

XEROX

**OPERATOR MANUAL
Book Two**

860 INFORMATION PROCESSING SYSTEM

Appreciation is expressed for the help of International Paper Company in the preparation of this manual, portions of which are drawn from its publication, Pocket Pal - A Graphic Arts Production Handbook, Tenth Edition, June 1970.

Warning: This equipment generates and uses radio frequency energy and if not installed and used properly; i.e., in strict accordance with the instruction manual, may cause harmful interference to radio communications. It has been tested and found to comply with the limits for a Class A computing device pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment.

Operation of this equipment in a residential area is likely to cause interference in which case the user, at his own expense, will be required to take whatever measures may be required to correct the interference.

860 INFORMATION PROCESSING SYSTEM

OPERATOR MANUAL Book Two

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Xerox 860 IPS Operator Manual
Book Two: Word Processing

Lesson Ten — Input II
More About Typing Documents

LESSON TEN

INPUT II

More About Typing Documents

OBJECTIVES

After finishing this lesson you will be able to:

- type documents with more than one page
 - make page ending decisions
 - return to the beginning of a document from anywhere in the document
 - replace all format blocks in a document with a different format
 - append (combine) several documents into a single document
 - type and print wide text documents
 - type text that has superscripts and/or subscripts
-

Materials Needed

For this lesson you will need:

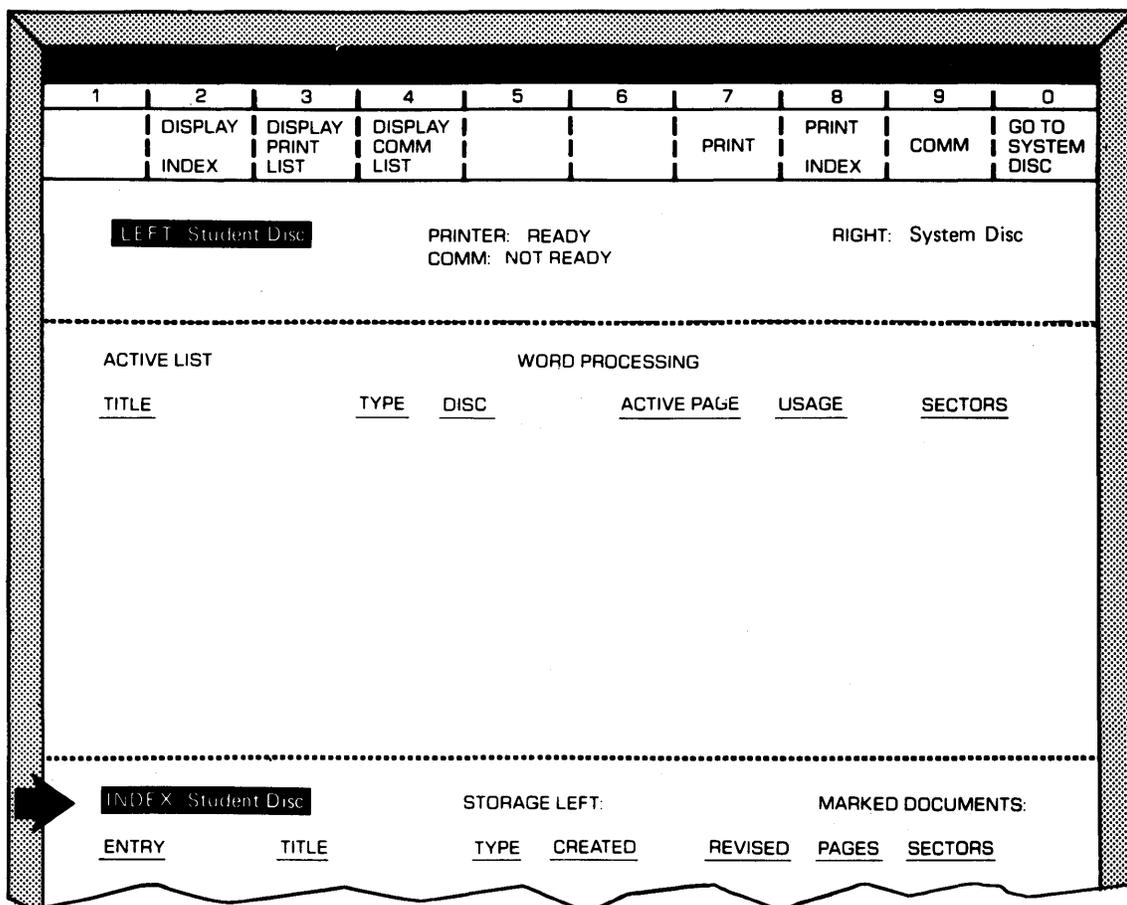
- System Disc
- Student Disc
- Training Disc
- Reference Manual

BEFORE YOU BEGIN

Make sure the 860 System is ready for typing:

- System ON.
- ACTIVITY PAGE displayed.
- Student Disc inserted into one disc station.
- System Disc inserted into the other disc station.

If your 860 is set up properly, your screen should look like Illustration X-1 below.



The Activity Page
Illustration X-1

In Lesson Eight of Book One, you initialized your Student Disc. This erased all of the documents on the disc. Before you go on with the training in Book Two, you will need to copy the documents on your Training Disc onto your Student Disc. Follow the steps below to do this now.

- Step 1**
- REMOVE** the System Disc.
 - INSERT** the Training Disc.
 - CHECK** that **INDEX: TrainingDisc** is highlighted (use **PARA** to switch disc stations).
- Step 2**
- TOUCH** the **COPY** key.
 - TOUCH** **ACCPT**.
 - WAIT** for the disc to be copied.
- Step 3**
- REMOVE** the Training Disc when the copy is complete, and put it in its protective envelope.
 - INSERT** the System Disc.

Note: Before you use Book Two, you should have completed Book One. Complete step by step instructions for procedures already presented in Book One will not always be given. If you did not complete Book One, it is recommended that you learn the information and procedures in Book One before continuing in this book.

TYPING MULTIPLE PAGE DOCUMENTS

In this lesson, you'll be working with documents longer than one page. You'll learn how the system automatically ends pages, how you can end a page yourself, and more about the Format Pages.

Automatic Pagination

The number of lines on a page is determined by the PAGE LAYOUT settings in the Format Block. The standard settings allow for one inch margins at the top and bottom of 11-inch typing paper. When the AUTO PAGING option on the Non-Recordable Format Page is on, the 860 will automatically break the document into pages as you type.

The message LAST LINE displays in the Command Line when the number of lines you've typed equals the PAPER SIZE minus the TOP and BOTTOM MARGIN settings. As soon as you finish typing the last line, the system will automatically end the page and display a new page for you to type on.

The system does this by inserting a temporary Page End Code at the bottom of the page. The next page automatically begins with the same Format Block the system was using at the end of the page.

- Step 1**
- TITLE** a new document **ROMAN** and bring it to the screen.
- TOUCH** the **FORMAT** key and set the following format:
- Margins of **17** and **78**
 - Tab at **23**
 - Double-spacing (**2**)
- FIND** the **PAGE LAYOUT** settings on your screen. Later you will learn how to change them.
- TOUCH** the **ACCPT** key to record your new format.

In this exercise, you'll type a two page document. The 860 will automatically go to a new page when you've typed the last line of the first one. In the document on the opposite page, a STOP sign marks approximately where you'll get the LAST LINE message. Follow the steps below to type the document up to the STOP sign.

- Step 2**
- TYPE** the document in Illustration X-2 on the opposite page up to the STOP sign. Then turn to the next page. Remember,
- Use **CODE + 4** to center
 - Underline one word by typing the word and touching **UND**
 - Underline continuously by touching **UND**, typing the words, and touching **UND** again.

ROMAN LETTER DEVELOPMENT

The manuscript hand of the Venetian scribes, which Nicholas Jenson followed as his model, developed apart from gothic lettering. It had evolved from roman capital letters. In formal writing and inscriptions, the early Romans used square capitals with slight modification, in the form of our upper-case alphabet. For correspondence and documents not requiring formal writing, large cursive or running capitals were used.

Many national styles in writing developed as learning was carried from Rome through the rest of the known world. The influence of the roman characters might have been lost, however, had not Emperor Charlemagne taken an interest in the revival and spread of ancient learning. The calligraphy of this school became the model for the rest of Europe.

By the tenth century, the use of letter forms from which we derive our lower case was quite universal. However, the letters did not assume the fixed form with which we are familiar until they were cast in types by Jenson.

In crediting Jenson with our style of roman type face, it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman, was used in 1460 by John Mentelin, the first Strassburg Printer.



The humanistic manuscripts, that is, manuscripts of classical literature produced by Venetian scribes, were Jenson's models. He did not copy the handwriting of scribes letter for letter, but created a font of related letters legible and pleasing in effect. He clearly recognized that mechanical perfection is not as desirable as the composite appearance of the page.

Practically all roman type faces in common use today have accompanying italics. This was not true of early roman faces. Jenson, for example, did not produce cursive type; italics were a separate development.

*Text for the Document ROMAN
Illustration X-2*

The Command Line will signal you when you reach the bottom of the page by displaying the words LAST LINE in front of the LINE Counter. This message lets you know that this is the last line that will fit on the page.

Step 3 **FINISH** typing the fourth paragraph of the document shown on the opposite page, watching for the LAST LINE message.

Result When the number of lines typed on the first page is equal to the PAPER SIZE minus the TOP and BOTTOM MARGIN settings, the system will insert a temporary Page End Code and display a new page for you to type on.

TYPE the rest of the document.

Moving from Page to Page

Now that you've typed a two page document, you can use the PAGE key to move from one page to another. To go back to the previous page, you'll hold down RVRSE and touch PAGE. To go forward to the next page, you'll touch PAGE.

Step 5 **HOLD** down the RVRSE key and touch the PAGE key.

Result The first page is displayed.

TOUCH the PAGE key.

Result The second page is displayed. If you touch PAGE again, the Command Line will display: LAST PAGE, indicating you're on the last page.

Note: If you touched PAGE again to see the LAST PAGE message, touch STOP to remove the message from the Command Line.

Step 6 **STORE** the document.

PRINT the document.

COMPARE your printed copy with the one in Illustration X-4 on page 10-8. It should look similar. (The place where the page breaks will vary if you put a different number of carrier returns between paragraphs or after the heading.)

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REFORMAT AND PAGINATE

As you learned in Book One, activating the REFORMAT option on the Non-Recordable Format Page tells the system to rearrange the lines in the document to give you a tighter right margin.

When you have a document of more than one page, you'll need to turn on REFORMAT and PAGINATE. REFORMAT tells the system to rearrange line endings. PAGINATE tells the system to rearrange page endings. If a page is too long or short, the system will move some lines to make each page equal. The system does this by moving temporary Page End Codes to new locations when necessary.

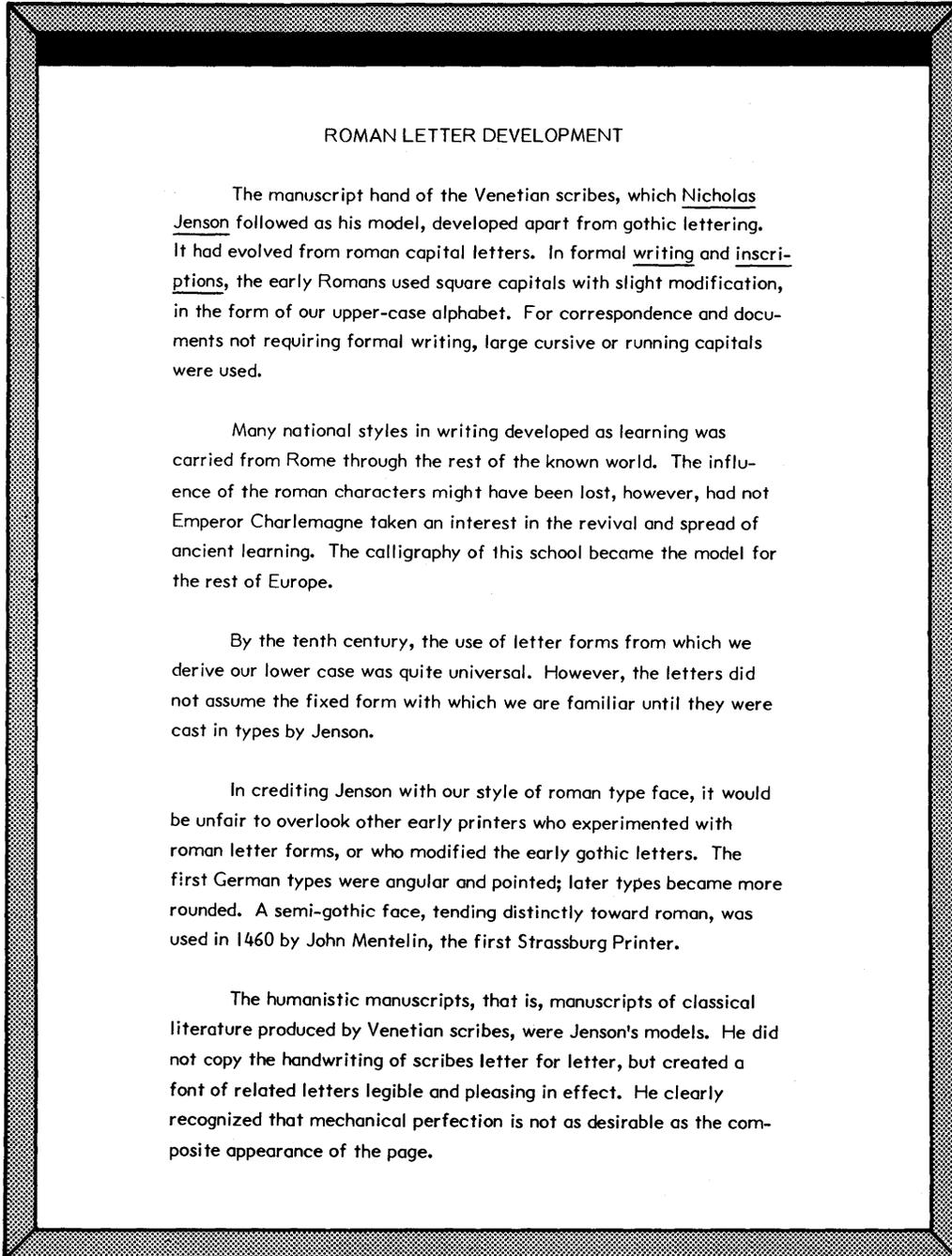
The PAGINATE option is turned on by touching the CHAR key.

In the steps below, you'll reformat and paginate the document ROMAN. To see how the system paginates, you'll change the LINE SPACING setting, then use the REPLACE LINE SPACING option to tell the 860 to change the line spacing in each format block in the document.

- Step 1**
- RECALL** the document titled **ROMAN** to the screen.
- TOUCH** the **FORMAT** key and change the **LINE SPACING**:
- Use the **LINE** key to highlight the **LINE SPACING** option
 - Use **CHAR** or **RVRSE** and **CHAR** to highlight 1½
- Step 2**
- TOUCH** **FORMAT** again.
- HIGHLIGHT** and turn on the following options:
- **REFORMAT**
 - **REPLACE LINE SPACING**
 - **PAGINATE**
- Result** You told the system to change the line spacing, rearrange the words on each line, and rearrange page endings.
- TOUCH** the **ACCPT** key.
- MAKE** any hyphenation decisions required.
- Result** The document has been reformatted and paginated.

Step 3 COMPARE

the first page of your reformatted document with the screen version shown in Illustration X-5 below. (Use RVRSE + PAGE.) Notice that the Page End Code has been moved from the end of the fourth paragraph to the end of the fifth paragraph.



Screen Version of Page 1 of the Reformatted Document **ROMAN**
Illustration X-5

Clearing the Revised Document

- Step 4 REMOVE** the document from the screen, but do not save the revision:
- Touch the STORE key
 - Touch the STOP key to answer "no" to STORE DOCUMENT?
 - Touch the DELEte key
 - Touch ACCPT to answer "yes" to CLEAR REVISED DOCUMENT?
- Result** The revised document is not saved, but the original document is still stored on the disc.

PAGE END DECISIONS

When you reformat and paginate a document, the system inserts a temporary Page End Code when it reaches the bottom of the page. Sometimes, this may not be a good place to end the page (for example, one line of a paragraph on a page by itself).

If the page would end with one line of a paragraph, the system will stop paginating and display a flashing Page End Code (Z) on the last line.

When this happens, you need to tell the system where to end the page. You will move the Page End Code up or down one or more lines until you come to a suitable page ending.

The LINE and RVRSE + LINE keys are used to make page end decisions. You touch the LINE key to look at the next line of the paragraph, or use RVRSE + LINE to move the Page End Code up (moving the lines to the top of the next page).

Because the system asks for help in making hyphenation and page end decisions, you control what the final document will look like. You'll use REFORMAT and PAGINATE whenever you want a document in a neat, final form.

Making Page End Decisions

In the following exercise, you'll reformat and paginate the document you typed earlier to see how the system asks for your help in making page end decisions. You'll change the line spacing to triple (3), so the page endings will come in a different place.

- Step 1** **RECALL** the document titled **ROMAN** to the screen.
- Step 2** **TOUCH** the **FORMAT** key and change the line spacing to **3**.
- Step 3** **TOUCH** the **FORMAT** key again and turn **on** the following options:
- **REFORMAT**
 - **REPLACE LINE SPACING**
 - **PAGINATE**
- Step 4** **TOUCH** the **ACCPT** key.
- Result** The system will look for long words to be hyphenated and rearrange the length of the pages.
- LOOK** for the flashing Page End Code. The 860 is asking for help to prevent splitting a paragraph in the wrong place.
- TOUCH** the **LINE** key and **RVRSE + LINE** once or twice to see how you can move the Page End Code up and down the page.

Any time the system displays a flashing Page End Code, you can use LINE or RVRSE + LINE to find a good position to end the page (just as you use CHAR and RVRSE + CHAR to find a good location to hyphenate a word). In the steps below, you'll end the page in front of the third paragraph.

TOUCH LINE or RVRSE + LINE until the Page End Code is under the second paragraph (it ends with ... **the rest of Europe.**)

TOUCH the ACCPT key.

Result The system enters a temporary Page End Code after the second paragraph and continues to reformat and paginate the rest of the document.

USE RVRSE + PAGE to look at the newly reformatted and paginated document when the process is finished.

Step 5 **STORE** this revised version over the original:

- Touch STORE
- Touch ACCPT twice

LOOK at the document **ROMAN** in the INDEX and notice that the number of pages in the document is shown next to the revised date. When you want to know how many pages a document has, you can look at the number under PAGES on the INDEX.

PRINT the final document.

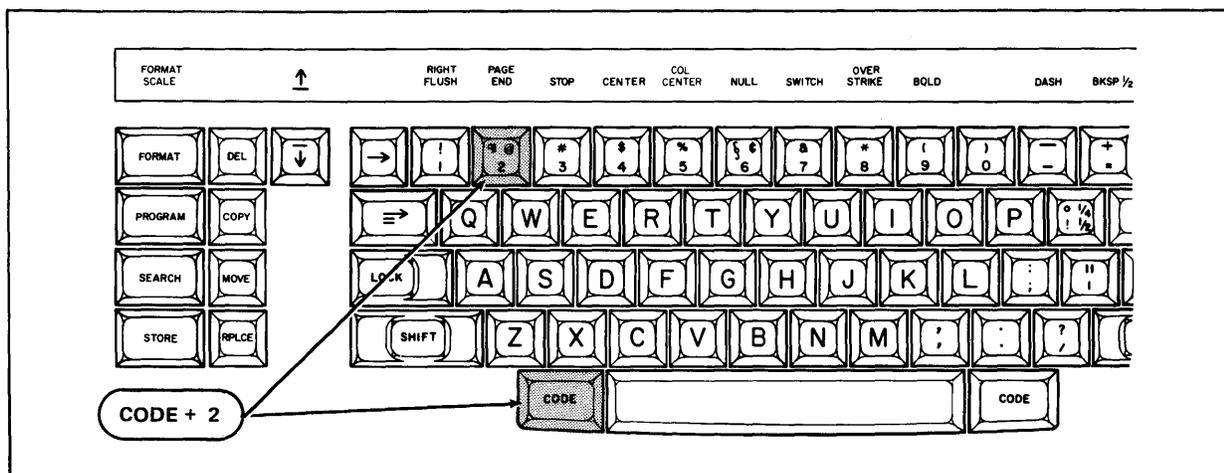
REQUIRED PAGE END CODES

You've seen how the system moves temporary Page End Codes when you reformat and paginate.

Sometimes, though, you'll always want a page to end at a particular place, regardless of the length of the page. Some examples would be:

- Title pages
- Last page of a section or chapter
- Table of Contents
- Reference Pages

You can instruct the system to always end a page where you want by entering a required Page End Code. They are called required because the system will not move them. To enter a required Page End Code you use the CODE key with the number 2 key (see Illustration X-6 below).



The CODE + 2 Keys for Page End Codes
Illustration X-6

In the next exercise, you will add a reference page to the **ROMAN** document and use a required Page End Code to instruct the system that this page should always be by itself. Then you'll reformat and paginate the document to see how the system honors a required Page End Code.

Step 1 **RECALL** the document titled **ROMAN**.

You can use the SEARCH key to get to any page of a document. In this exercise, you need to get to page 3, so you'll touch SEARCH three times to bring up the TO PAGE NUMBER message and then type the number three.

Step 2 **TOUCH** the SEARCH key three times.

TYPE the number 3 and touch ACCPT.

Result The third page of the document is brought to the screen.

Step 3 **HOLD** down CODE and touch the ACCPT key to restore the Next Character Mark to the screen.

Step 4 **HOLD** down CODE and touch the 2 key.

Result A required Page End Code is inserted in the document, and a new page is brought to the screen. The new page has a Format Block as the first character, since all pages must begin with a Format Block.

Step 5 **TYPE** the text shown below in Illustration X-7.

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*Additional Text for the Document ROMAN
Illustration X-7*

To see how the system honors a required Page End Code, reformat and paginate the document following the steps below. All reformatting and paginating should begin from the first page of the document (or at the top of a page) you can use the SEARCH key to return to the beginning of the document.

- Step 6** **USE** the SEARCH key to get to the first page of the document:
- Touch SEARCH three times until "TO PAGE NUMBER: 1" is shown
 - Touch ACCPT

Before you reformat and paginate the document, you'll change the line spacing to single (1) to see how the 860 moves non-required Page End Codes, but leaves the required Page End Code alone.

- Step 7** **TOUCH** the FORMAT key and set the line spacing at 1.
- TOUCH** the FORMAT key again and turn **on** the following options:
- REFORMAT
 - REPLACE LINE SPACING
 - PAGINATE
- TOUCH** ACCPT to begin reformatting and paginating. Make any necessary hyphenation or page ending decisions.
- Result** The required Page End Code prevented the system from combining the reference page with the text page.

Note: If you had a lengthy document (15 or 20 pages) and made revisions starting on page 7, you could SEARCH directly to page 7 and begin reformatting and paginating from the top of that page.

- Step 3** **STORE** the revised document over the original.
- PRINT** the document. Your printed copy should be similar to Illustration X-8 on the next page.

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REVIEW OF

PAGE END CODES, REFORMAT AND PAGINATE

This is a review of the procedures you've learned in this part of the lesson. Read through the procedures to make sure you understand them. Then go on with the lesson.

To view pages in a multiple page document:

- TOUCH** the PAGE and/or RVRSE + PAGE keys to turn the pages of the document.
- TOUCH** the SEARCH key three times and enter a page number to bring up a specific page.

To reformat and paginate a document:

- RECALL** the desired document to the screen OR if the document is on the screen, return to the top of the first page.
- TOUCH** the FORMAT key twice and turn on:
- REFORMAT
 - PAGINATE
- TOUCH** the ACCPT key.
- MAKE** any hyphenation and/or page end decisions required.
- STORE** the document.

To make page end decisions during reformat and paginate (when a Page End Code flashes in the document):

- TOUCH** the LINE key and/or RVRSE + LINE keys until the Page End Code is in a good position.
- TOUCH** the ACCPT key.

To enter a Required Page End Code while typing the text of a document:

- HOLD** down the CODE key and touch the 2 key.
-

TIPS FOR TYPING LONG DOCUMENTS

When you type a long document (over 20 pages), it is best to store it in sections of 15 or 20 pages. For instance, you can store each chapter or section as a separate document. This will make future editing and reformatting of the document much easier.

When you reformat a long document, make sure there is enough room on the disc for the reformatted version of the document. You can check the amount of room left on the disc by looking at the number after STORAGE LEFT in the INDEX. This number shows the number of sectors left on the disc. The number of sectors in each document is shown under the heading SECTORS in the INDEX.

Comparing the number of sectors in the document to the STORAGE LEFT number will tell you if there is enough room to reformat the document. The STORAGE LEFT number should be at least 15 sectors greater than the number of sectors in the document. The reformatted document could use up more sectors.

RECOVERING DISC SPACE

When your disc becomes full, there are two ways to free up disc space. You can delete documents from the Backup Index. Or, you can use the RECOVER DISC SPACE feature.

To use the RECOVER DISC SPACE feature, highlight the INDEX of the disc. Touch STOP to make sure no documents titles are highlighted, then touch ACCPT. The Command Line will display the message RECOVER DISC SPACE? Touch ACCPT again. The 860 will recover any sectors that were once used for documents, but are not currently used in either the INDEX or the Backup Index.

When the 860 is done recovering the disc space, it will add any recovered sectors to the number after STORAGE LEFT. If it adds only a few sectors (or none at all), you will need to go to the Backup Index and delete documents to free up more space.

APPENDING DOCUMENTS

The append feature can be used to combine several different documents into one document. This is very useful if you typed a document in small sections and now want to put the sections together into one large document.

Step-by-step instructions for appending documents are given on page 4-1 of the "How To" Glossary in your Reference Manual. When you append documents, be careful not to make a document so large that you do not have room to revise or reformat it.

WIDE TEXT DOCUMENTS

In this exercise, you'll be typing a document that is wider than the screen. When your typing gets to the far right side of the screen, the 860 will automatically scroll the text to the left so you can see what you're typing.

The document will have margins of 20 and 110, which will make the line over nine inches long. Therefore, you will need to put the paper in the printer horizontally.

When you are going to put the paper in the printer horizontally, you need to tell the 860 that the length of the paper will now be 8½" instead of 11". To do this, you change the PAPER SIZE setting on the Recordable Format Page. The PAPER SIZE setting is given in lines of typing on the page -- one inch equals 6 lines. Therefore, 8½" paper has a paper size of 51. (You will learn more about PAPER SIZE in Lesson 11.)

Step 1 **TITLE** a new document **WIDE** and bring it to the screen.

TOUCH the **FORMAT** key and set the following format:

- Margins at **20** and **110**
- Tab at **27**
- Line Spacing at **3**
- Turn on **JUSTIFY**
- Highlight **PAPER SIZE** and type in **51**

TOUCH the **ACCPT** key to record your format.

Step 2 **USE** **CODE + 4** to center the heading. (The document is shown in Illustration X-9 on the opposite page.)

As you type the first line of this document and get close to the right edge of the screen, the 860 will move the text to the left. When the system puts in a return, the screen will scroll back to the right.

Step 3 **TYPE** the text for the document. (When you reach the third paragraph, the 860 will automatically put in a Page End Code.)

END the document with a return.

Step 4 **USE** **RVRSE + PAGE** to get back to the first page of the document.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is thought that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruites by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the apparent force of the printed word. It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.

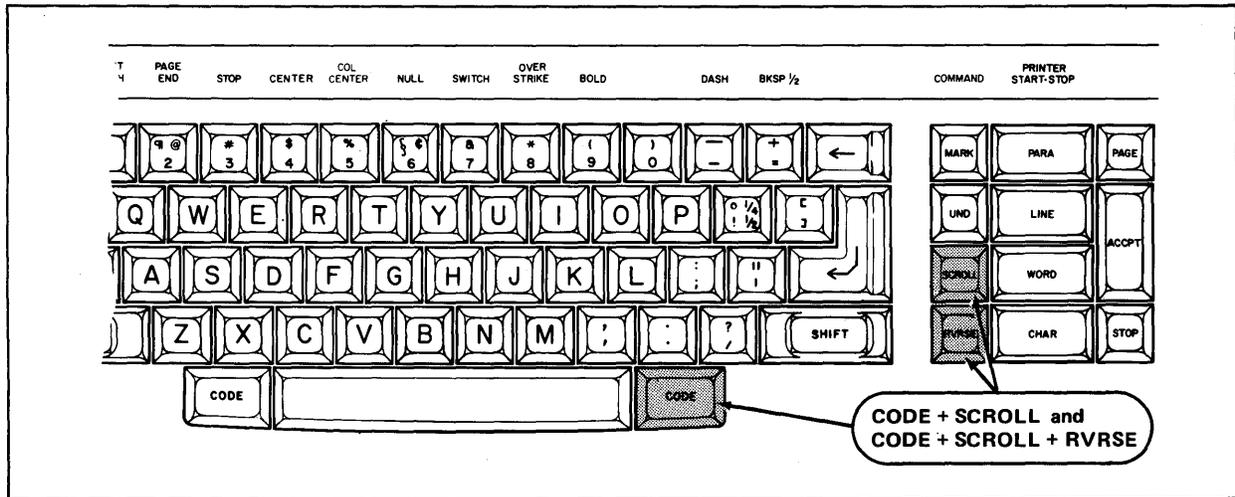
It is conceivable that the press and printing materials, brought from England in 1638, were used to produce religious and political tracts to be circulated in the mother country. This belief is enforced by the fact that the first piece printed on the new press was The Freeman's Oath.

Conditions changed in England, and the press which might have been intended as a propaganda machine was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

*Text for the Document WIDE
Illustration X-9*

Viewing a Wide Document

You've already used SCROLL and RVRSE + SCROLL to view a long INDEX. To view a wide document, you use CODE + SCROLL and RVRSE + CODE + SCROLL as shown in Illustration X-10 below.



*The CODE + SCROLL and CODE + RVRSE + SCROLL Keys
for Viewing Wide Documents
Illustration X-10*

Step 5 **USE** **CODE + SCROLL** to look at the right side of the document.
(If the document were very wide, you might have to touch
CODE + SCROLL several times to see it all.)

USE **RVRSE + CODE + SCROLL** to look at the left side again.

TOUCH **PAGE** and use **CODE + SCROLL** and **RVRSE + CODE + SCROLL** to look at both sides of the second page.

Step 6 **STORE** the document.

To print the document, you will need to insert paper horizontally in the printer. (If you have an APF, move the left paper guide in the paper tray all the way to the left. Put the paper in the tray and adjust the right paper guide.)

PRINT the document and compare it to Illustration X-11 on the next page.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is thought that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the apparent force of the printed word. It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.

It

to produce religious and political tracts to be circulated in the mother country. This belief is enforced by the fact that the first piece printed on the new press was The Freeman's Oath.

Conditions changed in England, and the press which might have been intended as a propaganda machine was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

*Printed Version of the Document WIDE
Illustration X-11*

Editing a Wide Document

You are now going to make some changes to the wide document, as shown in Illustration X-12 on the opposite page. As you move the highlighting through the document with the WORD or CHAR keys, the screen will automatically scroll to keep the highlighting on screen.

Step 1 **RECALL** the document **WIDE**.

Step 2 **TOUCH** LINE until the first line of the first paragraph is highlighted.

Result The Command Line displays:

SELECTION OFF SCREEN

This is to let you know that the line you highlighted extends beyond the right side of the screen.

TOUCH LINE again and use the WORD key to highlight **thought**.

TOUCH the RPLCE key, type the word **believed** and a space and touch ACCPT.

The next editing change begins with the word **It**, which is off the screen. To get to the right side of the screen quickly, you can use LINE and RVRSE + WORD.

Step 3 **HIGHLIGHT** the fourth line of the second paragraph.

HOLD down RVRSE and touch the WORD key twice to highlight **It** and then touch the MARK key.

CONTINUE to touch the WORD key to highlight through **remain**.

TOUCH the DEL key.

Step 4 **TOUCH** the SEARCH key, type **enforced** and touch ACCPT.

TOUCH the RPLCE key, type the word **fortified** and touch ACCPT.

Step 5 **MAKE** the rest of the changes on your own.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is ~~thought~~^{believed} that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the apparent force of the printed word. ~~It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.~~

It

to produce religious and political tracts to be circulated in the mother country. This belief is ~~enforced~~^{fortified} by the fact that the first piece printed on the new press was The Freeman's Oath.

Conditions changed in England, and the press which might have been intended as a ~~propaganda machine~~^{tool for} was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

Revisions for the Document WIDE
Illustration X-12

Lesson Ten--INPUT II

Now that you've edited the document, you need to reformat it and paginate it to rearrange the line and page endings.

Step 6 **USE** RVRSE + PAGE to get back to the first page of the document.

TOUCH the FORMAT key twice.

TURN ON the following options:

- REFORMAT
- PAGINATE

TOUCH ACCPT and make any necessary hyphenation and page ending decisions.

Step 7 **STORE** the document.

To print this document, you will need to insert paper horizontally in the printer. (If you have an APF, be sure the paper is in the paper tray horizontally.)

PRINT the document.

COMPARE your work to the example in Illustration X-13 on the opposite page.

IF you have an APF, put the paper back in its vertical position before you continue with the lesson.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is believed that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the apparent force of the printed word.

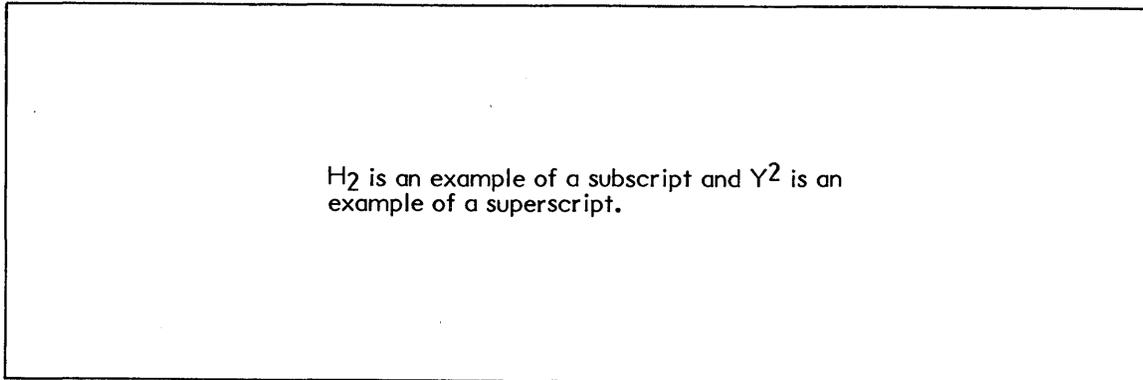
It is conceivable that the press and printing materials, brought from England in 1638, were used to produce religious and political tracts to be circulated in the mother country. This belief is fortified by the fact that the first piece printed on the new press was The Freeman's Oath.

