

UNISYS

**BTOS
OFISdesigner™**

**Operations
Guide**

**Volume 2: Formatting
Operations**

Relative to Release
Level 1.0

Priced Item

March 1987
Distribution Code SI
Printed in U S America
5024888

UNISYS

**BTOS
OFISdesigner™**

**Operations
Guide**

**Volume 2: Formatting
Operations**

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About This Guide

This guide contains operational and reference information about the text formatting features of BTOS OFISdesigner™ software:

- formatting pages
- formatting paragraphs
- applying text attributes
- formatting columns
- inserting headers and footers
- inserting footnotes

For information on other OFISdesigner features, and installation, configuration, and administration procedures, refer to the documents listed in table 1.

For an overview of all OFISdesigner features, and for training exercises for some features, refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

OFISdesigner text formatting operations are easier to perform if you are familiar with BTOS, and with basic OFISdesigner text entry, edit, and formatting operations. However, this guide includes all steps necessary to use text formatting.

Who Should Use This Guide

This guide will help you learn how to use OFISdesigner text formatting if you are:

- an experienced user of basic OFISdesigner operations
- an experienced user of other word processing systems with some knowledge of basic OFISdesigner operations

How to Use This Guide

You do not need to read this guide cover-to-cover. It contains procedural information on many features, and you may be interested in only some of them at this time.

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If you are familiarizing yourself with OFISdesigner text formatting features for the first time, you should read section 1, which briefly explains what you can do with each feature.

In addition, if you look over the table of contents and review the topics before you start, you may find this guide easier to use.

To locate detailed information, refer to the alphabetic index of topics at the back of this guide. To locate most-frequently-used procedures, refer to the procedures index.

How This Guide is Arranged

The material in this guide is divided into seven sections, a table of contents, a glossary, and an index. Section 1 briefly describes all text formatting features. Each subsequent section explains a text formatting feature in detail.

Conventions

You can easily follow displayed messages, forms, and variable function keys on your screen. Therefore, explanations and procedures in this guide do not usually repeat these items in print.

Procedures

In this guide, a procedure is a step-by-step instruction about how to perform an OFISdesigner operation. The purpose and details of the operation are explained before the procedure.

Procedures include:

- the sequential steps you take to complete the operation (keystrokes and necessary form or menu entries)
- precautions you need to take, or consequences you should consider, before performing a particular step
- how to respond to displayed information

Procedures do not include:

- how the display changes when you press each key (you can see this on the screen)
- repetitive keystrokes common to many procedures (for example, those that move the highlight through a form)

Boldface and Special Terms

Except in tables, this guide presents the following terms in boldface (heavier type): keys, form and menu field names, and entries you type in fields.

This guide uses the following expressions and terms:

- When two keys are used together for an operation, they are hyphenated. For example, **SHIFT-RETURN** means that while you hold down **SHIFT**, you press **RETURN**.
- Character refers to the alphanumeric symbols and the spaces (blanks) you enter by pressing the **Spacebar** (the oblong key between the two **CODE** keys).
- Three types of references are provided:
 - references to a particular heading within the same section (for example, **refer to Procedures**)
 - references to another section within this guide (for example, **for footnote information, refer to section 7**)
 - references to another book (for example, **for more information on passwords, refer to the *BTOS Standard Software Operations Guide***)

Artwork

The figures in this guide present examples only, not exact replicas, of displayed or printed text or forms. Your displays and printed matter may differ from them in minor details.

Related Product Information

Table 1 lists types of information that can help you to use OFISdesigner and the books where you can find the information.

Table 1 Related Product Information

Required Information	Source
OFISdesigner installation, configuration, and administration	<i>BTOS OFISdesigner Installation, Configuration, and Administration Guide</i>
OFISdesigner basic text operations	<i>BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations</i>
OFISdesigner advanced text operations	<i>BTOS OFISdesigner Operations Guide, Volume 3: Advanced Operations</i>
Quick reference to OFISdesigner variable function keys	<i>BTOS OFISdesigner Operations Reference Card</i>
OFISdesigner Strings procedures and training exercises	<i>BTOS OFISdesigner String Operations Training Guide</i>
Quick reference to OFISdesigner String commands	<i>BTOS OFISdesigner String Operations Reference Card</i>
BTOS introduction and training exercises	<i>BTOS Operations Training Guide</i>
BTOS operating system	<i>BTOS Standard Software Operations Guide (SSOG)</i>
Generic Print System (GPS) operations	<i>BTOS Generic Print System (GPS) Administration and Operations Guide</i>
GPS-supported printers and configuring printers for GPS	<i>BTOS Generic Print System (GPS) Programming Reference Manual</i>
Printer information	<i>Your printer installation and operations guide</i>
B-NET	<i>BTOS B-NET Administrator's Guide</i>
Applications you can access from OFISdesigner	<i>BTOS Mail Manager Operations Guide</i> <i>BTOS Multiplan® Operations Guide</i> <i>BTOS OFISforms™ Operations Guide</i>

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Overview

This section briefly explains OFISdesigner text formatting operations, including:

- page, paragraph, and character formatting
OFISdesigner allows you to apply formatting features to one of these three text units. For example, you apply page margins to pages, line spacing to paragraphs, and underlining to characters.
- columns
- headers and footers
- footnotes

To understand OFISdesigner formatting, you should be familiar with OFISdesigner basic text entry and editing operations. You may also find it helpful to use the training exercises for some formatting operations. For information on these subjects, refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

The following paragraphs briefly describe OFISdesigner formatting features.

Page Formatting

OFISdesigner page formatting features are those you apply to an entire text page. OFISdesigner provides default values for page formatting and attributes; you can change these values for individual pages, or you can change the default format.

Page formatting includes:

- adjusting paper size
- setting up a page
 - margins (text width and height)
 - header and footer positions
 - facing pages
 - page orientation

- paginating (automatic and manual)
 - inserting page breaks
 - keeping text together
 - numbering pages, sections, and footnotes
- reviewing the document

In OFISdesigner, the system holds page formatting and attributes in a page break preceding the page. Special formatting requires a permanent page break; for example, formatting a page with a number that is out of sequence (forced page number).

Paragraph Formatting

OFISdesigner paragraph formatting features are those you apply to an entire text paragraph, such as:

- line spacing
- setting tabs
- indents
- paragraph numbers

In OFISdesigner, a paragraph edit code (¶) preceding the paragraph can hold one specification for each of the paragraph formatting features. You duplicate the paragraph's format by duplicating the edit code.

Character Formatting

In OFISdesigner, you apply character attributes to characters to make them stand out from surrounding text; for example:

- additions to text (boldface, underline, subscripts, superscripts, struckout text, print suppression, and ribbon color)
- alterations to existing text attributes (pitch and print wheel or font)
- characters that let you control the positioning, division, or appearance of printed words or characters (special hyphens, spaces, and overstruck characters)

The printing of character attributes and special characters depends on your printer's ability to print them.

Columns

You can format three types of columns with OFISdesigner:

- tabbed columns for lists of numbers or words whose units are approximately equal in length; for example, a numeric table
- synchronized columns for associated text blocks of varied length; for example, a comparison of several characteristics of compact automobiles
- serpentine columns for sequential text in continuous columns from the top to the bottom of the page; for example, the columns of a magazine or newspaper

Headers and Footers

Headers and footers are text blocks that you attach to a document. They print in the top and bottom page margin area, respectively, on every document page you specify.

You can include page numbers, as well as appropriate text, as is done in this guide.

Footnotes

A footnote is a block of text you reference on a document page. You can have OFISdesigner number footnotes automatically, or you can use other reference symbols.

You can print a footnote at the bottom of a page, in a collection at the end of your document, or in both places. You can move, copy, or delete a footnote by moving, copying, or deleting its reference symbol.

Formatting Pages

This section describes how to format a text page, including:

- adjusting paper size
- setting up the page
 - margins
 - header and footer positions
 - facing pages
 - page orientation
- paginating (automatic and manual)
 - inserting page breaks
 - keeping text together
 - numbering pages, sections, footnotes
 - reviewing the document
- changing the default page format
- formatting pages for laser printers

To understand this section, you should be familiar with the text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

Determining Page Format and Attributes

The system assigns default values in the Page Format and Page Attributes forms to format a new document (refer to figures 2-1 and 2-2):

- Values in the Page Format form control paper size, margins, header and footer positions, and the number of serpentine columns and their margins. For information on serpentine columns, refer to section 5.
- Values in the Page Attributes form control forced page and footnote numbering, page and section numbering schemes, facing pages, and sheetfeeder bin selection; for laser printers, they also control page orientation and the stacking of printed paper.

If you do not want to use the default Page Format form values, you can make the following types of changes:

- individual page or document formatting changes by specifying values in the Page Format form (refer to Changing Page Format Form Values)
- page attribute changes by specifying values in the Page Attributes form (refer to Changing Page Attributes)
- permanent changes in Page Format form default values by specifying values during the Change Page Format command (refer to Changing the Default Page Format Values)

Figure 2-1 **Page Format Form**

PAGE FORMAT:		(Press GO to execute, CANCEL to dismiss)
(Press F10 to select PAGE)	<u>Currently</u>	(Enter measurements in inches)
Paper width:	8.5" (85.0 chars)	<input type="text"/>
Paper height:	11.0" (66.0 lines)	
Left margin:	1.0" (10.0 chars)	
Text width:	6.0" (60.0 chars)	
Right margin:	1.5" (15.0 chars)	
Top margin:	1.0" (6.0 lines)	
Text height:	8.5" (51.0 lines)	
Bottom margin:	1.5" (9.0 lines)	
Header position:	0.5" (3.0 lines)	
Footer position:	1.0" (6.0 lines)	
Number of columns:	1	
Margin between columns:		

Figure 2-2 Page Attributes Form

PAGE ATTRIBUTES: (Press GO to execute, CANCEL to dismiss)		
Forced page number:	none	<input type="text"/>
Section number:	none	
Forced footnote number:	none	
Page numbering scheme:	<input type="text" value="1"/> iv VI a B	(Press 1, i, V, a or B)
Section numbering scheme:	<input type="text" value="1"/> iv VI a B	(Press 1, i, V, a or B)
Facing pages?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	(Press Y or N)
Page orientation	<input checked="" type="checkbox"/> Portrait <input type="checkbox"/> Landscape	(Press P or L)
Sheetfeeder bin	<input checked="" type="checkbox"/> Bin 1 <input type="checkbox"/> Bin 2 <input type="checkbox"/> Bin 3	(Press 1, 2 or 3)
Jog stacking	<input checked="" type="checkbox"/> Left <input type="checkbox"/> Right	(Press L or R)

Paper Size

The paper size governs other page formatting measurements. For example, the system rejects a text plus margin width measurement that is wider or smaller than the paper width.

The default is letter-size paper (8-1/2 by 11 inches). The maximum paper width is 21 inches; the maximum paper height is 22.5 inches.

Note: The maximum text width is 210 characters in any pitch.

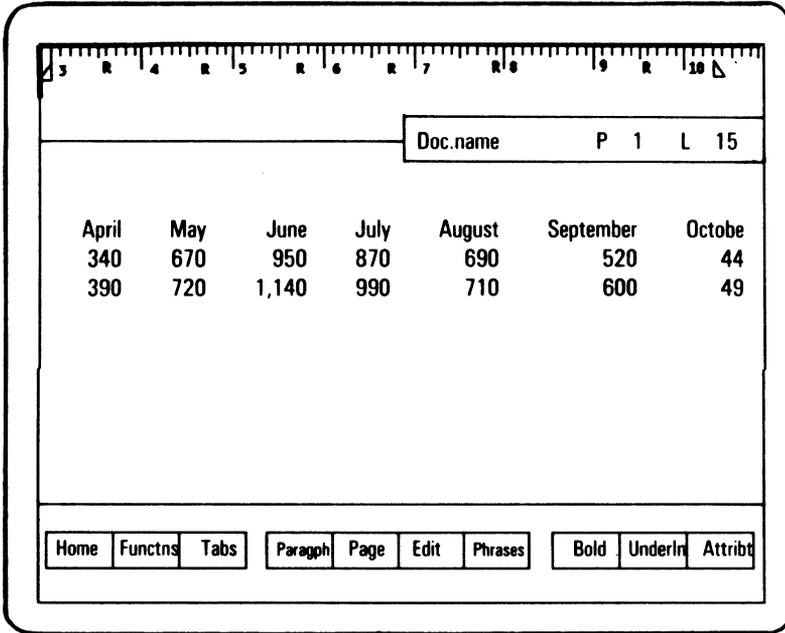
Figure 2-3 shows a wide screen display for paper 11 inches wide.

Text Margins and Header and Footer Positions

The values you specify for top and bottom page margins and header and footer positions are inches (or lines) from the paper edge (1 inch equals 6 lines).

Since headers and footers appear between text and the paper edge, you always set smaller values for their positions than for the top and bottom margins. If you enter a header or footer setting that is greater than the margin measurement, text overprints the header or footer.

Figure 2-3 Display for 11-inch Wide Paper



For example, to position a one-line header one inch from the paper edge and one half inch above text on 8-1/2 by 11-inch paper, you can set the header at 1 inch (the header prints on line 6) and the top margin at 1.5 inches (the text begins to print on line 10).

When you create a multiple-line header or footer, you must specify a correspondingly larger margin to allow for the lines taken up by the header or footer. Otherwise, the header or footer prints on the blank lines that should separate the header or footer from the text.

Facing Pages

For a multiple-page document, you can arrange left and right margins the same on all pages, or you can format for facing pages. When you specify facing pages, the system makes the inside margins larger than the outside margins to allow space for binding. The pages of this guide are an example of facing pages.

The values you specify for right and left page margins are inches (or characters) from the paper edge (1 inch equals 10 characters with 10-pitch).

Note: You should enter whole-character values for right and left margins; for example, .7 inches (7 characters) in 10-pitch.

To format for facing pages, you specify a larger value for the left margin than for the right margin in the Page Format form, and specify **Yes** in the **Facing pages** field of the Page Attributes form.

For example, to set margins for facing pages in a document that begins with an odd page number, you can set the left margin at 1.5 inches, and the right margin at 1 inch. When you specify **Yes** for facing pages, the system displays and prints odd pages with a 1.5-inch left margin and even pages with a 1.5-inch right margin.

Setting Page Orientation

You can format text to print in a portrait or a landscape orientation:

- In portrait orientation (the default), the page length is greater than its width. An example is a letter you print on letter-size (8-1/2 by 11-inch) paper.
- In landscape orientation, the page width is greater than its length. An example is a financial spreadsheet that is wider than 8-1/2 inches; you can print it with landscape orientation on letter-size paper turned sideways (11 by 8-1/2 inches).

To set page orientation, you perform two operations:

- You specify the proper values in the Page Format form to correspond to portrait or landscape orientation.
- You choose one of the following, depending on the capability of the printer:
 - On laser printers, you specify portrait or landscape in the Page Attributes form. You can intermix portrait and landscape pages in the same print operation.
 - On nonlaser and dot-matrix printers you physically position the paper to feed through the printer in the orientation your document requires. You must separate portrait and landscape pages, and send them to the printer at different times.

Changing Page Format Form Values

The page format with which you begin a newly-opened document applies to the entire document unless you change it.

You should enter whole-character values for right and left margins; for example, .7 inches (7 characters) in 10–pitch.

When text has fractional character margins, text prints unevenly; for example, a margin of .75 inches (7.5 characters) results in the first character of a flush left paragraph printing on the half character and all succeeding paragraph lines printing one-half character to the right of the first line.

To change Page Format form values for one or more pages, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Press **Format (F5)**.
- 3 To change paper size, enter the new paper width and height. The maximum paper width is 21 inches; the maximum paper height is 22.5 inches.

Note: The maximum text width is 210 characters in any pitch.

- 4 To change text width (reset the left and right margins), choose one of the following:
 - Specify the text width in inches; when you press **GO**, the system automatically calculates the right margin, using the text width and the default value (or the current value) for the left margin.
 - Specify the left and right margins in inches; when you press **GO**, the system automatically calculates the text width.

Note: To specify facing pages, enter the measurement for the inside page margin in the **Left margin** field, and enter the measurement for the outside margin in the **Right margin** field.

When you do not know the value in inches but do know how many characters you want, you can enter the character value followed by **C**. For example, for 7 characters, you enter 7.0C; the system converts this entry to .7 inches.

- 5 To change text height (reset top and bottom margins), choose one of the following:

Note: When you do not know the text height value in inches but do know how many lines you want, you can enter the line value followed by **L**. For example, for 8-1/2 lines, you enter 8.5L; the system converts this entry to 1.4167 inches.

- Specify the text height in inches; when you press **GO**, the system automatically calculates the bottom margin, using the text height and the default value (or the current value) for the top margin.
 - Specify the top and bottom margins in inches; when you press **GO**, the system automatically calculates the text height.
- 6 To change the header or footer position, specify the inches or lines from the top or bottom of the page in the **Header position** or **Footer position** fields, respectively.

Note: Header and footer values must be smaller than top and bottom margin values to position headers and footers between the paper edge and the text.

- 7 To select the pages to be formatted, choose one of the following:

- To select the entire document, move the cursor from the form to the document and press **SHIFT-MARK**.
- To select several pages in a document, press **PAGE** (**F10** on the K1 keyboard) until all the pages are selected.

Note: Selection is not necessary when only one page is involved.

- 8 Press **GO**.

If you are changing an existing document's height or width, you should perform a Review operation to repaginate the document (refer to Reviewing a Document).

If the page size and margin values you specify in the Page Format form do not agree, the system identifies them in a message (refer to table 2-1).

However, if you specify header and/or footer positions that lie within the text area, the system does not alert you and overprints the headers and footers with text.

