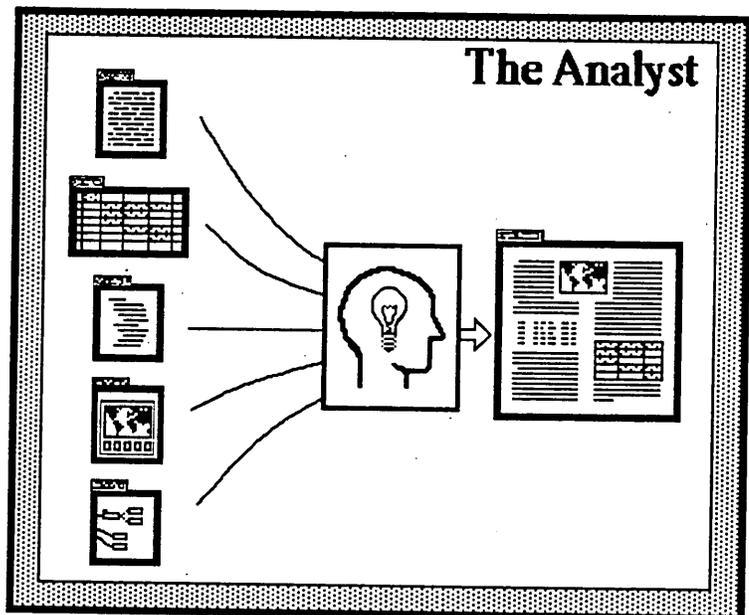


ANALYST™ V1.2t

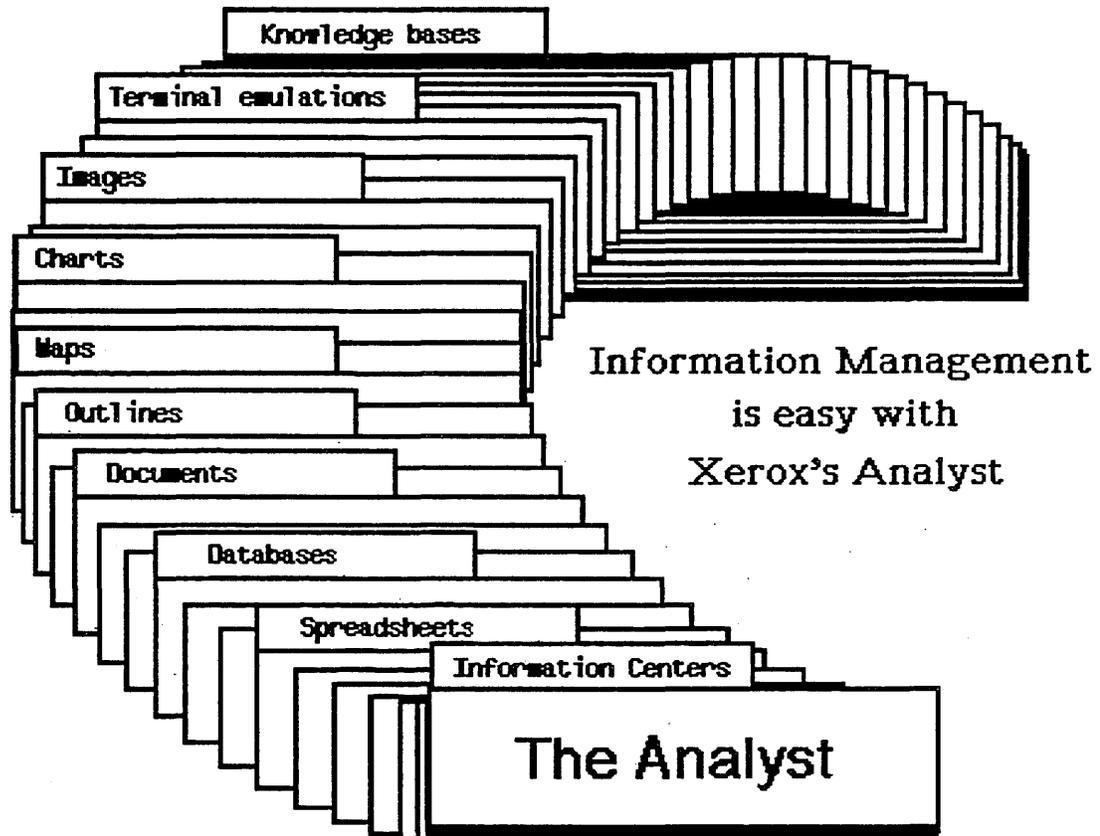
Primer

July 1987



**Xerox Special Information Systems
Vista Laboratory
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Welcome to The Analyst!



The Analyst workstation system is an integrated set of software packages. It is one of the most powerful and versatile computer tools available, including features for

- Information Management
- Text Generation and Editing
- Business Graphics
- Document Layout
- Spreadsheets
- And Much, Much More

From your workstation, you can access, create, and examine many types of information, and manipulate them electronically. When your analysis is complete, you can generate comprehensive reports that contain spreadsheets, graphs, maps, and your own illustrations.

This Primer is meant only to start you on your way. It is written for new users, and it will show you how to

- Power up your machine and login
- Get comfortable with the display and the mouse
- Create and edit text and graphics
- Merge words and images into a single document
- Save your work and logout

Advanced features, including terminal emulation and spreadsheets, are introduced in the last section. However, many other features won't be discussed at this time; they will become clear to you later when you need more capabilities.

An explanation of **all** the functions of The Analyst, along with a definition of every menu item, is contained in the document titled *The Analyst Reference Manual*.

The Primer is divided into four sections:

- Part 1** introduces only the simplest aspects of The Analyst workstation, display, and software. In Part 1, it is assumed that you know little or nothing about computers.
- Part 2** guides you through the steps necessary to create and store documents and images, and to merge text files and images into a single document. These are skills that you should find very useful in your daily work.
- Part 3** covers some of the more advanced and versatile features of the Analyst. These include terminal emulation, spreadsheets, databases, maps, and fact books.
- The Appendix** shows you how to turn your particular workstation on and enter The Analyst, while Part 1 uses a Xerox 1186 as an example.

Some Handy Definitions

These words and descriptions appear frequently in the following pages:

- <return>** refers to the large key on the righthand side of the keyboard that is either labelled RETURN or that displays two left – curved arrows facing downward, depending upon what type of workstation you are using.
- Cursor** is used to point to things on the screen; it is represented by an arrow. It is repositioned by moving the mouse over the desktop.
- Cursor Shapes** The cursor will change shape to tell you what's going on with The Analyst software. All the various cursor shapes and names are shown on the next page.
- Insertion Mark** (or **Caret**, which it resembles) marks where you will type in text. You can manually place the insertion mark by moving the cursor to the desired point and "clicking" (pressing and releasing) the left mouse button once. Text that you type in will begin at that point.
- Idle Image** is the bouncing form on the darkened Analyst workstation screen. You see the idle image before you log in to the system, and it reappears if you have not been using The Analyst software for several minutes. In this case, you will not need to log in again; merely pressing any character or the space bar will redisplay your work. The Login Window appears if you have left your workstation for a longer period of time.
- Mouse** is the small rectangular box connected by a wire to the keyboard or processor. The mouse can be a two – button or a three – button mouse, depending upon what type of workstation you are using. Each button performs a different function when it is pressed and released.

Analyst Cursors



Normal



Wait



Origin (top left)



Read



Bottom Left



Write



Corner (bottom right)



Down Arrow



Top Right



Up Arrow



Mouse



Up Down



Crosshair



Marker



Execute



Center Justify

PART I: THE BASICS

1. The Analyst Workstation

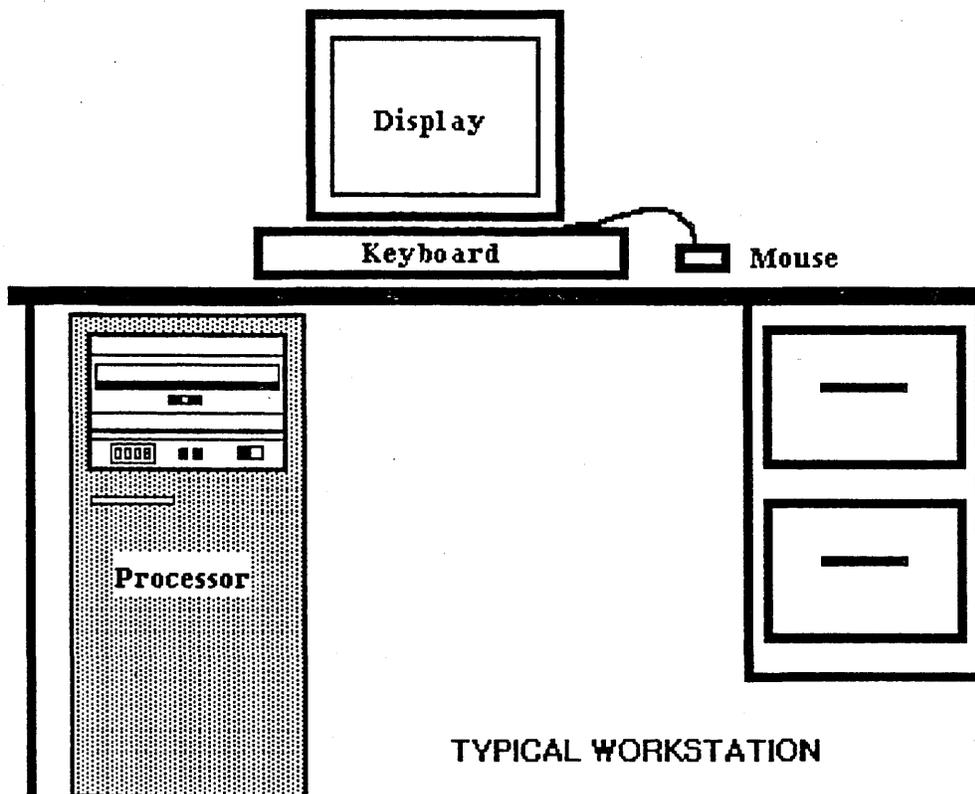
Four pieces of equipment make up your workstation:

Video Display Screen If the display is completely dark the processor is turned off. If the display is dark with an idle image bouncing around on the screen, the processor has been turned on.

Keyboard Typewriter – layout with several special function keys.

Processor This houses a fixed disk (which you will never see or need to change) and a maintenance panel with a few switches and buttons. Some workstations may have a floppy disk drive or a tape drive. The processor can be located on your desk, right next to you on the floor, or in another room.

Mouse The primary tool for dealing with the contents of the video display. It is housed in a small, white plastic box with two or three black elongated buttons on top. The mouse is connected by a wire to the back of the workstation keyboard or processor, and it may be placed either to the right or to the left of the keyboard.



The **Appendix** contains instructions on how to turn your particular processor on and bring up The Analyst software. The example provided here is for the Xerox 1186 processor.

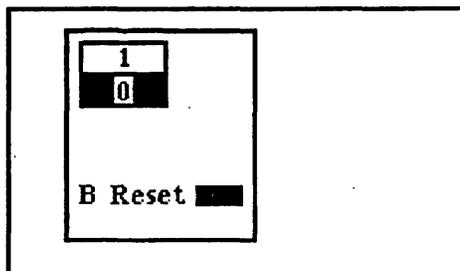
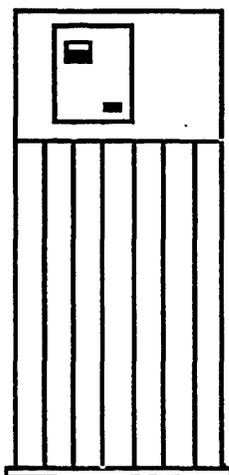
2. Turning on the Xerox 1186

These are the steps needed to get your 1186 up and running so you may start to use The Analyst software.

ENTERING The Analyst on a XEROX 1186:

(1) Turn the processor on:

Locate the rocker switch in the upper left corner of the 1186 processor. It has a "1" on top and a "0" on the bottom. This switch turns the machine on and off. Press the "1" (upper) portion of the rocker switch to put it in the "on" position. Let the processor start up for a few seconds.



