

XEROX

XEROX

Xerox ViewPoint

Document Editor Reference

Document Editor

3

Volume 3

XEROX

Xerox ViewPoint

Document Editor Reference volume 3

VP Document Editor

Xerox Corporation
Product Education
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El Segundo, CA 90245

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Introduction

This volume is part of the *VP Series Reference Library*, which is the encyclopedia for ViewPoint software. This library provides the most complete source of information on ViewPoint and VP Series applications for your 6085 Professional Computer System or 8010 Information System.

Before you use this volume

Several separate volumes make up the *VP Series Reference Library*. Each volume provides information about a general category of applications, such as graphics, terminal emulation, or file conversion.

Before you refer to any VP Series reference application volume, you should become familiar with the following "core" documentation:

- *ViewPoint QuickStart Training*. Provides training and exercises for basic workstation operations as well as for creating, editing, printing, mailing, and filing documents.
- *General User Reference*. Describes the basic operations common to all ViewPoint and VP Series application software.
- *Document Editor Reference* volume 3. Provides complete information on creating and editing a document.

By mastering the ViewPoint and Document Editor basics, you will soon be able to use other

VP Series applications to perform important tasks quickly and confidently.

About this volume

Document Editor Reference volume 3 provides information about how you can use the *VP Document Editor* to create, edit, and format documents. This volume also discusses how you can insert space, called "frames," in documents for illustrations and tables. Refer to the following volumes for information on other standard Document Editor features:

- *Document Editor Reference* volume 4 discusses more advanced features for manipulating text and standardizing document formats.
- The *Graphics Reference* volume describes how to create illustrations in your documents.

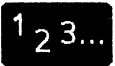
How chapters are organized

Reference material is rarely read through from cover to cover. Instead, you use it to look up specific information from time to time, much as you would use an encyclopedia.

To help you locate information, the major topics of most chapters are organized as follows:



- A key concepts section describes the principal elements of the application or feature. The key graphic illustrated at the left marks the beginning of such sections.
- A description of property sheets, option sheets, and windows provides detailed information about the properties and options related to the application.



- A procedures section provides step-by-step information on how to use the application. The 1-2-3 graphic illustrated at the left marks the beginning of such sections.

Documentation conventions

The *VP Series Reference Library* uses the following conventions:

- Square brackets. Names of commands and property and option choices that you select with the mouse appear enclosed within brackets; for example, the [Close] command.
- Angle brackets. The names of workstation keys and alternate function keys are enclosed within angle brackets; for example, the <OPEN> key and the <PROP'S> key. This convention applies to alphabetic and numeric keys. It does not apply to words used to describe keys marked with arrow symbols, such as the tab key.
- Italics. Glossary words, VP application names, volume names, and the library name appear in *italics*.
- Bold. Names of properties, options, selections in the User Profile, information you must type, notes, and warnings appear in **bold**.

As often as possible, graphic images (such as pointer arrows) are printed in the text as they appear on the screen or on the keyboard.

Hardware and software requirements

The application described in this volume runs on the 6085 Professional Computer System and the 8010 Information System.

The following 2.0 software must be installed, enabled, and running on the workstation:

- *Xerox ViewPoint*
- *VP NetCom, VP RemoteCom, or VP Standalone*
- *VP Document Editor*

Related documentation

The following training materials are recommended reading. You should be familiar with their contents before using the Document Editor.

- *VP Document Editor: Document Creation Training*

Information for VP CUSP Button programmers

If you are writing a CUSP program and want the program to refer to a Document Editor document icon, use the following as the icon type (case does not matter):

- Document

The *VP Document Editor* is the cornerstone application of the VP Series software. It provides you with exceptional capabilities for:

- Creating a document
- Entering and editing text in a document
- Specifying the appearance of text
- Determining the format of pages
- Integrating illustrations into text using frames

Using the Document Editor productivity tools, you can:

- Find text, hyphenate paragraphs automatically, use redlining to mark text changes, create phrase dictionaries using Define/Expand, and assemble documents into books.
- Control the appearance and layout of text in a document using the styles feature and linked text frames.
- Process tabular, mathematical, and statistical information using tables, fields, and fill-in rules.
- Create form letters, address labels, and address lists using the Mail Merge feature.

This volume discusses Document Editor concepts and procedures for creating and formatting documents. For more information on the Document Editor productivity tools, see *Document Editor Reference* volume 4 in this library.

Key concepts of the Document Editor



The Document Editor lets you create many kinds of documents. You can prepare text-only documents, such as letters and memos. You can also create illustrated documents, such as status reports, that contain tables and graphics as well as text. Special features of the Document Editor make it easy for you to create and fill in professional-looking forms.

With other document processors, you may have to design tables and graphics separately, then “cut and paste” them into text. With the Document Editor, the tables and graphics you add are an integral part of the document—and editable just like the text.

You can create and intersperse text and graphics within the same document, or even move text and graphics between documents. You can create complex forms and exercise page layout control in all of your documentation—no need to send out for artwork, pasteup, and typesetting.

The Document Editor provides the tools you need to create attractive, professional-quality documents. A keystroke, for example, lets you choose from a wide range of fonts and sizes. Or you can select a section of text to be enlarged, reduced, underlined, centered, italicized, or offset.

With the Document Editor, you control all aspects of page layout. You can set different page sizes, page margins, and tab settings by displaying a ruler with a keystroke, or displaying a property sheet in which you can enter the page size, margins, and tab settings you want. You can also specify page headings, page footings, and page numbering for individual documents or documents placed in books.

You can also create and print documents in more than twenty languages, including Arabic, Russian, Japanese, and Chinese, even mixing languages on the same page if you choose.

Many of the ViewPoint principles and operations become routine as you use them daily with the Document Editor. These principles include the ways you work with text and change settings on property and option sheets. Because your document is created and stored electronically, you can make changes and updates easily and economically. You retain complete control of your document at all stages of its development.

Document creation and text editing

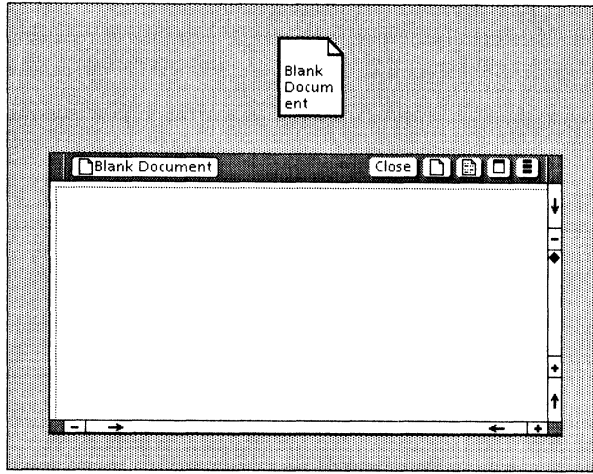
You can use the Document Editor to type original text, as well as to edit the text in later document preparation cycles. You can also use it to create illustrations and enter tabular information.

You create documents by copying a Blank Document icon to the desktop and opening the icon. When you open the Blank Document icon, a document window appears on the desktop (Figure 1-1). You type the document contents into the window, using the keyboard as you would a typewriter.

As you type, the Document Editor automatically begins a new line whenever the text you enter reaches the end of the current line. The Document Editor also automatically shifts the text upward as it reaches the bottom of the document window. The page automatically expands as you enter more text.

While typing, you can enter special characters and text using various alternate keyboards. The special characters, called structure and non-printing characters, provide formatting and spacing instructions to the Document Editor.

Figure 1-1 **The Blank Document icon and document window**

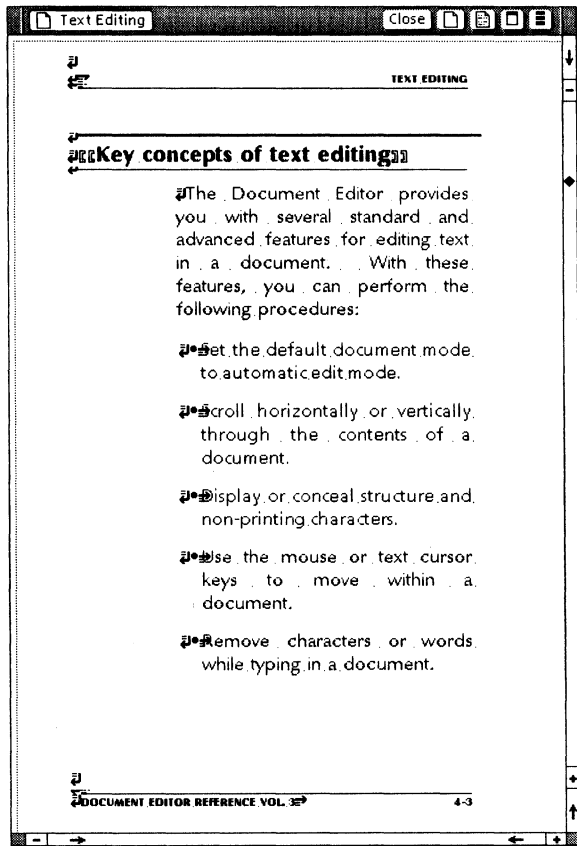


You can display the document with or without these characters visible.

Figure 1-2 shows a document with structure and non-printing characters visible in a document.

The Document Editor offers a wide range of editing capabilities, from backspacing over obvious typing errors, to moving and copying blocks of text within a document or between documents. You can even locate or replace occurrences of a word or phrase by using the Find option sheet.

Figure 1-2 Structure and non-printing characters visible in a document

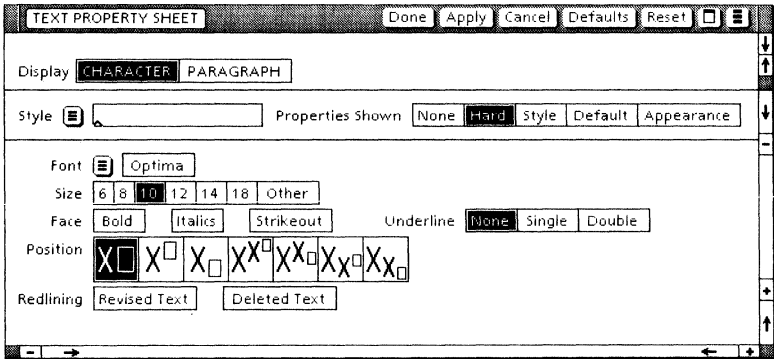


Text appearance

The text that you type reflects the default character, paragraph, tab, and page format properties assigned by the Document Editor. You change these properties using a variety of property sheets.

Character properties affect how characters in your document look when displayed. You can specify the font, size, face, underlining, and position of characters in a document using the Character property sheet (Figure 1-3) or the top-row function keys.

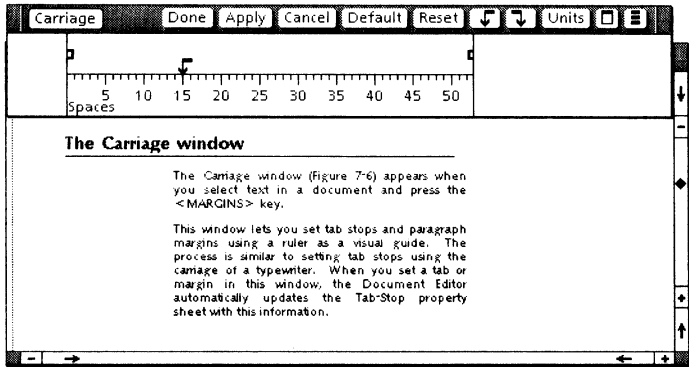
Figure 1-3 The Character property sheet



Paragraph properties control the appearance of paragraphs in a document. You can set the alignment, margins, and line spacing for individual paragraphs using the Paragraph Layout property sheet, the <CENTER> key, and the <MARGINS> key.

Tab properties specify the position and alignment of flush-left, flush-right, centered, and decimal-aligned tab stops in a document. You can set tabs using the Tab-Stop property sheet or the Carriage window (Figure 1-4).

Figure 1-4 The Carriage window overlaying a page



Page format

When you specify a page format for a document, you identify the size of the document page and where text appears on that page. This includes the main text of the document as well as page headings, page footings, and page numbering.

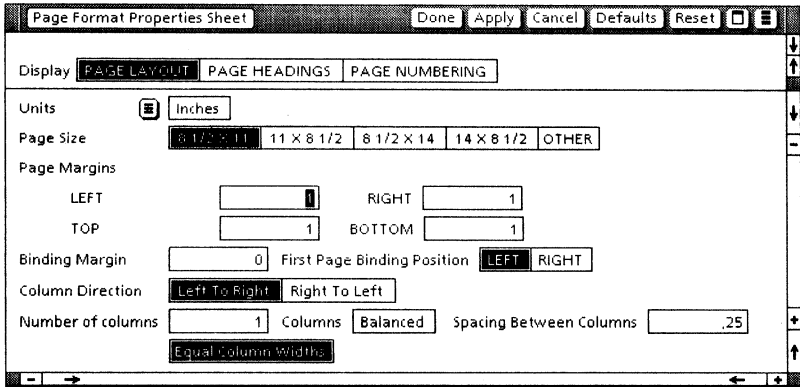
The Document Editor has default property settings to give you a starting format. If you prefer, you can enter text now and change the page format later. You can experiment with the format at any time.

The page format properties you can control include:

- Page size and margins
- Number and width of text columns
- Page headings and footings, including content and position
- Page numbering, including the style of numbering
- Page and column break refinement

You customize the page format to your specific requirements by completing the Page Layout property sheet (Figure 1-5), the Page Headings property sheet, the Page Numbering property sheet, and the Break property sheet.

Figure 1-5 The Page Layout property sheet



Pagination

Pagination is the process that converts a document from a continuous scroll of text into a sequence of pages. You control the appearance of the pages by paginating the document to determine where page breaks occur.

The Document Editor provides five different types of pagination. You can, for example, paginate one page in a document, a range of pages in a document, or all pages in a document. You can also paginate an open document or a closed document.

All five types of pagination are background activities. While the Document Editor paginates one document, you can edit another document or perform other activities on the desktop.

Frames

A frame is a rectangular area in a document that is reserved for text, tables, graphics, equations, or footnotes (Figure 1-6).

Frames enable you to integrate text, tables, graphics, equations, and footnotes on a document page. By integrating frames with other information in your document, you can create, edit, and preview pages that look like the final printed page.

Frames have property sheets that let you specify their size, position on the page, internal layout, and accompanying caption.

Figure 1-6 Example of different types of frames

Text frame

Frames are rectangular areas in a document that are reserved for text, tables, graphics, equations, and footnotes.

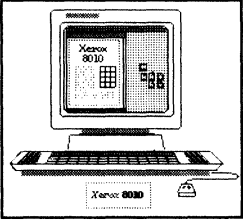
Equation frame

$$\int_{-1}^1 f(x)dx = \sum_{k=1}^m H_k f(x_k) + E$$

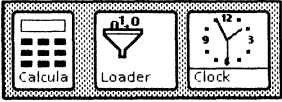
Table frame

Product Line	Product Name
Addressing and Labeling Equipment	Cheshire 730
	Cheshire 762
	Cheshire 525E
Artificial Intelligence Products	Xerox 1185/1186
	Xerox 1100/1108-105T
	Xerox Quintus Prolog
CAE/CAD/CAM Systems	Xerox Expert Systems

Graphics frame



Bitmap frame




CUSP button frame

Order Confirmation

Footnote frame

¹The Seattle Times, June 3, 1975, p. C4.

Pro Illustrator frame



2. Basic concepts

The document is the fundamental object in the Document Editor. It represents the “electronic paper” on which you create, edit, format, and save text, graphics, charts, frames, and tables.

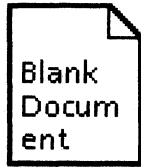
Several key concepts are important to understanding how to work with a document within the Document Editor:

- The Blank Document icon
- The document modes: read-only, default edit mode, and automatic edit mode
- The document window and its contents
- The flashing caret
- Structure and non-printing characters
- The default properties for characters, paragraphs, tabs, and page format
- Document styles

The Blank Document icon

The Blank Document icon is in the Basic Icons divider, which is in the Workstation divider of the directory. When you select and copy the Blank Document icon to your desktop, it appears as shown in Figure 2-1.

Figure 2-1 The Blank Document icon



The original Blank Document icon always remains in the Basic Icons divider. You cannot move, open, or edit the original Blank Document icon. You must copy it from the Basic Icons divider to the desktop before using it.

You may want to keep a Blank Document icon on your desktop so you can copy and name it each time you want to start a new document. You can copy as many Blank Document icons as you need to your desktop.

You use a document icon to create, edit, print, copy, mail, or file a document. You can store the document in a container icon, such as a folder, book, or file drawer, or on a floppy disk.

The document window

When you open a document icon, a window displays the contents of the document. In the *document window*, you view, enter, and edit text and other information in a document.

Like other windows, the document window has a header, scroll bars, control points, menus, and an information area.

The window commands available in the header depend on the current mode the document is in. The floating items auxiliary menu contains all commands that, because of window size, cannot be displayed in the header.

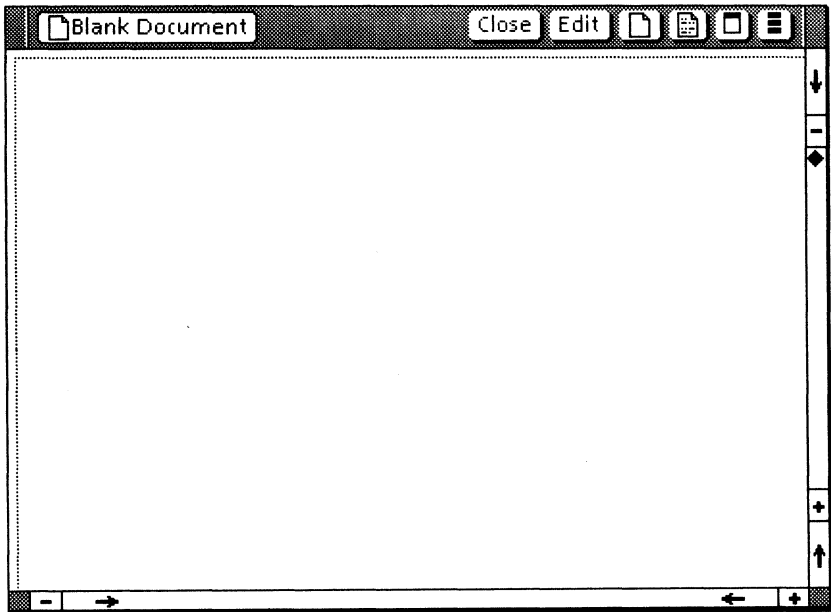
The document modes

A displayed document is in one of three modes: read-only mode, edit mode, or automatic edit mode. The *mode* determines whether you can modify the document contents.

Read-only mode

Read-only mode lets you view the contents of a document in the document window (Figure 2-2), but you cannot edit existing text or enter new text in the document until you change to edit mode.

Figure 2-2 A document window in read-only mode

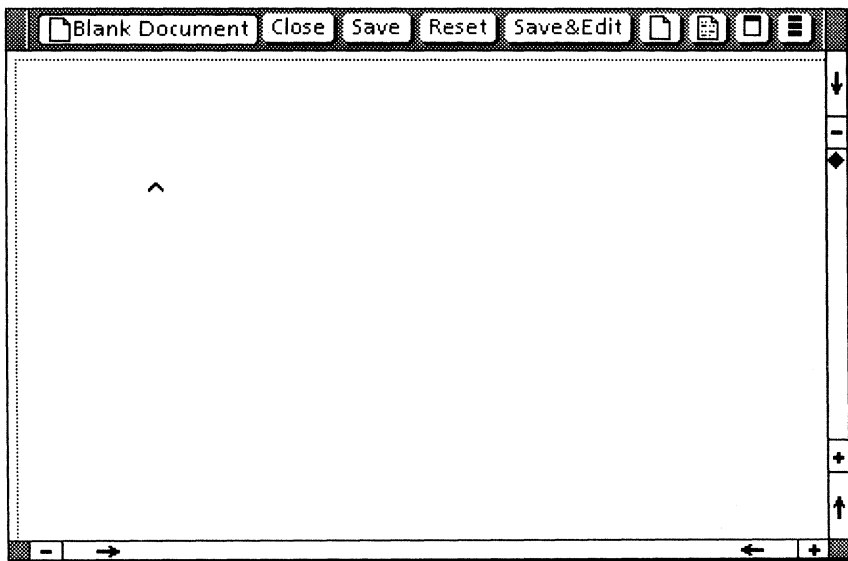


When you first display a document, it appears in read-only mode. Read-only mode is the system default mode. It is specified in the [Documents] section of the User Profile. You can change this User Profile setting so that documents automatically appear in edit mode, ready for you to modify.

Edit mode

When you first open the document icon, the document is in read-only mode. You select [Edit] in the header of the document window to change the document to edit mode. *Edit mode* provides additional commands that let you view, modify, and save the contents of a document (Figure 2-3).

Figure 2-3 A document window in edit mode



Specifically, edit mode enables you to:

- Enter and edit text.
- Modify the appearance of characters, paragraph layout, tab settings, and page format.
- Enter and edit graphics, tables, and equations.
- Paginate the document.
- Save changes made to the document.
- Reset the document to read-only mode.
- Cancel all changes made to the document since you last saved or paginated the document.

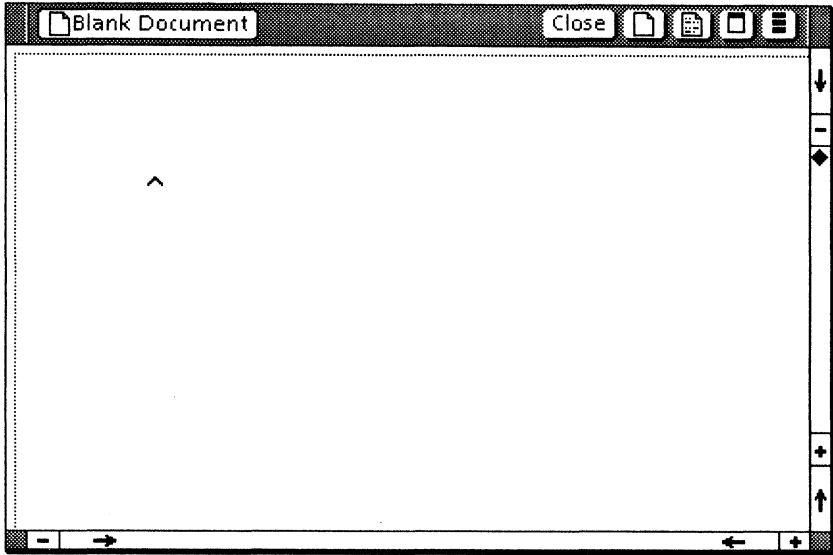
Automatic edit mode

Automatic edit mode lets you view and modify the contents of a document when you first open a document (Figure 2-4). You do not have to select [Edit] in the document window header before you can edit a document. To set automatic edit mode, you change the **Edit/Save** parameter in the [Documents] section of the User Profile, and then log off and on again.

Automatic edit mode enables you to do everything you do in edit mode, except:

- You need not select a command to save the document.
- You cannot set the document to read-only mode.
- You cannot cancel changes made to the document.

Figure 2-4 **A document window in automatic edit mode**



If you set automatic edit mode in the User Profile, the Document Editor periodically saves the document as you work on it. The workstation displays “Document backup in progress” in the desktop message area as it saves the document.

Refer to the chapter titled “The User Profile” in the *General User Reference* volume in this library for more information about setting automatic edit mode.

The document window commands

The document window commands are located in the header area of the document window. The commands that are displayed depend on the current mode the document is in.

Document window commands in read-only mode

[Close]

Closes the document window.

[Edit]

Changes the document from read-only mode to edit mode, and displays additional window commands.

Document window commands in edit mode

When you select [Edit], the commands in the header are:

[Close]

Saves all changes made to the document and closes the document window.

[Save]

Saves all changes made to the document, changes the document from edit mode to read-only mode, and leaves it open.

[Reset]

Cancels all changes made to the document since you last selected [Edit], [Save], [Save & Edit], [Paginate], [Simple Paginate], or [Paginate Specified Pages]. Also changes the document from edit mode to read-only mode and leaves it open.

[Save & Edit]

Saves all changes made to the document and leaves the document open in edit mode.

Document window commands in automatic edit mode

When you open a document in automatic edit mode, the command in the header is:

[Close]

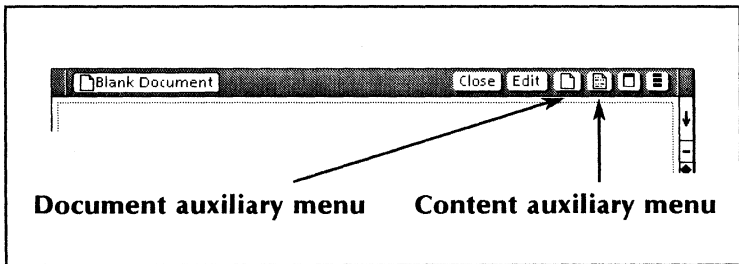
Saves all changes made to the document since the last time the workstation displayed the message, "Document backup in

progress," or the last time you paginated the document. Also closes the document window.

The document menus

Two document menus are available in the header area of the document window: the document auxiliary menu and the content auxiliary menu (Figure 2-5).

Figure 2-5 The document menus

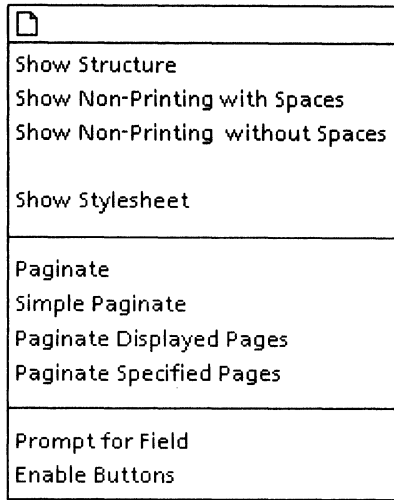


The document auxiliary menu

The document auxiliary menu (Figure 2-6) contains commands for managing a document. It may also include commands for working with other VP Series applications.

The commands that appear in this menu are described in subsequent chapters in this volume and in *Document Editor Reference* volume 4 in this library. For summary command descriptions, see the "Document Editor commands" appendix in this volume.

Figure 2-6 The document auxiliary menu



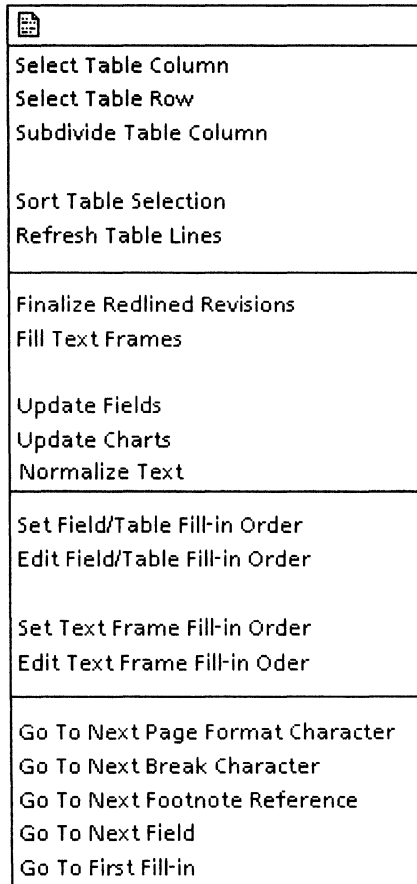
The content auxiliary menu

The content auxiliary menu (Figure 2-7) contains commands for working with the content of a document. It may also include commands for working with other VP Series applications.

The commands that appear in this menu are described in subsequent chapters in this volume and in *Document Editor Reference* volume 4 in this library. For summary command descriptions, see the "Document Editor commands" appendix in this volume.

The flashing caret

The flashing *caret* indicates the next typing position in a document. It appears when you select anywhere inside the document window in edit mode.

Figure 2-7 The content auxiliary menu

The caret normally appears as shown in Figure 2-8, but it changes shape when you apply character properties such as boldface or underlining.

Figure 2-8 The flashing caret (enlarged)

When you select a location inside an empty document, the caret appears at the first typing position in the upper left corner of the document window. When the document already contains text, the caret appears at the position you select.

Structure and non-printing characters

Structure characters specify document format, page breaks, and areas of the document that are reserved for fields, graphics, tables, and text. Structure characters become visible on the screen when you select [Show Structure] from the document auxiliary menu. Structure characters do not appear on the printed page.

You enter a structure character for each of the following:

- A page or column break
- A *field*, which is an area in a document reserved for later entry of text
- A graphics frame
- Instructions for defining the page format including headings, footings, and page numbering
- A table frame
- A text frame

Non-printing characters are used to specify spacing in a document. They are also used to facilitate entering and editing text. Non-printing characters become visible when you select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.

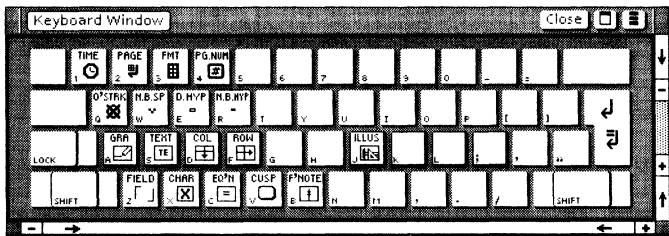
You enter a non-printing character to specify each of the following:

- A discretionary hyphen or a non-breaking hyphen
- A new line
- A new paragraph
- A standard space or a non-breaking space
- A standard tab or a paragraph tab (para-tab)

The new-line character, new-paragraph character, non-breaking space, para-tab character, space marker, and tab character are never displayed on the printed page. The discretionary hyphen and non-breaking hyphen are displayed on the printed page if they are used to hyphenate a word.

You enter new-line, new-paragraph, para-tab, space, and tab characters from the standard keyboard. You enter all other structure and non-printing characters from the Document Special keyboard (Figure 2-9).

Figure 2-9 Document Special keyboard



Note: Some of the key caps shown on the Document Special keyboard (Figure 2-10) provide characters for optional VP Series applications. These optional elements include: the Pro Illustrator frame for Xerox Pro Illustrator, the equation frame for VP Equations, the CUSP

button frame for VP CUSP Buttons, and the footnote frame for VP Long Document Options.

All structure and non-printing characters are described in subsequent chapters in this volume and in *Document Editor Reference* volume 4 in this library.

Refer to the "Structure and non-printing characters" appendix in this volume for more information.

The default properties of a document

Each document has several *default*, (predefined) properties that specify text appearance, paragraph layout, and page formatting:

- The font is Modern.
- The character size is 12-point.
- The page size is 8-1/2 x 11 inches.
- Page margins are 1 inch on all sides.
- The paragraph line height, before-paragraph spacing, and after-paragraph spacing are equivalent to a single line height.
- The tab stops are set every three spaces.

With these properties already set, you can enter text immediately when you first create a document. You can concentrate on the information in the document, waiting until later to decide on its exact appearance and format. Figure 2-11 shows the appearance of a document with default properties.

Figure 2-10 Document Special keyboard characters



















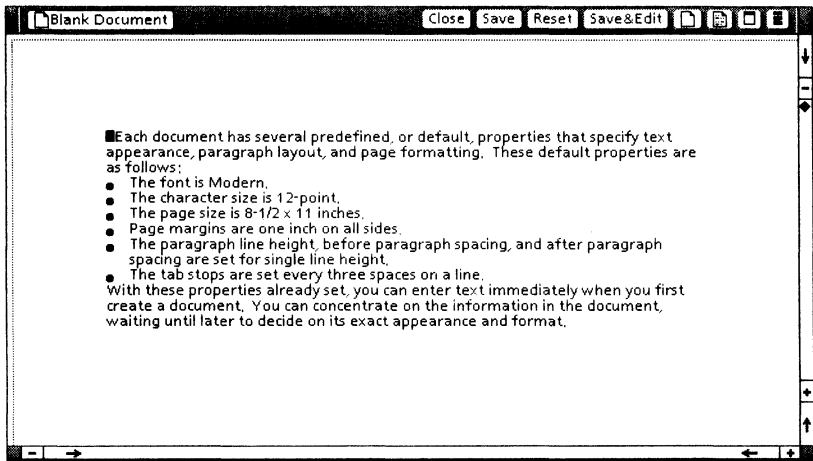
	Date and time text		Text frame
	Page (and column) break character		By-column table frame
	Page format character		By-row table frame
	Page numbering character		Pro-Illustrator frame
	Overstrike character (currently not implemented)		Document field
	Non-breaking space		Wildcard character
	Discretionary hyphen		Equation frame
	Non-breaking hyphen		CUSP button frame
	Graphics frame		Footnote frame

Figure 2-11 A document with default properties



You can change any or all of the default property settings for a document. Later chapters in this volume discuss how to change the default property settings and set new properties.

Document styles

The Document Editor provides a special editing feature, referred to as styles, that offers an alternative to repeatedly assigning individual character and paragraph properties.

With styles, you can define commonly used sets of properties and identify them as one character or paragraph style rule. You assign these character or paragraph style rules on a stylesheet. Then, when you need that set of properties, you can use the name of the style rule to assign the properties as a set.

Figure 2-12 shows an example of several style rules displayed in a stylesheet.

