SmartWare

Word Processor

COPYRIGHT INFORMATION

Copyright, SmartWare Corporation, 1997. All Rights Reserved Worldwide. The ANGOSS software and most support materials (see below) are confidential and the property of SmartWare Corporation. They may only be used under license. Any unlicensed use, reproduction, disclosure, decompilation, or transfer is strictly prohibited. Use of ANGOSS software is governed by the License Agreement.

ANGOSS is a trademark of SmartWare Corporation. SmartWare is a trademark of Informix Software, Inc. All brand and product names in this publication are registered trademarks or trademarks of their respective owners/holders.

Acrobat(R) Reader copyright (C) 1987-1996 Adobe Systems Incorporated. All rights reserved. Adobe and Acrobat are trademarks of Adobe Systems Incorporated

The programs "bmptoppm, giftoppm, pcxtoppm, tiftoppm, ppmtobmp, ppmtogif, ppmtopcx, and ppmtotif" are derived fromthe PBMPlus package, written by Jef Poskanzer. The PBMPlus package has the following copyright:

Copyright (C) 1988, 1989, 1991 by Jef Poskanzer.Permission to use, copy, modify, and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation. This software is provided "as is" without express or implied warranty.

The programs "tiftoppm and ppmtotif" contains the "libtiff" package, which was written by Sam Leffler. The libtiff package has the following copyright:

Copyright (c) 1988, 1989, 1990, 1991, 1992 Sam Leffler

Copyright (c) 1991, 1992 Silicon Graphics, Inc.

Permission to use, copy, modify, distribute, and sell this software and its documentation for any purpose is hereby granted without fee, provided that (i) the above copyright notices and this permission notice appear in all copies of the software and related documentation, and (ii) the names of Sam Leffler and Silicon Graphics may not be used in any advertising or publicity relating to the software without the specific, prior written permission of Sam Leffler and Silicon Graphics. THE SOFTWARE IS PROVIDED "AS-IS" AND WITHOUT WARRANTY OF ANY KIND, EXPRESS, IMPLIED OR OTHERWISE, INCLUDING WITHOUT LIMITATION, ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL SAM LEFFLER OR SILICON GRAPHICS BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES OF ANY KIND, OR ANY DAMAGES WHATSOEVER RESULTING FROM LOSS OF USE, DATA OR PROFITS, WHETHER OR NOT ADVISED OF THE POSSIBILITY OF DAMAGE, AND ON ANY THEORY OF LIABILITY, ARISING OUT OF OR IN CONNECTION WITH THE USE OR PERFORMANCE OF THIS SOFTWARE.

The program "tiftoppm and ppmtotif" are drived from software written by Patrick J. Naughton, which has the following copyright:

Copyright (c) 1990 by Sun Microsystems, Inc.

Author: Patrick J. Naughton naughton@wind.sun.com Permission to use, copy, modify, and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation. This file is provided AS IS with no warranties of any kind. The author shall have no liability with respect to the infringement of copyrights, trade secrets or any patents by this file or any part thereof. In no event will the author be liable for any lost revenue or profits or other special, indirect and consequential damages.

The programs "bmptoppm and ppmtobmp are based on software written by David W. Sanderson, which contains the following copyright:

Copyright (C) 1992 by David W. Sanderson. Permission to use, copy, modify, and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation. This software is provided "as is" without express or implied warranty.

The programs "pcxtoppm and ppmtopcx" is based on a program written by Michael Davidson, which contains the following copyright:

Copyright (c) 1990 by Michael Davidson Permission to use, copy, modify, and distribute this software and its documentation for any purpose and without fee is hereby granted, provided that the above copyright notice appear in all copies and that both that copyright notice and this permission notice appear in supporting documentation. This file is provided AS IS with no warranties of any kind. The author shall have no liability with respect to the infringement of copyrights, trade secrets or any patents by this file or any part thereof. In no event will the author be liable for any lost revenue or profits or other special, indirect and consequential damages.

Portions of this software are (c) Copyright 1984 FairCom Columbia MO, All Rights reserved.

34 St.Patrick Street • Suite 200
Toronto, Canada • M5T 1V1

Table of Contents

Table of Contents i

Chapter 1: Introduction to ANGOSS Word Processor ..... 1 - 1

What Is A Word Processor? ..... 1 - 1

Applications ..... 1 - 2
Using ANGOSS Documentation ..... 1 - 2
Comments, Notes, and Importants ..... 1 - 2
Practice Sessions ..... 1 - 3

Chapter 2: Getting Started ..... 2 - 1

Running ANGOSS ..... 2 - 1
Key Strokes Under Unix ..... 2 - 2
Key Help Under Unix ..... 2 - 3
Learning ANGOSS Word Processor ..... 2 - 3
ANGOSS Help ..... 2 - 4
The Display Screen ..... 2 - 5
The Document Window ..... 2 - 5
The Control Area ..... 2 - 6
The Status Line ..... 2 - 7
The Autohelp Line ..... 2 - 8
Using The Mouse ..... 2 - 8
Operating Modes ..... 2 - 8
Text Entry Mode ..... 2 - 9
Command Mode ..... 2 - 11
Marking Techniques ..... 2 - 13
Standard Text Marking ..... 2 - 13
MCA Marking ..... 2 - 19
Definition Menus ..... 2 - 22
Operating System Access ..... 2 - 25
File Extensions ..... 2 - 25
Automatic File Backup ..... 2 - 26

Exiting ..... 2 - 27
Practice Session ..... 2 - 27

Chapter 3: Creating a Document ..... 3 - 1

Entering Text ..... 3 - 3
Word Wrap ..... 3 - 3
Making Corrections ..... 3 - 3
Displaying Special Characters ..... 3 - 4
Fonts and Attributes ..... 3 - 4
Underscoring and Boldfacing ..... 3 - 5
Underscoring Existing Text ..... 3 - 5
Boldfacing Existing Text ..... 3 - 6
Formatting Paragraphs ..... 3 - 6
Default Ruler ..... 3 - 6
Current Ruler ..... 3 - 7
Named Rulers ..... 3 - 8
Inserting Rulers ..... 3 - 8
Ruler Settings ..... 3 - 10
Editing Rulers ..... 3 - 14
Reformatting Multiple Paragraphs ..... 3 - 14
Paginating Documents ..... 3 - 15
Soft Page Breaks ..... 3 - 15
Automatic Pagination ..... 3 - 16
Manual Pagination ..... 3 - 16
Widow/Orphan Controls ..... 3 - 16
Keep Areas ..... 3 - 17
Hard Page Breaks ..... 3 - 17
Saving and Unloading ..... 3 - 18
File Save ..... 3 - 18
Document Auto-Save ..... 3 - 19
Unloading ..... 3 - 19
Practice Session ..... 3 - 20

Chapter 4: Editing a Document ..... 4 - 1

Loading a File ..... 4 - 1
Deleting Text ..... 4 - 2
The Backspace Key ..... 4 - 2
The Delete Key ..... 4 - 2
Edit Delete ..... 4 - 3
Copying and Moving Text ..... 4 - 3
Using Buffers or the Clipboard ..... 4 - 4
Inserting Text from the Buffer or Clipboard ..... 4 - 5
Repeating a Copy or Move ..... 4 - 5
Changing Case ..... 4 - 7
Searching Text ..... 4 - 7
Finding Text Strings ..... 4 - 7
Replacing Text Strings ..... 4 - 9
Repeating a Search ..... 4 - 9
Finding or Replacing Special Characters ..... 4 - 10
Inserting Markers ..... 4 - 10
Hiding Text ..... 4 - 11
Inserting Keeps ..... 4 - 15
Practice Session ..... 4 - 16

Chapter 5: Managing Documents ..... 5 - 1

Multiple Windows, Multiple Documents ..... 5 - 1
Splitting Windows ..... 5 - 1
Moving Between Windows ..... 5 - 5
Using the Mouse to Split and Select Windows ..... 5 - 5
Loading Multiple Documents ..... 5 - 6
Zooming Windows ..... 5 - 6
Move and Copy Between Windows ..... 5 - 6
Closing Windows ..... 5 - 7
Cutting and Pasting Text ..... 5 - 7
Importing and Exporting from the Clipboard ..... 5 - 8
Spell Checking and Thesaurus ..... 5 - 8
Using the Spell Checker ..... 5 - 9

Using the Thesaurus ..... 5 - 14
Protecting Documents ..... 5 - 17
Password Protection ..... 5 - 18
Document Locking ..... 5 - 18
Practice Session ..... 5 - 19

Chapter 6: Printing Documents and Textfiles ..... 6 - 1

Before You Print ..... 6 - 1
Print Options ..... 6 - 1
Headings and Footings ..... 6 - 2
Section Print Options ..... 6 - 10
Page Length Factors ..... 6 - 10
Printing ..... 6 - 11
Merge Printing ..... 6 - 11
Merge Variables ..... 6 - 12
Creating the Template File ..... 6 - 13
Interactive Merges ..... 6 - 13
The Input File ..... 6 - 14
Automatic Merge ..... 6 - 16
Merging Database Information ..... 6 - 17
Printing with Large Fonts ..... 6 - 18
Printing Graphs ..... 6 - 19
Printing Special Characters ..... 6 - 20
Using Printer Characters ..... 6 - 21
Character Generation Tables ..... 6 - 22

Chapter 7: Special Features ..... 7 - 1

Multiple Column Areas (MCAs) ..... 7 - 1
Equal Width Columns ..... 7 - 3
Variable Width Columns ..... 7 - 5
Entering Text in an MCA ..... 7 - 7
Editing an MCA ..... 7 - 7
Deleting an MCA ..... 7 - 10
Sorting Columns ..... 7 - 11
Sectioning a Document ..... 7 - 13

Creating and Removing Sections ..... 7 - 13
Moving Sections ..... 7 - 13
Numbering Paragraphs ..... 7 - 13
Inserting Numbers ..... 7 - 15
Inserting a Paragraph Number ..... 7 - 15
Using Footnotes ..... 7 - 18
Inserting Footnotes ..... 7 - 18
Changing Fonts in Footnotes ..... 7 - 19
Copying and Moving Footnotes ..... 7 - 21
Modifying Footnotes ..... 7 - 22
Deleting Footnotes ..... 7 - 22
Creating a Table of Contents ..... 7 - 22
Creating Entries ..... 7 - 23
Generating a Table of Contents ..... 7 - 24
Editing Toc Entries ..... 7 - 25
Deleting Toc Entries ..... 7 - 25
Creating an Index ..... 7 - 26
Creating Index Entries ..... 7 - 26
Generating an Index ..... 7 - 28
Editing Entries ..... 7 - 29
Copying or Moving Index Items ..... 7 - 30
Deleting Index Entries ..... 7 - 30
Practice Session ..... 7 - 30

Chapter 8: ANGOSS Integration ..... 8 - 1

Integration Via ASCII ..... 8 - 1
Sending to Other Modules ..... 8 - 2
Inserting Graphs in Documents ..... 8 - 5
Merging Database Data ..... 8 - 8

Chapter 9: ANGOSS Word Processor Command Reference ..... 9 - 1

Marking Techniques ..... 9 - 1
Standard Text Marking ..... 9 - 1
MCA Marking ..... 9 - 3
Classifying Commands by Function ..... 9 - 3

Document Commands ..... 9 - 11

Document Columns ..... 9 - 12
Document Columns Define ..... 9 - 12
Document Columns Quick-Define ..... 9 - 15
Document Columns Remove ..... 9 - 17
Document Columns Edit ..... 9 - 17
Document Dictionary ..... 9 - 21
Document Dictionary Erase ..... 9 - 21
Document Dictionary Hyphenate ..... 9 - 22
Document Dictionary Spellcheck ..... 9 - 22
Document Dictionary Thesaurus ..... 9 - 27
Document Find ..... 9 - 30
Repeating a Search ..... 9 - 32
Finding or Replacing Special Characters ..... 9 - 32
Document Goto ..... 9 - 32
Document Goto Window ..... 9 - 32
Document Goto Document ..... 9 - 33
Document Goto Marker ..... 9 - 33
Document Goto Location ..... 9 - 33
Document Math ..... 9 - 35
Document Math Formula ..... 9 - 35
Document Math Sum ..... 9 - 35
Document References ..... 9 - 36
Document References Footnote ..... 9 - 36
Document References Footnote Insert ..... 9 - 37
Document References Index ..... 9 - 39
Document References Index Add ..... 9 - 39
Document References Index Edit ..... 9 - 44
Copying or Moving ..... 9 - 44
Document References Index Generate ..... 9 - 45
Document References Index Remove ..... 9 - 46
Document References Marker ..... 9 - 46
Document References Paragraph-Number ..... 9 - 47
Document References Paragraph-Number Insert ..... 9 - 49
Inserting a Paragraph Number ..... 9 - 49
Document References Paragraph-Number Remove ..... 9 - 50

Document References Toc ..... 9 - 50
Document References Toc Add ..... 9 - 50
Document References Toc Generate ..... 9 - 52
Document References Toc Remove ..... 9 - 53
Document Send ..... 9 - 54
Document Send Communications ..... 9 - 54
Send Database ..... 9 - 54
Send Spreadsheet ..... 9 - 55
Document Visible ..... 9 - 56
Document Visible Hidden-Text ..... 9 - 56
Document Visible Marks ..... 9 - 57
Document Visible Newpage ..... 9 - 59
Document Visible Paragraphs ..... 9 - 60
Document Visible Rulers ..... 9 - 60
Document Visible Tabs ..... 9 - 61
Document Lock ..... 9 - 61
Document Unlock ..... 9 - 61

Edit Commands ..... 9 - 63

Edit Copy ..... 9 - 64
Using Buffers or the Clipboard ..... 9 - 64
Edit Delete ..... 9 - 67
Edit Edit-Case ..... 9 - 67
Edit Move ..... 9 - 68
Using Buffers ..... 9 - 69
Inserting Text from the Buffer ..... 9 - 69
Repeating a Move ..... 9 - 69
Edit Replace ..... 9 - 71
Repeating a Search ..... 9 - 73
Replacing Special Characters ..... 9 - 73
Edit Sort ..... 9 - 73
Edit Sort Column ..... 9 - 74
Edit Sort Text ..... 9 - 76
Edit Undelete ..... 9 - 78

File Commands ..... 9 - 81

File Load ..... 9 - 82
File Save ..... 9 - 83
File Unload ..... 9 - 83
File Newname ..... 9 - 84
File Display-Active ..... 9 - 84
File File-Type ..... 9 - 84
File Export ..... 9 - 85
File Import ..... 9 - 86
File Password ..... 9 - 86
File Password Attach ..... 9 - 86
File Password Remove ..... 9 - 87

Layout Commands ..... 9 - 89

Layout Document-Options ..... 9 - 90
Layout Document-Option Current-Document ..... 9 - 90
Layout Document-Option New-Documents ..... 9 - 95
Layout Font ..... 9 - 95
Layout Font Select ..... 9 - 98
Layout Font Change ..... 9 - 99
Layout Font Edit ..... 9 - 100
Layout Font Remove ..... 9 - 100
Layout Font Pick-up ..... 9 - 101
Layout Font Bold ..... 9 - 101
Layout Font Underscore ..... 9 - 102
Layout Hidden-Text ..... 9 - 102
Layout Hidden-Text Add ..... 9 - 103
Layout Hidden-Text Remove ..... 9 - 103
Layout Keep ..... 9 - 104
Layout Keep Insert ..... 9 - 104
Layout Keep Remove ..... 9 - 105
Layout Newpage ..... 9 - 105
Layout Newpage Automatic ..... 9 - 105
Layout Newpage Insert ..... 9 - 106
Layout Newpage Paginate ..... 9 - 107

Layout Newpage Remove ..... 9 - 107
Layout Ruler ..... 9 - 107
Default Ruler ..... 9 - 108
Named Rulers ..... 9 - 108
Ruler Options ..... 9 - 108
Ruler Insert ..... 9 - 112
Ruler Edit ..... 9 - 112
Layout Ruler Reformat ..... 9 - 113
Layout Ruler Delete ..... 9 - 114
Layout Section ..... 9 - 114
Layout Section Insert ..... 9 - 114
Layout Section Remove ..... 9 - 115
Layout Section Move ..... 9 - 115

Print Commands ..... 9 - 117

Print Document ..... 9 - 117
Print View ..... 9 - 118
Print Merge ..... 9 - 120
Merge Variables ..... 9 - 120
Creating the Template File ..... 9 - 121
Print Merge Screen ..... 9 - 121
The Input File ..... 9 - 123
Print Merge File ..... 9 - 124
Merging Database Information ..... 9 - 125
Print Options ..... 9 - 127
Headings and Footings ..... 9 - 127
Section Print Options ..... 9 - 132
Print Preset ..... 9 - 133

Graph Options ..... 9 - 135

Graph Insert ..... 9 - 135
Graph Remove ..... 9 - 136
Graph Convert ..... 9 - 137
Graph View ..... 9 - 137
Graph View Document ..... 9 - 137

Graph View File ..... 9 - 137

Tools Command ..... 9 - 139

Tools Preferences ..... 9 - 139
Tools Preferences Wordprocessor ..... 9 - 139

Windows Commands ..... 9 - 145

Window Split ..... 9 - 145
Window Split Footnote ..... 9 - 146
Window Split Horizontal ..... 9 - 146
Window Split Vertical ..... 9 - 146
Window Close ..... 9 - 147
Window Close Doc-Window ..... 9 - 147
Window Close Footnote ..... 9 - 147
Window Zoom ..... 9 - 147
Window Border ..... 9 - 148
Window Paint ..... 9 - 148
Window Paint Border ..... 9 - 148
Window Paint Window ..... 9 - 149
Window Paint Marked-Text ..... 9 - 149

Help Commands ..... 9 - 151

Help About-Help ..... 9 - 151
Help Contents ..... 9 - 151
Help Index ..... 9 - 152
Help On-Error ..... 9 - 152
Help Tutorial ..... 9 - 152
Remember Commands ..... 9 - 153
Quit Commands ..... 9 - 153

Appendix A: ASCII Character Table ..... A - 1

Index ..... Index - 1

Chapter 1: Introduction to ANGOSS Word Processor

Congratulations on your purchase of ANGOSS Word Processor. By choosing ANGOSS, you have acquired the most versatile integrated word processing program available.

This manual describes the features and capabilities of ANGOSS Word Processor. Topics covered include:

- creating documents
- editing documents
- printing documents and form letters
- integrating ANGOSS Word Processor with other ANGOSS modules

In addition, sample applications have been included in this chapter as suggestions for ways you may use ANGOSS Word Processor.

What Is A Word Processor?

"Word processing" refers to an automated, computerized system for producing written material. A word processor can be anything from an electric typewriter to a sophisticated desktop publishing system for your personal computer.

A computerized word processor usually has a keyboard, a display screen, and a printer. As you type the words you want in your document, they are displayed on the screen. Nothing is printed on paper until you want it printed. You can store the text without printing it, or you can print it, make modifications to the text, and then print it again. You can create any type of document from a half-page memo to a doctoral thesis.

ANGOSS Word Processor is a sophisticated word processing program that allows you to create and print virtually any type of document. ANGOSS' integration capabilities allow you to merge ANGOSS Word Processor documents with database information stored in ANGOSS Database, or print within a document graphs created from data in ANGOSS Spreadsheet.

An ANGOSS Word Processor document can be printed in a variety of font sizes and typestyles. Utilizing ANGOSS' sophisticated font definition and formatting capabilities, many typeface enhancements are possible.

Applications

ANGOSS Word Processor can be used for any application that requires text to be typed, manipulated, and stored. Some typical applications include:

- form letters
- manuscripts
- contracts
- books
- newsletters
- promotional literature

Using ANGOSS Documentation

This manual explains how to create, edit, and print word processing documents, as well as how to perform more advanced document operations. How-to instructions, and practice exercises at the end of certain chapters, are provided to encourage you to try the procedures discussed. ***Chapter 9: ANGOSS Word Processor Command Reference,*** contains a descriptive, comprehensive listing of all the commands available in ANGOSS Word Processor. Refer to ***Chapter 9*** for in-depth information about the scope and sequence of commands.

Comments, Notes, and Importants

Throughout this manual, you will encounter standard formatting conventions such as paragraphs with boldfaced NOTE:, COMMENT: and IMPORTANT: labels. Paragraphs labeled with a boldfaced COMMENT: offer additional information to enhance your understanding of a topic or provide insight about the interactive capabilities of some commands. Paragraphs labeled with a boldfaced NOTE: contain information that **you should read** before proceeding. Paragraphs labeled with a boldfaced

IMPORTANT: contain information that **you MUST read** before proceeding. Failure to read and follow the instructions provided in IMPORTANT paragraphs may cause unexpected results or program failures.

In addition to these formatting conventions, you will also encounter boldface type, numbered lists, and bulleted lists throughout this manual. Please refer to ***ANGOSS Software System*** for information concerning these formatting conventions and how they can help you understand the related information.

Practice Sessions

At the end of some chapters in this manual, you will find Practice Sessions. These sessions are designed to reinforce the information you have just read. Please take time to perform the practice instructions before continuing to the next chapter.

Chapter 2: Getting Started

This chapter introduces some basic concepts of Word Processor operation. Topics covered include:

- entering and running ANGOSS Word Processor
- key strokes under Unix
- using ANGOSS Tutorials and Help
- display screen layout
- operating modes
- cursor movement
- executing commands
- exiting ANGOSS Word Processor

Before proceeding with this chapter, it is helpful to have ANGOSS installed on your system. Installation information is provided in the ***Install Manual.***

Running ANGOSS

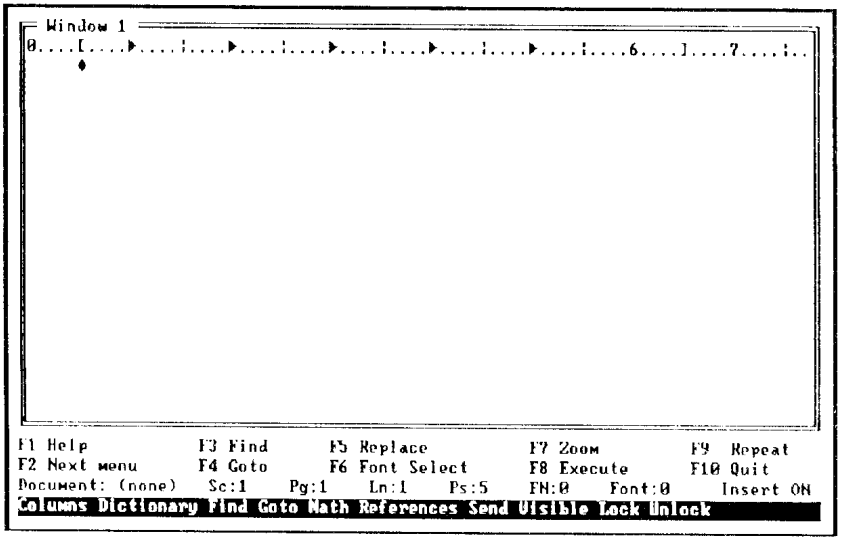
To enter ANGOSS from the operating system, type **angoss** at the prompt. Under DOS, if you have not added the ANGOSS directory to your path, you must change to the ANGOSS program directory before typing ANGOSS*. You will then see the Main Menu with a list of keywords, including Help, Remember, Tools, Quit, and the name of each ANGOSS module.

Select the keyword Wordprocessor. Type its first letter or use **Spacebar** or **Backspace** to position the highlighter over it and press **Enter**. You can also enter ANGOSS Word Processor directly from the operating system by typing **angoss w** where "w" stands for Word Processor. This bypasses the Main Menu.

When the Word Processor is loaded, your screen appears similar to Figure 2-1.

* If you are running Unix, the path must include the ANGOSS program directory.

Figure 2-1. Word Processor screen



Key Strokes Under Unix

Throughout the documentation and software, keystroke names are the same for DOS and Unix. Because of differences between the two operating systems, the method for producing the keystrokes often vary.

In Unix ANGOSS, you may generate these key strokes by using pre-definded key combinations. For instance, to generate **Alt L**, press the **Esc** key followed by the "L" key.

ANGOSS supports a large number of terminals. Each terminal has different capabilities which usually affect the manner in which keystrokes are invoked. A few general rules apply across all terminals:

- The **Esc** key is used as a modifier for the next key stroke.
- The **Ctrl C** key is used as the **Esc** key

- To obtain help on keystrokes, press **Esc Esc **
- To perform an **Alt key**, press **Esc** and the letter
- Function keys should work the same way as in DOS, if your terminal has them. To obtain function keys that are not on your keyboard press **Esc** and a number located between one and zero inclusively. (**Esc 0 = F10**).
- Most Ctrl keys have been left the same. Though in some cases they have been remapped.
- You can modify what a keystroke does with the ETIC utility. Therefore, your terminal can be customized which will cause special keys to work differently.

The Keystroke conversion table, found in ***Appendix C*** of the ***Install Manual***, shows: the ANGOSS keystroke in column 1; the default keystroke sequence that must be used in column 2; and the actual keystroke required on a properly configured Ansi terminal (if it varies from the default) in column 3.

Key Help Under Unix

There is an on-line keyboard help feature. If you press **Esc Esc** \ you will be prompted for a key. Type in the base name of the key that you want to examine. For example, if you wanted to find out how to produce an **Alt F5**, **Ctrl F5** or **Shift F5**, type "**F5**". To find out how to get any variation of "**A**", type "**A**". A small chart will then be displayed showing the keystrokes required to produce variations of the entered keystroke. This chart shows all customized keystrokes for your terminal.

For more information on Unix keystrokes, refer to the ***Install Manual***.

Learning ANGOSS Word Processor

The ANGOSS Word Processor Tutorial provides you with a short demonstration of some of the module's features. If you are unfamiliar with word processing programs, you should review the tutorial.

IMPORTANT: The ANGOSS tutorials only work on certain screen configurations. In DOS, you must be using a 25x80 character based (non WYSIWYG) screen driver. Under Unix, you must use an Ansi terminal type.

IMPORTANT: Because ANGOSS Tutorials run within the module they describe, it is important that you unload all documents you may have created before executing the tutorial.

1. Make certain you have entered ANGOSS Word Processor. Press **Esc** until a menu beginning with the keyword Document appears near the bottom of your screen.
2. Select the keyword Help from this menu.
3. Select Tutorial from the subsequent menu.

You are then prompted to enter your name. This is optional, however if you do, the program will keep track of what lessons you have completed.

The Tutorial menu then appears. If you would like a brief lesson in how tutorials work, select `Using Tutorials`. If you want to select a lesson, use the cursor keys to move the prompter arrow to the lesson you want and press **Enter**. You can go through the lessons sequentially, or pick a lesson that interests you.

After you complete a lesson, you are returned to the Tutorial menu.

If you intend to use the tutorials on a network, you must have write and delete privileges. See your network system administrator for more information.

ANGOSS Help

You can receive on-line help from anywhere within ANGOSS by pressing **F1**.

When you press **F1**, the help window replaces the document window. Help provides information about the currently highlighted command. Use **up arrow**, **down arrow**, **PgUp**, and **PgDn** to scroll up and down through the Help information.

For some discussions, a list of related topics is also provided. Selecting one of these topics provides additional information about the topic you are researching. Use **+** or **-** to move through the related topics list. To select a related topic, position the pointer next to the desired topic and press **Enter**.

Help is also available from Main Menu by selecting the Help keyword. A table of contents and an index are provided to help you find the information you need. An explanation of each error message is available through the On-Error option. Instructions for using Help are available through the About-Help option.

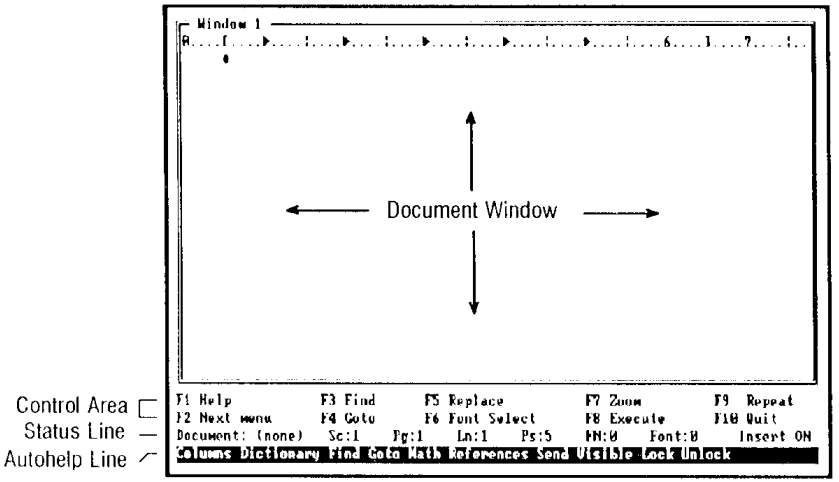
To remove the help information from your screen, press **F10**. For more information about Help, refer to ***ANGOSS Software System.***

The Display Screen

ANGOSS Word Processor's screen, as shown in Figure 2-2, is divided into four distinct areas:

- the Document Window
- the Control Area
- the Status Line
- the Autohelp Line

Figure 2-2. Parts of the Word Processor screen



The Document Window

The Document Window occupies the largest area of the screen and is surrounded by a window border. It is within this window that documents and textfiles are displayed. The Window Identifier (i.e., `Window 1, Window 2`) is located in the upper left corner of the border.

The border can be toggled on or off using the Window Border command. When the border is toggled off, two additional lines of text can be displayed in the Document Window. If the border is toggled off, the Window Identifier also disappears.

The Main Ruler is located at the top of the Document Window. This ruler displays margins, tabs, first line indent, spacing, and text alignment that govern the appearance of text in the paragraph containing the cursor. Display of the Main Ruler can be toggled on or off with the Document Visible Rulers Main command.

When you enter the Word Processor, or when the document window is blank, the Main Ruler displays the Default Paragraph Format settings specified in the Word Processor Preferences menu. You can change the default paragraph formats by changing settings on that menu. For more information on Rulers, see ***Chapter 3*** of this manual. When the Main Ruler is toggled off, one additional line of text can be displayed in the Document Window.

COMMENT: Execute Tools Preferences Wordprocessor to display the Word Processor Preferences menu.

The Control Area

The Control Area occupies the two lines directly below the Document Window. As you create documents, the information displayed in the Control Area may include menus, key lists, prompts, or error messages, depending on the current activity.

Quick Keys

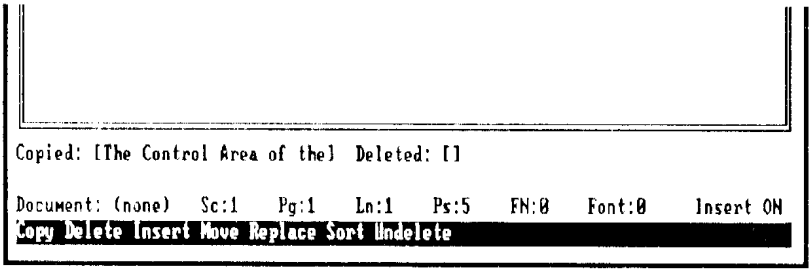
When you enter the Word Processor, the module is in Text Entry Mode. The Control Area contains a listing of "Quick Keys" that can be used to execute commands directly from Text Entry Mode. This list is organized by the type of operation (i.e., copy and move are on the same list).

A Quick Key can be a function key (**F1** - **F10**) or a combination of keys where the Control (**Ctrl**), Alternate (**Alt**), or Shift (**Shift**) key is pressed in conjunction with another key. Quick Keys allow you to select the most frequently used commands without having to use the keyword menus. For a complete list of Word Processor Quick Keys, see ***Quick Reference Manual***.

By pressing **F2** repeatedly, you can display several lists of Quick Keys in the Control Area. Regardless of the list displayed, you may use any Quick Key available. **Shift F2** takes you back one list (mouse users can click on the list's title).

After cycling through the Quick Key listings, press **F2** again to display any text currently contained in the copy and delete buffers. Whenever you use Edit commands to copy or delete text, a copy of that text is placed in a buffer. This text can then be undeleted or reinserted in a document at a later time. Copy and delete buffers are discussed in more detail in ***Chapter 4*** of this manual. In Figure 2-3, the copy buffer contains text, while the delete buffer is empty.

Figure 2-3. Displaying buffer contents



After the buffer contents have been displayed, press **F2** again to blank the Control Area of the screen. To redisplay the original Quick Key listing, press **F2**; the same cycle can be repeated by continually pressing **F2**.

Press **Esc** to toggle into Command Mode. The Control Area then contains the keyword menu, from which you build commands. Refer to ***Command Mode*** in this chapter for more details.

The Status Line

The Status Line is located directly below the Control Area. When you enter ANGOSS Word Processor, the Status Line appears similar to the following:

```
Document: (none) Sc:1 Pg:1 Ln:1 Ps:5 FN:0 Font:0 Insert ON
```

The prompt `Document:` indicates the filename. If the file has not been named, `(none)` appears in this space.

The following prompts describe the position of the cursor in the document.

- `Sc:` is followed by the current section of the document.
- `Pg`: indicates the current page
- `Ln`: indicates the current line
- `Ps`: indicates the current character position

The next two items on the Status Line, describe font information about the text.

- `FN`: indicates the font number of the character the cursor is on.
- `Font`: indicates the number of the font that will be used for any new text you enter.

Any attributes (i.e., B for boldfacing, U for underscoring) attached to a font are also displayed next to the font's number.

`Insert` indicates whether Insert Mode is toggled on or off. You can toggle Insert Mode on or off by pressing **Ins**. When Insert Mode is off, you can "overtype" existing text with new text. When Insert Mode is on, existing text is moved to the right to accommodate new text as it is entered.

The Autohelp Line

The Autohelp Line, at the bottom of the screen, displays a single line of help information related to your current activity.

Autohelp can be turned on or off at the Autohelp: setting on the Global Preferences menu. This menu is displayed with the Tools Preferences Global command. Some screen illustrations in this manual show the Autohelp Line and others do not, depending upon whether Autohelp is pertinent to the activity being discussed. From the highest level module menu, Autohelp displays a list of options for each keyword as it is highlighted.

Using The Mouse

A Microsoft compatible mouse can be used with ANGOSS (version 2.6 and higher) in theWord Processor. For complete details on mouse usage, refer to the section called “Using the Mouse” in the ***Software System*** Manual. When specific Word Processor usage occurs, the mouse is discussed in this manual. However, commands and options are generally discussed in terms of the keyboard.

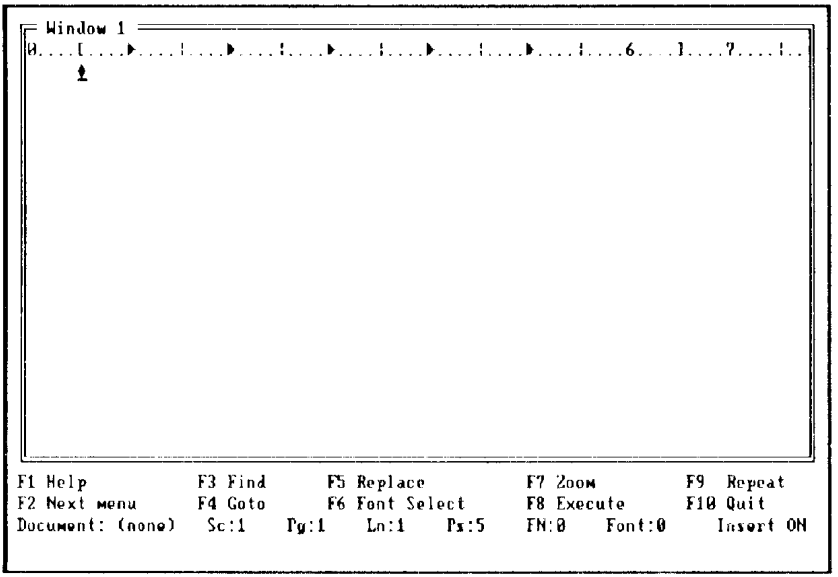
Operating Modes

The Word Processor has a Text Entry Mode and a Command Mode. You can toggle between these two modes by pressing **Esc**. Text Entry Mode is used to type text into a document. Command Mode is used to execute Word Processor commands.

Text Entry Mode

ANGOSS Word Processor is in Text Entry Mode when you enter the module, so you can immediately begin to type document text. The Text Entry screen is shown in Figure 2-4.

Figure 2-4. Text entry screen



In Text Entry Mode, every typed character is interpreted as part of a document. The cursor appears on the screen and moves as you type, indicating your current character position.

Cursor Movement

Cursor keys move the cursor to various locations in the text. Table 2-1 lists some of the cursor keys and the action that each invokes.

Table 2-1. Text Entry Cursor Keys

Cursor Key	Action
up arrow	Moves the cursor up one line, scrolling the Document Window if necessary.
down arrow	Moves the cursor down one line, scrolling the Document Window if necessary.
left arrow	Moves the cursor left one character, scrolling the Document Window if necessary.
right arrow	Moves the cursor right one character, scrolling the Document Window if necessary.
Ctrl F	Moves the cursor left one word
Ctrl G	Moves the cursor right one word
Home	Moves the cursor to the top left character in the current window.
End	Moves the cursor to the beginning of the last line in the current window.
Tab	If Insert Mode is off, overwrites the character at the current cursor position with a tab character, and moves the cursor to the next tab position. If Insert Mode is on, inserts a tab character at the current cursor position, moving the adjacent text one tab position to the right.
PgUp	Scrolls up one window height
PgDn	Scrolls down one window height.
Ctrl left arrow	Moves the cursor to the beginning of the current line
Ctrl right arrow	Moves the cursor to the end of the current line
Ctrl PgUp	Moves the cursor to the first character of the previous paragraph
Ctrl PgDn	Moves the cursor to the first character of the next paragraph

Cursor Key	Action
Ctrl F5	Moves the cursor to the first character of the previous sentence
Ctrl F6	Moves the cursor to the first character of the next sentence
Ctrl Home	Moves the cursor to the beginning of the current document
Ctrl End	Moves the cursor to the end of the current document

Table 2-2 provides additional cursor keys that may be used when you are working in a multiple column area (MCA).

Table 2-2. MCA Cursor Keys

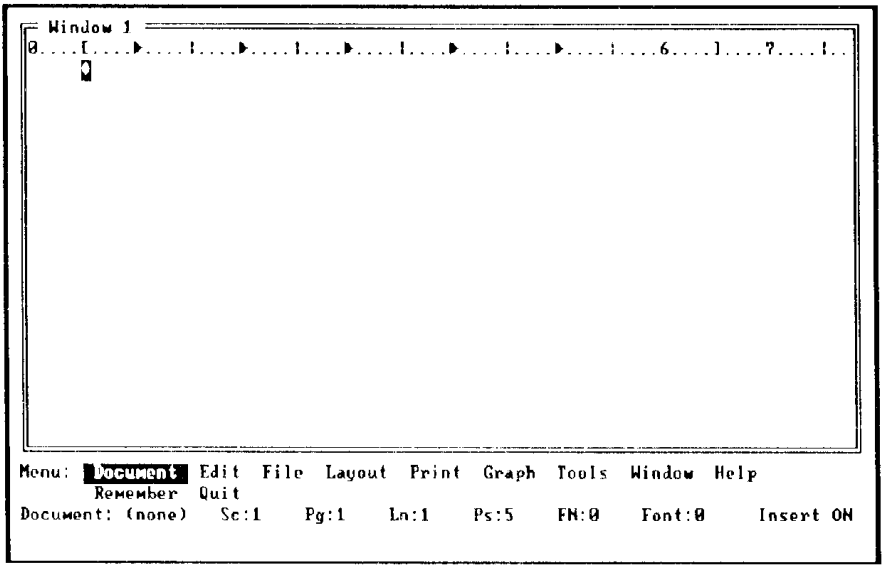
Cursor Key	Action
Ctrl E	Starts a new entry in a linked MCA.
Ctrl F3	Positions the cursor in the previous column, on the first character of the same line
Ctrl F4	Positions the cursor in the next column, on the first character of the same line

You can also use the Document Goto Location command to move the cursor directly to a specific location in your document. Refer to the Document Goto command in ***Chapter 9: ANGOSS Word Processor Command Reference,*** for complete information on this operation.

Command Mode

When you are in Command Mode, the Word Processor Module Menu, as shown in Figure 2-5, is displayed in the Control Area.

Figure 2-5. Word Processor module menu



Except for **Tab**, the cursor keys that are used to move around a document when you are in Text Entry Mode (listed in Table 2-1) can also be used to move around a document when you are in Command Mode.

Building Commands

All Word Processor commands originate with the keywords listed on the Module Menu. Commands are built by choosing keywords from several levels of menus until a command is complete. For example, selecting the Document keyword brings up a menu with keywords such as Columns, Dictionary, Find, and Goto. If you select one of these keywords, another menu with a new list of option keywords is displayed. By selecting one keyword from each level you build commands.

In the example, Document Dictionary Spellcheck Screen, each keyword is chosen from a menu that reveals another keyword. Refer to ***Chapter 9*** for a complete listing of available Word Processor commands.

- To cancel the last keyword or option in a command format, press **Esc**.
- To completely cancel a command format, press **Alt Z**.
- To repeat the previous command executed, press **F9**.
- To edit the previous command format, press **Alt X**.

Selection of some keywords (i.e., Layout Document-Options or Print Options) results in the display of full-screen definition menus rather than another listing of keyword options or prompts. The settings established on these menus do not become part of the command format. Refer to ***Definition Menus*** in this chapter for additional information.

Marking Techniques

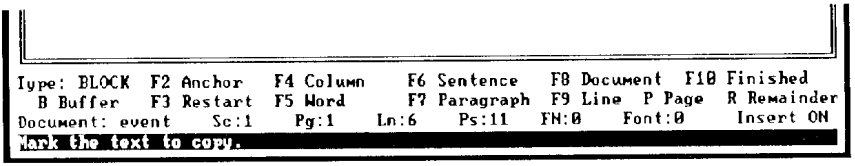
Whenever you select a command that affects existing text, ANGOSS displays a marking menu in the Control Area of the screen. You are then prompted to specify the amount of text to be affected by the command. Standard text area commands utilize different marking types and menus than multiple column area (MCA) commands.

Standard Text Marking

Block, column, and line-marking are available in standard text areas. Some commands allow you to switch between block and column-marking, while other commands allow only one type of marking. Refer to the ***Software System*** manual on using the mouse to block text.

Figure 2-6 is an example of the menu displayed when the Edit Copy command is selected in a standard text area.

Figure 2-6. Block-marking menu



As indicated by `Type:` in Figure 2-6, ANGOSS entered block-marking when the command was selected. By pressing **F4**, you can change to column-marking.

When a command invokes marking, the cursor position at the time the command was selected becomes the "anchor" position. As you use the marking menu keys or the cursor keys to indicate the text affected by the command, the text becomes highlighted from the anchor position to the current cursor position. You can set a new anchor at any position in the text by moving the cursor to the desired location and pressing **F2**. Or, you can erase any highlighting and restart the marking process by pressing **F3**.

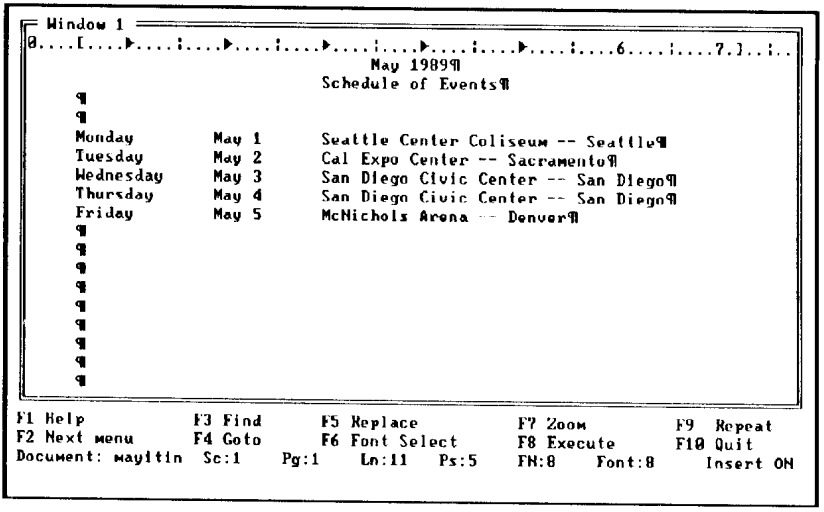
Block-Marking vs. Column-Marking

For commands that can operate in either block or column-marking, the "default" is block-marking. When the command is selected, ANGOSS enters block-marking; to use column-marking, you must press **F4**.

A block of text can be based on a character, a word, a line, a sentence, a paragraph, a combination of these, or an entire document. A column of text, on the other hand, is based on a single character.

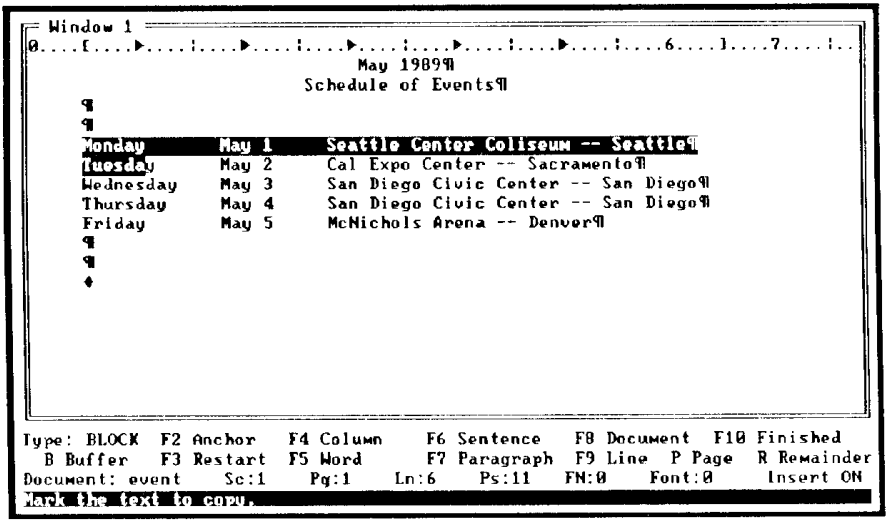
Block-marking works on a horizontal aspect while column-marking works on a vertical aspect in a document. When the cursor is moved down one vertical position in block-marking, all the horizontal positions between the original cursor position and the current cursor position are included in the marked block. In column-marking, when the cursor is moved down one vertical position, only the original cursor position and the current cursor position are included in the marked column. Columns can be extended horizontally only by using horizontally-oriented cursor keys (i.e., **left arrow** or **right arrow**) or Quick Keys (i.e.,**Ctrl F**, **Ctrl G**, **Ctrl F5**, or **Ctrl F6**). To clearly understand this concept, refer to Figures 2-7, 2-8, 2-9, and the following scenario.

Figure 2-7. Sample itinerary



After typing the itinerary in Figure 2-7, you want to copy the days of the week to the bottom of the document so that you could enter a schedule for the week May 8 - May 12. Using block-marking, select **F5** to highlight the word "Monday" or press **right arrow** six times to highlight the characters one at a time. However, to highlight "Tuesday" and the rest of the days of the week using block-marking, you would also have to highlight the schedule for those days. Since block-marking works on a horizontal aspect, after highlighting "Monday," if you press **down arrow** to highlight "Tuesday," all the text following "Monday" also becomes highlighted, as shown in Figure 2-8.

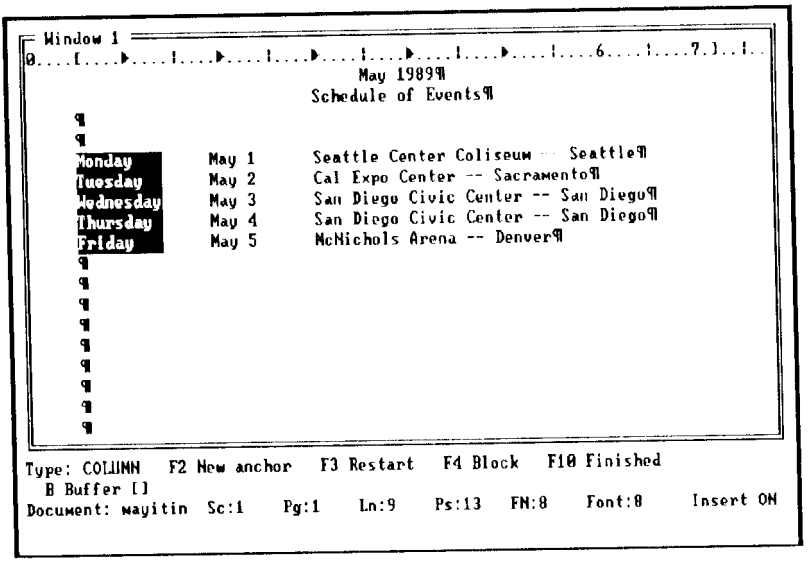
Figure 2-8. Block-marking



You could copy the entire block and then delete the schedule from the duplicated block. However, it would be more efficient to use column-marking to obtain the desired results.

Press **F4** to switch to column-marking and press **right arrow** to extend the column the desired number of characters. In this example, since you want to copy all the days of the week and "Wednesday" is the longest day, extend the column three characters beyond "Monday" so that all the characters in "Wednesday" will be included in the marked column. Then press **down arrow** four times to highlight all the days of the week. Figure 2-9 illustrates how column-marking appears on the screen.

Figure 2-9. Column-marking



When all the days of the week are highlighted, press **F10**. Finally, move the cursor to the bottom of the document, and press **Enter**. The days of the week are then copied to the specified location.

Block-marking can be used to include an MCA in a block of marked text. For example, if you mark a block of standard text that surrounds an MCA (i.e., paragraphs of standard text that exist above and below the MCA), the entire MCA is included in the marked block. Column-marking does not allow you to cross MCA "boundaries."

Marking Keys

The marking menu keys **F5**, **F6**, **F7**, **F8**, **F9**, **P**, and **R** are used in block-marking to highlight specified areas of text. If you have switched to column-marking and subsequently press one of these marking keys, block-marking is automatically activated and the corresponding text is highlighted. The characters encompassed by these menu keys are defined below.

F5 Word. Highlights the current word.

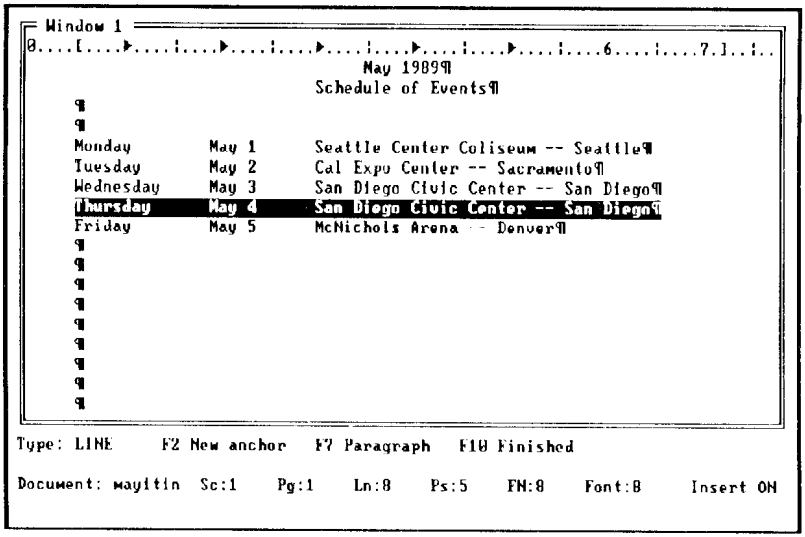
F6	Sentence.	Highlights the current sentence, the sentence's ending punctuation, and any blank spaces following the sentence.
F7	Paragraph.	Highlights the current paragraph and the end of paragraph mark.
F8	Document.	Highlights the current document from the beginning of the document to the end of file mark.
F9	Line.	Highlights the current line, from left margin to right margin.
P	Page.	Highlights the current page of the document (text between two page breaks).
R	Remainder.	Highlights the remainder of the document, from the current anchor position to the end of file mark.

Line-Marking

Line-marking is used when Document Dictionary Hyphenate or Layout Keep is selected. The current line is automatically marked and a marking menu is displayed in the Control Area of the screen, as shown in Figure 2-10.

As with the other marking types, you can press **F2** to set a new marking anchor, **F3** to restart the marking process, and **F7** to mark an entire paragraph. Press **F10** to complete the marking process.

Figure 2-10. Line-marking menu



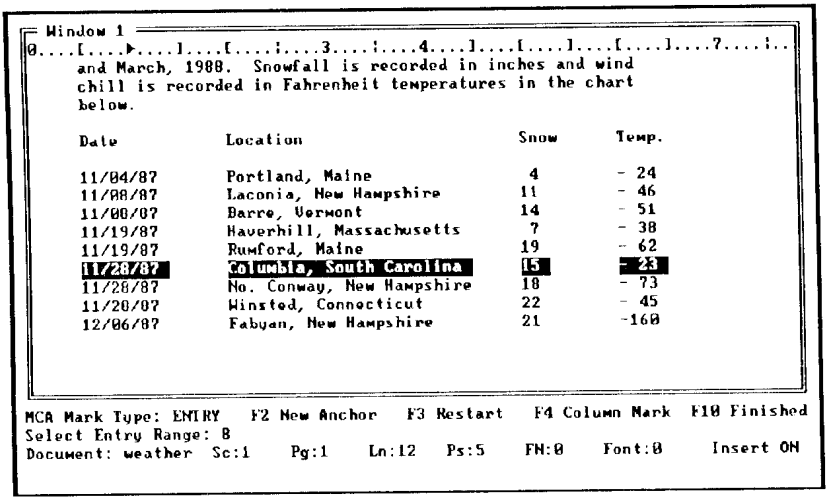
MCA Marking

The type of marking allowed in an MCA depends on whether it is a linked or unlinked MCA. Two marking types, column-marking and entry-marking, are available when you are working in a linked MCA. When you are working in an unlinked MCA, only column-marking is available.

Linked MCA Marking

When you select Document Columns Edit Move or Document Columns Edit Delete, ANGOSS enters MCA entry-marking, highlights the current entry, and displays a marking menu in the Control Area of the screen, as shown in Figure 2-11.

Figure 2-11. Entry-marking menu



As indicated by `MCA Mark Type: ENTRY` in Figure 2-11, ANGOSS entered entry-marking when the command was selected. By pressing **F4**, you can change to column-marking.

Entry-marking works on a horizontal aspect and highlights all the text contained in an entry. An entry consists of a group of related text that is entered in one or more linked columns.

Column-marking works on a vertical aspect and highlights all the text contained in a column. To extend column-marking across multiple columns, press **left arrow** or **right arrow**, whichever is applicable.

When Document Columns Edit Move or Document Columns Edit Delete is selected and entry-marking is invoked, the current entry becomes the "anchor" entry. As you use **up arrow** or **down arrow** to extend the marking to multiple entries, the text is highlighted in all the entries from the anchor entry to the current entry. You can designate a new anchor by moving the cursor to the desired entry and pressing **F2**. Or, you can erase any highlighted entries and restart the marking process by pressing **F3**.

When column-marking is selected (by pressing **F4**), the current column becomes the "anchor" column. As you use **left arrow** or **right arrow** to extend marking across multiple columns, all columns from the anchor column to the current column are highlighted. You can set a new anchor by

moving the cursor to the desired column and pressing **F2**. Or, you can erase any highlighted columns and restart the marking process by pressing **F3**.

The difference between column-marking and entry-marking is illustrated in Figures 2-12 and 2-13. In both illustrations, the cursor is positioned in column 2, on the "B" in "Barre, Vermont." The first illustration is an example of entry-marking; the second illustration is a column-marking example.

Figure 2-12. Entry marking

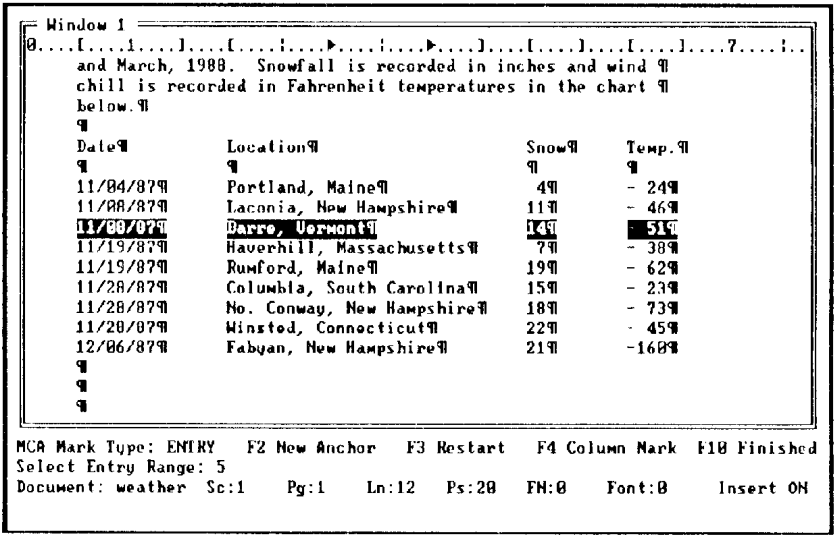
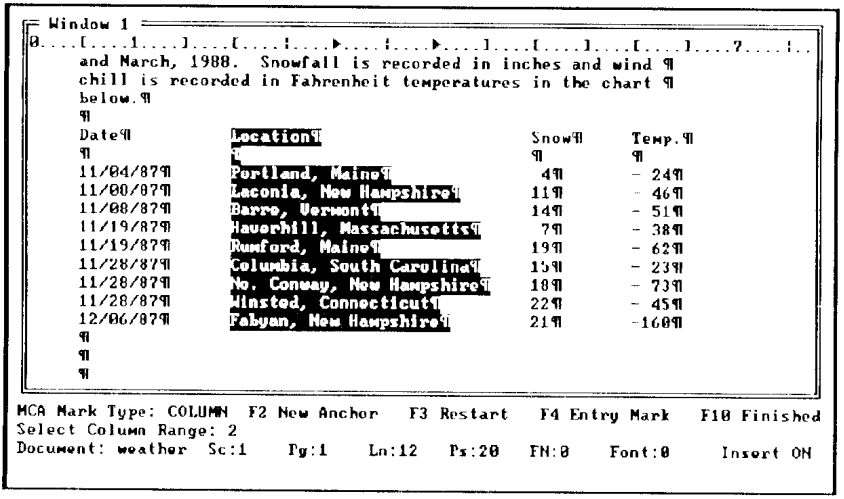


Figure 2-13. Column marking



Definition Menus

Some commands provide listings, called "definition menus," that consist of prompts and option lists. Responses to these prompts and option lists are called "settings." The keys used to select and define menu settings are the same for all definition menus. Refer to the ***Tools Preferences Global*** section of ***ANGOSS Software System*** for specific instructions.