Xerox 1186 Expanded View

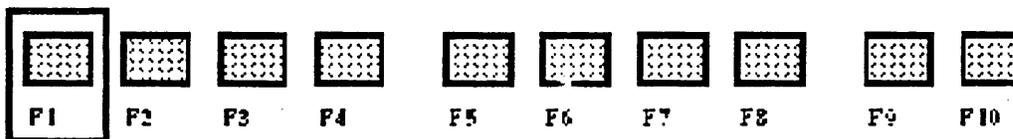
(2) Boot Up:

Locate the row of 10 "F" buttons at the top of the keyboard. They are labelled "F1" through "F10". A row of button icons now appears on the screen; they correspond to the 10 "F" buttons on the top of the keyboard.



1186 Screen Buttons

Press the "F1" keyboard button, as shown below, that represents the screen icon on the far left. The screen icon will darken when you press the "F1" key.



(3) Enter Tajo:

The "F1" button has led you to an entry point for The Analyst. Usually, the screen now reads

>Online

>Drive Name: RD0

(Note: if your screen instead has a short wide pane at the top of the display, a big copyright notice, and perhaps other windows, move to step (4). You are already in Tajo.)

Press <return>, and you'll get a ">" prompt. Type **boot**. The new prompt is

>Logical Volume:

and here you need to type **tajo**. The screen now reads

>switches:

Press <return> again, and the screen will go blank.

(Note: if you make a typing mistake during the entries above, and don't get the correct prompts, press the "DELETE" key on your keyboard. Start over again by typing **boot** at a ">" prompt.)

(4) Enter The Analyst:

Let the machine process for a few seconds, and a set of windows appears, including a large copyright notice in the top left corner. You are now in the Tajo software. The cursor will read "990", and then it will turn into a blinking rectangle. When the cursor has become an arrow, move it into the executive window, click the left mouse button, and type **@analyst**, followed by <return>. You will now enter The Analyst.

Once you complete steps 1 through 4, the Login window will appear on the screen. But, before we log in, let's discuss using the keyboard, mouse, windows, and menus.

A map of the 1186 keyboard is shown on the next page. Note the locations of the tab, delete, and control keys; you will be using them in the next section.

The keys shown in light grey are not active in The Analyst. The keys bordered with dark grey have key caps which do not match the keyboard map; the map has the correct set of characters.



F1 F2 F3 F4



F5 F6 F7 F8



F9 F10

XEROX

STOP	DEL
UNDO	AGAIN
FIND	COPY
SAME	MOVE
OPEN	CONTROL

ESC	!	@	#	\$	%	~	&	*	()	-	+	BACKSPACE	
1	2	3	4	5	6	7	8	9	0	-	=		BACKSPACE	
TRB	Q	W	E	R	T	Y	U	I	O	P	{	}	RETURN OR ENTER	
	A	S	D	F	G	H	J	K	L	:	"	'	RETURN OR ENTER	
	LOCK	A	S	D	F	G	H	J	K	L	:	"	'	RETURN OR ENTER
SHIFT	Z	X	C	V	B	N	M	<	>	?	/		SHIFT	
	SPACE													

+	-	X	-
clear	7	8	9
skip	4	5	6
next	1	2	3
0			/

3. The Mouse

The mouse is used to select and manipulate information displayed on the video screen. Many operations can be performed with one hand from the mouse without having to use the keyboard at all.

The mouse is a small, rectangular box with two or three black buttons near the top; a thin cord connects the mouse to the keyboard. Your mouse should be located on a pad on the right hand side of your keyboard. Southpaws may pick up the mouse and its pad and place them at the left side of the keyboard; they will work just as well.

Pressing the buttons on the top of the mouse invokes different reactions depending upon where the cursor is at the time. In general, the **left** mouse button is used to select items on the screen, the **middle** mouse button brings up menus associated with specific activities, and the **right** mouse button brings up menus which deal with the display as a whole. If you are using a two-button mouse, you must press **both the left and right buttons at the same time** in order to invoke those actions that belong to the **middle** mouse button.

To get ready to use the mouse, gently place your index and middle fingers on the mouse buttons and take hold of the sides of the mouse with your thumb and remaining fingers. Move the mouse around the pad by using just your wrist or by moving your entire hand. Note that the cursor travels across the screen, replicating the mouse's path. Point to a spot on the screen by moving the mouse to the correct location on the pad.

Here are descriptions of mouse/ button interactions that you will need to know as you follow the examples and use your text and graphics software.

HOW to USE the MOUSE

Left mouse button:

The pointing and selecting button on the mouse.

Middle mouse button:

Brings up a menu of activities specific to the type of window the cursor is in. For example, a middle button menu in a graphics pad window includes options for drawing lines and circles.

Right mouse button:

Brings up the menu associated with general window activities, such as closing and reshaping.

Clicking:

Press the left mouse button down then immediately releasing it. An audible "click" will be heard from the mouse.

Double click:

Click the left mouse button rapidly twice.

Pressing & releasing a button:

Push the button down and release it at some future time by letting the button up. When you *press* a mouse button, press and hold the button down until you are sure of exactly what you want to do before you release it.

Selecting items in text/ image:

Place the cursor at your point of interest and click the left mouse button. This accomplishes things like placing the insertion mark at a desired location or highlighting (selecting) text that has to be edited.

Selecting items in a menu:

Press the middle or right mouse button and hold it down; that will cause a *menu* to appear. When you move the cursor up and down through the menu list, each item will highlight, or select. If you release the mouse button while the cursor is on a highlighted item, the menu item has then been selected and will start to perform its intended function

4. Introducing Windows and Menus

Your Analyst software is full of things called **windows** and **menus**. A window is a rectangular region of the screen "where things happen." A menu is a lot like a restaurant menu; it lists the available items, and you pick what you want.

Many different kinds of windows appear as you use the software. Some windows contain buttons that you can press by moving there and clicking the mouse. Others contain regions where you can type in text or draw pictures. You can move any of the windows around the screen, reshape them, or close them.

Each type of window has special built-in operations. For example, a graphics pad window has capabilities for drawing lines and boxes, while document windows have features for formatting text. Windows are often divided into subregions. In a login window, one region is for the user's name, while another is for the user's password.

Fortunately, you don't have to remember the names of all of the options available to you in the different types of windows. The items are readily accessible from the popup menus. These menus appear when you enter a window and press a mouse button. They go away when you select an item, or when you decide you don't need them after all.

You enter a window region on the screen by moving the cursor there and selecting it (left-buttoning) with the mouse. The menu of general window options (close, move, reshape, etc.) appears if you press the right button. The menu of window-specific options (draw, edit, etc.) is obtained with the middle button.

In any menu, you move through the options by running the cursor up and down the list. If you stop at an item with the mouse button pressed, that item is selected. If you don't want **any** of the items, you move the cursor **off** of the menu and release the mouse button.

Some items in a menu have a **>** attached to them. This means there is a **submenu**; if you move horizontally to the right the submenu appears or is selectable.

If you remain on any selected item for more than a few seconds, a rectangular box with a message inside appears. This message is meant to help you, and it can be one of three basic varieties:

- (1) One or two lines that explain what the menu item is for. This is a short **HELP** feature.
- (2) If **NO HELP** appears, it means there is no definition currently available in the software.
- (3) If you linger over an item with a **>** attached, the message is "move right to see submenus".

5. The Login Window

At this point, your video screen should contain a Login window — — — a locked gate that you must unlock in order to use the rest of the software. If instead the screen has an "idle image" (some picture or icon) bouncing about, press any key to get rid of the idle image, and let's login.

Analyst Log In		
accept	cancel	bailOut
Name:	Haleakala	
Password:	*****	

Move the cursor into the Login window (it's probably already there). Then move it out of the window. When you do this, the window flashes rapidly; this is a reminder that you haven't completed the activity associated with the window. There are other windows and question boxes that will also flash if they don't receive the information they're waiting for.

There are three outlined choices available in the Login window:

Accept: When your user name and password have been typed in correctly.

Cancel: When you have logged in something incorrectly. All your text will be deleted and you can start over.

bailOut: When you've changed your mind about logging in and want to return to idle.

Here's the Login procedure with some extra steps thrown in to show you what to do if you make a mistake. (Only steps 1,2, and 6 are really required.)

LOGGING IN:

- (1) Observe the label **Name:** Type your user name, and it will appear here (you should have been given a user name and password by now).
- (2) Press <return> and the insertion mark will jump to the line below labeled **Password:** Type in your password, and note that the characters in the password are covered by asterisks *****.
- (3) Now move the cursor up and select **Cancel** by clicking the left mouse button over it once. Notice that your name and password have disappeared and the Login window appears as it did before.
- (4) Next select **bailOut**, which will cause a small box to appear (called a Confirmer) that says "Do you really want to quit The Analyst?" You have a *yes* or *no* decision to make, illustrated with a changeable thumbs – up/thumbs – down cursor as you move it back and forth between **yes** and **no**. If you select **yes**, you will leave The Analyst software. Instead, select **no**. You will return to idle image and will need to press the space bar or type a character to make the Login window reappear.
- (5) Log in once-more with your name and password
- (6) Select **Accept** or press the <return> key. The next instant you will enter The Analyst software.

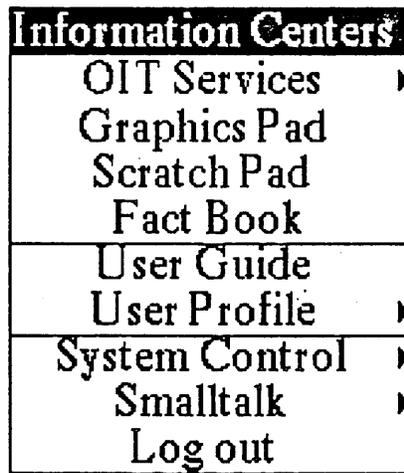
When you're using The Analyst, if several minutes go by and you haven't used the mouse or the keyboard, the system will "time out" and revert to a dark screen with the idle image. You can press and release the space bar, type any character, or click a mouse button to reactivate the screen. If more than 30 minutes have passed since the software was used, the Login window will reappear and you'll have to enter your password again.

6. The Main System Menu

After successfully logging in, the first thing you'll see is a blank white (or gray) screen with a banner at the middle top that says

"Welcome to The Analyst"

Move the cursor anywhere on the screen and press (but don't yet release) the middle mouse button — — — or press the left and right mouse buttons together if you're using a two button mouse. The Analyst's *main system menu* appears. Now move the cursor up and outside of the menu, release the mouse button, and the menu disappears. Thus, an Analyst menu is called a *popup* menu because it pops up when you press the middle mouse button and disappears after you've selected an item or when the button is released.



As pointed out earlier, if you have started to select a menu item but then change your mind, or if you are only looking over the menu for information, move the cursor out of the menu completely (in any direction) before releasing the mouse button. The menu will disappear and you have started no Analyst action. You were asked to deliberately move out of the menu in the paragraph above so you could see how easy it is to discard a popup menu.

Try to call up the main system menu anywhere on the screen by placing the cursor at a point and pressing the middle mouse button (always making sure, of course, that you move out of the menu before releasing the mouse button). While still holding the mouse button down, move the cursor up and down through the items listed in the menu and notice that each selects (or highlights) in turn.

7. The Information Center Window

Let's open up one of the most important windows in The Analyst -- the Information Center window.

Press the middle mouse button and bring up the main system menu again. This time you're going to select an item and open it. Move the cursor over the first listed item in the menu: **Information Centers**. Make sure that you hold down the mouse button long enough to select (or highlight) it, then release the mouse button.

Information Centers			
Analyst-Primer	cathy	conrad	demo
Jane	king	Precious-Metals	Scavenge
Make New Center			

Immediately, a thin box is outlined on the screen, with the top left corner highlighted (this is called the Origin cursor). Move the cursor to a convenient location on the screen, then click the left mouse button. This will place the outlined object on the screen and make it visible.

