as if editing had been done on them. Use INSERT CHAR and DELETE CHAR so your text looks like the diagram below.

```
MAIN  PREVKEYS  NEXTKEYS  center  0030  14  fill  justify  on  off
```

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key).
You can get to the bottom of the text in the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6).

The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

➔ Fill the text again, this time filling the whole page (respond Y) between columns 5/62.

This is the way your draft page looks when properly filled.

```

MAIN  PREVKEYS  NEXTKEYS  center  0030  14  fill  justify  on  off

```

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text in the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

The patterns you set in the first two lines of each paragraph determined what the indenting would be for the paragraph. The rest of the lines in the paragraph were lined up with the second line regardless of where they were entered.

➔ Answer YES to the question: Do you want to keep this page?

Try experimenting with this function on your own following the training.

JUSTIFYING TEXT IN YOUR DOCUMENT

Justify is a variation of the fill function. Justify takes the fill function one step further by padding your lines with blanks so the filled text is lined up on the left and right columns. When justify is selected, filling is performed on the text and then extra blanks are inserted into the lines so the lines end on the right column of the justify.

➔ Justify all of draft page 30 between columns 5/65. Follow the directions from HPSLATE, which are the same as those for the fill function.

When you are successful, your text looks like this:

```
MAIN  PREVKEYS  NEXTKEYS  center  0030  14  fill  justify  on  off
```

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text in the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

Compare this with the diagram of the text after the filling exercise. (Note: HP SLATE randomly pads your text with blanks in the justify function, so the spacing between words in your text may be different than the spacing in the diagram.)

SEARCHING FOR WORDS OR CHARACTERS

The search function in the fourth keyset of CREATE/EDIT mode is used to search your text for particular words or characters and highlighting the lines that contain the matches.

There are two methods of searching for matched text: they are Exact and Smart. You can ask that text be matched exactly (Exact). You can also ask that only the characters be matched and that punctuation, upper and lower case, and blanks be ignored (Smart).

- ➔ Using PREVKEYS or NEXTKEYS, find the keyset that contains the search function.
- ➔ Select f5 (search) and enter 30 as the page to be searched.
- ➔ Another message appears directing you to enter the text that you want to search for. The cursor is positioned below the message. Type in " you ". The last line of the message and your entry looks like this:

```
Enter search text below:  
" you "
```

Using the quote marks around the word means you want what is enclosed in them to be matched exactly (Exact search); in this case, lower case letters and a blank before and after the word. As you type in the characters, they are highlighted (dark letters on a light background). If you make a mistake entering the characters, use the BACK SPACE key to return to the error, then correct it and retype the rest of the word. When you are finished, press RETURN.

The draft page is redisplayed and the lines that contain a match highlighted. Two matches were made. Because you used quotes to match the characters exactly, if part of the word was in upper case it was not matched.

→ Try searching page 30 again, this time without the quote marks around the text (Smart search) but using the same word with a blank before and after the characters. The blanks indicate that a word is being searched for and not just three characters. Your screen lines look like this:

```
Enter search text below:  
  you
```

Be certain you include a blank before and after the word.

Look at the results. This time there were 4 matches. The word "your" was not matched because, by entering a blank following the u in the search text, you indicated that u was the last letter in the word. However since you did not use quote marks this time, the word was matched even if it began with an upper case letter.

REPLACING WORDS IN YOUR DOCUMENT

The replace function is used to replace a word that has been matched with one you supply. This is useful in correcting instances of misspelling or in changing upper case to lower case. The replace function includes a search.

For this exercise you are going to change a lower case word (arrow) to upper case (ARROW) on draft page 30. In order to make a replacement of this sort (replacing with all upper case letters), Exact replace must be used.

- ➔ Press f6 (replace). First, you are asked to type in the text to be matched. You are going search for the word "arrow".

Enter search text below:
"arrow"

- ➔ After you have entered the search text and pressed RETURN, you are asked to enter the replacement text. For this exercise the replacement text is "ARROW". (Remember to use the quote marks, " ", surrounding the word to indicate the upper case is to be matched exactly.)

Enter replacement text below:
"ARROW"

- ➔ When the page is redisplayed, the lines with replacements are highlighted. You are asked to approve the page or to have it returned to its original form. This is the way your page should now look.

MAIN **PREVKEYS** **NEXTKEYS** **center** 0030 14 **fill** **justify** **on** **off**

You can always get to the top of your draft page by homing up your cursor (use the slanted arrow key). You can get to the bottom of the text in the current draft page by homing down.

As you enter more than 23 lines on the draft page, the top lines on the current page will roll out of view. The lines can be positioned back on the screen with the ROLL UP and ROLL DOWN keys.

The NEXT PAGE and PREV PAGE keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

RESUMING A SEARCH OR REPLACE

The resume function, found in the 4th keyset, is used when a range of pages has been designated for the search or replace functions. This function continues the search or replace from page to page in the range.

For example, if you are searching several pages for a certain word, you would indicate this by entering a range of pages for the search (e.g. 10/40). The function is done a page at a time. When the search has been completed on a page before searching the next page, you can edit that or any other page. When you are ready to continue the search on the next page in the range, press resume and you are reminded of the text that is being searched for and the next page to be searched.

REDISPLAYING THE CURRENT PAGE

The redisplay function can be used to redisplay the current page and remove the highlighting from the lines on the page.

UNDERLINING TEXT

Underlining can be added to or deleted from your text by using the _____ on and _____ off functions in the 5th keyset. Text is underlined a character at a time.

- ➔ Go to the keyset that contains the underlining functions (the fifth keyset of CREATE/EDIT mode).
- ➔ While page 30 is on the screen, move the cursor to the last paragraph. Move the cursor to the N in NEXT on the first line.
- ➔ Press f7 (_____ on). The character with the cursor is highlighted and underlined. Continue to press f7 until "NEXT PAGE and PREV PAGE" are underlined. The paragraph on your screen looks like this

```

MAIN PREVKEYS NEXTKEYS center 0030 14 fill justify on off

```

The **NEXT PAGE** and **PREV PAGE** keys in the DISPLAY CONTROL GROUP on the terminal (by the arrow keys) should not be confused with the nextpage and prevpage functions that are executed with the function keys (f5 and f6). The keys in the DISPLAY CONTROL GROUP will only get the next and previous set of 23 lines (or a screen size) on the current draft page, and will not take you to another draft page in your file. Try them.

- ➔ Now remove the underlining from the word "and" and the blanks surrounding it. To do this move the cursor to the blank to the left of "and". Press f8 (_____ off) to turn off the underlining. Continue with this until the word "and" and the blanks surrounding it are not underlined.

JOINING ANOTHER HPSLATE FILE TO YOUR DOCUMENT

All, or part, of another HPSLATE file (document) can be joined to the one you are working on in CREATE/EDIT mode. The joinfile function is found in the 2nd keyset.

To explain this function you will join a copy of draft page 10 in your LESSON2 file to your current file (XERCISE).

- ➔ Select joinfile (f4).
- ➔ Enter LESSON2 as the name of the file to be joined.
- ➔ A directory listing the draft page numbers that exist in XERCISE appear and you are asked to enter the number of the pages you are copying. Enter 10 as the page to be joined.
- ➔ Next you get a directory for your current file (XERCISE) and you are asked to enter the page number where the copied page is to go. (This number must represent a blank page or be a new page number.) Enter 40 as the new page.
- ➔ Now you get a new directory for your current file reflecting the added page. (You now have draft pages 10, 20, 30 and 40.)
- ➔ Press RETURN and the new joined page is displayed (the Shipping Dept. report from LESSON2). The page you copied to your file still exists in the original file (LESSON2).

