

W O R D P R O C E S S I N G
O N T H E

XEROX[®] 860



J . M . W I L L I F O R D

WORD PROCESSING
ON THE XEROX® 860

WORD PROCESSING **ON THE XEROX® 860**

Jacklyn M. Williford

A Wiley Press Book

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To my husband, Doug,
and
to the Lord, through whom all things are possible

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PREFACE

Word processing is at present an exciting and ever-changing field. The machine user has little time to become bored when every month manufacturers are marketing new types of functions, making the machine increasingly valuable in the business world. The primary reason for writing this book is to make the reader aware of the word-processing functions available on the Xerox 860 and to explain in an understandable manner how to perform various operations.

This book may be used by those who have no word-processing experience. It should be made clear to those readers, however, that the functions listed in this book are not totally geared toward a first-time user. A brief description of each operation is given, however; and if the reader is willing to spend extra time and effort at the machine slowly and carefully following the instructions given, this book may be used as a word-processing training manual.

The reader should be aware that this book was written primarily for those with some experience in word processing. The function keys to be used in the various operations have been typeset in bold print. This enables the more experienced reader to follow the instructions without reading the fine print required by those not so familiar with word processing.

At first, following the instructions and carrying out the operations may seem cumbersome and frustrating. Many of my students have remarked during their first weeks of training that the work could be done faster on a typewriter, and that is probably true for the new user of a word processor. When I first learned to type, writing seemed to achieve the desired end much more quickly than typing did. In a similar way, the operations involved in word processing, like those of any other skill, will quickly become automatic. Ask any of those same students today and they will say that it is amazing business ever functioned without word processing.

It is my hope that those using this book will have fun as they practice creating, editing, and printing documents. I have always found using the equipment a pleasure, which is why, after ten years of being involved with word processing, my interest in the field continues to grow.

I should like to thank several people, without whose help this book would have been much more difficult to create:

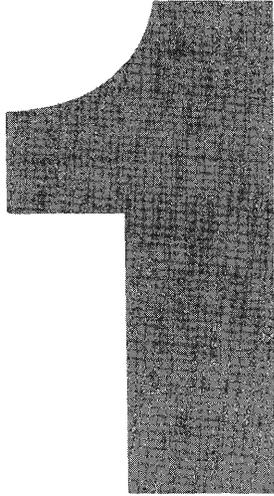
Nicki Biggs and the staff at Metro Careers Institute made their office facilities and equipment available for my use numerous times during the creation of this book.

Fernando Sequi graciously reviewed my final manuscript, and his knowledge and tactfully phrased constructive criticisms have proved invaluable.

The Xerox Corporation supplied me with all the written data they had concerning the operation of the Xerox 860, and for this I am grateful.

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Last, but by no means least, my heartfelt thanks and appreciation go to my husband, Doug. His suggestions and proofreading abilities, as well as his encouragement and support throughout this project, have made writing this book a real pleasure.



INTRODUCTION AND START-UP

INTRODUCTION

The Xerox 860 is a stand-alone word-processing system, which means that information created on this system can be used by only one operator at a time. All machine instructions that operate the equipment must be retrieved from a magnetic storage medium called a floppy diskette each time the system is turned on. All text input using the keyboard must be stored on the same type of diskette or it will be lost when the system is turned off.

EQUIPMENT DESCRIPTION

The Xerox 860 consists of three pieces of equipment: a workstation, a disk drive, and a printer. These are shown in Figure 1 and described on the following pages.

The keyboard, which the operator uses to input text and to give the system commands, and the screen, which allows the operator to view the text, combine to form what is called the workstation. Xerox offers its customers two types of workstation screens. The partial-page screen allows the operator to view 24 lines at a time. The full-page screen displays 66 lines at a time, so that a whole page of a document may be seen at once. There is no difference in the keyboard operation of the two types of workstation. Both types of workstation can be used in the same way to access, input, edit, and print information, so no distinction is made in this text regarding the screen size.

The second piece of equipment that the operator uses is the printer. There are several different printers that may be used on the system. The major differences between the various printers are the speed (measured in characters per second) and the quality of the printing. In Chapter 8 the printing options available are described and how to print a document is explained.



FIGURE 1 THE XEROX 860 (Courtesy of Xerox Corporation)

The third piece of equipment is the unit that controls the power to the workstation and printer and houses the floppy diskettes. This is called a *controller* or a *disk drive*. On the front of the disk drive are openings into which floppies are inserted. Each opening is covered by a door. At the base of the doors, on the front right-hand side, is the “on–off” switch. This switch must always be in the “on” position before you insert a diskette into the disk drive. Failure to do so could render the diskettes unusable.

To open the doors on the face of the disk drive so that the disks may be inserted, press the button on the face of the door you want to open. The door springs open, exposing a slot where a floppy may be inserted. When inserting a diskette, always make sure that the label on the diskette is facing the right. Slide the diskette all the way into the slot, and close the door by pulling it (using the open button) to the left until the door snaps shut.

FLOPPY DISKETTES

The Xerox 860 Word Processor is operated by floppy disks (or diskettes). The name floppy was given to this type of storage medium because the diskettes are soft and bendable. Floppy diskettes resemble 45-RPM records that have been encased in cardboard squares (see Figure 2). Certain portions of the cardboard casing have been cut away so that information may be placed on the diskette and operating instructions may be retrieved from it to run the equipment properly.

Two main types of floppy diskettes are used on the Xerox 860. The first type is the *system diskette*, which contains the operating instructions for the system. The instructions from this diskette turn on the terminal and the printer and make available such programs as word processing and math functions.

The second type of diskette is a *data or regular diskette*. Letters, memos,

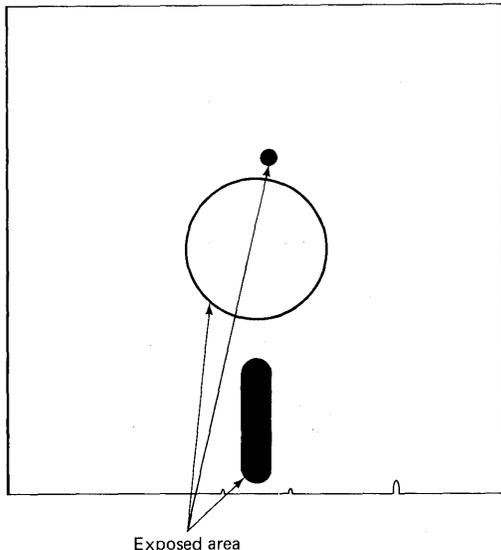


FIGURE 2 A FLOPPY DISK

reports, and any other type of document may be stored on this diskette. A data diskette does not contain operating instructions, so both types of diskettes are needed in order to use the system.

When handling or storing diskettes, a few guidelines must be followed.

- 1 *Never* touch or scratch the exposed portions of the diskette (the areas on the diskette where the cardboard casing has been cut away). This could cause documents recorded on the diskette to be damaged or ruined.
- 2 Do not bend or crease the floppy diskette.
- 3 Do not expose the floppy diskette to any object that is highly magnetized. Magnetization is the means by which the system deletes unwanted documents from the diskette. When a diskette is exposed to any type of magnetic material, information may be erased from the floppy diskette.
- 4 Do not expose the floppy diskette to extremely high temperatures. Just like a 45-RPM record, the diskette will warp and become unusable.

EQUIPMENT START-UP

Now that the parts of the system have been described, you are ready to start up the system and begin working. To do this, you must perform the following procedures:

- 1 Turn the "on-off" switch on the disk drive to the "on" position.
- 2 Insert the system diskette in the slot on the right-hand side of the disk drive (using the instructions given on page 3), and close the drive door.
- 3 A large copy of the Xerox logo appears on the screen.
- 4 In a few seconds the words "LOADING—PLEASE WAIT" appear at the top of the screen.
- 5 When the system diskette has been loaded, the screen displays a list of information concerning the contents of

this disk (Figure 3). This list is called the Option Selection screen. The words RIGHT and LEFT appear at the top of the option selection screen. This is where the system displays the name of the diskette in the right drive and the name of the diskette in the left drive. As there is no diskette in the left drive at this time, the system states that this drive is NOT READY.

- 6 The option entitled DATE: at the top of the page now appears highlighted. When an option on a menu or a portion of text in a document is highlighted, it appears brighter than the rest of the characters on the screen. The background of the option or text selected is usually darker than normal, causing a particular item (or items) to stand out clearly on the screen. This allows the operator to see quickly which option on a menu is being selected or which portions of text will be involved in a

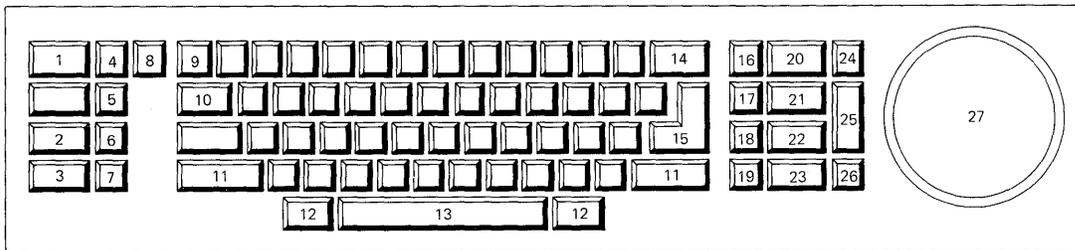
OPTION SELECTION	
LEFT: NOT READY	RIGHT: System Disc
DATE: <u>MM/DD/YY</u>	
OPTIONS:	
WORD PROCESSING	C 5.000
MACHINE SERIAL NUMBER: *-----	
CREATION DATE:	11/29/82
REVISION LEVEL:	C 5.000
CONFIGURAGION:	
DISPLAY	- FULL PAGE
DISC TYPE	- SINGLE SIDED
PRINTER	- STANDARD
PRINTER ACCESSORY	- NONE
SHARED PRINTER INTERFACE	- NONE
COMMUNICATIONS MODE	- NONE

*Serial Number is different for each machine.

FIGURE 3 OPTION SELECTION SCREEN

particular function being carried out. The message "ENTER DATE" now appears at the top of the screen, and a dark solid line is under the first M in the MM/DD/YY section. Type in the date using two digits each for the month, day, and year. The system accepts only numeric characters in this section. If the words "Unacceptable Characters" appear at the top of the page while you are typing in the date, check to make sure the **SHIFT** key (#11 on the keyboard drawing, Figure 4) has not been locked in place by accident. If the shift key has been placed in the locked position, release the shift key and type in the date once again.

- 7 Press the **LINE** key (#21). The highlighting moves to the WORD PROCESSING option on the system disk menu.



- | | |
|-------------------|-------------------|
| 1. Format Key | 15. Return Key |
| 2. Search Key | 16. Mark Key |
| 3. Store Key | 17. Underline Key |
| 4. Delete Key | 18. Scroll Key |
| 5. Copy Key | 19. Reverse Key |
| 6. Move Key | 20. Paragraph Key |
| 7. Replace Key | 21. Line Key |
| 8. Index Key | 22. Word Key |
| 9. Upper Tab Key | 23. Character Key |
| 10. Lower Tab Key | 24. Page Key |
| 11. Shift Key | 25. Accept Key |
| 12. Code Key | 26. Stop Key |
| 13. Space Bar | 27. CAT Pad |
| 14. Backspace Key | |

FIGURE 4 KEYBOARD DRAWING

- 8 Press the **ACCPT** key (#25). From the system disk, the system now loads the word processing program so that the operator may create, edit, and print documents. During this loading process the message "LOADING—PLEASE WAIT" appears at the top of the screen.
- 9 An activity page (Figure 5) now appears on the screen.
- 10 Insert the data disk in the left-hand side of the disk drive and close the drive door.
- 11 After the system has checked the new diskette according to various criteria, it places the name of this diskette next to the word LEFT at the top of the activity page and the name of the system diskette next to the word RIGHT.

1	1	2	3	4	5	6	7	8	9	0
2	DISPLAY	DISPLAY	DISPLAY					PRINT		GO TO
	INDEX	PRINT	COMM		PRINT			INDEX	COMM	SYSTEM
		LIST	LIST							DISC
3	LEFT:		PRINTER:	READY						RIGHT
			COMM:							
4	ACTIVE LIST					WORD PROCESSING				
	<u>TITLE</u>		<u>TYPE</u>	<u>DISC</u>	<u>ACTIVE PAGE</u>	<u>USAGE</u>	<u>SECTORS</u>			
5	INDEX: NOT READY STORAGE LEFT: 0 MARKED DOCUMENTS: 0									
	<u>ENTRY</u>	<u>TITLE</u>	<u>TYPE</u>	<u>CREATED</u>	<u>REVISED</u>	<u>PAGES</u>	<u>SECTORS</u>			

FIGURE 5 ACTIVITY PAGE

This allows the operator to see at a glance which floppy diskettes are being used by the system at the present time.

NOTE: The first time a floppy diskette is used on the Xerox 860 system, it is assigned a name by the operator. For details on this procedure, refer to the Xerox 860 Reference Manual.

The Xerox 860 is now ready for the operator to begin word processing.