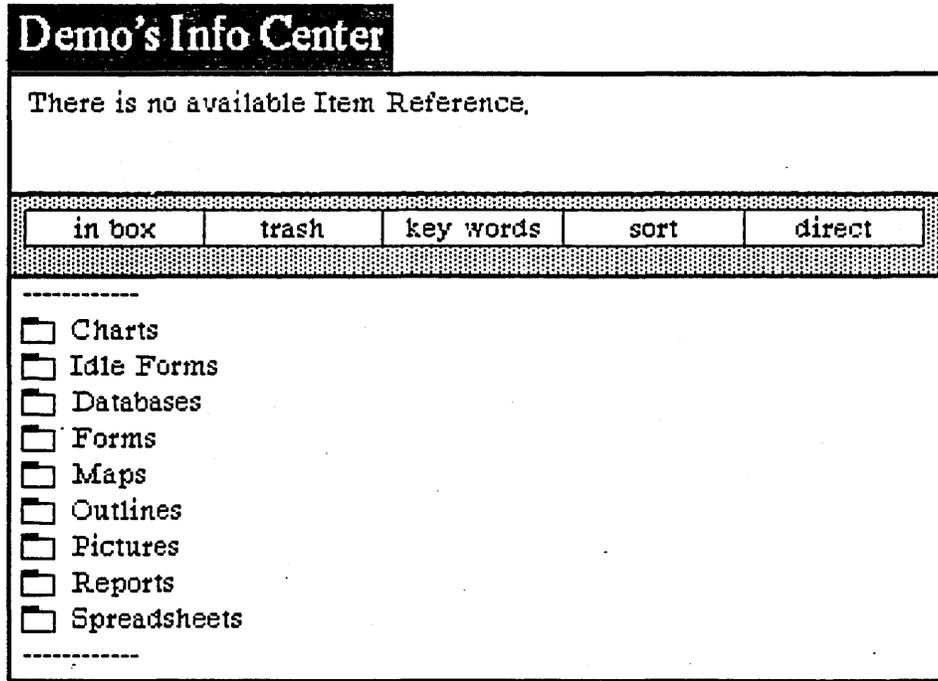
As you can see from the illustration, the object becomes a list of all the Information Centers currently in your Analyst software. There is also a box called "Scavenge," which is used to locate discarded files, and "Make New Center," which is the means to create a new Center. Click the left mouse button over the box labeled **demo**.

Once again, you will see the Origin cursor as it follows your mouse's movements. You could just click the left mouse button and place the new window on the screen, but instead let's explore **framing or reshaping windows**.

FRAMING or RESHAPING WINDOWS

- ~ Press (don't click) the left mouse button and hold it down; the Origin cursor becomes a bottom right Corner cursor. Move the mouse on the pad a little to the right. When you do this, the rectangular window outline widens. Move the mouse/cursor back to the left to make the window narrower. Try moving the cursor up or down to lengthen or shorten the window.
- ~ When you're done framing the window, release the left mouse button.
- ~ Please remember that most of the time you will probably just want to click the left mouse button to place a window on the screen. The window will assume its normal or default size automatically; it's not necessary to resize a window every time you want to open it.

The Information Center that appears has a title tab at the top left with its name (Demo's Info Center) highlighted.



The Information Center window has two panes. The top pane lists an item reference (if any), and the bottom pane lists all the items contained within the Center. Every listed item has an **icon** next to it, which gives a visual clue to what the item is. The items in Demo's Info Center are all folders (observe the icon). Each folder contains its own list of items, which can also be folders. The narrow gray rectangle at the left is a Scroll Bar, which we'll discuss later.

With your cursor inside the Info Center window (in the lower pane), press the middle mouse button and look at the resulting popup menu. This middle button menu appears only *inside* windows, as it contains a number of items that will directly affect the contents of the window.

Middle Button Menu**Right Button Menu**

open
display ▶
retrieve by ▶
duplicate
copy
cut
paste
rename
reclassify
hardcopy
create ▶
maintenance▶

help
connections
classification
close others
select and close
find
move
frame
collapse
close self

Making sure that you don't release the middle mouse button (and select something), move the cursor outside the popup or the window itself and release the mouse button. Now place the cursor back inside the lower pane of the window and press and hold the right mouse button. As you can see, another and different popup menu appears. This is the standard right mouse button window menu -- you will find it in every window.

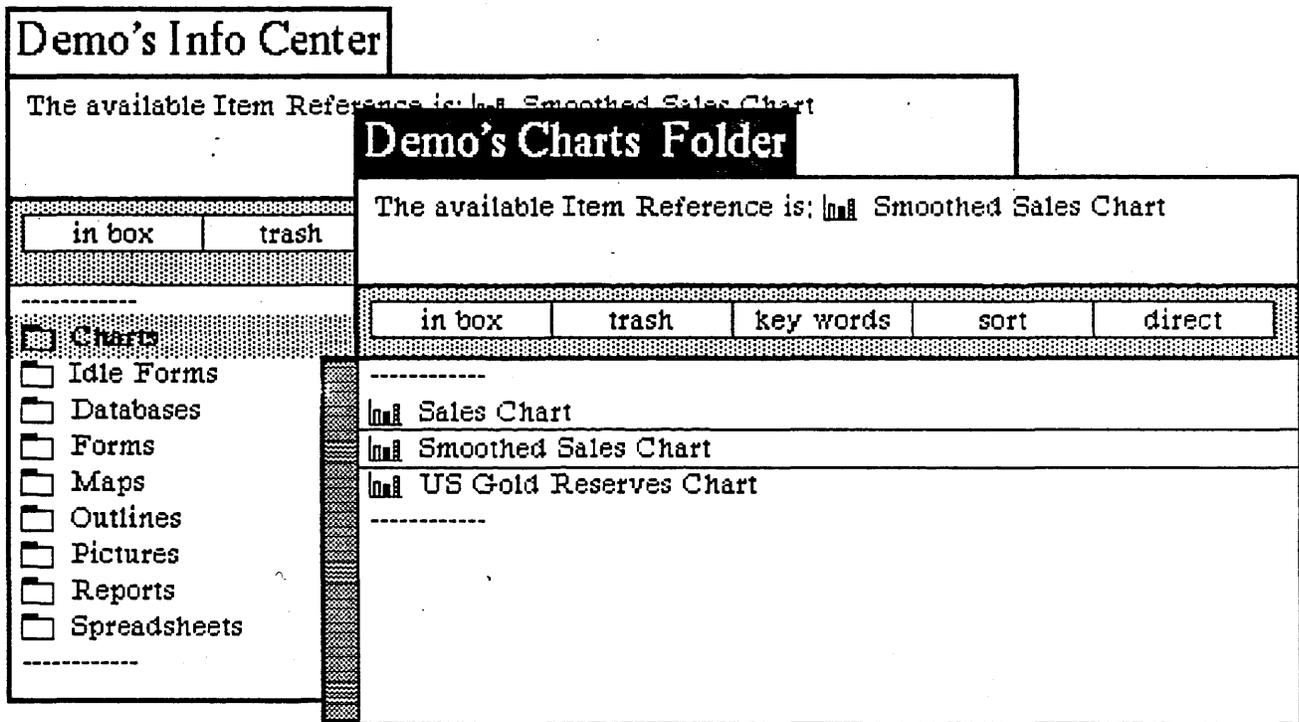
Move the cursor outside the window once again and release the mouse button.

8. Using Windows and Menus

The key to using much of The Analyst software is working with windows and selecting from the popup menus.

To begin, we need to open a file listed in Demo's Info Center. Select the first item in the list (which should be a folder titled "Charts") by placing the cursor over it and clicking the left mouse button once. Notice that in this type of selection, the title is framed by a narrow rectangle. After you've selected the title, the cursor shape changes from an arrow to a 3-button Mouse cursor. Press and hold the middle mouse button in order to view the menu.

There are many possible selections from this menu, but right now you only want to "open" your selection, so move the cursor over **open** and release the mouse button. You might briefly observe the Read and/or Executive cursor. Then the Origin cursor appears, telling you that the item has opened and you need to click the left mouse button to complete the action.



Notice that the title tab at the top left of the folder window is highlighted white-on-black. The Demo's Info Center title tab is no longer highlighted, and the selection that you made from its Item List just a minute ago has now turned gray with darkened letters. In this way, it's been "de-selected." Only one window can be "selected" at a time, although many may be open.

Before looking at the contents of the Charts folder in detail, we should explore **moving, collapsing and expanding windows**.

From the right button popup in the Charts folder, select **move** and release the right mouse button. When you do this, the opened window returns to its previous outlined state and you can move it (via the mouse on the pad and the Origin cursor) to another location on the screen. Click the left mouse button when you're ready to stop and place the window.

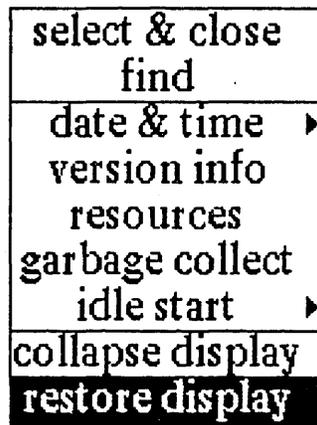
Now move the cursor back into the Info Center window and click the left mouse button once. The Info Center "wakes up" or selects. Select and open some of the remaining items in the Info Center, each in turn. Place the resulting windows at different locations on the screen; it doesn't matter if some windows partially overlap others.

Select one of the windows by placing the cursor inside it and clicking the left mouse button. Display the right mouse button popup menu. Select **collapse**, and the window closes to a small rectangular box with the window title inside it. The box displays an Origin cursor so you can place it on the screen. The first time a window is collapsed you have to manually place the resulting boxed label somewhere on the screen. After that, the window will remember its collapsed location.

Place the cursor in the collapsed window, now represented by a title tab only. Display the correct popup and select **expand** from it. The window will open and move to its previous location.

In one window, select **close self** from the popup. Now re—open the window. If you mistakenly try to open a window that's already on the screen, it will immediately select at its screen location so you can identify it.

You can collapse all the open windows at once by selecting **collapse display** from the right mouse button main system popup. The cursor must be in a clear screen area and not inside a window. All the windows will collapse to their title tabs and line up in the upper left screen area.



With the **expand** command, move to each collapsed window and expand, or re-open it, except for Information Centers. Instead, select and close it.

Sometimes the screen gets cluttered with "leftover" window parts and stray pieces of work. To refresh the screen and bring remaining windows back, select **restore display** which is also located on the right mouse button main system popup.

Now that you are familiar with some important window manipulations, it's time to open up a text window and begin keying in. But first:

- (1) Close all opened windows on your screen with **close self**.
- (2) Bring up the main system menu and select **Information Centers** again.

PART 2: Creating Documents and Images

Now that you've seen the simplest aspects of The Analyst workstation and software, let's use them to create and store a sample document and image.

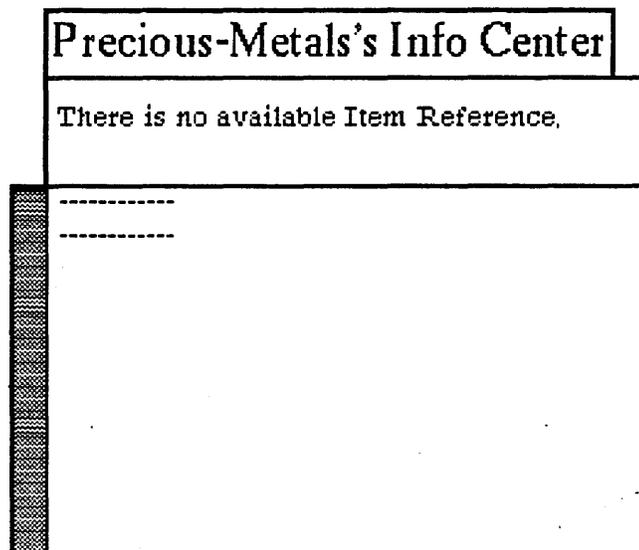
1. Creating a New Information Center

The Information Center is the "hub" of The Analyst software and is the tool that you will use the most. An Information Center is used for **information management**. With it, you can create, print, and manipulate various kinds of information, including text, graphics, outlines, spreadsheets, maps, and databases.