REVERSING EDITING

Simple editing (insert/delete line or character) can be reversed with undopage. This function, in the 3rd keyset, returns the current draft page to the form it was in when it appeared on the screen; or return it to its form since the last move/copytext, fill/justify, or replace, if any of these functions has been used on the page since it was displayed.

HPSLATE allows you to view the page in its "undone" form and then keep it that way or return it to the form it was in before undopage was selected.

CENTERING TEXT

The center function is found in the 5th keyset of the CREATE/EDIT mode in function key f4. Selecting this function causes the line where the cursor is located to be centered between the left and right margin settings. The cursor can be located in any column position on the line. After pressing the center key, the cursor moves to the first position on the following line. Thus, to center a paragraph, the center key would be pressed once for each line in the paragraph.

USING OUTPUT MODE

Although you have printed your files several times up to this point, you are now going to learn more about the OUTPUT mode.

The OUTPUT mode of HP SLATE is used for printing your files. You may print your file so it looks just like it does on the draft pages, or you may print it using the TDP program.

➔ Return to the MAIN mode and select OUTPUT (f7). From the OUTPUT keyset select the print function (f7).

print

Using the print function, you can print your file exactly as it appears on your draft pages. Any formatting is done manually in the CREATE/EDIT mode.

As you know, the print function provides a screen on which you enter printing instructions. The Print Menu you have on the your screen is similiar to the one following and a detailed explanation of it follows the diagram.

MAIN	exit	HELP	ReEDIT	OUTPUT	UTILITY	print	tdp
PRINT MENU							
Document	XERCISE			Draft Page Range	ALL		
Device	OFFLINE			---	OFFLINE	2631	9866 2601
					TERMINAL	2631B	9871 2680
					INTEGRAL	2631G	9871A 2602
					TYPEWRITER		
Page eject for each draft page?	<input checked="" type="checkbox"/>	Is the printer attached to a terminal?	<input type="checkbox"/>				
Pause after each printed page?	<input type="checkbox"/>	Heading Lines	<input type="checkbox"/>	-----	A = page no. only		
					B = full heading		
					C = no heading		
Top Margin	2			Bottom Margin	3		
Printed Page Length	66			Number of copies	1		
Other Options	[REDACTED]						
;HPIB nn ;HPIB nn,nn;ENV=filename ;LDEV=nn ;PW=xxxxx ;SF= A or B or C or D							

All but one of these instructions fields have defaults supplied by HPSLATE. Any of the defaults can be changed by typing your instruction over the default in upper or lower case characters. You move from instruction field to instruction field with the TAB key and need only fill in the fields you wish to change. The RETURN key is used when the fields are correctly filled in and the printing is to begin.

Print menu instruction fields

Document - This field contains the name of the file to be printed. The default is the file currently being worked on.

Draft Page Range – The range of draft pages to be printed is typed in this field. The default is to print the whole file (ALL) but it is possible to print only a portion of the file.

Device – The printing device is specified in this field. The default is to print the file on the line printer attached to the computer (OFFLINE). The other printers that HP SLATE uses are listed on the Menu.

Is the printer attached to a terminal? – The default answer for this question is N. If the printer you are using is attached to your terminal you would reply Y. For instance, if you are printing on an HP2601 that is connected to your terminal, you would change the Device field to 2601 and answer the attached printer question with Y.

Page eject for each draft page? – If the answer is Y (default), each draft page is printed on a separate page. If N is the answer, text is printed continuously from draft page to draft page, ignoring blank lines at the end of the draft pages, until a printed page is filled.

Pause after each printed page? – An answer of N (default) prints the whole page range without a pause. If Y is the answer, the printer pauses after each page has been printed to allow for necessary paper adjustment. You must press RETURN to continue the printing on the next page.

Top Margin – The default gives you 2 blank lines at the top margin. See the Printed Page diagram following the instruction explanations for the position of the top margin on a printed page.

Bottom Margin – The default gives 3 blank lines at the bottom of the page. See the Printed Page diagram for the position of this margin.

Heading Lines –

A = The print page number (e.g. Page 1), not the draft page number, is printed on the right on the line following the top margin. Following this there are two blank lines before text from the draft page is printed. This is the default for this instruction.

B = HP SLATE supplies a heading line that includes the filename, number of the draft page on which the text appears, printing date and time and the print page number. Following this there are two blank lines before text from the draft page is printed.

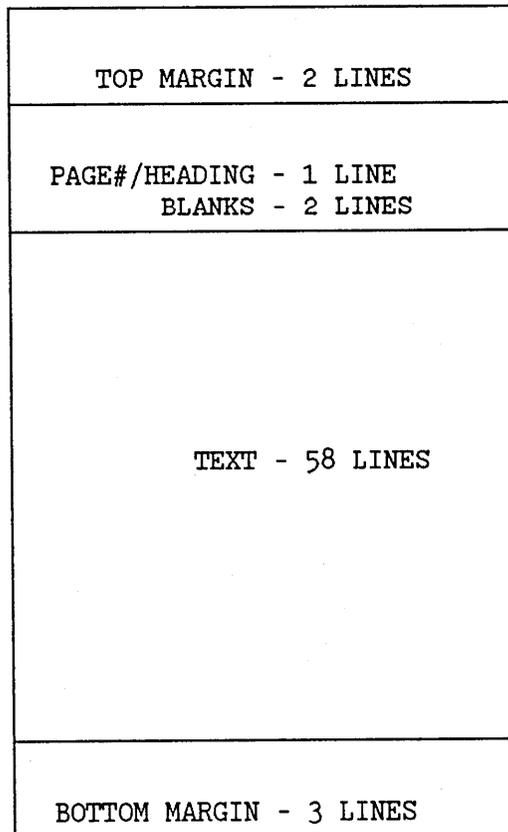
Lesson 3-22

C = No page number or heading is printed.

Number of Copies - 1 is the default for the number of copies to be printed. You can change this to any number up to 99.

Other Options - The printing of your file can go to an HPIB device by designating the address of the device. The printing can also be done on a printer connected to another terminal by supplying the logical device number of the remote terminal. This field also allows you to specify the name of an environment file to be used when printing to an HP2680 Laser printer. You can also specify the name of the print wheel to be used on the HP2601 printer. The SF instruction allows you to specify which bins to select paper from if using a dual bin sheet feeder. If you are going to use this instruction field, refer to the HPSLATE Reference Guide (36576-90001) for further explanation. There is no default for this field.

HPSLATE PRINTED PAGE



This diagram shows the format of the printed page using the defaults offered by HPSLATE on the Print Menu. By changing the defaults, it is possible for you to print as many as 66 lines on page. To do this, on the Print Menu change the Top and Bottom Margins to 0 and Heading option to C. Changing the defaults allows you to customize the printed page.

tdp

The tdp key takes you directly to the printing portion of the TDP/3000 system. Appendix C at the back of this Guide briefly states more about the use of the tdp function. If TDP/3000 is not loaded on your computer system, you get a message to that effect and by pressing another function key you terminate the function.

Instruction is not offered here for using the TDP formatting system. For further explanation refer to the TDP/3000 documentation.

ReEDIT

Whenever your printed copy shows mistakes in your file, use the ReEDIT key to return to the CREATE/EDIT mode and continue editing. The last draft page you edited is displayed on the screen, and you can continue to edit it or go to another page. The ReEDIT function is also found on the UTILITY and HELP keysets.

SO FAR

The third lesson in HPSLATE has included:

1. Condensing your text between columns that you designate (fill and justify)
2. Searching your file for a particular character or words and replacing them (search, replace and resume)
3. Underlining text that you have entered and removing underlines (_____ on and _____ off)
4. Adding all, or part, of another file to your current file (joinfile)
5. Reversing editing on the current draft page (undopage)
6. Using the center key to center lines of text
7. Using the instruction fields on the Print Menu (print)
8. Getting the TDP program for printing your file (tdp)
9. Returning to the CREATE/EDIT mode (ReEDIT).