Figure 2-12 A stylesheet listing of style rules

RULE TYPE	RULE NAME	DESCRIPTION
CHARACTER	BODY TEXT	CHARACTER RULE FOR REGULAR BODY TEXT
	HdG1/2	MAJOR & SUB-HEAD LEVEL HEADINGS
	SPECIAL1	CHARACTER RULE FOR SPECIAL TEXT FACE #1
PARAGRAPH	Body Text	Paragraph rule for regular body text paragraphs
	Hdg1	Paragraph rule for major headings
	Hdg2	Paragraph rule for sub-head headings
	Indent5	Paragraph rule for indenting the paragraph 5 spaces.

After you assign a style rule to text in a document, you can easily change the properties of that text. Simply change the style rule to include the new properties you want. Then, the Document Editor automatically reassigns those properties to all the text you previously linked to that style rule.

The styles feature is particularly useful for documents whose format you expect to change in the future. Sharing style rules throughout an office also makes it easy to produce standard documents that have complex formatting. Moreover, modifying the character and paragraph properties of styled documents requires fewer keystrokes than using alternate function keys or property sheets.

Refer to the chapter titled "Styles" in *Document Editor Reference* volume 4 in this library for more information.

3. Document creation

When you start to create a document with the Document Editor, you generally follow a three-step process:

- Copy the Blank Document icon.
- Rename the Blank Document icon.
- Open the document, place it in edit mode, and type text.

This chapter describes the procedures for creating and entering text into a document.

Key concepts of document creation



To create a document, you first copy a Blank Document icon to the desktop and rename it. You can copy the Blank Document icon from the Basic Icons divider to the desktop, or you can keep a copy of the Blank Document icon on your desktop and copy it when starting a new document.

When you enter text in a document, you open the document icon, make sure that the document is in edit mode, then type the document contents using the keyboard much as you would a typewriter. A few exceptions to this procedure are described in this chapter.

When you first open a Blank Document icon and place it in edit mode, the Document Editor automatically displays the blinking caret in the upper left corner of the document. Then you can begin to type the document text. The text you type reflects the default properties for characters, paragraphs, tabs, and page format until you change them.

Automatic line wrapping

As you type text into a document, the Document Editor automatically begins a new line whenever the text reaches the right margin. This feature is called *automatic line wrapping*.

The Document Editor also automatically scrolls (shifts) the text upward as it reaches the bottom of the document window, so the text you type always remains in view.

As the length of text approaches the default or specified page size, the bottom of the page outline appears. This page outline expands as you enter more text, creating a *long page*—a continuous scroll of text.

A long page lets you enter text without worrying about where the page ends. You can paginate the document later to break up the long page.

Text

Text comprises much of the information in a document. In the Document Editor, units of text are:

- A *character*—a single letter, digit, symbol, or punctuation mark.
- A *word*—a group of characters separated from other words by one or more spaces.

- A *sentence*—a group of words separated from other sentences by periods, question marks, or other terminating punctuation.
- A *line*—a word or group of words separated from other text by the new-line character. The new-line character is a non-printing character (Figure 3-1).

Figure 3-1 **The new-line character**



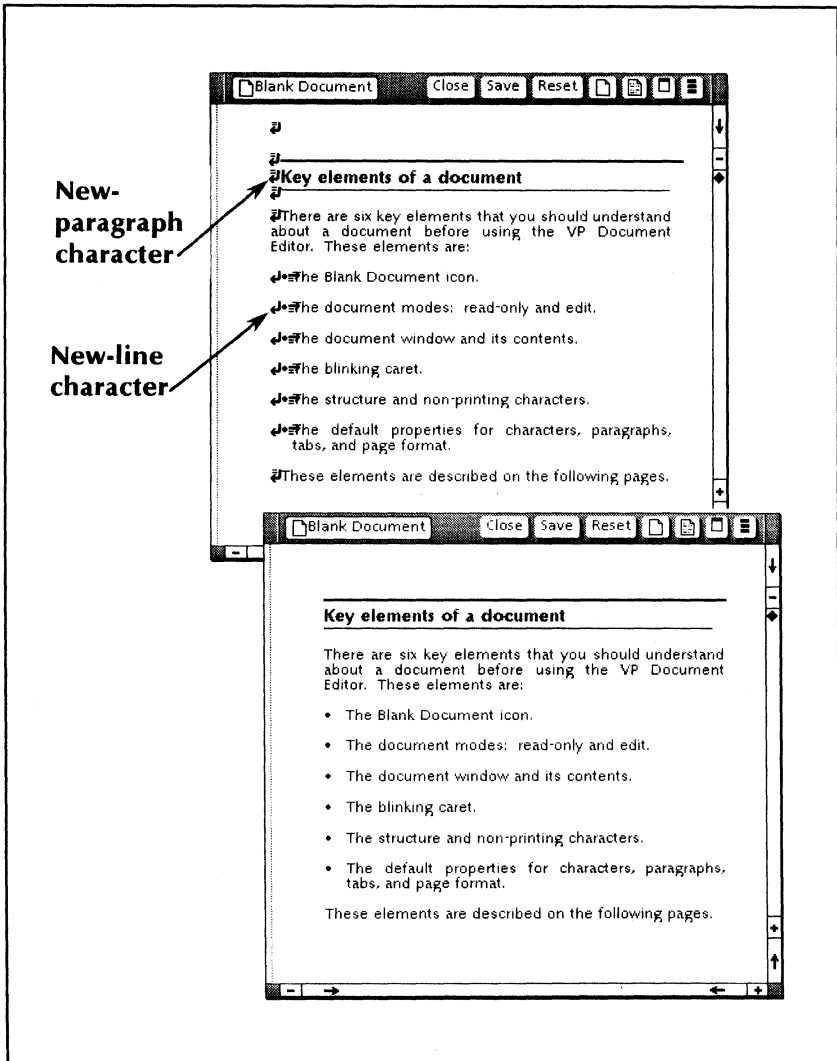
- A *paragraph*—a block of text separated from other paragraphs by the new-paragraph character. The new-paragraph character is a non-printing character (Figure 3-2). It specifies the amount of white space that appears before paragraphs, after paragraphs, and between lines of text in a paragraph.

Figure 3-2 **The new-paragraph character**



Figure 3-3 shows examples of new-paragraph and new-line characters displayed in a document.

Figure 3-3 **New-paragraph and new-line characters displayed in a document**



Hyphenation

The Document Editor provides two methods for hyphenating text:

- You can manually insert hyphens in text using the standard keyboard or the Document Special keyboard.
- You can specify that the Document Editor automatically hyphenate text by using the autohyphenation feature.

These are the types of hyphens that are available:

Hyphen Description

- **Standard hyphen**—A character that you insert from the standard keyboard to form familiar compound words.
- ☐ **Discretionary hyphen**—A character that you insert from the Document Special keyboard to instruct the Document Editor to hyphenate a word, if necessary. When you print the document, the Document Editor inserts a hyphen as the last character on the line, if the word continues on the next line.
- **Non-breaking hyphen**—A character that you insert from the Document Special keyboard to ensure that the two words it separates always appear on the same line.
- **Autohyphen**—A character that the Document Editor automatically inserts, if needed, when you select autohyphenation for a paragraph.

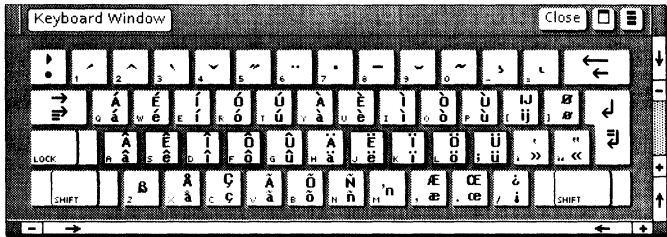
This chapter discusses the procedures for manually inserting hyphens in text. Refer to the chapter titled “Autohyphenation” in *Document Editor Reference* volume 4 in this library for information about automatic hyphenation.

Accented characters

You can enter accented characters in a document by using alternate keyboards. Accented characters appear on many alternate keyboards, such as the European keyboard shown in Figure 3-4.

Accent marks themselves also appear on some alternate keyboards. You can create an accented character by typing the accent and the character separately.

Figure 3-4 The European keyboard



Changes to properties

You can change character, paragraph, tab, and page format properties as you type text in a document. You do not have to finish typing your document before you change properties. The Document Editor immediately displays the effects of new character, paragraph, and tab properties.

For example, you can change the appearance of characters by specifying their font, size, typeface, and position relative to other text. Refer to the chapter titled "Character properties" in this volume for details.

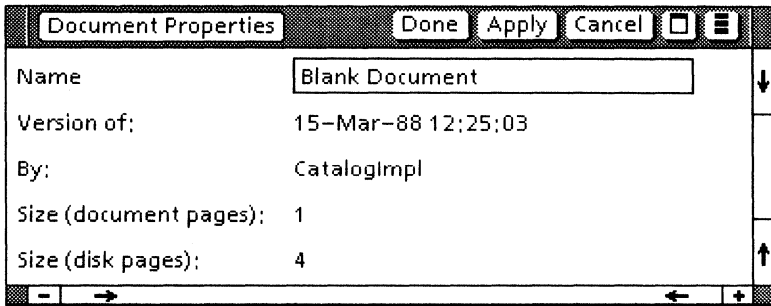
You can also change paragraph justification, margins, line spacing, and tab settings in a document. Refer to the chapters titled “Paragraph properties” and “Tabs” in this volume for more information.

When you paginate the document, the Document Editor displays the page format, page headings, page footings, and page numbers you specified for the page format. Refer to the chapters titled “Page format” and “Pagination” in this volume for more information.

The Document properties sheet

Associated with each document icon is a Document properties sheet (Figure 3-5). You use the Document properties sheet to name the document and obtain information about the document.

Figure 3-5 **The Document properties sheet**



Name

Specifies the name of the document. This name appears on the document icon and as the title of the document window.

Version of

Shows, in read-only format, the date and time the document was created or last edited.

By

Shows, in read-only format, the name of the person who created the document.

Size (document pages)

Shows, in read-only format, the size of the document in document pages.

Size (disk pages)

Shows, in read-only format, the size of the document in disk pages.

Copying a Blank Document icon to the desktop

1 2 3...

1. Open the Directory divider, the Workstation divider, and the Basic Icons divider.
2. Select the Blank Document icon and press <COPY>.
3. Move the pointer to a location on the desktop and click the left mouse button. A copy of the Blank Document icon appears on the desktop.
4. Select [Close All] in the Basic Icons window header to close the series of dividers.

Figure 3-6 shows the sequence of dividers that you must open to retrieve the Blank Document icon.

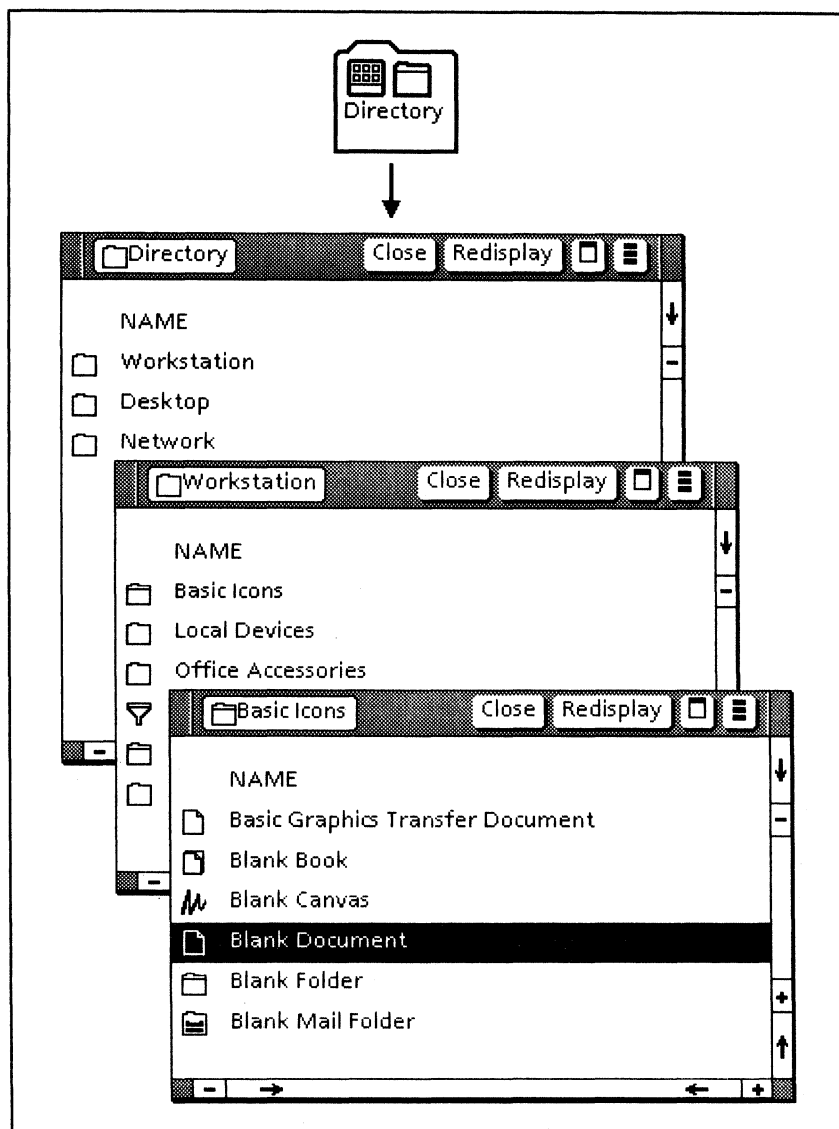
Renaming the document icon

1 2 3...

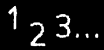
1. Select the Blank Document icon and press <PROP'S>. The Document properties sheet appears. The default name "Blank Document" for the **Name** property is selected.
2. Press to delete the name.
3. When the caret appears, type a new document name (up to 100 characters).
4. Select [Done] or press <PROP'S> to close the property sheet.

The document icon appears on the desktop, labeled with its new name.

Figure 3-6 The location of the Blank Document icon



Entering text in a document



When you create a document, you enter characters, words, and sentences into a document as well as create new lines and new paragraphs.

Entering text characters

1. Select the document icon and press <OPEN>.
2. Select [Edit] in the window header. If [Edit] is not available, the document is already in edit mode. The blinking caret appears in the upper left corner.
3. Type the document contents using the keyboard as you would a typewriter.

Creating a new paragraph

To create a paragraph, you enter a new-paragraph character in your document.

Creating a new paragraph as you type

1. Select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.
2. Press the return key (Figure 3-7). A new-paragraph character is inserted and the caret moves to the left margin.

The paragraph that you type has the default paragraph properties set by the Document Editor.

Figure 3-7 The return key



Breaking an existing paragraph into two paragraphs

1. Select the space, terminating punctuation, or other character preceding the first character of the sentence that will start the second paragraph.
2. Press the return key. A new-paragraph character is inserted and the caret moves to the left margin.

Note: If you are unable to insert a new-paragraph character, hold down <KEYBOARD>, press the top-row function key corresponding to <SHOW>, and make sure your keyboard is not set to ASCII or ISO. These alternate keyboards do not have the new-paragraph character. See the chapter titled “The keyboard and alternate keyboards” in the *General User Reference* volume in this library for information on setting the default keyboard.

Making text start on a new line

If you want to make text start on a new line within the same paragraph, you enter a new-line character in your document. New lines inherit the properties of the paragraphs of which they are a part.

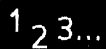
Creating a new line as you type

1. Select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.
2. Hold down <SHIFT> and press the return key. A new-line character is inserted and the caret moves to the left margin.

Breaking a line in an existing paragraph

1. Select the space, terminating punctuation, or other character preceding the first character of the text that will start the new line.
2. Hold down <SHIFT> and press the return key.

Inserting hyphens in text



You can manually insert standard, discretionary, and non-breaking hyphens into Document Editor text, as explained in the following procedures. For procedures to set autohyphenation, see the "Autohyphenation" chapter in *Document Editor Reference* volume 4 in this library.

Inserting a standard hyphen

1. Select the text location where you want to enter the hyphen. The caret appears there.
2. Type a hyphen as you would on a typewriter, by pressing the <-> key.

Inserting discretionary and non-breaking hyphens

1. Select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.

2. Select the text location where you want to enter the hyphen. The caret appears there.
3. Hold down <KEYBOARD> and press the top-row function key corresponding to <Special> to access the Document Special keyboard. (Alternatively, you can use the mouse to select <Special> from the screen.)
4. While still holding down <KEYBOARD>, press <E> to insert a discretionary hyphen, or <R> to insert a non-breaking hyphen.
5. Release <KEYBOARD>.

Entering accented characters in a document



You can enter an accented character in a document, or you can create an accented character by typing the accent and the character separately.

Entering an accented character

1. Select the location for the accented character. The caret appears there.
2. Hold down <KEYBOARD> and press the top-row function key corresponding to the alternate keyboard you want to use. If that keyboard name is not displayed, press <More> to display other keyboard names.

Note: The European, French, French Canadian, German, Greek, Italian, Spanish, and U.S. Russian alternate keyboards all contain accented characters.

3. Press <Show> to display the keyboard window for the alternate keyboard.

4. While still holding down <KEYBOARD>, press the key on the standard keyboard that corresponds to the accented character you want from the alternate keyboard. (Alternatively, you can use the mouse to select the key on the screen.)
5. Release <KEYBOARD>.

Creating an accented character

You can enter an accented character that does not appear on the alternate keyboard you are using. You create accented characters by typing first an accent mark, then a letter or *base character*, in the same position.

Note: You can either type the accent mark from an alternate keyboard and the base character from the standard keyboard, or use an alternate keyboard that has accent marks. The European, French, French Canadian, German, Greek, Italian, Spanish, and U.S. Russian alternate keyboards have accent marks.

1. Type the accent mark. Note that the caret does not advance.
2. Type the base character. The base character appears under the accent mark, and the caret moves to the next space.

Saving and closing a document

1 2 3...

How you save and close your document depends on the mode it is in.

Read-only mode: Select [Close] in the document window header to save and close the document.

Edit mode:

- Select [Close] in the document window header to save and close the document.
- Select [Save] to save the document and return it to read-only mode.
- Select [Save & Edit] to save the document but keep it open in edit mode.

Automatic edit mode: Select [Close] in the document window header to save and close the document.

Note: The [Paginate], [Simple Paginate], and [Paginate Specified Pages] commands in the document auxiliary menu also save the contents of documents. Refer to the chapter titled "Pagination" in this volume for more information.

You can use the Document Editor to edit the text in existing documents, in addition to creating documents. Some of the text editing concepts and procedures described here are also described in the *General User Reference* in this library. That volume focuses on simple text and overall window management; the information here is specific to document text.

Key concepts of text editing



When you edit text in a document, you generally perform a standard series of steps:

- Display the text to be edited.
- Select the text to be edited.
- Display structure and non-printing characters as needed.
- Insert text.
- Correct typing errors.
- Select the text that you want to move, copy, or delete.

Caret positioning within created text

To edit an existing document, you must be able to position the caret within created text. The Document Editor provides two ways to position the caret: you can use the mouse or the text cursor keys. You can also set the side of the selection at which the caret appears.

Caret positioning with the mouse

Using the mouse, you can:

- Scroll through the contents of a document, using the horizontal and vertical scroll bars in the document window, until you find the text to be edited.
- Point to and select the text to be edited.

Caret positioning with text cursor keys

The text cursor keys enable you to position the caret quickly and accurately within text with a minimal number of keystrokes. With the text cursor keys, you can perform character-level, page-level, and document-level operations such as:

- Moving to the left or right, character by character.
- Moving up or down, line by line.
- Moving to the top or bottom of a page.
- Moving to the top of the previous page or the next page.
- Moving to the beginning or end of a document.

Refer to the *General User Reference* volume in this library for information on using text cursor keys.

Caret positioning at the side of a selection

The *caret positioning* feature enables you to determine the side of a selection at which the caret appears. You can do this by clicking near the side of the text where you want the caret to appear.

To use this feature, you must first edit the **Caret Position** parameter in the [System] section of the User Profile window.

Refer to the *General User Reference* volume in this library for information on setting the **Caret Position** parameter in the User Profile.

Menu commands for displaying and concealing structure and non-printing characters

Many procedures in this volume require you to perform operations with structure and non-printing characters. To complete these procedures, you need to display the structure and non-printing characters. The commands for displaying and concealing structure and non-printing characters appear in the document auxiliary menu.

Figure 4-1 shows an example of structure characters, non-printing characters, and space markers displayed and concealed in a document.

Commands that display structure and non-printing characters

[Show Structure]

Displays structure characters.

[Show Non-Printing with Spaces]

Displays both non-printing characters and space markers between characters. The space markers appear as small dots between characters.

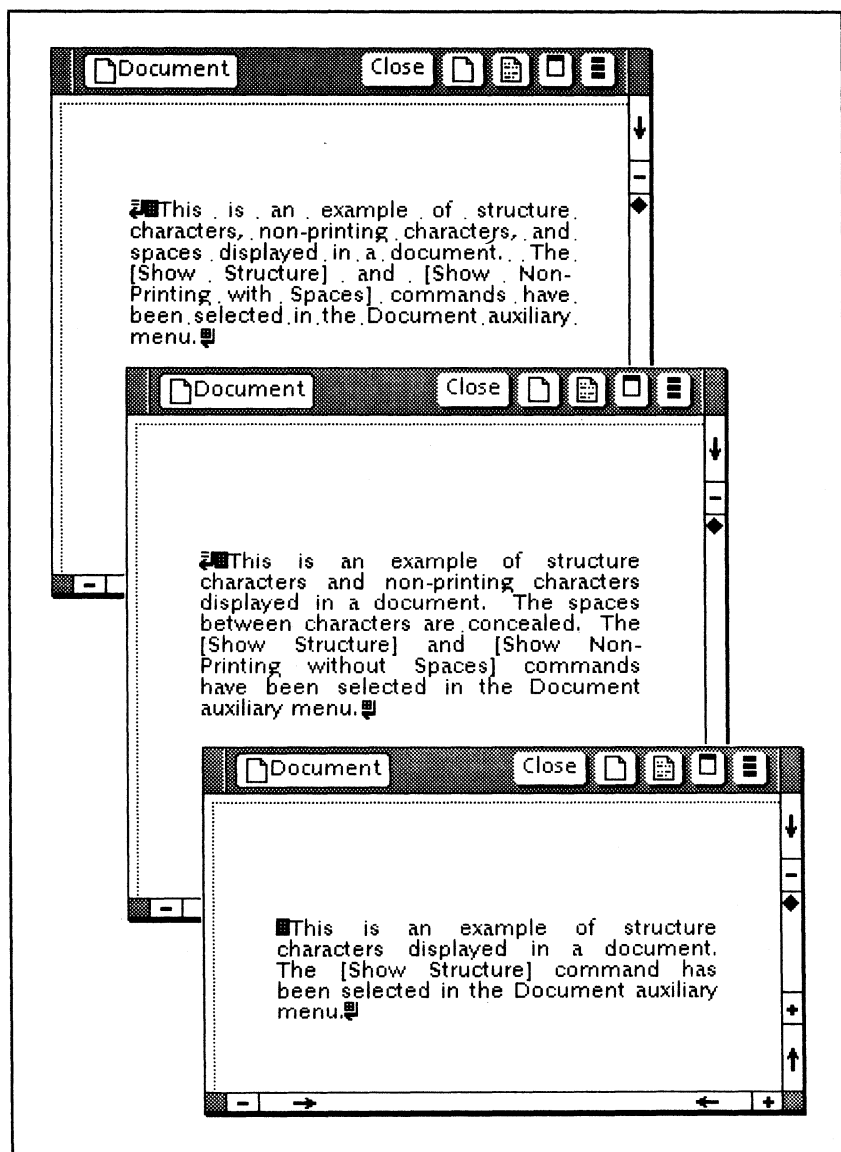
[Show Non-Printing without Spaces]

Displays non-printing characters only. The space markers between characters remain concealed.

[Show Spaces]

Displays space markers between characters. Only available when [Show Non-Printing without Spaces] is selected.

Figure 4-1 Structure characters, non-printing characters, and space markers in a document



Commands that conceal structure and non-printing characters

[Don't Show Structure]

Conceals structure characters.

[Don't Show Non-Printing]

Conceals non-printing characters and the space markers between words.

[Don't Show Spaces]

Conceals space markers between words. Available only when [Show Non-Printing with Spaces] is selected.

Text inserts

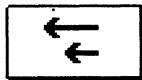
You can add new text anywhere in an existing document by selecting the location immediately preceding the location of the new text and then starting to type. The new text assumes the same properties as the text it follows. Typing new text does not delete existing text.

Keys for correcting typing errors

If you make a simple mistake while typing, you can quickly correct it. With a few keystrokes, you can remove the character or word immediately preceding the caret.

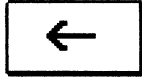
If you have a 6085 Professional Computer System, you use the backspace/backword key (Figure 4-2). The backspace/backword key is located above the return key.

Figure 4-2 The 6085 backspace/backword key



If you have an 8010 Information System, you use the backspace key (Figure 4-3). The backspace key is located above the return key.

Figure 4-3 **The 8010 backspace key**



Text selection

To move, copy, or delete text, you must first select it. You can select characters, words, sentences, paragraphs, or any range of text for editing. When you select the text, the Document Editor highlights that text in the document and cancels any previous selection. The highlighting enables you to see the exact characters that an editing operation will affect.

The Document Editor provides you with two methods for selecting a range of text:

- The multiple-clicking method
- The select-adjust method

This chapter describes the procedures for using both selection methods.

Function keys for editing text

The Document Editor provides you with the following function keys for editing text:

Deletes selected text from a document. Labeled <DELETE> on the 8010 keyboard.

<MOVE>

Moves selected text (and its properties) from one location to a new location either in the same document or in a different document. The Document Editor removes the text from

the original location. During the move operation, the pointer changes from its normal shape to the move pointer shape (Figure 4-4).

Figure 4-4 **The move pointer (enlarged)**



<COPY>

Copies selected text from one location to a new location either in the same document or in a different document. The original text remains intact. During the copy operation, the pointer changes from its normal shape to the copy pointer shape (Figure 4-5).

Figure 4-5 **The copy pointer (enlarged)**



<AGAIN>

Repeats certain editing procedures with a single keystroke.

Inserting text in a document

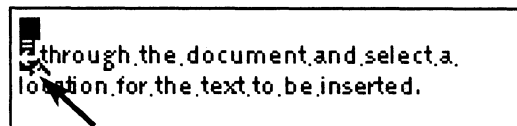
1 2 3...

1. Select [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] in the document auxiliary menu.
2. Scroll through the document and position the caret at the location preceding the place you want the new text to appear (Figure 4-6).
 - To insert text at the beginning of a line, select the new-line character or new-paragraph character (if displayed), or select in front of the first character.
 - To insert text in the middle of a line, select the location preceding the place where you want the new text to appear (often a space).
 - To insert text at the end of a line, select the last character of the previous line (often a space or a period).
3. Type the new text. The Document Editor inserts new text following the caret. The caret moves to the right as you type the text.

Any existing text to the right of the caret moves to the next line as the current line becomes full. Insert a new-line character first if you want to ensure that the text you enter starts on a separate line.

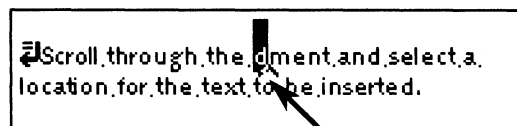
Figure 4-6 Inserting text in a document

Here is the correct placement of the pointer to insert the word "Scroll" at the beginning of the paragraph.



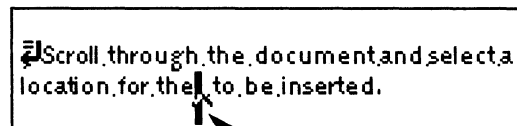
Scroll through the document and select a location for the text to be inserted.

Here is the correct placement of the pointer to insert the letters "ocu" in the word "dment."



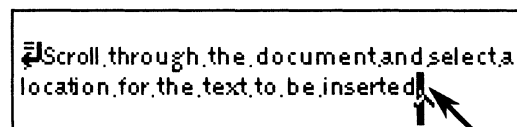
Scroll through the document and select a location for the text to be inserted.

Here is the correct placement of the pointer to insert the word "text" in the middle of the paragraph.



Scroll through the document and select a location for the text to be inserted.

Here is the correct placement of the pointer to add a sentence after the existing sentence.



Scroll through the document and select a location for the text to be inserted.

Selecting text

A black square icon with the white text "1 2 3..." inside.

- This section reviews the multiple-clicking and select-adjust methods for selecting text in a document. It also summarizes how to position the caret while selecting document text. For methods of selecting simple text, such as text entered in mail notes or property sheets, refer to the "Simple text" chapter of the *General User Reference* volume in this library.

Using the multiple-clicking method

The *multiple-clicking* text selection method enables you to select units of text by moving the pointer to the text and then clicking the left mouse button a specific number of times.

1. Move the pointer to the first character of the text you want to select.
2. Click the left mouse button the number of times necessary:
 - The first click selects a character.
 - The second click selects a word.
 - The third click selects a sentence.
 - The fourth click selects a paragraph.
 - The fifth click returns to the initial character.

If you use this method to select text and then change your mind, just move the pointer outside the document window and click the left mouse button.

Using the select-adjust method

The *select-adjust* text selection method enables you to select any range of text by selecting the first and last characters in the range, even if the last character is pages away.

1. Move the pointer to the first character of the text you want to select and click the left mouse button.
2. Move the pointer to the last character of the text you want to select and click the right mouse button.

If you use the select-adjust method to select text and you change your mind about the selection, just move the pointer outside the document window and click the left mouse button.

Positioning the caret before or after a selection

If the **Caret Position** parameter in the [System] section of the User Profile is set to NEARESTSIDE, you can position the caret before or after the selected document text:

1. Position the pointer on the first or second half of the character, word, sentence, or paragraph you want to select.
2. Click the left mouse button the number of times necessary:
 - The first click positions the caret before or after the selected character.
 - The second click positions the caret before or after the selected word.
 - The third click positions the caret before or after the selected sentence.
 - The fourth click positions the caret before or after the selected paragraph.

Correcting typing mistakes while typing



You can remove an incorrectly typed character or word while you are typing by using a special symbol key on your keyboard.

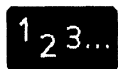
Deleting a character

Press the backspace/backward key on the 6085 (see Figure 4-2 earlier in this chapter) or the backspace key on the 8010 once for each character you want to delete.

Deleting a word

Hold down <SHIFT>, and press the backspace/backward key on the 6085 or the backspace key on the 8010 once for each word you want to delete.

Deleting text



1. Select the text or character to be deleted.
2. Press .

Note: You cannot delete the default new-paragraph character or the default page format character at the beginning of a document. These characters always appear on the first page in the upper left corner of the document. You also cannot use to delete the following elements on a document page:

- Page numbers
- Page headings
- Page footings

To delete page numbers, page headings, or page footings, you edit the property sheet associated with the page format character. Refer to the

chapter titled "Page format" in this volume for more information.

Copying text

1 2 3...

You can copy text to a new location in the same document or to a different document using the <COPY> key.

Copying text in a document

1. Select the text you want to copy.
2. Press <COPY>.
3. If necessary, scroll to the location in the document where you want the copied text to appear. The pointer retains its "copy" shape.
4. Position the pointer where you want the selected text to appear and click the left mouse button.

Note: If you decide not to copy text after pressing <COPY>, press <STOP> or move the pointer outside the document window and click the left mouse button.

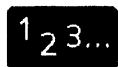
Copying text between documents

1. Open both documents.
2. Make sure the document to receive the copied text is in edit mode.
3. Select the text you want to copy.
4. Press <COPY>.

5. If necessary, scroll to the location in the second document where you want the copied text to appear. The pointer retains its "copy" shape.
6. Position the pointer where you want the selected text to appear and click the left mouse button.

Note: If you decide not to copy text after pressing <COPY>, press <STOP> or move the pointer outside the document window and click the left mouse button.

Moving text



You can move text to a new location in the same document or to a different document using the <MOVE> key.

Moving text within a document

1. Select the text you want to move.
2. Press <MOVE>.
3. If necessary, scroll to the location in the document where you want the moved text to appear. The pointer retains its "move" shape.
4. Position the pointer where you want the selected text to appear and click the left mouse button.

Note: If you decide not to move text after pressing <MOVE>, press <STOP> or move the pointer outside the document window and click the left mouse button.

Moving text between documents

1. Open both documents and make sure they are both in edit mode.
2. Select the text you want to move.
3. Press <MOVE>.
4. If necessary, scroll to the location in the second document where you want the moved text to appear. The pointer retains its "move" shape.
5. Position the pointer where you want the selected text to appear and click the left mouse button.

Note: If you decide not to move text after pressing <MOVE>, press <STOP> or move the pointer outside the document window and click the left mouse button.

Repeating editing operations

1 2 3...

You can use the <AGAIN> key to repeat copy and text entry operations.

Repeating a copy operation

1. Select the text to be copied and press <COPY>.
2. Select a location for the copied text and click the left mouse button.
3. Select another location for the copied text and press <AGAIN>.
4. Repeat step 3 as many times as needed for the text to be copied.

