

XEROX

# **Xerox ViewPoint**

## **QuickStart Training**

**XEROX**

---

**ViewPoint QuickStart  
Training**

610E10010  
Version 2.0

---

---

## Table of contents

<b>1. Introduction to ViewPoint QuickStart training</b>	1	<b>Customizing a desktop</b>	23
ViewPoint QuickStart overview	3	Selecting an icon	23
Format of the training guide	3	Opening the directory	23
Other reference materials	5	Opening a divider	23
Your workstation	7	Copying icons from the Basic Icons divider	25
Screen (display)	7	Closing the Basic Icons divider	27
Processor	9	Retrieving icons from other dividers	27
Floppy disk drive	9	Closing the directory	29
6085 keyboard	9	Using icons	29
8010 keyboard	9	Naming an icon	33
Mouse	11	<b>3. Creating and editing text</b>	35
Terms you should know before you begin	13	Working with text and text properties	37
Icons	13	Opening a document	37
Pointer	13	Entering text	37
Caret	13	Selecting text and canceling text selection	39
Window	13	Adding text	41
"Before you begin" checklist	15	Copying text	43
<b>2. Logging on and creating a desktop</b>	17	Moving text	45
Logging on	19	Deleting text	45
Creating a new desktop	19	Changing the character properties of a document	47
Displaying an existing desktop	21		
Manipulating the mouse	21		

Changing paragraph properties	51
Using tabs	55
Showing structure	59
Paginating a document	61
Entering a page break character	61
Paging through a document	63
Closing a document	67
<b>4. Printing</b>	<b>69</b>
Printing	71
Copying a printer icon	71
Printing a document	71
Your practice document	73
<b>5. Local laser printing</b>	<b>77</b>
Printing	79
Copying a laser printer icon	79
Printing a document	79
Your practice document	81
Canceling the document being printed	83
<b>6. Mailing and storing documents</b>	<b>85</b>
Mailing documents	87

Copying a document to the outbasket	87
Storing documents	89
Retrieving mail from the inbasket	89
Storing documents on floppy disks	89
Storing documents in folders	93
<b>7. Creating tables</b>	<b>95</b>
Tables	97
Inserting a table	97
Adding a row	97
Adding a column	99
Deleting columns and rows	101
Entering text into a table	101
Selecting a table	103
Changing the appearance of a table	103
Changing column size	105
Deleting a table	105
<b>8. Moving and resizing windows</b>	<b>107</b>
Moving and resizing windows	109
Moving a window	109
Resizing a window	111
Positioning a window over or under another window	113

<b>9. Creating graphics</b>	115
Creating graphics	117
Inserting a graphics frame	117
Selecting a graphics frame	119
Stretching a graphics frame	119
Copying graphic objects to a frame	121
Moving and copying objects within a graphics frame	121
Entering text into a text frame	123
Stretching graphic objects	123
Changing the appearance of graphics	125
Deleting graphic objects	129
Printing your practice document	129
Deleting a graphics frame	129
<b>10. Logging off</b>	131
Logging off	133
Ending the session	133

[This page intentionally blank.]

---

# 1. Introduction to ViewPoint QuickStart Training

Your *ViewPoint QuickStart Training* guide is designed so you can complete it at your own pace. The material is divided into chapters, marked by tabs. Each chapter focuses on specific tasks to help you use your Xerox ViewPoint workstation (6085 Professional Computer System, 8010 Information System, or Documenter) to full advantage.

When you complete this training guide, you should know how to use your ViewPoint workstation to create and print book-quality reports, proposals, and manuals, including professional-quality tables and graphics. If your workstation is part of a network, you will also use your workstation to communicate with other users through electronic mail.

This chapter contains the following information:

- Overview of *ViewPoint QuickStart Training*, including how the training is set up, core chapters you should complete, and supplementary reference and help materials
- Elements of your workstation
- Terms you should know
- Checklist of things you should do before you begin your training

[This page intentionally blank.]

---

## ViewPoint QuickStart overview

---

The *ViewPoint QuickStart Training* guide is designed to enable you to use your ViewPoint workstation's features as quickly and easily as possible.

### Format of the training guide

The training guide is divided into ten chapters. Five chapters form the "core" of the guide. Four chapters are optional, with one for Documenter users only. Make sure you understand the information in the core chapters before you study the optional chapters.

#### Core chapters

- 1: Introduction
- 2: Logging on and creating a desktop
- 3: Creating and editing text
- 4: Printing
- 10: Logging off

#### Optional chapters

- 5: Local laser printing
- 6: Mailing and storing documents
- 7: Creating tables
- 8: Moving and resizing windows
- 9: Creating graphics

You should complete the core chapters in about three to four hours. You should complete all chapters in about five hours.

### Training pages

The bottom (odd-numbered) pages contain step-by-step training for each chapter.

### What if? . . . pages

The What if? . . . (even-numbered) pages contain additional information you may need while completing the training. They assist you in overcoming difficulties or problems that you may encounter.

### Practice document

Your training involves entering and editing text in a practice document, which you will create in chapter 3.

**Note:** You can use text from an actual document in place of the practice document, if you so desire.

### Practice exercises

Practice exercises are found in shadowed boxes throughout your training. You should complete these exercises in order to gain the maximum benefit from the training.

[This page intentionally blank.]

### **Terminology**

---

All words enclosed in angle brackets, < >, correspond to specific keys on the keyboard. For example, <SHIFT> indicates the shift key.

Words enclosed in square brackets, [ ], refer to window or menu options displayed on the screen. For example, [Close] is a command in the document window header.

### **Other reference materials**

---

For more detailed information on topics covered in the following chapters, and more advanced applications of each topic, refer to the following materials.

#### **VP Series Training Guides**

---

The *VP Series Training Guides* provide additional information on any subject covered in this manual, as well as more advanced applications. Online training exercises, included in the training guides, are to be used with the VP Training Exercises disks.

### **VP Series Reference Library**

---

The *VP Series Reference Library* provides in-depth information on all ViewPoint subjects.

### **Help folder**

---

The Help folder, located in the upper right corner of the screen, provides online instructions for VP Series applications. The help documents are stored on a floppy disk, which is available with ViewPoint 1.1 and 2.0 software only.

**Note:** The help documents are not intended to be used as training.

### **Help hotline**

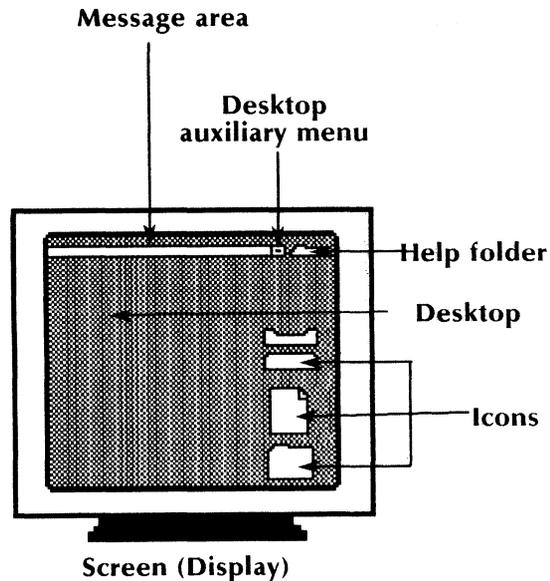
---

If you need further assistance in using VP Series applications, ask your Xerox Systems Analyst for the Help hotline telephone number.

My Help hotline number \_\_\_\_\_.

[This page intentionally blank.]

## Your workstation



This training has been designed for a workstation loaded with ViewPoint 2.0 (the foundation software) and VP Document Editor software (the document creation software).

You have one of two kinds of workstations: a networked workstation or a Standalone workstation. A networked workstation enables you to share services (such as printing) and information (such as a document) with other ViewPoint workstations. Check with your system administrator to find out if you are on a VP NetCom, VP RemoteCom, or DashLink network. If you have a Standalone workstation, you do not share services and information with other workstations.

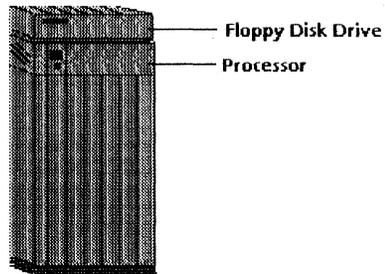
The workstation consists of several components: the screen (or display), the processor, the floppy disk drive, the keyboard, and the mouse. The following paragraphs describe each component.

### Screen (display)

The screen displays the information typed into the workstation via the keyboard. It is a simulation of your office environment, consisting of the following:

- *Desktop* - The gray area that constitutes most of the screen.
- *Icons* - Pictorial representations of objects found in your office environment.
- *Message area* - A white strip across the top of the screen, which displays messages from ViewPoint. As you're working, watch this area for messages.
- *Help folder* - A storage area for online help documents (available with ViewPoint 1.1 and 2.0 software).
- *Desktop auxiliary menu* - A symbol representing a list of desktop commands, some of which you will use during this training. You can select the symbol to see the commands.

[This page intentionally blank.]

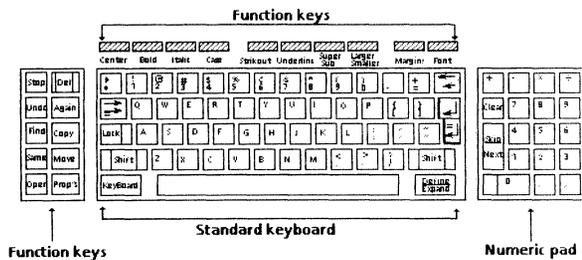


## Processor

The processor houses the rigid disk, which contains system software and also provides storage for information needed by the system (memory).

## Floppy disk drive

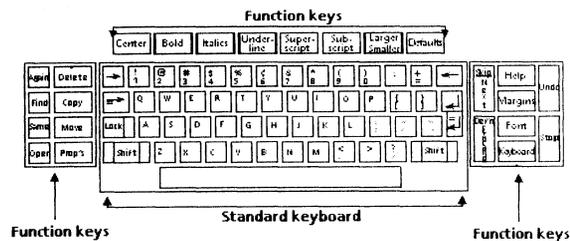
The floppy disk drive allows you to transfer information to and from a floppy disk. It is located on top of or close to the processor. (This is an optional component with the 6085 workstation.)



## 6085 keyboard

The 6085 keyboard consists of several sets of keys.

- The standard keyboard in the center contains the standard typewriter keys.
- Above the standard keyboard is a row of function keys.
- To the right of the standard keyboard is a numeric keypad and <SKIP/NEXT>.
- To the left of the standard keyboard are additional function keys.

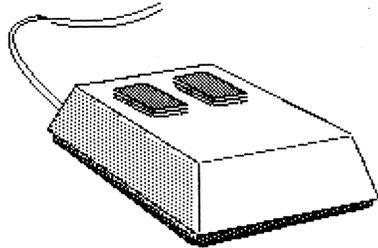


## 8010 keyboard

The 8010 keyboard consists of several sets of keys.

- The standard keyboard in the center contains the standard typewriter keys.
- Above the standard keyboard is a row of function keys.
- To the right and left of the standard keyboard are additional function keys.

[This page intentionally blank.]



## Mouse

---

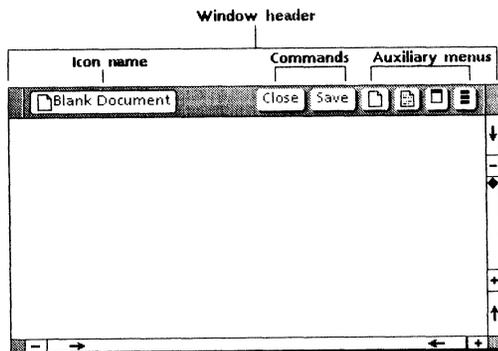
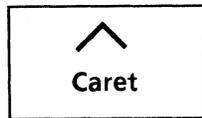
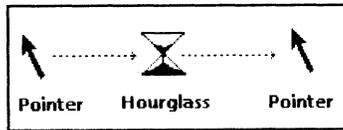
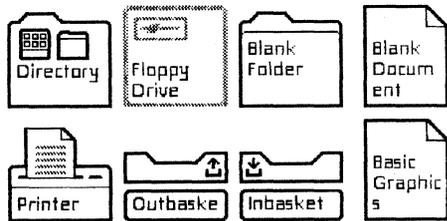
The mouse is a two-button rectangular box connected to the keyboard. When the left or right button is pressed, commands are transmitted to the processor. You will learn about these commands throughout the remainder of this training.

By moving the mouse on the mouse pad with the cord pointing away from you, you control the position of the pointer on the screen. The type of mouse determines the mouse pad required.

- *Mechanical mouse* - Has a movable ball on the bottom. It is used on the flexible, rubberized mouse pad. (The mechanical mouse does not work on the 6085 workstation.)
- *Optical mouse* - Is used on a thin pad with a dot pattern on it.

[This page intentionally blank.]

## Terms you should know before you begin



### Icons

ViewPoint software represents office objects by means of small pictures on the screen. These pictures are called icons. Each icon serves the same purpose as the items in your office. By the end of this training, you will use each of the icons illustrated at the left.

### Pointer

The pointer enables you to select icons, objects, and text on the screen. Once selected, these items can be moved, copied, or deleted. The pointer's position is controlled by the mouse.

When the workstation is performing an operation, the pointer assumes the shape of an hourglass. When the operation is completed, the pointer returns to its original arrow shape.

Sometimes the pointer assumes other shapes; these changes are pointed out during the training as they occur.

### Caret

Your position in a document is marked by a flashing caret. The caret moves as you type. You can move it to a different location by repositioning it with the pointer.

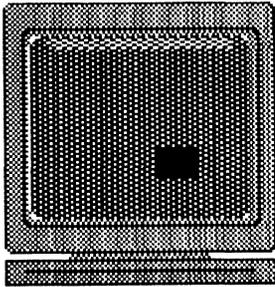
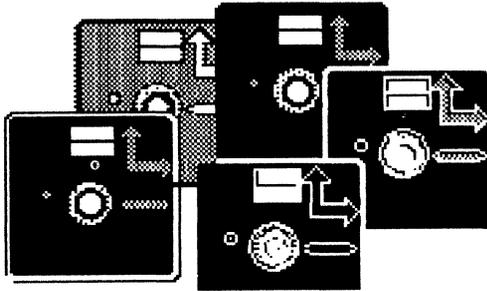
### Window

When you open an icon, the information it represents appears within a "window."

- The window header is the gray strip at the top of the window, with the name of the icon displayed at the left side.
- The white rectangles in the middle area of the window header contain various commands, such as [Close] and [Save].
- The boxes to the extreme right of the window header are auxiliary menus, each containing a list of commands.

[This page intentionally blank.]

## “Before you begin” checklist



**Fully Qualified User Name:** \_\_\_\_\_

**Password:** \_\_\_\_\_

**System/Workstation Administrator Name:** \_\_\_\_\_

**Printer Name(s):** \_\_\_\_\_

**Location:** \_\_\_\_\_

Before beginning ViewPoint QuickStart training procedures, you should verify the following:

- The appropriate software is loaded.
  - *Network/remote workstation* - Check with your system administrator before beginning training.
  - *Documenter workstation* - Software is preloaded into your system. Do not attempt to load any software.
  - *Standalone workstation* - You do not have a system administrator. Refer to the *ViewPoint 2.0 Software Installation* booklet for detailed instructions on loading software.

- You are using the default User Profile settings.

The “User Profile” contains a list of settings that control your desktop. The procedures in all of the training guides are designed for desktops using the default User Profile settings. Check with your system administrator to make sure your desktop has the default User Profile settings.

- Your ViewPoint workstation is turned on and ready.

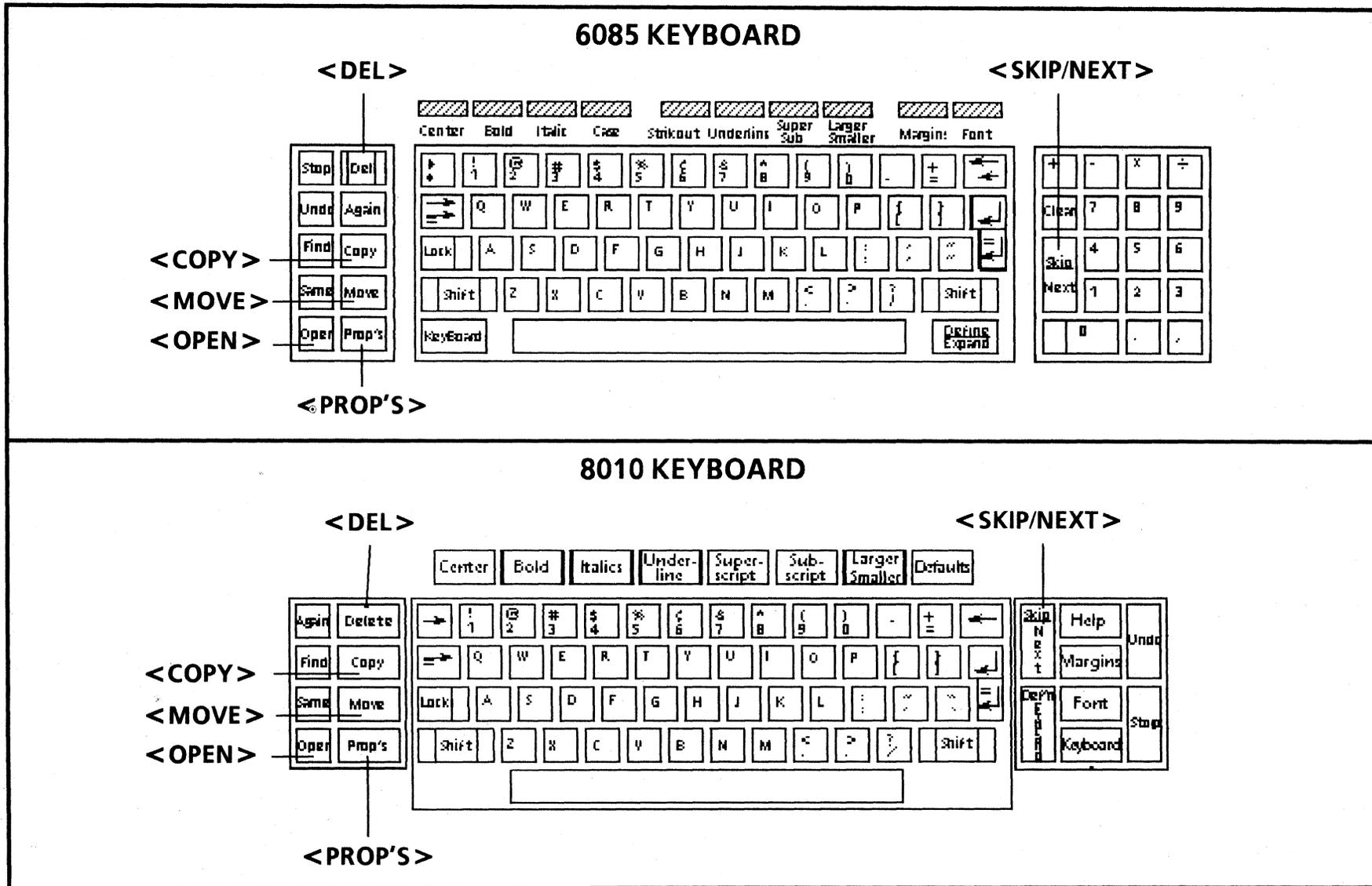
A bouncing keyboard is displayed on a dark screen.

- You have your fully qualified user name and password.

- *Fully qualified user name* - Your Name:Domain:Organization as registered by your system or workstation administrator (for example: Jane Doe:Rochester:Xerox).
- *Password* - Any series of characters (letters and numbers) of your choice. Your password must be registered by your system or workstation administrator.

**Note:** If you have difficulty logging on for the first time to your workstation, refer to the *General User Reference* volume in the *VP Series Reference Library* for the initial logon procedure.

## Keys used in chapter 2



---

## 2. Logging on and creating a desktop

In this chapter, you create your own desktop. On this desktop, you use Blank Document icons to create documents, Blank Folder icons to store documents, Printer icons to print documents, and Inbasket and Outbasket icons to receive and send electronic mail.

You gain access to your desktop by “logging on” to the system. After you are logged on, you prepare your desktop for use by retrieving icons from the Directory icon. The Directory icon represents the *directory*, which is the main storage unit for all icons found on the desktop.

If you are creating a new desktop, begin on page 19. If you are logging on to an already existing desktop, begin on page 21.

Standalone and DashLink workstation users: Electronic mailing is not possible on your workstation.

In this chapter, you do the following:

- Log on to the system and display your desktop
- Manipulate the mouse to move the pointer
- Open the directory, retrieve icons, and close the directory
- Select, move, and copy icons on the desktop
- Delete icons
- Rename icons

Page 16 shows the keys you use in chapter 2.