This lesson has added a formatting ability to your HPSLATE knowledge with the fill and justify functions and added sophisticated editing with the search, replace and underlining functions. Your printing options have greatly increased with the functions in the OUTPUT mode. Now.....

Exercise 3-26

WOULD YOU LIKE TO PRACTICE?

In this exercise, you will be creating a two-page report. You will be setting tabs, justifying portions of the text, and creating a new page in your document. You will also be replacing text and underlining. When you print your file you will use some new instructions.

You will not be given as many detailed instructions for this exercise, as you should now be fairly familiar with many of the procedures.

→ Log-on and create a file in HP SLATE called LESSON3. The diagram below shows the first page of the report as you should enter it on draft page 10.

Distribution of Exempt Personnel
Hired From 1/81 - 6/81

Personnel Description

The total number of persons interviewed for exempt positions during the first half of 1981 was 30. Of these, 9 were actually hired. The distribution of these persons within the company is as follows.

Name	Emp. #	Position	Dte. Hired
Information Systems			
Linda Stuart	004592	Programmer	1/28/81
Susan Bartholemew	912002	Programmer	2/25/81
Bill Penny	544721	Programmer	3/18/81
Sam Bassett	773321	Sys. Admin.	3/18/81
Sadie Green	773322	Sys. Admin.	3/18/81
Jim Milena	643339	Programmer	6/14/81

Exercise 3-28

→ The following diagram is page 2 of the report and should be entered on draft page 20.

Name	Emp. #	Position	Dte. Hired
Marketing			
Charlotte Fern	776372	Sales Dev.	1/20/81
Avery Cain	112009	Prod. Mgr.	3/13/81
Fred Harder	877331	Sales Dev.	6/18/81

Recruiting and Hiring Costs

The cost of recruiting personnel can be broken down into two major categories: on-campus recruiting costs and in-plant interviewing and hiring costs. Some general figures are shown in the chart below.

	On-Campus	In-Plant
Travel	\$2,827	\$7,943
Receptions	1,200	325
Moving	---	4,000
Totals	\$4,020	\$12,268

The total cost for this six-month period was \$16,285.

Exercise 3-30

➔ Using the functions learned in LESSON 3, edit the report so it matches the corrected pages below. Here are some hints for editing your report:

- a. justify (use columns 6/65)
- b. replace (use Exact replace to change the spelling of "Dte." to "Date")
- c. underline (underline the headings)
- d. set tabs (set tabs for columns and reset tabs on page 20).

Distribution of Exempt Personnel
Hired From 1/81 - 6/81

Personnel Description

The total number of persons interviewed for exempt positions during the first half of 1981 was 30. Of these, 9 were actually hired. The distribution of these persons within the company is as follows.

<u>Name</u>	<u>Emp. #</u>	<u>Position</u>	<u>Date Hired</u>
-------------	---------------	-----------------	-------------------

Information Systems:

Linda Stuart	004592	Programmer	1/28/81
Susan Bartholemew	912002	Programmer	2/25/81
Bill Penny	544721	Programmer	3/18/81
Sam Bassett	773321	Sys. Admin.	3/18/81
Sadie Green	773322	Sys. Admin.	3/18/81
Jim Milena	643339	Programmer	6/14/81

Exercise 3-32

<u>Name</u>	<u>Emp. #</u>	<u>Position</u>	<u>Date Hired</u>
<u>Marketing:</u>			
Charlotte Fern	776372	Sales Dev.	1/20/81
Avery Cain	112009	Prod. Mgr.	3/13/81
Fred Harder	877331	Sales Dev.	6/18/81

Recruiting and Hiring Costs

The cost of recruiting personnel can be broken down into two major categories: on-campus recruiting costs and in-plant interviewing and hiring costs. Some general figures are shown in the chart below.

	<u>On-Campus</u>	<u>In-Plant</u>
Travel	\$2,827	\$7,943
Receptions	1,200	325
Moving	---	4,000
Totals	\$4,020	\$12,268

The total cost for this six-month period was \$16,285.

- ➔ When your draft pages look like the corrected pages shown here, print your whole file. On the Print Menu, change the Top Margin to 4. Treat this printing as if it were a draft copy to be corrected by two other people. Therefore, use Heading Line selection B and have 3 copies printed. If you have a printer attached to your terminal, enter its model number in the device field and indicate that it is an attached printer.
- ➔ Did the printing show any problems in underlining or spacing? If so, use ReEDIT to return to the CREATE/EDIT mode to make any necessary corrections.
- ➔ When the printing has been successfully completed, get out of HPSLATE and log-off the system.

LESSON 4

LESSON 4

In this lesson you will learn:

- * How to enter MPE from HPSLATE 4-3
- * How to convert your document to an EDIT/3000 file 4-4
- * How to list your HPSLATE files and change comments 4-6
- * How to use the HELP facility in HPSLATE 4-7
- * How to set tabs and margins 4-8
- * How to reply to draft page number prompts 4-9

Exercise 4 starts on page 4-12

Lesson 4-2

UTILITY MODE

The UTILITY mode of HPSLATE allows you to list your files by name, change the comments on them, and enter MPE to issue commands.

The Utility mode keyset is shown below:

MAIN **exit** **HELP** **ReEDIT** **UTILITY** **OUTPUT** **mpe** **convert** **listdocs**

ISSUING MPE COMMANDS FROM WITHIN HPSLATE

The mpe function (f6), provides access to MPE without leaving the HPSLATE program. You can enter MPE commands such as:

PURGE filename (eliminates the file from the system)

and informational commands such as:

LISTF (gives a listing of current files on the system)

SHOWME (gives information about your terminal, computer time used, etc.)

You can refer to the MPE Reference Manual (30000-90009) for other commands that might be used. You are not allowed to issue a command such as RUN that would terminate your HPSLATE session.

- ➔ Log-on and run HPSLATE.
- ➔ Go to the UTILITY mode (from MAIN).
- ➔ Press f6 (mpe).
- ➔ Since you no longer need the practice exercise you did following the first lesson, you are going to purge it. Following the MPE colon prompt (:) on the screen, enter the command PURGE and the name of the file. Your command line looks like this:

```
:PURGE LESSON1
```

When the next colon appears, the file has been purged.

- ➔ Enter the MPE command SHOWME following the MPE colon prompt (:). MPE tells you what username and account you are using, how long you have been connected to the computer (CPU SECONDS) and how much computer time you have used (CONNECT MINUTES). The logical device number of your terminal is also listed (LDEV).
- ➔ When you want to return to HPSLATE, press RETURN without entering a command and the UTILITY keyset once again appears at the top or bottom of your screen.

CONVERTING AN HPSLATE FILE TO AN EDIT/3000 FILE

It is sometimes necessary to convert an HPSLATE document to EDIT/3000 format. For example, you may wish to send an HPSLATE document to another HP 3000 computer system that does not have the HPSLATE product. You can, if you wish, convert the document back again to HPSLATE format.

➔ Press f7, convert.

A conversion menu appears like the one below.

```
MAIN  exit  HELP  ReEDIT  OUTPUT  mpe  convert  listdocs
                                     CONVERSION MENU
                                     Document ██████████
Option ██████
      1 = convert from EDIT/3000 to HPSLATE
      2 = convert from HPSLATE to EDIT/3000
Retain page breaks (with .DP markers) if option 2 chosen?  N
Retain underlining information if option 2 chosen?  N
```

You are now going to practice converting your file from HPSLATE to EDIT/3000 format.

➔ Type the name of your XERCISE document in the Document field.

➔ TAB to the field that requires an option number. The definitions for the options appear below the field. Since your file is in HPSLATE format, option 2 is to be used (convert from HPSLATE to EDIT/3000).