Note: You can select existing pages for reformatting before beginning this procedure (refer to step 7). If you select more than one page, the form does not contain the current format values because the system does not know which page's format to display.

Changing Page Attributes

You specify page characteristics such as forced page and footnote numbering, section and page numbering schemes, facing pages, and sheetfeeder bin selection in the Page Attributes form (refer to table 2-2). For laser printers, you also specify page orientation and paper stacking.

The page format with which you begin a newly-opened document applies to the entire document unless you change it.

Table 2-1 **Page Format Error Messages**

Error Message	Explanation	Suggested Action
Sum of values entered for Left margin, Text width, and Right margin exceeds Paper width.	The entries for the left margin, right margin, and text width must not total more than the paper width.	Edit the left margin, right margin, and/or text width entries.
Sum of values entered for Top margin, Text height, and Bottom margin exceeds Paper height.	The entries for the top margin, bottom margin, and text height must not total more than the paper height.	Edit the top margin, bottom margin, and/or text height entries.
When Left margin, Text width, and Right margin are all specified, their sum must equal Paper width.	The total of the left margin, right margin, and text width entries must equal the paper width.	Edit the left margin, right margin, and/or text width entries.
When Top margin, Text height, and Bottom margin are all specified, their sum must equal Paper height.	The total of the top margin, bottom margin, and text height entries must equal the paper height.	Edit the top margin, bottom margin, and/or text height entries.
Field does not contain an acceptable numeric value.	Only numeric characters and decimal points are acceptable entries in Page Format form fields requiring measurements.	Delete letters and other non-numeric characters, and enter numbers with decimal points where necessary.
Measurements in inches must not exceed 21.	The maximum paper width is 21 inches.	Edit the paper width entry.
Measurements in inches must not exceed 22.5.	The maximum paper length is 22.5 inches.	Edit the paper length entry.

Table 2-2 Page Attributes Form Options

Field	Default	Optional Entry and Explanation
Forced page number	none	a page number out of normal sequence (refer to Numbering Pages and Numbering Sections)
Section number	none	section identification in a page number The hyphenated number on this page is an example.
Forced footnote number	none	a footnote number out of normal sequence (refer to section 7)
Page numbering scheme	1 (arabic numbers)	i, V, a, or B for uppercase or lowercase roman numbers or uppercase or lowercase letters The page numbering scheme for this page is arabic; for the table of contents in this guide, it is lowercase roman.
Section numbering scheme	1 (arabic numbers)	i, V, a, or B for uppercase or lowercase roman numbers or uppercase or lowercase letters The section numbering scheme for this page is arabic; for appendixes in this guide, it is uppercase letters.
Facing pages?	No	Y for Yes to leave inside margins of all pages larger than outside margins to allow for binding (refer to Facing Pages)
Page orientation	Portrait	L for Landscape to instruct a laser printer to print a text page sideways
Sheetfeeder bin	Bin 1	Bin 2 or Bin 3 if the printer has an XA 750, B 9961-2 or DiabloF32 sheetfeeder
Job stacking	Left	R for Right to instruct the AP 9215 laser printer to put printed sheets on the right side of the output paper bin

To view the current page attributes, use the following procedure:

- 1** Position the cursor in the page.
- 2** At Home Base, press **Page (F5)**.
- 3** Press **PgAttr (F10)**.

The current page attributes appear in the Page Attributes form.

To change page attributes for facing pages, sheetfeeder bins, and page orientation and job stacking on a laser printer, use the following procedure:

Note: For information about setting up facing pages, refer to Facing Pages.

- 1 At Home Base, press **Page (F5)**.
- 2 Press **PgAttr (F10)**.
- 3 Enter changes in the appropriate fields using table 2-2 as a guide.
- 4 To select the pages to be formatted, choose one of the following:
 - To select the entire document, move the cursor from the form to the document and press **SHIFT-MARK**.
 - To select one or more pages in a document, press **PAGE (F10)** on the K1 keyboard) until all the pages are selected.

Note: Selection is not necessary when only one page is involved.

- 5 Press **GO**.

Note: You can select existing pages for reformatting before beginning this procedure (refer to step 4).

For information and procedures for page and section numbering, refer to Numbering Pages and Numbering Sections. For the procedure for forcing a page number, refer to Forcing a Page Number. For the procedure for forcing a footnote number, refer to section 7.

Job Stacking

If you have an AP 9215 laser printer, you can specify job stacking, that is, that the printer stack printed pages on either the left or right side of the paper output bin.

For example, you can specify that the first page of a document stack to the right of the output bin with the remaining pages to the left (the default). This scheme can help you identify a document when you pick it up from the output bin of a busy printer.

Automatic Pagination

OFISdesigner paginates a document by numbering pages and inserting temporary page breaks according to the maximum text height specified in the Page Format form (refer to Determining Page Format and Attributes). For example, if text height is 51 lines, the system inserts a temporary page break every 51 lines.

OFISdesigner adjusts page numbers and inserts temporary page breaks when you:

- add text to the end of a document, and the text goes beyond the maximum number of lines for text height specified in the Page Format form
- specify pagination during a Review or Print operation (refer to Reviewing a Document)

When you insert text within a document, at any point before the last document character, the system allows the number of lines on a page to accumulate beyond the text height specified in the Page Format form, until you perform a Review operation.

When you insert or delete text in an existing document or make other formatting changes, you may change the number of lines on some pages. To adjust temporary page breaks and page numbers, you must perform a Review operation and specify pagination.

Manual Pagination

You can influence automatic OFISdesigner pagination and page numbering by doing one or more of the following:

- inserting permanent page breaks where you want a new page to start
- inserting Keep Together braces around text you want to remain unbroken during pagination
- forcing a page number

Inserting a Permanent Page Break

You can insert a permanent page break when you want to begin a new page. A permanent page break carries the page format and attributes for the following page(s) and is necessary for a page whose number you force.

To insert a permanent page break where you want to begin a new page, use the following procedure:

- 1 Position the cursor where you want the page break.
- 2 Choose one of the following:
 - At Home Base, press **Page (F5)**; then press **PgBreak (F4)**.
 - Press **CODE-NEXT PAGE**.

Note: You should use caution when deleting a permanent page or column break because you can lose necessary formatting that it holds.

To delete a page or column break, use the Delete operation as you would with any text line.

Changing the Existing Page and Column Break Type

You can affect a document's pagination by changing existing page and column breaks from one type to another (refer to table 2-3).

Some page breaks are for serpentine and synchronized columns. For complete information about formatting columns, refer to section 5.

To change existing temporary, odd, even, and permanent column and page breaks, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Press **BrkTyp (F2)**.

The break type of the current page displays.
- 3 To specify the pages for the break type, choose one of the following:
 - Position the cursor in a page.
 - Select one or more pages by pressing **PAGE (F10)** on the K1 keyboard) until all the pages are selected.
- 4 To specify the break type, choose one of the following:
 - For temporary breaks, press **Temp (F2)**.
 - For permanent page breaks, press **PermPg (F3)**.
 - For odd pages, press **OddPg (F4)**.
 - For even pages, press **EvenPg (F5)**.
 - For permanent column breaks, press **PermCol (F6)**.

Table 2-3 Page and Column Breaks

Break Type	Symbol	Characteristics
Temp (or Floating)	- - - - -	The system can change these page and column breaks during repagination.
PermPg, PgBreak (or Static)	= = = = =	The system cannot change these page and column breaks during repagination. These breaks contain the format and attribute characteristics (specifications in the Page Format and Page Attributes forms) for the page(s) that follows them.
OddPg, EvenPg	= = = = = (half-bright)	The page beginning with either of these breaks must be odd-numbered or even-numbered, respectively. During printing, the system inserts a blank page, if necessary, to achieve this numbering.
PermCol	: : : : :	The serpentine column must start at the break location (not necessarily a new page).

Keeping Text Together

You can use Keep Together braces to specify that you want a text selection to remain unbroken during pagination. When paginating, the system treats the text between braces as one unit and positions it on the page that has room for it.

For example, there is a heading, two blank spaces, and a paragraph preceding this paragraph. Inserting Keep Together braces before the heading and at the end of the paragraph instructs the system not to put a page break between the heading and the paragraph, thus ensuring that they are not separated when printed.

To insert Keep Together braces, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Press **Togethr (F9)**.
- 3 Select the text to be kept together.
Press **PARA** to select tabbed columns.

4 Press GO.

The system inserts half-bright braces at the beginning and end of the selection. The braces are edit codes that are visible when you display edit codes (refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*).

To remove the Keep Together braces, use the Delete operation as you would with any other character or symbol.

Numbering Pages

Page numbers in the Document Status line always appear as arabic numerals. Numbers do not print unless you have inserted a page or section symbol. You have a choice of five printed page numbering schemes (refer to table 2-4).

Table 2-4 Page and Section Numbering Schemes

Scheme	Page Attributes Form Entry
arabic numbers	1
lowercase roman numbers	i
uppercase roman numbers	V
lowercase letters	a
uppercase letters	B

You can produce printed page numbers in two ways:

- automatically

You instruct the system to print a number on each page consecutively by inserting a symbol in a header or footer or on each page.

After you edit the document, the system automatically makes necessary page number changes when it paginates during a Review operation.
- manually

You insert a page number on each page. After you edit the document, you must manually check each number and change it if necessary.

Automatic Page Numbering

You can instruct the system to print a number on each page consecutively by inserting a page number symbol into a header or footer. You can also insert this symbol directly into the text on each page.

When you use headers or footers to position page numbers, you have the advantage of inserting the number position for the whole document at once, rather than one page at a time. For complete information about headers and footers, refer to section 6.

During printing, the system substitutes sequential numbers or letters for the symbols on each page. The system starts page numbers with number one on the document's first page and continues consecutively, unless you specify another number on the first or subsequent pages (refer to Forcing a Page Number).

In a header or footer, you can include the following on the same line with the page number:

- section numbers (refer to Numbering Sections)
For example, you can precede the page number with an arabic number and a hyphen, as is done in the main sections of this guide.
- text
For example, you can include identifying titles on a line with the page number, as is done in this guide.

To specify a printed page number position, use the following procedure:

- 1 Position the cursor where you want the page or section number (in a header or footer, or on a page).
- 2 From Home Base, press **Edit (F6)**.
- 3 Press **Page# (F2)**.
The system inserts a half-bright number sign (#) at the cursor position.

To specify a page numbering scheme, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Press **PgAttr (F10)**.

- 3 In the **Page numbering scheme** field, accept the default or type the character that corresponds to the scheme you want, using table 2-4 as a guide.
- 4 Press **GO**.

Forcing a Page Number

You can force a page number when you want to interrupt or change a page numbering sequence.

The page whose number you force must start with a permanent page break (refer to Inserting a Permanent Page Break).

You force the number of one page at a time; when you review the document, the system renumbers subsequent pages consecutively from the number you specify.

For example, when you number the first three pages of a document with roman numerals, you can specify (force) an arabic number one (1) for the fourth page.

In another example, if a document contains several sections, each of which should start with the number one, you can force the first text page number of each section to one.

To force a page number, use the following procedure:

- 1 Position the cursor anywhere within the page whose number you want to change.
- 2 From Home Base, press **Page (F5)**.
- 3 Press **PgAttr (F10)**.
- 4 In the **Forced page number** field, enter the arabic numeral that corresponds to the number or letter scheme for page numbering.

For example, for uppercase letters, you specify the number 4 for the letter **D**.

- 5 Press **GO**.

If the page does not begin with a permanent page break, the system emits an audio signal and displays a message asking you to press **GO** again to insert a permanent page break on that page.

- 6 Perform a Review operation, if necessary, to renumber subsequent pages.

Numbering Sections

Section numbers allow you to further identify page groupings in a final document, such as chapters, appendixes, and attachments. You specify a separate section number for each group of pages. For example, this page is identified as page 2-17 (page 17 of section 2).

You can insert section numbers in text alone or in association with page numbers (refer to Numbering Pages).

As with page numbers, you have a choice of five printed section numbering schemes (refer to table 2-4). Section numbers do not appear in the Document Status line or in displayed text.

The system prints section numbers after you do the following:

- specify the section number and the section numbering scheme in the Page Attributes form
- insert the symbol for a section number (§) where you want it to appear (on each page or in headers or footers)

When you use headers or footers to position page numbers, you have the advantage of inserting the number position for the whole document at once, rather than one page at a time. For complete information about headers and footers, refer to section 6.

During printing, the system substitutes the section number or letter you specify for the section symbol on each page.

Note: If you remove a permanent page break after specifying a section number, printing of the section number may be affected.

To specify a printed section number position, use the following procedure:

- 1** Position the cursor where you want the section number (in a header or footer, or on a page).
- 2** From Home Base, press **Edit (F6)**.
- 3** Press **Sectn# (F3)**.

The system inserts a half-bright section symbol (§) at the cursor position.

To specify a section number and a section numbering scheme, use the following procedure:

- 1 Insert a permanent page break at the beginning of the pages that make up the section.
- 2 Select the page break and the pages that make up the section.
- 3 At Home Base, press **Page (F5)**.
- 4 Press **PgAttr (F10)**.
- 5 In the **Section number** field, enter the arabic numeral that corresponds to the number or letter scheme that you will specify in step 6.
For example, for uppercase letters, you specify the number 4 for the letter **D**.
- 6 In the **Section numbering scheme** field, accept the default or type the character that corresponds to the scheme you want, using table 2-4 as a guide.
- 7 Press **GO**.

To add a new section or change the order of sections, use the procedure for specifying a section number and section numbering scheme and do the following:

- 1 Number the new section, if any.
- 2 Select and renumber other sections as necessary.

To combine two or more numbered sections of a document into a single section, use the following procedure:

- 1 Delete the permanent page breaks within the sections. (The page breaks hold the formatting for the section numbers.)
- 2 Select the sections.
- 3 Specify a section number and, if necessary, a section numbering scheme in the Page Attributes form, using the procedure for specifying a section number and section numbering scheme.

To remove section numbers from printed text, delete the section number symbol.

Reviewing a Document

Table 2-5 lists and explains the fields of the Review Document form (refer to figure 2-4).

Figure 2-4 Review Document Form

REVIEW DOCUMENT:			(Press GO to execute, CANCEL to dismiss)
Hyphenate?	Yes	<input type="checkbox"/> No	(Press Y or N)
Hot zone (default = 1/2 inch):			
Paginate?	<input type="checkbox"/> Yes	No	(Press Y or N)
Leave room for footnotes?	<input type="checkbox"/> Yes	No	(Press Y or N)
Renumber footnotes?	<input type="checkbox"/> Yes	No	(Press Y or N)
Eliminate widows?	<input type="checkbox"/> Yes	No	(Press Y or N)
Regenerate Table Of Contents?	Yes	<input type="checkbox"/> No	(Press Y or N)
Document name (s):			
Start page numbering at:			
Number documents separately:	<input type="checkbox"/> Yes	No	(Press Y or N)

Table 2-5 Review Document Form Options

Field	Default	Optional Entry and Explanation
Hyphenate	No	Y to hyphenate words at the end of lines that have the hot zone number of blank spaces
Hot zone	0.5 inch (five spaces at 10-pitch)	an alternate number in inches Unless you hyphenate, the system ignores this field.
Paginate	Yes	N to leave pagination as is (refer to Automatic Pagination) During pagination, the system: <ul style="list-style-type: none"> <input type="checkbox"/> scans the document and adjusts temporary page breaks <input type="checkbox"/> renumbers pages (both for display and for printing) <input type="checkbox"/> assigns and renumbers automatic paragraph numbers for printing
Leave room for footnotes	Yes	N to close up space for footnotes Unless you paginate, the system ignores this field.
Renumber footnotes	Yes	N to leave footnote numbering as is The system assigns and renumbers arabic numeral footnotes when they are set up for automatic numbering.
Eliminate widows	Yes	N to allow one line of text at the top or bottom of a page Unless you paginate, the system ignores this field.

Table 2-5 **Review Document Form Options** (continued)

Field	Default	Optional Entry and Explanation
Regenerate Table of Contents	No	Y to regenerate a table of contents for the document being reviewed (refer to the <i>BTOS OFISdesigner Operations Guide, Volume 3: Advanced Operations</i>)
Document name(s)	(no names)	the names of two or more documents, separated by commas, for the regeneration of the table of contents The system generates the table of contents for all documents in the sequence in which you list their names.
Start page numbering at	(no number)	the number of the first page of the document for this review if it is different from the number shown in the Document Status line The number you specify applies to one review only. Subsequent reviews go back to the original numbering.
Number documents separately	Yes	N for consecutive page numbers from document to document when you specify more than one in the Document name(s) field (You must enter Y for Paginate.) Yes instructs the system to honor the specified page numbering of each document.

You use the Review operation to instruct the system to perform all the functions listed in the Review Document form, but most frequently to paginate a document.

After pagination, you use **NEXT PAGE** and **PREV PAGE** to verify the page break sequence.

For example, consider what happens when you insert text totaling 58 lines for one page in a document with a text height of 54 lines that contains permanent page breaks. During pagination, the system inserts a temporary page break on that page after 54 lines, leaving a short page of 4 lines.

If a 4-line page is unacceptable to you, checking the break sequence after a review gives you the opportunity to adjust the page breaks to eliminate the short page.

When you paginate with the Review operation, you can also eliminate widows. A widow line is the first line of a multi-line paragraph at the bottom of a page, or the last line of a multi-line paragraph at the top of a page. The system arranges page breaks so that at least two text lines appear in those page positions.

When you hyphenate words during a Review operation, the system uses the hot zone as a criteria for hyphenating. The hot zone is the acceptable number of blank spaces at the end of a text line.