Repeating a text entry operation

1. Type in the text.
2. Move the pointer to a new location for the text and click the left mouse button.
3. Press <AGAIN>.
4. Repeat steps 2 and 3 as many times as needed for the text to be entered.

Canceling editing changes to a document

1 2 3...

While your document is in edit mode, you can cancel editing changes and return the document to the state it was in when you last selected [Edit], [Save], [Save & Edit], [Paginate], [Simple Paginate], or [Paginate Specified Pages].

If your document is in automatic edit mode, the Document Editor saves your document periodically and [Reset] is not available.

1. Select [Reset]. The Document Editor displays a message asking you to confirm or cancel the command.
2. Select [Confirm]. The document returns to the state it was in before you last saved changes, and stays in edit mode.

5. Character properties

Character properties enable you to change the appearance of one or more characters in a word, sentence, paragraph, or any amount of text. Character properties include font, size, and face, as well as the position of characters relative to the *baseline* (the imaginary line on which characters sit).

Key concepts of character properties



Character properties affect how characters in your document look when displayed. As you type, the character properties you set remain in effect until you change them. You can also select text and change the character properties for that text. If you select several characters at a time, the properties you set apply to each character selected.

You can apply character properties to most letters, numbers, and punctuation marks that you type in your document using the standard keyboard. You can also apply character properties to many of the characters that you enter from an alternate keyboard. If you copy or move a character to a new location, the properties of that character remain in effect until you change it.

Although character properties can affect entire paragraphs, character properties differ from paragraph properties in that you can specify them for a unit of text as small as a character. (Paragraph properties apply to entire paragraphs.)

Types of character properties

You can set two types of character properties: those that affect the appearance of the selected characters, and those that affect their position.

Character appearance properties

With the properties related to appearance, you can:

- Select a *font*—the style of characters displayed in the document window.
- Select the size, in points, of characters displayed. (A *point* is 1/72nd of an inch.)
- Select the *typeface* (regular, bold, italic, or strikeout) for the characters displayed.
- Underline or double-underline characters.
- Change characters to uppercase or lowercase.
- Reset characters to their system default values.

Note: The Document Editor replaces characters with small black boxes if you apply one or more appearance properties that are not available. The character properties that can be affected include non-loaded fonts, non-loaded point sizes, and unavailable typeface combinations. To change the black boxes to readable characters, either change the properties of the affected characters or load the non-loaded font or point size in the Application Loader. The procedures for loading a non-loaded font and a non-loaded point size are described in the *Font Reference* volume in this library. For more information about the available screen fonts, refer to the *Font Reference* volume in this library.

Character position properties

With the properties related to position, you can create superscripts, subscripts, or other offset positions. The Document Editor automatically reduces the character size of superscripts and subscripts, if a smaller font size is available. For example, if the regular text appears in 12-point Modern, a single offset character appears in 10-point Modern, and a double offset character appears in 8-point Modern.

You can select one or more of the available appearance and position character properties and apply them to text.

Figure 5-1 shows examples of different appearance and position properties applied to text.

Caret shapes for character properties

When you select a typeface or specify underlining, the flashing caret changes shape to indicate the character property in effect (Figure 5-2).

Ways of assigning character properties

The Document Editor provides two different ways to assign character properties: using hard character properties and assigning character style rule properties.

Hard character properties

Hard character properties are properties you set individually on the Character property sheet or by using function keys. This chapter explains how you assign hard properties to characters.

Note: References to character properties in this chapter refer to hard properties.

Figure 5-1 **Text appearance with different character properties**

This is an example of Modern font.

This is an example of Classic font.

This is an example of Optima font.

This is an example of 10-point Modern font.

This is an example of 10-point Classic font.

This is an example of 14-point Classic font.

This is an example of 14-point Optima font.

This is an example of bold.

This is an example of italics.

~~This is an example of strikeout.~~

This is an example of underline.

This is an example of double underline.

This is an example of ^{superscripted} text.

This is an example of ^{double superscripted} text.

This is an example of _{subscripted} text.

This is an example of _{double subscripted} text.

Figure 5-2 **Caret shapes related to character properties**

Caret	Property	Example
▲	Boldface	Boldface
↙	Italic	<i>Italic</i>
✖	Strikeout	Strikeout
⏟	Underline	<u>Underline</u>
⏟ ⏟	Double underline	<u><u>Double underline</u></u>

The initial hard property settings you see when you display the Character property sheet are default (predefined) settings. These default settings specify the appearance of text unless you assign different properties.

For example, the Document Editor assigns a Modern character font and a 12-point character size to all text. These default character properties remain in effect until you set other hard properties, or assign style rules to change them.

Character style rule properties

You can also assign character style rules to set character properties. You define character style rules on document stylesheets. You can assign character style rule properties using the Character property sheet or the style soft keys.

Refer to the chapter titled “Styles” in *Document Editor Reference* volume 4 in this library for more information about assigning character style rule properties.

Methods for applying hard character properties

You can apply hard character properties using three methods: the Character property sheet, the character property function keys, and the <SAME> key.

Character property sheet

The Character property sheet enables you to apply one or more character properties to text. With the Character property sheet, you can apply appearance and position properties.

Character property function keys

The character property function keys enable you to quickly set character properties as you type or change the properties of existing characters with a single keystroke. You can also set multiple properties for the same characters with these function keys, pressing one key for each property.

The function key name indicates the character property you set with the key. The specific keys that are available depend on the type of keyboard you have. The location of the function keys also depends on the type of keyboard you have.

The character property function keys on the 6085 Professional Computer System are as follows:

- <BOLD>
- <CASE>
-
- <ITALIC>
- <LARGER/SMALLER>
- <STRIKEOUT>
- <SUPER/SUB>
- <UNDERLINE>

The character property function keys on the 8010 Information System are as follows:

- <BOLD>
- <DEFAULTS>
-
- <ITALICS>
- <LARGER/SMALLER>
- <SUBSCRIPT>
- <SUPERSCRIPIT>
- <UNDERLINE>

Holding down the key opens the Font Key window, which displays the available fonts you can use.

The <SAME> key

The <SAME> key provides a quick alternative to applying character properties using the Character property sheet or the top-row function keys.

Using the <SAME> key, you apply all of the character properties of a selected character to other text that you select. For example, with one keystroke, you can change selected text from 10-point Classic bold to 12-point Modern by using a character in 12-point Modern as the source of the properties.

When you select text and press the <SAME> key, the pointer changes from its normal shape to the <SAME> pointer shape (Figure 5-3).

Figure 5-3 **The <SAME> pointer**



When to use each method

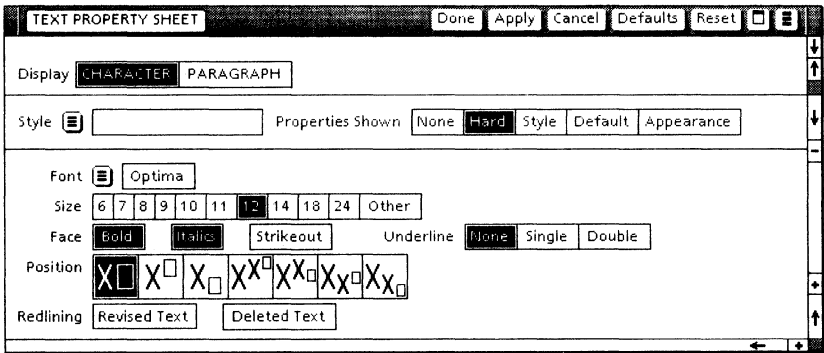
- You can select the text you want to change and use any of the three methods to apply character properties to it.
- You can type a character, select it, and use any of the three methods to apply character properties to it. The properties remain in effect for following characters you type until you change the properties or select text with different properties.

- You can press one or more of the character property function keys, such as <BOLD> or <UNDERLINE>, and type in some text. The text that you type reflects the character properties that you applied. The properties remain in effect for additional characters you type, until you change the properties or select text with different properties.
- You can select the text you want to change, press the <SAME> key, and then select another character that has the properties you want to apply.

The Character property sheet

The Text property sheet controls the appearance of characters, paragraphs, and tab stops. When you select text and press <PROP'S>, you see the Text property sheet. The **Display** setting enables you to select one of two associated property sheets: the Character property sheet and the Paragraph Layout property sheet. The Character property sheet (Figure 5-4) lets you set character properties.

Figure 5-4 The Character property sheet



Note: Selecting text with four clicks (for a paragraph) before pressing <PROP'S> displays the Paragraph Layout property sheet. If that property sheet appears, change the **Display** setting to [Character].

The Character property sheet is organized into two sections. The upper section includes settings for the type of properties to display, as well as the **Style** property for selecting a style rule. The lower section includes the individual properties and their available settings.

Style

Displays the name of the current character property style rule. An auxiliary menu lists the names of the available character style rules.

Refer to the “Styles” chapter in *Document Editor Reference* volume 4 in this library for more information.

Properties Shown

Determines what information is shown in the lower section of the property sheet.

[None]

Displays no additional properties. [None] is the default setting when no hard properties are assigned.

[Hard]

Displays, in the lower section of the property sheet, the hard character properties in effect for the selected text.

Note: [Hard] is the only choice that enables you to change properties.

[Style]

Displays, in the lower section of the property sheet, the character properties of the style rule in effect for the selected text.

[Default]

Displays, in the lower section of the property sheet, the default property settings for characters.

[Appearance]

Displays, in the lower section of the property sheet, the combined properties that are applied to the selected text. [Appearance] combines hard properties (including default settings) and style rule properties.

Font

Displays the name of the font in use. An auxiliary menu lists the available fonts. Only fonts that are loaded on the workstation appear in the menu. The font that is in effect for the selected text is shown in the box to the right of the font auxiliary menu.

Characters in a non-loaded font appear as black boxes on the screen. If the font for the selected text is not loaded, the **Non-loaded Font** property appears to the right of the menu. This property displays the name of the font that is not loaded on the workstation.

Refer to the *Font Reference* volume in this library for more information.

Size

Displays the point sizes available for the selected text. Only the point sizes loaded on the workstation are shown.

Characters in a non-loaded point size appear as black boxes on the screen. If the point size for the selected text is not loaded, the **Non-loaded Size** property appears to the right of the **Size** property. This property displays the point size of the font that is not loaded on the workstation.

Face

Sets the typefaces in which to display the selected characters.

[Bold]

Displays characters in heavy-faced type.

[Italics]

Displays characters that slant to the right.

[Strikeout]

Displays characters with a line drawn through them.

Depending on the font, you can choose more than one typeface. For example, in many fonts you can choose **strikeout** in bold italic.

The default typeface is regular, with no typeface properties applied.

Underline

Indicates the type of underlining, if any, used for the selected characters.

[None]

Indicates no underlining.

[Single]

Underlines the characters with one line.

[Double]

Underlines the characters with two lines.

The default is [None].

Position

Indicates whether the selected characters appear as either superscripts or subscripts. Graphic symbols show the available choices. The letter X in each choice represents the preceding text; the box represents the position for the selected characters, which may be offset once or twice from the baseline.

The default position places the selected characters on the baseline.

Redlining

Keeps a record of text that has been marked for revision or deletion.

[Revised Text]

Indicates text that has been revised since you last selected [Turn Redlining On] in the desktop auxiliary menu.

[Deleted Text]

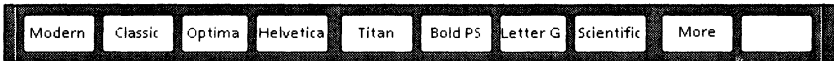
Indicates text that will be deleted when you select [Finalize Redlined Revisions] in the content auxiliary menu.

Refer to the chapter titled "Redlining" in *Document Editor Reference* volume 4 in this library for more information.

The Font Key window

The Font Key window (Figure 5-5) gives you an easy way to apply fonts to characters in a document. It is a quick alternative to applying fonts using the Character property sheet.

Figure 5-5 **The Font Key window**



When you hold down the key, the Font Key window appears on the desktop. The Font Key window displays the names of the fonts that are loaded on your workstation. The top-row function keys on your keyboard correspond to the font keys displayed in the Font Key window.

If you have a 6085 Professional Computer System, up to nine fonts can be displayed in the window at a time. If more than nine fonts are loaded on your workstation, eight fonts and <More> are shown. Pressing <More> displays additional font choices. If fewer than nine fonts are loaded, some font keys appear blank.

If you have an 8010 Information System, up to eight fonts can be displayed in the window at a time. If more than eight fonts are loaded on your workstation, seven fonts and <More> are shown. Pressing <More> displays additional font choices. If fewer than eight fonts are loaded, some font keys appear blank.

Applying character properties using the Character property sheet

1 2 3...

You can set one property or several properties at a time using the Character property sheet.

1. Select the text whose properties you want to change. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. Press <PROP'S> and select [Character] for the **Display** setting, if necessary.
3. Select [Hard] for the **Properties Shown** parameter, if necessary.
4. Select the property settings you want.
5. Select [Apply] to see the effect of the changed properties while the property sheet is still displayed.
6. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Applying character properties using the character property function keys

1 2 3...

You can use the character property function keys to apply character appearance and position properties for text.

Changing the font

1. Select the text for the font change. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. Hold down to display the Font Key window. The fonts that are loaded on the workstation appear in the Font Key window.
3. Continue holding down , press the function key corresponding to the font you want, and then release . Alternatively, you can select the font key with the mouse.

Refer to the *Font Reference* volume in this library for more information.

Changing the type size

1. Select the text for the size change. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. To make the characters one size larger, hold down <SHIFT> and press <LARGER/SMALLER>. To make the characters smaller, press <LARGER/SMALLER>.

Note: Pressing these keys repeatedly makes the selected text increasingly larger or smaller until it is as large or small as possible. The new type size depends on the current font and on the original type size of the selected text.

Changing the typeface

You use the <BOLD>, <ITALIC>, and <STRIKEOUT> keys to both apply and discontinue the character properties for which the keys are named.

Applying typeface properties

1. Select the text for the typeface change. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. Press <BOLD> for boldface text, <ITALIC> for italicized text, or <STRIKEOUT> for text that appears with a line through it. You may press any combination of these keys.

Note: The <STRIKEOUT> key is available only on the 6085 Professional Computer System.

The new typeface takes effect for the selected text.

Discontinuing typeface properties

1. Select the text for the typeface change (or the point in the document where you want to begin typing text in the original typeface).
2. Hold down <SHIFT>, and press the key(s) that you used to apply the existing character properties.

Underlining text

The <UNDERLINE> key enables you to both apply and discontinue single and double underlining.

Applying the underline

1. Select the text you want to underline. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. Press <UNDERLINE> once for single underlining. Press <UNDERLINE> again for double underlining. If you are underlining existing text, the underlining takes effect for the selected text, and you are done with this procedure.

Note: The <UNDERLINE> key has no effect on text that is already double underlined.

3. Type the text to be underlined.

Discontinuing the underline

1. Select the text from which you want to remove underlining (or the point in the document where you want to begin typing non-underlined text).
2. Hold down <SHIFT>, and press <UNDERLINE> once to remove single underlining or twice to remove double underlining.

Note: Pressing <SHIFT> and <UNDERLINE> on normal text has no effect.

Working with superscripts and subscripts (6085 keyboard)

The <SUPER/SUB> key on the 6085 Professional Computer System lets you create superscripts and subscripts either for selected text or as you type text.

Applying superscripts and subscripts

1. Select the text you want to change into a superscript or subscript. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. To enter a superscript, hold down <SHIFT> and press <SUPER/SUB> once for a single-offset superscript, or twice for a double offset.

To enter a subscript, press <SUPER/SUB> once for a single-offset subscript, or twice for a double offset.

If you are changing the position of existing text, the new position takes effect and you are done with this procedure.

Note: The <SHIFT> and <SUPER/SUB> keys have no effect on superscripted text that is already double offset. The <SUPER/SUB> key has no effect on subscripted text that is already double offset.

3. Type the character or characters to appear superscript or subscript.

Note: You can counteract the automatic size reduction that the Document Editor performs for all superscripts and subscripts by selecting the superscript or subscript, holding down <SHIFT>, and pressing <LARGER/SMALLER>.

Resetting the normal text position

1. Select the text for the change (or the point in the document where you want to begin entering text in the normal text position). If you do not select text, changes take effect in text you subsequently enter at the current caret position.

2. Press <SUPER/SUB> once for a single-offset superscript, or twice for a double-offset superscript.

Hold down the <SHIFT> key and press <SUPER/SUB> once for a single-offset subscript, or twice for a double-offset subscript.

Note: You cannot specify superscripts of subscripts or subscripts of superscripts using the <SUPER/SUB> key; use the **Position** property on the Character property sheet to specify these character properties.

Working with superscripts and subscripts (8010 keyboard)

The <SUPERSCRIPT> and <SUBSCRIPT> keys on the 8010 Information System let you create superscripts and subscripts either for selected text or as you type text.

Applying superscripts and subscripts

1. Select the text you want to change into a superscript or subscript. If you do not select text, changes take effect in text you subsequently enter at the current caret position.
2. To enter a superscript, press <SUPERSCRIPT> once to enter a single-offset superscript, or twice to enter a double offset.

To enter a subscript, press <SUBSCRIPT> once to enter a single-offset subscript or twice to enter a double offset.

If you are changing existing text, the new position takes effect and you are done with this procedure.

Note: You can counteract the automatic size reduction that the Document Editor performs for all superscripts and subscripts by selecting the

superscript or subscript, holding down <SHIFT>, and pressing <LARGER/SMALLER>.

Resetting the normal text position

1. Select the text for the change (or the point in the document where you want to begin typing text at the normal text position).
2. Hold down <SHIFT> and press the function key once if the offset was single, or twice if the offset was double.

Converting text to all uppercase or lowercase (6085 keyboard)

The <SHIFT> and <CASE> keys on the 6085 Professional Computer System let you convert selected text to all uppercase or lowercase.

Note: Only alphabetic characters are affected when a selection is being converted to all uppercase or all lowercase.

1. Select the text you want to appear in all uppercase or lowercase.
2. Press <CASE> to make the selected text all lowercase, or hold down <SHIFT> and press <CASE> to make the selected text all uppercase.

Converting text to all uppercase or lowercase (8010 keyboard)

The <SHIFT> and <DEFAULTS> keys on the 8010 Information System let you convert selected text to all uppercase and lowercase.

Note: Only alphabetic characters are affected when a selection is being converted to all uppercase or all lowercase.

1. Select the text you want to appear in all uppercase or lowercase.
2. Hold down <SHIFT> and press <DEFAULTS>. If there is at least one lowercase character in the selected text, all alphabetic characters become uppercase. If all the selected text was uppercase, the entire selection becomes lowercase.

Changing character properties using the <SAME> key

1 2 3...

1. Select the characters with the properties you want to change.
Note: Select the characters using any method except four clicks of the left mouse button. Begin your selection on a text character and not a new-paragraph character.
2. Press <SAME>.
3. Select the source character (the character with the properties you want to use).

The properties of the selected characters change to those of the source character.

Note: If the source character you select has a character style rule property assigned, the selected text also takes on that character style rule. The style rule will be added to the document stylesheet if the rule was not already on that stylesheet.

Resetting default character properties

1 2 3...

You can use two methods to reset default character properties:

- You can reset all character properties to their default values using the [Defaults] command in the window header of the Character property sheet.
- You can select the text for the change and press <DEFAULTS> on the 8010 Information System.

Using the [Defaults] command

1. Select the text with the character properties you want to reset to default values.
2. Press <PROP'S> to display the Character property sheet.
3. Select [Hard] as the **Properties Shown** parameter, if necessary.
4. Select [Defaults] in the window header.
5. Select [Apply] to see the effect of the change while the property sheet is still displayed.
6. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Using the <DEFAULTS> key (8010 keyboard only)

1. Select the text with the character properties you want to reset to default values.
2. Press <DEFAULTS>.

This key resets only the character properties.

6. Paragraph properties

Paragraph properties control the appearance of individual paragraphs in a document. You use paragraph properties to:

- Determine the alignment of paragraph margins in relation to page margins.
- Specify the placement of the paragraph in relation to others on a page.
- Automatically hyphenate words in a paragraph.
- Indicate the language and direction of text flow in the paragraph.

Key concepts of paragraph properties



Paragraph properties differ from character properties in that you specify them for entire paragraphs. Even if you select only part of a paragraph, the paragraph properties you set affect the entire paragraph, or the block of text separated from surrounding blocks by new paragraph characters. If you select several paragraphs at a time, the properties you set apply to each paragraph selected.

As you type, the paragraph properties you set remain in effect until you change them. If you copy or move a paragraph to a new location, the properties of that paragraph remain in effect until you change them.

Types of paragraph properties

You can set four types of paragraph properties: those that affect paragraph layout, those that affect paragraph placement, those that affect how a paragraph is hyphenated, and those that affect the language of a paragraph.

Paragraph layout properties

With properties related to paragraph layout, you can:

- Specify a flush-left, flush-right, or centered paragraph, with or without justification.
- Indent paragraph margins from page margins.
- Specify the spacing between lines in a paragraph.

Paragraph placement properties

With properties related to paragraph placement, you can:

- Specify the spacing before and after a paragraph.
- Require that a paragraph appear on the same page, or in the same column, as the next paragraph.

Figure 6-1 shows examples of the paragraph layout and placement properties.

Hyphenation properties

With properties related to the autohyphenation feature, you can:

- Observe automatic hyphenation as you type text.

Figure 6-1 **Examples of paragraph layout and placement properties**

This is an example of a paragraph that has the **Alignment** property set to [Flush Left], the **Left and Right Margin** properties set to [.35] inches, the **Line Height** property set to [Single], the **Before Paragraph** property set to [1-1/2], and the **After Paragraph** property set to [Double].

This is an example of a paragraph that has the **Alignment** property set to [Flush Right], the **Left and Right Margin** properties set to [.35] inches, the **Line Height** property set to [Single], the **Before Paragraph** property set to [Single], and the **After Paragraph** property set to [Double].

This is an example of a paragraph that has the **Alignment** property set to [Flush Left] and [Justified], the **Left and Right Margin** properties set to [.25] inches, the **Line Height** property set to [1-1/2], the **Before Paragraph** property set to [1-1/2], and the **After Paragraph** property set to [Single].

This is an example of a paragraph that has the **Alignment** property set to [Centered], the **Left and Right Margin** properties set to [.45] inches, the **Line Height** property set to [Double], the **Before Paragraph** property set to [Single], and the **After Paragraph** property set to [Single].

- Examine how the system would hyphenate a word.
- Modify the hyphenation points chosen by the system.
- Customize the autohyphenation feature by creating your own editable hyphenation dictionary.

Refer to the chapter titled “Autohyphenation” in *Document Editor Reference* volume 4 in this library for more information about automatic hyphenation.

Paragraph language properties

With properties related to paragraph language, you can:

- Select the language of a paragraph.
- Specify the text direction for that language.

Ways of assigning paragraph properties

The Document Editor provides two different ways to assign paragraph properties: using hard paragraph properties and assigning paragraph style rule properties.

Hard paragraph properties

Hard paragraph properties are properties you set individually on the Paragraph Layout property sheet or by using the alternate function keys. This chapter explains how you assign hard properties to paragraphs.

Note: References to paragraph properties in this chapter refer to hard properties.

The initial hard property settings you see when you display the Paragraph Layout property sheet are default (predefined) settings. These default settings specify the appearance of paragraphs unless you assign different properties.

For example, the Document Editor assigns single-spaced line height, single spacing before paragraphs, and single spacing after paragraphs. These default paragraph properties remain in effect until you set other hard properties or assign style rules to change them.

Paragraph style rule properties

You can also assign paragraph style rules to set paragraph properties. You define paragraph style rules on document stylesheets. You can assign paragraph style rule properties using the Paragraph Layout property sheet or the style soft keys.

Refer to the chapter titled “Styles” in *Document Editor Reference* volume 4 in this library for more information about assigning paragraph style rule properties.

Methods for applying hard paragraph properties

You can use three methods to apply hard paragraph properties: the Paragraph Layout property sheet, the paragraph property function keys, and the <SAME> key. The method you use depends on how you select the paragraph.

Paragraph Layout property sheet

The Paragraph Layout property sheet enables you to apply one or more properties to paragraphs. With the Paragraph Layout property sheet, you can apply layout, placement, hyphenation, and language properties.

Paragraph property function keys

In some cases, you can also apply paragraph layout properties using two of the top-row function keys. The <CENTER> key enables you to center paragraphs between the page margins. The <MARGINS> key enables you to indent paragraph margins.

The <SAME> key

Using the <SAME> key, you can apply paragraph-related properties to selected text. The <SAME> key makes the paragraph properties of the selected text identical to those of the source paragraph. Any properties not set in the source paragraph are also removed from the selected paragraph.

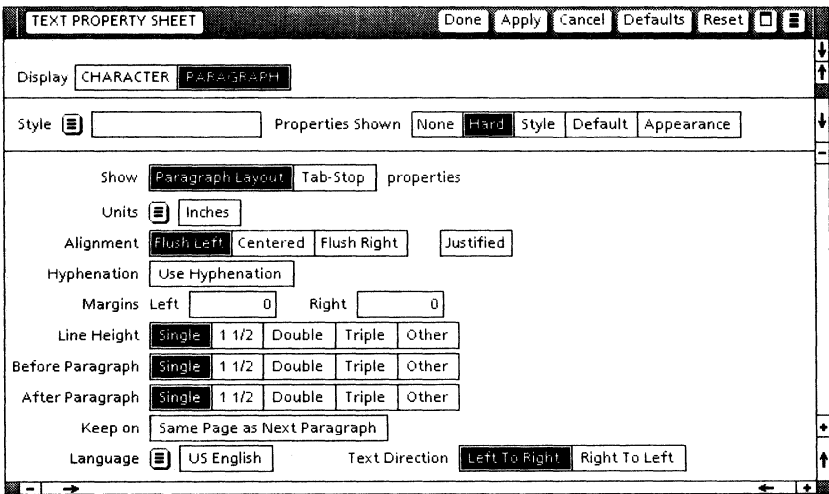
When to use each method

- If you select the text of a paragraph using four clicks of the mouse button, then you can use any of the three methods.
- With non-printing characters displayed, if you select the new-paragraph character of the paragraph whose properties you want to change, you can use either the Paragraph Layout property sheet or the paragraph property function keys.
- If you select any character in the document, you can press <PROP'S>, select [Paragraph] for the **Display** setting, and, if necessary, select [Paragraph Layout] to use the Paragraph Layout property sheet.

The Paragraph Layout property sheet

The Text property sheet controls the appearance of characters, paragraphs, and tab stops. When you select text and press <PROP'S>, you see the Text property sheet. The **Display** setting enables you to select one of two associated property sheets: the Character property sheet and the Paragraph Layout property sheet (Figure 6-2). The Paragraph Layout property sheet lets you set paragraph layout, placement, hyphenation, and language properties.

Figure 6-2 The Paragraph Layout property sheet



If you select the new-paragraph character or use four clicks to select the paragraph, the Paragraph Layout property sheet appears immediately when you press <PROP'S>.

The Paragraph Layout property sheet is organized into two sections. The upper section includes settings for the type of properties to display, as

well as the **Style** property for selecting a style rule. The lower section includes the individual properties and their settings.

Style

Displays the name of the current paragraph style rule. An auxiliary menu lists the names of available paragraph style rules. Refer to the "Styles" chapter in *Document Editor Reference* volume 4 in this library for more information.

Properties Shown

Determines what information is shown in the lower section of the property sheet.

[None]

Displays no additional properties. [None] is the default setting when no hard properties are assigned.

[Hard]

Displays, in the lower section of the property sheet, the hard paragraph properties in effect for the selected text.

Note: [Hard] is the only choice that enables you to change properties.

[Style]

Displays, in the lower section of the property sheet, the paragraph style rule properties in effect for the selected text.

[Default]

Displays, in the lower section of the property sheet, the default property settings for paragraphs.

[Appearance]

Displays, in the lower section of the property sheet, the combined properties that are applied to the selected text. [Appearance] combines hard properties (including default settings) and style rule properties.

Units

Specifies the unit of measure used in setting paragraph margins. An auxiliary menu lists the available choices: [Inches], [Points], [Millimeters], [Centimeters], and [Spaces]. (One inch equals 72 points or 12 spaces.) The default is [Inches].

Alignment

Sets the alignment of paragraph margins relative to the right and left page margins. The choices are:

[Flush Left]

Aligns the paragraph with the left page margin.

[Centered]

Centers all lines between the left and right page margins.

[Flush Right]

Aligns the paragraph with the right page margin.

By selecting [Justified] along with any of these settings, you justify the left and right edges of all but the last line in the paragraph. The last line is aligned at the left, center, or right, depending on the alignment setting. The Document Editor justifies text by expanding the spaces between words.

The default is [Flush Left].

Hyphenation

Enables the autohyphenation feature, which automatically hyphenates text as you type. Refer to the "Autohyphenation" chapter in *Document Editor Reference* volume 4 in this library for more information.

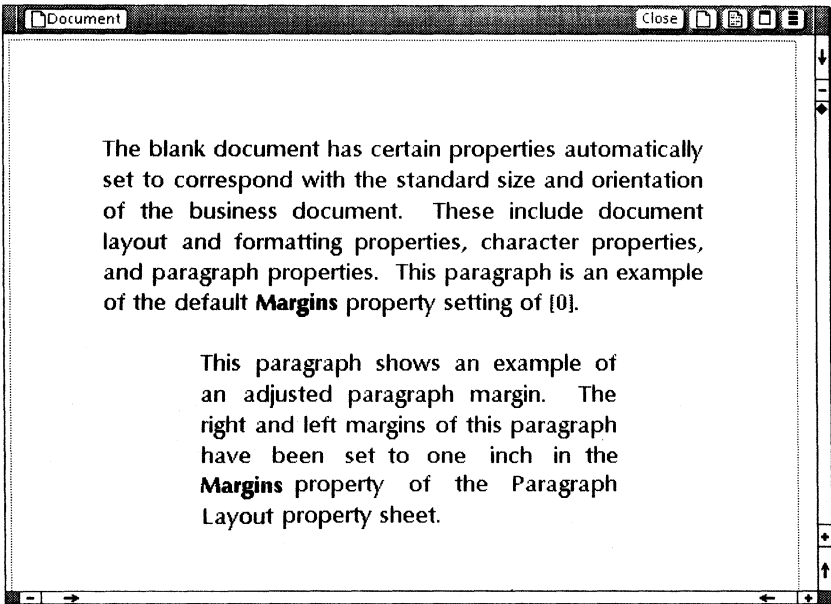
Margins

Sets the left and right paragraph margins. Uses the scale specified in the **Units** property. The numbers that you enter in the **Margins** property offset the paragraph margins from the page margins. You can use this property to create hanging indentations or indented paragraphs for block quotations.

The default setting is zero for both left and right margins, indicating that the paragraph margins are aligned with the right and left page margins.

Figure 6-3 shows an example of default and adjusted paragraph margins. The default paragraph margins align with the default left and right page margins of one inch. The adjusted paragraph margins are indented from the default page margins.

Figure 6-3 **Default and adjusted paragraph margins**



Line Height

Specifies the spacing between lines in a paragraph. The choices are:

[Single]

Specifies 1/6 inch (12 points).

[1-1/2]

Specifies 1/4 inch (18 points).

[Double]

Specifies 1/3 inch (24 points).

[Triple]

Specifies 1/2 inch (36 points).

[Other]

Lets you specify alternative spacing using the scale specified in the **Units** property.

The default is [Single].

The Document Editor measures line height from baseline to baseline, regardless of character size. If you change the **Size** character property, you may need to adjust the **Line Height** paragraph property. When you select a paragraph, it becomes highlighted, and you can see the effect of the **Line Height** property. Figure 6-4 shows examples of paragraphs with different line heights.

Before Paragraph

Specifies the spacing between the last line of the previous paragraph and the first line of the selected paragraph. The choices are the same as those for the **Line Height** property. The default is [Single].

After Paragraph

Specifies the spacing between the last line of the selected paragraph and the first line of the next paragraph. The choices are the same as those for the **Line Height** property. The default is [Single].

Figure 6-4 Examples of highlighted paragraphs with different line heights

In this example, the **Line Height** property has been set to [Single].

In this example, the **Line Height** property has been set to [1-1/2].

In this example, the **Line Height** property has been set to [Double].

In this example, the **Line Height** property has been set to [Triple].

Note: For consecutive paragraphs, you will probably want to set either the [Before Paragraph] or the [After Paragraph] property, but not both.

Figure 6-5 shows examples of different before and after paragraph spacing.

Figure 6-5 Examples of highlighted paragraphs with different spacing

In this example, the **Before Paragraph** property has been set to [Double] spacing, and the **After paragraph** property has been set to [Single] spacing.

In this example, the **Before Paragraph** and **After Paragraph** properties have been set to [Double] spacing.

In this example, the **Before Paragraph** has been set to [Triple] spacing and the **After paragraph** property has been set to [1-1/2] spacing.

In this example, the **Before Paragraph** and **After paragraph** properties have been set to [Triple] spacing.

Keep On

If [Same Page as Next Paragraph] is selected, keeps the selected paragraph on the same page as the paragraph that follows it.

Language

Displays the language of the paragraph. An auxiliary menu lists the available languages. The language determines which autohyphenation dictionaries to use to hyphenate the text. It also determines whether the decimal point in financial figures is marked by a period or a comma. The default language is [US English].