- ➔ Change the N to Y in the field that asks if pagebreaks are to be retained. This ensures that, when converted back to HPSLATE again, your file has the same amount of text on a draft page as it had before the conversion.
- ➔ Enter Y in the field that asks if you want to retain underlining if option number two is chosen. This ensures that if you have any underlining, it is retained when you convert back again to an HPSLATE document.
- ➔ Press RETURN. When your responses have been cleared from the screen, the conversion has taken place. Your file has become an EDIT/3000 file.
- ➔ Now you will convert the file back to HPSLATE. Type the name of your file in the Document field again.
- ➔ This time, use option 1 (convert from EDIT/3000 to HPSLATE).
- ➔ Press RETURN again and the comment you placed on your file is displayed. Press RETURN without changing the comment.

LISTING YOUR HPSLATE FILES

When you want to get a listing of your HPSLATE files, have forgotten the name of a file, or want to change the comment on a file, the listdocs function is very useful. This function lists your HPSLATE files in alphabetical order along with the file comments. Information on how many draft pages have been used in each file is also displayed. Below is a sample of a listing for a file.

```
XERCISE.LINDA.OFFICE                               3 Page(s)
[EXERCISE FILE FOR HPSLATE TRAINING]
```

➔ Press listdocs, f8.

The default is to list all the current documents in your group. (The @ character, in this instance, means ALL.)

➔ Press RETURN to see all the HPSLATE files in your group. If there are more files to be displayed than will fit on the screen, press RETURN to continue the listing.

You may want to update the comment on a file. The comment can be changed with listdocs.

➔ Enter the name of your exercise file.

➔ When the current comment appears, retype the comment to read:

LEARNING ABOUT HPSLATE

➔ Press RETURN again. Press f8, listdocs. Get another listing of your files and verify that the change has been made.

The listdocs function is very helpful in checking your files for outdated ones that need to be purged from the system.

USING HPSLATE HELP

The HELP mode is used to get more information on HPSLATE topics and functions. The topics include: how to use HPSLATE, creating and editing files, setting margins and tabs, and descriptions for using these features. Access to HELP is found in the MAIN, OUTPUT, and UTILITY modes using f3.

- ➔ Press f3 (HELP).
- ➔ Select the listkeys function, f6. A diagram of all the keysets in HPSLATE is displayed.
- ➔ Select topics, f7. This function gives you a list of the topics covered in the HELP mode.
- ➔ Type movetext on the line provided to get information on the movetext function.
- ➔ More than one screen is needed to cover the procedures of movetext. Selecting moreinfo, f5, continues the information on the function.

MORE TO KNOW ABOUT HPSLATE

Tab and margin settings

You can set tabs and margins on your draft pages to aid you in text entry using the methods learned in the editing exercise. These settings are remembered by HPSLATE and are in effect whenever you return to the draft page, even at a later time.

If a draft page is moved or copied, the tab and margin settings are moved with it. Draft pages that have been joined (joinfile) also retain their original settings.

When you add a new page to your file, the new page automatically has the tab and margin settings of the last draft page that was on the screen. These can be reset if new settings are needed.

Identifying left and right columns for the fill/justify functions does not set the margins on the screen for text entry.

Draft page numbers, etc

Throughout the HPSLATE program you are prompted to enter draft page numbers to identify the locations of text you may want to print, move, delete, etc.

There are several ways you may answer these prompts. The following is a table of the valid responses and what they mean.

<u>Your response</u>	<u>Definition</u>
page#	single page (for example: 10)
startpage#/endpage#	range of pages; all existing pages between the numbers given (for example: 20/50)
ALL	all existing pages in the file
FIRST	first numbered page
LAST	last numbered page
PREV	page preceding current page
NEXT	page following current page

FINAL COMMENTS

Continue to use this Guide as a reference if you are having problems, and repeat any exercises that are unclear as many times as necessary.

➔ When you no longer need your exercise file, purge it from the system with the MPE command PURGE followed by the filename. Here is an example:

```
:PURGE XERCISE
```

➔ PURGE your practice exercise files as well (i.e. LESSON2 and LESSON3).

SO FAR

This last lesson has included instructions in:

1. Entering MPE commands (mpe)
2. Converting your file from HPSLATE format to EDIT/3000 format, and back again (convert)
3. Listing your current HPSLATE files and changing the comments on them (listdocs)
4. Receiving help in using HPSLATE features (HELP, topics and moreinfo)
5. Getting a list of all the keysets (listkeys)
6. Properly using tabs and margins
7. Answering HPSLATE prompts for draft page numbers.

Generally this lesson has dealt with functions concerning your file as a whole (such as changing comments and purging). It has also covered general topics such as how to get help during an HPSLATE session, how to reply correctly to prompts for draft page numbers. When you add this to what you have learned in the other three lessons you should be ready to try HPSLATE projects on your own. Therefore,

Exercise 4-12

WOULD YOU LIKE TO PRACTICE?

In this exercise, you will be creating a letter. It will require filling some of the text, moving paragraphs and, of course, general editing. There are some additional instructions at the end of the exercise.

➔ After you log-on and run HPSLATE, create a file named LESSON4 and enter the letter exactly as it appears in the diagram below, errors and all.

Mrch 12, 1982
Ms. Leslie Thomas
677 University Ave.
Los Gatos, CA 95030
Dear Ms. Thomas:

Thank you for sending us your complete application
for employment.

It may be a wek or so before we can give you a reply; however, in the
meantime, we want to assuuure you that your accomplishments and qualification
are being thoroughly cosidered.

So that you may be kept up-ddto-date on the status of
your application, it si now being reviewed by; various
managers who may be interested in y;our capabilities as applied to
their specific needs.

Sincerely,
HEWLETT-PACKARD

Adrian Green
Employementa Representative
Corporate Personnel

AG:sg

➔ Now, change this text, using HPSLATE's features, so that it looks like the following corrected letter.

March 12, 1982

Ms. Leslie Thomas
677 University Ave.
Los Gatos, CA 95030

Dear Ms. Thomas:

Thank you for sending us your completed application for employment.

So that you may be kept up-to-date on the status of your application, it is now being reviewed by various managers who may be interested in your capabilities as applied to their specific needs.

It may be a week or so before we can give you a reply; however, in the meantime, we want to assure you that your accomplishments and qualifications are being thoroughly considered.

Sincerely,

HEWLETT-PACKARD
Adrian Green
Employment Representative
Corporate Personnel

AG:sg

- ➔ When you have completed your letter, go to the UTILITY mode.
- ➔ Change the comment on your file using the listdocs function (f8). Change the comment to read:

THIS IS THE FINAL TRAINING EXERCISE!

- ➔ Go to the OUTPUT mode and print your letter on the HP2601 (if not available, print OFFLINE). Change the Top Margin to 10 and the Heading Line instruction to C (no page number).
- ➔ When your letter has been correctly printed, exit HPSLATE and log-off.

Because letters are a common application for HPSLATE, listed below is a possible order in which to compose, correct and print your letters efficiently.

1. Enter a rough draft of the letter on HPSLATE draft pages.
2. Correct typos and spelling.
3. Move paragraphs so they are in the right order and adjust the spacing of the lines.
4. Use the INSERT CHAR or DELETE CHAR to set the indenting pattern of the paragraphs and position the date and closing information.
5. Fill the text of the letter.
6. Print your letter OFFLINE to get a draft copy for your final approval.
7. Make final corrections in the CREATE/EDIT mode.
8. Supply the correct printing instructions on the Print Menu and print your letter on the HP2601 printer.

APPENDIX A

EDITING EXERCISES

One of the prime features of HP SLATE is that it allows you to edit text on the screen and immediately see the results. You are going to spend a short time now learning the editing features that are part of your terminal. These features are the editing methods you can use in HP SLATE. For this numbered step-by-step editing exercise you will not be connected to the computer.