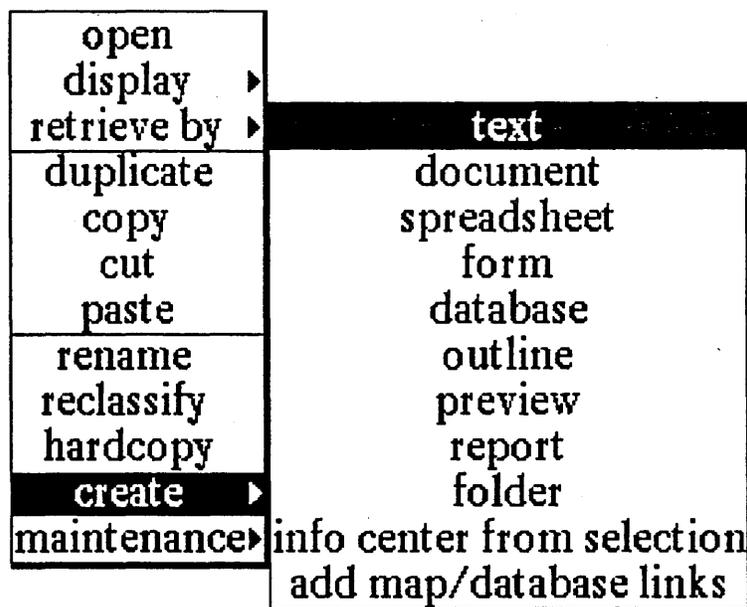
First you'll need to create your own Information Center to store and work on your data. When the narrow Information Centers window is visible on the screen, select **Make New Center** with the left mouse button. The next item to appear is a "New Information Center" Q-Box, in which you will key in the new name and a password, if desired.

New Information Center	
accept	cancel
accept	bailOut
enter name:	<input type="text" value="A"/>
password:	<input type="text"/>

For this exercise, type the name **Precious Metals**, no password, and select **accept** at the top of the Q-Box.



After you've placed the new Information Center on the screen area, press the middle mouse button (in the lower region of the window) to get the popup menu. Select **create > text**.



Type in **Gold Report** next to **Name**. Please note that you can key in or type over highlighted text without first deleting or backspacing over it. Since the word "text" already appears highlighted in the Q – Box, merely type Gold Report and "text" will disappear.

Create new text

accept	cancel	bailOut			
Name	text				
Keywords					
Classification		Int	XPers	XPriv	XReg
Controls	XSIS	Vista	Draft	No Copy	None

Press the <return> key so that the insertion mark jumps down to **Keywords**. A *keyword* is a retrieval aid that allows you to reference all items that have the same keyword(s). You can put in multiple keywords, or none at all; each keyword must be separated by a comma, or they will all be treated as one keyword. In this case, you'll add two keywords. Type in **gold, metals** and then move the cursor up and click over **accept**.

The new text item name will immediately appear in the Precious Metals Information Center (notice the text icon). Almost simultaneously, the Origin cursor appears so that you may open the text window. However, you're not going to use the text window right away; after the window is displayed on the screen, select **collapse** from its right button popup.

2. Creating a Folder

Open the Information Center's middle mouse button popup again and select **create > folder** from it. You are going to place the text and graphics items that you make into a new folder.

A *folder* is like a small Information Center and acts as the chief data organizer for filing and cross-referencing materials. For instance, many users will place data items concerning the same subject matter into one appropriately-named folder. An Information Center is a collection of folders; it is the "top level" folder. A folder, like an Information Center, can hold other folders.

Create New Folder		
accept	cancel	bailOut
Name	New Folder	
Keywords		

This time, type **Data** in the "Create New Folder" Q-Box and select **accept**. The folder name will be listed in the Information Center at the same time that it's placed on the screen. When that's done, select **close self** from the folder's right button menu.

3. Renaming and Deleting Items

Before doing anything else with the folder, we'll look at *renaming* a folder and *deleting* an unwanted item. These same options can be used on other types of Analyst data items, including text, charts, spreadsheets, and so on.

The folder that you've just closed should still be selected. If it isn't, select it. Press the middle mouse button and move the cursor to **rename** on the popup. Release the mouse button and look at the resulting Q–Box with the title "Edit this folder's label." The current name (Data) is highlighted, ready to be changed. Type the words **Gold Data** and then select **accept**. The changed name appears immediately in the Information Center window.

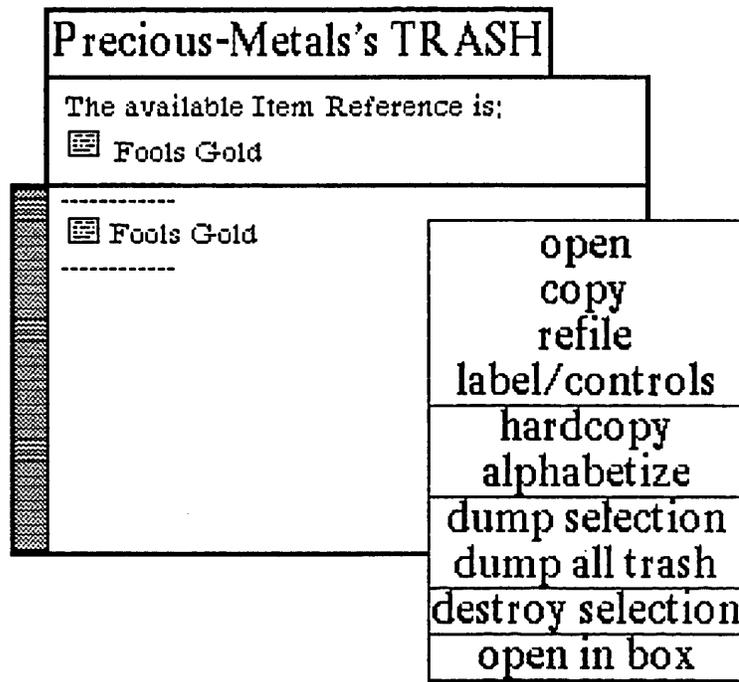
Suppose you change your mind and decide to delete or eliminate a text item that's already been created; you'll accomplish this in steps 2 through 4:

- (1) **create > text** and name it **Fools Gold** with no keywords. After Fools Gold appears in the Information Center, close the opened text window.
- (2) Select the name with the left mouse button.
- (3) Bring up the middle mouse button popup menu and select **cut**
- (4) The text name will disappear from the list of items *but* will appear as an Item Reference in the upper pane. In fact, if you had several Information Centers and folders open, Fools Gold would become an item reference in those upper panes, too.

Now, just because you've cut the text name from the list, is it gone forever? No. If you display the same popup menu with the middle mouse button, you can select **paste** and put the text name back into the list (or in the list of any other folder or Information Center).

If you truly want to delete the text item, there are a few other steps to take:

- (1) Select Fools Gold again and **cut** it.
- (2) Select the **trash** button in the upper region of the Precious Metal's Info Center. Since you haven't pasted the item back into an Information Center, it has been dumped into Precious Metals's Trash window.



As you can see from the illustration, the Trash window's popup lists several ways to eliminate the item. If you use **dump selection**, the text item will be dumped again into something called a Scavenge Center, where you may redeem (or destroy) it one last time. If you use **destroy selection**, the item will be removed permanently from the disk, and you will be warned accordingly.

- (1) Select the Trash window item, then use **dump all trash** from the popup.
- (2) Click over **yes** when the warning appears.

Destroy will remove  Fools Gold from the disk. Are you sure?	
yes	no

4. Creating and Saving a Document

The text item that you've already created, called Gold Report, should appear somewhere on your screen as a small rectangle, since you used **collapse** before instead of closing it entirely. Select it and **expand** from the right mouse button popup.

The insertion mark should appear at the upper left of the blank window. Text will emerge at this point when you start to key in. Make sure that the cursor (the northwest – pointing arrow) is *inside* the window you're typing in.

As you type, text will "wrap around" and go to the next line by itself. It is not necessary for you to press the <return> key to end a line as you would with a typewriter. You will press <return> only when you actually want to end one paragraph and start another on the next line.

At the insertion mark, type in the text below:

GOLD

United States nonmonetary consumption of gold has been three to four times domestic production for several years, and the United States is unlikely to become self – sufficient in gold in the foreseeable future. United States gold reserves of a few tens of millions of ounces are mainly in the Homestake (S. Dak.) and Carlin and Cortez (Nev.) gold deposits and in copper deposits, such as Bingham, Utah, which produce byproduct gold. U. S. gold resources are large but in general very low grade, and most placer deposits pose insurmountable technologic problems at present. Deposits as yet undiscovered that are most likely to provide new gold production are those of disseminated gold, similar to Carlin and Cortez, which were overlooked in early prospecting.

Most of the world's gold reserves, estimated at 1 billion ounces, are in South Africa, and that country will continue to produce two – thirds of the world's gold supply for many years. The U.S.S.R. is thought to have a large part of the remainder, and no other country has more than a few percent of the reserves. Official world gold currency reserves are about 1.3 billion ounces, and a somewhat smaller amount is hoarded; both reserves and hoards may become sources of industrial gold, the first by government, the second by a sufficient rise in the price of gold.

When you've finished typing the material, you must save it to the disk. In fact, it's a good idea to get in the habit of saving your material every few minutes when you key in text. This will keep your document up-to-date and minimize losses if a crash occurs.

To save the text you've just typed in, display the middle mouse button popup and select **save**. Watch for the Write cursor to appear briefly after you release the mouse button.

5. Text Editing

BASIC EDITING

Now that you've finished typing in the text and have saved the document, you need to learn about some of the editing and formatting features.

To start, let's open up more space between the title and the first paragraph:

- ~ Click the left mouse button once after the word "GOLD." This has the effect of taking the insertion mark from wherever it was and placing it directly after the indicated word.
- ~ Now press <return> and note how the spacing has increased.

When you pressed the <return> key once, you opened up additional space above the first paragraph of text equivalent to the space that exists between the paragraphs. Since "GOLD" is a title, it looks better to set it off from the text below it. Press the <return> key two more times. Even though the <returns> are invisible on the screen, you can deduce fairly quickly where they are by placing the cursor over their likely location and clicking the left mouse button. The insertion mark will appear at that point, indicating that a <return> exists there.

Move the cursor back up to the title, and

- ~ Click the left mouse button once right after the word "GOLD."
- ~ Now press the space bar and then type the word "INFORMATION" (all in caps).

The fact is, every time you want to work on a character, a word, a sentence, or an entire paragraph, you must either [1] move the cursor to the appropriate area and click the left mouse button to make the insertion mark appear at that point, or [2] select the desired character, word, or whatever text is relevant.

Display the right mouse button popup menu in the text window and select **close self**. However, The Analyst is too smart to let you close a window that contains new text or changes without first warning you that you haven't saved the changes yet. The thumbs-up/thumbs-down message box (called a **Confirmer**) makes an appearance, tells you of the situation, and insists that you choose **yes** or **no**.

Gold Report's contents have not been saved. Are you certain that you want to close?	
yes	no

Select **no**, because you're not ready to close the window yet. Note that if you try to move the cursor out of the Confirmer before selecting yes or no, the Confirmer will blink and refuse to let you do anything else until you make a choice.

TEXT SELECTION

Place the cursor over the second letter of the first word (the "O" in "GOLD"). Hold the left mouse button down as you move the cursor ever so slightly to the right, or through the letter. When the "O" becomes highlighted white-on-black, you know it's been selected, and you can release the mouse button. If you move the cursor slightly to the left, the "G" will highlight instead. Moving the cursor through the desired character (or word, line, paragraph, etc.) can be a bit tricky at first. Practice doing it until you get the feel of it.

When the "O" is selected, press the Delete key on your keyboard, which should eliminate the letter. After that, make sure the insertion mark is in the correct place and type "O" again to restore the word to its former self.

Next, move to the word "INFORMATION" in the title. Place the cursor somewhere within the word or at the beginning of the word and double-click the left mouse button. The entire word will select (this is faster than manually moving the cursor through the word to select it). Press the DELETE key to eliminate the word from the title.