You can review a document as often as you want with the Review operation. However, you must paginate with the Review or Print operations to accomplish the following:

- instruct the system to automatically number or renumber pages, paragraphs, and footnotes
- align serpentine columns when you form them from existing text
- realign page breaks when you change Page Format form values or make other editing changes that affect the amount of text on each page

You can repaginate a document during the Print operation, but that operation sends the document directly to the printer without giving you an opportunity to check the pagination.

To perform a Review operation, use the following procedure:

- 1 At Home Base, press **Home (F1)**.
- 2 Press **Print (F2)**.
- 3 Press **Review (F3)**.
- 4 To change options in the Review Document form, move the highlight and enter changes in the appropriate fields using table 2-5 as a guide.
- 5 Press **GO**.

The message **Formatting...** appears at the top of the Review Document form and ten boxes appear. The system fills in the boxes as the Review progresses.

If you specify **Y** in the **Hyphenate** field, the system searches for lines that contain more than the number of blank spaces you specify as the hot zone.

If a common dictionary is installed, the system uses its hyphenated words and those of the personal dictionary (if one exists), to automatically hyphenate words.

If a common dictionary is not installed (or if it does not include a word that requires hyphenation), when the system finds a line whose number of blank spaces exceeds the hot zone, it stops at the nearest word and prompts you to hyphenate the word.

To hyphenate the word, move the cursor to the right of the last character before the hyphen position and press **GO**. The system inserts a hyphen and positions the part of the word preceding the hyphen at the end of the line and the part of the word following the hyphen at the beginning of the next line.

To skip hyphenating a word, press **NEXT**. The system resumes the review.

For further information about dictionaries, refer to the *BTOS OFISdesigner Operations Guide, Volume 3: Advanced Operations* and the *BTOS OFISdesigner Installation, Configuration, and Administration Guide*.

Changing the Default Page Format Values

The Change Page Format operation lets you change the default Page Format values for a particular user name. For example, if most of your work is on legal-size paper, it is more efficient if you have a default paper size of 8-1/2 by 14 rather than 8-1/2 by 11 inches.

You must request the OFISdesigner Change Page Format capability when you install OFISdesigner (refer to the *BTOS OFISdesigner Installation, Configuration, and Administration Guide*). Once it is installed, you can execute the Change Page Format command from the Executive or from OFISdesigner during a word processing session.

You change the default Page Format values by specifying input and output format files in the Change Page Format form (refer to figure 2-5) and by specifying the new default format values for those files in the special Page Format form (refer to figure 2-6).

Figure 2-5 **Change Page Format Form**

CHANGE PAGE FORMAT:		(Press GO to execute, CANCEL to dismiss)
Input Format File (Default [Sys]<Sys>Wp.fmt):		<input type="text"/>
Output Format File (Default New.fmt):		
Password:		

Figure 2-6 **Special Page Format Form for Change Page Format Command**

***** Change OFISdesigner Page Format *****		
PAGE FORMAT:	CURRENTLY:	NEW VALUE:
Paper Width:	8.5"	<input type="text"/>
Paper Height:	11.0"	
Left Margin:	1.0"	
Text Width:	6.5"	
Right Margin:	1.0"	
Top Margin:	1.0"	
Text Height:	9.0"	
Bottom Margin:	1.0"	
Header Position:	.5"	
Footer Position:	.5"	
Press GO to execute, CANCEL to dismiss. Please enter all measurements in inches.		

OFISdesigner Format File

The Change Page Format operation defines the values in the OFISdesigner format file. The format file name entry in the user file defines the page format default values for that user. The default format file name is [Sys]<Sys>Wp.Fmt.

To define several different default formats, one for each user name that requires a specific page format, you perform the following operations:

- create a format file with a unique name for each format using the Change Page Format command
- enter the new format file name in the appropriate user file

When you install OFISdesigner, the user file default for page format is **:WpFormatSet:[Sys]<Sys>Wp.Fmt**. The first part of this entry up to the second colon must remain the same. You can edit the [volume], <directory>, and file name as appropriate. Adding the suffix .fmt to the file name is optional.

For example, for legal work you can create a user file [Sys]<Sys>Legal.user and include in it the format entry **:WpFormatSet:[d0]<contract>Legal.fmt**. Each time you sign on with the user name, Legal, new documents open with the legal format, and the Page Format form defaults are the values specified in the Legal.fmt file.

For further information on editing user files, refer to the *BTOS OFISdesigner Installation, Configuration, and Administration Guide*.

To change the default page format, use the following procedure:

- 1 To access the Change Page Format form, choose one of the following:
 - On the Executive **Command** line, enter **Change Page Format OFd**; then press **RETURN**.
 - During an OFISdesigner session, from Home Base, press **Home (F1)**; then press **Command (F8)**; then press **C P F (F4)**.

2 To fill in the Change Page Format form, choose one of the following:

- To accept the defaults, go to step 3.
- To fill in one or more of the Change Page Format form fields, do the following:
 - In the **Input format file** field, enter an input format file name, if necessary.
 - In the **Output format file** field, enter an output format file name, if necessary.
 - In the **Password** field, enter a password, if necessary.

3 Press **GO**.

In an OFISdesigner session, the system performs a Save operation.

The Page Format form shown in figure 2-6 appears.

When you accept the defaults in step 2, the form has no highlight or default values. A message appears requiring you to press **GO** to authorize overwriting of the existing output file, or to press **CANCEL** to avoid overwriting the file and exit the operation. When you press **GO**, the form highlight and current default values appear.

4 Edit the default page format values.

You must enter measurements in inches; you cannot enter the number of lines followed by **L**, or the number of characters followed by **C**, as you can when you change individual page format.

5 Press **GO**.

After you execute a Change Page Format command, you must be sure that the output format file name (including volume and directory) matches the format file entry in the appropriate user file (refer to OFISdesigner Format File).

During OFISdesigner sessions, the defaults you specify apply to all new documents and appear in the Page Format form when you access it. The new default values have no effect on existing documents.

Formatting Pages for Laser Printers

On the AP 9208 and AP 9215 laser printers, the maximum printable page area on 8.5 by 11 inch paper is 63 lines. To format for 63 lines, you must set the top and bottom margins to a minimum of 1 line and 2 lines, respectively.

Because of the reduced printable page length, you cannot use the Merge operation to print labels with these printers.

However, you can format the AP 9208 and AP 9215 printers to print a 66-line page. You must observe the same top and bottom minimum margins as for 63-line formatting. A 66-line page is recommended only when you require 64 to 66 printed lines per page.

Note: Printing 66 lines on the AP 9215 printer results in top and bottom margins that are less than one inch.

To format a 66-line page for printing on these printers, you must do the following:

- Set line spacing to .95 lines (or 95 percent of a line).
- Insert a forced page break when the Document Status line displays 62.8 lines for a page.
- Replace any temporary page breaks with permanent page breaks prior to performing a Review or Print operation.

Formatting Paragraphs

This section describes how to format paragraphs, including:

- spacing lines
- setting tabs
- indenting text
- numbering paragraphs

To understand this section, you should be familiar with text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

Paragraph Formatting Characteristics

The formatting features explained in this section are paragraph-specific. This means that:

- The system holds formatting instructions for these features within its paragraph edit code (¶).
- Each edit code can hold one specification each for line spacing, tabs, and indenting.
- You can reproduce a paragraph's format by duplicating the paragraph edit code in any of the following ways:
 - pressing **RETURN** immediately after the paragraph's last character
 - copying the paragraph's edit code to another text location
 - storing the paragraph's edit code as a phrase and then recalling it (refer to the *BTOS OFISdesigner Operations Guide, Volume 3: Advanced Operations*)

Therefore, the formatting you specify initially when you enter new text applies to each succeeding paragraph until you change it. When you change the paragraph formatting of existing text, you select only the paragraph(s) you want changed.

You can specify indents that are narrower and wider than text margins; however, a wider indent cannot exceed the paper size specified in the Page Format form (refer to section 2).

Ruler display symbols indicate the page margins, as well as the indent and tab settings of the paragraph containing the cursor (refer to Ruler Display Paragraph Format Symbols).

Line Spacing

You can specify one of the following line spacing choices for a paragraph:

- 1 & 2 (the default; single spacing within paragraphs and double spacing between paragraphs)
- single
- double
- one and one-half
- other: any spacing before, within, and after a paragraph (refer to figure 3-1)

The Other line spacing option lets you specify multiple or fractional line spacing up to three decimal figures ending in the numeral 5; for example, 1.005.

Other line spacing has several uses. One is for cover pages having several lines of widely-spaced text. You can specify multiple-line spacing before and after each line, eliminating the need to enter spaces by pressing **RETURN**.

To print superscript and subscript character attributes, you can experiment to find the optimal line spacing for your printer and print wheel or font.

Figure 3-1 Line Spacing Form

LINE SPACING:		(Press GO to execute, CANCEL to dismiss)
	<u>Currently</u>	(Enter values in lines or inches)
Before:	2.0 lines	<input type="text"/>
Within:	1.0 line	
After:	2.0 lines	

The system displays single-spaced, double-spaced, and triple-spaced text as it appears on the printed page. Fractional line spacing (for example, one and one-half) displays double-spaced. However, the Document Status line counter shows exact fractional line numbers, and the text prints with one and one-half line spacing.

Line Spacing and Your Printer

You should verify that your printer can advance paper in the line spacing increments you specify (refer to your printer's operations guide).

If the printer cannot produce the line spacing you specify, OFISdesigner forces line spacing to the nearest format that the printer can produce. If you cannot accept the result, you should reformat the document to an alternate line spacing that your printer can print.

To set line spacing, use the following procedure:

- 1 To specify the paragraph(s) for line spacing, choose one of the following:
 - To enter new text, position the cursor where you want the line spacing to begin.
 - To realign existing text, position the cursor within a paragraph or select several paragraphs.
- 2 At Home Base, press **Paragraph (F4)**.
- 3 Press **LinSpac (F2)**.
- 4 To specify line spacing, choose one of the following:
 - For single spacing, press **1 (F1)**.
 - For double spacing, press **2 (F2)**.
 - For one and one-half spacing, press **1 1/2 (F3)**.
 - For single spacing within paragraphs and double spacing between paragraphs, press **1 & 2 (F4)**.
 - For other spacing, press **Other (F5)**.Enter the number of lines you want before, within, and after the paragraph.

Note: When you specify different line spacings in the **Before** and **After** fields for more than one paragraph, the system uses the larger of the two values for spacing between paragraphs.

- 5 Press **GO**.

Line spacing stays in effect until you change it, passing from paragraph to paragraph with the paragraph edit code.

Setting Tabs

The Tab feature lets you set six types of tabs at any space across the page:

- left aligned
- right aligned
- centered
- decimal aligned
- evenly spaced
- tabs with leader dots

In addition, you use the Tab feature to set up, edit, and delete tabbed columns (refer to section 5).

You can set tabs before or after you enter text. The Ruler display cursor helps you to choose tab locations when you set or clear tabs. Table 3-1 lists the Tab options, the Ruler display symbols that mark tab location and type, and examples of tabbed text.

After you set tabs, you press **TAB** to move the cursor to tab positions. When you press **TAB**, the system inserts an edit code into the text that marks the location of the **TAB** keystroke. You can view tab edit codes when you display edit codes.

Table 3-1 **Tab Options**

Option (Key)	Ruler Display Symbol	System Action	Example
Decimal (F1)	D	vertically aligns decimal points under tab in numerical text	1.75 22.4 .278
Center (F2)	C	centers text under tab	Centered Text
Left (F3)	L	aligns left edge of text under tab	Left Aligned Text
Right (F4)	R	aligns right edge of text one space to the left of tab	Right Aligned Text
Even (F5)	L	sets tabs at evenly spaced intervals across the page	Evenly Spaced Tabs
Dots (F6)	periods before L, C, R, or D	adds a horizontal row of dots to text entered with left, right, centered, and decimal tabs Leader dots display when no edit codes, or group one edit codes, are displayed.LeftCenteredRight10.25
Reform (F7)	none	reformats tabs formatted by a word processor previous to WRITEone 3.0 release level	
ClrTab (F8)	removes a tab symbol	clears tab at cursor position	
ClrAll (F9)	removes all tab symbols	clears all tab settings in the paragraph	
PARA (F10 on the K1 Keyboard)	none	selects paragraphs for tab settings	

To set tabs, use the following procedure:

- 1 To specify the paragraph(s) for tabs, choose one of the following:
 - To enter new text, position the cursor where you want tabs to begin.
 - To set tabs in existing text, position the cursor within a paragraph or select several paragraphs.
- 2 At Home Base, press **Tabs (F3)**.
- 3 To set or clear tabs, choose one of the following:
 - To set single tabs of any type except leader dot, position the cursor at the tab location; then press **Decimal (F1)**, **Center (F2)**, **Left (F3)**, or **Right (F4)**.
 - To set evenly spaced left tabs, position the cursor at the first tab location; then press **Even (F5)**.

The space between tabs equals the space between the cursor and the margin or tab to the left of the cursor. For example, to insert tabs at one-inch intervals to the right of the left margin or tab, position the cursor one inch to the right of the left margin or tab.
 - To set leader dot tabs (left, right, centered, or decimal), press **Dots (F6)**.

Position the cursor at the tab location; then press **Decimal (F4)**, **Center (F5)**, **Left (F6)**, or **Right (F7)**.
Leader dots do not appear when all edit codes are displayed. They display when no edit codes, or only Group One edit codes are displayed. For information about making edit codes visible, refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.
 - To clear one tab, position the cursor at the tab location; then press **ClrTab (F8)**.
 - To clear all tabs, position the cursor within a paragraph or selected paragraphs; then press **ClrAll (F9)**.
- 4 If necessary, press **CODE-MARK** to remove highlighting from selected text.

Note: When you remove more tab settings than you add, or add more tab settings than you remove, you must also edit the text to remove unnecessary **TAB** edit codes or to insert additional **TAB** keystrokes, respectively. Displaying edit codes can help you do this. Tab settings stay in effect until you change them, passing from paragraph to paragraph with the paragraph edit code.

Reformatting Tabs

Caution: This operation is a one-time operation that you use when you call up in OFISdesigner a document created by a word processor with a release level earlier than WRITEone level 3.0. Reformatting makes the document's tabs compatible with OFISdesigner.

Do not use the Reform function:

- more than once in any document
- for any document other than those you first bring up in OFISdesigner that have been created by a word processor with a release level earlier than WRITEone level 3.0

To reformat the tabs in a document created by a word processor with a release level earlier than WRITEone level 3.0, use the following procedure:

- 1 At Home Base, press **Tabs (F3)**.
- 2 Press **Reform (F7)**.
- 3 Press **GO**.

The system displays the message **Reformatting Tabs....**
When the system finishes reformatting the tabs, it displays the message **Tab insertion complete.**

Aligning Text

When you align text, you position it between the left and right page margins. Table 3-2 lists and illustrates OFISdesigner's five text alignment options and the variable function keys you press to choose them. For indenting alignment options, refer to Indenting Text.

The default alignment is flush left. You can align text before or after you enter it.

To align centered, justified, flush right, or flush left text, use the following procedure:

Note: To realign existing text, position the cursor within a paragraph or select several paragraphs.

- 1 At Home Base, press **Paragraph (F4)**.

2 To specify a text alignment type, choose one of the following:

- For centered text, press **Center (F4)**.
- For flush left text, press **FlushLf (F5)**.
- For flush right text, press **FlushRt (F6)**.
- For justified text, press **Justify (F7)**.

Alignment stays in effect until you change it, passing from paragraph to paragraph with the paragraph edit code.

Table 3-2 Text Alignment Options

Option (Key)	System Action
Indent (F3)	aligns text at temporary margins within page margins This is an example of left- and right-indented flush left text. For full information on indent options, refer to Indenting Text.
Center (F4)	centers text between margins This is an example of text centered between page margins. You can also center text between indented margins.
FlushLf (F5)	aligns text at left margin This is an example of flush left text alignment (also known as ragged right margin). The system wraps text when it reaches the right margin and aligns text evenly at the left margin.
FlushRt (F6)	aligns text at right margin This is an example of flush right text alignment (also known as ragged left margin). The system wraps the text when it reaches the left margin, and aligns text evenly at the right margin.
Justify (F7)	aligns text at right and left margin (inserts spaces as necessary) This is an example of justified text alignment. The system inserts spaces so that text aligns at the right and left margins. You can hyphenate text to remove large spaces between words.

Indenting Text

The Indent feature allows you to set temporary paragraph margins that can be narrower or wider than page margins, but not wider than the page width specified in the Page Format form. You can align text before or after you enter it.

Table 3-3 lists and illustrates the Indenting options and the variable function keys you press to choose them.