First you need to identify the type of terminal from which you are working. Each Hewlett-Packard terminal is identified by numbers such as HP2645, HP2624, and HP2382. The number should be given near the screen of your terminal.

If you have an HP264x type terminal (HP2645, HP2648, etc), turn to page A-2 for your editing exercises.

If you have an HP262x type terminal, turn to page A-12 for your editing exercises.

If you have an HP2382A terminal, turn to page A-22 for your editing exercises.

HP 264x TERMINALS

1. Switch on your terminal. (The ON/OFF switch is at the back of the terminal). TERMINAL READY appears at the upper left of your screen.
2. Once the terminal is on, make certain that the:
 - REMOTE key is up (disconnecting you from the computer)
 - AUTO LF key is down
 - rest of the keys on the terminal are up.

HP 264x general information

- A. The blinking light on the display is called the "cursor" and it marks your place on the screen. When you type a character on the keyboard, the character appears on the screen at the current position of the cursor, overwriting anything that was already entered there.
- B. Pressing the SPACE BAR enters a blank at the cursor position.
- C. The RETURN key moves the cursor to the beginning of the next line.
- D. The SHIFT keys are used to upshift characters and the BACK SPACE key can be used to move the cursor to the left for corrections.
- E. The CNTL key (next to "A") is used with other keys for variations of the editing features.
- F. The screen is 80 characters wide and 24 lines of text can be displayed on the screen at one time.

Try using these keys until you feel comfortable with them. (If you have entered anything on the screen, before you start the exercise, press the CLEAR DSPLY while the cursor is at the beginning of the line below TERMINAL READY).

Now that you know a little more about your keyboard and screen, you are ready to learn, step-by-step, how to edit text.

Positioning the cursor and text on the HP264x Screen

3. Type in the following paragraph on your screen, beneath TERMINAL READY, the way you would type on a typewriter. Remember to press RETURN at the end of each line.

At the lower right side of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key in the middle will move the cursor to the top of the text.

Practice moving the cursor with the arrow keys:

4. Move the cursor to the word "keyboard" in the first line.
5. Move the cursor to the word "slanted" in the fourth line.
6. Move the cursor to the word "cursor" in the fifth line.
7. Press the slanted arrow key.

The slanted arrow key moves the cursor to the beginning of the text that has been entered. This is called "homing" the cursor. To "home-down" the cursor means to move the cursor to the bottom of the text that has been entered.

8. Hold down the CNTL key and press the slanted arrow key to home-down the cursor.

The other keys that control the display are the ROLL UP and ROLL DOWN keys.

9. Press the ROLL UP key several times.

Text moves up and off the screen. However, the text is not lost, it has only rolled out of view.

10. Press the ROLL DOWN key and position all the text on the screen again.

Using HP 264x Tabs

The tabs on the terminal are used like the tabs on a typewriter. To set a tab move the cursor to the column where the tab is to be set and press the SET TAB key (above the "up" arrow). The TAB key (next to the Q) is used to move from tab column to tab column.

11. Set three tabs on the screen by pressing the SET TAB key at three different positions on the line. Press the RETURN key.
12. To verify the tab columns, press the TAB key several times. Pressing TAB after the last tab on the line, moves the cursor to the left margin on the next line. Enter the following words below the text already on the screen. (Use TAB to move to the tab columns to enter the line).

HPSLATE

IS

GREAT!

The text on your screen should now look like this:

TERMINAL READY

At the lower right side of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key in the middle will move the cursor to the top of the text.

HPSLATE

IS

GREAT!

A tab can be cleared by tabbing to the column and pressing the CLEAR TAB key. By combining the CNTL key with the CLEAR TAB, all the tabs can be cleared at once.

13. TAB to the second tab on the screen and press the CLEAR TAB key. Press the TAB key several times to make certain the second tab column has been cleared.
14. Hold down the CNTL key and press the CLEAR TAB key. Press the TAB key several times again to make certain all the tabs have been cleared. The cursor moves from line to line on the left margin.

Setting HP 264x margins

Margins can be set on the screen to aid you in entering text. The CNTL key and two of the arrow keys are used to set the right and left margins.

15. Move the cursor in eight spaces from the left side of the screen. Hold down the CNTL key and press the left arrow key (<-). This sets the left margin at that column.
16. Press the SPACE BAR 25 times. Hold down the CNTL key and press the right arrow key (->). This sets the right margin at the column with the cursor.

HP 264x Editing Exercises A-6

17. Move the cursor three lines below the last line of text on the screen (Step 10). Press the CAPS LOCK key to the DOWN position. Hold down the "A" key until at least four lines of "A"'s are entered. Watch as the characters are displayed. They are automatically entered between the margins you have set on the screen. (See the following diagram).

TERMINAL READY

At the lower right side of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key in the middle will move the cursor to the top of the text.

HP SLATE IS GREAT!

```
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
```

18. Press RETURN and the cursor automatically moves to the following line on the left margin that you set.
19. Reset the left margin to column 1 again by moving the cursor with the left arrow key to the left side of the screen. Hold down the CNTL key and press the left arrow key. When you press RETURN the cursor now stops on column 1. As you can see, the cursor can be manually moved, with the arrow keys, outside the margins you have set to enter text beyond the margins.

The cursor wraps around from one line to another. When the cursor is on the first column of a line, by pressing the left arrow key the cursor will be moved to the last column of the line above.

20. Reset the right margin to the last column on the screen. To do this, move the cursor to the last column, hold down the CNTL key and press the right arrow key.

Deleting and inserting lines on HP 264x terminals

The keys grouped at the upper right of the keyboard are used to delete and insert lines and characters.

21. Press the CAPS LOCK key so it is in the up position. ROLL UP the text so the last two lines of A's are at the top of the screen. Type two lines below the A's so that your screen looks like the following diagram.

```
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
These lines will be used to demonstrate the INSERT LINE and
DELETE LINE features.
```

Blank lines are inserted above the line with the cursor when the INSERT LINE key is pressed.

22. Move the cursor to the "D" in "DELETE" and press the INSERT LINE key three times. Leave the cursor where it is (on the line below "These...").

AAAAAAAAAAAAAAAAAAAAAAAAAAAA

AAAAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

DELETE LINE features.

The DELETE LINE key deletes the line at the cursor position.

23. Press the DELETE LINE key. The text below the cursor moves up as the blank lines are deleted. Continue to press the DELETE LINE key, deleting the lines with the cursor, until all the text below the cursor has been deleted.

AAAAAAAAAAAAAAAAAAAAAAAAAAAA

AAAAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

Deleting and inserting characters on HP 264x terminals

24. Three lines below the last exercise, type a copy of the paragraph below for use in the next exercises.

The INSERT CHAR and DELETE CHAR keys are used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor.

Characters can be wrapped from one line to another by using the CNTL key with these functions.

25. Move the cursor to "are" in the first line of the paragraph. With the cursor below the "a" press the DELETE CHAR key four times. The word "are" and the blank following it are deleted.

The text on your screen should now look like this:

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
 AAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

The INSERT CHAR and DELETE CHAR keys used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor. Characters can be wrapped from one line to another by using the CNTL key with these functions.

26. Replace the word and the blank by positioning the cursor at the "u" of "used". Press the INSERT CHAR key once (the light above the key goes on). Type "are ". These characters are inserted before the word "used" and your paragraph looks as it did when you typed it in.

While the INSERT CHAR light remains on, any characters typed, including blanks, are inserted immediately to the left of the cursor. As characters are inserted into a line using the INSERT CHAR function, characters to the right of the cursor are shifted to the right. As they reach the right margin they are deleted.