## What if?...

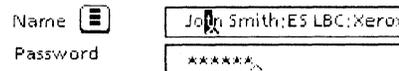
## Displaying a new desktop

### If

You type an incorrect letter when entering your name or password...

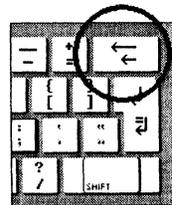
### Then

- Position the pointer on the incorrect letter.
- Press the left mouse button.



- Press the backspace key.

#### 6085 backspace key

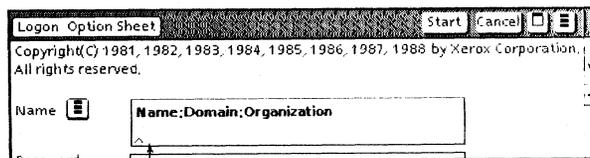


#### 8010 backspace key



- Type the correct letter.

An extra space (line) is added to the **Name** or **Password** option box (you accidentally pressed the return key rather than <SKIP/NEXT > )...



Extra space

The system does not allow the logon procedure, and the following message appears:

**The user-name or password entered is not acceptable. Please retype using your fully-qualified name and valid password.**

- Position the pointer on the empty space.
- Press the left mouse button (the caret appears).
- Press the backspace key. The line is deleted.
- Press <SKIP/NEXT > .

## Logging on

### Creating a new desktop

#### 1. Press any key.

The Logon Option Sheet is displayed, and the caret appears in the **Name** option box.

Logon Option Sheet [Start] [Cancel] [ ] [ ] [ ]

Copyright(C) 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988 by Xerox Corporation, All rights reserved.

Name [ ]

Password

Default Domain:

Default Organization:

#### 2. Type your fully qualified user name.

Use a single line, with no spaces before or after colons. Be sure there is no blank line after you type your fully qualified name. (Do not press the return key.)

Logon Option Sheet [Start] [Cancel] [ ] [ ] [ ]

Copyright(C) 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988 by Xerox Corporation, All rights reserved.

Name [ ]

Password

#### 3. Press <SKIP/NEXT>.

The caret moves to the **Password** option box.

#### 4. Type your password.

Your password must be typed accurately. Only asterisks appear.

These asterisks keep your password secret from other users, allowing your desktop to remain private.

Logon Option Sheet [Start] [Cancel] [ ] [ ] [ ]

Copyright(C) 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988 by Xerox Corporation, All rights reserved.

Name [ ]

Password

#### 5. Press <SKIP/NEXT>.

Do not press the return key and add a blank line.

A second Logon Option Sheet appears. This option sheet requires moving the pointer using the mouse. (Refer to page 21 for detailed instructions.)

#### 6. Position the pointer on [Start].

Throughout this training guide:

- Angle brackets (< >) indicate keys that you press.
- Square brackets ([ ]) indicate information that you select on the screen, using the mouse.

---

## What if?...

---

---

## Displaying an existing desktop/Manipulating the mouse

---

### If

---

After entering your user name and password, you press <SKIP/NEXT> and nothing happens...

### Then

---

The following message appears:

**The user-name or password entered is not acceptable. Please retype using your fully-qualified name and valid password.**

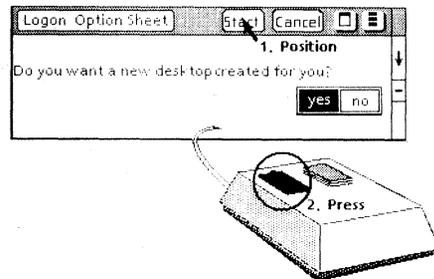
This message does not specify whether your password or user name is in error.

- Delete your user name and retype it. (Your name is automatically highlighted after a logon attempt has been aborted.)
  1. Press <DEL>.
  2. Type your fully qualified user name again.
  3. Press <SKIP/NEXT>.
- Delete your password and retype it.
  1. Select your password.
  2. Use the same method as above to delete and retype.
  3. Press <SKIP/NEXT>.

If, after retyping your user name and password, the message still appears:

- Check to make sure that there is not an extra line or space in either the **Name** or **Password** option box (refer to page 18).

7. Press the left mouse button.



Your desktop appears, displaying the Directory icon in the lower right corner.

After you are logged on, continue on page 23.

## Displaying an existing desktop

The steps are the same as those for creating a new desktop.

1. Press any key.  
The Logon Option Sheet appears.
2. Type your fully qualified user name.
3. Press <SKIP/NEXT>.
4. Type your password.
5. Press <SKIP/NEXT>.

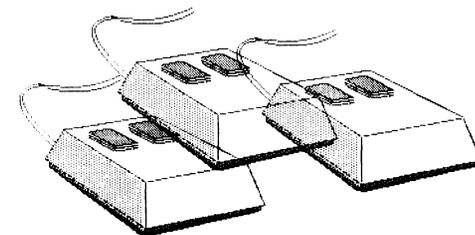
Your desktop appears, displaying the Directory icon. This result indicates that you have successfully logged on.

## Manipulating the mouse

You may have already used the mouse for logging on. The mouse is used continuously throughout the training to position the pointer on the screen and to select objects and text. Practice manipulating the mouse to move the pointer on the screen.

1. Move the mouse around the mouse pad, picking it up and putting it down gently.  
Watch the pointer move on the screen.
2. Move the mouse to the edge of the mouse pad, pick it up, and place it in the center of the mouse pad. Then continue moving the mouse in the same direction.

This procedure allows you to continue moving the pointer in the same direction on the screen.



**What if?...****Selecting an icon**

---

**If**

---

The pointer does not move on the screen when you move the mouse...

The mouse is at the edge of the mouse pad, and you need to move the pointer to a specific location on the screen...

You attempt to select (highlight) an icon and nothing happens...

You want to delete an unwanted icon from the desktop...

**Then**

---

Check the following:

- Be sure you are using the correct mouse pad (refer to page 11 for details).
- Be sure the mouse is connected to the keyboard.
- Lift the mouse off the mouse pad.
- Place it in the middle of the mouse pad.
- Continue moving it to reposition the pointer.

An icon is selected by pressing the left mouse button. Attempting to select an icon by pressing the right mouse button displays the following message:

**Please select an icon.**

- Reposition the pointer on the icon.
- Press the left mouse button.

- Select the unwanted icon.
- Press <DEL>.

This message appears:

**Delete selected icon? [YES] [NO]**

- Select [YES] to delete the icon.

## Customizing a desktop

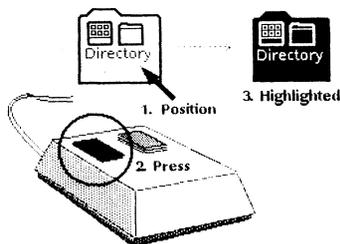
Customizing a desktop involves retrieving essential icons from the directory. These icons provide a supply from which you can obtain duplicate icons without going back into the directory.

### Selecting an icon

The term "select" in this document always involves two steps: positioning the pointer and pressing the left mouse button.

1. Position the pointer on the Directory icon.
2. Press the left mouse button.

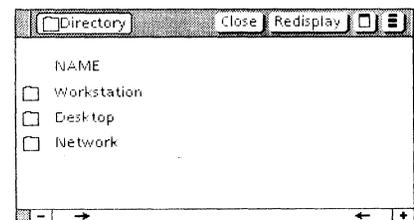
The icon is highlighted (turns dark) and its border turns light.



### Opening the directory

1. Make sure the Directory icon is selected.
2. Press <OPEN>.

The Directory window displays three dividers. *Dividers* are icons that act as files within the directory. Other icons are stored within these files (dividers).



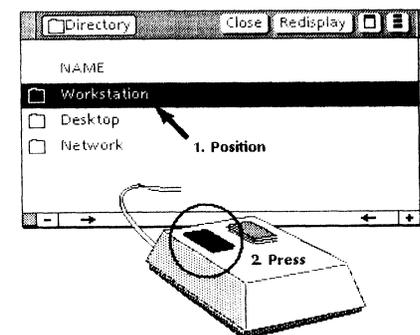
The Network divider does not appear in a standalone workstation directory.

### Opening a divider

Each divider in the directory stores specific icons. You can view these icons by opening each divider.

1. Position the pointer on the Workstation divider.
2. Press the left mouse button.

The Workstation divider is highlighted.



**What if?...****Copying icons from the Basic Icons divider****If**

You accidentally press <DEL> rather than <OPEN> when selecting a directory divider...

You select an incorrect divider...

You get confused about which divider you are in...

You attempt to copy an icon from a divider to the desktop, and the pointer becomes a question mark (?)...

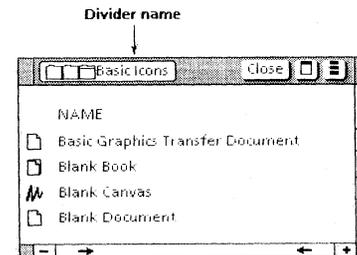
**Then**

The following message appears:

**The "Directory" icon cannot be removed from the Desktop.**

- Press <OPEN>.
- The divider window opens.
- Reposition the pointer on the correct divider.
- Press the left mouse button.

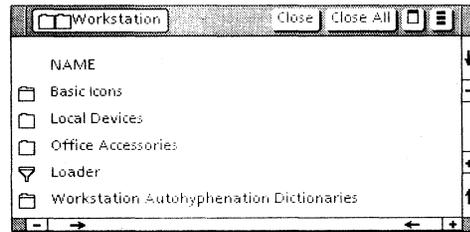
The name of the divider that is currently open is in the upper left corner of the window header.



The location selected is not acceptable. Make sure the location selected is in the gray area outside the open divider window, and in an empty space.

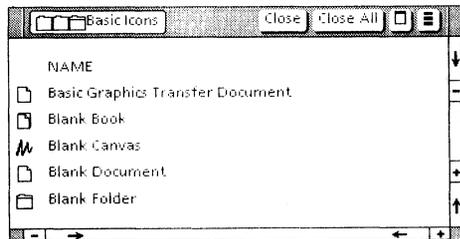
3. Press <OPEN>.

The Workstation divider window displays four other dividers, as well as the Loader icon.



4. Select the Basic Icons divider and press <OPEN>.

The Basic Icons window displays several icons. The icons displayed vary according to the software loaded in your workstation.

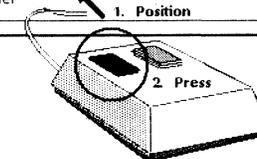
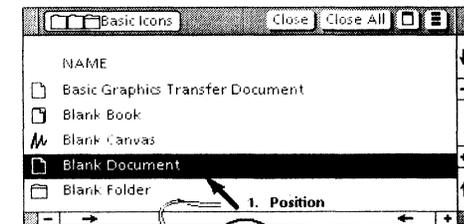


## Copying icons from the Basic Icons divider

Three icons in the Basic Icons divider are necessary for completing this training.

- Basic Graphics Transfer Document
- Blank Document
- Blank Folder

1. Select the Blank Document icon.



2. Press <COPY>.

The pointer changes shape. 

3. Move the pointer to the right side of the desktop, in the gray area outside the window.

4. Press the left mouse button.

The pointer briefly changes to an hourglass. 

A copy of the selected icon appears at that location.

---

**What if?...**

**Closing the Basic Icons divider/Retrieving icons from other dividers**

---

**If**

---

You select [Close All] rather than [Close] when moving to the next divider within the directory...

You highlight several icons at once in the same open divider...

**Then**

---

The Directory window and all divider windows close. The Directory icon is still highlighted.

- Press <OPEN>.
- Open the appropriate dividers to continue copying icons to the desktop.
- Position the pointer on a blank area of your desktop.
- Press the left mouse button.  
The highlighting disappears.
- Reselect the correct icon in the divider.

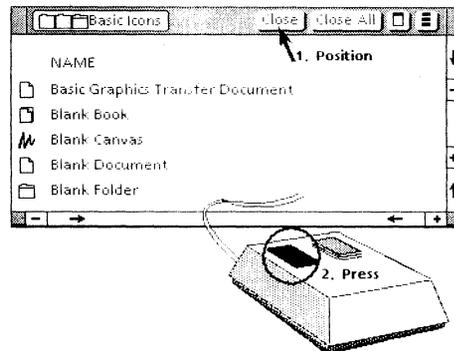
- Repeat steps 1 through 4 until all three icons (Blank Document, Basic Graphics Transfer Document, and Blank Folder) are on the right side of the desktop.



### Closing the Basic Icons divider

- Position the pointer on [Close].
- Press the left mouse button.

The Basic Icons divider must be closed before you open another divider.



### Retrieving icons from other dividers

You need three more icons to complete the training. You will find them in different dividers. Make sure the Basic Icons

divider is closed by checking to see if the following list of dividers appears in the open window:

- Basic Icons
- Local Devices
- Office Accessories
- Loader
- Workstation Autohyphenation Dictionaries

- Select the Local Devices divider, and press <OPEN>.
- Select and copy the Floppy Drive icon to the right side of your desktop.
- Close the Local Devices divider.

The dividers listed above reappear.

- Close the Workstation divider.

The following list of dividers appears:

- Workstation
- Desktop
- Network (if your system is networked)

- Select the Desktop divider, and press <OPEN>.
- If you work on a networked workstation, select and copy the Outbasket icon to the right side of your desktop. (If you have a Standalone or DashLink system, there is no Outbasket icon.)

**What if?...****Closing the directory/Copying an icon**

---

**If**

---

You copy an icon to an unacceptable position on the desktop (for example, in the same space as another icon)...

You select the Inbasket icon in the Desktop divider and accidentally press <OPEN> rather than <COPY>...

You select [Close] from a divider window header, and the divider does not close...

You copy the wrong icon from the directory and want to delete it...

**Then**

---

The following message appears in the message area and the copy is aborted:

**Copy or move operation failed.**

- Select the icon again and press <COPY>.
- Reposition the pointer on the desktop.
- Press either mouse button.

The Inbasket window appears with Subject, From, and Date options displayed.

- Select [Close] from the window header.
- Select <COPY> and select a position on your desktop for the icon.

Check the following:

- Be sure you pressed the left mouse button, not the right.
- Be sure the tip of the pointer is in the center of the command. If not, the command is not highlighted and carried out.

- With the left mouse button, select the icon that you copied.
- Press <DEL>.

The following message appears:

**Delete selected icon? [YES] [NO]**

- Select [YES] to delete the icon.

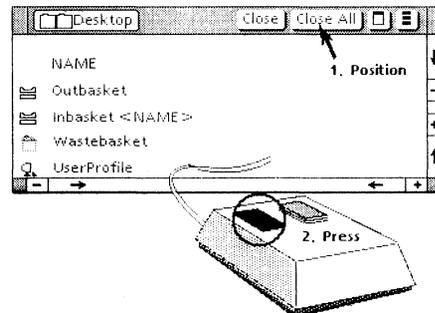
7. Select and copy the Inbasket icon (with your user name on it) to the right side of your desktop. (If you are working on a Standalone or DashLink system, there will be no Inbasket icon to copy.)

### Closing the directory

When you have copied all the necessary icons to your desktop, you can close the directory.

1. Position the pointer on [Close All].
2. Press the left mouse button.

Selecting [Close All] from any divider window closes all dividers, as well as the directory.



The following icons should now be on your desktop:



## Using icons

### Copying an icon

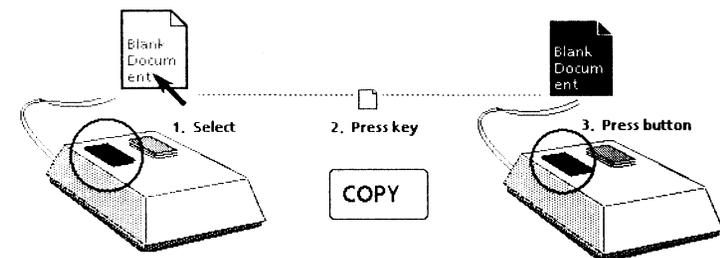
When you copy an icon, the original and the copy appear on the desktop. Copying an icon enables you to use the original as a template from which you can make copies when you need them.

1. Select the Blank Document icon.
2. Press <COPY>, and move the pointer to an unoccupied space at the top of the desktop.

When you press <COPY>, the pointer changes to a small document icon.

3. Press the left mouse button once.

Two Blank Document icons are now on your desktop. The copied icon is highlighted.



**What if?...**

**Moving an icon/Deleting an icon**

**If**

You accidentally delete a necessary icon before making a copy...

You copy too many icons and want to delete them...

You have several icons selected at the same time and press <MOVE>...

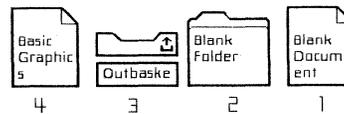
**Then**

Go back into the directory and retrieve the necessary icons.

Refer to the sections titled "Opening a divider," on page 23, and "Copying icons from the Basic Icons divider," on page 25, for a review.

- With the left mouse button, select the icon to delete.
- Press <DEL>.

The icons are all moved. The first one will appear in the original position selected and the others will line up next to it from right to left, if there is open room on the desktop.



4. Press <COPY> again.
5. Move the pointer to a different location on the desktop.
6. Press the left mouse button once.

Three Blank Document icons are on your desktop.

**Practice:**

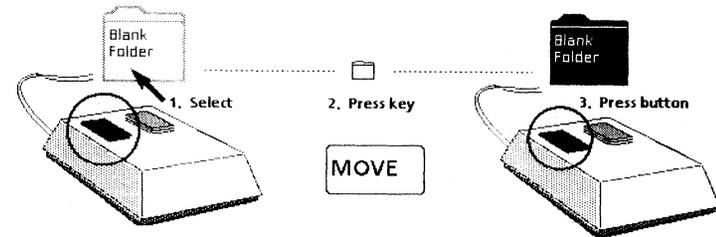
Copy each of the remaining icons one time. Place the duplicate icons along the top of your desktop.

**Moving an icon**

You can move an icon to a new location on your desktop.

1. Select a duplicate Blank Folder icon.
2. Press <MOVE>, and position the pointer at a location on the left side of your desktop.
3. Press either mouse button once.

The duplicate Blank Folder icon appears on the left side of your desktop.



**Practice:**

Move each duplicate icon to the left side of your desktop.

**Deleting an icon**

When you delete an icon, it is erased from your desktop.

1. Select the duplicate Inbasket icon.
2. Press <DEL>.

A message appears in the message area, asking you to confirm or cancel the deletion.

---

**What if?...****Naming an icon**

---

**If**

You open the property sheet for the wrong icon...

You forget to type a new name for the **Name** property and attempt to close the property sheet...

You make an error as you type the new name in the property sheet...

You select [Apply] rather than [Done] on the property sheet...

**Then**

- Select [Cancel] from the property sheet window header to close it.
- Select the correct icon.
- Press <PROP'S>.

The following message appears in the message area:

**Highlighted name must contain at least one character. Please change it or cancel changes**

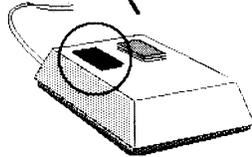
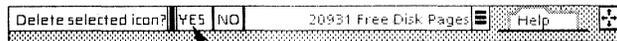
- Type any name for the **Name** property.
- Select [Done].
- Position the pointer on the incorrect character and press the left mouse button.
- Press <DEL>.
- Type the correct text.

The changes you have made appear on your icon, but the property sheet remains open.

- Select [Done] from the property sheet window header to close it.

For further details on information learned in this chapter, refer to the *General User Reference* volume.

3. Select [YES] in the message area to confirm the deletion.



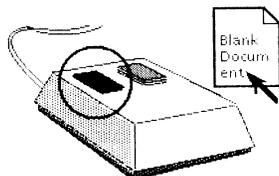
**Practice:**

Delete all duplicate icons except the duplicate Blank Document and Blank Folder icons.

## Naming an icon

The name of any icon can be changed on its property sheet. By renaming Blank Document and Blank Folder icons, you avoid confusion by identifying the contents of each icon.

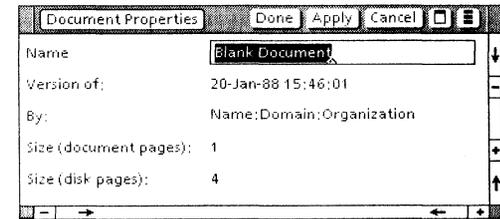
1. Select a Blank Document icon.



2. Press <PROP'S>.

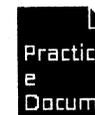
The Document Properties sheet appears on the screen, with the name of the icon highlighted.