Table 3-3 Indent Options

Option (Key)	System Action
FrstLin (F1)	indents the first paragraph line
<p>This is an example of a first line indent. The system indents the first paragraph line only; the remaining lines return to the page margin. (You can position the Others indent to the left or right of the FrstLin indent.)</p>	
Right (F2)	indents the right paragraph margin
<p>This is an example of right indented text. All paragraph lines wrap at the indented right paragraph margin, and return to the left page margin.</p>	
Left (F3)	indents the left paragraph margin
<p>This is an example of left indented text. All paragraph lines return to the indented left paragraph margin, and end at the right page margin.</p>	
Others (F4)	indents every paragraph line except the first
<p>This is an example of other line indented text. Every paragraph line after the first returns to the indented left paragraph margin which can be at any point on the Ruler display.</p>	
Outline (F5)	indents text one tab setting to the right each time you press the key; if there are no tab settings, indents text in one-half inch increments
<p>This is an example of outline indented text with 1 & 2 line spacing.</p>	
<p>This example was created without tab settings. Each paragraph wraps to the outline indent margin.</p>	
<p>Each outline indent moves the text for that paragraph one-half inch to the right.</p>	

Table 3-3 **Indent Options** (continued)

Option (Key)	System Action
UnIndnt (F6)	<p>moves flush left text one tab setting to the left each time the key is pressed; if there are no tab settings, moves paragraphs to the left in half-inch increments</p> <p>This is an example of unindented text with 1 & 2 line spacing.</p> <p>This example was created without tab settings. Each paragraph wraps to the current indent level.</p> <p>Each time you press the UnIndnt key, the indent level for that paragraph moves one-half inch to the left.</p>
TotalUn (F7)	<p>moves left indented or outlined text to the left page margin</p> <p>This is an example of text after you press total unindent. Text aligns flush with the left page margin.</p>

To indent text, use the following procedure:

- 1 To specify the paragraph(s) for indentation, choose one of the following:
 - To enter new text, position the cursor where you want indented text to begin.
 - To indent existing text, position the cursor in a paragraph or select paragraphs.
- 2 At Home Base, press **Paragph (F4)**.
- 3 Press **Indent (F3)**.
- 4 Specify the indent type by choosing one or more of the following, using table 3-3 as a guide:
 - To enter a first line indent, press **FrstLin (F1)**.
 - To enter a right indent, press **Right (F2)**.
 - To enter a left indent, press **Left (F3)**.
 - To enter the other line indent, press **Others (F4)**.
 - To enter an outline indent, press **Outline (F5)**.
 - To remove a one-half inch indent, press **UnIndnt (F6)**.
 - To remove all indents, press **TotalUn (F7)**.

- 5 Press **CODE-MARK**, if necessary, to remove highlighting from selected text (the system removes highlighting when you press **UnIndnt** or **TotalUn**).

Indenting stays in effect until you change it, passing from paragraph to paragraph with the paragraph edit code.

Two **CODE** key combinations give you an alternative to two indenting functions:

- **CODE-TAB** indents text one-half inch from the current left margin (page or paragraph).
- **CODE-SHIFT-RETURN** returns indented text to the original left margin (page or paragraph).

Automatic Paragraph Numbering

The OFISdesigner automatic paragraph numbering feature numbers document paragraphs for you automatically. You can use this feature with governmental and other technical reports and proposals that require numbered paragraphs.

You can choose from two numbering options: outline and technical.

Figures 3-2 and 3-3 illustrate the display and print forms of the outline and technical numbering options, respectively.

The characteristics of each numbering option are the same:

- Every paragraph number requires a separate paragraph.
- The paragraph numbering feature does not format numbers or paragraph text. You indent text and insert tabs, taking into account the number of characters necessary for the numbers the system inserts during printing (refer to Formatting Numbered Paragraphs and Examples of Formatted Numbered Paragraphs).
- Each option has a maximum number of subordinate numbering levels; beyond these levels, codes print instead of alphanumeric characters:
 - outline: 5 levels using alphanumeric characters followed by a period and a space
 - technical: 25 levels using arabic numerals separated by decimal points and followed by a space

- Codes display, not alphanumeric characters.
- Alphanumeric characters print, not codes.
- The system assigns paragraph numbers during the Print operation.
- You can add or delete numbered paragraphs at any time. The system adjusts paragraph numbers affected by your changes during the next Print operation.
- Paragraphs in synchronized columns are numbered from left to right under each synch mark level, beginning with the top level and ending with the bottom level. For complete information about synchronized columns, refer to section 5.

Table 3-4 explains paragraph numbering key functions and illustrates paragraph numbering display symbols.

Table 3-4 Paragraph Numbering Function Keys

Paragraph Numbering Key	Display Symbol	Numbering Instruction
Outline	O	start outline numbering
Tech	T	start technical numbering
Next#	^	next number at the current level
LowerLvl	>	next number at lower level of subordination
Up1Lvl	<	next number at previous higher level of subordination
UpToLvl	@xx	next number at the specified level of subordination (xx) higher than the current level

Figure 3-2 Outline Numbering Display and Print Examples

Display	Printed Page
0 Text	I. Text
> Text	A. Text
^ Text	B. Text
> Text	1. Text
^ Text	2. Text
> Text	a. Text
> Text	1. Text
< Text	b. Text
@01 Text	II. Text

Figure 3-3 Technical Numbering Display and Print Examples

Display	Printed Page
T1 Text	1.0 Text
> Text	1.1 Text
^ Text	1.2 Text
> Text	1.2.1 Text
^ Text	1.2.2 Text
> Text	1.2.2.1 Text
> Text	1.2.2.1.1 Text
< Text	1.2.2.2 Text
@01 Text	2.0 Text

Formatting Numbered Paragraphs

When you set the formatting for a numbered paragraph, you must allow for the number of spaces the number will take up. For example, the number **1.2.6.1** uses eight spaces (seven characters and a space). The roman numeral **III** uses five spaces (three capital **I**'s, plus a period and a space).

Since symbols only, not numbers, display, you should check printed copy to be sure that the formatting aligns numbers and text the way you want them. If it does not, you can adjust formatting where necessary and reprint.

Typically, you use a combination of tab and indent features to achieve acceptable formatting (refer to Examples of Formatted Numbered Paragraphs).

When you finalize formatting combinations for different levels of paragraph numbering, you can store the formatted paragraph edit codes in phrase files and recall them when you need them, instead of resetting indents and tabs for each paragraph.

For example, you could examine the results of examples in this section and choose the example that meets your needs. You can then duplicate the formatting and keystrokes for the example, omitting any text, and store the edit codes one phrase per level or all levels in the same phrase.

For complete information on storing text in phrases, refer to the *BTOS OFISdesigner Operations Guide, Volume 3: Advanced Operations*.

You can also use the Strings feature to store and recall paragraph numbering formatting (refer to the *BTOS OFISdesigner String Operations Training Guide*).

Numbering Paragraphs

Before you begin the procedure for numbering paragraphs, you should decide on the formatting you want for both text and numbers.

To number paragraphs automatically, use the following procedure:

- 1 Enter formatting for the paragraphs, if necessary.
- 2 Position the cursor where you want the number to print.
- 3 At Home Base, press **Edit (F6)**.

- 4 Press **Para#** (F4).
- 5 To specify the paragraph numbering option, choose one of the following:
 - For outline numbering, press **Outline** (F4); an O displays, followed by a space.
 - For technical numbering, press **Tech** (F2).
Enter the starting paragraph number (for example, 1, not 1.0); then press **GO**. A T displays, followed by the paragraph number and a space.
- 6 Type the text.
- 7 To specify the level of subordination for each subsequent numbered paragraph, position the cursor where the number should print, and choose one of the following:
 - For a lower level, press **LowerLvl** (F5); a right angle bracket displays, followed by a space.
 - For the same level as the previous paragraph (but with the next number in sequence), press **Next#** (F3); a caret displays, followed by a space.
 - For a higher level, press **Up1Lvl** (F6) once; a left angle bracket displays, followed by a space.
 - For a level more than one level above the current one, press **UpToLvl** (F7).
Enter the level number; then press **GO**. The At (@) symbol displays, followed by the level number and a space.
- 8 To number the paragraphs when you finish typing the document, print the document.
You should check printed copy to be sure paragraphs and numbers formatted as you intended. To adjust incorrect formatting, you can change displayed copy and reprint.

Examples of Formatted Numbered Paragraphs

The following examples of formatting for numbered paragraphs contain:

- formatting components
- keystrokes for five paragraphs using the formatting
- reference to a figure showing the five printed paragraphs

Example 1:

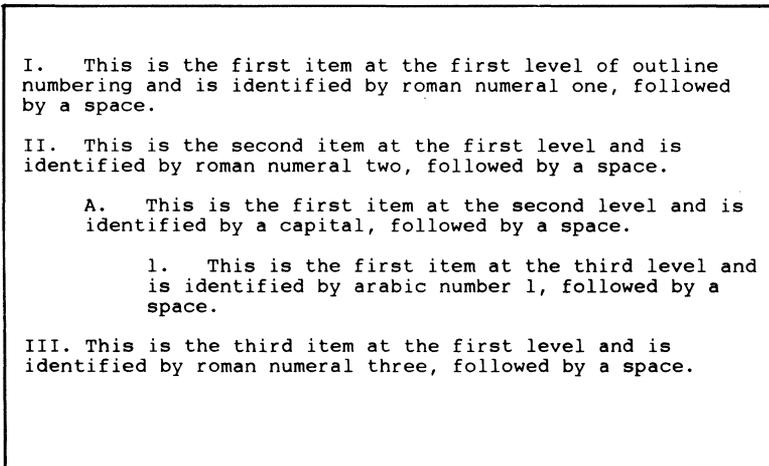
Figure 3-4 shows outline numbered paragraphs with the following formatting components:

- evenly spaced left tabs (every five spaces from the left margin)
- outline indent for each level except the first
- a tab after each paragraph number entry

After you set the tabs, the keystrokes for the paragraphs in figure 3-4 are:

- First paragraph: **Edit, Para#, Outline, TAB**, enter text, **RETURN**
- Second paragraph: **Next#, TAB**, enter text, **RETURN**
- Third paragraph: **CODE-TAB, LowrLvl, TAB**, enter text, **RETURN**
- Fourth paragraph: **CODE-TAB, LowrLvl, TAB**, enter text, **RETURN**
- Fifth paragraph: **CODE-SHIFT-RETURN, UpToLvl, 1, GO, TAB**, enter text, **RETURN**

Figure 3-4 **Example 1**



Example 2:

Figure 3-5 shows outline numbered paragraphs with the following formatting components:

- a right tab set five spaces from the left margin
- evenly spaced left tabs (every five spaces from the right tab)
- a tab preceding each number in level one
- a tab after each paragraph number entry
- others indent for text

After you set the tabs, the keystrokes for the paragraphs in figure 3-5 are:

First paragraph:	TAB, Edit, Para#, Outline, TAB, CODE-CANCEL, Paragph, Indent, Others, enter text, RETURN
Second paragraph:	TAB, Next#, TAB, enter text, RETURN
Third paragraph:	TAB, TAB, LowrLvl, TAB, CODE-CANCEL, Paragph, Indent, Others, enter text, RETURN
Fourth paragraph:	TAB, TAB, TAB, LowrLvl, TAB, CODE-CANCEL, Paragph, Indent, Others, enter text, RETURN
Fifth paragraph:	TAB, UpToLvl, 1, GO, TAB, CODE-CANCEL, Paragph, Indent, Others, enter text, RETURN

Note: If the number of Outline first level items is as high as 8, you should position the right tab a sufficient number of spaces from the left margin to accommodate the largest roman numeral in the series; for example, 8 (VIII.) and 23 (XXIII.) require 6 and 7 spaces, respectively.

Figure 3-5 Example 2

- | |
|--|
| <p>I. This is the first item at the first level of outline numbering and is identified by roman numeral one, followed by a space.</p> <p>II. This is the second item at the first level and is identified by roman numeral two, followed by a space.</p> <p style="padding-left: 40px;">A. This is the first item at the second level and is identified by a capital A, followed by a space.</p> <p style="padding-left: 80px;">1. This is the first item at the third level and is identified by arabic number 1, followed by a space.</p> <p>III. This is the third item at the first level and is identified by roman numeral three, followed by a space.</p> |
|--|

Example 3:

Figure 3-6 shows technical numbered paragraphs with the following formatting components:

- evenly spaced left tabs (every five spaces from the left margin)
- outline indent for each level except the first
- a **TAB** after each paragraph number entry

After you set the tabs, the keystrokes for the paragraphs in figure 3-6 are:

- | | |
|-------------------|---|
| First paragraph: | Edit, Para#, Tech , enter beginning paragraph number, GO, TAB , enter text, RETURN |
| Second paragraph: | Next#, TAB , enter text, RETURN |
| Third paragraph: | CODE-TAB, LowrLvl, TAB , enter text, RETURN |
| Fourth paragraph: | CODE-TAB, LowrLvl, TAB , enter text, RETURN |
| Fifth paragraph: | CODE-SHIFT-RETURN, UpToLvl, 1, GO, TAB , enter text, RETURN |

Figure 3-6 Example 3

1.0 This is the first item at the first level of technical numbering and is identified by a number you specify followed by a decimal, a zero, and a space.

2.0 This is the second item at the first level and is identified by the next number in sequence for this level followed by a decimal, a zero, and a space.

 2.1 This is the first item at the second level and is identified by the first number of the preceding level followed by a decimal, a 1, and a space.

 2.1.1 This is the first item at the third level and is identified by the numbers of the preceding level followed by a decimal, a 1, and a space.

3.0 This is the third item at the first level and is identified by the next number in sequence for this level followed by a decimal, a zero, and a space.

Example 4:

Figure 3-7 shows technical numbered paragraphs with the following formatting components:

- evenly spaced left tabs (every five spaces from the right margin)
- outline indent for each level except the first
- a tab after each paragraph number entry
- others indent for text
- individual spacing adjustments for text alignment after level two to accommodate additional decimals and numbers

After you set the tabs, the keystrokes for the paragraphs in figure 3-7 are:

First paragraph: **Edit, Para#, Tech**, enter beginning paragraph number, **GO, TAB, CODE-CANCEL, Paragraph, Indent, Others**, enter text, **RETURN**

Second paragraph: **CODE-CANCEL, Edit, Para#, Next#, TAB**, enter text, **RETURN**

- Third paragraph: **CODE-TAB, LowrLvl, TAB, CODE-CANCEL, Paragph, Indent, Others**, enter text, **RETURN**
- Fourth paragraph: **CODE-TAB, CODE-CANCEL, Edit, Para#, LowrLvl, TAB, Spacebar, Spacebar, Right Arrow, CODE-CANCEL, Paragph, Indent, Others**, enter text, **RETURN**
- Fifth paragraph: **CODE-SHIFT-RETURN, CODE-CANCEL, Edit, Para#, UpToLvl, 1, GO, TAB, CODE-CANCEL, Paragph, Indent, Others**, enter text, **RETURN**

Note: Because of number length, paragraph 4 and subsequent levels require customized spacing after the number to achieve a two-space others indent after the number.

Figure 3-7 **Example 4**

- 1.0 This is the first item at the first level of technical numbering and is identified by a number you specify followed by a decimal, a zero, and a space.
 - 2.0 This is the second item at the first level and is identified by the next number in sequence for this level followed by a decimal, a zero, and a space.
 - 2.1 This is the first item at the second level and is identified by the first number of the preceding level followed by a decimal, a 1, and a space.
 - 2.1.1 This is the first item at the third level and is identified by the numbers of the preceding level followed by a decimal, a 1, and a space.
 - 3.0 This is the third item at the first level and is identified by the next number in sequence for this level followed by a decimal, a zero, and a space.

Ruler Display Paragraph Format Symbols

The Ruler display shows the formatting symbols for the paragraph containing the cursor. The symbols include page and paragraph formatting: margins, indent settings, and tab settings. Table 3-5 illustrates and explains Ruler display format symbols.

Table 3-5 Ruler Display Format Symbols

Format	Symbol	Description
Page Margins		right page or column margin
		left page or column margin
Paragraph Indents		left paragraph indent
		right paragraph indent
		first line paragraph indent
		other line paragraph indent
		page margin for indented paragraphs
Tabs	L	left-aligned
	R	right-aligned
	C	centered
	D	decimal
	L....R	leader dots

Using Text Attributes

This section describes:

- how to use the following kinds of attributes:
 - additions to text (boldface, underline, subscripts, superscripts, struckout text, print suppression, and ribbon color)
 - alterations to existing text attributes (pitch and font)
- how to determine what the text attributes are at the cursor position
- how to format characters that let you control the positioning, division, or appearance of printed words or characters:
 - hyphens: required breaking and nonbreaking, and nonrequired breaking (discretionary)
 - spaces: required breaking and nonbreaking, and nonrequired breaking (discretionary)
 - overstruck characters produced with required backspaces

Note: The printing of attributes and special characters depends on your printer's ability to print them (refer to your printer operations manual).

To understand this section, you should be familiar with the text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

Characteristics of Text Attributes

The purpose of adding text attributes or altering them is to make some text stand out from other text. Text attributes have the following characteristics:

- They are character-specific; this means that:
 - The system holds attribute instructions in each character, as well as holding them in a paragraph edit code or a page break.

For example, you can underline one character only, or underline a paragraph. When you underline a paragraph, the paragraph edit code also holds the attribute formatting and passes it on to the next

paragraph unless you turn the attribute off before you press **RETURN** at the end of the paragraph.

- A character string (a sequence of characters and spaces) with an attribute is an attribute field; that is, when you add text within such a string, the system adds the attribute to the new text unless you turn off the attribute before you begin the addition.
- Each character can hold instructions for several attributes; for example, you can bold and underline characters at the same time.
- The system displays characters with attributes in one of the following ways:
 - high-intensity brightness
 - half-brightness
 - display of the attribute itself (for example, lines display through and under characters in struckout and underlined text, respectively)

Procedures for Adding Text Attributes

Since the procedures for adding and removing any text attribute are similar, the following procedures give the steps that are common for all attributes. Table 4-1 lists the function keys you press to make the procedures specific to each attribute.

You can add attributes to text as you enter it or after you enter it.

Note: If you set a character attribute before entering text and then change margins or indents, you may lose the character attribute. If this happens, reset the character attribute. You do not lose the character attribute if you have entered a character before changing margins or indents.