Remember from ***ANGOSS Software System*** that you select the Tools Preferences commands to establish global, hardware, and module-specific settings. Before proceeding to ***Chapter 3***, make certain that you have selected appropriate settings for display and hardware compatibilities.

Word Processor Preferences

How ANGOSS Word Processor performs when it is accessed is determined by the settings on the Word Processor Preferences Definition Menu, obtained by selecting the Tools Preferences Wordprocessor command. Available features are as follows:

- automatic or manual pagination of documents
- alignment of document text
- left and right margin settings
- display of special characters such as hard page breaks, paragraph and tab marks, hidden text, or index and table of contents marks
- enabling of ANGOSS' Document Auto-Save feature
- spellchecking, dictionary, and thesaurus controls

Document Parameters

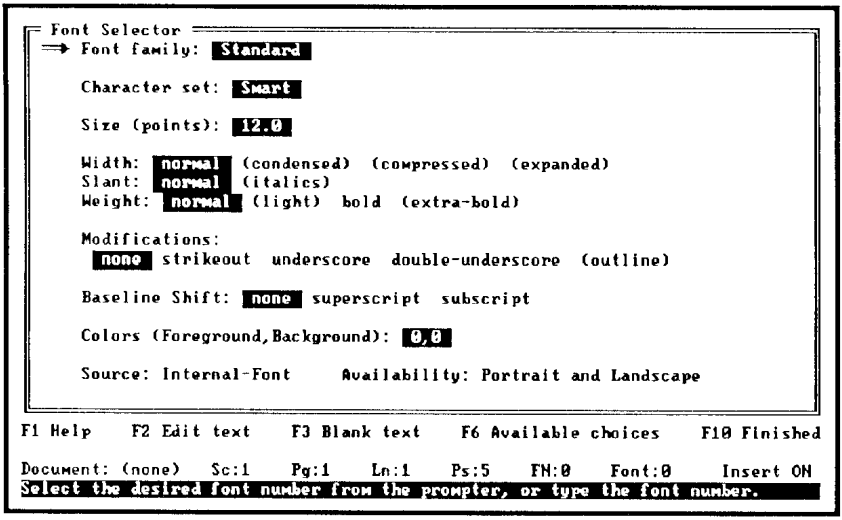
Selecting ANGOSS Word Processor's Layout Document-Options command provides access to two different definition menus, a Current Document Options Definition Menu and a New Document Options Definition Menu. How ANGOSS Word Processor documents are formatted and displayed is initially determined by the "default" settings specified in the New Document Options Definition Menu. However, the display and format may be changed on a document-by-document basis by changing the settings in the Current Document Options Definition Menu. Use these menus to define settings for:

- placement and numbering sequence utilized for footnotes
- style and placement of paragraph numbers
- language and dictionaries used during spell checking
- margins, page number placement, headings style and placement, and format of entries used during index and table of contents generation

Font Selector

ANGOSS Word Processor's Font Selector Definition Menu enables you to create "customized" fonts. This definition menu is obtained by selecting **F6** from the font menu displayed after selecting the Layout Font Change, Layout Font Edit, or Layout Font Select commands. The font menu is illustrated in Figure 2-14.

Figure 2-14. Font Selector menu



Use the Font Selector Definition Menu to:

- specify a particular font family
- specify a character set
- specify a font size
- specify normal or italic slant
- specify attributes such as boldface and underscore
- use subscript and superscript characters
- assign foreground and background colors to fonts

Print Options

Selecting ANGOSS Word Processor's Print command provides access to two different definition menus, a Current Print Options Definition Menu and a Preset Document Definition Menu. How ANGOSS Word Processor documents appear when they are printed is initially determined by the "default" settings specified in the Preset Document Definition Menu. However, the printed appearance may be changed on a document-by-document basis by changing the settings in the Current Print Options Definition Menu. Current Print Options can be changed for each section of a document. Available settings in this Menu include:

- placement and content of headings and footings
- length and width of the paper being used
- top and bottom, left and right boundaries
- paper path (bin selection, tractor feed, envelope feed, etc.)
- date and page number styles

Operating System Access

When you are working in the Word Processor, you can temporarily suspend the program and gain access to the operating system to execute system commands by pressing **Ctrl O**. When you have completed your system operations, you can return to ANGOSS Word Processor by typing **Exit** at the prompt.

You can also select the Tools OS option to execute one operating system command and return immediately to ANGOSS Word Processor.

File Extensions

ANGOSS Word Processor uses different file extensions to identify different types of files. Table 2-3 lists file types and their corresponding extensions. You will learn more about these file types in subsequent chapters.

Table 2-3. File Extensions

File Type	Extension
Documents	**doc**
Text Files	**txt**
Custom Dictionary Files	**udc**
Graphs on Disk	**cgm**
Macro Files	**mac**
Project Files	**pf2**
Runtime Files	**rf2**
Input Screen Files	**is2**

Automatic File Backup

ANGOSS Word Processor provides an option for automatic file backup that can be specified in the Global Preferences Definition Menu (accessed by selecting the Tools Preferences Global command). If you choose **Yes** for this setting, ANGOSS automatically retains backup copies for files of certain types.

The backup copy is created and assigned the appropriate backup extension when ANGOSS is instructed to save a file that already exists. Backup files do not appear in prompter displays. Table 2-4 provides a listing of the types of files that can be automatically backed up, and the corresponding backup extensions.

Table 2-4. Backup File Extensions

File Type	Extension
Documents	**bdc**
Text Files	**btx**
Macro Files	**mbk**
Project Files	**bp2**

Exiting

Before exiting ANGOSS Word Processor, you should save your documents by selecting the File Save command. After you have saved your documents, select the File Unload command to remove them from memory.

To exit ANGOSS Word Processor, select Quit from the Word Processor module menu. You can then exit the ANGOSS Software System or proceed to another ANGOSS module. In many situations, pressing **F10** will take you directly to the Quit menu.

If you press **F10** accidentally, before you are ready to exit ANGOSS Word Processor, press **Esc** to return to your previous location in ANGOSS Word Processor.

Practice Session

Perform the following fundamental exercises, in the order presented. The steps will help you to become familiar with:

- ANGOSS' toggle commands
- Quick Key listings
- Basic text entry and editing operations
- Using cursor keys to move around in a document

- Saving and unloading documents
- Exiting ANGOSS Word Processor.

If you are unable to perform an operation, please reread this chapter and then try the exercises again.

1. Go to Command Mode by pressing **Esc** until a menu that begins with the word Document appears in the Control Area of the screen.
2. Toggle off the window border by executing the Window Border command.

   You can use **Spacebar** or **Backspace** to move the highlighter to the keyword Window and press **Enter**, or just press **W**. Then use the same process to select Border from the subsequent menu.
3. Execute the command again to turn the border back on.
4. Execute Document Visible Rulers Main twice to toggle the Main Ruler off and back on.
5. Press **F2** repeatedly to display listings of available Quick Keys and the copy and delete buffer displays.
6. Type **Now is the time for all good men to come to the aid of their country.**
7. Move the cursor to the "m" in "men".

   Make sure Insert Mode is toggled on by looking at the status of the `Insert` prompt in the lower right corner of the screen. If the prompt does not read **ON**, press **Insert**.
8. Type **wo**. The "men" now reads "women".
9. Move the cursor to the "g" in "good" and toggle Insert Mode off by pressing **Insert**.
10. Type **wise**. The word good is now replaced by wise. Press **Insert** again to turn Insert Mode back on.
11. Press **Home** to move the cursor to the top left character in the current window.
12. Press **End** to move the cursor to the beginning of the last line in the current window.
13. Press **Home** again to move the cursor to the beginning of the sentence you typed.
14. Press **Esc** to go to Command Mode.
15. Select Edit Copy from the displayed lists of keywords.

    The block-marking menu appears in the control area of the screen and you are prompted to mark the text you wish to highlight.
16. Press **down arrow**. Notice how the entire line is highlighted.

17. Press **up arrow** and then press **F4** to change to column-marking mode.
18. Again, press **down arrow**. Notice that only the characters in the column are highlighted this time.
19. Press **F4** again to return to block-marking mode.
20. Repeatedly press **F6** to automatically highlight the current sentence. Then press **F10**.
21. Move the cursor to the end of the sentence and press **Enter**. A second copy of the sentence appears at the cursor position.
22. Select File Save from the displayed lists of keywords.
23. Enter a filename for the current document. Press **Enter**.
24. Select File Unload from the displayed lists of keywords. Then, select Quit.

This exercise represents the most basic functions performed in the Word Processor. Before moving on to the next chapter, be certain that you understand text entry and editing, marking, and saving and unloading files.

Chapter 3: Creating a Document

This chapter explains some of the basic procedures required to create documents using ANGOSS Word Processor. Topics discussed in this chapter include:

- entering text into a document
- using fonts and attributes such as underscoring or boldfacing
- formatting paragraphs
- saving and unloading a document

A practice exercise, designed to help you understand the information presented here, is included at the end of this chapter. We suggest that you perform the practice exercise after you have thoroughly read the material in this chapter. If you are unable to complete the exercise, please reread the chapter and try again.

To illustrate how ANGOSS can be used to create a document, we will refer to the following example letter throughout this chapter.

May 1, 1988¶

¶

Mr. Peter Johnson¶

2910 Continental Street¶

Portsmouth, New Hampshire 07110¶

¶

Dear Mr. Johnson:¶

¶

Thank you for your inquiry of April 20, 1988, requesting information about the next total solar eclipse visible from the continental United States or Canada. Unfortunately, for those of us who anxiously wait to see the sun disappear and darkness fall during daylight hours, we will have to wait until August 21, 2017. February 26, 1979, was the last time in the 20th century that an eclipse could be seen in any part of the continental United States or Canada.¶

¶

Although 38 years without a total eclipse over almost the entire North American continent is quite unusual, in fact, 26 total solar eclipses will occur during this interval. However, none can be viewed from the United States or Canada. To date, 8 of the 26 eclipses have already occurred. I have included a mapped chart of the total solar eclipses that will occur between now and August 21, 2017. As you can see, the total eclipse on July 11, 1991, will be visible from many locations in Mexico. Perhaps you can plan a trip to witness this spectacular event.¶

¶

Again, thank you for your letter, Mr. Johnson. We are always happy to share our information with other lovers of this phenomenon of nature.¶

¶

Sincerely,¶

¶

¶

Margaret Saros¶

¶

Skywatch Astronomical Society¶

16990 Evergreen Boulevard¶

Willoughby, Washington 98403¶

¶

Enclosure¶

¶

Entering Text

Text can be entered into a document only in Text Entry Mode. When you enter ANGOSS Word Processor, the program is in Text Entry Mode and you can immediately begin to type.

Word Wrap

The word wrap feature in the Word Processor saves you time and keystrokes by automatically moving any word that extends beyond the specified right margin to the next line of your document. This manipulation of the text is automatically handled by ANGOSS, eliminating any need for you to keep track of margins, word breaks, and line lengths.

Word wrap enables you to type continuously without having to insert carriage returns at the margin, as you would using a typewriter. When typing in the Word Processor, the only instances when you need to press the carriage return key, (**Enter**), are as follows:

- to end a paragraph
- to end a single line entry
- to insert a blank line into the document

Making Corrections

Suppose that as you type your document text you make a typographical error. To correct your mistake, you can use one of the following procedures:

- If you notice the error immediately, press **Backspace** to delete any mistyped characters. Make certain the Insert Mode is turned on and then type the correct characters.
- Use the cursor keys to position the cursor on the incorrect character and press **Del**. The text to the right of the cursor shifts left to replace the deleted character. Make certain the Insert Mode is turned on and then type in the correct character.
- Use the cursor keys to position the cursor on the incorrect character. Press **Ins** to turn Insert Mode off and type over the incorrect character. Press **Ins** to turn Insert Mode on again.

Remember, you can look at the Status Line to see whether Insert Mode is on or off.

Displaying Special Characters

The Document Visible command allows you to control the display of special text characters that indicate:

- hard page breaks
- section breaks
- table of contents entries
- index items
- keep areas
- paragraph marks
- tabs
- hidden text

In addition, Document Visible is also used to control the display of the Main Ruler or Embedded Rulers in a document.

Each Document Visible command is a "toggle" command. Each time the command is executed, the display of the corresponding character(s) is turned on or off throughout the entire document. For example, if you have the Document Visible Paragraphs command toggled on, each time you press **Enter**, "\p" is displayed.

The "default" display status for these characters is controlled by the Special Character Display settings in the Word Processor Preferences Definition Menu. Refer to ***Chapter 9: ANGOSS Word Processor Command Reference*** for a complete description of the Document Visible command.

Fonts and Attributes

ANGOSS Word Processor provides you with a wide variety of typefaces, fonts and font attributes for your documents. The options available to you depend upon the printer you have specified in the Hardware Preferences Definition Menu, displayed by selecting the Tools Preferences Hardware command.

ANGOSS Word Processor provides two predefined fonts, numbered 0 and 1. Font number 0 is the "default" font that is used for new text. Font number 1 is the default font for footnote reference

numbers in a document. You can edit these predefined fonts, or you can define new ones to add to the list. A maximum of 32 fonts may be defined for a single document.

Underscoring and Boldfacing

There are three methods for entering underscored and boldfaced text in a document.

1. You can use the quick keys (**Ctrl U** to underscore, or **Ctrl B** to boldface) to toggle on and off the underscore or boldface attribute for any new text you type. When these quick keys are used, the font definition is not affected.
2. You can use Layout Font Edit to attach underscore or boldface attributes to a font. For specific information about using Layout Font Edit, see the Layout Font command discussion in ***Chapter 9: ANGOSS Word Processor Command Reference***. When you edit a font definition, any new text you enter using that font is underscored, boldfaced, or both, depending on what you specified. In addition, any existing text that was entered in that font is retroactively underscored or boldfaced.

   For example, suppose you had defined font number 2 as "standard italics" and had used it at various locations throughout your document to enter title and chapter references. At some later point, you used the Layout Font Edit command to modify the font definition for font number 2, attaching the boldface attribute to the font. Thereafter, any text entered using font number 2 was entered as "standard italics boldfaced." In addition, after the Layout Font Edit command was executed, all the existing title and chapter references that you had entered as "standard italics" using font number 2 were also boldfaced.
3. The third method allows you to underscore and boldface text that has already been entered into your document. The following discussion explains the commands used to do this.

Underscoring Existing Text

Layout Font Underscore Insert is used to add underscoring to existing text. When you select Layout Font Underscore, ANGOSS displays a block-marking menu. Use cursor keys or marking menu keys to highlight the text you wish to underscore and then press **F10** or **Enter**.

If you are using a color or graphics monitor, you can easily spot the underscored word because it is displayed in a contrasting color or an underscore will appear on the screen. Regardless of the type of monitor you are using, the `Font:` indicator on the Status Line displays a `U` to the right of the font number when the cursor is positioned on an underscored character.

Boldfacing Existing Text

Layout Font Bold Insert is used to add boldfacing to existing text. Existing text is boldfaced in the same way it is underscored. When you select the command, ANGOSS displays a block-marking menu and prompts you to highlight the text you want boldfaced. After marking the word, sentence, phrase, or block, press **F10** or **Enter** to execute the command.

If you are using a color or graphics monitor, you can easily spot the boldfaced text because it is displayed in a contrasting color or appears bold on the screen. Regardless of the type of monitor you are using, when the cursor is positioned on a boldfaced character, the `Font:` indicator on the Status Line displays a `B` to the right of the font number.

You can also use the Quick Key **Shift F3** to select the Layout Font Bold command.

Formatting Paragraphs

The margins, justification, line spacing, tabs, indentation, and Characters Per Inch (CPI) of text in a document are controlled by rulers. There are three different types of rulers. Table 3-1 briefly defines each ruler type.

Table 3-1

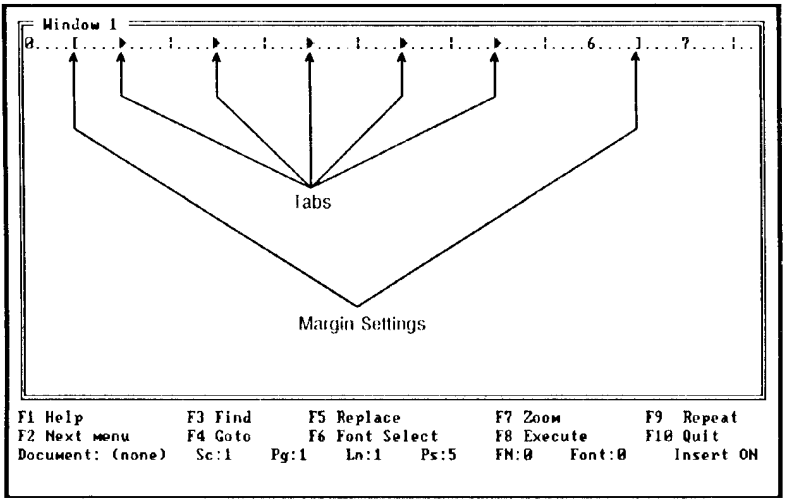
Default Ruler	The ruler that controls the format for new documents. Settings on the Default Ruler remain in affect unless the ruler is edited, or new rulers are inserted
Current Ruler	The ruler that controls the format of the paragraph where the cursor currently sits
Named Ruler	A specific ruler whose settings have been recorded and assigned a name for future use

Default Ruler

When you begin with a blank document, the default ruler settings are displayed at the top of the Document Window. This ruler is called the Default Ruler. It controls all paragraphs in the document unless new rulers are inserted. Figure 3-1 shows the Default Ruler and identifies the settings on it.

Settings on the Default Ruler are determined by settings on the Word Processor Preferences menu, which is displayed by executing Tools Preferences Wordprocessor. To change the defaults for all future documents, you must change the settings on this menu. You can change the defaults for the current document with Layout Ruler Edit Default. These changes affect only the current document. Editing rulers is covered later in this discussion.

Figure 3-1. Ruler settings



NOTE*:* If a ruler does not appear at the top of the document window, execute Document Visible Rulers Main to toggle it on. Toggling the ruler off gives you one additional line in the document window.

Current Ruler

The ruler that controls the format of the current paragraph (where the cursor sits) is called the current ruler. As you move the cursor through paragraphs that have different formats, the ruler at the top of the window changes to display the settings controlling the current paragraph.

By inserting additional rulers in the document, you can have paragraphs of varying margins, justification or line spacing within the same document.

Named Rulers

You can assign names to specific ruler formats and save them for future use in this document. This eliminates the need to repeat the same ruler editing later. For example, if you commonly indent entire paragraphs within a document, you could insert a ruler once and then give this format a name.

NOTE: Named Rulers are only available to the document in which they are created. They cannot be used in other documents.

To name a ruler, select Layout Ruler Insert Current or Layout Ruler Edit and make any necessary changes to the settings, press **F8** and enter a maximum of eight characters. The ruler name is then displayed on the Status Line next to the `Ruler` indicator.

COMMENT: Editing and inserting rulers is discussed later.

The next time you want to use the same format, just place the cursor in the paragraph you want to change and select Layout Ruler Insert Named. A list of named rulers for this document will appear. Select the name of the format you want. You don't have to make individual changes to the ruler each time you use it.

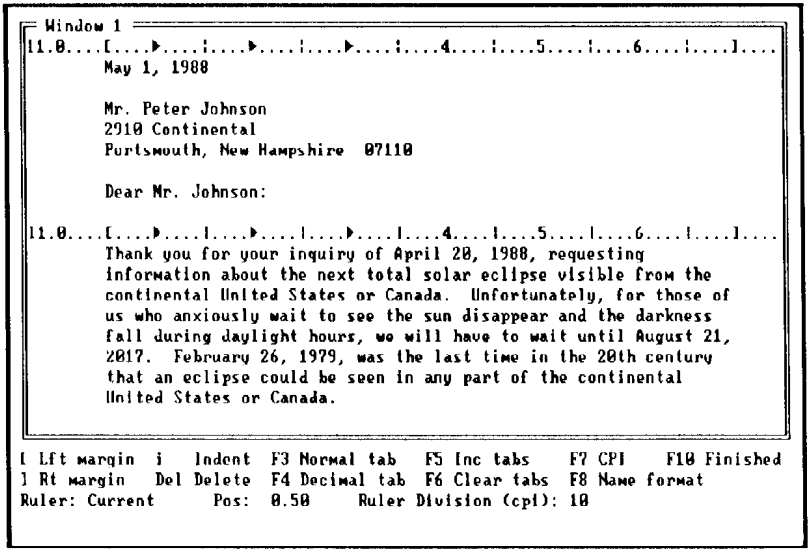
Inserting Rulers

To change the format of a single paragraph, you need to insert a new ruler above the paragraph. This is done with Layout Ruler Insert. You can insert the default ruler, a named ruler or the current ruler.

If you select the Default or Named options, the ruler is placed above the current paragraph and the paragraph reforms to reflect the ruler's settings.

If you insert a copy of the Current ruler, the ruler is placed above the current paragraph, the cursor is placed on the ruler line, and you are allowed to make any desired changes. Figure 3-2 shows the ruler and menu displayed when Layout Ruler Insert Current is selected.

Figure 3-2. Layout Ruler Insert Current



After making all desired changes, press **F10**. The text reforms, the new ruler is inserted above the paragraph, and a copy of the ruler that previously controlled this paragraph is inserted below it.

Figure 3-3. Example of inserting ruler

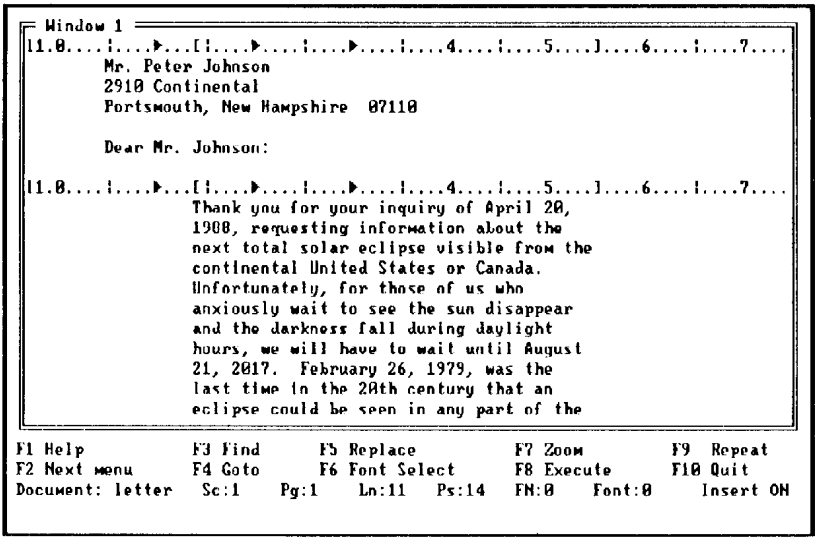


Figure 3-3 shows the result of executing Layout Ruler Insert Current and changing the margin settings. Both Document Visible Rulers Embedded and Document Visible Rulers Main are toggled on in this illustration.

Ruler Settings

Following is a detailed description of the settings available on the ruler and information on how to change those settings.

Text Alignment

The first position on the Ruler Line indicates the alignment of the text within the left and right margins. There are four different options.

Option	Alignment	Definition
l	left-aligned	Text is aligned flush with left margin
r	right-aligned	Text is aligned flush with right margin
c	centered	Text is centered between margins
j	justified	Text is block aligned on both margins

To change the alignment of a paragraph, move the cursor to the first position of the ruler and type over the letter there with one of the other options.

Line Spacing

The second and third positions on the Ruler Line specify the vertical line spacing for the text. To change the line spacing enter a number in the second position. Typing **2** specifies double spacing, **3** specifies triple spacing, and so forth.

Half-spacing is specified by entering **+** in the third position on the Ruler Line. For example, entering **1+** in the second and third positions specifies 1-1/2 line spacing; entering **2+** specifies 2-1/2 line spacing and so forth. To remove half-spacing, press **Del** to delete the **+** or type over the **+** with a **-**.

Any number from 0 through 9 can be entered in the second position. However, an entry of **0** in the second position is accepted only if **+** has been entered in the third position.

Margins

Margins are depicted on the ruler as brackets. The left margin is indicated by [and the right margin is indicated by]. To change a margin setting, use cursor keys to move to the new margin location and type the appropriate bracket.

Indents and Outdents

Indent settings are displayed on the ruler as the letter i. If it is a capital I, it indicates the indent shares the same position as a tab mark.

You can specify an indent or outdent on the ruler. Both affect the first line of each paragraph controlled by the ruler. An indent moves the first line of text a specified distance inside the margins. Following is an example of an indented paragraph.

Example:

Thank you for your inquiry of April 20, 1989, requesting information about the next solar eclipse visible from the continental United States or Canada. Unfortunately, for those of us who anxiously wait to see the sun disappear and the darkness fall during daylight hours, we will have to wait until August 21, 2017.

An outdent allows the first line to extend the specified distance beyond the left margin. Following is an example of an outdented paragraph.

Example:

Solar Eclipse The next daytime eclipse visible from the continental United States or Canada will not occur until August 21, 2017.

To place an indent or an outdent on the ruler, move the cursor to the desired location and press **i**.

Tabs

Normal tabs and decimal tabs can be specified on the Ruler Line. Normal tabs are indicated on the ruler by †16. Decimal tabs are indicated on the ruler by ↔.

Decimal tabs are used during numeric entry to create columns of numbers with aligned decimal points. When **Tab** is pressed to move the cursor to a decimal tab, any entered text or digits are pushed to the left until a decimal point is entered. Thereafter, text or numbers are entered to the right of the decimal point.

Several methods can be used to change tab settings on the Ruler Line; the best method to use depends on what changes you want to make. If you want to remove one or two tab stops, move the cursor to the tab you want to remove and press **Del**. If you want to remove all of the displayed tabs and establish new tab stops, press **F6** to clear all the current tab settings. Then move to the first location where you want a tab and press **F3**. Repeat this procedure to set all the normal tabs desired. To set a decimal tab, follow the same procedure, but press **F4** instead of **F3**.

Characters Per Inch

Any ruler division from 4 to 24 can be entered for an ANGOSS Word Processor ruler. The default division (characters per inch) setting is 10. When 10 cpi is used, 10 ruler division marks (tics) are required to equal 1 inch. Therefore, if the cursor is located on ruler division 10 when a 10 cpi setting is being used, the position identifier at the bottom of the screen registers `1.0`, indicating you are 1 inch from the left edge of the ruler.

To change the cpi setting, press **F7**, enter the desired ruler division and press **Enter**. The new ruler division is displayed at the bottom of the screen next to the `Ruler Division(cpi):` identifier and the `Pos:` indicator changes to reflect the new measurement. For example, if the cursor is located on ruler division 10 when a cpi setting of 15 is being used, the `Pos:` indicator registers `0.67`.

Using the Mouse in Edit Ruler

After selecting the LAYOUT RULER command, you can change the margin settings by clicking on the ruler at the top of the screen followed by clicking on the appropriate square bracket in the command area.

You can also make changes to text justification and line spacing by double clicking on the respective indicators. These indicators are located on the far left side of the ruler and are represented by a text character for justification, a number for full line spacing, and a period or plus sign for half line spacing. In each case, a double click will cycle through the following values:

Justification

- l - Left justification
- r - Right justification
- c - Centered text
- j - Left and right justification

Full line spacing

- 1 - Single spacing
- 2 - Double spacing
- 3 - Triple spacing

Half line spacing

- . - Full line spacing only
- + - Add half line spacing to full line spacing

Note that the number of spaces between lines can actually be changed from single to nine line spacing with the keyboard. However, the mouse will only cycle through the first three values.

Editing Rulers

Layout Ruler Edit is used to change the format settings on the Current Ruler, the Default Ruler, or a Named Ruler. When the command is selected, you must specify which ruler you want to edit; the cursor is then moved to the ruler specified. You can then change any of the ruler settings. For specific information about changing individual settings, see the previous discussion of ***Ruler Settings*** in this chapter.

When editing a ruler, you also have the option of naming the ruler format for future use. Press **F8** and type in a name for the format.

Once all desired changes have been made to the ruler, press **F10** or **Enter**. If you edited the Current Ruler, all paragraphs controlled by the ruler are reformatted. If you edited the Default or a Named Ruler, no changes are made to any existing paragraphs controlled by either of these rulers. Instead, the template for the edited ruler has been changed. The changes will appear the next time the ruler is used.

Reformatting Multiple Paragraphs

To change the format settings for multiple paragraphs in a document, regardless of which ruler controls them, use Layout Ruler Reformat. When the command is selected, ANGOSS enters block-marking mode and displays the marking menu.

Mark the portion of the document you want to be affected by the ruler changes. You can highlight as much of your document as desired.

NOTE: A paragraph is considered "marked" even if only a single character in the paragraph is included in the block.

When all the paragraphs you want affected by the ruler changes have been marked, press **F10** or **Enter**.

A copy of the Current Ruler is then placed above the first paragraph in the marked block, and the editing menu is displayed. In addition, the Status Line changes to reflect the ruler name (or ruler type, if it is not a Named Ruler), the current cursor position on the ruler, and the ruler division (cpi) of the ruler.

You can then change any of the ruler settings. For specific information about changing individual settings, see the previous discussion of ruler settings.

Changing All Settings

The `F9 Change All` option is available on the ruler editing menu whenever Layout Ruler Reformat is chosen. This option enables you to change **ALL** the format settings for all paragraphs in the marked block.

For example, if you mark a block of text that extends across four different rulers, and change the tab settings, only the new tab settings will be reflected on all the rulers unless you press **F9**. Each ruler will keep its old line spacing, text alignment and margin settings. However, if you press **F9**, all four rulers will change to have the same margins, line spacing, alignment, etc., as the ruler you just edited.

Press **F10** or **Enter** to record the changes to the current ruler. If you pressed **F9**, the "subordinate" rulers in the marked block are removed and the text in the marked block is reformatted to match the settings on the current ruler. If you did not press **F9**, the changes you made are reflected on each ruler in the marked block and the text reformats as necessary.

If only a portion of the text controlled by a ruler was included in the marked block, a copy of the original ruler, containing the settings before the changes were made, is inserted below the last reformatted paragraph.

Paginating Documents

Two types of page breaks, soft page breaks and hard page breaks, can be inserted in Word Processor documents. Page breaks can be inserted either automatically or manually; as you are typing text into a document, or after a document has been typed.

Soft Page Breaks

Soft page breaks are inserted automatically in a document. They appear as a solid line extending across the document window.

The placement of soft page breaks in a document is determined by numerous settings on the Print Options Definition Menu. Things such as top and bottom boundaries, the use of headings and footings, and the form length all affect the pagination. Widow/orphan controls specified in the Current Document Options Definition Menu and any keep areas you have marked in the document also affect the placement of the page breaks. The Current Document Options Definition Menu is obtained by selecting the Layout Document-Options Current-Document command.

Automatic Pagination

Soft page breaks are inserted automatically as you create your document if you toggle on Layout Newpage Automatic. When automatic pagination is toggled on, pagination adjusts to compensate for any revisions that are made to the document, such as inserting text, deleting text, adding footnotes, or changing the definition menu settings mentioned previously.

The repagination of a document is done in the background to interfere as little as possible with your work. In text entry mode, pagination will take place whenever you are not entering keystrokes. In command mode, pagination will take place when you are at the top menu level and no keyboard activity is taking place.

You may notice some choppiness during text entry caused by pagination between keystrokes. Pagination must complete before some commands, including Document Goto commands, Window Close, and **Ctrl End**, can be executed. There may be a slight pause before execution of these commands until ANGOSS finishes paginating the document.

When automatic pagination is toggled off, no soft page breaks are inserted in the document until you either toggle on automatic pagination or execute the Layout Newpage Paginate command.

Manual Pagination

If a document has been typed with automatic pagination toggled off, soft page breaks can be inserted into the document by executing Layout Newpage Paginate. As with automatic pagination, the placement of the page breaks is determined by the definition items mentioned previously.

NOTE: If you use this method to paginate a document, and then modify the document, the soft page breaks that were inserted when Layout Newpage Paginate was executed are not adjusted to compensate for the revisions. To ensure that a revised document is correctly paginated, you must execute the Layout Newpage Paginate command after any editing is done.

If you have typed a document with automatic pagination toggled on, there is no need to paginate the document using Layout Newpage Paginate.

Widow/Orphan Controls

Widow/orphan controls allow you to specify the minimum number of lines of a paragraph that can be left at the bottom of a page, or moved to the top of the next page, when pagination causes a soft page break to split a paragraph. The widow/orphan control for new documents is specified on the New Document Options Definition Menu, obtained by selecting Layout Document-Options New-Documents. However, the widow/orphan control can be adjusted on a document-by-document basis by changing the setting on the Current Document Options Definition Menu, obtained by selecting Layout Document-Options Current-Document.

Keep Areas

You can also affect the placement of soft page breaks by inserting keep areas in a document. Using the Layout Keep Insert command, you can designate specific lines of document text as a keep area, thereby preventing text from being split during pagination.

Hard Page Breaks

You can force a page break at any point in your document by inserting a hard page break. Hard page breaks are inserted directly above the current line in a document by executing Layout Newpage Insert. If a document has been typed with automatic pagination toggled on, or if Layout Newpage Paginate has been executed, soft page breaks are already present in the document. However, you can insert hard page breaks in the paginated document at any additional locations you desire. Hard page breaks appear as a single broken line extending across the Document Window.

If you have automatic pagination toggled on, and you insert a hard page break, the remainder of the document will repaginate.

Hard page breaks are not adjusted to compensate for any revisions you make to a document, such as inserting or deleting text. In addition, hard page breaks are not adjusted when you execute Layout Newpage Paginate. A hard page break can be removed by positioning the cursor on the line directly above or below the hard page break and executing Layout Newpage Remove.

Special Notes

Unlike soft page breaks, if you copy or move a block of text that contains a hard page break, the page break is copied or moved with the text. If you delete a block of text that contains a hard page break, the page break is also deleted. If you attempt to move or copy into a keep area a block of text that contains a page or section break, ANGOSS displays either `Cannot insert a page break in a keep area.` or `Cannot insert a section break in a keep area.`

Hard page breaks will override the widow/orphan controls specified for a document. If you have marked a portion of document text as a keep area, and you attempt to insert a hard page break inside the keep area, the page break is not allowed and ANGOSS displays the error message `Cannot insert a page break in a keep area.`

A hard page break can exist inside a keep area if the page break is part of a block of hidden text. However, when you display the hidden text containing the page break, the keep area is eliminated, the keep marks denoting the keep area are removed, and the message `Hidden text contained page/section break(s); 1 or more keep areas were removed` is displayed. Hidden text is redisplayed when:

- the Document Visible Hidden-Text command is executed
- the hidden text marks are removed by executing Layout Hidden-Text Remove
- the hidden text marks are deleted using **Backspace** or **Del**.

In addition, when a document is saved, ANGOSS temporarily displays hidden text as part of an internal operation. Therefore, after a document has been saved (either by executing File Save or via the Document Auto-Save feature), any keep areas that contained hidden hard page breaks no longer exist.

Saving and Unloading

A current copy of a document can be saved by executing the File Save command. Until a file is saved, there is no "permanent" record of any text you have typed or of any revisions you have made since the file was last saved. Turning off the computer, accidentally kicking a power cord, or experiencing a power failure, power surge, or a computer malfunction are only a few of the situations that can result in hours of lost productivity if you have failed to save a current copy of your file.

The short time it takes to execute File Save can prevent a loss of data that can take hours to recreate. How often you save a document during the course of typing or revising it is a matter of individual preference. However, if you are working on a document that would take a significant amount of time to recreate, you should save it frequently. Also, if you leave your computer for any reason in the midst of document entry or editing, save whatever you are working on before you go.

File Save

File Save allows you to save a copy of the current document without removing it from the screen. When File Save is selected, ANGOSS prompts you to enter a filename for the document.

If the file already has a name, you can press **Enter** to accept it, or enter a new name to save the file under another name. If the file has not yet been given a name, you must give it a name to be able to save it.

The name you assign to a file can be a maximum of eight characters, using any combination of letters, numbers, and the underscore (_) character. Filenames cannot contain blank spaces.

You do not need to type in an extension when naming a file. ANGOSS automatically assigns the extension .doc to document files and .txt to text files. You can give your files a different extension,

but they will not be displayed in the prompter list presented when you execute a command like File Load. Only .doc and .txt files are displayed in the prompter list.

If you enter a filename that is assigned to another document in the same directory, ANGOSS prompts you that the existing file will be overwritten with the current file and gives you the option of aborting the command.

If the `Automatic File Backup:` item on the Global Preferences Definition Menu is set to **Yes,** ANGOSS retains the previous version of the file when you execute the File Save command. You can get to the Global Preferences Definition Menu through the Tools Preferences Global command. Refer to ***File Extensions*** in ***Chapter 2*** for a listing of backup file types and corresponding extensions.

Document Auto-Save

Enabling the Document Auto-Save feature ensures that a copy of your current document is automatically saved at certain intervals. Thus, by enabling Auto-Save, you can eliminate the need to frequently execute the File Save command during document creation or revision.

Document Auto-Save settings are located in the Word Processor Preferences Definition Menu, accessed through the Tools Preferences Wordprocessor command. You can specify the interval between automatic saves and the extension you want the saved file to have.

ANGOSS automatically executes a save of the current document when the specified interval between saves has elapsed. If you are entering text, moving around in the document, or executing a command at that time, ANGOSS waits for a pause in keystrokes before executing the save. The message `…Saving` is displayed on the Status Line, and text entry or command execution is temporarily interrupted while the document is being saved. When the save is complete, you can continue.

If ANGOSS begins automatically saving a document that has never been saved or named, it saves the file under the filename "(none)" and assigns it the file extension specified on the Word Processor Preferences Definition Menu.

IMPORTANT: Do not specify a .doc extension in the Document Auto-Save option item if you want to preserve your stored document and not overwrite it.

Unloading

To remove the current document from memory, execute File Unload. If the document has been modified since it was last saved, ANGOSS displays the prompt `Save modified document`

`first? (y/n)`. If you enter **y** the document is saved and then unloaded. If you enter **n** it is unloaded without saving. If you change your mind about unloading, press **Esc** to cancel the command.

Practice Session

Perform the following fundamental exercises in the order presented to learn about:

- Word wrap
- Underscoring and boldfacing existing text
- Editing a ruler format
- Saving and Unloading files

If you are unable to perform an operation, please re-read this chapter and then try the exercises again.

1. Make sure you are in Text Entry Mode.

   Press **Esc** until a list of function keys appears at the bottom of the screen.

2. Type the sentence **Although 38 years without a total eclipse over most of the North American continent is quite unusual, in fact, 26 total solar eclipses will occur during this interval.**.

   Notice how the words wrap to the next line as you reach the right margin.

3. Correct any typographical errors during the entry of the sentence by using either **Backspace** or **Del**.
4. Position the cursor on the "q" in "quite."
5. Press **Esc** to enter Command Mode.
6. Select Layout Font Underscore Insert.
7. Press **right arrow** repeatedly to highlight the words "quite unusual." Then press **F10**. The words are now underscored.
8. Position the cursor on the "2" in "26."
9. Select Layout Font Bold Insert.

10. Press **right arrow** repeatedly to highlight the words "26 total solar eclipses." Then press **F10**. The words are now boldfaced.
11. Move the cursor to the "N" in North American.
12. Select Layout Font Change
13. Press **right arrow** repeatedly to highlight "North American." Press **F10**.

    The Font Prompter appears. Make the font for this text standard 12pt italic by following the next few steps.
14. Press **F6** to display the Font Selector menu.
15. Press **down arrow** until the arrow points to the `Slant` selection.
16. Press **right arrow** to move the highlighter to **Italics**. Then press **F10**.

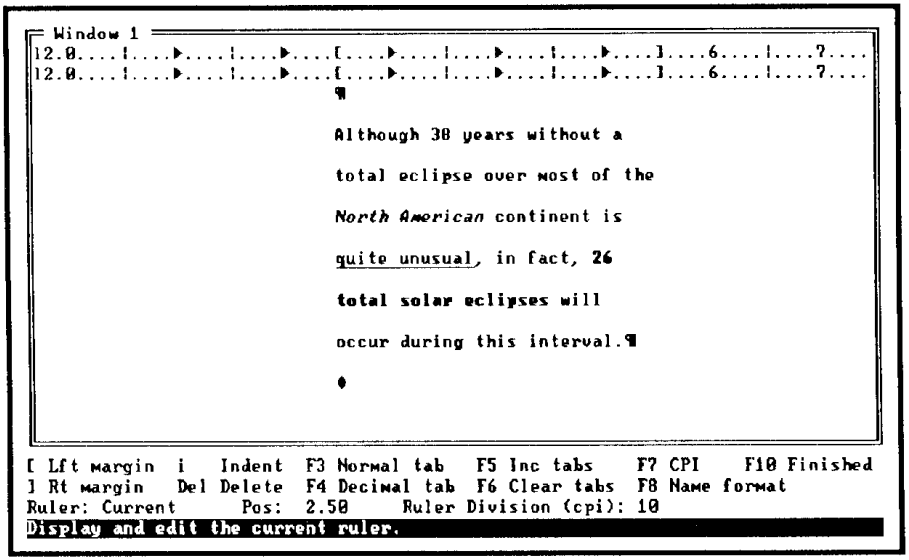
    You are returned to the Document Window, and the highlighted text is now a different font. Depending on your monitor or display mode, your text may appear italicized, or may be a different color.
17. Move the cursor onto the word North America and look at the `FN:` setting on the Status Line. It should reflect the number of the new font.
18. Select Layout Ruler Edit Current.

    The current ruler is displayed at the top of the screen with the cursor on it and the ruler editing menu appears in the Control Area.
19. Move the cursor to the point 2.5 inches from the left edge of the Document Window and press **[** to set the new left margin.

    You can use the `Pos:` indicator on the Status Line to help you know how far you are from the left edge of the Document Window.
20. Move the cursor to the point 5.5 inches from the left edge of the Document Window and press **]** to set the new right margin.
21. Move the cursor to the second position on the Ruler Line and type over the `1` with a **2**.

Figure 3-4 shows what your new settings should look like.

Figure 3-4. New ruler settings



22. Assign a name to this ruler format by pressing **F8** and entering a maximum of eight characters. Press **Enter**.

    This ruler format can now be quickly and easily inserted anywhere else in your document.

23. To complete editing the cursor, press **F10**.
24. Select File Save and enter a name for this file.
25. Select File Unload.

Before moving on to the next chapter, be certain that you understand underscoring and boldfacing, changing the font of existing text, and formatting paragraphs.

Chapter 4: Editing a Document

Often, after creating a document, you discover you need to make changes to the document's text or format.

This chapter explains some of the basic tasks required to edit a document. Some of the topics covered include:

- loading a document
- moving, copying, and deleting text
- finding and replacing character strings
- inserting hidden text into a document.

A practice exercise, designed to help you understand the information presented here, is included at the end of this chapter. If you are unable to complete the exercise, please reread the chapter and try again.

Loading a File

You can redisplay a document previously saved and unloaded from memory with the File Load command. When you select File Load, the prompt `Enter a filename:` appears. A prompter list of all document files and textfiles in the current data directory are also displayed. Only files with the extensions .doc and .txt are displayed in the prompter list. Type the name of the file you want to load, or use the cursor keys to move the pointer to the desired filename, and press **Enter**. The file is then loaded and displayed in the current window.

NOTE: If no file prompter appears when you execute File Load, you can turn on this feature by specifying **Yes** at the `Display of filenames for file prompting:` prompt on the Global Preferences menu. This menu is displayed by executing Tools Preferences Global.

If the file you want to load is not displayed in the prompter, you can search for it by pressing **F4**, typing the filename in response to the `Enter the file specification:` prompt and pressing **Enter**. Refer to the File Load command in ***Chapter 9: ANGOSS Word Processor Command Reference*** for a complete discussion of the command's capabilities.

Deleting Text

Text can be deleted from a document in several ways. The best method to use is dependent upon the amount of text you need to delete and whether you want to store the deleted text in the delete buffer. Text stored in the delete buffer can be inserted into the current document or a different document by selecting the Edit Undelete command.

In addition to the various deletion methods available, Table 4-1 lists the Quick Keys that can be used to delete specific portions of text. When one of these keys is used to delete text, the text is stored in the delete buffer.

Table 4-1

Quick Key	Action
Ctrl Y	Deletes a line of text
Ctrl P	Deletes a paragraph of text
Ctrl W	Deletes a word of text
Ctrl S	Deletes a sentence of text

The Backspace Key

Backspace is used to delete the character to the left of the current cursor position. Text deleted with **Backspace** is not stored in the delete buffer. This deletion method is ordinarily used when a typographical mistake is made during text entry and only a few characters need to be deleted.

The Delete Key

Del is used to delete the character at the current cursor position. Text deleted this way is not stored in the delete buffer. To delete a single character, simply position the cursor on the character you want to delete and press **Del**. The characters to the right of the deleted character shift left one character. To delete an entire word using this method, position the cursor on the first character in the word and repeatedly press **Del** until all the characters are deleted.

Edit Delete

Edit Delete is used to delete portions of text from the current document and store the deleted text in the delete buffer. When you select Edit Delete, a block-marking menu is displayed in the Control Area.

The marking keys listed in the block-marking menu or cursor keys can be used to highlight the block of text you want to delete. After marking the text to delete, press **F10** or **Enter** to execute the command. Refer to ***Marking Techniques*** in ***Chapter 2*** for a complete discussion of block-marking, column-marking, and the displayed marking menu.

Edit Delete, stores the deleted text in the delete buffer. The text remains in the delete buffer until Edit Delete is executed again, the contents of the buffer are erased using **Alt -**, or you exit the Word Processor. The contents of the delete buffer can be inserted in any active document by placing the cursor in the desired location and executing Edit Undelete.

Copying and Moving Text

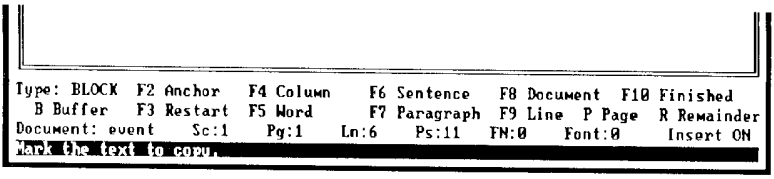
Copying and moving text is essential when you are creating or editing documents. These two procedures are very similar, so they will be discussed together in this section.

Edit Copy makes a duplicate of marked text and inserts that duplicate in another location or another document. Edit Move actually removes the marked text from its current location and places it in another location or another document. The following steps are required for a copy or a move.

STEP 1: Select Edit Copy to copy text or Edit Move to move text.

The block-marking menu then appears in the control area. Figure 4-1 shows the block-marking menu.

Figure 4-1. Block-marking menu



STEP 2: Mark the text you want to copy or move.

You can use the block-marking keys to highlight specific areas of text (i.e. **F6** to highlight a sentence), press **F4** to go into column-marking mode, or use cursor keys to highlight the desired text. Press **Enter** or **F10** to complete the marking process.

STEP 3: You are then prompted to `Move cursor to desired location and press Enter (B = Buffer, C = Clipboard).`

Use cursor keys to move to the desired location in the current document and then press **Enter**. The text is then copied or moved to its new location.

Using Buffers or the Clipboard

If you want to copy or move the text to another document, or you aren't sure where you want it right now, you can place it in a copy buffer until you are ready to reinsert it. To move or copy text to the buffer, mark the text as described previously, and press **B** at the prompt `Move cursor to desired location and press Enter (B = Buffer, C = Clipboard)`. The text will remain in the buffer until you copy or move more text to the buffer, clear the buffer by pressing **Alt -**, or exit the Word Processor. Note that the amount of text that may be placed in a buffer is limited by available memory and available disk space.

Under Windows, you can also use the clipboard (available in version 2.6 or higher) to copy text to another application. In this case, perform the same steps as the buffer copy but select th clipboard instead.

Inserting Text from the Buffer or Clipboard

There are two ways to insert text from the buffer into a document. You can use the Edit Copy or Edit Move command or use the Quick Key **Alt I**.

Commands. Select Edit Copy or Edit Move. When the marking menu appears in the Control Area, press **B** for Buffer or **C** for Clipboard. ANGOSS then recognizes the contents of the copy buffer as the text you want moved or copied. Move the cursor to the new location and press **Enter**. The buffer contents are inserted at the cursor position, and the document reforms, as necessary, to compensate for the additional text.

Alt I. The contents of the buffer or clipboard can also be inserted at the current cursor location by pressing **Alt I**. This method is particularly useful if you need to insert the contents more than once into your document. Position the cursor at the first location you want to insert text and press **Alt I**. Then move to the second location and press the repeat key **F9**. If no other command has been executed since **Alt I** was pressed, the buffer text will again be inserted at the cursor position. You can continue moving the cursor and pressing **F9** as often as needed. If you execute other commands between insertions, you must use **Alt I** again.

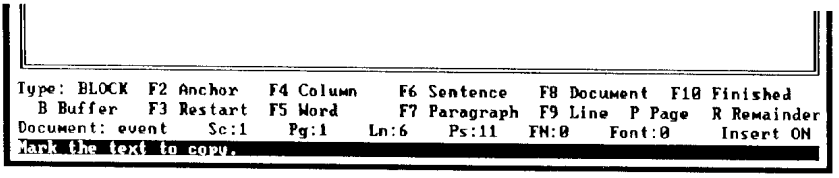
Repeating a Copy or Move

There may be times you want to repeat the entire move or copy process you have just completed. As just illustrated, the **F9** key can be used to repeat the last command. **F9** repeats the last command exactly as ANGOSS recorded it. Therefore, the way you mark text and specify its location makes a big difference if you want to use **F9** effectively.

Marking Text

The text you want to copy or move can be marked using cursor keys or marking keys. See Figure 4-2 for a list of the block-marking keys.

Figure 4-2. Block-marking Menu



When you use cursor keys, ANGOSS records a command such as:

Edit Copy point

If you press **F9**, Edit Copy will be executed, but the command will be interrupted and you will be asked to mark the text you wish to copy.

If you use marker keys to specify text, the appropriate word becomes part of the command. For example, if you select Edit Copy and then press **F6** to highlight a sentence, the command is recorded as:

Edit Copy sentence

If you press **F9**, Edit Copy will be executed, and the sentence at the current cursor position will be copied.

As you can see, the second alternative is a more automatic process.

If you repeat a command that used column-marking instead of block-marking, you must use cursor keys to specify how many columns are affected.

If you repeat a command that used buffered text as the source, the current buffer contents will be used.

Location

If you repeat a copy or move in which you moved the cursor to the new location for the text, you will be asked to do so again. If you repeat a copy or move that placed text in a buffer, the text will again be placed in a buffer.

For example, if you execute Edit Move, press **F7** to mark a paragraph and then move the cursor to the new location, the following command is recorded.

Edit Move paragraph to point

If you move the cursor to a new location and press **F9**, Edit Move will be executed and the current paragraph affected. You will then be prompted to move the cursor to the new location for the text. You can move the cursor or press **B** for Buffer.

Changing Case

ANGOSS Word Processor allows you to change the case of words or blocks of text without retyping. You can put all marked text into lower case, upper case, or make it proper by making only the first letter of each word in the marked text a capital.

You can change the case of text by executing the Edit Edit-Case command. The options for this command are: `Lower`, `Upper`, `Proper` and `Invert`. Selecting any of these options takes you into marking mode. Highlight all the text you want the command to affect. Press **F10** and the command is executed. If you selected `Lower`, all text that was highlighted will now be lower case. If you selected `Upper`, all text that was highlighted will now be upper case. If you selected `Proper`, the first letter of each word in the highlighted text will now be capitalized and all other letters in the word will be lowercase. Invert will swap all lower case letters to upper case and all upper case letters to lower case in the selected block.

Searching Text

It is often necessary to search a document for a specific series of characters, called a string. Document Find locates a text string. Edit Replace locates a text string and replaces it with an alternative text string.

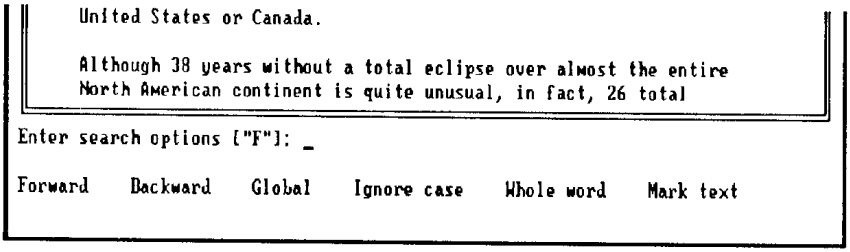
Finding Text Strings

After executing Document Find, you are prompted to enter the text string you wish to find. You can enter up to 50 characters. A question mark (?) will match any character. For example, "move?" would match "mover," "moves," and "moved."

ANGOSS automatically inserts double quotation marks (") around the search string. If you want to search for a string that has a leading or trailing space, include the space when you type the search string.

Press **Enter** after typing in the search string. You are then prompted to enter search options. These options control how your document is searched for the specified string. Up to ten options can be entered at the prompt. A list of available options is displayed at the bottom of the screen, as shown in Figure 4-3.

Figure 4-3. Document Find search options



The following table gives an explanation of each search option:

Table 4-2

Option	Action
F	Search forward from the current cursor position to the end of the file
B	Search backward from the current cursor position to the beginning of the file
I	Ignore the case of the character string during the search.
W	Search for whole words only
M	Search an area of the document you mark
G	Search from the beginning of the file, regardless of cursor position

These options can be combined to specify the scope of a search. You can also enter a number after the search option character(s) to instruct ANGOSS to find a specific occurrence of the character string.

For example, **FI9** instructs ANGOSS to search forward from the cursor for the ninth occurrence of the string, ignoring its case. When the ninth occurrence is located, the cursor is positioned at the beginning of the string and the search stops.

If the string is not found, the message `Text "xxx" not found.` is displayed.

Replacing Text Strings

Edit Replace locates a text string and replaces it with an alternative text string. This command functions very much like Document Find. You are prompted to enter a search string of up to 30 characters. Then you are prompted to enter a text string to replace the search string.

For example, if you enter **blue** as the search text and **red** as the replacement text, the word blue in your document will be replaced by red. Whether this change affects the entire document or only specific occurrences of blue depends on the search options you select.

After entering the replacement string, you are prompted to enter search options. The same options listed in Table 4-2 apply to Edit Replace with a few exceptions.

Conditional Replaces

Edit Replace also provides a conditional replace option. The option **C** can be entered to instruct ANGOSS to prompt `Replace? (Enter = yes, space = no, F10 = quit)` each time the character string is encountered. Press **Enter** to replace the string; press **Spacebar** to leave the string intact; or press **F10** to abort the Edit Replace command.

The global search option also performs differently with the Edit Replace command than with Document Find. When **GF** is entered in a replace, the search starts at the beginning of the file and proceeds forward, replacing every occurrence of the string with the replacement text. **GB** starts the search at the end of the file and proceeds backward, replacing every occurrence of the string with the replacement text.

For both Document Find and Edit Replace, the search text and the options are stored in buffers, becoming "default" values for subsequent uses of either command. To accept a displayed default value, press **Enter** in response to the prompt. To change the value, enter the desired text or option.

Repeating a Search

Executing Document Find will take you to only one occurrence of the search string. To go on to the next occurrence, press **F9** to repeat the last command. If you have executed another command since

Document Find, use **Alt R** to repeat the last search. When you press **Alt R**, ANGOSS repeats either the last Document Find or the last Edit Replace command, whichever command was executed more recently.

Finding or Replacing Special Characters

You can also search documents for special characters such as tab characters or paragraph marks. At the prompt `Enter search text:`, enter %T to find Tab marks or %P to find paragraph marks. Since the percent sign has special meaning in search commands, you must enter two percent signs (%%) if you ever want to search for a percent sign.

Edit Replace can also be used to replace tab or paragraph marks with blank spaces. To replace a sequence of tab characters with blank spaces, enter **%T** as the search string and press **Spacebar** once to specify the replacement string. Likewise, to replace a sequence of paragraph marks with blank spaces, you would enter **%P** as the search string and press **Spacebar** once to specify the replacement string.

Inserting Markers

ANGOSS Word Processor enables you to set markers in your text by assigning names to selected characters. Once a marker has been set, you can move directly to the marker by executing Document Goto Marker, without knowing the exact section, page, or line location of the marked character. This provides a quick and easy method of locating specific areas in a document. Markers are set by executing Document References Marker Add.

When you select Document References Marker Add, you are prompted to enter a name for the character marker. A marker name must begin with a letter, can be a maximum of eight characters, and must be unique for the current document. Markers are not displayed on the screen and do not appear in printed documents.

To scan the current document for markers, select Document References Marker View. ANGOSS starts at the top of the document and scrolls forward through the document, stopping at each occurrence of a marker. Every time a marker is located, the marker's name is displayed in the Control Area of the screen.

A marker can be removed by deleting the text associated with it or by executing Document References Marker Remove and entering the name of the marker to remove.