**Note:** <PROP'S> is short for "properties." Every icon has properties or characteristics that you can change.



3. Press <DEL> to delete the highlighted name.
4. Type: Practice Document.
5. Select [Done].

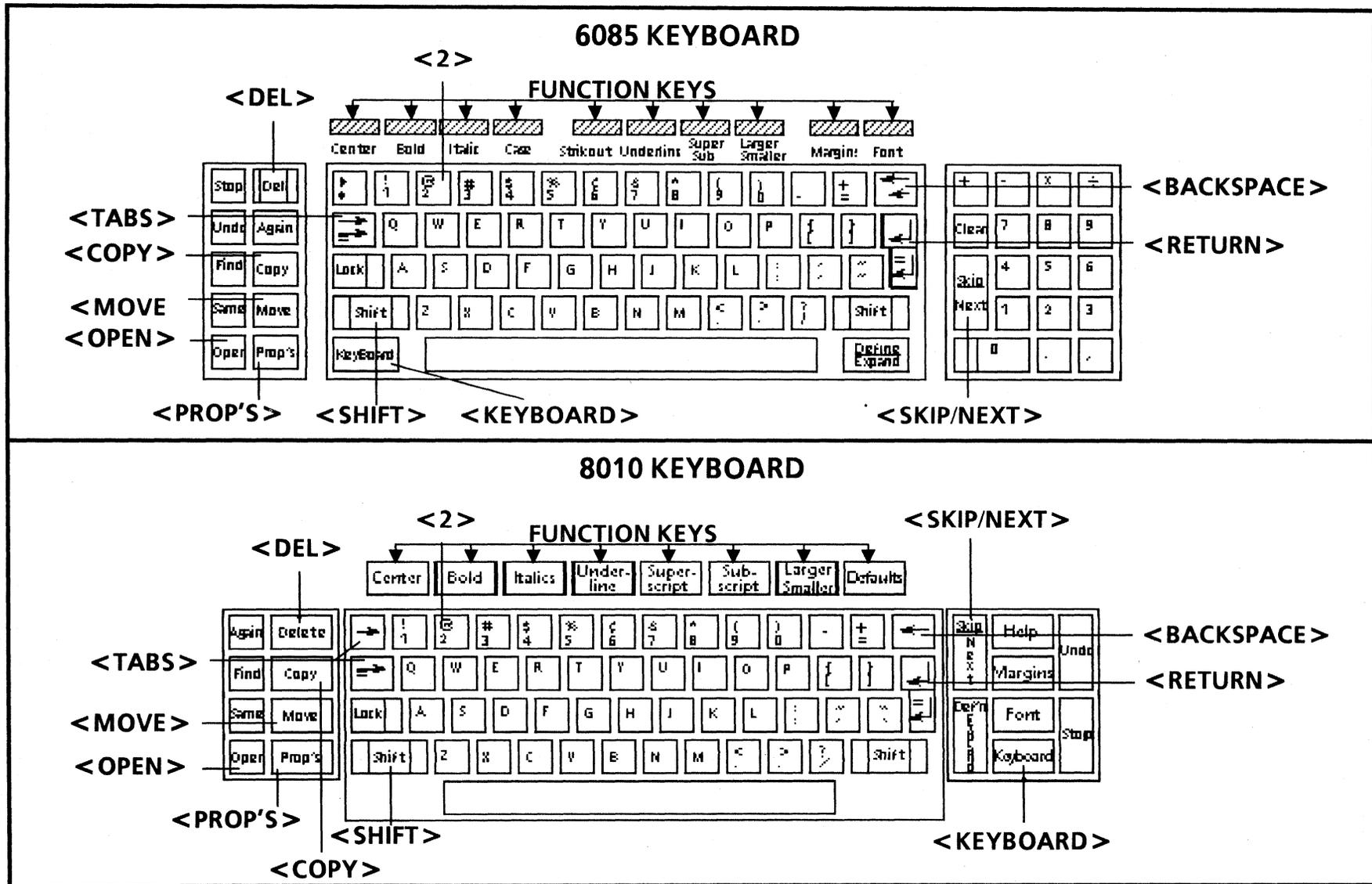
The icon appears with its new name.



**Practice:**

Rename one of the Blank Folder icons to Practice Folder.

## Keys used in chapter 3



---

## 3.

## Creating and editing text

In this chapter, you use some of the unique features of ViewPoint software to create a document.

In this chapter, you do the following:

- Open a document
- Enter text
- Select text and cancel text selection
- Add, copy, move, and delete text
- Change character properties of a document
- Change paragraph properties
- Use tabs
- Show structure
- Change page format
- Paginate a document
- Enter a page break character
- Scroll backward and forward in a document
- Close a document

Page 34 shows the keys you use in chapter 3.

## What if?...

## Entering text

### If

You attempt to enter text into an open document, but nothing happens...

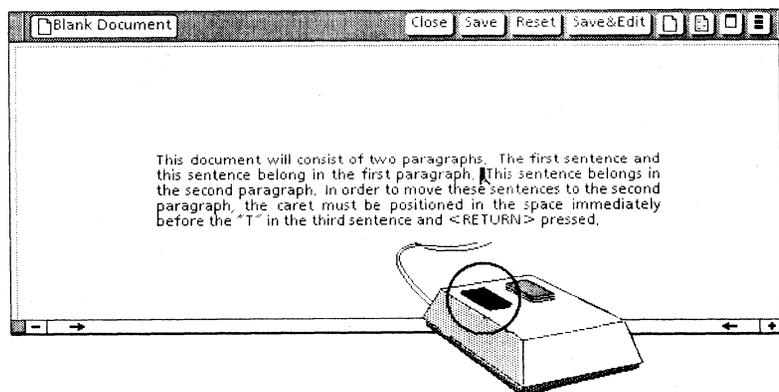
You forget to press the return key to begin a new paragraph...

### Then

The following message appears in the message area:

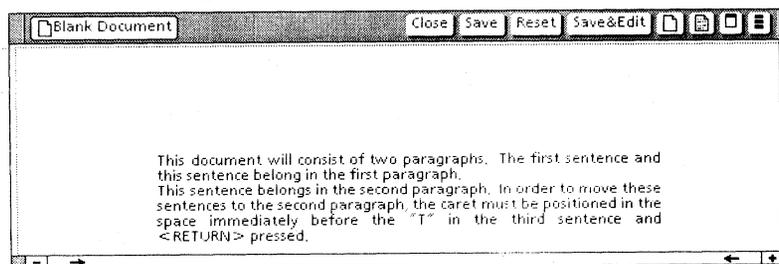
**The object in that window is read-only.**

- Select [Edit] from the window header.
- Position the pointer on the space immediately before the first letter of the new paragraph.
- Press the left mouse button.



- Press the return key.

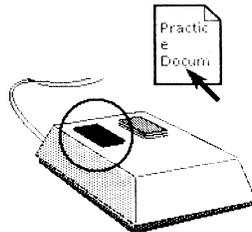
All text following the caret is moved to the new paragraph.



## Working with text and text properties

### Opening a document

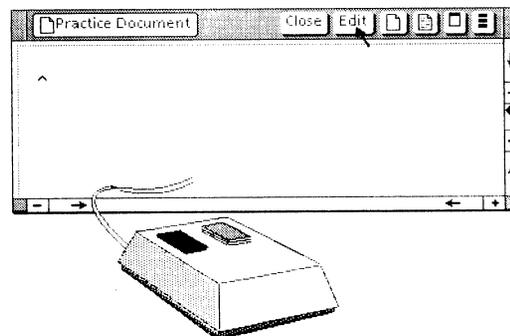
1. Select the Practice Document icon.



2. Press <OPEN>.

### Entering text

1. Select [Edit] from the window header.



The caret appears in the document window, indicating that the document is ready for entering or editing information.

The caret also indicates where text will be entered when you start typing.

2. Type the following memo, making sure you:

- Do not press the return key except at the end of each paragraph and each short line.
- Allow the text to automatically "wrap around" (return to the beginning of the next line) when the line is long enough to do so.

MEMO

TO: OUR CUSTOMERS

FROM: XEROX CORPORATION

We hope you are enjoying the ViewPoint QuickStart training guide. By the time you complete it, you will have learned enough basic information to get started on your workstation, including:

Logging on the workstation

Creating, printing, and mailing a document

Entering and filling in tables

Creating graphics

But where do you go after ViewPoint QuickStart? The VP Series Training Guides provide instruction on advanced applications. They also provide additional online training exercises.

Remember: Your goal is to use your Xerox workstation to its fullest capability. Our goal is helping to make you the expert.

---

**What if?...**

---

**Selecting text and canceling text selection**

---

---

**If**

You attempt to select a word, sentence, or paragraph using the multiple-clicking method, but the desired amount of text does not become highlighted...

You attempt to cancel a text selection, but the text remains highlighted...

You want to reposition the caret in your text...

---

**Then**

The pointer must remain in the same position when you multiple-click. If it does not, only the character becomes highlighted.

- Reposition the pointer on a single character.
- Press the left mouse button the required number of times.

If you press the right mouse button, the following message appears:

**Please select an icon.**

- Position the pointer on an empty space on the desktop.
- Press the left mouse button.

- Move the pointer to the desired location.
- Press the left mouse button.

The caret appears at that location.

- Begin typing, or press the backspace key to delete unwanted text.

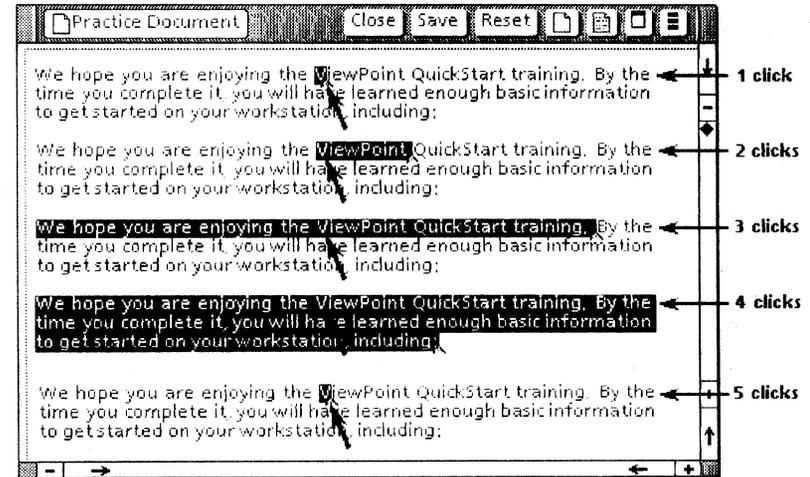
## Selecting text and canceling text selection

You select text using the *multiple-clicking* method or the *select-adjust* method.

### Multiple-clicking method of text selection

When you use this method, make sure the pointer remains in the same position.

1. Position the pointer on the "V" in "ViewPoint" (in the first sentence of the first paragraph).
2. Press the left mouse button.  
The single character "V" is highlighted.
3. Press the left mouse button a second time.  
The word "ViewPoint" is highlighted.
4. Press the left mouse button a third time.  
The first sentence of the paragraph and the space following it are highlighted.
5. Press the left mouse button a fourth time.  
The first paragraph is highlighted.
6. Press the left mouse button a fifth time.  
Only the "V" is highlighted.



### Canceling text selection

1. Move the pointer to any empty space on the desktop (gray area) outside the document window.
2. Press the left mouse button.  
The selected text is no longer highlighted.

---

**What if?...**

---

---

**Selecting text and canceling text selection**

---

**If**

---

You extend your selection of text using the select-adjust method, but the text selected does not become highlighted...

You attempt to cancel a text selection, but the text remains highlighted...

You want to reposition the caret in your text...

**Then**

---

Be sure you used the right mouse button for the extended selection. Pressing the left mouse button cancels the text selection.

If you pressed the right mouse button, the following message appears:

**Please select an icon.**

- Position the pointer at an empty space on the desktop.
- Press the left mouse button.
  
- Move the pointer to the desired location.
- Press the left mouse button.  
The caret appears at that location.
- Begin typing, or press the backspace key to delete unwanted text.

## Select-adjust method of text selection

When you use the select-adjust method, you use both the left and right mouse buttons.

1. Position the pointer on the "R" in "Remember" (in the first sentence of the last paragraph).

2. Press the left mouse button.

The single character "R" is highlighted.

3. Position the pointer on the letter "g" in "goal" (same sentence).

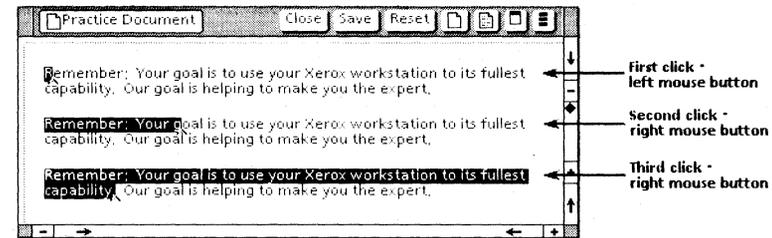
4. Press the right mouse button.

All text, from the character selected with the left mouse button to the character selected with the right mouse button, is highlighted.

5. Position the pointer on the period at the end of that sentence.

6. Press the right mouse button.

All text, from the letter "R" to the period, is highlighted.



Practice:

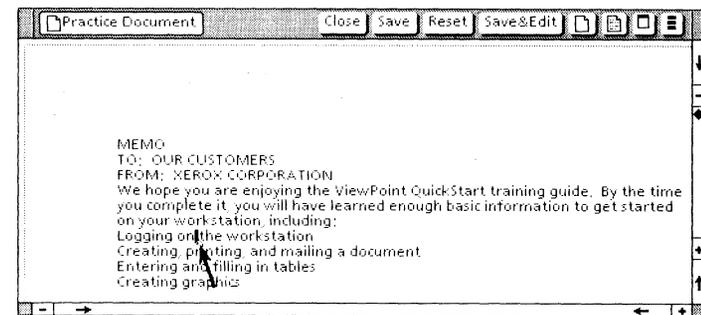
Select text using both methods.

## Adding text

1. Position the pointer at the space after the word "on" in the title "Logging on the workstation."

2. Press the left mouse button.

The space is highlighted, and the caret appears at that location.



---

**What if?...****Adding text/Copying text**

---

**If**

---

You want to reposition the caret to add text...

You add new text between already existing text, and there are no spaces between the two entries...

You attempt to copy text to an inappropriate location...

**Then**

---

- Position the pointer at a new location.
- Press the left mouse button.  
The caret appears in the new location.
- Type the text.

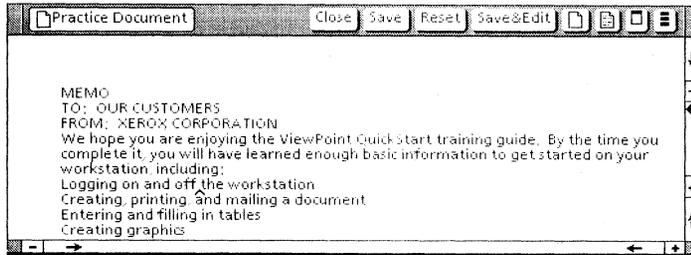
- Position the pointer on the last character of the first word.
- Press the left mouse button.
- Press the spacebar the desired number of times.

The following message appears:

**Copy or move operation failed.**

- Press <COPY>.
- Position the pointer at a new location.
- Press the left mouse button.

3. Type: and off.
4. Press the spacebar once.



The line now reads "Logging on and off the workstation."

**Practice:**

Type: "simple" between "Creating" and "graphics." The phrase should now read "Creating simple graphics."

### Copying text

1. Select the first sentence in the first paragraph: "We hope you are enjoying the ViewPoint QuickStart training guide."
  - Use either the multiple-clicking or select-adjust method.

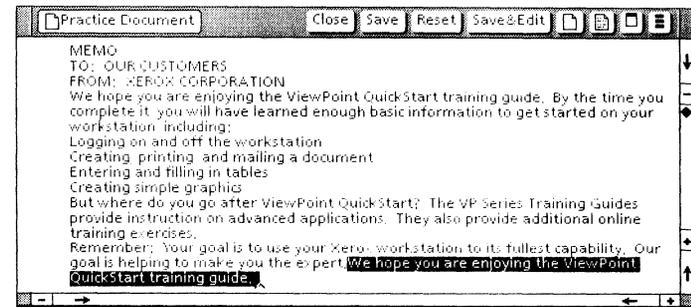
2. Press <COPY>.

The pointer changes shape. 

3. Position the pointer on the period at the end of the last paragraph.

4. Press the left mouse button.

The original sentence remains, and a copy appears at this location. The copy is highlighted.



**Practice:**

Copy: "TO: OUR CUSTOMERS" to a position following the title "Logging on and off the workstation."

Copy: "MEMO" to a position following the name "XEROX CORPORATION."

---

**What if?...**

---

---

**Moving text/Deleting text**

---

**If**

---

You move text to a wrong location...

**Then**

---

The text remains highlighted after the move.

- Press <MOVE> .
- Position the pointer at the correct location, and press the left mouse button.

You accidentally move text onto itself...

The following message appears:

**Cannot move selection to that location.**

- Press <MOVE> .
- Position the pointer at the correct location.
- Press the left mouse button.
- Move the pointer to an empty space on the desktop (outside the window).
- Press the left mouse button.

You want to cancel the selection of the text after moving it...

After the deletion, the caret remains at the location where the text was deleted.

You accidentally delete the wrong sequence of text...

- Retype the text.

You accidentally delete too much text when using the backspace key...

The caret is still positioned correctly.

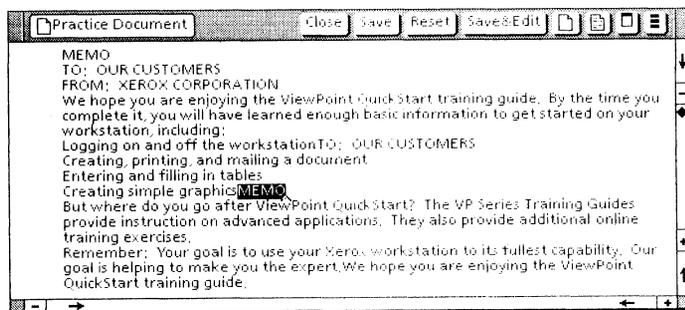
- Retype the deleted text.

You accidentally press the return key rather than the backspace key...

Press the backspace key once. The text returns to its original position.

## Moving text

1. If it isn't already selected, select the second occurrence of "MEMO" (the one you placed following the name "XEROX CORPORATION" in the previous practice exercise), using the select-adjust method.
2. Press <MOVE>.   
The pointer changes shape.
3. Position the pointer after the phrase: "Creating simple graphics."
4. Press either mouse button.  
The moved text remains highlighted.



## Deleting text

You delete text using <DEL> or the backspace key.

### Using <DEL>

1. Select the copied text: "TO: OUR CUSTOMERS," using the select-adjust method.
2. Press <DEL>.
 

The selected text disappears from the screen.

### Using the backspace key

1. Select on the last letter of the copied word: "MEMO."  
The "O" is highlighted.
2. Press the backspace key until the word is deleted.

#### Practice:

Delete the sentence at the end of the last paragraph.

Delete any other copies of original text and correct any errors made in the practice document.

---

**What if?...**

---

**Changing the character properties of a document**

---

**If**

You have made text smaller and want to return it to its original size...

You have made text larger and want to return it to its original size...

You accidentally changed the size of a portion of a word rather than the whole word...

You accidentally pressed <MARGINS> rather than <LARGER/SMALLER>...

You accidentally pressed <SUPER/SUB> rather than <LARGER/SMALLER>...

**Then**

- Select the text.
  - Press and hold down <SHIFT>.
  - Press <LARGER/SMALLER> the appropriate number of times.
  - Release <SHIFT>.
- 
- Select the text.
  - Press <LARGER/SMALLER> the appropriate number of times.
- 
- Select, using the select-adjust method, the portion of the word that needs resizing. For example:  
**Xer<sub>dx</sub>ViewPoint**
  - Resize the text until it matches the other portion.
- 
- The Carriage window opens.
- Select [Done] from the window header of the property sheet to close it.
- 
- Any new text you type appears as subscript text. Cancel the subscripting as follows:
- Press and hold down <SHIFT>.
  - Press <SUPER/SUB>.
  - Release <SHIFT>.

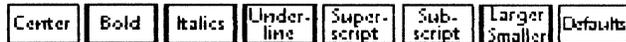
## Changing the character properties of a document

Character properties of text can easily be changed when you use the appropriate function key on your keyboard.

### 6085 function keys



### 8010 function keys



## Changing type size

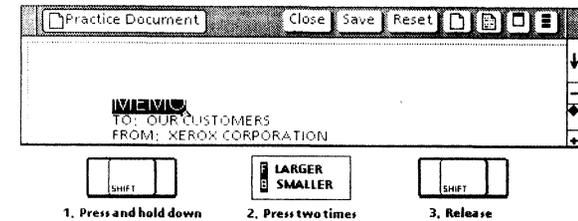
1. Select "MEMO."



2. Press and hold down <SHIFT>.
3. Press <LARGER/SMALLER> two times.

The text becomes larger.