Table 4-1 **Added Text Attributes**

Attribute	Function Key(s)	Example
Single Underline	Underln (F9)	<u>Now is the time</u>
Double Underline	Underln (F9) Double (F8)	<u><u>Now is the time</u></u>
NonBlank (word only) Underline	Underln (F9) NonBlnk (F7)	<u>Now</u> <u>is</u> <u>the</u> <u>time</u>
NonBlank (word only) Double Underline	Underln (F9) Double (F8) NonBlnk (F7)	<u><u>Now</u></u> <u><u>is</u></u> <u><u>the</u></u> <u><u>time</u></u>
Boldface	Bold (F8)	Now is the time
Boldface and Underline	Bold (F8) &Underln (F8)	<u>Now is the time</u>
Boldface and Double Underline	Bold (F8) &Underln (F8) Double (F8)	<u><u>Now is the time</u></u>
Boldface and Nonblank Underline	Bold (F8) &Underln (F8) NonBlnk (F7)	<u>Now</u> <u>is</u> <u>the</u> <u>time</u>
Superscript	Attribt (F10) Super (F9)	90 ^o Centigrade
Subscript	Attribt (F10) Sub (F8)	H ₂ O
Struckout text	Attribt (F10) Struck (F3)	Now is the time
Print suppression	Attribt (F10) PrntSup (F6)	Refer to Suppressing the Printing of Text
Ribbon color	Attribt (F10) RbnColr (F1)	Text prints in an alternate color when the printer has a two-color ribbon.

To add an attribute to text as you enter it, use the following procedure in combination with the keys listed for the appropriate attribute in table 4-1:

- 1** At Home Base, press the function key(s) specific to the attribute.
- 2** To turn the attribute on, press **On (F9)**.
- 3** Type the text.
- 4** To turn the attribute off, press **Off (F10)**.

To add an attribute to existing text, use the following procedure in combination with the keys listed for the appropriate attribute in table 4-1:

- 1 At Home Base, press the function key(s) specific to the attribute.
- 2 Select the text for the attribute.
- 3 Press **On (F9)**.
If you select text with **PAGE** or select the document, respond to the MARK menu fields (refer to Using the MARK Menu); then press **GO**.
- 4 To turn the attribute off, press **Off (F10)** unless you want to enter more text with that attribute at that location.

To remove an attribute from existing text, use the following procedure in combination with the keys listed for the appropriate attribute in table 4-1:

- 1 At Home Base, press the function key(s) specific to the attribute.
- 2 Select the text with the attribute.
- 3 Press **Off (F10)**.
If you select text with **PAGE** or select the document, respond to the MARK menu fields (refer to Using the MARK Menu); then press **GO**.

To remove multiple attributes from existing text, use the following procedure:

Note: This procedure does not affect the following attributes: pitch, font, print suppression, document assembly keyword, and merge keyword.

- 1 At Home Base, press **Attribt (F10)**.
- 2 Press **All (F10)**.
- 3 Select the text with the attribute(s).
- 4 Press **Off (F10)**.

If you select text with **PAGE** or select the document, respond to the MARK menu fields (refer to Using the MARK Menu); then press **GO**.

Using the MARK Menu

If you select text with **PAGE** or select the document to add or remove an attribute, the MARK menu appears when you press **On** or **Off** (refer to figure 4-1).

Figure 4-1 MARK Menu

MARK: (Press GO to execute, CANCEL to dismiss)			
Alter regular text?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	(Press Y or N)
Alter odd headers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(Press Y or N)
Alter even headers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(Press Y or N)
Alter odd footers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(Press Y or N)
Alter even footers?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(Press Y or N)
Alter footnotes?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	(Press Y or N)

The MARK menu lets you further specify the page elements to be affected by adding or removing an attribute. In each MARK menu field, you respond **Yes** to add or remove the attribute from headers, footers, or footnotes; you respond **No** to leave them unchanged.

The MARK menu makes it easy for you to apply varied attributes to different page segments. For example, to print boldface headers and footers after you have entered text, headers and footers, and footnotes, you specify **Yes** in the MARK menu header and footer fields.

More Facts about Added Attributes

As you use text attributes, you should be aware of the following facts:

- Underlining
 - You cannot combine single and double underlining to produce triple underlining.
 - To create a line without text with the underline attribute, you enter required nonbreaking spaces (**CODE-SHIFT-Spacebar**) for the line and apply underlining to them.
- Superscript and Subscript
 - Superscript and subscript numerals display smaller than surrounding text and slightly above or below the text line; letters display the same size as surrounding text and on the text line.

Superscript and subscript numerals and letters print 1/48th of an inch above or below the text line and are the same size as surrounding text unless you apply a different typeface to them with the font attribute.

- In single-spaced text, superscripts and subscripts partially overstrike text in the adjacent line. You can adjust line spacing to avoid overstriking (refer to section 7).
- To remove only a superscript or subscript in text that contains both, you must limit selected text to a superscript or subscript. When you select text containing both superscripts and subscripts and attempt to remove only one of them, the system removes both.
- Ribbon Color
The printer changes ribbon color without interrupting printing. To print with two colors, you must install a two-color ribbon on the printer; otherwise, the ribbon color change attribute has no effect.

Suppressing the Printing of Text

The text print suppression attribute lets you suppress the printing of any amount of a document's text without interrupting printing.

Print suppression is useful in a document that contains text intended for a restricted audience. You can include relevant information in the document but mark it not to be printed.

You have three printing options for print suppression text:

- print all text, including print suppression text
- print without print suppression text and leave the space used by that text
- print without print suppression text and close up the space used by that text

For this option, you create a compact document separate from the original one (refer to Creating a Compact Document).

Note: When you use the OFISdesigner Table of Contents or Index operations with documents containing print suppression text, you use the document you intend to print (either the original or the compact version), to ensure correct page numbering.

To print a document with print suppression text printed or replaced by spaces, use the following procedure:

- 1** At Home Base, press **Home (F1)**.
- 2** Press **Print (F2)**.
- 3** Press **Documnt (F2)**.
- 4** In the **Document name(s)** field, enter the name of the original document, if necessary.
Make other responses in the Print form fields from the **Printer name** field to the **Paper feed** field, if necessary (refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*).
- 5** In the **Text Print Suppression** field, choose one of the following:
 - To replace the print suppression text with spaces, accept the default (Yes).
 - To print the print suppression text, enter **N**.
- 6** Press **GO**.

For further information about the Print operation, refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

Creating a Compact Document

To print a document without its print suppression text, and without the spaces required for that text, you create a compact document by filling out the Compact Document form (refer to figure 4-2).

The compact document is an editable word processing document that contains the original document minus the print suppression text.

You can give names to the compact and original documents to help you remember which version is compact and which contains print suppression text. For example, you can add the suffix **-compact** to the compact version to distinguish it from the original version.

Figure 4-2 Compact Document Form

COMPACT DOCUMENT:	(Press GO to execute, CANCEL to dismiss)
Old document name:	<input type="text"/>
New document name:	
Password:	

To create a compact document, use the following procedure:

- 1 At Home Base, press **Home (F1)**.
- 2 Press **Files (F5)**.
- 3 Press **Compact (F10)**.
- 4 In the **Old document name** field, enter the original document name, if necessary.
- 5 In the **New document name** field, enter the compact document name.
- 6 In the **Password** field, enter the password, if any.
- 7 Press **GO**.

To print a compact document, use the normal procedure for printing a document. You can refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations* or use the printing procedure for print suppression text in this section, omitting step 5. The **Text Print Suppression** field of the Print form has no effect because the compact document does not contain print suppression text.

Pitch and Font Attributes

You can change pitch (the number of characters per inch) and font text attributes as you enter or after you enter text.

You should consider the pitch and font attributes at the same time because most fonts are constructed for a particular pitch. Keep in mind the following guidelines:

- When you change the font, sometimes you also change the pitch, typeface, and the printable characters. OFISdesigner changes the pitch automatically with the font change.

For example, when you change from the Courier 10 to the Letter Gothic 12 font, you change typeface, some printable characters, and the pitch.

- You do not have to make a pitch change unless you use alternating pitches with the same font. The system changes the pitch and compresses the letters into a smaller area (for example, Courier 10 with 12-pitch) or spaces them out over a wider-than-usual area (for example, Letter Gothic 12 with 10-pitch).
- You can easily change pitch and font attributes for some page segments and not others with the MARK menu (refer to Using the MARK Menu).

For example, to print 15-pitch footnotes after you have entered text, headers and footers, and footnotes in 10-pitch, you specify **Yes** in the **Alter footnotes** field of the MARK menu.

For information about the Print operation, refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*. For information about configuring printers and fonts for OFISdesigner, refer to the *BTOS Generic Print System (GPS) Administration and Operations Guide*.

Changing the Pitch

You can specify pitches of 8, 10, 12, or 15 characters per inch, as well as proportional spacing. You should verify what pitches your printer can print. If you specify a pitch that your printer cannot print, the system substitutes the nearest pitch that your printer can produce.

The Ruler display reflects pitch changes according to the following principles:

- The display expands or shrinks, with the inch marks divided into the number of spaces per inch (pitch) you specify.
Note: When you specify a proportional space print wheel or font, the Ruler display retains even spacing although actual character spacing is according to character size.
- The Ruler display reflects one pitch per line, no matter how many pitch changes you make within the line.
You can verify each pitch by displaying the Current Attribute form at appropriate cursor positions (refer to Checking the Current Formatting Attributes).

You change the pitch attribute by making a choice from the Pitch menu (refer to figure 4-3) for new or existing text, using either of the following procedures.

When the printer encounters a pitch change attribute, it changes the pitch without interrupting printing.

To change the pitch attribute as you enter text, use the following procedure:

- 1 Position the cursor where the new pitch begins.
- 2 At Home Base, press **Home (F1)**.
- 3 Press **Print (F2)**.
- 4 Press **Pitch (F4)**.
- 5 Press a number, or **D**, to specify the pitch.
- 6 Type the text.
- 7 Repeat steps 4 and 5 to return to the original pitch.

Figure 4-3 **Pitch Menu**

PITCH:	(Press CANCEL to dismiss)
Press 8 for 8-pitch text	
0	10-pitch text
2	12-pitch text
5	15-pitch text
D	Default pitch for font

To change the pitch attribute in existing text, use the following procedure:

- 1** Select the text.
- 2** From Home Base, press **Home (F1)**.
- 3** Press **Print (F2)**.
- 4** Press **Pitch (F4)**.
- 5** Press a number or **D** to specify the pitch.
If you select text with **PAGE** or select the document, respond to the MARK menu fields (refer to Using the MARK Menu); then press **GO**.

Changing the Font

You change the font attribute by applying a choice from the Font menu (refer to figure 4-4) to new or existing text.

When a nonlaser printer encounters a font change attribute, it halts printing and prompts you to install the print wheel for the font specified.

When a laser printer encounters a font attribute change, it makes the change automatically.

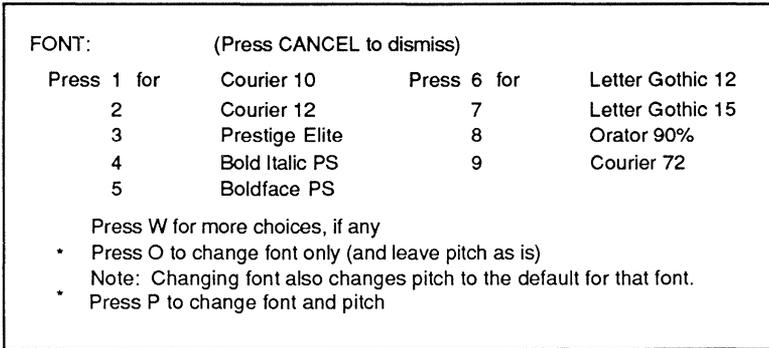
Boldface Proportional Space (PS) and Bold Italic PS laser printer fonts display as though they exceed the left margin, but they will print within the margins.

In the Merge operation, you should apply fonts in the form document, not in the records document.

When you have signature or logo fonts configured on your system, you should be aware that:

- Applying non blank underlining to these fonts has no effect because the system reads them as one word.
- In the Document Assembly operation, if you recall these fonts with a phrase, you must also apply the signature or logo font attribute to the recalled phrase; otherwise, only ASCII characters print.

For information about configuring a font for OFISdesigner and adding it to the Font menu, refer to the *BTOS Generic Print System (GPS) Administration and Operations Guide*.

Figure 4-4 **Font Menu Example**

- * One of these messages appears, depending on which key you press.

To specify a font attribute change while you enter text, use the following procedure:

- 1 Position the cursor where you want the new font to print.
- 2 At Home Base, press **Home (F1)**.
- 3 Press **Print (F2)**.
- 4 Press **Font (F5)**.
- 5 Choose one or more of the following:
 - If the font you want is not listed and you have added wheels to the Wp.Wheels file, press **W** to display more choices.
 - To change both the font and the pitch, press the number specifying the font.
For example, to change from Courier 10 to Letter Gothic 12, you change both pitch and font by pressing the number for Letter Gothic 12.
 - To change the font only, press **O**; then press the number specifying the font.
For example, to change from Courier 10 to Letter Gothic 12 yet retain 10-pitch, you change only the font by pressing **O** and the number for Letter Gothic 12.
- 6 Type the text.
- 7 To return to the original font, repeat steps 4 and 5.

To specify a font attribute change in existing text, use the following procedure:

- 1** Select the text to print with the new font.
- 2** From Home Base, press **Home (F1)**.
- 3** Press **Print (F2)**.
- 4** Press **Font (F5)**.
- 5** Choose one or more of the following:
 - If the font you want is not listed and you have added wheels to the Wp.Wheels file, press **W** to display more choices.
 - To change both the font and the pitch, press the number specifying the font.
For example, to change from Courier 10 to Letter Gothic 12, you change both pitch and font by pressing the number for Letter Gothic 12.
 - To change the font only, press **O**; then press the number specifying the font.
For example, to change from Courier 10 to Letter Gothic 12 yet retain 10-pitch, you change only the font by pressing **O** and the number for Letter Gothic 12.

If you select text with **PAGE** or select the document, respond to the MARK menu fields (refer to Using the MARK Menu); then press **GO**.

Checking the Current Formatting Attributes

The Current Attributes operation lets you display the text formatting status at the cursor position. The following text information displays in the Current Attributes form (refer to figure 4-5):

- character attributes
- paragraph alignment
- line spacing
- pitch
- font
- heading level for Table of Contents

Figure 4-5 Current Attributes Form

CURRENT ATTRIBUTES:	(Press CANCEL to dismiss)
cursor:	
o Courier 10	o 10-pitch
o Left Flush	o Single/Double Spaced

When the Current Attributes form is displayed, the system does not update its contents as you move the cursor. To obtain the status of other text, you must first press **CANCEL** to dismiss the form, and then redisplay it.

When you request current attributes in a text selection, the displayed current attributes can be different from those at the cursor position. The system is dealing with a selection of many characters that could contain different combinations of attributes.

In this case, the system displays the attributes of the first character in the selection. This character can be the paragraph edit code in a selected paragraph or a page break in a selected page; its attributes can be the same as those at the cursor position or different from them.

To check current formatting attributes, use the following procedure:

- 1 Position the cursor.
- 2 At Home Base, press **Attribt (F10)**.
- 3 Press **Current (F5)**.
- 4 Press **CANCEL** to dismiss the Current Attributes form.

Special Formatting Characters

Special formatting characters let you control the positioning and division of printed text strings by hyphens or spaces. The characters consist of the hyphens and spaces listed in table 4-2 and overstruck characters.

When you display edit codes, you can see the codes for special formatting characters.

You enter special formatting characters with the key(s) specified in table 4-2. You delete them as you would any other character.

Table 4-2 **Special Formatting Characters**

Character	Key Combination	Symbol	Print and Break Action
Hyphens:			
Required, Breaking	Hyphen	-	prints a hyphen; text can break after the hyphen For example, the word son-in-law has required, breaking hyphens.
Required, Nonbreaking	CODE-SHIFT-Hyphen	⌘	prints a hyphen; text cannot break at the hyphen For example, the word son-in-law has required nonbreaking hyphens.
Nonrequired, Breaking (discretionary)	CODE-Hyphen	⌘	prints only if the word breaks; text can break after the hyphen For example, the word son-inlaw has nonrequired breaking hyphens (the hyphen between in and law does not print).
Spaces:			
Required, Breaking	Spacebar	•	prints a blank space; text can break after the space For example, "Investigation 579" has a required breaking space.
Required, Nonbreaking	CODE-SHIFT-Spacebar	⌘	prints a blank space; text cannot break at the space For example, "Investigation 579" has a required nonbreaking space.
Nonrequired, Breaking (discretionary)	CODE-Spacebar	—	prints only if the word breaks; text can break at the space For example, the term "and/or" has a nonrequired breaking space after the slash.

Overstriking Characters

You can overstrike one character with another by inserting a required backspace between them. You produce a required backspace by pressing **CODE-BACKSPACE**, the edit code for **CODE-BACKSPACE** is \leftarrow . For example, the character \emptyset is a zero overstruck by a slash.

It is easier to enter overstruck characters when you display edit codes.

To enter an overstruck character, use the following procedure:

Note: After every step in this procedure, the displayed results of overstriking a zero with a slash are shown in parentheses.

1 Enter the character to be overstruck. (The display shows 0).

2 Press **CODE-BACKSPACE**.

When you display edit codes, the **CODE-BACKSPACE** symbol displays after the character (the display shows 0 \leftarrow).

When you do not display edit codes, the first character does not display (the display does not show any character above the cursor).

3 Enter the overstriking character.

When you display edit codes, this character appears after the **CODE-BACKSPACE** code (the display shows 0 \leftarrow /).

When you do not display edit codes, only the second character displays (the display shows /).

4 To overstrike a character more than once, repeat steps 2 and 3.

To delete an overstruck character, use the same procedure you would use for any other character.

When you delete an overstruck character, you should display edit codes to be sure all characters are deleted.

Columns

This section describes how to format and edit the three types of columnar text illustrated in figure 5-1:

- tabbed columns

You use tabbed columns for lists of numbers or words whose units are approximately equal in length; for example, a numeric table showing sales figures, or a textual table showing state names in several national regions (refer to figure 5-2).

- synchronized columns

You use synchronized columns for associated text blocks of varied length; for example, a table comparing several characteristics of oil, water, and acrylic paints (refer to figure 5-3).