27. Turn off the inserting function by pressing the INSERT CHAR key once more (the light goes out).

Deleting/inserting characters with wrap-around on HP264x terminals

Characters can be wrapped to the line below by combining the CNTL key with the INSERT CHAR key.

28. Move the cursor to the blank before "another" at the end of the next-to-last line. Hold down the CNTL key and press the INSERT CHAR key (the light above the key blinks indicating that INSERT with wrap-around is activated). Release the keys; while the light is blinking the INSERT CHAR with wrap-around is in effect. Type:

This is an extra sentence to be added.

The new text you typed is inserted to the left of the cursor and the text to the right of the cursor is shifted to the right. When the characters reach the right margin you will notice they are wrapped around to the beginning of the next line instead of being deleted. Your paragraph should look like this:

The INSERT CHAR and DELETE CHAR keys are used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor. Characters can be wrapped from one line toThis is an extra sentence to be added. another by usingthe CNTL key with these functions.

29. Turn off this INSERT CHAR with wrap-around feature by pressing the INSERT CHAR key again (the light goes out).

You can wrap characters up to the end of the line above by combining the CNTL key with the DELETE CHAR key.

30. Change the text back to its original form by removing the new sentence. To do this, move the cursor to the beginning of the new text ("This is an extra"). Hold down the CNTL key and press the DELETE CHAR key. The characters at the cursor position are deleted and the characters on the following line are moved to the end of the line with the cursor. Continue this until you have moved "using" off the last line. Release the CNTL key (thereby turning off the wrap-around) and correctly adjust the text to its original position on the line by pressing DELETE CHAR only.
31. This is the last step in the exercise! Press the slanted arrow key (moving the cursor to the beginning of the text) and press the CLEAR DISPLY to clear all the text from the screen.

You now know how to edit text on your terminal. You will be using these features to edit your text in HP SLATE. Repeat this exercise until you feel comfortable using these features.

HP 262x TERMINALS

1. Switch on your terminal. (The ON/OFF switch is at the back of the terminal).
2. Once the terminal is on, press the MODES key at the top left of the keyboard. Then, make sure that no asterisks (*) appear in any of the function key windows, except for the AUTO LF window above the f8 key. To make an asterisk appear or disappear, depress the corresponding function key once.

HP 262x general information

- A. The blinking light on the display is called the "cursor" and it marks your place on the screen. When you type a character on the keyboard, the character appears on the screen at the current position of the cursor, overwriting anything that was already entered there.
- B. Pressing the SPACE BAR enters a blank at the cursor position.
- C. The RETURN key moves the cursor to the beginning of the next line.
- D. The SHIFT keys are used to upshift characters and the BACK SPACE key can be used to move the cursor to the left for corrections.
- E. The CNTL key (next to "A") is used with other keys for variations of the editing features.
- F. The screen is 80 characters wide and 23 lines of text can be displayed on the screen at one time.

Try using these keys until you feel comfortable with them. (If you have entered anything on the screen, before you start the exercise, press the CLEAR DSPLY function key while the cursor is at the beginning of the first line.)

Now that you know a little more about your keyboard and screen, you are ready to learn, step-by-step, how to edit text.

Positioning the cursor and text on the HP 262x screen

3. Type in the following paragraph on your screen, on the first line, the way you would type on a typewriter. Remember to press RETURN at the end of each line.

Along the second row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key will move the cursor to the top of the text.

Practice moving the cursor with the arrow keys:

4. Move the cursor to the word "keyboard" in the first line.
5. Move the cursor to the word "slanted" in the fourth line.
6. Move the cursor to the word "cursor" in the fifth line.
7. Press the slanted arrow key.

The slanted arrow key moves the cursor to the beginning of the text that has been entered. This is called "homing" the cursor. To "home-down" the cursor means to move the cursor to the bottom of the text that has been entered.

8. Hold down the SHIFT key and press the slanted arrow key to home-down the cursor.

The other keys that control the display are the ROLL UP and ROLL DOWN keys.

9. Press the ROLL UP key several times.

Text moves up and off the screen. However, the text is not lost, it has only rolled out of view.

10. Press the ROLL DOWN key and position all the text on the screen again.

Using tabs on HP 262x terminals

The tabs on the terminal are used like the tabs on a typewriter. To set a tab move the cursor to the column where the tab is to be set and press the AIDS key, then the margins/tabs/col function key (f2) and then the SET TAB function key (f2). The TAB key (next to the Q) is used to move from tab column to tab column.

11. Set three tabs on the screen by pressing the SET TAB function key at three different positions on the line. Press the RETURN key.
12. To verify the tab columns, press the TAB key several times. Pressing TAB after the last tab on the line, moves the cursor to the left margin on the next line. Enter the following words below the text already on the screen. (Use TAB to move to the tab columns to enter the line).

HPSLATE IS GREAT!

The text on your screen should now look like this:

Along the second row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key will move the cursor to the top of the text.

HPSLATE IS GREAT!

A tab can be cleared by tabbing to the column, pressing the AIDS key, then the f2 function key (MARGINS/TABS/COL), and then the f3 function key (CLEAR TAB). By pressing the f4 function key (CLR ALL TABS) all the tabs can be cleared at once.

13. TAB to the second tab on the screen and press the AIDS key, then the f2 function key (MARGINS/TABS/COL), then the CLEAR TAB (f3) function key.
14. Now, press the CLR ALL TABS (f4) function key. Press the TAB key several times to make certain all the tabs have been cleared. The cursor moves from line to line on the left margin.

Setting HP 262x margins

Margins can be set on the screen to aid you in entering text. The AIDS key, a function key and two of the arrow keys are used to set the right and left margins.

15. Move the cursor in eight spaces from the left side of the screen by using the right arrow key (->). Now, press the AIDS key, then the MARGINS/TABS/COL function key (f2), then the LEFT MARGIN function key (f5). This sets the left margin at the column where the cursor is.
16. Press the SPACE BAR 25 times. Press the RIGHT MARGIN function key (f6) This sets the right margin at the column with the cursor.
17. Move the cursor three lines below the last line of text on the screen (Step 10). Turn on CAPS. Hold down the "A" key until at least 4 lines of "A"'s are entered. Watch as the characters are displayed. They are automatically entered between the margins you have set on the screen. (See the following diagram).

Along the second row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key will move the cursor to the top of the text.

HPSLATE IS GREAT!

AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA

18. Press RETURN and the cursor automatically moves to the following line on the left margin that you set.
19. Reset the left margin to column 1 again by moving the cursor with the left arrow key to the left side of the screen, and then pressing the LEFT MARGIN function key. When you press RETURN the cursor now stops on column 1. As you can see, the cursor can be manually moved, with the arrow keys, outside the margins you have set to enter text beyond the margins.

The cursor wraps around from one line to another. When the cursor is on the first column of a line, by pressing the left arrow key the cursor is moved to the last column of the line above.

20. Reset the right margin to the last column on the screen. To do this, move the cursor to the last column, press the AIDS key, then the MARGINS/TABS/COL function key, and then the RIGHT MARGIN function key.

Deleting and inserting lines on HP 262x terminals

The keys grouped at the upper right of the keyboard are used to delete and insert lines and characters.

21. Turn caps off by pressing the CAPS key. ROLL UP the text so the last two lines of A's are at the top of the screen. Type two additional lines below the A's so that your screen looks like the following diagram.

```

AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
These lines will be used to demonstrate the INSERT LINE and
DELETE LINE features.
```

Blank lines are inserted above the line with the cursor when the INSERT LINE key is pressed.

22. Move the cursor to the "D" in "DELETE" and press the INSERT LINE key three times. Leave the cursor where it is (on the line below "These...").

```

AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
These lines will be used to demonstrate the INSERT LINE and

DELETE LINE features.
```

The DELETE LINE key deletes the line at the cursor position.