Here are the **things to remember** about text selection:

USING TEXT SELECTION

- ~ To select an entire **word**, double-click at the beginning or somewhere inside of the word.
- ~ To select an entire **paragraph**, double-click at the beginning of the paragraph beside the first character or indent of the paragraph.
- ~ To select an entire **document**, double-click at the beginning of the document beside the first character of the document.
- ~ To select a **line or lines** within a paragraph, drag the cursor horizontally through the line (in either direction) from the beginning to the end of the desired selection, all the while holding the left mouse button down. You can also rapidly select several lines at once by dragging the cursor vertically down the paragraph, and deselect by moving the cursor back up. You'll find that you're able to select parts of lines, several words, any part of a paragraph, or any part (or all) of the document itself.

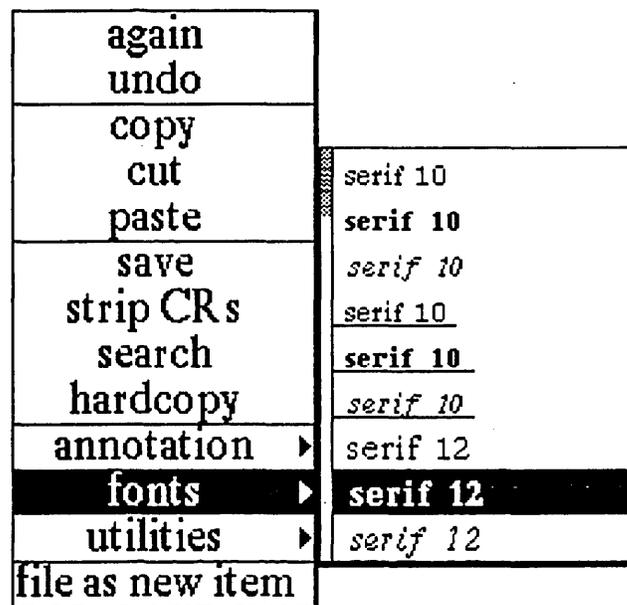
While moving the cursor around the document and holding the left mouse button down, the selected text will always try to follow the path of the cursor. If you place the cursor at the bottom edge of the text window (or even slightly outside it) and there is still hidden text to be selected, you can scroll to the end of the text by holding the mouse button down long enough. In the same way, the procedure can be reversed — position the cursor at the top edge of the window, hold down the left mouse button, and watch the text scroll in reverse.

To deselect what you've selected, merely click the left mouse button once. The white-on-black selections will return to normal.

TEXT FONTS

After you feel comfortable with selecting different parts of the text, select the first paragraph. You are going to change the font (or typeface) style of the paragraph. The standard or default font with which you typed your text is called Serif 10; that is, the font is named Serif and its size is 10 points (there are 72 points to an inch). The font choices offered in Serif 10 are regular (what you see now), **bold**, *italic*, and underlined, as well as additional point sizes of 12 and 14.

Display the middle mouse button menu, select **fonts >** and move the cursor horizontally across the arrow to display the list of available fonts.



Move the cursor down through the list, select **serif 12** (bold), and release the mouse button. The menu will disappear and the entire paragraph will change its font to highlighted boldface. The paragraph will remain selected until you either deselect it with a click of the left mouse button or start to edit something else in the text.

Deselect the paragraph to see how the boldface text looks. Select any word within the paragraph, then select **fonts > serif 10** (italic). The word will change from bold to italic. Note that text cannot be both bold and italic at the same time.

The **fonts >** tree popup submenu list is so long that you must scroll through it to see all the choices. Do this by placing the cursor slightly below the bottom edge of the list while continuing to hold down the middle mouse button. Stop scrolling by moving the cursor back inside the font submenu list, and start scrolling again by returning the cursor below the edge. You can also scroll in reverse by placing the cursor above the top edge of the menu.

Go to the second paragraph. Select the entire paragraph, then **fonts >** and whatever font on the list looks interesting. Release the mouse button, deselect the paragraph, and observe its appearance. In this way, you can change the appearance of any part of the text by selecting characters, words, lines, or whole paragraphs and changing the font style.

Now select both the first and second paragraphs, then display **fonts > sans – serif 12** (you'll have to scroll awhile to find it). This will be our font of choice for the document being created.

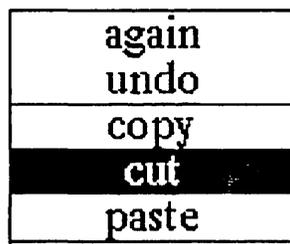
~ Select the title GOLD, then **fonts > sans – serif 14** (bold).

MOVING TEXT: CUTTING and PASTING

Moving text is a commonly used feature and is accomplished with a two – step "cut" and "paste" popup menu combination. Let's move the second paragraph so that it comes before the first paragraph:

First, open up space to move the paragraph into. Do this by clicking the left mouse button to place the insertion mark at the correct point. In this case, you will place the insertion mark at the very beginning of the first paragraph. Since there's a tab next to the first word ("United"), it's better to place the insertion mark at the left edge of the window, before the tab, then press <return>.

Next, select the entire second paragraph, then select **cut** from the middle mouse button popup menu. The paragraph will disappear from the window. Actually, it is temporarily stored into something called a "transfer buffer" for later placement.



After this, go back and move the cursor to the point where the <return> is that you just inserted. Click the left mouse button to place the insertion mark. Immediately select **paste** from the middle mouse button popup. The second paragraph will now appear in front of the first. If it's selected, deselect it. The text that was cut (or copied) will remain in the transfer buffer until you perform another cut or copy action, at which time it will be overwritten and lost. The **cut** feature can also be used to simply delete unwanted text.

You may, if you wish, copy or move (cut) characters, words, lines, paragraphs, or entire documents. You may even do this from one text window to another – – you aren't limited to remaining within the same window. You will sometimes have to add or delete a space or a <return> after you have moved a portion of text. You can, if you wish, move the space(s) and <return>s along with the text. This is up to you and the style you prefer to use in editing and formatting documents.

Copying text is done with a "copy" and "paste" menu combination in the same way. Space is opened up (if necessary), the desired text is selected, then **copy** is used. The copied text now in the transfer buffer will be put wherever the insertion mark is, as soon as **paste** is selected. You may copy the same text as many times as you wish by continuing to click the left mouse button at the desired location and selecting **paste** from the popup.

If you want to cancel your cut or copy action, select **undo** from the popup.

OTHER EDITING FEATURES and EXERCISES

The Analyst has several other useful editing and formatting features. You can place a tab (or several tabs) at the beginning of a paragraph to indent it; therefore, click the mouse button and place the insertion mark at the beginning of the first paragraph, then press the keyboard tab key. Do the same thing to the next paragraph. Each tab is preset at approximately five spaces, depending upon which font you are working with.

If you wish, there is a way to make text **bold**, *italic*, or underlined without using the **fonts** > option from the popup menu. To illustrate, select the words "South Africa" from the first paragraph.

- (1) Select the desired text, then hold down the Control key (look for a CTRL or PROPS key at the lower left of your keyboard). While still depressing this key, press and release the "b" key. The text will change to bold.
- (2) Next make "U.S.S.R." bold.
- (3) Drop down to the second paragraph, select the words "three to four times" in the first line, and make them italic by holding down the Control key and pressing and releasing the "i" key.
- (4) Make "United States" bold.
- (5) Select the word "disseminated" in the last line and underline it by holding down the Control key and pressing/releasing the "-" (dash) key.

To remove the bold look from text, select the text and then hold down both the Control and Shift keys while pressing and releasing the "b" key. It's the same for the "i" and "-" keys, too. This is a simple and quick way to change (and change back) text looks while keeping the same font. Select the word "disseminated" again. Hold down both the Control and Shift keys, and press/release "-".

For the last exercise, you will double the length of your Gold Report document without having to type in additional text:

- (1) Move the cursor to the end of the document, click the left mouse button once to place the insertion mark, and press <return> three times.
- (2) Now you must select the entire existing document (including the title) by first moving the cursor up to the word "GOLD." Double-click the left mouse button.
- (3) When the entire document is highlighted, release the left mouse button. Display the middle mouse button popup and select **copy**.

- (4) Move the cursor to the third <return> that you put in below and click the left mouse button once to place the insertion mark.
- (5) Display the middle mouse button popup again and select **paste**. This inserts all the copied text that was stored in the transfer buffer.

Since the document is now twice as long, you're ready to tackle the Scroll Bar (described next) because there's enough text in the document to scroll with. But first save Gold Report and place it into your Gold Data folder:

- (1) Display the middle mouse button popup and select **save**. Use **close self** from the right mouse button menu to close the document.
- (2) Place the cursor in the Precious Metals Information Center window and, if necessary, click the left mouse button to wake it up.
- (3) Select the Gold Data folder and open it. Now **cut** Gold Report from the Precious Metals Information Center and **paste** it into the opened folder. Before you close the folder, notice that "Gold Report" is now an Item Reference in the Information Center as well as the folder.

Your Gold Report document should look like the document shown below.

GOLD

Most of the world's gold reserves, estimated at 1 billion ounces, are in South Africa, and that country will continue to produce two – thirds of the world's gold supply for many years. The U.S.S.R. is thought to have a large part of the remainder, and no other country has more than a few percent of the reserves. Official world gold currency reserves are about 1.3 billion ounces, and a somewhat smaller amount is hoarded; both reserves and hoards may become sources of industrial gold, the first by government, the second by a sufficient rise in the price of gold.

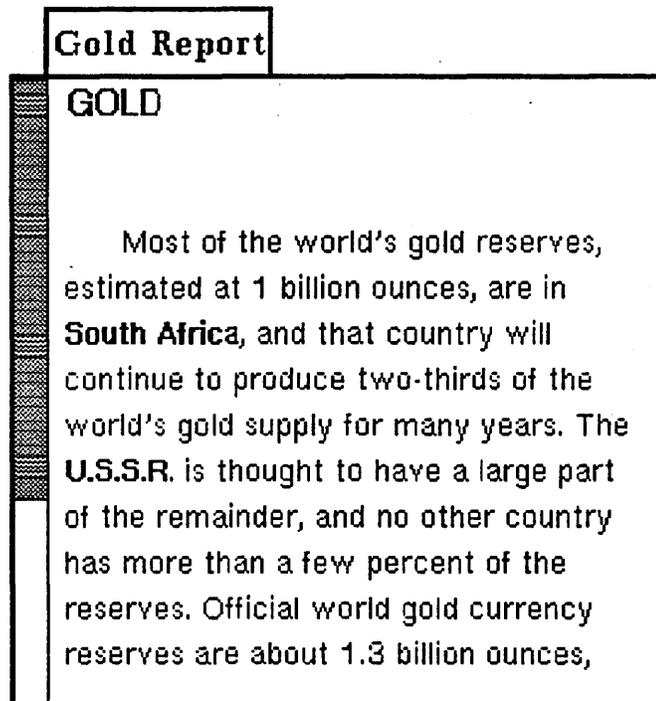
United States nonmonetary consumption of gold has been *three to four times* domestic production for several years, and the United States is unlikely to become self – sufficient in gold in the foreseeable future. United States gold reserves of a few tens of millions of ounces are mainly in the Homestake (S. Dak.) and Carlin and Cortez (Nev.) gold deposits and in copper deposits, such as Bingham, Utah, which produce byproduct gold. U. S. gold resources are large but in general very low grade, and most placer deposits pose insurmountable technologic problems at present. Deposits as yet undiscovered that are most likely to provide new gold production are those of disseminated gold, similar to Carlin and Cortez, which were overlooked in early prospecting.

6. The Scroll Bar

If a window contains a lot of text, you may be able to view only a portion of it at a time. However, there is a device to move through text from top to bottom and back again, or jump quickly to any part of the text. That device is known as a **scroll bar**.

A scroll bar is a narrow rectangular area that is displayed next to the left side of the window that it controls. The scroll bar isn't always visible; it appears only when the cursor is inside the appropriate window or pane. A scroll bar appears only in those windows for which scrolling is necessary; some types of windows don't have a scroll bar.

Select and open the Gold Data folder, then select and open Gold Report from that. You can make the scroll bar appear by moving the cursor inside of the resulting text window. If you then move the cursor outside the window, the scroll bar disappears. It will appear again as soon as you move the cursor back inside the window.