Conditions changed in England, and the press which might have been intended as a tool for propaganda was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

Printed Version of the Revised Document **WIDE**
Illustration X-13

SUBSCRIPTS AND SUPERSCRIPTS

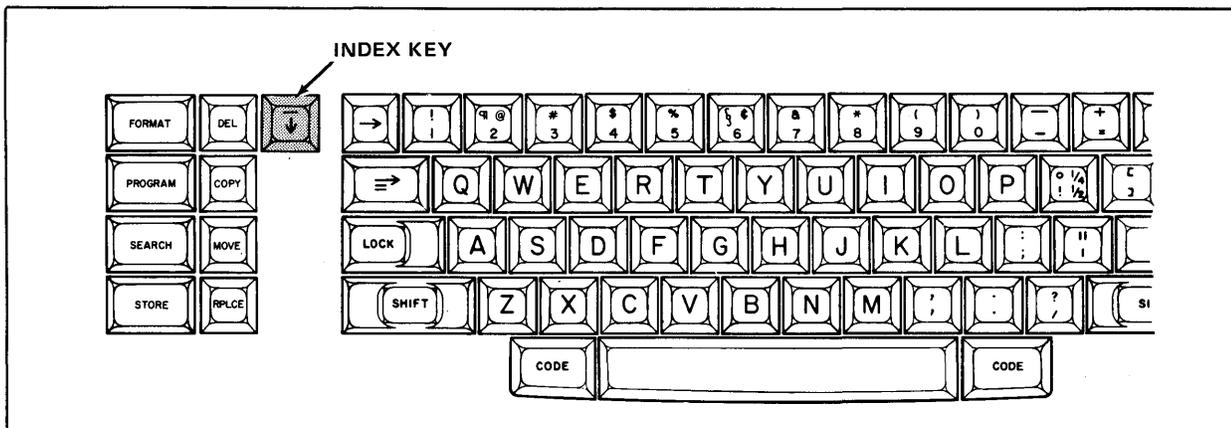
So far, all of your typing has been placed evenly on the lines. There have been no raised characters (superscript) or lowered characters (subscript) text within any of the documents you have typed. Next, you will learn how the 860 makes it easy to type superscripts and subscripts as shown in the example below (Illustration X-14).



Example Showing a Subscript and a Superscript
Illustration X-14

Using the INDEX Key

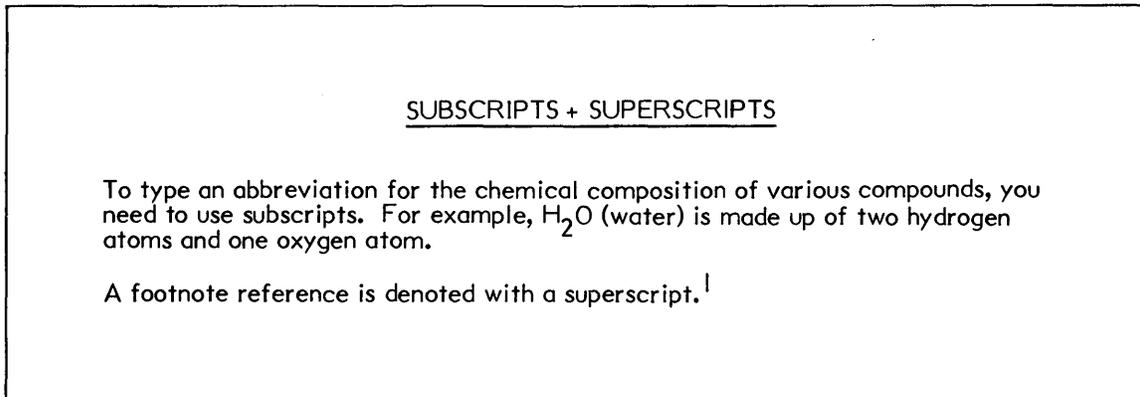
On the 860, the INDEX key (⇩) shown in Illustration X-15 below is used to move one-quarter line down from the line of typing. Each subsequent depression of the INDEX key will move down another quarter line. When you hold down CODE and touch the INDEX key, the typing will move one-quarter line up from the line of typing.



The INDEX Key (⇩)
Illustration X-15

In this exercise, you'll type the document shown in Illustration X-16 below.

- Step 1**
- TITLE** a new document **SUPER+SUBSCRIPTS** and bring it to the screen.
- CENTER** the heading and type the text up to but not including **H₂O**.



*Text for the Document SUPER+SUBSCRIPTS
Illustration X-16*

Typing Subscripts

To type a subscript, you touch the INDEX key to move down from the line of typing, type the subscript, and then touch CODE + INDEX to move back up to the line of typing.

- Step 2**
- TYPE** the letter **H**.
- TOUCH** the INDEX key.
- Result** The INDEX symbol (↓) is displayed to indicate that the next character will be ¼ line below the line of typing.
- TYPE** the number **2**.
- Step 3**
- HOLD** down the CODE key and touch the INDEX key.
- Result** The CODE + INDEX symbol (↑) displays to indicate that the next character will be back on the original line of typing.

TYPE the rest of the first paragraph (shown in Illustration X-16 on the opposite page).

TYPE the next line through the word **superscript**.

Typing Superscripts

To type a superscript, you hold down CODE and touch the INDEX key to move up from the line of typing, type the superscript, and then touch the INDEX key to move back down to the line of typing.

Step 4 **HOLD** down the CODE key and touch the INDEX key.

Result The CODE + INDEX symbol (**↑**) is displayed to indicate that the next character will be ¼ line above the line of typing.

TYPE the number 1.

TOUCH the INDEX key.

Result The INDEX symbol (**↓**) is displayed to indicate that the next character will be down ¼ line.

END the document with a return.

Step 5 **STORE** and print the document.

COMPARE the printed document with Illustration X-16 on the opposite page.

SUBSCRIPTS + SUPERSSCRIPTS

To type an abbreviation for the chemical composition of various compounds, you need to use subscripts. For example, H₂O (water) is made up of two hydrogen atoms and one oxygen atom.

A footnote reference is denoted with a superscript.¹

*Text for the Document SUPER+SUBSCRIPTS
Illustration X-16*

You have now completed Lesson Ten. On the next pages there are Points to Remember and an Action Summary for you to review.

There is also a Progress Check for you to complete. If you should answer any of the questions incorrectly, turn to the page indicated in the answer and review the information.

POINTS TO REMEMBER

- LAST LINE displays in the Command Line when you have typed the number of lines that will fit on the page. (Page 10-4)
- The system inserts a temporary Page End Code at the bottom of the page as you are typing and begins the next page with the same Format Block the system was just using. (Page 10-4)
- When you have a document of more than one page, you'll need to REFORMAT and PAGINATE the document if you make changes to it. (Page 10-9)
- REFORMAT tells the system to rearrange line endings. (Page 10-9)
- PAGINATE tells the system to rearrange page endings. (Page 10-11)
- If the page would end with one line of a paragraph during a PAGINATE, the system will ask you to find a better place to end the page. (Page 10-12)
- When the 860 asks you to make a page ending decision, use the LINE key to add more lines to a page or RVRSE + LINE to move lines to the next page. (Page 10-12)
- You can instruct the system to always end a page where you indicate by entering a required Page End Code (CODE + 2). (Page 10-14)
- When you type a document, it is best to store it in sections of 15 to 20 pages. (Page 10-19)
- You use CODE + SCROLL and RVRSE + CODE + SCROLL to view both sides of a wide text document. (Page 10-22)
- The INDEX and CODE + INDEX keys are used to type superscripts and subscripts. They will lower or raise characters from the original line of typing by one-quarter line. (Page 10-28)

ACTION SUMMARY

Long Documents

You may want to make a copy of this ACTION SUMMARY and keep it on your desk for quick reference.

When you type a long document, the 860 will automatically insert Page End Codes to break the document into pages. These Page End Codes may be moved when you instruct the 860 to paginate the document. If you want a page end to remain in the same position, you can insert a required Page End Code from the keyboard.

To type a multiple page document:

- | | | |
|--------|-------|--|
| Step 1 | TYPE | a title for the document and bring it to the screen. |
| Step 2 | TOUCH | FORMAT (if you don't want to use the standard format) and enter the new format settings. |
| | TOUCH | ACCPT to record the new format. |
| Step 3 | TYPE | the text in the document. For page endings, use the following steps: <ul style="list-style-type: none"> ● Let the 860 enter Page End Codes as your typing reaches the bottom of the page, OR ● Touch CODE + 2 to enter a <u>required</u> Page End Code wherever you want a permanent page ending |
| Step 4 | STORE | the document when finished. |

To reformat and paginate a multiple page document:

- | | | |
|--------|--------|--|
| Step 1 | RECALL | the first page of the document to the screen. |
| Step 2 | TOUCH | FORMAT twice and turn on: <ul style="list-style-type: none"> ● REFORMAT ● PAGINATE |
| | TOUCH | ACCPT to begin. |
| | MAKE | any page ending decisions, using the following steps: <ul style="list-style-type: none"> ● Touch LINE to move the page ending down and touch ACCPT, OR ● Touch RVRSE + LINE to move the page ending up and touch ACCPT |

ACTION SUMMARY — CONTINUED

Step 3 STORE the document when finished.

To view pages in a multiple page document:

Step 1 RECALL the document to the screen.

Step 2 TOUCH the PAGE key to bring up the next page in the document.

TOUCH RVRSE + PAGE to go back to the previous page.

Step 3 TOUCH SEARCH three times and ACCPT to bring up the first page of the document.

TOUCH SEARCH three times, type a page number and ACCPT to bring up any other page.

To view text in wide documents:

Step 1 RECALL the document to the screen.

Step 2 HOLD down CODE and touch SCROLL to view the right side of the document.

HOLD down RVRSE and CODE and touch SCROLL to view the left side of the document.

Step 3 TOUCH LINE and then RVRSE + CHAR to highlight the last character on a line and view the right side of a document.

TOUCH LINE and then CHAR to highlight the first character on a line and view the left side of a document.

ACTION SUMMARY — CONTINUED**Superscripts and Subscripts**

Superscript or subscript characters may be typed in a document using the INDEX key. Each depression of the INDEX key moves the next character one-quarter line below the line of typing. Each depression of CODE + INDEX moves the next character one-quarter line above the line of typing.

To type superscripts and subscripts:

- Step 1** **TYPE** the text up to the super or subscript.
- Step 2** **TYPE** a subscript, using the following steps:
- Touch the INDEX key
 - Type the subscript characters
 - Touch CODE + INDEX to return to the original line of typing
- Step 3** **TYPE** a superscript, using the following steps:
- Touch CODE + INDEX
 - Type the superscript characters
 - Touch INDEX to return to the original line of typing

PROGRESS CHECK

Part I

1. Recall the document **WRITING** to the screen.
2. Add the paragraph shown in Illustration X-18 on the opposite page to the first page of the document.
3. Add a required Page End Code to the end of the document and type the text shown in Illustration X-17 below.
4. Change the LINE SPACING to double (2) and REFORMAT and PAGINATE the document. (Remember, you must use REPLACE LINE SPACING to change the line spacing throughout the document.)
5. Store and print the document. Your printed copy should be similar to Illustration X-19 on page 10-38.

REFERENCES

Data for this report was gathered from several sources:

- (1) The International Writers Association Handbook.
- (2) The Professional Editors Annual Report, April 1979.

*Additional Text for the Document **WRITING**
Illustration X-17*

PROFESSIONAL WRITING

There is enormous need, and opportunity, for professional writing about word processing. The field is still so new, so burgeoning, so rapidly changing that trade magazines in the worlds of education, business, office management, and business career fields are reaching in every direction to find articles; and publishers of textbooks at the high school, community college, and university levels are no less eagerly searching for authors of suitable classroom textbooks.

So you shape the dimensions and characteristics of your proposed article before you even decide what you're going to say. Then when you have composed your writing, you will execute it as nearly as you can in the dimensions and format of the target publication. The article will, of course, be typed in double spacing on standard bond paper, to the designated line length.

Why write? There are many reasons to turn to professional writing. It is gratifying to have an article or book manuscript accepted for publication.⁽¹⁾ It creates pleasant waves of appreciation in your own office. Magazine editors will tell you that it is no joke that many, many authors frame their first letter of acceptance and for their first modest check in payment for an article.⁽²⁾ There is a further reason for writing: word processing is supported by a vigorous clientele who have given it a momentum that must and will continue.

PROFESSIONAL WRITING

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REFERENCES

Data for this report was gathered from several sources:

- (1) The International Writers Association Handbook.
- (2) The Professional Editors Annual Report, April 1979.

Part II

Answer each question by filling in the blank with the correct answer. Then compare your answers with those on Page 10-41.

1. If page 15 of a long document was displayed on your screen, and you wanted to quickly get back to page 1, what is the fastest way to do it?

2. To move forward through the pages in a document, you touch the _____ key. To move backward through the pages in a document, you use the _____ and _____ keys.

3. If you change the line spacing on the first page of a document, how can you tell the 860 to automatically change the line spacing on every page?

4. If the 860 flashes a Page End Code (**2**) during reformat and paginate, what are you supposed to do and how do you do it?

5. What is the difference between a Required Page End Code and a temporary Page End Code?

6. You use the _____ and _____ keys to view the right side of a wide document.

7. To type a subscript (below the line of typing), you touch the _____ key. To return to the original line of typing after having typed a subscript, you touch the _____ and _____ keys.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK--PART II

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

1. If page 15 of a long document was displayed on your screen, and you wanted to quickly get back to page 1, what is the fastest way to do it? (Page 10-16)
Touch SEARCH 3 times and ACCT

2. To move forward through the pages in a document, you touch the PAGE key. To move backward through the pages in a document, you use the RVRSE and PAGE keys. (Page 10-6)
3. If you change the line spacing on the first page of a document, how can you tell the 860 to automatically change the line spacing on every page? (Page 10-9)
On the non-recordable format page, activate REFORMAT, REPLACE LINE SPACING & PAGINATE and ACCT
4. If the 860 flashes a Page End Code (2) during reformat and paginate, what are you supposed to do and how do you do it? (Page 10-11)
MOVE the Page End Code up or down using the LINE or RVRSE + LINE keys. Then touch ACCT.
5. What is the difference between a Required Page End Code and a temporary Page End Code? (Page 10-14)
the system will not move a required Page End Code, but a temporary Page End Code can be moved during pagination
6. You use the CODE and SCROLL keys to view the right side of a wide document. (Page 10-22)
7. To type a subscript (below the line of typing), you touch the Index key. To return to the original line of typing after having typed a subscript, you touch the CODE and Index keys. (Page 10-28)

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Xerox 860 IPS Operator Manual
Book Two: Word Processing

Lesson Eleven — Format II
More About Format Options

LESSON ELEVEN

FORMAT II

More About Format Options

OBJECTIVES

After finishing this lesson you will be able to:

- change the page layout of a document
- automatically number the pages of a document
- recall formats stored in other documents

Materials Needed

For this lesson you will need:

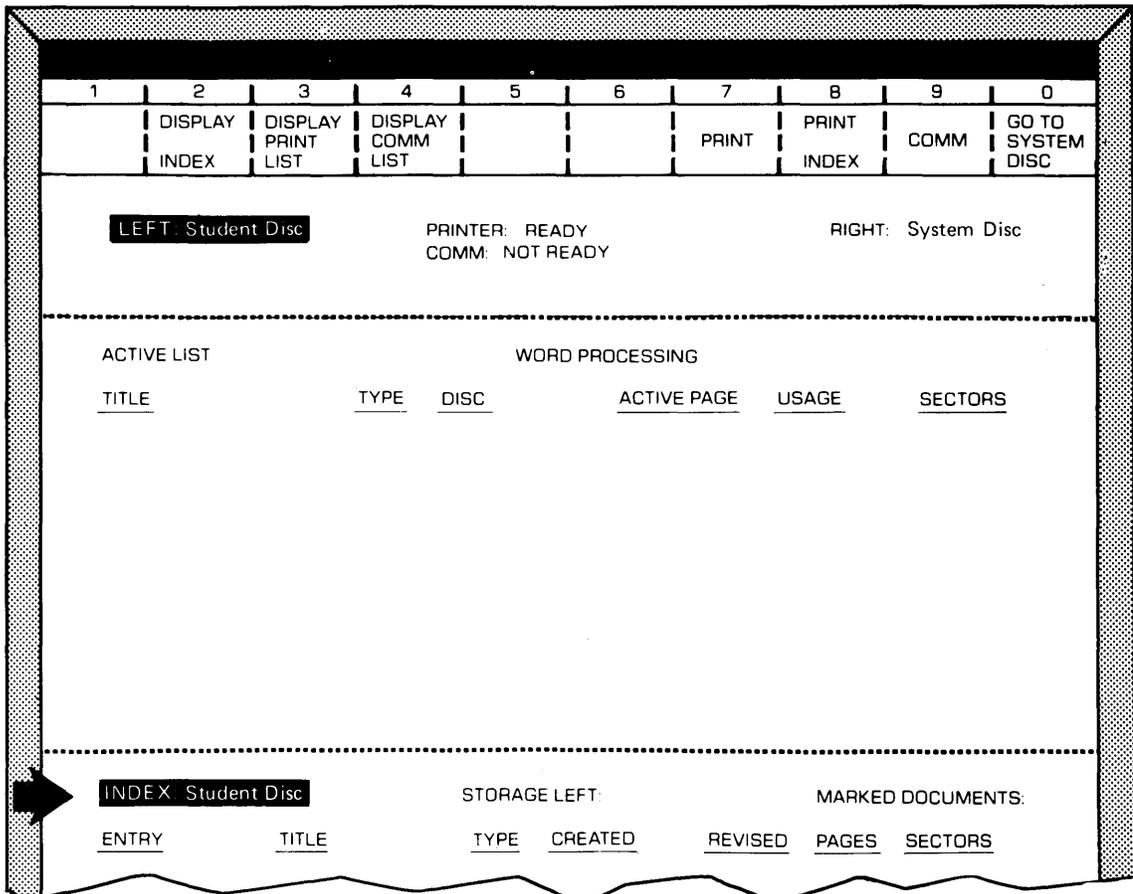
- System Disc
- Student Disc
- Reference Manual

BEFORE YOU BEGIN

Make sure the 860 System is ready for typing:

- System ON.
- ACTIVITY PAGE displayed.
- Student Disc in one disc station.
- System Disc in the other disc station.
- INDEX: Student Disc highlighted.

If your 860 is set up properly, your screen should look like Illustration XI-1 below.



The Activity Page
Illustration XI-1

In Lesson Ten of Book Two, you were told to copy the documents from the Training Disc to your Student Disc. If you have not done this, you will need to do so now. Step-by-step instructions for copying the disc are given in Lesson Ten on page 10-3.

Note: Before you use Book Two, you should have completed Book One. Complete step by step instructions for procedures presented in Book One will not always be given. If you did not complete Book One, it is recommended that you do so before continuing in this book.

CHANGING FORMAT OPTIONS

Earlier you learned there are two separate Format Pages: Recordable and Non-Recordable, each with different format options.

When you changed your margins, tabs, and line spacing on the Recordable Format Page, the change was recorded in the format block. But, when you selected CODE DISPLAY or DARK SCREEN on the Non-Recordable Format Page, these changes were not recorded in the document.

More format options are explained in detail in this lesson along with exercises to show you how the options work.

PAGE LAYOUT

The page layout settings affect how the document prints on paper. The 860 uses standard one inch top and bottom margins. Illustration XI-2 below shows the standard format settings on the Recordable Format Page.

RECORDABLE FORMAT PAGE	
MARGINS	12 84
TABS / SPEC TABS	1 1½ 2 3
LINE SPACING	1
JUSTIFY	PS 10 12
PITCH	STD LEGAL
KB/PW	
PRINT WHEEL ID	
PAGE LAYOUT	
TOP MARGIN	6
BOTTOM MARGIN	6
PAPER SIZE	66
PAGE LABELS - SPACES REMAINING 189	
PAGE LABEL NUMBER	1
HEADER	
TRAILER	
COMMENTS	

The Recordable Format Page Showing Standard Settings
Illustration XI-2

Under PAGE LAYOUT, the top and bottom margins are set at 6. The 860 prints 6 lines per inch, so these settings leave one inch margins at the top and bottom of the page.

If you wanted the text to start printing two inches from the top of the page, you would have to change the TOP MARGIN to 12. For a three-inch margin, the number would be 18, and so on. The BOTTOM MARGIN setting can also be changed.

The PAPER SIZE option tells the 860 what size paper you will be using. For 8½ x 11 paper, the paper size is 66 (11" x 6 lines per inch). For 8½ x 14, the paper size is 84; for 8½ x 13 paper, the paper size is 78, etc. See Illustration XI-3 below.

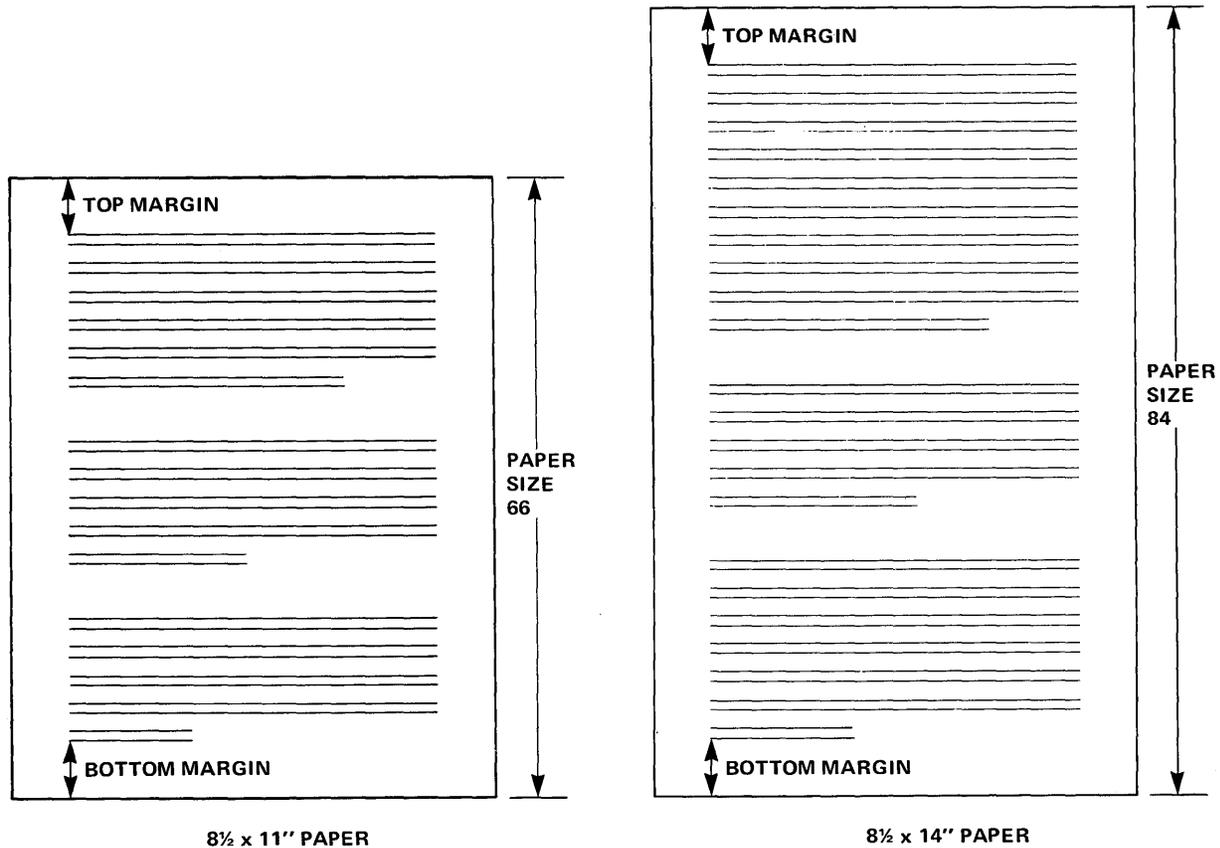


Illustration of PAPER SIZE and TOP and BOTTOM MARGINS
Illustration XI-3

Using the steps below and on the next page, you'll change the page layout of the document TECH TALKS. You will recall the document, change the page layout in the first Format Block, and then reformat and paginate the document.

Step 1 **RECALL** **TECH TALKS** to the screen.

Changing the Page Layout

Step 2 **TOUCH** the FORMAT key.

CHANGE the PAGE LAYOUT:

- Highlight TOP MARGIN and type **9**
- Highlight BOTTOM MARGIN and type **9**
- Highlight PAPER SIZE and type **60**

Note: When added together, your TOP MARGIN and BOTTOM MARGIN must never be more than the PAPER SIZE. If this happens, the system will tell you by displaying UNACCEPTABLE NUMBER -- RE-ENTER in the Command Line, and you'll need to refigure the numbers. It may be necessary to change the PAPER SIZE number first to prevent this message.

Replace Page Layout

If you're working with a multiple page document and you change the TOP and BOTTOM MARGIN and/or the PAPER SIZE then turn on the PAGINATE option alone, only the first page of the document would be affected. The settings for the rest of the document would not be changed.

To change the settings throughout the document, you have to tell the system to replace the page layout and to make the changes in every format block throughout the document. Remember, there's a format block at the top of each page. When you turn on REPLACE PAGE LAYOUT along with PAGINATE, all pages in the document will be changed. Illustration XI-4 on the next page shows the PAGINATE and REPLACE PAGE LAYOUT options on the Non-Recordable Format Page.

Step 3 **TOUCH** the FORMAT key again and turn on the following options:

- PAGINATE
- REPLACE PAGE LAYOUT

TOUCH ACCPT to paginate the document.

Result **TECH TALKS** is paginated as if it were going to be printed on 10" paper with 1½" margins at the top and bottom.

NON-RECORDABLE FORMAT PAGE

REFORMAT OPTIONS

REFORMAT	<input type="checkbox"/>
UNATTENDED	<input type="checkbox"/>
REPLACE MARGINS	<input type="checkbox"/>
REPLACE TABS	<input type="checkbox"/>
REPLACE LINE SPACING	<input type="checkbox"/>
REPLACE JUSTIFY	<input type="checkbox"/>
REPLACE PITCH	<input type="checkbox"/>
REPLACE KB/PW	<input type="checkbox"/>
REPLACE PRINT WHEEL ID	<input type="checkbox"/>
DELETE REVISION MARKS	<input type="checkbox"/>

PAGINATION OPTIONS

PAGINATE	<input checked="" type="checkbox"/>	PAGINATE ACTIVATED
UNATTENDED	<input type="checkbox"/>	
REPLACE PAGE LAYOUT	<input checked="" type="checkbox"/>	REPLACE PAGE LAYOUT ACTIVATED
REPLACE PAGE LABELS	<input type="checkbox"/>	

PAGE LIMIT

PAGE LIMIT	1
------------	---

EDIT OPTIONS

EDIT REFORMAT	<input checked="" type="checkbox"/>
UNATTENDED	<input checked="" type="checkbox"/>
AUTO CARRIER RETURN	<input checked="" type="checkbox"/>
AUTO PAGING	<input checked="" type="checkbox"/>
MARGIN ZONE	5
SPACE SIZE	3 7

DISPLAY OPTIONS

ZOOM LINE	<input type="checkbox"/>
ZOOM SCREEN	<input type="checkbox"/>
SPLIT LINE	<input type="checkbox"/>
DARK SCREEN	<input type="checkbox"/>
CODE DISPLAY	<input type="checkbox"/>
HORIZONTAL SCROLL	40

The Non-Recordable Format Page With PAGINATE
and REPLACE PAGE LAYOUT Activated
Illustration XI-4

Step 4 COMPARE your work with Illustration XI-5 on the opposite page. Only the third page of the document is shown.

- Use the RVRSE + PAGE keys to go to page 3 of the document.
- Check the document on your screen with the one shown in Illustration XI-5 on the next page.
- If you are satisfied that yours is about right, go on to the Step below. If you are not satisfied, check to be sure you have the right page and/or check to see that you used the correct format. If you want, try the exercise again, touch STORE, STOP, DEL, and ACCPT to clear the revised document. Then begin again with Step 1 on page 11-5.

Step 5 STORE the document under the new title **TECH REV**, using the following steps:

- Touch STORE
- Touch ACCPT
- Type **TECH REV**
- Touch ACCPT

Many of the remarks made previously about written communication apply to technical speaking. However, there are important differences: the speaker can see his audience, and the audience can ask questions. Whenever speaking to an audience, the length of the message is extremely important.

Someone who must speak to an audience for 15 minutes must speak differently from someone who has an hour. It is interesting that the speaker who has a shorter amount of time allocated to him must speak more carefully.

When you are speaking at an informal technical meeting, you are allowed a greater freedom of expression. At an informal meeting, the actual words do not need to be written in detail. Many people, however, do not have the skill of speaking without preparing full notes in advance.

As a speaker obtains greater experience, he will grow in confidence and skill. Many speakers make all preparations in advance, including impromptu remarks. It is not always true, however, that a speaker must follow all notes, exactly as they have been prepared. In

Screen Version of Page 3 of the Document *TECH TALKS*
Illustration XI-5

USING PAGE LABELS TO NUMBER PAGES

The 860 can automatically number pages for you. To do this, you use the HEADER or TRAILER line on the Recordable Format Page. (See Illustration XI-6 on the next page.)

CODE + 2 is a Page End Code when recorded within a document and a page number code when recorded within a format block.

To put a page number at the top of a page, enter the CODE + 2 in the HEADER line. The page number header will print one line above the text. If you want more room between the header and the text, you can put carrier returns after the CODE + 2.

To put the page number at the bottom of the page, enter the CODE + 2 in the TRAILER line. The page number trailer will print one line below the text. For more room between the text and the trailer, you can put carrier returns in front of the CODE + 2.

You can also put text in the HEADER or TRAILER lines with the page numbers.

Centering Page Numbers Between the Margins

To center a page number, enter CODE + 4 before entering the CODE + 2 in the HEADER or TRAILER line. When you enter CODE + 4, the system will ask you if you want to CENTER BETWEEN the margins. Touching ACCPT will answer "yes" and tell the system to center the page number.

In this exercise, you will put the word **DRAFT** in the HEADER line and center a page number in the TRAILER line. Look at Illustration XI-7 on page 11-13 to see how these will print in the document.

Step 1 **RECALL** **TECH REV** to the screen.

Step 2 **TOUCH** the **FORMAT** key.

LOOK at your screen and find the words **PAGE LABELS**. (If you have a Partial Page Display, you will have to touch **PARA** twice to bring up the second half of the format page.)

Next to **PAGE LABELS**, you see the words **SPACES REMAINING 189**. This means you can type 189 characters in the **HEADER**, **TRAILER** and **COMMENT** lines. As you type information in the **HEADER**, **TRAILER**, or **COMMENT** line, the number will decrease. (The **COMMENT** line is used for comments to the typist. **COMMENT**s will not print in the document. Refer to your Reference Manual for more information on **COMMENT**.)

Illustration XI-6 on the next page shows how the header and trailer look on the format page. Follow the steps on the next page to put them in your document.

Step 3 HIGHLIGHT the HEADER line (use the LINE key) and type the header as follows:

- Type **DRAFT**
- Touch RETURN twice

HIGHLIGHT the TRAILER line and type the trailer as follows:

- Touch RETURN twice
- Hold down CODE and touch 4
- Touch ACCPT
- Type **Page No.** and a space
- Hold down CODE and touch 2 (for a page number code)

NOTICE that the CODE 2 displays as a number sign in a box (☐). Notice also that the SPACES REMAINING number has decreased from 189 to 168.

RECORDABLE FORMAT PAGE	
MARGINS	12 84
TABS / SPEC TABS	
LINE SPACING	1 1½ 2 3
JUSTIFY	☐
PITCH	PS 10 12
KB/PW	STD LEGAL
PRINT WHEEL ID	
PAGE LAYOUT	
TOP MARGIN	8
BOTTOM MARGIN	8
PAPER SIZE	60
PAGE LABELS - SPACES REMAINING 168	
PAGE LABEL NUMBER	1
HEADER	DRAFT↵↵
TRAILER	↵↵☐ Page No. ☐☐
COMMENTS	

The PAGE LABELS Section on the Recordable Format Page
Illustration XI-6

Reformatting and Paginating with New Page Labels

Now you're going to reformat and paginate the document and add the heading and page numbers to each page. To add the header and trailer to each page, you'll use the REPLACE PAGE LABELS option.

Step 2 **TOUCH** the FORMAT key again.

HIGHLIGHT and turn on the following options:

- PAGINATE
- REPLACE PAGE LABELS

TOUCH the ACCPT key.

Step 3 **STORE** the document over the original and print the document to see the page numbering.

COMPARE the page labels on your printed document with those shown in Illustration XI-7 on the opposite page. (Page one of the document is not included in the illustration.)

Notice that the headers and trailers are separated from the text by two carrier returns. The headers printed at the TOP MARGIN and the trailers printed at the BOTTOM MARGIN. If you wanted the headers or trailers to print higher or lower on the page, you could change the TOP and BOTTOM MARGIN settings. Notice also that the trailer is centered at the bottom of the page and that each page is numbered correctly.

More information on page numbering and the HEADER/TRAILER options is located in both the **Making Your Job Easier** and **"How To" Glossary** sections of your Reference Manual.

DRAFT

Very few women or men are able to get up and speak before an audience, whether to propose a toast, to lecture a class or to deliver a thesis, without initial nervousness and discomfort. Attitudes and tensions can inhibit our progress in speaking. Inhibition appears in many different forms.

It may be manifested in a flat inexpressive voice, or an expressionless face or a tense posture. Even the most sensitive speakers are too conscious of their faults and limitations. They dwell too much on their negative points and fail to remember their positive points. After all, people with a technical background are, on the whole, better informed about the material world than most of the population.

Nervousness can only be overcome by creating a positive attitude of mind and practicing and practicing again. Failure and disappointment are an inevitable and integral part of the learning process. With practice, you will begin to succeed and boost your self-confidence so that when you experience disappointment, you will have

Page No. 2

allowed a greater freedom of expression. At an informal meeting, the actual words do not need to be written in detail. Many people,

Page No. 3

help to inform the audience. Always convey the utility of your presentation to the audience. After all, if your presentation serves no purpose, why should the audience listen?

Page No. 4

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Page No. 5

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Page No. 6

Printed Version of the Document TECH REV Starting with Page Two
Illustration XI-7

.....

REVIEW FOR
PAGE LABELS AND CHANGING PAGE LAYOUT

The next two pages are a review of the procedures you've learned in this lesson. Read through these procedures to be sure you understand them. Then go on with the lesson.

Headers

To place a header at the top of each page:

- RECALL** the desired document and touch **FORMAT**.
- HIGHLIGHT** the **HEADER** line.
- USE** **CODE + 4** and **ACCPT** to center the header.
- TYPE** the header text and/or enter **CODE + 2** for a page number.
- TYPE** carrier returns to separate the header from the text.
- TOUCH** **FORMAT** to bring up the Non-Recordable Format Page.
- HIGHLIGHT** and turn on **PAGINATE** and **REPLACE PAGE LABELS**.
- TOUCH** the **ACCPT** key.

Trailers

To place a trailer at the bottom of each page:

- RECALL** the desired document.
- TOUCH** the **FORMAT** key.
- HIGHLIGHT** the **TRAILER** line.
- TYPE** carrier returns to separate the trailer from the text.
- USE** **CODE + 4** and **ACCPT** to center the header.
- TYPE** the trailer text and/or enter **CODE + 2** for a page number.
- TOUCH** **FORMAT** to bring up the Non-Recordable Format Page.
- HIGHLIGHT** and turn on **PAGINATE** and **REPLACE PAGE LABELS**.
- TOUCH** the **ACCPT** key.

REVIEW - CONTINUED**Page Layout**

To change Page Layout on a single page:

RECALL	the desired document to the screen.
BRING	the page that needs a new page layout to the screen. (Use the SEARCH, PAGE, and/or RVRSE + PAGE keys).
TOUCH	the FORMAT key.
HIGHLIGHT	TOP MARGIN and type the desired number.
HIGHLIGHT	BOTTOM MARGIN and type the desired number.
HIGHLIGHT	PAPER SIZE and type the number for the size of paper that will be used.
TOUCH	the ACCPT key.

To change Page Layout throughout an entire document:

RECALL	the desired document to the screen.
TOUCH	the FORMAT key.
ENTER	new TOP MARGIN, BOTTOM MARGIN, and/or PAPER SIZE settings.
TOUCH	the FORMAT key again.
HIGHLIGHT	PAGINATE and touch the CHAR key to turn it on.
HIGHLIGHT	REPLACE PAGE LAYOUT and touch the CHAR key.
TOUCH	the ACCPT key. (Make page end decisions, if necessary).
STORE	the revised document.

CHANGING DOCUMENT LAYOUT

Often a document will be typed in a "draft" format, then printed in a "final" format with different margins, tabs, line spacing, etc.