- serpentine columns

You use serpentine columns for sequential text in continuous columns from the top to the bottom of the page; for example, the columns of a magazine or newspaper.

To understand this section, you should be familiar with the text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*.

Note: The **COL** text segment key (**F6** on the K1 keyboard) applies to tabbed columns only, not to synchronized or serpentine columns.

Figure 5-1 Column Page Layout Examples

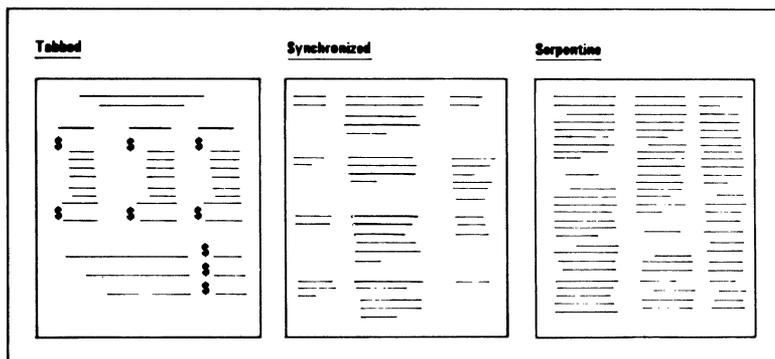


Figure 5-2 Tabbed Column Examples

Left Tabbed Columns			
35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday
Right Tabbed Columns			
35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday
Center Tabbed Columns			
35,626	869	First	Monday
582	94,527	Second	Tuesday
67	6,201	Third	Wednesday
5,832	32	Fourth	Thursday
Decimal Tabbed Columns			
356.26	8.69	824.59	36.03
2,735.82	945.27	5.34	4.75
6.78	6,201.01	1,84.22	784.92
58.32	1.32	9.40	75.62
Tabbed Leader Dot Columns			
Section 4			1
Editing Text			1
Displaying Edit Codes			2
Selecting			4
Changing a Selection			6
Deselecting			6
Deleting			7
Copying and Moving			8
Copying into Forms			8
Redoing			10
Undoing			10

Tabbed Columns

Tabbed columns provide an efficient format for lists of numbers or words whose units are approximately equal in length. Figure 5-2 shows tabbed column examples.

You can use tabbed columns for text, but it is not recommended; text entry and editing in tabbed columns is time-consuming because text wraps at the left page margin, not the left column margin.

When you type separate blocks of associated text, use synchronized columns; for continuous text, use serpentine columns. The text in both these formats wraps at the left column margin (refer to Synchronized Columns and Serpentine Columns).

Formatting Tabbed Columns

You use the procedures for setting, revising, and clearing tabs explained in section 3 as the basis for tabbed column procedures.

You use the **COL** text segment key (**F6** on the K1 keyboard) to select tabbed columns or jump to them. You cannot select or jump to an empty column. A tabbed column must contain text (or at least a space) for you to select it or jump to it.

To format tabbed columns, use the following procedure:

Note: You should display edit codes so that you can see **TAB** keystroke codes.

- 1 Decide on the number and width of the columns you need, and the space between columns. Columns should fit between the text margins set in the Page Format form.
- 2 Set tabs at column locations across the page.
- 3 Press **TAB** to position the cursor in the first column that requires text.
- 4 Enter the text; then press **TAB** to move the cursor to the next column to the right.

When you press **TAB** after the last column on the right, the cursor moves to the next line in the first column to the left.

If you continue an entry beyond the right page margin, text wraps to the left margin of the next line.

- 5 Repeat step 4 until the columns are complete.
- 6 To begin a new paragraph, press **RETURN**. You can then continue column entries or begin noncolumnar text.

Editing Tabbed Columns

To edit tabbed columns, you can do one or more of the following:

- change column positions, or insert columns, by replacing existing tabs with tabs at different locations
- change column format by replacing existing tabs with tabs of a different type (for example, replacing left tabs with center tabs)
- move or copy text from one column to another
- delete columns or parts of columns
- overwrite, or insert text into, existing column text

To change tabbed column positions or the column format, use the following procedure:

- 1 Press **Tabs (F3)**.
- 2 Select the column(s) you want to reset (use **PARA** for all columns across the page, **COL** for one column, or **MARK** and **BOUND** for either).
- 3 Choose one of the following:
 - To change one column at a time, clear the existing tab; then set the new tab.
 - To change all columns at once, clear all existing tabs; then set new tabs.

As you enter the new settings, column text moves to its new position.

- 4 Deselect the columns.
- 5 Delete or insert tab codes between the columns as necessary.

Moving and Copying Tabbed Columns

You use the Move and Copy operations to move or copy tabbed columns (refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*). You can move or copy tabbed columns into any other type of formatted text, including synchronized and serpentine columns, but you must observe the following conditions:

- The destination line for the moved or copied column must begin with a tab, but otherwise must not have tab settings; the system automatically inserts other tabs during the Move or Copy operation.
- Synchronized or serpentine columns must be wide enough to accommodate the tabbed column(s) without wrapping text to the next line.

Deleting Tabbed Columns

You can delete text within tabbed columns with **BACKSPACE** and **DelChar** (**F7** on the K1 Keyboard), or **DELETE CHAR** (K2/K3 Keyboard).

You can use the Delete operation to delete one or more tabbed columns, and retain or delete the column tab settings and **TAB** keystroke edit codes.

To delete tabbed columns with the Delete operation, use the following procedure:

- 1 Press **DELETE**.
- 2 Select the column(s) you want to delete (use **PARA** for all columns across the page, **COL** for one column, or **MARK** and **BOUND** for either).
- 3 Choose one of the following:
 - To delete the column(s), but retain tab setting(s) and **TAB** keystroke edit codes, press **CODE-DELETE**.
 - To delete the column(s), the tab setting(s), and **TAB** keystroke edit codes, press **GO**.

Synchronized Columns

Synchronized columns are an efficient way to format associated text blocks of varied length; for example, figure 5-3 shows a synchronized column model for comparing the consistency, spreading, and drying

characteristics of portrait paints.

Synchronized columns have the following formatting characteristics:

- The system begins each synchronized column with a synchronization mark. This mark is an edit code (a column-wide, half-bright horizontal line) that controls the text under it (refer to figure 5-4).
- Synchronization marks appear to take up a line space on the screen, but they do not. The paragraph formatting within columns controls line spacing.
- Blocks of text within columns can be of different lengths and/or widths. Unequal blocks display in a row across the page, all beginning on the same line.
- The maximum number of vertical columns allowed is ten; the maximum number of rows depends on page length.
- Columns and the margins between them must equal the text width specified in the Page Format form. You cannot format for extra space between the last column and the right margin.

Figure 5-3 Synchronized Column Model

Characteristics of Portrait Paints			
Paints	Consistency	Spreading Quality	Drying Speed
Water	----- -----	----- ----- ----- -----	----- ----- -----
Oil	----- ----- ----- ----- -----	----- ----- ----- -----	----- ----- -----
Acrylic	----- ----- ----- -----	----- ----- ----- -----	----- ----- -----

Figure 5-4 Synchronized Columns with Synchronization Marks

<p>What they are</p> <p>SWP lets you produce synchronized columns of varying number and size on the same page.</p>		<p>How to make them</p> <p>You can format two columns like this in the Synch Columns form and then enter the text. When you want to increase to four columns, you access Synch Columns again and enter values for four columns.</p>	
<p>Synchronization Marks</p> <p>Synchronization marks are half-bright horizontal lines that control text under them. You display edit codes to see them.</p>	<p>Moving to the next column</p> <p>You move to the next column by pressing CIBreak or CODE-NEXT.</p>	<p>CODE-Arrow SHIFT-Arrow</p> <p>CODE-Arrow keys move the cursor within columns only. You use SHIFT-Arrow keys or Arrow keys to move the cursor between columns.</p>	<p>Finishing Synchronized Columns</p> <p>You finish synchronized columns by formatting for one column in the Synch Columns form.</p>

- Columns are independent; text does not flow from one column to the next.
- Text continuously wraps within a column's margins, even across page breaks, until you start another column.
- Synchronized columns can include tabbed columns; they cannot, however, include serpentine columns, nor can serpentine columns include synchronized columns.

Note: You cannot format synchronized columns and serpentine columns on the same page.

You can use all editing and formatting operations with a synchronized column; you select with any text segment key except **COL**, which applies to tabbed columns only. However, you should observe the following general editing principles:

- Set column margins and indents before applying attributes.
- When you set attributes before typing text in the column, mark the paragraph edit code to apply the attributes to it.

You can change synchronized column format (number of columns, widths, and margins) at any time (refer to Viewing, Changing, and Removing Synchronized Column Format).

Entering Synchronized Columns

You can create synchronized columns as you enter text or after entering it. You instruct the system about column width and the space between columns by filling out the Synch Columns form (refer to figure 5-5).

Figure 5-5 **Synch Columns Form**

SYNCH COLUMNS: (Press GO to execute, CANCEL to dismiss)

(Press F10 to select PARA) Currently (enter inches or characters)

Number of columns:

Width of column 1:
 (Margin between 1-2):

Width of column 2:
 (Margin between 2-3):

Width of column 3:
 (Margin between 3-4):

Width of column 4:
 (Margin between 4-5):

Width of column 5:
 (Margin between 5-6):

Width of column 6:
 (Margin between 6-7):

Width of column 7:
 (Margin between 7-8):

Width of column 8:
 (Margin between 8-9):

Width of column 9:
 (Margin between 9-10):

Width of column 10:

Note: Use SCROLL UP to view the bottom of the form.

You use the **Number of columns** field for two purposes:

- to specify the number of synchronized columns across the page (2 through 10, the maximum)
- to enter a page synchronization mark to control text that follows synchronized columns

You enter a page synchronization mark to control text following synchronized columns at these times:

- before you create synchronized columns in, or copy or move them to, existing text (you create or insert the column above the page synchronization mark)
- after creating synchronized columns, to exit the synchronized column format and to set a controlling mark for subsequent text

If you omit this mark, the system moves text that follows synchronized columns into the boundaries of the preceding synchronized column.

You can fill out the **Number of columns** and **Margin between** fields in one of the following ways:

- enter the column width values only (the system assigns remaining space equally to column margins)
- enter the column margins values only (the system assigns remaining space equally to each column)
- enter values for both column width and margins

The total of these values must equal the text width specified in the Page Format form. If it does not, a message displays to let you know whether the values you enter exceed or are smaller than text width so that you can edit the values.

To enter synchronized columns, use the following procedure:

Note: You should display edit codes so that you can see synchronization marks.

- 1 At Home Base, press **Page (F5)**.
- 2 Position the cursor where you want the first column to begin.
- 3 Press **SyncCol (F8)**.

- 4 In the **Number of columns** field, choose one of the following:
 - If existing text follows the cursor position, and you do not want to include it in the columns, enter the number 1; then press **GO** to insert a page (normal text width) synchronization mark.
Reposition the cursor above the page synchronization mark, press **SyncCol** again, and specify the number of columns you want to format across the page (2 through 10).
 - If existing text does not follow the cursor position, specify the number of columns you want to format across the page (2 through 10).
- 5 In the **Width of column** and **Margin between** fields, choose one of the following:
 - Enter column widths only, in inches.
 - Enter margins between columns only, in inches.
 - Enter both column widths and margins between columns, in inches.
- 6 Press **GO**.
At the left margin, the system inserts a synchronization mark the width of the first column you specify in step 5.
If you enter both column and margin widths in step 5, and the total does not equal the text width for the page, respond to the system messages by editing column and margin entries; then press **GO**.
- 7 Enter column text.
Text wraps within the column boundaries.
- 8 To move to the next column, press **CIBreak (F3)**.
The system inserts a column synchronization mark at the beginning of the next column.
Note: You can press **CODE-NEXT** as an alternative to **CIBreak** to move to the next synchronized column.
- 9 Repeat steps 7 and 8 until you finish entering text in synchronized columns.
Note: Some slowing of system processing during synchronized column text entry and editing is normal.

- 10 If you did not insert a page synchronization mark in step 4, insert one now, as follows:
Press **SyncCol**, type the number 1 in the **Number of columns** field, and press **GO**.

To format existing noncolumnar text into synchronized columns, use the following procedure:

Note: You should display edit codes so that you can see synchronization marks.

- 1 At Home Base, press **Page (F5)**.
- 2 Position the cursor where you want the first column to begin.
- 3 Press **SyncCol (F8)**.
- 4 In the **Number of columns** field, specify the number of columns you want to format across the page (2 through 10).
- 5 In the **Width of column** and **Margin between** fields, choose one of the following:
 - Enter column widths only, in inches.
 - Enter margins between columns only, in inches.
 - Enter both column widths and margins between columns, in inches.
- 6 Press **GO**.

The system inserts a synchronization mark at the left margin the width of the first column you specify in step 5. All text following the cursor position moves into this column.

If you enter both column and margin widths in step 5, and the total does not equal the page text width, respond to the system messages by editing column and margin entries, then press **GO**.

- 7 Position the cursor under the character where text for the second column begins; then press **ClBreak (F3)**.
- 8 The system inserts a synchronization mark at the beginning of the next column and moves text following the cursor into the second column.

Note: You can press **CODE-NEXT** as an alternative to **ClBreak** to move to the next synchronized column.

- 9 Repeat steps 7 and 8 until all text is formatted in synchronized columns.

Note: Some slowing of system processing during synchronized column text entry and edit is normal.

10 Insert a page synchronization mark to exit synchronized column format, as follows:

Press **SyncCol**, enter the number 1 in the **Number of columns** field, and press **GO**.

Any text that follows this mark is in one-column format.

Editing Synchronized Columns

You can edit and format text blocks in synchronized columns as you would any other text, even formatting tabbed columns within a synchronized column. However, you cannot format serpentine columns within synchronized columns.

You can select synchronized text using **MARK** and **BOUND** or any text segment key except **COL**, which applies to tabbed columns only.

You add or delete synchronized column text the same as you would any other text.

The following paragraphs explain these synchronized column editing operations:

- forcing a page break
- adding and deleting synchronized columns
- moving and copying synchronized columns
- viewing, changing, or removing synchronized column format

To force a page break in a synchronized column, use the following procedure:

1 Position the cursor where you want the page break.

Note: To include the synchronization mark, position the cursor between the synchronization mark and the first line of text.

2 Press **Page (F5)**.

3 Press **PgBreak (F4)**.

The system inserts a column-wide page break above the synchronization mark.

Note: You can press **CODE-NEXT PAGE** as an alternative to **PgBreak** to create the page break.

To add blocks of text to existing synchronized columns, use the following procedure:

- 1** Position the cursor after the text in the last column that precedes the addition (refer to figure 5-6).
- 2** Press **CIBreak (F3)**.
- 3** Enter text under the column synchronization mark at the new column position.
- 4** Repeat steps 2 and 3 until you have finished adding columns.

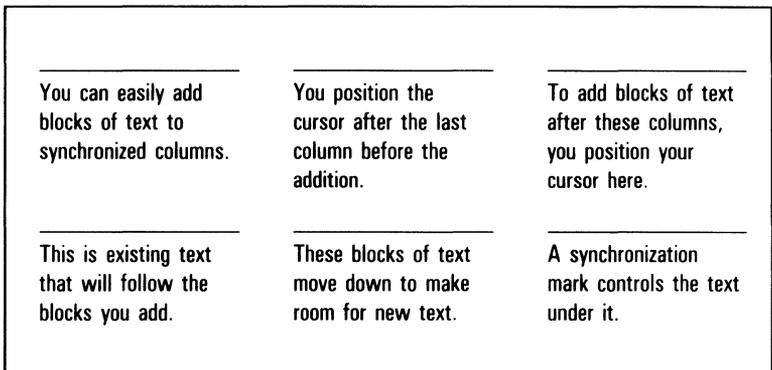
To delete a synchronized column, delete as you would any other text, being sure to delete the column synchronization mark.

Moving and Copying Synchronized Columns

You can move or copy synchronized columns anywhere within or between documents, except into tabbed or serpentine columns. To control text that follows the columns, be sure a page synchronization mark follows the columns by doing one of the following:

- Move or copy the page synchronization mark with the columns if they have one.
- Insert the page synchronization mark at the destination location, before or after the Move or Copy operation.

Figure 5-6 Cursor Position for Adding Blocks of Text to Synchronized Columns



To insert a page synchronization mark, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Position the cursor where you want the page synchronization mark.
- 3 Press **SyncCol (F8)**.
- 4 In the **Number of columns** field, enter 1.
- 5 Press **GO**.

To move or copy synchronized columns, use the following procedure:

- 1 Press **MOVE** or **COPY**.
- 2 Select the columns you want to move or copy.

Note: Selection is easier with **MARK** and **BOUND** but you can also use text segment keys except **COL**.

The selection must begin from the first column synchronization mark and end with the text of the last column, or the page synchronization mark if there is one.

- 3 Position the cursor at the destination location.
If the destination is within a synchronized column, position the cursor to the immediate left of the column synchronization mark that will follow the moved or copied columns.
- 4 Press **GO**.

Viewing, Changing, and Removing Synchronized Column Format

You can perform three operations on synchronized column format, once you have entered the columns:

- view the existing synchronized column values
- change the number of columns

Reducing the number of columns moves the current rightmost column(s) into the leftmost column(s).

Reducing the number of columns to 1 leaves column text intact under page synchronization marks.

Increasing the number of columns adds empty columns to the right of former columns. Existing text remains in the former columns and is compressed if the columns are now smaller than they were before the increase.