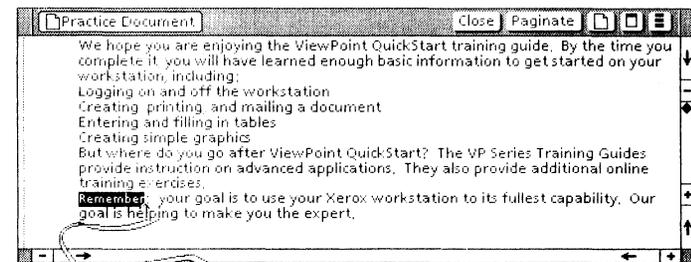
4. Release <SHIFT>.



Note that "MEMO" is cut off at the top. You must increase the line height to accommodate the larger text. You will practice that step later in this chapter.

5. Select "Remember" (in the last paragraph).
6. Press <LARGER/SMALLER> once.

Do not hold down <SHIFT>. The text becomes smaller and remains highlighted.



**What if?...****Changing the character properties of a document****If**

Black boxes appear when you select a font...



You have difficulty seeing the property changes made on the text...

You press <SHIFT> and select the appropriate function key to undo a property change, but nothing happens...

You select the incorrect function key (for example, <BOLD> rather than <ITALIC>)...

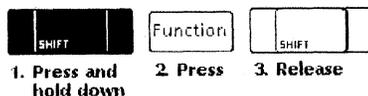
**Then**

Select another font. The black boxes indicate that the specific font selected is not available on your workstation.

Cancel the text selection to see the property changes, using one of the following methods:

- Press the left mouse button outside the document window.
- or
- Press the left mouse button on an empty space within the document.

Make sure you press and hold down <SHIFT> while you select the specific function key. Then release <SHIFT>.



- Undo the first property by pressing <SHIFT> and selecting the function key. The text is still highlighted.
- Press the appropriate function key.

### Reversing type size changes

To make type smaller, select the text and press <LARGER/SMALLER>. To make type larger, press and hold down <SHIFT> while you press <LARGER/SMALLER>.

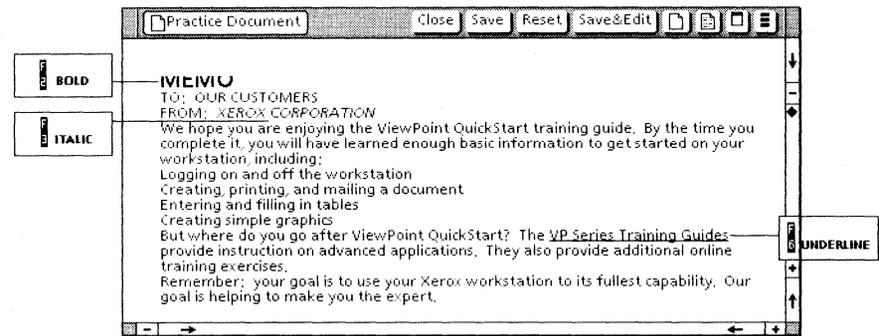


Practice:  
Return "Remember" to its original size.

### Using <BOLD>, <ITALIC>, and <UNDERLINE>

1. Select "MEMO."
2. Press <BOLD>.
3. Select: "XEROX CORPORATION."
4. Press <ITALIC>.

5. Select "VP Series Training Guides" (in the second full paragraph).
6. Press <UNDERLINE>.



Practice:  
Make "ViewPoint QuickStart" in the first paragraph bold.  
Make the last paragraph bold.  
Italicize: "OUR CUSTOMERS."

---

**What if?...**

---

**Changing paragraph properties**

---

---

**If**

You select [Done] from the property sheet header, but the property sheet does not close...

You open the Text Property Sheet to change paragraph properties, and [CHARACTER] is selected rather than [PARAGRAPH]...

You want to change some character properties using the Character property sheet...

---

**Then**

Your document is in read-only mode. The following message appears:

**The object in that window is read-only.**

To close the property sheet:

- Select [Edit] from the document window header.
- Select [Done] from the property sheet window header.

The Text Property Sheet consists of two separate sheets: the Character property sheet and the Paragraph property sheet.

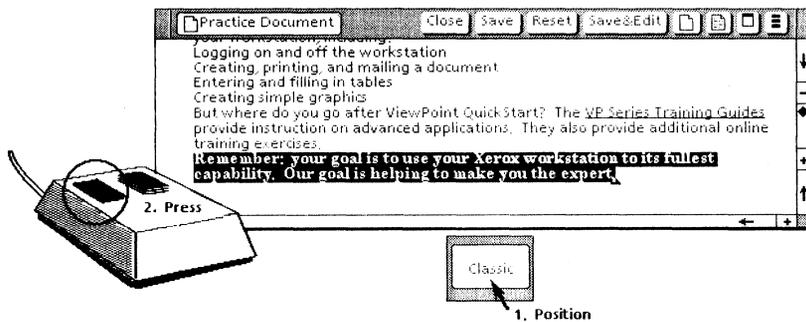
- Select [PARAGRAPH] for the **Display** setting.

The Paragraph property sheet opens.

- Select the text.
- Press <PROP'S>.
- Select [CHARACTER] for the **Display** setting.

### Using <FONT>

1. Select the last paragraph.
2. Press and hold down <FONT>.
  - The font options appear on the bottom of the screen.
3. Position the pointer on [Classic].
4. Press the left mouse button.
  - The paragraph changes to the Classic font and remains highlighted.



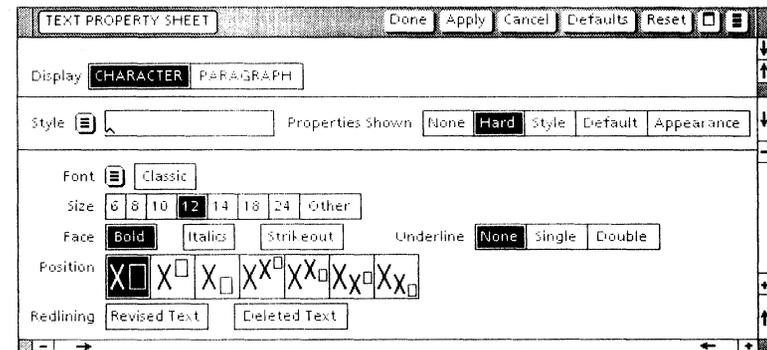
5. Release <FONT>.

Practice:  
Change "MEMO" to the Classic font.

### Changing paragraph properties

1. Select the text on the entire page, using the select-adjust method.
  - Select the "M" in "MEMO" with the left mouse button, and the period (.) after the last sentence with the right mouse button.
2. Press <PROP'S>.

The Text Property Sheet appears.



3. Select [PARAGRAPH] for the **Display** setting.

The Paragraph property sheet appears. You use it to change paragraph properties within your document, including spacing between paragraphs, line height, alignment, justification, and margins.

---

## What if?...

---

## Changing paragraph properties

---

### If

---

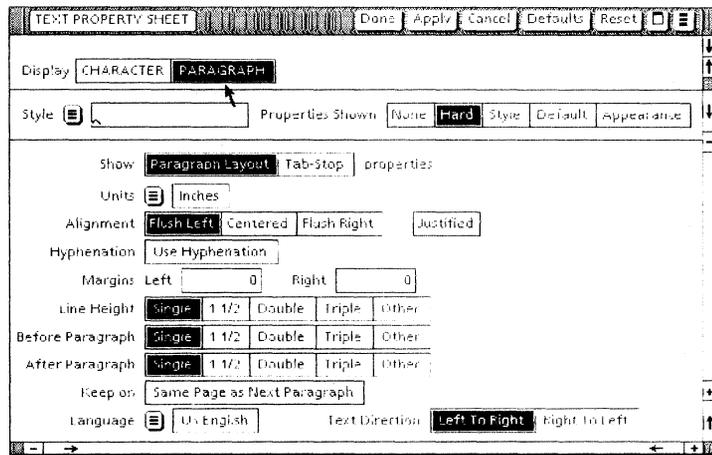
You have increased the size of the text, and want to select the appropriate line height...

### Then

---

You change the line height on the Paragraph property sheet.

- Select a **Line Height** property.
- Select [Apply] to see the change before closing the property sheet.
- Select [Done].



The highlighted (dark) options are in effect.

4. Select [Double] for the **After Paragraph** property.
5. Select [Apply] from the property sheet window header.

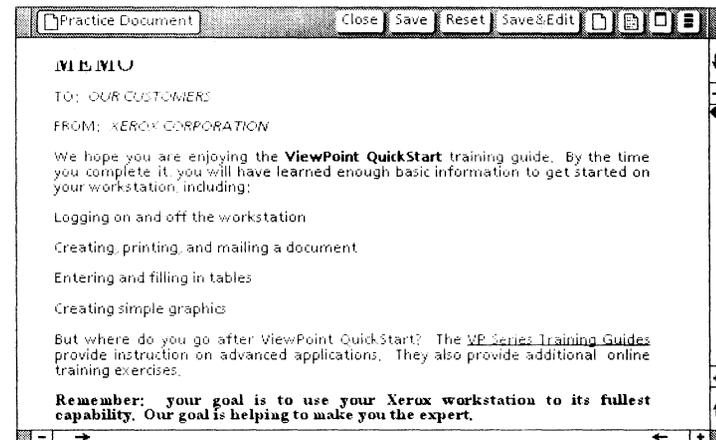
Selecting [Apply] enables you to view changes without closing the property sheet. Notice that a double space is entered after each paragraph.

6. Select [Justified] for the **Alignment** property.
7. Select [Done].

The property sheet closes, and the text is lined up (justified) along the right edge of the document.

8. "Deselect" the text.

The term "deselect" in this document always involves two steps: moving the pointer to an empty space on the desktop, and pressing the left mouse button.



Practice:

Select "MEMO." Change the **Line Height** property to [1 1/2] and the **Alignment** property to [Centered].

**Note:** Remember to select [Apply] to see the changes and [Done] to close the property sheet.

**What if?...****Using tabs****If**

You enter a line tab or a para-tab in an incorrect location...

You do not hold down <SHIFT> when entering a line tab...

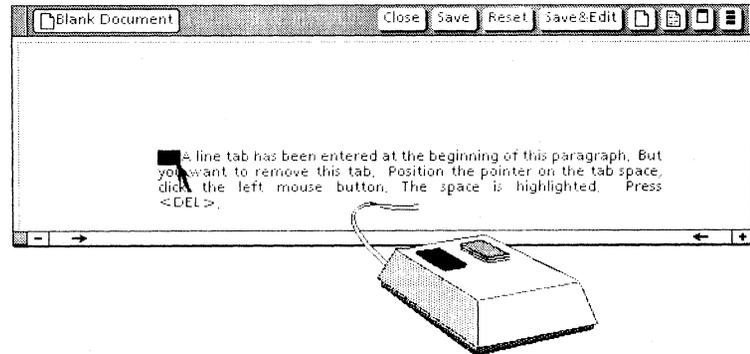
You have an 8010 workstation...

**Then**

The tab can be deleted.

- Position the pointer on the tab space.
- Press the left mouse button.

The tab space is highlighted.



- Press <DEL>.

The text returns to its original position.

A paragraph tab is entered.

To enter a line tab:

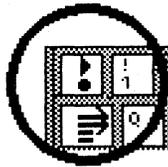
- Delete the paragraph tab.
- Press and hold down <SHIFT> while you press the tab key.
- Release <SHIFT>.

The keyboard has separate tab and para-tab keys. They are both located on the left side of the standard keyboard.

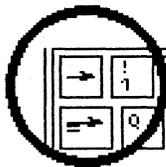
## Using tabs

The 6085 workstation has one tab key. The 8010 workstation has two separate tab keys. Tabs are preset every three spaces.

### 6085 tab key



### 8010 tab keys



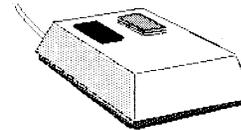
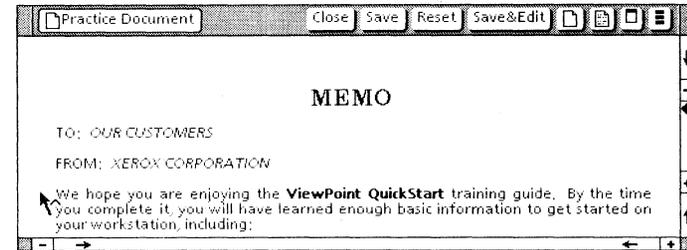
There are two types of tabs.

- Line tab - Indents only the first line of a paragraph.
- Para-tab - Indents the first line of a paragraph, as well as all subsequent lines.

### Line tab - Indenting the first line of a paragraph

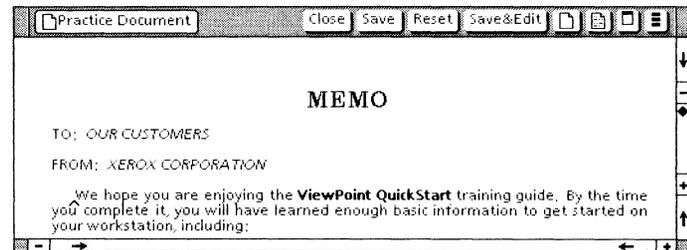
1. Select the space before the first word in the first paragraph.

The caret is positioned at that location.



2. Press and hold down <SHIFT>.
3. Press the tab key.
4. Release <SHIFT>.

The first line of the paragraph is indented.



6085: 1. Press and hold down

2. Press

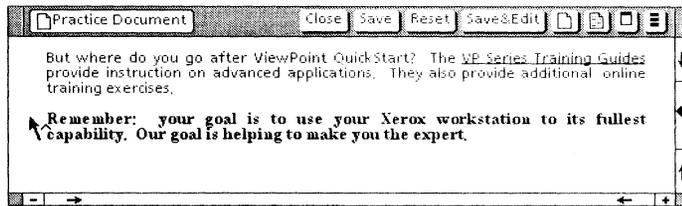
8010: 1. Press

[This page intentionally blank.]

## Para-tab - Indenting the entire paragraph

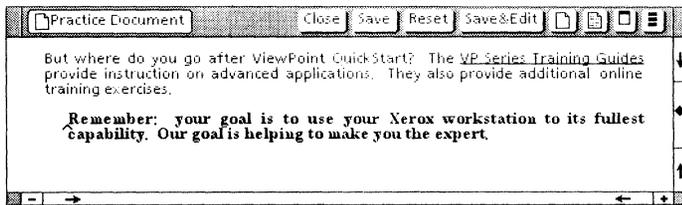
1. Select the space before the first word in the last paragraph.

The caret appears in that location.



2. Press the tab key.

The entire paragraph is indented.



6085 tab key



8010 para-tab key



Practice:

Enter a single para-tab before each of the following titles in your practice document:

- Logging on and off the workstation
- Creating, printing, and mailing a document
- Entering and filling in tables
- Creating simple graphics

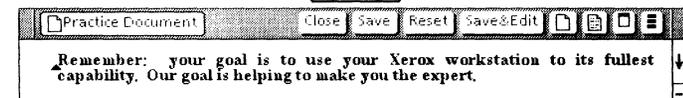
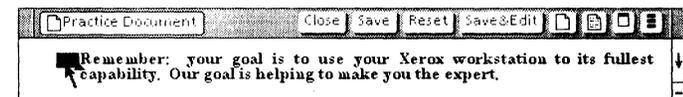
## Deleting tabs

1. Select on the tab space before the last paragraph.

The space is highlighted.

2. Press <DEL>.

The text returns to its original location.



---

**What if?...**

---

**Showing structure/Changing page format**

---

**If**

---

The document auxiliary menu does not remain displayed...

You have difficulty highlighting [Show Structure] in the document auxiliary menu...

You highlight the wrong command and release the mouse button...

[Show Structure] does not appear in the menu...

You make changes on the Page Format Properties Sheet, and nothing happens when you select [Done]...

**Then**

---

Be sure that you press and hold down the left mouse button. As soon as you release the button, the menu closes.

Be sure that you move the pointer inside the menu window. If you move the pointer outside the window, the commands are not highlighted.

The results depend on what command is highlighted. [Show Non-Printing with Spaces] is immediately under [Show Structure]. If this command is highlighted, the non-printing characters appear, including spaces. If [Simple Paginate] is highlighted, the document is paginated.

The [Don't Show Structure] command appears in the menu instead. Its appearance means that [Show Structure] is already selected. Move the pointer outside the window and release the mouse button.

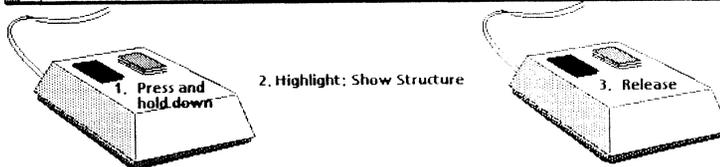
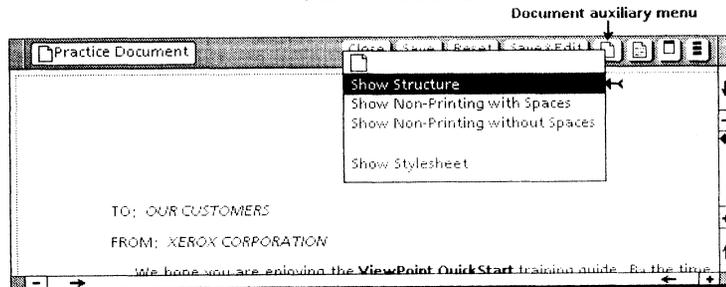
A document must be paginated before any changes made in the Page Format Properties Sheet appear in the document.

## Showing structure

### Displaying the page format character

The page format character allows you to change margins and page size. You reveal it by selecting [Show Structure] from the document auxiliary menu.

1. Position the pointer on the document auxiliary menu in the window header.



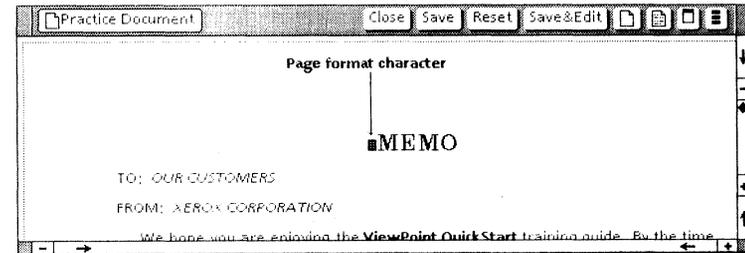
2. Press and hold down the left mouse button.

The document auxiliary menu commands appear.

3. Move the pointer (inside the menu window) down the list of commands until [Show Structure] is highlighted.

4. Release the left mouse button.

The page format character appears before the word "MEMO."



## Changing page format

You change page margins on the Page Layout property sheet.

1. Select the page format character, and press <PROP'S>.

The Page Format Properties Sheet appears.

2. Select [PAGE LAYOUT] for the **Display** setting, if it isn't already selected.

The "1" in the LEFT setting of the **Page Margins** property is highlighted.

3. Press <DEL>.

4. Type: 1.5 (1.5 is 1-1/2 inches because the **Units** property is set to [Inches]).

---

**What if?...**

---

**Paginating a document/Entering a page break character**

---

**If**

---

[Paginate] is not displayed in the document auxiliary menu...

You select [Simple Paginate] from the document auxiliary menu...

The number "2" is entered into the document instead of a page break character...

The background symbol displays numbers during pagination...

**Then**

---

[Paginate] does not appear in the document auxiliary menu unless you have selected [Edit].

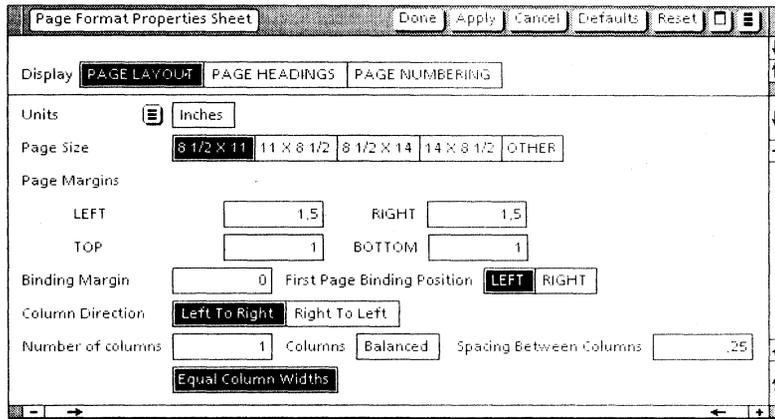
The document paginates normally.

Make sure you hold down <KEYBOARD> while selecting <Special> on the screen and pressing <2>. If you release <KEYBOARD> before the next two steps, the page break character is not entered.

- Delete the "2" before you try again.

The numbers indicate the number of background activities currently being completed. Because pagination takes place in the background, you can perform other tasks during pagination.

5. Press <SKIP/NEXT>.
- The "1" in the [Right] setting of the **Page Margins** property is highlighted.
6. Press <DEL>, and type 1.5.
7. Select [Done].