2

ACTIVITY PAGE

All activities performed on the Xerox 860 begin on the activity page (Figure 5). This menu appears immediately after the system start-up procedures have been performed, and the system returns to this page whenever document creation, editing, or printing is completed. Below are listed the various elements of this page and their functions.

COMMAND LINE

The black line at the top of the screen is called the command line. This is where all messages or prompts from the system to the operator appear. This line appears not only on the activity page, but also at the top of the screen on every document page. The command line is not printed at the top of the page when the document is printed. It appears on the screen for the operator's convenience only.

INSTRUCTION BLOCKS

The instruction blocks are numbered squares with the appropriate system commands listed below. Only certain numbers on this line have been assigned commands. Numbers 1, 5, and 6 have not been used for this purpose. This is a reminder to the operator of various functions (printing, document index printing, etc.) that are performed by pressing the **CODE** key (#12) and certain numeric keys on the keyboard.

EQUIPMENT STATUS LINE

The status line informs the operator which diskette is in the left disk slot (this information appears next to the word **LEFT:**), which diskette is in the right disk slot (this information appears next to the word **RIGHT:**), and whether or not the printer is ready to receive print instructions (**PRINTER READY**).

ACTIVE LIST

The active list describes the documents that have been made ready for editing or printing. The document title (name), type (word processing or statistical), the disk name it resides on, the total number of pages in this document, what it is being used for (edit, print, etc.), and how many sectors of space this document requires are listed in this section. It is necessary to place any document needed for editing in the active list. For details concerning this procedure, see the section entitled "Document Editing" (page 63). A total of ten documents (for editing and/or printing) may be placed on the active list at one time.

NOTE: To move the highlighting from the active list to the index section (and vice versa) so that documents may be accessed, stored, or printed, the **PAGE** key (#24) must be pressed. The highlighting will move from the active list section of the activity page to the index section below. This is necessary when moving items from the index to the active list for editing or printing.

INDEX

The index lists in detail the documents that reside on a floppy diskette. The operator may view the index for either the left or right diskette, but only one index can appear on the screen at a time.

The first item on the first line of the index section informs the operator which disk index is listed below. This information is located next to the option marked "INDEX:". If the operator wishes to see the index for the alternate diskette listed at the top of the

active list, the **PARA** key (#20) should be pressed. The name next to the word "INDEX:" will change, and the index for the alternate floppy diskette will be displayed. If no name appears after the **PARA** key is pressed, the operator will know this disk station is empty. Each time the operator wishes to switch from one disk index to another, the **PARA** key must be pressed.

Storage Left

The second item on the first line of the index section tells how much disk space is currently available on this floppy diskette. If there is not enough room for the document the operator is about to create, another diskette should be used.

Marked Documents

The third item on the first line of the index section states how many documents have been marked for the active list or for printing. Document marking will be explained in both the "Document Editing" section (page 63) and the "Document Printing" section (page 93).

Document Listing

The document information contained in the second line of the index section includes the document entry number (this is assigned to the document by the system), the title of the document, the type of document it is (word processing or statistical), when it was created, when it was last revised, how many pages it contains, and how many sectors of space this document currently is using on the diskette. If you need to edit a document whose name is not visible under the index section on the screen, press the **SCROLL** key (#18). This will bring additional documents in the index to the screen. If you move too far in this direction and wish to go backwards through the index, you must hold down the **RVRSE** key (#19) and press the **SCROLL** key.

3

CREATING A NEW DOCUMENT

CREATING A DOCUMENT

Creating a new document on the Xerox 860 is as simple as typing the name of the document. In order to create a new document, the system must be turned on and the activity page must be visible on the terminal screen. Once these procedures have been carried out, follow the steps on page 14.

- 1 Start typing the name of the document. There is no need to move the highlighting to any particular section of the activity page. Once you press a letter or number key on the keyboard, the system automatically begins creating a new document for you. The document title (or name) may contain up to 20 letters, digits, spaces, and punctuation characters.
- 2 As the name is being typed, the message 'Name: " "' appears on the command line at the top of the screen. Each time a letter is typed, it will be added to the name inside the quotation marks.
- 3 When typing of the name has been completed, press the **ACCPT** key (#25). This informs the machine that the operator has finished naming the document.
- 4 The message "New Document?" appears in the upper right-hand corner of the screen.
- 5 Press the **ACCPT** key (#25). This informs the system that this is in fact a new document and places the document name under the active list option on the activity page (Figure 5).
- 6 Press the **ACCPT** key (#25) again. This alerts the system that the operator would like to work on this document at this time.
- 7 The first blank working space of the document will now be brought up on the screen for the operator to work on.

HIGHLIGHTING KEYS

There are many keys on the Xerox 860 that aid the operator in moving through the options of a menu or various pages of a document for viewing or editing. The keys listed in this chapter are referred to in the following chapters where document creation and editing are explained.

Text Keys

The **TEXT KEYS** (#20–#24) aid the operator in moving through the document and

viewing text. The **TEXT KEYS** (#20–#24) also provide the operator with a way to move quickly throughout the document, highlighting characters, words, lines, paragraphs, or pages of text. This means of highlighting can be used for carrying out such functions as copy, move, delete, and replace or as a means of viewing text in a document. Still other functions may be accomplished by using the **TEXT KEYS** in conjunction with other keys. The results listed below are what occurs when the operator uses the text key for highlighting.

PARA key (#20)

This key, when pressed by itself, highlights the nearest paragraph and the return graphic symbols following it. When pressed again, the highlighting moves to the next paragraph and its subsequent return.

LINE key (#21)

This key, when pressed by itself, highlights the nearest line. When pressed again, the highlighting moves to the next line in the document.

WORD (#22)

This key, when pressed by itself, highlights the nearest word and the space following that word. When pressed again, the highlighting moves to the next word and space in the text.

CHAR (#23)

This key, when pressed by itself, highlights the nearest character. When pressed again, the highlighting moves to the next character in the text.

CODE (#12) + **PAGE** (#24)

When the **CODE** key (#12) is held down and the **PAGE** key (#24) is pressed, the entire page is highlighted.

Cat and Cat Pad

The CAT (item #4, Figure 6) is a square symbol that is an alternative method of locating specific portions of text to be involved in a copy, move, delete, or insert operation. This symbol is located in the upper left-hand corner of the screen (sometimes called the “home” position).

The CAT will not move unless the operator presses on the round pad called the **CAT PAD** (#27), located on the right-hand side of the keyboard. As you press on the **CAT PAD**, the CAT will move in the same direction as your fingers are traveling. If

you move your fingers toward the left across the **CAT PAD**, the cursor will move to the left on the screen. If you move your fingers up the CAT pad, the cursor will move up toward the top of the page. The speed at which the cursor moves depends on how hard your fingers are pressing on the CAT pad.

If you have experimented with the CAT and find that you no longer wish to use it on the screen, press the **STOP** key (#26) twice and it will return to the home (or top-of-screen) position.

When using the CAT in a function such as delete or copy, the CAT must be placed (using the **CAT PAD** (#27)) on top of the first letter, number, or punctuation mark that will be affected by that function. The CAT cannot highlight text by itself. It can quickly locate only the first letter or word to be used in the function; the text keys

1.		=	Format Block
2.		=	Next Character Mark
3.		=	Automatic Page Numbering Code
4.		=	CAT
5.		=	Manual Return
6.		=	Automatic Carriage Return
7.		=	Center
8.		=	Regular Tab
9.		=	Indent Tab
10.		=	Superscript
11.		=	Subscript
12.		=	Required Space
13.		=	Temporary Page Break
14.		=	Required Page End
15.		=	Stop Code

FIGURE 6 GRAPHIC SYMBOLS

must then be used to highlight the text involved in that specific function. If the operator is going to use the CAT to locate quickly a portion of text to be highlighted, the **STOP** key (#26) should be pressed once (to clear out any previous highlighting done with the **TEXT KEYS**) before the **CAT PAD** is used to bring the CAT onto the screen. The CAT will not be effective if the text keys have been used to highlight a word, line, or paragraph *before* the CAT was brought down onto the screen.

It is easier when first learning this system to use the text keys when moving through the document for viewing or for highlighting portions of text for use in a given operation. For this reason, all creating and editing functions in this book use the **TEXT KEYS** (#20–#24) rather than the CAT and **CAT PAD** when instructing the operator on how to carry out the operations required.

Using the CAT may seem cumbersome at first, but once you have learned the basic operations of this system, you should experiment with this option as it can become a quick and accurate word-processing tool.

Next Character Mark

The next character mark (item #2, Figure 6) shows where the last typed character (or bottom) of the page is located. Whenever you need to locate the last typing space on a page, hold down the **CODE** key (#11) and press the **ACCPT** key (#25). The next character mark (item #2, Figure 6) immediately appears at the end of the page, and you may proceed with inputting further information.

Other Highlighting Keys

RVRSE (#19)

When the **RVRSE** key is held down, it reverses the action of the next key pressed. When the **RVRSE** key is held down and the **LINE** key (#21) is pressed, highlighting moves upward through the text toward the top of the page. When the **RVRSE** key is held down and the **PARA** key (#20) is pressed, highlighting moves upward by paragraphs toward the top of the page rather than toward the bottom of the page.

SCROLL (#18)

The **SCROLL** key is used to move rapidly through a document or disk index. When using the **SCROLL** key on an index, press the **SCROLL** key once and highlighting will move down one line in the index toward the bottom of the page. If you keep the **SCROLL** depressed, the index high-

lighting jumps from line to line toward the page end. When the **SCROLL** key is used in a document, the system moves the out-of-sight text at the bottom of a page up into view, one line at a time. Each time a line from the bottom of the page is brought into view, a line at the top of the screen disappears as only a certain number of lines may appear on the screen at a time. Scrolling will not bring the next page of the document to the screen. The **PAGE** key (#24) must be pressed or the search-for-page function (page 19) must be used in order to bring a different page of the document to the screen for viewing or editing. Holding the **RVRSE** key (#19) down and pressing the **SCROLL** key cause the scrolling operation to move in the opposite direction toward the top of the screen.

NOTE: Pressing the **SCROLL** key (#18) or holding the **RVRSE** key (#19) down and pressing the **SCROLL** key will not move the highlighting to the next page or the previous page in the document. Scrolling can only be done within a given page.

MARK (#16)

The **MARK** key informs the system that the operator intends to highlight more than just one word, line, or paragraph.

BACKSPACE (#14)

The **BACKSPACE** key is used to move highlighting backward through the document. The backspace function deletes whatever it encounters. Each time the **BACKSPACE** key is pressed, the character encountered is deleted, and the operator has the opportunity to type in the correct character.

PAGE (#24)

The **PAGE** key when pressed by itself will bring the next page of the document onto the screen for viewing or editing.

SEARCH (#2)

The **SEARCH** key allows the operator to move to a certain page in the document without going through the entire document page by page.

To move to a specific page in the document:

- 1 Press the **SEARCH** key (#2).
- 2 The message 'FORWARD TO: " "' appears on the status line at the top of the screen.
- 3 Press the **SEARCH** key (#2) again.
- 4 The message 'REVERSE TO: " "' now appears on the status line at the top of the screen.
- 5 Press the **SEARCH** key (#2) again.
- 6 The message "TO PAGE NUMBER:" and a flashing number 1 now appear on the status line at the top of the screen.
- 7 Type the number of the page desired. The number at the top of the page reflects this change.
- 8 Press the **ACCPT** key (#25).
- 9 The page requested now appears on the screen.

DOCUMENT STATUS LINE

The document status line (Figure 7) is the first line of information located at the top of the screen throughout a word-processing document. This line informs the operator where the CAT (item #4, Figure 6), highlighting, or next character mark (if the operator has pressed **CODE** and **ACCPT** to locate the end of the document [item #2, Figure 6]) is currently located. The line number and character position of the status line will not appear on the screen unless the operator presses the **CHAR** key (#23). When these keys are pressed, this information appears along with the name and page of the document currently being viewed by the operator.

- 1 The first item on the status line tells you the name of the document currently being viewed by the operator on the

PRACTICE DOC.	PAGE 1	LINE12	CHAR 25
---------------	--------	--------	---------

FIGURE 7 DOCUMENT STATUS LINE

screen. This information is located at the top of every page whether or not the **CODE** key (#12) and **CHAR** key (#23) are pressed.

- 2 The second location listed is which page of the document is currently being viewed by the operator. You should note this information when exiting the document before editing is completed or when looking at information on other pages of the document, to aid in quickly finding the desired character position again. This information is located at the top of every page whether or not the **CODE** key (#12) and the **CHAR** key (#23) are pressed.
- 3 The third item listed is the number of the line on which the CAT (item #4, Figure 6), highlighting, or next character mark (if the operator has pressed **CODE** and **ACCPT** to locate the end of the document [item #2, Figure 6]) is currently located. This is essential to the operator for paging purposes. Since the Xerox 860 automatically begins a new page when the requested page length is reached (see Recordable Format Information, page 29), it is sometimes convenient for the operator to look ahead to see if a new paragraph should be started on this page, or if the **RETURN** key (#15) should be pressed until a new page is brought to the screen by the system.
- 4 The CHAR or character position is the final location listed on the status line. It allows you to see which space the CAT (item #4, Figure 6), highlighting, or next character mark (if you have pressed **CODE** and **ACCPT** to locate the end of the page [item #2, Figure 6]) is located on. This is similar to the function performed by the space indicator needle on the spacing ruler at the front of a typewriter. This information is vital when lining up pieces of information and in figuring the settings for tab stops. For further information on character pitch, see the pitch section on recordable format information (page 28).