23. Press the DELETE LINE key. The text below the cursor moves up as the blank lines are deleted. Continue to press the DELETE LINE key, deleting the lines with the cursor, until all the text below the cursor has been deleted.

AAAAAAAAAAAAAAAAAAAAAAAAAAAA

AAAAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

Deleting and inserting characters on HP262x terminals

24. Three lines below the last exercise, type a copy of the paragraph below for use in the next exercises.

The INSERT CHAR and DELETE CHAR keys are used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor. On the HP2626A/W terminals only, characters can be wrapped from one line to the next by using the SHIFT key with these functions.

25. Move the cursor to "are" in the first line of the paragraph. With the cursor below the "a" press the DELETE CHAR key four times. The word "are" and the blank following it are deleted.

The text on your screen should now look like this:

AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
 AAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

The INSERT CHAR and DELETE CHAR keys used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor. On the HP2626A/W terminals only, characters can be wrapped from one line to the next by using the SHIFT key with these functions.

26. Replace the word and the blank by positioning the cursor at the "u" of "used". Press the INSERT CHAR key once. Notice the cursor is now a blinking rectangle. Type "are ". These characters are inserted before the word "used" and your paragraph looks as it did when you typed it in.

While the cursor remains in insert mode, any characters typed, including blanks, are inserted immediately to the left of the cursor. As characters are inserted into a line using the INSERT CHAR function, characters to the right of the cursor are shifted to the right. As they reach the right margin they are deleted.

27. Turn off the inserting function by pressing the INSERT CHAR key once more (the cursor returns to its normal appearance).

Deleting/inserting characters with wrap-around (2626A/W only)

Characters can be wrapped to the line below by combining the SHIFT key with the INSERT CHAR key.

28. Move the cursor to the blank before "next" at the end of the next-to-last line. Hold down the SHIFT key and press the INSERT CHAR key (the cursor becomes a blinking rectangle, indicating the insert is activated). Release the keys; now type:

This is an extra sentence to be added.

The new text you typed is inserted to the left of the cursor and the text to the right of the cursor is shifted to the right. When the characters reach the right margin you will notice they are wrapped around to the beginning of the next line instead of being deleted. Your paragraph should look like this:

The INSERT CHAR and DELETE CHAR keys are used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor. On the HP2626A/W terminals only, characters can be wrapped from one line to the This is an extra sentence to be added.next by using the SHIFT key with these functions.

29. Turn off this INSERT CHAR with wrap-around feature by pressing the INSERT CHAR key again.

You can wrap characters up to the end of the line above by combining the CNTL key with the DELETE CHAR.

30. Change the text back to its original form by removing the new sentence. To do this, move the cursor to the beginning of the new text ("This is an extra"). Hold down the SHIFT key and press the DELETE CHAR key. The characters at the cursor position are deleted and the characters on the following line are moved to the end of the line with the cursor. Continue this until you have moved "these" off the last line. Release the CNTL key (thereby turning off the wrap-around) and correctly adjust the text to its original position on the line by pressing DELETE CHAR only.
31. This is the last step in the exercise! Press the slanted arrow key (moving the cursor to the beginning of the text) and press the CLEAR DISPLY to clear all the text from the screen.

You now know how to edit text on your HP262x terminal. You will be using these features to edit your text in HPSLATE. Repeat this exercise until you feel comfortable using these features.

HP 2382A TERMINAL

1. Switch on your terminal. (The ON/OFF switch is at the back of the terminal.)
2. Once the terminal is on, press the AIDS key at the top center of the keyboard. Then, press the MODES function key (f1). Now, make sure that no asterisks (*) appear in any of the function key windows, except for the AUTO LF window above the f8 function key. To make an asterisk appear or disappear, depress the corresponding function key once.

HP 2382A general information

- A. The blinking light on the display is called the "cursor" and it marks your place on the screen. When you type a character on the keyboard the character appears on the screen at the current position of the cursor, overwriting anything that was already entered there.
- B. Pressing the SPACE BAR enters a blank at the cursor position.
- C. The RETURN key moves the cursor to the beginning of the next line.
- D. The SHIFT keys are used to upshift characters and the BACK SPACE key can be used to move the cursor to the left for corrections.
- E. The screen is 80 characters wide and 23 lines of text can be displayed on the screen at one time.

Try using these keys until you feel comfortable with them. (If you have entered anything on the screen, before you start the exercise, press AIDS, then CLEAR DISPLAY while the cursor is at the beginning of the first line.)

Now that you know a little more about your keyboard and screen, you are ready to learn, step-by-step, how to edit text.

Positioning the cursor and text on the HP 2382A screen

3. Type in the following paragraph on your screen, on the first line, the way you would type on a typewriter. Remember to press RETURN at the end of each line.

Along the first row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key (f1) will move the cursor to the top of the text.

Practice moving the cursor with the arrow keys. Remember, on the HP2382A terminal, because the cursor control keys are located on the same keycaps as the function keys, you have to hold down the SHIFT key while pressing one of the cursor control keys. If you don't use the SHIFT key, then you will actually be executing the function key function which is labelled in the corresponding function key window.

4. Move the cursor to the word "keyboard" in the first line.
5. Move the cursor to the word "slanted" in the fourth line.
6. Move the cursor to the word "cursor" in the fifth line.
7. Press the slanted arrow key on the f1 function key (don't forget to SHIFT!).

The slanted arrow key (f1) moves the cursor to the beginning of the text that has been entered. This is called "homing" the cursor. The HP2382A terminal has another key to "home down" the cursor to the bottom of the text which has been entered:

8. Hold down the SHIFT key and press the f2 function key to home down the cursor.

The other keys that control the display are the ROLL UP and ROLL DOWN keys.

9. Press the ROLL UP key several times (don't forget to SHIFT!)

Text moves up and off the screen. However, the text is not lost, it has only rolled out of view.

10. Press the ROLL DOWN key and position all the text on the screen again.

Using tabs on the HP2382A terminal

The tabs on the terminal are used like the tabs on a typewriter. To set a tab move the cursor to the column where the tab is to be set and press the AIDS key, then the AIDS & FEATURES function key (f5), and then the f2 function key, MARGINS/TABS/COL. The TAB key (next to the Q) is used to move from tab column to tab column.

11. Follow the steps in the paragraph above, beginning with the AIDS key. Set three tabs on the screen by pressing the SET TAB function key (f2) at three different positions on the line. Press the RETURN key.
12. To verify the tab columns, press the TAB key several times. Pressing the TAB key after the last tab setting on a line moves the cursor to the left margin on the next line. Enter the following words below the text already on the screen. (Use TAB to move to the tab columns to enter the line.)

HPSLATE IS GREAT!

The text on your screen should now look like this:

Along the first row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key (f1) will move the cursor to the top of the text.

HPSLATE IS GREAT!

A tab can be cleared by tabbing to the column, pressing the AIDS key, then pressing the function key AIDS & FEATURES (f5), then the function key MARGINS/TABS/COL (f2), and last the function key CLEAR TAB (f3). By pressing function key CLR ALL TABS (f4), all the tabs can be cleared at once.

13. TAB to the second tab on the screen and press the AIDS key, then the function key AIDS & FEATURES (f5), then function key MARGINS/TABS/COL (f2), then function key CLEAR TAB (f3).
14. Now, press function key CLR ALL TABS (f4). Press the TAB key several times to make certain all the tabs have been cleared. The cursor moves from line to line on the left margin.

Setting HP2382A margins

Margins can be set on the screen to aid you in entering text. The AIDS key, two function keys and two of the arrow keys are used to set the right and left margins.