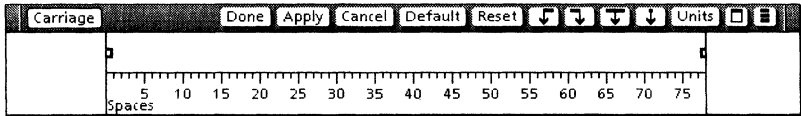
Text Direction

Specifies the horizontal direction of the text flow. The choices are [Left To Right] and [Right To Left]. The default is [Left To Right].

The Carriage window

The Carriage window (Figure 6-6) controls the paragraph margins and tab stops. When you select one or more paragraphs in a document and press <MARGINS>, the Carriage window is displayed. It overlays the document window.

Figure 6-6 The Carriage window



The Carriage window displays the following information:

- The width of the Carriage window reflects the width of the document page.
- The width of the ruler reflects the width of the page margins.
- The left and right margin control points, represented by squares (□) located above the ruler, reflect the paragraph margins of the first paragraph selected. If the width of the paragraph margins is narrower than the width of the page margins, a gray area is displayed above the ruler, indicating the difference.
- The **Units** property auxiliary menu provides a list of units used in setting paragraph margins and tabs. The choices are [Inches], [Points], [Millimeters], [Centimeters], and [Spaces].

The unit in effect for the current selection appears on the ruler.

- The Carriage window header displays commands and the tab symbols (decimal aligned, centered, flush left, flush right) you use to set tab stops. If the carriage window is too narrow to display all the tab symbols, they appear in the floating items auxiliary menu.
- The ruler displays tabs set on the Tab-Stop property sheet and in the Carriage window. The Carriage window does not show default tabs set by the system.

This chapter describes the procedures for changing paragraph margins using the Carriage window. The chapter in this volume titled "Tabs" describes the procedures for setting tab stops using the Carriage window.

Setting paragraph layout properties

1 2 3...

Properties related to paragraph layout are alignment, margins, and line height (spacing between lines). You can set all of these properties using the Paragraph Layout property sheet, and some of these properties using the paragraph property function keys. You can also use the <SAME> key to copy paragraph-related properties.

Aligning the paragraph

You can align paragraphs at the left, center, or right, using the Paragraph Layout property sheet. You can also center paragraphs using the <CENTER> key.

Using the Paragraph Layout property sheet

1. Select the paragraph or paragraphs whose alignment you want to specify.
2. Display the Paragraph Layout property sheet.
3. Select the **Alignment** property you want.
4. Select [Apply] to see the effect of the change while the property sheet is still displayed.
5. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Note: If the alignment properties you select result in large spaces between words, you can improve the appearance of a paragraph by inserting discretionary hyphens in multiple-syllable words or by using the **Hyphenation** property.

Using the <CENTER> key

You can use the <CENTER> key to center an existing paragraph, create a new centered paragraph, or center a heading over a paragraph. When you align a paragraph using <CENTER>, the Document Editor records the change on the Paragraph Layout property sheet.

To center an existing paragraph or heading:

1. Select the paragraph or heading.
2. Press <CENTER>.

To center a new paragraph:

1. Press <CENTER>.
2. Type the new paragraph.
3. Hold down <SHIFT> and press <CENTER> to return to normal justification.

To create a centered heading:

1. Type the heading.
2. Press <CENTER>.
3. Press the return key.
4. Hold down <SHIFT> and press <CENTER> to return to normal justification.

Setting the paragraph margins

You can set paragraph margins using the Paragraph Layout property sheet or the <MARGINS> key, which displays the Carriage window. Both the Paragraph Layout property sheet and the Carriage window reflect the margins you set using either method.

Note: A paragraph must be at least one inch wide to use these procedures.

Using the Paragraph Layout property sheet

1. Select the paragraph or paragraphs for which you want to set paragraph margins.
2. Display the Paragraph Layout property sheet.
3. To set a left margin, delete the current setting for the **Left Margin** property, and type a new number. The number specifies the distance from the left page margin to the left paragraph edge, in the units specified on the property sheet.
4. Repeat step 3 to set the right margin, changing the **Right Margin** property.
5. Select [Apply] to see the effect of the change while the property sheet is still displayed.
6. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Using the Carriage window

1. Select the paragraph or paragraphs for which you want to set margins.
2. Press <MARGINS> to display the Carriage window.
3. Select the left margin control point by positioning the pointer on the square and clicking the left mouse button. The square becomes highlighted.
4. Press <MOVE> and select a new position for the control point on the carriage ruler. As you move the control point, the area of indentation becomes shaded.
5. Repeat step 3 to set the right margin, moving the right margin control point.
6. Select [Apply] to see the effect of the margin settings.
7. Select [Done] to complete the changes and close the Carriage window.

Specifying the spacing between lines

1. Select the paragraph or paragraphs for which you want to specify line spacing.
2. Display the Paragraph Layout property sheet.
3. Select the **Line Height** property you want. If you select [Other], a box appears to the right of the property choices.

Note: If you selected [Other], delete the value from the box and type a new number.

4. Select [Apply] to see the effect of the change while the property sheet is still displayed.

5. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Setting paragraph placement properties

1 2 3...

Using paragraph placement properties, you specify the spacing before and after paragraphs and whether a paragraph must be on the same page as the following paragraph.

Specifying spacing before or after a paragraph

1. Select the paragraph for which you want to specify the spacing.
2. Display the Paragraph Layout property sheet.
3. Select the **Before Paragraph** or the **After Paragraph** property you want. If you select [Other], a box appears.

Note: If you selected [Other], delete the value from the box and type a new number.

4. Select [Apply] to see the effect of the change while the property sheet is still displayed.
5. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Note: For consecutive paragraphs, you will probably want to set either the **Before Paragraph** or the **After Paragraph** property, but not both.

Keeping consecutive paragraphs together

This procedure is particularly useful for keeping together a heading and the first paragraph under it.

1. Select the paragraph above the paragraph you want to keep on the same page.
2. Display the Paragraph Layout property sheet.
3. Select [Same Page as Next Paragraph] in the **Keep On** property.
4. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Because each new paragraph you type keeps the properties of the preceding paragraph, display the Paragraph Layout property sheet for the next paragraph and cancel this property for ensuing paragraphs you type, unless you still need it.

Specifying the paragraph language

1 2 3...

1. Select the paragraph or paragraphs whose language you want to specify.
2. Display the Paragraph Layout property sheet.
3. From the **Language** property auxiliary menu, select the language you want.
4. Select the correct **Text Direction** setting for that language.
5. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Changing paragraph properties using the <SAME> key

1 2 3...

1. Select the paragraph or paragraphs whose properties you want to change.

Note: When using <SAME>, you cannot select the paragraph by selecting just its new-paragraph character; you must use the four-click method.

2. Press <SAME>. The message area displays, "Please indicate the source of the properties with either button."
3. Point to any character in the source paragraph, which is the paragraph that has the properties you want, and click either mouse button. All of the properties of the selected paragraph or paragraphs change to the properties of the source paragraph.

Note: If the source paragraph character you select has paragraph style rule properties assigned, the selected text takes on the paragraph style rule properties. The style rule is added to the document stylesheet if the rule is not already in that stylesheet. Refer to the "Styles" chapter in *Document Editor Reference* volume 4 in this library for more information.

Tabs indent lines and paragraphs and create simple columns of information. The Document Editor provides default tab stops, which you can override by specifying your own tab stops.

Tab properties specify the position and alignment of each tab stop. You can set flush-left, centered, flush-right, and decimal-aligned tab stops. You can also specify dot leaders between tab stops to improve the readability of columns of information entered with tabs.

Key concepts of tabs



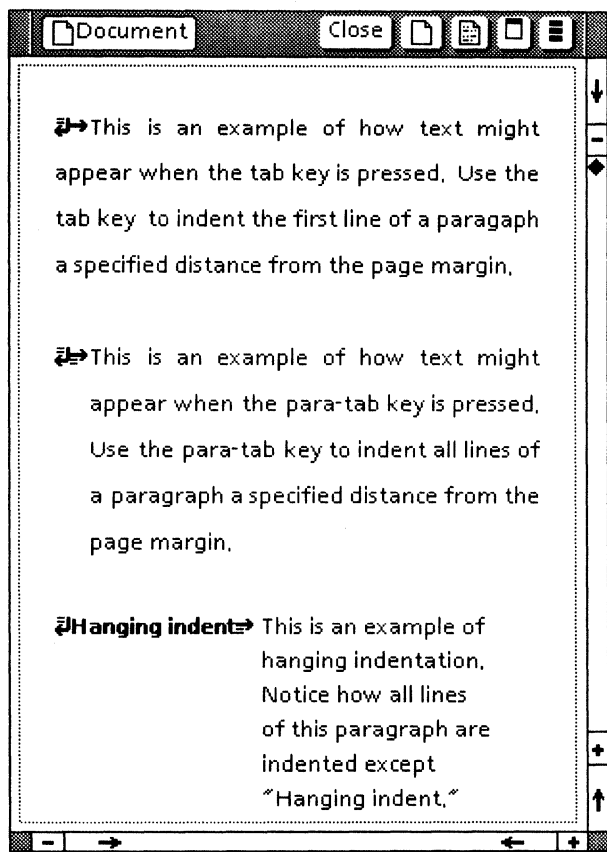
Tab stops define specific horizontal positions at which text can appear. Tab stops enable you easily to position the caret so you can enter text and offset it from other text on the same line. As with paragraph properties, tab stops apply to whole paragraphs.

You can set tab stops before you enter text, or you can set them for existing text. The Document Editor provides two kinds of tabs, standard tabs and paragraph tabs.

A standard *tab* places a predefined amount of space on the current line. A paragraph tab, or *para-tab*, places a predefined amount of space on the current line and all subsequent lines in the paragraph. With *para-tabs*, you can also create hanging indentations.

Figure 7-1 shows examples of a standard tab, a *para-tab*, and a hanging indentation.

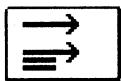
Figure 7-1 Example of a standard tab, a para-tab, and a hanging indentation



Tab keys

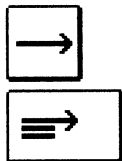
If you have a 6085 Professional Computer System, the tab/para-tab key lets you insert both tabs and para-tabs. Figure 7-2 shows the tab/para-tab key, located in the upper left of the main typing array.

Figure 7-2 **Tab/para-tab key on the 6085 keyboard**



If you have an 8010 Information System, you use the tab key to insert tabs and the para-tab key to insert para-tabs. Figure 7-3 shows the tab and para-tab keys, both located in the upper left of the main typing array.

Figure 7-3 **Tab and para-tab keys on the 8010 keyboard**



Note that the tab and para-tab characters resemble the symbols on the keys used to insert them. Throughout this chapter, the term *tab character* refers to both tab and para-tab characters.

Tab alignments

The Document Editor lets you select four types of tab alignment, each represented by a graphic symbol. You set these four types of tab alignment using either the Tab-Stop property sheet or the Carriage window.

Tab-alignment symbol



Flush left—Text aligns on the left at the tab position.



Centered—Text centers on the tab position.



Flush right—Text aligns on the right at the tab position.



Decimal—Text aligns on the decimal point in a column of decimal numbers. The decimal point appears at the tab position.

Note: Although you can use tabs in centered and right-aligned paragraphs, the combination tends to be incompatible.

Table 7-1 shows examples of the different types of tab alignment.

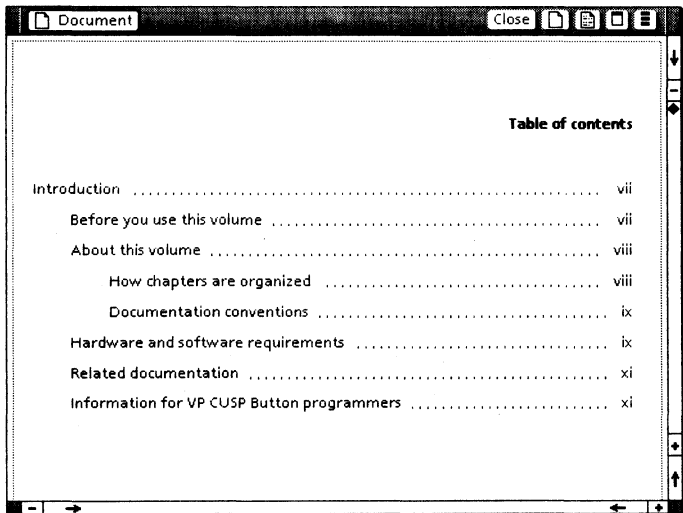
Table 7-1 **Examples of the four types of tab alignment**

Flush left	Flush right	Centered	Decimal aligned
A	A	A	3
The	The	The	1.5
John	John	John	4.207
<i>October</i>	<i>October</i>	<i>October</i>	<i>367.7860</i>

Dot leaders

Dot leaders are used to improve the readability of columnar information, particularly where much white space separates the columns. *Dot leaders* are a series of alternating dots (periods) and space markers that fill the space between text and the next tab position on a line. For example, you can use dot leaders to link chapter headings and page numbers in a table of contents (Figure 7-4).

Figure 7-4 Example of dot leaders



The screenshot shows a window titled "Document" with a "Table of contents" section. The table lists various sections and their corresponding page numbers, connected by dot leaders. The sections are: Introduction (vii), Before you use this volume (vii), About this volume (viii), How chapters are organized (viii), Documentation conventions (ix), Hardware and software requirements (ix), Related documentation (xi), and Information for VP CUSP Button programmers (xi).

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You can use dot leaders with flush-left and flush-right tabs. You can change the character properties of the dot leaders by setting properties for the associated tab character. You specify dot leaders using the Tab-Stop property sheet.

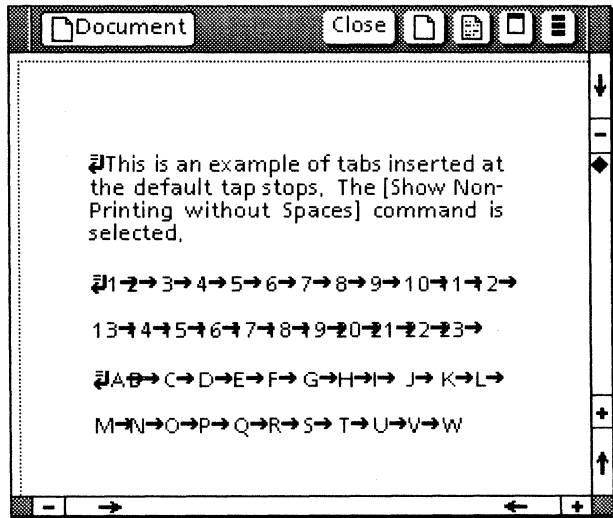
Default tab stops

For your convenience, the Document Editor has default tab stops. The workstation sets the default tab stops every three spaces, or 0.25 inch, for flush-left alignment.

To use the default tab stops, you select the location in the document where you want to enter a tab and press either the tab key (on the 8010 Information System) or the tab/para-tab key (on the 6085 Professional Computer System). You can enter up to 100 tabs per paragraph.

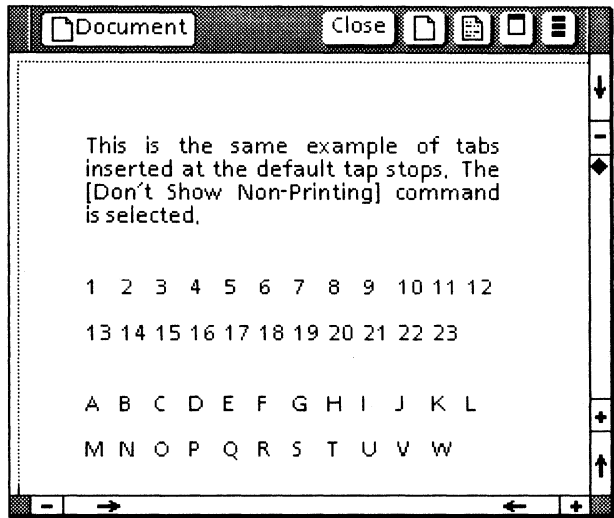
Figures 7-5 and 7-6 show the default tab stops as they appear if you use them to insert tabs in a document. In Figure 7-5, the tab characters appear as they would if you had selected [Show Non-Printing without Spaces] from the document auxiliary menu.

Figure 7-5 **Tabs inserted at the default tab stop settings, with non-printing characters displayed**



In Figure 7-6, the text characters are aligned at the tab stops (with [Don't Show Non-Printing] selected).

Figure 7-6 Tabs inserted at the default tab stop settings, without non-printing characters displayed



Default tab stops do not appear on the Tab-Stop property sheet and in the Carriage window. If you set your own tab stops, the Document Editor removes all default tab stops to the left of your tab stop.

Methods for setting tab stops

You can use two methods to set tab stops: the Tab-Stop property sheet and the Carriage window.

The Tab-Stop property sheet

The Tab-Stop property sheet lets you specify the position and alignment of tab stops. You can set flush-left, centered, flush-right, and decimal-aligned tab stops. The property sheet also enables you to specify dot leaders between tab stops to improve the readability of columns of information entered with tabs.

With the property sheet method, you can select the paragraph in which to apply tab stops in several ways.

- Select the text of a paragraph using four clicks of the mouse button, press <PROP'S>, and select [Tab-Stop] from the **Show Properties** parameter. If necessary, select [Hard] from the **Properties Shown** parameter.
- With non-printing characters displayed, select a tab symbol in the paragraph whose tab-stop properties you want to change and press <PROP'S>.
- Select any character in the document, press <PROP'S>, select [Paragraph] from the **Display** property, and select [Tab-Stop] from the **Show Properties** parameter.

The Carriage window

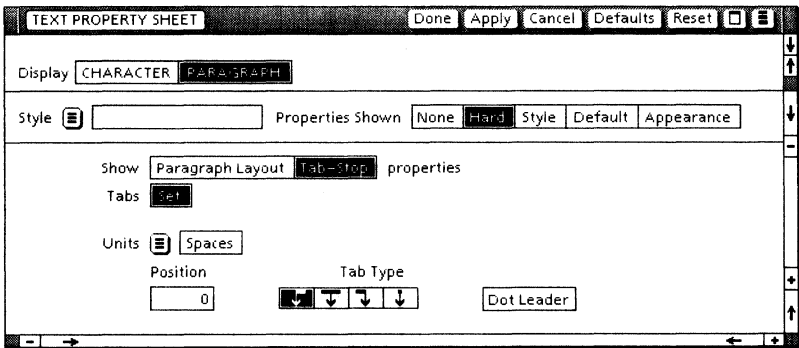
The Carriage window lets you set tab stops and paragraph margins using a ruler as a visual guide. The process is similar to setting tab stops using a typewriter. With this method, you can select the paragraphs for which you want to set tab stops and press <MARGINS>.

The Tab-Stop property sheet

The Text property sheet specifies tab stops as well as controls the appearance of characters and paragraphs. The **Display** setting enables you to select the Character or Paragraph Layout property sheet. When you select [Paragraph], the **Show Properties** property enables you to select the Tab-Stop property sheet.

The Tab-Stop property sheet (Figure 7-7) lets you specify the position and alignment of each tab stop. You can set flush-left, centered, flush-right, and decimal-aligned tab stops. You can also specify dot leaders between tab stops to improve the readability of columns of information entered with tabs.

Figure 7-7 The Tab-Stop property sheet



Tabs

If [Set] is highlighted, indicates that you have set tab stops. If [Set] is not highlighted, the default tab stops are in effect. The default is [Set] deselected.

Units

Displays the unit of measure used to set tab stops. An auxiliary menu lists the available choices. They are: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. (One inch equals 72 points or 12 spaces.) The default is [Spaces].

Position

Specifies the tab position using the scale selected for the **Units** property. The tab position is the distance from the left page margin. You can set up to 100 tab stops per paragraph, in any order. The Document Editor automatically sorts the tabs stops in the **Position** property in ascending order when you close the property sheet.

Tab Type

Selects the type of tab alignment. The choices are flush left, centered, flush right, and decimal, as represented by the graphic symbols described in "Tab alignments" earlier in this chapter. The default is a flush-left tab.

Dot Leader

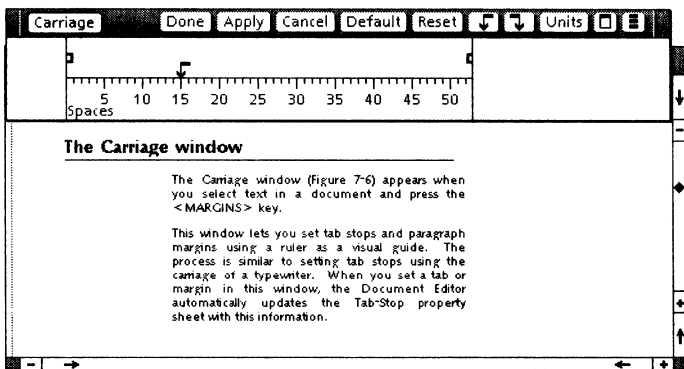
If selected, generates a series of alternating dots and spaces between tab stops. This property is available only for flush-left and flush-right tabs. It disappears from the display for centered and decimal tabs.

The Carriage window

You use the Carriage window to set tab stops and paragraph margins, using a ruler as a visual guide. When you set a tab or margin in this window, the Document Editor automatically updates the Tab-Stop property sheet with this information.

Figure 7-8 shows an example of the Carriage window overlaying a page. The flush-left tab that appears in the Carriage window represents the location of the paragraph indentation.

Figure 7-8 **The Carriage window overlaying a page**



Carriage display symbols

The Carriage window header contains the four tab-alignment symbols and the [Units] command, which displays an auxiliary menu. You use these elements to set tab stops on the ruler. If the header is too narrow to display the tab-alignment symbols, they are in the floating items auxiliary menu.

Carriage window information area

The Carriage window information area consists of two parts. In the top part, you place tab-alignment symbols to set tab stops. The top part also contains the left and right margin control points that you can move to set paragraph margins.

The bottom part of the Carriage window resembles a ruler laid across the document page. The ruler scale reflects the current unit of measurement, identified below the scale on the left. The default unit of measurement is spaces.

Refer to the "Paragraph properties" chapter in this volume for information on setting paragraph margins.

Setting tab stops

1 2 3...

You can set tab stops using the Tab-Stop property sheet or the Carriage window.

Setting tab stops using the property sheet

1. Select the text for which you want to set tab stops.
2. Display the Tab-Stop property sheet.
3. If necessary, select the unit of measurement you want from the **Units** property auxiliary menu .
4. Delete the current value for the **Position** property, and type a number for the tab stop position. The number specifies the distance of the tab stop from the left page margin, in the units specified for the **Units** property.
5. Select the **Tab Type** property you want, and press <SKIP/NEXT>. Another line of **Position**, **Tab Type**, and **Dot Leader** properties appears, so you can set another tab stop.
6. Repeat steps 4 and 5 to set each additional tab stop. To set more tab stops than can appear in the display, use the vertical scroll bar to shift the contents of the property sheet forward.
7. Select [Apply] to see the effect of the change while the property sheet is still displayed.
8. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

When you set tab stops, you eliminate all default tab stops to the left of the last tab stop you set. Default tab stops remain in effect to the right of the last tab stop you set.

Note: Be careful not to set a tab stop outside the page margins. Your text will disappear when you insert a tab at that position. To remove a tab that is outside the page margin, select [Show Non-Printing with Spaces] in the document auxiliary menu, select the last tab stop on the line, and press .

Setting tab stops using the Carriage window

1. Select the text for which you want to set tab stops.
2. Press <MARGINS> to display the Carriage window.
3. Check in the lower left of the Carriage window for the current unit used to set tab stops. If you want to change the unit, select the unit of measurement you want from the [Units] auxiliary menu.
4. Select a tab-alignment symbol in the window header. If this area is too narrow to display the tab-alignment symbol you want, select the symbol from the floating items auxiliary menu. The symbol you select appears on the left side of the carriage display.
5. Press <MOVE> and select the desired position on the ruler. You move the tab stop by holding down the left mouse button, sliding the pointer across the ruler to a suitable location, and releasing the mouse button. You can place tab stops only at the incremental points on the scale.
6. Repeat steps 4 and 5 to set each additional tab stop.

7. Select [Apply] to see the effect of the tab, or [Done] to complete the change and close the property sheet.

If you prefer, you can set several tab stops at one time by selecting their tab-alignment symbols in sequence and then moving them to the correct positions. This approach replaces steps 4 through 6 in the above procedure.

Inserting tabs in a document

1 2 3...

The procedure you use to insert tabs in a document depends on the type of workstation you have. When you insert a tab, the Document Editor enters a tab or para-tab character in the document, as appropriate.

Tab and para-tab characters are non-printing characters. To display them, select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.

Inserting a tab

If you have a 6085 Professional Computer System, you use the tab/para-tab key to insert a tab. If you have an 8010 Information System, you use the tab key to insert a tab.

1. Select the location where you want to insert the tab.
2. Hold down <SHIFT> and press the tab/para-tab key (6085 workstation) or the tab key (8010 workstation).

The text following the tab character indents at the tab position. Text that exceeds the line length aligns at the paragraph margin.

Inserting a para-tab

If you have a 6085 Professional Computer System, you use the tab/para-tab key to insert a para-tab. If you have an 8010 Information System, you use the para-tab key to insert a para-tab.

1. Select the location where you want to insert the para-tab.
2. Press the tab/para-tab key (6085 workstation) or the para-tab key (8010 workstation).

The text following the para-tab character, up to the next tab, para-tab, or new-paragraph character, aligns at the tab position. Text that exceeds the line length wraps to the next line, still aligned at the tab position.

Note: You cannot enter a para-tab character using the ASCII or the ISO alternate keyboard. If you cannot enter a para-tab character, press <KEYBOARD> and make sure that the ASCII or the ISO alternate keyboard is not selected. If necessary, select and set an alternate keyboard that has a para-tab character, such as <English>. See the *General User Reference* volume in this library for information on setting alternate keyboards.

Creating a hanging indentation

1. Select the location where you want to begin the hanging indentation.
2. Type the text that hangs in the margin.
3. Press the <MARGINS> key. The carriage window appears.
4. Select a flush-left tab and click the left mouse button. The tab appears on the carriage ruler.

5. Select the tab and press <MOVE>; then select the desired location for the tab on the carriage ruler. This location represents the left edge of the text indented to the right of the hanging text.
6. Select [Done] to close the Carriage window display.
7. Press the tab/para-tab key (6085 workstation) or the para-tab key (8010 workstation).
8. Type the paragraph associated with the hanging text.

The text following the tab character indents at the tab position. Text that exceeds the line length aligns at the tab position.

Refer to Figure 7-1 for an example of a hanging indentation.

Setting dot leaders

1 2 3...

1. Set flush-left or flush-right tab stops using the Tab-Stop property sheet.
2. Type the columns of information, line by line, inserting tab characters as you go.
3. Display the Tab-Stop property sheet for all paragraphs in which you want to set dot leaders between columns. The number of lines listing **Position**, **Tab Type**, and **Dot Leader** properties indicates the number of tab stops. The properties on the first line correspond to the first tab stop, those on the second line to the second tab stop, and so on.
4. Select the **Dot Leader** property next to each tab stop for which you want to insert dot leaders.

5. Select [Apply] to see the effect of the change while the property sheet is still displayed.
6. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Note: You cannot select and delete individual dot leaders in a document. To delete dot leaders, you must cancel this selection in the Tab-Stop property sheet.

Figure 7-9 shows an example of dot leaders in a table of contents. Figure 7-10 shows the Tab-Stop property sheet that defines the dot leaders in Figure 7-9. The tab stops are set at 5, 10, and 78 spaces from the left page margin. The dot leaders fill the space between the end of the words and page numbers in the table of contents.

Figure 7-9 Dot leaders in a table of contents

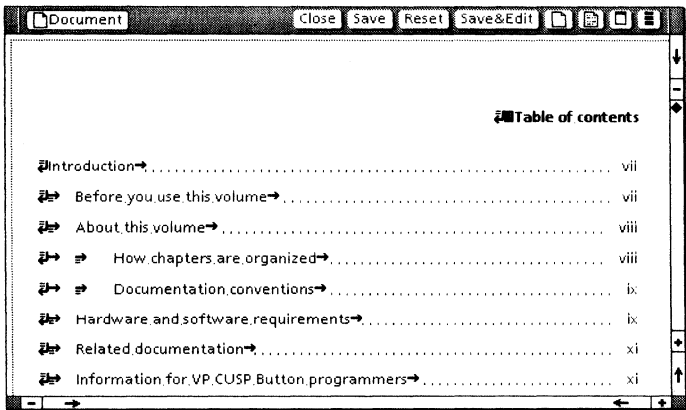
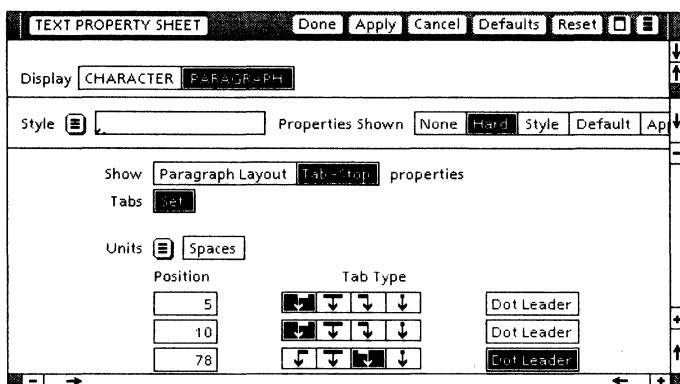


Figure 7-10 Property setting for dot leaders in Figure 7-9



Editing tab stops

1 2 3...

To move, delete, change, or cancel tab stops, you can use either the Tab-Stop property sheet or the Carriage window.

You cannot move, delete, change, or cancel tab stops by editing the tab or para-tab character in the document. If you edit the tab or para-tab character on the document page, the tab stop property remains set on the Tab-Stop property sheet and in the Carriage window.

Editing tab stops using the property sheet

1. Display the Tab-Stop property sheet for the paragraph or paragraphs in which you want to edit tab stops.

Note: The number of lines listing **Position**, **Tab Type**, and **Dot Leader** properties indicates the number of tab stops. The properties on the first line correspond to the

first tab stop, those on the second line to the second tab stop, and so on.

2. Select the **Position** property for the tab stop you want to edit and follow these procedures:
 - To move the tab stop, delete its value, and type a new number for the tab stop position.
 - To delete the tab stop, delete its value.
 - To change the alignment of a tab stop, select a new alignment for the **Tab Type** property.
 - To cancel all tab stops, select [Defaults] in the header of the property sheet.

Note: When you cancel tab stops, you reinstate all default tab stops.
3. Select [Apply] to see the effect of the change while the property sheet is still displayed.
4. Select [Done] or press <PROP'S> to complete the change and close the property sheet.

Editing tab stops using the Carriage window

1. Display the Carriage window for the paragraph or paragraphs in which you want to edit tab stops.
2. Select the tab stop you want to edit.
 - To move or copy the tab stop, press <MOVE> or <COPY> and select the location you desire.
 - To delete the tab stop, select the tab stop and press .
 - To cancel the tab stop, select [Defaults].

Note: When you cancel tab stops, you reinstate all default tab stops. This procedure also resets the paragraph margins equal to the page margin.

3. Select [Apply] to see the effect of the change, or [Done] to confirm the change and close the property sheet.



8.

Page format

Page format properties let you specify these document features:

- Page size
- Page margins
- Number and width of text columns
- Page headings and footings
- Page numbering
- Page and column break refinement

New page format properties take effect only after you paginate your document. Refer to the “Pagination” chapter in this volume for more information.

Key concepts of page format



When you specify a page format for a document, you identify where text appears on a page. This text includes the main text of the document, as well as headings, footings, and page numbers.

To specify the page format, you use a page format character and its associated Page Format properties sheet. You can specify page format properties before or after you enter text.

The page format character

The *page format character* (Figure 8-1) determines the page format properties of your document. The page format character is a structure character; to display it, you select [Show Structure] from the document auxiliary menu.

Figure 8-1 The page format character



When you open a blank document, it contains a new-paragraph character and a default page format character in the upper left-hand corner.

Note: You cannot delete the new-paragraph character or the default page format character.

The default properties set for the page format character are as follows:

- 8-1/2 x 11 inch page size
- 1-inch margins around the page
- No page headings or footings
- No page numbering

You can use the default properties of the page format character, or you can change the properties if you want different page layout, heading, or numbering properties. You can insert additional page format characters in a document if you need a mixture of page formats.

You can also apply the page format properties of one page format character to another page format character by using the <SAME> key. The page format characters can be located within the same document or in different documents.

Page format properties

The page format character governs the format of the page on which it appears and all subsequent pages until the next page format character or the end of the document.

For the page format character to affect the page on which it appears, it must be either the first character or preceded only by a new-paragraph

character. Otherwise, the page format character affects the properties of subsequent pages only.

Page format properties fall into three categories: those that affect the page layout, those that affect the headings and footings, and those that affect the page numbering.

Page layout properties

With the page layout properties, you can:

- Select the page size and specify the size of the page margins.
- Insert a binding margin to put extra space on one side of documents that are to be bound.
- Specify the number of columns of text to appear on a page as well as the relative column widths, the amount of space between columns, column balancing, and right-to-left columns.