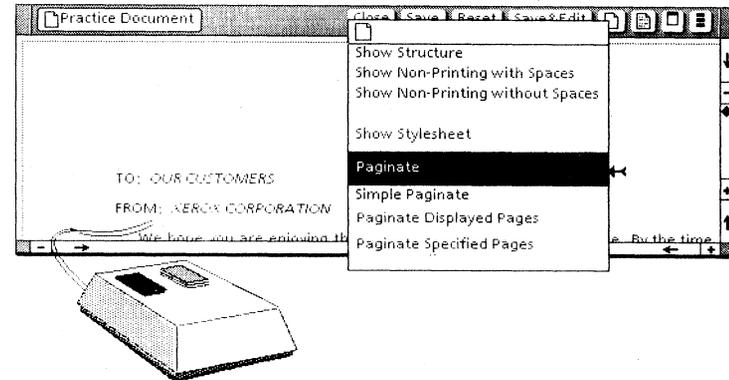


Notice that the page margins did not change when you selected [Done]. Any changes made on the Page Format Properties Sheet do not take place until you paginate the document.

### Paginating a document

When you paginate a document, the VP Document Editor breaks the document into pages. It also applies any changes made on the Page Format Properties Sheet.

Select [Paginate] from the document auxiliary menu.



While the document is paginating, the document window clears for several seconds, enabling you to perform other tasks. The background symbol (a small box in the upper right desktop corner) displays a number representing the number of background activities to be processed.

When the document reappears, the margins reflect the changes made on the Page Format Properties Sheet.

### Entering a page break character

The VP Document Editor automatically determines where each page begins and ends. To set page breaks in specific locations, you must insert a page break character manually.

1. Select the last letter "s" in the phrase: Creating simple graphics.

The caret appears following the "s."

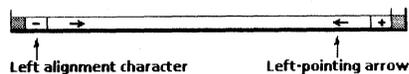
**What if?...****Entering a page break character/Paging through a document****If**

You attempt to enter a page break character and nothing happens...

You select the downward-pointing arrow, and the window does not scroll...

You select the minus sign (-) in the upper right corner, and nothing happens...

You accidentally select the left-pointing arrow in the scrolling area at the bottom of the document window...

**Then**

The following message appears:

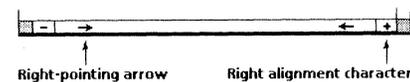
**The object in that window is read-only.**

- Select [Edit] from the document window header.
- Press and hold down <KEYBOARD> while you select <Special> and then press <2>.

You are on the first page of the document. You cannot scroll to the previous page of the document.

You are on the first page of the document. You cannot scroll to the previous page of the document.

The text in your document moves to the left. Depending on what you selected, it may disappear from view. To move the text to its original position, select the right-pointing arrow or the right margin alignment character.



For further details on information learned in this chapter, refer to the *VP Document Editor: Document Creation Training* guide.

2. Press and hold down <KEYBOARD> through step 5.

Special function keys appear at the bottom of the screen. These special function keys correspond to the top-row function keys on the keyboard. Pressing a top-row function key has the same effect as selecting the corresponding function key from the screen.

3. Select <Special> to access the Document Special keyboard.

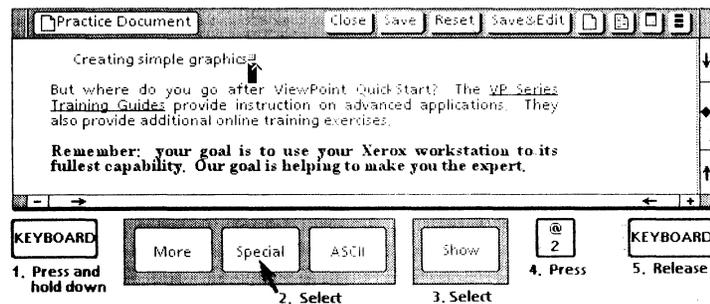
<Special> is highlighted.

4. Select <Show>.

The Document Special keyboard appears.

5. Press <2> on the main keyboard; release <KEYBOARD>.

The page break character appears at the selected location.



6. Select [Close] from both keyboard windows.

7. Select [Paginate] from the document auxiliary menu.

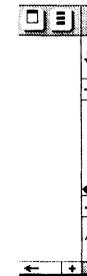
During pagination, the background symbol indicates that the document is being paginated.

## Paging through a document

You can page through your document using one of two methods: turning pages and scrolling line by line.

### Turning to the next page

Select the plus sign (+) on the lower right side of the document window.



The second page of the document is displayed.

[This page intentionally blank.]

### Turning to the previous page

Select the minus sign (-) on the upper right side of the document window.



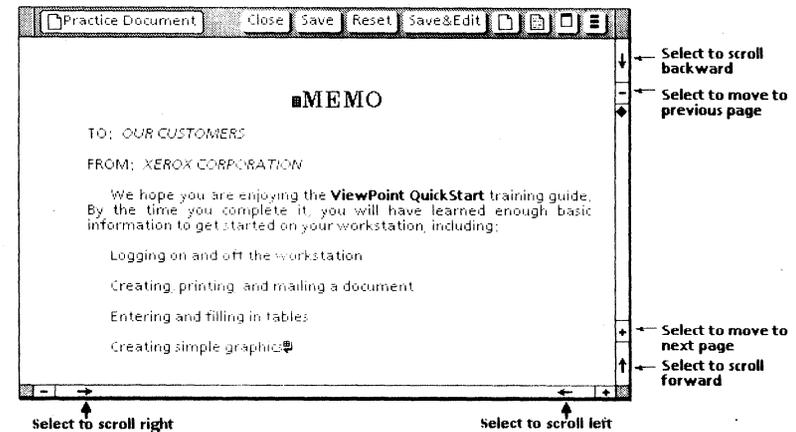
The first page of the document is redisplayed.

### Scrolling forward line by line in a document

1. Position the pointer on the upward-pointing arrow on the lower right side of the document window.
2. Press and hold down either mouse button.

### Scrolling backward line by line in a document

1. Position the pointer on the downward-pointing arrow on the upper right side of the document window.
2. Press and hold down either mouse button.



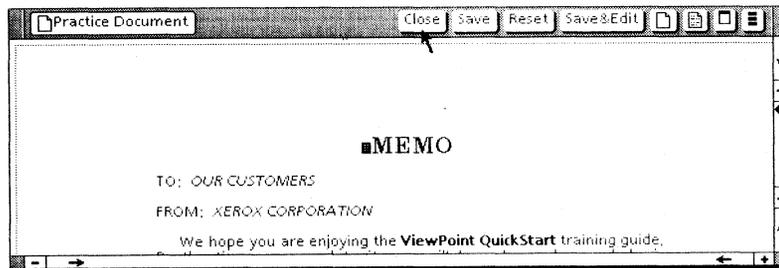
**Note:** You can scroll the page left or right by selecting the arrows at the bottom of the document window.

[This page intentionally blank.]

## Closing a document

Closing a document after completion ensures that the contents are saved.

1. Select [Close] from the document window header.



The closed practice document appears on your desktop.



## Keys used in chapter 4

### 6085 KEYBOARD

### 8010 KEYBOARD

---

## 4.

## Printing

After you create a document, you may want to print a copy of it. Ease of printing is one of the special advantages of the ViewPoint software. In this chapter, you print your practice document.

This chapter is designed for networked workstations. If you have an 8010 Standalone or a Documenter workstation, proceed as follows:

- Documenter and 8010 Standalone workstation users: Turn to chapter 5, "Local laser printing," or refer to the *Workstation Administration and System Resources Reference* volume.
- DashLink workstation users: If you require additional information, check with your system administrator, or refer to the *VP Basic LAN Services Software Reference* volume.

In this chapter, you do the following:

- Copy a printer icon
- Print a document

Page 68 shows the keys you use in chapter 4.

---

**What if?...**

---

---

**Copying a printer icon/Printing a document**

---

**If**

---

You want to cancel printing...

**Then**

---

Select [Cancel] from the Printing option sheet window header.

You want to print more than one copy of the document...

The Printing option sheet enables you to print unlimited copies.

- Delete the number in the **Number of Copies** option.
- Type the number of copies desired.
- Select [Start] from the window header.

**Note:** If you have a DashLink network workstation, see your system administrator.

A Printer Interrupt option sheet appears on the desktop...

The workstation is unable to communicate with the printer, or your printer is out of paper. Check your printer's paper tray, try again, or cancel printing by selecting [Continue] or [Done].

For further details on information learned in this chapter, refer to one of the following training guides, depending on the configuration of your workstation:

*VP NetCom/RemoteCom Training* or *VP Standalone Training*

or the following reference volume:

*VP Basic LAN Services Software Reference*

## Printing

### Copying a printer icon

To print a document, you must first have a printer icon on your desktop. This icon is found in the directory. Be sure to have your user name in front of you, because the dividers you select have the same names as your domain and organization.

1. Select the Directory icon, and press <OPEN>.
2. Select the Network divider, and press <OPEN>.
3. Select the divider with your organization name, and press <OPEN>.

Your organization is the third part of your fully qualified user name (Name:Domain:Organization).

4. Select the divider with your domain name, and press <OPEN>.

Your domain is the second part of your fully qualified user name (Name:Domain:Organization).

5. Select the Printing divider, and press <OPEN>.
6. Select and copy a printer icon to an area of the desktop outside the Directory window.

If the Printing divider contains more than one printer icon, ask your system or workstation administrator which is the most appropriate printer icon for you to use.

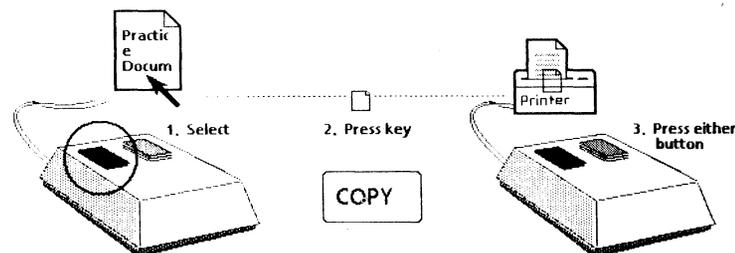


7. Select [Close All].

The Directory window and all divider windows close.

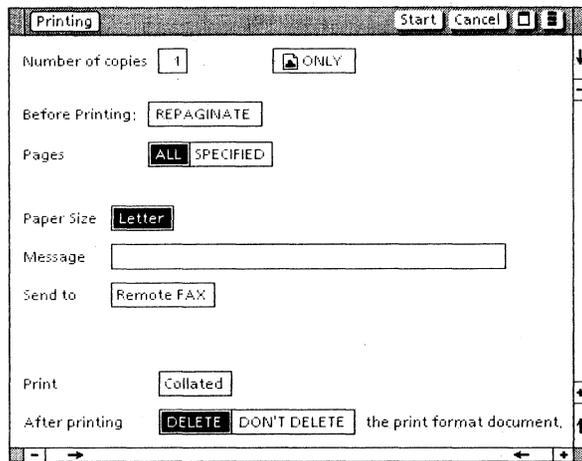
### Printing a document

1. Select the Practice Document icon.
2. Press <COPY>.
3. Position the pointer on the printer icon.
4. Press either mouse button.



[This page intentionally blank.]

The Printing option sheet appears.



5. Select [Start].

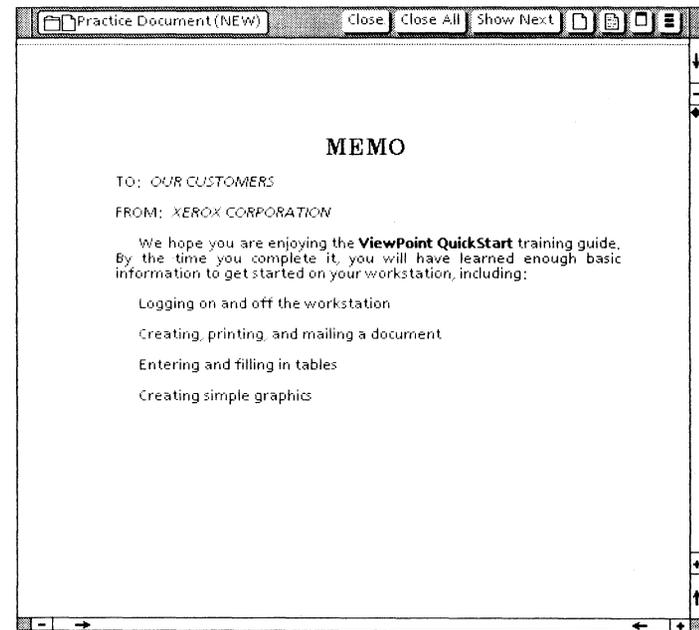
The document is sent to the printer.

**Note:** If you decide not to print your document, select [Cancel] from the option sheet window header.

## Your practice document

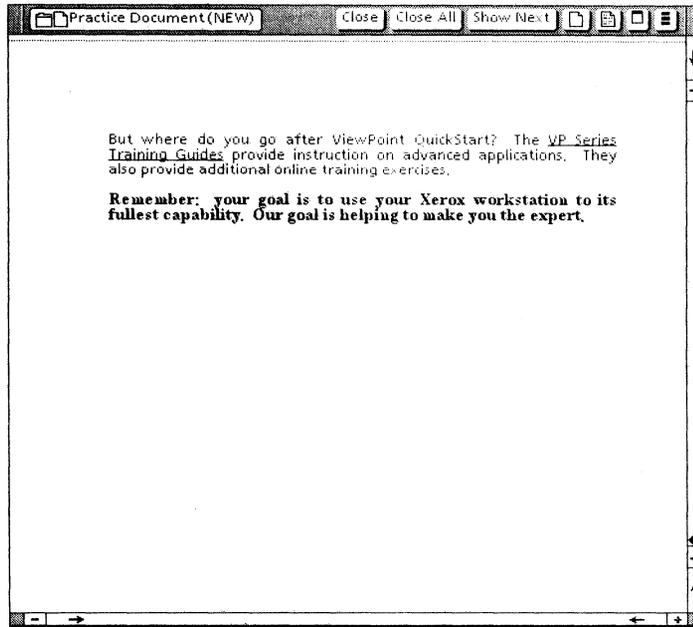
Compare the practice document you have just printed with this version.

Page 1



[This page intentionally blank.]

Page 2



## Keys used in chapter 5

### 6085 KEYBOARD

**6085 KEYBOARD**

Center Bold Italic Case Strikout Underline Super Sub Larger Smaller Margin Font

Stop Del
Undo Again
Find Copy
Save Move
Open Prop's

KeyBoard
Options Expand

+ - x /  
Clear 7 8 9  
Skip 4 5 6  
Next 1 2 3  
0 . ,

<COPY>

<OPEN>

### 8010 KEYBOARD

**8010 KEYBOARD**

Center Bold Italics Underline Super-script Sub-script Larger Smaller Defaults

Again Delete
Find Copy
Save Move
Open Prop's

KeyBoard

Skip Help Undo  
Next Margins  
Font Stop  
Keyboard

<COPY>

<OPEN>

---

## 5.

## Local laser printing

Printing on the Documenter and 8010 Standalone workstations is basically the same as printing on any other workstation. The major difference is in the location of the laser printer icon and in the options on the Printing option sheet.

In this chapter, you do the following:

- Copy a laser printer icon
- Print a document
- Cancel the document being printed

Page 76 shows the keys you use in chapter 5.

**What if?...****Copying a laser printer icon/Printing a document**

---

**If**

---

You want to cancel printing...

You want to print more than one copy of the document...

A Printer Interrupt option sheet appears on the desktop...

**Then**

---

Select [Cancel Local Laser Print Job] from the desktop auxiliary menu.

The Printing option sheet enables you to print unlimited copies.

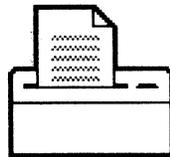
- Delete the number in the **Number of Copies** option.
- Type the number of copies desired.
- Select [Start] from the window header.

The workstation is unable to communicate with the printer, or your printer is out of paper. Check your printer's paper tray, try again, or cancel printing by selecting [Continue] or [Done].

## Printing

### Copying a laser printer icon

1. Select the Directory icon, and press <OPEN>.
2. Select the Workstation divider, and press <OPEN>.
3. Select the Local Devices divider, and press <OPEN>.
4. Select the Printer icon, and copy it to your desktop.

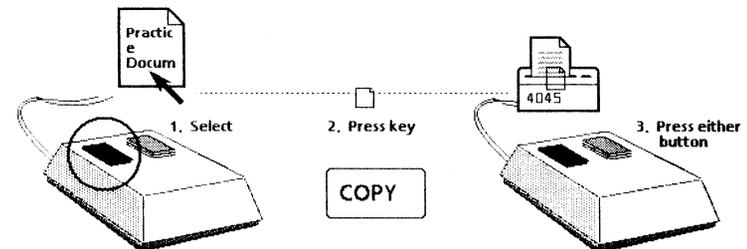


5. Select [Close All].

The Directory window and all divider windows close.

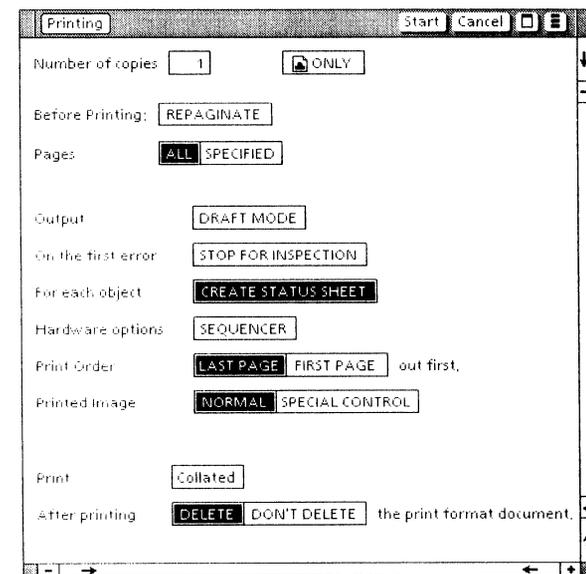
### Printing a document

1. Select the Practice Document icon.
2. Press <COPY>.
3. Position the pointer on the printer icon.
4. Press either mouse button.



The Printing option sheet for local laser printing appears with several options visible. To learn more about these options, refer to the *Workstation Administration and System Resources Reference* volume.

5. Select [Start].

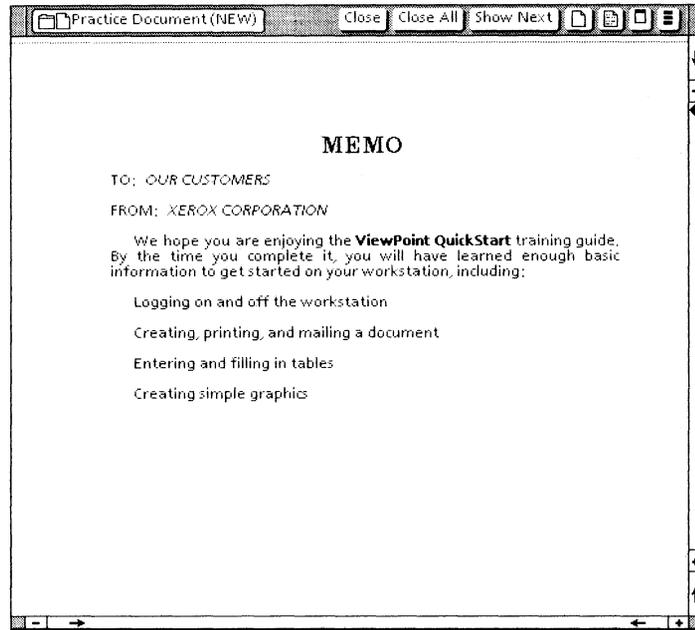


[This page intentionally blank.]

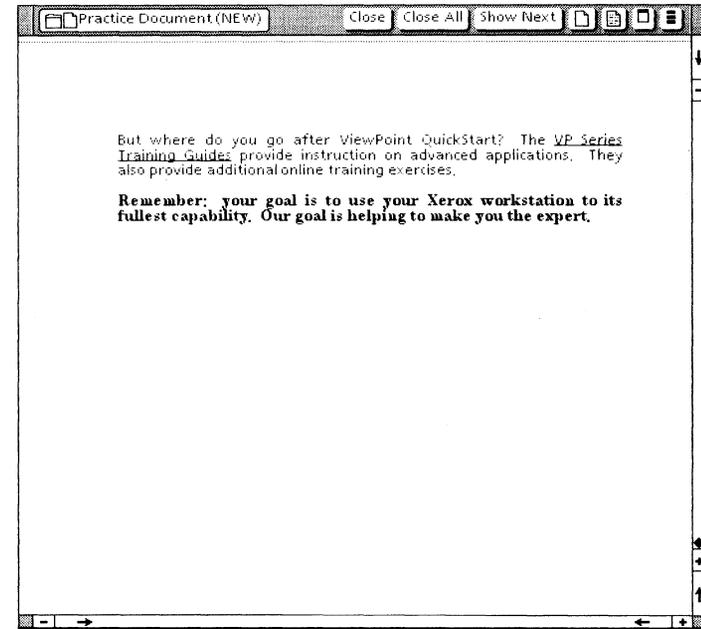
## Your practice document

Compare the practice document you have just printed with this version.