The length of the scroll bar represents the length of the entire document, and inside of it is a gray area. This gray area represents that portion of text that is currently displayed on the screen. If the gray area is near the top of the scroll bar, then the window is displaying text at the beginning of the document. If the gray area fills the entire scroll bar, then you can be sure that all of the document is shown.

Let's try moving, or scrolling, from the beginning of Gold Report to the end:

- ~ First of all, observe that the arrow "at rest" points both up and down when it resides in the scroll bar area. While making sure that you stay in this scroll bar area, place the cursor toward the top and click the left mouse button once. The arrow briefly turns into an "up" arrow and the window text moves from the bottom up as the solid gray area moves downward.
- ~ Click several more times, until you reach the end of the document, then place the cursor at the top of the scroll bar area again and click the right mouse button. The arrow points "down," the text will move from the top down with each click, and the gray area will move upwards.
- ~ There is an even faster way to scroll through the text. If you press and hold down the middle mouse button, you can move the gray area up or down at will (the arrow will point to the right) and thereby jump to other parts of the text when you release the button.
- ~ You can also press and hold down either the left or right mouse buttons anywhere within the scroll bar and make a fast scroll back and forth within the text, instead of scrolling one click at a time.

7. Creating a Chart

There are many ways to create charts and other types of illustrations in The Analyst. Here you will make a simple bar chart illustrating information in the Gold Report while using just a few of the options available in the Chart Editor menu.

CHART CREATION

To begin making the chart:

- ~ Select **Graphics Pad** from the middle mouse button main system popup menu.
- ~ A box appears that asks "What sort of Graphics pad?" At this point you can select those parameters that will define the kind of chart (or sketch) you want to create. For this exercise, select **Chart** from **Pad Type:** and **InputSize** from **Size:** then select **accept**.

InputSize means that you want to designate what size the chart will be, instead of using the Graphics Pad standard sized chart. Continue:

- ~ After **height in inches:** type "3". Press <return>. When the insertion mark jumps to the next line (width), type "4," then select **accept**.

Input the height and width of New Chart Editor	
accept	cancel bailOut
height in inches:	2
width in inches:	3

The Origin cursor will then anchor a window outline that is 3 inches high by 4 inches wide.

- ~ Click the left mouse button when the outlined window is positioned at a desirable location for you. The New Chart Editor window (look at the title tab) appears, along with a "Make new chart" box to fill in.

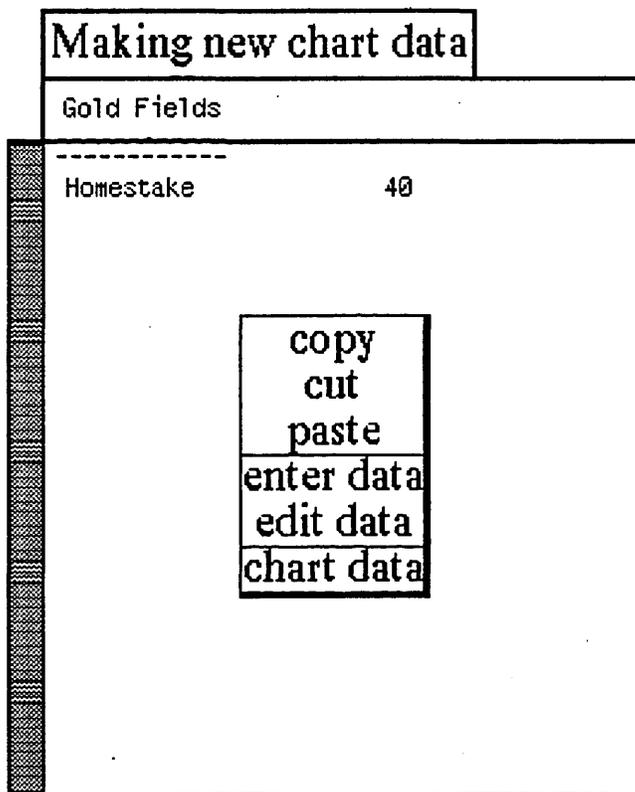
- ~ After **Title:** type in "Gold Fields." Even though this will ultimately be a bar chart, for now select **Pie** after **Type of chart**, then select **accept**.

The next thing to appear is a secondary window called "Making new chart data" with the new chart title appearing in the top pane. The larger pane below is where all the relevant chart data is entered.

- ~ With the cursor inside this window, press the middle mouse button to display its menu. Select **enter data** from it.

You can now specify, via the resulting Enter Data box, how your pie chart will be divided.

- ~ Next to **Label:** type "Homestake" and press <return>. Next to **Value:** type "40" then select **accept**.



The Enter Data box appears again so you may add more information to your chart.

- ~ This time type "Carlin" <return> and "25," then **accept**. Next enter "Cortez - 1" <return> "15" **accept**, "Cortez - 2" <return> "10" **accept**, then "Bingham" <return> "5" **accept**.

You should now have five items listed. When the box appears once again

- ~ Select **done** this time because you have finished entering the chart data. All the items that you have just keyed in now appear in the Making new chart data window.
- ~ Move the cursor back into the Making new chart data window and press the middle mouse button. Select **chart data** from the popup and release the mouse button. Immediately, the information you've supplied is displayed in a pie chart.

CHANGING and CORRECTING a CHART

It is easy to change or correct a chart.

To change the structure of the chart from pie to bar:

- ~ Place the cursor in the large middle pane of the New Chart Editor window and display its middle mouse button popup. Select **change chart > parameters**.

A large "Change set up" box appears containing many different choices that can be applied to a chart.

- ~ Select **Bar** next to **Chart Type**, then select **accept**. Observe how the pie chart is instantly modified to a bar chart, with no follow – up editing!
- ~ Select **change chart > parameters** again. This time, change **Legend:** from **true** to **false**, and **Label size:** from **medium** to **tiny**. Select **accept**.

Modifying the keyed – in data is equally easy:

- ~ Display the New Chart Editor middle mouse button popup again and this time select **change data > modify data**.

The secondary window that lists your chart inputs reappears, only this time it is called "Editing Chart Data" instead of "Making new chart data." However, it has the identical menu.

- ~ Select the third name ("Cortez – 1") with the left mouse button, then display the middle mouse button popup and select **edit data**.

Edit Data	
accept	cancel bailOut
Label:	Cortez-1
Value:	15

- ~ Since the title is already selected, type in "Cortez" in the Editing Chart Data Window and press <return>. Next type "30" and select **accept**.

Look for the modified listing to appear in the Editing Chart Data window.

- ~ Display the middle mouse button popup and select **chart data**. The changes will be instantly reflected in the chart as it redraws itself in the New Chart Editor window.

Deleting an item is easiest of all:

- ~ Select **change data > modify data** again from the New Chart Editor's middle mouse button popup. When the Editing Chart Data window reappears, select item four ("Cortez - 2") with the left mouse button.
- ~ Display the window popup and select **cut**. After the listing disappears, select **chart data** from the same popup. The chart will redraw itself, this time eliminating the deleted information.

FILING a CHART

To file the new chart

- ~ Select **save** from the New Chart Editor's middle mouse button popup.
- ~ When the "File request" box appears, type "US Gold Sources" after **Name**. Make sure **Info center**: "Precious Metals" is selected. You may enter keyword(s) if you wish, but ignore the other information. Select **accept**.

HARDCOPYING a CHART

To see how your chart turned out, make a hardcopy of it:

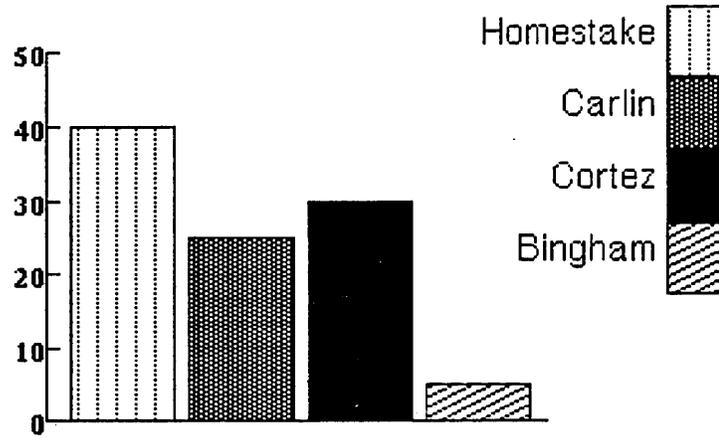
- ~ Select **hardcopy** from the New Chart Editor middle mouse button popup.
- ~ Fill in any necessary information in the printing box that appears next. The printer name might already be there; if it isn't, type in the appropriate printer name. Select **no** for **Border**. There is also an option to key in the chart's filename, which will print out underneath the chart in the center of the page. To do this, type "US Gold Sources" next to **Title**. Lastly, select **accept**.

As your file is being formatted and sent to the printer, you can note its progress by looking at the upper right corner of the screen. Underneath the words **Printing – active** you will notice messages such as "Startup" or "Sending [filename] to [printer name]."

If the printer is currently busy, The Analyst will try again and again to print the file until it's done, without your having to select the hardcopy option each time. When the file has been hardcopied, the message "Printing successful" or "Done" will appear.

After you've made the hardcopy, place the new chart in the Gold Data folder. Your chart should look like the example shown on the next page.

U.S. Gold Reserves



8. Combining Text and Graphics in the Preview Window

You have now created a text file and a chart, and edited both. Now you're going to merge the chart into the text file, creating a brand new document. The ability to combine pictures, charts, photos, and various types of illustrations with different text files is an invaluable part of The Analyst software. This merging is accomplished in something called a Preview window.

CREATING a PREVIEW

If your Gold Data folder isn't open already

- ~ Select and open it from the Information Center. When the folder is open, select the Gold Report file and select **hardcopy** from the folder's middle mouse button popup.

A box appears called "Select Hardcopy Method." The word **Direct** is already highlighted after **Choose either**. If you selected **accept** now you would get the regular printing box to fill out, meaning that you want to send the text file directly to the printer.

- ~ Instead, select **Preview**, since you intend to put this text file into a Preview window so that you may add the chart to the text.

Next you are given a choice of the Preview window oriented in a Portrait or Landscape mode. Leave the default **Portrait** highlighted and select **accept**. The outline of a rather large, fixed – size window appears on the screen.

- ~ Place the Origin cursor at a convenient area on the screen and click the left mouse button, but make sure the entire outline is on the screen.

The text from Gold Report appears inside the Preview window; the document page number is in the lower righthand corner. Notice that the title tab also says Gold Report. You'll want to give the Preview file a different name (although it's not necessary as far as the software is concerned), so

- ~ Select **save** from the Preview window middle mouse button popup.
- ~ In the File request box that appears, type "Gold Report Summary" and **accept**.

Several features of Preview are worth noting:

- *** The text in the window can be edited, including changing fonts and utilizing the copy, cut and paste options. Just as in a regular text window, text must first be selected.
- *** The text is always fully justified. If you wish to change the text justification, select **justify >** from the middle mouse button popup.
- *** The scroll bar is divided into segments, each one representing a page in the Preview document.

To page forward (or backward) through the document

- ~ Place the cursor into the scroll bar over the desired segment and press/release the middle mouse button.
- ~ Since there is repetitive text in Gold Report, select the second copied title and subsequent paragraphs with the left mouse button, then either use the Delete key or select **cut** from the middle mouse button popup to eliminate the text. You can also eliminate the three extra <return>s that separated the copy.
- ~ Select the title, then select **justify > center**.