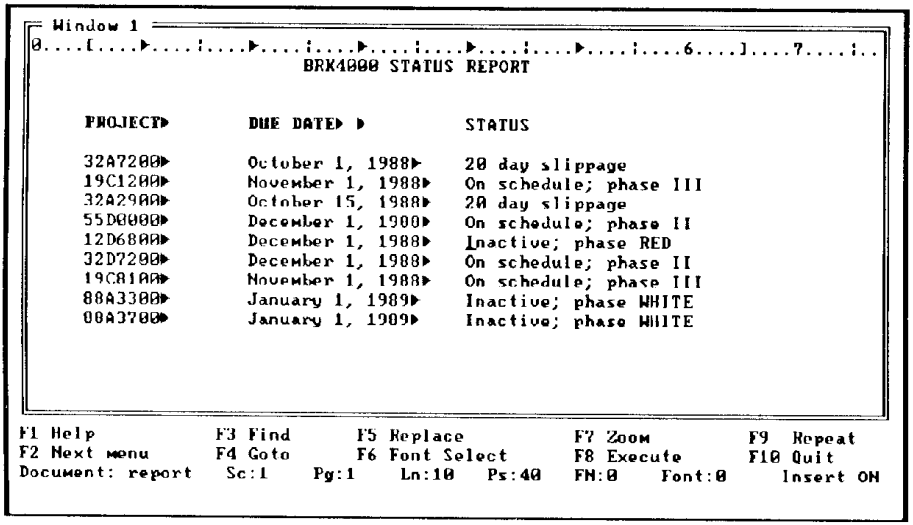
Hiding Text

There are times you do not want to display or print confidential information in your document. The Layout Hidden-Text command provides an easy way to accomplish this.

As an example, suppose you had created the document shown in Figure 4-4.

Figure 4-4. Example document

.



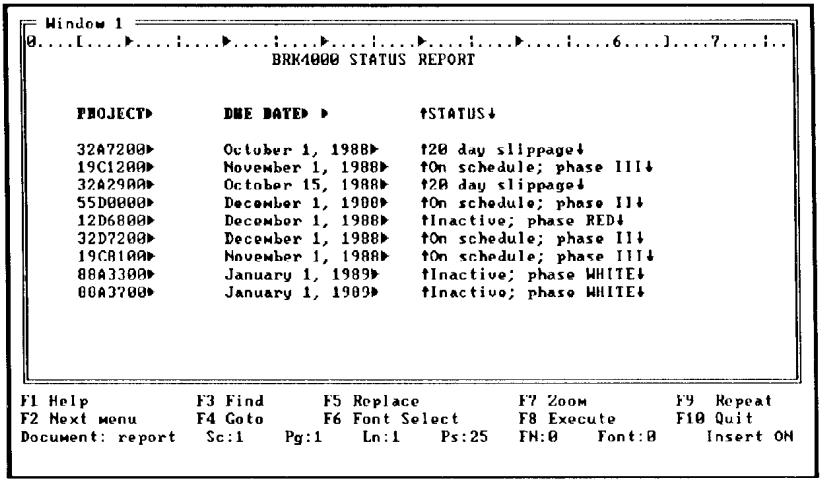
Now, suppose you wanted to include the project and due date information in a report you were presenting, but you did not want the status information to be printed. Using Layout Hidden-Text, you can hide all the status information.

When you select Layout Hidden-Text Add, ANGOSS displays the block-marking menu in the Control Area of the screen. Use cursor keys or marking menu keys to highlight the text you wish to hide. Press **F10** to complete the marking process.

Whether or not the text that you have marked to hide in your document is displayed depends on the status of the Document Visible Hidden-Text command. If Document Visible Hidden-Text is toggled on, the text you have marked to hide remains displayed in your document. If Document Visible Hidden-Text is toggled off, the text will be hidden immediately.

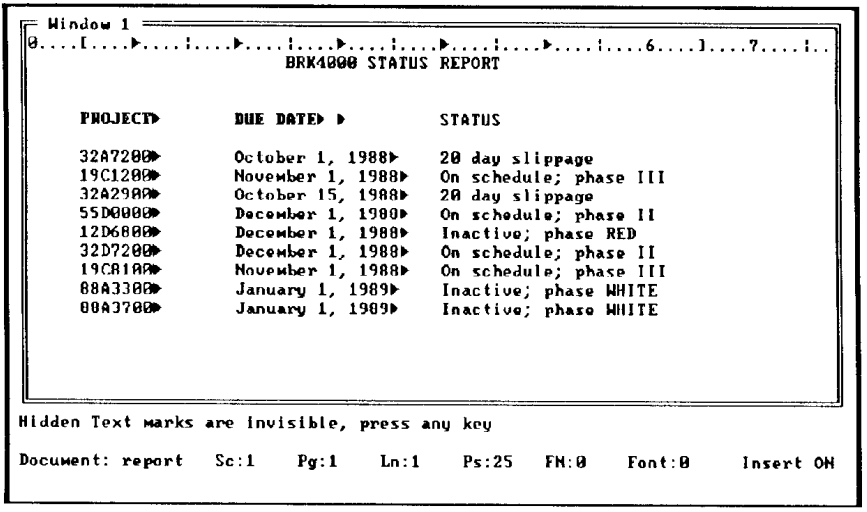
ANGOSS Word Processor surrounds any text you have marked to hide with hidden text marks. Whether these marks are displayed or not is controlled by the Document Visible Marks Hidden-Text command. If both Document Visible Marks Hidden-Text and Document Visible Hidden-Text are toggled on, both the hidden text and the hidden text marks are displayed, as shown in Figure 4-5.

Figure 4-5. Hidden text and hidden text marks on.



If Document Visible Hidden-Text is toggled on and Document Visible Marks Hidden-Text is toggled off, the hidden text is displayed but the hidden text marks are not, as shown in Figure 4-6.

Figure 4-6. Hidden text on, hidden text marks off



If Document Visible Hidden-Text is toggled off and Document Visible Marks Hidden-Text is toggled on, the hidden text is not displayed and the hidden text marks are combined into a single mark to show the position of the hidden text, as shown in Figure 4-7.

If Document Visible Hidden-Text and Document Visible Marks Hidden-Text are both toggled off, neither the hidden text nor the hidden text marks are displayed, as shown in Figure 4-8.

To temporarily redisplay hidden text, toggle on Document Visible Hidden-Text. To remove the hidden text marks from your document, thereby permanently displaying the hidden text, execute the Layout Hidden-Text Remove command for each area of hidden text that you want to permanently display. Alternatively, you can use **Del** to delete the hidden text marks.

Figure 4-7. Hidden text off, hidden text marks on

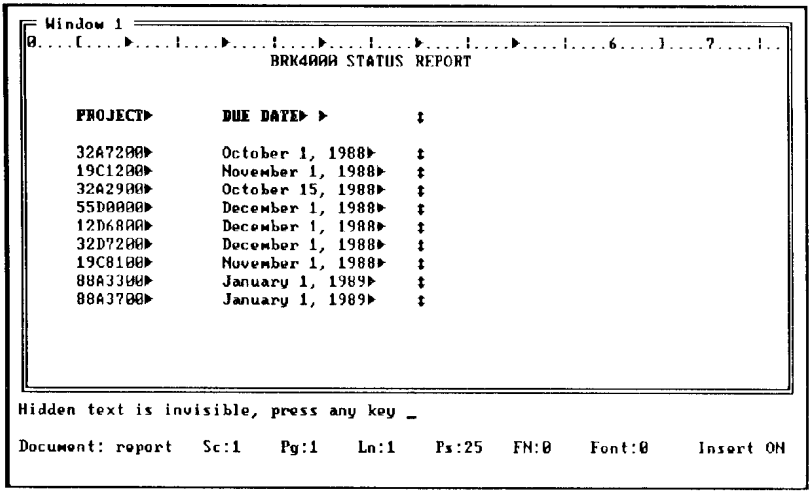
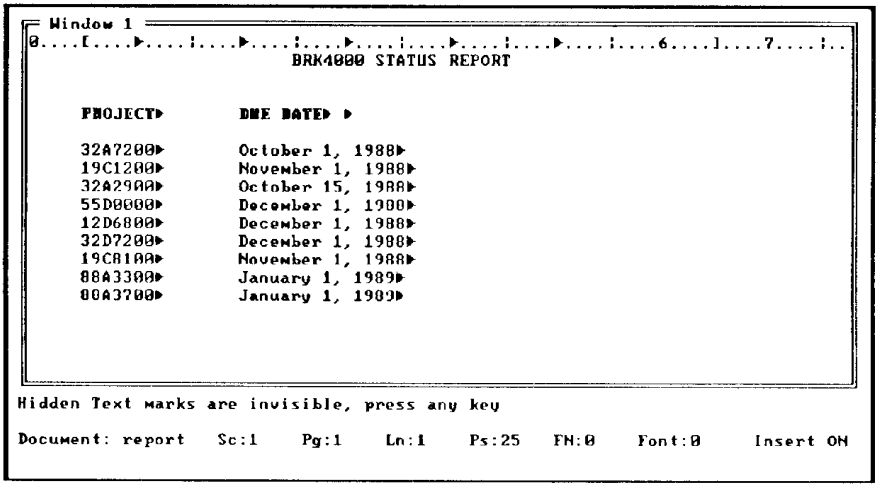


Figure 4-8. Hidden text and hidden text marks off

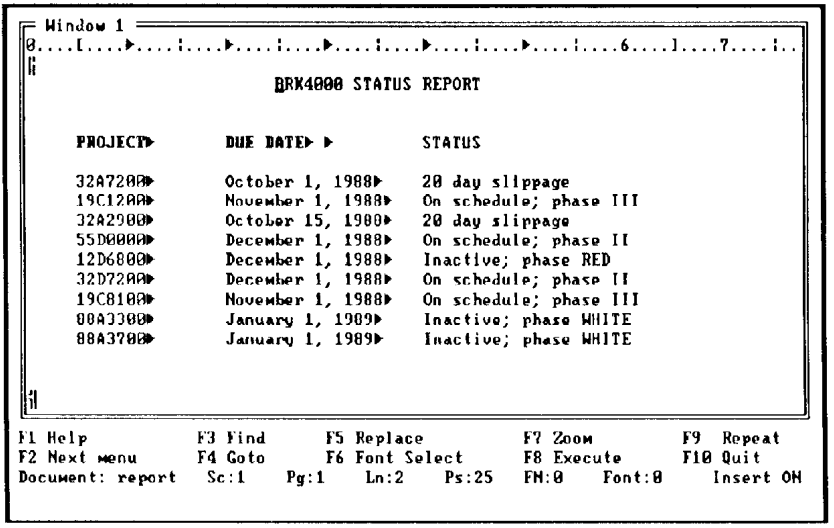


Inserting Keeps

ANGOSS' keep feature allows you to mark certain groups of text to be kept together on the same page. For example, suppose that you incorporated a table of projects and due dates into a report and it was preceded and followed by paragraphs of text. To ensure that the table's heading and contents remain together on the same page, you can designate the table as a keep area.

Position the cursor on the table heading and select Layout Keep Insert. ANGOSS then enters line-marking and a marking menu is displayed in the Control Area of the screen. Press **down arrow** repeatedly until the table's heading and contents are highlighted. Then press **F10** or **Enter**. Keep marks, as shown in Figure 4-9, are inserted at position 0 (the far left of the display screen) on the lines above and below the table. Keep marks are only displayed in your document if the Document Visible Marks Keep command is toggled on.

Figure 4-9. Keep marks



Once an area has been designated as a keep area and surrounded by keep marks, the text contained in the keep area is kept together. In addition, if you add text to a keep area, the keep area is expanded to compensate for the additional text.

Hard page breaks or section breaks may not be inserted in a keep area unless they are inserted as part of a block of invisible hidden text. Refer to ***Hard Page Breaks*** in ***Chapter 3*** for explicit information on the effects on keep areas when hidden text containing hard page breaks or section breaks is made visible.

To remove keep marks and eliminate a keep area, position the cursor anywhere within the keep area and execute Layout Keep Remove.

Practice Session

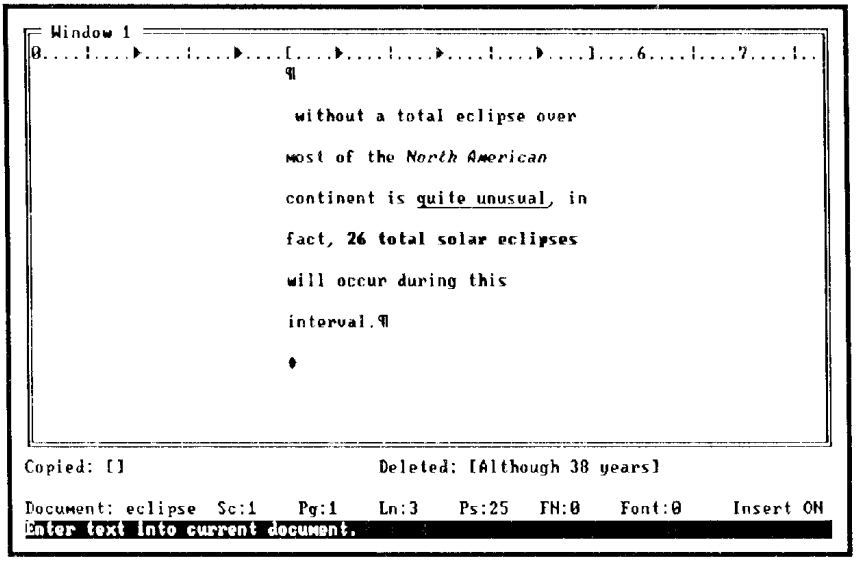
Perform the following fundamental exercises in the order presented to learn about:

- Loading a document
- Storing deleted text in the delete buffer
- Performing basic copy operations
- Storing copied text in the copy buffer
- Replacing a character string with an alternative character string
- Hiding specified text in a document

If you are unable to perform an operation, please re-read this chapter and then try the exercises again.

1. Enter Command Mode.
2. Select File Load.
3. Use the cursor keys to move arrow to the file you saved in the Chapter 3 practice exercise and press **Enter**.
4. Position the cursor on the "A" in "Although" and select Edit Delete.
5. Highlight the words "Although 38 years" and press **F10**.
6. Press **F2** repeatedly until the contents of the delete buffer are displayed in the Control Area of the screen as illustrated in Figure 4-10

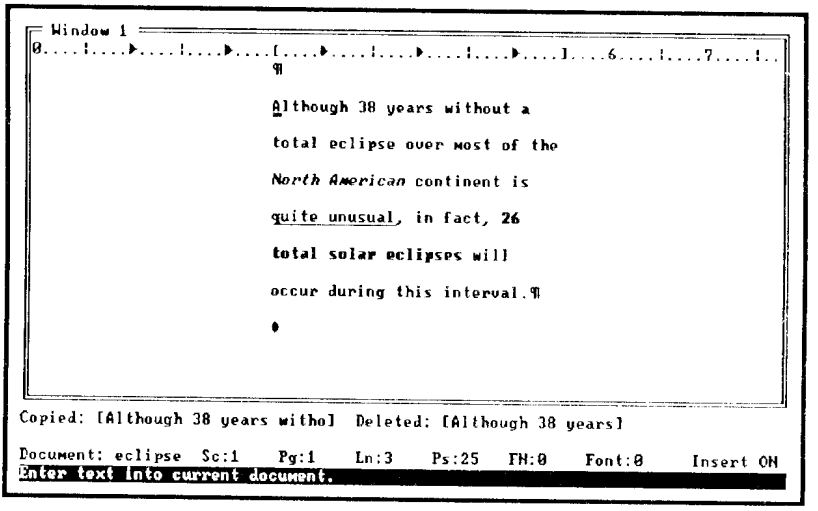
Figure 4-10



7. Position the cursor on the blank space preceding the "w" in "without." Press **Esc** to return to Command Mode.
8. Select Edit Undelete.

   The text stored in the Delete Buffer is now inserted at the current cursor position.
9. Position the cursor on the "A" in "Although" and select Edit Copy.
10. Use the cursor keys or the marking keys to highlight the entire sentence. Press **F10**.
11. Enter **B** in response to the destination prompt to copy the sentence to the copy buffer.
12. Press **F2** to until the contents of the copy buffer is displayed in the Control Area of the screen as illustrated in Figure 4-11

Figure 4-11



13. Position the cursor at the end of the document; press **Alt I** to insert the copy buffer contents at the current cursor position.
14. Move the cursor at the end of the document and press **F9** to repeat the insertion of the buffer contents into the document.
15. Press **Esc** to enter Command Mode.
16. Position the cursor at the beginning of the document, and select Edit Replace.
17. Enter **interval** as the search string.
18. Enter **time** as the replacement string.
19. Enter **GB** as the search options.

    Watch as each occurrence of the search string is replaced.
20. Position the cursor at the beginning of the document and select Layout Hidden-Text Add.
21. Highlight the word "Although." Then press **F10**.

22. Select Document Visible Hidden-Text to toggle off hidden text in your document.

    The word should disappear and be replaced by hidden text marks.

23. Select Document Visible Marks Hidden-Text to toggle off hidden text marks in your document.

24. Select Document Visible Hidden-Text again to redisplay the hidden text in the document.

25. Save and Unload the file for future use.

Before moving on to the next chapter, be certain that you understand loading a document; copying, deleting and inserting text; searching and replacing text; and using hidden text.

Chapter 5: Managing Documents

This chapter explains some of the Word Processor features that allow you to manage documents more efficiently and with greater protection. Topics covered include how to increase productivity using multiple windows and multiple documents; spell checking and thesaurus utilities; and document protection features.

Multiple Windows, Multiple Documents

A powerful feature of the Word Processor is the ability to section the Document Window into multiple windows. A maximum of 50 windows can be simultaneously displayed; however, it is highly unlikely that you would ever need that many windows.

The ability to display multiple windows is useful in many situations. For example, several different parts of a long document can be view simultaneously by placing each part in a different window. Or, if you want to view or edit several different documents concurrently, you can display a different document in each window.

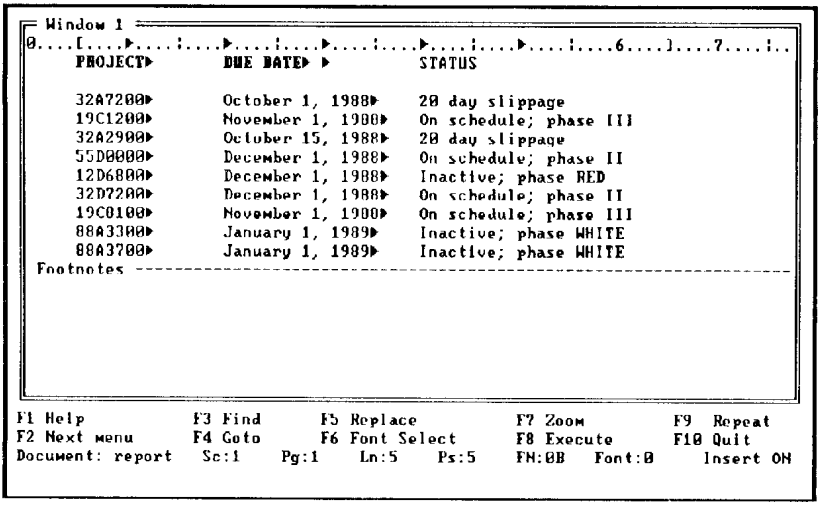
Splitting Windows

To divide the current Document Window into two smaller windows, select Window Split. You must then specify whether you want to create a Footnote Window or divide the Document Window horizontally or vertically.

Footnote Windows

Window Split Footnote is used to display footnote text. When you select this command, ANGOSS prompts you to enter the row number on which you want the Footnote Window to begin. If you enter a row number too close to the top or bottom of the Document Window, ANGOSS displays the message `Marked area is too small to split.` Figure 5-1 shows the Document Window split to display the footnote window.

Figure 5-1. Footnote window

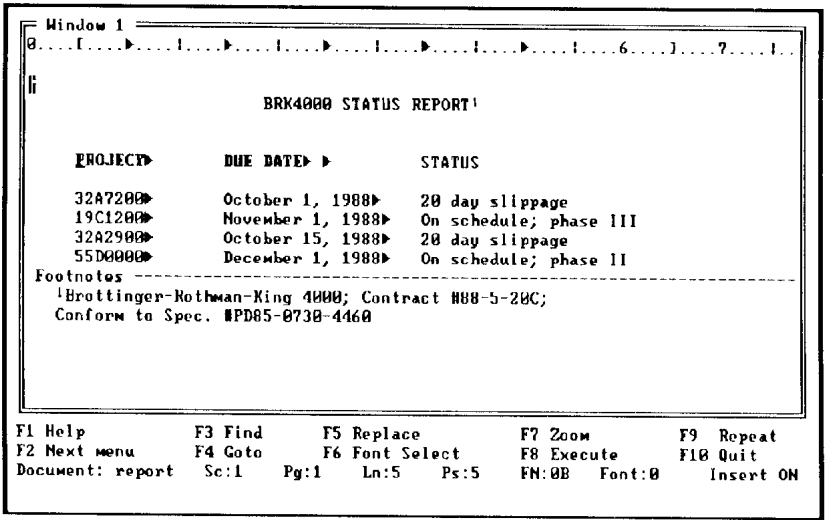


Footnote text appears in the Footnote Window only when the text currently being displayed in the Document Window contains a footnote reference. If the text contains no footnote references, the Footnote Window remains blank. Figure 5-2, illustrates a footnote reference in the document and the corresponding footnote text in the Footnote Window.

Unlike other split windows, you cannot use the Document Goto command to "enter" a Footnote Window. To edit the text of a footnote, you must execute Document References Footnote Modify.

For an explanation of how to create footnotes in your document, refer to ***Using Footnotes*** in ***Chapter 7.***

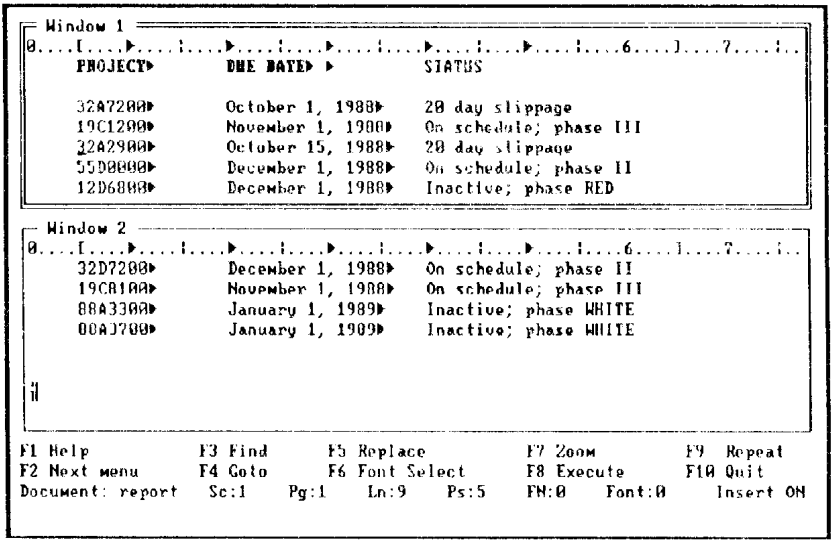
Figure 5-2. Displaying a footnote



Horizontal Splits

Window Split Horizontal is used to horizontally divide the current window into two smaller windows. You are prompted to specify the row number where you want the window to be split. You can type in a line number, or move the cursor to the split position. Figure 5-3 shows two windows created by executing Window Split Horizontal. The original window is Window #1 and the new window is Window #2. ANGOSS automatically assigns sequential numbers to the windows as they are created.

Figure 5-3. Horizontally split windows

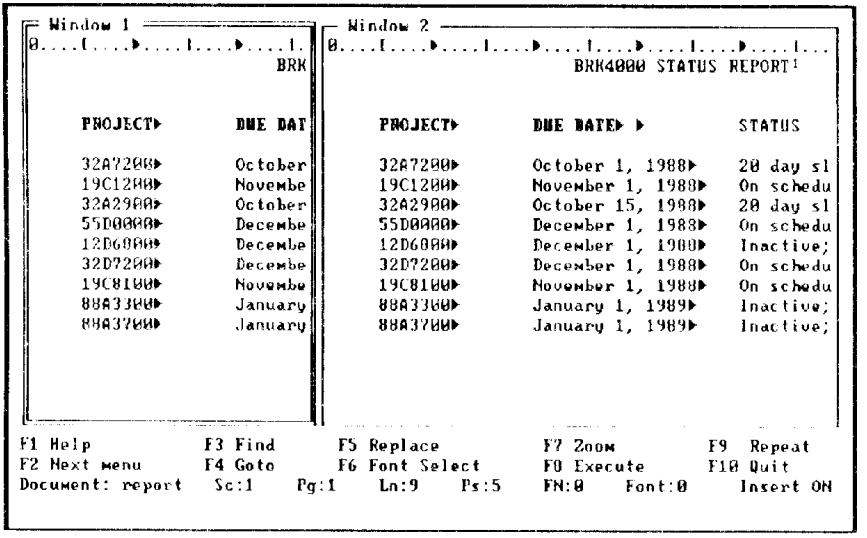


In Figure 5-3, the Window Border and Document Visible Rulers Main commands are toggled on in both windows. When window borders are toggled off, the Window Identifier number also disappears. If Window Borders are toggled off, it can become very hard to keep track of which window you are working in.

Vertical Splits

Window Split Vertical is used to vertically divide the current window into two smaller windows. You are prompted to specify the column number where you want the window to be split. You can type in the column number, or move the cursor to the split location. Figure 5-4 shows two windows created by executing Window Split Vertical.

Figure 5-4. Vertically split windows



Moving Between Windows

To move to a different window, select Document Goto Window, type in a window number, and press **Enter**. The cursor is moved to the indicated window, making it the "current" window. When the document border is toggled on in multiple windows, the current window (the window containing the cursor), displays a double-line border while all other windows display a single-line border.

Using the Mouse to Split and Select Windows

Switching to a split window can be accomplished by clicking the left mouse button anywhere in that window. To split windows, after selecting the appropriate WINDOW SPLIT option, you can either single click anywhere in the window and then click on the prompt or just double click.

Loading Multiple Documents

When you split a window, any document or textfile that was displayed in the first window is also displayed in the second window. Once move to the desired window, you can display a different document in the window by selecting File Load and specifying the document you want to load. The document is then loaded into the current window, while all other windows remain unaffected.

The Status Line, located at the bottom of the screen, displays information (i.e., document name; section, page, line, and position locations; and fonts) for the current document. If you have different documents loaded in Windows 1 and 2, Status Line information will change as you move from one document to the other.

You can toggle between active documents in the current window by pressing **Ctrl D**.

Zooming Windows

Window Zoom is used to expand the current split window to the full size of the screen. After a window has been zoomed, you can still execute Document Goto Window to display another window; it will also be displayed in full size. Window Zoom is a toggle command. To return an enlarged window to its original size, execute Window Zoom again.

Move and Copy Between Windows

Another benefit of using multiple windows is that you can easily move and copy text between the windows. Text that is moved or copied from the current window to the copy buffer can later be moved or copied from the buffer to a document in a different window. The following steps explain this procedure.

STEP 1: Select Edit Copy or Edit Move.

STEP 2: Highlight the text you wish to copy or move.

STEP 3: Press B to move the text to the buffer.

STEP 4: Go to the window containing the document where you want to insert the text.

STEP 5: Move the cursor to where you want the text inserted, and press Alt I.

Closing Windows

Window Close is used to "unsplit" the current window. Select Footnote to close a footnote window. The Document Window will then expand to its original size. Select Doc-Window to unsplit a vertically or horizontally split Document Window.

Document Windows

When you no longer need a window you have created, you can remove by making it the current window (using Document Goto if required) and executing the Window Close Doc-Window command. That window will be removed from your screen and one or more of the remaining windows will expand to fill the space. Document windows do not have to be closed in the order in which they were created.

Closing a Document Window does not unload from memory the document it displayed. The document remains an active document until you unload it. It can be redisplayed in another window by executing the Document Goto Document command.

Cutting and Pasting Text

There may be times when you want to insert text from one ANGOSS document into several other ANGOSS documents. The File Import and File Export commands allow you to do this easily.

Another method of copying text from one document to another is to export it from one document and import it into another.

File Export allows you to save any part of a document to the disk under a new filename. The original document is unchanged, and now the text in the new file is available to be inserted in any other document.

STEP 1: Move the cursor to the beginning of the text you wish to export.

STEP 2: Execute File Export.

STEP 3: Use cursor keys or marking menu keys to highlight the text you want to export. Then press F10.

STEP 4: Enter a name for the new file that will contain the exported text.

File Import can be used to insert the exported text in any other document.

STEP 1: Position the cursor at the location in the current document where you want to insert the text.

STEP 2: Select File Import

STEP 3: Specify the name of the file containing the text you want. A copy of the text is then read into your current document at the cursor position.

You can repeat this electronic cut-and-paste procedure as many times as you want.

Importing and Exporting from the Clipboard

Information can be imported and exported between Windows applications and the ANGOSS Word Processor through the Windows Clipboard. Specifically, the COPY and MOVE commands provide access to the Clipboard when ANGOSS is executed as a DOS application under Windows.

Importing

To import from the Windows Clipboard, execute either COPY or MOVE on the EDIT command list in the Word Processor (at this point, you have the option to block mark material in the document, copy the contents of the Buffer, or import data from the Windows Clipboard). Select the C=Clipboard command, then position the cursor at the appropriate location within the document and press **Enter** (mouse users can click on the ENTER prompt). If the import does not seem to work, check to see that there is data in the Clipboard.

Exporting

To export data to the Clipboard, execute either COPY or MOVE on the EDIT command list in the Word Processor. Block mark the desired text (do not choose the Clipboard option here) and select **F10**. This presents a destination prompt; select the C=Clipboard option now.

Note: Any information previously stored in the Clipboard will be overwritten.

Spell Checking and Thesaurus

ANGOSS provides an on-line thesaurus to help you find the perfect words to make your document more effective. The thesaurus contains 61,000 root words and 600,000 synonyms. Once you have completed the composition of your document, the on-line spell checker can ensure that the words are spelled correctly. The dictionary contains 66,000 root words and 140,000 word forms.

Using the Spell Checker

You can use the spell checker by selecting Document Dictionary Spellcheck. An entire document, or any portion of it, can be checked for spelling errors. During the check, each word in the document is compared with the words in the dictionary and potential errors are flagged.

When you select Document Dictionary Spellcheck, you must specify whether you want the results of the spell check to be written to a file or to the screen. A check written to a file proceeds quickly and without interruption; a check to the screen allows you to interact with ANGOSS during the checking process.

Results to File

The following steps provide you a quick, unattended spell check on a document.

STEP 1: Select Document Dictionary Spellcheck File.

STEP 2: Highlight the portion of the document you wish to spell check. Use of the menu marking keys makes this job easier (i.e. press F8 to highlight the entire document.) Then press F10.

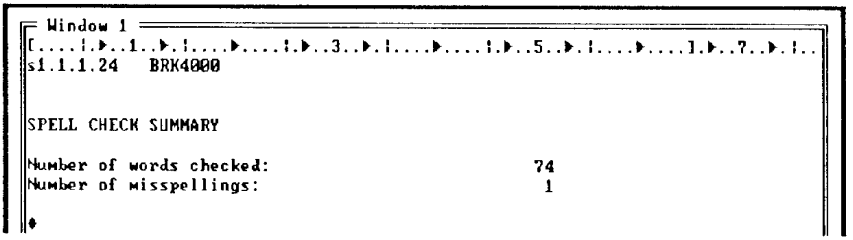
STEP 3: Enter a name for the file that will contain the spell check results.

No file extension is attached to this file. To place the results in a file in the current directory, just enter the filename. To place this file in another directory, enter the entire path specification. Press **Enter** to execute the command and begin the spelling check.

ANGOSS rapidly surveys the portion of the text you marked and writes the results to the file.

You can display the results of the spelling check by selecting File Load and entering the filename you assigned to the file. An example of a spelling check file is shown in Figure 5-5.

Figure 5-5. Spell check file



Each line of the file lists the section, page, line, column number, and misspelled or unrecognized word, enabling you to quickly locate the errors in the text of your document. At the end of the file, a Spell Check Summary lists the number of words checked and the number of misspellings encountered.

Interactive Spell Checking

The following steps provide an interactive spelling check.

STEP 1: Select Document Dictionary Spellcheck Screen.

STEP 2: Highlight the portion of the document you wish to spell check. Use of the menu marking keys makes this job easier (i.e. press F8 to highlight the entire document.) Then press F10.

STEP 3: The spell check begins. You can abandon the spell check at any time by pressing Esc.

When a potential error is encountered, the checking process is temporarily halted. The suspect word is highlighted and the reason for the check is displayed in the Control Area. Reasons a word might be suspect include the double occurrence of a word or the occurrence of a word that is not contained in the dictionary being used.

A prompter listing suggested spellings for the highlighted word appears on the screen. You can replace the highlighted word with one of the words in the prompter by moving the pointer to the word and pressing **Enter**. If no alternative words are available, ANGOSS displays the message `Word`

`misspelled. No suggested spellings.` Figure 5-6 shows a prompter containing suggested spellings for the misspelled word "tomorrow."

NOTE: If no prompter of suggested spellings appears, you can enable this feature by executing Tools Preferences Wordprocessor and specifying **Yes** at the `Correction Information:` item. If you do not wish to enable this feature, you can still obtain spelling alternatives by pressing **F8** each time a misspelled word is encountered.

Table 5-1 lists the keys that are available to you during an interactive spell check.

Figure 5-6. Suggested spellings

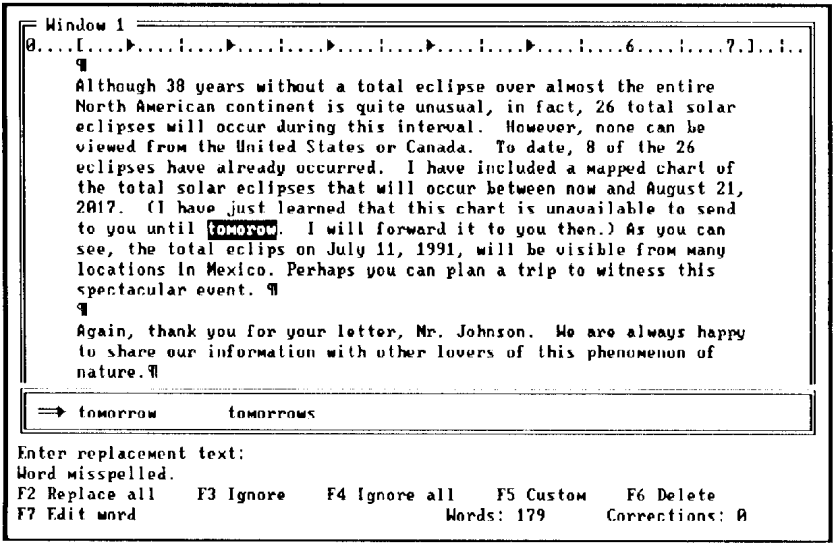


Table 5-1

F2	Replaces all occurrences of the currently highlighted word. If you type in a replacement it will be used, if not, the word the prompter arrow is pointing to will be used as the replacement
F3	Ignores this occurrence of the word
F4	Ignores all occurrences of the word throughout the document
F5	Adds the word to a custom dictionary
F6	Deletes the word from the document
F7	Places a copy of the word in the Control Area and allows you to edit it. Press **Enter** and the edited word is placed in the document

IMPORTANT: If you use **F2** to replace all occurrences of the misspelled word, the replacements are done as they are encountered. If the spelling check is aborted, any occurrences not yet encountered are not corrected.

The Ignore All Buffer

Every time you press **F4** to tell ANGOSS to ignore all future occurrence of a word, that word is placed in a buffer. The buffer is retained even after spell checking is completed. The buffer is automatically cleared only when you exit the Word Processor, spell check a different document, or disable the Spell Checker. If you spell check a long document repeatedly, without leaving the Word Processor or spell checking another document, it is possible to overfill the buffer.

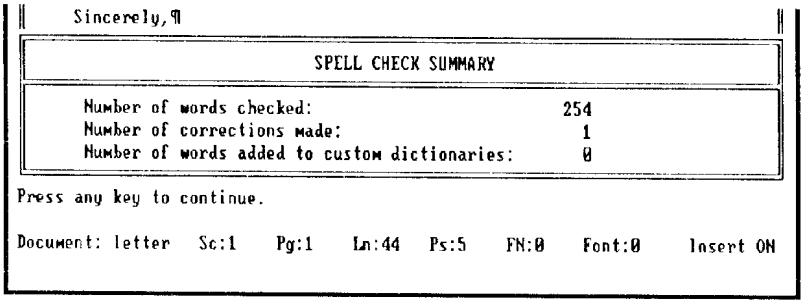
An error message will be generated if you try to enter another word in a full buffer. Between spell checking sessions, you can clear this buffer by executing **Alt F9**.

Spell Check Summary

As the spell check proceeds, ANGOSS monitors its progress on the bottom line of the screen. The number of words examined and the number of corrections that have been made to the document are shown. When the spelling check is completed, a Spell Check Summary is displayed, as shown in Figure 5-7. The total number of words that were checked, the number of corrections that were made, and the

number of words that were added to custom dictionaries during the spelling check are listed in the Summary.

Figure 5-7. Spell check summary



Spell Check Quick Keys

The following Quick Keys allow you to quickly perform interactive spell checks on specific parts of your document.

Table 5-2

Alt F2	Executes Document Dictionary command. You must then specify whether you want to delete a custom dictionary file, hyphenate a document, spell check a document, or use the thesaurus
Alt F3	Spell checks the current word
Alt F5	Spell checks the remainder of the document, from the cursor to the end of the file
Alt F6	Spell checks the entire document from beginning to end

Custom Dictionaries

You can create your own dictionaries, called custom dictionaries. Jargon, product names, or other words that are unique to your industry or application can be put in a custom dictionary. In this way, they are not always interpreted as potential errors. You can add a word to a custom dictionary by pressing **F5** when the word is highlighted during a spell check. You are then prompted to enter the name of a dictionary to place it in. If you enter a dictionary name ANGOSS does not recognize, it will ask if you wish to create the dictionary. Custom dictionaries are assigned the extension .udc.

As you create new custom dictionaries, the names are automatically added to the list of custom dictionaries on the Document-Options menus. These menus are accessed with Layout Document-Option Current-Document or Layout Document-Options New-Document.

The custom dictionaries listed on the Current Document Options menu will be used to spell check the current document. Custom dictionaries listed on the New Document Options menu will be defaults available to all newly created documents. To remove a custom dictionary from either list, place the pointer in front of the dictionary you wish to delete, and press **F3**. To add a dictionary to the list, type in the dictionary name. A maximum of five custom dictionaries can be attached to each document.

To delete a custom dictionary completely, select Document Dictionary Erase. Specify the name of the dictionary you wish to delete.

IMPORTANT: If ANGOSS is being run on a network, custom dictionaries should be copied to each users personal directory. When a user presses **F5** during a spellcheck to add a word to a custom dictionary, the entire path and name of the dictionary should be entered at the prompt for dictionary name. If the path is not specified, the custom dictionary will be created in the current data directory. Dictionaries can be searched by two users at the same time, but two users cannot write to the file at the same time. Words are only added to the custom dictionary file when the document is unloaded.

Using the Thesaurus

The thesaurus is used to obtain alternative words or phrases for existing words in your document. The following steps explain how to use the thesaurus.

STEP 1: Select Document Dictionary Thesaurus.

STEP 2: Move the cursor to the word you want to look up. Press Enter.

The thesaurus is based on root words. If you select a word that is a derivative of another word, ANGOSS displays a prompter list of possible root words.

STEP 3: If the root word prompter appears, move the pointer to the root word that is most appropriate for the word you are researching and press Enter.

After choosing a root word, or if the word is not a derivative of another word, a list of possible meanings for the word you are researching appears. Figure 5-8 shows the meanings displayed after marking the word "sequence."

From this "meanings" list, you can find synonyms, antonyms and additional meanings for the word you have marked. Table 5-3 lists quick keys that initiate actions from the "meanings" menu. Move the pointer to the meaning you are interested in researching before pressing the quick keys.

Figure 5-8. Meanings for the word sequence.

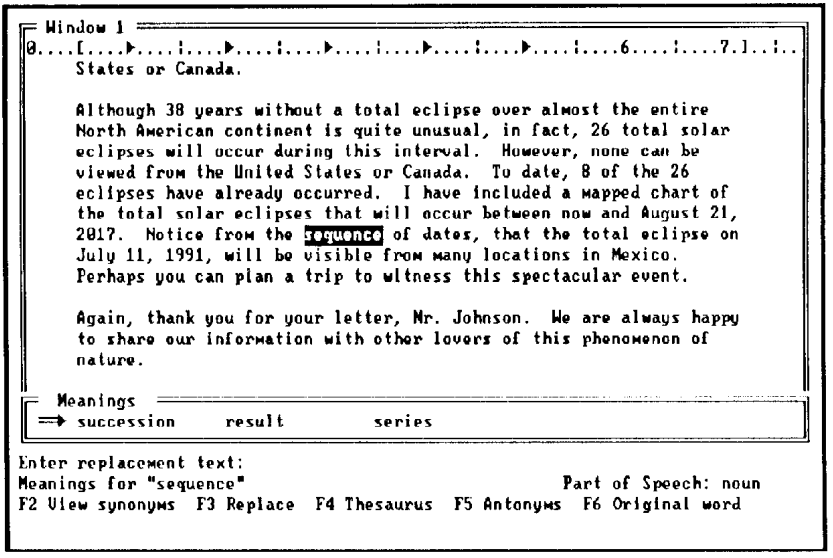
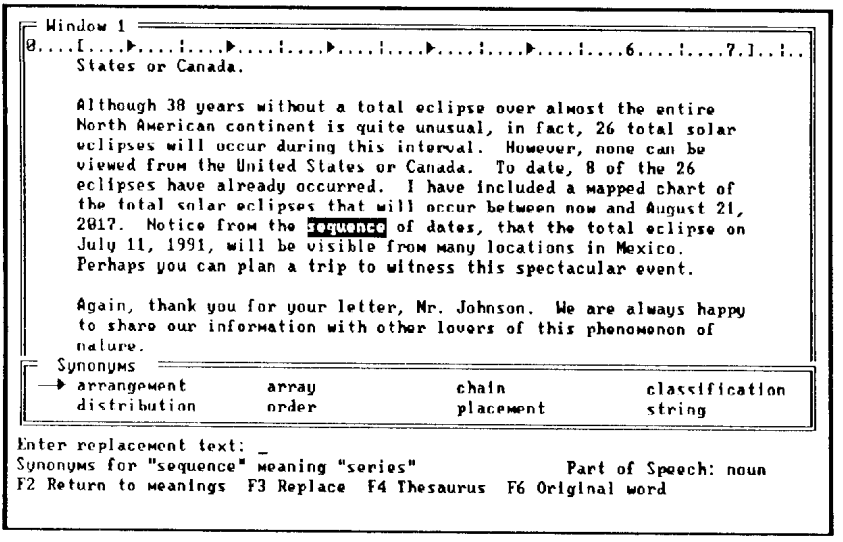


Table 5-3. Thesaurus Quick Keys

Enter	Moves the word at the pointer to the command line and allows you to edit it. This is helpful if the word needs minor changes, such as changing it from singular to plural. After editing the word, press **Enter** again and the word is placed in your document
F2	Displays a list of synonyms for the word at the pointer. Once any other list is displayed, you can press **F2** to return to the meanings list
F3	Replaces the word in your document with the word at the pointer
F4	Displays an additional meanings list for the word at the pointer
F5	Displays a list of antonyms for the word at the pointer
F6	Returns to the original "meanings" screen. This is particularly helpful since you can go several levels deep, exploring meanings, synonyms or antonyms of various word

Figure 5-9 illustrates a list of synonyms for the meaning series.

Figure 5-9. Listing of synonyms



Protecting Documents

There may be times when you do not want anyone else to be able to read or print your documents. Or, you may have documents that others need to use, but you want to ensure that changes cannot be made to the text or format of the documents. ANGOSS Word Processor provides two different methods to achieve the level of document protection you desire; password protection, and document locking.

IMPORTANT: Both password protection and document locking offer a convenient way to protect your files in most cases. However, there are ways that changes can be made to protected files. The only way to completely secure a document it to make the file Read-only with the ATTRIB command at the DOS level.

Password Protection

File Password is used to completely restrict access to a document. When someone attempts to load, print or otherwise access a document, they are prompted to enter the password. Only after the proper password is entered, can they gain access to the document.

To give a file password protection, execute File Password Attach. You are then prompted to enter a password. A maximum of 16 characters, consisting of any combination of letters and numbers can be entered as a document password. You are prompted to enter the password a second time to verify it.

Once you have attached a password to a document, you must save the document, using the File Save command, to complete password protection on the file. The password is then saved with the document file and ANGOSS prompts for the password whenever an attempt is made to load, import, or print the document.

Passwords are case sensitive. If you attach a password to a document, you must remember not only the password, but also the combination of upper case or lower case letters used. If you forget the password, there is **no way** to recover the file!

Password protection is not available for textfiles. If you change a password protected document file to a textfile (with the File File-Type command), the textfile is not protected. Hence, if the file is saved in textfile format, restriction to the file is lost. However, if the text file is converted back to a document file before you unload it from memory, the password is saved with the document. When new files are created from a password protected file using the File Export or Document Send command, the new files are not password protected.

Password protection can be removed from a document file by executing Password Remove. Once you have removed the password, you must save the document to eliminate password protection in the file.

Document Locking

Document Lock is used to protect a document from permanent, unauthorized modifications. Locking a document does not prevent others from loading, editing, printing or merging the document. However, if modifications are made to the document, the changes cannot be saved, printed, or merged. Therefore, when you unload a modified, locked document, all the changes you have made to the document are permanently lost. In addition, the File Newname command and the Document Auto-Save feature are not available for locked documents.

When Document Lock is selected, ANGOSS prompts you to enter a password. A maximum of 16 characters, consisting of any combination of letters and numbers can be entered. Passwords are case sensitive.

Once you've assigned a password to the document you want to lock, you must unload the file before the lock takes effect. If you just save the file, it is locked against anyone else who loads it, but you can still make changes to it. Only after it is unloaded is the document truly locked. The next person who loads the file will receive the message: `Note: Document locked: changes cannot be saved or printed.`.

Lock protection can be removed from a document by selecting the Document Unlock command and entering the lock password.

Practice Session

Perform the following fundamental exercises in the order presented to learn about using multiple windows and protecting your documents. You will learn how to:

- Split windows
- Move between windows
- Zoom windows
- Close windows
- Attach and remove a document password
- Lock and unlock a document
- Use the Spellchecker and Thesaurus

If you are unable to perform an operation, please re-read this chapter and then try the exercises again.

1. Enter Command Mode.
2. Select File Load and load the file you have used in Practice Exercises 3 and 4.
3. Select Window Split Horizontal to split the Document Window into two windows.
4. Enter **14** as the row number where you want the Document Window to be split and press **Enter**.
5. Enter Document Goto Window 2 and press **Enter** to make Window 2 the current window.

6. Select Window Border to toggle off border around the current window. Then execute the command again to toggle the border back on.
7. Select Window Split Vertical to split the window vertically. Enter **40** as the column number where you want the split to occur and press **Enter**.
8. Press **F4** to select Document Goto; select the Window option. Enter **3** and press **Enter** to make Window 3 the current window.
9. Press **Alt F7** to move from Window 3 to Window 2; press **Alt F7** again to move from Window 2 to Window 1.
10. Press **Alt F8** to move from Window 1 to Window 2; press **Alt F8** again to move from Window 2 to Window 3.
11. Select Window Zoom to expand Window 3 to the full size of the screen. Select Window Zoom again to return it to its split size.
12. Execute Window Close Doc-Window to close Window 3. Execute the same command again to close Window 2.
13. Select File Password Attach and enter a maximum of 16 characters for a password. Repeat the password for verification.
14. Execute File Save to save the assigned password with the document file.
15. Unload the password-protected document.
16. Load the password-protected document. Enter the password to gain access to the document.
17. Remove the password from the document using File Password Remove. Execute File Save to eliminate password protection in the file.
18. Select Document Lock and enter a maximum of 16 characters to specify a document password. Press **Y** in response to the prompt.
19. Save and Unload the locked document.
20. Load the locked document. Notice the message that is displayed. Press any key to clear the message.
21. Select Document Unlock and enter the lock password. Save the file to completely remove the lock.
22. Enter Text Entry Mode. Delete the "a" in the word "years" in the first sentence. Then add an extra "s" to the word "most".

    Now you have several spelling errors in this sentence that the Spellchecker can help you correct.

23. Enter Command Mode and select Document Dictionary Spellcheck Screen.
24. Press **F8** to highlight the entire document for spelling check. Then press **F10**.

    The first misspelled word, "yers", is highlighted and a list of suggested corrections is displayed.
25. Use cursor keys to move the arrow to "years" and press **Enter**.

    The correct word replaces the misspelled word and the spellchecker highlights the next misspelled word, "most."
26. Select the correct spelling for this word.

    If the Spellchecker encounters no other misspelled words, the session ends, and a spellcheck summary is displayed.
27. Push any key to remove the summary from the screen.
28. Move the cursor to the word "occur".
29. Select Document Dictionary Thesaurus. Press **Enter** at the prompt.

    A list of possible meanings for "occur" is displayed.
30. With the arrow pointing at "happen", press **Enter**.

    A list of synonyms for that meaning are then displayed.
31. Move the cursor to the synonym "take place" and press **F3**.

    You are returned to the document and "occur" has been replaced by "take place".
32. Save and unload the file.

Before moving on to the next chapter, be certain that you understand splitting windows and moving between them; passwords, document locking, spell checking and the Thesaurus.

Chapter 6: Printing Documents and Textfiles

This chapter discusses procedures for printing ANGOSS document files and textfiles, and use of the Word Processor's special printing features. Before reading this chapter, you should read ***Chapter 7: Printing in ANGOSS*** in ***ANGOSS Software System***, which provides basic information about ANGOSS printing.

Before You Print

There are several steps you should take before printing a document. First, execute Tools Preferences Hardware and review your printer settings. Make sure that the `Printer:` setting reflects the printer and mode you will be using. Also review all other printer related items to make sure they are set properly for the current print job. For more information on each of these settings, see ***Chapter 7: Printing in ANGOSS*** in ***ANGOSS Software System***.

Next, set up the format of your document and specify basic information such as paper path and size, page numbering, headings, and footings. These items are specified on the Current Print Options menu.

You may also want to use the Print Preview command to see how the document will look when physically printed. Note that some fonts may look slightly different when printed because the printer may use its own internal fonts rather than the used for display.

Print Options

Select the Print Options command to display the Current Print Options menu. On this menu are a number of settings that control how your document is printed. These settings affect only the document that was current when you executed Print Options.

Notice the following heading at the top of the menu: `Current Print Options (Section #1)`. This tells you that the settings you make here apply to Section 1 of your document. Setting Print Options for the various sections of your document is discussed later in this chapter.

You can set up default values for each of these settings by executing Print Preset. This command displays the exact same menu as Print Options. Instead of being tied to the current document however, these settings are attached to all newly created documents. When you create a new document, the values from the Print Preset menu are copied into the Current Print Options menu for that document. If you need to make any changes to these default settings, select Print Options and edit the settings as necessary.

Following is a detailed discussion of options on the Print Options and Print Preset menus.

Headings and Footings

You can specify headings or footings to be printed on some or all pages of your document. The first group of settings on the Print Options menu specifies heading information and the second group specifies footing information. The settings used to specify headers and footers are very similar, so they are discussed together here.

Print Heading/Footing On

Specify which pages of the current section will have printed headings or footings. You can choose to have the headings or footings printed on:

- all pages of the section
- only the first page of the section
- on all pages except the first page of the section.

Blank Lines after Heading/Footing

Enter a number from 0 to 3 to specify the number of blank lines that separate the heading from the first line of document text or the footing from the last line of text.

Use Secondary Heading/Footing

Two types of headings or footings are available: primary and secondary. If you select **No**, the primary heading or footing is printed on all selected pages. If you specify **Yes**, primary headings or footings are printed on odd-numbered pages, and secondary headings or footings are printed on even-numbered pages.

Primary and Secondary Headings/Footings

A maximum of five lines of text can be specified for each type of heading or footing. You may enter up to 255 characters (including control codes and printable characters) for each line. A line is printed if it contains characters or is followed by a line that contains characters. If you leave lines one and two blank, and enter text on line three, your heading will consist of two blank lines and one line of text.

Print Control Codes

Print control codes are special character sequences that can be specified in the headings or footings of a document. The codes are used to control the alignment of information, or are replaced by current data, such as date, time, or page number. The following table lists the print control codes.

Control Code	Description
%L	Left aligns the text immediately following the control code until a different print control code is encountered, or until the end of the current line
%C	Centers the text immediately following the control code until a different print control code is encountered, or until the end of the current line
%R	Right aligns the text immediately following the control code until a different print control code is encountered, or until the end of the current line.
%P	Replaces the control code with the page number
%D	Replaces the control code with the current date
%T	Replaces the control code with the current time.
%F	Replaces the control code with the name of the file being printed

Control Code	Description
%[#]	Specifies a font for the text immediately following the control code.(# must be a valid font number.) The font number must be surrounded by brackets and can be followed by B or U to boldface or underscore text.
%S	Replaces the control code with a section number (where "S" is the section number)

Control codes can be used in any combination, with more than one control code appearing on a line. Control codes do not appear in the printed document. Do not separate the control codes from literal information with blank spaces unless you want the blank space printed in your document.

Following are examples of two print control code strings that could be entered as headers or footers and an illustration of the results they would achieve.

Example:

%L%F%C-%P-%R%D

prints the following line:

filename.ext -10- 11-14-90

%L%F causes the name of the current file to be printed at the left margin. %C-%P- causes the current page number to be centered on the line between two dashes. %R%D causes the current date to be printed at the right margin.

Example:

%LQuarterly Report%CACME Shoes%R3rd Quarter

prints the following line:

Quarterly Report ACME Shoes 3rd Quarter

%LQuarterly Report causes the text Quarterly Report to be printed at the left margin. %CACME Shoes causes the text ACME Shoes to be centered on the line. %R3rd Quarter causes the text 3rd Quarter to be printed at the right margin.

Primary and secondary headings or footings are allocated equal space on the printed page, even when they are not the same length. The heading or footing requiring the greater number of lines determines the space allocated for both.

Example

The following steps show how to print a heading on every other page.

STEP 1: Select All-pages for the `Print Heading On:` **option.**

STEP 2: Specify Yes for the `Use secondary heading` **option.**

STEP 3: Leave either the primary or the secondary heading blank.

Depending on the heading you have left blank, headings will be printed on all even pages or all odd pages only.

Date Style

If you use the %D print control code to insert the current date in a header or footer, you must specify the format in which you want that date printed. Select one of the available date styles. The formats represented by **Date1**, **Date2**, and **Date3** are set on the Global Preferences menu, accessed with the Tools Preferences Global command.

Page Number Style

If you use the %P print control code to insert the current page number in a header or footer you must specify how you want that number printed. Select **Arabic**, **Roman-Small** (lowercase Roman numerals), or **Roman-Caps** (uppercase Roman numerals.)

Lines to Enclose Document

Select **None** to have no lines enclose document text. **Single** or **Double** will place a single or double line below the heading and above the footing, enclosing the document text. You can also place blank lines, to a maximum of three after the top enclosing line and the bottom enclosing line.

Start Page Number

If you use the %P print control code to insert the current page number in a header or footer, you must enter the page number the current section will start with. Entering a 0 for the start page number instructs ANGOSS to add one number to the last page number in the previous section. Careful use of the start page number can control which headers or footers print on which page.

Lines Per Inch

Select 6 or 8 for the number of lines per inch.

Paper Profile

A Paper Profile is made up of the page size and paper path you want to use to print a file. The paper path tells ANGOSS where the printer will find the paper for this job, and how it will move it through the printer. For example, you can specify the use of a tractor feed, or manual feed; choose between several paper trays; or specify the use of an envelope or single sheet feeder. Page size tells ANGOSS whether you will be printing an 8-1/2 by 11 inch page, an envelope or a custom page size.

This paper profile will control printing of documents and textfiles from within the Word Processor. Printing in the Spreadsheet and Database Reports is controlled by Paper Profile settings within each module. Printing from editors, such as the Text-Editor, non-report Database printing, and printing through Project Processing are controlled by the default paper profile on the Hardware Preferences menu.

The following steps explain how to select a paper profile.

STEP 1: With the cursor on `Paper Profile:`, press F6.

A two-column, pop-up box is displayed listing available paper paths and sizes. Figure 6-1 illustrates this box.

Figure 6-1. Paper profile

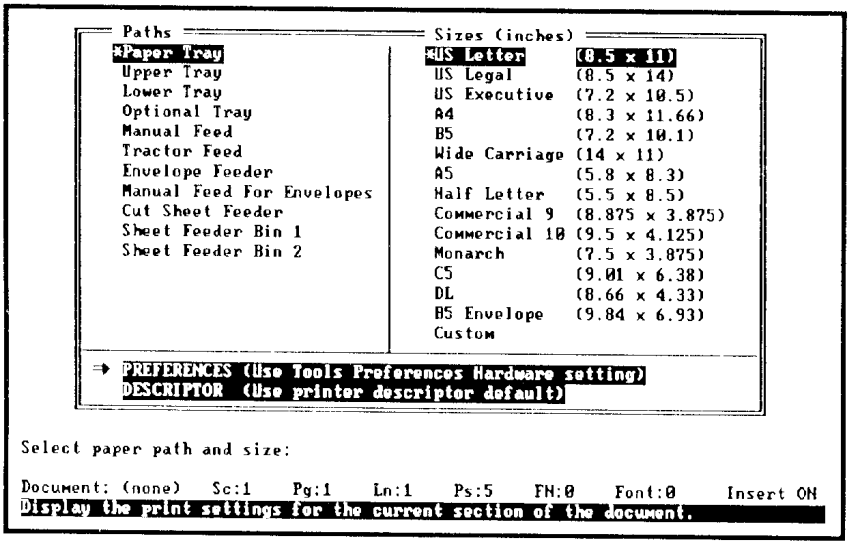


Table 6-1. Paper Paths

Item	Definition
Paper Tray	If your laser printer has only one tray, select this path
Upper Tray	Paper will be taken from the upper tray of a laser printer
Lower Tray	Paper will be taken from the lower tray of a laser printer
Optional Tray	If you have purchased a special attachment to allow you to add a second tray to your printer, select this path to use that optional second tray

Item	Definition
Manual Feed	Paper will be manually fed into the printer
Tractor Feed	A tractor feed device will be used to move paper through the dot matrix printer
Envelope Feeder Attachment	An attachment will be used to feed envelopes into the printer
Manual Feed for Envelopes	Envelopes will be manually fed into the printer.
Cut Sheet Feeder Attachment	If your dot matrix printer has only one sheet feeder attached, select this option. Sheet Feeder Bin 1
Sheet Feeder Bin 1	Paper will be coming from Sheet Feeder Bin 1 to a dot matrix printer
Sheet Feeder Bin 2	Paper will be coming from Sheet Feeder Bin 2 to a dot matrix printer

Paths that are appropriate for the current printer are highlighted. As you move the arrow down the list of paths, the appropriate paper sizes for that path are highlighted.