If you changed the margins of the document and then turned on the REFORMAT option, only the first page of the document would be changed. The margins for the rest of the document would not be changed. You need to tell the machine, "Replace the margins in every format block for the rest of the document!"

You can replace the margins, tabs, line spacing, and even justify when you reformat a document. In the exercise that follows, you'll recall a document and tell the system to reformat it and replace the margins, tabs, and line spacing in every format block throughout the document.

Illustration XI-8 on the opposite page shows the **TECH REV** document with notes indicating how the final copy should look.

- Step 1** **RECALL** **TECH REV** to the screen.
- Step 2** **TOUCH** the **FORMAT** key and set the following format:
- Set new margins at **12** and **84**
 - Delete the old tabs (highlight **TABS/SPEC TABS** and touch **DEL**)
 - Set a new tab at **17**
 - Set Line Spacing to **1**
 - Turn **off** **JUSTIFY**
- Step 3** **CHANGE** the **PAGE LAYOUT** options:
- **TOP MARGIN** at **12**
 - **BOTTOM MARGIN** at **6**
 - **PAPER SIZE** at **66**
- Step 4** **DELETE** the **HEADER** using the following steps:
- Highlight the **HEADER** line
 - Touch the **DEL** key

Note: When editing a header or trailer, you can use the Backspace key to erase portions of the header or trailer without erasing all of it.

~~DRAFT~~
Remove all
headers

- Change margins to 12 and 84, set a tab at 17 for entire document
- Change to single line spacing and don't justify the right margin
- Change the top margin to 2" and the bottom margin to 1" and change the paper size to 11" instead of 10"
- Print the final document

TECHNICAL TALKS AND HOW TO GIVE THEM

Robert Green
Mayfield University

Page No. 1

Now you are ready to reformat and paginate the document and tell the 860 to make the changes in every Format Block in the document.

Step 5 **TOUCH** the FORMAT key again.

HIGHLIGHT and turn on the following format options:

- REFORMAT
- REPLACE MARGINS
- REPLACE TABS
- REPLACE LINE SPACING
- REPLACE JUSTIFY
- PAGINATE
- REPLACE PAGE LAYOUT
- REPLACE PAGE LABELS

Step 6 **TOUCH** the ACCPT key to begin reformatting and paginating.

Result The system is now reformatting and paginating the document. It may ask for your help in hyphenating words or ending pages in the proper place.

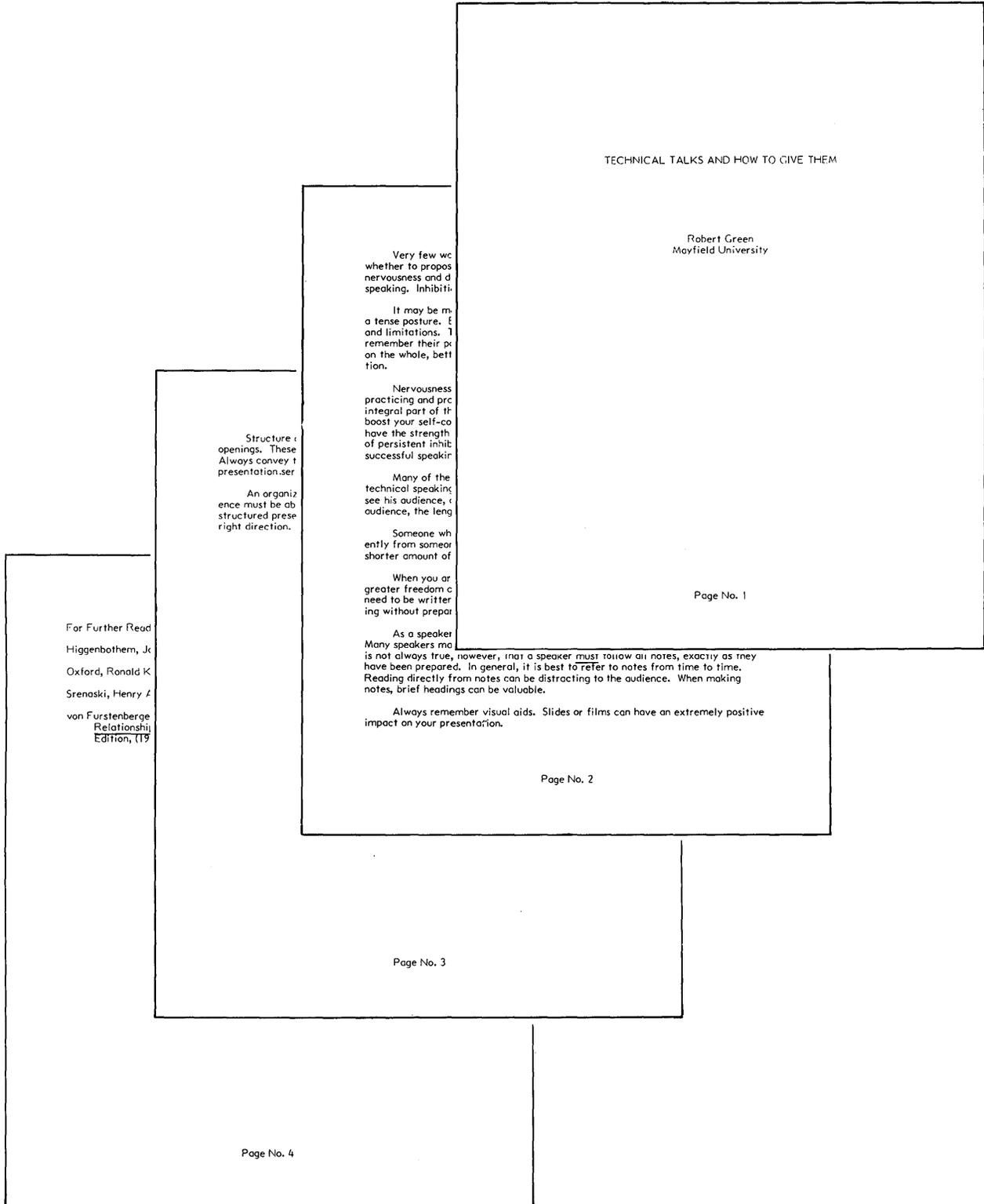
At the same time, it is also replacing all the format blocks with the new format settings.

Step 7 **USE** the PAGE key and RVRSE + PAGE to look at your reformatted document.

Result The pages will show a two-inch margin at the top and a one-inch margin at the bottom of each page. The margins, tabs, and line spacing have also been changed, and the entire document is no longer justified. (See Illustration XI-9 on the next page.)

NOTICE that the required Page End Codes on page 1 and page 3 keep the page endings the same on these pages.

Step 8 **STORE** the revision over the original.



Printed Version of the Reformatted Document TECH REV
Illustration XI-9

PRACTICE EXERCISE

For additional practice, the following exercise will change the format and then reformat and paginate the document.

Step 1 **RECALL** the document **TECH REV**.

CHECK that the first page of the document **TECH REV** is displayed. Remember, any reformat operation should begin on the first page, or the document will be reformatted only from the page that is displayed.

Step 2 **TOUCH** the **FORMAT** key.

CHANGE the format as follows:

- Right margin at **79**
- Line Spacing at **1½**
- Top Margin at **9**
- Bottom Margin at **9**

Since you've changed the margins, line spacing, and page layout, now you must tell the system whether you want to change just the first page, or the entire document. In this exercise, you want every page changed, so **REPLACE MARGINS**, **REPLACE LINE SPACING**, and **REPLACE PAGE LAYOUT** must be turned on.

Step 3 **TOUCH** the **FORMAT** key again and turn on the following options:

- **REFORMAT**
- **REPLACE MARGINS**
- **REPLACE LINE SPACING**
- **PAGINATE**
- **REPLACE PAGE LAYOUT**

TOUCH the **ACCPT** key to begin reformatting and paginating.

Note: The message **LAST LINE** may display while the system is asking you to hyphenate a word. If this happens, the system is indicating to you that if you hyphenate this word, it will be split between two pages. You would touch the **ACCPT** key to keep the word on one line.

Step 4 **STORE** this document over the original.

USING FORMAT INDEX

The 860 has a feature called **FORMAT INDEX** that allows you to call up the first format in any document and record it in the document on the screen. This means you can record formats as documents and call them up when needed, saving you the time of going to the format page and making the changes yourself. You may want to use different formats for memos, letters, statistical tables, etc. Any format that you use regularly can be recorded and then quickly recalled.

If you're planning to type a document that has several margin and line spacing changes, you can first record each format as a separate document. Then, each time you want to make a format change in the document, you simply call up the format by title and insert it in your document. The document in Illustration XI-11 on page 11-25 is an example of a document with many format changes.

When you record formats for later recall with the **FORMAT INDEX**, keep the titles easy to remember. For example, you might number the format documents and keep a print out of the formats for reference.

Follow the steps below to create and store the formats. When you have the formats stored, you will type the document on page 11-25 and recall the formats using the **FORMAT INDEX**.

Creating and Storing the First Format

- Step 1**
- | | |
|--------------|---|
| TITLE | a document FORMAT 1 and bring it to the screen. |
| TOUCH | the FORMAT key and set the following format: <ul style="list-style-type: none"> ● Leave the margins at 17 and 78 ● Set line spacing at 2 ● Justify on |
| TOUCH | the ACCPT key to record the format. |
| TOUCH | STORE and ACCPT to store the format document. |

Creating and Storing a Second Format

- Step 2**
- TITLE** a document **FORMAT 2** and bring it to the screen.
- TOUCH** the **FORMAT** key and set the following format:
- Margins at **12** and **84**
 - Tabs at **17**
 - Line spacing at **3**
 - Justify **on**
- TOUCH** the **ACCPT** key to record the format, and then **STORE** the document.

Creating and Storing a Third Format

- Step 3**
- TITLE** a document **FORMAT 3** and bring it to the screen.
- TOUCH** the **FORMAT** key and set the following format:
- Margins at **17** and **78**
 - Line spacing at **2**
 - Justify **on**
- TOUCH** the **ACCPT** key and **STORE** the document.

Creating and Storing a Fourth Format

- Step 4**
- TITLE** a document **FORMAT 4** and bring it to the screen.
- TOUCH** the **FORMAT** key and set the following format:
- Margins at **22** and **72**
 - Line spacing at **1**
 - Justify **on**
- TOUCH** the **ACCPT** key and **STORE** the document.

Now you have four formats stored on your Student Disc. You'll use them to change the format as you type the paragraphs in the document shown on page 11-25. When you begin the document, you'll record a trailer in the first Format Block so the pages will be numbered. (Headers and trailers must be recorded in the first Format Block on a page.)

- Step 1** **TITLE** a document **ABC CORP** and bring it to the screen.
- Step 2** **TOUCH** the FORMAT key and enter the trailer:
- Highlight the TRAILER line
 - Touch RETURN three times
 - Hold down CODE and touch 4
 - Touch ACCPT
 - Type **Page** and a space
 - Hold down CODE and touch 2
- TOUCH** ACCPT to record the format.
- Step 3** **TYPE** the three lines of the heading shown below. Use CODE + 4 to center each line and touch RETURN **three** times after the last line.

NO. 73-4715-F

AMENDED ANSWERS OF DEFENDANT,

ABC CORPORATION

Recalling a Format from Another Document

To recall one of the formats you recorded earlier, you use the CODE + FORMAT keys. In the steps below you'll type the first two paragraphs, recalling a new format for each one.

Step 4 **HOLD** down CODE and touch the FORMAT key once.

Result The Command Line displays:



Note: If you accidentally touched CODE + FORMAT twice (instead of once) the Format Scale will be brought to the screen. (The Format Scale consists of dots and vertical lines.) If this happens, touch the STOP key. Then try Step 4 again.

TYPE **FORMAT 1**

Result The Command Line displays:



TOUCH the ACCPT key.

Result The format settings from FORMAT 1 are recorded in your document.

Note: If FORMAT NOT FOUND displays in the Command Line, touch STOP to clear the message. Then, CODE + FORMAT again. Check to see if the words in the Command Line match the title of your FORMAT 1 document. If not, use the backspace key and retype the title. Then touch ACCPT.

Step 5 **TYPE** the first paragraph of the document and end it with two returns.

Step 6 **HOLD** down CODE and touch the FORMAT key once.

TYPE **FORMAT 2**

TOUCH the ACCPT key.

Step 7 **TYPE** the second paragraph, ending it with one return.

NO. 73-4715-F

AMENDED ANSWER OF DEFENDANT,

ABC CORPORATION

COMES NOW Defendant, ABC Corporation, a Texas Corporation, having its principal office and place of business in the National Bank Building of Texas, and in reply to Plaintiff's Original Petition on file herein respectfully shows to the Court as follows:

I.

Subject to its Motion to Strike, Defendant excepts to Paragraph IV of Plaintiff's Original petition as an incorrect statement of facts and interpretation of law wherein Plaintiff alleges that:

As a result of the illegal termination by Defendant of the Employment Agreement between Plaintiff and Defendant, Defendant is indebted to the Plaintiff in the amount of One Hundred Forty Thousand Five Hundred Fifty-Four and 36/100 Dollars (\$140,554.36), such amount being comprised as follows: (1) Ninety-Three Thousand Nine Hundred Twenty-Five Dollars (\$93,925.00) salary for four (4) years and three (3) months at an annual rate of Twenty-Two Thousand One Hundred Dollars (\$22,100.00), ...

Said allegation is incorrect and should be dismissed on the grounds that the terms of Paragraph 5(a) of the Contract marked Exhibit "A" to Plaintiff's Original Petition and incorporated herein for purposes as full as if copied herein verbatim.

Lesson Eleven--FORMAT II

Now you're ready to recall the format for the third paragraph.

- Step 8** **HOLD** down CODE and touch the FORMAT key once.
- Result FORMAT TITLE "FORMAT 2" appears in the Command Line.

Instead of typing the words FORMAT 3, you can touch the backspace key once to delete the 2 and type in a 3.

TOUCH the backspace key once and type in a 3.

TOUCH the ACCPT key.

- Step 9** **TYPE** the third paragraph, ending with two returns.

- Step 10** **HOLD** down CODE and touch the FORMAT key once.

TOUCH the backspace key once (to delete the 3) and type in 4.

TOUCH the ACCPT key.

- Step 11** **TYPE** the last paragraph of the document and touch return once.

If you wanted to double check the settings in any of the Format Blocks on the page, you would need to highlight the Format Block before touching the FORMAT key. When you touch the FORMAT key with nothing highlighted, the system shows you the settings in the first Format Block on the page. Use the steps below to look at the format for the first paragraph.

- Step 12** **TOUCH** RVRSE + PAGE to go back to the first page.

HIGHLIGHT the first line of the first paragraph (the Format Block should be highlighted along with the text).

TOUCH FORMAT to see the settings in that Format Block.

TOUCH STOP to remove the format from the screen.

NO. 73-4715-F

AMENDED ANSWER OF DEFENDANT,

ABC CORPORATION

COMES NOW Defendant, ABC Corporation, a Texas Corporation, having its principal office and place of business in the National Bank Building of Texas, and in reply to Plaintiff's Original Petition on file herein respectfully shows to the Court as follows:

I.

Subject to its Motion to Strike, Defendant excepts to Paragraph IV of Plaintiff's Original petition as an incorrect statement of facts and interpretation of law wherein Plaintiff alleges that:

As a result of the illegal termination by Defendant of the Employment Agreement between Plaintiff and Defendant, Defendant is indebted to the Plaintiff in the amount of One Hundred Forty Thousand Five Hundred Fifty-Four and 36/100 Dollars (\$140,554.36), such amount being comprised as follows: (1) Ninety-Three Thousand Nine Hundred Twenty-Five Dollars (\$93,925.00) salary for four (4) years and three (3) months at an annual rate of Twenty-Two Thousand One Hundred Dollars (\$22,100.00), ...

Said allegation is incorrect and should be dismissed on the grounds that the terms of Paragraph 5(a) of the Contract marked Exhibit "A" to Plaintiff's Original Petition and incorporated herein for purposes as full as if copied herein verbatim.

Step 13 **STORE** and print the document.

COMPARE the printed document to Illustration XI-13 below.

NO. 73-4715-F
AMENDED ANSWER OF DEFENDANT,
ABC CORPORATION

COMES NOW Defendant, ABC Corporation, a Texas Corporation, having its principal office and place of business in the National Bank Building, in the City of Dallas, State of Texas, and in reply to Plaintiff's Original Petition on file herein respectfully shows to the Court as follows:

I.

Subject to its Motion to Strike, Defendant excepts to Paragraph IV of Plaintiff's Original petition as an incorrect statement of facts and interpretation of law wherein Plaintiff alleges that:

As a result of the illegal termination by Defendant of the Employment Agreement between Plaintiff and Defendant, Defendant is indebted to the Plaintiff in the amount of One Hundred Forty Thousand Five Hundred Fifty-Four and 36/100 Dollars (\$140,554.36), such amount being comprised as follows: (1) Ninety-Three Thousand Nine Hundred Twenty-Five Dollars (\$93,925.00) salary for four (4) years and three (3) months at an annual rate of Twenty-Two Thousand One Hundred Dollars (\$22,100.00), ...

Said allegation is incorrect and sh
grounds that the terms of Paragrap
Page 1

marked Exhibit "A" to Plaintiff's Original Petition and incorporated herein for purposes as full as if copied herein verbatim.

Page 2

Printed Version of the Document ABC CORP
Illustration XI-13

In the last exercise, you recalled formats from documents that you created for that purpose. However, you can also recall the format from any document, as long as the Format Block is the first character in the document.

You have now completed Lesson Eleven. On the next pages there are Points to Remember and an Action Summary for you to review.

There is also a Progress Check for you to complete. If you should answer any of the questions incorrectly, turn to the page indicated in the answer and review the information.

POINTS TO REMEMBER

- The 860 uses standard 1" top and bottom margins. (Page 11-5)
- The 860 prints 6 lines to the inch. (Page 11-5)
- The PAPER SIZE option is used to tell the system the length (in lines) of the paper you are using. For instance, 11 inch paper is PAPER SIZE 66. (Page 11-5)
- When added together, your TOP MARGIN and BOTTOM MARGIN must never be more than the PAPER SIZE number. (Page 11-6)
- The Command Line will display UNACCEPTABLE NUMBER -- RE-ENTER if you change the top and bottom margin settings to a number greater than the PAPER SIZE number. (Page 11-6)
- In order to replace the margins, tabs, line spacing and/or justify in every format block throughout the document, you must turn on the corresponding REPLACE options before reformatting and paginating. (Page 11-16)
- The message LAST LINE displays in the Command Line when the system is asking you to hyphenate the last word on a page. Touch ACCPT to keep the word on one line. (Page 11-20)
- Format Index (CODE + FORMAT) allows you to call up the first format in any document and record it in the document on the screen. (Page 11-21)

ACTION SUMMARY

You may want to make a copy of this ACTION SUMMARY and keep it on your desk for quick reference.

The MARGIN, TAB and PAGE LAYOUT options on the Recordable Format Page control the placement of text on the page. When you type a new document, you can use the standard settings or set new ones. You can also use PAGE LABELS to put Headers or Trailers in the document. (Headers are text or page numbers at the top of the page. Trailers are text or page numbers at the bottom of the page.)

To set page layout and page labels in a new document:

- | | | |
|---------------|--------------|---|
| Step 1 | TYPE | a title for the document and bring it to the screen. |
| Step 2 | TOUCH | the FORMAT key. |
| | SET | the desired margins, tabs and line spacing. |
| | SET | the desired Page Layout, using the following steps: <ul style="list-style-type: none"> ● Highlight TOP MARGIN and type the number of "blank" lines you want at the top of the page ● Highlight BOTTOM MARGIN and type the number of "blank" lines you want at the bottom of the page ● Highlight PAPER SIZE and type the number of lines on the page (use 6 lines per inch). |
| | TYPE | a Page Label if you want Headers or Trailers or automatic page numbers, using the following steps: <ul style="list-style-type: none"> ● Highlight either the HEADER or TRAILER line ● Enter CODE + 4 and ACCPT if you want it centered ● Type the desired text ● Enter CODE + 2 if you want automatic page numbers ● Type any text that is to follow the page number |
| | TOUCH | ACCPT to record all the format settings. |
| Step 3 | TYPE | the text in the document. (If the document is more than one page, the 860 will automatically put the correct settings in the format block at the top of each page.) |
| Step 4 | STORE | the document. |

ACTION SUMMARY -- CONTINUED

You can change the format settings for MARGINS, TABS, PAGE LAYOUT and PAGE LABELS in a previously typed document by using the REFORMAT and PAGINATE options.

To change the page layout for an entire document:

- Step 1** **BRING** the first page of the document to the screen.
- Step 2** **TOUCH** the FORMAT key.
- SET** the desired margins, tabs, and line spacing.
- SET** the desired Page Layout, using the following steps:
- Highlight TOP MARGIN and type the number of "blank" lines you want at the top of the page
 - Highlight BOTTOM MARGIN and type the number of "blank" lines you want at the bottom of the page
 - Highlight PAPER SIZE and type the number of lines on the page (6 lines per inch, so 11 inch paper equals PAPER SIZE 66).
- TYPE** a Page Label if you want Headers or Trailers or automatic page numbers, using the following steps:
- Highlight either the HEADER or TRAILER line
 - Enter CODE + 4 and ACCPT if you want centering
 - Type the desired text
 - Enter CODE + 2 if you want automatic page numbers
- TOUCH** the FORMAT key again.
- SELECT** the reformat and paginate options, using the following steps:
- Turn on REFORMAT
 - Turn on REPLACE MARGINS if you want to change margins throughout the document
 - Turn on REPLACE TABS if you want to change tabs
 - Turn on REPLACE LINE SPACING if you want to change line spacing
 - Turn on PAGINATE
 - Turn on REPLACE PAGE LAYOUT if you want to change the Top and Bottom Margins or Paper Size
 - Turn on REPLACE PAGE LABELS if you want new Headers or Trailers
- TOUCH** ACCPT to begin the reformat and change the format settings in all format blocks in the document.
- Step 3** **STORE** the document.

ACTION SUMMARY -- CONTINUED

The **FORMAT INDEX** is a feature that allows you to recall up the first format in any document and record it in the document on the screen.

To recall a format from another document:

- Step 1 BRING** the new document to the screen.
- Step 2 RECALL** the format from another document, using the following steps:
- To put the format at the beginning of the document:
 - Touch **CODE + FORMAT**
 - Type the name of the document with the format
 - Touch **ACCPT** to record the format
 - To put the format in the middle of a document while you are typing it:
 - Type to the point where the format should go
 - Touch **CODE + FORMAT**
 - Type the name of the document with the format
 - Touch **ACCPT**
 - To put the format in the document after it has been typed:
 - Highlight the line that the format will go in front of
 - Touch **CODE + FORMAT**
 - Type the name of the document with the format
 - Touch **ACCPT**
- Step 3 STORE** the document when you've finished typing it.

PROGRESS CHECK

Part I

1. Recall the document titled: **SPEAKING**.

2. Change the Format Page to:

Margins 17 and 78
A tab at 22
Single Spacing
Justify **off**
Top Margin at 12
Bottom Margin at 6
Paper Size at 66
Centered page numbers (-1-) at the bottom of each page one line below the last line of text. (Use a carrier return before the trailer.)

Reformat and Paginate the document turning on any appropriate REPLACE options.

3. Store the revised document under **SPEAKING REV**. When finished, print the document and compare it with the one shown in Illustration XI-14 on page 11-35.

Very few women or men are able to get up and speak before an audience, whether to propose a toast, to lecture a class or to deliver a thesis, without initial nervousness and discomfort. Attitudes and tensions can inhibit our progress in speaking. Inhibition appears in many different forms.

It may be manifested in a flat inexpressive voice, or an expressionless face or a tense posture. Even the most sensitive speakers are too conscious of their faults and limitations. They dwell too much on their negative points and fail to remember their positive points. After all, people with a technical background are, on the whole, better informed about the material world than most of the population.

Nervousness can only be overcome by creating a positive attitude of mind and practicing and practicing again. Failure and disappointment are an inevitable and integral part of the learning process. With practice, you will begin to succeed and boost your self-confidence so that when you experience disappointment, you will have the strength to persist. Then and only then will you break through the barrier of persistent inhibitions and obtain more self-confidence, less inhibition, and more successful speaking.

Many of the remarks made previously about written communication apply to technical speaking. However, there are important differences: the speaker can see his audience, and the audience can ask questions. Whenever speaking to an audience, the length of the message is extremely important.

Someone who must speak to an audience for 15 minutes must speak differently from someone who has an hour. It is interesting that the speaker who has a shorter amount of time allocated to him must speak more carefully.

When you are speaking at an informal technical meeting, you are allowed a greater freedom of expression. At an informal meeting, the actual words do not need to be written in detail. Many people, however, do not have the skill of speaking without preparing full notes in advance.

As a speaker obtains greater experience, he and skill. Many speakers make all preparations in impromptu remarks. It is not always true, however, that one must follow all notes, exactly as they have been prepared. It is best to refer to notes from time to time. Repeating notes can be distracting to the audience. When reading headings can be valuable.

-1-

Always remember visual aids. Slides or films can have an extremely positive impact on your presentation.

Structure of the presentation is important. Skilled speakers always have good openings. These openings are attention getters and help to inform the audience. Always convey the utility of your presentation to the audience. After all, if your presentation serves no purpose, why should the audience listen?

An organized speaker always works from a well-planned outline. The audience must be able to grasp where you are going with your presentation. A well-structured presentation enables both the speaker and the audience to travel in the right direction.

Delivery is also extremely important. Frequently, an interesting presentation is spoiled by bad delivery. To ensure good delivery, a good speaking voice is important. This includes articulation, enunciation, emphasis, rhythm, intonation, expression, and feeling.

Speaking is an art. Anyone who speaks must learn how to perform with professionalism and purpose. Practice is the key method to obtaining good results.

-2-

Printed Version of the Reformatted Document *SPEAKING REV*
Illustration XI-14

Note: When you reformatted and paginated, you should have turned on the following REPLACE options: MARGINS, TABS, LINE SPACING, JUSTIFY, PAGE LAYOUT, and PAGE LABELS.

(This page is intentionally left blank.)

Part II

Answer each question by filling in the blank with true or false. Then compare your answers with those on Page 11-39.

- _____ 1. The HEADER and TRAILER options on the Recordable Format Page can be used to automatically number the pages of a document.
- _____ 2. The PAPER SIZE option shows the paper length in inches.
- _____ 3. If you change the HEADER in a document, you do not need to use the REPLACE PAGE LABEL options.
- _____ 4. You touch CODE + FORMAT once to use Format Index.
- _____ 5. You cannot call up the first format of one document to insert into another document.

This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK — PART II

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

- True 1. The HEADER and TRAILER options on the Recordable Format Page can be used to automatically number the pages of a document. (Page 11-10)
- False 2. The PAPER SIZE option shows the paper length in inches. (Page 11-5)
- False 3. If you change the HEADER in a document, you do not need to use the REPLACE PAGE LABEL options. (Page 11-12)
- True 4. You touch CODE + FORMAT once to use Format Index. (Page 11-24)
- False 5. You cannot call up the first format of one document to insert into another document. (Page 11-21)

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Xerox 860 IPS Operator Manual
Book Two: Word Processing

Lesson Twelve — Edit II
Making Major Revisions

LESSON TWELVE

EDIT II

Making Major Revisions

OBJECTIVES

After finishing this lesson you will be able to:

- move text from one place to another within a document
 - perform a global search and replace
 - edit while printing
 - copy text from one place to another within a document
 - copy text from one document to another document
 - search and delete characters
-

Materials Needed

For this lesson you will need:

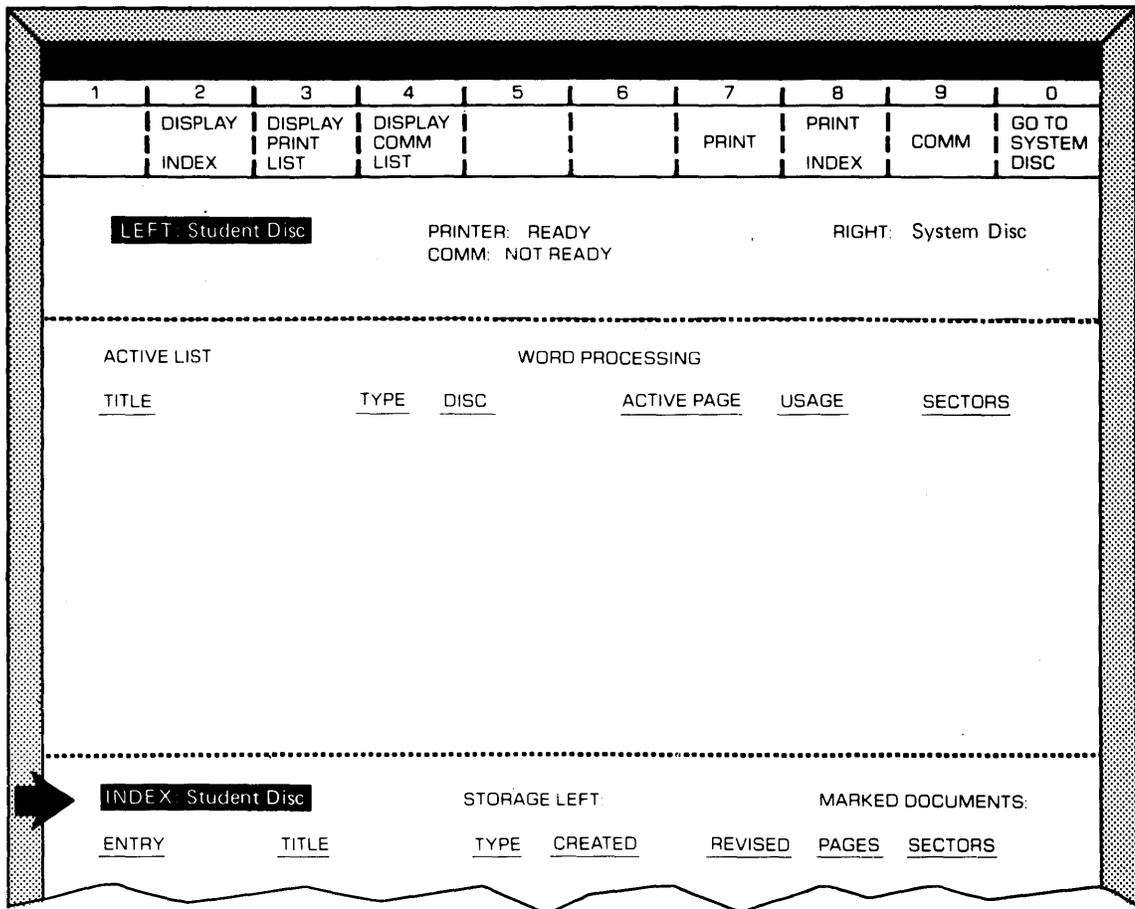
- System Disc
- Student Disc
- Reference Manual

BEFORE YOU BEGIN

Make sure the 860 System is ready for typing:

- System ON
- ACTIVITY PAGE displayed
- **System Disc** inserted into one disc station
- **Student Disc** inserted into the other disc station
- **INDEX: Student Disc** highlighted

If your 860 is set up properly, your screen should look like Illustration XII-1 below. In Lesson Ten of Book Two, you were told to copy the documents from the Training Disc to your Student Disc. If you have not done this, you will need to do so now. Use the instructions in Lesson Ten on page 10-3.



The Activity Page
Illustration XII-1

MAKING MAJOR CHANGES

Sometimes your work is returned to you with major revisions to be made. The 860 Information Processing System was designed to let you make major changes easily. For example:

- Any amount of information (words, paragraphs, pages, etc.) can be moved or copied within a document or from one document to another.
- The 860 will search for a certain word you want changed and change it--automatically. You do not have to search for each word yourself!

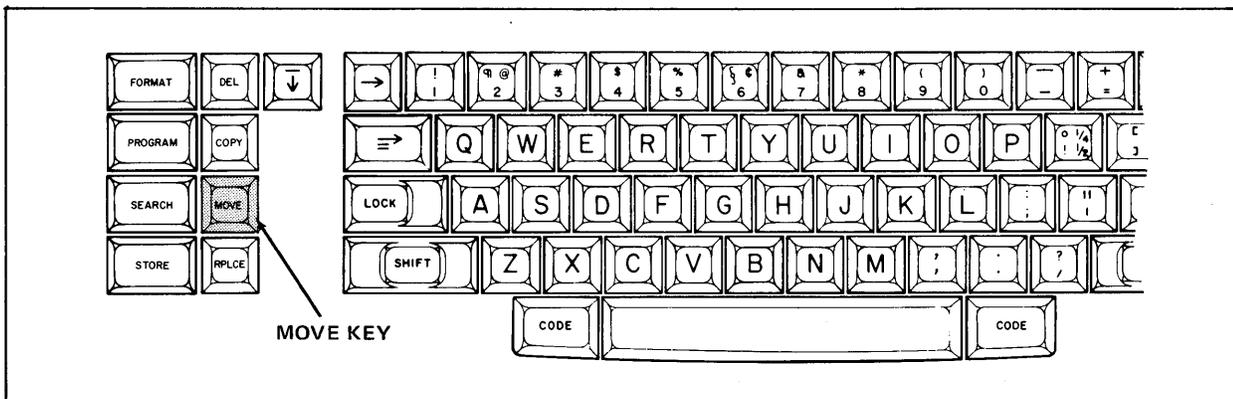
In the exercises that follow, you'll learn how simple it is to make major changes to a document.

Remember: You cannot make any "major" mistakes using this system. Should you accidentally delete pages, or copy the wrong information, you can simply touch STORE and STOP, and delete the revised document. Even if you saved the revised document, the original document could be recalled from the Backup Index. There is no need to retype information or worry that you'll push the wrong button.

MOVING TEXT

Moving text from one location to another is very easy on the 860. The MOVE feature allows you to move text within a document or from one document to another without retyping!

Right next to the SEARCH key is a key labeled MOVE. Here's how it works: first you locate where you want the text moved to and touch the MOVE key; then you highlight the text to be moved and touch ACCPT.



The MOVE Key
Illustration XII-2

In this exercise you will use the MOVE key to move two paragraphs within the document titled **PRESS REPORT**. (See Illustration XII-3 on the opposite page.)

Step 1 **RECALL** **PRESS REPORT** to the screen.

Highlighting the New Location for the Text

The first step in moving text is to highlight the new location for the text.

Step 2 **TOUCH** the PARA key four times until the paragraph that begins **It is conceivable that...** is highlighted.

Result You've highlighted the new location for the text you want to move. The moved text will be placed in front of the highlighted text.

TOUCH the MOVE key.

Result The Command Line displays:

MOVE

LOOK at the Command Line on your screen to find the MOVE message. This tells you that you are ready to highlight the text to be moved.

Highlighting the Text To Be Moved

Step 3 **HIGHLIGHT** the paragraph that begins with **The extent to which...** (Use REV + PARA).

Result The Command Line is still flashing MOVE and the paragraph you want moved is highlighted.

Moving the Text

Step 4 **TOUCH** the ACCPT key to begin the move.

Result The first paragraph is moved in front of the third paragraph on the page.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is known that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the force of the printed word. It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.

It is conceivable that the press and printing materials, brought from England in 1638, were used to produce religious and political tracts to be circulated in the mother country. This belief is fortified by the fact that the first piece printed on the new press was The Freeman's Oath.

Put paragraph from page 2 here.

The Reverend Glover died on the voyage to America, but his wife assumed responsibility for setting up the press in Cambridge. Stephen Daye, who had been indentured by the Reverend Glover to operate the press, was placed in charge by Mistress Glover and, with his son, Matthew, continued its operation until 1647.

In the meantime, the widow of Glover married again, this time to President Dunster of Harvard College. Upon her death the press was moved to Harvard and was used in close association with the college.

Make to first page.

Conditions changed in England, and the press which might have been intended as a propaganda machine was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

In a sense, this represents the beginning of Harvard University Press, the oldest continuously operated printing activity in America. The printing press is still in existence and is known as the Stephen Daye Press.