GRAPHIC SYMBOLS

Figure 6 lists the symbols that have been assigned to the various Xerox 860 system functions. These symbols aid the operator in understanding why the text is arranged

the way it is. For instance, if the **UPPER TAB** key (#10) (see explanation of upper tab on page **) is pressed too often, text will appear farther to the right of the page than the operator intended. Without the tab symbols (#8 and #9, Figure 6) to demonstrate how often this key had been pressed, the operator would be unsure why the text was out of alignment. These symbols do not appear on the printed version of the document unless the operator chooses the CODE PRINT option on the print options menu (Figure 11). Each time the CAT or highlighting reaches a position in the document where the **RETURN** key (#15), **TAB** keys (#9 and #10) and so on were pressed, the symbols for these functions (see Figure 6) appears at that position on the screen. Once the CAT or highlighting moves to another position in the document, this symbol disappears from view. If you would like the graphic symbols to appear on the screen at all times, the CODE DISPLAY section of the non-recordable format page (Figure 9) must be selected.

To select the code display option:

- 1 Press the **FORMAT** key (#1). The recordable format page (Figure 8) now appears on the screen.
- 2 Press the **FORMAT** key (#1). The non-recordable format page (Figure 9) now appears on the screen.
- 3 Press the **PARA** key (#20) until the cursor reaches the DISPLAY OPTIONS category.
- 4 Press the **LINE** key (#21) until the CODE DISPLAY option is reached.
- 5 Press the **CHAR** key (#23) until the rectangle appearing next to this option is turned "on" (appears in black).
- 6 Press the **ACCPT** key (#25). The system immediately returns to the position where the CAT or highlighting was located when the **FORMAT** key (#1) was pressed in step 1. The symbols for the various keys pressed are now visible on the screen where they were inserted throughout the entire document.

NOTE: To remove the symbols from the screen, the operator must follow the same instructions as given for viewing the display codes; however, the **CHAR** key (#23) in step 5 should be pressed until the rectangle next to the CODE DISPLAY option turns white.

4

SETTING THE DOCUMENT FORMAT SPECIFICATIONS

The first character found on the first typing line of each page on the screen is a white block containing six black dots. This symbol is called a format block (#1, Figure 6). The format block allows the operator to see where the format specifications have been set up in the document.

The Xerox 860 has two menus that are used for setting formats. Menus are used throughout many of the operations performed on the Xerox 860. They give the

operator a choice (as menus do for patrons in restaurants). The operator chooses the option required for carrying out a specific task. The first menu is the Recordable Format page (Figure 8). Line spacing, margins, tab stops, and so on are determined on this menu. The information on this menu will not change unless the operator changes it. Formats in a document are much like the margin and tab ruler on the front of a typewriter. They determine the text line length, where the tab stops should be located, the pitch (10 characters per inch, 12 characters per inch, etc.) of the printing element that will be used, line spacing (number of blank lines between each line of text), and so on. You may want to use different format settings throughout a document. Paragraphs of text may be located at the top of a page while a table with completely different margins and tabs is located at the bottom. Each time the operator creates a new set of format specifications, the recordable format page must be completed.

The second type of format menu found on this system is the Non-Recordable Format page (Figure 9). This menu must be completed *only* if you are changing an existing format specification. If you created a document using single spacing and after completing the document would now like it to be double-spaced, both the recordable and non-recordable format pages have to be completed to reflect this change.

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

FIGURE 8 RECORDABLE FORMAT PAGE

NON-RECORDABLE FORMAT PAGE			
1. 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"/>
2. PAGINATION OPTIONS			
PAGINATE			<input type="checkbox"/>
	UNATTENDED		<input type="checkbox"/>
	REPLACE PAGE LAYOUT		<input type="checkbox"/>
	REPLACE PAGE LABELS		<input type="checkbox"/>
3. PAGE LIMIT	1		
4. EDIT OPTIONS			
EDIT REFORMAT			<input type="checkbox"/>
	UNATTENDED		<input type="checkbox"/>
AUTO CARRIER RETURN			<input type="checkbox"/>
AUTO PAGING			<input type="checkbox"/>
MARGIN ZONE	5		
SPACE SIZE	3 7		
5. 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		<input type="checkbox"/>

FIGURE 9 NON-RECORDABLE FORMAT PAGE

You can easily tell where the format settings have been changed in a document. Each time the CAT or highlighting reaches a format command in the document, the format block (item #1, Figure 6) is displayed on the screen. The code display option on the non-recordable format menu may also be selected so that the format blocks may be easily spotted.

If you press the **FORMAT** key (#1), you are informing the system that you wish to make a format change. A format block (item #1, Figure 6) appears at the position where the CAT (item #4, Figure 6) or highlighting was located when the **FORMAT** key was pressed, and the recordable format page will now be visible on the screen. It is for this reason that the operator must pay close attention to where highlighting is located in the document whenever the **FORMAT** key (#1) is pressed.

The **LINE** key (#21) is used to move the highlighting down the recordable format page through the various options (margins, tabs/spec tabs, etc.) allowing the operator to change the settings of the various options. The **CHAR** key (#23) is used to determine the various options for these line items.

If the highlighting is located on the last option in this menu and you would like to change an option located at the top of the menu, hold down the **RVRSE** key (#19) and press the **LINE** key (#21) until the highlighting reaches the option to be changed.

Listed below are the format categories that may be changed and the results that each will produce.

RECORDABLE FORMAT PAGE

Format Options

MARGINS:

To set the margins of a document:

1. Using the **LINE** key (#21), move down through the format options until the MARGINS option is highlighted.
2. Press the **CHAR** key (#23). The left margin option is now highlighted. Type in the number that indicates the spaces desired for the left margin.
3. Press the **CHAR** key (#23). The right margin option is now highlighted. Type in the number that indicates the spaces desired for the right margin.
4. Press the **LINE** key (#21) to move to the next option.

TABS/SPEC TABS:

To set the tab settings in a document:

1. Using the **LINE** key (#21), move down through the format options until the TABS/SPEC TABS option is highlighted.
2. Press the **DEL** key (#4) if there are any previous tab settings that you would like to clear off the recordable format page.
3. Press the **CHAR** key (#23).
4. Type in the position number of the required tab setting and press the **LOWER TAB** key (#10). This number now appears on this line.
5. Continue with steps 3 and 4 until all tab settings are recorded.
6. Press the **LINE** key (#21) to move to the next format option.

LINE SPACING:

The line spacing option allows the operator to determine the spacing to be used in the document. This system allows the operator to use single, one and a half, double, and triple spacing.

1. Using the **LINE** key (#21), move down through the format options until the LINE SPACING option is highlighted.
2. Press the **CHAR** key (#23) until the desired spacing is highlighted.
3. Press the **LINE** key (#21) to move to the next format option.

JUSTIFYING LINES:

When the justify option is selected, the right-hand margin on the printed copy of the document is even: the ends of all lines are aligned from the top to the bottom of the page. Extra spaces are inserted between words in order to achieve lines all of the same length. To select this option:

1. Using the **LINE** key (#21) move down through the format options until the JUSTIFY option is highlighted.
2. Press the **CHAR** key (#23). This darkens the rectangle next to the justify option. If this rectangle is *not* darkened, the document will not be justified when printed.
3. Press the **LINE** key (#21) to move to the next format option.

PITCH:

Using this option the operator tells the system what pitch is desired, that is, spacing to use within words (10 characters per inch, 12 characters per inch, or proportional spacing). To select the pitch:

1. Using the **LINE** key (#21), move down through the format options until the PITCH option is highlighted.
2. Press the **CHAR** key (#23) until the required pitch is highlighted.
3. Press the **LINE** key (#21) to move to the next format option.

KB/PW:

This option stands for keyboard/printwheel. It allows the operator to choose between a standard and legal-sized printwheel.

1. Using the **LINE** key (#21), move down through the format options until the KB/PW option is highlighted.
2. Press the **CHAR** key (#23) until the required print setting is highlighted.
3. Press the **LINE** key (#21) to move to the next format option.

PRINT WHEEL ID:

Each type of print wheel (just like each typewriter character element) has the letters of the alphabet and numbers arranged in different positions on the wheel and produces various sizes and styles of type. Each print wheel has been assigned certain initials by the person in your company or organization who is responsible for the supervision of word-processing functions, so that the equipment will recognize where numbers and letters are located on this type of wheel. If the wrong print-wheel initials are specified, the printout will be a mass of jumbled letters, numbers, and symbols. Numerous initials are assigned to the various types of print wheels used by this system. If the operator is unsure of the correct print-wheel ID for the printer attached to the system, this option should be left blank.

1. Using the **LINE** key (#21), move down through the

format options until the PRINT WHEEL ID option is highlighted.

2. Press the **CHAR** key (#23). Type in the appropriate initials for the print wheel to be used.
3. Press the **LINE** key (#21) to move to the next format option.

Page Layout

TOP MARGIN:

This option tells the printer how many lines to leave blank at the top of each page before the printed text begins.

BOTTOM MARGIN:

This option tells the printer how many lines to leave blank at the bottom of each page.

PAPER SIZE:

This option explains to the printer how many lines long the paper is. The system subtracts the top margin lines and the bottom margin lines from the number of lines for that paper size in order to figure out how many lines of text should be printed on each page. Standard paper sizes are

$8\frac{1}{2}'' \times 11'' = 66$ lines

$11'' \times 8\frac{1}{2}'' = 51$ lines

$14\frac{1}{2}'' \times 11'' = 66$ lines

To make changes to any of the page layout options:

1. Using the **LINE** key (#21), move down through the format options until the correct page layout option is highlighted.
2. Type in the number for the new line amount for whichever category is being changed.
3. Press the **LINE** key (#21) to move to the next format option.

Page Labels

Documents may have the same heading and footing information on each page of the document. If this is true for more than half the pages of a document or if the

operator wishes for the printer to number the pages of the document automatically, *headers* and *trailers* should be used. Headers and trailers fall in the category of page labels, since usually they automatically number the pages of a document or define the name of the memo or letter that a given page belongs to.

When using a header or trailer (known as headers and footers on other brands of systems), the information must be typed only once. It will then be printed on each specified page of the document.

The page label option also includes a category entitled "Comments". The comment section is used as a means for the operator to keep various notes concerning the document. These notes will not be printed with the document unless the code print option on the print menu is selected (see page 97).

The page labels (or headers and trailers) may contain up to a total of 189 characters. A counter on the recordable format will subtract the correct amount of characters used as information is typed in under these categories. If you would like to use 180 characters for the creation of a header, the nine remaining spaces can be used in the trailer or comment sections. The operator decides how these characters will be split up and used in the various categories. The number of remaining spaces available for use can always be found on the page label heading line, next to the words "SPACES REMAINING".

The page label number instructs the system which number to start with when numbering the pages.

To change the options of this category:

- 1 Using the **LINE** key (#21), move down through the format options until the correct page label option is highlighted.
- 2 Type in the information to be used as a header, a trailer, or under the comment section.
- 3 Press the **LINE** key (#21) to move to the next format option.

Automatic Page Numbering

If you would like the system to number the pages automatically, you must place a page numbering code in the header or the trailer. To create this code, you must make sure that the desired page label option (header or trailer) is highlighted. Hold down the **CODE** key (#12) and type a number 2 on the keyboard. This results in an automatic page numbering symbol (item #3, Figure 6) being placed on the header or the trailer.

If the information on the header or trailer is to be centered, follow the directions for text centering (page 38) before typing the header or trailer text.

Once all the recordable format options have been changed to meet the requirements of the document being created, press the **ACCPT** key (#25). This records all the selections you made on the recordable format page. The page of the document that you were viewing when the **FORMAT** key (#1) was pressed now appears on the screen.

NOTE: If you are changing an existing format setting and completion of the non-recordable format page is required, the **FORMAT** key (#1) should be pressed in place of the **ACCPT** key (#25). When this is done, the non-recordable format page will appear on the screen and you can make the appropriate selections.

To create a new format specification within a document:

- 1 Press the **FORMAT** key (#1). The recordable format page (Figure 8) now appears on the screen.
- 2 Using the **LINE** key (#21) and the **CHAR** key (#23), change the recordable format page settings to meet the requirements of the text being input.
- 3 Press the **FORMAT** key (#1). The non-recordable format (Figure 9) now appears on the screen.
- 4 Using the **LINE** key (#21) and the **CHAR** key (#23), turn “on” the appropriate non-recordable format settings that correspond to the changes made in step 2, i.e., if the line spacing was changed on the recordable format, the **REPLACE LINE SPACING** option should be turned “on” in the non-recordable format page in step 4.