Notice that one path and one paper size are marked by an asterisk. This indicates that these are the default path and paper size as listed in the current descriptor file which you selected on the Hardware Preferences menu.

ANGOSS gets information about appropriate selections and the default path and page size from the currently selected printer descriptor file. If you wish to change the default settings, or if you know your printer supports a particular path or size that is not highlighted, you may want to edit the appropriate descriptor file. Read ***Editing Descriptor Files*** in ***ANGOSS Software System*** for more information.

STEP 2: Use up arrow, or down arrow to move the pointer through the path selections. When the arrow points to the appropriate path, press Enter or right arrow.

To select the default path and paper size, move the arrow to the word **DESCRIPTOR** at the bottom of the box. To select the same settings you specified on the Hardware Preferences

menu, move the arrow to **PREFERENCES** at the bottom of the screen. If you point to either of these words, the path and page size they represent are highlighted as a reminder.

If you set the paper profiles within each module to the PREFERENCES selection, you can change all the profiles by making changes in one place, the Hardware Preferences menu.

If you do not wish to select DESCRIPTOR or PREFERENCES, select a highlighted path. The arrow then moves to the Page Size column.

STEP 3: Select one of the highlighted sizes and press Enter.

If you select **Custom** in the Size column, a prompt is displayed on the command line. Enter the width and length of the custom paper size in inches. For example, you might enter 7.5 x 9.5 inches. The two dimensions must be separated by a space or "x".

You are returned to the Print Options screen and your selections appear, separated by a comma, at the `Paper Profile:` prompt. If you select a size or path that is not supported by the current printer, a warning message will be generated when you execute a Print command. You can abandon printing and change to a more appropriate profile, or continue. If you continue the print job, the printer driver will try to use the same page size, with a different path. If this is still not valid the "default" profile specified in the printer descriptor file will be used.

Orientation

Select **Portrait** to print the document across the width or horizontal side of the page. Select **Landscape** to print the document "sideways," across the length of the page. Landscape printing can only be accomplished if your printer supports it.

Print on Both Sides of the Form

Select **Yes** to print on both sides of the page. This process is sometimes called duplex printing. Select **No** to print on only one side of the page. Duplex printing can only be accomplished if your printer supports it.

Use Secondary Borders

Select **Yes** to be able to set different borders, or margins for even numbered pages in your document. The size of secondary borders is controlled by settings at the `Page Border` option. Select **No** if you want odd and even pages to have the same borders. By adjusting the primary and secondary borders, you can align text on odd and even pages.

Page Borders

The Page Border is the margin or amount of white space between the edge of the page and the document text. Some printers, particularly laser printers, have "preset hard margins." Your printer manual should tell you if your printer has "hard margins," and what they are. Your page borders must be the same or larger than the printer's hard margins.

Specify a top and bottom margin in inches. Under the `Primary` option, specify left and right margins in inches. These boundaries will apply to all pages if you have specified no secondary boundaries, or odd numbered pages if you have specified secondary boundaries.

If you selected **Yes** for the `Use of secondary pages` you must also specify left and right margins for even pages.

Section Print Options

If you have divided your document into two or more sections, different Print Options can be set for each section. This gives you the flexibility to change paper profiles, headings, footings, numbering styles, or page borders at each section.

To view or edit the print options for a particular section, place the cursor in the section and select Print Options. The title at the top of the menu should reflect the section you are setting options for.

Many times, you may only want to change one or two options from one section to the next. To keep you from having to re-enter all the settings you want to keep the same, you can copy those settings from one section to the next. Press **F6** and ANGOSS displays the prompt `Enter the number of the section to be copied:`. Enter the section number for which you have already specified print options. All those print option settings are then copied into the current section's print options menu. You can then change only the settings you need to.

Page Length Factors

In previous chapters, you learned how widow/orphan controls and keep areas affect ANGOSS' placement of automatic page breaks. In addition, the page profile, headings, footings, and top and bottom borders specified in the Current Print Options definition menu also directly contribute to ANGOSS' placement of automatic page breaks.

If you have inserted hard page breaks in your document, and then change any of the print option items that affect the page length, you should review your document text and adjust page breaks before printing the document.

It is always a good idea to execute Layout Newpage Paginate on your document right before you print it. This ensures that your document will be correctly paginated for the current Print Options.

Printing

The following steps describe how to print a document or a textfile.

STEP 1: Select Print Document.

STEP 2: Select Draft or Enhanced.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, using internal printer or cartridge fonts, select Draft.

STEP 3: Enter the number of copies you want.

STEP 4: Enter the starting section and page number

You can specify the section and page number by entering either s#p# or s#.#, where "s#" indicates the section number and "p#" or ".#" indicates the page number desired. To specify page numbers in the current section only, enter p# or #. To print the entire file, simply press **Enter** in response to the section and page number prompts.

STEP 5: Enter the ending section and page number.

This can be specified just like the starting section and page.

STEP 6: Select Printer or Disk.

Selecting Printer sends the file to the currently selected printer. Selecting Disk puts a copy of the document or textfile, including printer control codes into a disk file. If you print the document to a disk file, ANGOSS prompts you to enter a name for the file that will be created. You can assign any extension you desire for this file (e.g., prn). ANGOSS does not automatically assign this file an extension. If you do not assign an extension, there will not be one attached to the file.

Merge Printing

The Print Merge command is used to print the combined text of two files: a template file containing merge variables, and an input file containing replacement data for those merge variables. When Print Merge is executed, the input file data is merged into the template file, replacing the merge variables.

For example, you can put the variables "name", "address", "city", "state", and "zipcode" into a template document. This file can then be merged interactively or automatically. An interactive merge prompts you to enter replacement strings for each variable before the letter is printed. An automatic merge uses strings in a textfile to replace the variables in the template document. This textfile can be one you create yourself, or one created in the Database that contains a field for each one of the variables.

The results of a merge can be output either to a printer or to a file. This powerful ANGOSS feature makes creating and printing form letters quick and easy.

Merge Variables

Replacement variables and formula variables may be entered into the template document. Each template document can contain a maximum of 100 replacement variables, and an unlimited number of formula variables.

Replacement Variables

Replacement variables are character strings, such as «Name», «Address», «Phone», or «Product Name». These variables are not case sensitive. Therefore, the variables «Name», «name», and «NAME» are all considered identical during a merge.

Formula Variables

Formula variables are indicated by entering an equal sign (=) as the first character immediately following the merge start character («). For example, «=adate(today)» will place the system date in ANGOSS Date3 format at this location.

When a formula variable is encountered during a merge print, the formula is calculated and the result replaces the variable in the template document. Every formula variable is individually recalculated; three occurrences of the same formula generate three separate recalculations.

Formula variables can use the standard ANGOSS functions, but they cannot reference other replacement or formula variables. Syntax error messages are not provided. Variables from ANGOSS Programming Language programs can be included in the formula variable.

NOTE: If your template document contains formula variables, it must also contain at least ONE replacement variable. You can accomplish this by inserting a "dummy" replacement variable «+dummy» in the main document. The plus sign immediately after the merge start character and before the name of the merge variable causes the variable to be omitted if the input string is an empty string. Since there is not input for the dummy variable, the replacement variable is disregarded and the formula variables are calculated properly.

IMPORTANT: Using the plus sign to disregard empty strings can be a valuable feature. However, it must be used with caution. If the replacement variable with the plus sign is on a line with other text, the entire line will be deleted when an empty string is encountered. Usually, this feature is only beneficial if the variable is on a line by itself, such as an address or signature in a letter.

Creating the Template File

To begin a merge print, you must first create the template file containing the merge variables. To enter a merge variable into a document:

STEP 1: Position the cursor where you want the merge variable.

STEP 2: Press Ctrl J to insert a start merge character («) into the document.

The Quick Keys used to insert start and end merge characters can only be used while in Text Entry Mode.

STEP 3: Type in the variable name.

Each merge variable may contain from 1 to 50 characters. If you are going to be merging the template with a file from the database, the variable name must be the same as the name of the field that contains the replacement information. Using spaces in a variable name can lead to unexpected results. It is better to use an under bar instead of a space. For example, "first_name" instead of "first name."

STEP 4: Press Ctrl K to insert an end merge character (») in the document.

STEP 5: Repeat this process until all your variables are entered.

The template document is now ready to be print merged interactively, or you can create an input file if you want to do an automatic merge.

Interactive Merges

The following steps explain how to do an interactive print merge.

STEP 1: Load the template document containing the merge variables.

STEP 2: Select the Print Merge command.

STEP 3: Select the Screen option.

Selecting Screen tells ANGOSS that the replacement information is to be received from the Screen rather than from an input file.

STEP 4: Select Draft or Enhanced.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, with internal printer or cartridge fonts, select Draft.

STEP 5: Select Printer or File

If you specify File, the merged documents will be saved to a disk file for later use. You will be prompted to enter a name for the disk file that will be created. If you select Printer, each merged document will be sent to the printer as it is completed.

IMPORTANT: When the file is written to disk, it will contain printer control codes. This allows it to be printed quickly and easily later. It can even be printed from DOS. If you will be editing this disk file later, you may want to select the generic printer descriptor on the Hardware Preferences menu BEFORE you execute your merge. This will prevent any printer control codes from being included in your file.

A screen listing all replacement variables in the document appears. Formula variables do not appear on the screen, but will be calculated as the merge is done.

STEP 6: Type in the replacement string you want for each variable.

If you make a mistake while typing in a replacement string, press **F8** to clear the current variable and start over. You can press **F3** to clear all the variables for this document.

When you have finished entering all replacement strings for one document, press **F2**. The document is then sent to the printer or to the disk file.

STEP 7: Press F3 to blank all the variables, and enter replacement strings for the next document.

STEP 8: Repeat this process until you have printed all necessary documents.

STEP 9: Press F10 to complete the merge process and return to your template document.

The Input File

To do an automatic print merge, you must have an input file that provides the replacement strings for each variable. This input file is just a specially-formatted textfile and can be created in ANGOSS Word Processor. Or, data stored in ANGOSS Database can be sent to ANGOSS Word

Processor to create an input file. More information about merge printing with Database information is provided later in this chapter.

A valid merge input file must satisfy the following conditions:

- The input file must be either a space delimited textfile or an ASCII textfile produced with a text editor.
- The input file must consist of one or more lines of text, each line containing from 0 to 1025 characters, followed by a carriage return/line feed pair. (A carriage return/line feed pair is produced when **Enter** is pressed.)
- Each replacement string in the input file must be surrounded by either single (') or double (") quotation marks.
- The first line of the input file must be a list of the merge replacement variable strings used in the template document. If the same merge variable appears more than once in your template document, it only needs to appear once in your input file. For example, if you wish to insert a client's name in three places in a letter, you would put «Name» in those three locations in the template file. However "Name" only has to appear once in the input file. Formula variables should not be included in the input file.

For an example, consider the content of the following input file.

"First_name" "Last_name" "Address" "Title" "Phone"

"John" "Doe" "123 4th Street, Wichita, KS" "Manager" "(316)462-6621"

"Debbie" "Baker" "46 Bell, Lewiston, ME" "Manager" "(207)769-5525"

The first row in the file shows that the variables First_ name, Last_ name, Address, Title and Phone will be found in the template file. Each of the following lines is a set of replacement strings for those variables. The first letter will be addressed to John Doe, and the next copy of the letter will be addressed to Debbie Baker.

A "line" of text can extend across more than one line if the line continuation character (\) is used. For example, the following are all valid input file entries:

Example:

"First_name" "Last_Name" "Address" "Title" "Phone"

"John" "Doe" "123 4th Street, Wichita, KS" "Manager" "(316)462-6621"

"Debbie" "Baker" "46 Bell, Lewiston, ME" "Manager" "(207)769-5525"

```
"First_name" "Last_name" \
"Address" \
"Phone"
"John" "Doe" \
"123 4th Street, Wichita, KS" \
"(316)462-6621"
"Debbie" "Baker" \
"46 Bell, Lewiston, ME" \
"(207)769-5525"

"First_name" "Last_name" "Address" \
"Title" "Phone"
"John" "Doe" "123 4th Street, Wichita, KS" \
"Manager" "(316)462-6621"
"Debbie" "Baker" "46 Bell, Lewiston, ME" \
"Manager" "(207)769-5525"
```

Automatic Merge

The following steps explain how to do an automatic merge.

STEP 1: Load the template document containing the merge variables.

STEP 2: Select the Print Merge command.

STEP 3: Select the File option.

Selecting File tells ANGOSS that the replacement information is to be received from an input file rather than from interactive input.

STEP 4: Select Draft or Enhanced.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, with internal printer or cartridge fonts, select Draft.

STEP 5: Enter the name of the input file.

Either select the file from the file prompter, or type in the filename, including extension.

STEP 6: Select Printer or File.

If you specify File, the merged documents will be saved to a disk file for later use. You will be prompted to enter a name for the disk file that will be created. If you select Printer, each merged document will be sent to the printer as it is completed.

IMPORTANT: When the file is written to disk, it will contain printer control codes. This allows it to be printed quickly and easily later. It can even be printed from DOS. If you will be editing this disk file later, you may want to select the generic printer descriptor on the Hardware Preferences menu BEFORE you execute your merge. This will prevent any printer control codes from being included in your file.

Copies of the letter will be printed until each set of replacement strings has been used.

Merging Database Information

An input file can also be created by extracting information from fields in an ANGOSS Database file. Before doing this, you must decide how you will be using this data. If you will only be using it for one print merge, and then never need the data again, you should use Data Send to extract the information. If you will need to use the exact same information many times, you must use File Export to extract the data. The following steps take you through both procedures.

The Data Send Method

STEP 1: Enter ANGOSS Database.

STEP 2: Load the Database file containing the records you need.

STEP 3: Select Data Send All Wordprocessor Data.

A prompter displaying all available fields is displayed.

STEP 4: Use F6 to highlight the fields you want. Then press F10.

STEP 5: Enter the name of a project file to be executed after the data is sent to the Word Processor. Press Enter if no project file is needed.

The data in the selected fields is taken from each record and placed in the input file format. You automatically leave the Database and enter the Word Processor. The screen will be blank. The data sent over from the Database is in a temporary file that does not appear on the screen.

STEP 6: Load the template document containing the merge variables.

STEP 7: Select Print Merge File.

STEP 8: Select Draft or Enhanced.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, with internal printer or cartridge fonts, select Draft.

STEP 9: When prompted for the input file, simply press Enter to select the word `default`.

STEP 10: Select Printer or File.

Once you leave the Word Processor, the temporary file you created is erased and cannot be used again.

The File Export Method

STEP 1: Enter ANGOSS Database.

STEP 2: Load the Database file containing the records you need.

STEP 3: Select File Export Smart Row Format.

A prompter displaying all available fields is displayed.

STEP 4: Use F6 to highlight the fields you want. Then press F10.

STEP 5: Enter a name for the input file this command will create.

The input file will then be created. You must manually leave the Database and enter the Word Processor. Then proceed just like you would with any other input file.

Printing with Large Fonts

Word Processor does not adjust line placement for larger fonts. You must do this manually by leaving blank lines above the line containing larger characters. For example, since one line equals 12 points, leave five blank lines above a 72 point character to avoid overwriting other text. These blank lines must also be placed above large characters that are at the top of the page, or the line will not be printed.

Printing Graphs

A graph that was created in ANGOSS Spreadsheet can be printed in your document. The following steps explain this process.

STEP 1: A CGM file must be generated from the graph using ANGOSS Spreadsheet's Graph Metafile command.

You can use the Spreadsheet's Sheet Send Wordprocessor Graphics command to send the graphic to the Word Processor. However, this step is not required. Any CGM file in any location can be inserted into a document. However, if you do send the CGM from the Spreadsheet, ANGOSS automatically leaves the Spreadsheet, loads the Word Processor and makes the CGM you just sent the default file to be inserted.

STEP 2: Enter the Word Processor.

STEP 3: Load the document in which you want to place the graph.

STEP 4: Move the cursor to where you want the graph.

STEP 5: Select Graph Insert.

STEP 6: Specify which CGM you wish to insert.

A file prompter listing all CGM files in the current data path is displayed. If you used the Spreadsheet's Send command to send the CGM to the Word Processor, select `default`. The last CGM you sent to the Word Processor will be inserted into the document. Otherwise, select one of the other CGM files. If the CGM file you want is not in the current data directory, enter the entire path with the filename.

STEP 7: Specify whether you want a Large, Medium or Small copy of the graph.

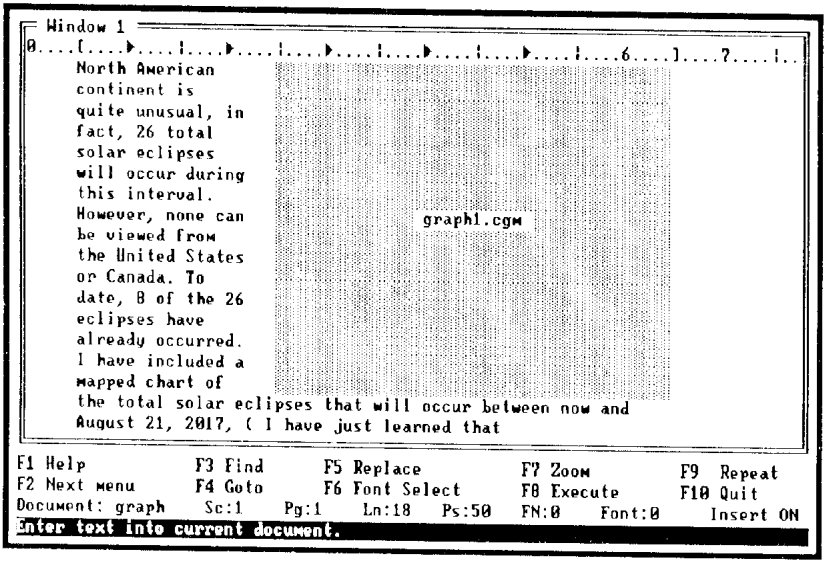
A Large graph extends from the left margin to the right margin. A Medium graph extends from either margin to the middle of the page. A Small graph extends from either margin across one-third of the page.

NOTE: A large graph cannot be placed at the very top of a document. At least one line, even if it is just a paragraph mark, must be above the graph.

STEP 8: If you specify a Small or Medium graph, you must select which margin you want it aligned with, Right or Left.

A shaded box of the appropriate size is inserted into the document. The actual graph is not displayed on screen, just the shaded box as illustrated in Figure 6-2.

Figure 6-2. A medium-sized, right-aligned graph.



In order for the graph to appear when the document is printed, you MUST use the Enhanced option of the Print command.

Printing Special Characters

There are times when you need to enter a character in your document that is not available from your keyboard. There are a number of ways to accomplish this. ANGOSS provides many such characters in filled-area fonts. ***Appendix B*** of ***ANGOSS Software System*** displays all the characters available in the various filled area fonts.

The following steps illustrate how to insert a registered trademark symbol into a document. This will only work if your printer is capable of printing a registered trademark symbol.

STEP 1: Position the cursor where you want the symbol inserted in the document.

STEP 2: Find a registered trademark symbol in *Appendix B* of *ANGOSS Software System*.

A registered trademark symbol can be found in the dingbat2 font, about halfway through the Appendix.

STEP 3: Execute Layout Font Select and make the dingbat2 font the current font.

STEP 4: Look to the left of the registered trademark symbol to the Decimal column.

The decimal 118 is associated with the registered trademark symbol.

STEP 5: Hold down Alt and type 118 on the number keypad.

You must use the number keypad, not the numbers across the top of your keyboard.

A character appears at the cursor position, but it will probably not be a registered trademark symbol. Which character it is depends on the character set of your display card. However, the registered trademark symbol will be there when you print. (If your printer has the ability to print the symbol.

STEP 6: When you are ready to print the document, you must select the Enhanced option of the Print command.

A higher-resolution, quality descriptor file is also recommended for clear printing of this symbol. Since this symbol is a filled-area font character, it must be drawn every time it is printed. Because of this, printing may take some time.

If printing speed is an issue, there are two other ways you can get special characters in your document.

Using Printer Characters

If the character sets for your printer's internal fonts offer the character you want, it will be faster to use them. Your printer manual should provide character set charts for the printer's internal fonts. The following steps outline how to insert such a character in your document.

STEP 1: Find the appropriate character and its ASCII value in your printer manual.

STEP 2: Execute Layout Font Select.

STEP 3: Press F6 to define a new font.

The font prompter is displayed.

STEP 4: At the `Font Family:` prompt, press F6 to display the available fonts

STEP 5: Select the font that will give you the character you want.

STEP 6: At the `Character Set:` prompt, press F6 to display the available character sets for the current font family.

You must specify the proper font and character set in order to get the proper character.

STEP 7: Check the `Source:` prompt at the bottom of the menu. It must say `Internal-Font`.

If it does not display `Internal-Font` either you have not specified the proper font or character set, or the printer does not support this combination. Double check the font and character set you want in your printer manual, and make sure you have the proper descriptor file chosen on the Hardware Preferences menu.

STEP 8: Press F10 to leave the Font Prompter.

STEP 9: Move the cursor where you want the character inserted.

STEP 10: Hold down Alt and type in the ASCII value on the number keypad.

Since this is an internal font and not an ANGOSS-generated graphic, you can use the Draft option to print.

Character Generation Tables

Another alternative for creating special characters, is to use the Character Generation Tables within descriptor files. By entering a string that controls printer movement, you can create a character that is not available in a character set. The advantage of creating a character this way is that it is a character, not a graphic, and can be printed faster than using a filled-area font character.

See ***Editing Descriptor Files*** of ***ANGOSS Software System*** for more information about character generation tables.

Chapter 7: Special Features

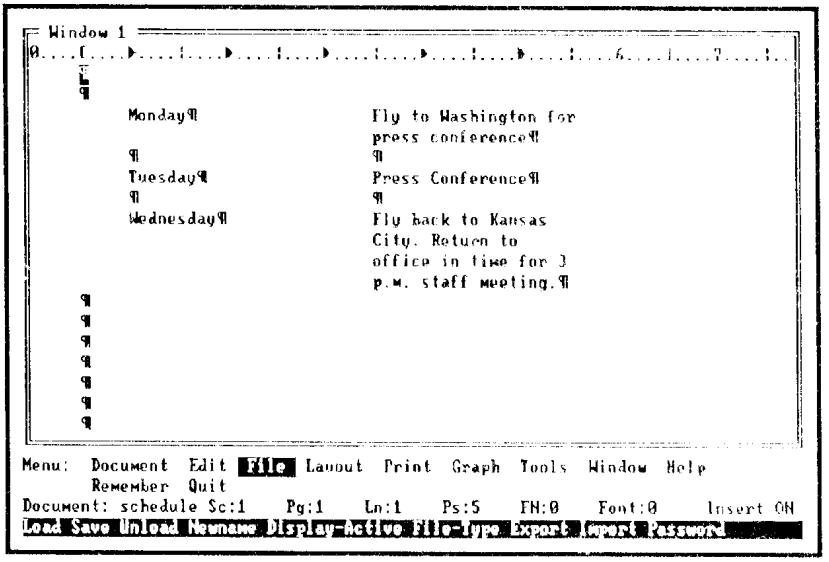
This chapter explains some of the advanced capabilities of ANGOSS Word Processor. Features that enable you to refine your documents are discussed, such as:

- creating multiple column areas
- subdividing your documents into multiple sections
- numbering paragraphs (outlining)
- including footnotes
- generating an index or a table of contents.

Multiple Column Areas (MCAs)

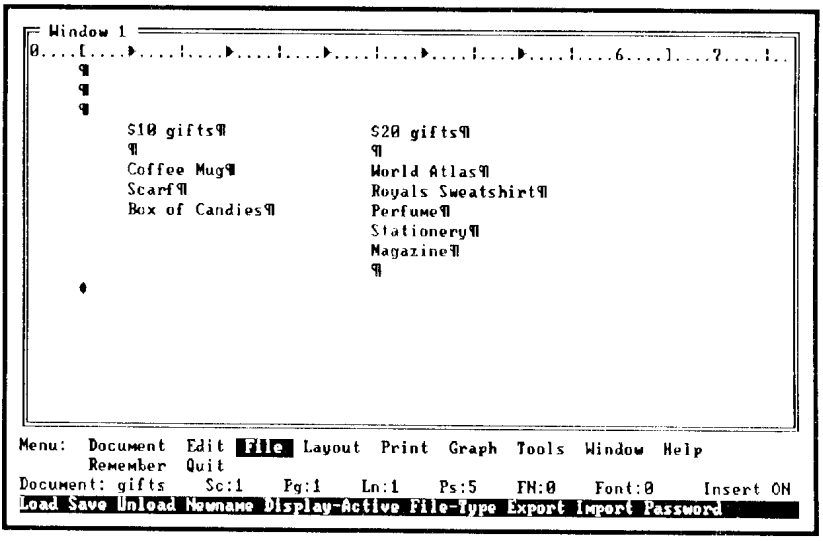
Multiple column areas (MCAs), sometimes called tables, are defined with the Document Columns command. Columns can be of variable or equal widths, with columns being linked or unlinked. When columns are linked, the text entered into the MCA is grouped into column "entries." The entries are horizontally aligned in each column so that related information is easily identified. Figure 7-1 shows an example of linked columns.

Figure 7-1. Linked columns



When columns are unlinked, the text you type in one column is aligned independently from the text you type in any other column. Figure 7-2 shows an example of unlinked columns.

Figure 7-2. Unlinked columns



NOTE: A Multiple Column Area cannot be defined at the very top of a file. There must be at least one carriage return on the page before the MCA.

Equal Width Columns

To define an MCA that contains columns of equal widths, follow these steps.

STEP 1: Select Document Columns Quick-Define.

STEP 2: Specify whether you want linked or unlinked columns.

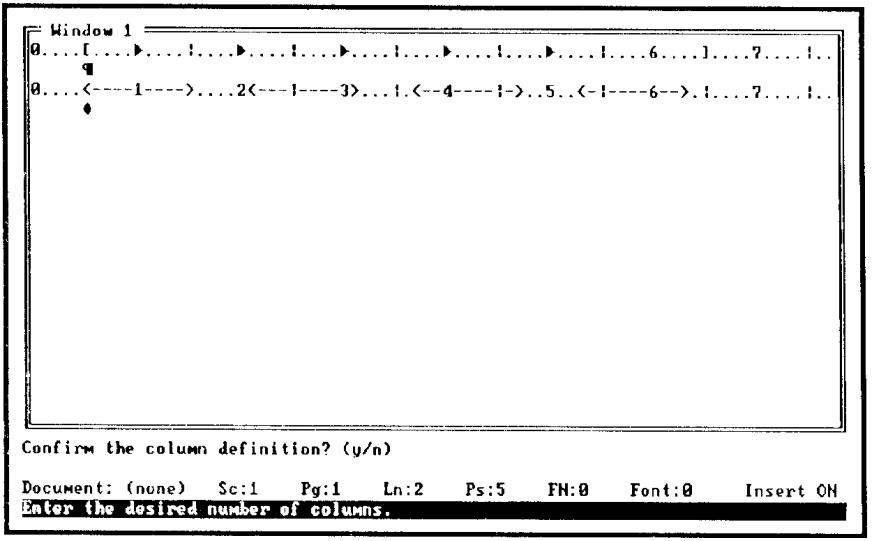
STEP 3: Enter the number of columns you want in the MCA.

ANGOSS displays a definition ruler with the left and right margins set for each column. Figure 7-3 illustrates the Quick-Define ruler.

STEP 4: You are prompted to confirm the column definition.

If you do not like the columns ANGOSS has determined, press **N**. The command will terminate, and you can start over. If you do like the columns as they appear on the definition ruler, press **Y**. The definition ruler disappears and paragraph symbols appear at each column position (if paragraph marks are toggled visible).

Figure 7-3. Document Columns Quick-Define



COMMENT: The Current Document Options Definition Menu is obtained by selecting the Layout Document-Options Current-Document command.

ANGOSS automatically determines the left and right margin setting for each column, based on the number of columns you specify and the left and right margin settings of the current ruler. In addition, the minimum "gutter" space between columns (specified in the Current Document Options Definition Menu) is used to compute size of each column. The current page margins are divided by the number of columns you selected, taking gutter space between columns into consideration.

If you specify more columns than will fit within the current margins, a message is displayed indicating that fact. You can either extend the current page margins to accommodate the

number of columns you want, reduce the "gutter" space between columns, or specify fewer columns.

Variable Width Columns

The following steps show how to create an MCA with columns of varying widths.

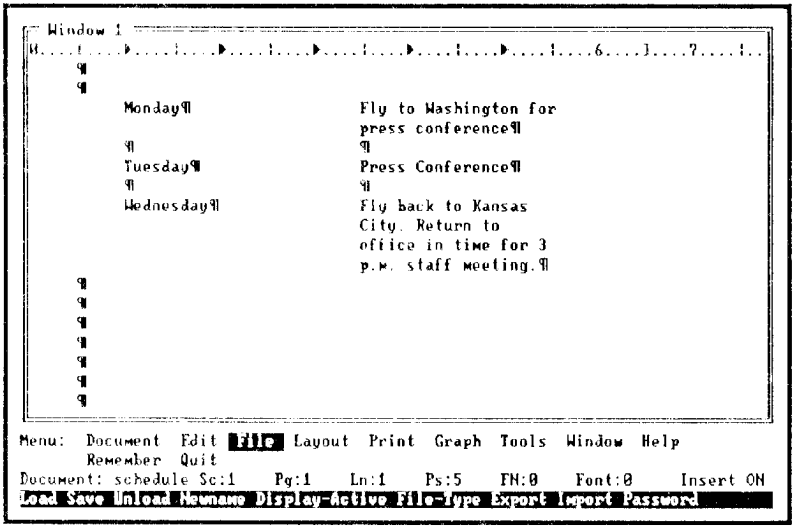
STEP 1: Select Document Columns Define.

This command provides maximum flexibility when establishing MCAs by allowing you to specify the left and right margins of each column you define.

STEP 2: Specify whether you want linked or unlinked columns.

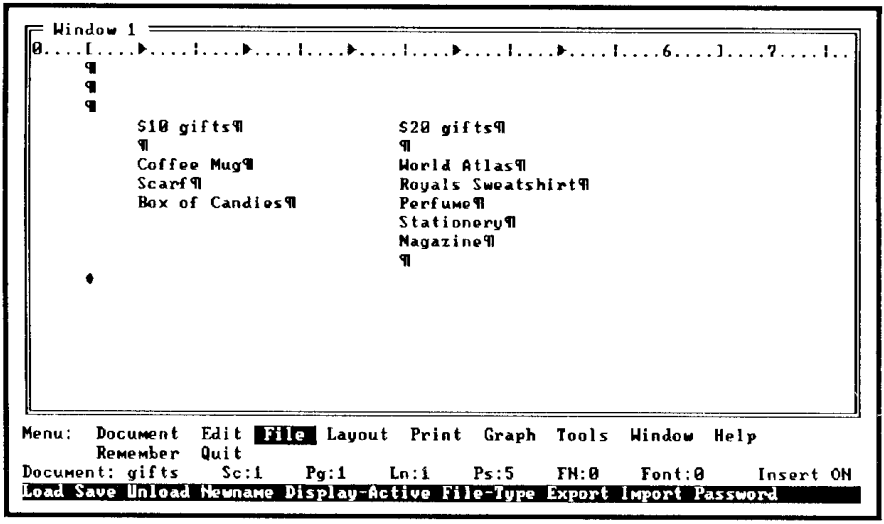
Linked columns retain the horizontal alignment and relationship of text that is entered in an MCA. See Figure 7-4 for an example of linked columns. No matter how many lines each entry in the second column runs, it stays horizontally aligned with the appropriate entry in column two. If another event was added to Tuesday, the Wednesday entry and its corresponding entry in column two would be moved down.

Figure 7-4. Linked columns



Text contained in one column of an unlinked MCA is horizontally aligned independently of the text in any of the other columns.See Figure 7-5 for an example of unlinked columns. The entries in each column are just lists. There is no relationship between items in column one and column two that must be maintained. Items could be added to either column without affecting the other column.

Figure 7-5. Unlinked columns



STEP 3: Specify the column margins for each column in the MCA.

A definition ruler appears at the current cursor position. The prompt `Enter starting position:` appears. Specify the left margin for the first column. Use the cursor keys to move to the appropriate position and press **Enter**, or type the position in inches and press **Enter**.

The prompt `Enter ending position:` appears. Specify the right margin for the first column in the same manner. You can abandon column definition by pressing **F2** and starting over.

Column boundaries appear on the ruler as you enter them. After specifying the first column, continue responding to the prompts for each additional column. When you have defined all the columns you want, press **F10**.

The definition ruler disappears, and paragraph symbols appear at each column position (if paragraph marks are toggled visible).

Entering Text in an MCA

Once you have defined a multiple column area, there are a number of keys that help you move between columns. **Ctrl F3** moves to the previous column. **Ctrl F4** moves to the next column.

In an unlinked column, you can make an entry in a column and press **Enter** to go to the next line in the same column. Then press **Ctrl F4** to go to the next column and begin making entries.

In a linked column, entries must be added differently. Move the cursor to where you want to add an entry. Press **Ctrl E**. Space is inserted in all columns for the linked entry. If you have paragraph marks toggled on, you will see a paragraph mark in each column. Then use **Ctrl F3** and **Ctrl F4** to move between the columns.

Editing an MCA

Document Columns Edit allows you to add, move, or delete columns or column entries in an MCA. In addition, Document Columns Edit allows you to resize one or more defined column(s).

Adding Columns or Entries

The following steps add columns or column entries to an existing MCA.

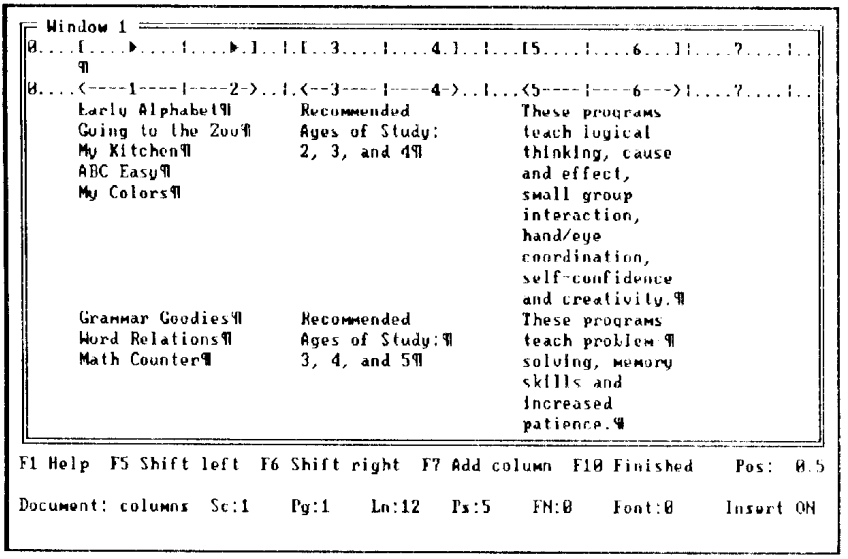
STEP 1: Select Document Columns Edit Add.

STEP 2: Specify whether you want to add a column or an entry.

Column. If you specify that you want to add a column, the column definition ruler is displayed above the MCA and the menu shown in Figure 7-6 appears in the Control Area of the screen.

Position the cursor on the ruler where you want to insert a new column. You can move the existing columns to make room for the new column. Press **F5** to shift columns right of the cursor to the left; press **F6** to shift columns right of the cursor to the right. To add a column, press **F7**. ANGOSS then prompts you to enter the starting and ending positions for the new column.

Figure 7-6. Column editing menu



Entry. Document Columns Edit Add Entry is only available when you are working in a linked column area. When the command is selected, space for a new entry is inserted directly below the current entry.

Moving Columns or Entries

Document Columns Edit Move enables you to move either columns or entries from one location to another within an MCA. You can only move entries in a linked MCA. To move a column entry:

STEP 1: Select Document Columns Edit Move.

An entry-marking menu appears and the current entry is highlighted. Use cursor keys to highlight the entry or entries you wish to move. Press **F2** if you need to drop a new anchor and restart the marking process.

STEP 2: When the proper entry is highlighted, press F10.

STEP 3: Specify a new location for this entry.

Move the highlighter to the position you want the entry to occupy, or type in the position number. Then press **Enter**. For example, if you want the entry to be the third entry in the MCA, type in the number 3. The MCA will rearrange accordingly.

In a linked MCA, you can move an entry or a column. In an unlinked MCA, only columns can be moved. To move a column:

STEP 1: Select Document Column Edit Move.

STEP 2: In a linked MCA, press F4 to enter column-marking mode.

If you are in an unlinked MCA, only column-marking is available.

STEP 3: Highlight the column or columns you wish to move. Press F10.

STEP 4: Specify a new location for the column or columns.

Move the highlighter to the position you want the entry to occupy, or type in the column number. Then press **Enter**. For example, if you want the moved column or columns to start at the third column in the MCA, type in the number 3. The MCA will rearrange accordingly.

Editing Column Boundaries

Document Columns Edit Boundaries allows you to modify the margins or position of any column in an MCA. When the command is selected, the definition ruler for the current MCA is displayed above the columns and the cursor is placed on the ruler, allowing you to modify the margins. Move the cursor to the column you want to move or resize. Then press one of the following keys.

F3	Allows adjustment of the column's left margin. After pressing **F3**, use the cursor keys to move the left margin to the new position
F4	Allows adjustment of the column's right margin. After pressing **F4**, use the cursor keys to move the right margin to the new position

F5	Shifts all columns to the right of the cursor one position to the left each time you press **F5**
F6	Shifts all columns to the right of the cursor one position to the right each time you press **F6**

When you have completed resizing and repositioning columns, press **F10**.

Deleting Columns or Entries

Columns or column entries can be removed from an MCA by selecting Document Columns Edit Delete. Any text contained in a deleted column or column entry is lost when the command is executed.

To delete an entry:

STEP 1: Select Document Columns Edit Delete.

An entry-marking menu appears and the current entry is highlighted. Use cursor keys to highlight the entry or entries you wish to delete. Press **F2** to drop a new anchor and restart the marking process.

STEP 2: When the proper entry or entries are highlighted, press F10.

The highlighted entries are deleted, and the MCA reforms.

To delete a column:

STEP 1: Select Document Column Edit Delete.

STEP 2: When the marking menu appears, press F4 to enter column-marking mode.

STEP 3: Highlight the column or columns you wish to delete. Press F10.

The highlighted columns are deleted and the MCA reforms.

Deleting an MCA

To remove an entire MCA from a document, position the cursor within the MCA you wish to remove. Select Document Columns Remove. This command, deletes all columns and all entries. To delete only specific columns in an MCA, use Document Columns Edit Delete.

Sorting Columns

Edit Sort Column provides ascending (A to Z) and descending (Z to A) alphabetical ordering for text contained within an MCA. In an unlinked MCA, only one column of text can be sorted at one time. In a linked MCA, all the columns are sorted together, with one column being designated as the "key" for the sort. For example, in Figure 7-7 these column entries are ordered by event, therefore, the column with events in it is the key for the sort.

Figure 7-8 illustrates how the MCA would look if the Location column were used as the "key" column for a sort.

To sort columns:

STEP 1: Select Edit Sort Columns.

STEP 2: Select Ascending or Descending.

ANGOSS enters MCA column-marking and highlights the current column.

STEP 3: Use the cursor keys to move to the column you want to sort.

If you are sorting a linked MCA, move to the "key" column. When the appropriate column is highlighted, press **F10** or **Enter**. The column (or the entire MCA if it is a linked MCA) is then reordered.

Figure 7-7. Columns sorted by even

t

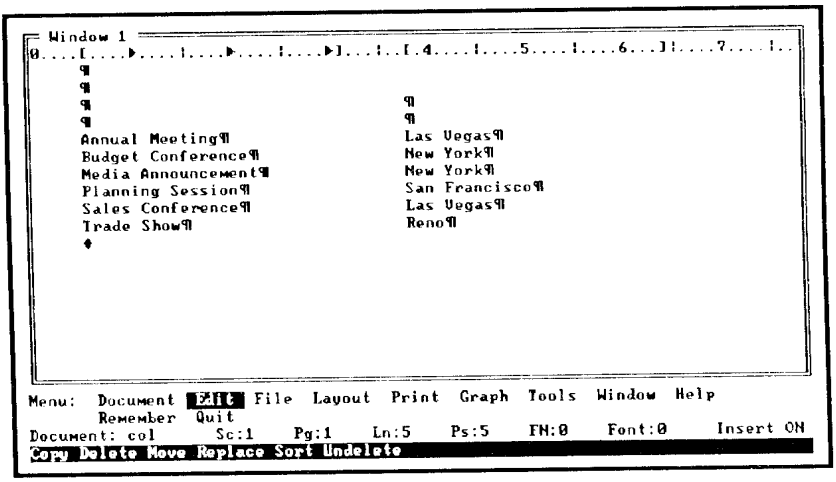
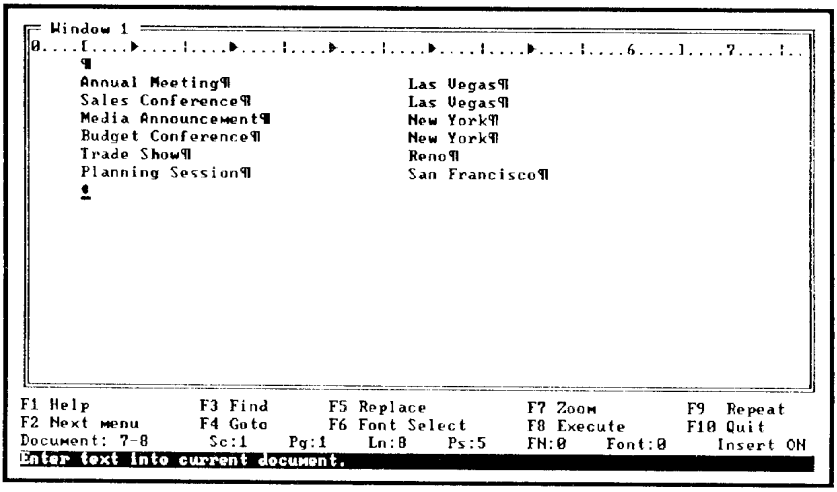


Figure 7-8. Columns sorted by location



Sectioning a Document

A document can be "subdivided" into two or more separate sections, enabling you to define different Print Option settings for each document section. For example, page numbering can be changed in the middle of a document, or different printer path selections can be specified to allow for the use of different types of paper. In addition, different headings, footings, page number styles, and top and bottom boundaries can be specified for each section of a document. The number of the current document section is displayed on the Status Line beside the `Sc:` indicator.

Creating and Removing Sections

A document can be "subdivided" with the Layout Section command. Section breaks are inserted at the current cursor position by selecting Layout Section Insert. Likewise, section breaks are deleted by positioning the cursor on the line directly above or below the section break and selecting Layout Section Remove. When a section break is removed, the text contained in the section becomes a part of the section preceding it.

If section breaks are located directly above and directly below the cursor, the section break located above the cursor is deleted when Layout Section Remove is executed.

Moving Sections

A document section can be moved from one location to another using Layout Section Move. At the prompt, type in the number of the section you want to move and press **Enter**. Then enter the number of the section you want the moved section to precede. Press **Enter**.

For example, suppose you have a document that contains four sections and you want to move the second section to the end of the document. If you enter **4** in response to the `Select destination section:` prompt, section 2 is inserted in front of section 4, and becomes section 3. The section that was previously section 3 becomes section 2; however, section 4 has remained unchanged and is still at the end of the document. To move section 2 to the end of the document, enter a number that is greater than your total number of sections (i.e., **5**) or type **end** in response to the destination prompt.

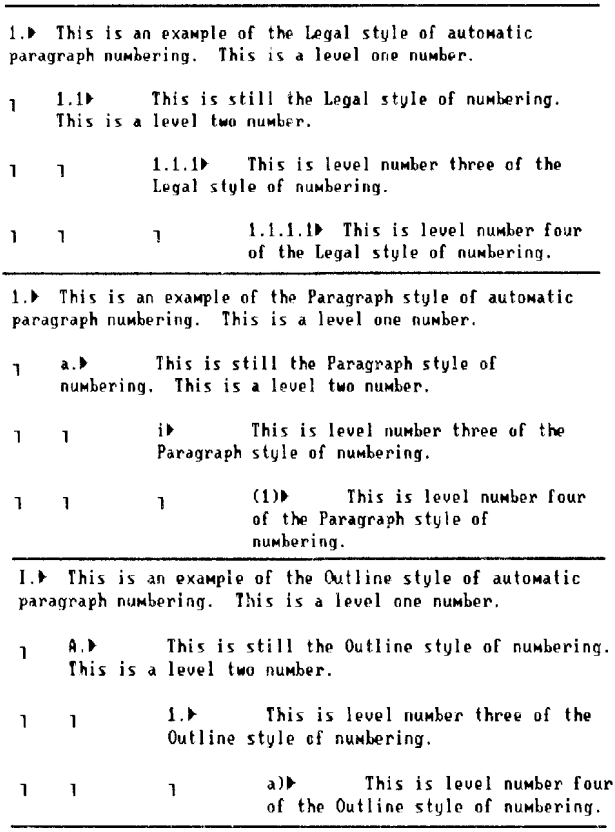
Numbering Paragraphs

You can assign a numbering sequence to the paragraphs in a document by selecting the Document References Paragraph-Number command. Paragraph numbering is the way outlines and other structured documents are created in ANGOSS.

Number Styles

A setting on the Current Document Options Menu determines whether Outline, Legal, German-Legal, or Paragraph style is used for numbering in the current document. To change the numbering style, select Layout Document-Options Current-Document. Under the Paragraph Numbering heading, select the numbering style you desire. Figure 7-9 illustrates three numbering styles. Note that the format of German-Legal is similar to Legal except that there is no punctuation after first level numbers.

Figure 7-9. Numbering styles



Number Position

Also under the Paragraph Numbering heading on the Current Document Options Definition menu are two other settings. You can specify whether you want paragraphs numbered consecutively throughout the document, or numbering to restart at each section boundary. Here you can also specify how the paragraph number is separated from the paragraph text. The text of a paragraph can immediately follow the paragraph number with no space between number and text. Or, the number can be separated from the text of the paragraph by inserting a single space, a tab or by block indentation of the entire paragraph of text.

Inserting Numbers

Paragraph numbers are inserted by selecting the Document References Paragraph-Number Insert command or the Quick Key **Shift F8**. When the command is selected, you must specify whether you want to use the automatic or fixed method of numbering.

The insertion of a new paragraph number in a document (or section, if paragraph numbering is restarted at section breaks) causes any subsequent, existing paragraph numbers to be automatically renumbered. However, references to other paragraph numbers you typed into a paragraph will not be updated. Only paragraph numbers inserted with Document Reference Paragraph-Number commands are affected by the renumbering.

The Automatic Method

The level of an automatically inserted number fluctuates depending on the number of indent tabs that precede it. If one or more indent tabs are inserted or deleted to the left of a number, the number's level automatically changes. If text or regular tabs are entered to the left of an automatic paragraph number, it is permanently converted to a "fixed" paragraph number.

The Fixed Method

The level of a fixed paragraph number is stationary, regardless of the number of indent tabs that precedes it. If one or more indent tabs are inserted or deleted to the left of a paragraph number generated by the fixed method, the number's level remains unchanged.

Inserting a Paragraph Number

The following steps assign a number of a particular heading level to a paragraph.

STEP 1: Place the cursor in the paragraph to be numbered.

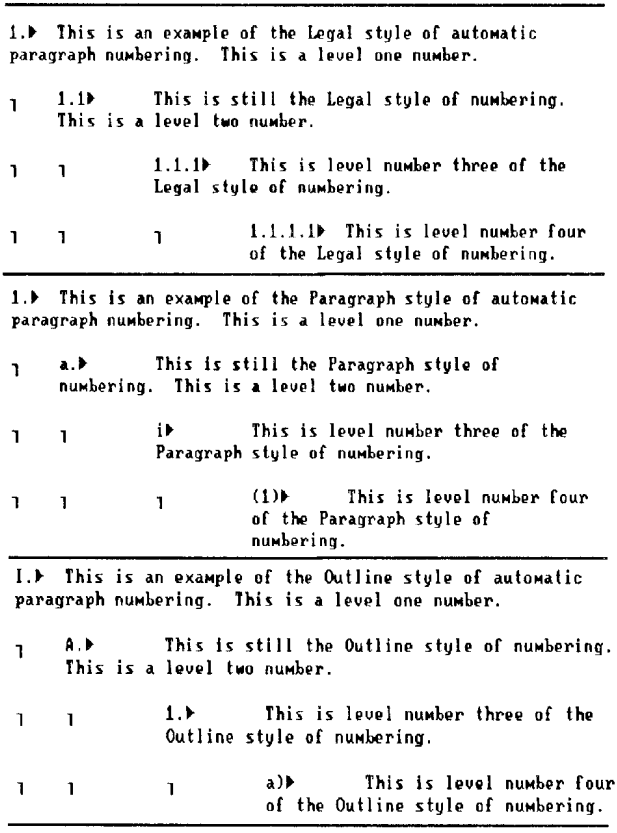
STEP 2: Select Document References Paragraph-Number Insert.

STEP 3: Specify whether you want the number to be fixed or automatic (see previous discussion).

STEP 4: Enter a heading level from 1 to 15.

The appropriate heading level is placed in front of the paragraph in the style and format specified on the Current Document Options menu. Figure 7-10 illustrates a few automatically-numbered paragraphs. Notice that lower heading levels are proceeded by indent tab characters. The lower the heading, the more indent tabs precede the number.

Figure 7-10. Numbered paragraphs



The heading level of a particular automatically-numbered paragraph can be quickly renumbered by changing the number of indent tabs in front of it. To change a number to a higher number, place the cursor on an indent tab and press **Del**. To change a number to a lower heading level, place the cursor on one of the indent tab marks and press **Ctrl T**.

Using Footnotes

Footnotes are often required to provide explanatory comments or reference notes for document text. The Document References Footnote command enables you to insert or modify footnotes in a document.

The placement and numbering scheme of footnotes for each document is determined by settings on the Current Document Options Definition Menu. This menu is accessed with the Layout Document-Options Current-Document command. Footnotes can be continuously numbered throughout the document or numbering can be restarted at page or section boundaries. In addition, footnotes can be placed at the end of each page, at the end of each section, or at the end of the document.

Footnote numbering is automatically maintained by ANGOSS, based on the numbering scheme and placement option selected. If footnotes will be numbered consecutively throughout the document, or placed at the end of the document, a new footnote inserted in the middle of a document causes all following footnotes to be renumbered. However, if you have chosen to restart the footnote numbering at each page or section, only footnotes subsequent to the new entry and prior to the page or section break are renumbered.

The reference number is inserted into the document. The font used for this number is specified on the Document Options menu. This menu is accessed with Layout Document-Options New-Document or Layout Document-Options Current-Document. By default, font number 1 is used for this purpose and is predefined as a standard 10 point superscript. If you have redefined font number 1, or whichever font you specify for this purpose, you could get unexpected results.

Inserting Footnotes

When you select Document References Footnote Insert, ANGOSS displays a footnote input screen containing ten blank lines. The cursor is placed in column 1 of the first footnote line. The message `Insert text for footnote. Press F10 when finished.` is displayed in the Control Area.

A maximum of 255 characters of footnote text can be entered on each line. If you attempt to print a document with footnote lines that contain more characters than your printer can handle, or if your footnote lines extend beyond the right boundary of your document, the printed footnote text is truncated.

Word wrap is not available when entering footnote text. The text does not move to the next line when you reach the end of the current line. You must press **Enter** to move the cursor to the beginning of the next footnote line.

After you have typed all the footnote text desired, press **F10**. The footnote text is then stored, the footnote input screen disappears, and the appropriate footnote number is inserted at the current cursor

position in the document. The footnote text is stored with the current document the next time the document is saved.

Changing Fonts in Footnotes

Footnote text can be printed in various fonts by entering a font specification code as part of your footnote text. A code sequence controls the footnote text immediately succeeding it, either until the end of the footnote, or until a new control sequence is encountered. The format for inserting font control codes is %[#BU]. The # represents any valid font number. An uppercase B turns boldfacing on, and a lowercase b turns it off. An uppercase U turns underscoring on, and a lowercase u turns it off. Figure 7-11 shows a footnote entry that contains font change code sequences.

Viewing Footnotes

To view the footnote text, execute Document References Footnote Modify, or Window Split Footnote. When the Footnote Window is on screen, footnote text is displayed in the Footnote Window as the corresponding footnote reference numbers are encountered in the text. Figure 7-12 shows footnote text displayed in a window obtained by executing Window Split Footnote.

Figure 7-11. Footnote with font control codes

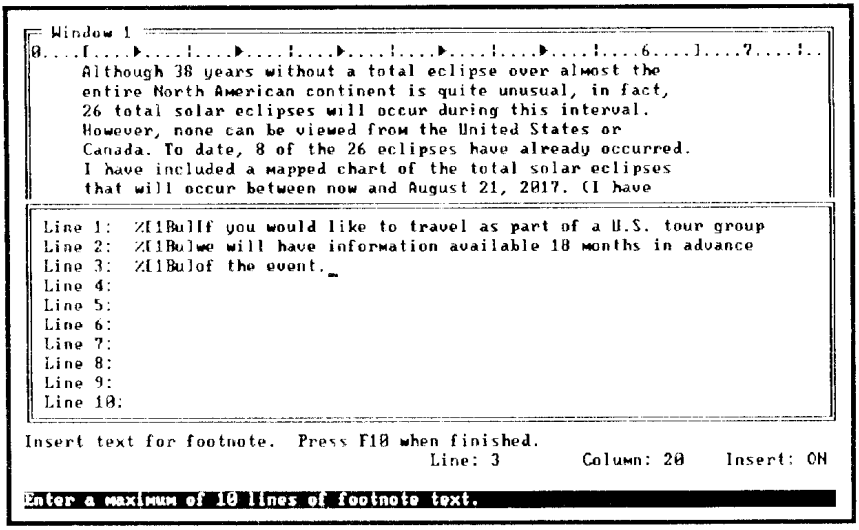
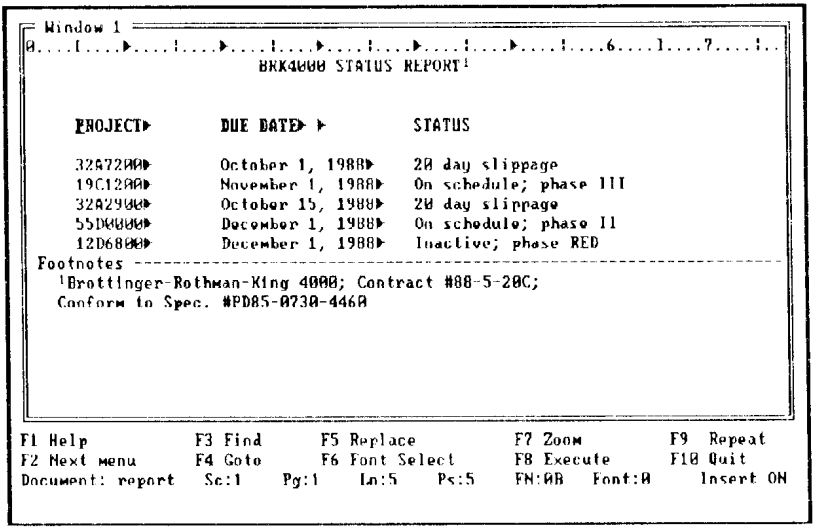


Figure 7-12. Displaying footnote text



Copying and Moving Footnotes

If you copy a block of text that contains a footnote reference number, the reference is preserved in the copied text and the duplicated text is assigned another footnote number. The number assigned to the duplicated text depends upon where in the document the text was copied and the footnote numbering sequence specified on the Current Document Options Menu. If the duplicated text is placed in front of the original footnote reference, the original footnote number is also changed.

If you move a block of text containing a footnote reference number, the reference is preserved with the relocated text. The footnote is renumbered depending upon where in the document the text was moved.

Modifying Footnotes

The following steps describe the process for editing footnote text.

STEP 1: Within the document, position the cursor on the reference number of the footnote you want to modify.

STEP 2: Select Document References Footnote Modify.

The footnote input screen for the corresponding footnote reference number is then displayed. If the cursor is not positioned on a footnote number before you select the command, ANGOSS searches for the footnote from the current cursor position to the bottom of the Document Window. If no footnote reference number is displayed in this area, an error message is generated.

STEP 3: Modify the footnote text.

Refer to the Document References Footnote section of ***Chapter 9*** for a complete description of the cursor keys that may be used to move around in the footnote input screen.

STEP 4: After the desired changes have been made, press F10.