Printing did not make headway in the southern colonies to the extent that it did in the Massachusetts Colony. A printing venture undertaken by William Nuthead in Jamestown, in 1682, was suppressed by the King's governor.

Three years later William Bradford began printing in Philadelphia, but after several unpleasant conflicts with colonial officials he was forced to abandon his work in 1692. Subsequently, he was permitted to move to New York where he again became engaged in printing.

Revisions for the Document **PRESS REPORT**
Illustration XII-3

In the steps that follow, you'll move a paragraph from page 2 to page 1. (See Illustration XII-3 on the opposite page.) **Remember**, the first thing you do is highlight the new location for the text. The moved text will be placed in front of the highlighting.

Step 5 **HIGHLIGHT** the paragraph that begins with **The Reverend Glover died on...** (Use the PARA key.)

Step 6 **TOUCH** the MOVE key.

Result The Command Line displays the word MOVE.

Step 7 **TOUCH** the PAGE key to go to the second page.

TOUCH PARA twice to highlight the paragraph that starts **Conditions changed in England, and...**

Result The text you want to move is highlighted.

Step 8 **TOUCH** the ACCPT key.

Result The paragraph is moved to the first page.

The Scroll Key

Moving the paragraph has made the page longer than the screen. You can look at the rest of the page by using the SCROLL key. The SCROLL key is next to the WORD key on the right side of the keyboard.

Step 9 **TOUCH** the SCROLL key several times.

Result The document moves up the screen one line at a time. If you hold down the SCROLL key long enough, the text will move completely off the screen.

HOLD down the RVRSE key and touch SCROLL.

Result The document scrolls down the screen.

Anytime you make a revision and one page becomes too long for the screen, you can use the SCROLL key to view the rest of the page until you paginate the document.

SURVIVORS IN THE VIRGINIA COLONIES

The extent to which printing was used in promoting the New England colonies is not known. But it is known that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the force of the printed word. It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.

It is conceivable that the press and printing materials, brought from England in 1638, were used to produce religious and political tracts to be circulated in the mother country. This belief is fortified by the fact that the first piece printed on the new press was The Freeman's Oath.

Put paragraph from page 2 here.

The Reverend Glover died on the voyage to America, but his wife assumed responsibility for setting up the press in Cambridge. Stephen Daye, who had been indentured by the Reverend Glover to operate the press, was placed in charge by Mistress Glover and, with his son, Matthew, continued its operation until 1647.

In the meantime, the widow of Glover married again, this time to President Dunster of Harvard College. Upon her death the press was moved to Harvard and was used in close association with the college.

Move to first page

Conditions changed in England, and the press which might have been intended as a propoganda machine was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

In a sense, this represents the beginning of Harvard University Press, the oldest continuously operated printing activity in America. The printing press is still in existence and is known as the Stephen Daye Press.

Printing did not make headway in the southern colonies to the extent that it did in the Massachusetts Colony. A printing venture undertaken by William Nuthead in Jamestown, in 1682, was suppressed by the King's governor.

Three years later William Bradford began printing in Philadelphia, but after several unpleasant conflicts with colonial officials he was forced to abandon his work in 1692. Subsequently, he was permitted to move to New York where he again became engaged in printing.

Revisions for the Document **PRESS REPORT**
Illustration XII-3

Reformatting and Paginating

Now that all the text changes have been made to this document, you need to put it in final form to print it. The final copy should be justified, so you'll turn on JUSTIFY on the Recordable Format page. Then you'll go to the Non-Recordable Format page and select the options to reformat and paginate.

- Step 10** **TOUCH** STOP twice to move the cursor to the home position (upper left corner of the screen).
- TOUCH** the FORMAT key and turn on JUSTIFY.
- TOUCH** the FORMAT key again and turn on the following options:
- REFORMAT
 - REPLACE JUSTIFY
 - PAGINATE
- TOUCH** the ACCPT key.

- Step 11** **MAKE** any necessary hyphenation or page ending decisions. Remember, use LINE or RVRSE + LINE when the system asks you for help in ending a page, then touch ACCPT.

Next, you'll store the document under a new title, so you keep both the revision and the original.

- Step 12** **TOUCH** the STORE key and then the ACCPT key.
- TYPE** a new title for the revised version: **PRESS RPT 2**
- TOUCH** the ACCPT key.

- Step 13** **PRINT** the revised document and compare it to Illustration XII-4 on the opposite page.

When you make revisions on other documents, you can use the MOVE key to move words, lines, paragraphs, or even pages of text. Just remember, the first thing you do is highlight the new location for the text, then you touch the MOVE key to tell the 860 you want to move something to that location.

SURVIVORS IN THE VIRGINIA COLONIES

Printing was used to promote colonization of the New World. There is on file in the New York Public Library a copy of such a promotion piece dated 1609. It is entitled, "Offering Most Excellent Fruits by Planting in Virginia." One historian, observing the fact that 750 of the first 900 settlers in the Virginia Colonies died during the first winter, marvels at the force of the printed word. It not only induced new settlers to come to the New World, but also influenced the 150 survivors to remain.

The extent to which printing was used in promoting the New England colonies is not known. But it is known that a printing press made its appearance in Massachusetts soon after the first settlers established themselves.

It is conceivable that the press and printing materials, brought from England in 1638, were used to produce religious and political tracts to be circulated in the mother country. This belief is fortified by the fact that the first piece printed on the new press was The Freeman's Oath.

Conditions changed in England, and the press which might have been intended as a propaganda machine was turned to service for the Colonists. The Bay Psalm Book, eleven copies of which are still in existence, was produced in 1640. It was printed on an early colonial press procured in England by Reverend Jose Glover.

The Reverend Glover died on the voyage to America, but his wife assumed responsibility for setting up the press in Cambridge. Stephen Daye, who had been indentured by the Reverend Glover to operate the press, was placed in charge by Mistress Glover and, with his son, Matthew, continued its operation until 1647.

In the meantime, the widow of Glover married again, this time to President Dunster of Harvard College. Upon her death the press was moved to Harvard and was used in close association with the college.

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Printing did not make headway in the southern colonies to the extent that it did in the Massachusetts Colony. A printing venture undertaken by William Nuthead in Jamestown, in 1682, was suppressed by the King's governor.

Three years later William Bradford began printing in Philadelphia, but after several unpleasant conflicts with colonial officials he was forced to abandon his work in 1692. Subsequently, he was permitted to move to New York where he again became engaged in printing.

Printed Version of the Document **PRESS RPT 2**
Illustration XII-4

Using Extended Mark to Move Text

The document in Illustration XII-5 on the opposite page has several changes that must be made. The last paragraph on page 1 and the first paragraph on page 2 should be moved to another location. You could move each paragraph separately, but that isn't necessary. Using the MARK key to hold the highlighting, you can highlight and move text that is on more than one page.

Remember, when you are going to move text, the first thing you do is highlight the new location for the text.

- Step 1** **RECALL** the document titled **JENSON** to the screen.
- Step 2** **USE** the **SEARCH** key to locate the paragraph beginning **Many national styles ...** (This is the new location for the text.)
- TOUCH** the **PARA** key to highlight the paragraph.
- Step 3** **TOUCH** the **MOVE** key.
- Result The word **MOVE** displays in the Command Line.
- Step 4** **USE** the **PARA** key to highlight the last paragraph on page 1.
- TOUCH** the **MARK** key.
- Result The first character in the paragraph is highlighted.
- TOUCH** the **PARA** key three times.
- Result When you touch **PARA** once, the last paragraph is highlighted. The second time you touch **PARA**, the Page End Code is highlighted. The third time you touch **PARA**, the first paragraph on the next page is highlighted.
- Step 5** **TOUCH** the **ACCPT** key to move both paragraphs.
- Result The last paragraph on page 1 and the first paragraph on page 2 have been moved.
- The Page End Code between the paragraphs was also moved, so the first page now ends in a different place.

ROMAN LETTER DEVELOPMENT

The manuscript hand of the Venetian scribes, which Nicholas Jenson followed as his model, developed apart from gothic lettering. It had evolved from roman capital letters. In formal writing and inscriptions, the early Romans used square capitals with slight modifications, in the form of our upper-case alphabet. For correspondence and documents not requiring formal writing, large cursive or running capitals were used.

Move the two paragraphs marked to here.

Many national styles in writing developed as learning was carried from Rome throughout the rest of the known world. The influence of the roman characters might have been lost, however, had not Emperor Charlemagne taken an interest in the revival and spread of ancient learning. The calligraphy of this school became the model for the rest of Europe.

Move { By the tenth century, the use of letter forms from which we derive our lower case was quite universal. However, the letters did not assume the fixed form with which we are familiar until they were cast in types by Jenson.

Move { In crediting Jenson with our style of roman type face, it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman, was used in 1460 by John Mentelin, the first Strassburg Printer.

The humanistic manuscripts, that is, manuscripts of classical literature produced by Venetian scribes, were Jenson's models. He did not copy the handwriting of scribes letter for letter, but created a font of related letters legible and pleasing in effect. He clearly recognized mechanical perfection is not as desirable as the composite appearance of the page.

Revisions for the Document JENSON
Illustration XII-5

HOLD down RVRSE and touch PAGE to see the first page of the document.

The document now needs to be put in final form. The PAGINATE option will move the Page End Code to the correct position, and the REFORMAT option will check for hyphenation decisions. Since this document should be justified, you will also turn on JUSTIFY and REPLACE JUSTIFY.

Step 6 **CHECK** that you are at the beginning of the document. (Touch STOP to move the cursor to the home position.)

TOUCH the FORMAT key and turn on JUSTIFY.

TOUCH the FORMAT key again and turn on the following options:

- REFORMAT
- REPLACE JUSTIFY
- PAGINATE

TOUCH the ACCPT key and make any necessary hyphenation decisions.

Step 7 **COMPARE** the document on your screen with Illustration XII-6 on the opposite page.

Step 8 **STORE** the document. Save the revisions under the title **JENSON REV.**

ROMAN LETTER DEVELOPMENT

The manuscript hand of the Venetian scribes, which Nicholas Jenson followed as his model, developed apart from gothic lettering. It had evolved from roman capital letters. In formal writing and inscriptions, the early Romans used square capitals with slight modifications, in the form of our upper-case alphabet. For correspondence and documents not requiring formal writing, large cursive or running capitals were used.

By the tenth century, the use of letter forms from which we derive our lower case was quite universal. However, the letters did not assume the fixed form with which we are familiar until they were cast in types by Jenson.

In crediting Jenson with our style of roman type face, it would be unfair to overlook other early printers who experimented with roman letter forms, or who modified the early gothic letters. The first German types were angular and pointed; later types became more rounded. A semi-gothic face, tending distinctly toward roman, was used in 1460 by John Mentelin, the first Strassburg Printer.

Many national styles in writing developed as learning was carried from Rome throughout the rest of the known world. The influence of the roman characters might have been lost, however, had not Emperor Charlemagne taken an interest in the revival and spread of ancient learning. The calligraphy of this school became the model for the rest of Europe.

The humanistic manuscripts, that is, manuscripts of classical literature produced by Venetian scribes, were Jenson's models. He did not copy the handwriting of scribes letter for letter, but created a font of related letters legible and pleasing in effect. He clearly recognized mechanical perfection is not as desirable as the composite appearance of the page.

Screen Version of the Revised Document **JENSON**
Illustration XII-6

SEARCH AND REPLACE

Sometimes, a word that appears several times in a document has to be changed. It would be time consuming to search to each word and then touch RPLCE, type the new word, and continue through the entire document.

With the 860, you can tell the system to change all the words for you. This is called "global" search and replace, meaning the system will search the entire document. In this exercise you will change the word **test** to **check** throughout the document. (See Illustration XII-7 on the opposite page.)

Step 1 **RECALL** **FLIGHT** to the screen.

Step 2 **TOUCH** the SEARCH key once and type: **test**

Result The Command Line displays: FORWARD TO "test"

TOUCH the RPLCE key and type: **check**

Result The Command Line is changed to: REPLACE WITH "check"

By touching the RPLCE key after touching SEARCH, you tell the system you want a "Global Search and Replace." The 860 will then search through the entire document and replace all occurrences of the word.

Step 3 **TOUCH** the ACCPT key to begin.

Result The Command Line displays:

SEARCHING PAGE 1

The system automatically searches for and changes all occurrences of the word "test". When the system reaches the end of the document, the Command Line will display the message:

NOT FOUND

LOOK at your screen and watch the 860 making the changes.

TOUCH the STOP key when the message NOT FOUND appears.

Step 4 **STORE** the revised document under the title **FLIGHT REV.**

Change "test" to "check."

FLIGHT

COCKPIT AND CABIN INSPECTION

Note: The category IV inspection and verification must be completed in their entirety when scheduled. Phasing portions of the inspection for scheduling at irregular intervals or at different stations is not permitted. Record serial numbers of units installed before or after inspection.

INSPECTION IV

1. Perform the following on any aircraft that will be making an international flight before the next subsequent maintenance operation:
 - A. Operational test of fire equipment.
 - B. Oxygen is at trans Atlantic parameters.
 - C. Visually test cockpit area, protective goggles, fire extinguisher seals an emergency equipment.
 - D. Visually test that life vests are installed.
2. Perform test of interior and exterior lighting.
3. Perform test of passenger seatbelt/no smoking sign lamps.
4. Perform test of spare fuse and bulb container.
5. Perform test of oxygen system and portable oxygen pressures.
6. Clean all hostess demonstration oxygen masks. Replace damaged masks.
7. Perform test of galley lift system.
8. Perform test of loudspeaker megaphones.
9. Perform test of water level in aircraft battery. Add distilled water if necessary.
10. Clean tape reproducer heads for cabin music and perform operational test.

When you use global search and replace, you want to give the system as much information as possible. For example, say you typed a long report with Mr. Jim Spied's name throughout the report. Then you find out his real name is Robert. You could tell the system to search to "Jim" and change it to "Robert" and it would do so. However, if there were other people in the report who were named "Jim", their name would also be changed. "Jim" Buckle would become "Robert" Buckle.

To prevent this, you could search to "Jim Spied" and replace it with "Robert Spied."

One additional note about search: The 860 will not find the words you are searching for if they have a carrier return between them. You will need to watch for this when you use search.

Your Reference Manual has more information about SEARCH in the **Making Your Job Easier** section. This section is designed to show you short cuts and additional features on the 860 after you've become familiar with the features taught in Book One and Book Two.

When making major revisions, it is a good idea to STORE the revisions every five pages or so. Then, if a revision is made in error, you can touch STORE and reject the last revisions. All the other revisions were stored, so you won't have to start all over.

.....

REVIEW FOR

MOVING TEXT AND USING GLOBAL SEARCH AND REPLACE

This page is a review of the procedures you've learned in this part of the lesson. Read through the procedures to make sure you understand them. Then go on with the lesson.

To move text from one location to another within the same document:

RECALL	the desired document.
HIGHLIGHT	the new location for the text that is to be moved.
TOUCH	the MOVE key.
HIGHLIGHT	the text that is to be moved (use the TEXT, SEARCH and/or MARK keys as necessary).
TOUCH	the ACCPT key.

To search an entire document and replace all occurrences of particular text:

RECALL	the desired document.
TOUCH	the SEARCH key once.
TYPE	the text to be replaced, exactly as it appears in the document.
TOUCH	the RPLCE key.
TYPE	the "new" text.
TOUCH	the ACCPT key.
WAIT	for the 860 to complete the entire search and replace.
TOUCH	the STOP key to clear the NOT FOUND message.
CONTINUE	with other revisions or store the revised document.

.....

EDITING WHILE PRINTING

The 860 is designed to let you print documents while editing other documents. There's no need to wait for one document to print before you work on others! Printing and typing or editing at the same time helps get your work done quickly.

In the exercise below, you'll send a long document to the printer, then recall **860 REPORT** and do a global search and replace in that document.

Step 1 **BEGIN** printing the document titled **TECH TALKS**. Then continue with the steps below.

Editing a Document While Printing

In the steps below, you'll do a global search and replace for the word **The** while the system is printing another document. When printing stops, insert paper and start the printer again.

Step 2 **RECALL** the document titled **860 REPORT** to the screen.

Step 3 **TOUCH** the **SEARCH** key.

TYPE in the word: **The** and space after you type the word.

TOUCH the **RPLCE** key.

TYPE in the word: **THE** and space after you type the word.

TOUCH the **ACCPT** key.

Result The system begins a global search and replace in one document, while printing another.

Whenever possible, during your work, go ahead and print and edit at the same time.

TOUCH **STOP** to clear the NOT FOUND message.

Step 4 **STORE** the document under the title **THE**.

You learned earlier that you must have the System Disc in the 860 when you select a document for printing. However, you do not need the System Disc in while the document is actually printing.

The reason the System Disc must be in is that the 860 must get the Print Option software from the System Disc before it can put the Print Options on the screen. The Print Options software replaces some of the Word Processing software in the 860's memory. The 860 must then put the Word Processing software back into memory before you can recall a document for typing or editing. It will do this automatically if the System Disc is in.

If the System Disc is not in when the 860 needs to get software, the 860 will ask for it by displaying the message "INSERT DISC System Disc Name". When you see this message, insert the System Disc and touch ACCPT.

If you are going to edit a document that is on one disc while printing from another disc, you can tell the 860 to put the Word Processing software back into memory by touching the PROGRAM key (located above the SEARCH key) and the STOP key. Then you can remove the System Disc and insert the new disc.

Note: The above is also true for printing the index and looking at the print list.

COPYING PARAGRAPHS

You can copy paragraphs, lines, words--as much as you want! To copy text, you use the COPY key. The COPY key works like the MOVE key, except that it leaves the text in the original location as well as copying it to the new location. To copy text, you first highlight the new location for the copied text, then touch the COPY key, highlight the text to be copied, and touch ACCPT.

On the opposite page (Illustration XII-8), the note at the top of the page should be repeated at the bottom of the page. Follow the steps below to copy the note to the bottom of the page.

Step 1 **RECALL** the document titled **FLIGHT** to the screen.

The new location for the text is the bottom of the page. The fastest way to highlight the bottom of the page is to bring back the Next Character Mark, and then touch CHAR.

Step 2 **HOLD** down CODE and touch ACCPT to bring the Next Character Mark to the end of the page.

TOUCH the CHAR key.

Result The Next Character Mark is replaced by a highlighted end of document mark.

TOUCH the COPY key.

Result The Command Line displays:

COPY

Step 3 **TOUCH** the SEARCH key twice (REVERSE TO: ""), type **Note** and touch ACCPT.

TOUCH the PARA key to highlight the Note paragraph.

Step 4 **TOUCH** the ACCPT key to begin the copy.

Step 5 **TOUCH** the STORE key and ACCPT twice to store the document over (in place of) the original.

FLIGHT

COCKPIT AND CABIN INSPECTION

Note: The category IV inspection and verification must be completed in their entirety when scheduled. Phasing portions of the inspection for scheduling at irregular intervals or at different stations is not permitted. Record serial numbers of units installed before or after inspection.

INSPECTION IV

1. Perform the following on any aircraft that will be making an international flight before the next subsequent maintenance operation:
 - A. Operational test of fire equipment.
 - B. Oxygen is at trans Atlantic parameters.
 - C. Visually test cockpit area, protective goggles, fire extinguisher seals an emergency equipment.
 - D. Visually test that life vests are installed.
2. Perform test of interior and exterior lighting.
3. Perform test of passenger seatbelt/no smoking sign lamps.
4. Perform test of spare fuse and bulb container.
5. Perform test of oxygen system and portable oxygen pressures.
6. Clean all hostess demonstration oxygen masks. Replace damaged masks.
7. Perform test of galley lift system.
8. Perform test of loudspeaker megaphones.
9. Perform test of water level in aircraft battery. Add distilled water if necessary.
10. Clean tape reproducer heads for cabin music and perform operational test.

→ Put this "Note" here also.

COPYING FROM DOCUMENT TO DOCUMENT

Sometimes text typed in one document can be used in another document. You can use the COPY key to copy text from one document to another. All you have to do is highlight the new location for the text, touch the COPY key and then store the document so you can recall and highlight the text to be copied.

The document you copy from can even be stored on another disc. Follow the steps below to copy text from one document to another. (See Illustration XII-9 on the opposite page for an example.)

- Step 1** **RECALL** the document titled **DATA**
- Step 2** **TOUCH** the PAGE key to bring up the second page.
- TOUCH** the PARA key until the heading **c. Scattered Sources** is highlighted. The copied text will go in front of the highlighted text.
- TOUCH** the COPY key.
- Result** The word COPY displays in the Command Line.

Removing the First Document from the Screen

The information that needs to be copied is in another document. In order to highlight that text, you have to recall the other document. So, you'll have to remove this document from the screen first.

- Step 3** **TOUCH** the STORE key.
- Result** The **DATA** document is put in the ACTIVE LIST. The COPY message is still displayed in the Command Line.
- Step 4** **TOUCH** the PAGE key to highlight the INDEX.
- RECALL** the document titled **INFO SHARING**
- Result** The document is recalled to the screen. The Command Line still flashes COPY.

Draft 2

Alter (ALT) This function is used to disconnect and reconnect in the same transaction. Use the keywords for the dictionary elements to be disconnected (e.g., DSN and SGN) plus NEWN to indicate the lower level dictionary element to be connected (e.g., SGN).

Section 1.4 JCL to Run the Dictionary

Two catalogued procedures exist to execute the Data Dictionary. On your Job card, specify size of 300 K.

Section 1.5 Why a Data Dictionary

Introduction

In this section, we will outline the types of problems that are inherent in a data sharing environment, and how a Data Dictionary helps solve them.

Section 1.6 Why Problems Occur

Many problems are inherent in data sharing. Four of the many reasons for these problems are:

- o Need for extensive inter-programmer communication.
- o Scattered sources.
- o Large volume of attributes required.
- o The inherent complexity of element and attribute inter-relationships.

a. Attributes

The real heart of the problem of operating within a data sharing environment is the sheer volume of information which must be maintained and kept up to date if the whole operation is to run smoothly. For example, each field element, if it is to be adequately controlled and managed, should be described by attributes such as the name, length, location, justification, title, type, usage, sequence number, edit requirements, narrative descriptions and language name. Each segment in use could easily have over a dozen different attributes which described it, as could data set groups, data bases, programs, and sections.

In an on-line environment, additional attributes are needed for transactions, lines, physical terminals, etc.

c. Scattered Sources

Without a data dictionary critical information that is needed by various groups to successfully operate within a data dictionary to centralize the information from all these scattered sources and to provide standard methods for inputting and extracting needed information.

INSERT FROM document INFO SHARING here.

b. Information Sharing

New demands are made upon us in a data sharing environment. Prior to the advent of data sharing, each programmer was a world unto himself. There was little need for Programmer A to understand what Programmer B was doing. But this situation has completely changed. Now it is extremely important that Programmer A have the means to know and understand what Programmer B is doing and vice versa. The efficiency and effectiveness for their programs greatly depends upon how easy it is to share information that is accurate, reliable, and up to date. It is when the information to be shared is not readily accessible or not reliable that problems begin to occur.

A Data Dictionary was designed to serve as a tool for sharing all definitional information relevant to the needs of the organization.

Insert these paragraphs on page 2 of DATA

Revisions for the Document DATA
Illustration XII-9

Highlighting the Text To Be Copied

You've recalled the document that you want to copy from, and the system is waiting for you to highlight the text to be copied.

Step 5 **HOLD** down CODE and touch the PAGE key to highlight the whole page.

Step 6 **TOUCH** the ACCPT key.

Result The document titled DATA returns to the screen with the additional text. The INFO SHARING document is unchanged.

Note: If you should change your mind when using the COPY or MOVE keys, you can touch STOP to cancel the copy or move instruction. When you touch the STOP key, the 860 will return to the position in the document where you first touched COPY or MOVE, without copying or moving any text.

Now that you've added the text to the second page, it may be longer than the screen. Remember, you can use the SCROLL key, or RVRSE and SCROLL to view the entire page. You will continue with revisions on the next page.

OTHER REVISIONS

The next revision is to replace **38th floor** with **16th floor at 40 West 57th Street**. (See Illustration XII-10 below.)

- Step 1 **TOUCH** the SEARCH key twice.
- TYPE** the following words: **38th floor**
- TOUCH** the ACCPT key.
- Step 2 **TOUCH** the RPLCE key and type: **16th floor at 40 West 57th Street**
- TOUCH** the ACCPT key.

Delete all first line indents in this document.

Draft I

Using the Data Dictionary

Section I.1 Planning to Use the Data Dictionary

Before you start to use the Data Dictionary for a new project, you should establish conventions, such as ID codes and prefixes. Since there is one data base bankwide, your conventions must be coordinated with all other Data Dictionary users. Your support personnel can assist you in assigning the ID's and the prefixes.

When you need your IMS control blocks, your Data Dictionary support personnel can generate them. If you wish to generate the control blocks yourself, detailed information may be found in Section VI of the Data Dictionary User's Guide. Similarly, your Data Dictionary support personnel will assist you in moving your project's materials from test to production dictionary.

Section I.2 Forms for Input to the Dictionary

As of this writing, there are no forms that you are required to use. However, there are some available for your use. It is recommended that you use these forms to make coding of your dictionary requests easier. They are available in the Forms Room on the ~~38th floor~~. Some of these forms used a fixed format transaction. Although we have only gone over keyword transactions, these fixed format forms will provide you with a much easier method to code. The rules for filling in the fixed format fields are the same as for their associated keywords indicated in parentheses.

*16th floor
at 40 West
57th Street*

Revisions for the Document **DATA**
Illustration XII-10

The next revision is to MOVE a group of paragraphs from the second page to the first (as shown in Illustration XII-11 on the opposite page). The first thing you will do is highlight the new location for the text to be moved.

Step 3 **USE** **PARA** to highlight the paragraph that begins with: **Delete (DEL) This function...**

TOUCH the MOVE key.

Result The word MOVE displays in the Command Line.

The paragraphs you want to move are on the second page. You can use the PAGE key to bring up the second page and then highlight the paragraphs.

Step 4 **TOUCH** the PAGE key to bring up the second page.

TOUCH the PARA key several times until the first paragraph to be moved is highlighted.

USE the MARK key to tell the system you want to highlight more than one paragraph.

TOUCH PARA until all five paragraphs are highlighted.

TOUCH the ACCPT key.

Result The five paragraphs are moved from the second page to the first. Remember, you can use the SCROLL key to see the entire page.

Delete all first line indents in this document.

Draft 1

Using the Data Dictionary

Section 1.1 Planning to Use the Data Dictionary

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Section 1.3 Other Dictionary Functions

Throughout this manual, we have talked only about the functions ADD, CON, and REP. These are the functions you need to use in order to create, relate, and report on all your data, programs, and

You will find, however, especially d that you will be making many changes to th changes reflected in the dictionary. To do Remember, the basic Data Dictionary tran

20 sent
page 2
have.

Delete (DEL) This function is used t will only be deleted if it is not a part of a dictionary element to be deleted (e.g., DBI

Revise (RV) This function is used to All connections to this element remain int element to be changed (e.g., DBN) plus th

Disconnect (DIS) This function is us elements. Use the keywords for the dictio function. The elements still remain in the

Draft 2

Alter (ALT) This function is used to disconnect and reconnect in the same transaction. Use the keywords for the dictionary elements to be disconnected (e.g., DSN and SGN) plus NEWN to indicate the lower level dictionary element to be connected (e.g., SGN).

Section 1.4 JCL to Run the Dictionary

Two catalogued procedures exist to execute the Data Dictionary. On your Job card, specify size of 300 K.

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Section 1.6 Why Problems Occur

Many problems are inherent in data sharing. Four of the many reasons for these problems are:

- o Need for extensive inter-programmer communication.
- o Scattered sources.
- o Large volume of attributes required.
- o The inherent complexity of element and attribute inter-relationships.

a. Attributes

The real heart of the problem of operating within a data sharing environment is the sheer volume of information which must be maintained and kept up to date if the whole operation is to run smoothly. For example, each field element, if it is to be adequately controlled and managed, should be described by attributes such as the name, length, location, justification, title, type, usage, sequence number, edit requirements, narrative descriptions and language name. Each segment in use could easily have over a dozen different attributes which described it, as could data set groups, data bases, programs, and sections.

In an on-line environment, additional attributes are needed for transactions, lines, physical terminals, etc.

c. Scattered Sources

Without a data dictionary critical information that is needed by various groups to successfully operate within a data dictionary to centralize the information from all these scattered sources and to provide standard methods for inputting and extracting needed information.

Have to put page

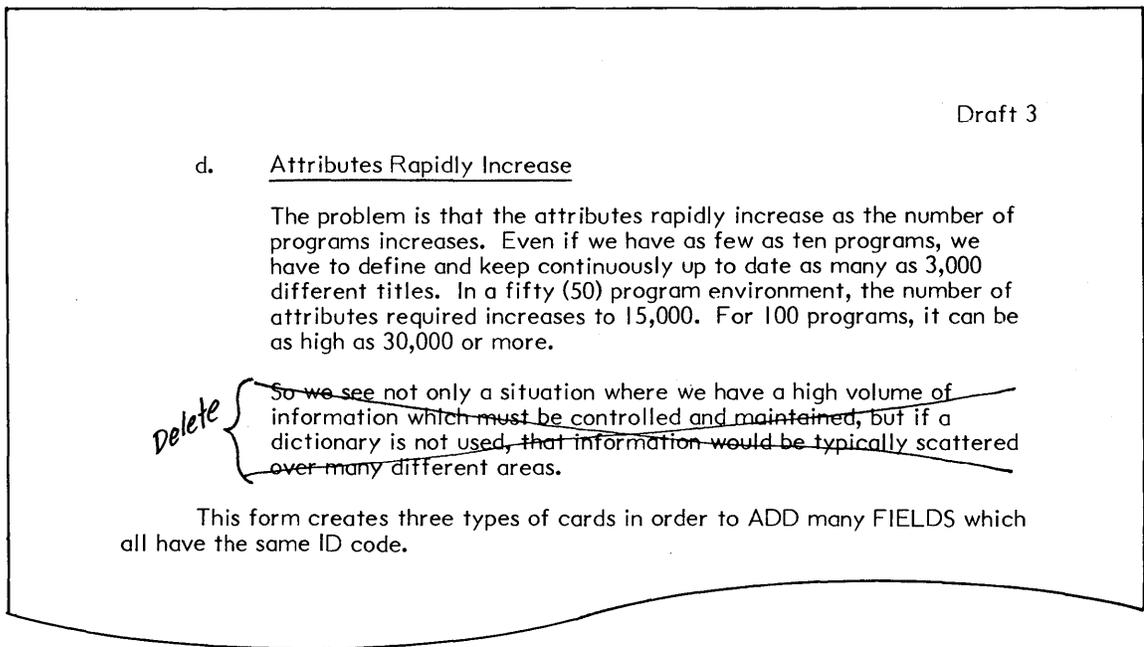
Revisions for the Document DATA Illustration XII-11

The next revision is to delete a paragraph on page 3 of the document (Illustration XII-12 below).

Step 5 TOUCH the PAGE key twice to bring up the last page.

TOUCH PARA until the paragraph beginning with **So we see...** is highlighted.

Step 6 TOUCH the DEL key to delete the paragraph.



Searching to and Deleting Tabs

Now you're ready for the final correction--delete all the Upper Tabs.

Step 7 **HOLD** down the SEARCH key until the Command Line displays:

TO PAGE NO. 1

TOUCH the ACCPT key.

Earlier you made global search and replace changes. You told the system what word you wanted to find, and then you told the system what word you wanted to replace it with.

In the steps below, you'll be doing something a little different, a global search and "delete". You will have the system search to an Upper Tab, and then replace it with nothing.

Step 8 **TOUCH** the SEARCH key once.

TOUCH the UPPER TAB key.

TOUCH the RPLCE key.

TOUCH the DEL key.

Result The Command Line will display: REPLACE WITH ""

TOUCH the ACCPT key.

Result The message SEARCHING PAGE 1 and then 2 appears in the Command Line as the system searches to and deletes all Upper Tabs.

When there is nothing in the replace instruction, the system will simply delete whatever you asked it to find.

Step 9 **TOUCH** STOP to clear the NOT FOUND message.

Preparing to Reformat and Paginate

You're finished making revisions to this three page document. Some of the pages are longer than others, and you've made changes that require the document be reformatted and paginated before printing it out.

Step 10 CHECK that you are on the first page of the document:

- Touch SEARCH three times to search to Page 1 and ACCPT,
OR
- Use RVRSE and PAGE to return to the first page.

You'll also change the page number location from the top of the page to the bottom of the page as well as center the page number. In order to make the change on all pages, you have to activate REPLACE PAGE LABELS.

Changing the Page Labels

Step 11 TOUCH the FORMAT key and make the following changes:

- Highlight the HEADER line
- Touch DEL to delete the Header information
- Highlight the TRAILER line
- Enter two carrier returns
- Enter CODE + 4 and touch ACCPT
- Enter CODE + 2

Step 12 TOUCH the FORMAT key again and turn on the following options:

- REFORMAT
- PAGINATE
- REPLACE PAGE LABELS

TOUCH the ACCPT key.

MAKE any necessary hyphenation or page end decisions.

Result The document has been reformatted and paginated and centered page numbers are now located at the bottom of each page.

Step 13 STORE the revised document over the original version.

You copied some text from the document **INFO SHARING** earlier in the lesson, so now you have to clear it from the ACTIVE LIST.

Step 14 CLEAR the document **INFO SHARING** from the ACTIVE LIST:

- Touch DEL
- Touch ACCPT

You have now completed Lesson Twelve. On the next pages there are Points to Remember and an Action Summary for you to review.

There is also a Progress Check for you to complete. If you should answer any of the questions incorrectly, turn to the page indicated in the answer and review the information.

POINTS TO REMEMBER

- Should you accidentally delete pages, or copy the wrong information, you can start over if you touch STORE, STOP, DEL, ACCPT to clear the revised document. (Page 12-3)
- You can move words, lines, paragraphs, even a page of information using the MOVE key. (Page 12-4)
- The first step in moving or copying text is to highlight the new location for the text. (Page 12-4)
- You can use the SCROLL key to view a page that is longer than the screen. (Page 12-6)
- By touching the RPLCE (replace) key after touching SEARCH, you tell the system you want a "Global Search and Replace". (Page 12-14)
- When making major revisions, it is a good idea to STORE the revisions often. (Page 12-16)
- The 860 IPS is designed to let you print documents while revising other documents. (Page 12-18)
- If there is nothing in the replace instruction during a global search and replace, the system will do a "Global Search and Delete." (Page 12-29)

ACTION SUMMARY

You may want to make a copy of the ACTION SUMMARY and keep it on your desk for quick reference.

Making Revisions

When revising a document, you can copy or move text within a document or from document to document. You can also use the Global Search and Replace feature to replace all occurrences of a word or words in the document.