Page heading and footing properties

With the page heading and footing properties, you can:

- Specify headings and their position, as well as different headings for left and right pages.
- Specify footings and their position, as well as different footings for left and right pages.
- Continue existing headings and footings when you enter new page format characters.
- Set page numbering in headings or footings.

Page numbering properties

With the page numbering properties, you can:

- Specify the page numbering pattern.

- Specify the position of the page numbers.
- Continue an existing page numbering sequence and pattern when you enter new page format characters.

The page numbering character

The *page numbering character* (Figure 8-2) is a structure character. It identifies where the page number will fit within the heading or footing text or within the page numbering pattern you specify. The page numbering character is on the Document Special keyboard.

Figure 8-2 The page numbering character



Mixed page formats

You can create a document with mixed page formats by inserting multiple page format characters and changing their page format properties. For example, you might want the text column on the first page of a document to span the entire page, while the remaining pages have a multiple column format.

If you want to change page orientation, you can create a document that has both *portrait page sizes* (vertically oriented) and *landscape page sizes* (horizontally oriented).

Page and column break refinement

A page break indicates where one page ends and another begins. In a document window, a page break is indicated by a horizontal line of alternating dots and spaces at the bottom of the page.

When you check the page breaks after pagination, you may discover a few that you prefer to break differently; for example, a page that ends with a title or a colon. You can refine the page breaks in a document in three ways:

- By keeping a paragraph on the same page as the paragraph that follows it. You keep paragraphs on the same page using the **Keep On** property on the Paragraph property sheet. Refer to the “Paragraph properties” chapter in this volume for additional information.
- By changing margin settings or other properties on the Page Layout property sheet.
- By manually inserting page and column breaks.

The *page break character* (Figure 8-3) is a structure character that you insert where you want to start a new page or column. You then set the type of break properties that you want on the Break property sheet. You can insert as many page break characters as you need to achieve the pagination results you desire.

Figure 8-3 The page break character



At each page break character, the Document Editor starts a new page or column, as specified by the break property. You then repaginate the document to adjust subsequent page breaks based on the new page break.

The Page Format properties sheet

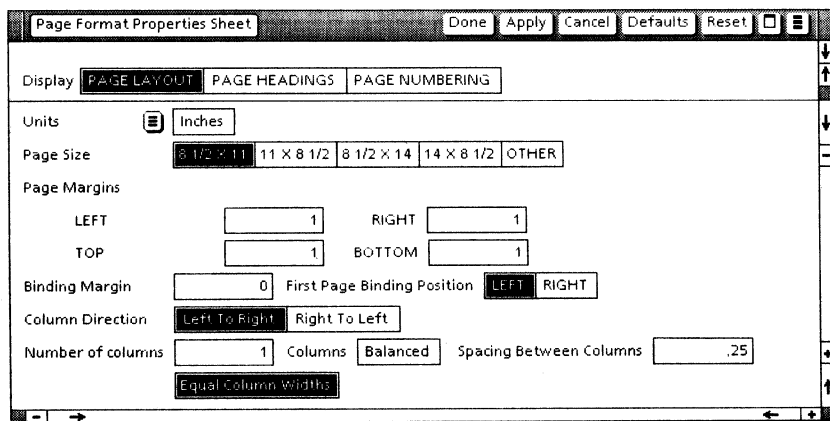
The Page Format properties sheet controls the overall appearance of pages as well as the page numbering pattern.

When you select a page format character and press <PROP'S>, you see the Page Format properties sheet. The **Display** setting enables you to select one of three associated property sheets: the Page Layout property sheet, the Page Headings property sheet, and the Page Numbering property sheet.

The Page Layout property sheet

The Page Layout property sheet (Figure 8-4) controls the size of a page, the size of the page margins, and the use of columns in a document.

Figure 8-4 The Page Layout property sheet



Units

Displays the unit of measurement to use for other page layout properties, such as page margins. An auxiliary menu lists the available choices. They are: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. (One inch equals 72 points or 12 spaces.) The initial setting is [Inches].

When you change the unit of measurement, the numerical values in the **Page Margins**, **Binding Margin**, **Spacing Between Columns**, and **Required Total Width of Columns** properties, and the individual column widths displayed, convert to the new unit. (The **Required Total Width of Columns** property appears only if you select [Equal Column Widths].)

Page Size

Specifies the paper size on which you plan to print the document. The choices (in inches) are [8-1/2 x 11], [8-1/2 x 14], [11 x 8-1/2], [14 x 8-1/2], and [Other].

Portrait pages are either [8-1/2 x 11] or [8-1/2 x 14]. Landscape pages are [11 x 8-1/2] or [14 x 8-1/2].

If you select [Other], the Document Editor displays the **Width** and **Height** properties for you to fill in, using the scale specified for the **Units** property. The maximum height and width you can specify is 99 inches.

The default is [8-1/2 x 11] inches.

Page Margins

Sets the page margins using the scale specified for the **Units** property. The **Page Margins** are:

[Left]

Specifies the distance between the left edge of the paper and the left edge of the text.

[Right]

Specifies the distance between the right edge of the paper and the right edge of the text.

[Top]

Specifies the distance between the top edge of the paper and the top edge of the text.

[Bottom]

Specifies the distance between the bottom edge of the paper and the bottom edge of the text.

The default for each margin is 1 inch.

Binding Margin

Specifies the extra space required for the inner margin when you bind a document printed on both sides. The default is 0.

Note: If you print the document on one side of the paper, you typically increase the left margin; for example, from 1 inch to 1.5 inches.

First Page Binding Position

Specifies which side of the first page is the binding margin. This property has no effect if the **Binding Margin** property is 0. The choices are:

[Left]

Specifies that the left side of the first page is the binding margin.

[Right]

Specifies that the right side of the first page is the binding margin.

The default is [Left].

Column Direction

Specifies the order in which text fills multiple columns on the page. The choices are [Left to Right] and [Right to Left].

Number of Columns

Specifies the number of columns on a page. You can specify up to 50 columns on a page. However, the total width of the number of columns you specify must allow at least one inch for individual column widths while not exceeding the page width minus the page margins, the binding margins, and the spacing between columns. The default is 1.

Columns

If you select [Balanced], the Document Editor formats the page so that the columns contain equal amounts of text. Otherwise, the Document Editor fills one column completely before placing text in the next column. This property has no effect if the **Number of Columns** property is set to [1].

Figure 8-5 shows examples of balanced and unbalanced columns.

Spacing Between Columns

Specifies the amount of space between columns. The value is in the unit of measurement specified in the **Units** property. The **Spacing Between Columns** property has no effect if the **Number of Columns** property is set to [1]. The default is [0.25] inch.

[Equal Column Widths]

Formats the page so that column widths are equal. The default value is [**Equal Column Widths**] selected. If you deselect [**Equal Column Widths**], the Document Editor displays a column width property for each column indicated in the **Number of Columns** property.

Required Total Width of Columns

Appears if you deselect [Equal Column Widths]. This property displays the total width of the columns. The sum of the values in the column width properties must equal the number in the **Required Total Width of Columns** box. Figure 8-6 shows the Page Format properties sheet with [Equal Column Widths] deselected and additional column properties displayed.

Figure 8-6 Example of page layout properties set for unequal column widths

The screenshot shows the 'Page Format Properties Sheet' dialog box with the following settings:

- Display:** PAGE HEADINGS, PAGE NUMBERING
- Units:** Inches
- Page Size:** 8 1/2 x 11, 11 X 8 1/2, 8 1/2 X 14, 14 X 8 1/2, OTHER
- Page Margins:**
 - LEFT: 1
 - RIGHT: 1
 - TOP: 1
 - BOTTOM: 1
- Binding Margin:** 0
- First Page Binding Position:** LEFT, RIGHT
- Column Direction:** Left To Right, Right To Left
- Number of columns:** 2
- Spacing Between Columns:** .5
- Equal Column Widths:** (deselected)
- Required Total Width of Columns:** 6
- Column 1:** 2.5
- Column 2:** 3.5

The number in the **Required Total Width of Columns** box is the page width minus the space for the margins and the space required between each column. That same value is also divided evenly among the number of columns you specified, and the results appear in the boxes labeled **Column1**, **Column2**, and so on. These values are in the unit of measurement selected for the **Units** property.

When you change the individual column widths, the total of all column widths must remain equal to the number in the **Required Total Width of Columns** box.

If the total column width is either too large or too small, the message area displays, "The column widths entered do not meet the required total. Please reenter column widths or turn on the equal column widths item."

Figure 8-7 shows a page formatted for equal column widths. Figure 8-8 shows the same page formatted for unequal column widths, according to the properties shown in Figure 8-6.

Figure 8-7 Example of equal column widths

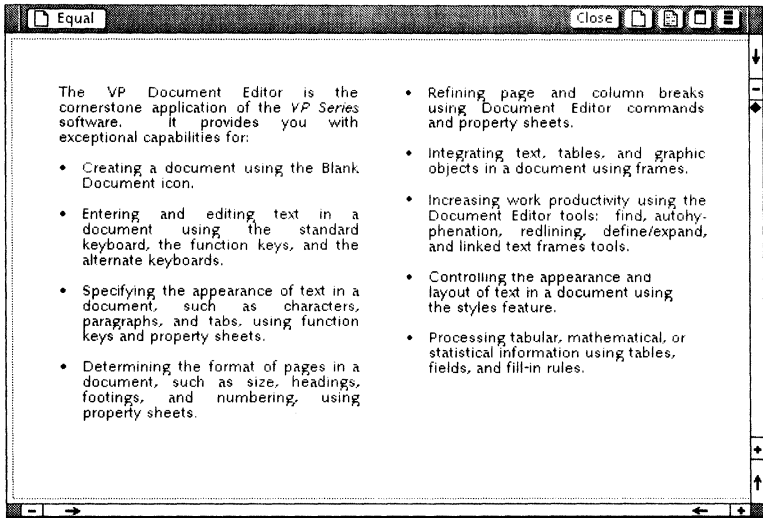
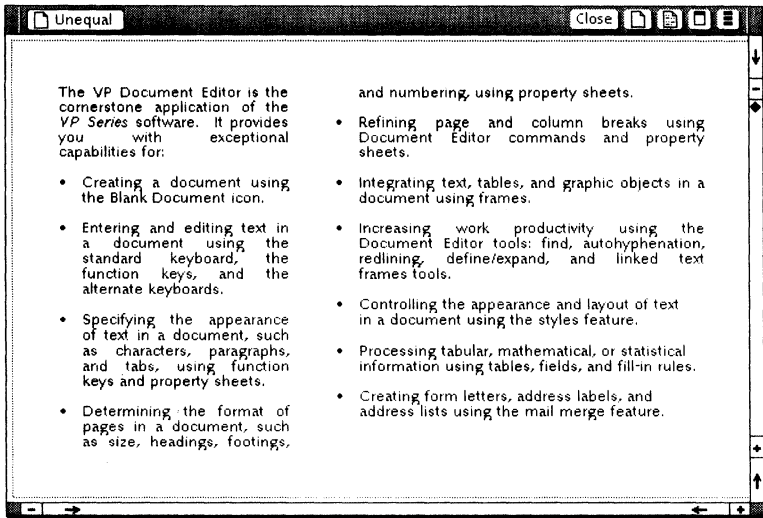


Figure 8-8 Example of unequal column widths



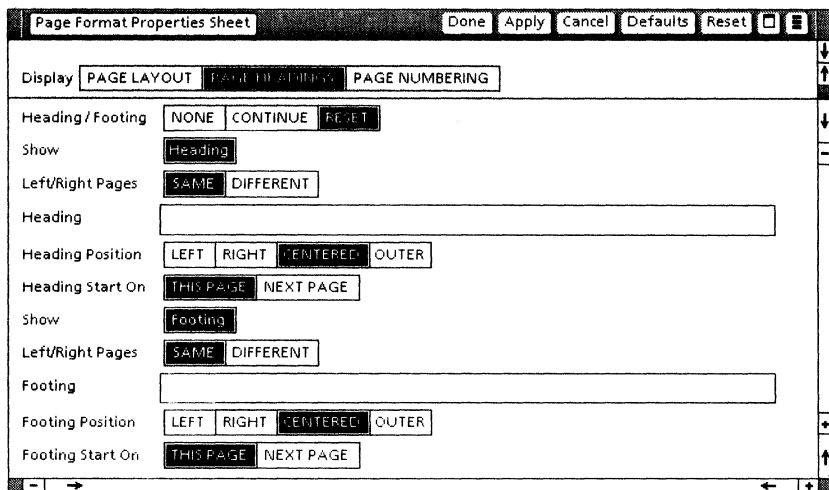
The Page Headings property sheet

The Page Headings property sheet controls the content and format of document headings and footings. With this property sheet, you can:

- Display headings and footings in a document.
- Specify the placement of headings and footings on document pages.
- Determine the content and appearance of headings and footings on document pages.
- Choose different headings and footings for left and right pages.

Figure 8-9 shows the Page Headings property sheet with [Reset] selected as the **Heading/Footing** property.

Figure 8-9 The Page Headings property sheet with [Reset] selected



Note: To edit headings and footings, you must make the changes on the Page Headings property sheet. You cannot select or edit headings and footings on the document page. You must paginate the document to see new headings and footings in the document.

Heading/Footing

Enables you to specify headings and footings in a document. The choices are:

[None]

Specifies no page headings or footings.

[Continue]

Extends the page headings and footings specified by the previous page format character. Select this choice when you insert a page format character but want the following pages to continue the same headings and footings as previous pages.

Note: You can select [Continue] to extend page headings and footings to multi-

ple documents in a book. For information on working with multiple documents in a book, refer to the “Books” chapter in *Document Editor Reference* volume 4 in this library.

[Reset]

Indicates new page headings or page footings. Select **[Reset]** to add headings or footings in a new document or change the headings or footings specified by a previous page format character in the same document.

When you select **[Reset]**, the **Show [Heading]** and **Show [Footing]** properties appear. When you select these properties, additional heading and footing definition properties appear, as shown in the example in Figure 8-9.

The default **Heading/Footing** property is **[None]**.

Show [Heading]

If selected, displays the next four properties so you can include headings on the pages of your document.

Left/Right Pages

Specifies whether left and right pages are to have the same or different headings. The choices are:

[Same]

Specifies that the left and right pages are to have the same heading.

[Different]

Specifies that the left and right pages are to have different headings, as you see in this volume. If you select **[Different]**, two **Heading** properties appear: one for left pages and one for right pages.

The default is **[Same]**.

Heading

Includes the actual text of the heading. You can include the page numbering character as part of the heading text. If you selected [Different] for the **Left/Right Pages** property, fill in both left and right **Heading** properties.

Note: If you want to change the character properties of the heading text, set the properties with the top-row function keys or copy existing text with those properties from a document into the box. If you want to change the paragraph properties of the heading text, copy an existing paragraph, with or without the desired properties, into the **Heading** box; you can then modify its properties using <SAME> or <CENTER>.

Heading Position

Controls the alignment of heading text. The choices are:

[Left]

Indicates that all page headings are flush left.

[Right]

Indicates that all page headings are flush right.

[Centered]

Indicates that all page headings are centered.

[Outer]

Indicates that page headings are aligned with the outer margin: flush left on left pages and flush right on right pages.

The default is [Centered].

Heading Start On

Indicates whether the heading starts on the current page or the next page. The choices are:

[This Page]

Prints the heading on all pages, beginning with the first page governed by the associated page format character.

[Next Page]

Prints the heading on all pages following the first page governed by the associated page format character. You would use this option at the beginning of a chapter, as in this volume, where the routine headings begin on the second page of the chapter.

The default is [This Page].

Show [Footings]

If selected, displays the next four properties so you can include footings on the pages of your document.

Left/Right Pages

Specifies whether the left and right pages are to have the same or different footings. The choices are:

[Same]

Specifies that the left and right pages are to have the same footing.

[Different]

Specifies that the left and right pages are to have different footings, as you see in this volume. If you select [Different], two **Footing** properties appear: one for left pages and one for right pages.

The default is [Same].

Footing

Includes the actual text of the footing. You can include the page numbering character as part of the footing text. If you selected [Different] for the **Left/Right Pages** property, fill in both left and right **Footing** properties.

Note: If you want to change the character properties of the text in the footings, set the properties with the top-row function keys or copy existing text with those properties from a document into the box. If you want to change the paragraph properties of the footing text, copy an existing paragraph, with or without the desired properties, into the **Footing** box; you can then modify its properties using <SAME> or <CENTER>.

Footing Position

Controls the alignment of footing text. The choices are:

[Left]

Indicates that all page footings are flush left.

[Right]

Indicates that all page footings are flush right.

[Centered]

Indicates that all page footings are centered.

[Outer]

Indicates that page footings are aligned with the outer margin: flush left on left pages and flush right on right pages.

The default is [Centered].

Footing Start On

Indicates whether the footing starts on the current page or the next page. The choices are:

[This Page]

Prints the footing on all pages, beginning with the first page governed by the associated page format character.

[Next Page]

Prints the footing on all pages following the first page governed by the associated page format character.

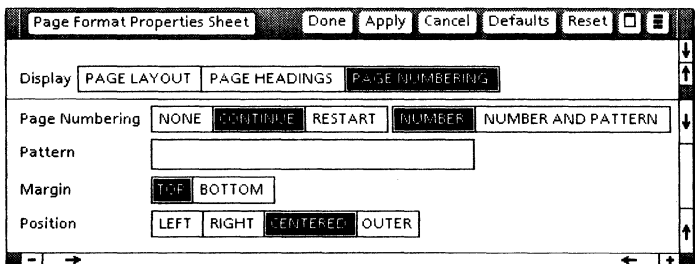
The default is [This Page].

The Page Numbering property sheet

The Page Numbering property sheet controls whether page numbers appear on the pages of your document, and how they look (their pattern) if they are independent of headings and footings.

Figure 8-10 shows the Page Numbering property sheet with [Continue] selected.

Figure 8-10 The Page Numbering property sheet with [Continue] selected



Note: You cannot select or edit page numbers on the document page. To edit page numbers, you must make the changes on the Page Numbering property sheet. You must paginate

the document to see the new page numbering in the document.

Page Numbering

Specifies whether and how to number the pages in a document. The choices are as follows:

[None]

Specifies no page numbers.

[Continue]

Extends either the numbering sequence or the numbering and pattern sequence specified by the previous page format character. When you select [Continue], two additional properties appear: [Number] and [Number and Pattern]. Select [Number] to continue the numbering sequence from the previous page format character. Select [Number and Pattern] to continue the numbering sequence and pattern from the previous page format character.

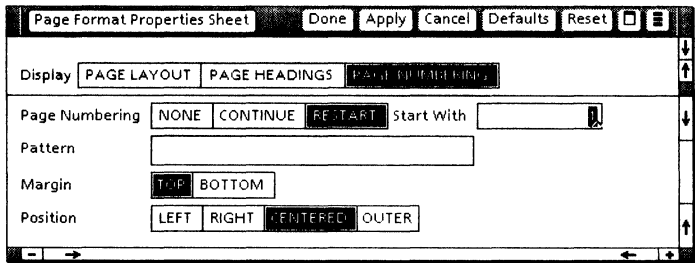
Note: You can select [Continue] to extend page numbering to multiple documents in a book. For information on working with multiple documents in a book, refer to the “Books” chapter in *Document Editor Reference* volume 4 in this library.

[Restart]

Indicates a new starting page number. For example, in a new document, you specify the starting page number. When you select [Restart], the **Start With** property appears (Figure 8-11). Use the **Start With** property to specify the first page number in the sequence. When you select [Restart], you can also change the page numbering pattern.

The default is [None].

Figure 8-11 The Page Numbering property sheet with [Restart] selected



Pattern

The **Pattern** property appears on the Page Numbering property sheet when you select [Restart] or [Continue] for the **Page Numbering** property.

The page numbering pattern consists of the page numbering character and the identifying text that appears with the page number. A typical pattern is a document title and the word "Page." Figure 8-12 shows how the page numbering properties appear for the example in Figure 8-13.

Figure 8-12 A Page Numbering property sheet for a page numbering pattern

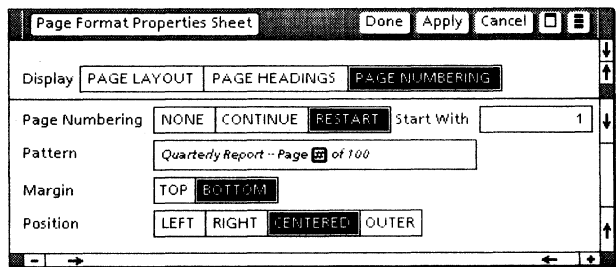
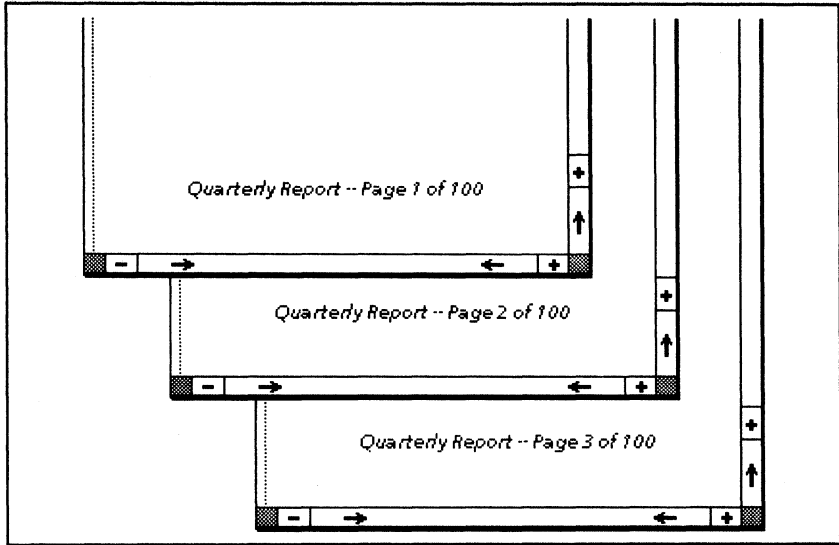


Figure 8-13 **An example of a page numbering pattern in a document, using the properties in Figure 8-12**



If you leave the **Pattern** property blank, the default page numbering is sequential page numbers without any text accompanying the numbers. If you specify page numbering as part of the page headings or footings, you need to type a space for the **Pattern** property to override the default page numbering.

Margin

Specifies where on the page the page numbers appear. The choices are:

[Top]

Places the page numbers in the top margin.

[Bottom]

Places the page numbers in the bottom margin.

The default is [Top].

Position

Specifies the position of page numbers relative to the left and right page margins. The choices are:

[Left]

Places page numbers flush with the left page margin.

[Right]

Places page numbers flush with the right page margin.

[Centered]

Centers page numbers between the left and right page margins.

[Outer]

Places page numbers at the outer margin: flush left on left pages and flush right on right pages.

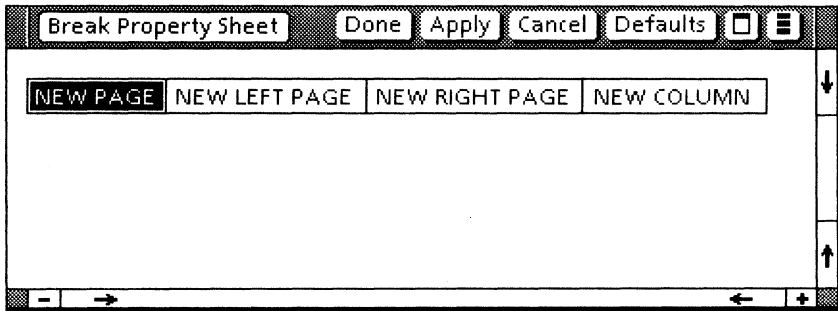
The default is [Centered].

Note: If you specify page numbering independent of page headings or footings, be sure to set the **Margin** and **Position** properties for page numbers in a different location from headings and footings. If you specify page numbering as part of headings or footings, be sure to set the **Margin** and **Position** properties for page numbers in the same location as the heading or footing containing the page number.

The Break property sheet

When you select a page break character and press <PROP'S>, the Break property sheet (Figure 8-14) appears on your desktop. The Break property sheet lets you specify the type of break you want.

Figure 8-14 The Break property sheet



The Break property sheet has four choices for defining page and column breaks:

[New Page]

Starts a new page.

[New Left Page]

Specifies the new page to be a left page in a document.

[New Right Page]

Specifies the new page to be a right page in a document.

[New Column]

Specifies the start of a new column.

The default is [New Page].

Inserting a page format character

1 2 3...

1. Select a location in the document for the page format character.

Note: To begin the format changes on the current page, place the new page format character as the first character on the page, or following only a new-paragraph character on that page. If any other characters precede the new page format character, the format changes do not begin until the following page.

2. Hold down <KEYBOARD> and press the top-row function key corresponding to <Special>.
3. Still holding down <KEYBOARD>, press <3>. The Document Editor displays the message, "Inserting Page Format Character."
4. Release <KEYBOARD>.

Searching for a page format character

1 2 3...

1. Select [Show Structure] from the document auxiliary menu.
2. Select the location in the document where you want to start the search. If you do not select a location, the search begins on the first page of the document.
3. Select the [Go To Next Page Format Character] command in the content auxiliary menu.

The Document Editor locates the page format character, highlights it, and displays the message, "Page Format Character found."

Repeat step 2 until the Document Editor locates the page format character you are seeking.

Whenever there are no page format characters in the remaining part of the document, the Document Editor displays the message, "Page Format Character not found."

Setting the page layout

1 2 3...

You set page layout properties on the Page Layout property sheet. Page layout properties do not take effect until after you paginate the document.

Setting the page size

1. Select the page format character where you want to change the page size.
2. Press <PROP'S> and select [Page Layout] for the **Display** setting.
3. Select the **Page Size** property setting you want.

Note: If you select [Other], the **Width** and **Height** boxes appear to the right of the other choices. Delete the values in the boxes and type the new page dimensions.

4. Select [Done] or press <PROP'S> to close the property sheet.

Setting page margins

1. Select the page format character where you want to change page margins.
2. Press <PROP'S> and select [Page Layout] for the **Display** setting.
3. Set the left, right, top, and bottom margins by deleting the current **Page Margins**

property settings and typing new ones. For single-sided documents that require a binding margin, add extra space to the margin that will be the binding margin.

4. To adjust the binding margin for a two-sided document, delete the current setting for the **Binding Margin** property and type a new number. Then select the **First Page Binding Position** property you want.
5. Select [Done] or press <PROP'S> to close the property sheet.
6. Paginate the document.

Setting columns

You set columns by specifying the number of columns, whether to balance them on the page, the spacing between them, and whether they are of equal widths. If you specify unequal widths, then you set the width of each column separately.

If you find that the resulting columns are too narrow to display your information, you can modify the column layout in the following ways:

- Change from a portrait to a landscape layout to increase the page width. See “Creating portrait and landscape pages” later in this chapter.
- Reduce the size of the left, right, and binding margins.
- Reduce the number of columns or the spacing between columns.
- Specify unequal column widths so that you can widen the columns that have more information and narrow the columns that have less information to display.

Setting equal column widths

1. Select the page format character where you want to adjust column widths.
2. Press <PROP'S> and select [Page Layout] for the **Display** setting.
3. Delete the current setting for the **Number of Columns** property, and type a new number.
4. Select [Balanced] in the **Columns** property if you want the length of the columns to be even on any page where the text does not fill all the columns on the page.
5. Change the current setting for the **Spacing Between Columns** property if you need a different value.
6. Make sure that [Equal Column Widths] is highlighted.
7. Select [Done] or press <PROP'S> to close the property sheet.
8. Paginate the document.

Setting unequal column widths

1. Select the page format character where you want to adjust column widths.
2. Press <PROP'S> and select [Page Layout] for the **Display** setting.
3. Change the settings for the **Number of Columns**, **Columns**, and **Spacing Between Columns** properties as needed.
4. Deselect [Equal Column Widths].

Note: The property sheet displays additional properties: the **Required Total Width of Columns** property and properties named **Column1**, **Column2**, and so on, depending

- on the number of columns you specified in the **Number of Columns** property.
5. Delete the current setting for the **Column1** property, and enter the width you want for column 1.
 6. Press <SKIP/NEXT>, delete the current setting for the **Column 2** property, and enter the width you want for column 2.
 7. Repeat step 6 for each additional column, and readjust column widths as necessary so that their combined width equals the value in the **Required Total Width of Columns** property.
 8. Select [Done] or press <PROP'S> to close the property sheet.
 9. Paginate the document.

Numbering the pages of a document

1 2 3...

You set page numbering properties on the Page Numbering property sheet. Page numbering properties do not take effect until after you paginate the document.

If you plan to include page numbers as part of the page headings or footings, refer to "Setting page headings and footings in a document" later in this chapter.

For information about numbering the pages of multiple documents in a book, refer to the "Books" chapter in *Document Editor Reference* volume 4 in this library.

Specifying page numbering in a document

1. Select the page format character where you want to start numbering pages in your document.

2. Press <PROP'S> and select [Page Numbering] for the **Display** setting.
3. Select [Restart] for the **Page Numbering** property. The **Start With** property appears with 1 as its default value. If you want to start numbering the pages with a different number, replace the 1 with a new number.
4. If you want identifying text to accompany each page number, refer to "Setting the page numbering pattern" later in this section.
5. Set the **Margin** and **Position** properties that match where you want the page numbers to appear on the document pages.
6. Select [Done] or press <PROP'S> to close the property sheet.
7. Paginate the document.

Continuing page numbering in a document

If you have more than one page format character in a document and you would like to continue the page numbering, use this procedure:

1. Select [Show Structure] from the document auxiliary menu.
2. Select [Go To Next Page Format Character] in the content auxiliary menu. The Document Editor highlights the next page format character.
3. Press <PROP'S> and select [Page Numbering] for the **Display** setting.
4. Select [Continue] for the **Page Numbering** property.
5. Select [Done] or press <PROP'S> to close the property sheet.

6. Repeat steps 2 through 5 for each additional page format character in the document.
7. Paginate the document.

Setting the page numbering pattern

1. Select the page format character where you want to start numbering pages using a page numbering pattern.
2. Press <PROP'S> and select [Page Numbering] for the **Display** setting.
3. Select [Restart] or [Continue] for the **Page Numbering** property.

If you selected [Restart], the **Start With** property appears with 1 as its default value. If you want to start numbering the pages with a different number, replace the 1 with a new number.

4. Press <SKIP/NEXT> to advance to the **Pattern** box.
5. Type any text that will precede the page numbering character.
6. Enter the page numbering character by holding down <KEYBOARD>, pressing <Special>, and pressing <4>.
7. Type any text that you want to follow the page numbering character.
8. To apply character properties to the page numbering pattern, select the entire pattern and use the top-row function keys or the <SAME> key.

Note: Any character properties you apply to the page numbering pattern do not take effect until after you paginate the document.

9. Set the **Margin** and **Position** properties you want.
10. Select [Done] or press <PROP'S> to close the property sheet.
11. Paginate the document.

Temporarily suppressing page numbers

In some documents, you may want to temporarily suppress page numbers. In those cases, you need to insert page format characters before and after the pages that are to have no page numbers.

Suppressing page numbering

1. Insert a page format character at the top of the first page that is not to have page numbering.
2. Select the page format character you inserted, press <PROP'S>, and select [Page Numbering] for the **Display** setting.
3. Select [None] for the **Page Numbering** property.
4. Select [Done] or press <PROP'S> to close the property sheet.
5. Paginate the document.

Resuming page numbering

1. Copy an earlier page format character to the location where the page numbering is to resume.
2. Select the new page format character, press <PROP'S>, and select [Page Numbering] for the **Display** setting.

3. Select [Continue] for the **Page Numbering** property.
4. Select [Number] to continue the page numbering sequence or [Number and Pattern] to continue the page numbering sequence and the page numbering pattern.
5. Select [Done] or press <PROP'S> to close the property sheet.
6. Paginate the document.

Setting page headings and footings in a document

1 2 3...

You set headings and footings on the Page Headings property sheet. Page headings and footings do not take effect until after you paginate the document.

You can have more than one line of text in a heading or footing, but the top or bottom page margin must be large enough to accommodate the multi-line heading or footing text. The width available for headings and footings is the same as that available for the document text. The available width is determined by the left and right page margins.

You can enter the text of a heading or footing in one of two ways:

- Type the text directly into the property sheet. You can change the character properties using the top-row function keys or <SAME>. After pagination, the heading or footing is centered vertically within the top or bottom page margins.
- Create a heading or footing in the same or another document, and then move or copy it

into the property sheet. If you move or copy the text as a paragraph selection:

- The text retains its character, paragraph, and tab properties, which you can modify using the top-row function keys or <SAME>.
- The heading or footing begins on the first line of the top or bottom page margin. For example, if your bottom margin is one inch, the heading begins at the top of the page, and the footing begins one inch from the bottom of the page. To adjust the position of the heading or footing, you can set the appropriate **Before Paragraph** spacing or insert one or more new-paragraph characters before the text.
- The **Position** property on the Page Headings property sheet has no effect; the alignment of the heading or footing is controlled by the **Alignment** property of the new-paragraph character you moved or copied into the **Heading** or **Footing** box.