Deleting Footnotes

Several methods can be used to remove a footnote number from a document and delete the footnote text associated with the footnote number. You can delete the footnote reference number displayed in the text. Or, you can remove a footnote by modifying it and deleting all the text contained in the footnote itself.

Creating a Table of Contents

For many word processing applications, a table of contents is an essential reference for finding particular sections or topics within a long document. However, to manually create a table of contents can be a long, time-consuming process. The Document References Toc command provides an easy method for designating words in your text as table of contents entries and automatically generating a table of contents based on the entries you have marked.

The format, style, and appearance of a generated table of contents is determined by the settings on the Current Document Options menu. This menu is accessed by selecting Layout Document-Options Current-Document. Margins for the table of contents, the style and placement of page numbers, the

inclusion of section numbers with the page numbers, and the style and format of the table of contents entries and levels are all dependent upon the settings specified in this definition menu.

Creating Entries

Document References Toc Add is used to designate document text as a table of contents entry and assign it a heading level. The table of contents lists the marked entries in a "first encountered, first listed" order. Therefore, entries that you want to be subordinate to other entries must occur later in your document text than the related, "higher-ranking" entries. The following steps explain the entry-marking process.

STEP 1: Position the cursor on the text you wish to make a table of contents entry.

STEP 2: Select Document References Toc Add

STEP 3: Highlight the text that will be the entry. Press F10.

STEP 4: Enter a number from 1 - 5 to determine the heading level for this entry. An example of the different heading levels is shown below.

Example:

TABLE OF CONTENTS

CHAPTER I. INTRODUCTION	(Heading Level 1)
ANGOSS Word Processor	(Heading Level 2)
Features and Capabilities	(Heading Level 3)
Multiple Windows	(Heading Level 4)
Splitting Windows	(Heading Level 5)
Closing Windows	(Heading Level 5)
Graphics in Documents	(Heading Level 4)

The wording of the heading will appear in the table of contents exactly the same as the marked text appears in the document. This includes capitalization and punctuation.

Once you mark document text to be a table of contents entry, it is surrounded by table of contents marks. (†195 and †180) The display of these marks in your document can be toggled on or off

using Document Visible Marks Toc. Figure 7-13 shows the words "FOOTNOTES," "Numbering," and "Fonts" surrounded by table of contents marks.

Generating a Table of Contents

After marking entries in the document, select Document References Toc Generate to generate the table of contents.

ANGOSS places the generated table of contents at the end of the current document, separating it from the rest of the document by a section break. Figure 7-14 shows an example of a generated table of contents.

Figure 7-13. Table of Contents Marks

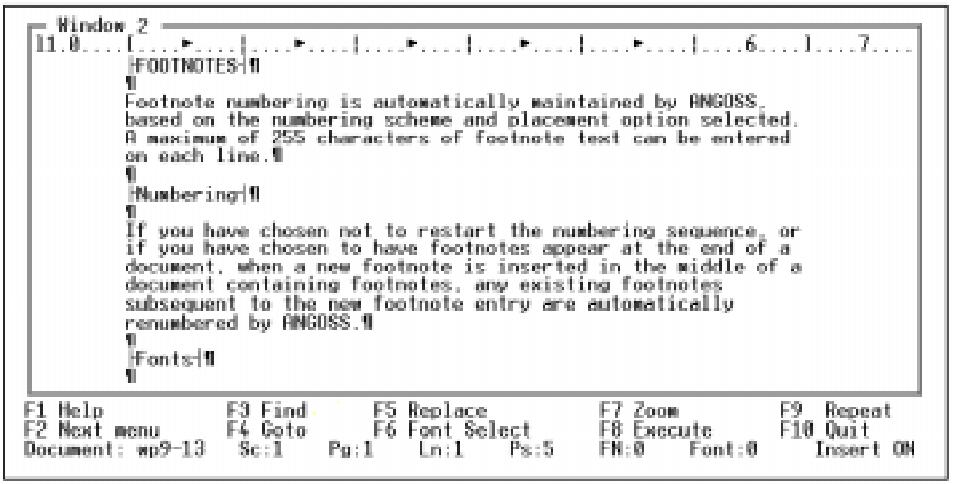
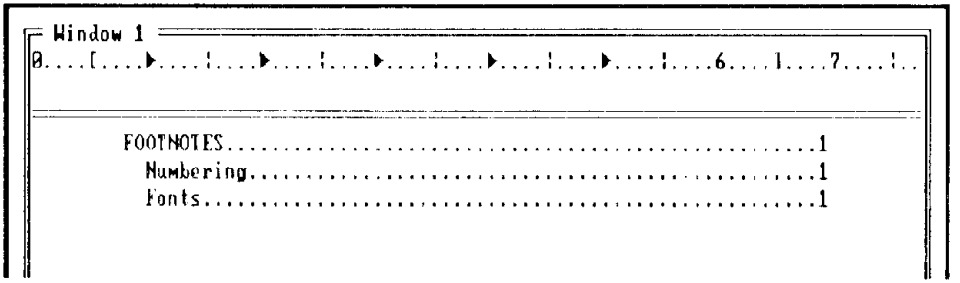


Figure 7-14. A generated table of contents



A generated table of contents can be edited in the same manner as any other part of a document. However, any manual editing done to the table of contents will not be retained if Document References Toc Generate is executed subsequent to the editing. In addition, if you add any new entries using the Document References Toc Add command, these additions are not reflected in the table of contents unless it is regenerated subsequent to the entry additions.

If you do regenerate the table of contents, the new one will overwrite the old one unless you have moved it from the end of the document.

Editing Toc Entries

If you edit text marked as a table of contents entry, or if you move a block containing marked text, the changes are automatically reflected in the table of contents the next time it is generated. If you copy a block containing a table of contents entry, any copies of the block inserted at other locations will contain TOC marks and will be referenced in the table of contents. If, however, you move or copy a block of text that causes the marked table of contents entry to be split, the corresponding heading will consist of only the marked text that remained in the original location. The portion of the marked text that was moved or copied will no longer be referenced by a table of contents heading when the table of contents is next generated.

Deleting Toc Entries

To "unmark" table of contents entries in your document, position the cursor on the text surrounded by the marks and execute Document References Toc Remove. You can also delete either of

the table of contents marks. The table of contents heading that references that text is eliminated the next time the table of contents is generated.

Creating an Index

Perhaps the most tedious and dreaded task associated with many word processing applications is the creation of a comprehensive index. The Document References Index command provides a method for marking text as index items, typing index entries for the index items, and automatically generating an index.

The format, style, and appearance of a generated index is determined by the settings on the Current Document Options menu. This menu is accessed by selecting Layout Document-Options Current-Document. Index margins, the style and placement of alphabetic headings and page numbers, the inclusion of section numbers with the page numbers, and the style and format of primary and subordinate entries are all dependent upon the settings on this definition menu.

Creating Index Entries

Document References Index Add is used to designate a portion of text in a document to be referenced by an index entry. The wording of each index entry can be taken exactly from the marked document text. In many cases however, you will wish to type in a unique word or phrase for the index entry instead of using the document text. The following steps explain the procedure.

STEP 1: Position the cursor in or near the text you want referenced by an index entry.

STEP 2: Select Document References Index Add.

STEP 3: Highlight the text you want referenced by the index entry.

The prompt `Enter Index Entries:` is displayed.

STEP 4: Determine what the actual index entry will be.

Press **Enter** if you want the index entry to be taken from the marked document text. If you prefer a different word or phrase to be the index entry, type it in at the prompt. The following characters are important in index entries, whether you use document text or your own entries.

:	The colon is used to separate primary and subordinate index entries
/	The slash will separate multiple listings for the same marked text

The following discussion explains the use of these characters more completely.

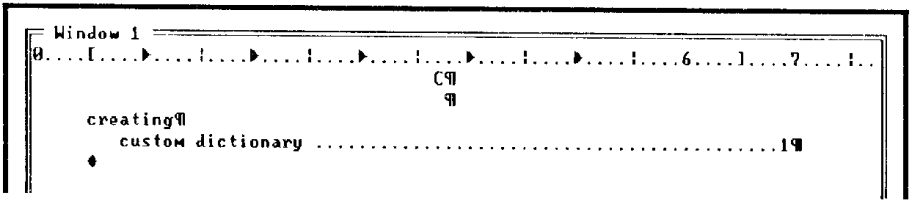
Subordinate entries

Index entries can be referenced as primary or subordinate entries. If you press **Enter** to accept marked text as your index entry, or type in a unique phrase, the index entry will be a primary one. To create a subordinate index entry, you must separate primary and subordinate phrases with a colon (:).

For example, if you mark the phrase "custom dictionary" in a document and you want it to appear in the index as a subordinate entry under the primary entry **creating**, you must enter **creating:** in response to the prompt.

If you want to type in your own index entry, you must type in primary and secondary entries separated by a colon. For example, **creating:custom dictionary** Both these examples will result in the index entry displayed in Figure 7-15.

Figure 7-15. Primary and subordinate index entry



Multiple References

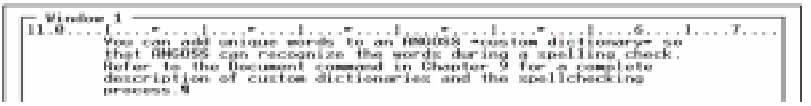
Marked text can also be referenced by multiple index entries by separating each reference with a slash (/). For example, if "custom dictionary" was marked in the document you might want it to be referenced under the primary headings **creating**, **editing** and **spellchecker**. To accomplish this, type in **creating:/editing:/spellchecker:** at the `Enter Index Entries:` prompt.

Again, if you type in your own entry you can still specify multiple listings. Again, let's assume "custom dictionary" is marked. You could enter **creating:custom dictionaries/editing:custom dictionaries/spellchecker:custom dictionaries** as an index entry, or **custom dictionaries/ creating:/editing:/spellchecker:** to obtain multiple index entries.

If a slash is entered as either the first or last character in a multiple entry, the marked text is automatically referenced as a primary entry. Thus, if "custom dictionary" is highlighted and you enter either **/creating:/editing:/spellchecker:** or **creating:/editing:/spellchecker:/** in response to the prompt, in addition to the three subordinate entries for "custom dictionary," you would also get a primary entry for "custom dictionary."

ANGOSS surrounds a designated index item with the index marks right and left. The display of these marks in your document can be toggled on or off using Document Visible Marks Index. Figure 7-16 shows the phrase "custom dictionary" surrounded by index marks.

Figure 7-16. Index Marks

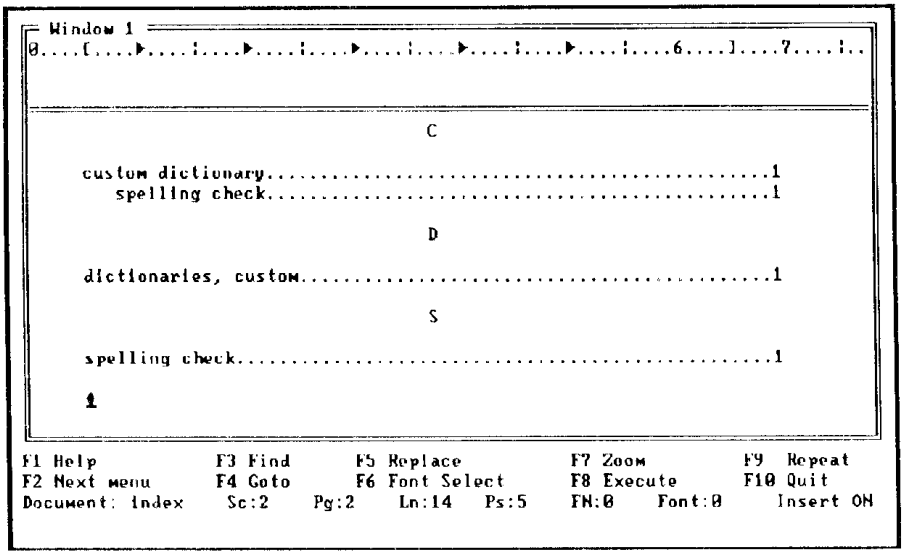


Generating an Index

Document References Index Generate is executed to generate an index based on the index entries you have specified.

The generated index is placed at the end of the current document, separating it from the rest of the document by a section break. Figure 7-17 shows an example of a generated index.

Figure 7-17. Generated index



A generated index can be edited in the same manner as any other part of a document. However, any manual editing done to the index will not be retained if the index is subsequently regenerated. In addition, if you make any changes to existing index entries in a document, these changes will only be reflected in the index if it is regenerated.

If you do regenerate the index, the new one will overwrite the old one unless you have moved it from the end of the document.

Editing Entries

Existing index entries can be edited by with the Document References Index Edit command. To edit an index entry, position the cursor on the index item in your text that is referenced by the index entry you want to change. Then select Document References Index Edit. Any index entries that reference the selected index item are then displayed in the control area of the screen.

You can delete an entry by moving the cursor to the entry you want to delete and using **Del** or **Backspace** to erase each character in the entry. New listings can be added by following the standard conventions used when adding an index entry. Modifications can be made to an existing entry by typing over the displayed text, or adding or deleting characters as needed. These modifications will affect the entries in the index the next time it is generated.

Copying or Moving Index Items

If you copy a block of text containing an index item, the index reference is retained in the original text and also appears in the duplicated block of text. You can then delete one of the index references, if desired. If both references are left intact and the references appear on different pages or sections of your document, two listings will exist for the index item the next time an index is generated. You may wish to edit the index to combine them into one listing.

If a block of text containing an index item is moved, the index reference is moved with the text. The relocation of the index reference will be reflected in the index the next time it is generated.

If you copy or move a block of text that causes text marked as an index item to be split, the index reference is left intact in the original text and does not appear in the duplicated text.

Deleting Index Entries

Document References Index Remove is used to "unmark" index items in the document and subsequently eliminate all index entries that reference that text. To remove the marks, position the cursor on the text surrounded by the marks and execute the command. Both the marks and the index entries referencing the text are eliminated. You can also delete an index item and its accompanying index entries by using **Del** to delete either of the index marks.

Practice Session

Perform the following fundamental exercises in the order presented to learn about:

- Creating and editing a multiple column area (MCA)
- Inserting and editing footnotes
- Attaching a number to a paragraph
- Entering Table of Contents and Index entries

If you are unable to perform an operation, please reread this chapter and then try the exercises again.

1. Load the file you have used in the last three lessons. Then go to Text Entry Mode.
2. Press **Ctrl End** to move to the end of the file. Press **Enter** twice for place a few blank lines in the document.
3. Go to Command Mode. Execute Layout Ruler Insert Default.
4. Select Document Columns Quick-Define Linked.
5. Enter **3** to specify the number of columns you want to create, then press **Enter**.
6. Confirm the column definition by entering **y**.
7. Got to Text Entry mode. Enter **This text is in column 1.** in the first column.
8. Press **Ctrl F4** to move the cursor to the second column.
9. Enter **This text is in column 2. It is longer than the text entered in column 1.**
10. Press **Ctrl F4** to move the cursor to the third column.
11. Enter **This text is in column 3. Column 3 contains more text than either column 1 or column 2.**
12. Press **Ctrl E** to start a new column entry. You will be moved to the first column.
13. Enter **This is the second entry in column 1.**
14. Press **Ctrl F4** to move the cursor to the second column.
15. Enter **This is the second entry in column 2.**
16. Press **Ctrl F4** to move the cursor to the third column.
17. Enter **This is the second entry in column 3.**
18. Move your cursor to the end of the first entry in the third column.
19. Press **Ctrl E** to add another entry. The cursor will be automatically moved to the first column.
20. Enter **This is a new entry in column 1.**
21. Press **Ctrl F4** to move to column 2 and enter **This is a new entry in column 2.**
22. Press **Ctrl F4** to move to column 3 and enter **This is a new entry in column 3.**
23. Press **Ctrl F3** twice to move to column 1 and position the cursor on the "T" in "This" in the first entry.

24. Enter Command Mode and select Document Columns Edit Move.
25. The first entry is highlighted. Press **F10** or **Enter** to specify that this is the text you wish to move.
26. Move the cursor down until the last entry is highlighted.
27. Press **F10** or **Enter** to execute Document Columns Edit Move. The moved entry will now follow the last entry.
28. Move to column 2 and place the cursor on the period at the end of any sentence.
29. Select Document References Footnote Insert.

    The footnote window will appear.
30. Enter **This is footnote 1.** and press **F10**.
31. Place the cursor in front of the footnote reference and select Document References Footnote Modify.
32. Change the footnote text to read **This is the first footnote I have entered.**
33. Press **F10** to complete the modification.

Chapter 8: ANGOSS Integration

ANGOSS integration involves the transfer of data from one ANGOSS module to another. Within ANGOSS, each module utilizes its own data structure, thus allowing each module to optimize the data functions it performs. However, each module can also translate its data structure into a format that can be used by any of the other ANGOSS modules, resulting in integration of all the different data structures.

ANGOSS Word Processor integration can be generated from four different sources or methods.

- The File File-Type command can be used to change a document file into a standard ASCII textfile. This enables the file to be imported into any of the other ANGOSS modules.
- The Document Send command can be used to send a Word Processor file to any other ANGOSS module and have the file arrive in the format of the receiving module.
- The Graph Insert command can be used to insert into a Word Processor document, a graph metafile created in ANGOSS Graphics.
- The Print Merge command can be used to integrate into a Word Processor document, a data file created in ANGOSS Database.

Integration Via ASCII

In addition to the familiar document file type that has been used for the majority of the examples in this manual, ANGOSS Word Processor can also create and edit standard ASCII textfiles. A file created as an ASCII textfile by another program can be loaded into ANGOSS Word Processor, edited, and then saved as either an ANGOSS document file or a textfile.

A Word Processor textfile can be "imported" into any of the other ANGOSS modules by the execution of a single command. For example, suppose you are in the midst of creating a worksheet in ANGOSS Spreadsheet and you find that you need some information that you have stored in a Word Processor textfile. You can quickly and easily import the textfile into your worksheet by executing the Spreadsheet's File Import Text command. After the command is executed, each line of text from the textfile is placed in a separate worksheet row and each word of text is placed in a separate cell.

Standard ASCII textfiles are assigned the extension .TXT by ANGOSS. ASCII files have the following characteristics:

- All lines end with a carriage return and a line feed.
- Tabs are represented as a series of space characters.
- Special control characters, fonts and print attributes are not used.
- No formatting options or print options are stored with the file.
- When the file is saved, footnotes are written to the file and appear as normal text when the file is reloaded.

The File File-Type command is used to change the current document file to a textfile, or vice versa. File File-Type is a toggle command; if the current file is a document file, execution of the command changes the document file to a textfile. Likewise, if the current file is a textfile, execution of the command changes the textfile to a document file.

ANGOSS displays the file type of the current file on the Status Line at the bottom of the screen. If the current file is a document file, the Status Line displays `Document: filename`. If the current file is a textfile, the Status Line displays `Textfile: filename`.

Sending to Other Modules

Document Send is used to transfer information from ANGOSS Word Processor document files or textfiles to ANGOSS Communications, ANGOSS Database, or ANGOSS Spreadsheet. When you execute the Document Send command, ANGOSS exits the Word Processor module and enters the module that is receiving the information.

Communications

To send a Word Processor file to ANGOSS Communications, select Document Send Communications. You must then specify whether you want to send the information as a textfile or a document file.

If you select the Text option, the file is sent in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile. If you select the Document option, the file is sent in its current file format. For example, if you send a Word Processor document file to ANGOSS Communications using the Document option, the file is sent in the ANGOSS document file format. If you send an ANGOSS Word Processor textfile to ANGOSS Communications using the Document option, the file is sent in ASCII textfile format.

For information on how to transmit a file once it is sent to ANGOSS Communications from ANGOSS Word Processor, refer to ***ANGOSS Communications.***

Database

To send a Word Processor file to ANGOSS Database, select Document Send Database. Then enter the name of the document file or textfile that you want to send. A Word Processor file is sent to ANGOSS Database in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile.

COMMENT: A blank space constitutes the end of a character string "group."

When the Word Processor file is received in ANGOSS Database, the data is displayed in "fields" and "records." Each word or character string "group" (i.e., $1000.00, 25-3/4, 29E460) of the word processing file is translated into a Database field. Each line of the word processing file is translated into a Database record. The record structure for the Database file (i.e., the number of fields available in each record) is determined by the first line of the word processing file.

For example, if the first line of the word processing file contains 4 words, the record structure for the Database file is established as having 4 fields. If the second line of the word processing file contains 10 words, the record structure is still restricted to only 4 fields; the remaining 6 words are lost in the second record.

You can format the Word Processor file, prior to selecting Document Send Database, so that more than a single word or character string group is included in a Database field. The word processing file should be formatted in the following manner:

- The data to be contained in each Database record should be entered on a separate line, terminated by a carriage return (**Enter**).
- A blank space (**Spacebar**) should separate the data to be contained in each Database field.
- Data that is to be interpreted as a text field in the Database file should be surrounded by quotation marks in the word processing file.

The following example illustrates a word processing file with the data formatted to send to ANGOSS Database.

Example:

"Thomas Grant" "13209 Walton Avenue" "Evansville, IN"

"Alice Carson" "46 Sunderland" "Lewiston, ME"

"Evelyn Bradshaw" "P. O. Box 2989" "Carson City, NV"

"Bradley Davis" "266 Westwood Ave." "Winston-Salem, NC"

When the word processing file shown in the example above is received by ANGOSS Database, the Database file will consist of 4 records, each containing 3 text fields.

For information on ANGOSS Database field types and record structures, refer to ***ANGOSS Database***.

Spreadsheet

To send a Word Processor file to ANGOSS Spreadsheet, select Document Send Spreadsheet. Then enter the name of the document file or textfile you want to send. A Word Processor file is sent to ANGOSS Spreadsheet in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile.

COMMENT: A blank space constitutes the end of a character string "group."

When the Word Processor file is received in ANGOSS Spreadsheet, the data is displayed in "rows" and "cells." Each word or character string "group" of the word processing file is placed in a separate Spreadsheet cell. Each line of the word processing file is placed in a separate Spreadsheet row.

You can format the Word Processor file, prior to selecting Document Send Spreadsheet, so that more than a single word or character string group is included in a Spreadsheet cell. The word processing file should be formatted in the following manner:

- The data to be contained in each Spreadsheet row should be entered on a separate line, terminated by a carriage return (**Enter**).
- A blank space (**Spacebar**) should separate the data to be contained in each worksheet cell.
- Data that is to be interpreted as text by ANGOSS Spreadsheet should be surrounded by quotation marks in the word processing file.

In the example shown in ***Database*** above, each group of data that is surrounded by quotes will be placed in a separate cell when the file is sent to ANGOSS Spreadsheet. Each line of the word processing file will be placed in a separate Spreadsheet row. If the quotes were not placed around the word groups in the word processing file, each word would be placed in a separate Spreadsheet cell.

For information on ANGOSS Spreadsheet cell types and worksheet structures, refer to ***ANGOSS Spreadsheet***.

Importing and Exporting Data

When you execute any Document Send command, ANGOSS exits the Word Processor and enters the module you have chosen to receive the data. There may be times, however, when you want to make word processing text available to one of the other ANGOSS modules, but you do not want to leave the Word Processor. Or, you may have data on file from another ANGOSS module that you want to incorporate into your current Word Processor document. The File Import and File Export commands can be used to accomplish these integration operations.

File Import. File Import is used to insert a specified document file or textfile into the current document at the current cursor position.

For example, if you have previously exported a Spreadsheet file using either the File Export ASCII, File Export WP-Doc, or File Export Text command, you can use ANGOSS Word Processor's File Import command to insert the exported Spreadsheet file into your current document.

Likewise, if you have previously exported a Database file using either the File Export ASCII, File Export Smart, or File Export Text command, the Word Processor's File Import command can be used to insert the exported Database file into your current document.

File Export. File Export is used to write all or part of your current document to a new file. You can later import the file into another ANGOSS module. In ANGOSS Spreadsheet, you can import the word processor file into your current worksheet by executing the File Import Text command. In ANGOSS Database, you can import the word processor file into your current database file by executing the File Import ASCII or File Import Smart command.

Inserting Graphs in Documents

Another example of modular integration in ANGOSS involves inserting into a Word Processor document a CGM (computer graph metafile) that previously has been created and saved in ANGOSS Spreadsheet.

To view graphs in your documents you must have a graphics screen driver installed. To print graphs in your documents, you must have a printer installed that supports graphics printing.

For a graph to be inserted in a Word Processor document, it must be saved as a CGM file in the Spreadsheet. This is accomplished with the Graph Metafile command. Once a metafile has been generated, you have two choices. You can exit the Spreadsheet, load the Word Processor and execute the Graph Insert command. Or, you can use the Spreadsheet's Sheet Send Wordprocessor Graphics command

to automatically unload the Spreadsheet and load the Word Processor. The latter alternative may be faster in some situations. You do not have to "send" the metafile to the Word Processor. Once you have generated the CGM file, it is available to be inserted into a document.

You can also insert metafiles created in previous versions of ANGOSS (.gmf)

Whether you send the file to the Word Processor, or not, inserting a graph in a document is fast and easy. The following steps illustrate the process:

STEP 1: Position the cursor on the line in your document where you want the graph to start.

STEP 2: Select Graph Insert.

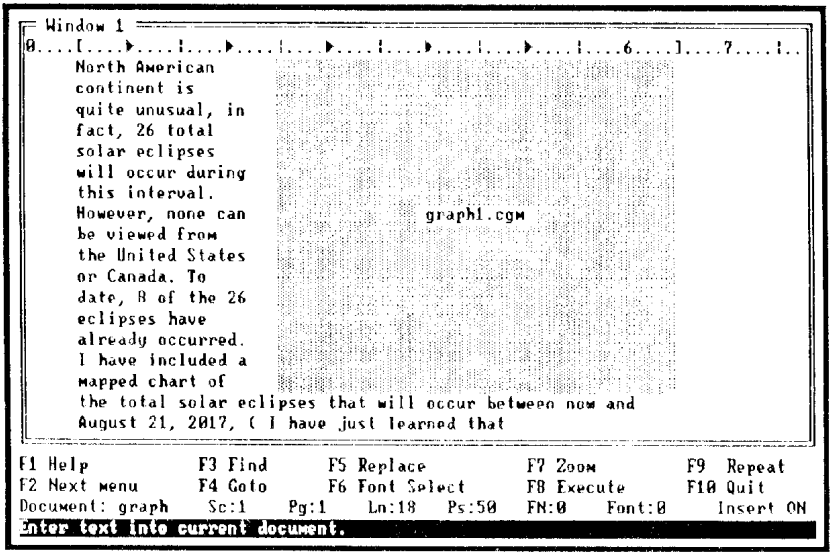
A prompter list of all CGM files (.cgm) in the current directory are displayed. Select the graph you wish to insert. If it is in another directory, enter the entire path. If you used the Spreadsheet's Sheet Send Wordprocessor Graphics command to "send" the graph to the Word Processor, you can press **Enter** to select the "default" graphics file. This causes the last CGM sent from the Spreadsheet to be inserted at the cursor position.

STEP 3: Specify the size and alignment you want for the graph.

Large, medium, or small graphs can be inserted in a document. A large graph extends from the left margin to the right margin. A medium graph extends from either the left or right margin to the middle of the page. A small graph extends from either the left or right margin across one-third of the page. When a medium or small graph size is selected, you must specify whether you want the graph aligned on the left margin or the right margin.

After the graph's size and alignment are selected, a shaded block containing the graph screen filename is inserted into the document at the location specified. Any text that previously occupied the space now occupied by the graph is automatically reformed to surround the graph. A medium-sized graph aligned on the right margin is shown in Figure 8-1.

Figure 8-1. Medium-sized, right-aligned graph



ANGOSS Word Processor does not display the actual graph in the document. In addition, due to the size of the display screen, if a large-sized graph is inserted into a document, the shaded block representing the graph is not displayed in its true size. However, the actual graph is printed in the document at print time.

Although ANGOSS Word Processor does not display the actual graph in the document, you can display a graph on your screen by selecting the Graph View command. Graph View can be used to display either a graph that has been inserted into the current document, or a graph that is stored on disk. When the graph is displayed, the Document Window is temporarily displaced and the graph is drawn on the screen. After viewing the graph, press any key to redisplay the Document Window.

Refer to the discussion of the Graph command in ***Chapter 9*** for additional information concerning graphs in documents.

Merging Database Data

Modular integration is also available in ANGOSS Word Processor via the Print Merge command. Print Merge is used to print the combined text of two files: a template file that contains merge variables and a textfile containing merge variable replacement data (referred to as the "input file.")

Using the Database's File Export Smart command, data stored in ANGOSS Database is appropriately formatted to create the input file. Or, the Database's Data Send Wordprocessor command can be used to send to the Word Processor the database information to be used as the input file.

For information regarding the formatting and procedures required to merge an input file with a document file, refer to ***Merge Printing*** in ***Chapter 6*** and the Print Merge command in ***Chapter 9.***

Chapter 9: ANGOSS Word Processor Command Reference

This chapter explains the purpose and format of each ANGOSS Word Processor command. Menu keywords are presented in this chapter in the same order in which they appear on the Word Processor Module Menu.

Four of the keywords, Tools, Help, Remember, and Quit, are applicable to all ANGOSS modules. Discussions of these keywords are general, with details being limited to Word Processor usage. For more information on the use of these commands, refer to ***ANGOSS Software System*** and ***Project Processing***.

If you have not used a word processing program before, we suggest that you read the first eight chapters of this manual, and that you also use the Word Processor Tutorial. If you are familiar with word processing programs, the sections that follow provide brief descriptions of ANGOSS Word Processor concepts and techniques.

Marking Techniques

Whenever you select a command that affects existing text, a marking menu appears in the Control Area of the screen and prompts you to specify the amount of text to be affected by the command. Standard text area commands utilize different marking types and menus than defined multiple column area (MCA) commands.

Standard Text Marking

Block, column, and line-marking are available when you are working in a standard text area. Some commands allow you to switch between block and column-marking, using the marking menu key **F4**, while other commands allow only one type of marking. Refer to the ***Software System*** manual on using the mouse to block text.

When a command is selected that invokes marking, the current cursor position becomes the "anchor" position. As you use marking menu keys or cursor keys to indicate the text you want affected by

the command, the text becomes highlighted from the anchor position to wherever you move the cursor. You can set a new anchor anywhere in the text by moving the cursor to the desired location and pressing **F2**. Or, you can erase any highlighting and restart the marking process by pressing **F3**.

Block-Marking vs. Column-Marking

For commands that can operate in either block or column-marking, the "default" is block-marking. When the command is selected, ANGOSS enters block-marking; to use column-marking, you must press **F4**.

A block of text can be based on a character, a word, a line, a sentence, a paragraph, a page, a combination of these, or an entire document. A column of text is based on a single character.

Block-marking works on a horizontal aspect while column-marking works on a vertical aspect in a document. When the cursor is moved down one vertical position in block-marking, all horizontal positions between the original cursor position and the current cursor position are included in the marked block. In column-marking, when the cursor is moved down one vertical position, only the original cursor position and the current cursor position are included in the marked column. Columns can be extended horizontally only by using horizontally-oriented cursor keys (i.e., **left** or **right arrow**) or Quick Keys (i.e.,**Ctrl F**, **Ctrl G**, or **Ctrl F5**).

Block-marking can be used to include an MCA in a block of marked text. For example, if you mark a block of standard text above and below the MCA, the entire MCA is included in the marked block. Column-marking does not allow you to cross MCA "boundaries."

The marking menu keys **F5**, **F6**, **F7**, **F8**, **F9**, **P** and **R** are used in block-marking to highlight specified areas of text. If you have switched to column-marking and subsequently press one of these marking keys, block-marking is automatically activated and the corresponding text is highlighted. The characters encompassed by these menu keys are defined below.

F5	Word.	Highlights the current word and any blank spaces following the it.
F6	Sentence.	Highlights the current sentence, including punctuation, and any blank spaces following it.
F7	Paragraph.	Highlights the current paragraph and the end of paragraph mark.
F8	Document.	Highlights the current document from the beginning of the document to the end of file mark.
F9	Line.	Highlights the current line, from left margin to right margin.
P	Page.	Highlights the current page from one page break to the next.
R	Remainder.	Highlights the remainder of the document, from the current anchor position to the end of file mark.

Line-Marking

Line-marking is used when Document Dictionary Hyphenate or Layout Keep is selected. The current line is automatically marked and a marking menu is displayed in the Control Area of the screen.

As with the other marking types, you can press **F2** to set a new marking anchor, or **F3** to restart the marking process. Press **F10** when marking is completed.

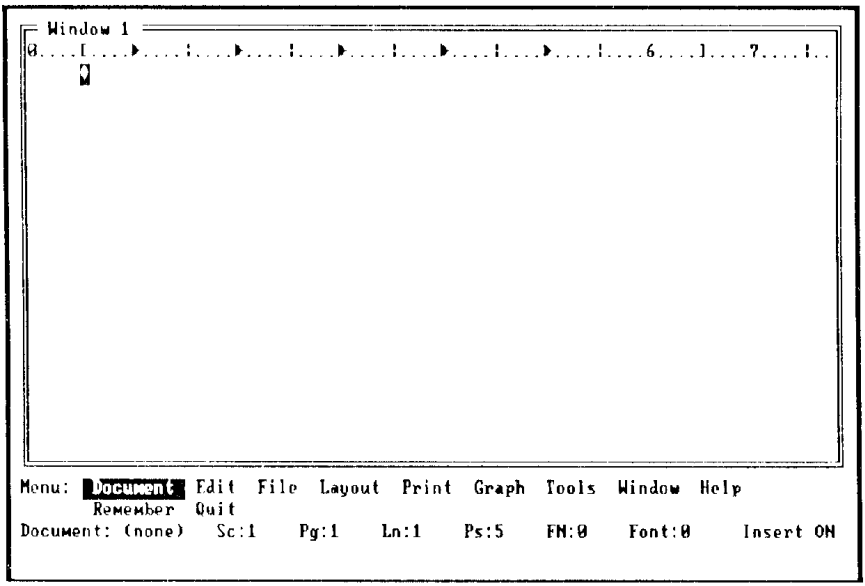
MCA Marking

The type of marking allowed in an MCA depends upon whether it is a linked or unlinked MCA. Column-marking and entry-marking, are available in a linked MCA. Only column-marking is available in an unlinked MCA.

Classifying Commands by Function

ANGOSS Word Processor's Module Menu contains the foundation keywords for all commands available in the module. When Command Mode is accessed, the Module Menu is displayed in the Control Area of the screen, as shown in Figure 9-1.

Figure 9-1. Word Processor module menu



Commands build from the Module Menu keywords in functionally logical sequences. As your familiarity with ANGOSS increases, the commands will become second nature to you. To help your assimilation process, this section classifies commands and command groupings by function.

Getting Help Information

Help About-Help	Displays information on using ANGOSS' on-line help feature
Help Contents	Displays a table of contents for the on-line help
Help On-Error	Displays help text for specified error messages
Help Index	Displays an index of help topics
Help Tutorial	Invokes the Word Processor Tutorial

Setting Preferences

Layout Document-Options	Provides formatting for an index, table of contents, or footnotes; controls language, consecutive hyphenations, and dictionaries used during spell checking operations
Print Options	Controls the formatting options and paper handling information for printing the current document.
Print Preset	Controls the formatting options and paper handling information for printing new documents
Tools Preferences	Controls how ANGOSS Word Processor performs when it is accessed

File Maintenance and Manipulation

Document Send	Provides file integration with other ANGOSS modules
File Export	Writes all or part of the current document to a new file
File File-Type	Changes the current document file to a textfile or vice versa
File Import	Inserts at the current cursor position a document or textfile stored on disk
File Load	Loads into the current window a document or textfile stored on disk
File Newname	Assigns a new filename to the current document
File Save	Stores on disk a copy of the current file
File Unload	Removes the current file from memory

File Protection

Document Lock	Protects a document from permanent modifications
Document Unlock	Removes permanent modification protection from a document
File Password	Restricts user access to a document

Obtaining Information About Files

Display-Active	Displays a listing of all currently active file
Tools Directory	Displays, creates, removes, or changes a file directory

Editing Text

Edit Copy	Duplicates specified text
Edit Delete	Removes selected text from a document
Edit Edit-Case	Changes the case of selected text
Edit Move	Relocates text to another area of the document
Edit Sort	Sorts standard or columnar text in A to Z or Z to A order
Edit Undelete	Inserts at the current cursor position any text contained in the delete buffer
Layout Ruler	Enables text alignment, margin, indentation, tab, and line spacing changes within the same document

Searching for Text

Document Find	Locates a specified character string in a document
Edit Replace	Finds a specified character string in a document and replaces it with an alternative character string

Display Features

Document Visible	Toggles on or off the display of hidden text, marks, rulers, or tabs
Layout Font	Provides type style changes for document text
Layout Hidden-Text	Allows specified text to be hidden or redisplayed in a document
Window Border	Toggles on or off the display of the Document Window border.
Window Paint	Provides independent coloring of window components.

Document Enhancements

Document Columns	Provides for the defining and editing of multiple column areas (MCAs) in a document
Document Dictionary	Provides hyphenation, on-line spell checking, and on-line thesaurus features

Document Math	Calculates a formula or totals a series of numbers in a document
Document References	Provides character markers, paragraph numbering, and the creation of footnotes, an index, or table of contents

Multiple Documents/Multiple Windows

Document Goto	Allows cursor movement between windows or documents, or cursor relocation within the same document
File Display-Active	Displays a listing of all currently active files
Window Close	Closes the current split Document Window or Footnote Window
Window Split	Separates the current window into multiple windows or displays a Footnote Window
Window Zoom	Enlarges the current split window to fill the Document Window, or returns an enlarged window to its original split size

Pagination

Layout Document-Options	Provides formatting for an index, table of contents or footnotes; controls language, consecutive hyphenations, and dictionaries used during spellchecking operations
Layout Keep	Allows the insertion and deletion of "fences" to keep blocks of text on the same page

Layout Newpage	Provides automatic and manual document pagination
Print Options	Controls the formatting options for printing the current document

Printing

Print Document	Provides printing of document files and textfiles.
Print Merge	Provides merging of "database" information with document files
Print Option	Controls the formatting options for printing the current document
Print Preset	Controls the formatting options for printing new documents

Integrating Graphics

Graph Insert	Inserts a graph at the current position in the document
Graph Remove	Removes the current graph from the document
Graph View	Displays a graph on the screen, temporarily displacing the Document Window

Document Commands

The Document keyword is the basis for the command formats that enable you to:

- establish multiple column areas (MCAs)
- access on-line spell checker and thesaurus
- move between windows, documents, or to new locations in the current document
- create footnotes, indexes, or a tables of contents
- send files to other ANGOSS modules
- control the display of hidden text, special marks, and rulers
- protect documents from permanent modifications

Document Options

Document provides the following options:

Columns. Defines and edits multiple column areas (MCAs).

Dictionary. Hyphenates, spell checks, and provides access to the thesaurus.

Find. Locates a specified character string in a document.

Goto. Moves the cursor between windows or documents, or to a new position within the same document.

Math. Calculates a formula or totals a series of numbers.

References. Provides character markers, paragraph numbering, and the creation of footnotes, an index, or a table of contents.

Send. Provides file integration with other ANGOSS modules.

Visible. Toggles on or off the display of hidden text, marks, rulers, or tabs.

Lock. Protects a document from permanent modification.

Unlock. Removes permanent modification protection from a document.

Document Columns

Document Columns is used to define, edit, or remove multiple column areas (MCAs), sometimes called tables. Each column can be of variable or equal width, with column text being linked or unlinked.

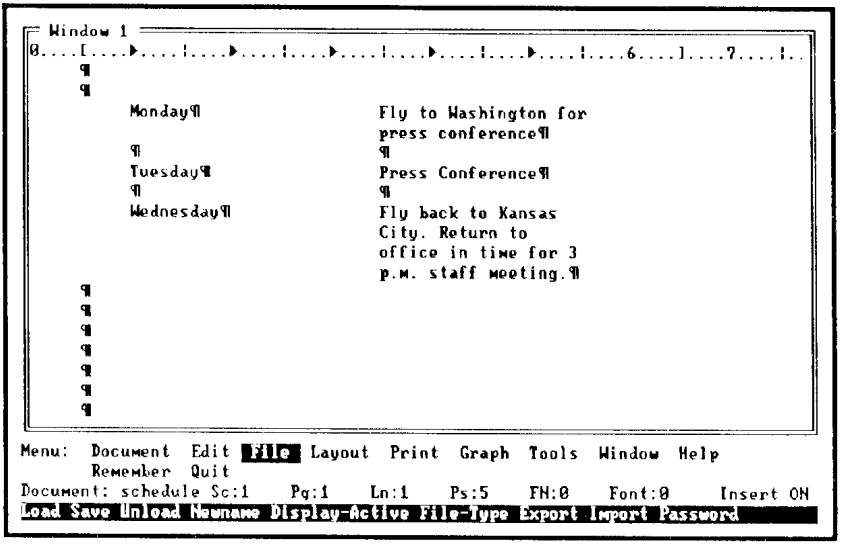
Document Columns Define

Document Columns Define creates an MCA in which you can specify the size and position of each column. When you select Document Columns Define, you must specify whether you want the columns to be linked or unlinked.

Linked. Linked columns retain the horizontal alignment and relationship of text that is entered in an MCA. Each related group of text entered into a linked MCA is referred to as a column "entry." See Figure 9-2 for an example of linked columns. No matter how many lines each entry in the second column runs, it stays horizontally aligned with the appropriate entry in column one. If another event was added to Tuesday, the Wednesday entry and its corresponding entry in column two would be moved down.

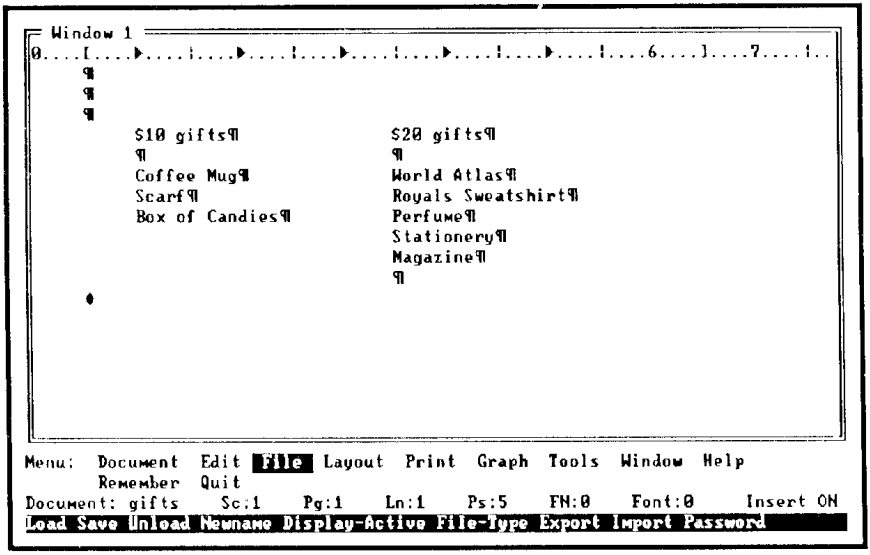
Figure 9-2. Linked columns

.



Unlinked. Text contained in one column of an unlinked MCA is horizontally aligned independently of the text in any other column. See Figure 9-3 for an example of unlinked columns.

Figure 9-3. Unlinked columns.



Defining Columns

After specifying whether the MCA will be linked or unlinked, a definition ruler is displayed at the current cursor position. The following steps explain the definition process.

STEP 1: Enter the starting position (left margin) for the first column.

Use the cursor keys to move the cursor to where you want the left margin and press **Enter**, or type the left margin position (in inches) and press **Enter**.

STEP 2: Enter the ending position (right margin) for the first column in the same manner.

Before specifying the right margin, you can restart the definition of the current column by pressing **F2**. The starting position for the column is negated and once again you are prompted to enter the starting position.

STEP 3: Enter right and left margins for all other columns in the MCA.

The column boundaries are displayed on the definition ruler as you enter the margin values.

STEP 4: When you have defined the boundaries for all the columns you want, press F10.

The column definition ruler disappears and paragraph marks are inserted at the starting position of each defined column (if paragraph marks are toggled visible.) Column margins are displayed on the Main Ruler (if it is toggled visible.)

Document Columns Quick-Define

Document Columns Quick-Define creates columns of equal width quickly and easily. The following steps explain the process.

STEP 1: Select Document Columns Quick-Define.

STEP 2: Specify whether you want linked or unlinked columns.

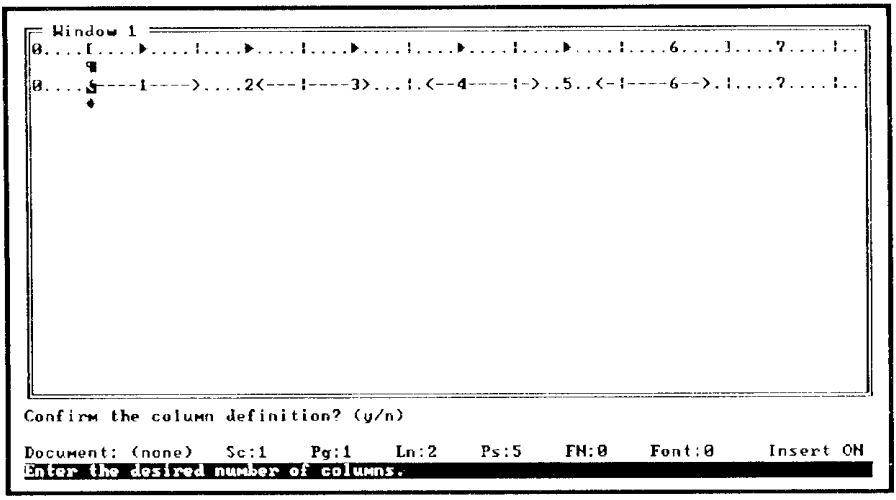
STEP 3: Enter the number of columns you want in the MCA.

ANGOSS displays a definition ruler with the left and right margins set for each column. Figure 9-4 illustrates the Quick-Define ruler.

STEP 4: If you do not like the columns as they appear on the definition ruler, press N.

The command will terminate, and you can start over. If you do like the columns as they appear on the definition ruler, press Y. The definition ruler disappears and paragraph symbols appear at each column position (if paragraph marks are toggled visible.)

Figure 9-4. Document Columns Quick-Define



COMMENT: The Current Document Options Definition Menu is obtained by selecting the Layout Document-Options Current-Document command.

ANGOSS automatically determines the right and left margin settings for each column based on the number of columns you specify, and the left and right margin settings of the current ruler. In addition, the minimum "gutter" space between columns (specified in the Current Document Options Definition Menu) is used to compute the size of each column. The current page margins are divided by the number of columns you selected, taking gutter space between columns into consideration.

If you specify more columns than will fit within the current margins, a message is displayed indicating that fact. You can either extend the current page margins to accommodate the number of columns you want, reduce the "gutter" space between columns, or specify fewer columns.

Entering Text in Columns

After you have defined an MCA you can use the keys in Table 9-1 to move around or to enter text in it.

Table 9-1

Ctrl F3	Move to the previous column
Ctrl F4	Move to the next column
Ctrl E	Start a new column entry in a linked MCA

NOTE: Text in an MCA can be sorted with the Edit Sort Columns command. For more information, see the discussion of Edit Sort in this chapter.

Document Columns Remove

Document Columns Remove is used to delete an entire MCA. Position the cursor in the MCA you wish to delete and execute the command. Document Columns Remove deletes the **entire** MCA. To delete only specific columns or entries in an MCA, use Document Columns Edit.

IMPORTANT: Text contained in the MCA is **permanently** deleted when Document Columns Remove is executed.

Document Columns Edit

Document Columns Edit allows you to add, move, or delete columns or column entries in an MCA. In addition, Document Columns Edit allows you resize the margins of one or more defined column(s).

Document Columns Edit Add

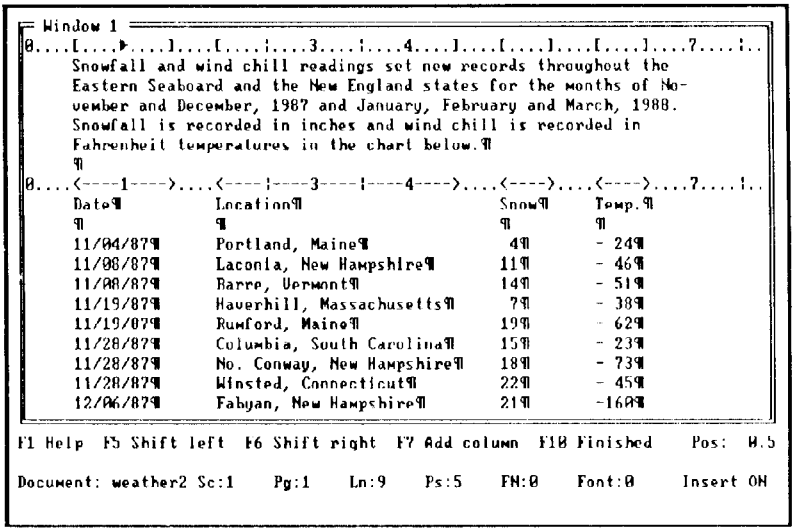
Document Columns Edit Add is used to add one or more columns, or a single column entry to an MCA. When you select Document Columns Edit Add, you must specify whether you want to add a column to the MCA, or add an entry in the existing columns. Remember, a column entry consists of text that is horizontally aligned (linked) in each column of an MCA. The following steps explain the process.

STEP 1: Select Document Columns Edit Add.

STEP 2: Specify whether you want to add a column or an entry.

Column. If you specify that you want to add a column, the column definition ruler is displayed above the MCA and the menu shown in Figure 9-5 appears in the Control Area of the screen.

Figure 9-5. Column editing menu



Position the cursor on the ruler where you want to insert a new column. You can move the existing columns to make room for the new column. Press **F5** to shift columns right of the cursor to the left; press **F6** to shift columns right of the cursor to the right. To add a column, press **F7**. ANGOSS then prompts you to enter the starting and ending positions for the new column.

Entry. Document Columns Edit Add Entry is only available when you are working in a linked column area. When the command is selected, space for a new entry is inserted directly below the current entry.

Document Column Edit Boundaries

Document Columns Edit Boundaries allows you to modify the margins or position of any column in an MCA. When the command is selected, the definition ruler for the current MCA is displayed above the columns and the cursor is placed on the ruler, allowing you to modify the margins. Move the cursor to the column you want to move or resize. Then press one of the keys in Table 9-2.

Table 9-2

F3	Allows adjustment of the column's left margin. After pressing **F3**, use the cursor keys to move the left margin to the new position
F4	Allows adjustment of the column's right margin. After pressing **F4**, use the cursor keys to move the right margin to the new position
F5	Shifts all columns to the right of the cursor one position to the left each time you press **F5**
F6	Shifts all columns to the right of the cursor one position to the right each time you press **F6**

When you have completed resizing and repositioning columns, press **F10**.

Document Columns Edit Delete

Columns or column entries can be removed from an MCA by selecting Document Columns Edit Delete. Any text contained in a deleted column or column entry is lost when the command is executed.

To delete an entry:

STEP 1: Select Document Columns Edit Delete.

An entry-marking menu appears and the current entry is highlighted. Use cursor keys to highlight the entry or range of entries you wish to delete. Press **F2** to drop a new anchor and restart the marking process.

STEP 2: When the proper entry or entries are highlighted, press F10.

The highlighted entries are deleted, and the MCA reforms.

To delete a column:

STEP 1: Select Document Column Edit Delete.

STEP 2: When the marking menu appears, press F4 to enter column-marking mode.

STEP 3: Highlight the column or range of columns you wish to delete. Press F10.

The highlighted columns are deleted and the MCA reforms.

Document Columns Edit Move

Document Columns Edit Move enables you to move either columns or entries from one location to another within an MCA. Only columns can be moved in an unlinked MCA. Columns or entries can be moved in a linked MCA. To move a column entry:

STEP 1: Select Document Columns Edit Move.

An entry-marking menu appears and the current entry is highlighted. Use cursor keys to highlight the entry or entries you wish to move. Press **F2** if you need to drop a new anchor and restart the marking process.

STEP 2: When the proper entry or range of entries is highlighted, press F10.

STEP 3: Specify a new location for this entry.

Move the highlighter to the position you want the entry to occupy, or type in the position number. Then press **Enter**. For example, if you want the entry to be the third entry in the MCA, type in the number 3. The MCA will rearrange accordingly.

To move a column:

STEP 1: Select Document Column Edit Move.

STEP 2: If you are in a linked MCA, press F4 to enter column-marking mode.

If you are in an unlinked MCA, only column-marking is available.

STEP 3: Highlight the column or range of columns you wish to move. Press F10.

STEP 4: Specify a new location for the column or columns.

Move the highlighter to the position you want the entry to occupy, or type in the column number. Then press **Enter**. For example, if you want the moved column or columns to start at the third column in the MCA, type in the number 3. The MCA will rearrange accordingly.

Document Dictionary

Document Dictionary is used to add hyphenation to an existing document, to check a document for spelling errors, and to obtain synonyms and antonyms for specified words via an on-line thesaurus. When you select Document Dictionary, you must specify whether you want to erase a dictionary file, hyphenate the current document, check for spelling errors in the current document, or access the thesaurus.

Custom Dictionaries

You can create your own dictionaries, called custom dictionaries. Jargon, product names, or other words that are unique to your industry or application can be put in a custom dictionary. In this way, they are not always interpreted as potential errors. You can add a word to a custom dictionary by pressing **F5** when the word is highlighted during a spell check. You are then prompted to enter the name of a dictionary to place it in. If you enter a dictionary name ANGOSS does not recognize, it will ask if you wish to create the dictionary. Custom dictionaries are assigned the extension .udc.

As you create new custom dictionaries, the names are automatically added to the list of custom dictionaries on the Document-Options menus. These menus are accessed with Layout Document-Options Current-Document or Layout Document-Options New-Documents. The custom dictionaries listed on the Current Document Options menu will be used to spell check the current document. Custom dictionaries listed on the New Document Options menu will be defaults available to all newly created documents.

To remove a custom dictionary from either list, place the pointer in front of the dictionary you wish to delete, and press **F3**. To add a dictionary to the list, type in the dictionary name. A maximum of five custom dictionaries can be attached to each document.

Document Dictionary Erase

You can erase a custom dictionary file with the follow steps.

STEP 1: Select Document Dictionary Erase.

STEP 2: Enter the name of the dictionary file you want to delete.

When the command is executed, the file structure and all of the words contained in the dictionary are permanently erased.

Document Dictionary Hyphenate

Use the following steps to add hyphenation to an existing document without changing the margins, indentation, or line spacing.

STEP 1: Select Document Dictionary Hyphenate

STEP 2: Mark the line or range of lines you want to hyphenate.

A line marking menu appears at the bottom of the screen, but you can enter block-marking by pressing any of the normal block-marking keys.

STEP 3: Press F10 or Enter.

Only text in the marked area is hyphenated and the document is reformed as necessary.

Document Dictionary Spellcheck

Document Dictionary Spellcheck is used to check your current document for spelling errors. You can use the spell checker by selecting Document Dictionary Spellcheck. An entire document, or any portion of it, can be checked for spelling errors. During the check, each word in the document is compared with the words in the dictionary and potential errors are flagged.

When you select Document Dictionary Spellcheck, you must specify whether you want the results of the spell check to be written to a file or to the screen. A check written to a file proceeds quickly and without interruption; a check to the screen allows you to interact with ANGOSS during the checking process.

Document Dictionary Spellcheck File

The following steps provide a quick, unattended spell check on a document.

STEP 1: Select Document Dictionary Spellcheck File.

STEP 2: Highlight the portion of the document you wish to spell check.

Use of the menu marking keys makes this job easier (i.e. press **F8** to highlight the entire document.) Then press **F10**.

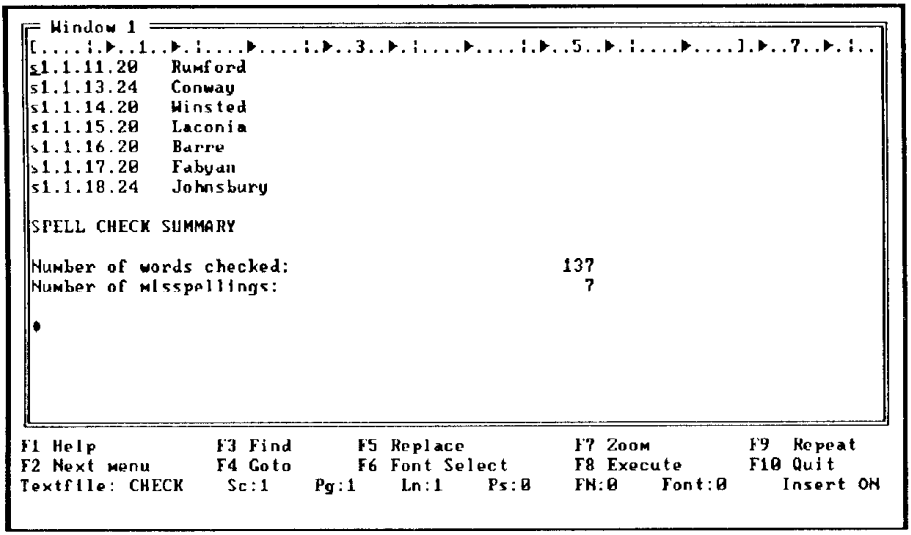
STEP 3: Enter a name for the file that will contain the spell check results.

No file extension is attached to this file. To place the results in a file in the current directory, just enter the filename. To place this file in another directory, enter the entire path specification. Press **Enter** to execute the command and begin the spelling check.

ANGOSS rapidly surveys the portion of the text you marked and writes the results to the file. You can display the results of the spelling check by selecting File Load and entering the filename you assigned to the file. An example of a file created with Document Spellcheck File is shown in Figure 9-6.