To MOVE text within a document:

- | | | |
|--------|-----------|---|
| Step 1 | RECALL | the document. |
| Step 2 | HIGHLIGHT | the destination for the text. |
| | TOUCH | the MOVE key. |
| | HIGHLIGHT | the text to be moved. |
| | TOUCH | ACCPT. |
| Step 3 | STORE | the document when all revisions are made. |

To COPY text within a document:

- | | | |
|--------|-----------|---|
| Step 1 | RECALL | the document. |
| Step 2 | HIGHLIGHT | the destination for the text. |
| | TOUCH | the COPY key. |
| | HIGHLIGHT | the text to be copied. |
| | TOUCH | ACCPT. |
| Step 3 | STORE | the document when all revisions are made. |

ACTION SUMMARY — CONTINUED

To COPY text from one document to another:

- | | | |
|--------|-----------|---|
| Step 1 | RECALL | the document that will receive the text. |
| Step 2 | HIGHLIGHT | the destination for the text. |
| | TOUCH | the COPY key. |
| | TOUCH | the STORE key. |
| | TOUCH | PAGE to highlight the INDEX (and touch PARA if you want to use a disc in the other disc station). |
| | RECALL | the document that has the text to be copied. |
| | HIGHLIGHT | the text to be copied. |
| | TOUCH | ACCPT. |
| Step 3 | STORE | the document when all revisions are made. |
| Step 4 | HIGHLIGHT | the title of the document you copied from (in the ACTIVE LIST). |
| | CLEAR | the title from the ACTIVE LIST by touching DEL and ACCPT. |

To use Global Search and Replace:

- | | | |
|--------|--------|---|
| Step 1 | RECALL | the document. |
| Step 2 | TOUCH | SEARCH and type the text to be replaced. |
| | TOUCH | RPLCE and type the new text, or touch DEL if you want the text deleted. |
| | TOUCH | ACCPT. |

ACTION SUMMARY -- CONTINUED

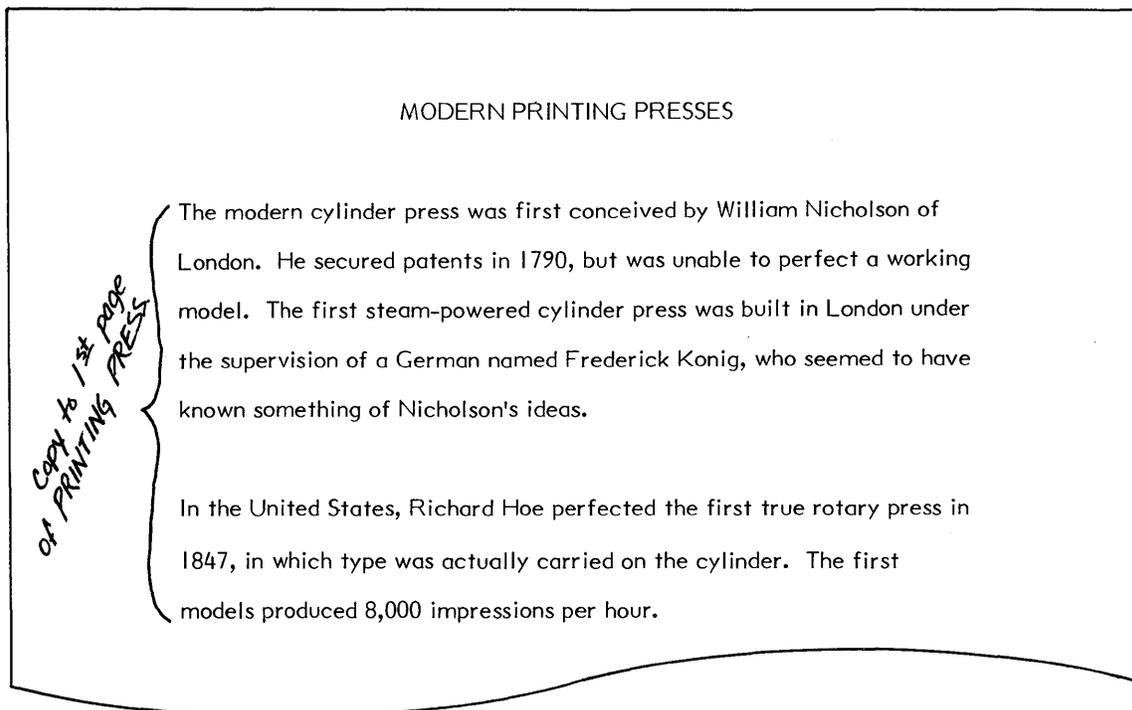
TOUCH STOP when the message NOT FOUND appears in the
Command Line.

Step 3 **STORE** the document.

PROGRESS CHECK

Part I

1. Recall the document titled **PRINTING PRESS**.
2. Copy the paragraphs from **MODERN PRESS** (shown in Illustration XII-14 below) into **PRINTING PRESS** as shown in Illustration XII-13 on the opposite page.
3. Make the other revisions shown in Illustration XII-13.
4. Reformat and paginate the document.
5. Store the revisions under the new title **PROGRESS 6**.
6. Print the document.
7. Check your work against the printed version shown in Illustration XII-15 on Page 12-38.



*Text in the Document MODERN PRESS to be Copied to the Document PRINTING PRESS
Illustration XII-14*

Replace "printing" with "PRINTING" throughout the document.

PRINTING PRESS DEVELOPMENT

In hand composition there is much in common between printing today and printing as it was practiced by the followers of Gutenberg. The general appearance of type, its casting, and the procedures used in putting it together to form words, lines and pages have not radically changed.

In transferring the impression to paper by the using of printing presses, however, radical changes have occurred. The crude wooden hand presses of the early printers, capable of turning out 300 to 500 sheets in a day, have been replaced with power driven machines which produce the same number of impressions in a few minutes (in newspaper printing, a few seconds).

Put last paragraph from page 2 here.

Benjamin Franklin worked on a wooden-frame press in the printing office of William Watts in London. This press used a torsion screw for making the impression and was provided with a clever mechanical arrangement devised to provide the proper pressure on the form. ~~The Stephen Daye Press, brought to Cambridge from London in 1638, was similar in construction but less perfect mechanically.~~ Further changes in press

Insert 2 paragraphs from MODERN PRESS

The first all-metal press was built by the nineteenth century. This press still use

Page 1

exertion was required to force the impression on the sheet. Application of the principle of the lever to the iron press resulted in several presses which came into common use. Among these were the Colombian Press, built by George Clymer of New York; the Albion Press, invented by R. W. Cope of London; and the Washington Press, perfected by Samuel Rust. Each of these presses was developed between 1800 and 1825. The Washington Press became popular in the United States, and by 1900 over 6,000 had been sold. Many are still in use as private presses and for taking proofs. The Albion Press was equally popular in England.

Move to page 1.

The idea of the printing press, as conceived by Gutenberg, reached its highest development in Washington and Albion Presses. The modern job press and the cylinder press are distinctly different machines.

Page 2

Revisions for the Document PRINTING PRESS
Illustration XII-13

PRINTING PRESS DEVELOPMENT

In hand composition there is much in common between PRINTING today and PRINTING as it was practiced by the followers of Gutenberg. The general appearance of type, its casting, and the procedures used in putting it together to form words, lines and pages have not radically changed.

In transferring the impression to paper by the using of PRINTING presses, however, radical changes have occurred. The crude wooden hand presses of the early printers, capable of turning out 300 to 500 sheets in a day, have been replaced with power driven machines which produce the same number of impressions in a few minutes (in newspaper PRINTING, a few seconds).

The idea of the PRINTING press, as conceived by Gutenberg, reached its highest development in Washington and Albion Presses. The modern job press and the cylinder press are distinctly different machines.

Benjamin Franklin worked on a wooden-frame press in the PRINTING office of William Watts in London. This press used a torsion screw for making the impression and was provided with a clever mechanical arrangement devised to provide the proper pressure on the form. Further changes in press construction came about slowly during the eighteenth century. None were worthy of note except for the addition of metal in constructing parts and frames, which permitted the use of large type forms.

Page 1

The modern cylinder press was first developed in London. He secured patents in 1790 for his model. The first steam-powered cylinder press was developed under the supervision of a German named Friedrich Koenig, known something of Nicholson's idea.

In the United States, Richard Hoe developed a cylinder press in 1847, in which type was actually carried by the models produced 8,000 impressions per hour.

The first all-metal press was built in the nineteenth century. This press still in use today is based on the principle of the lever to the iron screw which came into common use. American cylinder presses were built by George Clymer of New York.

R. W. Cope of London; and the Washington Press, perfected by Samuel Rust. Each of these presses was developed between 1800 and 1825. The Washington Press became popular in the United States, and by 1900 over 6,000 had been sold. Many are still in use as private presses and for taking proofs. The Albion Press was equally popular in England.

Page 2

Part II

Answer each question by filling in the blank with true or false. Then, compare your answers with those on Page 12-41.

- _____ 1. You cannot edit one document while another document is printing.

- _____ 2. The first thing you do when you want to move text is to highlight the text to be moved.

- _____ 3. If you do a global search and replace with nothing in the replace instruction, the 860 will do a global search and "delete."

- _____ 4. You cannot use the MARK key to mark and highlight text across page endings.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

False

1. You cannot edit one document while another document is printing. (Page 12-18)

False

2. The first thing you do when you want to move text is to highlight the text to be moved. (Page 12-3)

True

3. If you do a global search and replace with nothing in the replace instruction, the 860 will do a global search and "delete." (Page 12-29)

False

4. You cannot use the MARK key to mark and highlight text across page endings. (Page 12-10)

(This page is intentionally left blank.)

Xerox 860 IPS Operator Manual
Book Two: Word Processing

Lesson Thirteen — Statistical
Typing Statistical Documents

LESSON THIRTEEN

STATISTICAL

Typing Statistical Documents

OBJECTIVES

After finishing this lesson you will be able to:

- automatically align numbers in columns
- center headings over columns
- automatically underline columns
- make revisions to the numbers in columns
- set-up columns automatically

This lesson also has optional exercises which cover additional statistical features.

Materials Needed

For this lesson you will need:

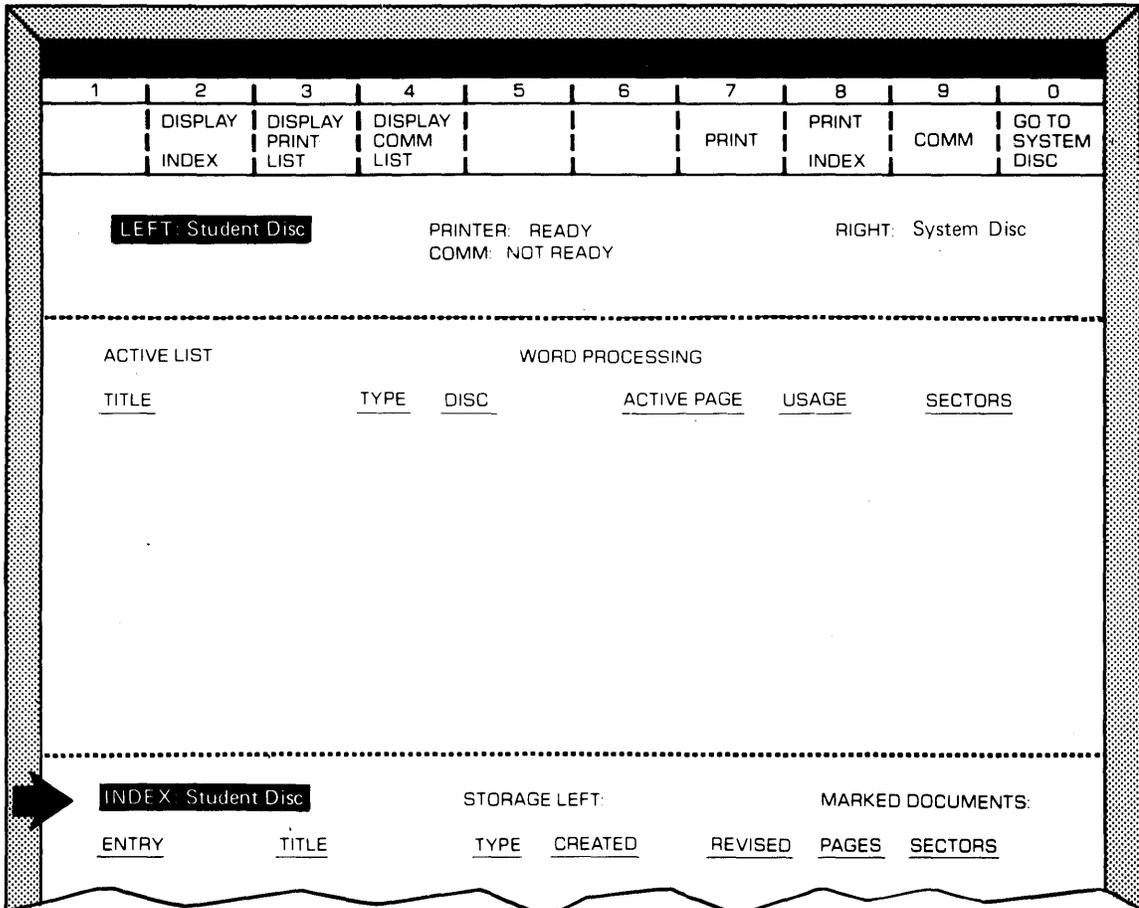
- System Disc
- Student Disc
- Reference Manual

BEFORE YOU BEGIN

Make sure the 860 System is ready for typing:

- System ON.
- ACTIVITY PAGE displayed.
- **Student Disc** inserted into one disc station.
- **System Disc** inserted into the other disc station.
- **INDEX: Student Disc** highlighted.

If your 860 is set up correctly, your screen should look like Illustration XIII-1 below. In Lesson Ten of Book Two, you were told to copy the documents from the Training Disc to your Student Disc. If you have not done this, you will need to do so now. Use the instructions in Lesson Ten on page 10-3.



The Activity Page
Illustration XIII-1

STATISTICAL TYPING

This chapter is divided into required and optional sections. After you have completed the required section, look through the exercises in the optional section. Depending on the work you do in your office, you may want to cover all or some of the optional exercises.

If you type a lot of statistical tables, imagine how much time could be saved if the typewriter did all the aligning and centering for you. All you'd need to do is type the numbers and headings and the system would do the rest.

On the 860 system, aligning numbers within columns and centering headings over columns is done for you automatically! In order to do this, the 860 will need to know how wide the columns are. You tell it column width by setting tabs in the format block.

In the first exercise, you'll be typing a short exercise to show you how the 860 system automatically lines up numbers and centers column headings for you. The format block for this exercise is already recorded on your disc. In the second exercise, you'll learn how to record a similar format block.

Step 1 **RECALL** the document **TABLE** to the screen.

Result The screen is blank because the only thing recorded in the document is a format.

TOUCH the **FORMAT** key to look at the Format Page.

Margins are set at 22 and 79, with tabs set at 29*, 47, 54*, 72, and 79*. The tab settings with asterisks are special tabs. They are used to indicate the right side of each column. For example, the first column begins at the left margin (22) and ends at 29*. The second column begins at 47 and ends at 54*. The third column begins at 72 and ends at 79*.

The 860 system uses special tabs to align the numbers as you type them. You'll learn more about special tabs in the next exercise.

Step 2 **TOUCH** the **STOP** key to remove the Format Page from the screen.

HOLD down the **CODE** key and touch the **ACCPT** key.

Result The Next Character Mark is brought to the screen after the Format Block and the system is ready for you to begin typing the document shown on the next page.

Lesson Thirteen--STATISTICAL

Notice that the format block looks different (darker) from the other format blocks you have seen. This indicates that special tabs have been set in the format.

TABLE A: Office Costs		
DISCS	FILES	FOLDERS
\$ 1,111	\$ 1,234	\$ 2,345
3,456	89	95
685	700	500

*Text for the Document TABLE
Illustration XIII-2*

Step 3 CENTER the main heading between the margins using the CODE + 4 keys. Type the heading and carrier return twice.

Centering Headings Over Columns

A CODE 5 is used to center a heading over a column instead of between the margins. One CODE 5 will center all headings on a line.

Step 4 HOLD down the CODE key and touch the number 5 key.

TYPE the heading for the first column: **DISCS**.

TOUCH the LOWER TAB key.

Result The heading is centered over the first column, and you are ready to type the second heading.

TYPE the second heading: **FILES** and touch the LOWER TAB key.

TYPE the last heading: **FOLDERS**

TOUCH the RETURN key twice. (If you accidentally touched the lower tab key again, simply backspace it out, then touch the return.)

Typing Numbers in Columns

Now you're ready to type the numbers in Illustration XIII-2 on Page 13-4. As you type, watch the screen. You'll notice that the numbers are aligned as soon as you type them! Be sure to use the number one key and not the lower case "L" key to type the number 1. If you use the letter "L" key, the 860 will not recognize it as a number and will not align it.

When you type a dollar sign in the column, the 860 will automatically place it at the left side of the column.

If you make any typos, they can be corrected just as easily as with any other document. You either backspace and retype the correct number, or use the SEARCH or text keys to find the error and make the correction.

- Step 5**
- TYPE** a dollar sign.
- LOOK** at the screen - the dollar sign is placed at the left side of the column.
- TYPE** the first digit: **1** (Be sure you use the number one key.)
- LOOK** at the screen - the first digit is automatically placed at the right edge of the column.
- TYPE** the rest of the number: **,111**
- LOOK** at the screen again - the number has been placed at the right side of the column.
- Step 6**
- TOUCH** the LOWER TAB key.
- TYPE** the next dollar sign and the number: **\$1,234**
- TOUCH** the LOWER TAB key.
- TYPE** the dollar sign and the number for the last column.
- TOUCH** the RETURN key.
- TYPE** the rest of the table.

Lesson Thirteen--STATISTICAL

Step 7 **STORE** the document **TABLE** over the original.

PRINT the document. It should look similar to Illustration XIII-3 below.

TABLE A: Office Costs		
DISCS	FILES	FOLDERS
\$ 1,111	\$ 1,234	\$ 2,345
3,456	89	95
685	700	500

*Text for the Document **TABLE**
Illustration XIII-3*

As you can see, typing statistical documents is easy when you have the right tabs set in the Format Block. In the next exercise, you'll learn how to record formats for statistical documents.

TABS AND SPECIAL TABS

The special tab settings in the Format Block tell the 860 that you are typing statistical material. When there are special tabs in the Format Block, the 860 will:

- Automatically align numbers
- Automatically center column headings
- Ignore the Auto Carrier Return option and let you return the carrier
- Ignore the Justify option

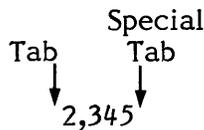
Here are the basic rules for typing statistical documents:

1. When typing statistical material, you must use the number 1 key.

If you touch the lower case "L" key, the system assumes you are typing alphabetic characters, not numeric, and it will not try to align the "L".

2. There must be enough space between the tab and special tab for the largest number.

For example, if the largest number is: **2,345**, you must have at least five spaces between the tab and special tab. If you set a regular tab at 10, then the number 2 would be at position 10, the comma at 11, the 3 at 12, the 4 at 13, and the 5 at 14. You would then set the special tab one position to the right of the last number, or at 15 as shown below.



3. You must always use the LOWER TAB key when you want the system to align numbers.

The UPPER TAB key will temporarily cancel alignment within a column. You can use it to tab to a column when you want to type information flush left within a column.

Recording Tabs and Special Tabs

Recording a Format Block for a statistical document is the same as recording one for any document. In the steps below, you will set tabs and special tabs for the statistical document shown on the next page.

Step 1 **TITLE** a new document **FIRST QUARTER** and bring it to the screen.

Step 2 **TOUCH** the **FORMAT** key and set the following format.

SET margins at 22 and 78.

To set a special tab in the format, you type the number, then touch the UPPER TAB key. The first special tab in this document should be set at **30**, since the first column is located between the margin of 22 and the special tab at 30. (Remember, to set a tab that is not a special tab, you type the number and touch the LOWER TAB.)

Step 3 **TOUCH** the **LINE** key to highlight **TABS/SPEC**.

TYPE **30** and touch the UPPER TAB key to set a special tab.

Result 30* appears on the tab line to show that a special tab has been set at 30.

TYPE **46** and touch the LOWER TAB key to set a regular tab.

Result A tab has been set at 46. The tab is not a special tab, so it does not have an asterisk by it.

TYPE **54** and touch the UPPER TAB key to set a special tab.

TYPE **70** and touch the LOWER TAB key.

TYPE **78** and touch the UPPER TAB key to set another special tab.

SET the line spacing to 1½.

Step 4 **TOUCH** the **ACCPT** key to record the format.

FIRST QUARTER		
January	February	March
\$ 75,900	\$ 63,790	\$ 55,120
85,300	74,850	60,200
101,130	90,560	111,090
95,580	100,300	97,550

*Text for the Document **FIRST QUARTER**
Illustration XIII-4*

- Step 5** **ENTER** a CODE + 4 and type the main heading and the carrier returns (see Illustration XIII-4 above).
- ENTER** a CODE + 5 and type the centered headings over the columns.
- TOUCH** the RETURN key twice and type the columns.
- Step 6** **STORE** the document.
- PRINT** the document. Your document should be similar to the one above.

When you enter tabs in the format block, you can enter them in any order. The 860 will put the tab settings in the correct order on the screen. Just remember to touch the appropriate tab key after typing the number to tell the 860 whether you want a tab or a special tab.

UNDERLINING COLUMNS

When the left and right sides of the columns are defined in the Format Block (using regular and special tabs), the 860 will automatically make the column underlining the correct width. (See Illustration XIII-5 on the next page.)

A CODE + UND tells the system to underline the column from the left edge to the right edge. A CODE + UND + UND tells the system to underline the column twice. The underlines will be $\frac{1}{4}$ line apart.

To practice the column underline and double underline feature, use the following steps to type the document shown in Illustration XIII-5 on the next page.

Step 1 **TITLE** a new document **YEAR END RESULTS** and bring it to the screen.

Step 2 **TOUCH** the FORMAT key and set the following tabs:

- Regular Tabs at 39, 59, and 78. (Type in the number and touch the LOWER TAB key.)
- Special Tabs at 45*, 65*, and 84*. (Type in the number and touch the UPPER TAB key.)

If you touch the wrong tab key after typing the number, you can touch the correct tab key while the tab setting is still highlighted. This will change the tab setting to the correct type (special tab if you touch the UPPER TAB, or regular tab if you touch the LOWER TAB).

Step 3 **TOUCH** the ACCPT key to record the format block.

Note: In this exercise, you have set a tab (at 39) for the beginning of the first column. You may use either the left margin setting or a tab setting for the beginning of the first column.

Step 4 **CENTER** and underline the main heading using these steps:

- Hold down the CODE key and touch the 4 key
- Touch the UND key
- Type **YEAR END RESULTS**
- Touch the UND key
- Touch the RETURN key twice

	<u>YEAR END RESULTS</u>		
	1979	1978	1977
Los Angeles	\$1,103	\$ 86	\$5,663
San Francisco	42	4,329	15
Palo Alto	<u>116</u>	<u>222</u>	<u>102</u>
Total	<u>\$1,261</u>	<u>\$4,637</u>	<u>\$5,780</u>

Text for the Document **YEAR END RESULTS**
Illustration XIII-5

- Step 5** **TYPE** the centered column headings using these steps:
- Hold down the CODE key and touch the 5 key
 - Touch the LOWER TAB key (to move to the first column)
 - Type **1979** and touch the LOWER TAB key
 - Type **1978** and touch the LOWER TAB key
 - Type **1977** and touch the RETURN key twice
- Result The column headings are centered over each column.
- Step 6** **TYPE** the first two lines of the table. Remember to touch the LOWER TAB key to move to each column.
- TYPE** the description in the third line, **Palo Alto** and touch the LOWER TAB key.
- TYPE** the number in the first column: **116**

Underlining a Column

After typing the number in the column, you're ready to use the CODE + UND keys to underline the column.

- Step 7**
- HOLD** down the CODE key and touch the UND key.
- Result** The column is underlined, and the symbol for CODE + UND is displayed on the screen as a white "U" in a black box.
- LOOK** at your screen to see the CODE + UND symbol.
- TAB** to the second column and type the number **222**
- HOLD** down the CODE key and touch the UND key.
- TAB** and type the number in the last column and underline it, referring to the instructions above if you need help.
- TOUCH** the RETURN key twice.

Using Double Underlining

The last row of numbers in Illustration XIII-6 is double underlined. To double underline, you'll hold down the CODE key and touch the UND key twice. This tells the system to underline the column twice. The screen will only show one underline, but you'll see two column underline symbols (the "U's" in a box) by the number.

- Step 8**
- TYPE** the word **Total**, at the beginning of the last line.
- TAB** to the first column and type the number **\$1,261**
- HOLD** down CODE and touch the UND key two times.
- Result** A single underline appears on the display, but two "U's" appear, indicating it is a double underline.
- LOOK** at your screen to see the underline symbols.

	<u>YEAR END RESULTS</u>		
	1979	1978	1977
Los Angeles	\$1,103	\$ 86	\$5,663
San Francisco	42	4,329	15
Palo Alto	<u>116</u>	<u>222</u>	<u>102</u>
Total	<u>\$1,261</u>	<u>\$4,637</u>	<u>\$5,780</u>

Text for the Document **YEAR END RESULTS**
Illustration XIII-6

TAB to the second column and type **\$4,637**

HOLD down CODE and touch the UND key twice.

TAB and type the last number in the document and double underline it.

Step 9 TOUCH the RETURN key to finish the document.

Step 10 STORE the document.

PRINT the document. Your document should be similar to Illustration XIII-6 above.

UNDERLINING COLUMN HEADINGS

There are three methods of underlining headings for statistical documents. The first method uses the CODE + UND keys, the other two methods use the UND key alone (just as you would when typing text).

- When the underline should be the total width of the column (like the years 1974 and 1975 in Illustration XIII-7 on the opposite page), type the heading, then touch the CODE + UND keys. The CODE + UND keys can be used to underline headings over columns, as well as numbers within columns.
- When the heading to be underlined is wider than the column width (as in the first heading in the illustration on the opposite page), touch the UND key, type the words, and touch the UND key again.
- When there is only one word to be underlined and you do not want it underlined for the width of the column, type the word, and then touch the UND key. This is exactly the same as typing in text.

To practice underlining headings, use the following steps to type the document in Illustration XIII-7 on the opposite page.

- | | | |
|---------------|---------------|--|
| Step 1 | TITLE | a new document HEADINGS and bring it to the display. |
| Step 2 | TOUCH | the FORMAT key and set the following tabs: <ul style="list-style-type: none">● Regular Tabs at 41 and 71● Special Tabs at 54* and 84* |
| | TOUCH | the ACCPT key to record the format. |
| Step 3 | CENTER | and underline the main heading and touch the RETURN key twice. |

<u>Division Income</u>	<u>INCOME</u>	
	<u>1974</u>	<u>1975</u>
Food Products	\$5,071,332.00	\$ 8,412.00
Paper Products	9,000.00	2,332,899.00
Packaging	1,084,532.00	663.00
Machinery	421,600.00	5,420,881.00
Total	<u>\$6,586,464.00</u>	<u>\$7,762,805.00</u>

Text for the Document **HEADINGS**
Illustration XIII-7

Underlining Column Headings

You'll underline the first column heading by touching UND, typing the text and touching UND again. Then you'll use CODE + UND to underline the other two column headings.

Step 4 **TOUCH** the UND key.

TYPE **Division Income**

TOUCH the UND key.

TAB to the second column.

Step 5 **HOLD** down the CODE key and touch the 5 key to center the second and third headings over the columns.

TYPE **1974**

HOLD down the CODE key and touch the UND key.

Result The second column heading is underlined the entire width of the column.

Lesson Thirteen--STATISTICAL

<u>Division Income</u>	<u>INCOME</u>	
	<u>1974</u>	<u>1975</u>
Food Products	\$5,071,332.00	\$ 8,412.00
Paper Products	9,000.00	2,332,899.00
Packaging	1,084,532.00	663.00
Machinery	421,600.00	5,420,881.00
Total	<u>\$6,586,464.00</u>	<u>\$7,762,805.00</u>

Text for the Document **HEADINGS**
Illustration XIII-8

- Step 6** **TAB** to the third column:
- Type **1975**
 - Hold down the CODE key and touch the UND key
- Result The third column heading is underlined the entire width of the column.
- Step 7** **TYPE** the remainder of the document **HEADINGS**.
- Step 8** **STORE** and print the document. Your printed document should look similar to the document in the illustration above.

.....

REVIEW OF

SETTING SPECIAL TABS AND TYPING STATISTICAL MATERIAL

This page is a review of the procedures you've learned in this part of the lesson. Read through the procedures to make sure you understand them. Then go on with the lesson.

To record special tabs in the format:

- | | |
|------------------|--------------------------------------|
| TOUCH | the FORMAT key. |
| HIGHLIGHT | the TABS/SPEC line. |
| TYPE | the special tab number. |
| TOUCH | the UPPER TAB key. |
| CONTINUE | setting all the tabs in the format. |
| TOUCH | the ACCPT key to record this format. |

To center headings over columns:

- | | |
|-----------------|---|
| HOLD | down the CODE key and touch the 5 key. |
| TYPE | the heading for the first column. |
| TOUCH | the LOWER TAB key and type the second column heading. |
| CONTINUE | touching the LOWER TAB key before typing each additional heading over a column. |
| END | with a carrier return. |

To type numbers in columns:

- | | |
|-----------------|--|
| TOUCH | the LOWER TAB key (if necessary) to tab to the first column. |
| TYPE | the first number. |
| TOUCH | the LOWER TAB key and type the numbers in the next column. |
| CONTINUE | touching the LOWER TAB key to move to the next column before typing the number(s). |
| END | with a carrier return. |

**REVIEW OF
UNDERLINING COLUMNS AND COLUMN HEADINGS**

This page is a review of the procedures you've learned in this part of the lesson. Read through the procedures to make sure you understand them. Then go on with the lesson.

To underline a column:

- TAB** to the column.
- TYPE** the number in the column.
- HOLD** down the CODE key and touch the UND key once (to underline the column once) or twice (to underline the column twice).

To underline a column heading wider than the column:

- TOUCH** the UND key.
- TYPE** the column heading.
- TOUCH** the UND key.

To underline a column heading for the width of the column:

- TYPE** the column heading.
- HOLD** down CODE and touch the UND key.

EDITING A STATISTICAL DOCUMENT

Making changes to a statistical document is as easy as making changes to any other document. Following the instructions below, make the indicated changes to the **TABLE** document you typed earlier.

Step 1 **RECALL** the **TABLE** document (see Illustration XIII-9 below).

Do not center main heading
← TABLE A: Office Costs

<u>DISCS</u>	<u>FILES</u>	<u>FOLDERS</u>
\$ 1,111	\$ 1,234 4,567	\$ 2,345
3,456	89	95
685	700 852	500

underline the headings

Revisions for the Document **TABLE**
Illustration XIII-9

The first revision is to move the centered heading to the left margin. To do this, you'll delete the CODE 4 in front of the heading. Then you'll highlight and underline the column headings.

Step 2 **TOUCH** the SEARCH key.

TOUCH the CODE key and the 4 key.

TOUCH the ACCPT key.

Result The system searches to and highlights the CODE 4.

TOUCH the DEL key to delete the CODE 4.

Step 3 **TOUCH** the LINE key until the line of headings is highlighted.

TOUCH the UND key to underline the headings.

Do not center main heading
 ← TABLE A: Office Costs

<i>underline the headings</i> DISCS	FILES	FOLDERS
\$ 1,111	\$ 1,234 4,567	\$ 2,345
3,456	89	95
685	700 852	500

Revisions for the Document TABLE
 Illustration XIII-9

The next revision is to change the number 1,234 to 4,567. You can use SEARCH to highlight the number and then replace it.

- Step 4 TOUCH the SEARCH key and type: **1,234**
- TOUCH the ACCPT key.
- TOUCH the RPLCE key after **1,234** is highlighted.
- TYPE the new number **4,567**
- TOUCH the ACCPT key.

The last revision is to change a number in the same column, two lines down. When you are making revisions to numbers in the same column, you can use CODE + WORD to move the highlighting down the column.

- Step 5 HIGHLIGHT the number 4,567 (use WORD and RVRSE + WORD)
- HOLD down the CODE key and touch the WORD key.
- LOOK at your screen to see how the highlighting moved down the column.
- HOLD down the CODE key and touch the WORD key again.

TOUCH the RPLCE key and type the number **852**

TOUCH the ACCPT key.

Step 6 STORE the revised document **TABLE** over the original.

PRINT the document and compare it to Illustration XIII-10 below.
Your document should look similar.

TABLE A: Office Costs		
<u>DISCS</u>	<u>FILES</u>	<u>FOLDERS</u>
\$ 1,111	\$ 4,567	\$ 2,345
3,456	89	95
685	852	500

Printed Version of the Revised Document **TABLE**
Illustration XIII-10

MIXING TEXT AND STATISTICAL TABLES

Many documents combine text with statistical tables (as shown in Illustration XIII-11 on the opposite page). You can accomplish this easily on the 860 by recording different format blocks for each part of the document.

- Step 1**
- TITLE** a new document **TEXT/STAT** and bring it to the display.
- TOUCH** the **FORMAT** key and turn on the following options:
- JUSTIFY
 - CODE DISPLAY (this option is on the Non-Recordable Format Page)
- TOUCH** the **ACCPT** key to record the Format Block.
- Step 2**
- CENTER** the main headings of the document, shown in Illustration XIII-11 on the opposite page, and carrier return twice.
- Step 3**
- TYPE** the first paragraph.
- TOUCH** RETURN twice to end the paragraph.

Now you're going to record another format block in the document for the statistical table. You'll put the necessary tabs and special tabs in this format block.

- Step 4**
- TOUCH** the **FORMAT** key to set the following format:
- Tabs at 27, 46, and 65
 - Special Tabs at 31*, 50*, and 69*
- TOUCH** the **ACCPT** key to record the new Format Block.
- Result** The document now displays two format blocks. The first format block is for the justified text, the second format block is for the statistical table you are about to type.
- LOOK** at the format blocks in the document on your screen.

UNIVERSITY PARK SCHOOL SYSTEM
FACT SHEET ABOUT CAMPUS RESIDENCE

The Office of Resident Life is the title now used for the University Housing Office. The 36 dormitories include the smaller colonial style halls, high-rise buildings, and our newest modular apartment units. Student rooms are typically double occupancy and furnished with beds, chests, chairs and desks.

TYPES OF HALLS AND NUMBER OF SPACES

Men	Women	Total
260	257	517
1140	1105	2245
250	300	550
689	0	689

Co-educational Halls, a recent concept in campus living, are occupied by both men and women assigned to separate floors or wings. These halls provide a way to develop more realistic relations between men and women. Men's and women's halls are the traditional type of campus residence.

*Text for the Document TEXT/STAT
Illustration XIII-11*

Step 5 **TOUCH** the RETURN key.

TYPE the table in the illustration above. End with two returns.

After typing the table, set a new format block for the text portion. Since the special tabs cancel automatic carrier return and JUSTIFY, you'll need to take the special tabs out of the format.

Step 6 **TOUCH** the FORMAT key.

HIGHLIGHT the TABS / SPEC TABS line.

TOUCH the DEL key to delete the tabs.

TOUCH the ACCPT key to record the format.

UNIVERSITY PARK SCHOOL SYSTEM
FACT SHEET ABOUT CAMPUS RESIDENCE

The Office of Resident Life is the title now used for the University Housing Office. The 36 dormitories include the smaller colonial style halls, high-rise buildings, and our newest modular apartment units. Student rooms are typically double occupancy and furnished with beds, chests, chairs and desks.

TYPES OF HALLS AND NUMBER OF SPACES

Men	Women	Total
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Co-educational Halls, a recent concept in campus living, are occupied by both men and women assigned to separate floors or wings. These halls provide a way to develop more realistic relations between men and women. Men's and women's halls are the traditional type of campus residence.

*Text for the Document TEXT/STAT
Illustration XIII-12*

Step 7 **TYPE** the rest of the document.

LOOK at your screen and locate the three format blocks. Notice that the one with special tabs is different from the others.

As mentioned earlier, when special tabs are used, the system understands that you are typing statistical material and will not justify or reformat it. When you reformat this document, the system will reformat and justify the first and last paragraphs. In the steps below you'll reformat this document before printing.

Step 8 **TOUCH** the STOP key twice to remove the Next Character Mark and home the cursor.

TURN OFF CODE DISPLAY and then reformat the document.

Step 9 **STORE** and print the document **TEXT/STAT**.

AUTOMATIC COLUMN SET-UP

If you do a lot of statistical typing, you probably already have your own method of setting up tables and figuring the spacing for the document. The 860 can do this for you automatically.

The steps that follow will show you how the 860 can figure the column set up for you when you turn **on** JUSTIFY and turn off AUTO CARRIER RETURN and EDIT REFORMAT.

- Step 1**
- TITLE** a new document **SET-UP** on the Student Disc and bring it to the screen.
- TOUCH** the FORMAT key and set the following format:
- Turn **on** JUSTIFY
 - Turn **off** EDIT REFORMAT
 - Turn **off** AUTO CARRIER RETURN
- TOUCH** the ACCPT key to record the format block.