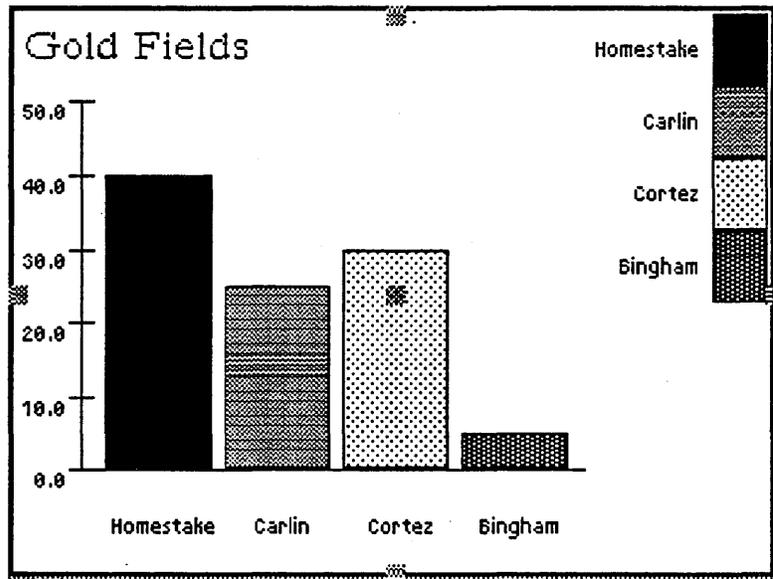
ADDING a CHART

Next we'll transfer the chart to the Preview window.

- ~ Select the US Gold Sources chart from the Gold Data folder, then select **copy** from the folder middle mouse button popup. This will place the contents of the chart into the transfer buffer.
- ~ Move the cursor back into the Preview window and display the middle mouse button popup. Select **paste**.

In a short time, the chart will be represented by a gray rectangle with the cursor embedded in the center.

- ~ Move the cursor/rectangle to the upper left of the document, so that the top of the chart is at about the same height as the first paragraph (don't worry about covering up text). Click the left mouse button to place it.



The chart has now been placed within the text and might be selected. You can tell if an illustration is selected because it will display "sticky points" (see the example). They are located at the center and on the sides of an illustration. When an illustration is selected, it has its own menu and can be moved around the screen area. However, right now we'll want to "deselect" it. Move the cursor out of the illustration and click the left mouse button.

Now the text will automatically compose itself around the illustration. You can view exactly what the file will look like before it is printed -- in other words, "What you see is what you get." Each time you move the chart to a different location or change Preview in some way, the results are immediately and accurately visible.

Try these steps:

- ~ Place the cursor back inside the chart and click the left mouse button once. The chart will select and the sticky points will be visible.
- ~ Place the cursor on the sticky point at the center and press and hold down the left mouse button. Move the cursor -- the chart will follow it around. This is how to move an illustration.
- ~ Without deselecting the chart, place the cursor at a sticky point at any of the four sides. While pressing and holding down the left mouse button, move the cursor away from the side. The side or edge of the chart will follow the cursor. This is how to widen the frame of an illustration, or to return them to their original position. If you create a frame, **picture > center** will center the illustration within it.

- ~ Display the selected chart's middle mouse button popup, then select **picture > properties**. This will bring up a "Selection properties" box. The options in the box allow you to add or remove a border around the picture itself and any borders you may have created around the picture. Select **Rectangle Border: on**.

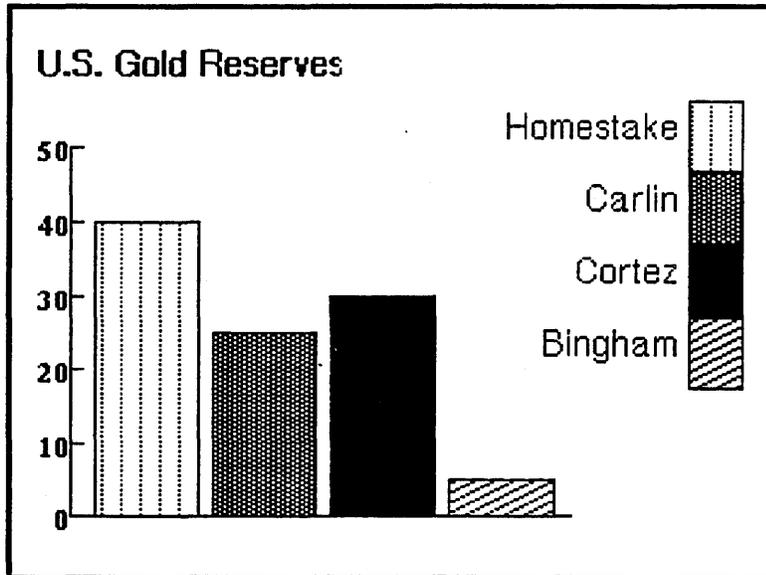
As you can see from this brief exercise, there are many variations as to where you can place illustrations in a Preview window, if there should be borders, how text will look appears around an illustration, and so on. You should spend some time selecting and deselecting the chart, moving it around so text will recompose, even changing fonts and justifications.

One suggestion: in the finished example shown on the next page, the first paragraph is right—justified to make the text look better. Try your creative powers!

When you're finished

- ~ Select **save** from the middle mouse button popup.
- ~ Select **hardcopy** from the same popup and send the Preview file to the printer.

Your Preview hardcopy should resemble the document shown on the next page.



GOLD

Most of the world's gold reserves, estimated at 1 billion ounces, are in South Africa, and that country will continue to produce two-thirds of the world's gold supply for many years. The U.S.S.R. is thought to have a large part of the remainder, and no other country has more than a few percent of the reserves. Official world gold currency reserves are about 1.3 billion ounces, and a somewhat smaller amount is hoarded; both reserves and hoards may become sources of

industrial gold, the first by government, the second by a sufficient rise in the price of gold.

United States nonmonetary consumption of gold has been three to four times domestic production for several years, and the United States is unlikely to become self-sufficient in gold in the foreseeable future. United States gold reserves of a few tens of millions of ounces are mainly in the Homestake (S. Dak.) and Carlin and Cortez (Nev.) gold deposits and in copper deposits, such as Bingham, Utah, which produce byproduct gold. U. S. gold resources are large but in general very low grade, and most placer deposits pose insurmountable technologic problems at present. Deposits as yet undiscovered that are most likely to provide new gold production are those of disseminated gold, similar to Carlin and Cortez, which were overlooked in early prospecting.

9. Logging Out and Turning Off the Processor

At the end of your workday, you should completely power down your system. Here is the procedure for turning your machine off and saving your work:

Logging Out

- (1) Save ALL your files that you have been working on.
- (2) Select Log out from the middle button main system menu.
- (3) A Confirmer appears that says "Logging out will close all windows. Are you sure?"
Answer yes.
- (4) Another Confirmer appears that says "Do you really want to quit The Analyst"
Answer yes again.
- (5) Shortly afterwards, the software enters "Tajo". Press the middle mouse button in the screen area and select the ExecOps menu. Then select quit.
- (6) Allow a few seconds for the button icons to appear, then turn your processor off by pressing the "0" on the rocker switch.

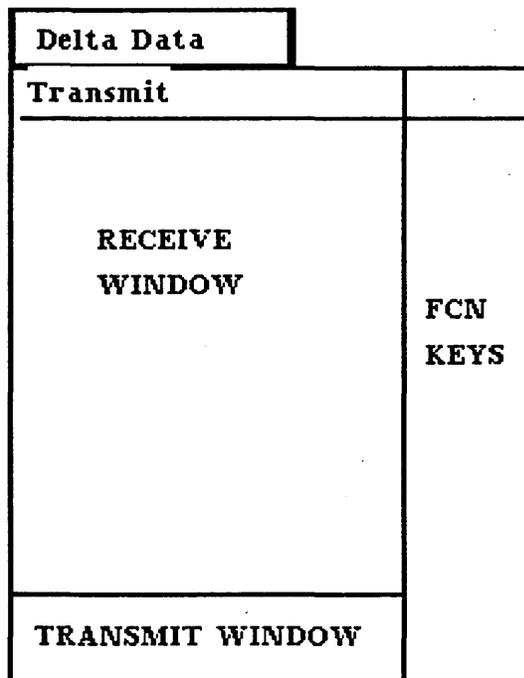
PART 3: Advanced Features

This section introduces some of the advanced features of The Analyst, including support for terminal emulation, spreadsheets, databases, maps, and fact books.

1. Terminal Emulation (OIT Services)

The Analyst can emulate Delta Data and Tektronix terminals. These capabilities are accessible from the **OIT Services** option on the Main System Menu. For the example provided below, select **Delta Data Default** from the submenu.

Opening this window in The Analyst is equivalent to turning on your Delta Data; you start a VM session. As shown below, the Delta Data window on your screen is divided into three primary panes: **RECEIVE** (largest), **TRANSMIT** (bottom pane), and **FUNCTION KEYS** (right hand pane). When the window is opened, any requests and messages the mainframe holds for you will appear in the **RECEIVE** region. Your inputs will appear in the **TRANSMIT** window. Built-in function keys (and capabilities you may add later) are held in the **FUNCTION KEYS** region.



To send commands to the host computer, place the cursor somewhere in the OIT window. Anything you type in will automatically appear in the TRANSMIT pane. Type in your command, followed by a <return>. The <return> key is the same as <enter> on the Delta Data. If there is no response to your inputs, or you need to stop an incorrect response, get the middle button menu in the RECEIVE region. Select **break**; this is equivalent to hitting the break key.

Any command you use a lot can be kept in the FUNCTION KEYS window so you can quickly select it. To add a command, select **edit** from the middle button menu in this region. Then choose **create** from the new middle button menu. To correct a command you have already entered, select it and choose **change** from the middle button menu. Your function keys will be available again whenever you login and open the OIT Services window.

An example from an electronic mail session is shown on the next page. A list of all of the mail messages is displayed. Several function keys are available, including LOGOFF, MSG, and PAGE.

Default Delta Data Label

Transmit

FBIS MAIL FILE STATUS FOR X12

OLDEST TRAFFIC FILED FOR 28 OCT
MOST RECENT TRAFFIC PROCESSED THRU 1100 ON 16 NOV
YOUR CURRENT POSITION IS 0200 ON 14 NOV

NUMBER OF MESSAGES ON FILE:

<28 OCT 036> <29 OCT 043> <30 OCT 033> <31 OCT 031> <01 NOV 032>
<02 NOV 028> <03 NOV 025> <04 NOV 026> <05 NOV 029> <06 NOV 030>
<07 NOV 023> <08 NOV 041> <09 NOV 030> <10 NOV 029> <11 NOV 024>
<12 NOV 038> <13 NOV 029> <14 NOV 027> <15 NOV 020> <16 NOV 028>

STATUS OF MESSAGES FOR 14 NOV

HOUR	NUMBER OF MESSAGES	HOUR	NUMBER OF MESSAGES
0100	00000	1300	00002
0200	00002	1400	00003
0300	00000	1500	00001
0400	00003	1600	00002
0500	00001	1700	00000
0600	00001	1800	00002
0700	00001	1900	00000
0800	00000	2000	00000
0900	00001	2100	00002
1000	00002	2200	00000
1100	00000	2300	00001
1200	00003	2400	00000

NO ROUTED MAIL ON FILE

HELP
PRINT
MARK
D+
SETHL
CURRENT
MENU
LOGOFF
RETURN
D-
STATUS
NAME
ROUTE=
SAVE=
TEXT=
DELETE
SETZ
FULL
NEXTH
PREV
PAGE
MSG
NXTHL
NEXTM
HOUR

>■

After you have retrieved your electronic mail, you may want to take all or part of it into The Analyst's Information Centers. To do this

- ~ Select **browse** from the middle button menu; a new set of capabilities is now available to you from the middle button menu.
- ~ In **browse mode**, you can look at any of the pages of your mail by selecting **paging > get page(s)**
- ~ You can **copy** and **paste** any part of the mail, or **file it** in Information Centers.
- ~ You can also remove the carriage returns (**Strip CRs**) to reformat its contents.

An example of browse mode is shown on the next page. With the get page(s) selection, any combination of the pages can be reviewed. Pages 1 through 4, 2 through 3, 4 through 3, etc., can be examined.