Page 1



Page 2



[This page intentionally blank.]

## Canceling the document being printed

You can stop printing any document on a local laser printer during the printing process.

1. Select the Practice Document icon, and copy it to the printer icon.

The Printing option sheet appears.

2. Select [Start].

Your document is sent to the printer.

3. While the document is printing, position the pointer on the desktop auxiliary menu.

4. Press and hold down the left mouse button.

5. Move the pointer down the command list (inside the window) until [Cancel Local Laser Printing] is highlighted.

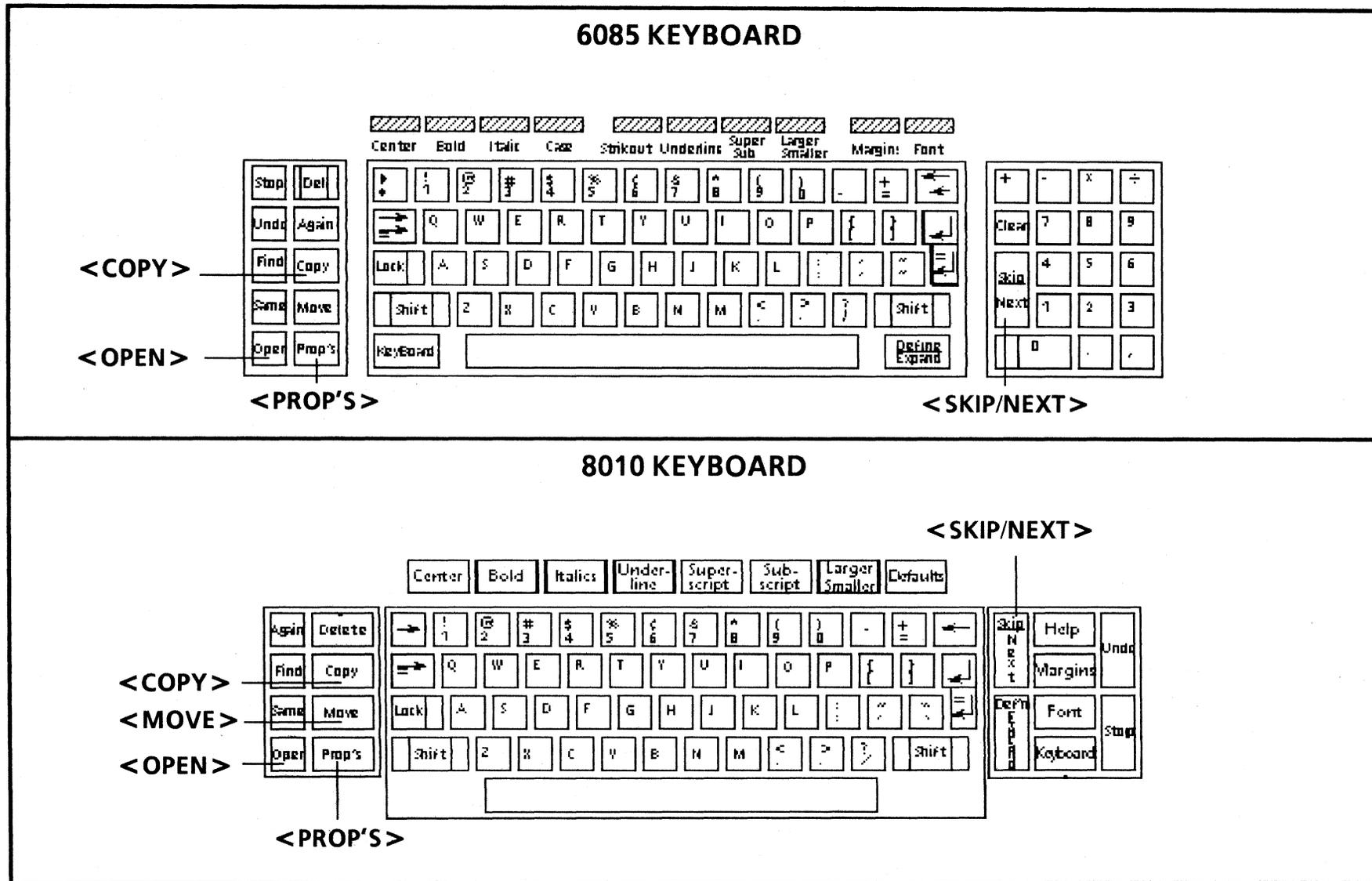


6. Release the left mouse button.

A message confirming the cancellation appears in the message area.

7. Select [YES] in the message area to cancel printing.

## Keys used in chapter 6



---

## 6. Mailing and storing documents

One of the most convenient features of your networked workstation is communication with other users. You can easily send documents to and receive them from other users on your network or internetwork using the electronic mail feature.

Your options for the use of electronic mail depend on the type of ViewPoint workstation you are using.

- NetCom and RemoteCom workstation users: You have electronic mail features.
- Documenter workstation users: If your workstation is attached to a NetCom or a RemoteCom network, you have electronic mail features.
- Standalone and DashLink workstation users: You do not have electronic mail features.

The storage capabilities of your workstation are also designed for your convenience. Although you will want to keep frequently used items on your desktop, you can avoid clutter by storing other documents on floppy disks and in folders. This precaution saves memory space and is useful for long-term storage of items that you do not frequently use.

In this chapter, you do the following:

- Copy a document to the outbasket
- Copy mail from the inbasket
- Store documents on floppy disks
- Store documents in folders

Page 84 shows the keys you use in chapter 6.

---

**What if?...**

---

---

**Copying a document to the outbasket**

---

**If**

---

You move or copy an icon to the inbasket rather than the outbasket...

You type the recipient's address, but the mail is not sent...

You attempt to mail a document without entering a name for the **To** option...

**Then**

---

The following message appears:

**Copy or move operation failed.**

- Press <COPY> or <MOVE>.
- Position the pointer on the outbasket.
- Press the left mouse button.

The following message appears:

**Mail could not be sent to: <Name:Domain:Organization> - Mail was NOT sent to any recipients.**

Perform one of the following steps:

- Make corrections to the mailing address and select [Start].
- Select [Cancel] from the Mailing Options sheet header.

The following message appears:

**Mail <Name of Document> could not be sent. No recipients specified.**

- Enter the name of a recipient.
- Select [Start].

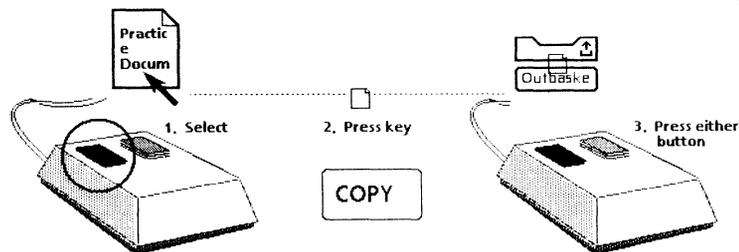
## Mailing documents

### Copying a document to the outbasket

To mail a document (or any icon) to another user, you copy or move it to your Outbasket icon. Copying the icon enables you to keep the original on your desktop.

You now mail your practice document to yourself.

1. Select the Practice Document icon.
2. Press <COPY>.
3. Position the pointer on the Outbasket icon.
4. Press either mouse button.



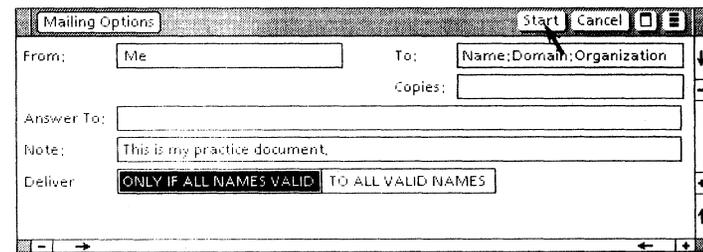
The Mailing Options sheet appears, with the caret positioned in the **To** option box.

5. Type your user name in the **To** option box.

In this instance, your name is the same as your fully qualified user name:

Name:Domain:Organization

6. Press <SKIP/NEXT> until the caret is positioned in the **Note** option box.
7. Type: This is my practice document.
8. Press <SKIP/NEXT> until the caret is positioned in the **From** option box.
9. Type: Me.
10. Select [Start].



The mail is sent and the Mailing Options sheet closes.

**What if?...****Retrieving mail from the inbasket/Storing documents on floppy disks**

---

**If**

---

You are not sure whether mail has been received...

You select [New Mail], and, while waiting, decide to copy, move, or delete mail displayed in the Inbasket window...

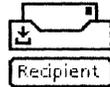
You want to retrieve an icon already in the inbasket...

You insert the floppy disk incorrectly...

**Then**

---

Check your Inbasket icon. If it contains a letter, you have received mail.



The following message appears:

**<Name:Domain:Organization> is busy. Try again later.**

The workstation does not allow another action to take place while it retrieves new mail.

- Wait until a message appears, signifying new mail is retrieved.
- Resume copying, moving, or deleting mail.
  
- Open the Inbasket icon.
- Select the icon, and move or copy it to the desktop.
- Close the Inbasket icon.

The following message appears:

**The floppy disk drive is not ready.**

- Remove the disk from the disk drive.
- Reinsert the floppy disk in the disk drive, with the label facing up and toward you.
- Close the disk drive by turning the lever down.

## Storing documents

---

### Retrieving mail from the inbasket

---

A letter in your Inbasket icon indicates mail has been received.



1. Select your Inbasket icon.
2. Press <OPEN>.
3. Select [New Mail] from the window header.

Your new mail is listed by subject, sender, and date. You can open this mail or delete it from within the Inbasket window. You can also copy or move the mail to your desktop.
4. Select the Practice Document icon in the Inbasket window, and copy it to your desktop.
5. Select [Close] from the Inbasket window header.

### Storing documents on floppy disks

---

Check to make sure that you have a Floppy Drive icon on your desktop. If you don't, refer to chapter 2 for detailed instructions.

#### Formatting a floppy disk

---

A floppy disk must be in the correct format for you to store a document on it.

1. Insert a blank floppy disk in the disk drive of the processor until you hear a click.

Make sure the disk is inserted with the label facing up and the arrow pointing in.

2. Close the disk drive door by turning the lever down.
3. Select the Floppy Drive icon, and press <PROP'S>.

The Floppy Disk Properties sheet appears.

---

**What if?...**

---

**Storing documents on floppy disks**

---

---

**If**

You insert an unformatted floppy disk, and attempt to open the Floppy Drive icon to view its contents...

You select [Allow Format Changes], but the disk is already in the correct format...

You want to perform another task while the disk is formatting...

The floppy disk does not have enough space for the copied or moved document...

---

**Then**

A Floppy Drive window appears, informing you that the floppy disk is not in the specified format.

- Select [Cancel] to close the window.

The following message appears:

**Floppy volume already formatted; erasing or formatting will destroy previous contents. CONTINUE? [YES] [NO]**

- Select [NO] in the message area.
- Select [Cancel].

No other task can be carried out while a disk is being formatted. The pointer maintains the hourglass shape until the formatting is complete.

The following message appears:

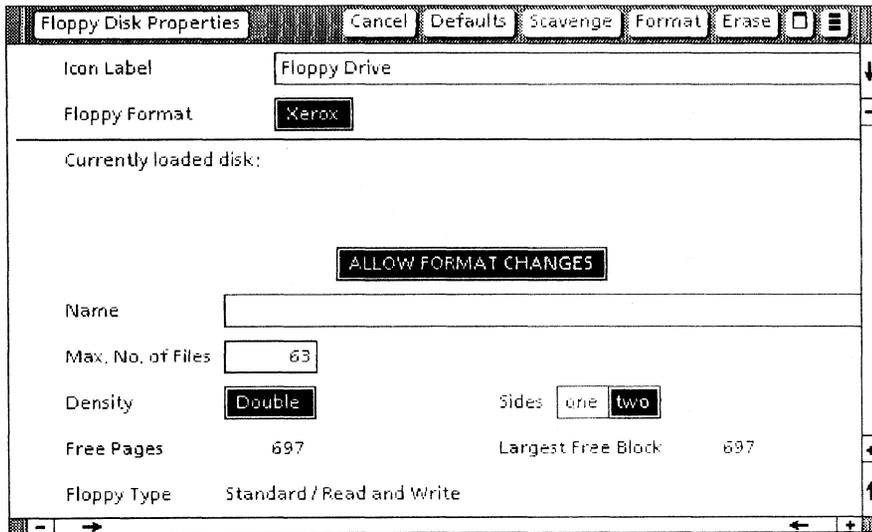
**This file is too large for the floppy. Additional floppies required: n. All floppies must be pre-formatted. Do you wish to create a multi-floppy file? [YES] [NO]**

("n" is the number of additional floppy disks required.)

Select [YES] to copy the document to multiple, formatted, blank floppy disks.

4. Select [Allow Format Changes] from the property sheet.

More properties appear.



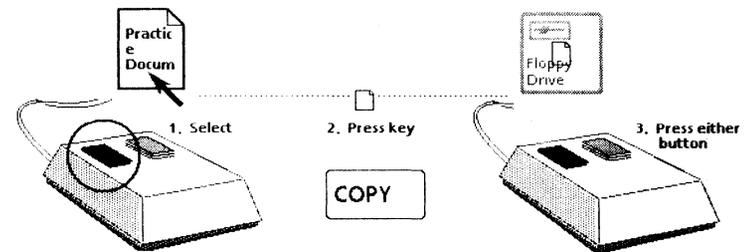
5. Select [Format] from the window header.

This command initiates formatting. When formatting is done, a message appears in the message window and different options appear on the property sheet.

6. Select [Done].

### Copying a document to a floppy disk

1. Select the Practice Document icon.
2. Press <COPY>.
3. Position the pointer on the Floppy Drive icon.
4. Press either mouse button.



As the document is copied to the disk, the pointer changes to the hourglass shape and a red light goes on and off on the disk drive. The copying is completed when the Floppy Drive icon becomes highlighted and the pointer resumes its arrow shape.

**What if?...****Copying a document to or from a floppy disk/Storing documents in folders**

---

**If**

---

The Floppy Drive window does not open...

You want to move more than one icon from the floppy disk to the desktop or from the desktop to the floppy disk...

You want to verify that a document was moved or copied to a blank folder...

**Then**

---

The following message appears:

**The floppy disk drive is not ready.**

- Make sure the floppy disk is inserted correctly.
- Make sure the disk drive door is closed.

Moving multiple objects involves using the left and right mouse buttons:

- Select the first object with the left mouse button.
- Select all subsequent objects with the right mouse button.
- Press <MOVE> or <COPY>.
- Position the pointer on the desktop.
- Press the left mouse button.

- Open the blank folder.  
The document should be visible.
- Select [Close] from the document window header.

For further details on the information learned in this chapter, refer to the *General User Reference* volume.

### Copying a document from a floppy disk

The floppy disk containing your practice document should still be in the disk drive. Make sure the disk drive door is closed.

1. Select the Floppy Drive icon, and press <OPEN>.

The Floppy Drive window displays the contents of the floppy disk.

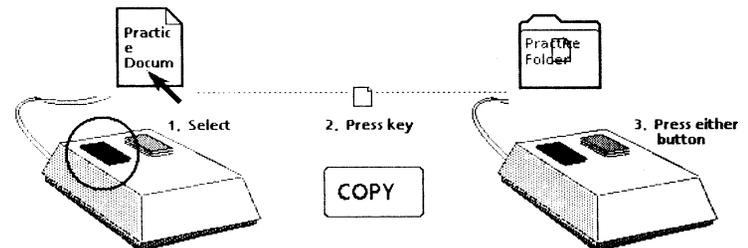
2. Select the Practice Document icon from the Floppy Drive window, and copy it to your desktop.
3. Select [Close] from the Floppy Drive window header.
4. Remove the floppy disk from the disk drive, and store it safely.

### Storing documents in folders

Storing documents in electronic folders enables you to better organize your desktop.

1. Select a Practice Document icon.
2. Press <COPY>.
3. Move the pointer to the folder titled "Practice Folder."
4. Press the left mouse button.

The practice document is stored in the practice folder, which is now highlighted.

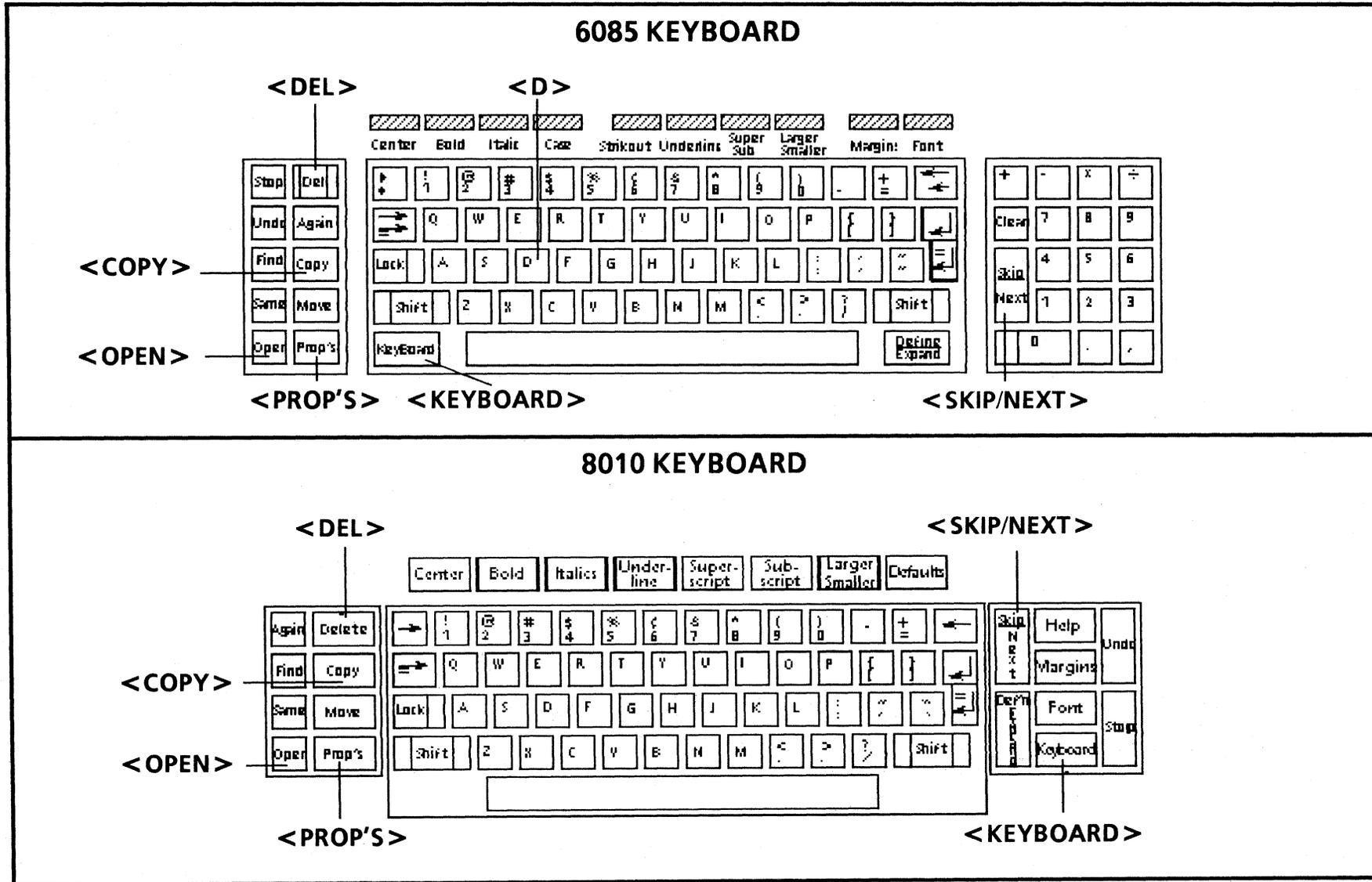


5. Press <OPEN>.

The practice document is listed in the folder window.

6. Select [Close].

Keys used in chapter 7



---

## 7.

## Creating tables

Although you can use tabs on your workstation to enter text in columns, using a table makes the job easier. The VP Document Editor enables you to make tables with any number of rows and columns. An added feature is that the borders and dividing lines of a table can be made invisible, giving the impression of text in columns.

In this chapter, you do the following:

- Insert a table
- Add and delete columns and rows
- Enter text into a table
- Select a table
- Change the appearance of a table
- Change column size
- Delete a table

Page 94 shows the keys you use in chapter 7.