Now you are ready to tell the 860 how wide each column is. You do this by typing the longest entry in each column. After you've typed the entries, the 860 will automatically spread the columns evenly across the screen.

Look at Illustration XIII-13 below. The longest entry in the first column is "Los Angeles, California". The longest entry in the next column is "\$102,567". The longest entry in the third column is "\$100,534".

<u>COMPARATIVE SALES RECORD</u>			
	<u>1979</u>	<u>1978</u>	<u>1977</u>
Los Angeles, California	\$102,567	\$ 90,568	\$87,531
San Jose, California	2,534	100,534	99,734

*Text for the Document SET-UP
Illustration XIII-13*

In the steps below, you'll type the longest entry in each column. You'll separate each entry by one space. When you type an entry that is more than one word (like "Los Angeles, California"), you'll type CODED spaces between the words so the 860 will see this as one entry. A CODED space is typed by holding down the CODE key and touching the SPACE bar.

Step 2 TOUCH the RETURN key once.

TYPE the longest entry in each column, using the following steps:

- Type **Los Angeles, California** (Be sure to CODE the spaces between the words.)
- Type a regular space after the word "California".
- Type **\$102,567** and a regular space. (This is the longest entry in the second column.)
- Type **\$100,534** and a regular space.
- Type **\$87,531**. Do not space.
- Touch the RETURN key once.

Result The system will spread the columns between the margin.

Using the Format Scale

Now that the columns are evenly spread between the margins, you're ready to set the tabs and special tabs for the left and right sides of the columns. To do this, you'll bring the Format Scale to the screen.

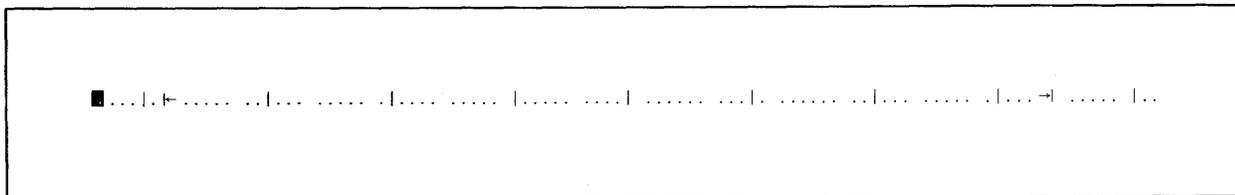
When you use the Format Scale, the 860 will need to get additional software from the System Disc. If you don't have your System Disc in the 860, it will display the message "INSERT DISC System Disc Name" to tell you to insert it. Any time you see this message, insert the disc and touch ACCPT.

The Format Scale (shown below) is a horizontal line similar to the typing scale on a typewriter. You can space along the scale and set tabs. Before calling up the Format Scale, you'll highlight the format block at the beginning of the document so the tabs will be recorded in that format block.

Step 3 TOUCH RVRSE + LINE until the format block is highlighted.

HOLD down the CODE key and touch the FORMAT key twice.

Result The Format Scale is brought to the screen, directly above the highlighting.



*The Format Scale
Illustration XIII-14*

Look at the Format Scale on your screen. Notice that arrows mark the positions of the right and left margins. When you set tabs on the Format Scale, the tab positions will also be marked by arrows. (If you set a tab on the margin, the arrow will blink to show that it is both a tab and a margin.)

To set a tab on the Format Scale, you'll use the SPACE BAR to move to the dot just above or slightly to the left of the first character in the column. Then you'll touch the LOWER TAB key to set a tab. To set the special tab for the right side of the column, you'll need to count the characters in the column, space once for each character and then touch the UPPER TAB key. You should not rely on the Format Scale to judge the tab position for the right side of the column.

- Step 4**
- USE** the SPACE bar to space to the dot above the \$ in **\$102,567**. If you space too far, hold down RVRSE and touch the space bar.
- SET** a tab for the left side of the column by touching the LOWER TAB key.
- LOOK** at the Command Line. It shows Character position 42. Since the longest entry in the column contains 8 characters (including the dollar sign and the comma), you'll space 8 times to set the special tab for the right side of the column.
- SPACE** 8 times, until the Command Line shows Character position 50.
- SET** a special tab by touching the UPPER TAB key.
- Step 5**
- USE** the following steps to set tabs for the remaining columns:
- Space to the left side of the next column (Character position **60**)
 - Touch the LOWER TAB key
 - Space 8 times (Character position **68**)
 - Touch the UPPER TAB key
 - Space to the left side of the last column (Character position **78**)
 - Touch the LOWER TAB key
 - Space 7 times (Character position **85**)
 - Touch the UPPER TAB key
- Step 6**
- TOUCH** ACCPT to remove the Format Scale and record the format.

Lesson Thirteen--STATISTICAL

Now look at the tab setting in the format block and turn on the AUTO CARRIER RETURN and EDIT REFORMAT options. Then you can delete the line of text and type the statistical document.

- Step 7** **TOUCH** the FORMAT key to check the tab settings.
- Result Tabs are set at 42, 60, and 78. Special tabs are set at 50*, 68*, and 85*.
- TOUCH** the FORMAT key again and turn on:
- EDIT REFORMAT
 - AUTO CARRIER RETURN
- TOUCH** the ACCPT key.
- Step 8** **HIGHLIGHT** the line of text and delete it. (Be careful not to highlight the format block, as you do not want to delete it.)
- HOLD** down the CODE key and touch the ACCPT key to bring back the Next Character Mark.
- TYPE** the document shown below.
- Step 9** **STORE** and print the document.

<u>COMPARATIVE SALES RECORD</u>			
	<u>1979</u>	<u>1978</u>	<u>1977</u>
Los Angeles, California	\$102,567	\$ 90,568	\$87,531
San Jose, California	2,534	100,534	99,734

*Text for the Document SET-UP
Illustration XIII-15*

You have completed the basic statistical section of your training. The exercises in this section have introduced you to the features on the 860 that make statistical typing easier and more automatic. At this point, you may wish to try some of your own applications. Additional statistical applications are explained in the optional section that follows the Progress Check.

On the next pages there are Points to Remember and an Action Summary for you to review. There is also a Progress Check for you to complete. If you should answer any of the questions incorrectly, turn to the page indicated in the answer and review the information.

POINTS TO REMEMBER

STATISTICAL

- The 860 aligns numbers within columns and centers headings over columns automatically. (Page 13-3)
- A CODE 5 centers over a column when tabs and special tabs are set in the format block. (Page 13-4)
- One CODE 5 centers all column headings on a line. (Page 13-4)
- When typing statistical material, you must use the number 1 key instead of the lower case "L" key. (Page 13-5)
- There must be enough space between the regular tab and special tab for the longest entry in a column. (Page 13-5)
- You must always use the LOWER TAB key to tab between columns when using column alignment. (Page 13-7)
- Touch the UPPER TAB key to set a special tab in the format block. (Page 13-8)
- CODE + UND tells the system to automatically underline from the left side of a column to the right side of a column that has been defined using a tab and special tab in the format. (Page 13-10)
- You can easily mix statistical tables and text by recording format blocks before and after the tables. (Page 13-22)
- To bring the Format Scale to the screen, hold down CODE and touch the FORMAT key twice. The System Disc must be in when you use the Format Scale. (Page 13-26)
- On the Format Scale, you use the SPACE bar and RVRSE + SPACE bar to move to a position to set a tab. (Page 13-27)

ACTION SUMMARY

The 860 will automatically align numbers in a column, center over the column and underline the column if you set special tabs in the format block. That is, the format must contain a tab setting for the left side of each column and a special tab setting for the right side of each column.

To type a statistical table:

- Step 1 TOUCH** **FORMAT** and set the margins.
- SET** the tabs using the following steps (or use automatic column set-up as described on the next page):
- Set a regular tab for the left side of each column by typing the number and touching the LOWER TAB key.
 - Set a special tab for the right side of each column by typing the number and touching the UPPER TAB key.
- TOUCH** **ACCPT** to record the format.
- Step 2 CENTER** the main heading using **CODE + 4**.
- CENTER** column headings using the following steps:
- Touch **CODE + 5**
 - Tab to the first column, if necessary
 - Type the first column heading
 - Touch **UND** or **CODE + UND** to underline the heading
 - Tab to the position of the next column heading
 - Type and underline the heading
 - Continue until all headings are typed
 - Carrier return
- Step 3 TYPE** the numbers in the columns, using the **LOWER TAB** key to tab to each column.
- Step 4 UNDERLINE** the columns, using the following steps:
- Type the number
 - Touch **CODE + UND** to underline the column once
 - Touch **CODE + UND + UND** to underline the column twice
- Step 5 SET** a new format without special tabs if you are going to type text after the statistical table.
- Step 6 STORE** the document.

ACTION SUMMARY — CONTINUED

To use automatic column set-up:

- Step 1** **TITLE** a document and bring it to the screen.
- Step 2** **TOUCH** FORMAT and set the desired margins.
- TURN ON** the JUSTIFY option.
- TOUCH** FORMAT again and turn off the AUTO CARRIER RETURN and EDIT REFORMAT options.
- TOUCH** ACCPT.
- TOUCH** RETURN once.
- Step 3** **TYPE** the longest entry in each column, spacing once after each entry. (If the entries have spaces within them, CODE the spaces.)
- TOUCH** return once.
- Step 4** **INSERT** your System Disc (if not already in the 860).
- Step 5** **HOLD** down CODE and touch FORMAT twice to bring up the Format Scale.
- SET** tabs on the Format Scale using the following steps:
- Touch the SPACE bar to highlight the first dot above the first column of numbers.
 - Touch the LOWER TAB key to set a regular tab.
 - Touch the SPACE bar once for each character in the column.
 - Touch the UPPER tab key to set a special tab.
 - Continue until all tabs are set.
- TOUCH** ACCPT to record the tab settings in a format block.
- Step 6** **TOUCH** FORMAT twice and turn on the AUTO CARRIER RETURN and EDIT REFORMAT options.
- Step 7** **HIGHLIGHT** the text (columns) and delete it.
- Step 8** **TYPE** the statistical table, using steps 2 through 6 on the previous page.

PROGRESS CHECK**Part I**

1. Title a new document **STAT PROGRESS**.
2. Using automatic column set-up and the format scale, determine and set tabs for the document in Illustration XIII-16 below.
3. Type, store, and print the document.

OFFICE EXPENSES				
	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>
Tables	\$100.00	\$200.00	\$300.00	\$400.00
Stationary	60.00	70.00	80.00	90.00
Envelopes	19.00	23.00	25.00	27.00
Postage	22.00	27.00	36.00	41.00
Misc.	<u>76.00</u>	<u>90.00</u>	<u>100.00</u>	<u>120.00</u>
TOTAL	<u><u>\$277.00</u></u>	<u><u>\$410.00</u></u>	<u><u>\$541.00</u></u>	<u><u>\$678.00</u></u>

*Text for the Document **STAT PROGRESS**
Illustration XIII-16*

Your printed copy should be similar to Illustration XIII-17 on the next page.

Lesson Thirteen--STATISTICAL

OFFICE EXPENSES				
	<u>1976</u>	<u>1977</u>	<u>1978</u>	<u>1979</u>
Tables	\$100.00	\$200.00	\$300.00	\$400.00
Stationary	60.00	70.00	80.00	90.00
Envelopes	19.00	23.00	25.00	27.00
Postage	22.00	27.00	36.00	41.00
Misc.	<u>76.00</u>	<u>90.00</u>	<u>100.00</u>	<u>120.00</u>
TOTAL	<u>\$277.00</u>	<u>\$410.00</u>	<u>\$541.00</u>	<u>\$678.00</u>

Printed Version of the Document *STAT PROGRESS*
Illustration XIII-17

Part II

Answer each statement by filling in the blank with TRUE or FALSE. Then, compare your answers with those on Page 13-37.

- ___ 1. The CODE + 5 keys must be used each time a new heading is centered over a column in a line.
- ___ 2. To underline a column twice, the CODE + UND + UND keys are used.
- ___ 3. The UPPER TAB key is used to tab between columns.
- ___ 4. The LOWER TAB key is used to set tabs and the UPPER TAB key is used to set special tabs.
- ___ 5. The System Disc must be in the 860 when using the CODE + FORMAT + FORMAT keys to display the Format Scale.
- ___ 6. The JUSTIFY, AUTO CARRIER RETURN, and EDIT REFORMAT options must be turned off before the 860 can automatically set up columns.
- ___ 7. The number "1" or lower case "L" key can be used interchangeably when typing statistical material.
- ___ 8. If the longest entry in an automatic column set-up has several words, the CODE + SPACE bar keys are used between each word.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK

STATISTICAL

Part II

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

- false* 1. The CODE + 5 keys must be used each time a new heading is centered over a column in a line. (Page 13-4)
- true* 2. To underline a column twice, the CODE + UND + UND keys are used. (Page 13-10)
- false* 3. The UPPER TAB key is used to tab between columns. (Page 13-7)
- true* 4. The LOWER TAB key is used to set tabs and the UPPER TAB key is used to set special tabs. (Page 13-8)
- true* 5. The System Disc must be in the 860 when using the CODE + FORMAT + FORMAT keys to display the Format Scale. (Page 13-26)
- false* 6. The JUSTIFY, AUTO CARRIER RETURN, and EDIT REFORMAT options must be turned off before the 860 can automatically set up columns. (Page 13-25)
- false* 7. The number "1" or lower case "l" key can be used interchangeably when typing statistical material. (Page 13-5)
- true* 8. If the longest entry in an automatic column set-up has several words, the CODE + SPACE bar keys are used between each word. (Page 13-26)

(This page is intentionally left blank.)

ADDITIONAL STATISTICAL APPLICATIONS

Depending on the kind of work you do at your office, you may want to cover some of the optional exercises in this chapter. Look through the exercises and find those that fit your needs.

Centering Headings Over More Than One Column

Centering Within A Line

Varying Decimal Alignment

Columnar Data Outside A Column

Non-Columnar Data Inside A Column

CENTERING HEADINGS OVER MORE THAN ONE COLUMN

WOOD PRODUCTS GROUP			
	Current Month		
	Actual	Budget	Y.T.D.
Software Lumber Division	\$ 486	\$ 558	\$ 4,923
Software Plywood Division	(186)	(140)	(3,075)
Molded Products Division	25	91	(673)

*Text for the Document **WOOD PRODUCTS**
Illustration XIII-18*

Look at the headings in Illustration XIII-18 above. The heading "Current Month" is centered over two columns, the "Actual" and "Budget" columns. To do this on the 860, you set a format that contains a regular tab for the left side of the "Actual" column and a special tab for the right side of the "Budget" column. You can then use the CODE + 5 keys to center the heading, "Current Month".

To finish typing the document **WOOD PRODUCTS**, you'll need to set another format block which contains the rest of the tab settings. In this case, you'll add the special tab for the right side of the "Actual" column, a regular tab for the left side of the "Budget" column and the tab settings for the last column.

Try centering these headings using the instructions that follow:

- Step 1**
- TITLE** a new document **WOOD PRODUCTS** and bring it up to the display.
- TOUCH** the **FORMAT** key and set the following format:
- Tab at 47
 - Special tab at 68*
- TOUCH** the **ACCPT** key to record the format.

You've set the format to center the heading "Current Month" over the first and second columns. (The heading will be centered between 47 and 68*.)

- Step 2** **CENTER** the main heading of the document and carrier return three times.
- TAB** one time, hold down the CODE key and touch the 5 key.
- TYPE** **Current Month** and touch CODE + UND to underline it.
- TOUCH** the RETURN key twice.

Now you can add the other tabs for the columns. You'll need a special tab at 52* for the right side of the "Actual" column, a tab at 63 for the left side of the "Budget" column, and tabs at 77 and 84* for the "Y.T.D." column.

- Step 3** **TOUCH** the FORMAT key and add the following tabs:
- Tabs at 63 and 77
 - Special tabs at 52* and 84*
- TOUCH** the ACCPT key to record the format.
- Result** You've recorded all the tab settings necessary to type the rest of the column headings and the columns themselves.

- Step 4** **HOLD** down the CODE key and touch the 5 key.
- TAB** to the second column using the LOWER TAB key.
- TYPE** and underline the column headings.

STEP 5 **TYPE** the remainder of the document **WOOD PRODUCTS.**

Step 6 **STORE** the document and print it.

Note: In this exercise you learned how to center headings over more than one column by using the CODE + 5 keys. You can also use the optional centering feature (space and CODE + 4) to center headings over more than one column.

See page 3-24 in the Reference Manual for additional information on optional centering.

CENTERING WITHIN A LINE

You have seen how a CODE 5 (Column Center) can be used to center all the headings on a line. You can also use the CODE 5 to center one column of information within a statistical document, as in Illustration XIII-20 on the next page.

Look at the fourth line of the table. The first column entry is centered (-0-), but the entries on the rest of the line are not. To do this, you'll type a CODE 5 to turn on column centering, type the -0-, and type another CODE 5 to turn off the column centering.

Try using the CODE 5 for centering within the line by following these steps.

- Step 1**
- TITLE** a new document **CENTERING** and bring it to the screen.
- TOUCH** the **FORMAT** key and set the following format:
- Regular tabs at 43 and 73
 - Special tabs at 23*, 54*, and 84*
- TOUCH** the **ACCPT** key to record the format.
- CENTER** and underline the main heading shown in Illustration XIII -20 on the opposite page.
- TYPE** the first line of the table.
- Step 2**
- TYPE** the second line of the table using the following steps:
- Hold down **CODE** and touch the **5** key
 - Type the column entries
 - Carrier return
- Result** One **CODE 5** centers each entry in the proper column.
- Step 3**
- TYPE** the third line of information:
- Type the first column entry, **44,000.00**
 - Tab to the next column
 - Hold down **CODE** and touch the **5** key
 - Type the remaining column entries
 - Carrier return
- Result** The second and third column entries are centered.

<u>CENTERING PARTS OF LINES</u>		
<u>AND WHOLE LINES</u>		
\$333,000.00	\$444,000.00	\$555,000.00
-0-	-0-	-0-
44,000.00	-0-	-0-
-0-	4,000.00	3,000.00
88,000.00	77,000.00	66,000.00
55,000.00	-0-	44,000.00

*Text for the Document CENTERING
Illustration XIII-20*

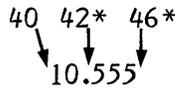
- Step 4** **CENTER** the first column entry of the fourth line:
- Hold down the CODE key and touch the 5 key
 - Type -0-
 - Hold down the CODE key and touch the 5 key
 - Tab to the next column
- Result The first column entry is centered and the column center instruction has been cancelled.
- TYPE** the remaining column entries.
- Step 5** **TYPE** the next line of information.
- Step 6** **TYPE** the last line of the document:
- Type the first column entry
 - Tab to the second column
 - Hold down the CODE key and touch the 5 key
 - Type -0-
 - Hold down the CODE key and touch the 5 key
 - Type the remainder of the line
- Step 7** **STORE** the document and print it.

VARYING DECIMAL ALIGNMENT

When numbers following a decimal point are the same length, such as .05, .25, and .10, the 860 will align the numbers automatically between the tab at the left of the column and the special tab at the right.

However, if numbers following the decimal point are of different lengths (as in the example on the next page), you'll need to set a special tab at the position of the decimal and another one following the last number of the column.

Look at the example below.



Notice that the special tab for the decimal is at the exact position of the decimal point and the second special tab for the right side of the column follows the last number.

A column with decimals of uneven lengths will always have three tab settings: a regular tab for the left side of the column, a special tab for the location of the decimal point, and another special tab following the last number in the column.

Note: When centering over columns, the system ignores the special tab set for the decimal point. Therefore, you can still use the CODE + 5 keys to automatically center headings over columns with two special tabs.

- | | | |
|---------------|--------------|--|
| Step 1 | TITLE | a new document DECIMAL ALIGNMENT and bring it to the display. |
| Step 2 | TOUCH | the FORMAT key and set the following format: <ul style="list-style-type: none">● Regular tabs at 26, 40, 53, 66, and 77● Special tabs at 29*, 33*, 47*, 56*, 60*, 72*, and 84* |
| | TOUCH | the ACCPT key to record the format block. |
| Step 3 | TYPE | the document shown in Illustration XIII-21. |

Delta	116.4	32,600	1.408	720	299,476
American	4.773	77	882.09	15,422	2,601
Eastern	121.09	9,682	33.774	15	212
Pan Am	32.461	771	22.0	8,654	32,890
United	23.7	235,991	1.122	664	9,756

Text for the Document **DECIMAL ALIGNMENT**
Illustration XIII-21

- Step 4** **LOOK** at the screen.
- Result All columns of numbers are properly aligned, regardless of the number of figures following the decimal point.
- Step 5** **STORE** the document.
- PRINT** the document. Your document should be similar to the one shown above.

COLUMNAR DATA OUTSIDE A COLUMN

Using special tabs in statistical documents tells the 860 to automatically align all columnar data inside each column. Columnar data is defined as numbers, plus some symbol and function keys. Below is a listing of all the keys which are recognized as columnar data:

0 to 9	@
&	(
=	¼
/	½
.	Space
,	Coded Space
:	Hyphen
;	Underscore
-	Index
+	Reverse Index

At times you might want to place columnar data outside a column. Look at the example on the next page. You wouldn't want the "½" or "¼" to be the last character in the column. You'll want this columnar data to be placed outside the column.

To do this, you'll type the number in the column, hold down the CODE key and touch the BACKSPACE key (this cancels column alignment), then space twice and type the columnar data outside the column.

To type the example on the next page, use the steps that follow:

- Step 1**
- TITLE** a new document **DATA OUTSIDE** and bring it to the screen.
- TOUCH** the FORMAT key and set the following format:
- Regular tabs at 45, 63, and 80
 - Special tabs at 50*, 68*, and 83*
 - 1½ Line Spacing
- TOUCH** the ACCPT key to record the format.
- Step 2**
- CENTER** the main heading of the document shown in Illustration XIII-22 on the next page.

COLUMNAR DATA OUTSIDE A COLUMN			
General Wage Changes	9,101 ½	3,450	100
Wage Adjustments	99	90	44 ½
Union Security	93	99 ½	89 ½
Overtime	43	450 ½	789 ¼

Text for the Document *DATA OUTSIDE*
Illustration XIII-22

Step 3 **BEGIN** the first column as follows:

- Type **General Wage Changes**
- Tab to the second column using the lower tab key
- Type **9,101**
- Hold down the CODE key and touch the BACKSPACE key
- SPACE twice
- Type **½**
- Tab to the next column

Result The columnar data (½), has been placed outside the column. (Because the display shows the CODE BACKSPACE, the "½" will appear farther to the right on the screen than on printout.)

Step 4 **TYPE** the remainder of the document.

STORE the document.

PRINT the document.

NON-COLUMNAR DATA INSIDE A COLUMN

Sometimes you'll need to type Non-Columnar Data inside a column. Non-columnar data is defined as letters, plus some symbol and function keys. Look at the example on the next page. The "N/A" is non-columnar, but it is placed inside the column.

To do this, you'll use the upper tab key to cancel the column align instruction. Using the upper tab key tells the system to ignore the special tab for that column only, and allows you to type the information starting at the left side of the column.

To see how this works, type the following exercise.

- Step 1** **TITLE** a new document **NON-COLUMNAR** and bring it to the screen.
- TOUCH** the FORMAT key and set the following format:
- Regular tabs at 44, 63, and 81
 - Special tabs at 49*, 69*, and 84*
- TOUCH** the ACCPT key to record the format.
- Step 2** **CENTER** the main heading shown in Illustration XIII-23 on the next page.
- TYPE** the first line of the document.
- Step 3** **BEGIN** typing the second line of information:
- Type **West North Central**
 - Touch the UPPER TAB key
 - Type **N/A**
- Result** The non-columnar information (**N/A**) is typed at the left side of the column.

NON-COLUMNAR DATA INSIDE A COLUMN			
East South Central	1,376	69,984	423
West North Central	N/A	89	N/A
South Atlantic	82	N/A	60
Southern	2,089	8,000	N/A

*Text for the Document NON-COLUMNAR
Illustration XIII-23*

Step 4 **TYPE** the remainder of the second line:

- Touch the LOWER TAB key
- Type **89**
- Touch the UPPER TAB key
- Type **N/A**
- Carrier return

Result Again, the non-columnar information is placed at the left side of the column.

Step 5 **TYPE** the rest of the document **NON-COLUMNAR**, using the steps above as reminders.

STORE the document and print it.

You have now completed the optional section of Lesson Thirteen. On the next page there are Points to Remember for you to review.

There is also a Progress Check for you to complete. Do the Progress Check only if you did all of the exercises in the optional section.

POINTS TO REMEMBER

OPTIONAL STATISTICAL APPLICATIONS

- A heading may be centered over more than one column by setting a tab for the left side of the first column and a special tab for the right side of the last column that the heading is to be centered over. (Page 13-40)
- A CODE + 5 used before and after a column entry, will center that column entry only. (Page 13-42)
- The 860 will automatically align numbers with decimals of even lengths. (Page 13-44)
- If numbers with decimals vary in length, three tab settings per column are needed. (Page 13-44)
- Using special tabs in statistical documents tells the 860 to automatically align all columnar data inside each column. (Page 13-46)
- Use the CODE + BACKSPACE keys and then SPACE twice to place columnar data outside a column. (Page 13-46)
- Use the UPPER TAB key to tell the system to ignore the special tab for that column only in order to type non-columnar data inside a column. (Page 13-48)

PROGRESS CHECK

(Optional)

Answer each question by filling in the blank with the correct answer, then compare your answers with those on the next page. This Progress Check assumes you have completed each of the optional statistical exercises.

1. The procedure used to set tabs in order to center a heading over more than one column is:

2. The _____ keys should be used before and after the text to be centered within a line is typed.

3. A column with decimals of uneven lengths will always have three tab settings. They are:

4. Before typing columnar data outside a column, the typist needs to:

5. The _____ TAB key is used before typing non-columnar data inside a column in order to cancel the column align instruction.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

1. The procedure used to set tabs in order to center a heading over more than one column is: (Page 13-40)

Set a tab for the left side of the first column and set a special tab for the right side of the last column. Center the heading, then set the rest of the tabs for the columns.

2. The CODE + 5 keys should be used before and after the text to be centered within a line is typed. (Page 13-42)

3. A column with decimals of uneven lengths will always have three tab settings. They are: (Page 13-44)

A tab for the left side of the column

A special tab at the decimal point

A special tab for the right side of the column

4. Before typing columnar data outside a column, the typist needs to: (Page 13-46)

Type the number in the column. Touch CODE + BACKSPACE, type two spaces and type the columnar data outside the column.

5. The UPPER TAB key is used before typing non-columnar data inside a column in order to cancel the column align instruction. (Page 13-48)

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Xerox 860 IPS Operator Manual
Book Two: Word Processing

Lesson Fourteen — Print II
Changing Print Options

LESSON FOURTEEN

PRINT II

Changing Print Options

OBJECTIVES

After finishing this lesson you will be able to:

- use different pitches
- print selected pages from a document

There are also two optional sections.

Materials Needed

For this lesson you will need:

- System Disc
- Student Disc
- Any 10 pitch print wheel
- Printer and paper
- Reference Manual

Optional materials:

- ROMAN PS print wheel
- BOLD ITALIC PS print wheel

This lesson is divided into required and optional sections. After you have completed the required section, look through the optional section. Depending on the work you do in your office, you may want to cover all or some of the optional applications.

CHANGING PITCH

The 860 will print in three different pitches: 10, 12 and PS (proportional spacing). The pitch is recorded in the format block of each document. When you print out documents with different pitches, the 860 will display a message to remind you to change the print wheel on the printer. To see how this works, record the document called **TEN PITCH** shown in Illustration XIV-2 below in 10 pitch.

- Step 1** **TITLE** a document **TEN PITCH** and bring it to the screen.
- Step 2** **TOUCH** the **FORMAT** key and set margins of 10 and 70.
- HIGHLIGHT** **PITCH** and use the **CHAR** key to move the highlighting to 10.
- TOUCH** **ACCPT** to record the format.
- As you type the document **TEN PITCH**, the screen will display your text in 10 pitch and when you print the document, it will print in 10 pitch.
- TYPE** the text shown in Illustration XIV-2 below.

Productive Time

This can be divided into two parts, the time spent by the secretary and the time spent by the dictator. The time required for dictation and typing accounts for 55% of the cost of a business letter.

*Text for the Document **TEN PITCH**
Illustration XIV-2*

- Step 3** **STORE** the document.
- Step 4** **USE** the CODE + 7 and ACCPT keys to send the document to the printer.
- USE** the CODE + PARA keys to start the printer.
- Result** The Command Line displays:

```
PRINTER HALTED PITCH 10 KB/PW STD  
PRINT WHEEL 10
```

This message lets you know that the document you are about to print is recorded in 10 pitch, so you will need to change the print wheel to a 10 pitch wheel. (If you don't have a 10 pitch print wheel in your office, you can use any wheel.)

Changing the Print Wheel

Instructions for changing the print wheel are given in the **DISCS & PERIPHERALS** section of your Reference Manual. Look up the instructions for your printer, then continue with the steps below.

- Step 5** **CHANGE** the print wheel to a 10 pitch print wheel, then start the printer.
- Result** The document **TEN PITCH** is printed in 10 pitch (see Illustration XIV-3 below).

Productive Time

This can be divided into two parts, the time spent by the secretary and the time spent by the dictator. The time required for dictation and typing accounts for 55% of the cost of a business letter.

*Printed Version of Document TEN PITCH
Illustration XIV-3*

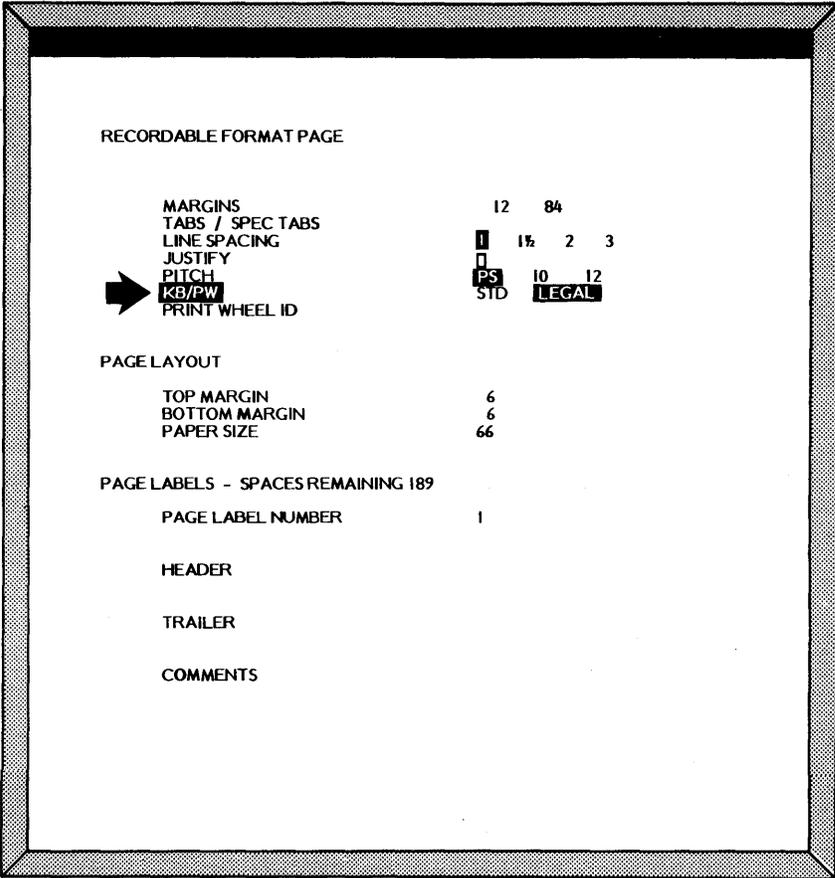
STANDARD AND LEGAL KEYBOARD

The KB/PW (keyboard/print wheel) option on the Recordable Format Page has two settings: **STD** (standard) and **LEGAL**.

If you will be using a Legal print wheel to print your documents, you should change the option to **LEGAL**. When **LEGAL** is selected as the KB/PW, the bracket key (next to the RETURN key) can be used to record brackets in your documents. In addition, the upper case 2 will record a paragraph sign and the upper case 6, a section sign. These symbols will print when a **LEGAL** print wheel is used.

If you will not be using a Legal print wheel, you should use the **STD** (standard) KB/PW setting. You should not use the bracket key, (unless you have a custom print wheel) because the brackets will not print in your document.

Custom print wheels are print wheels with special characters on them. If you have a custom print wheel, it probably has special characters on the upper-case period and upper-case comma spokes. To print these special characters, use the **STD** KB/PW setting and use the bracket and shift plus bracket keys to access these spokes.



The RECORDABLE FORMAT PAGE (with KB/PW Highlighted)
Illustration XIV-4

PRINTING PART OF A DOCUMENT

When you've made revisions to several pages of a long document, you may want to print only the pages that changed. The PAGES option on the Print Options List allows you to select the pages you want to print.

Step 1 **HIGHLIGHT** the document titled **DICTIONARY** on your Training Disc.

Selecting the Pages to Print

Step 2 **HOLD** down the CODE key and touch the 7 key to bring up the Print Options.

LOOK at the PAGES line. The numbers after the word PAGES indicate that the 860 is ready to print all the pages in the document. In this case, pages 1 through 3.

HIGHLIGHT the PAGES line by touching LINE.

Now you are going to tell the 860 to print only page 1 and page 3, without printing page 2.

TYPE the number 1 (use the number one key), space once, and type the number 3.

TOUCH the ACCPT key to send the document to the printer.

Note: Only ten pages can be selected for printing as outlined above. Do not type a space after the tenth page number entry.

Printing the Selected Pages

Step 3 **START** the printer.

Result Because this document is in PS, the Command Line displays:

```
PRINTER HALTED PITCH PS KB/PW STD
PRINT WHEEL ID
```

CHANGE the print wheel to a PS print wheel and start the printer again.

Result The first and third pages of **DICTIONARY** print in the PS pitch (see Illustration XIV-5 on the next page).

You can also use the **PAGES** option to print several pages in a row. If you wanted to print the last five pages of a ten page document, you'd highlight the **PAGES** line and type the number 5, a **hyphen**, and the number 10.

In summary, when you want to print selected pages, you put a space between the page numbers. When you want to print several pages in a row, you put a hyphen between the page numbers. For example, to print pages 5, 7 and 9, you would type **5 7 9** but to print pages 5 through 9, you would type **5-9** (this would print pages 5, 6, 7, 8 and 9).

Using the Data Dictionary

Section 1.1 Planning to Use the Data Dictionary

Before you start to use the Data Dictionary for a new project, you should establish conventions, such as ID codes and prefixes. Since there is one data base bankwide, your conventions must be coordinated with all other Data Dictionary users. Your support personnel can assist you in assigning the ID's and the prefixes.

When you need your IMS control blocks, your Data Dictionary support personnel can generate them. If you wish to generate the control blocks yourself, detailed information may be found in Section VI of the Data Dictionary User's Guide. Similarly, your Data Dictionary support personnel will assist you in moving your project's materials from test to production dictionary.

Section 1.2 Forms for Input to the Dictionary

As of this writing, there are no forms that you are required to use. However, there are some available for your use. It is recommended that you use these forms to make coding of your dictionary requests easier. They are available in the Forms Room on the 38th floor. Some of these forms used a fixed format transaction. Although we have only gone over keyword transactions, these fixed format forms will provide you with a much easier method to code. The rules for filling in the fixed format fields are the same as for their associated keywords indicated in parentheses.

Section 1.3 Other Dictionary Functions

Throughout this manual, we have talked of CON, and REP. These are the functions you need and report on all your data, programs, and tests.

You will find, however, especially during p that you will be making many changes to the desi changes reflected in the dictionary. To do this, t Remember, the basic Data Dictionary transaction

Delete (DEL) This function is used to delet will only be deleted if it is not a part of a structu dictionary element to be deleted (e.g., DBN).