Note: You cannot move or copy a heading or footing from the property sheet into the same document as the property sheet in which it appears, but you can copy or move it to a different document.

Refer to the "Books" chapter in *Document Editor Reference* volume 4 in this library for information on creating headings and footings for multiple documents in a book.

Creating a heading or a footing

1. Select the page format character for the pages that are to include the heading or footing.

2. Press <PROP'S> and select [Page Headings] for the **Display** setting.
3. Select [Reset] for the **Heading/Footing** property.
4. To create a page heading, select [Heading] beside the first **Show** property. Four additional heading properties appear.
5. Select [Same] or [Different] for the **Left/Right Pages** property. If you select [Same], a single **Heading** box appears. If you select [Different], **Left** and **Right** boxes appear for the **Heading** property.
6. Type the text you want in the **Heading** box, or use paragraph selection to copy text you have created.
7. If you have typed text directly into the **Heading** box, select the **Heading Position** property you want for the horizontal alignment of the text in the page margins.

If you have copied text into the **Heading** box using paragraph selection, its alignment is determined by the paragraph properties of the text you copied.
8. Select the **Heading Start On** property you want for specifying the page on which the heading begins.
9. To create a page footing, select [Footing] beside the second **Show** property. Repeat steps 5 through 8 using the footing properties to set the properties for footings.
10. Select [Done] or press <PROP'S> to close the property sheet.
11. Paginate the document.

Setting page numbering within headings or footings

You can include page numbering in the headings or footings of a document. Setting page numbering in headings or footings is a good idea when you want to number pages that also have headings and/or footings.

To set page numbering independently of headings and footings, see “Numbering the pages of a document” earlier in this chapter.

If you have several documents and you would like to continue the page numbering from document to document, you use the Book icon. Refer to the “Books” chapter in *Document Editor Reference* volume 4 in this library for more information.

Figure 8-15 shows an example of using the Page Headings property sheet to set page numbering in a footing.

1. Select the page format character where you want to set page numbering in the headings or footings.
2. Press <PROP'S> and select [Page Headings] for the **Display** setting.
3. Create the heading or footing as discussed in the previous section, “Creating a heading or a footing.”
4. Within the heading or footing text, select a location for the page numbering character.
5. Enter the page numbering character by holding down <KEYBOARD>, pressing <Special>, and pressing <4>; then release <KEYBOARD>.
6. Apply character properties to the text and page number as needed.

Figure 8-15 Setting page numbering in a footing on the Page Headings property sheet

Page Format Properties Sheet Done Apply Cancel Defaults Reset

Display PAGE LAYOUT PAGE HEADINGS PAGE NUMBERING

Heading / Footing NONE CONTINUE RESET

Show Heading

Left/Right Pages SAME DIFFERENT

Heading Left APPLICATION NAME

Right CHAPTER TITLE

Heading Position LEFT RIGHT CENTERED OUTER

Heading Start On THIS PAGE NEXT PAGE

Show Footing

Left/Right Pages SAME DIFFERENT

Footing Left 2-123 VP SERIES REFERENCE LIBRARY

Right VP SERIES REFERENCE LIBRARY 2-123

Footing Position LEFT RIGHT CENTERED OUTER

Footing Start On THIS PAGE NEXT PAGE

7. Select [Page Numbering] for the **Display** setting.
8. Select [Restart] for the **Page Numbering** property. The **Start With** property appears with 1 as its default value. If you want to start numbering the pages with a different number, replace the 1 with a new number.
9. Press <SKIP/NEXT> to advance to the **Pattern** box; then press the space bar to enter a space.

Note: The space will not be visible in the **Pattern** box.

10. Set the **Margin** and **Position** properties you want.

Note: Make sure that the **Margin** and **Position** properties that you select are consistent with properties you set on the Page Headings property sheet. For example, if you selected [Right] for the **Footing Position** property on the Page Headings property sheet, you should also select [Bottom] for the **Margin** property and [Right] for the **Position** property on the Page Numbering property sheet. Inconsistent properties may result in two page numbers on one page.

11. Select [Done] or press <PROP'S> to close the property sheet.
12. Paginate the document.

Refining page or column breaks

1 2 3...

You refine page or column breaks by inserting break characters and setting their properties.

Inserting a break character

1. Select the location for the page or column break.
2. Insert a break character by holding down <KEYBOARD>, pressing the top-row function key corresponding to <Special>, and pressing <2>; then release <KEYBOARD>.

The new page break does not take effect until you paginate the document.

Setting break properties

1. Select [Show Structure] from the document auxiliary menu to display the break characters.
2. Select [Go To Next Break Character] from the content auxiliary menu. The Document Editor locates and highlights the break character.
3. Press <PROP'S> to display the Break property sheet.
4. Select the page or column break property you want.
5. Repeat steps 2 through 4 for each additional break character in the document.
6. Select [Done] or press <PROP'S> to close the property sheet.
7. Paginate the document.

Note: To change the format of a document starting at the newly inserted break, insert a page format character immediately after the break character.

Creating portrait and landscape pages

1 2 3...

1. Select [Show Structure] in the document auxiliary menu.
2. Scroll through the document and locate the page immediately preceding the pages you want to reformat with a different page size.
3. Select the last character at the bottom of the page.

4. Insert a page break character by holding down <KEYBOARD>, pressing the top-row function key corresponding to <Special>, and pressing <2>.
5. Still holding down <KEYBOARD>, insert a page format character by pressing <3>; then release <KEYBOARD>.
6. Select the newly inserted page format character and press <PROP'S>.
7. Select the **Page Size** property you want. If you want a portrait page, select either [8-1/2 x 11] or [8-1/2 x 14]. If you want a landscape page, select either [11 x 8-1/2] or [14 x 8-1/2]. The page size that you select remains in effect until you insert a new page format character and change the **Page Size** property.
8. Set any other properties that you want on the Page Layout property sheet.
9. Select [Done] or press <PROP'S> to close the property sheet.
10. Paginate the document.

Copying page format properties using the <SAME> key

1 2 3...

If you want the page format properties of one document to match those of another document, you can use the <SAME> key to copy the desired properties from the original document.

1. Open both documents and position them so that you can view the contents of each window.
2. Place the destination document in edit mode.

3. In the destination document, select an existing page format character and press <SAME>.
4. In the original document (the source document), select the page format character that has the properties you want to copy. The page format properties of the destination document are now the same as those of the source document.
5. Paginate the destination document to put the changes into effect.

Note: If you copy the properties of the first page format character in the original document, keep in mind that the **Page Numbering** and **Heading/Footing** properties are set to [Restart]. Change them to [Continue] if the copied page format character is to continue previously set page numbering and headings or footings in the destination document.

Pagination is the process that converts a document from a continuous scroll of text into a sequence of pages. Most of the procedures described in the “Page format” chapter in this volume require that you paginate the document to see the results of the properties you set. Pagination can also recover disk space.

Key concepts of pagination



During pagination, the Document Editor applies the properties that you set on the Page Format properties sheet. These properties control the page layout, headings and footings, and page numbering. Pagination also breaks pages (or columns) at each break character.

The Document Editor performs widow and orphan control as it paginates a document; that is, it does not leave the first line of a paragraph at the end of a page, nor the last line of a paragraph at the top of a page.

Procedures requiring pagination

You paginate a document as the last step of these procedures:

- **Creating a document**—Entering text in the document for the first time.
- **Editing a document**—Inserting or deleting text. If you are making substantial editing changes, you may want to periodically paginate a document while you work.

- **Changing page layout properties**—Modifying the layout of individual pages of text.
- **Inserting or deleting frames**—Such as table frames, graphics frames, equation frames, bitmap frames, illustrator frames, or footnote frames.
- **Editing frames**—Inserting or deleting tables, table rows, table columns, and other types of frames.

You should paginate a document before filing, mailing, or printing it.

Types of pagination

With the Document Editor, you can select from five types of pagination:

- You can perform simple pagination to preview the pagination results.
- You can paginate just the displayed pages.
- You can paginate a specified range of pages.
- You can paginate an entire document while it is open.
- You can paginate a closed document.

All five types of pagination are background activities. A background activity is a task that, once begun, leaves the workstation free for you to start another activity. During pagination, you can perform other activities such as moving icons, copying icons, or editing another document on your desktop. You can even paginate more than one document at a time.

Note: If you select [Repaginate] as the **Before Printing** option on the Printing option sheet, the document is paginated before it is printed.

Pagination commands

All of the pagination commands are located in the document auxiliary menu except the desktop [Paginate] command. That command is located in the desktop auxiliary menu.

[Simple Paginate]

Lets you preview the effects of pagination on an open document. This command saves the document before paginating it and implements the current properties on the Page Format properties sheet. It is an interim pagination command and provides the quickest way to paginate an entire document.

[Paginate Displayed Pages]

Paginates only those pages that are currently displayed in the document window. It is an interim pagination command and provides the quickest way to determine the top and bottom of a page after you edit a page of a document. This command does not save the contents of the document.

[Paginate Specified Pages]

Paginates a range of pages that you specify on the Paginate options sheet. It is an interim pagination command that saves the contents of the document and provides the quickest way to see page breaks on a range of pages after you edit several pages of a document.

Document [Paginate]

Paginates the document and compresses it into its most compact disk space, leaving previously occupied disk pages free for other documents. This command saves the contents of the document and takes longer to process than does the [Simple Paginate] command.

Desktop [Paginate]

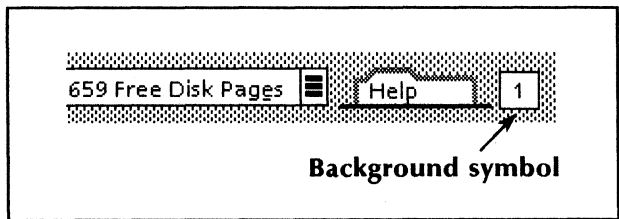
Paginates a closed document. This command, which you select from the desktop auxiliary menu, performs the same functions as document [Paginate]. You use it to paginate books and folders.

When you paginate a folder, the Document Editor paginates each document in the folder separately. When you paginate a book, the Document Editor paginates the documents contained in the book as if they were one document. Refer to the "Books" chapter in *Document Editor Reference* volume 4 in this library for more information.

The pagination process

When you select a pagination command, the pointer temporarily assumes the hourglass shape to indicate the start of the pagination. It then returns to the normal pointer shape, indicating that you can now perform other activities. The background symbol appears in the upper right corner of the desktop next to the Help folder, as shown in Figure 9-1.

Figure 9-1 **The Background symbol**



The number in the background symbol indicates the number of activities executing in the background. As these background activities are completed, the number decreases accordingly.

During pagination, the Document Editor performs the following functions:

- Temporarily clears the document window, indicating that background pagination is occurring.
- Paginates the document according to the type of paginate command that you selected.
- Redisplays the current page in the document window when pagination is completed, if you paginated an open document.

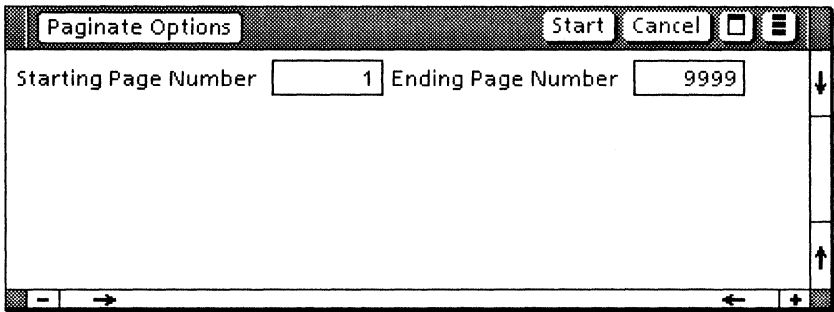
While paginating an open document, you cannot use the scrolling areas or select inside the document window. If you try to perform either of these activities, the Document Editor displays the message, "Please wait until the document finishes its background operation before doing that."



The Paginate options sheet

The Paginate options sheet (Figure 9-2) appears on the desktop when you select [Paginate Specified Pages] in the document auxiliary menu.

Figure 9-2 The Paginate options sheet



Starting Page Number

Specifies the number of the first page in the range of pages to be paginated. The default number is the number of the displayed page.

Ending Page Number

Specifies the number of the last page in the range of pages to be paginated. The default number is 9999. If you do not edit this number, the Document Editor paginates the pages from the number appearing in the **Starting Page Number** box to the end of the document.

Performing interim pagination

A black square icon with the white text "1 2 3..." inside.

1. Make sure the document is open and in edit mode.
2. Select one of the following pagination commands from the desktop auxiliary menu:
 - [Simple Paginate] to perform interim pagination of the entire document
 - [Paginate Displayed Pages] to perform interim pagination of the currently displayed pages
 - [Paginate Specified Pages] to perform interim pagination of a range of pages
3. If you selected [Paginate Specified Pages], the Paginate options sheet appears on your desktop. To change the default starting or ending page numbers, edit the number appearing in the **Starting Page Number** box or the **Ending Page Number** box. Then select [Start].

Note: Some combinations of document editing and paginating specified pages cause some pages to be temporarily out of sequential order. The next complete pagination will reassign page numbers to fit the new order of the text. However, if you select [Paginate Specified Pages] again before the next complete pagination, the Document Editor may have problems with the page range you specify. The Document Editor displays an error message if:

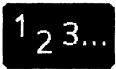
- The page number you entered does not exist. Enter an existing page number and select [Start] again.
- The ending page number occurs before the starting page. Enter an ending page number

that occurs later in the document than the starting page number, and select [Start] again.

- More than one occurrence of the starting page number exists in a document. If you want to start the pagination at a subsequent occurrence of the duplicate page number, display the page in the document window and select the [Paginate Specified Pages] command again.

If you paginate specified pages several times while editing a document, you should periodically paginate the entire document.

Paginating an open document



1. Make sure the document is open and is in edit mode.
2. Select [Paginate] from the document auxiliary menu.

Paginating a closed document, folder, or book



1. Select the icon for the document, folder, or book you want to paginate. (The icon must be closed.)
2. Select [Paginate] from the desktop auxiliary menu.

A frame is a rectangular area in a document that may contain text, tables, graphics, equations, or footnotes. By integrating frames with other information in your document, you can create, edit, and preview pages that look like the final printed page.

Figure 10-1 shows the different types of frames that are available with ViewPoint applications.

Key concepts of frames



Within a document, you can use two basic types of frames: anchored frames and embedded frames. Each type of frame has a property sheet that you use to modify the appearance and placement of the frame.

Anchored frames

An *anchored frame* is a frame whose position in a document depends on where you insert a structure character called a *frame anchor* (Figure 10-2).

Figure 10-1 Frames available with ViewPoint applications

Text frame

Frames are rectangular areas in a document that are reserved for text, tables, graphics, equations, and footnotes.

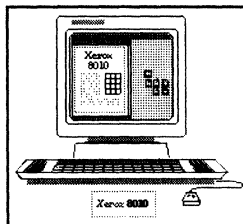
Equation frame

$$\int_{-1}^1 f(x)dx = \sum_{k=1}^m H_k f(x_k) + E$$

Table frame

Product Line	Product Name
Addressing and Labeling Equipment	Cheshire 730
	Cheshire 762
	Cheshire 525/E
Artificial Intelligence Products	Xerox 1185/1186
	Xerox 1108/1108-105T
	Xerox Quintus Prolog
CAE/CAD/CAM Systems	Xerox Expert Systems

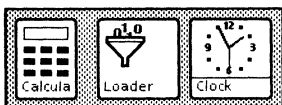
Graphics frame




CUSP button frame



Bitmap frame



Footnote frame

 The Seattle Times, June 3, 1975, p. C4.

Pro Illustrator frame



Figure 10-2 A frame anchor character
(enlarged)



Types of anchored frames

You can enter all eight types of anchored frames from the Document Special keyboard:

- **By-column table frame**—Displays tabular or statistical information and is filled in column by column. You create table frames using the *VP Document Editor* application.
- **By-row table frame**—Displays tabular or statistical information and is filled in row by row.
- **Cusp button frame**—Serves as a button for executing a CUSP program you create with the *VP CUSP Buttons* application.
- **Equation frame**—Contains equation structures and equation symbols you create with the *VP Equations* application.
- **Footnote frame**—Contains a footnote you create with the *VP Long Document Options* application.
- **Graphics frame**—Contains graphic objects such as lines, points, circles, squares, and triangles; can also contain other types of frames. You create graphics frames with the *VP Document Editor* application.
- **Pro Illustrator frame**—Contains complex graphic objects you create with the *Xerox Pro Illustrator* application.
- **Text frame**—Contains text. You create text frames with the *VP Document Editor*

application. You can also link text frames; refer to the “Linked text frames” chapter in *Document Editor Reference* volume 4 in this library for more information.

To change the size or properties of the frame, you select the frame border. If you move or copy an anchored graphics frame, itself, all objects it contains are moved or copied as well.

The frame anchor

When you enter an anchored frame, the frame anchor character appears at the position of the caret. The frame appears below the anchor where there is room for it.

To copy, move, or delete the frame, you can select either the frame anchor character or the frame border. You must select [Show Structure] in the document auxiliary menu to display frame anchors in a document.

Figure 10-3 shows an example of a frame anchor character and its accompanying text frame displayed in a document.

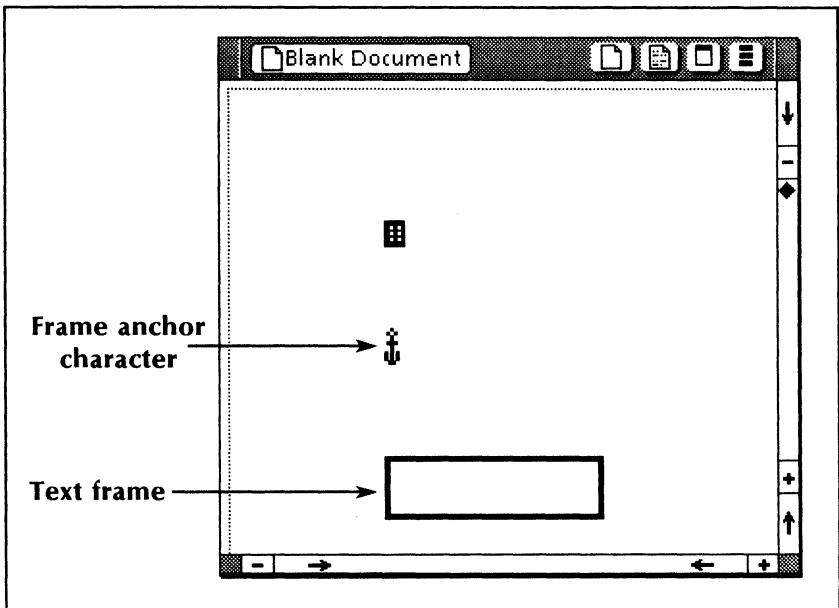
Embedded frames

An *embedded frame* is a frame that you place inside an anchored graphics frame. Embedded frames enable you to insert bitmaps, graphics, tables, and text in an anchored graphics frame.

There are eight types of embedded frames:

- Bitmap frames, used with the *VP Free-Hand Drawing* application
- By-column table frames
- By-row table frames
- CUSP button frames
- Graphics frames

Figure 10-3 A frame anchor character and a text frame



- Graphics field frames (or “form fields”), used with the *VP Document Editor*
- Image frames, used with the *VP Document Editor*
- Text frames

You place embedded frames in an anchored graphics frame by using the Graphics Special keyboard (Figure 10-4), or by copying the frames from the Basic Graphics Transfer Document (Figure 10-5). For information on using the Graphics Special keyboard and the Basic Graphics Transfer document, refer to the *Graphics Reference* volume in this library.

Figure 10-4 The Graphics Special keyboard

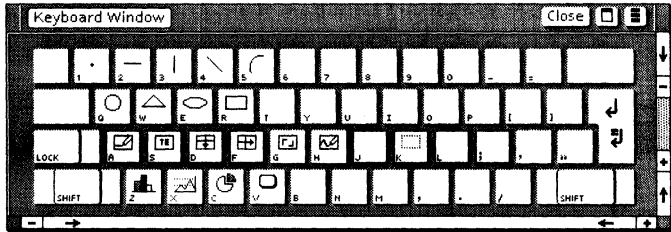
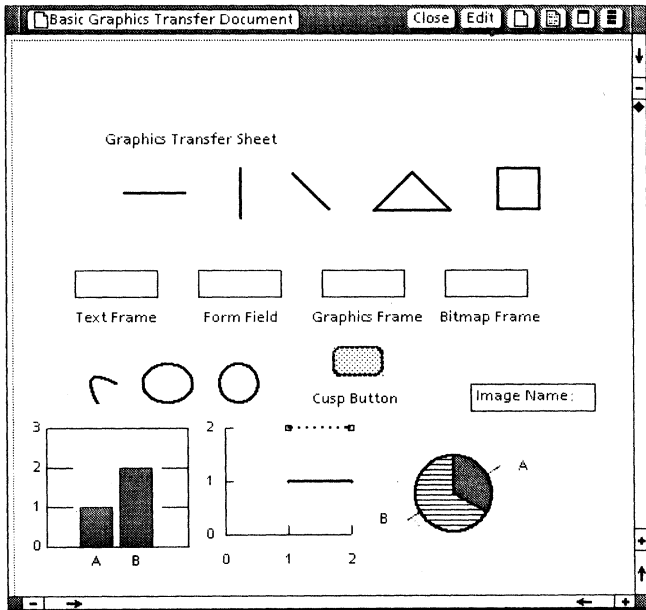


Figure 10-5 The Basic Graphics Transfer Document

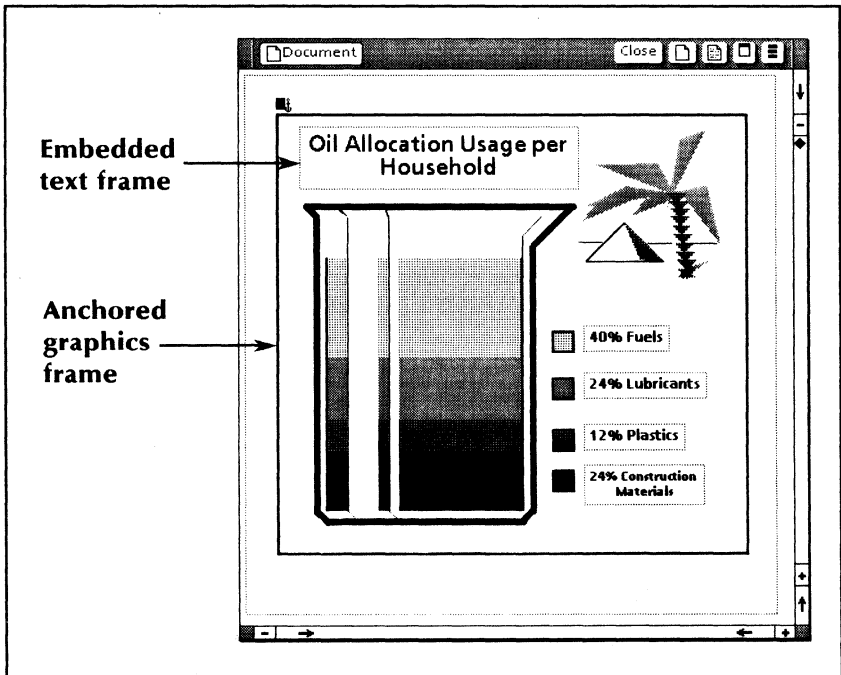


Embedded frames, unlike anchored frames, do not have an associated frame anchor character. After you place an embedded frame in an anchored frame, you can move the embedded frame around within the frame and adjust its size and shape.

You can copy or move an anchored text, graphics, table, or CUSP button frame into an anchored graphics frame. Alternatively, you can copy or move an embedded text, graphics, table, or CUSP button frame into text. The embedded frame changes automatically into an anchored frame. You can also move or copy an embedded frame from one anchored graphics frame to another.

Figure 10-6 shows an example of text frames embedded in an anchored graphics frame.

Figure 10-6 **Text frames embedded in an anchored graphics frame**



Frame size and position

You can stretch or magnify frames to a desired size, or you can specify a fixed frame size. You can specify the frame size in inches, millimeters, centimeters, points, or spaces.

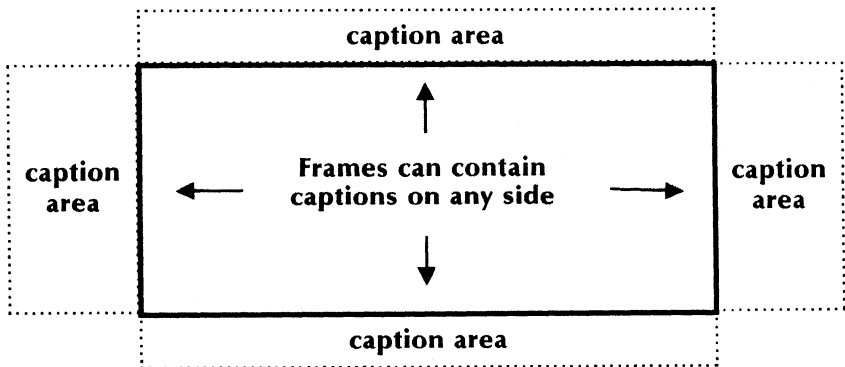
You can automatically position frames at the top or at the bottom of a page. You will need to paginate the document to position the frame in the vertical location you selected. You can also position frames flush left, centered, or flush right.

You can insert frames in pages with multiple columns. The frame and its caption area can span the column width or the page width when the frame is either flush top or flush bottom.

Frame captions

You can add captions to frames by entering the text in the frame margin area outside the frame border (Figure 10-7).

Figure 10-7 **Frame caption areas**



On the property sheet for the frame, you can specify a caption to appear at the top, bottom, left, or right of the frame.

Function keys for sizing frames

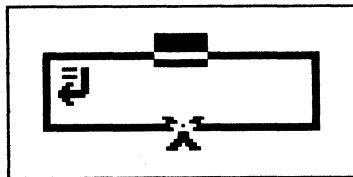
When you select a frame, the Document Editor displays alternate function keys for the top-row function keys, so you can perform graphics-related functions. Two of these alternate function keys are <Stretch> and <Magnify>, which you can use to size frames.

Use <Stretch> to adjust the size of a frame in a single direction, either horizontally or vertically. If you select a corner of the frame first, you can also use <Stretch> to adjust the frame height and width simultaneously. Use <Magnify> to adjust the size of a frame proportionally, both horizontally and vertically.

When you use either <Stretch> or <Magnify> to change the frame size, the Document Editor displays a small, solid square, called a *guiding point*, on the side or corner where you selected the frame. The guiding point serves as your “handle” as you resize the frame.

At the same time a *pinned point*, marked X, appears on the side or corner whose position remains fixed as you resize the frame. Refer to Figure 10-8 for an example of guiding and pinned points on a frame selected for stretch operation.

Figure 10-8 **The frame ready for stretching, with guiding and pinned points displayed**



Frame placement after pagination

To place an anchored frame in its correct location on a page, you first specify the location using the associated frame property sheet. Then you paginate the document. When you paginate the document, the Document Editor places the frame in the specified location on the page: flush top, flush bottom, or immediately after the anchor. If the frame is too large to fit on the same page as its anchor, it is placed on the following page, in the specified location.

Anchored frames do not break between pages. If a frame is longer than a page, it remains as a continuous scroll, and the text that follows the frame starts at the top of the next page. When you print your document, you will see only the contents of the frame that fit on the frame's first page.

Where to find information about frames

This chapter focuses on the general use of frames for document creation and text editing tasks. Specifically, it discusses:

- Inserting anchored and embedded frames.
- Adjusting the size and position of a frame on the document page.
- Changing frame borders and adding captions, using frame property sheets.
- Moving, copying, or deleting frames.

Table 10-1 shows where in the *VP Series Reference Library* you can locate information about other types of frames.

Table 10-1 **Where to find information about frames**

Frame	ViewPoint	
	VP Series Reference Library	Application Software
Bitmap frame	<i>Graphics Reference</i>	<i>VP Free-Hand Drawing</i>
By-column table frame	<i>Document Editor Reference volume 4</i>	<i>VP Document Editor</i>
By-row table frame	<i>Document Editor Reference volume 4</i>	<i>VP Document Editor</i>
CUSP button frame	<i>VP CUSP Buttons Reference</i>	<i>VP CUSP Buttons</i>
Equation frame	<i>Document Editor Options Reference</i>	<i>VP Equations</i>
Footnote frame	<i>Document Editor Options Reference</i>	<i>VP Long Document Options</i>
Graphics field frame	<i>Document Editor Reference volume 4</i>	<i>VP Document Editor</i>
Graphics frame	<i>Graphics Reference</i>	<i>VP Document Editor</i>
Image frame	<i>Graphics Reference</i>	<i>VP Document Editor</i>
Linked text frames	<i>Document Editor Reference volume 4</i>	<i>VP Document Editor</i>
Pro Illustrator frame	<i>Xerox Pro Illustrator Reference</i>	<i>Xerox Pro Illustrator</i>
Text frame	<i>Document Editor Reference volume 3</i>	<i>VP Document Editor</i>

The Text Frame properties sheet

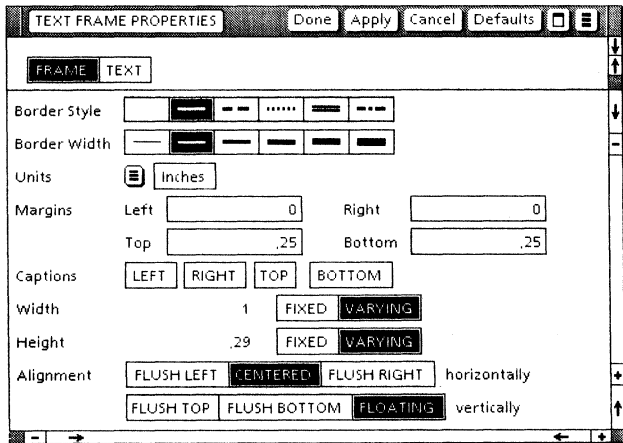
The Text Frame properties sheet determines the appearance of a text frame. When you select a text frame and press <PROP'S>, you see the Text Frame properties sheet. The **Display** setting enables you to select one of two associated property sheets: the Frame property sheet and the Text property sheet.

The properties described in this section apply to both anchored and embedded text frames.

Frame property sheet

The Frame property sheet (Figure 10-9) determines the appearance of the exterior elements of the text frame, such as the border, captions, and position on the page.

Figure 10-9 The Frame property sheet for text frame properties

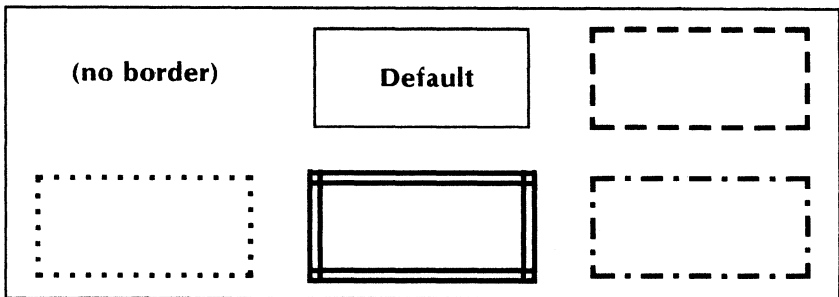


Border Style

Specifies the style of the frame border. If you select the first choice (blank box), the frame has no border; however, a dotted line still appears around the displayed frame if you select [Show Structure] from the document auxiliary menu.

Figure 10-10 shows the available border styles. The default border style is a solid line, the second choice.

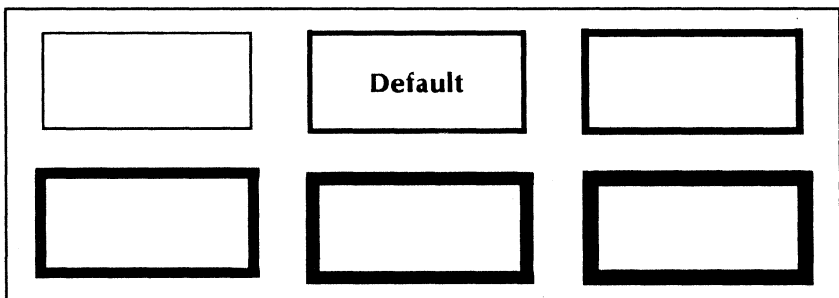
Figure 10-10 Frame border styles



Border Width

Specifies the width of the frame border. Figure 10-11 shows the available border widths. The default border width is the second choice.

Figure 10-11 Frame border widths



Units

Displays the unit of measurement used to set the **Margins**, **Width**, and **Height** properties. An auxiliary menu lists the available choices: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. (One inch equals 25.4 millimeters, 2.54 centimeters, 72 points, or 12 spaces.)

The default is the current value. Selecting [Defaults] in the property sheet does not change the **Units** value.

Margins

Defines the size of the rectangular area which separates the frame from surrounding text, and in which you can place captions. This property consists of four settings:

[Left]

Specifies the amount of space, to the left of the frame, reserved for a frame margin. The default is 0.

[Right]

Specifies the amount of space, to the right of the frame, reserved for a frame margin. The default is 0.

[Top]

Specifies the amount of space, above the frame, reserved for a frame margin. The default is 0.25.