NOTE: When a change is made to one of the items located under the reformat, paginate or edit options, the block located next to reformat, paginate, or edit reformat must also be highlighted or the document will *not* be revised as you have requested.
- 5 When all changes have been made, press the **ACCPT** key (#25). The system returns to the CAT or highlighting position it was on in the document when the **FORMAT** key (#1) in step 1 was performed.

The new format settings will begin from the cursor position in step 5 throughout the document until steps 1–5 are carried out once again.

NON-RECORDABLE FORMAT

The non-recordable format page (Figure 9) must be filled in each time the operator is changing a format setting (not creating a new format but changing an already existing one). The non-recordable format page allows the operator to reformat and paginate the document using the changes made to the recordable format.

Before making changes to this menu, you must first locate the format block of the format setting that should be changed. This can be done by moving the highlighting through the document (using the **TEXT KEYS** (#20–#24) searching out the format blocks, or by putting the system in the CODE DISPLAY mode (see page 21). Next, highlight the correct format block. Press the **FORMAT** key (#1). The recordable format page will appear on the screen. Make all the necessary changes to this menu and press the **FORMAT** key (#1). The non-recordable format page will now appear on the screen.

Many of the options listed on the non-recordable format page (Figure 9) are self-explanatory and will not be explained here in detail. Still others (marked in this text with an asterisk) are for the advanced operator and will not be reviewed in this book.

The **LINE** and **CHAR** keys are used for the same purpose on this menu as they are on the recordable format page. Whenever a change is to be made to this page, the operator must first highlight the line item using the **LINE** key (#21) and then change the option by pressing the **CHAR** key (#23).

1. Reformat

2. Paginate Options

If any of the options listed in sections 1 and 2 of Figure 9 were changed on the recordable format page, the rectangle located next to those options (found under the Reformat or Paginate headings) on the non-recordable format page must appear darkened in order for the changes to take place.

To blacken (turn “on”) or lighten (turn “off”) a particular option:

- 1 Using the **LINE** key (#21), move through the non-recordable format settings until the required option is highlighted.
- 2 Press the **CHAR** key (#23) until the block located next to the option is turned “on”. If the rectangle appears black in color, the option has been turned “on”. If the operator

wishes to turn an option "off", the **CHAR** key (#23) should be pressed until the option once again appears white.

3. Page Limit

If the operator does not want the entire document reformatted, the page limit option (section 3, Figure 9) must be filled in. The operator should type in the number of the last page to be reformatted. The system will reformat up to and including that page number only, and the remainder of the document will remain as it is.

4. Edit Options

The options listed under this category (section 4, Figure 9) should not be revised until the operator is quite experienced with the operations of the Xerox 860. These options control the automatic carriage return, text rearrangement during editing, automatic page ending, the number of extra spaces inserted between words when an operator selects a justified format, and so on. When the operator feels comfortable with the system and needs to change these options, check the Xerox 860 Reference Manual for the non-recordable format page definitions.

5. Display Options

These options are listed in section 5, Figure 9.

ZOOM SCREEN:

When this option is blackened or turned "on", all the text on the screen will appear twice its normal size.

SPLIT LINE:

Only 80 characters may appear on a line of text at one time. However, you may extend the right edge of the text to 158 characters. This option is convenient when working on a document whose right text edge is longer than 80 spaces. It is difficult to edit information on the screen if the right half of the information is not visible when the left half of the screen is being viewed. When this option is "on," all the information will be displayed on an 80-character line. This means that the system cuts the line in half (for viewing purposes only) and places whatever will not fit on the 80-character line on the next line of the screen. The system will continue to do

this until all lines of text are visible on an 80 character line. It is necessary to turn this option "off" before printing.

DARK SCREEN:

When this option is blackened or turned "on", the operator will see the text displayed in white characters on a black screen rather than black characters on a white screen. Highlighting will appear white rather than black.

CODE DISPLAY:

When this option is blackened or turned "on", all codes such as the centering symbol and page end, as well as all return and tab graphics, will be displayed on the screen for the operator.

HORIZONTAL SCROLL: *

When all of the non-recordable page information has been filled in correctly, press the **ACCPT** key (#25). The portion of the document designated will immediately be reformatted. The bottom of the last page reformatted appears on the screen. To move to the top of the page, press the **STOP** key (#26) two times. If you wish to move to another page in the document, follow the search for page instructions on page 19.

To change the format settings in already created text (document reformatting):

- 1 Using the **TEXT KEYS** (#20–#24) highlight the format block of the format specification to be changed.
- 2 Press the **FORMAT** key (#1). The recordable format page (Figure 8) now appears on the screen.
- 3 Using the **LINE** key (#21) and the **CHAR** key (#23), change the recordable format page settings to meet the requirements of the text being input.
- 4 Press the **FORMAT** key (#1). The non-recordable format (Figure 9) now appears on the screen.
- 5 Using the **LINE** key (#21) and the **CHAR** key (#23), turn "on" the appropriate non-recordable format settings that correspond with the changes made in step 2. That is, if the line spacing was changed on the recordable format, the

REPLACE LINE SPACING option should be turned on in step 4.

6 When all changes have been made, press the **ACCPT** key (#25). The portion of the document designated will immediately be reformatted. The bottom of the last page reformatted appears on the screen. To move to the top of the page, press the **STOP** key (#26) two times. If you wish to move to another page in the document, follow the search for page instructions on page 19.

7 The new format setting now governs all text located below this cursor position, until a different set of format instructions is encountered.

NOTE: You should fill in the non-recordable format page (Figure 9) only when changing a page with multiple format blocks on it or when changing the format blocks of more than one page. If you are changing a page containing only one format block, you need only fill in the recordable format page (Figure 8).

5

DOCUMENT CREATION FUNCTIONS

AUTOMATIC CARRIER RETURN

It is not necessary to press the **RETURN** key (#15) at the end of each line when using a Xerox 860 word processor. This is because Xerox uses the automatic carrier

return function. With this function, if the system cannot fit the entire word and a space at the end of a line, it automatically brings that word down to the next line. For this reason, it is not necessary for the operator to watch the screen to see if the cursor is close to the right-hand margin. The machine automatically monitors and controls this function. Each time the system uses this function, an Automatic Carriage Return symbol (item #6, Figure 6) is placed at the end of the line. If the operator has selected the CODE DISPLAY option on the non-recordable format page (Figure 6) this symbol is visible at all times. If the CODE DISPLAY option has not been selected, the symbol appears on the screen each time highlighting reaches this exact character position. An operator should use the **RETURN** key (#15) only for ending paragraphs, ending a row of figures, or separating groups of information. When you press the **RETURN** key as you are inputting text, a Manual Return symbol (item #5, Figure 6) is placed at that character position. The next character mark (item #2, Figure 6) then moves to the left margin.

AUTOMATIC CENTERING

The Xerox 860 has many keys whose functions change when used in conjunction with the **CODE** key (#12). The function for each of these is listed in writing on the keyboard just above its corresponding key. The center operation is one of the functions that is accomplished with the help of the **CODE** key.

Information can be easily centered by holding down the **CODE** key (#12) and pressing the key for the number 4 on the typewriter keyboard. Each time this combination of keys is pressed, a Center symbol (item #7, Figure 6) appears in the middle of the screen. This symbol appears only briefly if the CODE DISPLAY option on the non-recordable format page has not been selected. All text typed after this code is centered between the margins set on the recordable format page (see page 26) and appears to the right of the center symbol. The text does not appear to be centered on the screen if the right margin of the format line is longer than 80 spaces, but when printed, it will be correct.

To center a line automatically:

- 1 Position the CAT or highlighting at the left-hand margin of the line where centering should take place.
- 2 Hold down the **CODE** key (#12) and press the key for the number 4. A centering symbol appears in the middle of the screen where the information is to be centered.
- 3 Type in all information that is to be centered on that line. This function centers information just as a secretary would.

It moves to the left one space for every two letters of text being centered.

- 4 After the information for that line has been typed, press the **RETURN** key (#15). This stops the centering function so that normal typing may resume.

The Xerox 860 also gives you the option of centering text between left- and right-hand margins that are different from those programmed on the recordable format page. To do this, the following operations must be performed:

- 1 Position the CAT or highlighting one space to the right of the left-hand margin on the line where centering should take place.
- 2 Hold down the **CODE** key (#12) and press the key for the number 4. The message "CENTER BETWEEN" now appears at the top of the screen. Two numbers appear next to this message. The first is the number for the current left margin and the second is the number for the current right margin.
- 3 The number for the left margin will be flashing. Type in the number of the left margin you desire and press the **CHAR** key (#23). This number now appears at the top of the screen.
- 4 The number for the right margin will now be flashing. Type in the number of the right margin you desire and press the **ACCPT** key (#25). This number now appears at the top of the screen.
- 5 Type in the information to be centered between the alternative margins designated above.
- 6 After the information for that line has been typed, press the **RETURN** key (#15). This stops the centering function so that normal typing may resume and the left- and right-hand margins are returned to their original settings.

TABS

Two basic types of tabs are found on this system. Other tabs may be used, but they are beyond the scope of this book. If further information is required on tabs, see the manufacturer's operation manual for this system. Each type of tab follows the tab stops set on the recordable format page (see page 27). However, each tab uses these stops in a different way.

Regular Tabs

A regular tab acts just like a tab on a typewriter. When the **UPPER TAB** key (#9) is pressed, a tab graphic (item #8, Figure 6) appears at the left margin. The cursor moves to the position number of the first tab. Each time the **UPPER TAB** key is pressed, the cursor jumps to the next tab. Regular tabs are used for indenting the first line of a paragraph and also for creating columns in reports, charts, and so on.

Indenting Tabs

The indent tab also follows the tab stops. Each time the **LOWER TAB** key (#10) is pressed an indent tab graphic (item #9, Figure 6) appears. All text typed after this key is pressed will be indented to that particular tab stop until the **RETURN** key (#15) is pressed. Indented text looks like the following paragraph:

Indented text extends to the right margin and from there returns to the tab stop where the indent function began.

NOTE: If there are four tab stops prior to the tab stop where indenting should begin, the operator must press the **LOWER TAB** key (#10) five times in order for the information to be indented correctly. If there are five tab stops prior to the appropriate indentation tab, the operator must press the **LOWER TAB** key six times in order for information to be indented correctly. If the tab key is pressed more often than the amount of tabs designated on the recordable format page (Figure 8), the screen moves to the last possible typing position on that line. To remedy this situation and to move the highlighting back to the proper typing position, press the **BACKSPACE** key (#14) until the desired typing position is reached. The system moves slowly when following the backspace command, so perform this function slowly. Do not press the backspace key more time than are necessary or required text may be accidentally deleted.

AUTOMATIC UNDERLINING

The Xerox 860 will automatically underline text as it is typed. The system will

underline a word, a line, a paragraph, or a whole page if the operator so desires. There are three ways automatic underlining can be accomplished:

Underlining One Word

- 1 Type the word to be underlined. Do not space after the word.
- 2 Immediately after typing the word press the **UND** key (#17).
- 3 The word will be underlined, and the operator may proceed with typing the remainder of the text. These steps should be repeated whenever one word is to be underlined.

Underlining Groups of Words

- 1 Press the **UND** key (#17) before typing the first word to be underlined.
- 2 The system will respond by placing the words “UND BOLD OVER” on the status line at the top of the screen with the word **UND** highlighted.
- 3 Type in the text to be underlined. Press the **UND** key (#17) after the last word to be underlined has been typed. This shuts the underline function off and allows the operator to type the remainder of the text normally. These steps should be repeated whenever groups of words are to be underlined.

Underlining Previously Created Text

To underline text created earlier in a document or text in an old document, the following steps must be followed:

- 1 Using the **TEXT KEYS** (#20–#24) highlight the first word to be underlined.
- 2 Press the **MARK** key (#16) to let the system know that this is where the underline function is to begin.
- 3 Using the **TEXT KEYS** (#20–#24) highlight all text to be underlined.

- 4 Press the **UND** key (#17).
- 5 All text that was marked will now be underlined.

NOTE: This function can be used to underline a word, a sentence, a paragraph, or an entire page, depending on what the operator has marked.

DEUNDERLINING

- 1 Using the **TEXT KEYS** (#20–#24) highlight the first word to be deunderlined.
- 2 Press the **MARK** key (#16) to let the system know that this is where the deunderlining is to begin.
- 3 Using the **TEXT KEYS** (#20–#24) highlight all text to be deunderlined.
- 4 Hold down the **RVRSE** key (#19) and press the **UND** key (#17).
- 5 All text that was marked will now be deunderlined.

NOTE: This function can be used to deunderline a word, a sentence, a paragraph, or an entire page, depending on what the operator has marked.

INSERT

The insert feature on Xerox 860 is different from that on most other word processing systems. No insert button is found on the keyboard. This system is always in the insert mode. In order to insert a letter, space, paragraph, or page, use the following instructions:

- 1 Using the **TEXT KEYS** (#20–#24) highlight the letter or space where information is to be inserted.