Revise (RV) This function is used to chang All connections to this element remain intact. U element to be changed (e.g., DBN) plus those for

Disconnect (DIS) This function is used to r elements. Use the keywords for the dictionary el function. The elements still remain in the diction

d. Attributes Rapidly Increase

The problem is that the attributes rapidly increase as the number of programs increases. Even if we have as few as ten programs, we have to define and keep continuously up to date as many as 3,000 different titles. In a fifty (50) program environment, the number of attributes required increases to 15,000. For 100 programs, it can be as high as 30,000 or more.

So we see not only a situation where we have a high volume of information which must be controlled and maintained, but if a dictionary is not used, that information would be typically scattered over many different areas.

This form creates three types of cards in order to ADD many FIELDS which all have the same ID code.

Printed Version of Document **DICTIONARY** (Pages 1 and 3)
Illustration XIV-5

You have now completed the required portion of Lesson Fourteen. Below and on the next page there are Points to Remember and an Action Summary for you to review.

There is also a Progress Check for you to complete. After completing the Progress Check, be **sure** to follow the instructions for initializing the Student Disc if you are not going to continue with the optional portion of the lesson.

POINTS TO REMEMBER

- When you print out documents with different pitches, the 860 will display a message to remind you to change the print wheel on the printer. (Page 14-4)
- Use the PAGES option on the Print Options List to print selected pages. (Page 14-6)
- Type a space between page numbers on the PAGES options in order to print selected pages. When you want to print several pages in a row, type a hyphen between the page numbers. (Page 14-7) For example:

PAGES **1 4 6** will print pages 1, 4 and 6

PAGES **1-4** will print pages 1, 2, 3 and 4

ACTION SUMMARY

You may want to make a copy of this ACTION SUMMARY and keep it on your desk for quick reference.

You can select 10 pitch, 12 pitch or PS for your documents. The pitch is recorded in the format block. When the document is printed, the 860 will display a message in the Command Line to tell you to change the print wheel to the proper pitch.

To change the pitch:

- | | | |
|--------|------------------|---|
| Step 1 | TYPE | a title for the document and bring it to the screen. |
| Step 2 | TOUCH | FORMAT and set the desired margins, tabs and line spacing. |
| | HIGHLIGHT | the PITCH line and use CHAR to highlight the desired pitch. |
| | TOUCH | ACCPT to record the format. |
| Step 3 | TYPE | the text in the document. |
| Step 4 | STORE | the document. |

You can use the PAGES option in the Print Options List to print only selected pages. If you don't change the PAGES option, the entire document will print.

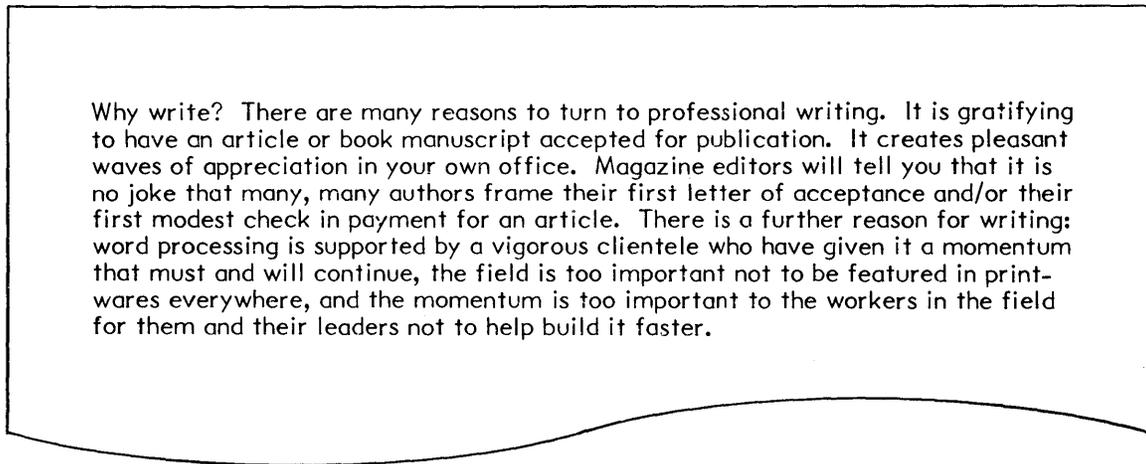
To print selected pages:

- | | | |
|--------|------------------|---|
| Step 1 | HIGHLIGHT | the document title in the INDEX. |
| Step 2 | TOUCH | CODE + 7. |
| | TOUCH | the LINE key to highlight the PAGES option. |
| | SELECT | the pages to be printed, using the following steps: <ul style="list-style-type: none">● To select single pages, type the page numbers separated by a space● To select a group of pages, type the first page number, a hyphen, and the last page number |
| | TOUCH | ACCPT. |
| Step 3 | START | the printer. |

PROGRESS CHECK

Part I

1. Create a document called **Writings**. Change the pitch setting to **12**. Type, store, and print the text shown in Illustration XIV-6 below. (The line endings in your document will be different from those in the illustration.)



*Printed Version of Document **WRITING**
Illustration XIV-6*

2. The document **TECH REV** should be on your Student Disc. Select and print pages 1, 3, and 5.

Lesson Fourteen--PRINT II

Your printed pages from the document **TECH REV** should look similar to Illustration XIV-7 below.

For Further Reading

Higgenbotham, John C. Tips on Public Speaking, Harvest Hill, (1969)

Oxford, Ronald K. Tips on Speaking to an Audience, Harvest Hill, (1973)

Srenaski, Henry A. Speaking with Humor and Ease, Boothill Publications, (1970)

von Furstenberger, Erich. An In-depth Multi-Phasic Look at Interpersonal Relationships in the United States and Great Britain, Oxford Press, Fall Edition, (1979)

Many of the remarks made previously about written communication apply to technical speaking. However, there are important differences: the speaker can see his audience, and the audience can ask questions. Whenever speaking to an audience, the length of the message is extremely important.

Someone who must speak to an audience for 15 minutes must speak differently from someone who has an hour. It is interesting that the speaker who has a shorter amount of time allocated to him must speak more carefully.

TECHNICAL TALKS AND HOW TO GIVE THEM

Robert Green
Mayfield University

informal technical meeting, you are
sion. At an informal meeting, the
written in detail. Many people,
eaking without preparing full notes

experience, he will grow in confi-
nake all preparations in advance.
s not always true, however, that a

Printed Version of Document **TECH TALKS** (Pages 1, 3, and 5)
Illustration XIV-7

Part II

Answer each question by filling in the blank with the correct answer, then compare your answers with those on Page 14-15.

1. To change pitch on the Format page, highlight _____ and touch the _____ key.
2. If you will be using a Legal print wheel to print your documents, you should select _____ as the KB/PW option on the Recordable Format Page.
3. If you want to print pages 3 and 6 of a document, you would highlight the PAGES option in the Print Options and type _____, then touch ACCPT.
4. If you want to print pages 3 through 6 (including pages 4 and 5), you would highlight PAGES in the Print Options and type _____, then touch ACCPT.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK—PART II

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

1. To change pitch on the Format page, highlight PITCH and touch the CHAR key. (Page 14-3)
2. If you will be using a Legal print wheel to print your documents, you should select LEGAL as the KB/PW option on the Recordable Format Page. (Page 14-5)
3. If you want to print pages 3 and 6 of a document, you would highlight the PAGES option in the Print Options and type 3 6 (type a SPACE between the 3 and 6) then touch ACCPT. (Page 14-6)
4. If you want to print pages 3 through 6 (including pages 4 and 5), you would highlight PAGES in the Print Options and type 3-6, then touch ACCPT. (Page 14-7)

COMPLETING THE LESSON

The optional portion of this lesson contains exercises for learning how to print repetitive letters and multi-pass documents. If you do either of these applications in your office, go on with the lesson. If you are not going to continue with the lesson, you should follow the instructions below to initialize your Student Disc. Then the disc will be ready for use by the next person who wants to learn to use the 860.

- Step 1**
- CHECK** that the Student Disc is in the left disc station and the System Disc is in the right disc station.
 - HOLD** down CODE and touch 0 (zero) to return to the System Disc Page.
 - TOUCH** PAGE when the System Disc Page comes to the screen.
- Step 2**
- CHECK** that the INITIALIZE utility is highlighted.
 - TOUCH** ACCPT to load the utility software.
 - CHECK** that **LEFT: Student Disc** is highlighted in the status line.
- Step 3**
- TOUCH** ACCPT.
 - CHECK** that the Command Line displays: DISC NAME: Student Disc--ARE YOU SURE--STOP OR ACCPT
 - TOUCH** ACCPT.
 - TYPE** **Student Disc** for the disc name.
 - TOUCH** ACCPT.
 - WAIT** for the disc to be initialized.
- Step 4**
- TOUCH** STOP.
 - TOUCH** CODE + 0 (zero) to return to the System Disc Page.

OPTIONAL

Depending on the kind of work you do at your office, you may want to cover the optional exercises for repetitive letters or multi-pass printing.

Repetitive Documents

- using the MERGE feature
- creating a standard document
- creating a variable document
- printing the variable list
- creating and printing envelopes
- using the PAGINATE option
- using the REFORMAT option
- using NON STOP to print a variable document

Using the Multi Pass Feature

- changing type styles within a document
- changing pitch within a document
- using NON STOP to print a multi pass document

REPETITIVE DOCUMENTS

LETTERS

The 860 has a very easy method for handling repetitive documents. Using the MERGE feature, a standard document (the letter) and a variable document (the names and addresses) can be sent directly to the printer. The two documents will be merged at the printer, but not on the disc.

The MERGE feature works in the "background," which means you can be typing or editing other documents while your repetitive documents are printing.

To use the MERGE feature, you will:

- 1) Record the standard information (for instance, a letter) in one document
- 2) Record the variable information (names and addresses) in another document
- 3) Instruct the 860 to print a letter for each name and address using the MERGE feature

In the next exercise, you'll call up the standard and variable documents to see how they were created and then you'll use the MERGE feature to print final letters. Later in the lesson, you'll create the standard and variable documents.

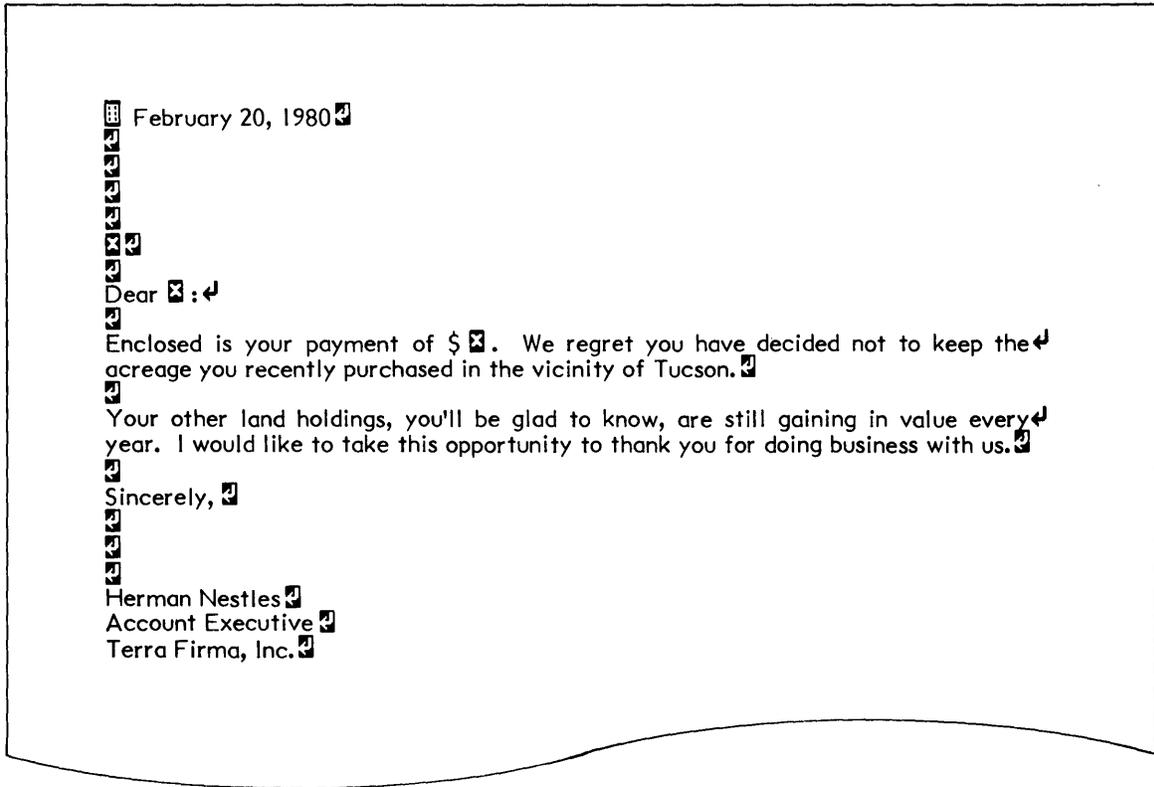
Step 1 **RECALL** the document titled **STANDARD LETTER 1** to the screen.

Illustration XIV-8 on the next page shows the codes recorded in the letter. Where variable information will be inserted, you see a box with an "X" in it (☒). The ☒ represents a switch code and tells the 860 to switch to the variable document to print the necessary information. The ☒ is the display symbol for CODE + 7.

You can highlight the letter on your screen to see the codes in it.

Step 2 **HIGHLIGHT** the entire page by holding down the CODE key and touching the PAGE key.

LOOK at the letter on your screen and find the switch codes. Then touch the STOP key to remove the highlighting.



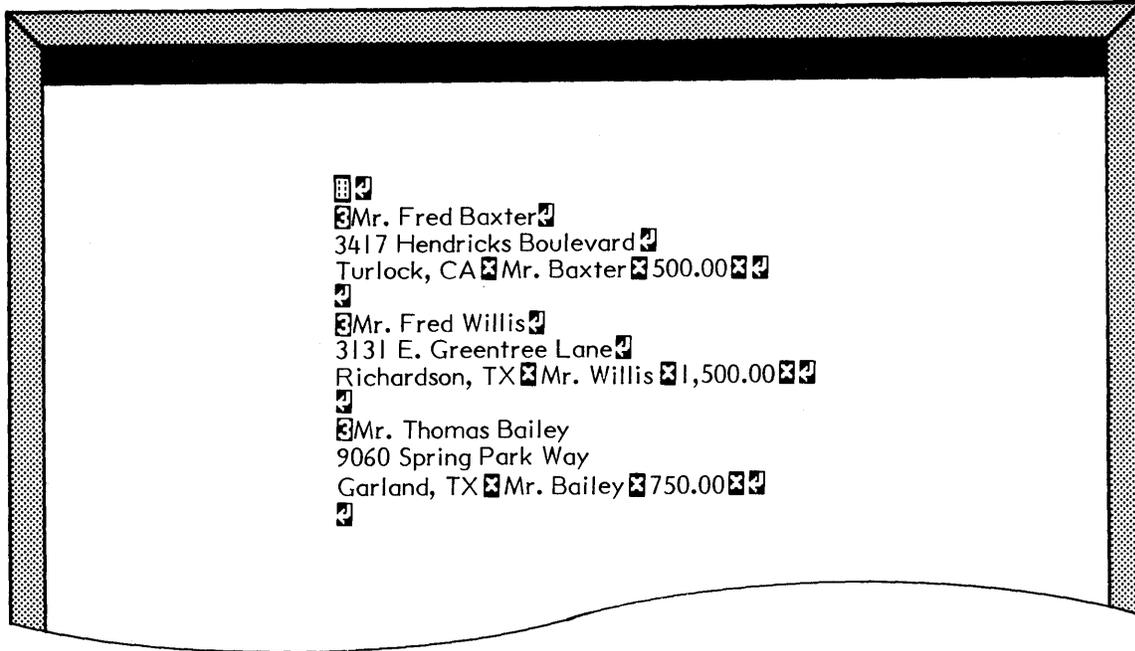
Screen Version of the Document **STANDARD LETTER 1**
Illustration XIV-8

Step 3 REMOVE the document from the screen using the following steps:

- Touch the STORE key
- Touch the STOP key
- Touch the DEL key
- Touch the ACCPT key

Step 4 RECALL the document titled **VARIABLES 1** to the screen.

LOOK at the codes recorded in **VARIABLES 1** shown in Illustration XIV-9 on the next page.



Screen Version of Document **VARIABLES 1**
Illustration XIV-9

Step 5 HIGHLIGHT the entire page (use the CODE + PAGE keys).

Result The variable document also contains switch codes.

The switch codes in the variable document and standard letter tell the 860 when to switch from one document to the other. For example, after the name and address prints, the switch code takes the action back to the standard document to continue printing the letter.

At the beginning of each variable set (in front of the name), there's a stop code (CODE + 3). The stop code performs a special function when it is used in a variable list. It separates the variable sets and tells the 860 to go back to the beginning of the letter.

The stop codes also prevent the letters from printing incorrectly if an extra variable is typed or if a variable is omitted. Should this happen, the 860 will return to the beginning of the letter and start printing the next variable set. This means only one letter will print incorrectly; the remaining letters will print correctly.

Step 6 REMOVE the document from the screen using the following steps:

- Touch STORE
- Touch STOP
- Touch DEL
- Touch ACCPT

Using the Merge Feature

Once a standard document and a variable document have been created, they can be sent to the printer using the MERGE feature in the Print Options. The standard and variable documents will be merged for printing, but the merged letters will not be saved on disc.

Follow the steps below to print the letters.

Step 1 **HIGHLIGHT** the standard document titled **STANDARD LETTER 1**. (When using the MERGE feature, always select the standard document first.)

USE the CODE + 7 keys to bring up the Print Options.

USE the PARA (or LINE) and CHAR keys to highlight and turn on the MERGE option.

TOUCH the ACCPT key.

Result The INDEX returns to the screen. The Command Line displays:

SELECT VARIABLES DOCUMENT

Step 2 **HIGHLIGHT** the document titled **VARIABLES 1**.

TOUCH the ACCPT key to send the variables document to the Print List.

START the printer.

Result The first letter begins printing.

At the end of the first letter, the 860 will begin printing the letter again using the second set of variables. This procedure continues until all the merged letters have been printed.

Creating the Standard Document

The example below in Illustration XIV-10 is a standard letter for you to type. Notice the switch code in the body of the letter. When the letter prints, a name will be inserted in that position. The standard document can have as many switch codes as necessary to print all the variables.

Today's Date

☒

Dear ☒ :

Your area's Annual Shareholders' Meeting is scheduled for 9:00 a. m. on May 15 in the Sheraton Room at the Merriweather Hotel.

If you are able to attend please contact ☒, the representative in your area, who will make reservations for you.

Very truly yours,

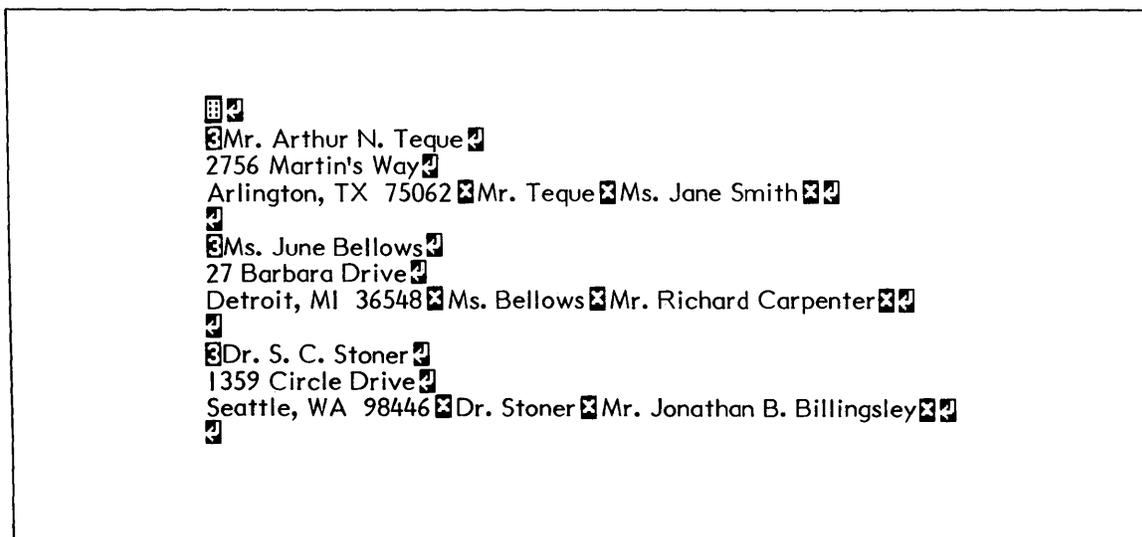
H. Howard Caulkins
President

*Text for the Document STANDARD LETTER 2
Illustration XIV-10*

- Step 1**
- TITLE** a document **STANDARD LETTER 2** and bring it to the screen.
- SET** the following format:
- Turn Justify **on**
 - Touch the ACCPT key to record the format.
- TYPE** the letter as shown. Whenever you see a ☒, hold down the CODE key and touch the 7 key. Be sure to type all punctuation exactly as shown.
- Step 2**
- STORE** the standard document.

Creating the Variable Document

Use the steps that follow to type the variable document shown in Illustration XIV-11 below. Since the letter you just typed has three switch codes in it for variables, each variable set will have three variables: 1) a name and address, 2) a name for the salutation, and 3) a name for the body of the letter.



Text for the Document **VARIABLES 2**
Illustration XIV-11

- Step 1** **TITLE** a document **VARIABLES 2** and bring it to the screen.
- Step 2** **TYPE** the variable document shown above:
- Hold down the CODE key and touch the 3 key to begin each variable set
 - Hold down the CODE key and touch the 7 key after each variable in the set
 - Touch the carrier return twice after each variable set (to make proofreading easier).
- Step 3** **STORE** the document.

Printing the Letters

Now you're ready to print your repetitive letters. This time you'll be using the REFORMAT option (in the Print Options) in addition to the MERGE option. You'll turn on REFORMAT because there are variables to be inserted in the body of the letter. If a word is too long to fit on a line, the system will automatically move it to the next line.

Use the steps below to print your repetitive letters.

Step 1 **HIGHLIGHT** the document titled **STANDARD LETTER 2**.

USE the CODE + 7 keys to bring up the Print Options.

Step 2 **USE** the PARA, LINE, and CHAR keys to highlight and turn on the MERGE and REFORMAT options.

Note: If you have continuous form paper, you should also turn on the CONTINUOUS FORM option to print the letters without stopping.

TOUCH the ACCPT key.

Result The INDEX returns to the screen and this message appears in the Command Line:

SELECT VARIABLES DOCUMENT

Step 3 **HIGHLIGHT** the document titled **VARIABLES 2** and touch the ACCPT key.

Step 4 **START** the printer.

Because REFORMAT is turned on, the letters will be reformatted to allow for the variables in the body of the letter.

If any of your repetitive letters did not print correctly, check your variable list for missing or extra variables or switch codes and correct any mistakes. You can use MOVE to put the corrected variables into another document so you can reprint the corrected letters.

PRINTING A VARIABLE LIST

You may find it useful to print out your variable list to proofread it. Because the variable document contains stop codes, printing will stop at every stop code if you print it with the standard settings in the Print Options.

To print a variable document without stopping, use NON STOP in the Print Options. When NON STOP is turned on, the printer ignores the stop codes in the document.

Use the steps below to see how NON STOP works:

- Step 1**
- HIGHLIGHT** the variable document titled **VARIABLES 2**.
 - USE** the CODE + 7 keys to bring up the Print Options.
 - USE** LINE and CHAR keys to highlight and turn on NON STOP.
 - TOUCH** the ACCPT key.
- Step 2**
- START** the printer.
 - Result** The variables document is printed without stopping.

You can use the NON STOP option whenever you want to print any document that contains stop codes.

You can also use CODE PRINT to print your variables documents. CODE PRINT will show you where all the Stop Codes and Switch Codes are recorded when you want to check the codes in the document. You will not need to use NON STOP when you select CODE PRINT, since CODE PRINT prints codes without stopping at them. Using CODE PRINT on the variable list will make it easy to proof the codes in the list.

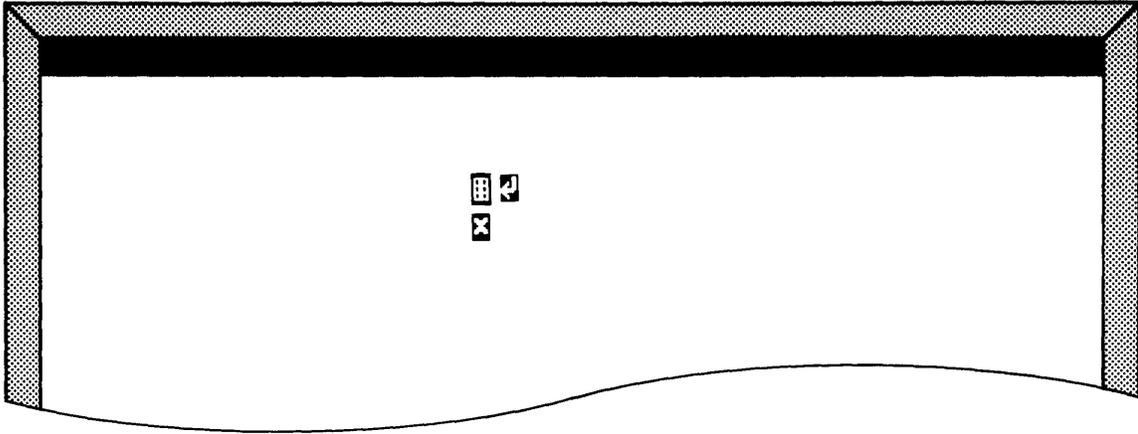
ENVELOPES

You can create a document that will select information from your variable list to print envelopes. To do this, the variable list must be recorded with the name and address as the first variable in each set.

Follow the steps below to create a document that will print the variables on envelopes.

Creating Envelopes

- Step 1**
- TITLE** a document **ENVELOPES** and bring it to the screen.
- SET** the following format:
- Margins at **48** and **120**
- TOUCH** the ACCPT key to record the format.
- Step 2**
- TYPE** the following:
- One carrier return
 - CODE + 7
- TOUCH** the STOP key.
- TOUCH** CODE + PAGE to highlight the page.
- Result** The screen will display the format block, return symbol, and the CODE + 7 symbol (see Illustration XIV-12 on the next page).



Screen Version of Document *ENVELOPES*
Illustration XIV-12

Step 3 TOUCH the STOP key to remove the highlighting.

STORE the document.

The short document you just recorded allows you to print envelopes from any variable list. Remember, the name and address must be the first variable in each set. If you print a lot of envelopes, you'll want to keep an envelope document on your disc.

Printing Envelopes

Printing envelopes from a variable list is similar to printing the repetitive letters. This time, you'll use the **ENVELOPES** document as the standard document. It contains the format settings you want to use and the instructions to print the variables as envelopes.

- Step 1**
- HIGHLIGHT** the document titled **ENVELOPES**.
 - USE** the CODE + 7 keys to bring up the Print Options.
 - HIGHLIGHT** and turn on the MERGE option.
 - TOUCH** the ACCPT key.
 - Result** The message SELECT VARIABLES DOCUMENT displays in the Command Line.
 - HIGHLIGHT** the document titled **VARIABLES 1**.
 - TOUCH** the ACCPT key.
- Step 2**
- START** the printer.

The format block in the document **ENVELOPES** contains all the information necessary to print the name and address in the correct place. By changing the margins, you can control the placement of the name and address for any size envelope.

If you have continuous form envelopes, you'll turn on the CONTINUOUS FORM option in the Print Options and type a number in PAPER SIZE to tell the 860 how long the envelopes are. Remember, the 860 prints 6 lines to the inch. Most standard envelopes are 4 inches long, so the PAPER SIZE for continuous form envelopes would be **24**.

PAGINATING REPETITIVE DOCUMENTS

If your standard documents are more than one page and contain lengthy variables, you'll need to use the PAGINATE option as well as the REFORMAT option when printing.

Using the Paginate Option

- Step 1**
- RECALL** the document titled **WILL** to the screen.
- HIGHLIGHT** the entire page (using CODE + PAGE).
- NOTICE** there are several places for variables within this document.
- TOUCH** STOP.
- TOUCH** the PAGE key and then highlight the entire second page of the document.
- Step 2**
- REMOVE** the document from the screen by touching the STORE, STOP, DEL, and ACCPT keys.

Since this document contains variables and is more than one page, you'll need to use the PAGINATE option when you merge it with the variable document for printing.

- Step 3**
- RECALL** the document titled **VARIABLES--MATTHEWS** to the screen.
- HIGHLIGHT** the entire page (use the CODE + PAGE keys).
- NOTICE** the variables are different lengths. Because the line endings will need to be adjusted, you'll also need to turn on REFORMAT.
- REMOVE** the document from the screen by touching the STORE, STOP, DEL, and ACCPT keys.

Lesson Fourteen—PRINT II

Use the following steps to send these two documents to the printer.

Step 1 **HIGHLIGHT** the standard document titled **WILL**.

USE the CODE + 7 keys to bring up the Print List.

Step 2 **TURN ON** the following options:

- MERGE
- REFORMAT
- PAGINATE

Note: If you have continuous form paper, turn on CONTINUOUS FORM also.

TOUCH the ACCPT key.

Result The INDEX returns to the screen and the message SELECT VARIABLES DOCUMENT displays in the Command Line.

Step 3 **HIGHLIGHT** the variables document titled **VARIABLES-- MATTHEWS**.

TOUCH the ACCPT key.

Note: If you turned on CONTINUOUS FORM, be sure the printer is loaded with continuous form paper.

Step 4 **START** the printer.

In summary, you use the REFORMAT option in the Print Options when you want line endings adjusted. You use the PAGINATE option when you want page endings adjusted. Because the merging operation is performed at the printer and not on the screen, the 860 will not ask you for hyphenation or page ending decisions.

You have now completed the exercises for repetitive letters. Below and on the next two pages there are Points to Remember and an Action Summary for you to review.

There is also a Progress Check for you to complete. After completing the Progress Check, be sure you initialize your Student Disc using the steps on page 14-16.

POINTS TO REMEMBER

Repetitive Documents

- To print repetitive letters on the 860, you use the MERGE option in the Print Options. The standard and variable documents are merged at the printer, but not stored on the disc in a merged form. (Page 14-18)
- Available disc space should be considered prior to using the MERGE option, as the system temporarily uses disc space to perform this operation. To free up disc space you can use RECOVER DISC SPACE, delete unnecessary documents from your Index, or delete your Backup Index.
- To print repetitive documents, highlight the standard document first, then select the MERGE option on the Print Options. (Page 14-21)
- You create the standard document by typing a switch code (CODE + 7) wherever variables are to be inserted. (Page 14-18 and 14-22)
- You create the variable document by typing stop codes (CODE + 3) at the beginning of each variable set and switch codes (CODE + 7) after each variable. The stop codes prevent more than one of the letters from printing incorrectly if you should accidentally add or omit a variable. (Pages 14-20 and 14-23)
- Use the REFORMAT option when your standard document has variables in the body of the letter. (Page 14-24)
- Use REFORMAT and PAGINATE when your standard document is more than one page and contains variables in the body of the letter. (Page 14-29)
- To print envelopes from the variable document, create an envelope document. The envelope document contains a format block (margins at **48** and **120** for standard envelopes) and a CODE + 7. (Page 14-26)

ACTION SUMMARY
REPETITIVE DOCUMENTS

The MERGE print option can be used to merge variables into standard documents as they are printed. Switch codes (CODE + 7) are used in the standard letter to mark the positions where variables will be inserted. Switch codes are also used in the variable document to mark the end of each variable in a set.

To create the standard document:

- Step 1** **TITLE** a document and bring it to the screen.
- TOUCH** FORMAT and set the margins and tabs for the document.
- TOUCH** the ACCPT key.
- Step 2** **TYPE** the document using the following steps:
- Type the text up to the position for the first variable.
 - Touch CODE + 7.
 - Continue typing the text, touching CODE + 7 wherever a variable is to be inserted.
- Step 3** **REFORMAT** the document.
- Step 4** **STORE** the document.

To create the variable document:

- Step 1** **TITLE** a document and bring it to the screen.
- Step 2** **TYPE** the variable sets using the following steps:
- Begin each variable set with CODE + 3.
 - Touch CODE + 7 after typing each variable in the set.
 - End the set with two returns.
- Step 3** **STORE** the document.

ACTION SUMMARY -- CONTINUED**To create an envelope document:**

- Step 1 **TITLE** a document and bring it to the screen.
- Step 2 **TOUCH** FORMAT and set margins for the envelopes (48 and 120 for a standard envelope).
- Step 3 **TOUCH** RETURN.
- TOUCH** CODE + 7.
- Step 4 **STORE** the document.

To print repetitive documents (or envelopes):

- Step 1 **HIGHLIGHT** the title of the standard (or envelope) document in the INDEX.
- Step 2 **TOUCH** CODE + 7 to bring up the Print Options.
- HIGHLIGHT** MERGE and touch CHAR to turn it on.
- TURN ON** REFORMAT (if there are variables in the text of the document) and PAGINATE (if the document and variables are lengthy).
- TOUCH** ACCPT.
- Step 3 **HIGHLIGHT** the title of the variable document in the INDEX.
- TOUCH** ACCPT.
- Step 4 **START** the printer.

PROGRESS CHECK
REPETITIVE DOCUMENTS

Part I

1. Create a variable document called **ADDRESSES**. Type the variables shown in Illustration XIV-14 below.
2. Highlight the document and compare it to Illustration XIV-13 on the next page. Check to be sure you have the Stop Codes and Switch Codes in the correct places.

Mr. James Fuller 13950 Kentfield Avenue Madison, WI	Mr. Fuller	9,000.00
Mr. William Clarke 18185 New Jersey Drive Manhattan Beach, CA	Mr. Clarke	500.00
Mr. Charles Warren 26350 Kiltarton Road Detroit, MI	Mr. Warren	4,500.00

*Printed Version for the Document **ADDRESSES**
Illustration XIV-14*

3. Use the variables in the document **ADDRESSES** to print repetitive letters from the document **STANDARD LETTER 1**.
4. **If you are not going to do the MULTI-PASS exercises in the next optional section of this lesson, follow the steps on page 14-16 to initialize your Student Disc.**

Mr. James Fuller	13950 Kentfield Avenue	Madison, WI	Mr. Fuller	9,000.00
Mr. William Clarke	18185 New Jersey Drive	Manhattan Beach, CA	Mr. Clarke	500.00
Mr. Charles Warren	26350 Kiltarton Road	Detroit, MI	Mr. Warren	4,500.00

Text for the Document **ADDRESSES**
Illustration XIV-13

Lesson Fourteen--PRINT II

February 20, 1980

Mr. James Fuller
13950 Kentfield Avenue
Madison, WI

Dear Mr. Fuller:

Enclosed is your payment of \$9,000.00. We regret you have decided not to keep the acreage you recently purchased in the vicinity of Tucson.

Your other land holdings, you'll be glad to know, are still gaining in value every year. I would like to take this opportunity to thank you for doing business with us.

Sincerely,

Herman Nestles
Account Executive
Terra Firma, Inc.

February 20, 1980

Mr. William Clarke
18185 New Jersey Drive
Manhattan Beach, CA

Dear Mr. Clarke:

Enclosed is your payment of \$500.00. We regret you have decided not to keep the acreage you recently purchased in the vicinity of Tucson.

Your other land holdings, you'll be glad to know, are still gaining in value every year. I would like to take this opportunity to thank you for doing business with us.

Sincerely,

Herman Nestles
Account Executive
Terra Firma, Inc.

February 20, 1980

Mr. Charles Warren
26350 Kiltarton Road
Detroit, MI

Dear Mr. Warren:

Enclosed is your payment of \$4,500.00. We regret you have decided not to keep the acreage you recently purchased in the vicinity of Tucson.