Each line of the file lists the section, page, line, column number, and misspelled or unrecognized word, enabling you to quickly locate the errors in the text of your document. At the end of the file, a Spell Check Summary lists the number of words checked and the number of misspellings encountered.

Figure 9-6. Spell check file



Document Dictionary Spellcheck Screen

The following steps provide an interactive spelling check.

STEP 1: Select Document Dictionary Spellcheck Screen.

STEP 2: Highlight the portion of the document you wish to spell check.

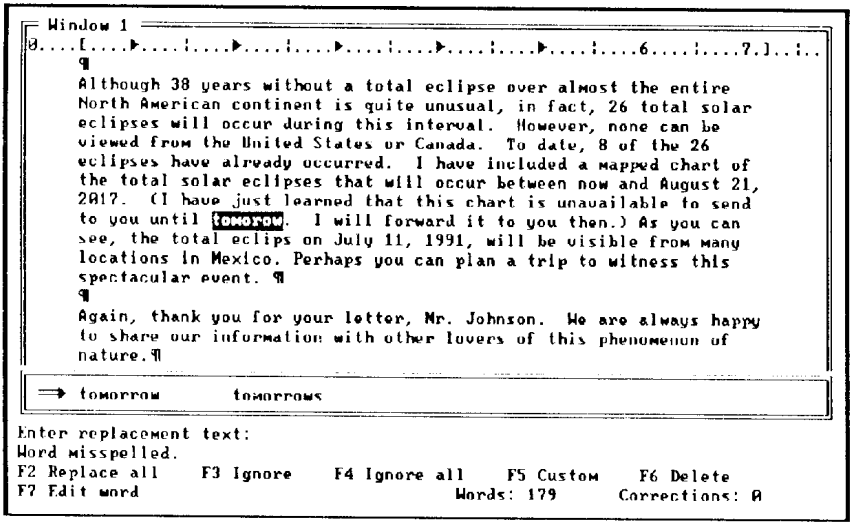
Use of the menu marking keys makes this job easier (i.e. press **F8** to highlight the entire document.) Then press **F10**.

STEP 3: The spell check begins. You can abandon the spell check at any time by pressing Esc.

When a potential error is encountered, the checking process is temporarily halted. The suspect word is highlighted and the reason for the check is displayed in the Control Area. Reasons a word might be suspect include the double occurrence of a word or the occurrence of a word that is not contained in the dictionary being used.

A prompter listing suggested spellings for the highlighted word appears on the screen. You can replace the highlighted word with one of the words in the prompter by moving the pointer to the word and pressing **Enter**. If no alternative words are available, ANGOSS displays the message `Word misspelled. No suggested spellings.` Figure 9-7 shows a prompter containing suggested spellings for the misspelled word "tomorrow."

Figure 9-7. Suggested spellings



NOTE: If no prompter of suggested spellings appears, you can enable this feature by executing Tools Preferences Wordprocessor and specifying **Yes** at the `Correction Information:` item. If you do not wish to enable this feature, you can still obtain spelling alternatives by pressing **F8** each time a misspelled word is encountered.

Table 9-3 lists the keys that are available to you during an interactive spell check.

Table 9-3

F2	Replaces all occurrences of the currently highlighted word. If you type in a replacement it will be used, if not, the word the arrow in the prompter is pointing to will be used as the replacement
F3	Ignores this occurrence of the word
F4	Ignores all occurrences of the word throughout the document

F5	Adds the word to a custom dictionary
F6	Deletes the word from the document
F7	Places a copy of the word in the Control Area and allows you to edit it. Press **Enter** and the edited word is placed in the document

IMPORTANT: If you use **F2** to replace all occurrences of the misspelled word, the replacements are done as they are encountered. If the spelling check is aborted, any occurrences not yet encountered are not corrected.

The Ignore All Buffer

Every time you press **F4** to tell ANGOSS to ignore all future occurrences of a word, that word is placed in a buffer. The buffer is retained even after spell checking is completed. The buffer is automatically cleared only when you exit the Word Processor, or spell check a different document. If you spell check a long document repeatedly, without leaving the Word Processor or spell checking another document, the total length of all words marked "ignore all" can fill up the buffer.

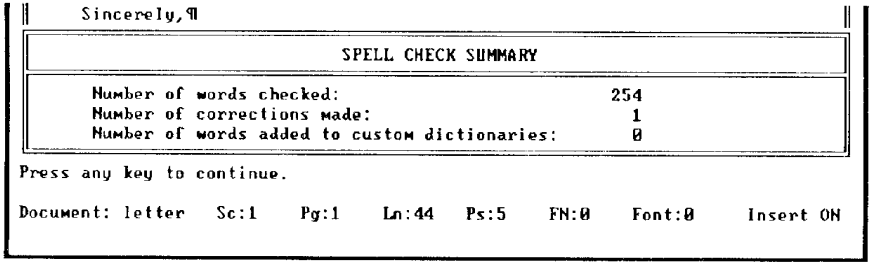
An error message will be generated if you try to enter another word in a full buffer. Between spell check sessions, you can clear this buffer by pressing **Alt F9**. You will be prompted `Erase ignore buffer? (y/n)`. Press **Y** to clear the buffer.

NOTE: Any words you mark as "replace all" are also placed in a buffer, but that buffer is cleared after each spell check session.

Spell Check Summary

As the spell check proceeds, ANGOSS monitors its progress on the bottom line of the screen. The number of words examined and the number of corrections that have been made to the document are shown. When the spelling check is completed, a Spell Check Summary is displayed, as shown in Figure 9-8.

Figure 9-8. Spell check summary



Quick Keys

The following Quick Keys allow you to quickly perform interactive spell checks on specific parts of your document.

Table 9-4. Quick Keys

Alt F2	Executes Document Dictionary command. You must then specify whether you want to delete a custom dictionary file, hyphenate a document, spell check a document, or use the thesaurus
Alt F3	Spell checks the current word
Alt F5	Spell checks the remainder of the document, from the cursor to the end of the file
Alt F6	Spell checks the entire document from beginning to end

Document Dictionary Thesaurus

The thesaurus is used to obtain alternative words or phrases for existing words in your document. The following steps explain how to use the thesaurus.

STEP 1: Select Document Dictionary Thesaurus.

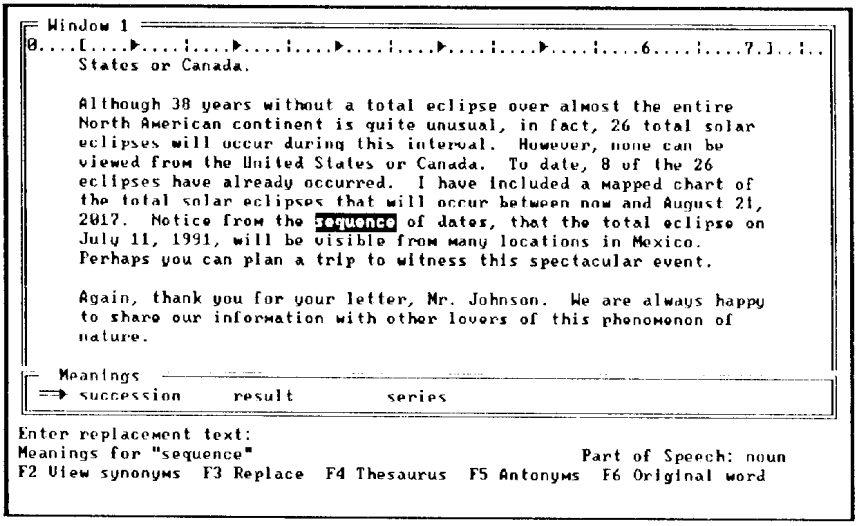
STEP 2: Move the cursor to the word you want to look up. Press Enter.

The thesaurus is based on root words. If you select a word that is a derivative of another word, ANGOSS displays a prompter list of possible root words.

STEP 3: If the root word prompter appears, move the pointer to the root word that is most appropriate for the word you are researching and press Enter.

After choosing a root word, or if the word is not a derivative of another word, a list of possible meanings for the word you are researching appears. Figure 9-9 shows the meanings displayed after marking the word "sequence."

Figure 9-9. Meanings for the word sequence.



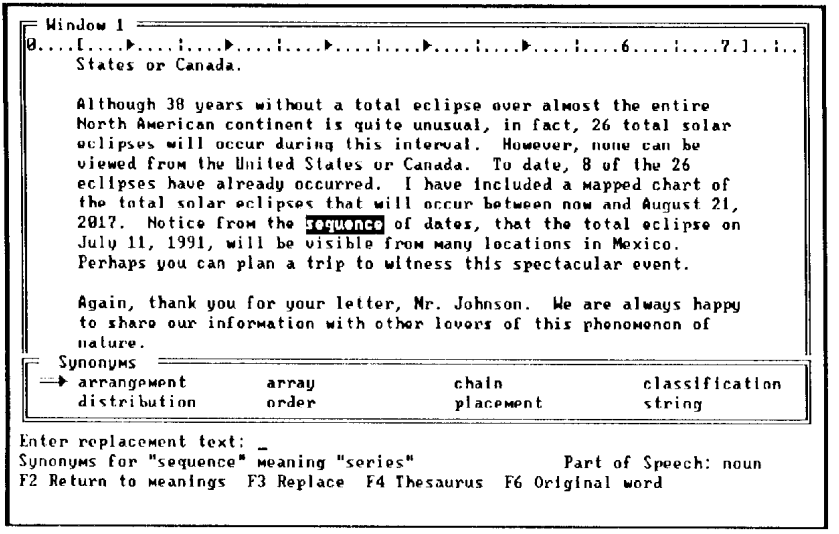
From this "meanings" list, you can find synonyms, antonyms and additional meanings for the word you have marked. Table 9-5 lists quick keys that initiate actions from the "meanings" menu. Move the pointer to the meaning you are interested in researching before pressing the quick keys.

Table 9-5

Enter	Moves the word at the pointer to the command line and allows you to edit it. This is helpful if the word needs minor changes, such as changing it from singular to plural. After editing the word, press **Enter** again and the word is placed in your document
F2	Displays a list of synonyms for the word at the pointer. Once any other list is displayed, you can press **F2** to return to the meanings list
F3	Replaces the word in your document with the word at the pointer
F4	Displays an additional meanings list for the word at the pointer.
F5	Displays a list of antonyms for the word at the pointer
F6	Returns to the original "meanings" screen. This is particularly helpful since you can go several levels deep, exploring meanings, synonyms or antonyms of various words

Figure 9-10 illustrates a list of synonyms for the meaning series.

Figure 9-10. Listing of synonyms



Document Find

It is often necessary to search a document for a specific series of characters, called a string. Document Find locates a text string. The following steps explain the procedure.

STEP 1: Select Document Find.

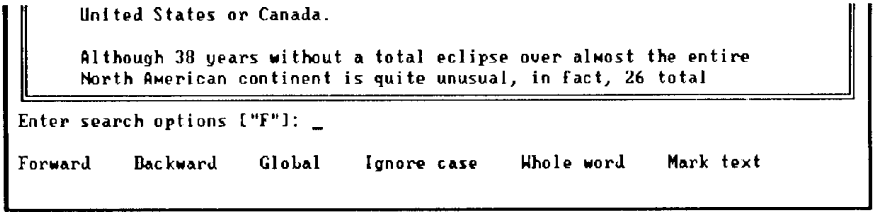
STEP 2: Enter the text string you wish to find, and press Enter.

You can enter up to 50 characters. A question mark (?) will match any character. For example, "move?" would match "mover," "moves," and "moved." ANGOSS automatically inserts double quotation marks (") around the search string. If you want to search for a string that has a leading or trailing space, include the space when you type the search string.

STEP 3: Enter search options to control how your document is searched for the specified string.

Up to ten options can be entered at the prompt. A list of available options is displayed at the bottom of the screen, as shown in Figure 9-11.

Figure 9-11. Document Find search options



The following table gives an explanation of each search option:

Table 9-6

Option	Action
F	Search forward from the current cursor position to the end of the file
B	Search backward from the current cursor position to the beginning of the file
I	Ignore the case of the character string during the search
W	Search for whole words only
M	Search an area of the document you mark
G	Search from the beginning of the file, regardless of cursor position

These options can be combined to specify the scope of a search. You can also enter a number after the search option character(s) to instruct ANGOSS to find a specific occurrence of the character string.

For example, **FI9** instructs ANGOSS to search forward from the cursor for the ninth occurrence of the string, ignoring its case. When the ninth occurrence is located, the cursor is positioned at the beginning of the string and the search stops.

If the string is not found, the message `Text "xxx" not found.` is displayed.

The text string you are searching for and the search options are stored in buffers, becoming "default" values for subsequent uses of Document Find. To accept a displayed default value, press **Enter** in response to the prompt. To change the value, enter the desired text or option.

Repeating a Search

Executing Document Find will take you to only one occurrence of the search string. To go on to the next occurrence, press **F9** to repeat the last command. If you have executed another command since Document Find, use **Alt R** to repeat the last search. When you press **Alt R**, ANGOSS repeats either the last Document Find or the last Edit Replace command, whichever command was executed more recently.

Finding or Replacing Special Characters

You can also search documents for special characters such as tab characters or paragraph marks. At the prompt `Enter search text:`, enter %T to find Tab marks or %P to find paragraph marks. Since the percent sign has special meaning in search commands, you must enter two percent signs (%%) if you ever want to search for a percent sign.

Document Goto

Document Goto allows you to move your cursor to a new location, either within the same document or in a different, active document. If the cursor moves to a different window, that window becomes the current window. Likewise, if the cursor moves to a different document, that document becomes the current document. When you select Document Goto, you must specify whether you want to move to a different window, to a different document, to a marker, or to a location.

Document Goto Window

The following steps explain how to move to a different window. In order to move to a different window, you must have split the document window into one or more windows.

STEP 1: Select Document Goto Window.

STEP 2: Enter the number of the window you want to move to and press Enter.

The window you specify becomes the current window. When the document border is toggled on in multiple windows, the current window (the window containing the cursor), displays a double-line border while all other windows display a single-line border.

Document Goto Document

The following steps explain how to move to a different document when multiple documents are active.

STEP 1: Select Document Goto Document.

A prompter list of active files appears.

STEP 2: Enter or select the name of the active document you want to move to and press Enter.

The document you move to becomes the current document. Only documents that are currently in background memory can be accessed using Document Goto Document. The document must have been loaded, using File Load, at some point during the current word processing session. If a document has been unloaded, it is no longer active.

Document Goto Marker

The following steps explain how to move to a marker in the document.

STEP 1: Select Document Goto Marker,

A prompter listing the markers in the current document are displayed.

STEP 2: Type the desired marker name, or select it from the prompter.

The cursor then moves to the character location in the document where the marker is located.

Document Goto Location

When you select Document Goto Location, ANGOSS prompts `Enter a new cursor location:`, allowing you to move the cursor to a new document, section, page, line, or column.

NOTE: Only documents that are currently in background memory can be accessed using Document Goto Location. The document must have been loaded, using the File Load command, at some point during the current session. If a document has been unloaded it is no longer active.

Document. To move the cursor to a different document, enter the name of the active document and press **Enter**.

Section. To move the cursor to a different section, enter **s,** the number of the section you want to move to, and press **Enter**. For example entering **s2** takes you to section 2 of the document.

Page. To move the cursor to a different page, enter **p**, the number of the page you want to move to, and press **Enter**. For example, entering **p23** takes you to page 23.

Line. To move the cursor to a different line, enter **l,** the number of the line you want to move to, and press **Enter**. For example, entering **l19** takes you to line 19 of the current page.

Column. To move the cursor to a different column (character position) in your document, enter **c,** the number of the column you want to move to, and press **Enter**. For example, entering **c29** takes you to the 29th column on the current line in the document. If the current text line is shorter than the column number you specify, the cursor will be moved to the end of the line.

Combination Specification. A combination specification can also be entered to move the cursor to a new location. Document, section, page, line, and column delimiters can be strung together, enabling you to specify the exact location to move to in a particular document.

There are two methods available for entering a combination specification. You can separate the entities of the specification using periods, or you can enter the identifying characters described above. For example, to move to section 3, page 5, line 20, column 5 in your current document, you can enter **s3.5.20.5** or **s3p5l20c5** in response to the `Enter a new cursor location:` prompt. To move to section 1, page 2, line 10, column 15 in the active document "adoc," you can enter **adoc.s1.2.10.15, adoc.1.2.10.15,** or **adoc.s1p2l10c15.**

No designation is required if you are retaining the current "value" for an entity when entering a combination specification. For example, to move to a different page in the current section of the current document, you do not need to enter a document or section specifier. If the cursor is currently on line 1, column 1 on page 10 in section 2 of a document named "letter", enter **p3l10c25** or **p3.10.25** in response to move to line 10, column 25 on page 3 in the same section of the "letter" document.

Likewise, you do not need to specify a designation if you want the value of an entity to be "1." For example, if you want to move to line 1, column 1 of a particular page, you do not need to enter a line or column specifier. If the cursor is currently on page 10 in section 2 of a document named "letter", enter **s1p3** or **s1.3** to move to line 1, column 1 on page 3 in section 1 of the same document.

When page numbering is continuous across section breaks, you can move to a page in a different section of your document without specifying the section number.

Marker specifications can also be combined with document specifications using the Document Goto Location command. For example, entering **test.intro** in response to the `Enter a new cursor location:` prompt moves your cursor to the marker "intro" in the active document "test."

Document Math

Document Math is used to calculate a formula or total a series of numbers in a document.

Document Math Formula

Document Math Formula allows you to obtain the result of a formula contained in your document. A formula may contain numbers, parentheses, the operators "+," "-," "*," and "/", and ANGOSS functions. (Refer to ***ANGOSS Formula Reference Guide*** for additional information on ANGOSS formulas and functions.) The formula must reside on one line. Termination of the formula is indicated by either an equal sign (=) or the end of the line on which the formula resides.

Select Document Math Formula. Move the cursor to the starting character of the formula and press **Enter**.

The result of the formula is stored in memory until another Document Math command is executed, or until you exit ANGOSS Word Processor. The result of the formula can be inserted at the cursor position in any active document, by pressing **Ctrl C** when in Text Entry Mode.

Document Math Sum

Document Math Sum allows you to calculate totals of columnar or linear numbers.

STEP 1: Select Document Math Sum.

STEP 2: Mark the numbers you want to total and press F10 or Enter.

The sum of the numbers is stored in memory until another Document Math command is executed or until you exit ANGOSS Word Processor. The result can be inserted at the cursor position within any active document, by pressing **Ctrl C** when in Text Entry Mode.

Document References

Document References provides numerous features to enhance the effectiveness and professionalism of your documents. The addition of footnotes, an index, and a table of contents are all possible using Document References. Paragraph numbers in three different numbering styles are also available.

When you select Document References, you must specify whether you want to access the footnote, index, marker, paragraph-numbering, or table of contents feature.

Document References Footnote

The placement and numbering scheme of footnotes for each document is determined by settings on the Current Document Options Definition Menu. This menu is accessed with the Layout Document-Options Current-Document command. Footnotes can be continuously numbered throughout the document or numbering can be restarted at page or section boundaries. In addition, footnotes can be placed at the end of each page, at the end of each section, or at the end of the document.

Footnote numbering is automatically maintained by ANGOSS, based on the numbering scheme and placement option selected. If footnotes will be numbered consecutively throughout the document, or placed at the end of the document, a new footnote inserted in the middle of a document causes all following footnotes to be renumbered. However, if you have chosen to restart the footnote numbering at each page or section, only footnotes subsequent to the new entry and prior to the page or section break are renumbered.

The font used for the footnote reference numbers inserted into a document is specified on the Document-Options menu. This menu is accessed by Layout Document-Options Current-Document or Layout Document-Options New-Documents. By default, the font for this purpose is font #1. It comes predefined as a standard 10 point superscript font. If you edit font #1 or whichever font you specify for this purpose, your footnote references may appear different than you expect.

Document References Footnote Insert

The following steps explain how to create a footnote.

STEP 1: Select Document References Footnote Insert.

ANGOSS displays a footnote input screen containing ten blank lines. The cursor is placed in column 1 of the first footnote line. The message `Insert text for footnote. Press F10 when finished.` is displayed in the Control Area.

STEP 2: Type in the footnote text.

A maximum of 255 characters of footnote text can be entered on each line. If you attempt to print a document with footnote lines that contain more characters than your printer can handle, or if your footnote lines extend beyond the right boundary of your document, the printed footnote text is truncated.

Word wrap is not available when entering footnote text. The text does not move to the next line when you reach the end of the current line. You must press **Enter** to move the cursor to the beginning of the next footnote line.

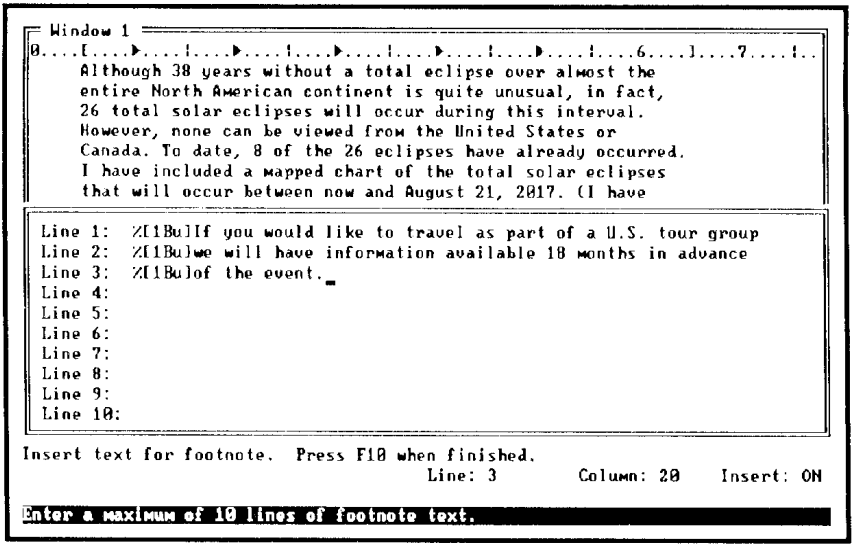
STEP 3: After you have typed all the footnote text desired, press F10.

The footnote text is then stored, the footnote input screen disappears, and the appropriate footnote number is inserted at the current cursor position in the document. The footnote text is stored with the current document the next time the document is saved.

Changing Fonts in Footnotes

Footnote text can be printed in various fonts by entering a font specification code as part of your footnote text. A code sequence controls the footnote text immediately succeeding it, either until the end of the footnote, or until a new control sequence is encountered. The format for inserting font control codes is %[#BU]. The # represents any valid font number. An uppercase B turns boldfacing on, and a lowercase b turns it off. An uppercase U turns underscoring on, and a lowercase u turns it off. Figure 9-12 shows a footnote entry that contains font change code sequences.

Figure 9-12. Footnote with font control codes



Copying and Moving Footnotes

If you copy a block of text that contains a footnote reference number, the reference is preserved in the copied text and the duplicated text is assigned another footnote number. The number assigned to the duplicated text depends upon where in the document the text was copied and the footnote numbering sequence specified on the Current Document Options Menu. If the duplicated text is placed in front of the original footnote reference, the original footnote number is also changed.

If you move a block of text containing a footnote reference number, the reference is preserved with the relocated text. The footnote is renumbered depending upon where in the document the text was moved.

Document References Footnote Modify

The following steps describe the process for editing footnote text.

STEP 1: Within the document, position the cursor on the reference number of the footnote you want to modify.

STEP 2: Select Document References Footnote Modify.

The footnote input screen for the corresponding footnote reference number is then displayed. If the cursor is not positioned on a footnote number before you select the command, ANGOSS searches for the footnote from the current cursor position to the bottom of the Document Window. If no footnote reference number is displayed in this area, an error message is generated.

STEP 3: Modify the footnote text.

STEP 4: After the desired changes have been made, press F10.

Deleting Footnotes

Several methods can be used to remove a footnote number from a document and delete the footnote text associated with the footnote number. You can delete the footnote reference number displayed in the text. Or, you can remove a footnote by modifying it and deleting all the text contained in the footnote itself.

Document References Index

The Document References Index command provides a method for marking text as index items, typing index entries for the index items, and automatically generating an index.

The format, style, and appearance of a generated index is determined by the settings on the Current Document Options menu. This menu is accessed by selecting Layout Document-Options Current-Document. Index margins, the style and placement of alphabetic headings and page numbers, the inclusion of section numbers with the page numbers, and the style and format of primary and subordinate entries are all dependent upon the settings on this definition menu.

Document References Index Add

Document References Index Add is used to designate a portion of text in a document to be referenced by an index entry. The wording of each index entry can be taken exactly from the marked document text. In many cases however, you will wish to type in a unique word or phrase for the index entry instead of using the document text. The following steps explain the procedure.

STEP 1: Position the cursor in or near the text you want referenced by an index entry.

STEP 2: Select Document References Index Add.

STEP 3: Highlight the text you want referenced by the index entry.

The prompt `Enter Index Entries:` is displayed.

STEP 4: Determine what the actual index entry will be.

Press **Enter** if you want the index entry to be taken from the marked document text. If you prefer a different word or phrase to be the index entry, type it in at the prompt. The following characters are important in index entries, whether you use document text or your own entries.

Table 9-7

:	The colon is used to separate primary and subordinate index entries
/	The slash will separate multiple listings for the same marked text

The following discussion explains the use of these characters more completely.

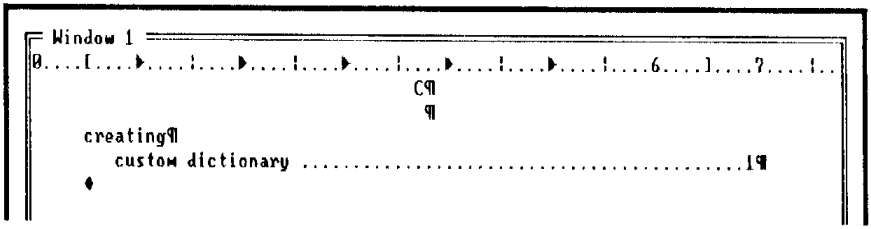
Subordinate entries

Index entries can be referenced as primary or subordinate entries. If you press **Enter** to accept marked text as your index entry, or type in a unique phrase, the index entry will be a primary one. To create a subordinate index entry, you must separate primary and subordinate phrases with a colon (:).

For example, if you mark the phrase "custom dictionary" in a document and you want it to appear in the index as a subordinate entry under the primary entry **creating**, you must enter **creating:** in response to the prompt.

If you want to type in your own index entry, you must type in primary and secondary entries separated by a colon. For example, **creating:custom dictionary** Both these examples will result in the index entry displayed in Figure 9-13.

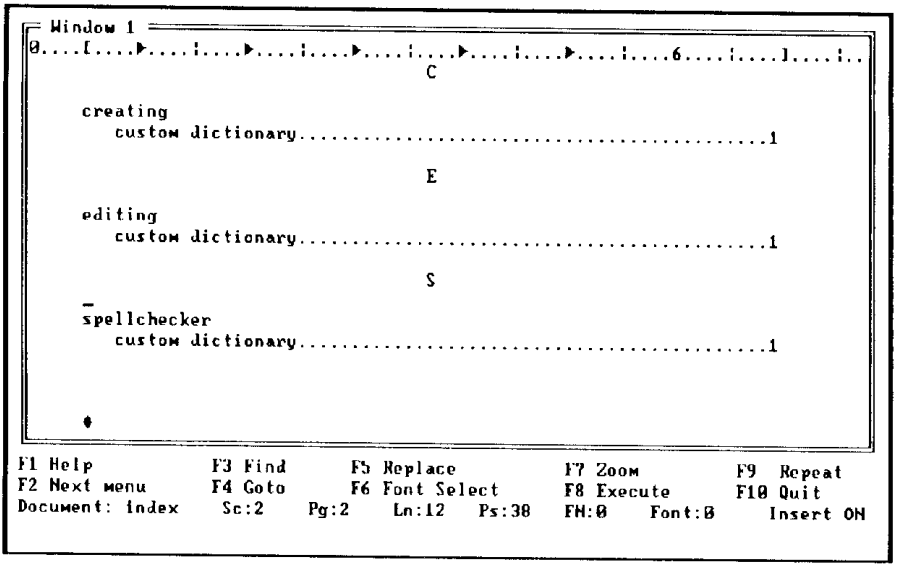
Figure 9-13. Primary and subordinate index entry



Multiple references

Marked text can also be referenced by multiple index entries by separating each reference with a slash (/). For example, if "custom dictionary" was marked in the document you might want it to be referenced under the primary headings **creating**, **editing** and **spell checker**. To accomplish this, type in **creating:/editing:/spell checker:** at the `Enter Index Entries:` prompt. Figure 9-14 shows what the resulting index entries would look like.

Figure 9-14. Multiple index entries

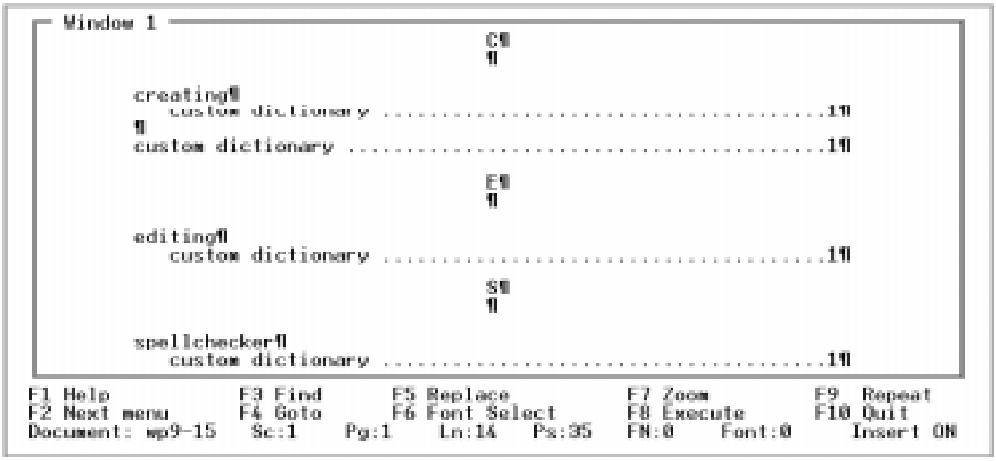


Again, if you type in your own entry you can still specify multiple listings. Again, let's assume "custom dictionary" is marked. You could enter **creating:custom dictionaries/editing:custom dictionaries/spell checker:custom dictionaries** as an index entry, or **custom dictionaries/ creating:/editing:/spell checker:** to obtain multiple index entries.

If a slash is entered as either the first or last character in a multiple entry, the marked text is automatically referenced as a primary entry. Thus, if "custom dictionary" is highlighted and you enter either **/creating:/editing:/spell checker:** or **creating:/editing:/spell checker:/** in response to the prompt, in addition to the three subordinate entries for "custom dictionary," you would also get a primary entry for "custom dictionary," as shown in Figure
9-15.

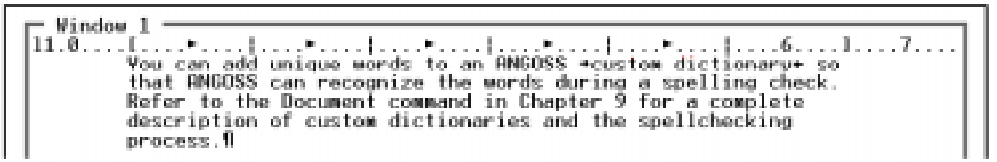
NOTE: If you want to enter an index entry that contains a colon (:), you must enter double colons (::) Otherwise, ANGOSS interprets a single colon as an instruction to create a subordinate entry.

Figure 9-15. Subordinate and primary entries



ANGOSS surrounds a designated index item with the index marks right and left. The display of these marks in your document can be toggled on or off using Document Visible Marks Index. Figure 9-16 shows the phrase "custom dictionary" surrounded by index marks.

Figure 9-16. Index marks



Document References Index Edit

Existing index entries can be edited by using the Document References Index Edit command. To edit an index entry, position the cursor on the index item in your text that is referenced by the index entry you want to change. Then select Document References Index Edit. Any index entries that reference the selected index item are then displayed in the control area of the screen.

You can delete an entry by moving the cursor to the entry you want to delete and using **Del** or **Backspace** to erase each character in the entry. New listings can be added by following the standard conventions used when adding an index entry. Modifications can be made to an existing entry by typing over the displayed text, or adding or deleting characters as needed. These modifications will affect the entries in the index next time it is generated.

Copying or Moving

If you copy a block of text containing an index item, the index reference is retained in the original text and also appears in the duplicated block of text. You can then delete one of the index references, if desired. If both references are left intact and the references appear on different pages or sections of your document, two listings will exist for the index item the next time an index is generated. You may wish to edit the index to combine them into one listing.

If a block of text containing an index item is moved, the index reference is moved with the text. The relocation of the index reference will be reflected in the index the next time it is generated.

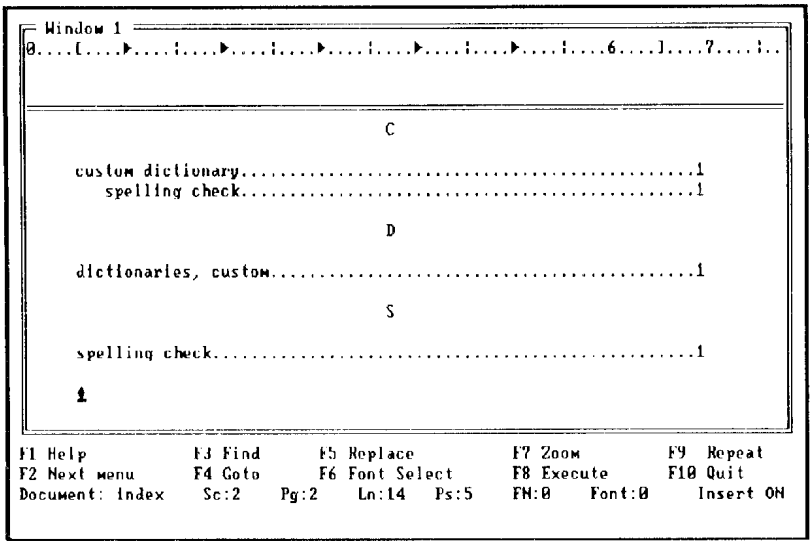
If you copy or move a block of text that causes text marked as an index item to be split, the index reference is left intact in the original text and does not appear in the duplicated text.

Document References Index Generate

Document References Index Generate is executed to generate an index based on the index entries you have specified.

The generated index is placed at the end of the current document, separating it from the rest of the document by a section break. Figure 9-17 shows an example of a generated index.

Figure 9-17. Generated Index



A generated index can be edited in the same manner as any other part of a document. However, any manual editing done to the index will not be retained if the index is subsequently regenerated. In

addition, if you make any changes to existing index entries in a document, these changes will only be reflected in the index if it is regenerated.

If you do regenerate the index, the new one will overwrite the old one unless you have moved it from the end of the document.

Document References Index Remove

Document References Index Remove is used to "unmark" index items in the document and subsequently eliminate all index entries that reference that text. To remove the marks, position the cursor on the text surrounded by the marks and execute the command. Both the marks and the index entries referencing the text are eliminated. You can also delete an index item and its accompanying index entries by using **Del** to delete either of the index marks.

Document References Marker

Document References Marker is used to assign names to selected characters in your document. This enables you to move directly to a character marker, using the Document Goto Marker command, without knowing the exact location of the marked character. When you select Document References Marker, you must specify whether you want to add, remove, or view a marker.

Document References Marker Add

The following steps explain how to create a marker.

STEP 1: Move the cursor to the position in the document where you want to create a marker

STEP 2: Select Document References Marker Add.

STEP 3: Enter a name for this marker. Press Enter.

A marker name must begin with a letter, be a maximum of eight characters, and be unique for the current document. If you enter a marker name that is already in use in the document, the message `Marker is already in use.` is displayed. Markers are not displayed on the screen and do not appear on printed documents.

If you copy text that contains a marker, the marker is retained in the original text but does not appear in the duplicated text. If you move text that contains a marker, the marker is moved with the text. If you delete the character associated with a marker, the marker is also deleted.

Document References Marker Remove

A marker can be removed by deleting the text associated with it or with the following steps.

STEP 1: Select Document References Marker Remove.

A prompter appears displaying all markers in the current document.

STEP 2: Enter or select the name of the marker to be deleted.

Document References Marker View

Document References Marker View scrolls through the current document, stopping at each occurrence of a marker. Text is searched from the current cursor position forward until a marker is found. When a marker is found, the cursor is positioned on the character associated with the marker and the name of the marker is displayed in the Control Area. To scroll to the next marker, press **Enter**. To abort the process, press **Esc**. If you press **Enter** and no more markers are contained in your document, the message `No markers found` is displayed.

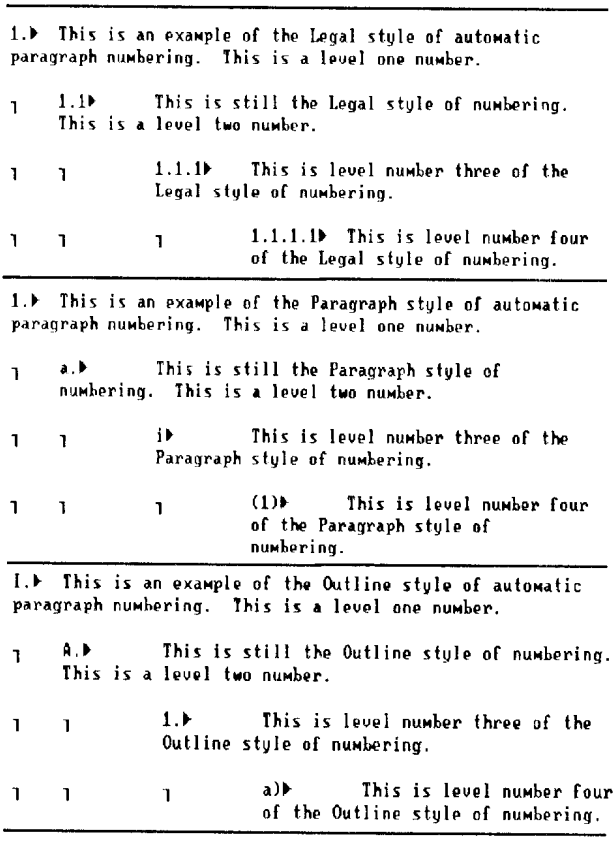
Document References Paragraph-Number

You can assign a numbering sequence to the paragraphs in a document by selecting the Document References Paragraph-Number command. Paragraph numbering is the way outlines and other structured documents are created in ANGOSS.

Number Styles

A setting on the Current Document Options Menu determines whether Outline, Legal, German-Legal, or Paragraph style is used for numbering in the current document. To change the numbering style, select Layout Document-Options Current-Document. Under the Paragraph Numbering heading, select the numbering style you desire. Figure 9-18 illustrates three numbering styles. Note that the format of German-Legal is similar to Legal except that there is no punctuation after first level numbers.

Figure 9-18. Numbering styles



Number Position

Also under the `Paragraph Numbering` heading on the Current Document Options Definition menu are two other settings. You can specify whether you want paragraphs numbered consecutively throughout the document, or numbering to restart at each section boundary. Here you can also specify how the paragraph number is separated from the paragraph text. The text of a paragraph can

immediately follow the paragraph number with no space between number and text. Or, the number can be separated from the text of the paragraph by inserting a single space, a tab or by block indentation of the entire paragraph of text.

Document References Paragraph-Number Insert

Paragraph numbers are inserted by selecting the Document References Paragraph-Number Insert command or the Quick Key **Shift F8**. When the command is selected, you must specify whether you want to use the automatic or fixed method of numbering.

The insertion of a new paragraph number in a document (or section, if paragraph numbering is restarted at section breaks) causes any subsequent, existing paragraph numbers to be automatically renumbered. However, references to other paragraph numbers you typed into a paragraph will not be updated. Only paragraph numbers inserted with Document Reference Paragraph-Number commands are affected by the renumbering.

The Automatic Method

The level of an automatically inserted number fluctuates depending on the number of indent tabs that precede it. If one or more indent tabs are inserted or deleted to the left of a number, the number's level automatically changes. If text or regular tabs are entered to the left of an automatic paragraph number, it is automatically converted to a "fixed" paragraph number.

The Fixed Method

The level of a fixed paragraph number is stationary, regardless of the number of indent tabs that precedes it. If one or more indent tabs are inserted or deleted to the left of a paragraph number generated by the fixed method, the number's level remains unchanged.

Inserting a Paragraph Number

The following steps assign a number of a particular heading level to a paragraph.

STEP 1: Place the cursor in the paragraph to be numbered.

STEP 2: Select Document References Paragraph-Number Insert.

STEP 3: Specify whether you want the number to be fixed or automatic (see previous discussion).

STEP 4: Enter a heading level from 1 to 15.

The appropriate heading level is placed in front of the paragraph in the style and format specified on the Current Document Options menu.

The heading level of a particular automatically-numbered paragraph can be quickly renumbered by changing the number of indent tabs in front of it. To change a number to a higher number, place the cursor on an indent tab and press **Del**. To change a number to a lower heading level, place the cursor on one of the indent tab marks and press **Ctrl T**.

Document References Paragraph-Number Remove

Document References Paragraph-Number Remove is used to delete a paragraph number from a document. **Del** and **Backspace** can also be used to remove a paragraph number. When the number is deleted, any indentations or tabs associated with the number's level are unaffected.

Document References Toc

For many word processing applications, a table of contents is an essential reference for finding particular sections or topics within a long document. However, to manually create a table of contents can be a long, time-consuming process. The Document References Toc command provides an easy method for designating words in your text as table of contents entries and automatically generating a table of contents based on the entries you have marked.

The format, style, and appearance of a generated table of contents is determined by the settings on the Current Document Options menu. This menu is accessed by selecting Layout Document-Options Current-Document. Margins for the table of contents, the style and placement of page numbers, the inclusion of section numbers with the page numbers, and the style and format of the table of contents entries and levels are all dependent upon the settings specified in this definition menu.

Document References Toc Add

Document References Toc Add is used to designate document text as a table of contents entry and assign it a heading level. The table of contents lists the marked entries in a "first encountered, first listed" order. Therefore, entries that you want to be subordinate to other entries must occur later in your document text than the related, "higher-ranking" entries. The following steps explain the entry-marking process.

STEP 1: Position the cursor on the text you wish to make a table of contents entry.

STEP 2: Select Document References Toc Add

STEP 3: Highlight the text that will be the entry. Press F10.

STEP 4: Enter a number from 1 - 5 to determine the heading level for this entry. An example of the different heading levels is shown below.

Example:

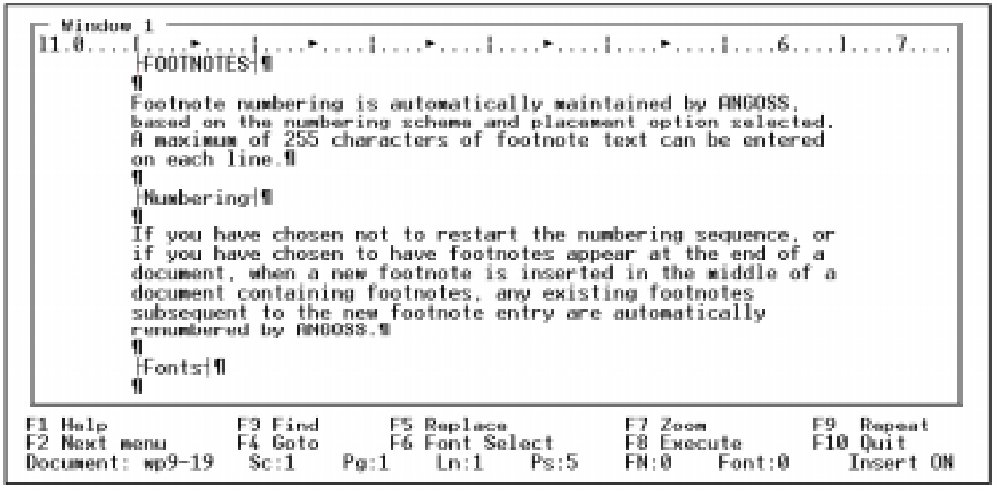
TABLE OF CONTENTS

CHAPTER I. INTRODUCTION	(Heading Level 1)
ANGOSS Word Processor	(Heading Level 2)
Features and Capabilities	(Heading Level 3)
Multiple Windows	(Heading Level 4)
Splitting Windows	(Heading Level 5)
Closing Windows	(Heading Level 5)
Graphics in Documents	(Heading Level 4)

The wording of the heading will appear in the table of contents exactly the same as the marked text appears in the document. This includes capitalization and punctuation.

Once you mark document text to be a table of contents entry, it is surrounded by table of contents marks. (†195 and †180) The display of these marks in your document can be toggled on or off using Document Visible Marks Toc. Figure 9-19 shows the words "FOOTNOTES," "Numbering," and "Fonts" surrounded by table of contents marks.

Figure 9-19. Table of contents marks

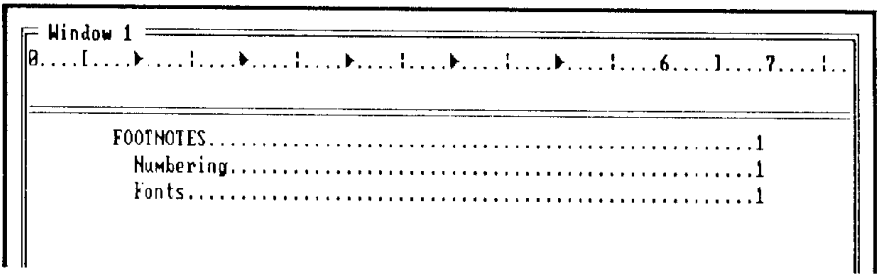


Document References Toc Generate

After marking entries in the document, select Document References Toc Generate to generate the table of contents.

ANGOSS places the generated table of contents at the end of the current document, separating it from the rest of the document by a section break. Figure 9-20 shows an example of a generated table of contents.

Figure 9-20. A generated table of contents



A generated table of contents can be edited in the same manner as any other part of a document. However, any manual editing done to the table of contents will not be retained if Document References Toc Generate is executed subsequent to the editing. In addition, if you add any new entries using the Document References Toc Add command, these additions are not reflected in the table of contents unless it is regenerated subsequent to the entry additions.

If you do regenerate the table of contents, the new one will overwrite the old one unless you have moved it from the end of the document.

Editing Toc Entries

If you edit text marked as a table of contents entry, or if you move a block containing marked text, the changes are automatically reflected in the table of contents the next time it is generated. If you copy a block of text containing an entry, the TOC marks are kept with the new entry and it is reflected in the table of contents. If, however, you move or copy a block of text that causes the marked table of contents entry to be split, the corresponding heading will consist of only the marked text that remained in the original location. The portion of the marked text that was moved or copied will no longer be referenced by a table of contents heading when the table of contents is next generated.

Document References Toc Remove

To "unmark" table of contents entries in your document, position the cursor on the text surrounded by the marks and execute Document References Toc Remove. You can also delete either of the table of contents marks. The table of contents heading that references that text is eliminated the next time the table of contents is generated.

Document Send

Document Send is used to transfer information from an active Word Processor document file or textfile to ANGOSS Communications, ANGOSS Database, or ANGOSS Spreadsheet. When you execute Document Send, ANGOSS exits the Word Processor and enters the module that you have selected to receive the information.

When you select Document Send, you must specify the ANGOSS module you want to receive the information. After entering the name of the file to send, the prompt `Enter project file for next application:` is displayed. To execute a project file immediately upon entry to the module you are sending the file to, enter the project file name. If you do not want to automatically execute a project file, press **Enter** in response to the prompt. The file is then sent to the module you specified, the current module is unloaded and the destination module is loaded.

Document Send Communications

Select Document Send Communications to send a Word Processor file to ANGOSS Communications. Then specify whether you want to send the information as a textfile or a document file.

Document Send Communications Text

If you select Document Send Communications Text, the Word Processor file is sent to ANGOSS Communications in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile.

Document Send Communications Document

Select Document Send Communications Document to send the Word Processor file in its current file format to ANGOSS Communications. For example, if you send a document file using this option, the file is sent to ANGOSS Communications in the document file format. If you send a textfile using this option, the file is sent in ASCII textfile format.

Send Database

Select the Document Send Database command to send a Word Processor file to ANGOSS Database. ANGOSS then prompts you to `Enter the document or textfile name:` for the file to send. A Word Processor file is sent to ANGOSS Database in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile.

COMMENT: A blank space constitutes the end of a character string "group."

When the Word Processor file is received in ANGOSS Database, the data is displayed in "fields" and "records." Each word or character string "group" of the word processing file is translated into a Database field. Each line of the word processing file is translated into a Database record. The record structure for the Database file (i.e., the number of fields available in each record) is determined by the first line of the word processing file.

For example, if the first line of the word processing file contains 4 words, the record structure for the Database file is established as having 4 fields. If the second line of the word processing file contains 10 words, the record structure is still restricted to only 4 fields; the remaining 6 words are lost in the second record.

You can format the Word Processor file, prior to sending it to the Database, so that more than a single word or character string group is included in a Database field. The word processing file should be formatted in the following manner:

- The data to be contained in each Database record should be entered on a separate line, terminated by a carriage return (**Enter**).
- A blank space (**Spacebar**) should separate the data to be contained in each Database field.
- Data that is to be interpreted as a text field in the Database file should be surrounded by quotation marks in the word processing file.

For information on ANGOSS Database field types and record structures, refer to ***ANGOSS Database***.

Send Spreadsheet

Select Document Send Spreadsheet to send a Word Processor file to ANGOSS Spreadsheet. ANGOSS then prompts you to `Enter the document or textfile name:` for the file to send. A Word Processor file is sent to ANGOSS Spreadsheet in an ASCII textfile format, regardless of whether the word processing file is a document file or a textfile.

COMMENT: A blank space constitutes the end of a character string "group."

When the Word Processor file is received in ANGOSS Spreadsheet, the data is displayed in "rows" and "cells." Each word or character string "group" of the word processing file is placed in a separate Spreadsheet cell. Each line of the word processing file is placed in a separate Spreadsheet row.

You can format the Word Processor file, before sending it to the Spreadsheet, so that more than a single word or character string group is included in a Spreadsheet cell. The word processing file should be formatted in the following manner:

- The data to be contained in each Spreadsheet row should be entered on a separate line, terminated by a carriage return (**Enter**).
- A blank space (**Spacebar**) should separate the data to be contained in each worksheet cell.
- Data that is to be interpreted as text by ANGOSS Spreadsheet should be surrounded by quotation marks in the word processing file.

For information on ANGOSS Spreadsheet cell types and worksheet structures, refer to ***ANGOSS Spreadsheet***.

Document Visible

Document Visible is used to toggle on or off the display of hidden text in a document; page breaks; section breaks; rulers; tabs; and marks such as paragraph marks, keep marks, index marks, table of contents marks, or hidden text marks. All of the Document Visible commands are toggle commands; if the execution of one of the Document Visible commands turns the display of a feature off, executing the same command again will turn the display of the feature on.

Document Visible Hidden-Text

Document Visible Hidden-Text is used to toggle on or off the display of hidden text in the document. When text is hidden (using the Layout Hidden-Text command), ANGOSS surrounds the hidden text with hidden text marks. Whether or not these marks are displayed is dependent upon whether Document Visible Marks Hidden-Text is toggled on or off.

- When the hidden text marks are not displayed and the hidden text is displayed, the hidden text appears in the document and there is no indication that any text in the document is marked as hidden text.
- When the hidden text marks and hidden text are not displayed, there is no indication that hidden text exists in the document. The document reforms to compensate for the hidden text.
- When the hidden text marks and hidden text are displayed, hidden text marks surround the hidden text.
- When the hidden text marks are displayed and hidden text is not displayed, the document reforms to compensate for the hidden text and the hidden text marks are combined into

one mark. This mark is located at the position where the first character of the hidden text will reappear when Document Visible Hidden-Text is executed again.

If invisible hidden text that contains a hard page break or a section break is positioned inside a designated Keep area, when the hidden text is made visible, the corresponding Keep area is eliminated. Invisible hidden text is made visible internally by ANGOSS when:

- the file is saved
- text containing hidden text is moved
- text containing hidden text is copied

Refer to the Layout Keep command discussed under Layout Commands later in the ***Command Reference*** for more information on this subject.

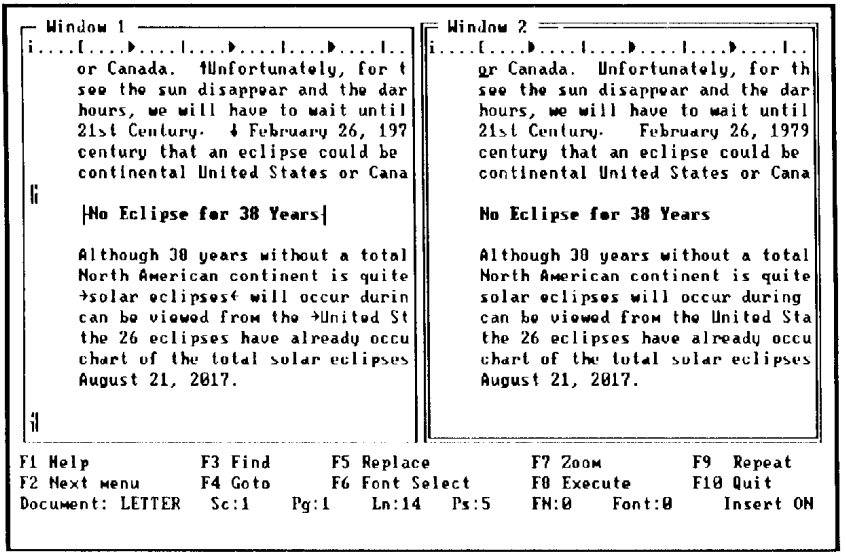
Document Visible Marks

Document Visible Marks is used to toggle on or off the display of hidden text marks, index marks, keep marks, and table of contents marks in the current document. When Document Visible Marks is selected, you must specify the type of mark you want to toggle on or off.

Document Visible Marks All

Document Visible Marks All toggles the display of all types of marks on or off in the current document. The display of hidden text marks, index marks, keep marks, and table of contents marks are all affected by the execution of this command. In Figure 9-21, marks are toggled on in window 1 and off in window 2.

Figure 9-21. Display of special characters



Document Visible Marks Hidden-Text

Document Visible Marks Hidden-Text is used to toggle on or off the display of hidden text marks. When text is hidden (using the Layout Hidden-Text command), ANGOSS distinguishes the hidden text by surrounding the specified text with hidden text marks. Whether or not these marks are displayed depends on whether Document Visible Marks Hidden-Text is toggled on or off.

Document Visible Marks Index

Document Visible Marks Index is used to toggle on or off the display of index item marks. When a word or phrase is designated as an index item (using the Document References Index Add command), ANGOSS surrounds the specified word or phrase with index item marks.

Document Visible Marks Keep

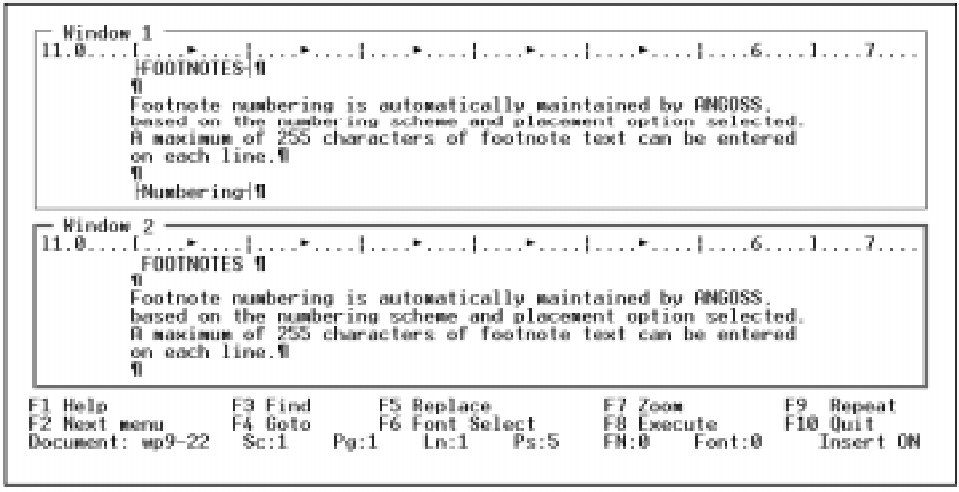
Document Visible Marks Keep is used to toggle on or off the display of keep marks. When an area of text is designated as a keep area (using the Layout Keep Insert command), ANGOSS "fences off"

the specified area so that it cannot be split by a page break or section break. Keep marks are inserted at the far left of the Document Window (character position 0) on the line above and the line below the specified Keep area.

Document Visible Marks Toc

Document Visible Marks Toc is used to toggle on or off the display of table of contents marks. When text is designated as a table of contents entry (using the Document References Toc Add command), ANGOSS surrounds the specified text with table of contents marks. In Figure 9-22, table of contents marks are toggled on in window 1 and off in window 2.

Figure 9-22. Table of contents marks



Document Visible Newpage

Document Visible Newpage is used to toggle on or off the display of hard page breaks, soft page breaks, and section breaks. Hard page breaks are inserted using the Layout Newpage Insert command. Section breaks are inserted using the Layout Section Insert command.