NOTE: The first character of information will be inserted immediately to the left of where the highlighting is positioned. The remainder of the text being input moves to the

right of the original highlighted position and automatically wraps around when the right-hand margin is reached. While being inserted, this information appears to be one line higher and in larger print than the rest of the text.

- 2 Type in the information to be inserted.
- 3 Press the **ACCPT** key (#25). The inserted text now appears in the proper place and all other text surrounding it will be correctly arranged according to the page format set up by the operator. The characters of the inserted information will now be the same size as the remainder of the document.

NOTE: When inserting characters in the middle of text that was automatically underlined, the text being inserted will also be automatically underlined. At any time during this operation *before* the **ACCPT** key (#25) has been pressed, the **BACKSPACE** key (#14) may be used to delete the unwanted characters.

SUPERSCRIP AND SUBSCRIP

The **INDEX** key (#8) is used whenever a superscript or subscript number or letter is needed for a footnote or a formula. This key operates in the same fashion as the top row of a typewriter keyboard. The buttons on the top row of a typewriter keyboard contain more than one character on each key. If you hold down the shift key and press one of these number/symbol keys, the top character on the key will be typed on your paper. If you press the number/symbol key by itself, the bottom character on the key will be printed on your paper. When the **CODE** key (#12) is held down and the **INDEX** key (#8) is pressed, an up-arrow or superscript (item #10, Figure 6) will appear. If the **CODE** key is not held but just the **INDEX** key (#8) is pressed, a down-arrow or subscript (item #11, Figure 6) will appear. Superscript raises the printing a half space. In order for the printing to be brought back down to the normal typing line, a subscript must be typed at the end of all superscripted information. A superscript must end all subscripted information for the same reason.

REQUIRED SPACE

The required space function keeps together on one line information that should not be separated. Sometimes in the body of a letter or memo, the system will separate a

person's name or the date on two different lines while applying the automatic carrier return function. If the operator would like an entire name, date, or any other pieces of information to remain together on one line, the following instructions should be followed:

- 1 When typing words or phrases that should be kept together, hold down the **CODE** key (#12) and press the **SPACE BAR** (#13) in between each of the words or numbers involved rather than typing a regular space between each word.
- 2 A dotted slash mark (item #12, Figure 6) appears each time the required space function is used. This slash will not appear on the printed document. Instead, a regular space will appear in place of each slash, but the entire piece of information will remain on one line.

NOTE: If the length of the information using required spacing is longer than one entire text line, this function will not perform properly.

PAGE ENDING

The Xerox 860 will automatically end one page and begin another (according to the paper size specified by the operator on the recordable format page, Figure 8). To do this, the operator must first inform the system that automatic paging is required. This is done by selecting or turning "on" the auto paging option on the non-recordable format page (Figure 9). Instructions for auto paging may be found on page 32. When this option is selected, each time the cursor reaches the last available line on a page, the message "Last Line" appears on the document status line to alert the operator that a new page is about to be created. When this line of type is completed, the system inserts a Temporary Page Break symbol (item #13, Figure 6) at this position on the page, and a new page is brought up on the screen for the operator's use.

REQUIRED PAGE END

In many cases an operator may wish to end a page at a certain place or may not wish for various pages to be fused together in the event that repagination is necessary. Examples of such cases include the ending of a book chapter or the completion of a given topic within a report. The page endings should always remain where the operator initially placed them. It is necessary in these instances for the operator to use a required page end when ending such pages. To create a required page end:

- 1 Using the **TEXT KEYS** position the highlighting where the page should end.
- 2 Hold down the **CODE** key (#12) and press key for the number 2 on the keyboard.
- 3 The required page end symbol (item #14, Figure 6) will be placed at this position, and a new page will be brought up on the screen.

NOTE: The pagination function will *not* remove required page ends when reassembling document pages. When a required page end is encountered, the system will move to the next page and proceed with the pagination process.

BOLD PRINTING

When an operator wants to make a word or a group of words stand out or be darker than the remainder of the text, the bold-print function on the Xerox 860 should be used. Each time the system encounters a bold print instruction while printing, the printer double-types the information contained within the bold-print instruction. This causes the type to be twice as dark as the normally printed text.

To give the bold-print instruction as a word is being input:

- 1 Type the word that is to appear bold printed. *Do not* press the **SPACE BAR** (#13) once the word is completed.
- 2 Hold the **CODE** key (#12) down and press the key for the number 9 on the keyboard.
- 3 The word now appears underlined on the screen.

NOTE: This underlining serves as a reminder to the operator that this text is to be bold printed. The underlining will not appear on the printed version of the document.

To give the bold-print instruction as a string of words is being input:

- 1 Hold down the **CODE** key (#12) and press the key for the number 9 on the keyboard. The message "UND BOLD OVER" appears on the status line at the top of the screen and the word BOLD appears highlighted.

2 Type the words that are to be bold-printed. As the operator is typing, the words appear underlined on the screen.

3 Hold down the **CODE** key (#12) and press the key for the number 9 on the keyboard.

NOTE: The underlining will not appear on the printed version of the document, but serves as a reminder to the operator that this text will appear in bold type when printed.

4 Continue typing the remainder of the document.

To give the bold-print instructions for text that is already created:

1 Using the **TEXT KEYS** (#20–#24) highlight the first word to be bold printed.

2 Press the **MARK** key (#16).

3 Using the **TEXT KEYS** (#20–#24), highlight all text to be bold printed.

4 Hold the **CODE** key (#12) down and press the number 9 on the keyboard.

5 All marked text will now be underlined and will appear in bold type when printed.

NOTE: This underlining will not appear on the printed version of the document.

To delete the bold-print command from text in a document:

1 Using the **TEXT KEYS** (#20–#24), highlight the first word from which the bold print instruction is to be removed.

2 Press the **MARK** key (#16).

3 Using the **TEXT KEYS** (#20–#24), highlight all text from which the bold-print instruction is to be removed.

4 Hold the **CODE** key (#12) down, hold the **RVRSE** key (#19) down, and press the number 9 on the keyboard.

- 5 The underlining will be removed from the marked information, alerting the operator that the bold-print instruction has been deleted from this portion of text. When printed, this information will appear in the same print as the rest of the document.

INPUT PRACTICE DOCUMENTS

The practice documents on the following pages use the various functions detailed so far in this book. Create a separate document for each item, inputting the information exactly as it appears on the following pages, mistakes and all. The margin settings, tab settings, line spacing, and all other special instructions are listed at the top of the document. This information should not be reproduced, and is for instructional purposes only. After creating each document, be sure to write down the document title that you have assigned that particular document. These documents will be used for editing practice later in this book.

Input Practice Document #1

Tab Settings on Positions: 17, 20, 22, 28
Double Space
Left & Right Margin Positions: 10 & 80
Page Length: 50

TO: All Supervisors

FROM: Personnel

DATE: March 12, 1973

SUBJECT: Employee Sick Leave

It has come to the attention of the management of this company that employee sick leave has been on the increase in the past few years. In order to curb the unnecessary use of sick leave, the following regulations will go into effect on Wednesday, March 18, 1983.

1. three violations of the sick leave regulation will result in termination of employment.

2. No more than three days of sick leave may be used in any one given month

3. Repeated monthly use of this three day allotment may result in a decrease in the employee's weekly paycheck for that pay period.

Please advise your subordinates of the new sick leave regulations and post this notice in a highly visible place in the work area.

Input Practice Document #2

Tab Settings on Positions: 15, 25, 29, 35
Single Space
Left & Right Margin Positions: 10 & 85
Page Length: 50

May 27, 1982

Mr. Tom Delson
831 Knickerbocker Court
Tulsa, Oklahoma 77765

Dear Mr. Delson,

Enclosed is the information you requested concerning J. M. Williford & Associates, W/PConsultants. Our company is a leader in analysing the word processing needs of various companies and matching that need with the right word processing equipment.

Each member of our staff has over six years of word processing experience either in sales, systems analysis, word processing input or word processing supervision. Our varied backgrounds combine to give you the best in word processing expertise.

Nothg is more frustrating than purchasing a brand new piece of equipment only to find that it will not poerate on the type of electrical power currently used by the office. It is most irritating to purchase a word processor to ease the paper burden of the office only to find that it does not contain many of the functions needed to produce this type of work. It is for this reon that J. M. Williford & Associates is in business and at your service.

We appreciate your interest in our business and if you have any further questions concerning our company or word processing in general, please feel free to contact either myself or one of my associates at the following address or telephone number.

P. O. Box 2981
El Cajon, CA 92021

Sincerely,

Ms. Jacklyn M. Williford
J. M. Williford & Associates

Input Practice Document #3

Tab Settings on Positions: 15, 18, 38, 64
Double Space
Left & Right Margin Positions: 10 & 80
Center: To, From, Date & Subject Information
Page Length: 50

TO: Mr. James Ukris, Manager, Transportation

FROM: Mr. Travis Copely, President, Harrison & Sons

DATE: January 2, 1983

SUBJECT: New Staff Members

Harrison & Sons, Inc., is proud to welcome two new members to our staff. They are:

Mr. Jason Thomas Manager, Sales Extension 3467

Mr. John Lawrie Manager, Distribution Extension 2381

Both men have worked for Harrison & Sons for over ten years and have proven their abilities and worth to the company in their respective areas.

A reception will be given in their honor on Friday, January 5 at 7:00 PM in the executive dining room. It is hoped that all invited personnel and their guests will be present to welcome these gentleman into our executive ranks.

Input Practice Document #4

Tab Settings on Positions: 15, 37, 61, 76, 78
 One-and-a-Half Line Spacing
 Left & Right Margin Positions: 10 & 90
 Page Length: 58

CITY OF DOUGLASVILLE WORD PROCESSING EQUIPMENT LISTING

DEPARTMENT	TYPE	SERIAL	COST/MONTH
MAINTENANCE	32K CRT	L1162P	\$ 225.00
MAINTENANCE	PRINTER (SLOW)	M8765L	\$ 150.00
GENERAL SERVICES	32K CRT	L1163P	\$ 225.00
GENERAL SERVICES	PRINTER (SLOW)	M8766L	\$ 150.00
POLICE	32K CRT	L1164P	\$ 225.00
POLICE	PRINTER (SLOW)	M8767L	\$ 150.00
POLICE	64K CIT	S31231	\$ 315.00
FINANCE	48K CRT	F2055Q	\$ 300.00
FINANCE	64K CIT	S31241	\$ 315.00
FINANCE	32K CRT	L1165P	\$ 225.00
FINANCE	PRINTER (FAST)	M8768L	\$ 305.00
PLANNING	48K CRT	F2056Q	\$ 300.00
PLANNING	PRINTER (SLOW)	M8769L	\$ 150.00
ENGINEERING	48K CRT	F2057Q	\$ 300.00
ENGINEERING	PRINTER (FAST)	M8770L	\$ 305.00
CITY CLERK	CPU III	CP0001	\$ 1,500.00
CITY CLERK	DISKDRIVE (90.4MB)	DD0001	*
CITY CLERK	64K CIT	S31251	\$ 315.00
CITY CLERK	PRINTER (FAST)	M8771L	\$ 305.00
CITY CLERK	48K CRT	F2058Q	\$ 300.00

*This items monthly cost is included in previous item's cost per month.

Input Practice Document #5

Tab Settings on Positions: 18, 23, 30, 32, 37
Single Space
Left & Right Margin Positions: 10 & 90
Underline & bold print applicant's name and description titles
Page Length: 60

MATHEW JASON CHARLES

Residence: 8665 Wilson Rd.
Thomasville, NC 23121
Phone: (111) 853-1212

PLANNING RELATED WORK EXPERIENCE

Position: Junior Planner (5/81-Present)
Location: Thomasville Planning Department
Experience: Responsible for site plan review process which includes industrial, commercial, and apartment development. Process also includes environmental review and field work for site plans. Also responsible for occasional staff reports concerning site plan appeals. Responsible for all department drafting and major building permit planning plan checks.

Position: Planning Technician I (7/79-5/81)
Location: Thomasville Planning Department
Experience: Front counter duties with a working knowledge of the zoning ordinance and the general plan, dealing with public information, minor building permit plan checks, Notices of Determination for planning environmental review, and accepting applications for all planning items. Department draftsman responsible for graphics, legal noticing for public hearings, and supervision of a summer intern.

EDUCATION

B.A. Degree, 1979, North Carolina State University
Major Course of Study: Geography
Minor: Geology
M.A. Degree: In progress (18 units completed) for
Urban and Environmental Geography,
North Carolina State University

REFERENCES

Furnished upon request.