Your other land holdings, you'll be glad to know, are still gaining in value every year. I would like to take this opportunity to thank you for doing business with us.

Sincerely,

Herman Nestles
Account Executive
Terra Firma, Inc.

Printed Versions of the Merged Documents
STANDARD LETTER 1 and ADDRESSES
Illustration XIV-15

Part II

Answer each question by filling in the blank with the correct answer. Then, compare your answers with those on page 14-39.

1. The MERGE feature allows a _____ document and a _____ document to be sent directly to the printer.

2. When typing a variable document, hold down the _____ key and touch the _____ key before typing each variable set.

3. When typing a variable document hold down the _____ key and touch the _____ key after each variable in a set.

4. Use _____ to tell the printer to ignore the stop codes and print a variable document without stopping.

5. Use _____ to print codes in a variable document without stopping at them.

6. The PAGINATE option in the Print Options (if activated) allows the system to adjust _____.

7. The REFORMAT option in the Print Options (if activated) allows the system to adjust _____.

(This page is intentionally left blank.)

ANSWERS TO PROGRESS CHECK -- Part II

REPETITIVE DOCUMENTS

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material. When you feel comfortable with the material, return to this point in the lesson and continue.

1. The MERGE feature allows a standard document and a variable document to be sent directly to the printer. (Page 14-18)
2. When typing a variable document hold down the CODE key and touch the 3 key to begin typing each variable set. (Page 14-23)
3. When typing a variable document hold down the CODE key and touch the 7 key after each variable in a set. (Page 14-23)
4. Use NON STOP to tell the printer to ignore the stop codes and print a variable document without stopping. (Page 14-25)
5. Use CODE PRINT to print codes in a variable document without stopping at them. (Page 14-25)
6. The PAGINATE option in the Print Options (if activated) allows the system to adjust page endings. (Page 14-29)
7. The REFORMAT option in the Print Options (if activated) allows the system to adjust line endings. (Page 14-24)

(This page is intentionally left blank.)

OPTIONAL

Using the Multi Pass Feature

- changing type styles within a document
- changing pitch within a document
- using NON STOP to print a multi pass document

USING THE MULTI PASS FEATURE

If you type documents with italicized words or scientific symbols which require print wheel changes, the 860 has an easy way to print the documents called MULTI PASS.

To use MULTI PASS, you record each pitch or print wheel change in a format block. You can record as many format blocks as needed throughout the document.

To print the document, you use the MULTI PASS option in the Print Options. The MULTI PASS option will print all the portions of a document that use one print wheel first. Then, when you put the paper back in the printer, it will print out the portions that use another print wheel. On each succeeding print pass, the 860 will display a message telling you which print wheel to use.

Look at the Illustration on the opposite page; it shows you the first part of the Recordable Format Page. To use MULTI PASS, you can record changes in one or all of the options: PITCH, KB/PW (keyboard/print wheel), and PRINT WHEEL ID.

Look at the lower portion of the Illustration on the opposite page; it shows you the Print Options page. When you send a Multi Pass document to the printer, you use these options to tell the 860 what portions of the document you want to print. For example, you might indicate PS in the pitch, and print all portions of the document that were recorded in PS; then you might select 10 pitch and print out all portions of the document that were recorded in 10 pitch.

The most commonly used options are PITCH and PRINT WHEEL ID. The PRINT WHEEL ID allows you to enter a two character abbreviation for the print wheel you want to use. For instance, RO for Roman and IT for Italics or SC for Scientific.

The KB/PW option lets you choose between STD (standard) and LEGAL. When you choose LEGAL, different characters will be shown on the screen and print when you use a Legal print wheel. These are: paragraph sign (upper case 2), section sign (upper case 6) and brackets (located next to the carrier return).

RECORDABLE FORMAT PAGE

MARGINS	<input checked="" type="checkbox"/> 12	84
TABS / SPEC TABS	<input type="checkbox"/> 1	<input type="checkbox"/> 1½ <input type="checkbox"/> 2 <input type="checkbox"/> 3
LINE SPACING	<input type="checkbox"/>	
JUSTIFY	<input type="checkbox"/>	
PITCH	<input checked="" type="checkbox"/> PS	10 12
KB/PW	<input checked="" type="checkbox"/> STD	LEGAL
PRINT WHEEL ID		

USE THESE OPTIONS
TO RECORD A
MULTI PASS DOCUMENT

PRINT OPTIONS

PAGES	1-1
COPIES	1
CONTINUOUS FORM	<input type="checkbox"/>
PAPER SIZE	<input type="checkbox"/>
NON STOP	<input type="checkbox"/>
CODE PRINT	<input type="checkbox"/>
MULTI PASS	<input type="checkbox"/>
PITCH	<input checked="" type="checkbox"/> ANY PS 10 12
KB/PW	<input checked="" type="checkbox"/> ANY STD LEGAL
PRINTWHEEL ID	
MERGE	<input type="checkbox"/>
REFORMAT	<input type="checkbox"/>
PAGINATE	<input type="checkbox"/>

USE THESE OPTIONS
TO PRINT A
MULTI PASS DOCUMENT

Options Used for MULTI PASS
Illustration XIV-16

Changing Print Wheels

The following exercise (see Illustration XIV-17 below) is printed in Roman PS and Bold Italics. To record this document, you'll use the PRINT WHEEL ID option to tell the 860 which portions of the document should be printed with the Roman print wheel and which with Italics. Since the pitch (PS) and keyboard/print wheel (STD) remain the same throughout the document, you will not need to change them.

If you don't have a Roman PS or Bold Italics print wheel, you can use any other PS print wheels in their place.

Purpose of Meeting

The stockholders meeting is called for the following purposes:

To elect directors of the Company for the ensuing year, as provided by the bylaws of the Company;

To select auditors to examine financial statements to be included in the Annual Report to Stockholders for 1990;

To consider and act upon a proposal to adopt a stock option plan for executives and other key employees of the Company and its subsidiaries, as set forth in said Proxy Statement; and

To transact other business as may properly come before the Meeting or any adjournment thereof.

Text for Document **PRINT WHEEL CHANGE**
Illustration XIV-17

You can use any two characters for a print wheel ID. For your convenience, the following illustration contains a list of suggested print wheel ID's. When you use the MULTI PASS feature, it's a good idea to always use the same ID for each print wheel. That way, it will be easy to remember which print wheel should be put on the printer.

BL	=	Bold Legal PS
BO	=	Bold PS
CU	=	Cubic PS
TR	=	Trend PS
EL	=	Elite 12
GO	=	Gothic PS
BI	=	Bold Italic PS
TJ	=	Trojan 10
SP	=	Spokesman 10
MA	=	Master 12
OA	=	OCR-A 10
PI	=	Pica 10
RO	=	Roman PS
SC	=	Scientific 10
T1	=	Titan 10 (T1 stands for T "one")
TL	=	Titan Legal 10
V2	=	Vintage 12
V1	=	Vintage 10 (V1 stands for V "one")
TI	=	Titan Italic 12
LG	=	Letter Gothic 12
BS	=	Bold Legal Stat PS
OB	=	OCR-B 10
TS	=	Titan Legal Stat 10

*Suggested List of Print Wheel ID's
Illustration XIV-18*

Lesson Fourteen--PRINT II

To make typing the document easier, you'll record two format documents, one for each PRINT WHEEL ID. Then as you type the document, you'll use the Format Index feature to automatically recall and record the formats in the document at the appropriate positions.

Step 1 **TITLE** a document **RO** (which stands for the **RO**man PS print wheel) and bring it to the screen.

SET the following **FORMAT**:

- Margins at **22** and **78**
- No Tabs
- Line Spacing to **1**
- Justify **on**
- Pitch **PS**
- KB/PW **STD**
- Print Wheel ID **RO**

TOUCH the **ACCPT** key to record this Format Block.

Step 2 **STORE** the document.

Step 3 **TITLE** a document **BI** (which stands for the **Bold Italics** print wheel) and bring it to the screen.

SET the following **FORMAT**:

- Margins at **22** and **78**
- No Tabs
- Line Spacing to **1**
- Justify **on**
- Pitch **PS**
- KB/PW **STD**
- Print Wheel ID **BI**

TOUCH the **ACCPT** key to record the Format Block.

Step 4 **STORE** the document.

Now you're ready to begin typing the document called **PRINT WHEEL CHANGE** (see Illustration XIV-19 below). Use the steps below to recall your prerecorded formats and type the document:

Step 1 **TITLE** a document **PRINT WHEEL CHANGE** and bring it to the screen.

Step 2 **USE** the Format Index feature to recall the format from the document called **RO**

- Hold down the CODE key, touch the FORMAT key
- Type **RO**
- Touch the ACCPT key

Result The format recorded in the document called **RO** is now recorded in your new document.

Step 3 **CENTER** and bold the heading.

TYPE the first paragraph and touch the carrier return twice.

Purpose of Meeting

The stockholders meeting is called for the following purposes:

To elect directors of the Company for the ensuing year, as provided by the bylaws of the Company;

To select auditors to examine financial statements to be included in the Annual Report to Stockholders for 1990;

To consider and act upon a proposal to adopt a stock option plan for executives and other key employees of the Company and its subsidiaries, as set forth in said Proxy Statement; and

To transact other business as may properly come before the Meeting or any adjournment thereof.

Text for the Document **PRINT WHEEL CHANGE**
Illustration XIV-19

Lesson Fourteen--PRINT II

Step 4 **USE** the Format Index feature to recall the format from the document titled: **BI**

- Hold down the CODE key, touch the FORMAT key
- Type **BI**
- Touch the ACCPT key

Result The format with "BI" in the Print Wheel ID is now recorded in your document.

Step 5 **TYPE** the words **To elect directors** and the space (see Illustration XIV-20 on the opposite page).

RECALL the format from the **RO** document.

- Hold down the CODE key, touch the FORMAT key
- Type **RO**
- Touch the ACCPT key

TYPE the remainder of the second paragraph.

Step 6 **TYPE** the remainder of the document. To type italicized words:

- Use the Format Index feature to record a format with **BI** in the Print Wheel ID
- Type the italicized words
- Use the Format Index again to record a format with **RO** in the Print Wheel ID after the italicized words

When you're finished typing the document,

CHECK the document to make sure that italicized words are preceded and followed by a Format Block. (Holding down **CODE** and touching **PAGE** will highlight the entire page.)

Step 7 **STORE** the document.

Purpose of Meeting

The stockholders meeting is called for the following purposes:

To elect directors of the Company for the ensuing year, as provided by the bylaws of the Company;

To select auditors to examine financial statements to be included in the Annual Report to Stockholders for 1990;

To consider and act upon a proposal to adopt a stock option plan for executives and other key employees of the Company and its subsidiaries, as set forth in said Proxy Statement; and

To transact other business as may properly come before the Meeting or any adjournment thereof.

*Text for the Document PRINT WHEEL CHANGE
Illustration XIV-20*

Using MULTI PASS to Print a Document

Now you're ready to print the document. To do this, you will use the MULTI PASS print option and tell the 860 to print the RO (Roman) portions of the document first.

- Step 1** **HIGHLIGHT** the document called **PRINT WHEEL CHANGE**
- HOLD** down the CODE key, touch the 7 key
- Result** The Print Options are brought to the screen.
- Step 2** **USE** the following steps to activate MULTI PASS and select the RO portions for printing:
- Use the PARA key to highlight MULTI PASS
 - Use the CHAR key to activate this option
 - Use the LINE key to highlight PRINT WHEEL ID
 - Type **RO**

Typing **RO** in the PRINT WHEEL ID tells the 860 that you want to print those portions of the document that were typed with **RO** in the PRINT WHEEL ID of the Format Block. (Since the pitch and keyboard/print wheel remain the same throughout the document, you should leave ANY highlighted for these options.)

Step 3 **TOUCH** the ACCPT key.

Result The Command Line displays:

DOCUMENT IN PRINT LIST

This message indicates that the first pass of your document is now in the Print List. The Print Options remain on the screen, so you can change the PRINT WHEEL ID and send the document to the printer again.

Now you'll send the document **PRINT WHEEL CHANGE** to the Print List again, this time indicating that you want to print only the BI (Bold Italics) portions of the document. To do so, follow the steps below:

Step 4 **TYPE** the initials **BI** in the Print Wheel ID.

TOUCH the ACCPT key to send the document to the Print List again.

Result The message **DOCUMENT IN PRINT LIST** appears again in the Command Line, to indicate that the second pass of this document has been sent to the Print List.

TOUCH the STOP key to remove the Print Options from the screen.

You can look at the Print List to see how this document **PRINT WHEEL CHANGE** is listed, using the steps below:

Step 5 **HOLD** down the CODE key and touch the **3** key to bring the Print List to the screen.

Result The document **PRINT WHEEL CHANGE** is listed twice. The first time the document prints, you will use the Roman PS print wheel. The second time the document prints, you will change to a Bold Italics PS print wheel.

Step 6 **INSERT** paper into the printer. Make sure that the top edge of the paper is even with the top of the ribbon.

- START** the printer.
- Result The Command Line displays:
- ```
PRINTER HALTED PITCH: PS KB/PW: STD PRINT
WHEEL ID RO
```
- RO appears in the Command Line indicating that all Roman PS portions of the document will print first. If you do not have the proper print wheel installed on the printer, change it at this time.
- Step 7** **START** the printer again.
- Result All portions of the document that have **RO** (Roman PS) indicated in the format block print out. Space is left where the Bold Italics portions of the document will print.
- Step 8** **REINSERT** the paper in the printer. Be **sure** that the top edge of the paper is even with the top of the ribbon.
- START** the printer.
- Result The message PRINTER HALTED PITCH PS KB/PW STD PRINT WHEEL ID BI appears in the Command Line.
- Step 9** **CHANGE** your print wheel to Bold Italics PS.
- START** the printer.
- Result The Bold Italics portions of the document begin to print, filling in the blank spaces that were left from the previous printing pass.
- Step 10** **RECALL** the INDEX to the screen by holding down the CODE key and touching the 2 key.

In this exercise you used the MULTI PASS feature with two different PRINT WHEEL ID's. Because you used two different print wheels, you sent it to the printer two times.

In the next exercise, you'll type a document with two different pitches, and then use the MULTI PASS feature to print it.

## USING MULTI PASS TO CHANGE PITCHES

The following exercise (see Illustration XIV-21 below) is a combination text and statistical document. The text was typed in proportional spacing, and the statistical information was typed in 10 pitch. You'll record the pitch and print wheel changes in the Format Blocks as you type the document **PITCH SWITCH**, and then use the MULTI PASS feature to print the document.

**Step 1**     **TITLE**           a document **PITCH SWITCH** and bring it to the screen.

**SET**           the following format:

- Justify on
- Print Wheel ID **RO**

**TOUCH**       the ACCPT key to record the format.

**Step 2**     **TYPE**           the headings and the first paragraph of information in the document **PITCH SWITCH** below. End with two carrier returns.

UNIVERSITY PARK SCHOOL SYSTEM

FACT SHEET ABOUT CAMPUS RESIDENCE

The Office of Resident Life is the title now used for the University Housing Office. The 36 dormitories include the smaller colonial style halls, high-rise buildings, and our newest modular apartment units. Student rooms are typically double occupancy and furnished with beds, chests and desks.

TYPES OF HALLS AND NUMBER OF SPACES

| MEN  | WOMEN | TOTAL |
|------|-------|-------|
| 260  | 257   | 517   |
| 1140 | 1105  | 2245  |
| 250  | 300   | 550   |
| 689  | 0     | 689   |

Co-educational Halls, a recent concept in campus living, are occupied by both men and women assigned to separate floors or wings. These halls provide a way to develop more realistic relationships between men and women.

*Text for the Document **PITCH SWITCH**  
Illustration XIV-21*

Next, you'll type the statistical portion of the document **PITCH SWITCH**. To do this, you'll need to change the margins, tabs, pitch, and print wheel ID.

- Step 3**     **SET**             the following format:
- Margins **10** and **70**
  - Regular Tabs **22**, **38**, and **54**
  - Special Tabs **26\***, **42\***, and **58\***
  - Pitch **10**
  - Print Wheel ID **T1** (Backspace out the old print wheel ID and then enter the new one. "T1" is an abbreviation for the Titan 10 print wheel, so be sure to type the number "1".)
- TOUCH**             the ACCPT key to record the format block.
- Result**             The screen changes from proportional spacing to 10 pitch. When you change pitch, the screen displays the whole document in the last recorded pitch. However, the different portions of the document will print in the correct pitch.
- Step 4**     **TYPE**             the statistical portion of the document **PITCH SWITCH** and touch the carrier return twice after you've typed the last line of numbers.
- Before you type the last paragraph of the document, you'll need to set a format with the original format settings (margins of 12 and 84, no tabs, PS pitch and RO Print Wheel ID). You can do this by copying the first format block to the end of the document.
- Step 5**     **TOUCH**             the CHAR key to highlight the end of the document.
- TOUCH**             the COPY key.
- HIGHLIGHT**        the first Format Block in the document and touch ACCPT.
- Step 6**     **HOLD**             down CODE and touch ACCPT to bring back the Next Character Mark.
- FINISH**             typing the document.
- Step 7**     **STORE**             the document.

### Printing the Document

The next step is to send the document **PITCH SWITCH** to the printer using the MULTI PASS feature.

- Step 1**
- HIGHLIGHT** the document called **PITCH SWITCH**.
  - HOLD** down the CODE key and touch the 7 key to bring up the Print Options.
  - HIGHLIGHT** and turn on the MULTI PASS feature.
  - HIGHLIGHT** the PITCH feature and touch the CHAR key to highlight **PS** (for Proportional Spacing).
  - HIGHLIGHT** the PRINT WHEEL ID and type **RO** (for Roman PS).
  - TOUCH** the ACCPT key.
  - Result** The message DOCUMENT IN PRINT LIST appears in the Command Line, and the first pass of the document **PITCH SWITCH** is listed in the Print List.

Now you'll send the document **PITCH SWITCH** to the Print List for the second pass.

- Step 2**
- HIGHLIGHT** PITCH and use the CHAR key to highlight **10**.
  - HIGHLIGHT** PRINT WHEEL ID and type **T1** (Remember to use the number "1").
  - TOUCH** the ACCPT key.
  - Result** The second pass of the document **PITCH SWITCH** has been sent to the Print List, and the message DOCUMENT IN PRINT LIST still appears in the Command Line.
  - TOUCH** the STOP key to remove the Print Options from the screen.

- Step 3**      **RECALL**      the Print List to the screen.
- Result      The document **PITCH SWITCH** is listed twice, once for proportional spacing, and once for 10 pitch.

#### Checking the Print Options for a Multi Pass Document

Once you've sent a Multi Pass document to the printer, you can double check what options you used to be sure they're correct. Follow the steps below to check the options on your Multi Pass document.

- Step 4**      **HIGHLIGHT**      the first document **PITCH SWITCH** listed in the Print List and touch the **FORMAT** key.
- Result      The Print Options are displayed, and they show what pitch (PS) and what print wheel ID (RO) you chose when you sent the document to the printer.
- TOUCH**      the **STOP** key to return the Print List to the screen.
- Step 5**      **HIGHLIGHT**      the second document **PITCH SWITCH** on the Print List and touch the **FORMAT** key.
- Result      The Print Options appear on the screen, this time with **10** pitch highlighted and **T1** highlighted.
- TOUCH**      the **STOP** key to return the Print List to the screen.
- Step 6**      **INSERT**      paper into the printer, making sure that the top edge of the paper is even with the top of the ribbon.
- CHECK**      to be sure that a Roman PS print wheel is installed on the printer.
- START**      the printer.
- Result      The text portions of the document print, and space is left on the paper where the statistical table should be printed.

Lesson Fourteen--PRINT II

**Step 7**      **REINSERT**      the paper in the printer, making sure the top of the paper is even with the top of the ribbon.

**START**                      the printer.

**Result**                      The message PRINTER HALTED PITCH 10 KB/PW PRINT WHEEL ID T1 appears in the Command Line.

**Step 8**      **CHANGE**                      the print wheel to Titan 10 and start the printer again.

**Result**                      The 10 pitch portion of the document prints.

**Step 9**      **RECALL**                      the INDEX to the screen, by holding down the CODE key and touching the 2 key.

### Using the Non Stop Option to Print Multi Pass Documents

There may be times when you wish to print a Multi Pass document without stopping for the print wheel changes. For instance, you might want to print out the document for proofreading. If you send a Multi Pass document to the printer without using the Multi Pass or Non Stop print option, the printer will stop at every pitch and print wheel change.

If you want to print the Multi Pass document without stopping, you can use the Non Stop print option. Follow the steps below to try this:

- Step 1**
- HIGHLIGHT** the document called **PITCH SWITCH**
- HOLD** down the CODE key, touch the 7 key.
- HIGHLIGHT** and turn on the NON STOP feature in the Print Options.
- TOUCH** the ACCPT key to put the document **PITCH SWITCH** in the Print List.
- Step 2**
- START** the printer.
- Result** The entire document prints without stopping.

When you use the Non Stop feature on a Multi Pass document, the Command Line will not prompt you to switch print wheels. The entire document will print without stopping, with whatever print wheel is installed on the printer.

## POINTS TO REMEMBER

### Multi Pass

- The Multi Pass feature allows you to print a document with print wheel changes, using separate print passes. (Page 14-42)
- You record a Multi Pass document by changing the Pitch, Keyboard/Print Wheel, and/or Print Wheel ID. (Page 14-42)
- You send a Multi Pass document to the printer by selecting the appropriate options on the Print Options: (Pages 14-42 and 14-49)
  - The Pitch can be ANY, PS, 10, or 12. ANY is selected if the pitch remains the same throughout the entire document.
  - The Keyboard/Print Wheel (KB/PW) can be ANY, STANDARD or LEGAL. ANY is selected if the KB/PW remains the same throughout the entire document.
  - The Print Wheel ID uses two characters to describe the print wheel that should be installed on the printer. Any two letters or numbers may be used, but a suggested list is in this manual and in your reference manual. It is important to be consistent when using print wheel ID's, to avoid confusion when printing.
- When a Multi Pass document is at the printer, the Command Line messages will tell you which print wheel should be installed on the printer. (Page 14-51)
- The Format Index feature can be used to make format changes easier. (Page 14-46)
- If you wish to print a Multi Pass document without stopping, select the Non Stop Print Option. (Page 14-57)

**ACTION SUMMARY**  
**MULTI PASS PRINTING**

The MULTI PASS print option can be used to print documents that require print wheel changes. The MULTI PASS feature will print all portions of the document that use the first print wheel, then allow you to change print wheels before it prints all portions of the document that use the second print wheel, etc. When the document is typed, the print wheel changes must be recorded in format blocks.

**To create a document for MULTI PASS printing:**

- |               |                 |                                                                                                                          |
|---------------|-----------------|--------------------------------------------------------------------------------------------------------------------------|
| <b>Step 1</b> | <b>TITLE</b>    | a document and bring it to the screen.                                                                                   |
| <b>Step 2</b> | <b>TOUCH</b>    | FORMAT and set the margins and tabs.                                                                                     |
|               | <b>SELECT</b>   | the print wheel for the first part of the document, using the PITCH, KB/PW or PRINT WHEEL ID lines in the format.        |
|               | <b>TOUCH</b>    | ACCPT to record the format.                                                                                              |
| <b>Step 3</b> | <b>TYPE</b>     | the text up to the first print wheel change.                                                                             |
| <b>Step 4</b> | <b>TOUCH</b>    | FORMAT and select the print wheel for the next portion of the document by changing the PITCH or KB/PW or PRINT WHEEL ID. |
|               | <b>TOUCH</b>    | ACCPT.                                                                                                                   |
| <b>Step 5</b> | <b>CONTINUE</b> | typing the text and changing the print wheel selection in the format as necessary.                                       |
| <b>Step 6</b> | <b>STORE</b>    | the document.                                                                                                            |

**ACTION SUMMARY -- CONTINUED**

**To print a document using MULTI PASS:**

- Step 1**     **HIGHLIGHT**     the title of the document in the INDEX.
- Step 2**     **TOUCH**             CODE + 7 to bring up the Print Options.
- HIGHLIGHT**     MULTI PASS and touch CHAR to turn it on.
- SELECT**            the print wheel for the portions of the document to be printed first:
- Change the PITCH if you changed pitch in your document
  - Change the KB/PW if you changed KB/PW
  - Type in a PRINT WHEEL ID if you used one in your document
- TOUCH**             ACCPT.
- Step 3**     **SELECT**            the print wheel for the portions of the document to be printed next:
- Change the PITCH if you changed pitch in your document
  - Change the KB/PW if you changed KB/PW
  - Type in a PRINT WHEEL ID if you used one in your document
- TOUCH**             ACCPT.
- REPEAT**            the procedure if your document has more print wheel changes.
- TOUCH**             STOP.
- Step 4**     **INSERT**            paper in the printer.
- START**                the printer.
- CONTINUE**        to print all the pages in the document.
- Step 5**     **CHANGE**            the print wheel.
- REINSERT**          the first page of the document.
- PRINT**                the document again.

## PROGRESS CHECK

### Part I

1. Create a document called **PRINT CHANGES**: Type, store, and print (use MULTI PASS) the text shown in Illustration XIV-23 below.

**Note:** The title and first paragraph are printed with the Gothic print wheel. The second paragraph is printed with the Bold Italics print wheel. You can use any PS print wheels that you have in your office.

2. After you have printed the document, use the instructions on page 14-16 to initialize the Student Disc. Then continue with the written portion of this Progress Check.

#### BOLDING

Words may be **bolded** during input or during an edit. To **bold** one word during input: type the character of the word, use CODE + 9, then type the space after the word. If you want to **bold** several words in a row, use CODE + 9, type the words, then use CODE + 9 again.

**To bold during an edit; highlight the word and use CODE + 9. If there are several words in a row to be bolded, use the text keys and MARK to highlight the words, then use CODE + 9.**

*Text for the Document PRINT CHANGES  
Illustration XIV-23*

(This page is intentionally left blank.)

Part II

Answer each question by filling in the blank with the correct answer, then compare your answers with those on Page 14-65.

1. To use MULTI PASS, you can record changes in one or all of the following options: Pitch, Print Wheel ID, and KB/PW (keyboard/print wheel). (True or False)

\_\_\_\_\_

2. The Format Index feature allows you to recall the format from another document. To recall a format from another document, you use the \_\_\_\_\_ and \_\_\_\_\_ keys, then type the title of the document with the format and touch \_\_\_\_\_.

3. The procedure to print a document using MULTI PASS is:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. A Multi Pass document can be printed without stopping for print wheel changes by using the \_\_\_\_\_ print option.

(This page is intentionally left blank.)

## ANSWERS TO PROGRESS CHECK — PART II

If you are uncertain or answered a question incorrectly, refer to the pages listed on this answer form to review the original material.

1. To use MULTI PASS, you can record changes in one or all of the following options: Pitch, Print Wheel ID, and KB/PW (keyboard/print wheel). (True or False)  
True (Page 14-42)
  
2. The Format Index feature allows you to recall the format from another document. To recall a format from another document, you use the CODE and FORMAT keys, then type the title of the document with the format and touch ACCP. (Page 14-46)
  
3. The procedure to print a document using MULTI PASS is: (Page 14-49)  
Highlight the document title on the Index, touch CODE+7, turn on MULTI PASS. Select the PITCH and KB/PW settings and type in the PRINT WHEEL ID for the portions of the document to be printed first, then touch ACCPT. Make changes as needed to the PITCH, KB/PW, and PRINT WHEEL ID for the portions of the document to be printed next. Touch ACCPT. Repeat if document has more changes. Touch STOP. Start printer.
  
4. A Multi Pass document can be printed without stopping for print wheel changes by using the NON STOP print option. (Page 14-59)

(This page is intentionally left blank.)

**Xerox 860 IPS Operator Manual**  
**Book Two: Word Processing**

**Lesson Fifteen — Other Applications**  
**Other Xerox 860 Software Capabilities**

## **LESSON FIFTEEN**

### **APPLICATIONS**

---

#### **OBJECTIVES**

After finishing this lesson you will:

- know where to look in the Reference Manual for help with applications
  - know what Generic Programs are used for
- 

#### **Materials Needed**

For this lesson you will need:

- Reference Manual



## APPLICATIONS

During your training, you learned many of the 860's features, and you are now ready to start using these features on your own work.

The 860 has other features, too. Some of them are shortcuts to doing the tasks you've already learned, and some of them are new features used for special applications. All of the 860's features are explained in the Reference Manual. After you have used your 860 for a while and are comfortable with it, you may want to use the Reference Manual to learn more about the 860.

The **Reference Manual** has been divided into sections to make it easier for you to find things quickly. The contents of each section are described below so you'll know where to look when you need help or want to learn more about the 860's features.

**Keyboard & Display** - This section contains an explanation of the function of each key on the keyboard and each page of information on the display. It also explains the differences between the Full Page Display and the Partial Page Display.

**Messages & Symbols** - This section contains an explanation for each of the messages displayed in the Command Line. Whenever you see a message that is new to you, look it up in this section.

**Making Your Job Easier** - This section contains information about features not taught in Books One and Two, shortcuts that can make your work go faster, and specific information about some additional applications. When you want to learn more about the 860, this section is an excellent place to look.

**"HOW TO" Glossary** - This section contains brief summaries of the steps for each of the 860's features. You can use this section to look up steps you once learned, but may not remember, or to learn more about features you haven't used before. At the back, there is detailed information on creating a System Disc and using the Utilities.

**Problem Solving** - This section contains solutions for problems you may encounter when using your 860. It also explains when to call the Customer Support Center and when to call for Service at your local Xerox office.

**Discs & Peripherals** - This section contains information about the different types of discs used in the 860 and about the various printers and accessories your 860 may have.

**Generic Programs** - This section contains instructions for using the Generic Program disc that came with your 860. Generic Programs can be used to automatically perform tasks that you would normally do yourself -- one keystroke at a time. For example, you can use a Generic Program to move columns in a statistical document or to help you fill in a form. A list of the programs is given on the next page.

**Math** - The 860 has Generic Programs that can add, subtract, divide and multiply. There are three math programs to choose from. The one you'll use depends on the type of math you want to do and how your documents are set up. A brief description of the math programs is on page 15-6.

Xerox also offers optional software packages that you can purchase if you have a need for additional capabilities. Examples of optional software packages are Communications, Records Processing and the program languages Program Create and BASIC. Your Xerox Sales Representative can give you a complete list of the packages available and explain what each one does.

At the back of this lesson is a Questionnaire that has a few brief questions about the training manuals. We would appreciate it if you would take the time to fill in the Questionnaire and mail it back to Xerox. Your comments will help us keep our training manuals up to date with our customer's needs.

Generic Programs

|                                           |                                                                                                                                                                   |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Alternating Headers &amp; Trailers</b> | Used to automatically insert headers and/or trailers when the headers and trailers alternate from page to page.                                                   |
| <b>Columns</b>                            | Used to move, delete or insert columns in a statistical document.                                                                                                 |
| <b>Convert Bold</b>                       | Used on documents converted from 850 discs to change the bolding from 850 style to 860 style.                                                                     |
| <b>Document Assembly</b>                  | Used to create documents from standard paragraphs, allowing you to put the paragraphs in any order and insert variable information.                               |
| <b>Direct Print</b>                       | Used to type directly on paper while you type on the screen.                                                                                                      |
| <b>Dot Leaders</b>                        | Used to insert leadering in documents, such as indexes.                                                                                                           |
| <b>Dual Column Text</b>                   | Used to reformat documents into two columns.                                                                                                                      |
| <b>Forms</b>                              | Used to assist you in filling in the information to be printed on forms.                                                                                          |
| <b>Line Numbering</b>                     | Used to automatically number the lines in a document.                                                                                                             |
| <b>Multi-line Headers &amp; Trailers</b>  | Used to insert headers or trailers longer than 189 characters.                                                                                                    |
| <b>Phrase Recall</b>                      | Used to store text phrases for later recall.                                                                                                                      |
| <b>Reformat/Pagination Options</b>        | Used to reformat and/or paginate a document without going to the format pages.                                                                                    |
| <b>Screen Options</b>                     | Used to change the display options without going to the format pages.                                                                                             |
| <b>Search &amp; Replace</b>               | Used to search to and replace up to four different strings of text. It will also let you do an attended replace so you can check each word before you replace it. |

**Math Programs**

**Screen Math**

This math program allows you to add, subtract, multiply and divide numbers already typed in a document or numbers you type into the Command Line while using the program.

**Table Math**

This math program will add columns of numbers down and/or across. It is designed to be used on statistical tables that have no more than 12 columns.

**Equation Math**

This math program allows you to write equations that tell the 860 which numbers to perform math on. It requires more preparation to use than the other math programs, but it is more flexible. If you perform the same math functions over and over on documents, it can be very effective.

## QUESTIONNAIRE

Please take the time to fill in this Questionnaire and mail it to the address shown on the back.

- |                                                                                     | Very<br>Much<br>Agree | Agree | Neither<br>Agree nor<br>Disagree | Disagree | Very<br>Much<br>Disagree |
|-------------------------------------------------------------------------------------|-----------------------|-------|----------------------------------|----------|--------------------------|
| 1. The reading materials were easy to understand.                                   | ( )                   | ( )   | ( )                              | ( )      | ( )                      |
| 2. The directions were easy to follow.                                              | ( )                   | ( )   | ( )                              | ( )      | ( )                      |
| 3. There was enough practice for you to feel comfortable using the 860 on your job. | ( )                   | ( )   | ( )                              | ( )      | ( )                      |
| 4. The material was clearly and logically organized.                                | ( )                   | ( )   | ( )                              | ( )      | ( )                      |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

5. Did you feel that any sections of the manual contained confusing explanations or meaningless exercises?

- | <u>Book One</u>   | <u>Book Two</u>          |
|-------------------|--------------------------|
| ___ Introduction  | ___ Input II             |
| ___ Activity Page | ___ Format II            |
| ___ Copy & Delete | ___ Edit II              |
| ___ Input I       | ___ Statistical          |
| ___ Edit I        | ___ Optional Statistical |
| ___ Format I      | ___ Print II             |
| ___ Utilities     | ___ Repetitive Letters   |
| ___ System Disc   | ___ Multi Pass           |

Comments: \_\_\_\_\_  
 \_\_\_\_\_

6. Which features would you like more information or more practice on?

- Input
- Editing
- Formatting
  - Setting formats
  - Using headers and trailers
  - Reformatting and paginating
- Printing
  - Repetitive Letters
  - Multi Pass
- Statistical
- Utilities

Comments: \_\_\_\_\_  
\_\_\_\_\_

7. How do you think the manual could be changed to be more helpful to you?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Your Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

City and State: \_\_\_\_\_

Thank you for taking the time to fill in this questionnaire. Please mail the questionnaire to:

XEROX Corporation  
860 Training Department, MS 152  
1341 West Mockingbird  
Dallas, Texas 75247

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860 INFORMATION PROCESSING SYSTEM

OPERATOR MANUAL  
Book Two

**HISTORY PAGE**

This package contains supplement pages to be inserted in your 860 Information Processing System Operator Manual, Book Two. To update your manual, insert this page as the first page in the manual, then remove and add new pages as instructed below.

**MANUAL REORDER # 9R80185**

|                           |         | <u>Part #</u> | <u>Master Disc</u> |
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This supplement updates the manual with the following page changes:

| <u>SECTION:</u> | <u>REMOVE</u>          | <u>ADD</u>             |
|-----------------|------------------------|------------------------|
| Input II        | 10-41                  | 10-41                  |
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**WHAT CHANGED**

- Page 10-41 - Corrected answer to #3, Progress Check.
- Page 13-20 - Added instruction to Step 5 to clarify exercise.
- Page 13-49 - Deleted reference to an Action Summary.
- Page 14-6 - Added note at bottom of page.
- Page 14-31 - Added Point to Remember re checking available disc space before using MERGE option.
- Page 14-63 - Added more answer space to #3, Progress Check.
- Page 14-65 - Corrected answer to #3, Progress Check.