Document Visible Paragraphs

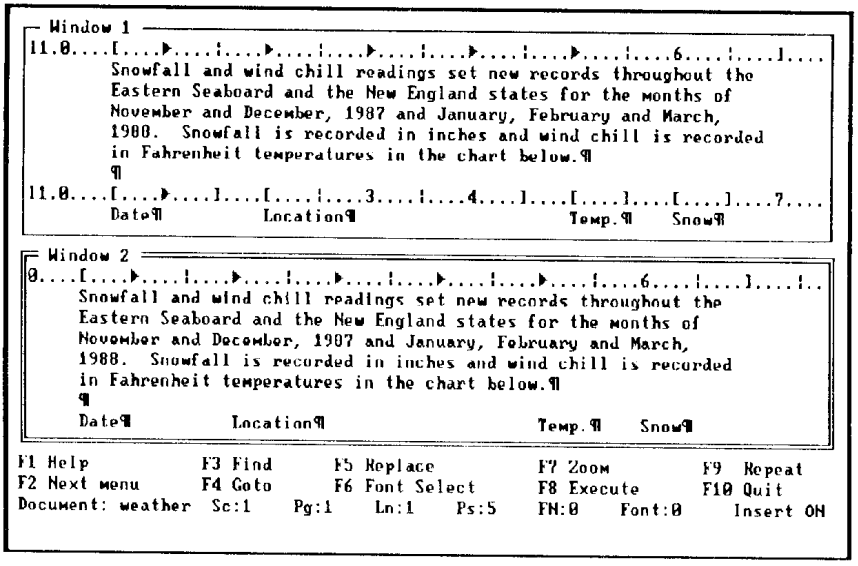
Document Visible Paragraphs is used to toggle on or off the display of paragraph marks. A paragraph mark is inserted whenever **Enter** is pressed.

Document Visible Rulers

Document Visible Rulers is used to toggle on or off the display of rulers. Two types of rulers can be displayed in a document, the Main Ruler or Embedded Rulers. The Main Ruler is displayed at the top of the screen and is a copy of the Current Ruler, which reflects the settings for the current paragraph. Embedded rulers are displayed in the body of the text and represent changes in the format of the document.

In Figure 9-23, both types of rulers are toggled on in window 1; the main ruler is toggled on and embedded rulers are toggled off in window 2.

Figure 9-23. Rulers



Document Visible Tabs

Document Visible Tabs is used to toggle on or off the display of tab symbols. A tab symbol is inserted whenever **Tab** is pressed. A normal tab is displayed as the symbol "†16"; a decimal tab is displayed as the symbol "†29".

Document Lock

Document Lock is used to protect a document from permanent, unauthorized modification. Locking a document does not prevent others from loading, editing, printing, or merging the document. However, if modifications are made to the document, it cannot be saved, printed, or merged. Lock protection is not available for textfiles.

IMPORTANT: While locking a document does protect it from revision in most cases, there are ways to get around this protection. The only way to completely protect a document is to use the ATTRIB command at the DOS level to make it a read-only file.

When you select Document Lock, the prompt `Enter a lock password:` is displayed. Enter a maximum of 16 characters and press **Enter**. You are then prompted to confirm the password.

NOTE: Once you've assigned a password to the document you want to lock, you must unload the file before the lock takes effect. If you just save the file, it is locked against anyone else who loads it, but you can still make changes to it. Only after it is unloaded is the document truly locked.

After a document has been locked, the File Newname command and the Document Auto-Save feature are disabled for the document. Once the locked document has been unloaded, the File Save command is also disabled for the document.

Document Unlock

Document Unlock is used to remove the lock protection that was assigned to the current document when Document Lock was executed. When you select Document Unlock, the prompt `Enter the lock password:` is displayed. Type the password that was entered at the time the Document Lock command was executed and press **Enter** to execute the Document Unlock command.

Edit Commands

The Edit keyword is the basis for the command formats that enable you to modify and refine documents in a variety of ways. Using these commands, you can:

- copy, move, or delete sections of text
- replace a specified character string with an alternative character string
- perform alphabetical sorts on sections of text.

Edit Options

Edit provides the following options:

Copy. Duplicates specified text.

Delete. Removes selected text from your document.

Edit-Case. Changes the case of specified text.

Move. Relocates text to another area of the document.

Replace. Finds a specified character string and replaces it with an alternative character string.

Sort. Sorts standard or columnar text in A to Z or Z to A order.

Undelete. Inserts at the current cursor position any text contained in the delete buffer.

Edit Copy

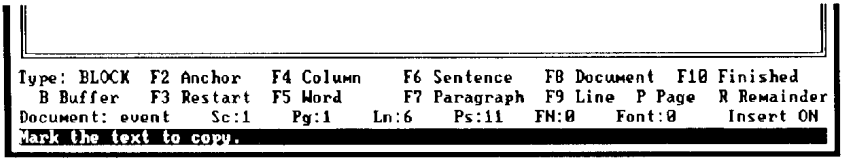
Edit Copy is used to duplicate selected document text. The duplicated text can either be inserted at another location in the current document or the text can be copied to the copy buffer. By copying to and from the copy buffer, duplicated text can be inserted in multiple locations in the current document or another active document.

The following steps are required for a copy.

STEP 1: Select Edit Copy.

The block-marking menu then appears in the control area. Figure 9-24 shows the block-marking menu.

Figure 9-24. Block-marking menu



STEP 2: Mark the text you want to copy.

You can use the block-marking keys to highlight specific areas of text (i.e. **F6** to highlight a sentence), press **F4** to go into column-marking mode, or use cursor keys to highlight the desired text. Press **Enter** or **F10** to complete the marking process.

STEP 3: You are then prompted to `Move cursor to desired location and press Enter (B = Buffer, C = Clipboard).`

Use cursor keys to move to the desired location in the current document and then press **Enter**. The text is then copied to its new location.

Using Buffers or the Clipboard

If you want to copy text to another document, or you aren't sure where you want it right now, you can place it in a copy buffer until you are ready to reinsert it. To copy text to the buffer, mark the text as described previously, and press **B** at the prompt `Move cursor to desired location and`

`press Enter (B = Buffer)`. The text will remain in the buffer until you copy more text to the buffer, clear the buffer by pressing **Alt -**, or exit the Word Processor. Note that the amount of text that may be placed in a buffer is limited by available memory and available disk space.

Under Windows, you can also use the clipboard (available in version 2.6 or higher) to copy text to another application. In this case, perform the same steps as the buffer copy but select th clipboard instead.

Inserting Text from the Buffer or Clipboard

There are two ways to insert text from the buffer into a document. You can use the Edit Copy command or use the Quick Key **Alt I**.

Commands. Select Edit Copy or Edit Move. When the marking menu appears in the Control Area, press **B** for Buffer or **C** for Clipboard. ANGOSS then recognizes the contents of the copy buffer as the text you want moved or copied. Move the cursor to the new location and press **Enter**. The buffer contents are inserted at the cursor position, and the document reforms, as necessary, to compensate for the additional text.

Alt I. The contents of the buffer or clipboard can also be inserted at the current cursor location by pressing **Alt I**. This method is particularly useful if you need to insert the contents more than once into your document. Position the cursor at the first location you want to insert text and press **Alt I**. Then move to the second location and press the repeat key **F9**. If no other command has been executed since **Alt I** was pressed, the buffer text will again be inserted at the cursor position. You can continue moving the cursor and pressing **F9** as often as needed. If you execute other commands between insertions, you must use **Alt I** again.

Repeating a Copy

There may be times you want to repeat the entire copy process you have just completed. As just illustrated, the **F9** key can be used to repeat the last command. **F9** repeats the last command exactly as ANGOSS recorded it. Therefore, the way you mark text and specify its location makes a big difference if you want to use **F9** effectively.

Marking Text

The text you want to copy or move can be marked using cursor keys or marking keys. See Figure 9-24 for a list of the block-marking keys.

When you use cursor keys, ANGOSS records a command such as:

Edit Copy point

If you press **F9**, Edit Copy will be executed, but the command will be interrupted and you will be asked to mark the text you wish to copy.

If you use marker keys to specify text, the appropriate word becomes part of the command. For example, if you select Edit Copy and then press **F6** to highlight a sentence, the command is recorded as:

Edit Copy sentence

If you press **F9**, Edit Copy will be executed, and the sentence at the current cursor position will be copied.

As you can see, the second alternative is a more automatic process.

If you repeat a command that used column-marking instead of block-marking, you must use cursor keys to specify how many columns are affected.

If you repeat a command that used buffered text as the source, the current buffer contents will be used.

Location

If you repeat a copy in which you moved the cursor to the new location for the text, you will be asked to do so again. If you repeat a copy that placed text in a buffer, the text will again be placed in a buffer.

For example, if you execute Edit Copy, press **F7** to mark a paragraph and then move the cursor to the new location, the following command is recorded.

Edit Copy paragraph to point

If you move the cursor to a new location and press **F9**, Edit Copy will be executed and the current paragraph affected. You will then be prompted to move the cursor to the new location for the text. You can move the cursor or press **B** for Buffer.

Edit Delete

Edit Delete is used to remove text from a document. When you select Edit Delete, ANGOSS enters block-marking and displays a marking menu in the Control Area of the screen. You can switch to column-marking by pressing **F4**.

Indicate the text you want to delete by using the cursor keys or the marking keys defined in the marking menu. Press **F10** or **Enter** to execute the Edit Delete command and remove the marked text from your screen. Your document automatically reforms to compensate for the deleted text.

When you execute Edit Delete, the text you have removed from your document is stored in a delete buffer. The text remains in the delete buffer until you either execute Edit Delete again, erase the contents of the delete buffer using **Alt -**, or exit ANGOSS Word Processor.

The contents of the delete buffer can be inserted in one or more locations within any active document by executing the Edit Undelete command. A portion of the delete buffer can be viewed in the Control Area of the screen by repeatedly pressing **F2** when in Text Entry Mode.

Edit Edit-Case

Edit Edit-Case allows you to change the case of words or blocks of text without retyping. You can put all marked text into lower case, upper case, or make it proper by capitalizing only the first letter of each word.

The options for this command are: `Lower`, `Upper`, `Proper` and `Invert`. Selecting any of these options takes you into marking mode. Highlight all the text you want the command to affect. Press **F10** and the command is executed.

Edit Edit-Case Lower

If you select the option `Lower`, all text you highlight will be put into lower case.

Edit Edit-Case Upper

If you select the option `Upper`, all highlighted text will be put into upper case.

Edit Edit-Case Proper

If you select the option `Proper`, the first letter only of each word in the highlighted text will be capitalized.

Edit Edit-Case Invert

Invert will swap all lower case letters to upper case and all upper case letters to lower case in the selected block.

Edit Move

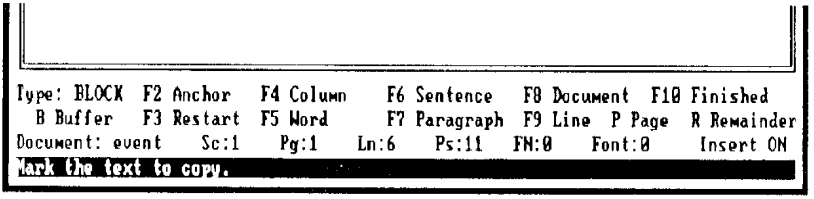
Edit Move is used to relocate specified text from its current position in a document to a new position. The text can either be relocated in the current document or the text can be moved to the copy buffer. By moving text to and from the copy buffer, moved text can be inserted (using **Alt I**) any number of times into any active document.

The following steps are required for a move.

STEP 1: Select Edit Move.

The block-marking menu then appears in the control area. Figure 9-25 shows the block-marking menu.

Figure 9-25. Block-marking menu



STEP 2: Mark the text you want to move.

You can use the block-marking keys to highlight specific areas of text (i.e. **F6** to highlight a sentence), press **F4** to go into column-marking mode, or use cursor keys to highlight the desired text. Press **Enter** or **F10** to complete the marking process.

STEP 3: You are then prompted to `Move cursor to desired location and press Enter (B = Buffer[]).`

Use cursor keys to move to the desired location in the current document and then press **Enter**. The text is then moved to its new location.

Using Buffers

If you want to move the text to another document, or you aren't sure where you want it right now, you can place it in a buffer until you are ready to reinsert it. To move text to the buffer, mark the text as described previously, and press **B** at the prompt `Move cursor to desired location and press Enter (B = Buffer)`. The text will remain in the buffer until you move more text to the buffer, clear the buffer by pressing **Alt -**, or exit the Word Processor.

NOTE: The amount of text that may be placed in a buffer is limited by available memory and available disk space.

Inserting Text from the Buffer

There are two ways to insert text from the buffer into a document. You can use the Edit Move command or use the Quick Key **Alt I**.

Command. Select Edit Move. When the marking menu appears in the Control Area, press **B** for Buffer. ANGOSS then recognizes the contents of the buffer as the text you want moved. Move the cursor to the new location and press **Enter**. The buffer contents are inserted at the cursor position, and the document reforms, as necessary, to compensate for the additional text.

Alt I. The contents of the buffer can also be inserted at the current cursor location by pressing **Alt I**. This method is particularly useful if you need to insert the contents more than once into your document. Position the cursor at the first location you want to insert text and press **Alt I**. Then move to the second location and press the repeat key **F9**. If no other command has been executed since **Alt I** was pressed, the buffer text will again be inserted at the cursor position. You can continue moving the cursor and pressing **F9** as often as needed. If you execute other commands between insertions, you must use **Alt I** again.

Repeating a Move

There may be times you want to repeat the entire move or process you have just completed. As just illustrated, the **F9** key can be used to repeat the last command. **F9** repeats the last command exactly as ANGOSS recorded it. Therefore, the way you mark text and specify its location makes a big difference if you want to use **F9** effectively.

Marking Text

The text you want to copy or move can be marked using cursor keys or marking keys. See Figure 9-25 for a list of the block-marking keys.

When you use cursor keys, ANGOSS records a command such as:

Edit Move point

If you press **F9**, Edit Move will be executed, but the command will be interrupted and you will be asked to mark the text you wish to move.

If you use marker keys to specify text, the appropriate word becomes part of the command. For example, if you select Edit Move and then press **F6** to highlight a sentence, the command is recorded as:

Edit Move sentence

If you press **F9**, Edit Move will be executed, and the sentence at the current cursor position will be copied.

As you can see, the second alternative is a more automatic process.

If you repeat a command that used column-marking instead of block-marking, you must use cursor keys to specify how many columns are affected.

If you repeat a command that used buffered text as the source, the current buffer contents will be used.

Location

If you repeat move in which you moved the cursor to the new location for the text, you will be asked to do so again. If you repeat move that placed text in a buffer, the text will again be placed in a buffer.

For example, if you execute Edit Move, press **F7** to mark a paragraph and then move the cursor to the new location, the following command is recorded.

Edit Move paragraph to point

If you move the cursor to a new location and press **F9**, Edit Move will be executed and the current paragraph affected. You will then be prompted to move the cursor to the new location for the text. You can move the cursor or press **B** for Buffer.

Edit Replace

Edit Replace locates a text string and replaces it with an alternative text string. The following steps explain the procedure.

STEP 1: Select Edit Replace or use the Quick Key F5.

STEP 2: Enter the text string to be searched for, and press Enter.

You can enter up to 50 characters. A question mark (?) will match any character. For example, "move?" would match "mover," "moves," and "moved." ANGOSS automatically inserts double quotation marks (") around the search string. If you want to search for a string that has a leading or trailing space, include the space when you type the search string.

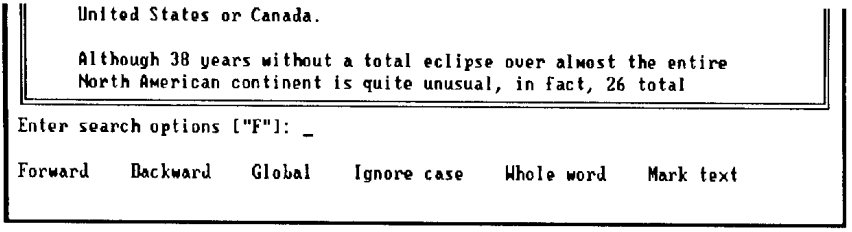
STEP 3: Enter the text string to replace the search string, and press Enter.

For example, if you enter **blue** as the search text and **red** as the replacement text, the word blue in your document will be replaced by red. Whether this change affects the entire document or only specific occurrences of blue depends on the search options you select.

STEP 4: Enter search options to control how your document is searched for the specified string.

Up to ten options can be entered at the prompt. A list of available options is displayed at the bottom of the screen, as shown in Figure 9-26.

Figure 9-26. Search options



The following table gives an explanation of each search option:

Table 9-8

Option	Action
F	Search forward from the current cursor position to the end of the file.
B	Search backward from the current cursor position to the beginning of the file
I	Ignore the case of the character string during the search
W	Search for whole words only
M	Search an area of the document you mark
GF	Search from the beginning of the file and searches forward replacing every occurrence of the string with the replacement text
GB	Search from the end of the file and proceeds backward, replacing every occurrence of the string with the replacement text
C	Prompts `Replace? (Enter = yes, space = no, F10 = quit)` each time the character string is encountered. Press **Enter** to replace the string; press **Spacebar** to leave the string intact; or press **F10** to abort the Edit Replace command.

These options can be combined to specify the scope of a search. You can also enter a number after the search option character(s) to instruct ANGOSS to find a specific occurrence of the character string.

For example, **FI9** instructs ANGOSS to search forward from the cursor for the ninth occurrence of the string, ignoring its case. When the ninth occurrence is located, the cursor is positioned at the beginning of the string and the search stops.

If the string is not found, the message `Text "xxx" not found.` is displayed.

The text string you are searching for and the search options are stored in buffers, becoming "default" values for subsequent uses of Edit Replace. To accept a displayed default value, press **Enter** in response to the prompt. To change the value, enter the desired text or option.

Repeating a Search

You can repeat a search by pressing **F9** to repeat the last command. If you have executed another command since Edit Replace, use **Alt R** to repeat the last search. When you press **Alt R**, ANGOSS repeats either the last Document Find or the last Edit Replace command, whichever command was executed more recently.

Replacing Special Characters

Edit Replace can also be used to replace tab or paragraph marks with blank spaces. To replace a sequence of tab characters with blank spaces, enter **%T** as the search string and press **Spacebar** once to specify the replacement string. Likewise, to replace a sequence of paragraph marks with blank spaces, you would **%P** as the search string and press **Spacebar** once to specify the replacement string.

NOTE: Edit Replace performs a "one-to-one" replacement until all the characters in either the original string or the replacement string are used. If you are replacing a character string that includes any control characters (i.e., hidden text marks, index marks, table of contents marks, font changes) and the replacement string contains more characters than the original string, the replace is performed in the following manner:

- The same number of characters are replaced before the opening control character as were present before the opening control character in the original string.
- If the search string ends with the character immediately preceding an ending control character, the remaining characters in the replacement string are inserted before the ending control character, regardless of the number of characters that existed between the control characters in the original string.
- If the search string contains characters to the right of the ending control character, the same number of characters are replaced inside the control codes as were present in the original string.

Edit Sort

Edit Sort provides an alphabetical A to Z or Z to A sorting of standard text or text contained in a multiple column area. The amount of text that you can sort at one time is limited only by the memory restrictions of your computer.

Edit Sort considers everything between two paragraph marks to be a unit that must be kept together during a sort. Because of this you do not have to worry if each item you sort wraps to more than one line. ANGOSS will keep the lines together and sort according to your specification.

Edit Sort allows you to specify one or more text column positions to use as the "key" for a sort. Text entries are alphabetized according to the specified "key" in either ascending (A to Z) or descending (Z to A) order. When you select the Edit Sort command, you must indicate whether you want to perform a sort on text contained in a multiple column area or on text entered in a "standard" format.

Edit Sort Column

Edit Sort Column provides ascending and descending alphabetical ordering for text contained within an MCA. In an unlined MCA, only one column of text can be sorted at one time. In a linked MCA, all the columns are sorted together, with one column being designated as the "key" for the sort. For example, in Figure 9-27 the column entries have been sorted by event, therefore, the column with events in it is the key for the sort.

Figure 9-27. Columns sorted by Event

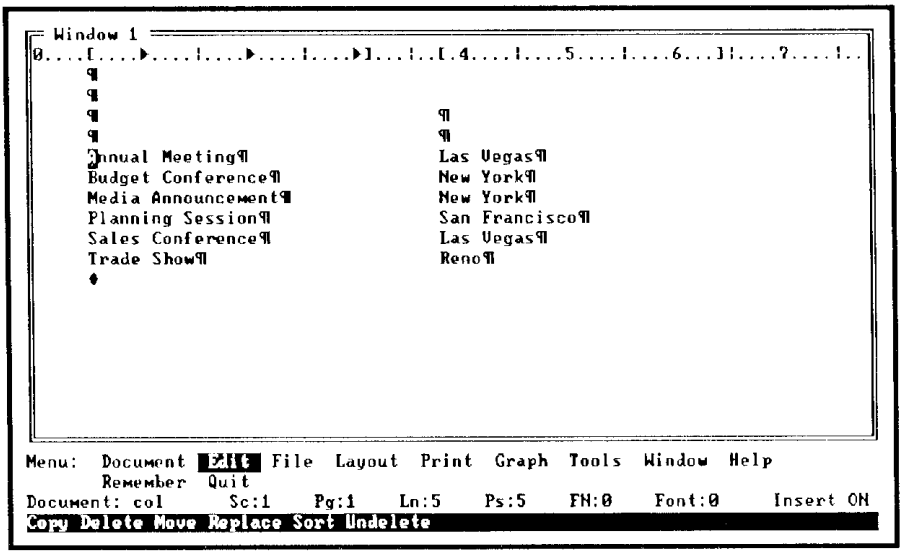
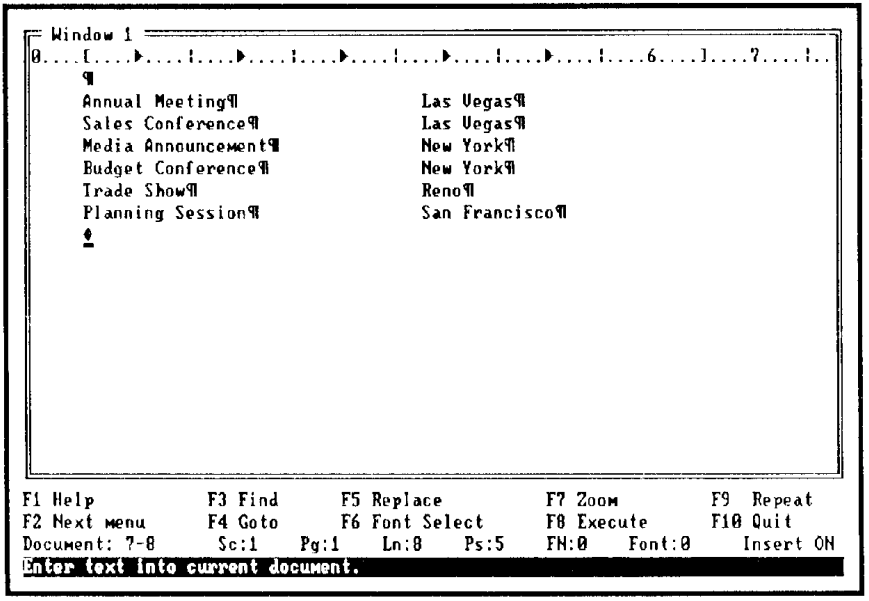


Figure 9-28 illustrates how the MCA would look if the Location column were used as the key column for a sort.

Figure 9-28. Columns Sorted by Location



To sort columns:

STEP 1: Select Edit Sort Columns.

STEP 2: Specify whether you want an ascending or descending sort.

When an Ascending sort is performed, the paragraphs in the column are reordered alphabetically. When a Descending sort is performed, the paragraphs in the column are placed in reverse alphabetical order.

ANGOSS enters MCA column-marking and highlights the current column.

STEP 3: Use the cursor keys to move to the column you want to sort.

If you are sorting a linked MCA, move to the "key" column. When the appropriate column is highlighted, press **F10** or **Enter**.

Edit Sort Text

Edit Sort Text provides ascending or descending alphabetical ordering for standard text (non-MCA text.) ANGOSS identifies a single sort "item" as the text positioned between two paragraph marks. An ascending sort on paragraphs of text is shown in Figure 9-29. In window 1, the sort "key" has been marked; in window 2, the reordered paragraphs are displayed.

The following steps explain the process for sorting text.

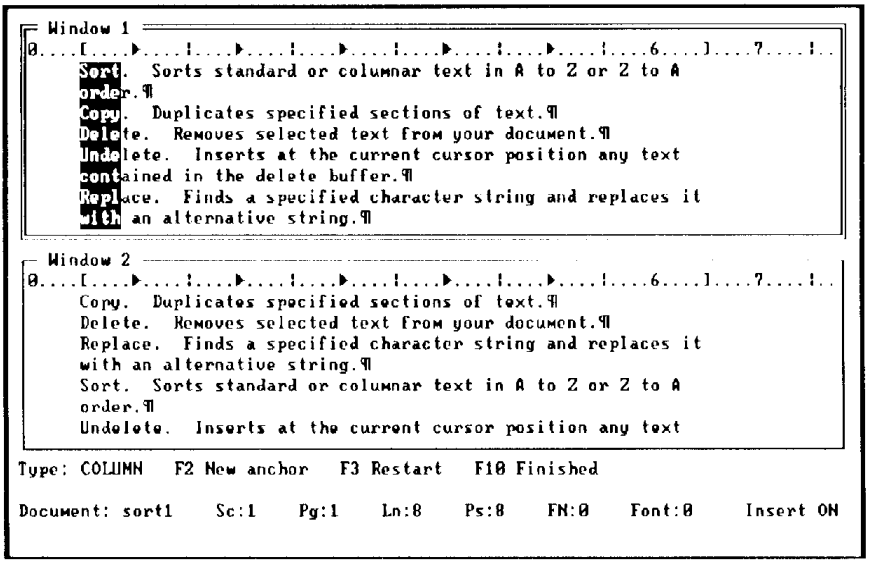
STEP 1: Select Edit Sort Text

STEP 2: Specify whether you want an ascending or descending sort.

When an Ascending sort is performed, the paragraphs in the column are reordered alphabetically. When a Descending sort is performed, the paragraphs in the column are placed in reverse alphabetical order.

STEP 3: Mark the block you want to use as your sort key.

Figure 9-29. Sorting text



Use **up arrow** or **down arrow** to mark the text that you want to sort. You can designate more than one column of characters to use as the "key" for your sort by using **left arrow**, **right arrow**, **Ctrl F**, or **Ctrl G**.

STEP 4: After you have marked the text, press F10 or Enter.

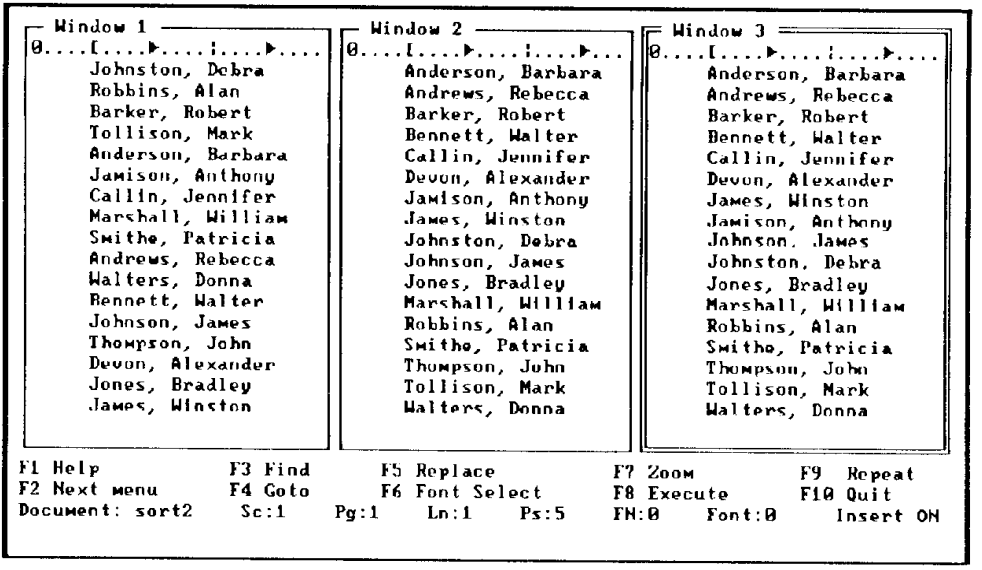
The message `Sorting . . .` temporarily appears in the Control Area of your screen while ANGOSS works internally to manipulate the data into the order specified by the "key" you marked. Your text is then reordered and displayed on the screen.

When using Edit Sort, be certain to extend your "key" across sufficient columns to allow for correct alphabetical sorts for words that contain the same first few characters. Figure 9-30 illustrates the sorting differences that can occur using different "keys" on the same text.

Window 1 shows the original order in which the names were entered into the document. Window 2 shows the sort order that resulted when only the first two columns of characters in

the names were marked as the "key." Window 3 shows the sort order that resulted when the first six columns of characters in the names were marked.

Figure 9-30. Sorting text



Edit Undelete

Edit Undelete is used to restore text that was deleted when the last Edit Delete command was executed. Edit Undelete retrieves all of the text stored in the delete buffer and inserts it into your document at the current cursor position.

Before selecting Edit Undelete, position your cursor at the location where you want the text to be inserted. When you execute the command, the text in the delete buffer is inserted at the current cursor position and your document reforms to accommodate the inserted text.

Text stored in the delete buffer can be inserted in multiple places in your document by repeatedly executing Edit Undelete. The text remains in the delete buffer until you either execute another

Edit Delete command, erase the contents of the delete buffer using **Alt -**, or exit ANGOSS Word Processor.

File Commands

The File keyword is the basis for the command formats that enable you to perform direct disk and file access operations. These commands provide you with storage, access, and retrieval capabilities for managing and maintaining your document files.

File Options

File provides the following options:

Load. Loads into the current window a document file or textfile stored on disk.

Save. Stores on disk a copy of the current file.

Unload. Removes the current file from memory.

Newname. Assigns a new filename to the current document file or textfile.

Display-Active. Displays a listing of all currently active files.

File-Type. Changes the current document file to a textfile or vice versa.

Export. Writes all or part of the current document file or textfile to a new file.

Import. Inserts at the current cursor position a document file or textfile stored on disk.

Password. Restricts user access to a document.

File Load

Use the following steps to load a file into the current window.

STEP 1: Select File Load or the Quick Key Alt L.

A file prompter displaying all document files and text files in the current directory appears. Only files with the extensions .doc and .txt are displayed in the prompter list

The current data path is displayed on the Status Line at the bottom of the screen. The date and time it was last saved and the size of the file the pointer is currently selecting are also displayed on the Status Line. As you move the pointer through the prompter, the Status Line changes to reflect information for the filename currently selected.

NOTE: If a file prompter does not appear, execute Tools Preferences Global and change the `Display of filenames for file prompting:` item to **Yes** on the Global Preferences Definition Menu.

STEP 2: Enter the name of the file you want to load.

You can type in the file name or move the pointer to the desired filename, and press **Enter**. If the file is in a different directory, type in a complete path. The file is then loaded and displayed in the current window.

Alternatively, you can press **F4** to search for a particular file, or press **F5** to change to another directory. To search for a file, press **F4** and then enter the name of the file you wish to search for.

If you specify a path with the filename, the search begins in that directory, and continues through its subdirectories until the file is located. If no path is specified, the search begins in the current data directory, then proceeds through its subdirectories until the file is located.

When ANGOSS locates the file, the message `File was found in <location> - Continue searching? (y/n)` is displayed. To search for the file in another location, press **y**. If the filename is not located anywhere else, the message `End of search, press any key.` is displayed. If you enter **n**, the search terminates

You can also display files contained in a different directory by pressing **F5** in response to the `Enter a filename:` prompt. ANGOSS then prompts you to `Enter the directory specification:` and displays a prompter containing all the subdirectories of the current directory.

To display the files in the current directory, press **F5** in response to the `Enter the directory specification:` prompt. A prompter containing the filenames is then displayed. Load a file by moving the pointer to the desired filename and pressing **Enter**.

After loading a file, File Load can be executed a second time without unloading the first file from memory. The second file is displayed in the current window and the first file remains active in the "background." Active, non-displayed files can be displayed in your current window or in a split window by selecting the Document Goto Document command.

File Save

File Save is used to store on disk a copy of the current file. When File Save is selected, the prompt `Enter a filename:` is displayed.

To save a file:

- with the same name, in the directory from which it was loaded, press **Enter**.
- using a different name, in the directory from which it was loaded, type the new filename and press **Enter**.
- to a different directory, type in the complete pathname, including drive letter if applicable, and press, **Enter**.

COMMENT: Enter path specifications only when you are deviating from the current data path. The current path is automatically accepted unless otherwise specified.

If a file does not have a name, you must assign it one when you save the file.

The name you assign to a file can be a maximum of eight characters, using any combination of letters, numbers, and the underscore (_) character. Filenames cannot contain blank spaces.

If you enter a filename that already exists in the path specified, the prompt `File of that name exists. Overwrite (y/n)` is displayed. Enter **y** to overwrite the file currently stored on disk. Enter **n** to abort the command. Refer to ***ANGOSS Software System*** for a complete discussion of filenames, file extensions, and file specifications.

File Unload

File Unload is used to remove the current file from memory. When File Unload is selected, the current file is removed from the screen and memory, unless it has been modified since it was last saved. If changes have been made to the file, ANGOSS prompts `Save modified document first (y/`

`n).` Enter **y** to save the modified document before it is unloaded. Enter **n** to unload the modified document without saving any changes you have made. If you change your mind about unloading, press **Esc** to cancel the command.

IMPORTANT: When you unload a locked document, any changes you have made to the document are permanently lost.

If you enter **y** and the document is unnamed, the message `Current document is unnamed; enter new name:` is displayed. Enter a filename and press **Enter**. Once a document is unloaded using File Unload, it cannot be displayed using the Document Goto Document command until it has been loaded again using the File Load command.

File Newname

File Newname is used to assign a filename to the document file or textfile in your current window. When File Newname is selected, the prompt `Enter the new filename:` is displayed.

Enter a maximum of eight characters for the filename, using any combination of letters, numbers, and the underscore (_) character and press **Enter**.

After the File Newname command is executed, the new filename is displayed on the Status Line next to the `Document:` or `Textfile:` indicator.

File Display-Active

File Display-Active is used to display a listing of all currently active files. When you select this command, the Document Window is temporarily displaced and the screen is filled with an active files listing. The filename, file type, and status are displayed for each active word processing file. To remove the listing from the screen and return to the Document Window, press **F10**, **Esc** or **Enter**.

File File-Type

File File-Type changes the current document file to a textfile or vice versa. The file type of the current file is displayed on the Status Line at the bottom of the screen. If it is a document file, `Document: filename` is displayed. If it is a textfile, `Textfile: filename` is displayed.

File File-Type is a toggle command. If the current file is a document file, execution of the command changes it to a textfile and assigns the file the extension "txt." Likewise, if the current file is a textfile, execution of the command changes it to a document file and assigns the file the extension "doc."

When you change the type of a file, if a file of that type and name already exists, you will receive a warning message.

The file type of the current file is displayed on the Status Line at the bottom of the screen. If the current file is a document file, the Status Line displays `Document: filename`. If the current file is a textfile, the Status Line displays `Textfile: filename`.

The following changes are made when a document file becomes a text file.

- All lines end with a carriage return and a line feed.
- Tabs are represented as a series of space characters.
- Special control characters, fonts, and print attributes are not used.
- No formatting options or print options are stored with the file.
- When the file is saved, footnotes are written to the file and appear as normal text when the file is reloaded.

The following changes are made when a text file becomes a document file.

- The carriage return and line feed remain at the end of every sentence.

File Export

File Export is used to write all or part of the current file to a new file. When you select File Export, ANGOSS enters block-marking mode. You can switch to column-marking mode by pressing **F4**. Use the cursor keys or the marking menu keys to highlight the section of text you want to export and press **F10** or **Enter**. The prompt `Enter the filename:` is then displayed.

Type a name for the output file (preceding the filename with path designations if you do not want to write the file to the current data path), and press **Enter** to execute the File Export command.

File Import

File Import inserts at the current cursor position a file stored on disk. The following steps explain the importing process.

STEP 1: Move the cursor to the position you want the imported text inserted.

STEP 2: Select File Import.

A prompter listing the document and text files in the current data directory is displayed.

STEP 3: Enter the name of the file to import.

Type the name of the file you want, or move the pointer to the appropriate filename, and press **Enter**. The file is then inserted in your current document at the current cursor position.

You can also use File Import to bring information from other ANGOSS modules into a document. In order to do this, the files must have been exported with the proper file Export commands from the module in question.

- From the Spreadsheet: File Export ASCII, File Export WP-Doc, or File Export Text.
- From the Database: File Export ASCII, File Export Smart, or File Export Text.

File Password

File Password is used to restrict access to a document. When you select File Password, you must specify whether you want to attach or remove a password for the current document.

File Password Attach

To attach a password to a document:

STEP 1: Select File Password Attach.

The prompt `Enter new password:` is displayed.

STEP 2: Enter a password for this file and press Enter.

Type a maximum of 16 case sensitive characters, using any combination of letters and numbers.

STEP 3: Repeat the password for verification and press Enter.

Once a password has been attached to a document, you must save the document, using the File Save command, to effect password protection on the file. The specified password is then saved with the document file and ANGOSS prompts for the password whenever an attempt is made to load, import, or print the document.

Password protection is not available for textfiles. If you change a password-protected document file to a textfile (using the File File-Type command), the textfile is not protected. Hence, if the file is saved in textfile format, restriction to the file is lost. However, if before you unload the file from memory you convert the textfile back into a document file, the password is saved with the document when the file is saved. When new files are created from a password-protected file using the File Export or Document Send command, the new files are not password protected.

File Password Remove

File Password Remove is used to eliminate a password that was assigned to restrict access to a document. Since File Password Remove operates on the current document only, you must load the password-protected document and have it displayed on the screen as the current document before executing the File Password Remove command.

Once a password has been removed from a document, you must save the document, using the File Save command, to eliminate password protection in the file.

Layout Commands

The Layout keyword enables you to manipulate the arrangement of your document text. Using the Layout commands, you can:

- format and reformat text
- divide a document into sections
- control the layout of index, table of contents, and footnotes
- enhance the display of documents with font and style changes

Layout Options

Layout provides the following options:

Document-Options. Provides formatting for an index, table of contents, or footnotes; controls language, consecutive hyphenations, and dictionaries used during spellchecking operations.

Font. Provides type style changes for document text.

Hidden-Text. Allows specified text to be marked so that it can later be hidden or displayed.

Keep. Allows insertion and deletion of "fences" to keep blocks of text on the same page.

Newpage. Provides automatic and manual document pagination.

Ruler. Enables text alignment, margin, indentation, tab, and line spacing changes within the same document.

Section. Separates sections of text, enabling print option items to vary within the same document.

Layout Document-Options

Layout Document-Options displays a definition menu containing specification items to control:

- margins
- headings
- line spacing
- tabs
- indentation levels for an index or table of contents
- footnote numbering and placement
- dictionary language
- custom dictionaries
- hyphenation standards

The same definition menu is displayed when either Layout Document-Options Current-Document or Layout Document-Options New-Documents is selected. Settings established with the Current Document Definition Menu affect the current document only. Settings in the New Document Definition Menu create a template for all new documents that are created.

Layout Document-Option Current-Document

The Current Document Definition Menu contains specification items that govern the placement and numbering sequence for footnotes, and the style and numbering sequence for the paragraph numbering feature. In addition, dictionary language, hyphenation standards, and custom dictionary information items are contained in the definition menu, as well as index and table of contents margins, heading, font, page number placement, spacing, and indentation controls. Each definition menu item is discussed in detail below.

Footnote Options

Enter a number between 1 and 6 to control where footnotes will be printed and how they will be numbered. Following is a list of available numbers and a description of the footnote formats they represent.

1. Print footnotes at the bottom of each page containing a reference and restart numbering on every page.
2. Print footnotes at the bottom of each page containing a reference and restart numbering at the beginning of each document section.
3. Print footnotes at the bottom of each page containing a reference and number them sequentially throughout the document.
4. Print footnotes at the end of each document section and restart numbering at the beginning of each section.
5. Print footnotes at the end of each document section and number sequentially throughout the entire document.
6. Print footnotes at the end of the document and number sequentially throughout the entire document.

Footnote Reference Font. Enter a valid font number that will be used for the footnote reference numbers inserted in a document. Font number 1 is the default for this purpose and is predefined as standard 10 point superscript.

Paragraph Numbering Options

The Paragraph Numbering options control the style used for paragraph numbering, numbering sequence and how the number will be separated from the text.

Style. Select either Paragraph, Outline, Legal, and German-Legal for the numbering style. For an example style, see Figure 7-9 in ***Chapter 7***.

Restart at Section Boundary. Select **Yes** to restart paragraph numbering at the beginning of each section boundary. Select **No** to number paragraphs sequentially throughout the entire document.

Separation from Text. Select **None** to have no automatic separation between the number and paragraph text. Select **Space** to separate the number and text with a single space. Select **Tab** to have the first line of text tabbed over one tab stop on the current ruler. Select **Indent-Tab** to have the entire paragraph indented via an indent tab.

Index Options

The Index options control the structure and appearance of a generated index.

Left and Right Margins. Enter a number, in inches, for each margin. When an index is generated, it will conform to these margins.

Alphabetic Headings. To have no alphabetic headings for your entries, select **None**. If you choose to have alphabetic headings, specify whether they are to be **Uppercase** or **Lowercase** characters.

Alphabetic Heading Alignment. Specify whether index entry headings will be **Left-aligned**, **Right-aligned**, or **Centered**.

Alphabetic Heading Font. Select a type style to use for the index headings. Enter a font number, or press **F6** to display a prompter of fonts defined for the current document. Select a font by entering the font number or moving the pointer to the desired font and pressing **Enter**.

NOTE: If you enter an invalid font number, it will be converted to font 0 when the index is generated.

Blank Lines Before/After Heading. Select a number from 0 to 3 for each setting. The number of blank lines before an alphabetic heading determines the spacing between the last group of index entries and the next alphabetic heading. The number of blank lines after an alphabetic heading determines the spacing between the alphabetic heading and the first entry of each group. If no blank lines are specified before or after the alphabetic headings, and no alphabetic headings are specified, the index will be generated as one continuous alphabetized listing.

Primary/Subordinate Entries Fonts. Enter font numbers for primary and secondary index entries. Enter a font number, or press **F6** to display a prompter of fonts defined for the current document. Type in the font number, or move the pointer to the desired font and press **Enter**.

NOTE: If you enter an invalid font number, the font will be converted to font zero when the index is generated.

Blank Lines Between Primary Entries. Select a number from 0 to 3 to specify the number of blank lines to occur between primary entries in the generated index. If no alphabetic headings have been specified, you can set the blank lines between primary entries to 0 and generate a continuous alphabetical index that contains no blank lines.

Subordinate Entries Indentation. Enter a number, in inches, to specify how far to the right each level of subordinate entries is to be indented.

Page Number Placement. Select **Right-aligned** to have all page numbers aligned on the right margin. Select **Follow-entries** to have the page numbers immediately follow the index entries.

Include Section Numbers. Select **Yes** to include section numbers in the page number references. Select **No** to exclude section numbers. The section number is separated from the page number by a hyphen (-).

If you have specified page numbering to be restarted at section boundaries, you can avoid confusion by including section numbers in the page number references.

Follow Entry With Comma, Blanks, or Leaders. Select **Comma** to place a comma between the index entry and the page reference. Select **Blank** to put three or more blank spaces between the index entry and the page reference. Select **Leaders** to put three or more leaders (. . .) between the index entry and the page reference.

Table of Contents Options

The following options affect the structure and appearance of the table of contents.

Left and Right Margins. Enter a number, in inches, for each margin. When a table of contents is generated, it will conform to these margin specifications.

Page Number Placement. Select **Right-Aligned** to have all page numbers aligned on the right margin. Select **Follow-entries** to have the page numbers immediately follow the table of contents entries.

Include Section Numbers. Select **Yes** to include section numbers in the page number references. Select **No** to exclude section numbers. The section number is separated from the page number by a hyphen (-).

If you have specified page numbering to be restarted at section boundaries, you can avoid confusion by including section numbers in the page number references.

Follow Entry With Comma, Blanks, or Leaders. Select **Comma** to place a comma between the entry and the page reference. Select **Blank** to put three or more blank spaces between the entry and the page reference. Select **Leaders** to put three or more leaders (. . .) between the entry and the page reference.

Fonts. Specify fonts for up to five levels of table of contents entries. Setting different fonts for different levels can help differentiate them. Enter a font number, or press **F6** to display a prompter of fonts defined for the current document.

NOTE: If you enter an invalid font number, the font will be converted to font 0 when the table of contents is generated.

Blank Lines Before Level. Specify 0 to 3 lines to be placed between each table of contents level. Specify a number for each level.

Blank Lines Between Consecutive Entries in Level. Specify 0 to 3 lines to be placed between consecutive table of contents entries that are assigned the same level. Specify a number for each level.

Indentation. Enter a number, in inches, for each level. This number controls the left margin indentation for that level.

Spellchecker Options

The following options control the operation of the Spellchecker.

Language. Spellcheckers are available in a number of languages. Select the language you want to use for the standard dictionary employed during a spellcheck. (Various language dictionaries may have to be purchased and installed separately.)

Maximum consecutive hyphen breaks. Enter a number between 1 and 100 to specify the maximum number of consecutive lines that are allowed to end with hyphenated words.

Custom Dictionaries. Enter the names of up to five custom dictionaries ANGOSS will reference when spellchecking a document. The language of the custom dictionaries must match the language selected for the standard dictionary.

Miscellaneous Options

The following miscellaneous options also appear on this menu.

Minimum Gutter Space Between Quick-Define Columns. Enter a number, in inches, to control the minimum amount of blank space placed between columns when the Quick-Define column definition method is used.

Minimum Widows/Orphans Allowed. Enter the number that specifies the minimum number of lines of a paragraph that can be left at the bottom of a page, or moved to the next page when pagination causes the paragraph to be split.

Starting Section Number. Enter a number from 1 to 255 to control the starting section number for a document.

Layout Document-Option New-Documents

The same definition menu is displayed by Layout Document-Options New-Documents and Layout Document-Options Current-Document. Any changes that you make to the specifications in the New Documents Definition Menu become the new "template" that will be used for subsequent documents you create.

Refer to the previous discussion on the Current Document Definition Menu for information on each menu item.

Layout Font

The Layout Font command is used to change the type styles used for existing text, select different type styles for new text, insert or remove boldfacing for existing text, and insert or remove underscoring for existing text.

Two predefined fonts are provided in ANGOSS Word Processor. Each font name and number is shown in Table 9-9.

Table 9-9

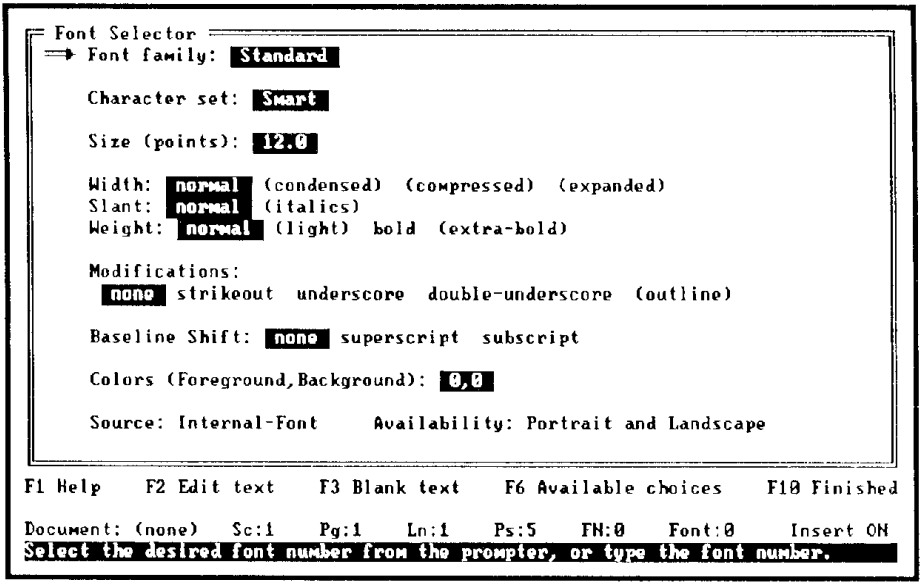
Font Number	Font Family
0	12 pt Standard
1	10 pt Standard Superscript

In addition to the pre-defined fonts, ANGOSS' Font Selector Definition Menu, displayed in Figure 9-31, enables you to "customize" fonts. This definition menu is obtained by pressing **F6** at the prompt, `Enter Font Number:` after selecting Layout Font Select, Layout Font Change, or Layout Font Edit. A total of 32 fonts, numbered 0 through 31, may be defined for each document.

Font Selector

As shown in Figure 9-31, the Font Selector Definition Menu contains numerous specification items, including a font family selection and corresponding items such as point size, slant, and weight. While you may select any of the options available, those that are surrounded by parentheses "()" are not supported by the printer currently selected in the Hardware Preferences Definition Menu. A printer capable of supporting these options must be specified and available to achieve the desired results of these options. The Hardware Preferences Definition Menu is obtained by selecting the Tools Preferences Hardware command.

Figure 9-31. Font Selector



For a complete description of each definition menu item, refer to the Tools New-Font command in ***ANGOSS Software System***.

The following Quick Keys are available for font operations:

Table 9-10

Quick Key	Result
Ctrl B	Toggles on or off boldfacing for new text
Ctrl U	Toggles on or off underscoring for new text
Shift F3	Inserts or removes boldfacing for existing text
Shift F4	Inserts or removes underscoring for existing text
F6	Accesses Layout Font Select

Layout Font Select

The following steps select a type style for any new text entered into the current document.

STEP 1: Select Layout Font Select or the Quick Key F6.

The prompt `Enter Font Number:` is displayed, with a prompter containing the predefined fonts and any "custom" fonts you have defined for the current document. Each font listed in the prompter is identified by a font number, a family descriptor, and characteristics of the font such as point size, attributes, and slant.

STEP 2: Select a font from the prompter.

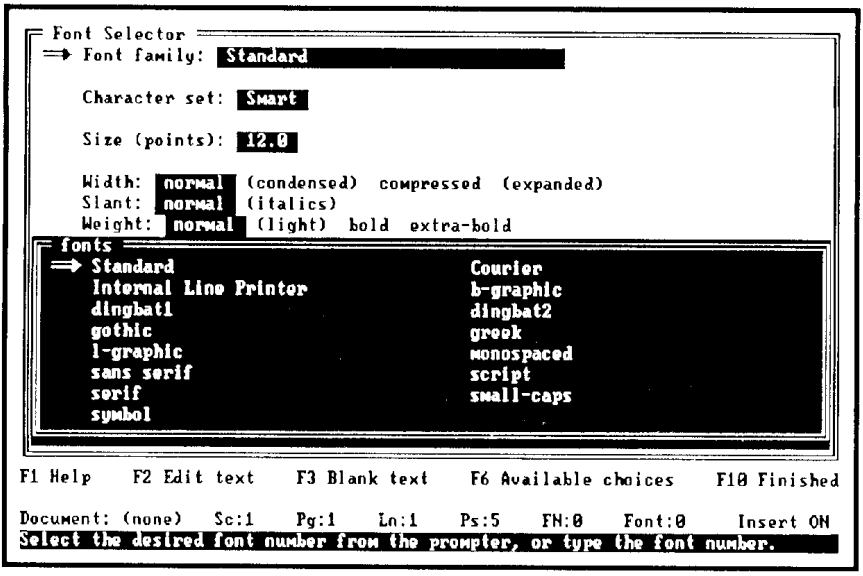
Move the pointer to the number desired and press **Enter** or type the corresponding number and press **Enter**. The number selected is displayed to the right of the `Font:` indicator on the Status Line and any new text you type into the document is entered in the selected font.

If the font you want to use is not listed in the prompter, press **F6** in response to the `Enter Font Number:` prompt, to create the font desired. The Font Selector Definition Menu is then displayed.

You can change the option items for the current font family, or press **F6** to display other available font family choices. Figure 9-32 is an example of a prompter listing other font family choices.

After you have selected the font family you want and have made all the desired changes, press **F10**. The newly defined font should now appear in the Font Selector, the next time it appears.

Figure 9-32. Font families



Layout Font Change

The following steps explain how to change the type style for a specified area of text.

STEP 1: Select Layout Font Change.

STEP 2: Mark the text you want affected by the font change. Press F10 or Enter.

A prompter listing the predefined fonts and any "custom" fonts you have defined for the current document is displayed.

STEP 3: Enter the desired font number or press F6 to display the Font Selector Definition Menu and create a new font.

After you have selected the font you want, the text you marked is modified.

Layout Font Edit

The following steps edit a previously defined font.

STEP 1: Select Layout Font Edit.

STEP 2: Select Current-Document to edit a font defined for the current document, or select New-Documents to edit a "default" font defined for any new documents that are created.

If you select Current-Document, a prompter containing all fonts defined for the current document is displayed. If you select New-Documents, a prompter containing fonts defined as defaults for all newly created documents is displayed.

STEP 3: Enter the number of a font to edit, or enter an unused font number to define a new font. Press Enter.

The Font Selector Definition Menu is then displayed.

STEP 4: Make the desired changes to the font definition. Then press F10.

You can change any settings on the font menu. At the `Current font family` setting, you can press **F6** to see a list of available font families.

Any existing text in the current document that uses that font will now be changed to reflect the edits you made.

IMPORTANT: You must specify the font ANGOSS uses for footnote reference numbers on the Document-Options menu. The default font for this purpose is font #1. If you alter the definition of font #1, or whichever font is specified in the document options, our footnote reference numbers may not work properly.

Layout Font Remove

The following steps explain how to delete a font definition.

STEP 1: Select Layout Font Remove.

STEP 2: Select Current-Document or New-Documents.

Current-Documents allows you to delete a font defined for the current document. New-Documents deletes a font from the default list you create.

A prompter appears containing fonts defined for the current document or for new documents. If you are editing fonts in the current document, an asterisk precedes any font that is unused in the current document. You cannot delete a font that is in use.

STEP 3: Mark the font or fonts to be deleted.

Move the prompter arrow to the font you want to remove and press **F6** to mark it for deletion. To mark all unused fonts, press **F8**. When the desired fonts are marked, press **F10** or **Enter** to delete the designated fonts.

Layout Font Pick-up

With this option on, font information is retrieved from the current cursor position and used for new text. This is particularly helpful when you are editing existing text and want the font of the new text to match. When the option is off, the last Layout Font Select command determines the font for new text.

The font used for new text is indicated on the status line by "`Font:`" In Pick-up mode, this will be followed by an asterisk otherwise the font number is displayed.

NOTE: This option can be set by the Tools Preferences Wordprocessor Font Pick-up Mode field.

Layout Font Bold

Layout Font Bold is used to insert or remove boldfacing for existing text. When Layout Font Bold is selected, you must specify whether you want to insert or remove boldfacing.

Layout Font Bold Insert

To insert boldfacing for existing text:

STEP 1: Select Layout Font Bold Insert.

STEP 2: Mark the text you want to boldface. Press F10 or Enter.

If you are using a color screen, the boldfaced text appears in a contrasting color. When positioned on a boldfaced character, the `FN:` indicator on the Status Line displays the font number for the character, followed by a `B` to signify boldface.

Layout Font Bold Remove

To remove boldfacing from existing text:

STEP 1: Select Layout Font Bold Remove.

STEP 2: Mark the text you wish to unbold. Press Enter or F10.

Layout Font Underscore

Layout Font Underscore is used to insert or remove underscoring for existing text. When Layout Font Underscore is selected, you must specify whether you want to insert or remove underscoring.

Layout Font Underscore Insert

To insert underscoring in existing text:

STEP 1: Select Layout Font Underscore Insert.

STEP 2: Mark the text you wish to underscore. Press Enter or F10.

If you are using a color screen, the underscored text appears in a contrasting color. When positioned on an underscored character, the FN: indicator on the Status Line displays the font number for the character, followed by a U to signify the character is underscored. If the character also appears in boldface type, a B is displayed between the font number and the U.

Layout Font Underscore Remove

To remove underscoring from existing text:

STEP 1: Select Layout Font Underscore Remove.

STEP 2: Mark the text you want affected. Press Enter or F10.

Layout Hidden-Text

Layout Hidden-Text allows you to hide specified areas of text when a document is displayed or printed. Whether or not hidden text appears, however, depends on the status of the Document Visible Hidden-Text command. If Document Visible Hidden-Text is toggled on, hidden text remains visible when the document is displayed or printed. If Document Visible Hidden-Text is toggled off, hidden text is not displayed or printed.

NOTE: When a document is saved, any hidden text contained in the document is temporarily "unhidden" as part of an internal operation by ANGOSS. Therefore, if you have invisible hidden text containing section breaks or hard page breaks in the middle of a keep area, when the document is saved, the corresponding keep areas are permanently removed.

When Layout Hidden-Text is selected, you must specify whether you want to add or remove hidden text marks in your document.

Layout Hidden-Text Add

To specify text as hidden:

STEP 1: Select Layout Hidden-Text Add.

STEP 2: Mark the text you want to hide. Press F10 or Enter.

ANGOSS inserts hidden text marks to designate the position in the document where the hidden text is located. These marks are displayed in your document only if the Document Visible Marks Hidden-Text command is toggled on. Consequently, if Document Visible Marks Hidden-Text is toggled off, the hidden text marks are not displayed.

When a block of text containing hidden text is copied or moved, the hidden text is preserved in the duplicated or moved text block, regardless of whether or not it is visible. However, if you split a hidden text entry while copying a block of text (a portion of the text and either the opening or closing hidden text mark are not included in the marked block), the hidden text is preserved in the original text, but is not contained in the duplicated text. If you split a hidden text entry while moving a block of text, the indicated text is moved to the new location, but the hidden text marks are not.

Layout Hidden-Text Remove

To remove hidden text marks from a specified section of text:

STEP 1: Unhide either the text (Document Visible Hidden-Text) or hidden-text marks (Document Visible Marks Hidden-Text).

STEP 2: Position the cursor in a hidden text area, or on a hidden text mark.

STEP 3: Execute Layout Hidden-Text Remove.