[Bottom]

Specifies the amount of space, below the frame, reserved for a frame margin. The default is 0.25.

The Document Editor adds the margin area as an invisible rectangular area adjacent to the corresponding frame border.

Captions

Specifies where captions are to appear around the frame. You can select any combination of [Left], [Right], [Top], and [Bottom]. When you select a setting, the Document Editor inserts a new-paragraph character in the margin on the corresponding side of the frame, enabling you to enter text for the caption.

The default is no caption location selected.

Note: You must specify a margin before entering text in the caption.

Width

Specifies the width of the frame, excluding the margin. The choices are:

[Fixed]

Enables you to specify the width of the frame in the unit of measurement you specified for the **Units** property.

[Varying]

Enables you to make on-screen adjustments to the width of the frame. Also, the width automatically extends as you type text in the frame.

The default is [Varying].

Height

Specifies the height of the frame, excluding the margin. The choices are:

[Fixed]

Enables you to specify the height of the frame in the unit of measurement you specified for the **Units** property.

[Varying]

Enables you to make on-screen adjustments to the height of the frame. Also, the height automatically extends as you type text into the frame.

The default is [Varying].

Alignment

Controls the horizontal and vertical position of the frame on the page. The choices for horizontal alignment are:

[Flush Left]

Aligns the frame at the left margin of the page or column.

[Centered]

Centers the frame between the page or column margins.

[Flush Right]

Aligns the frame at the right margin of the page or column.

The choices for vertical alignment are:

[Flush Top]

Aligns the frame at the top page margin.

Note: The frame anchor for a flush-top frame must be the first character on the page, immediately following any existing page format character and, on the first page, the first new-paragraph character in the document. Otherwise, the frame appears at the top of the next page or column.

[Flush Bottom]

Aligns the frame at the bottom page margin. If the frame does not fit below the anchor on the same page, it appears at the bottom of the next page.

[Floating]

Positions the frame immediately after the frame anchor. If you reposition the anchor, the frame moves with the anchor.

The default for horizontal alignment is [Centered]. The default for vertical alignment is [Floating].

Note: The **Alignment** property does not appear in the property sheets of embedded frames.

Span

Specifies whether the frame spans the page or column. **Span** appears when you select [Flush Top] or [Flush Bottom] for the vertical alignment property. The choices are [Page] and [Column].

The default is [Column], which has the same effect as [Page] on a single-column page.

Note: The **Span** property does not appear for embedded frames.

Text property sheet

The Text property sheet (Figure 10-12) enables you to control the appearance of text in a frame, to name a text frame, and to define the fill-in order of text frames.

Text Appearance

Determines if text or graphic objects underlying the text frame are visible or concealed.

[Opaque]

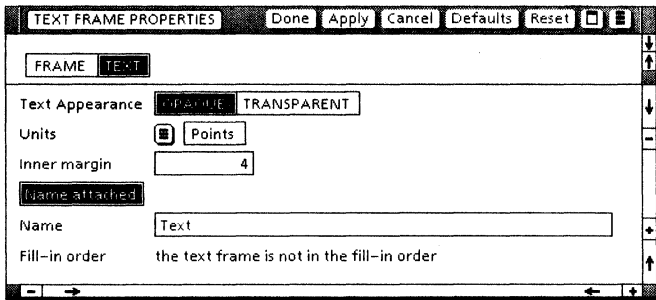
Conceals objects underlying the frame.

[Transparent]

Reveals objects underlying the text frame.

The default is [Opaque] and captions are always opaque.

Figure 10-12 The Text property sheet for text frame properties



Units

Displays the unit of measure used to set the inner margin property. An auxiliary menu lists the available choices. They are: [Inches], [Millimeters], [Centimeters], [Points], and [Spaces]. The initial setting is [Points].

Inner Margin

Defines the inner margin between the text frame border and the text inside the text frame. The default is 4 points for the top, bottom, right, and left inner margins.

[Name Attached]

When selected, displays two additional properties: **Name** and **Fill-in Order**. These properties enable you to specify a unique name and view the fill-in order number for the text frame. You use these properties with linked text frames. Refer to the chapter titled "Linked text frames" in *Document Editor Reference* volume 4 in this library for more information.

Inserting an anchored text frame in a document

1 2 3...

1. Select the location in your document for the text frame.
2. Hold down <KEYBOARD> and press the top-row function key corresponding to <Special>.
3. While holding down <KEYBOARD>, press <S>.
4. Release <KEYBOARD>.

The frame anchor appears in the selected location, and the text frame appears in the first available location after the anchor. After you paginate the document, the frame appears in the position specified on its property sheet.

Inserting an embedded text frame in a graphics frame

1 2 3...

You can use three different procedures to insert an embedded text frame in a graphics frame:

- Automatically inserting an embedded text frame
- Using the Document Special keyboard
- Using the Basic Graphics Transfer Document

These procedures require that your document contains an anchored graphics frame. To insert an anchored graphics frame:

1. Select the location for the frame.
2. Hold down <KEYBOARD> and press the top-row function key corresponding to <Special>.

3. Still holding down <KEYBOARD>, press <A>.
4. Release <KEYBOARD>.

For more information on inserting graphics frames in documents, see the *Graphics Reference* volume in this library.

Inserting an embedded text frame automatically

1. Select inside an anchored graphics frame.
2. Start typing.

The Document Editor automatically inserts a text frame to contain the text.

Using the Document Special keyboard

1. Select a location inside an anchored graphics frame for the embedded text frame.
2. Hold down <KEYBOARD> and press the top-row function key corresponding to <Special>.
3. Still holding down <KEYBOARD>, press <S>.
4. Release <KEYBOARD>.

Using the Basic Graphics Transfer Document

1. Select and open the Directory divider, the Workstation divider, and the Basic Icons divider.
2. Select the Basic Graphics Transfer Document and copy it to the desktop; then close all the dividers.
3. Open the Basic Graphics Transfer Document.

4. Select the frame labeled "Text Frame" and press <COPY>.
5. Select a location in an anchored graphics frame in your document.

Adjusting the size of a frame

1 2 3...

You can adjust the size of a frame by:

- Specifying fixed dimensions on the frame property sheet
- Manually stretching or magnifying the frame using the <Stretch> or <Magnify> alternate function key
- Changing default frame properties in the User Profile; refer to the chapter titled "The User Profile" in the *General User Reference* volume in this library for more information

After you resize a frame, you can check how the Document Editor positions it in the document by paginating.

Note: For text frames, the Document Editor automatically enlarges the frame to fit the text you enter. For graphics frames, you must adjust the frame size as needed.

Setting a fixed frame size

1. Select the border of the frame whose size you want to specify.
2. Press <PROP'S>.
3. Select [Fixed] for the **Width** and **Height** properties. Then enter values for the width and height of the frame in the displayed units.

Note: The property sheet for the anchored graphics frame does not have the [Fixed] and [Varying] settings for the **Width** and **Height** properties. The dimensions of graphics frames are always fixed.

4. Select [Done] or press <PROP'S> to close the property sheet.

Note: If you specify a frame size and then part of the frame border disappears on the page, adjust the page margins or the page size of the document on the Page Layout property sheet.

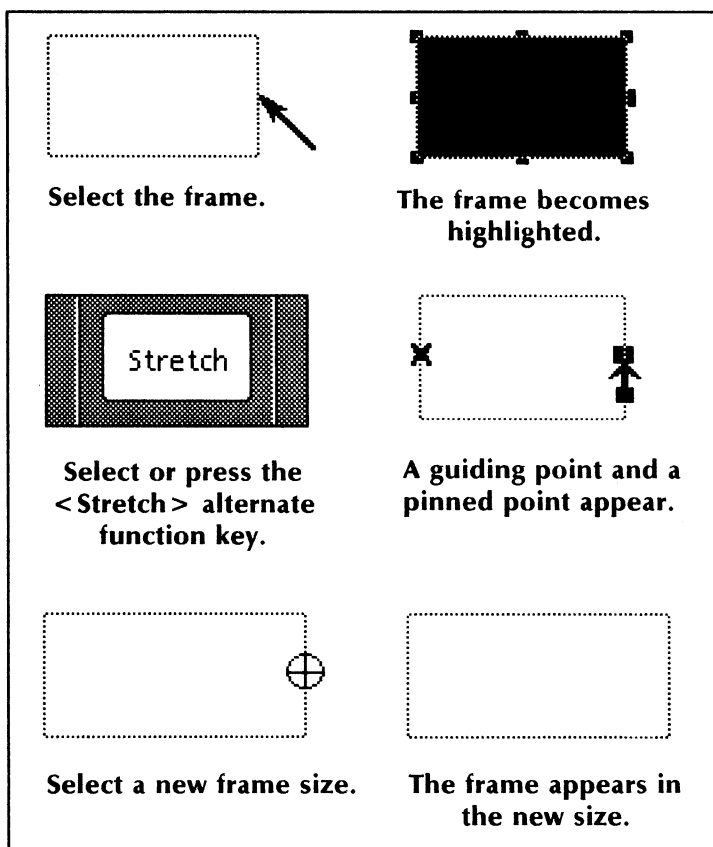
Using <Stretch> to change the frame size

The <Stretch> key enables you to stretch the frame width, the frame height, or both the width and height of the frame at the same time.

Figure 10-13 shows how to use <Stretch> to widen a frame.

1. Select the border of the frame whose size you want to change.
2. Press the top-row function key corresponding to <Stretch>. The Document Editor displays the guiding point on the side or corner where you selected the frame, and the pinned point on the opposite side or corner.
 - To widen the frame, select any part of the left or right border.
 - To lengthen the frame, select any part of the top or bottom border.
 - To stretch the frame width and height at the same time, select a corner of the frame.

Figure 10-13 Using the <Stretch> key to widen a frame



3. Move the pointer to the position that expands (or decreases) the frame size as desired, and click the left mouse button. The frame appears in the new size.

Note: You can hold down the mouse button and watch the frame size change as you move the mouse to achieve the desired size.

Using <Magnify> to change the frame size

The <Magnify> key enables you to pick a new size in one dimension, and the Document Editor also adjusts the other dimension proportionally.

1. Select the border of the frame whose size you want to change.
2. Press the top-row function key corresponding to <Magnify>. The Document Editor displays the guiding point on the side or corner where you selected the frame, and the pinned point on the opposite side or corner.
3. Move the pointer to the position that expands (or decreases) the frame size as desired, and click the left mouse button. The frame appears in the new size.

Note: You can hold down the mouse button and watch the frame size change as you move the mouse to achieve the desired size.

Positioning a frame on a page

1 2 3...

1. Select the border of the frame you want to position.
2. Press <PROP'S> to display the Frame property sheet.
3. Select the horizontal and vertical **Alignment** settings you want.
4. If you selected [Flush Top] or [Flush Bottom], select the **Span** property you want, either [Column] or [Page].
5. Select [Done] or press <PROP'S> to close the property sheet.

Paginate the document to see the frame move to the location you specified.

Note: If you select [Floating] as the vertical **Alignment** setting, you can adjust the vertical position by moving the frame anchor.

Changing the frame border appearance

1 2 3...

1. Select the border of the frame.
2. Press <PROP'S> to display the frame property sheet.
3. Select the **Border Style** and **Border Thickness** properties you want.
4. Select [Done] or press <PROP'S> to close the property sheet.

Note: The thickness of the border does not change the dimensions of the frame. If you select a thick border, it may obscure some of the contents near the edges of the frame. Adjust the **Inner Margin** property on the property sheet for text frames, to indent the text further from the frame border.

Adding captions

1 2 3...

1. Select the border of the frame.
2. Press <PROP'S> to display the frame property sheet.
3. Select the **Caption** property settings you want.
4. If necessary, adjust the **Margin** settings to accommodate the caption text. Select the setting you want to change, delete it, and type a new number. The number specifies

the margin width or height in the units selected on the property sheet.

Note: You must set the frame margins to be large enough for the entire caption.

5. Select [Done] or press <PROP'S> to close the property sheet.

Note: If you highlighted a setting for the **Caption** property, but the corresponding **Margin** setting is 0, the property sheet does not close. The Document Editor displays the message "Insufficient space for caption." Change the **Margin** setting to accommodate the caption, and select [Done] again.

6. Select a location in the caption area. The Document Editor positions the caret after the new-paragraph character it inserted in the caption area. Type the caption text. You can set character and paragraph properties for the caption text using the Character property sheet or the top-row function keys. If some of your caption disappears from view because the margin is too small, increase the **Margin** for that caption.

The amount of space entered for the margins is added to the frame size. You may need to adjust the size of the frame or its margins so that their combined sizes fit within the page or column. For example, if the width between the page or column margins is five inches, the width of the frame and its side margins must not exceed five inches.

Typing text in a text frame



To type text in an anchored or an embedded text frame:

1. Select inside the text frame. The caret appears after the default new-paragraph character in the text frame.

Note: If you select inside an anchored graphics frame and type, the Document Editor automatically creates an embedded text frame to hold the text.

2. Type your text just as you would enter text in a document.

Note: If the **Width** and **Height** properties for the frame are set to [Varying], the frame expands to include all the text you enter. If **Width** and **Height** are set to [Fixed], it is possible to type more text into the frame than will appear within the frame borders. If that happens, readjust the size of the frame or set one of the dimensions to [Varying].

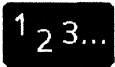
Typing text before or after a frame



1. Select [Show Structure] and [Show Non-Printing with Spaces] from the document auxiliary menu.
2. To type text before a frame, select the character or space immediately before the corresponding frame anchor character.
3. To type text after a frame, select the corresponding frame anchor character and enter a new-line character or a new-paragraph character.

4. Type your text.
5. Paginate the document to see the effect of the newly entered text.

Inserting page-spanning text frames for multiple-column text

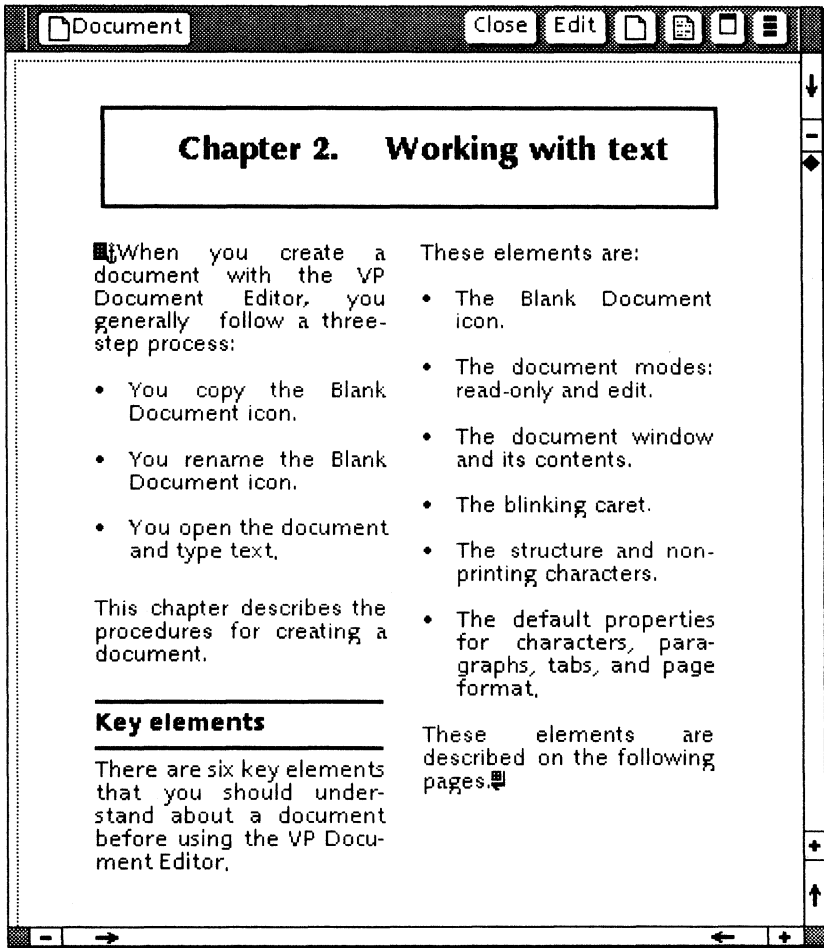


The combined width of a frame and its margins is usually limited to the column width. On single-column pages, the column width is also the distance between the left and right page margins, so any frame can span a single-column page.

On multiple-column pages, you may also want some text to span the width of the entire page (Figure 10-14). You can specify flush-top or flush-bottom frames to span any page with multiple columns.

1. Insert a text frame using the Document Special keyboard.
2. Display the frame property sheet.
3. Select [Flush Top] or [Flush Bottom] as the vertical **Alignment** setting.
4. Select [Page] for the **Span** property.
5. Set any other frame properties that you want to change.
6. Select [Done] or press <PROP'S> to close the property sheet.
7. Stretch the frame to the size you want.
8. Paginate the document to see the effect of the new **Span** setting. The frame spans the page, either flush top or flush bottom as specified.

Figure 10-14 A page-spanning text frame



Moving or copying frames

1 2 3...

1. Select [Show Structure] from the document auxiliary menu, if you cannot see the frame anchor or border that you want to select.

2. For an anchored frame, select the frame anchor character or the frame border; for an embedded frame, select the frame border.
3. Press <MOVE> or <COPY>.
4. Select a destination for the frame.

Refer to the "Anchored and embedded frames" appendix in the *Graphics Reference* volume in this library for more information.

Deleting frames

1 2 3...

1. Select [Show Structure] from the document auxiliary menu, if you cannot see the frame anchor or border that you want to select.
2. For an anchored frame, select the frame anchor character or the frame border; for an embedded frame, select the frame border.
3. If you selected an anchor, and its frame is on another page, scroll to view the frame.
4. Press . The Document Editor highlights the frame and its anchor and asks for confirmation in the message area.

Note: If the frame is not visible on the screen, the Document Editor asks if you want to delete an object that is not visible on the screen.

5. After you verify that the correct frame is highlighted, select [YES] to delete the frame.
6. Paginate the document to see the effect of deleting the frame.

Verifying that a frame and anchor are linked

1 2 3...

You can use two procedures to verify that a frame and frame anchor are linked.

Selecting the frame anchor

1. Select the anchor you want to verify.
2. Locate the frame you think is linked to the selected frame anchor. If the frame in question is not in view, scroll the document to view the frame.
3. Press . The Document Editor flashes the frame and asks for a confirmation in the message area.
4. Select [No] in the message so the frame anchor and its corresponding frame are not deleted.

If the frame you located in step 2 did not flash, you have not verified that the selected frame anchor and frame in question are linked. You must repeat this procedure using a different frame anchor until you can find the frame that matches the frame anchor in question.

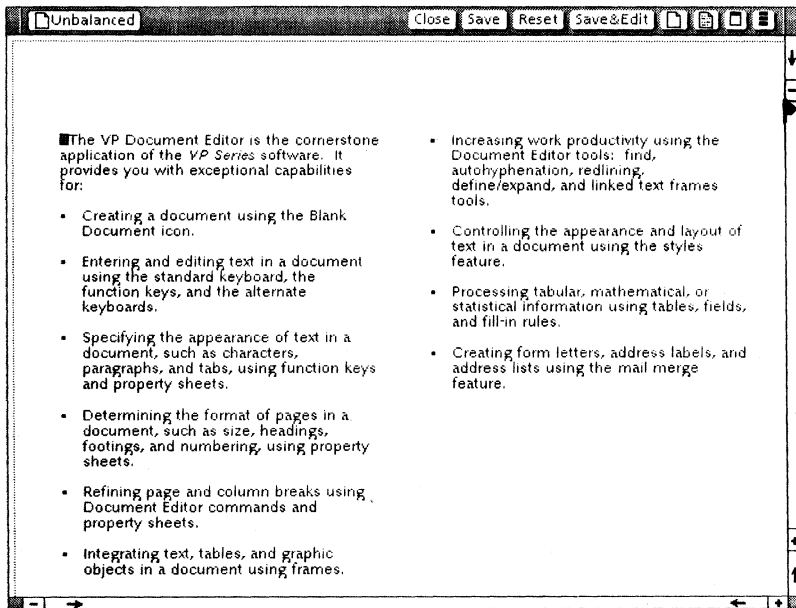
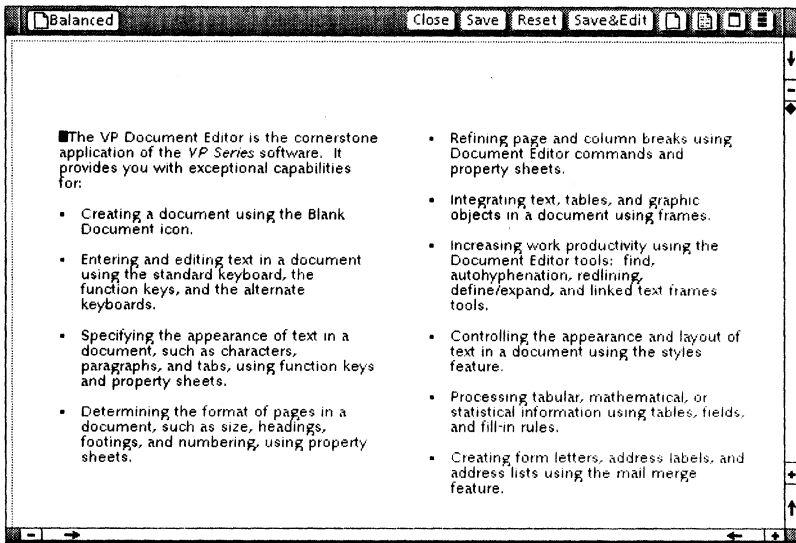
Selecting the frame

1. Select the frame you want to verify.
2. Locate the frame anchor you think is linked to the selected frame anchor. If the frame anchor in question is not in view, scroll the document to view the anchor.
3. Press . The Document Editor highlights the frame anchor, flashes the frame, and asks for a confirmation in the message area.

4. Select [No] in the message area so the frame and its corresponding frame anchor are not deleted.

If the frame anchor you located in step 2 was not highlighted by the Document Editor, you have not verified that the selected frame and frame anchor in question are linked. You must repeat this procedure using a different frame until you can find the frame anchor that matches the frame in question.

Figure 8-5 Balanced and unbalanced multiple-column pages



A. Document Editor commands

This appendix contains an alphabetical list of the commands discussed in *Document Editor Reference* volumes 3 and 4 in this library.

[Add]

Adds the hyphenated version of the word shown in the **Word** box on the Autohyphenation Checker option sheet to the active editable dictionary, unless autohyphenation is already capable of producing the same set of hyphenation points.

[Apply]

Causes the changes made in a property sheet to take effect, and keeps the property sheet displayed.

[Apply Style Changes]

Applies changes made to the style rules but keeps the document stylesheet open for further changes. (Document stylesheet command)

[Autohyphenation Checker]

Displays the Autohyphenation Checker option sheet, which enables you to look up and change how a word is hyphenated. (Desktop auxiliary menu command)

[Cancel]

Cancels all changes you made to the property or option sheet since you displayed it or selected [Apply], [Done], or [Start]. Also, [Cancel] closes the property or option sheet.

[Close]

Closes a window. For a document in edit mode, saves all changes made to the document and closes the document window. For a document in automatic edit mode, saves all changes made to the document since the last time the workstation displayed the message, "Document backup in progress," or the last time you paginated the document; also closes the document window.

[Close All]

Closes all windows in a series of nested windows.

[Confirm Change]

Substitutes the contents of the **Change to** box on the Find option sheet for the matched text.

[Continue]

Continues the search for the next occurrence of text after a match has been found using the Find option sheet.

[Defaults]

Restores all properties displayed on the property sheet to their default settings, and keeps the property sheet displayed. Within a styled document, neutralizes style properties and resets properties to default settings. On the Style Rule Definition sheet, resets properties to neutral settings.

[Delete]

Removes the word displayed in the **Word** option box on the Autohyphenation Checker option sheet from the active editable dictionary.

Desktop [Paginate]

Paginates a closed document, performing the same functions as the [Paginate] command in the document auxiliary menu. Paginates folders and books as well as documents. (Desktop auxiliary menu command)

Document [Paginate]

Paginates the document and compresses it into its most compact disk space, leaving previously occupied disk pages free for other documents. This command saves the contents of the document and takes longer to process than does the [Simple Paginate] command. (Document auxiliary menu command)

[Done]

Applies the properties currently selected and closes the property sheet.

[Don't Prompt for Fields]

Discontinues prompting for fields. (Document auxiliary menu command)

[Don't Show Non-Printing]

Conceals non-printing characters and the space markers between words. (Document auxiliary menu command)

[Don't Show Spaces]

Conceals space markers between words. Available only when [Show Non-Printing with Spaces] is selected. (Document auxiliary menu command)

[Don't Show Structure]

Conceals structure characters in the document. (Document auxiliary menu command)

[Edit]

Changes the document from read-only mode to edit mode, and displays additional window commands. This command appears only if the [Documents] section **Edit/Save** parameter of the User Profile is TRUE. If the parameter is FALSE, the window is in automatic edit mode, and the command does not appear.

[Edit Field/Table Fill-in Order]

Displays the Field/Table Fill-in Order Editor option sheet to let you change the fill-in order. (Content auxiliary menu command)

[Edit Text Frame Fill-in Order]

Displays the Text Frame Fill-in Order Editor option sheet. The Document Editor fills text frames according to the order listed on the option sheet. You can edit the listed text frame fill-in order. (Content auxiliary menu command)

[End Field/Table Fill-in Mode]

Completes the operation of setting the fill-in order. (Content auxiliary menu command)

[End Text Frame Fill-in Mode]

Ends the procedure for setting the fill-in order for linked text frames. Select [Set Text Frame Fill-in Order] to display this command. (Content auxiliary menu command)

[Fill Text Frames]

Fills the linked text frames with text using text frames in the order specified in the Text Frame Fill-in Order Editor option sheet. (Content auxiliary menu command)

[Finalize Redlined Revisions]

Removes redlining marks from revised text and deletes text marked for deletion. This command affects only the document for which it is selected. (Content auxiliary menu command)

[Go To First Fill-in]

Moves the caret to the first field or table in the fill-in order. (Content auxiliary menu command)

[Go to Next Break Character]

Selects the next break character in the document. (Content auxiliary menu command)

[Go To Next Field]

Moves the caret to the next field that appears in the document, in text sequence. Also selects all existing text in the field. If an anchored frame contains a field, the caret moves from the frame anchor to the field in the anchored frame, and then back to the text following the anchor. If an error exists in the type, range, format, or length of the field entry, the Document Editor displays an error message and highlights the field entry. (Content auxiliary menu command)

[Go to Next Footnote Reference]

Selects the next footnote character in the document. (Content auxiliary menu command)

[Go to Next Page Format Character]

Selects the next page format character in the document. (Content auxiliary menu command)

[Load Expansion Dictionary]

Loads a copy of the selected expansion dictionary icon as the active expansion dictionary to be used with the Define/Expand feature. (Desktop auxiliary menu command)

[Look-Up]

Finds the hyphenation for the word specified in the **Word** option box on the Autohyphenation Checker option sheet, based on the language specified for the **Language** option.

[Normalize Text]

Adjusts the appearance of inter-word spacing and line endings in documents exchanged between VP 2.0 workstations with incompatible margin settings, different versions of VP 1.1 and VP 2.0 fonts, or dissimilar autohyphenation environments (Content auxiliary menu). Refer to the chapter titled, "Notes and cautions," in the *ViewPoint 2.0 Release Document* for more information.

[Paginate Displayed Pages]

Paginates only those pages currently displayed in the document window. It is an interim pagination command and provides the quickest way to determine the top and bottom of a page after you edit a page of a document. This command does not save the contents of the document. (Document auxiliary menu command)

[Paginate Specified Pages]

Paginates a range of pages that you specify on the Paginate options sheet. It is an interim pagination command that saves the contents of the document and provides the quickest way to see page breaks on a range of pages after you edit several pages of a document. (Document auxiliary menu command)

[Print Stylesheet]

Enables you to print a copy of the document stylesheet. (Document stylesheet command)

[Prompt for Fields]

Displays a prompt for each field, if you advance to the field using the <SKIP/NEXT> key or the [Go to First Fill-in] command. The prompt is the contents of the **Description** property on the Field properties sheet or, if that property is blank, the contents of the **Name** property. When selected, the command is replaced by [Don't Prompt for Fields]. (Document auxiliary menu command)

[Redisplay]

Updates the display of the contents of a window, reflecting any changes to those contents made since you opened the window.

[Refresh Table Lines]

Erases and redraws the ruling lines for a selected table. (Content auxiliary menu command)

[Rename Style Rule Globally]

Displays the Global Rename option sheet so that you can rename the selected style rule on the document stylesheet and throughout the document. (Document stylesheet command)

[Reset]

Within a document window, cancels all changes made to the document since you last selected [Edit], [Save], [Save & Edit], [Paginate], [Simple Paginate], or [Paginate Specified Pages]. Also changes the document from edit mode to read-only mode and leaves it open.

Within a property sheet, restores all properties to the settings in effect when you displayed the property sheet or selected [Apply]. The property sheet remains displayed.

Within the Find option sheet, restores all settings in effect when you opened the option sheet or the last time you selected [Start].

[Save]

Saves all changes made to the document, changes the document from edit mode to read-only mode, and leaves it open. The command appears only if the [Documents] section **Edit/Save** parameter of the User Profile is TRUE. If the parameter is FALSE, the document is in automatic edit mode, so the command does not appear.

[Save & Edit]

Saves all changes made to a document and leaves the document open in edit mode. The command appears only if the [Documents] section **Edit/Save** parameter of the User Profile is TRUE. If the parameter is FALSE, the document is in automatic edit mode, so the command does not appear.

[Select Table Column]

Selects the table column containing the caret.
(Content auxiliary menu command)

[Select Table Row]

Selects the table row containing the caret.
(Content auxiliary menu command)

[Set Field/Table Fill-in Order]

Prompts you to select the fields and tables in the order in which they should be filled in. This command is replaced with [End Field/Table Fill-in Mode]. (Content auxiliary menu command)

[Set Text Frame Fill-in Order]

Enables you to specify the fill-in order for linked text frames by selecting each frame in order. This command is replaced with [End Text Frame Fill-in Mode]. (Content auxiliary menu command)

[Show Next]

Displays the window for the next icon listed in a container icon window.

[Show Non-Printing with Spaces]

Displays non-printing characters and space markers in the document and is replaced with [Don't Show Non-Printing]. (Document auxiliary menu command)

[Show Non-Printing without Spaces]

Displays non-printing characters in the document and is replaced with [Don't Show Non-Printing]. The space markers between characters remain concealed. (Document auxiliary menu command)

[Show Object]

For the text frame name highlighted on the Text Frame Fill-in Order Editor option sheet, highlights the text frame that has that name in the document. (Text Frame Fill-in Order Editor option sheet)

For the field or table name selected on the Field/Table Fill-in Order Editor option sheet, highlights the field or table that has that name in the document. (Field/Table Fill-in Order Editor option sheet, floating items auxiliary menu command)

[Show Previous]

Displays the window for the previous icon listed in a container icon window.

[Show Spaces]

Displays space markers between characters. Only available when [Show Non-Printing Without Spaces] is selected. (Document auxiliary menu command)

[Show Structure]

Displays the structure characters in the document and then is replaced with [Don't Show Structure]. (Document auxiliary menu command)

[Show Style Soft Key Assignments]

Displays the Style Soft Key Assignments window you use to link style rules to the styles soft keys. (Document stylesheet command)

[Show Stylesheet]

Displays the document stylesheet. (Document auxiliary menu command)

[Show User Profile]

Displays the user profile currently in effect and lets you edit it. (Desktop auxiliary menu command)

[Simple Paginate]

Lets you preview the effects of pagination on an open document. This command saves the document before paginating it and implements the current properties on the Page Format properties sheet. It is an interim pagination command and provides the quickest way to paginate an entire document. (Document auxiliary menu command)

[Sort Table Selection]

Sorts the selected rows of a table or the subrows of a subdivided repeating column in either ascending or descending order, as specified on the Table Sort Keys property sheet or the Table Column Sort Keys property sheet. (Content auxiliary menu command)

[Start]

Begins the execution of the function associated with an option sheet.

[Store Expansion Dictionary]

Stores the active expansion dictionary on your desktop while keeping the working copy loaded. (Desktop auxiliary menu command)

[Subdivide Table Column]

Divides the selected table column or subcolumn into two subcolumns. You can change the default number of subcolumns created by modifying the **Number of Subcolumns** setting in the [Document Table Column Defaults] section of the User Profile. (Content auxiliary menu command)

[Turn Redlining Off]

Prevents further redlining marks on revisions and deletions within all documents on the desktop and is replaced with [Turn Redlining On]; however, existing marks remain. (Desktop auxiliary menu command)

[Turn Redlining On]

Turns on the redlining feature for all documents on the desktop, and is then replaced by [Turn Redlining Off]. (Desktop auxiliary menu command)

[Update Fields]

Updates the contents of all fields and tables that have fill-in rules. During updating, the Document Editor compares the entry in each field and table column with its property settings, checking for errors. If an error exists in the type, range, format, or length of a field

entry, the Document Editor stops to display a message and highlight the entry. Each time you select [Update Fields], updating and checking begin at the first field or table in the fill-in order. The process continues in sequence through the fill-in order and then through any fields or tables outside the fill-in order. (Content auxiliary menu command)

B. Document Editor sheets and windows

The following illustrations show how to access the windows, property sheets, option sheets, and stylesheets used with the Document Editor and discussed in *Document Editor Reference* volumes 3 and 4 in this library.