Input Practice Document #6

Tab Settings on Positions: 15, 21, 25, 30
Single Space
Left & Right Margin Positions: 10 & 85
Page length: 40 lines
Header which states "Term Paper" and the current date
Trailer which will automatically number the pages

TERM PAPER OUTLINE

- I. Introduction
 - A. General statement about study
 - B. Statement of problem
 - C. Purpose and justification of study

- II. Background and Methodology
 - A. Background
 - 1. Description of study area
 - 2. Review of pertinent literature

- III. Findings and Analysis
 - A. Periods of study
 - 1. Prehistoric and protohistoric native occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

 - B. Physical Setting
 - 1. Geology
 - 2. Climate
 - 3. Vegetative zone
 - 4. Biologic zone
 - 5. Stratigraphy
 - 6. Hydrology
 - 7. Topography

 - 2. Spanish-Mexican Occupance
 - a. Demographics
 - b. Environmental Land Use

- (1) Reasons for land use
- (2) Effects of land use
- (3) Forces responsible for changes in land use
- (4) Effects of land use in present landscape
- (5) Relationship of land use to immediate areas

3. Early American Occupance

- a. Demographics
- b. Environmental Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

4. Post World War II Occupance

- a. Demographics
- b. Environmental Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

5. Pre World War II Occupance

- a. Demographics
- b. Environmental Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

6. Present Occupance

- a. Demographics
- b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

7. Future Plans

- a. San Diego River Project
- b. Santee General Plan

- c. Lakeside Community Plan
- d. Forces influencing plans
- e. Analysis of Plans
- f. Possible alternatives

II. Summary of Findings

- A. Conclusions
- B. Further possible research

6

STORING A DOCUMENT

Once a document has been created or edited, it is important to store this information on a floppy diskette. If a document is not stored before the document is removed from the active list (see page 10) or before the diskette is removed from the disk station, all the newly created information or edit changes will be lost.

Since this procedure could easily be forgotten, Xerox has built in an almost foolproof way for the operator to remember. Use the following steps to exit from a document and return to the activity page (Figure 5).

STORING A NEW DOCUMENT

- 1 While in the document, press the **STORE** key (#3).
- 2 The system now returns to the activity page, and the message "Store Document?" appears on the command line of the activity page.
- 3 Press the **ACCPT** key (#25). This lets the system know the operator wishes to store (or keep) this document.
- 4 The document name moves from the active list to the index listing on the activity page.

STORING AN OLD DOCUMENT

- 1 While in the document, press the **STORE** key (#3).
- 2 The system returns to the activity page (Figure 5), and the message "Store Document?" appears on the command line. Press the **ACCPT** key (#25). This lets the system know the operator wishes to store the document.
- 3 The message "Store Over Original?" appears on the command line.
- 4 Press the **ACCPT** key (#25). This lets the system know the operator wishes to store this document in place of the original document.
- 5 The document name moves from the active list to the index listing on the activity page.

NOTE: Each time a new document is stored for the first time and placed on the disk index, the system assigns it a document entry number and places this document at the top of the index list. If an old document is stored after being viewed or printed with *no* changes having been made to the document text, this document will retain its original document entry number in the index list. When an old document is stored after text changes have been made, the system stores this document in place of the original

document. At this time a new document entry number is assigned, and this document is placed at the top of the index list.

CLEARING THE ACTIVE LIST

When an operator is finished with a document, but does not wish to store it, this document should be cleared from the active list. To clear a document from the active list:

- 1 Press the **PAGE** key (#24) until the words **ACTIVE LIST** are highlighted.
- 2 Using the **LINE** key (#21) highlight the document to be cleared from the list.
- 3 Press the **DEL** key (#4). The message "CLEAR DOCUMENT?" will appear on the command line.
- 4 Press the **ACCPT** key (#25). The document will now be removed from the active list.

CLEARING THE ENTIRE ACTIVE LIST

To clear all of the documents located on the active list at one time:

- 1 Press the **PAGE** key (#24) until the words **ACTIVE LIST** are highlighted.
- 2 Press the **STOP** key (#15). This clears the highlighting from all documents on the active list.
- 3 Press the **DEL** key (#4). The message "CLEAR ENTIRE ACTIVE LIST?" appears on the command line.
- 4 Press the **ACCPT** key (#25). All documents will be removed from the active list.

7

DOCUMENT EDITING

In order for the operator to view or edit a previously created document, the document required must first be brought to the active list on the activity page (Figure 5). This action alerts the system that the operator intends to use the document at some time before this floppy diskette is removed from the disk station.

To move a document from the disk index to the active list, the activity page must be visible on the screen, and the following steps must be taken:

- 1** Press the **PAGE** key (#24) until the INDEX: section of the activity page is highlighted.
- 2** Using the **LINE** key (#21) move the highlighting through the index listing until the appropriate document is highlight-

ed. Use the **SCROLL** key (#18) if the document required is not visible on the index.

NOTE: It is most important to be as specific as possible when naming new documents so that they may easily be located when moving through the index.

- 3 Press the **ACCPT** key (#25). This moves the document to the active list.
- 4 Press the **ACCPT** key (#25) again. The first page of the desired document now appears on the screen.

To bring more than one document to the active list:

- 1 Press the **PAGE** key (#24) until the INDEX: READY section of the activity page is highlighted.
- 2 Using the **LINE** key (#21) move the highlighting through the index listing until the appropriate document is highlighted. Use the **SCROLL** key (#18) if the document required is not visible on the index.
- 3 Press the **MARK** key (#16). The highlighted document title will blink to let the operator know this document has been marked for moving to the active list. The number 1 will appear at the top of the index under the section entitled "Marked" to let the operator know how many documents have been marked for editing or printing thus far.
- 4 Continue doing steps 2 and 3 until all required documents have been marked.
- 5 Press the **ACCPT** key (#25).
- 6 All documents that have been properly marked now appear on the active list.

MARKING INFORMATION

When using various functions such as delete, copy, or move, it is necessary for the operator to mark the information to be involved in the function. To mark a portion of text:

- 1 Using the **TEXT KEYS** (#20–#24) highlight the first character, word, or paragraph involved in the function.
- 2 Press the **MARK** key (#16).
- 3 Continue highlighting, using the **TEXT KEYS**, until all information involved has been highlighted.
- 4 Proceed with the instructions necessary for whichever operation is being carried out.

DELETE

The delete option on this system is quick and efficient. However, the operator must pay close attention to what is being deleted, for once the delete key has been pressed the information is difficult, or even impossible, to retrieve. Whether the operator is deleting a word, paragraph, or page, the basic steps are the same.

Deleting One Character or Space

- 1 Using the **CHAR** key (#24), highlight the character or space to be deleted.
- 2 Press the **DEL** key (#4). The character disappears from the screen, and further editing or creation may be continued.

NOTE: At any time during this operation *before* the **DEL** key (#4) has been pressed, the **STOP** key (#15) may be pressed, and all highlighting will disappear.

Deleting a Word, Paragraph, or Page

- 1 Using the **TEXT KEYS** (#20–#24), highlight the first character of the text to be deleted.
- 2 Press the **MARK** key (#16). This informs the system that more than one character is involved in this instance.
- 3 Using the text keys, highlight the text (word, paragraph, or page) to be deleted.

- 4 Press the **DEL** key (#4). The highlighted information disappears from the screen, and further editing or creation may be continued.

NOTE: At any time during this operation *before* the **DEL** key (#4) has been pressed, the **STOP** key (#26) may be pressed, and all highlighting will disappear.

Functions (such as tab, center, and return) may be deleted from a document as easily as a character or word may be deleted. If the graphic symbol for a certain function is not present on the screen when the system is in the code display mode, the function is not being performed. To easily locate the symbol of the function you would like to delete, turn on the CODE DISPLAY option on the non-recordable format page (page 34, Figure 9).

Deleting a Function

- 1 Using the **TEXT KEYS** (#20–#24), highlight the graphic of the function (tab, return, center, etc.) that should be deleted.
- 2 Press the **DEL** key (#4).
- 3 The graphic will be deleted, and text will be rearranged accordingly.

COPY

It is not necessary to retype portions of text within a document that are identical or very similar. Information may be copied quite easily from one page in the document to another. To copy:

- 1 Using the **TEXT KEYS** (#20–#24), highlight the position where the copied information is desired.
- 2 Press the **MARK** key (#16).
- 3 Press the **COPY** key (#5). The message "COPY" begins flashing on the status line at the top of the screen and will continue doing so until the copy procedure has been completed.

- 4 Using the **TEXT KEYS** (#20–#24), highlight the character or word that begins the information to be copied. Press the **MARK** key (#16).
- 5 Using the **TEXT KEYS** (#20–#24), highlight all text to be copied.
- 6 Press the **ACCPT** key (#25). This notifies the system that the operator is finished highlighting all the text involved.
- 7 Once the **ACCPT** key (#25) has been pressed, the system automatically copies all the requested information at the location the operator has chosen and marked in steps 1 and 2.

NOTE: The operator may press the **STOP** key (#26) at any time during steps 1–5 of the procedure described above, and the copy function will be canceled.

MOVE

The move function moves text from one place to another within a document. The steps to be followed in using the move function are almost identical to the copy instructions. The only difference is that the **MOVE** key (#6) is pressed rather than the **COPY** key (#5).

- 1 Using the **TEXT KEYS** (#20–#24), highlight the position where information is to be moved.
- 2 Press the **MARK** key (#16), and then press the **MOVE** key (#6).
- 3 Using the **TEXT KEYS** (#20–#24), highlight the character or word that begins the information to be moved. Press the **MARK** key (#16).
- 4 Using the **TEXT KEYS** (#20–#24), highlight all text to be moved.
- 5 Press the **ACCPT** key (#25). This notifies the system that the operator is finished highlighting the text involved. Once

this key has been pressed, the system automatically moves all the requested information to the location the operator has chosen.

NOTE: The operator may press the **STOP** key (#26) at any time during steps 1–4 of the procedure described above, and the move function will be canceled.

CHARACTER TRANSPOSITION

Two characters that have been transposed in typing can easily be corrected on the Xerox 860.

- 1 Using the **CHAR** key (#23), highlight the second transposed letter.
- 2 Hold the **RVRSE** key (#19) down.
- 3 Press the **MOVE** key (#6).
- 4 The two letters change places and the word appears corrected on the screen.

SEARCH

The search function looks through a document and locates various instances of a character, word, or phrase. There are three ways to search for information on this system. An operator is allowed to search from wherever the CAT or highlighting is located: to the end of the document, to the beginning of the document, or to a specific page in the document (for specific page information, see page **).

To search from where the CAT or highlighting is located to the end of the document:

- 1 Press the **SEARCH** key (#2).
- 2 The message 'FORWARD TO: " "' appears on the status line at the top of the screen.
- 3 Type in the exact text being searched for (a character, word, or phrase). As the text is being typed, the item(s) being searched for appear on the status line at the top of the screen between the quotation marks shown in step 2.

- 4 Press the **ACCP**T key (#25). This informs the system that the searching information has been input, and it should now start searching.
- 5 The message "Searching Page" and the number of the page the system is currently on appears on the status line at the top of the screen. The system searches until it locates the first instance of the character, word, or phrase specified in step 3. This text will now be highlighted and the operator may proceed with editing or further searching.
- 6 If further searching is required from this new position in the document, press the **SEARCH** key (#2) and the **ACCP**T key (#25). The system remembers the most recently searched for item and continues on with the searching process.

NOTE: If the item being searched for cannot be located within the document, the message "Not found" is displayed on the status line at the top of the screen. At this time, the **STOP** key (#15) must be pressed before any further editing may be performed.

To search from where the CAT or highlighting is located backward to the beginning of the document:

- 1 Press the **SEARCH** key (#2).
- 2 The message 'FORWARD TO: " "' appears on the status line at the top of the screen.
- 3 Press the **SEARCH** key (#2) again.
- 4 The message 'REVERSE TO: " "' now appears on the status line at the top of the screen.
- 5 Type in the exact text being searched for (a character, word, or phrase). As the text is being typed, the item(s) being searched for appear on the status line at the top of the screen between the quotation marks shown in step 4.
- 6 Press the **ACCP**T key (#25). This informs the system that

the searching information has been input and it should now start searching.

7 The system searches until it locates the first instance of the character, word, or phrase specified in step 5 as it moves backwards toward the beginning of the document. This text will now be highlighted and the operator may proceed with editing or further searching.

8 If further searching is required from this new position in the document, press the **SEARCH** key (#2). Press the **SEARCH** key again and then press the **ACCPT** key (#25). The system remembers the most recently searched for item and continues with the searching process.

NOTE: If the item being searched for cannot be located within the document, the message "Not found" is displayed on the status line at the top of the screen. At this time, the **STOP** key (#15) must be pressed before any further editing may be performed.

REPLACE

By using the replace function, an operator may replace words, phrases, or entire paragraphs. The Xerox system also allows portions of text of lowercase letters to be replaced by uppercase letters and vice versa without the operator having to retype the information.

Regular Replace

1 Using the **TEXT KEYS** (#20–#24), highlight the text to be replaced.

2 Press the **RPLCE** key (#7).

3 The message "REPLACE WITH" appears on the command line.

4 Type in the new text. When the first letter of the replacement text is typed, all the highlighted information will be

removed from the screen until the **ACCPT** key (#25) is pressed in step 5.

- 5 Press the **ACCPT** key (#25).
- 6 The replacement information now appears in the proper place on the screen, and all text surrounding it is correctly arranged according to the page format set up by the operator.