**What if?...****Inserting a table/Adding a row****If**

You attempt to enter a table, but nothing happens...

The table anchor does not appear in the document...

[Show Structure] does not appear in the document auxiliary menu...

When entering a table anchor, a "d" appears in the location instead of an anchor...

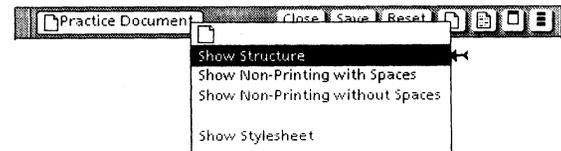
You position the anchor in the wrong location...

You do not position the pointer accurately on the horizontal line when copying a row...

**Then**

Select [Edit] from the document window header.

Select [Show Structure] from the document auxiliary menu.



It has already been selected. Look for the anchor in the document.

Make sure you hold down <KEYBOARD> while selecting <Special> and pressing <D>.

- Delete the "d" before you try again.

Select and move the anchor to a new location.

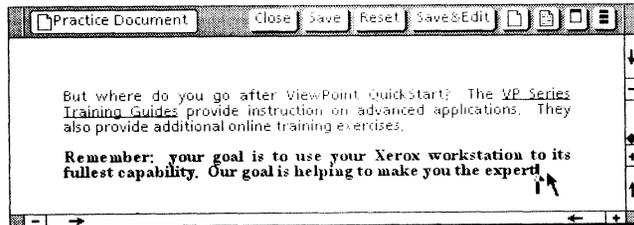
The pointer changes to a question mark (?). The selected row remains highlighted.

- Press <COPY>.
- Reposition the pointer.
- Press the left mouse button.

## Tables

### Inserting a table

1. Select the Practice Document icon, and press <OPEN>.
2. Select [Edit].  
[Show Structure] should still be selected. (If it is, the page format character is visible.) If it is not, select [Show Structure] from the document auxiliary menu.
3. Select the plus sign (+) on the right to move to the second page.
4. Select the period at the end of the last sentence.

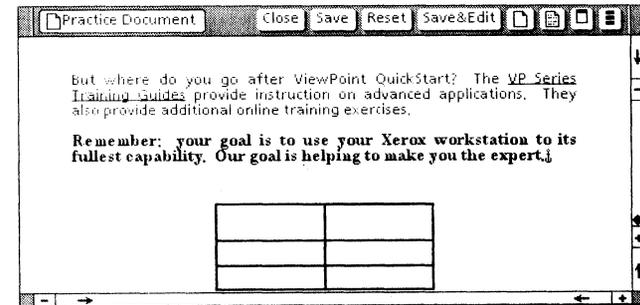


5. Press and hold down <KEYBOARD>.  
Special function keys appear at the bottom of the screen.
6. Press <Special>, and then press <Show>.  
<Special> is highlighted, and the Document Special keyboard appears.

7. Press <D> on your keyboard.

A table is inserted in the document. Its position is represented in the text by a small anchor. ¶

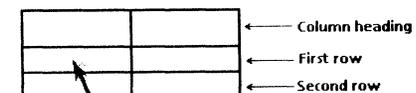
8. Release <KEYBOARD>.



9. Select [Close] in both keyboard window headers.

### Adding a row

1. Position the pointer inside the left cell of the first row.



2. Press the left mouse button.  
The caret appears inside the cell.

**What if?...****Adding a column**

---

**If**

---

The pointer changes to a question mark (?) when attempting to copy a row or column...

You accidentally select a line in the table rather than a cell of the table...

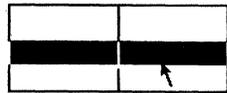
**Then**

---

The pointer is not positioned accurately.

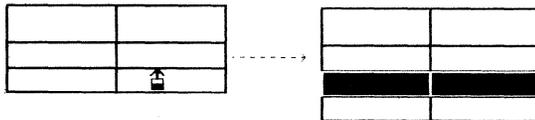
- Select the row or column.
  - Press <COPY>.
  - Reposition the tip of the pointer on a vertical or horizontal line.
  - Press the left mouse button.
- 
- Position the pointer outside the document window.
  - Press the left mouse button.

3. Position the pointer inside the right cell in the same row.
4. Press the right mouse button.



5. Press <COPY>.
6. Position the pointer on the horizontal line between the two rows.
7. Press the left mouse button.

An additional row is added and is highlighted.

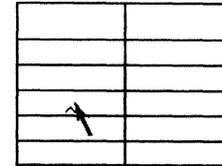


Practice:  
Add two more rows to the table, for a total of five rows.

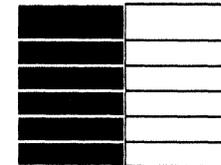
### Adding a column

1. Position the pointer in any cell of the first column.

2. Press the left mouse button.  
The caret appears in the cell.



3. Position the pointer in another cell of the same column.
4. Press the right mouse button.  
The column is highlighted.



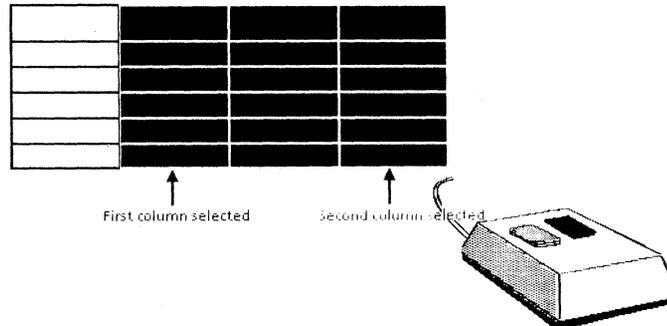
5. Press <COPY>.
6. Position the pointer on the vertical line between the two columns.

**What if?...****Deleting columns and rows/Entering text into a table****If**

You want to delete multiple rows or columns...

**Then**

- Select the first row or column.
- Select another row or column with the right mouse button.  
All rows or columns between the original selection and the last are highlighted.
- Press <DEL>.



You attempt to select the top row using the left and right mouse buttons...

The top row cannot be selected as a row. Each cell is a separate column heading.

You delete a row or column containing text...

The following message appears:

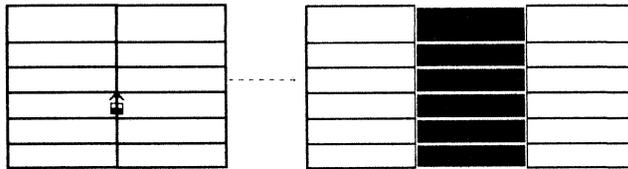
**Are you sure you want to DELETE that object? [YES] [NO]**

- Select [YES] to confirm the deletion.
- Press the backspace key to delete the added line.
- Press <SKIP/NEXT>.

You press the return key rather than <SKIP/NEXT> when entering text in each cell...

- Press the left mouse button.

Ignore the warning that appears in the message area.



An additional column is added between the two original columns.

### Deleting columns and rows

Whether you delete a column or a row, you use the same procedure.

- Select one row in the table.

The row is highlighted.

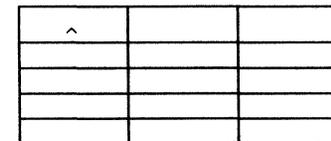
- Press <DEL>.

The row disappears.

**Practice:**  
Delete one column and two rows. Then replace the column and rows you deleted.

### Entering text into a table

- Position the caret in the first column heading cell.



- Enter the text as shown in the illustration below.

As you type, do not press the return key (the text will “wrap” automatically). Press <SKIP/NEXT> to move the caret between cells. The cells expand vertically to accommodate the text.

ViewPoint QuickStart Training	Date Completed	Review Necessary
Logging on and off the system		
Creating, printing, and mailing a document		
Creating Tables		
Creating Graphics		

---

**What if?...**

---

---

**Changing the appearance of a table**

---

**If**

---

You want the lines of the table to be invisible...

You select [Close] from the window header, but the document does not close...

You make changes on the Table Properties sheet, but nothing happens...

You select [Done] rather than [Apply] before you are finished changing the table appearance...

**Then**

---

- Select the first line with the left mouse button.
- Select all subsequent lines with the right mouse button.
- Press <PROP'S>.
- Select the first **Border Style** option.
- Select [Done] from the window header.

Make sure the property sheet is closed.

- Select [Done] or [Cancel] from the property sheet window header.

If the property sheet is closed, make sure the tip of the pointer is in the center of [Close] when you select it.

Remember to select [Apply] or [Done].

- Select the table.
  - Press <PROP'S>.
- The property sheet reappears.

### Selecting a table

1. Position the pointer on the edge of the table.
2. Press the left mouse button.  
The table is highlighted, and special function keys appear at the bottom of the screen. You will use them later, in chapter 9.

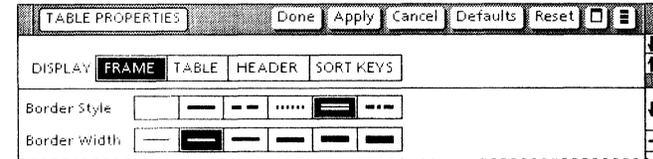
ViewPoint QuickStart Training	Date Completed	Review Necessary
Logging on and off the system		
Creating, printing, and mailing a document		
Creating Tables		
Creating Graphics		

### Changing the appearance of a table

Your table should still be selected. If it is not, select it now.

1. Press <PROP'S>.  
The Table Properties sheet appears.
2. Select the Frame display if it is not already selected.

3. Select the double line for the **Border Style** option.



4. Select [Done] from the property sheet window header.
5. Select a location outside the document to view the results.

The property sheet closes, and the border of the table assumes a double line appearance.

ViewPoint QuickStart Training	Date Completed	Review Necessary
Logging on and off the system		
Creating, printing, and mailing a document		
Creating Tables		
Creating Graphics		

**What if?...****Changing column size**

---

**If**

---

You enter too small a number for the table column **Width** property...

You want to change all the columns to the same size...

**Then**

---

The following message appears:

**The column is too narrow to contain its contents, please increase the column width and/or reduce the number of spaces (tabs).**

- Delete the existing number.
- Type a larger number that will accommodate the text.
  
- Select the first column.
- Select all subsequent columns with the right mouse button.
- Press <PROP'S>.
- Delete the old number, and enter a new number for the **Width** property.
- Select [Done] from the window header.

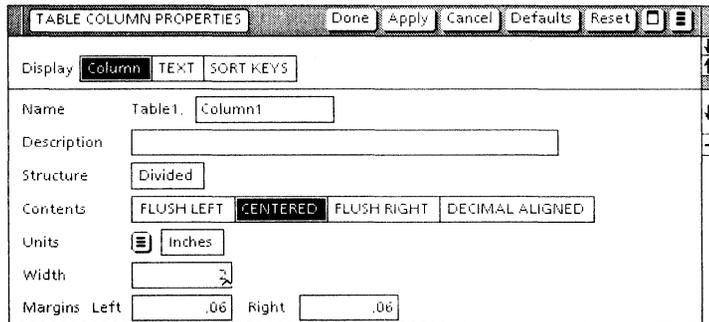
For further details on the information learned in this chapter, refer to the *VP Document Editor: Tables Training* guide.

## Changing column size

1. Select the first column of the table.

Select the first cell with the left mouse button and the second cell with the right mouse button.

2. Press <PROP'S>.
3. Select the number in the **Width** property.
4. Press <DEL>.
5. Type 2.



6. Select [Done] from the property sheet window header.

The column widens and is highlighted.

7. Compare your table with this one.

ViewPoint QuickStart Training	Date Completed	Review Necessary
Logging on and off the system		
Creating, printing, and mailing a document		
Creating Tables		
Creating Graphics		

## Deleting a table

1. Select the table.

The table is highlighted.

2. Press <DEL>.

The table flashes, and the following message appears in the message area:

**Are you sure you want to DELETE the flashing object? [YES] [NO]**

3. Select [NO] to cancel the deletion.
4. Close the practice document.
5. Rename the practice document "Table Document."  
Press <PROP'S>, delete the name, and type: Table Document.
6. Select [Done].

[This page intentionally blank.]

---

## 8.

## Moving and resizing windows

Scrolling to different pages in a document was introduced in chapter 3. ViewPoint software further enables you to manage windows by moving and resizing them. With this window management capability, you can have several windows open on your desktop at one time.

In this chapter, you do the following:

- Move windows
- Resize windows
- Position windows over or under other windows

**What if?...****Moving a window/Resizing a window**

---

**If**

---

You select a corner of the window and attempt to move or resize it, but nothing happens...

You attempt to resize a window, but it moves instead...

You attempt to move a window, but it resizes instead...

**Then**

---

Reposition the pointer on the control point. Positioning the pointer on any other area of the window does not enable you to move or resize it.

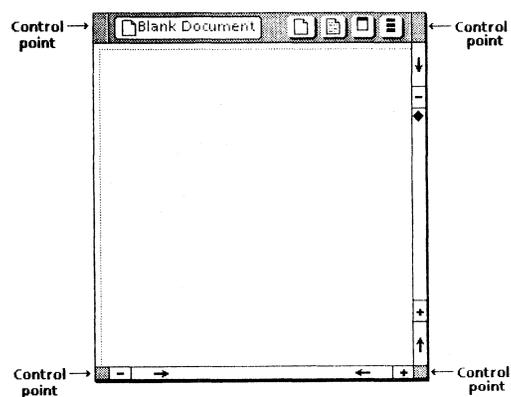
You are holding down the left mouse button instead of the right mouse button.

You are holding down the right mouse button instead of the left mouse button.

## Moving and resizing windows

### Moving a window

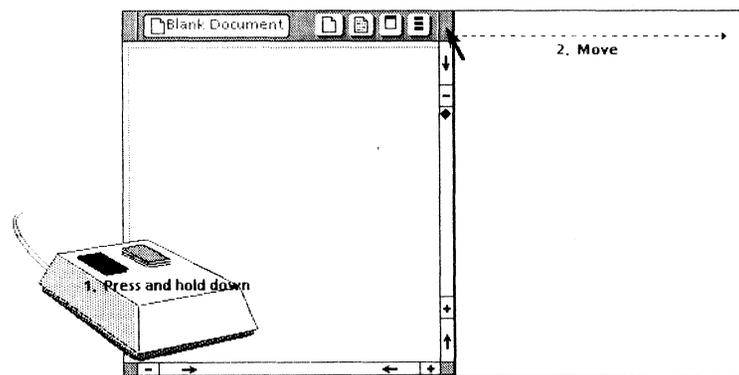
In each corner of a window is a control point. Selecting one of these control points enables you to move and resize a window as well as position it on the top or bottom of a stack of windows.



1. Open a blank document.
2. Position the pointer on the top right control point.
3. Press and hold down the left mouse button.

4. Move the pointer to a new location on the desktop.

An outline of the window follows the pointer.



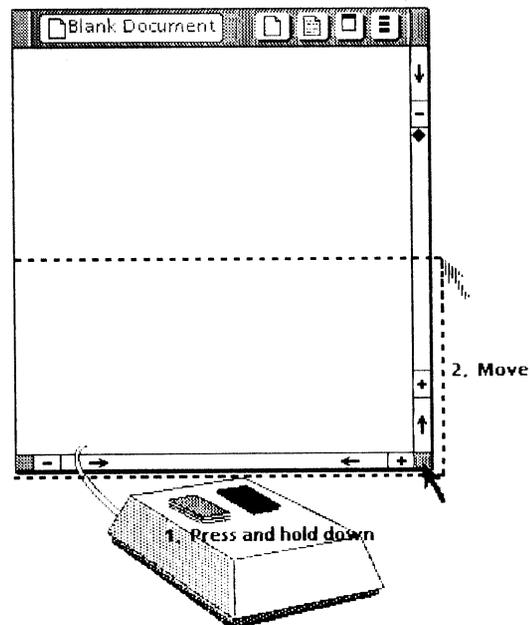
5. Release the left mouse button.
- The window is in its new location.

[This page intentionally blank.]

## Resizing a window

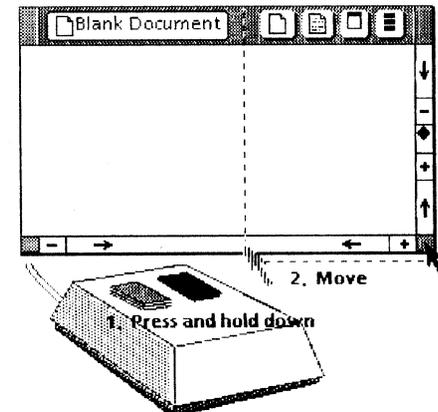
1. Position the pointer on the bottom right control point of the window.
2. Press and hold down the right mouse button.
3. Move the pointer up toward the top of the desktop.

Your document window is shorter.



4. Move the pointer toward the center of the document.

Your document window is narrower. The window header commands may now appear in the floating items auxiliary menu (located at the far right of the window header).



5. Release the right mouse button.

Your document window is shorter and narrower than it was originally.

### Practice:

Open a second blank document. Move and resize the two windows so that they are side by side on the screen. When you are done, close both windows.

---

**What if?...**

---

**Positioning a window over or under another window**

---

**If**

---

One window opens directly over another, and you can't locate the bottom window...

**Then**

---

Select a control point using the left mouse button. If the hidden window is directly underneath, it now appears on top.

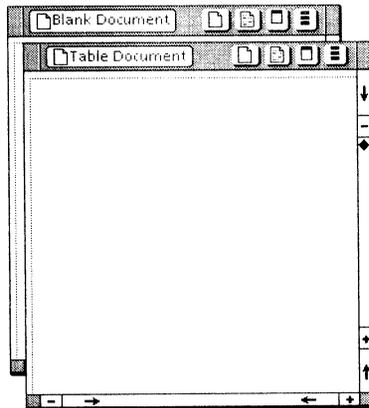
For further details on the information learned in this chapter, refer to the *General User Reference* volume.

## Positioning a window over or under another window

No windows should be open on your desktop. If they are, close them now.

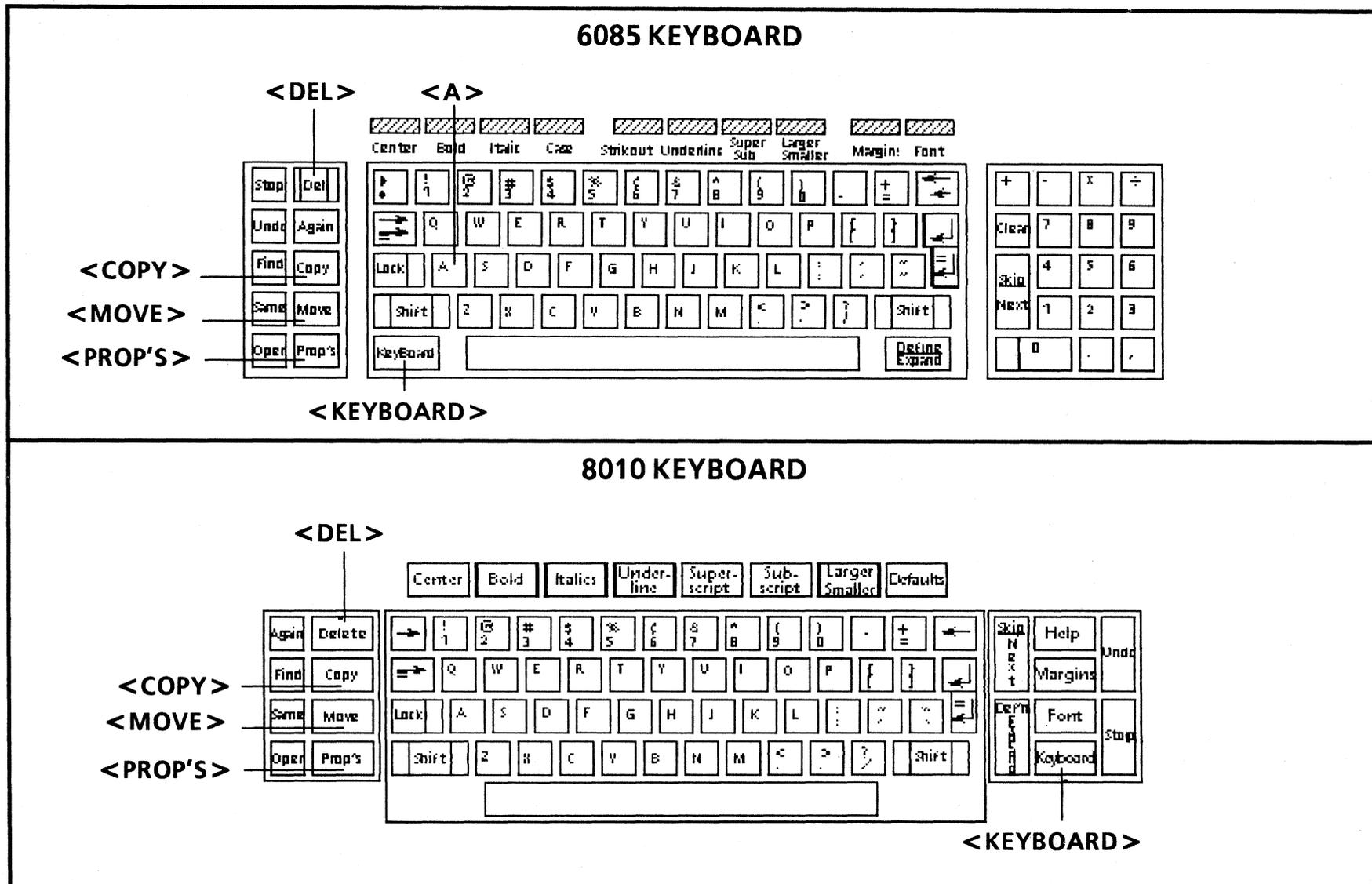
1. Select a Blank Document icon, and press <OPEN>.
2. Copy "Table Document" to another location on the desktop.
3. Press <OPEN>.