15. Move the cursor in eight spaces from the left side of the screen by using the right arrow key (->). Now, press the AIDS key, then the function key AIDS & FEATURES (f5), then function key MARGINS/TABS/COL (f2), and finally function key LEFT MARGIN (f5). This sets the left margin at the present cursor position.
16. Press the SPACE BAR 25 times. Press function key RIGHT MARGIN (f6). This sets the right margin at the column with the cursor.
17. Move the cursor three lines below the last line of text on the screen (Step 10). Turn on CAPS. Hold down the "A" key until at least four lines of "A"'s are entered. Watch as the characters are displayed. They are automatically entered between the margins you have set on the screen. (See the following diagram).

Along the first row of the keyboard is a group of keys that controls the position of the cursor (blinking light) on the screen. The arrows indicate the direction the cursor will move when the keys are pressed. The slanted arrow key (f1) will move the cursor to the top of the text.

HPSLATE IS GREAT!

AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA

18. Press RETURN and the cursor automatically moves to the following line on the left margin that you set.
19. Reset the left margin to column 1 again by moving the cursor with the left arrow key to the left side of the screen and then pressing the LEFT MARGIN function key. When you press RETURN the cursor now stops on column 1. As you can see, the cursor can be manually moved, with the arrow keys, outside the margins you have set to enter text beyond the margins.

The cursor wraps around from one line to another. When the cursor is on the first column of a line, by pressing the left arrow key the cursor is moved to the last column of the line above.

20. Reset the right margin to the last column on the screen. To do this, move the cursor to the last column, press the AIDS key, then the AIDS & FEATURES function key, then the MARGINS/TABS/COL function key, and finally the RIGHT MARGIN function key.

Deleting and inserting lines on the HP2382A terminal

To delete and insert lines and characters, the terminal editing functions need to be made available to the HP2382A keyboard. To do this, do the following:

21. First, turn CAPS off by pressing the CAPS key. Then, ROLL UP the text so the last two lines of A's are at the top of the screen. Type two lines below the A's so that your screen looks like the following diagram.

```
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
These lines will be used to demonstrate the INSERT LINE and
DELETE LINE features.
```

By pressing the AIDS key, then the EDIT KEYS function key (f8), the terminal editing features become available. The INSERT LINE function key (f5) causes blank lines to be inserted above the line where the cursor is when that function key is pressed.

22. Press the AIDS key, then the EDIT KEYS function key (f8). Now, move the cursor to the "D" in "DELETE" and press the INSERT LINE function key (f5) three times. Leave the cursor where it is (on the line below "These...").

```
AAAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA
These lines will be used to demonstrate the INSERT LINE and

DELETE LINE features.
```

The DELETE LINE key deletes the line at the cursor position.

23. Press the DELETE LINE function key (f6). The text below the cursor is moved up as the blank lines are deleted. Continue to press the DELETE LINE key, deleting the lines with the cursor, until all the text below the cursor has been deleted.

AAAAAAAAAAAAAAAAAAAAAAAAAAAA

AAAAAAAAAAAA

These lines will be used to demonstrate the INSERT LINE and

Deleting and inserting characters on the HP2382A terminal

24. Three lines below the last exercise, type a copy of the paragraph below for use in the next exercises.

The INSERT CHAR and DELETE CHAR keys are used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor.

25. Move the cursor to "are" in the first line of the paragraph. With the cursor below the "a" press the DELETE CHAR function key (f7) four times. The word "are" and the blank following it are deleted.

The text on your screen should now look like this:

```

AAAAAAAAAAAAAAAAAAAAAAAAAAAA
AAAAAAAAAAAA

```

These lines will be used to demonstrate the INSERT LINE and

The INSERT CHAR and DELETE CHAR keys used to insert and delete characters on the screen. The DELETE CHAR key will delete a character at the cursor position and the INSERT CHAR key will insert a character immediately BEFORE the cursor.

26. Replace the word and the blank by positioning the cursor at the "u" of "used". Press the INSERT CHAR key once. Notice that "IC" appears between the function key label sets, indicating that the terminal is now in Insert Character mode. Type "are ". These characters are inserted before the word "used" and your paragraph looks as it did when you typed it in.

While the cursor remains in insert mode, any characters typed, including blanks, are inserted immediately to the left of the cursor. As characters are inserted into a line using the INSERT CHAR function, characters to the right of the cursor are shifted to the right. As they reach the right margin they are deleted.

27. Turn off the inserting function by pressing the INSERT CHAR function key (f7) once more (the IC indicator disappears).
28. This is the last step in the exercise! Press the slanted arrow key (f1, after SHIFTing), which moves the cursor to the beginning of the text. Now, press AIDS, followed by EDIT KEYS (f8). Then, press CLEAR DISPLAY (f4) to clear all of the text from the screen.

You now know how to edit text on your HP2382A terminal. You will be using these features to edit your text in HP SLATE. Repeat this exercise until you feel comfortable using these features.

APPENDIX B
IN CASE OF DIFFICULTY

Listed below are situations that may arise while you are using HPSLATE and how to deal with them.

TEXT OVERFLOW ON A DRAFT PAGE

When using move/copytext or fill/justify, it is possible to create a condition where text overflows the 66 line limit on a draft page. You get a message when this occurs. HPSLATE places as many lines as will fit on the page and then creates a new page for the overflow text. If the next page is unavailable (draft page number being used) the file should be renumbered (renumb) and the function initiated again.

TEXT OVERFLOW ON A PRINTED PAGE

When the text from a draft page overflows a printed page, change the Top or Bottom margins to a smaller number or use Heading Line option C (no page number or heading). Heading line options A and B use 3 lines on the printed page. You may also change the printed page length.

SELECTING THE WRONG FUNCTION

You may select the wrong function or want to end one in progress because you used the wrong instructions. Press another function key or the same one again to terminate the function.

LOST HIGHLIGHTING ON THE KEYSSET LINE

If the highlighting disappears from the keyset (label) line, leave HPSLATE and reenter the program. The highlighting should be restored. If the keyset line disappears entirely, press f1 (MAIN) and then f2 (exit) to leave the program.

TEXT APPEARING IN A NARROW COLUMN ON THE SCREEN

Occasionally when you are entering text, it appears in a single column or a few columns on the screen. Use the info function to check the margin settings for the draft page. The right margin

In case of difficulty B-2

may have been set incorrectly. When resetting margins, the left margin cannot be set to the right of the current right margin.

CURSOR DOESN'T MOVE

Occasionally, the cursor remains in the same spot on the screen and doesn't respond to your keystrokes. If this should happen, press the RESET key once.

APPENDIX C

USING TDP WITH HPSLATE

Hewlett-Packard's Text and Document Processor/3000 system (TDP/3000) offers comprehensive and powerful formatting capabilities. With special formatting commands embedded in your file, medium to large documents with complex formatting requirements can be efficiently printed.

The tdp function in the OUTPUT mode of HPSLATE gives access to the TDP/3000 system for the purpose of printing your file. The diagram below shows the screen that appears when the tdp function is selected. On this screen you enter your instructions for the FINAL command.

MAIN	exit	HELP	ReEDIT	OUTPUT	UTILITY		print	tdp
TDP MENU								
(Formatted printing via the TDP FINAL command)								
From Document			██					
To Device			TERM ██████████					
(HP26XX, LP, or any TDP configuration file entry)								
Number of copies			1					
ASK Option			N					
AUTO Option			N					

For further information on the TDP/3000 system refer to the TDP/3000 documentation.

Reader Comment Sheet

Learning HP SLATE

36576-90002 January 1983

We welcome your evaluation of this manual. Your comments and suggestions help us to improve our publications.

Is this manual technically accurate? Yes No

Are the concepts and wording easy to understand? Yes No

Is the format of this manual convenient in size, arrangement and readability? Yes No

If no, please explain or suggest improvements on the other side of the page. Please use additional pages if necessary.

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