Replace Uppercase with Lowercase

- 1 Using the **TEXT KEYS** (#20–#24), highlight the text to be changed from uppercase to lowercase letters.
- 2 Press the **RPLCE** key (#7). The message “REPLACE WITH” now appears on the command line.
- 3 Press the **RPLCE** key. The message “REPLACE WITH LOWER CASE” appears on the command line.
- 4 Press the **ACCPT** key (#25).
- 5 All text that was highlighted now appears in lowercase letters on the screen.

Replace Lowercase with Uppercase

- 1 Using the **TEXT KEYS** (#20–#24), highlight the text to be changed from lowercase to uppercase letters.
- 2 Press the **RPLCE** key (#7). The message “REPLACE WITH” now appears on the command line.
- 3 Press the **RPLCE** key. The message “REPLACE WITH LOWER CASE” appears on the command line.
- 4 Press the **RPLCE** key. The message “REPLACE WITH UPPER CASE” appears on the command line.
- 5 Press the **ACCPT** key (#25).

- 6 All text that was highlighted now appears in uppercase letters on the screen.

ASSISTED SEARCH AND REPLACE

The assisted search and replace function searches out each instance of the specified text and changes it individually, depending on the wishes of the operator. The instructions for assisted search and replace are listed below.

- 1 Press the **SEARCH** key (#2). The message "FORWARD TO" appears on the command line.
- 2 Type in the text to be replaced.

NOTE: The system will only search forward in the document when doing the search and replace function.
- 3 Hold down the **CODE** key (#12) and press the **RPLCE** key (#7). This lets the system know that you wish to make the replacement decisions each time the specified text is found.
- 4 Type in the required replacement text.
- 5 Press the **ACCPT** key (#25).
- 6 The system moves forward through the document and locates the first instance of the specified text.
- 7 The word "REPLACE?" will appear at the top of the screen.
- 8 If you would like to replace this text, press the **ACCPT** key (#25). If you do not want to replace this instance of text, press the **STOP** key (#26). The system now searches for the next instance of this required text and allows the operator to make the same choice each time the text is encountered.

NOTE: If at any time you wish to stop the attended search and replace operation and resume normal typing, press the **STOP** key (#26) two times.

SEARCH AND REPLACE

The search and replace function allows the operator to change every instance of a word, phrase, or paragraph without having to type in the replacement information numerous times.

- 1 Press the **SEARCH** key (#2). The message 'FORWARD TO " " ' appears on the command line.
- 2 Type in the text to be replaced.

NOTE: The system will only search forward in the document when doing the search and replace function.
- 3 Press the **RPLCE** key (#7). The message "REPLACE WITH" appears on the command line.
- 4 Type in the required replacement text.
- 5 Press the **ACCPT** key (#25).
- 6 The system moves forward through the document automatically replacing the specified text as it encounters instances of it.

NOTE: If the item being searched for cannot be located within the document, the message "Not found" is displayed on the status line at the top of the screen. At this time, the **STOP** key (#15) must be pressed before any further editing may be performed.

PAGINATION

Often when text is inserted into an already created document, the page length of various pages exceeds the number of lines allowed per page. It then becomes necessary for the operator to have the system "paginate" or adjust the location of the page endings. To paginate a document:

- 1 Using the **TEXT KEYS** (#20–#24), highlight the format block at the top of the first page to be paginated.

- 2 Press the **FORMAT** key (#1). The recordable format (Figure 8) now appears on the screen.
- 3 Press the **FORMAT** key (#1). The non-recordable format (Figure 9) now appears on the screen.
- 4 Press the **LINE** key (#21) until it reaches the **PAGINATION** option.
- 5 Press the **CHAR** key until the rectangle appearing next to this option is turned "on" (appears in black).
- 6 Press the **ACCPT** key (#25). The highlighting immediately returns to the position it was on when the **FORMAT** key (#1) was pressed in step 2 and begins searching for the last line of text allowable as specified on the recordable format page (Figure 8).
- 7 Once this line is found, a highlighted pulsating temporary page break symbol (item #13, Figure 6) will be found on the screen, and the system waits for the decision of the operator. The system wants to be sure that it is not splitting a paragraph at an inappropriate place, such as at the first or last line of a paragraph. At this time the operator may determine whether the page end should appear above or below the page break symbol (item #13, Figure 6).
- 8 If the page should end a few lines up from where the highlighting is located, hold the **RVRSE** key (#19) down and press the **LINE** key (#21). This moves the highlighting backward through the document. Continue doing this operation until the highlighting is on the correct line for ending the page. If the page should end a few lines down from where the highlighting is located, press the **LINE** key (#21). This moves the highlighting forward through the document. Continue pressing the **LINE** key (#21) until the highlighting is on the correct line for ending the page.
- 9 Press the **ACCPT** key (#25). This informs the system that the highlighting has been placed on the correct line.

10 A temporary page break symbol (item #13, Figure 6) now appears at the end of this line, and the system repeats the process (beginning with step 5) until the remainder of the document has been paginated.

NOTE: If the system encounters a required page end symbol (item #14, Figure 6), it will not remove this page ending, but will move to the next page to continue the pagination process.

If at any time you wish to end the pagination operation, press the **STOP** key (#26).

EDITING PRACTICE DOCUMENTS

The following pages contain edit changes that you should make to the practice documents created in chapter 5. Figure 10 lists the proofreading symbols that have been used to mark up these documents for editing.

Each of the corrections to be made can be achieved by using the functions contained in Chapter 7. It is up to you to determine which function to use and to carry out the instructions properly in order to achieve the desired results.

Following each marked-up page is a copy of the document showing the way it should look when all of the designated edit changes have been made. This will enable you to see if you have performed all of the changes correctly.

SYMBOL	DESCRIPTION
#	= Add a space
∩	= Correct transposed characters
↵	= Delete information
^	= Insert information
∑	= Insert Punctuation
/	= Replace with new information given
¶	= Create a new paragraph
—	= Underline
↻	= Move information according to directions
≡	= Capitalize information
⊙	= Insert a period at this location
SS	= Single space this information
DS	= Double space this information
TS	= Triple space this information
lc	= Type this information in lowercase letters

FIGURE 10 PROOFREADING SYMBOLS

Document Editing Practice #1A

TO: All Supervisors

FROM: Personnel

DATE: March 12, 19⁸3

SUBJECT: Employee Sick Leave

It has come to ^{our} the attention ^{of} the management of this ~~company~~ that employee sick leave has been on the increase in the past few years. In ^{an effort} order to curb the unnecessary use of sick leave, the following regulations will go into effect on Wednesday, March 18, 1983.

1. ^{this} three violations of ~~the sick leave~~ regulation will result in termination of employment.

2. No more than three days of sick leave may be used in ~~any one given month~~ ^{a one-month period of time.}

3. Repeated monthly use of this three-day allotment may result in a decrease in the employee's weekly paycheck for that pay period.

Please advise ^{all personnel under your supervision} ~~your subordinates~~ of the new sick leave regulations and post this notice in a highly visible place in the ^{or} work area.

Document Editing Practice #1B

TO: All Supervisors

FROM: Personnel

DATE: March 12, 1983

SUBJECT: Employee Sick Leave

It has come to our attention that employee sick leave has been on the increase in the past few years. In an effort to curb the unnecessary use of sick leave, the following regulations will go into effect on Wednesday, March 18, 1983.

1. No more than three days of sick leave may be used in a one-month period of time.
2. Three violations of this regulation will result in termination of employment.
3. Repeated monthly use of this three-day allotment may result in a decrease in the employee's weekly paycheck for that pay period.

Please advise all personnel under your supervision of the new sick leave regulations and post this notice in a highly visible place in the work area.

Document Editing Practice #2A

May 27, 1982

Mr. Tom Delson
 831 Knickerbocker ~~Court~~ *Plaza*
 Tulsa, ~~Oklahoma 77765~~
Kingston, OH 65432

Dear Mr. Delson,

*our
consulting
services.*

Enclosed is the information you requested concern-
 ing ~~J. M. Williford & Associates, W/P Consultants~~. Our
 company is a leader in analysing the word processing
 needs of various companies and matching that need with
 the right word processing equipment.

~~Each member of our staff has over six years of word
 processing experience either in sales, systems analy-
 sis, word processing input or word processing supervi-
 sion. Our varied backgrounds combine to give you the
 best in word processing expertise.~~

Nothing ⁱⁿ is more frustrating than purchasing a brand
 new piece of equipment only to find that it will not
 operate on the type of electrical power currently used
 by the office. It is most irritating to purchase a word
 processor to ease the paper burden of the office only to
 find that it does not contain many of the functions
 needed to produce this type of work. It is for this reason
 that J. M. Williford & Associates is in business and at
 your service.

We appreciate your interest in our business and if you have any further questions concerning our company or word processing in general, please feel free to contact either myself or one of my associates at the following address ~~or telephone number~~.

P. O. Box 2981
El Cajon, CA 92021

Sincerely,

Ms. Jacklyn M. Williford
J. M. Williford & Associates

Document Editing Practice #2B

May 27, 1982

Mr. Tom Delson
831 Knickerbocker Plaza
Kingston, OH 65432

Dear Mr. Delson,

Nothing is more frustrating than purchasing a brand-new piece of equipment only to find that it will not operate on the type of electrical power currently used by the office. It is most irritating to purchase a word processor to ease the paper burden of the office only to find that it does not contain many of the functions needed to produce this type of work. It is for this reason that J. M. Williford & Associates is in business and at your service.

Enclosed is the information you requested concerning our consulting services. Our company is a leader in analyzing the word processing needs of various companies and matching that need with the right word processing equipment. The varied backgrounds of our staff combine to give you the best in word processing expertise.

We appreciate your interest in our business and if you have any further questions concerning our company or word processing in general, please feel free to contact either myself or one of my associates at the following address.

P. O. Box 2981
El Cajon, CA 92021

Sincerely,

Ms. Jacklyn M. Williford
J. M. Williford & Associates

Document Editing Practice #3A

TO: Mr. James Ukris, Manager, Transportation
 FROM: Mr. Travis Copely, President, Harrison & Sons
 DATE: January 2, 1983
 SUBJECT: New Staff Members

Harrison & Sons, Inc., is proud to welcome two new ^{executive} members to our ~~staff~~. They are:

Mr. Jason Thomas Manager, Sales Extension 3467
^{Ms. Jan}
~~Mr. John~~ Lawrie Manager, Distribution Extension 2381
^{employees}

Both ~~men~~ have worked for Harrison & Sons for over ten years and have proved ^{to be great assets} ~~their abilities and worth~~ to the company in their respective areas.

^{dinner}
 A ~~reception~~ will be given in their honor on Friday, January 5, at 7:00 PM in the executive dining room. It is hoped that all invited ^{management-level} personnel and their guests will be present to welcome these ^{new members} ~~gentleman~~ into our executive ranks.

A ceremony, officially installing these new executives in their new positions, will take place in the company auditorium at 3:00 PM on January 5, 1984. All employees will be invited.

Document Editing Practice #3B

TO: Mr. James Ukris, Manager, Transportation
FROM: Mr. Travis Copely, President, Harrison & Sons
DATE: January 2, 1983
SUBJECT: New Staff Members

Harrison & Sons, Inc., is proud to welcome two new members to our executive staff. They are:

Mr. Jason Thomas Manager, Sales Extension 3467
Ms. Jan Lawrie Manager, Distribution Extension 2381

Both employees have worked for Harrison & Sons for over ten years and have proved to be great assets to the company in their respective areas.

A ceremony, officially installing these new executives in their new positions, will take place in the company auditorium at 3:00 PM on January 5, 1984. All employees will be invited.

A dinner will be given in their honor on Friday, January 5, at 7:30 PM in the executive dining room. It is hoped that all invited management-level personnel and their guests will be present to welcome these new members into our executive ranks.

Document Editing Practice #4A

CITY OF DOUGLASVILLE WORD PROCESSING EQUIPMENT LISTING

DEPARTMENT	TYPE	SERIAL	COST/MONTH
MAINTENANCE	32K CRT	L1162 A ^S	\$ 225.00 235.00
MAINTENANCE	PRINTER (S ^S LOW)	M8765 V ^K	\$ 150.00
GENERAL SERVICES	32K CRT	L1163 A ^S	\$ 225.00 235.00
GENERAL SERVICES	PRINTER (S ^S LOW)	M8766 V ^K	\$ 150.00
POLICE	32K CRT	L1164 A ^S	\$ 225.00 235.00
POLICE	PRINTER (S ^S LOW)	M8767 V ^K	\$ 150.00
POLICE	64K CIT CRT	S31231	\$ 315.00
FINANCE	48K CRT	F2055Q	\$ 300.00 295.00
FINANCE	64K CIT CRT	S31241	\$ 315.00
FINANCE	32K CRT	L1165 A ^F	\$ 225.00 235.00
FINANCE	PRINTER (F ^F AST)	M8768 V ^K	\$ 305.00
PLANNING	48K CRT	F2056Q	\$ 300.00 295.00
PLANNING	PRINTER (S ^S LOW)	M8769 V ^K	\$ 150.00
ENGINEERING	48K CRT	F2057Q	\$ 300.00 295.00
ENGINEERING	PRINTER (F ^F AST)	M8770 V ^K	\$ 305.00
CITY CLERK	CPU III	CP0001	\$ 1,500.00
CITY CLERK	DISK DRIVE (90.4MB)	DD0001	*
CITY CLERK	64K CIT CRT	S31251	\$ 315.00
CITY CLERK	PRINTER (F ^F AST)	M8771 V ^K	\$ 305.00
CITY CLERK	48K CRT	F2058Q	\$ 300.00 295.00

*This items monthly cost is included in previous item's cost per month.