- change column widths and margins

To view synchronized column format, use the following procedure:

- 1 Position the cursor under any column synchronization mark, character, or space within the columns you want to check.
- 2 Press **MARK**.
- 3 Press **Page (F5)**.
- 4 Press **SyncCol (F8)**.
The current values for column number, width, and margins display in the Synch Columns form fields.
- 5 Press **CANCEL** to dismiss the form.

To change or remove current synchronized column format, use the following procedure:

- 1 Select only the columns you want to reformat. Be sure to include the column synchronization marks.
- 2 Press **Page (F5)**.
- 3 Press **SyncCol (F8)**.
- 4 Choose one of the following:
 - To change the number of columns, their width or margins, enter appropriate values in the Synch Column form fields.
 - To remove synchronized column format, type the number 1 in the **Number of columns** field.
- 5 Press **GO**.

Serpentine Columns

Serpentine columns are an efficient format for sequential text in continuous columns from the top to the bottom of the page, as in magazine or newspaper format.

Serpentine columns have the following formatting characteristics:

- Serpentine column format applies to a page, and is set with the Page Format form:
 - Serpentine format controls all text on a page; you cannot set up any other form of columnar or noncolumnar text formatting on the same page.
 - Text height determines serpentine column length.
 - The Review operation redistributes existing text in columns after editing or reformatting.
- Columns are equal in width, and the margins between columns are equal.
- The system inserts a serpentine column edit code (a column-wide line of hyphens) above each column. This edit code controls column text and serves as a temporary column break. You can replace it with a permanent column break when necessary.
- New text wraps within column boundaries as you enter it and flows from one column to the next.
- Serpentine columns can include tabbed columns, but not synchronized columns.

Formatting Serpentine Columns

To format serpentine columns for new or existing text, use the following procedure:

- 1** Position the cursor where you want serpentine columns to begin.
- 2** At Home Base, press **Page (F5)**.
- 3** Press **Format (F5)**.
- 4** Scroll to the bottom of the form.
- 5** In the **Number of columns** field, enter the number of vertical columns per page.
- 6** In the **Margin between columns** field, specify the margin between columns in inches (for example, 0.5 for one-half inch in 10-pitch).
- 7** Choose one of the following:
 - To format for new text, go to step 8.
 - To reformat existing text, select the pages for reformatting (**PAGE** is **F10** on the K1 keyboard).

8 Press GO.

For new text, the system positions the cursor under the serpentine edit code for the first column.

For existing text, the system arranges the text selection into a single column under the first serpentine column edit code.

9 Choose one of the following:

- Enter new text at the cursor position. Text wraps at column margins as you enter it.

Note: Some slowing of system processing during serpentine column text entry and editing is normal.

- Edit existing text, if necessary. For example, add or delete forced column or page breaks; the system starts a new column at forced column breaks and a new page at forced page breaks.

10 To distribute text into columns, perform a Review operation (refer to section 2).

Forcing Serpentine Column Breaks

You can force breaks in serpentine columns in two ways:

- force a column break and move subsequent text to the top of the next column
- force a page break and move subsequent text to the first column of a new page

To force a serpentine column break or page break, use the following procedure:

- 1** Position the cursor where you want the new column or page to start.
- 2** At Home Base, press **Page (F5)**.
- 3** To force a column break, choose one of the following:
 - Press **ClBreak (F3)**.
 - Press **BrkTyp (F2)**; then press **PermCol (F6)**.
 - Force a page break by pressing **PgBreak (F4)**.
- 4** Perform a Review operation to redistribute column text.

Note: As an alternative to pressing **ClBreak (F3)**, you can press **CODE-NEXT**.

Editing Serpentine Column Text

You can edit and align text within serpentine columns as you would with any other text. You can format tabbed columns within a serpentine column, but you cannot format synchronized columns within them.

You can select columns with **MARK** and **BOUND** and any text segment key except **COL**, which applies to tabbed columns only.

You must perform a Review operation to redistribute text in columns after editing.

Viewing, Changing, and Removing Serpentine Column Format

After you enter serpentine columns, you can do the following:

- view serpentine column specifications in the Page Format form
- change the number of columns
- change column margins
- change text height and width for the page (provide more or less space for serpentine columns)
- remove serpentine column format

To view serpentine column format, use the following procedure:

- 1** Position the cursor in the column.
Do not select more than one page of columns. If you do, the Page Format form appears without the current page values.
- 2** Press **Page (F5)**.
- 3** Press **Format (F5)**.
- 4** Scroll the form, if necessary, to view values you want.
- 5** Press **CANCEL** to dismiss the form.

To change or remove serpentine column formatting, use the following procedure:

- 1** Position the cursor in the first page you want to change.
- 2** Press **Page (F5)**.
- 3** Press **Format (F5)**.

- 4 Choose one of the following:
 - To change text height and width for the page (provide more or less space for serpentine columns), edit the margin or height and width fields.
 - To change the number of columns, edit the number in the **Number of columns** field.
 - To remove serpentine column format, type the number **1** in the **Number of columns** field.
 - To change column margins, edit the **Margins between columns** field.
- 5 Select the pages to be changed (**PAGE** is **F10** on the K1 keyboard).
- 6 Press **GO**.
- 7 Delete or insert page or column breaks, if necessary.
- 8 Perform a Review operation to redistribute column text.

Exiting the Serpentine Column Mode

To exit the serpentine column mode and resume entering noncolumnar text, use the following procedure:

- 1 Position the cursor after text in the last column.
- 2 Press **PgBreak (F4)**.
- 3 Remove the serpentine column format from the new page (refer to Viewing, Changing, and Removing Serpentine Column Format).

Inserting Headers and Footers

This section describes how to enter and edit headers and footers and provides examples for their use.

To understand this section, you should be familiar with the text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*, and the formatting information in sections 2, 3, and 4.

Headers and footers are text blocks that you attach to a document. They print on every document page you specify. You specify header and footer locations in the top and bottom page margin areas, respectively.

This guide's pages offer examples of headers and footers. It has headers made up of section titles and arabic page numbers; the title and number positions are reversed on odd and even pages. Headers in the table of contents, however, have roman numerals. Footers contain an identification number on odd pages only.

Headers and footers have these characteristics:

- You create, edit, and display headers and footers in windows separate from regular document text.
You can change paragraph and character attributes in headers and footers through the MARK menu when you select text with **PAGE** or select the document (refer to section 4).
- The system stores headers and footers separately from document text. For example, a Replace operation includes document text only, not header or footer text.
- The system prints headers and footers with regular text, as follows:
 - at the page locations you specify
 - only on the pages you specify: odd pages, even pages, or both odd and even pages (but omitting any page where you delete the header or footer)

Planning for Headers and Footers

You should plan a document's headers and footers before you enter them. However, you can edit them any time before printing.

If you want to use a header or footer, you need to determine the following:

- what its text should be
- whether it should include a page number, and if so, whether the numerals should be arabic or roman
- the number of margin lines it will use
- how far from the page edge and text it should print
- what pages it should print on
- whether it applies to the whole document

The following paragraphs explain how to manage headers and footers.

Positioning Headers and Footers

You specify the header and footer page position by entering a value in inches from the paper edge in the Page Format form **Header position** and **Footer position** fields (refer to section 2).

The header and footer value should always be smaller than the top and bottom margin value that you enter in the same form, because the header and footer must print in the margin.

If you enter a header or footer setting that is greater than the margin measurement, text overprints the header or footer.

For example, to position a one-line header one inch from paper edge and one-half inch above text on 8-1/2 by 11 inch paper, you can set the header at 1 inch (the header prints on line 6) and the top margin at 1.5 inches (text begins to print on line 10).

When you create a multiple-line header or footer, you must specify a correspondingly larger margin to allow for the lines taken up by the header or footer. Otherwise, the header or footer prints on the blank lines that should separate the header or footer from the text.

Header and Footer Windows

You create, display, and edit headers and footers in one of three windows:

- ODD for odd-numbered page headers and footers
- EVEN for even-numbered page headers and footers
- BOTH for both odd-numbered and even-numbered page headers and footers

Note: You cannot have text in all three windows at once because BOTH includes odd and even pages.

When you have text in the ODD and EVEN header windows, and you decide to enter one header for all pages, the system prompts you to delete an ODD or EVEN header when you try to open the BOTH header window.

When you open a header or footer window, it contains the following:

- a Document Status line showing the following:
 - the word **Header** or **Footer**
 - the word **Odd** or **Even** if it is an ODD or EVEN window
 - the line number where the cursor is positioned in the window
- a three-line text area that you can expand and scroll text in, as you would other windows
- up to three lines of existing text, if any

Creating, Viewing, Editing, and Deleting Headers and Footers

Headers and footers follow these formatting and editing principles:

- Headers and footers assume the parent document's individual page formatting characteristics.
- Headers and footers accept paragraph formatting and character attributes.
- You edit headers and footers as you would any other text.
- Maximum header and footer length and width equals the text height and width set in the Page Format form.

- Once you apply a header or footer to a document, the system applies it to subsequent original text pages, unless you specify otherwise.
- When you copy or move pages with headers and footers, the system copies and moves the headers and footers with the pages.

For example, when you copy some pages of one document with footers into another document with footers, you should overwrite the footers that traveled with the copied pages. You do this by entering the footer window of the destination document and reapplying its footer.

Note: The function of the **DISMISS (F9)** key is to close the header or footer window. Pressing **DISMISS** without applying header or footer text to the document deletes the text in the window. **DISMISS** has no effect on header or footer text once you have applied it to your document.

To create, view, or edit a header or footer, use the following procedure:

- 1** At Home Base, press **Page (F5)**.
- 2** Press **Header (F6)** or **Footer (F7)**.
- 3** To apply the header or footer to selected document pages, select the pages (**PAGE** is **F10** on the K1 keyboard).
- 4** To open a header or footer window, choose one of the following:
 - To open the window for odd-numbered pages, press **ODD (F1)**.
 - To open the window for even-numbered pages, press **EVEN (F2)**.
 - To open the window for all pages, press **BOTH (F3)**.
- 5** Choose one of the following:
 - To create a new header or footer, enter the text.
 - To edit an existing header or footer, make the changes in the text.
- 6** To close the window or apply the header or footer to the document, choose one of the following:
 - To close the window after viewing, press **DISMISS (F9)**.
 - To apply the header or footer to selected document pages, press **GO**.

- To apply the header or footer to the entire document, press **GO**; then choose one of the following:
 - To confirm the application of the header or footer to the entire document, press **GO**.
 - To cancel the command, press **CANCEL**; then press **DISMISS (F9)** to close the window.

Note: As an alternative procedure for closing the window, you can use the window-closing procedure described in the *BTOS OFISdesigner Operations Guide, Volume1: Basic Operations*, or press **CODE-C**.

To delete a header or footer, use the following procedure:

- 1 At Home Base, press **Page (F5)**.
- 2 Press **Header (F6)** or **Footer (F7)**.
- 3 To apply the header or footer deletion to selected document pages, select the pages (**PAGE** is **F10** on the K1 keyboard).
- 4 To open a header or footer window, choose one of the following:
 - To open the window for odd-numbered pages, press **ODD (F1)**.
 - To open the window for even-numbered pages, press **EVEN (F2)**.
 - To open the window for all pages, press **BOTH (F3)**.
- 5 Delete the window text.
- 6 To apply the header or footer to the document, choose one of the following:
 - To apply the empty header or footer to selected document pages, press **GO**.
 - To apply the empty header or footer to the entire document, press **GO**; then choose one of the following:
 - To confirm the application of the header or footer to the entire document, press **GO**.
 - To cancel the command, press **CANCEL**; then press **DISMISS (F9)** to close the window.

Note: As an alternative procedure for closing the window, you can use the window-closing procedure described in the *BTOS OFISdesigner Operations Guide, Volume1: Basic Operations*, or press **CODE-C**.

Varying Headers and Footers within a Document

You can vary headers and footers on specific document pages. When you do, it is helpful to plan the sequence of header and footer procedures.

Following are procedure sequences for two document examples. You use the procedure under Creating, Viewing, Editing, and Deleting Headers and Footers for each step in the sequence. You also use the procedure for forcing page numbers explained in section 2.

Example 1:

The document in this example has a cover page, two index pages, and 30 pages of regular text. Headers are to print on all pages except the cover page. All pages need numbers except the cover page: lowercase roman numerals for the index pages and arabic numerals for the regular pages.

A sample procedure sequence to apply headers to this document is:

- 1 Specify headers for the index pages by entering the text containing the symbol for page numbers in the BOTH header window, and specifying the lowercase roman numbering scheme specified for index pages (refer to section 2).
- 2 Force the first index page number to 1.
- 3 Specify headers for the 30 regular pages by entering the text containing the symbol for page numbers in the BOTH header window, and specifying the arabic numbering scheme for the page numbers.
- 4 Force the first regular text page number to 1.

Note: When you page through the document, the Document Status line now shows two first pages: one for the index and one for regular text.

Example 2:

The document in this example has a cover page and regular text. Every page except the cover page should have a footer.

A sample procedure sequence to apply footers to this document is:

- 1** Specify footers for the entire document by entering text in the BOTH footer window.
- 2** Delete the footer from the cover page only.
- 3** Force the number of the first regular text page to 1.

Inserting Footnotes

This section describes how to enter and edit footnotes and provides examples for their use. A footnote is a block of text you reference on a document page with the Footnote operation.

To understand this section, you should be familiar with the text entry and editing information in the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*, and the formatting information in sections 2, 3, and 4.

Footnotes have the following characteristics, some of which depend on the footnote printing locations you specify:

- The system prints footnotes with regular text, in either or both of the following locations, according to your specifications:
 - the bottom of the page where you reference it (refer to figure 7-1)

If this is the only printing location, you can only view footnotes through the footnote window; the system stores the footnotes separately from document text. For example, a Search operation includes document text only, not footnote text.
 - in a footnote collection appended to the document or to another document (refer to figure 7-2)

If you include this printing location, you can view footnotes at the end of the document's text or in another document, as well as in the footnote window. System operations, such as a Search operation, include the footnote collection, not text in footnote windows.

The Footnote operation does not update or overwrite collected footnotes; when you generate an edited version of collected footnotes, you must delete the previous version.
- You create and edit footnotes in the footnote window separate from regular document text.

You can change character attributes in footnotes through the MARK menu when you select text with **PAGE** or select the document (refer to section 4).

Figure 7-1 Footnote Printed at the Bottom of a Document Page

Further investigation showed the final cost of the stretched-out project would probably be at least 60 percent higher than the most pessimistic earlier forecast. ¹

Faced with a money-losing proposition, the City Council returned the development plan to the Commission with instructions to explore a variety of suggestions for bringing costs in line with potential revenues.

¹ Earlier forecasts had assumed lower interest rates and no change in the rate of inflation.

Figure 7-2 Collected Footnotes

- ¹ According to latest published figures from that country.
- ² From private correspondence, January 1986.
- ³ Congressional Record, November 7, 1985.

- You can reference footnotes with the system's automatic footnote numbering or with other reference symbols.
- The system associates the footnote text with its reference symbol; moving, copying, or deleting the reference symbol also moves, copies, or deletes the footnote text.

Planning for Footnotes

As you prepare a document with footnotes for printing, you determine the following:

- whether to print:
 - each footnote at the bottom of the page on which you reference it
 - all footnotes in a collection at the end of the document, or in a separate document
 - footnotes in both locations
- whether to let the system reference the footnotes by sequential arabic numerals, or to reference them by another symbol(s)
- whether to begin footnotes with a number other than one
- whether to renumber footnotes after adding or deleting one or more

The following paragraphs explain how to manage footnotes.

Creating Footnotes

You create footnotes in the window associated with the footnote's reference in regular text. The window contains the following:

- a Document Status line with the title **Footnote** and the line number of the cursor position in the window
- a three-line text area that you can expand, contract, and scroll text in, as you would other windows; this area contains the following:
 - a symbol: for numbered footnotes, it is a half-bright superscript zero; for footnotes referenced by a symbol, it is the symbol you enter and select in regular text before you open the window
 - a blank line and the cursor

To create footnotes, use the following procedure:

- 1** Mark the location in regular text for the footnote reference by choosing one of the following:
 - To reference with OFISdesigner's automatic numbering, position the cursor at the reference location.
 - To reference with another symbol(s), enter the symbol(s) at the reference location, and add any attributes, such as boldface; then select it with **MARK** and **BOUND**.
- 2** At Home Base, press **Edit (F6)**.
- 3** Press **FootNte (F8)**.

The footnote window displays either a half-bright superscript zero for referencing by automatic numbering, or the symbol you selected in step 1.

- 4** Enter the footnote text.

To end this procedure without creating the footnote, close the window, and delete the reference symbol you entered in step 1, if any.

- 5** Press **GO**.

At the reference location in regular text, half-bright reference symbols appear: a superscript zero for automatic numbering; the symbol(s) you entered in step 1 for alternative referencing.

The system changes the zero to arabic numerals when it numbers the footnotes (refer to Numbering Footnotes Automatically).

Viewing and Editing Footnotes

Footnotes follow these formatting and editing principles:

- Footnotes assume the parent document's individual page formatting characteristics.
- Footnotes accept paragraph formatting and character attributes.
- To copy, move, or delete footnotes, you copy, move, or delete their reference symbols in regular text.
- You edit footnote text as you would any other text.

- The maximum footnote length and width equals the text height and width set in the Page Format form.
- When you copy or move pages with footnotes, the system copies and moves the footnotes with the pages.

To copy, delete, or move a footnote, you copy, delete, or move the footnote's reference symbol in regular text.

To view or edit footnote text, use the following procedure:

- 1 Position the cursor under the footnote's reference symbol in regular text.
- 2 At Home Base, press **Edit (F6)**.
- 3 Press **FootNte (F8)**.
- 4 Edit or view the text.
- 5 Choose one of the following:
 - To record the edited text, press **GO**.
 - To dismiss the footnote without recording text changes, close the window.