The table document opens on top of the blank document.



4. Position the pointer on the bottom right control point of the practice document (top document).
5. Press the left mouse button.  
The practice document moves to the bottom, and the blank document appears on the top.
6. Select [Close] from the Blank Document and Table Document window headers.

## Keys used in chapter 9



---

## 9.

## Creating graphics

Graphics have many uses in documents. You may want to add illustrations or diagrams such as organizational charts or flowcharts. This chapter introduces you to constructing graphics.

In this chapter, you do the following:

- Insert a graphics frame
- Select and stretch a graphics frame
- Copy graphic objects to a frame
- Move and copy objects within a graphics frame
- Enter text into a text frame
- Change the appearance of graphics
- Delete graphic objects and a graphics frame

Page 114 shows the keys you use in chapter 9.

---

**What if?...**

---

**Inserting a graphics frame**

---

**If**

---

An "a" appears in the location rather than a graphics frame anchor...

The graphics frame appears after the text rather than immediately after its anchor...

The graphics frame anchor does not appear in the document...

**Then**

---

Be sure to continue holding down <KEYBOARD> while you select <Special> and press <A>.

- Delete the "a" and try again.

Paginate the document. The frame will position itself directly below its anchor, if there is room on the page. If there is no room on the page, the frame appears on the next page.

Select [Show Structure] from the document auxiliary menu.

## Creating graphics

### Inserting a graphics frame

1. Open Table Document, and select [Edit] from the window header.
2. Scroll to page 2 of the document (if page 2 is not already displayed).

The table anchor is visible because [Show Structure] is selected.

3. Select the table anchor at the end of the last paragraph. ⌘
4. Press and hold down <KEYBOARD> through step 8.

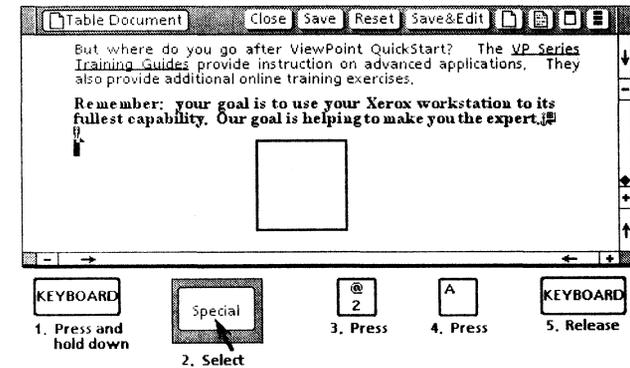
Special function keys appear at the bottom of your screen.

5. Select <Special>.
6. Select <Show>.

The Document Special keyboard appears.

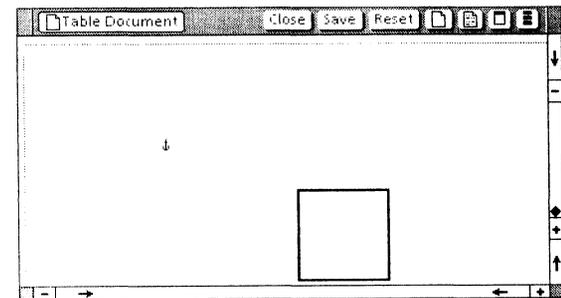
7. Press <2>.
8. Press <A>, and release <KEYBOARD>.

A graphics frame is entered.



9. Select [Close] in both keyboard window headers.
10. Select [Paginate] from the document auxiliary menu.
11. When pagination ends, select the plus sign (+) in the bottom right corner.

Page 3 of your document appears.



## What if?...

**If**

The graphics frame does not stretch in the direction desired...

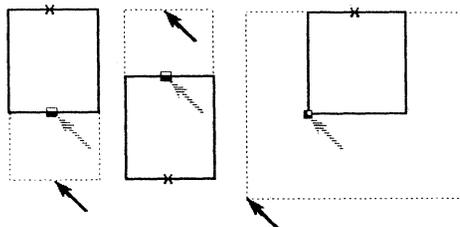
You accidentally stretch a graphics frame to look like one of these objects:

or

You attempt to stretch the graphics frame to the full size of the page...

**Then**

The graphics frame must be selected nearest the point in the direction you want to stretch it.



- Position the pointer on the frame.
- Press the left mouse button.
- Select <Stretch>.
- A small box appears on one side of the frame.
- Position the pointer on the small box.
- Press and hold down the left mouse button.
- Move the pointer (see the illustration above).
- Release the mouse button at the desired size.

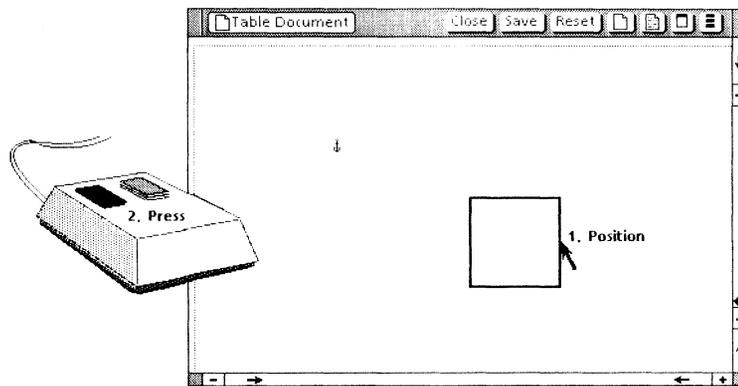
The frame will stretch only as far as the margins set in the Page Layout property sheet.

## Selecting a graphics frame

A graphics frame can be stretched so that it is large enough to hold your illustrations.

1. Position the pointer on an edge of the graphics frame.
2. Press the left mouse button.

The graphics frame is highlighted, and special function keys appear at the bottom of the screen.



## Stretching a graphics frame

The graphics frame should still be highlighted. The graphics function keys are visible at the bottom of the screen.

1. Select the <Stretch> function key.

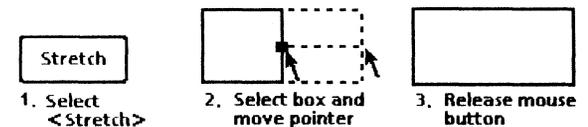
A small box appears on the edge you selected, indicating that this edge can be stretched. The X's indicate the sides of the frame that remain fixed.

2. Select the box and, holding down the left mouse button, move the pointer in the desired direction.

A shadow of the frame follows the pointer.

3. Release the left mouse button when the shadow appears at the desired location.

The frame has been stretched and remains highlighted.



Practice:

Stretch the graphics frame so it fills the entire page within the set margins.

**Note:** Selecting the frame on one of its corners stretches it both vertically and horizontally.

---

**What if?...**

---

**Copying graphic objects to a frame/Moving objects within a graphics frame**

---

**If**

---

You have difficulty selecting the graphic object...

You attempt unsuccessfully to move or to copy an object from the Basic Graphics Transfer Document to your graphics frame...

You attempt to copy a graphic object into a document without a graphics frame...

**Then**

---

- Position the pointer on the edge of the graphic object.
- Press the left mouse button.

Boxes or *control points* appear on the outline of the object selected, with a larger box (the *guiding point*) appearing at the location of selection.

The pointer changes into a question mark (?), and the move or copy is canceled.

- Select [Edit] from the document window header.

The pointer turns into a question mark (?). That graphic object must be moved or copied into a graphics frame.

- Insert a graphics frame and then copy the object into it.

## Copying graphic objects to a frame

Earlier you copied the Basic Graphics Transfer Document to your desktop. It contains graphic objects such as circles, squares, lines, and triangles. You can copy objects from this template to a graphics frame.

1. Open the Basic Graphics Transfer Document.
2. Resize and move the windows so both documents are visible on the screen.

Refer to chapter 8 if you need a review of resizing windows.

3. Select the circle from the Basic Graphics Transfer Document.

When selecting graphic objects, always select the border of the object. Boxes or *control points* appear on the outline and in the center of the circle.



4. Press <COPY>, and then position the pointer in the graphics frame in your document.
5. Press the left mouse button.

A copy of the circle is inserted in the graphics frame.

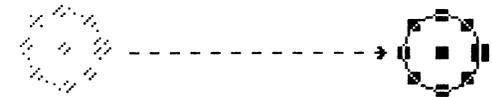
Practice:

Copy a square, a triangle, and horizontal and vertical lines to the graphics frame.

Five objects should now appear in your graphics frame.

## Moving and copying objects within a graphics frame

1. Select the circle, and press <MOVE>.
2. Press and hold down the left mouse button.
3. Position the pointer in a new location in the graphics frame.
4. Release the left mouse button.



The circle is inserted in the new location.

5. Select the square, and press <COPY>.
6. Select a different location in the graphics frame.

Practice:

Copy each shape once and move it into the graphics frame.

---

**What if?...**

---

---

**Entering text into a text frame/Stretching shapes**

---

**If**

---

You attempt to position the caret in the text frame, but the frame becomes highlighted...

The selected object or line does not stretch in the desired direction...

You select <Magnify> rather than <Stretch>...

**Then**

---

- Cancel the text frame selection by positioning the pointer outside the frame and pressing the left mouse button.
- Reposition the pointer in the center of the text frame.
- Press the left mouse button.

Make sure to select the object on the side that you want to stretch.

The object stretches, with all dimensions remaining in the same proportion.

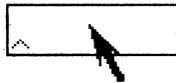
## Entering text into a text frame

To enter text in a graphics frame, you must enter it into a text frame first. A text frame is found in the Basic Graphics Transfer Document.

1. Copy the text frame to the graphics frame in your practice document.

The text frame is highlighted.

2. Deselect the text frame by selecting an empty location outside the document window.
3. Position the pointer in the center of the text frame.
4. Press the left mouse button.



5. Type: Welcome to ViewPoint.

The text frame changes size to accommodate the text.

### Practice:

Copy one more text frame into your practice document.

Type into it: ViewPoint QuickStart

Close the Basic Graphics Transfer Document.

## Stretching graphic objects

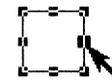
### Stretching shapes

When you stretch a shape, its dimensions do not stay in the same proportion as the original shape.

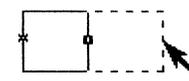
1. Select the right side of one of the squares.

The square is highlighted, with a larger box or *guiding point* on the location selected.

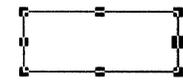
2. Select the <Stretch> function key.
3. With the pointer on the guiding point, press and hold down the left mouse button.
4. Move the pointer to a new location.
5. Release the left mouse button.



1. Select



2. Stretch



3. Release mouse button

### Practice:

Stretch the shapes in your graphics frame in different directions.

---

**What if?...**

---

---

**Stretching lines/Changing the graphics frame**

---

**If**

---

You want a line to go diagonally across the page...

You select the first **Border Style** setting, and the frame is no longer visible...

**Then**

---

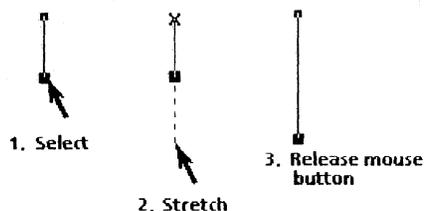
A diagonal line is found in the Basic Graphics Transfer Document.

To see the border, select [Show Structure] from the document auxiliary menu.

## Stretching lines

Any line can be stretched in two directions.

1. Select the bottom of the vertical line.
2. Select <Stretch>.
3. With the pointer on the guiding point, press and hold down the left mouse button.
4. Move the pointer to the desired length.
5. Release the left mouse button.



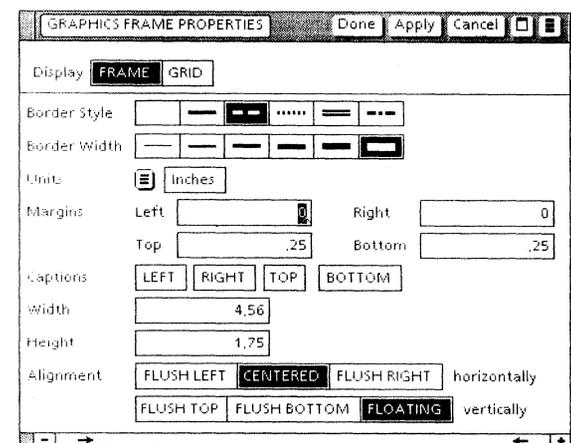
## Changing the appearance of graphics

### Changing the graphics frame

1. Select the graphics frame in your practice document so that the entire frame is highlighted.
2. Press <PROP'S>.

The Graphics Frame Properties sheet appears.

3. Select the third **Border Style** option.
4. Select the last **Border Width** option.



5. Select [Done].
6. Select anywhere outside the document window.

Your graphics frame looks like this.



**What if?...****Changing the appearance of shapes/Changing the appearance of lines****If**

You want to change the appearance of several shapes at one time...

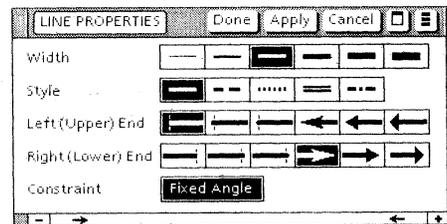
You have made a line into an arrow



and want to change the direction of the arrow...

**Then**

- Select the first shape with the left mouse button.
  - Select all subsequent shapes with the right mouse button.
  - Press <PROP'S>.
  - Change the desired properties.
  - Select [Apply] to view the changes.
- 
- Open the Line Properties sheet.
  - Select the arrow shape for the opposite end of the line.
  - Select no arrow shape for the other end of the line.



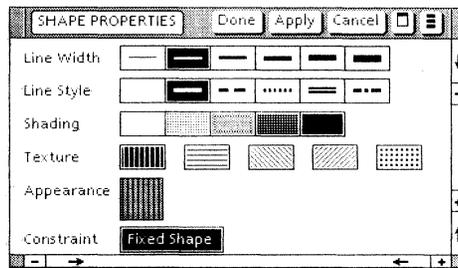
For further details on the information learned in this chapter, refer to the *VP Document Editor: Basic Graphics Training* guide.

### Changing the appearance of shapes

You can change the appearance of any shape using the Shape Properties sheet.

1. Select a circle, and press <PROP'S>.
2. Select the third **Shading** choice.
3. Select the first **Texture** choice.

The box in the **Appearance** property displays the current selections.



4. Select [Done].
5. Select a location outside the document.

The circle looks like this.



**Note:** You can turn off shading by selecting the first **Shading** choice. You can turn off textures by deselecting **Texture** choices.

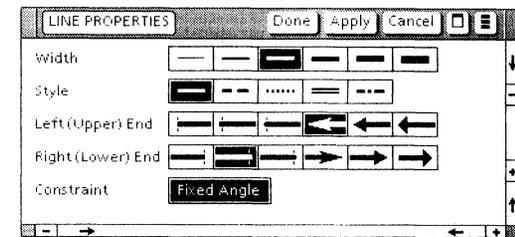
### Changing the appearance of lines

You can change lines to arrows using the Line Properties sheet.

1. Select a vertical line, and press <PROP'S>.

The Line Properties sheet appears.

2. Select the third **Width** choice.
3. Select the fourth **Left (Upper) End** choice.



4. Select [Done].
5. Select a location outside the document.

The line looks like this.



**Practice:**  
Change the appearance of the other objects in your graphics frame.

[This page intentionally blank.]

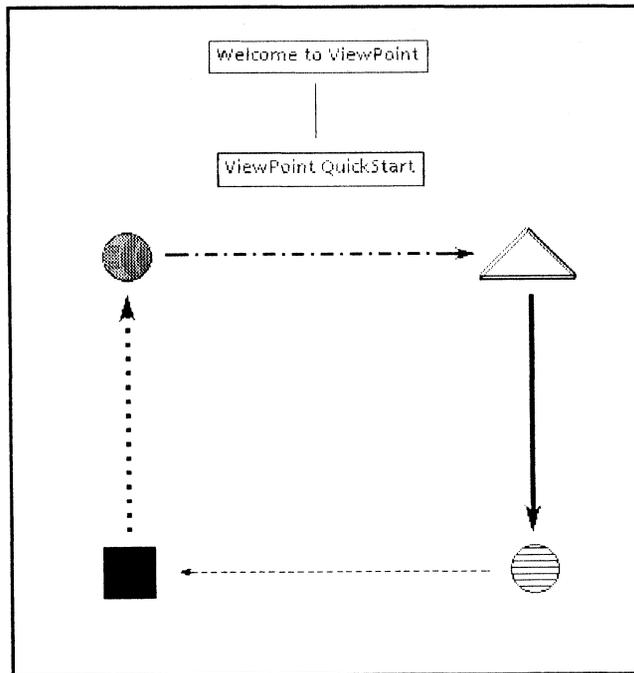
## Deleting graphic objects

1. Select a graphic object.
2. Press <DEL>.

### Practice:

Reproduce this chart, as shown.  
Delete unnecessary objects.

**Note:** This chart is reduced in size.



## Printing your practice document

If you would like to print your document, proceed as follows:

1. Copy the document to the Printer icon.
2. Select [Start] from the Printing option sheet window header.

## Deleting a graphics frame

1. Open the "Table Document," and select [Edit].
2. Select the graphics frame anchor.
3. Press <DEL>.
 

The graphics frame flashes.
4. Select [YES] from the message area.
5. Select [Close].

[This page intentionally blank.]

---

## 10.

## Logging off

In this chapter, you learn how to log off your workstation and save, delete, or store your desktop.

---

**What if?...**

---

**Logging off**

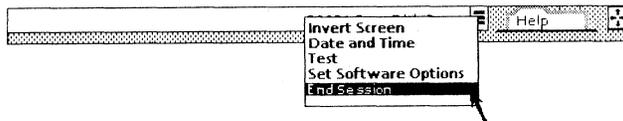
<b>If</b>	<b>Then</b>
The desktop auxiliary menu does not remain open...	Be sure you hold down the left mouse button to display the menu commands.
You select another command instead of [End Session]...	What happens depends on the option selected. Most likely nothing will happen. Select [End Session] to display the Logoff Option Sheet.
You accidentally select [Delete] from the Logoff Option Sheet and then select [Start]...	The system asks for two confirmations by posting messages in the message area. <ul style="list-style-type: none"><li>• Select [NO] for each message.</li><li>• Select [Retain].</li><li>• Select [Start].</li></ul>
You accidentally select [Move to File Service] from the Logoff Option Sheet and then select [Start]...	Your desktop is moved to the File Service. As soon as you log on again, your desktop is retrieved.

For further details on the information learned in this chapter, refer to the *General User Reference* volume.

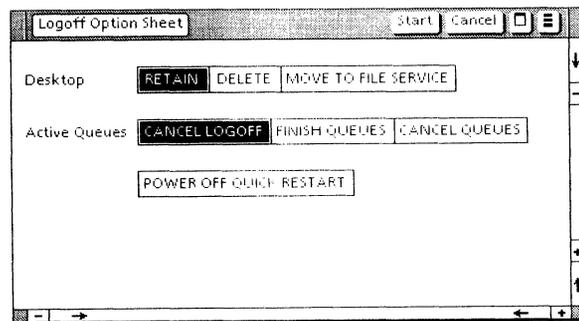
## Logging off

### Ending the session

1. Position the pointer on the desktop auxiliary menu (to the right of the message area at the top of the screen).
2. Press and hold down either mouse button.  
A list of menu commands appears.
3. Move the pointer down the list of commands (inside the menu window) until [End Session] is highlighted.



4. Release the mouse button.  
The Logoff Option Sheet appears.



5. Select [Retain] if it is not already selected.
6. Select [Start].

The Logoff Option Sheet disappears. You have successfully logged off the system when the bouncing keyboard reappears on the screen.

Congratulations!

You've now completed *ViewPoint QuickStart Training*. The set of *VP Series Training Guides* is ready to assist you as you explore more features of your workstation.

[This page intentionally blank.]