Document Editing Practice #4B

CITY OF DOUGLASVILLE WORD PROCESSING EQUIPMENT LISTING

DEPARTMENT	TYPE	SERIAL	COST/MONTH
CITY CLERK	CPU III	CP0001	\$ 1,500.00
CITY CLERK	DISK DRIVE (90.4MB)	DD0001	\$ *
CITY CLERK	48K CRT	F2058Q	\$ 295.00
CITY CLERK	64K CRT	S31251	\$ 315.00
CITY CLERK	PRINTER (F)	M8771K	\$ 305.00
MAINTENANCE	32K CRT	L1162A	\$ 235.00
MAINTENANCE	PRINTER (S)	M8765K	\$ 150.00
GENERAL SERVICES	32K CRT	L1163A	\$ 235.00
GENERAL SERVICES	PRINTER (S)	M8766K	\$ 150.00
PLANNING	48K CRT	F2056Q	\$ 295.00
PLANNING	PRINTER (S)	M8769K	\$ 150.00
POLICE	32K CRT	L1164A	\$ 235.00
POLICE	PRINTER (S)	M8767K	\$ 150.00
POLICE	64K CRT	S31231	\$ 315.00
FINANCE	48K CRT	F2055Q	\$ 295.00
FINANCE	64K CRT	S31241	\$ 315.00
FINANCE	32K CRT	L1165A	\$ 235.00
FINANCE	PRINTER (F)	M8768K	\$ 305.00
ENGINEERING	48K CRT	F2057Q	\$ 295.00
ENGINEERING	PRINTER (F)	M8770K	\$ 305.00

*This items monthly cost is included in previous item's cost per month.

Document Editing Practice #5A

TERM PAPER OUTLINE

- I. Introduction
 - A. General statement about study
 - B. Statement of problem
 - C. Purpose and justification of study

- II. Background and Methodology
 - A. Background
 - 1. Description of study area
 - 2. Review of pertinent literature

III. Findings and Analysis

B ~~A~~. Periods of study

- 1. Prehistoric and protohistoric native occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

*Insert
additional
tab*

A ~~B~~. Physical Setting

- ← 1. Geology
- ← 2. Climate
- ← 3. Vegetative zone
- ← 4. Biologic zone
- ← 5. Stratigraphy
- ← 6. Hydrology
- ← 7. Topography

2. Spanish-Mexican Occupance

- a. Demographics
- b. Land Use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to immediate areas

*Insert
additional
tab*

- 3. Early American Occupance
 - a. Demographics
 - b. ~~Environmental~~ Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to ~~immediate~~ areas *surrounding*

- 5 4. Post-World War II Occupance
 - a. Demographics
 - b. ~~Environmental~~ Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to ~~immediate~~ areas *surrounding*

- 4 5. Pre-World War II Occupance
 - a. Demographics
 - b. ~~Environmental~~ Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to ~~immediate~~ areas *surrounding*

- 6. Present Occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to ~~immediate~~ areas *surrounding*

*Insert
additional
tab*

- 7. Future Plans
 - a. San Diego River Project
 - b. Santee General Plan
 - c. Lakeside Community Plan
 - d. Forces influencing plans
 - e. Analysis of Plans
 - f. Possible alternatives

- I^v. Summary of Findings
 - A. Conclusions
 - B. Further possible research

Document Editing Practice #5B

TERM PAPER OUTLINE

- I. Introduction
 - A. General statement about study
 - B. Statement of problem
 - C. Purpose and justification of study

- II. Background and Methodology
 - A. Background
 - 1. Description of study area
 - 2. Review of pertinent literature

- III. Findings and Analysis
 - A. Physical Setting
 - 1. Geology
 - 2. Climate
 - 3. Vegetative zone
 - 4. Biologic zone
 - 5. Stratigraphy
 - 6. Hydrology
 - 7. Topography

 - B. Periods of study
 - 1. Prehistoric and protohistoric native occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas

 - 2. Spanish-Mexican Occupance
 - a. Demographics
 - b. Land Use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas

3. Early American Occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas
4. Pre-World War II Occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas
5. Post- World War II Occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas
6. Present Occupance
 - a. Demographics
 - b. Land use
 - (1) Reasons for land use
 - (2) Effects of land use
 - (3) Forces responsible for changes in land use
 - (4) Effects of land use in present landscape
 - (5) Relationship of land use to surrounding areas
7. Future Plans
 - a. San Diego River Project
 - b. Santee General Plan

- c. Lakeside Community Plan
- d. Forces influencing plans
- e. Analysis of Plans
- f. Possible alternatives

IV. Summary of Findings

- A. Conclusions
- B. Further possible research

8

DOCUMENT PRINTING

The print options menu on the Xerox 860 is quite small. Most of the items such as header and trailer information, justifying the right-hand margin, and print-wheel settings, are designated on the recordable format page, so there are only a few items left to be determined on the print menu.

- 1 While viewing the activity page (Figure 5) on the screen, determine whether the document to be printed is in the active list or the disk index.
- 2 Press the **PAGE** key (#24) until the correct option (ACTIVE LIST or INDEX) is highlighted.
- 3 Using the **LINE** key (#21), highlight the document to be printed.
- 4 Hold down the **CODE** key (#12), and press the key for the number 7 at the top of the keyboard.
- 5 The print options page (Figure 11) now comes into view, and the operator may make any menu changes necessary before printing.

The print options available are as follows:

PAGES

This option lists the number of pages found in the document to be printed. If the

<u>PRINT OPTIONS</u>	
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"/>
MULTIPASS	<input type="checkbox"/>
PITCH	ANY PS 10 12
KB/PW	ANY STD LEGAL
MERGE	<input type="checkbox"/>
REFORMAT	<input type="checkbox"/>
PAGINATE	<input type="checkbox"/>

FIGURE 11 PRINT OPTIONS MENU

operator would like to print all the pages of the document, this category does not need to be changed. If the operator would rather print individual pages in the document:

- 1 Using the **LINE** key (#21), highlight the **PAGES** option.
- 2 Type in the required pages, putting a space in between each page. For example, 1 2 3 4 5.
- 3 Press the **LINE** key (#21) to move to the next format option.

If the printing of a group of pages within the document is required:

- 1 Using the **LINE** key (#21), highlight the **PAGES** option.
- 2 Type the first page number to be printed, a dash, and then the last page number to be printed.
- 3 Press the **LINE** key (#21) to move to the next format option.

A combination of single pages and groups of pages can also be entered on the print menu. To do this:

- 1 Using the **LINE** key (#21), highlight the **PAGES** option.
- 2 Type the first page number to be printed or the first set of pages to be printed, separated by a dash.
- 3 Press the **LINE** key (#21) to move to the next format option.

The print menu should look somewhat like the listing shown below:

1 9-12 15 18-30 43

COPIES

This option allows the operator to print more than one copy of each page printed. The standard setting for this item is 1; however, if the operator requires more than one copy:

- 1 Using the **LINE** key (#21), highlight the COPIES option.
- 2 Type in the number of copies needed.
- 3 Press the **LINE** key (#21) to move to the next format option.

CONTINUOUS FORM

This option should be highlighted (or turned "on") if the printer is using continuous-feed paper. This will advance the paper and continue printing without the need for operator intervention. To turn this option "on":

- 1 Using the **LINE** key (#21), highlight the CONTINUOUS FORM option.
- 2 Press the **CHAR** key (#23) until the option is darkened.
- 3 Press the **LINE** key (#21) to move to the next format option.

PAPER SIZE

This option must be filled in only if the paper size being used is different from the paper size designated on the recordable format page. To do this:

- 1 Using the **LINE** key (#21), highlight the PAPER SIZE option.
- 2 Type in the correct line length of the paper being used (51, 66, etc.).
- 3 Press the **LINE** key (#21) to move to the next format option.

NON-STOP

This option should be highlighted if stop codes have been placed throughout the document that the operator would like the printer to override in this instance of printing. To highlight this option:

- 1 Using the **LINE** key (#21), highlight the **NON-STOP** option.
- 2 Use the **CHAR** key (#23) until the option is highlighted.
- 3 Press the **LINE** key (#21) to move to the next format option.

CODE PRINT

This option should be highlighted when the operator would like to have all code symbols used in the document appear on the printout. All tabs, returns, center codes, page ends, and so on are printed when this option is turned "on". The system also prints such document information as the document name, the document margins, and so on before printing the text of the document.

- 1 Using the **LINE** key (#21), highlight the **CODE PRINT** option.
- 2 Press the **CHAR** key (#23) until the option is highlighted.
- 3 Press the **LINE** key (#21) to move to the next format option.

MULTI-PASS AND MERGE

These two options are used when different styles of print are used within one page of a document or when two documents are being merged together. These items do not need to be changed for basic printing purposes and therefore are not covered in this text. For further instructions on multipass and merge, refer to the Xerox Reference Manual under Printing.

When the print options have been completed to suit the requirements of the document, the **ACCPT** key (#25) is pressed. This queues the document to the printer. To start the printer, the operator must either:

press the **START/STOP** button, a large orange button on the front of the printer

or

hold down the **CODE** key (#12) and press the **PARA** key (#20).

These same two operations will stop or restart the printer if the operator so desires.

If the operator stops the printer (in the event the wrong document is being printed or the operator finds typing errors in document, etc.), the document being printed must be cleared from the active list before further documents may be printed. If the document is not cleared from the active list, it will finish printing as soon as the printer is turned back on.

PRINTING PRACTICE DOCUMENTS

Print the résumé that was created in Chapter 5.

Print the letter to Tom Delson that was created in Chapter 5 and edited in Chapter 7. Justify the right-hand margin of this letter.

Print the term-paper outline that was created in Chapter 5 and edited in Chapter 7. If this document was created properly and the print menu filled in correctly, a header and trailer should appear on this printed version.

9

SYSTEM SHUTDOWN

Turning off the Xerox 860 is not difficult, but the operator must be careful to carry out the operations in the proper order. Failure to do so could result in loss of information or the ruin of costly floppy diskettes.

Before beginning the shutdown procedure, be sure that all documents have been stored on the proper diskettes.

To shut off the equipment:

- 1** Press the DOOR OPEN button on the front of the right disk drive door and remove the diskette.
- 2** Press the DOOR OPEN button on the front of the left disk drive door and remove the diskette.

- 3 Press the "on-off" switch on the face of the systems controller.

NOTE: If the system is turned off before the diskettes are removed, heat from the system could warp and ruin the diskettes.

- 4 The printer now begins to unwind, and all information will disappear from the face of the terminal.

The system has now been turned off.

Having finished reading this book, you have obtained all the tools necessary to create, edit, and print different types of documents (i.e., letters, memos, tables).

It has been the intention of this book to give you a better understanding of the word-processing options available on the Xerox 860 Word Processor and to help you perform the various functions needed to achieve the desired format for the document you are creating. You may have to return to the pages of this book from time to time to refresh your memory on the exact steps to follow for a particular function. Word processing, just like any other skill, requires patience and practice. With repeated use of the functions included in this book, you will soon be creating complex documents using operations that you no longer have to think about performing. It will soon be as automatic and routine as brushing your teeth or spelling your name.

Be forewarned that you will make many mistakes. Pressing the **TAB** key or the **RETURN** key at the wrong place in a document can change the layout and appearance of the entire page. Practice with the documents given in this book, and do not be discouraged by the errors that you make on them. Instead, learn from your mistakes.

Good Luck!

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Everything you need to know
about the Xerox 860 Word-Processing System ...
in one, easy-to-read handbook

WORD PROCESSING ON THE XEROX® 860

For word-processing trainees and experienced word processors who want to upgrade their skills or learn a new system, here is a complete, easy-to-read guide to virtually every task that can be performed on the Xerox 860 System.

* **Tested in workshops** by the author for clarity and accuracy, **Word Processing on the Xerox 860** leads you through the basic functions, principles, skills, procedures, and terminology—as well as some advanced options available on the Xerox 860.

* **Self-paced** so you can learn at your own speed!

* **Illustrations** of the messages, menus, and graphic symbols that appear on the screen explain each function.

* **Practice sessions and tear-out worksheets** let you create different types of documents, and edit and revise them as desired.

* **Key terms in bold type** allow at-a-glance identification, so more experienced operators can use the book without having to sift through the explanations.

JACKLYN MARIE WILLIFORD is the word-processing specialist at Solar Turbines Incorporated, where she trains new operators, acquires new equipment, writes procedures, and manages the word-processing center. **Word Processing on the Xerox 860** applies her eleven years' experience as a word-processing specialist and instructor to make learning the individual aspects of the Xerox 860 system as easy as possible.

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