Numbering Footnotes Automatically

When you choose the superscript zero as the reference symbol for footnotes, you instruct the system to number or renumber footnotes when you respond **Yes** (the default) in the **Renumber footnotes** fields during either of the following operations:

- a Review operation (refer to section 2)
- a Print operation (refer to the *BTOS OFISdesigner Operations Guide, Volume 1: Basic Operations*)

The system replaces the original superscript zero with a superscript number at the reference location in regular text and in the footnote's window.

During renumbering, the system does not update collected footnotes; you must change the collected version (refer to Collecting Footnotes).

Automatic footnote numbers in synchronized columns follow a line sequence, rather than a column sequence. In columns that begin on the same line, for example, a footnote reference in the leftmost column on line 45 has a higher number than one in the rightmost column on line 40.

Forcing a Footnote Number

When you use automatic footnote renumbering, you can specify (force) the footnote number you want the system to start with on a page.

For example, if you have a document with several chapters, and you want the footnotes in each chapter to begin with one, you force the first footnote number in each chapter to one.

Forcing a footnote number affects all subsequent footnote numbers until the system encounters another forced footnote number.

To force a footnote number, use the following procedure:

- 1** Position the cursor on the page where you want to force the footnote number.
- 2** At Home Base, press **Page (F5)**.
- 3** Press **PgAttr (F10)**.
- 4** Enter the footnote number in the **Forced footnote number** field.
- 5** Press **GO**.

To renumber footnotes after forcing a footnote number, perform a Review or Print operation, specifying **Yes** in the **Renumber footnotes** field.

Collecting Footnotes

You collect a document's footnotes to append and print them at the end of the document in which they occur or in another document.

Collected footnotes have the following characteristics:

- Collected footnotes are a one-time collection; the system does not update them when you edit or renumber footnotes.
- You can collect footnotes at any time and as many times as you want.
- Footnote collections are cumulative; later collections do not overwrite earlier collections. You must delete unwanted versions with the Delete operation.
- Collected footnotes are arranged sequentially from first to last, and identified with numbers or symbols.

- Collected footnotes append to a document following that document's text. The system treats them as part of document text during formatting and editing operations.
- To title collected footnotes and have them appear on a page separate from document text, you must insert a page break and edit them appropriately.
- You can edit and format collected footnotes as you would any other text.
- You print collected footnotes, or suppress printing of them, as you would any other text.

To collect footnotes, use the following procedure:

- 1** At Home Base, press **Functns (F2)**.
- 2** Press **CtFootN (F8)**.
- 3** In the **Append to document** field, choose one of the following:
 - To append footnotes to the current document, make no entry.
 - To append the footnotes to a document other than the current one, enter a document name.
- 4** Press **GO**.

If the entry in step 3 is an existing document name, the system collects the footnotes and appends them to it.

If the entry is a new document name, the system asks you for confirmation to create it, and then collects and inserts the footnotes in that document.

Printing Footnotes on Document Pages

You can print footnotes on pages where you reference them or in a collection at the end of the document, or both. For printing a footnote collection, refer to *Collecting Footnotes*.

You instruct the system about printing footnotes on the pages where you reference them by choosing one of the following responses in the **Print footnotes** field of the Print form:

- **Yes** (the default) to instruct the system to print footnotes
- **No** to instruct the system to omit footnotes while printing

Preparing for Footnote Printing on Document Pages

To prepare a document with footnotes for printing, you perform a Review operation (refer to section 2).

Your response in the **Leave room for footnotes** field is critical to the document's pagination and to printing. You choose one of the following responses:

- **Yes** (the default) to instruct the system to paginate so that there is enough space on each page to print the footnotes referenced on that page
- **No** to instruct the system to paginate as though there were no footnotes in the document

The Review operation does not display the footnotes with regular text; it shows you where the system needs to break pages in order to print footnotes on them.

If you want to change the page breaks after the review, you can use keep together braces and permanent page breaks to adjust them. You then perform another Review operation to confirm the pagination.

Glossary

Aligning Text. Text alignment is the positioning of text between the left and right text margins.

Attribute. An attribute is a quality added to a portion of text to perform a specific function. Attributes are applied to characters, paragraphs, and pages (refer to Character Attribute, Page Attribute, and Paragraph Attribute).

Boldface. Boldface is a character attribute that prints text with a thicker, heavier appearance.

Break Type. The break type option displays the current page or column break type: permanent (static) or temporary (floating). It also provides the opportunity to specify a break type.

Center. Center is a text alignment option that centers text between the left and right margins.

Change Page Format (CPF). Change Page Format (CPF) is an optional OFISdesigner feature that allows alteration of default page format values.

Character. A character is a single letter, number, screen symbol, or space in text.

Character Attribute. A character attribute, such as underlining or boldface, is a quality added to characters to make them stand out from surrounding text.

Character String. A character string is a sequence of characters and spaces.

Column Break. A column break is an edit code that marks the beginning of a new column.

Compact Document. A compact document is a document from which text with the print suppression attribute has been removed.

Copy. Copy refers to two operations: the OFISdesigner operation that allows text duplication within a document or between documents; the Executive and OFISdesigner operation that duplicates files.

CPF. CPF is an acronym for Change Page Format.

Delete. Delete refers to two operations: the OFISdesigner operation that removes text from a document or form; the Executive and OFISdesigner operation that removes files from their storage medium.

Deselect. To deselect means to remove text from selection; the selection highlighting disappears.

Directory. A directory is a group of files on a volume. In file names, the directory appears in angle brackets (<>).

Glossary-2

Document Status Line. A Document Status line identifies windows on the OFISdesigner screen. It contains the name of the window's contents and the page and line numbers of the cursor position.

Edit. To edit is to rearrange, delete, or add data or text to existing text.

Edit Codes. Edit codes are display symbols that mark formatting keystrokes, such as new paragraphs, tabs, and indents.

Elite Type. Elite type is 12-pitch type. It is also the name of a particular font.

Error Message. An error message displays when the system cannot complete an operation.

Executive. The Executive is the BTOS program that controls access to other programs and data on a workstation.

Facing Pages. Facing pages is a page attribute that alternates margin settings on odd and even document pages.

Field. A field is a unit of information in a record or form.

File. A file is a document stored under a unique name in a directory. File is synonymous with document.

File Name. A file name is the name assigned to a file (document) at its creation. The system recognizes files by their names.

First Line Indent. First line indent is an option that indents the first line of a paragraph.

Flush Left. Flush left is a text alignment option that positions text evenly against the left margin and leaves a ragged right margin.

Flush Right. Flush right is a text alignment option that positions text evenly against the right margin and leaves a ragged left margin.

Font. A font is a particular size and style of type.

Footer. A footer is text that prints in the bottom margin of specified document pages. It is entered once, separate from regular text.

Footnote. A footnote is a block of text referenced in regular text; it prints at the bottom of the page on which it is referenced and/or in a footnote collection at the end of the document.

Forced Footnote Number. A forced footnote number is a page attribute that specifies a number for the footnote on a particular page. This number is the first in an automatic footnote numbering sequence for subsequent footnotes.

Forced Page Number. A forced page number is a page attribute that specifies a number for a particular page. This number is the first in an automatic page numbering sequence for subsequent pages.

Form. A form is a display related to an OFISdesigner operation; it contains fields for variable parameters or options.

Format. Format is the arrangement of text in a specific page layout.

Format File. The format file defines the default page format values for an OFISdesigner user.

Function Key. A function key performs or starts an OFISdesigner operation. There are two kinds of function keys: dedicated and variable.

Function Key Display. The Function Key display is the lower portion of the OFISdesigner screen where the variable function key labels display for keys F1 through F10.

Header. A header is text that prints in the top margin of specified document pages. It is entered once, separate from regular text.

Home Base. Home Base is the variable function key level where the Home function is at F1.

Hot Zone. The hot zone consists of a number of blank spaces at the end of a text line. The system uses the hot zone to determine whether to hyphenate a word during the Review operation when hyphenation is specified.

Indent. Indent is a text alignment option that sets temporary paragraph margins. These margins can be narrower or wider than page margins, but not wider than the page width specified in the Page Format form.

Job Stacking. Job stacking is a page attribute that allows for stacking of printed pages to the right or left of the output paper bin on some laser printers.

Justify. The justify text alignment option inserts spaces necessary to make text even at both the right and left margins.

Keep Together. Keep together braces instruct the system to keep text selections together during pagination. The system treats the text between braces as one unit and positions it on the page that has room for it.

Keyboard. A keyboard is the part of the workstation from which input is sent to the central processing unit for processing.

K1 Keyboard. K1 is a type of BTOS workstation keyboard. OFISdesigner text segment and JUMP keys are variable function keys on this keyboard.

K2 and K3 Keyboards. K2 and K3 are types of BTOS workstation keyboards. OFISdesigner text segment and JUMP keys are dedicated function keys on these keyboards.

Landscape Page Orientation. Landscape is a page orientation attribute that provides a printed page with paper width exceeding paper length.

Glossary-4

Laser Printer. A laser printer is a nonimpact printer that forms dot matrix characters with a laser beam on a photoconductor and then transfers the characters to paper one page at a time.

Leader Dots. Leader dots are a horizontal row of periods the system adds to the left of text aligned with the Dots tab option.

Line Spacing. Line spacing determines the number of blank lines between and within paragraphs.

Margins. Margins define the text limits on a document page.

Menu. A menu is a displayed option list connected with an OFISdesigner operation.

Message. A message is displayed information from the system. Messages have three functions: to prompt the next appropriate keystroke, to communicate the status of an operation, or to warn of a system problem.

Non Blank. Non blank is an underlining attribute that underlines or double underlines words individually, leaving the spaces between words without underlining.

Nonlaser Printer. A nonlaser printer is an impact printer that produces characters on paper by means of a print wheel or a stylus.

Nonrequired Breaking Hyphen. A nonrequired breaking hyphen is one that prints only when the word containing it breaks at the end of a text line.

Nonrequired Breaking Space. A nonrequired breaking space is a space that prints only when the expression containing it breaks at the end of a text line.

Operating System. The operating system is the software program that provides the computer's basic operating instructions.

Others Indenting. Others is an indenting option that indents every paragraph line except the first.

Others Line Spacing. The Others line-spacing option allows the specification of nonstandard line-spacing values before, within, and after paragraphs.

Outline Indenting. Outline is an indenting option that automatically indents text one-half inch to the right in response to pressing the Outline key.

Outline Paragraph Numbering. Outline paragraph numbering is an automatic OFISdesigner numbering scheme having five levels and using alphanumeric characters followed by a period.

Output. Output refers to the system's response to keyboard input. Output can be hard (printed) copy, displayed information, or information stored on disks.

Overstrike. Overstrike refers to typing one character over another by inserting a required backspace between the character keystrokes.

Overwrite. To overwrite means to replace existing file data with a later or earlier version of that file or with another file.

Page Attribute. A page attribute, such as page orientation or forced page numbering, is a specification that defines some aspect of the printed page or of printer paper management.

Page Break. A page break is an edit code that marks the beginning of a new text page. Page breaks can be permanent (static) or temporary (floating).

Page Numbering Scheme. A page numbering scheme is a page attribute, one of five number and letter sequence patterns for page numbering.

Page Orientation. Page orientation is a page attribute offering two choices of printing: portrait and landscape.

Paginate. To paginate is to review a document to number pages and to insert page breaks.

Paragraph Attribute. A paragraph attribute, such as line spacing or the table of contents heading level, is a formatting quality that affects entire paragraphs.

Paragraph Numbering. The OFISdesigner paragraph numbering feature provides automatic paragraph numbering of two types: outline and technical.

Parameter. A parameter is a variable or constant value that the system needs to execute an operation. Variable parameters are specified in form and menu fields.

Path. A path is the volume/directory route to a file.

Pitch. Pitch refers to the number of characters per inch.

Portrait Page Orientation. Portrait is a page orientation attribute that provides a printed page with paper length exceeding paper width.

Print Suppression. Print suppression is a character attribute that can be applied to any amount of a document's text. Before printing, a user specifies whether the text is to be printed or not printed (suppressed).

Print Wheel. A print wheel is a disk-shaped printing device on nonlaser printers that carries the template of the characters to be printed around its rim. It prints one character at a time, rotating after each character to the correct position for the next. Print wheels are interchangeable, providing varied fonts, characters, and pitch.

Program. A program is a sequence of computer instructions that the central processing unit understands and carries out in order to accomplish a system function or job.

Prompt. A prompt is a system message that provides options or calls for input.

Proportional Spacing. Proportional spacing prints text along a line so that the amount of horizontal space for each character is proportional to its width. For example, more space is allotted to the letter W than the letter I.

Glossary-6

Reformat Tabs. Reformat Tabs reformats documents created by a word processor with a release level earlier than WRITEone 3.0 so that the tabs are compatible with OFISdesigner.

Required Breaking Hyphen. The required breaking hyphen always prints; text can break at the hyphen at the end of a line.

Required Breaking Space. The required breaking space always prints a blank space; text can break at the space at the end of a text line.

Required Nonbreaking Hyphen. The required nonbreaking hyphen always prints; text cannot break at the hyphen at the end of a line.

Required Nonbreaking Space. The required nonbreaking space always prints a blank space; text cannot break at the space at the end of a line.

Reverse Video. Reverse video is a screen attribute that displays dark characters on a light screen.

Review. Review paginates a document, verifying and adjusting page breaks and page numbers. It also activates system functions for hyphenation, footnote placement and numbering, and table of contents generation.

Ribbon Color. Ribbon color is a character attribute that allows emphasis of some text with an alternate ribbon color when the printer is equipped with a dual-color ribbon.

Ruler Display. The Ruler display is the part of the OFISdesigner screen that contains the Ruler display cursor and shows margin, indent, and tab symbols for the cursor position.

Save. The Save operation records and stores all open documents on a hard disk or floppy disk.

Screen. The screen is part of the cathode ray tube where the system displays the effect of keystroke interaction with the current program.

Section Numbering Scheme. A section numbering scheme is a page attribute, one of five number and letter sequence patterns for section numbering.

Select. Select has two meanings in OFISdesigner. Text can be selected for an editing or formatting operation. In the Sort operation, the system can automatically select specified records from a records file to copy them to another file or to delete them.

Selection. A selection is text marked for an editing or formatting operation. The system displays a selection in reverse video (sometimes called a highlight) to distinguish it from unselected material.

Serpentine Column. A serpentine column formats sequential text in continuous columns from the top to the bottom of the page, as is done in magazines and newspapers.

Session. A session is the time period between signon and logout.

Sheetfeeder. A sheetfeeder is a device that feeds single sheets of paper into a printer.

Sheetfeeder Bin. A sheetfeeder bin refers to a paper supply location on a sheetfeeder or a paper cassette on a laser printer.

Software. Software is a set of programmed instructions that make the computer hardware function. There are three types of software: system software that controls hardware functions; utility software that performs general frequently-used tasks; and applications software that manipulates data for a particular purpose (such as word processing or payroll processing).

Store. To store data means to record it on a magnetic hard or flexible disk for later recall.

Struckout Text. Struckout text is a character attribute that prints text with a horizontal line through it.

Subscript. A subscript is a character attribute that prints characters 1/48th of an inch below the normal text line.

Suffix. A file suffix consists of a period, hyphen, or right angle bracket followed by three or more alphabetic characters, added to the end of the file name; for example, report-old, report.new, report>quarterly.

Superscript. A superscript is a character attribute that prints characters 1/48th of an inch above the normal text line.

Synchronization Mark. A synchronization mark is an edit code that controls the text in synchronized columns.

Synchronized Column. A synchronized column formats associated text blocks of varied length side by side.

System. The term system is used in this guide as an alternate term for the operating system or for OFISdesigner.

Tabbed Column. A tabbed column is one that begins at a tab position and that can be accessed by pressing the TAB key.

Tabs. Tabs are horizontal column locations that mark the cursor destination in response to pressing the TAB key.

Technical Paragraph Numbering. Technical paragraph numbering is an automatic OFISdesigner numbering scheme having 25 levels and using arabic numerals separated by decimal points.

Text Segment Keys. The text segment keys (WORD, SENT, PARA, PAGE, LINE, and COL) allow text selection and cursor movement by text segment.

Text String. A text string is a sequence of characters and spaces.

Glossary-8

Total Unindent. Total unindent is an option that moves left indented or outlined text to the left page margin.

Underlining. Underlining is a character attribute that affects words only or words and spaces; it can be a single line or a double line under selected text.

Unindent. Unindent is an option that moves flush left text one tab setting to the left each time the UnIndnt key is pressed; if there are no tab settings, it moves text to the left in half-inch increments.

User. A user is a person identified by a unique name, who interacts with the operating system.

User File. A user file identifies each system user and specifies the environment the system activates after the user signs on and exits from the system. It also can contain other specifications about the user environment. The user file name consists of the user name and the suffix .user.

User Name. A user name identifies a user to the system at signon.

Variable Function Keys. Variable function keys can perform different operations because the system can change their functions. The variable function keys are F1 through F10. The labels specifying their functions appear in the Function Key display.

Visible. The visible feature allows the display of edit codes during an OFISdesigner session.

Volume. A volume is a hard or floppy disk storage unit. In file names, the volume appears in square brackets ([]).

Word Processing. Word processing is the use of word processing software on a computer for writing, editing, revising, manipulating, formatting, storing, and printing text for letters, reports, and other documents.

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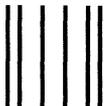
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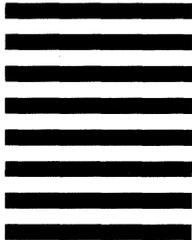
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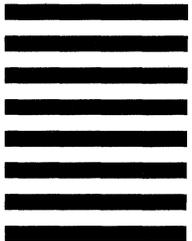
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