Figure B-1 **Opening the document window and displaying the Document properties sheet**

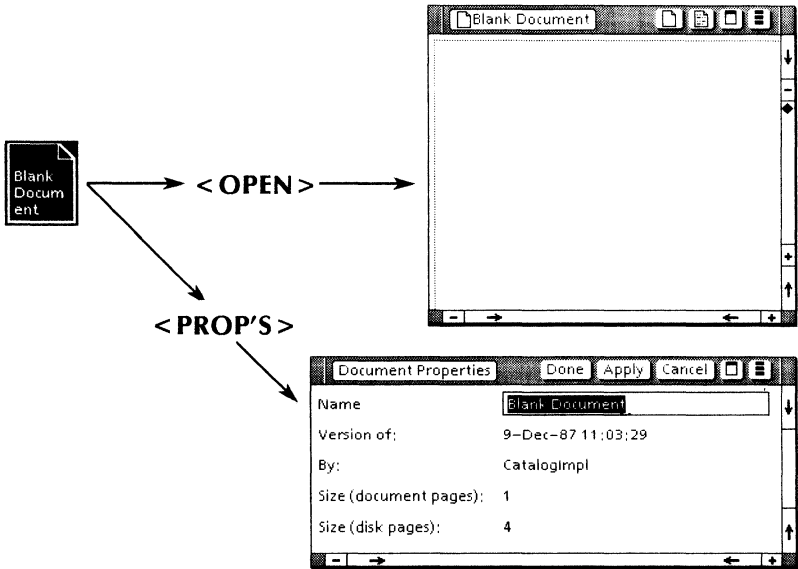


Figure B-2 **Displaying the property sheets associated with the document contents**

Page Format properties sheet

- Page Layout
- Page Headings
- Page Numbering

Text property sheet

- Character
- Paragraph
 - a. Paragraph Layout
 - b. Tab-Stop

Text Frame properties sheet

- Frame display
- Text display

Break property sheet

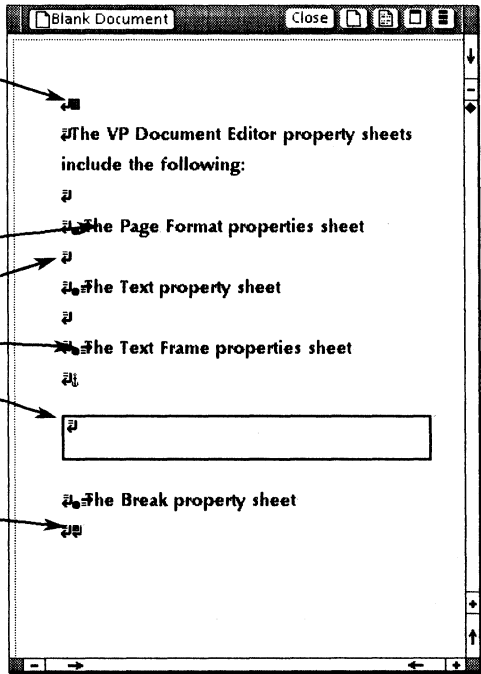


Figure B-3 Displaying the Carriage window

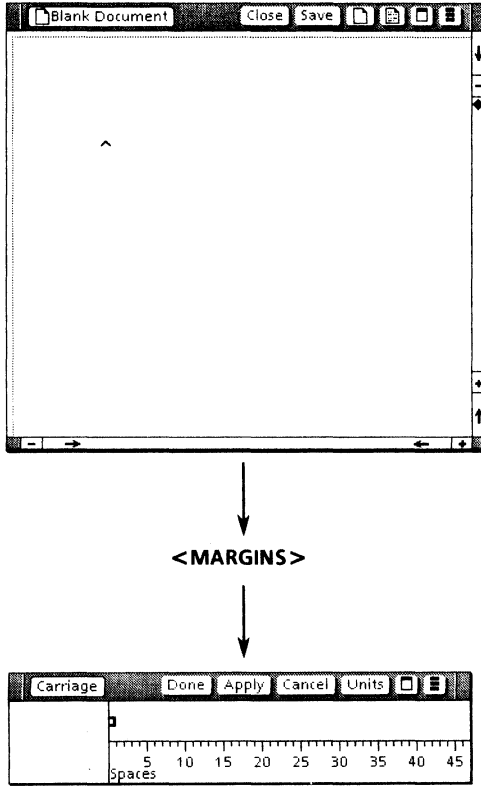


Figure B-4 Displaying the Paginate options sheet

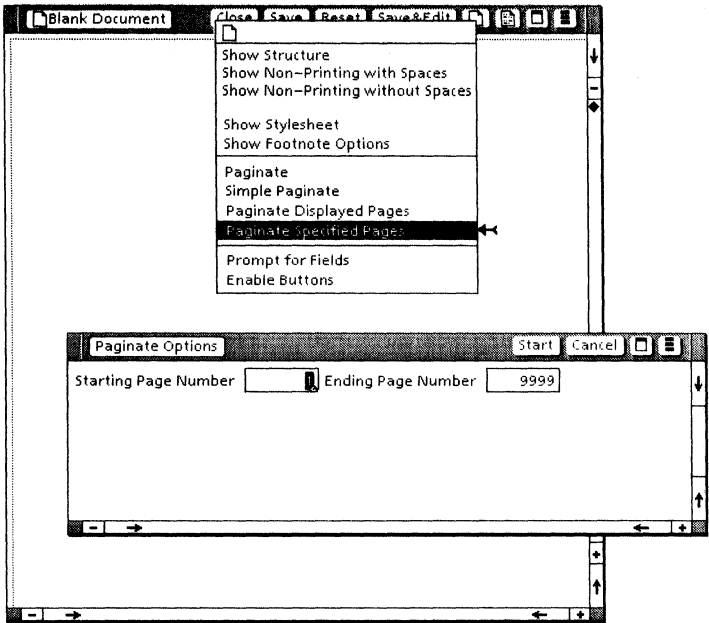


Figure B-5 Displaying the Find option sheet

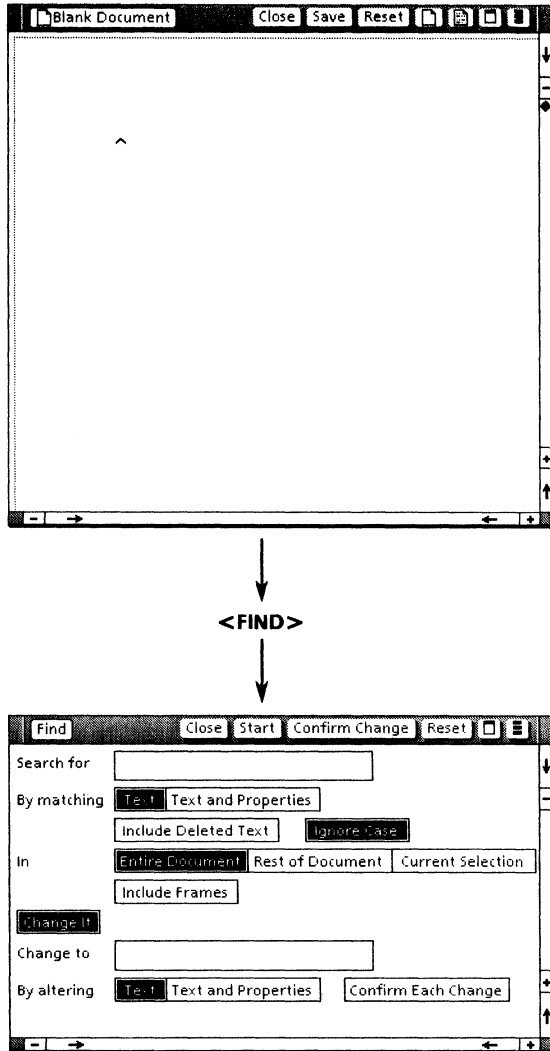


Figure B-6 **Displaying the Autohyphenation Checker option sheet**

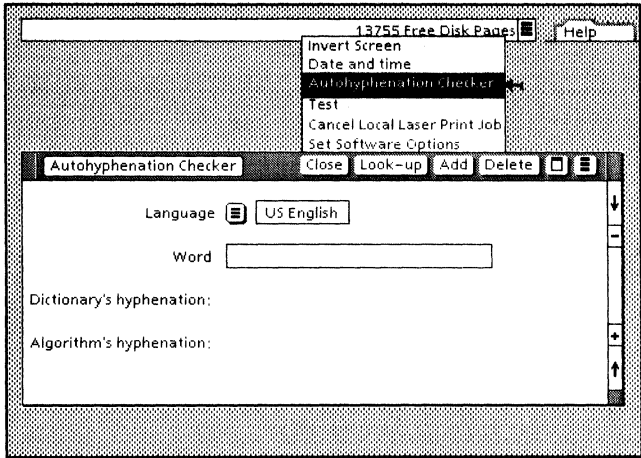


Figure B-7 Loading the expansion dictionary and displaying the Define options sheet

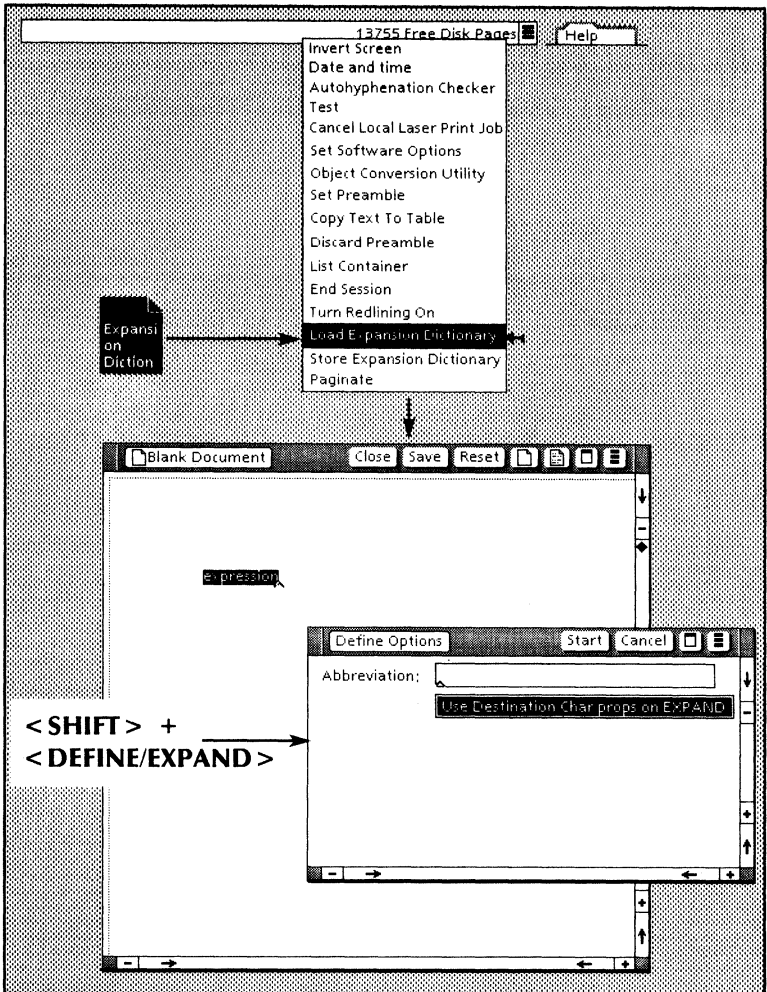


Figure B-8 **Displaying the Text Frame Fill-in Order Editor option sheet**

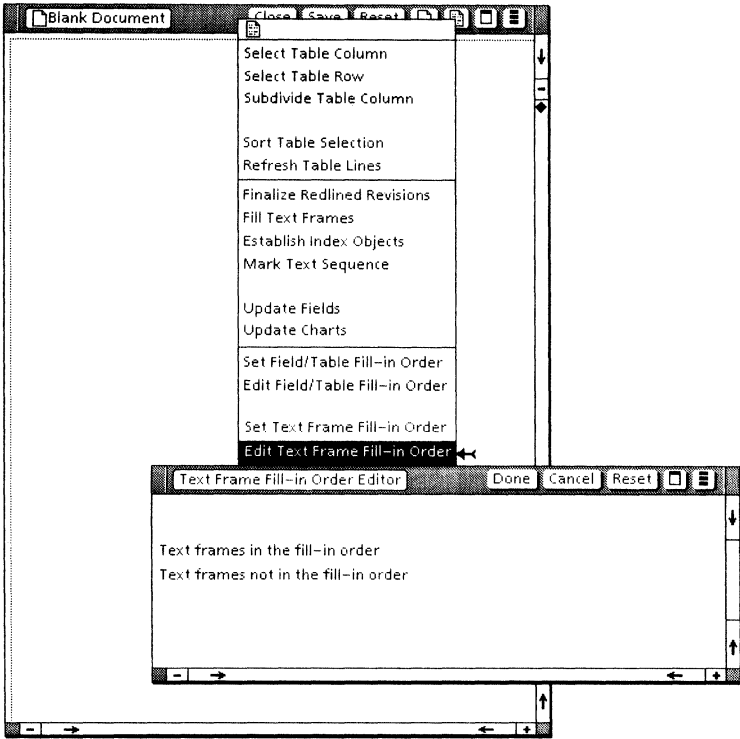
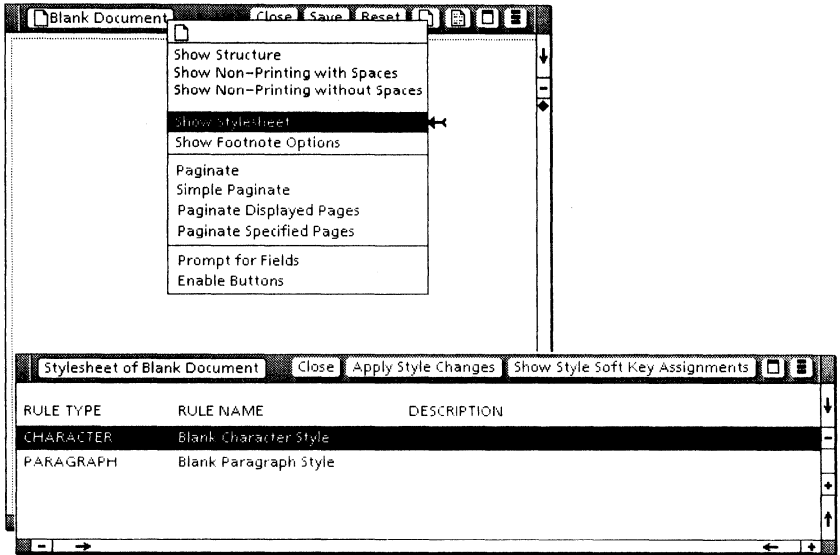


Figure B-9 Displaying the document stylesheet and the Style Rule Definition sheet



< PROP'S > or < OPEN >

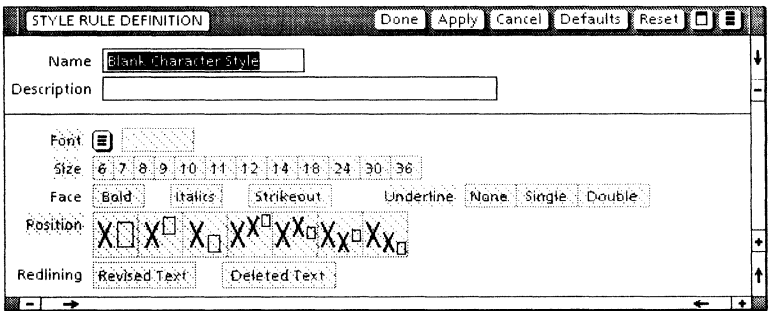


Figure B-10 Displaying the Soft Key Assignments window

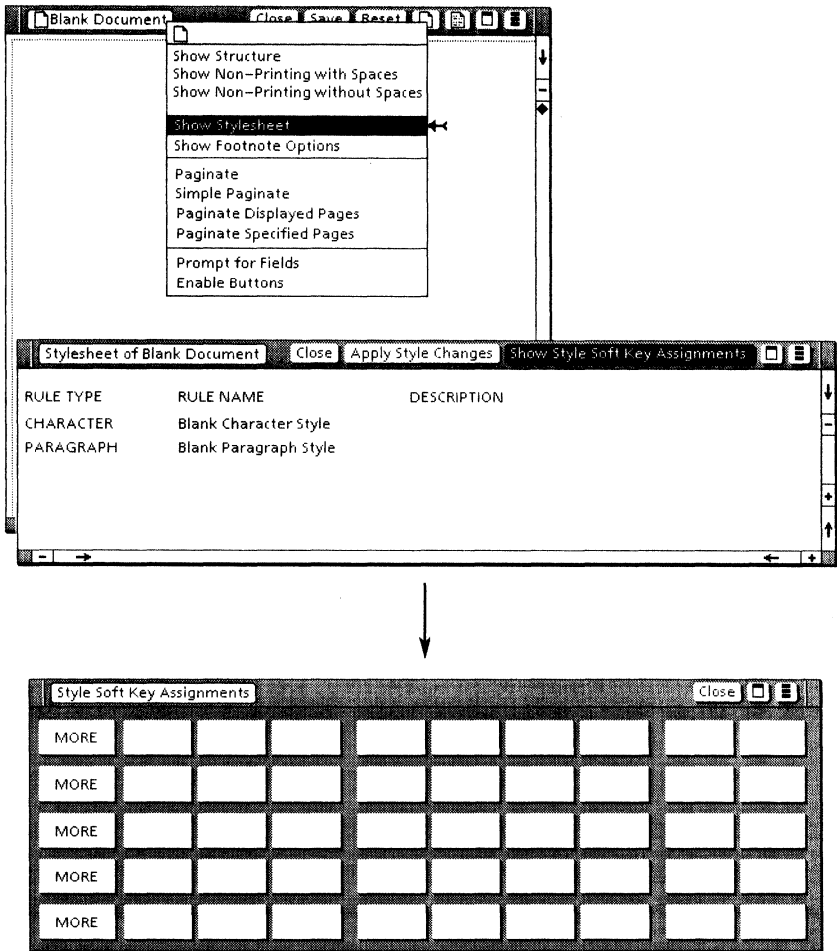


Figure B-11 Displaying the Global Rename option sheet

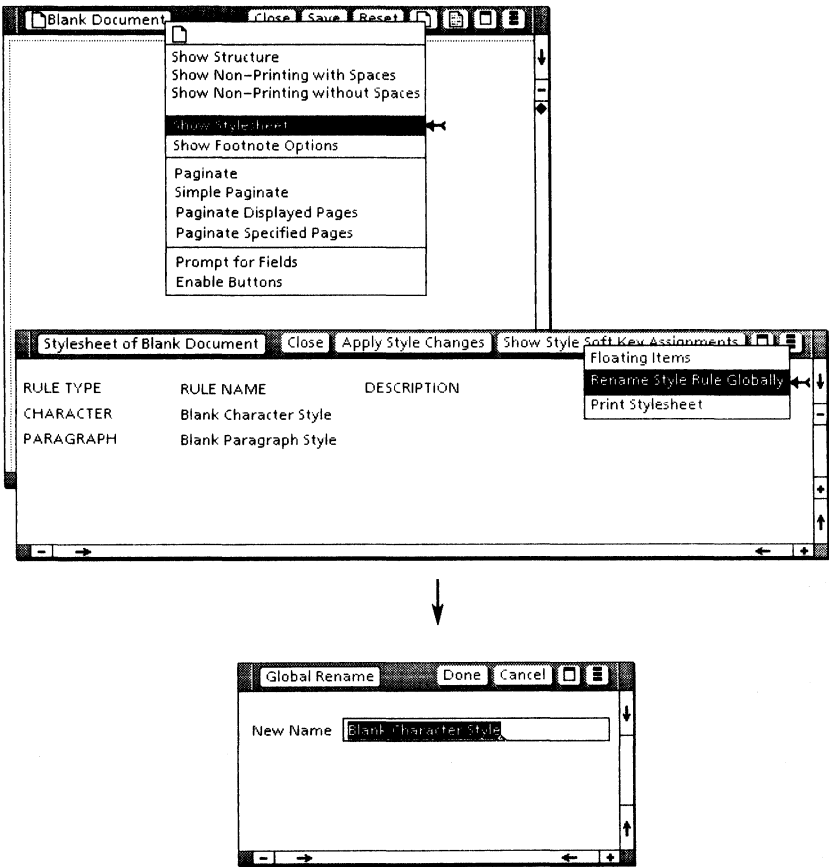


Figure B-12 Displaying the property sheets associated with tables

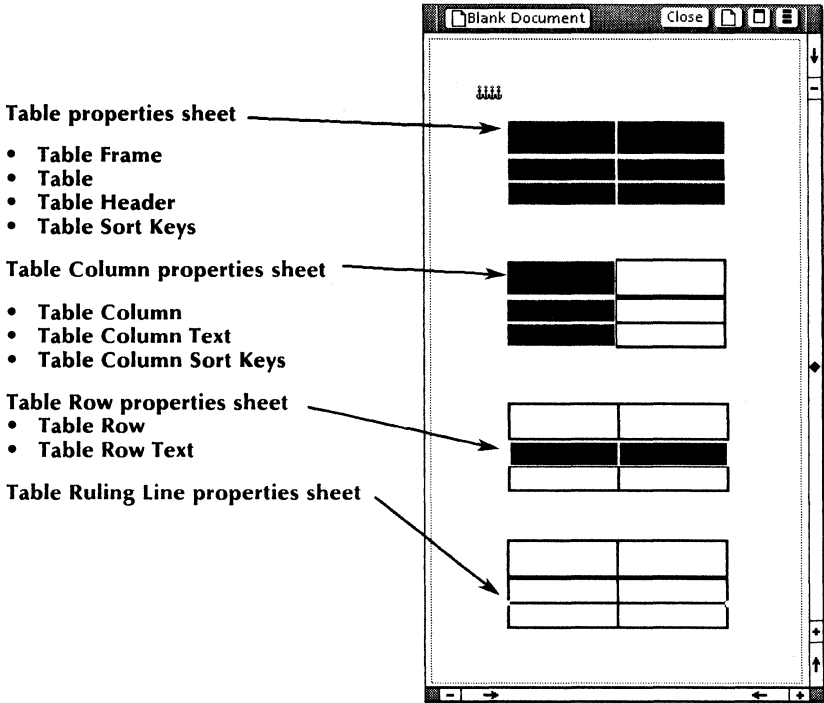


Figure B-13 **Opening the book window and displaying the Book properties sheet**

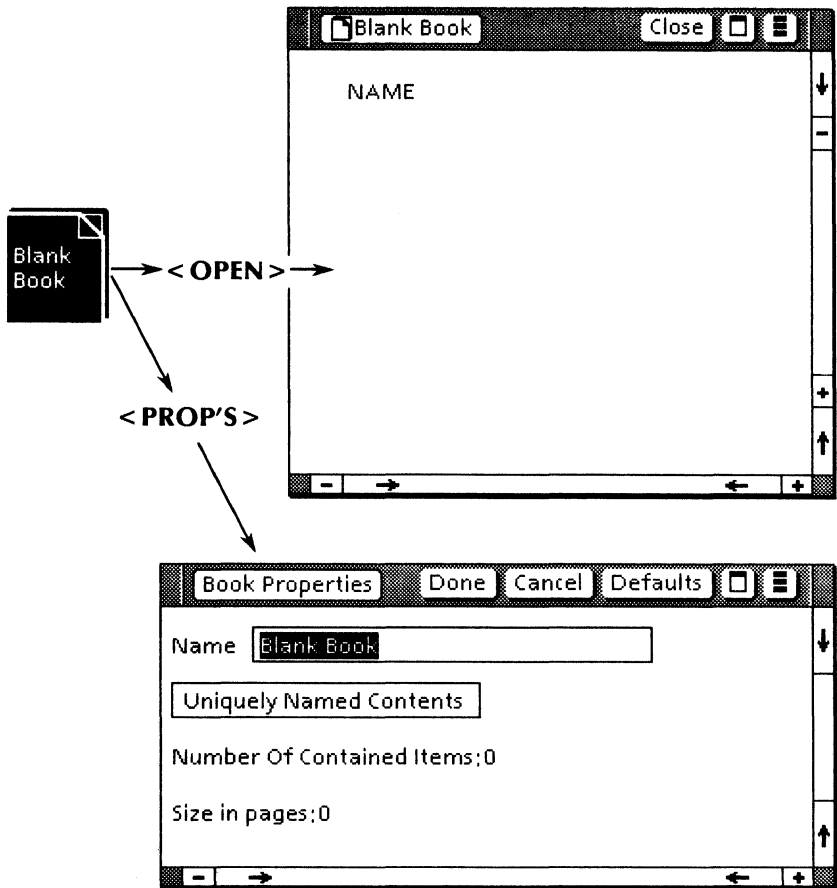


Figure B-14 Displaying the Field properties sheet

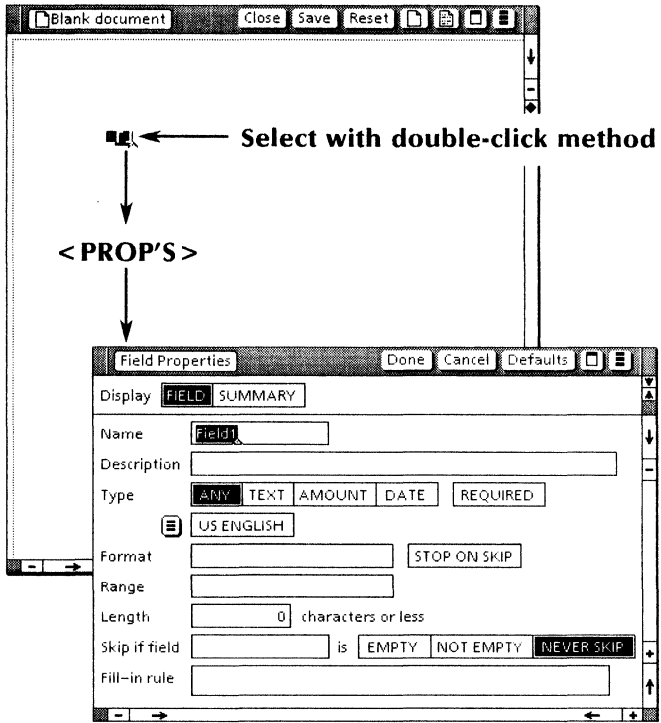
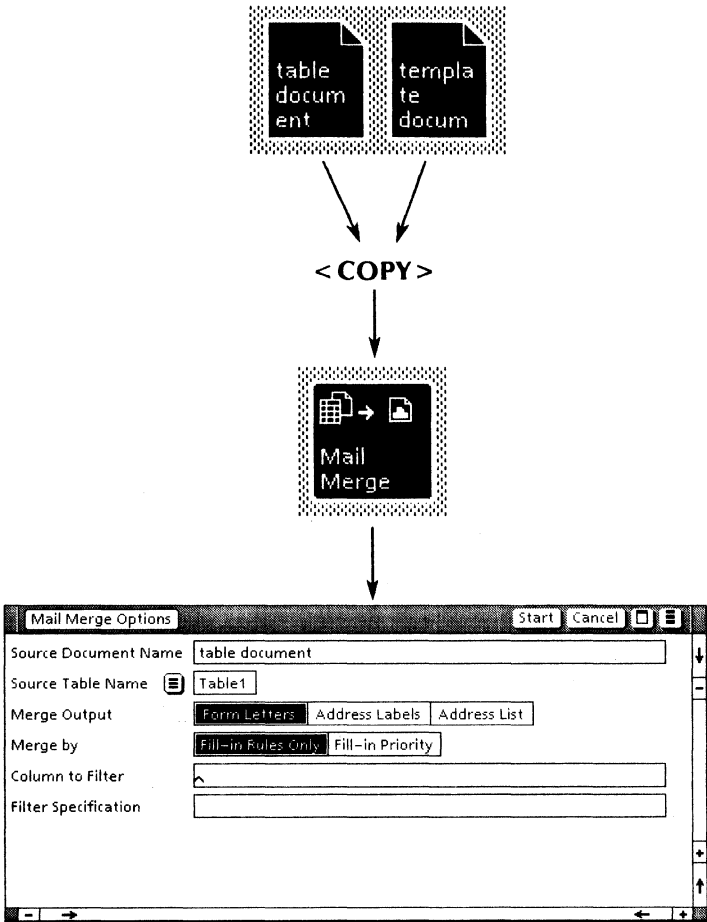


Figure B-15 **Displaying the Mail Merge options sheet**



C. Structure and non-printing characters

This appendix illustrates and describes all structure and non-printing characters that may appear in a document.

Structure characters specify document format, page breaks, and areas of the document reserved for fields, graphics, tables, and text. Structure characters are visible on the screen when you select [Show Structure] from the document auxiliary menu. Structure characters are not displayed on the printed page.

Most of the non-printing characters specify spacing in a document. Many are also used to facilitate text entry and document editing. Non-printing characters are visible on the screen when you select either [Show Non-Printing with Spaces] or [Show Non-Printing without Spaces] from the document auxiliary menu.

Arranged alphabetically by character name, the descriptions include the key sequence, if applicable, for inserting each character.

Autohyphen—A character that is automatically inserted by the Document Editor to break a word at the end of a line. You must be running the U.S. English Hyphenation application in the application loader and select [Use Hyphenation] on the Paragraph Layout property sheet for the paragraph that includes the line.

Character	Key Sequence
—	(Entered automatically by the Document Editor)

Break character—A structure character that instructs the Document Editor to start a new page or column.

Character

Key Sequence



Select in the document, hold down <KEYBOARD>, then press <Special> and <2>.

Discretionary hyphen—A character that lets you specify acceptable locations for a hyphen, if the word falls at the end of a line.

Character

Key Sequence



Select in the document, hold down <KEYBOARD>, then press <Special> and <E>.

Field bounding characters—A pair of structure characters that designate fields at which the caret stops when you press <SKIP/NEXT> in an open document.

Character

Key Sequence



Select in the document, hold down <KEYBOARD>, then press <Special> and <Z>.

Frame anchor—A structure character that indicates a frame in the document. The types of anchored frames are text, by-row table, by-column table, graphics, equation footnote, Xerox Pro Illustrator, and CUSP button.

Character

Key Sequence



Select in the document, hold down <KEYBOARD>, then press <Special> and:

Key

For Frame Type

<S>	Text
<F>	By-row table
<D>	By-column table
<A>	Graphics
<C>	Equation
	Footnote
<J>	Xerox Pro Illustrator
<V>	CUSP button

New-line character—A non-printing character that indicates a required new line.

Character

Key Sequence



Select in the document, hold down <SHIFT> and press the return key.

New-paragraph character—A non-printing character that indicates a new paragraph.

Character

Key Sequence



Select in the document, then press the return key.

Non-breaking hyphen—A character that ensures that the two words it separates always appear on the same line.

Character	Key Sequence
—	Select in the document, hold down <KEYBOARD>, then press <Special> and <R>.

Non-breaking space—A non-printing character that ensures that the two words it separates always appear on the same line.

Character	Key Sequence
··	Select in the document, hold down <KEYBOARD>, then press <Special> and <W>.

Page format character—A structure character that specifies the page formatting properties for all pages of the document up to the next page format character. The Document Editor automatically inserts a page format character with the default properties in the upper left corner of the first page of every blank document.

Character	Key Sequence
⏏	Select in the document, hold down <KEYBOARD>, then press <Special> and <3>.

Page-numbering character—A structure character that indicates the page number in the page-numbering pattern for the document. You can specify the pattern on the Page Numbering property sheet (**Pattern** box) or the Page Headings property sheet (**Heading** or **Footing** box).

Character**Key Sequence**

Select inside the **Pattern** box on the Page Numbering property sheet, or inside the **Heading** or **Footing** box on the Page Headings property sheet; hold down <KEYBOARD>, then press <Special> and <4>.

Para-tab—A non-printing character that places a predefined amount of space on the current line and all subsequent lines in the paragraph. You typically use the para-tab key to indent whole paragraphs and to produce hanging indentations. The Document Editor provides default tab stops; you can set your own tab stops on the Tab-Stop property sheet or in the Carriage window.

Character**Key Sequence**

Select in the document, then press the tab/para-tab key on the 6085 Professional Computer System or the para-tab key on the 8010 Information System.

Space—A non-printing character that places one blank space between characters.

Character**Key Sequence**

Select in the document and press the space bar.

Tab—A non-printing character that places a predefined amount of space on the current line. The Document Editor provides default tab stops at every three spaces; you can set your own tab stops on the Tab-Stop property sheet or in the Carriage window.

Character

Key Sequence



Select in the document, hold down <SHIFT>, and press the tab/para-tab key on the 6085 Professional Computer System or the tab key on the 8010 Information System.

Wildcard character—A non-printing character that is used in search-and-replace operations. This character can only be inserted in the **Search for** or **Change to** boxes on the Find option sheet.

Character

Key Sequence



Select in the **Search for** or **Change to** box on the Find option sheet; hold down <KEYBOARD>, then press <Special> and <X>.

A

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