Default Delta Data Label

Browsing pages 4 thru 4 of 4

MSG 001 OF 002 MSGS FOR HOUR 0200 *SEC DAY TOTAL 0027 PAGE 03 OF 05 DATE 14 NOV
INTEREST. HE EXPRESSED REGRET AT THE STATE OF DISUNITY AND
FRAGMENTATION WHICH THE ARAB NATION HAS REACHED AND EMPHASIZED
THAT THE ONLY PARTY PROFITING FROM THIS SITUATION IS OUR COMMON
ENEMY AND THOSE WHO WISH US EVIL. THE AMIR OF QATAR EXPRESSED AS
EVERYBODY CONCURS THAT THE CURRENT SITUATION IS DANGEROUS THERE HAS
PUTTING AN END TO THIS TRAGIC SITUATION. HE SAID THAT GETTING OUT OF THIS
IS SIMPLE IN FORM BUT IMPORTANT IN CONTENT. THE PRINCIPLES AND COMMON DENOMINATOR
HIGHER INTERESTS OF THE ARAB NATION. THE AMIR OF QATAR ADDED THAT THE
THIS FORMULA INTO PRACTICE IS THE CAUSE OF DISPUTES AND CREATE BLOC
FORCES AND REVIVING THAT SOLID GUARANTEE FOR THE PRESERVATION
OF THOSE RIGHTS WHICH HAVE BEEN VIOLATED. IN A COMPREHENSIVE INTERVIEW WITH THE SAUDI NEWSPAPER
AL-SHARQ AL-AWSAT, JOINTLY PUBLISHED WITH QATARI NEWSPAPERS
TODAY, SHAYKH KHALIFAH IBN HAMAD AL THANI STRESSED THAT THE
EXISTENCE OF ALL THESE FACTORS IS A PREREQUISITE FOR THE

>b

ALL MESSAGES DISPLAYED WILL SHOW ZONE 2 THRU ZONE 3

>

clear memory

again

undo

copy

cut

paste

file it

strip CRs

search

hardcopy

fonts

paging

end browse

INST US,

LE

A DETERIORATING

WE CAPABLE OF

RESTRAINING IT.

FORMULA WHICH

A RETURN TO

ING FROM THE

A DESTINY.

TO PUT

get prev page

get next page

get page(s)

add next page(s)

add prev page(s)

1 1

2 2

3 3

4 4

HELP
PRINT
MARK
D+
SETHL
CURRENT
MENU
LOGOFF
RETURN
D-
STATUS
NAME
ROUTE=
SAVE=
TEXT=
DELETE
SETZ
FULL
NEXTH
PREV
PAGE
MSG
NXTHL
NEXTM
HOUR

2. Spreadsheets

With a Spreadsheet, you can make comparisons, explore "what-if" scenarios, and perform repetitive calculations. A spreadsheet is a set of cells indexed by row and column. Cells contain values calculated with rules that you define; the rules usually reference values from other cells.

To view a sample, open the Spreadsheets folder in the demo Information Center. In the folder, select, open, and frame the Conjugate spreadsheet. This example is also shown below, and it deals with conjugating regular German verbs. The fourth cell (Row 4) in Column 1 holds the verb (**kaufen**) that is conjugated in the body of the table.

Spreadsheet Conjugate							
	1	2	3	4	5	6	7
1	'Conjugation of a Regular German						
2							
3	'verb'	'Verb Stem:'					
4	'kaufen'	'kauf'					
5			'Present Tense'				
6					'Singular'		'Plural'
7			'1st Person'	'ich'	'kaufe'	'wir'	'kaufen'
8	'kaufen'		'2nd Person'	'du'	'kaufst'	'ihr'	'kauft'
9	'lieben'		'3rd Person'	'er,sie,es'	'kauft'	'sie'	'kaufen'
10	'stören'						
11			'formal'			'Sie'	'kaufen'
12							
13							
14							
15							
	value		absolute			auto update	

The lower portion of the spreadsheet has three blocks. These items should be set to rule, absolute, and autoupdate, respectively. If they are not set properly, select them in turn and chose the correct items from the popup menus. Now select the cell in Row 5, Column 7 (**kaufe**). The rule to derive *kaufe* from *kaufen* is displayed in the lower left corner of the window.

{R4C2},'e' (Add 'e' to the value of the cell in Row 4, Column 2.)

To see the spreadsheet in action, select and **copy** one of the other verbs in column 1, such as **lieben**. Now select and **paste** it to Row 4, Column 1. In other words, replace the *kaufen* entry in Row 4, Column 1 with *lieben*. Note that the spreadsheet updates automatically.

Explore some of the other features of the sample spreadsheet before closing it. .

3. Databases

The Analyst Database package helps you to rapidly review information, make many kinds of additions or changes to it, create new items, and manipulate the data according to your needs. The Database package supports data entry, retrieval, and manipulation.

Two examples can be found in the Database folder of the demo Information Center. Open the one on US cities; a portion of it is shown below.

US Cities Data		
FIELDS	HITS	()
Label	Los Angeles	Label: Los Angeles
Icon	Washington D.C.	Icon: J
lat	Atlanta	lat: 34.049
lon	Boston	lon: 241.75
key	Buffalo	key: Los Angeles
	Chicago	
	Dallas	
	Denver	
	El Paso	
	Miami Beach	
	New Orleans	
QUERIES		
REPORTS		
Label Icon lon key		

The database window has six panes:

Fields	lists the names of fields or properties contained in each data record
Hits	lists all of the entries for the selected field
()	classification
Record Contents	displays the full contents of the record containing a hit
Queries	pane for entering data requests
Reports	outputs from requests

To see how these regions can be used, select **show all records** from the middle button menu in the **QUERIES** pane. Then select the **Label** field; a list appears that contains all of the **Labels** in the database. Select the **Los Angeles** hit, and the full record is displayed in the **CONTENTS** window pane. Next, get lists of all of the latitudes (**lat**) and longitudes (**lon**).

To add a new record, edit the **Boston** entry to represent the city of **Worcester**

lat: 42.3

lon: 287.8

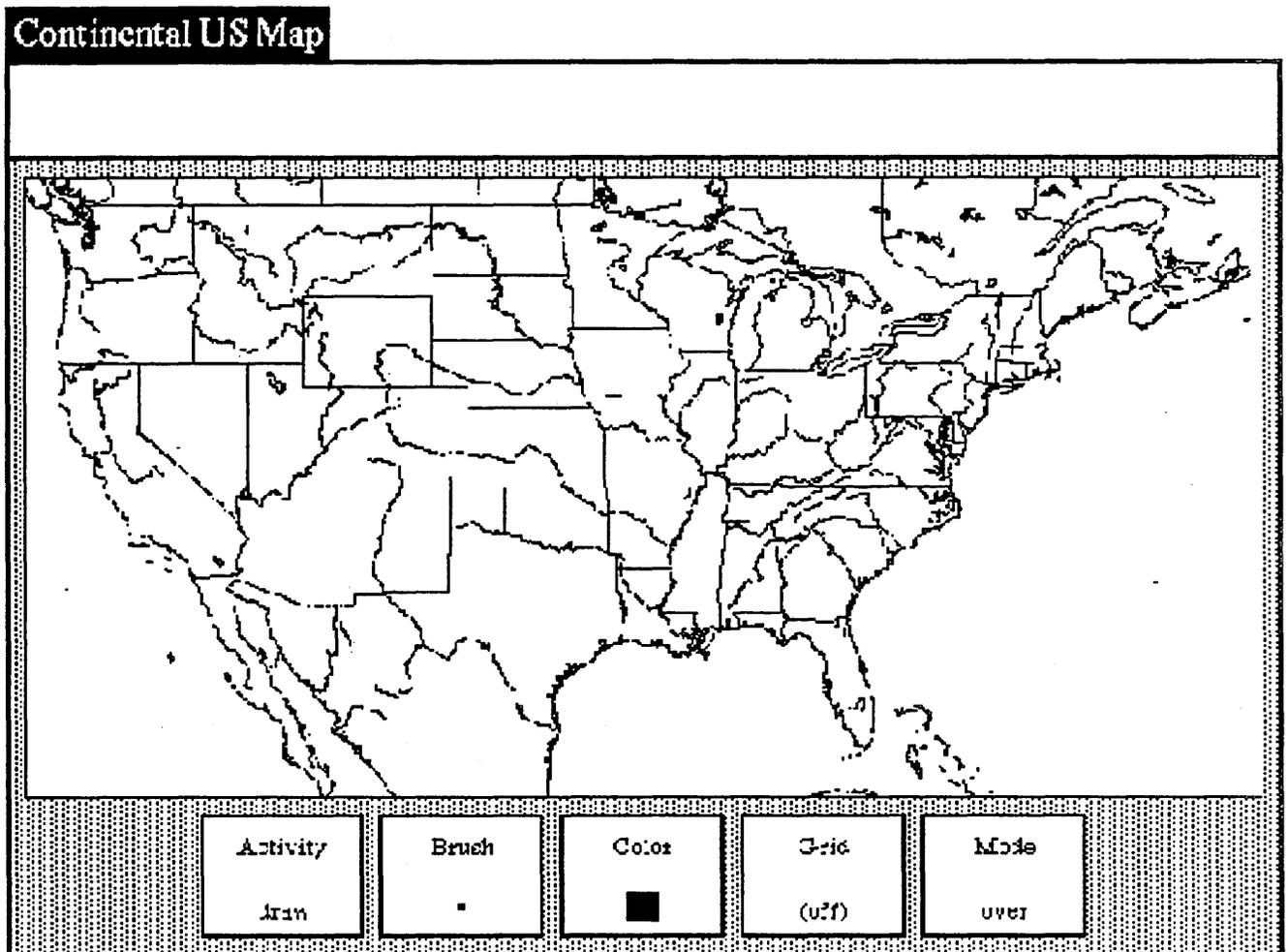
Select **add record** from the middle button menu to place the new record in the database.

Again, explore other aspects of the **Database** window, then close it.

4. Maps

With the Map Editor, you can display, create, edit and annotate bitmap images from a digital geographic database. The Map Editor also provides the capability to zoom in on areas of interest.

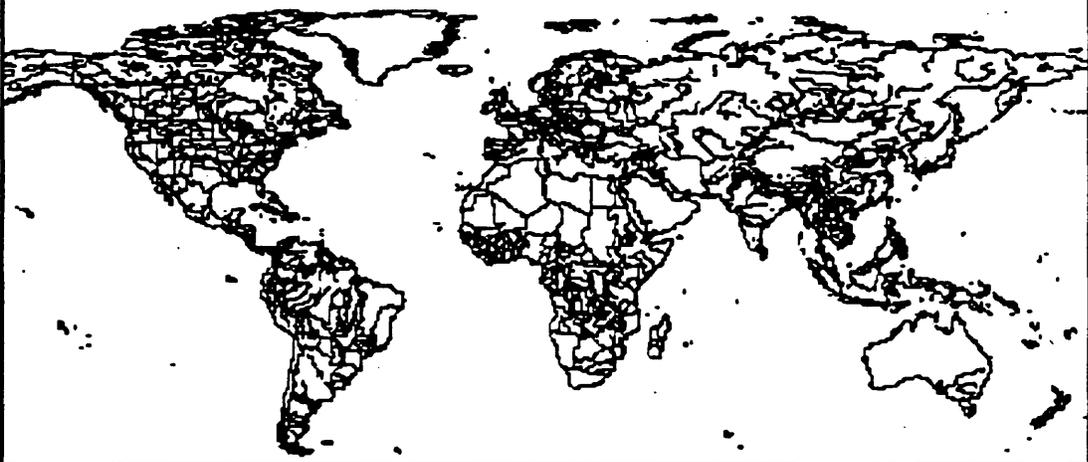
Open the map of the Continental US in the Maps folder of the demo Information Center. Zoom in (middle button menu) on a selected area.



The map you have displayed is integrated to the US Cities database. To see the geographic location of the cities, select **databases > display databases** from the middle button menu. Select some of the cities to make the records appear.

5. Fact Book

Fact Book gives you quick, visual access to large reference documents. The example currently implemented in The Analyst is a World Atlas; it is accessible from the Main System Menu. Information on several countries can be selected (left button) from the map; the data is displayed in outline format. More detailed information can be found by selecting an entry.

Factbook	
	
Canada	
----- Land Water People Government Economy Communications Defense Forces -----	----- Official name Member states type Capital Legal system National holiday Branches Government leaders -----
Government leaders:	