The hidden text marks associated with this area of text are deleted, the text is redisplayed and the document reforms to compensate for the "inserted" text. If you attempt to remove hidden

text without being positioned within the hidden text area or on a hidden text mark, the message `Cursor is not positioned within hidden text marks.` is displayed.

Hidden text may also be removed by positioning the cursor on a hidden text mark and pressing **Del**.

Layout Keep

Layout Keep enables you to insert or remove "fences" around specified areas of text. This protects the text from being split by a section break or page break during document pagination. When you select Layout Keep, you must specify whether you want to insert "fences" around an area of text or remove existing "fences."

Layout Keep Insert

To create a Keep Area:

STEP 1: Select Layout Keep Insert.

STEP 2: Mark the text you want to keep together. Press Enter or F10.

If you have Document Visible Marks Keep toggled on, †204 is inserted at position 0 on the line above the designated keep area and †185 is inserted at position 0 on the line below the designated keep area.

To copy or move the text within a keep area and retain the keep controls associated with it, you must include both keep marks in the block you specify. Since the cursor cannot be positioned on a keep mark, you must set the anchor for the block on the line above the †204 and extend the block beyond the †185. When Edit Copy is executed, both the original block of text and the copied block of text are designated as keep areas. When the Edit Move command is executed, the keep marks are moved with the text.

If you fail to include one of the keep marks in the block you specify to copy or move the original block of text retains the keep controls, while the copied or moved block of text does not. If you do not include either of the keep marks in the block you specify to copy, the original block retains the keep controls and the copied block does not. If no text is left in the original keep area, a paragraph mark is inserted at the position where the moved text was originally located, retaining an empty, but controlled, keep area.

If a hard page break or a section break is part of a block of invisible hidden text inside a keep area, when you display the hidden text containing the page or section break, the keep area is

eliminated, the keep marks denoting the keep area are removed, and the message `Hidden text contained page/section break(s); 1 or more keep areas were removed.` is displayed. Hidden text is redisplayed when:

- the Document Visible Hidden-Text command is executed
- the hidden text marks are removed by executing Layout Hidden-Text Remove
- the hidden text marks are deleted using **Backspace**, **Del**, or Edit Delete.

In addition, when a document is saved, or when an Edit Copy, Edit Move, or Edit Delete command is executed, ANGOSS temporarily displays hidden text as part of an internal operation. Therefore, after one of these editing operations, or after a document has been saved (either by executing File Save or via the Document Auto-Save feature), the keep areas that contained invisible hard page breaks or section breaks no longer exist.

Layout Keep Remove

To remove keep marks from a specified section of text:

STEP 1: Position the cursor within the keep area.

STEP 2: Execute Layout Keep Remove.

Layout Keep Remove cannot be used to remove the "fences" from only a portion of the protected text. To reduce the keep area, you must first execute Layout Keep Remove and then redefine the keep area by selecting Layout Keep Insert and marking the new area of text to protect. You can increase a keep area by inserting text between the keep marks.

Layout Newpage

Two types of page breaks, soft page breaks and hard page breaks, can be inserted in Word Processor documents. Page breaks can be inserted either automatically or manually; as you are typing text into a document, or after a document has been typed.

Layout Newpage Automatic

Layout Newpage Automatic is used to toggle on or off the automatic insertion of soft page breaks in the current document. If Layout Newpage Automatic is toggled on, page breaks are

automatically inserted as you enter text in the document. The current page number is displayed on the Status Line at the bottom of the screen; this number changes as the cursor crosses page break boundaries.

NOTE: The default pagination for new documents is determined by a setting on the Word Processor Preferences menu, accessed by executing Tools Preferences Wordprocessor. Toggling automatic pagination on or off with Layout Newpage Automatic, overrides the default setting.

Soft page breaks appear as a solid line extending across the document window. The placement of soft page breaks in a document is determined by numerous settings on the Print Options Definition Menu. Things such as top and bottom boundaries, the use of headings and footings, and page size all affect pagination. Widow/orphan controls specified in the Current Document Options Definition Menu and any keep areas you have marked in the document also affect the placement of the page breaks. The Current Document Options Definition Menu is obtained by selecting the Layout Document-Options Current-Document command.

If automatic pagination is toggled on, ANGOSS continually repaginates the document as you enter or delete text. This repagination is done in the background to interfere as little as possible with your work. In text entry mode, pagination will take place whenever you are not entering keystrokes. In command mode, pagination will take place when you are at the top menu level and no keyboard activity is taking place.

Pagination must complete before some commands, including Document Goto commands, Window Close, and **Ctrl End**, can be executed. There may be a slight pause before execution of these commands until ANGOSS finishes paginating the document.

If Layout Newpage Automatic is toggled off, no page breaks are inserted in the document until you either toggle on Layout Newpage Automatic, execute Layout Newpage Paginate, or manually insert hard page breaks using Layout Newpage Insert.

Layout Newpage Insert

You can force a page break at any point in your document by inserting a hard page break. Hard page breaks are inserted directly above the current line in a document by executing Layout Newpage Insert. They appear in the document as a single broken line extending across the Document Window. Hard page breaks are displayed in the document if Document Visible Newpage is toggled on.

If you have automatic pagination toggled on, and you insert a hard page break, the remainder of the document will repaginate.

Hard page breaks are not adjusted to compensate for any revisions you make to a document, such as inserting or deleting text. In addition, hard page breaks are not adjusted when you execute Layout Newpage Paginate.

Layout Newpage Paginate

If a document has been typed with automatic pagination off, soft page breaks can be inserted into the document by executing Layout Newpage Paginate. As with automatic pagination, the placement of the page breaks is determined by the definition items mentioned previously.

NOTE: If you use this method to paginate a document, and then modify the document, the soft page breaks that were inserted when Layout Newpage Paginate was executed are not adjusted to compensate for the revisions. To ensure that a revised document is correctly paginated, you must execute the Layout Newpage Paginate command after any editing is done.

If you have typed a document with automatic pagination toggled on, there is no need to paginate the document using Layout Newpage Paginate.

Layout Newpage Remove

Layout Newpage Remove is used to delete a hard page break immediately above or below the current line. If Layout Newpage Automatic is toggled off, Layout Newpage Remove can also be used to remove soft page breaks in the document.

Layout Ruler

Layout Ruler is used to change the margin settings, indentations, tabs, text alignment, line spacing, or characters per inch (CPI) setting for document text. There are three types of rulers that control these settings. Table 9-11 briefly defines each ruler type.

Table 9-11

Default Ruler	The ruler that controls the format for new documents. Settings on the Default Ruler remain in affect unless the ruler is edited, or new rulers are inserted
Current Ruler	The ruler that controls the format of the paragraph where the cursor currently sits
Named Ruler	A specific ruler whose settings have been recorded and assigned a name for future use

Default Ruler

When you begin with a blank document, the default ruler settings are displayed at the top of the Document Window. This ruler is called the Default Ruler. It controls all paragraphs in the document unless new rulers are inserted.

Settings on the Default Ruler are determined by settings on the Word Processor Preferences menu, which is displayed by executing Tools Preferences Wordprocessor. To change the defaults for all future documents, you must change the settings on this menu. You can change the defaults for the current document with Layout Ruler Edit Default. These changes affect only the current document.

The ruler that controls the format of the current paragraph (where the cursor sits) is called the current ruler. As you move the cursor through paragraphs that have different formats, the ruler at the top of the window changes to display the settings controlling the current paragraph.

By inserting additional rulers in the document, you can have paragraphs of varying margins, justification or line spacing within the same document.

Named Rulers

You can assign names to specific ruler formats and save them for future use in this document. This eliminates the need to repeat the same ruler editing later. For example, if you commonly indent entire paragraphs within a document, you could insert a ruler once and then give this format a name. Named rulers are only available in the document in which they were created.

To name a ruler, select Layout Ruler Insert Current or Layout Ruler Edit and make any necessary changes to the settings, press **F8** and enter a maximum of eight characters. The ruler name is then displayed on the Status Line next to the `Ruler` indicator.

The next time you want to use the same format, just place the cursor in the paragraph you want to change and select Layout Ruler Insert Named. A list of named rulers for this document will appear. Select the name of the format you want. You don't have to make individual changes to the ruler each time you use it.

Ruler Options

Many of the Layout Ruler command formats place the cursor on a Ruler Line and display a ruler menu in the Control Area of the screen, thus enabling you to modify the format of your text.

Text Alignments

The first position on the Ruler Line indicates the alignment of text within the right and left margins. There are four different options. These options are explained in Table 9-12.

Table 9-12

Option	Alignment	Definition
l	left-aligned	Text is aligned flush with the left margin
r	right-aligned	Text is aligned flush with the right margin
j	justified	Text is block aligned on both margins
c	centered	Text is centered between margins

To change the alignment of a paragraph, move the cursor to the first position of the ruler and type over the letter there with one of the other options.

Line Spacing

The second and third positions on the Ruler Line specify the vertical line spacing for the text. To change the line spacing, enter a number in the second position. Typing **2** specifies double spacing, **3** specifies triple spacing, and so forth.

Half-spacing is specified by entering **+** in the third position on the Ruler Line. For example, entering **1+** in the second and third positions specifies 1-1/2 line spacing; entering **2+** specifies 2-1/2 line spacing and so forth. To remove half-spacing, press **Del** to delete the **+** or type over the **+** with a **-**.

Any number from 0 through 9 can be entered in the second position. However, an entry of **0** in the second position is accepted only if **+** has been entered in the third position.

Margins

Margins are depicted on the ruler as brackets. The left margin is indicated by [and the right margin is indicated by]. To change a margin setting, use cursor keys to move to the new margin location and type the appropriate bracket.

Indents and Outdents

Indent settings are displayed on the ruler as the letter i. If it is a capital I, it indicates the indent shares the same position as a tab mark.

You can specify an indent or outdent on the ruler. Both affect the first line of each paragraph controlled by the ruler. An indent moves the first line of text a specified distance inside the margins. Following is an example of an indented paragraph.

Example:

Thank you for your inquiry of April 20, 1989, requesting information about the next solar eclipse visible from the continental United States or Canada. Unfortunately, for those of us who anxiously wait to see the sun disappear and the darkness fall during daylight hours, we will have to wait until August 21, 2017.

An outdent allows the first line to extend the specified distance beyond the left margin. Following is an example of an outdented paragraph.

Example:

Solar Eclipse The next daytime eclipse visible from the continental United States or Canada will not occur until August 21, 2017.

To place an indent or an outdent on the ruler, move the cursor to the desired location and press **i**.

Tabs

Normal tabs and decimal tabs can be specified on the Ruler Line. Normal tabs are indicated on the ruler by †16. Decimal tabs are indicated on the ruler by †29.

Decimal tabs are used during numeric entry to create columns of numbers with aligned decimal points. When **Tab** is pressed to move the cursor to a decimal tab, any entered text or digits are pushed to the left until a decimal point is entered. Thereafter, text or numbers are entered to the right of the decimal point.

Several methods can be used to change tab settings on the Ruler Line; the best method to use depends on what changes you want to make. If you want to remove one or two tab stops, move the cursor to the tab you want to remove and press **Del**. If you want to remove all of the displayed tabs and establish new tab stops, press **F6** to clear all the current tab settings. Then move to the first location where you want a tab and press **F3**. Repeat this procedure to set all the normal tabs desired. To set a decimal tab, follow the same procedure, but press **F4** instead of **F3**.

Characters Per Inch

Any ruler division from 4 to 24 can be entered for an ANGOSS Word Processor ruler. The default division (characters per inch) setting is 10. When 10 cpi is used, 10 ruler division marks (tics) are required to equal 1 inch. Therefore, if the cursor is located on ruler division 10 when a 10 cpi setting is being used, the position identifier at the bottom of the screen registers `1.0`, indicating you are 1 inch from the left edge of the ruler.

To change the cpi setting, press **F7**, enter the desired ruler division and press **Enter**. The new ruler division is displayed at the bottom of the screen next to the `Ruler Division(cpi):` identifier and the `Pos:` indicator changes to reflect the new measurement. For example, if the cursor is located on ruler division 10 when a cpi setting of 15 is being used, the `Pos:` indicator registers `0.67`.

Name Format

The `F8 Name Format` option is available whenever Layout Ruler Insert Current or Layout Ruler Edit is selected. Using this option, you can assign a name to a ruler format. See the previous discussion in this section on naming rulers for more information.

Change All

The `F9 Change All` option is available whenever the Layout Ruler Reformat command is selected. Using this option, you can change all the format settings for all the paragraphs in a specified area of your document, to the format settings of the Current Ruler.

Using the Mouse in Edit Ruler

After selecting the LAYOUT RULER command, you can change the margin settings by clicking on the ruler at the top of the screen followed by clicking on the appropriate square bracket in the command area.

You can also make changes to text justification and line spacing by double clicking on the respective indicators. These indicators are located on the far left side of the ruler and are represented by a text character for justification, a number for full line spacing, and a period or plus sign for half line spacing. In each case, a double click will cycle through the following values:

Justification

l - Left justification

r - Right justification

c - Centered text

j - Left and right justification

Full line spacing

1 - Single spacing

2 - Double spacing

3 - Triple spacing

Half line spacing

. - Full line spacing only

+ - Add half line spacing to full line spacing

Note that the number of spaces between lines can actually be changed from single to nine line spacing with the keyboard. However, the mouse will only cycle through the first three values.

Ruler Insert

Layout Ruler Insert is used to change the settings for a single paragraph. To do this, you must insert a ruler above the paragraph. You can insert the default ruler, a named ruler or the current ruler.

If you select the Default or Named options the ruler is placed above the current paragraph and the paragraph reforms to reflect the ruler's settings.

If you select the Current option, the ruler is placed above the current paragraph, the cursor is placed on the ruler line, and you are allowed to make any desired changes. After making all desired changes, press **F10**. The text reforms, the new ruler is inserted above the paragraph, and a copy of the ruler that previously controlled this paragraph is inserted below it.

Ruler Edit

Layout Ruler Edit is used to change the format settings for all of the paragraphs controlled by the ruler being edited. When the command is selected, you must specify whether you want to edit the Current Ruler, the Default Ruler, or a Named Ruler.

After specifying which ruler you want to edit, the cursor is moved to the ruler line and you can make any changes you desire.

Once all desired changes have been made to the ruler, press **F10** or **Enter**. If you edited the Current Ruler, all paragraphs controlled by the ruler are reformatted. If you edited the Default or a Named Ruler, no changes are made to any existing paragraphs controlled by either of these rulers. Instead, the template for the edited ruler has been changed. The changes will appear the next time the ruler is used.

Layout Ruler Reformat

The Layout Ruler Reformat command is used to change the format settings for multiple paragraphs in a document, regardless of which ruler controls them. When the command is selected, ANGOSS enters block-marking mode and displays the marking menu.

Mark the portion of the document you want to be affected by the ruler changes. You can highlight as much of your document as desired.

NOTE: A paragraph is considered "marked" even if only a single character in the paragraph is included in the block

When all the paragraphs you want affected by the ruler changes have been marked, press **F10** or **Enter**.

A copy of the Current Ruler is then placed above the first paragraph in the marked block, and the editing menu is displayed. In addition, the Status Line changes to reflect the ruler name (or ruler type, if it is not a Named Ruler), the current cursor position on the ruler, and the ruler division (cpi) of the ruler.

You can then change any of the ruler settings. For specific information about changing individual settings, see the previous discussion of ***Ruler Settings*** in this chapter.

Changing All Settings

The `F9 Change All` option is available on the ruler editing menu whenever Layout Ruler Reformat is chosen. This option enables you to change **ALL** the format settings for all paragraphs in the marked block.

For example, if you mark a block of text that extends across four different rulers, and change the tab settings, only the new tab settings will be reflected on all the rulers unless you press **F9**. Each ruler will keep its old line spacing, text alignment and margin settings. However, if you press **F9**, all four rulers will change to have the same margins, line spacing, alignment, etc., as the ruler you just edited.

Press **F10** or **Enter** to record the changes to the current ruler. If you pressed **F9**, the "subordinate" rulers in the marked block are removed and the text in the marked block is reformatted to match the settings on the current ruler. If you did not press **F9**, the changes you made are reflected on each ruler in the marked block and the text reformats as necessary.

If only a portion of the text controlled by a ruler was included in the marked block, a copy of the original ruler, containing the settings before the changes were made, is inserted below the last reformatted paragraph.

Layout Ruler Delete

When the Layout Ruler Delete command is selected, you must specify whether you want to delete the Current Ruler, or a Named Ruler.

Layout Ruler Delete Current

Layout Ruler Delete Current deletes the ruler controlling the current paragraph. When the command is executed, all of the paragraphs controlled by the ruler are reformatted to conform to the settings of the preceding ruler.

Layout Ruler Delete Named

Layout Ruler Delete Named deletes a named ruler format that was previously defined for the current document. When the command is selected, ANGOSS prompts `Enter format name:` and displays a prompter listing all the format names assigned to rulers in the current document. Specify the ruler format to delete and press **F10** or **Enter** to execute the command.

The deletion of a named ruler format has no effect on any existing text that is controlled by a ruler assigned this format name. The ruler format is simply a "template" that is saved with the current document.

Layout Section

Layout Section is used to subdivide a document into two or more separate sections. By "sectioning" a document, Print Option items can be different for each section. For example, page numbering can be changed in the middle of a document, or different paper path can be specified to allow for the use of different types of paper during the printing of a document. In addition, different headings, footings, page number styles, or top and bottom boundaries can be specified for each section of a document.

Layout Section Insert

Layout Section Insert is used to insert a section break at the cursor position. If Document Visible Newpage is toggled on, a section break appears as two solid lines across the width of the Document Window.

The number of the current section is displayed on the Status Line beside the `Sc:` indicator.

To obtain new Print Option settings for the new section, position the cursor anywhere within the new section, select the Print Options command, and specify the changes desired. Refer to the Print Options command for information on available settings.

Layout Section Remove

Layout Section Remove is used to delete a section break. Position the cursor on the line directly above or below the section break before selecting the command. When a section break is removed, the text contained in the deleted section becomes a part of the section preceding it.

Layout Section Move

Layout Section Move is used to move an entire section of a document from one location in the document to another. To move a section:

STEP 1: Select Layout Section Move.

STEP 2: Enter the number of the section you wish to move.

You can type in a number or move the cursor in the document until it is in the section you want to move. Then press **Enter**.

STEP 3: Enter the number of the destination section.

When you move a section, it is inserted into the document in front of the destination section. Therefore, you must enter the number of the section you want to immediately follow the moved section.

For example, if you have a 4 section document, and want to move section 2 to the end of the document, you must enter the number 5 or end as your destination. If you enter 4, section 2 is placed in front of section 4, thereby becoming section 3.

Print Commands

The Word Processor's Print commands allow you to output the documents you have created to a printer.

Print Options

Print provides the following options:

Document. Provides printing of document files and textfiles.

View. Provides print preview of document files and textfiles.

Merge. Provides merging of "database" information with document files.

Options. Controls the formatting options for printing the current document.

Preset. Controls the formatting options for printing new documents.

Print Document

The Print Document command is used to produce a printed copy of a document.

STEP 1: Select Print Document.

STEP 2: Select Draft or Enhanced.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select **Enhanced**. If you don't need these features, and want to print at the fastest speed, select **Draft**.

STEP 3: Enter the number of copies you want.

STEP 4: Specify which pages of the file you wish to print by entering the starting section and page number and ending section and page number.

You can specify the section and page number by entering either s#p# or s#.# where "s#" indicates the section number and "p#" or ".#" indicates the page number desired. To specify page numbers in the current section only, enter p# or #. To print the entire file, simply press **Enter** in response to the section and page number prompts.

STEP 5: Select Printer, Disk, or Screen

Selecting **Printer** sends the file to the currently select printer. Selecting **Disk** puts a copy of the document or textfile, including printer control codes into a disk file. If you print the document to a disk file, ANGOSS prompts you to enter a name for the file that will be created. You can assign any extension you desire for this file (e.g., prn). ANGOSS does not automatically assign this file an extension. If you do not assign an extension, there will not be one attached to the file. You can also send the output to the screen. See Print View for more information on Print Preview.

Print View

This feature, also called Print Preview, sends the print output to the screen, allowing you to view the end results without making hard copies. Once the Print Preview has been invoked, a new screen will appear. This screen will have a graphic view of your document with a command list along the bottom. An explanation of the commands are as follows:

Function Key	Name	Description
F2	Next Menu	Select the next menu in the list
F3	Scroll Bars	Toggle the scroll bars On or Off
F5	Prev Page	View the previous page
F6	Next Page	View the next page
F7	Zoom Out	Decrease the magnification
F8	Zoom In	Increase the magnification

Function Key	Name	Description
F9	Unzoom	Return the magnification to 0 (Full page)
F10	Quit	Exit the Print Previewer

The bottom of the screen shows the displayed section, page number, and magnification level. Magnification levels can be between 0, the full page, and 16.

Selecting **F2** will present a new list of commands. Repeatedly selecting the next menu will cycle through all three available lists. The remaining commands are listed below:

Name	Description
PgUp	Page up
PgDn	Page down
Tab Left	Move the page to the left (shift tab)
Tab Right	Move the page to the right
Up	Shift the page up half the distance as page up
Down	Shift the page right half the distance as page down
Left	Shift the page half to the left
Right	Shift the page half to the right
Home	Move to the top of the present page
End	Move to the bottom of the present page
^Left	Move to the left edge of the page
^Right	Move to the right edge of the page
^Home	Move to the top left edge of the page
^End	Move to the bottom left edge of the page

Print Merge

The Print Merge command is used to print the combined text of two files: a template file containing merge variables, and an input file containing replacement data for those merge variables. When Print Merge is executed, the input file data is merged into the template file, replacing the merge variables.

For example, you can put the variables "name", "address", "city", "state", and "zipcode" into a template document. This file can then be merged interactively or automatically. An interactive merge prompts you to enter replacement strings for each variable before the letter is printed. An automatic merge uses strings in a textfile to replace the variables in the template document. This textfile can be one you create yourself, or one created in the Database that contains a field for each one of the variables.

The results of a merge can be output either to a printer or to a file. This powerful ANGOSS feature makes creating and printing form letters quick and easy.

Merge Variables

Replacement variables and formula variables may be entered into the template document. Each template document can contain a maximum of 100 replacement variables, and an unlimited number of formula variables.

Replacement Variables

Replacement variables are character strings, such as «Name», «Address», «Phone», or «Product Name». These variables are not case sensitive. Therefore, the variables «Name», «name», and «NAME» are all considered identical during a merge.

Formula Variables

Formula variables are indicated by entering an equal sign (=) as the first character immediately following the merge start character («). For example, «=adate(today)» will place the system date in ANGOSS date3 format at this location.

When a formula variable is encountered during a merge print, the formula is calculated and the result replaces the variable in the template document. Every formula variable is individually recalculated; three occurrences of the same formula generate three separate recalculations.

Formula variables can use the standard ANGOSS functions, but they cannot reference other replacement or formula variables. Syntax error messages are not provided. Variables from ANGOSS Programming Language programs can be included in the formula variable.

NOTE: If your template document contains formula variables, it must also contain at least ONE replacement variable. You can accomplish this by inserting a "dummy" replacement variable «+dummy» in the main document. The plus sign immediately after the merge start character and before the name of the merge variable causes the variable to be omitted if the input string is an empty string. Since there is not input for the dummy variable, the replacement variable is disregarded and the formula variables are calculated properly.

IMPORTANT: Using the plus sign to disregard empty strings can be a valuable feature. However, it must be used with caution. If the replacement variable with the plus sign is on a line with other text, the entire line will be deleted when an empty string is encountered. Usually, this feature is only beneficial if the variable is on a line by itself, such as an address or signature in a letter.

Creating the Template File

To begin a merge print, you must first create the template file containing the merge variables. To enter a merge variable into a document:

STEP 1: Position the cursor where you want the merge variable.

STEP 2: Press Ctrl J to insert a start merge character («) into the document.

The Quick Keys used to insert start and end merge characters can only be used while in Text Entry mode.

STEP 3: Type in the variable name.

Each merge variable may contain from 1 to 50 characters. If you are going to be merging the template with a file from the database, the variable name must be the same as the name of the field that contains the replacement information.

STEP 4: Press Ctrl K to insert an end merge character (») in the document.

STEP 5: Repeat this process until all your variables are entered.

The template document is now ready to be print merged interactively, or you can create an input file if you want to do an automatic merge.

Print Merge Screen

The following steps explain how to do an interactive print merge.

STEP 1: Load the template document containing the merge variables.

STEP 2: Select the Print Merge command.

STEP 3: Select the Screen option.

Selecting Screen tells ANGOSS that the replacement information is to be received from the Screen rather than from an input file.

STEP 4: Select Draft, Enhanced, or WP-Document.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, without these features, select Draft. Select WP-Document if you want to create a series of wordprocessor document files that can easily be edited (these will also retain font and ruler information). For each set of replacement data, a merge document will be created in the data directory using the following naming convention:

- the first five letters are taken from template document.
- the last three letters are replaced with a number beginning with "000".
- the extension ".wmd" (wordprocessor merged document) is appended. Files with this extension will appear in the file prompter when File Load is issued.

For example: if you merge three sets of data with the template document "mymerge.doc", the data directory will contain the files: mymer000.wmd, mymer001.wmd, and mymer002.wmd.

NOTE: Step 5 will be skipped when the WP-Document option is selected.

STEP 5: Select Printer or File.

This option is not available if WP-Document option is selected in Step 4. If you specify File, the merged documents will be saved to a disk file for later use. You will be prompted to enter a name for the disk file that will be created. If you select Printer, each merged document will be sent to the printer as it is completed. In either case, you will be prompted for the number of copies.

IMPORTANT: When the file is written to disk, it will contain printer control codes.

A screen listing all replacement variables in the document appears. Formula variables do not appear on the screen, but will be calculated as the merge is done.

STEP 6: Type in the replacement string you want for each variable.

If you make a mistake while typing in a replacement string, press **F8** to clear the current variable and start over. You can press **F3** to clear all the variables for this document.

When you have finished entering all replacement strings for one document, press **F2**. The document is then sent to the printer or to the disk file.

STEP 7: Press F3 to blank all the variables, and enter replacement strings for the next document.

STEP 8: Repeat this process until you have printed all necessary documents.

STEP 9: Press F10 to complete the merge process and return to your template document.

The Input File

To do an automatic print merge, you must have an input file that provides the replacement strings for each variable. This input file is just a specially-formatted textfile and can be created in ANGOSS Word Processor. Or, data stored in ANGOSS Database can be sent to ANGOSS Word Processor to create an input file. More information about merge printing with Database information is provided later in this chapter.

A valid merge input file must satisfy the following conditions:

- The input file must be either a space delimited textfile (Smart) or an ASCII textfile produced with a text editor.
- The input file must consist of one or more lines of text, each line containing from 0 to 1025 characters, followed by a carriage return/line feed pair. (A carriage return/line feed pair is produced when **Enter** is pressed.)
- Each replacement string in the input file must be surrounded by either single (') or double (") quotation marks.
- The first line of the input file must be a list of the merge replacement variable strings used in the template document. If the same merge variable appears more than once in your template document, it only needs to appear once in your input file. For example, if you wish to insert a client's name in three places in a letter, you would put «Name» in those three locations in the template file. However "Name" only has to appear once in the input file. Formula variables should not be included in the input file.

For an example, consider the content of the following input file.

"First name" "Last Name" "Address" "Title" "Phone"

"John" "Doe" "123 4th Street, Wichita, KS" "Manager" "(316)462-6621"

"Debbie" "Baker" "46 Bell, Lewiston, ME" "Manager" "(207)769-5525"

The first row in the file shows that the variables First name, Last name, Address, Title and Phone will be found in the template file. Each of the following lines is a set of replacement strings for those variables. The first letter will be addressed to John Doe, and the next copy of the letter will be addressed to Debbie Baker.

A "line" of text can extend across more than one line if the line continuation character (\) is used. For example, the following are all valid input file entries:

Example:

```
"First name" "Last Name" "Address" "Title" "Phone"
"John" "Doe" "123 4th Street, Wichita, KS" "Manager" "(316)462-6621"
"Debbie" "Baker" "46 Bell, Lewiston, ME" "Manager" "(207)769-5525"

"First name" "Last Name" \
"Address" \
"Phone"
"John" "Doe" \
"123 4th Street, Wichita, KS" \
"(316)462-6621"
"Debbie" "Baker" \
"46 Bell, Lewiston, ME" \
"(207)769-5525"

"First name" "Last Name" "Address" \
"Title" "Phone"
"John" "Doe" "123 4th Street, Wichita, KS" \
"Manager" "(316)462-6621"
"Debbie" "Baker" "46 Bell, Lewiston, ME" \
"Manager" "(207)769-5525"
```

Print Merge File

The following steps explain how to do an automatic merge.

STEP 1: Load the template document containing the merge variables.

STEP 2: Select the Print Merge command.

STEP 3: Select the File option.

Selecting File tells ANGOSS that the replacement information is to be received from an input file rather than from interactive input.

STEP 4: Select Draft, Enhanced, or WP-Document.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, without these features, select Draft. Select WP-Document if you want to create a series of wordprocessor document files that can easily be edited (these will also retain font and ruler information). For each set of replacement data, a merge document will be created in the data directory. See Print Merge Screen, Step 4 for information on the merge file naming convention.

NOTE: Step 6 will be skipped when the WP-Document option is selected.

STEP 5: Enter the name of the input file.

Either select the file from the file prompter, or type in the filename, including extension.

STEP 6: Select Printer or File

This option is not available if WP-Document was selected in Step 4. If you specify File, the merged documents will be saved to a disk file for later use. You will be prompted to enter a name for the disk file that will be created. If you select Printer, each merged document will be sent to the printer as it is completed. In either case, you will be prompted for the number of copies.

IMPORTANT: When the file is written to disk, it will contain printer control codes.

Copies of the letter will be printed until each set of replacement strings has been used.

Merging Database Information

An input file can also be created by extracting information from fields in an ANGOSS Database file. Before doing this, you must decide how you will be using this data. If you will only be using it for one print merge, and then never need the data again, you should use Data Send to extract the information. If you will need to use the exact same information many times, you must use File Export to extract the data. The following steps take you through both procedures.

The Data Send Method

STEP 1: Enter ANGOSS Database.

STEP 2: Load the Database file containing the records you need.

STEP 3: Select Data Send Wordprocessor Data.

A prompter displaying all available fields is displayed.

STEP 4: Use F6 to highlight the fields you want. Then press F10.

STEP 5: Enter the name of a project file to be executed after the data is sent to the Word Processor. Press Enter if no project file is needed.

The data in the selected fields is taken from each record and placed in the input file format. You automatically leave the Database and enter the Word Processor. The screen will be blank. The data sent over from the Database is in a temporary file that does not appear on the screen.

STEP 6: Load the template document containing the merge variables.

STEP 7: Select Print Merge File.

STEP 8: Select Draft, Enhanced, or WP-Document.

If you have included graphics or ANGOSS-generated filled-area fonts in your document, select Enhanced. If you want faster printing, without these features, select Draft. Select WP-Document if you want to create a series of wordprocessor document files that can easily be edited (these will also retain font and ruler information). For each set of replacement data, a merge document will be created in the data directory. See Print Merge Screen, Step 4 for information on the merge files naming convention.

NOTE: Step 10 will be skipped when the WP-Document option is selected.

STEP 9: When prompted for the input file, simply press Enter to select the word `default`.

STEP 10: Select Printer or File.

This option is not available if WP-Document was selected in Step 4. Once you leave the Word Processor, the temporary file you created is erased and cannot be used again.

The File Export Method

STEP 1: Enter ANGOSS Database.

STEP 2: Load the Database file containing the records you need.

STEP 3: Select File Export Smart Row-Format.

A prompter displaying all available fields is displayed.

STEP 4: Use F6 to highlight the fields you want. Then press F10.

STEP 5: Enter a name for the input file this command will create.

The input file will then be created. You must manually leave the Database and enter the Word Processor. Then proceed just like you would with any other input file.

Print Options

Select the Print Options command to display the Current Print Options menu. On this menu are a number of settings that control how your document is printed. These settings affect only the document that was current when you executed Print Options.

You can set up default values for each of these settings by executing Print Preset. This command displays the exact same menu as Print Options. Instead of being tied to the current document however, these settings are attached to all newly created documents. When you create a new document, the values from the Print Preset menu are copied into the Current Print Options menu for that document. If you need to make any changes to these default settings, select Print Options and edit the settings as necessary.

Following is a detailed discussion of options on the Print Options and Print Preset menus.

Headings and Footings

You can specify headings or footings to be printed on some or all pages of your document. The first group of settings on the Print Options menu specifies heading information and the second group specifies footing information. The settings used to specify headers and footers are very similar, so they are discussed together here.

Print Heading/Footing On

Specify which pages of the current section will have printed headings or footings. You can choose to have the headings or footings printed on:

- all pages of the section
- only the first page of the section
- on all pages except the first page of the section.

Blank Lines after Heading/Footing

Enter a number between 0 and 3 to specify the number of blank lines that separate the heading from the first line of document text or the footing from the last line of text.

Use Secondary Heading/Footing

Two types of headings or footings are available: primary and secondary. If you select **No**, the primary heading or footing is printed on all chosen pages. If you specify **Yes**, primary headings or footings are printed on odd-numbered pages, and secondary headings or footings are printed on even-numbered pages.

Primary and Secondary Headings/Footings

A maximum of five lines of text can be specified for each type of heading or footing. You may enter up to 255 characters (including control codes and printable characters) for each line. A line is printed if it contains characters or if it is followed by a line that contains characters. If you leave lines one and two blank, and enter text on line three, your heading will consist of two blank lines and one line of text.

Print Control Codes

Print control codes are special character sequences that can be specified in the headings or footings of a document. The codes are used to control the alignment of information, or are replaced by current data, such as date, time, or page number. The following table lists the print control codes.

Control Code	Description
%L	Left aligns the text immediately following the control code until a different print control code is encountered, or until the end of the current line
%C	Centers the text immediately following the control code until a different print control code is encountered, or until the end of the current line
%R	Right aligns the text immediately following the control code until a different print control code is encountered, or until the end of the current line
%P	Replaces the control code with the page number
%D	Replaces the control code with the current date
%T	Replaces the control code with the current tim
%F	Replaces the control code with the name of the file being printed
%[#]	Specifies a font for the text immediately following the control code.(# must be a valid font number.) The font number must be surrounded by brackets and can be followed by B or U to boldface or underscore text
%S	Replaces the control code with a section number (where "S" is the section number)

Control codes can be used in any combination, with more than one control code appearing on a line. Control codes do not appear in the printed document. Do not separate the control codes from literal information with blank spaces unless you want the blank space printed in your document.

Following are examples of two print control code strings that could be entered as headers or footers and an illustration of the results they would achieve.

Example: %L%F%C-%P-%R%D

prints the following line:

filename.ext -10- 11-14-90

%L%F causes the name of the current file to be printed at the left margin. %C-%P- causes the current page number to be centered on the line between two dashes. %R%D causes the current date to be printed at the right margin.

Example: %LQuarterly Report%CACME Shoes%R3rd Quarter

prints the following line:

Quarterly Report ACME Shoe 3rd Quarter

%LQuarterly Report causes the text Quarterly Report to be printed at the left margin. %CACME Shoes causes the text ACME Shoes to be centered on the line. %R3rd Quarter causes the text 3rd Quarter to be printed at the right margin.

Primary and secondary headings or footings are allocated equal space on the printed page, even when they are not the same length. The heading or footing requiring the greater number of lines determines the space allocated for both.

Example

The following steps show how to print a heading on every other page.

STEP 1: Select All-pages for the `Print Heading On:` **option.**

STEP 2: Specify Yes for the `Use secondary heading` **option.**

STEP 3: Leave either the primary or the secondary heading blank.

Depending on the heading you have left blank, headings will be printed on all even pages or all odd pages only.

Date Style

If you use the %D print control code to insert the current date in a header or footer, you must specify the format in which you want that date printed. Select one of the available date styles. The formats represented by **Date1**, **Date2**, and **Date3** are set on the Global Preferences menu, accessed with the Tools Preferences Global command.

Page Number Style

If you use the %P print control code to insert the current page number in a header or footer you must specify how you want that number printed. Select **Arabic**, **Roman-Small** (lowercase Roman numerals), or **Roman-Caps** (uppercase Roman numerals.)

Lines to Enclose Document

Select **None** to have no lines enclose document text. **Single** or **Double** will place a single or double line below the heading and above the footing, enclosing the document text. You can also place blank lines, to a maximum of three, after the top enclosing line and the bottom enclosing line.

Start Page Number

If you use the %P print control code to insert the current page number in a header or footer, you must enter the page number the current section will start with. Entering a 0 for the start page number instructs ANGOSS to add one number to the last page number in the previous section. Careful use of the start page number can control which headers or footers print on which page.

Lines Per Inch

Select 6 or 8 for the number of lines per inch.

Paper Profile

A Paper Profile is made up of the page size and paper path you want to use to print a file. The paper path tells ANGOSS where the printer will find the paper for this job, and how it will move it through the printer. For example, you can specify the use of a tractor feed, or manual feed; choose between several paper trays; or specify the use of an envelope or single sheet feeder. Page size tells ANGOSS whether you will be printing an 8-1/2 by 11 inch page, an envelope or a custom page size.

This paper profile will control printing of documents and textfiles from within the Word Processor. Printing in the Spreadsheet and Database Reports is controlled by Paper Profile settings within each module. Printing from editors, such as the Text-Editor, non-report Database printing, and printing through Project Processing is controlled by the default paper profile on the Hardware Preferences menu.

For detailed information about selecting a Paper Profile, read ***Chapter 6: Printing Documents and Textfiles***.

Orientation

Select **Portrait** to print the document across the width, or horizontal side, of the page. Select **Landscape** to print the document "sideways," across the length, or vertical side of the page. Landscape printing can only be accomplished if your printer supports it.

Print on Both Sides of the Form

Select **Yes** to print on both sides of the page. This process is sometimes called duplex printing. Select **No** to print on only one side of the page. Duplex printing can only be accomplished if your printer supports it.

Use Secondary Borders

Select **Yes** to be able to set different borders, or margins for even numbered pages in your document. The size of secondary borders are controlled by settings at the `Page Border` option. Select **No** if you want odd and even pages to have the same borders.

Page Borders

The Page Border is the margin or amount of white space between the edge of the page and the document text. Some printers, particularly laser printers, have "preset hard margins." Your Page Borders must be wider than the preset hard margins.

Specify a top and bottom margin in inches. Under the `Primary` option, specify left and right margins in inches. These boundaries will apply to all pages if you have specified no secondary boundaries, or odd numbered pages if you have specified secondary boundaries.

If you selected **Yes** for the `Use of secondary pages` you must also specify left and right margins for even pages.

Section Print Options

If you have divided your document into two or more sections, different Print Options can be set for each section. This gives you the flexibility to change paper profiles, headings, footings, numbering styles, or page borders at each section.

To view or edit the print options for a particular section, place the cursor in the section and select Print Options. The title at the top of the menu should reflect the section you are setting options for.

Many times, you may only want to change one or two options from one section to the next. To keep you from having to re-enter all the settings you want to keep the same, you can copy those settings from one section to the next. Press **F6** and ANGOSS displays the prompt `Enter the number of the section to be copied:`. Enter the section number for which you have already specified print options. All those print option settings are then copied into the current section's print options menu. You can then change only the settings you need to.

Print Preset

Print Preset is used to specify default print option settings for new documents. Selection of the Print Preset command invokes the display of the Preset Document Definition Menu. This menu contains the same specification items as those found in the Current Print Options Definition Menu; refer to the discussion above for information concerning each specification item.

Graph Options

The Graph keyword enables graphs that have been created in ANGOSS Spreadsheet to be inserted in ANGOSS Word Processor documents. Before any Word Processor Graph command can be executed, a graph metafile must have been created and saved in ANGOSS Spreadsheet. A graph metafile is identified by the .cgm extension.

NOTE: You may wish to refer to ***ANGOSS Spreadsheet*** for more information about creating and editing graphs.

Graph Options

Graph provides the following options:

Insert. Inserts a graph at the current position in the document.

Remove. Removes the current graph from the document.

View. Displays a graph on the screen, temporarily displacing the Document Window.

Graph Insert

The following steps explain how to insert a graph in the current document.

STEP 1: Position the cursor on the line in your document where you want the graph to start.

STEP 2: Select Graph Insert.

A prompter list of all graph metafiles (.cgm) in the current directory are displayed. Select the graph you wish to insert. If it is in another directory, enter the entire path. If you used the Spreadsheet's Sheet Send Wordprocessor Graphics command to "send" the graph to the Word

Processor, you can press **Enter** to select the "default" graphics file. This causes the last CGM file sent from the Spreadsheet to be inserted at the cursor position.

NOTE: You are not required to send the graphic to the Word Processor. Graph Insert will find any CGM file in the current data path. However, if you do send the graphic from the Spreadsheet, ANGOSS automatically leaves the Spreadsheet, loads the Word Processor and makes the graph you just sent the default graph to be inserted.

STEP 3: Specify the size and alignment you want for the graph.

Large, medium, or small graphs can be inserted in a document. A large graph extends from the left margin to the right margin. A medium graph extends from either the left or right margin to the middle of the page. A small graph extends from either the left or right margin across one-third of the page. When a medium or small graph size is selected, you must specify whether you want the graph aligned on the left margin or the right margin.

After the graph's size and alignment are selected, a shaded block containing the graph screen filename is inserted into the document at the location specified. Any text that previously occupied the space now occupied by the graph is automatically reformed to surround the graph.

ANGOSS Word Processor does not display the actual graph in the document. In addition, due to the size of the display screen, if a large-sized graph is inserted into a document, the shaded block representing the graph is not displayed in its true size. However, the actual graph is printed in the document at print time.

Graph Remove

Graph Remove deletes a graph from a document. To delete a small or medium graph, position the cursor in the text adjacent to it before selecting Graph Remove. To delete a large graph, position the cursor on the line directly above or below the graph before selecting Graph Remove.

If you have two graphs in a document separated by a single line and you position the cursor on the line between the graphs before executing Graph Remove, the graph above the cursor is removed.

When Graph Remove is executed, the shaded area in the document that represents the graph is erased and the text is adjusted to compensate for the blank space.

Graph Convert

Converting from BMP to CGM

To convert from bitmap to CGM, select the GRAPH CONVERT BMP-TO-CGM command. You will then be prompted to enter or select a BMP file name followed by a destination (CGM) file name.

Converting from CGM to BMP

To convert from CGM to bitmap, select the GRAPH CONVERT CGM-TO-BMP command. You will then be prompted to enter or select a CGM file name followed by a destination (BMP) file name. This conversion also requires a bitmap width and height; 640x480 is a common screen size. Note that the value for height can be calculated by ANGOSS and is therefore an optional entry.

Graph View

Graph View displays a graph that has been inserted into a document or that is resident on disk. When Graph View is selected, the options `Document` and `File` is displayed.

Graph View Document

Graph View Document displays the graph at the current cursor position. When Graph View Document is selected, the Document Window is temporarily displaced and the graph is drawn on the screen. Press any key to return to the Document Window.

Graph View File

Graph View File displays a graph stored on disk. This command is frequently used to view a graph before inserting it into a document. When you select Graph View File, a prompter containing the names of all CGM files in the current data path and the prompt `Enter the graph name:` are displayed. Type the name of the graph file you want to view, or select it from the prompter. To view the last graph sent to ANGOSS Word Processor simply press **Enter** when the pointer is selecting `[default]`.

When a graph file is selected, the Document Window is temporarily displaced and the graph is drawn on the screen. Press any key to return to the Document Window.

Tools Command

The Tools command keyword provides various file manipulation capabilities. You can:

- copy, erase, print, or rename files
- manipulate directories
- operate the calculator program
- set preferences for global, Word Processor, or hardware parameters.

Only the Tools Preferences Wordprocessor options are discussed here. Refer to the Tools command discussion in ***Chapter 9*** of ***ANGOSS Software System*** for detailed information regarding the other Tools commands.

Tools Preferences

The Tools Preferences commands are used to configure default settings. When you select Tools Preferences, specify whether you want to set Global, Wordprocessor, or Hardware defaults. For information on the Global and Hardware options, refer to ***Chapter 9*** of ***ANGOSS Software System***.

Tools Preferences Wordprocessor

Selection of the Tools Preferences Wordprocessor command displays a definition menu containing settings that control how ANGOSS Word Processor performs whenever it is accessed. Any changes that you make to the specifications in the Word Processor Preferences Definition Menu become the performance defaults the next time you enter ANGOSS Word Processor. With the exception of changes made to the Default Paragraph Format items, and the Miscellaneous Items that control module entry performance, any changes made via Tools Preferences Wordprocessor become the defaults for the current session.

Each definition menu item is discussed in detail below.

Pagination Options

This definition item determines whether or not ANGOSS automatically inserts page breaks into a document. If you select **Manual**, no page breaks will appear in a document unless you either execute the Layout Newpage Automatic command to toggle on the automatic insertion of page breaks, execute the Layout Newpage Paginate command to paginate the document, or insert hard page breaks throughout the document by repeatedly executing Layout Newpage Insert.

NOTE: This definition menu item establishes the default pagination only. You can override this default setting for the current session by toggling on or off the automatic insertion of page breaks via the Layout Newpage Automatic command.

If you select **Automatic**, ANGOSS inserts page breaks as document text is entered. The positioning of page breaks is determined by the widow/orphan controls specified in the Current Document Options Definition Menu, and any keep areas contained in the document. Numerous items specified in the Current Print Options Definition Menu, such as the use of headings or footings, page size, and top and bottom boundary settings also determine page break placement. You can override these controls for the current session by toggling off the automatic insertion of page breaks via the Layout Newpage Automatic command off.

Character Insertion Mode Options

This item establishes the default insertion mode. When **On** is selected, existing text is adjusted as new text is inserted. When **Off** is selected, existing text is "typed over" as new text is inserted.

The `Character Insertion Mode:` setting is displayed on the Status Line at the bottom of the screen. When the Insertion Mode is on, `Insert ON` is displayed. When the Insertion Mode is off, `Insert OFF` is displayed. **Ins** is used to toggle on or off the Insertion Mode and override for the current word processing session the default value established by this definition menu item.

Font Pick-Up Mode

With this option on, font information is retrieved from the current cursor position and used for new text. This is particularly helpful when you are editing existing text and want the font of the new text to match. When the option is off, the last Layout Font Select command determines the font for new text.

The font used for new text is indicated on the status line by "`Font:`" In Pick-up mode, this will be followed by an asterisk otherwise the font number is displayed.

Default Paragraph Format Options

The Default Paragraph Format options contained in the Word Processor Preferences Definition Menu are discussed below.

Alignment. This item specifies whether the document text is aligned on the left margin (left-aligned) or aligned on both the left and right margins (justified).

Ruler Division (characters per inch). Enter a number between 4 and 24 to designate the number of characters per inch. The default value is 10, therefore, ten characters are contained in each horizontal inch.

Left and Right Margins. Enter a number, in inches, for each margin setting.

Indent. Enter a positive number, in inches, to specify how far to the right of the left margin to indent the first line of a paragraph. Enter a negative number, in inches, to specify how far to the left of the left margin to outdent the first line of a paragraph.

Spacing. Enter a number to specify the vertical line spacing to be used during printing.

Tabs. Enter a series of numbers, in inches, to specify the locations for tab stops. Separate each number with a blank space or comma.

Decimal Tabs. Enter a series of numbers, in inches, to specify the locations for decimal tabs. Separate each number with a blank space or comma.

Special Character Display Options

These option items allow you to control the display of special characters in your document. You can override these defaults for the current word processing session by selecting the Document Visible command.

Page Breaks. Select **Visible** to display hard and soft page breaks and section breaks in your documents. Select **Invisible** if you do not want any page or section breaks displayed.

Paragraph Marks. Select **Visible** to display paragraph marks in your documents. Select **Invisible** if you do not want paragraph marks displayed.

Tab Marks. Select **Visible** to display tab symbols ("†16 " for normal tabs, "†29" for decimal tabs and "†191" for indentations), in your documents. Select **Invisible** if you do not want these symbols displayed.

Hidden Text. Select **Visible** to display hidden text in your documents. Select **Invisible** if you do not want hidden text to be displayed.

Hidden Text Marks. Select **Visible** to display hidden text marks in your documents. Select **Invisible** if you do not want hidden text marks displayed.

Keep Marks. Select **Visible** to display keep marks in your documents. Select **Invisible** if you do not want keep marks displayed.

Index Marks. Select **Visible** to display index marks in your documents. Select **Invisible** if you do not want index marks displayed.

TOC Marks. Select **Visible** to display table of contents marks in your documents. Select **Invisible** if you do not want table of contents marks displayed.

Main Ruler. Select **Visible** to display the Main Ruler in your document. Select **Invisible** if you do not want the Main Ruler displayed.

Embedded Ruler. Select **Visible** to display embedded rulers in your document. Select **Invisible** to not display embedded rulers.

Document Auto-Save Options

ANGOSS Word Processor's Document Auto-Save feature can be enabled to ensure that, periodically, a copy of your current document is saved to disk. ANGOSS automatically executes a save of the current document when the specified minutes between saves has elapsed. If you are entering text, moving around in the document, or executing a command at that time, ANGOSS waits for a pause in keystrokes before executing the save.

Auto-Save Enabled. Select **Yes** to enable the Auto-Save feature. Select **No** if you do not want the auto-save feature enabled.

Auto-Save File Extension. Enter a different file extension, if desired. If you specify a DOC extension, ANGOSS will automatically overwrite the existing document file stored on disk when the automatic save is executed for the current document. Do not specify a DOC extension if you want to preserve your stored document and not overwrite it.

Minutes Between Auto-Saves. Enter a number from 1 to 60 to indicate the number of minutes that are to elapse between executions of the automatic save.

Dictionary Preferences Options

Here you can enable or disable many of ANGOSS Word Processor's Dictionary features.

NOTE: When all of the Dictionary Preferences items are enabled or set to **Yes** or **On**, an additional 70K of memory is required to operate ANGOSS Word Processor.

Thesaurus Enabled. Select **Yes** if you want to enable the ANGOSS Thesaurus; select **No** if you do not.

Spellchecker Enabled. Select **Yes** if you want to enable the ANGOSS Spellchecker. Select **No** if you do not.

Correction Information. Select **Yes** if you want a list of alternatives automatically displayed when ANGOSS Spellchecker highlights a word that may be misspelled. Select **No** if you do not want this automatic display. If you choose **No,** you can still display correction information by pressing **F8** when ANGOSS highlights a potential misspelling.

Auto-hyphenation. Select **On** if you want the last word on a line to be automatically hyphenated when it does not completely fit on the line. Select **Off** if you do not want the word hyphenated and instead, want the entire word to wrap to the next line.

Miscellaneous Options

The Miscellaneous Items options contained in the Word Processor Preferences Definition Menu are discussed below.

Data Path. Enter the data path to be used for storing and retrieving files. The data path specified here overrides for this module the data path specified in the Hardware Preferences

Definition Menu. Unless another path is specified during a save or load operation, ANGOSS always utilizes this data path when storing or retrieving files.

Automatic Load of Macro File. A macro file contains a set of character output redefinitions for one or more keyboard keys. This menu item allows you to specify the name of a macro file to automatically load whenever ANGOSS Word Processor is accessed. The macro filename may be preceded by a path if the file is not located on the current path.

Project File to Run on Entry. A project file contains a set of command format statements, including application commands and project commands, that perform some predetermined activity. This menu item allows you to specify the name of a project file to automatically execute whenever ANGOSS Word Processor is accessed. The project filename may be preceded by a path if the file is not located on the current path.

Encryption Driver to Use on New Files. Select **Standard** to use ANGOSS' standard encryption driver to encrypt files. Select **Alternate** to use an alternate encryption driver.

IMPORTANT: Changing the encryption driver could cause document files to become corrupted and unusable. Do not select the Alternate Encryption Driver unless you are thoroughly familiar with the encryption driver and process being used.

Windows Commands

The Window keyword is the basis for the command formats that enable you to display multiple windows and documents, and independently color the components of each window.

Window Options

Window provides the following options:

Split. Separates the current Document Window into multiple windows or displays a Footnote Window.

Close. Closes the current split Document Window or the Footnote Window.

Zoom. Enlarges the current split window to fill the Document Window, or returns an enlarged window to its original split size.

Border. Toggles on or off the display of the Document Window border.

Paint. Provides independent coloring of window components.

Window Split

Window Split divides the current Document Window into multiple Document Windows, or to displays a Footnote Window in conjunction with the current Document Window. The screen can be split into a maximum of 50 windows. Each window is automatically numbered when the split is executed.

When you select Window Split, you must specify whether you want to display a Footnote Window or split the Document Window horizontally or vertically.

Window Split Footnote

Window Split Footnote is used to display a Footnote Window. When you select Window Split Footnote, the prompt `Enter row number, or use cursor keys to select location:` is displayed. The line number entered represents where the top line of the Footnote Window is to be located. Enter the line number, or position the cursor on the line where you want the split to occur, and press **F10** or **Enter** to execute the command. The Footnote Window is then displayed. Footnote text appears in the Footnote Window when a footnote reference is displayed in the current Document Window.

Window Split Horizontal

Window Split Horizontal is used to split the current window horizontally at the specified line location. When you select Window Split Horizontal, the prompt `Enter the line number, or use cursor keys to select location:` is displayed. Each window resulting from the split must be large enough to accommodate one line of text, otherwise the message `Marked area is too small to split.` is displayed. Enter the line number, or position the cursor on the line where you want the split to occur and press **F10** or **Enter** to execute the command.

The Document Window is then split, the current document is displayed in both windows, and the cursor remains in window 1, keeping it the "current window." You may move to window 2 (making it the current window) by executing the Document Goto Window command, by pressing **F4**, selecting the Window option and entering **2** in response to the prompt, or using **Alt F8** to move to the next window.

To display a different, non-active document in the current window, execute the File Load command. To display a different, active document in the current window, execute the Document Goto Document command.

Window Split Vertical

Window Split Vertical is used to split the current window vertically at the specified column position. When you select Window Split Vertical, the prompt `Enter column number, or use Tab or cursor keys to select location:` is displayed. Each window resulting from the split must be large enough to accommodate a width of 12 characters, otherwise the message `Marked area is too small to split.` is displayed. Use **Tab**, **right arrow** or **left arrow** to move the cursor to the desired column, or enter the column number where you want the split to occur and press **F10** or **Enter** to execute the command.

The Document Window is then split, the current document is displayed in both windows, and the cursor remains in window 1, keeping it the "current window." You may move to window 2 (making it the current window) by executing the Document Goto Window command, by pressing **F4**, selecting the

Window option, and entering **2** in response to the prompt, or by using **Alt F8** to move to the next window.

To display a different, non-active document in the current window, execute the File Load command. To display a different, active document in the current window, execute the Document Goto Document command.

Window Close

Window Close is used to close the current Document Window or the Footnote Window. When you select Window Close, you must specify the type of window to close.

Window Close Doc-Window

Window Close Doc-Window is used to close the current Document Window. Windows do not have to be closed in the order that they were created using Window Split. When Window Close Doc-Window is executed, the current window disappears and the remaining windows expand to fill the portion of the screen previously occupied by the window you closed.

A window can be closed without first unloading the document displayed in the window. If you close a window without unloading the document, and the document is not displayed in another window, the document is moved to the "background." It can be redisplayed in a different, current window by executing the Document Goto Document command.

Window Close Footnote

Window Close Footnote is used to close the current window's Footnote Window. When the command is executed, the Footnote Window disappears and the current window expands to fill the portion of the screen previously occupied by the Footnote Window.

Window Zoom

Window Zoom is a toggle command used to either enlarge the current, split window to fill the entire screen, or return the enlarged window to its original split size.

Window Split or Window Close cannot be executed when the current window is zoomed. However, when the current window is zoomed, you can display any remaining split windows in zoomed format by executing the Document Goto Window command and specifying the window desired.

The Quick Key for Window Zoom is **F7**.

Window Border

Window Border is used to toggle on or off the display of the border surrounding the current Document Window. When the border is toggled off, two additional lines of text can be displayed on the screen.

If you are using multiple windows, you can toggle on or off the display of the borders for any of the windows. When borders are toggled on in multiple windows, the current window displays a double-lined border and the other windows display a single-line border.

When borders are toggled off in multiple windows, "boundary" confusion can easily result, especially if the Main Ruler is also toggled off in one or more windows. Since the Window Identifier number is located in the upper left corner of the border, when the border is toggled off, the Window Identifier also disappears.

Window Paint

Window Paint allows you to color specified marked text, the window border, and the Document Window independently of each other. This feature is very useful when multiple windows are being used, since each window can be colored differently.

When you select Window Paint, you must specify whether you want to paint the window border, the Document Window, or marked text. If your hardware does not support the 16 available colors, the 16 colors are mapped to the options available with your hardware.

Window Paint Border

Window Paint Border is used to color the double-lined border surrounding the current Document Window. When the command is selected, the prompt `Enter foreground color (0 to 15):` and a color selection bar are displayed in the Control Area of the screen. Enter the number corresponding to the color desired and press **F10** or **Enter**. The border is then displayed in the selected color.

Window Paint Window

Window Paint Window is used to color both the foreground and the background of the Document Window. Text that you enter into your document appears in the color specified for the foreground.

When the command is selected, the prompt `Enter background color (0 to 15):` and a color selection bar are displayed in the Control Area of the screen. Enter the number corresponding to the color desired for the document text and press **F10** or **Enter**. ANGOSS then prompts `Enter foreground color (0 to 15):` and again displays the color selection bar. Enter the number desired for the Document Window background and press **F10** or **Enter**. The Document Window and text are then displayed in the selected colors.

Window Paint Marked-Text

Window Paint Marked-Text is used to color the highlighting and text in a document when a marking option (i.e., block-marking, column-marking, line-marking) is being used. The background color is used for the highlighted block. The foreground color is used for the text that appears within the highlighted block.

When the command is selected, the prompt `Enter background color (0 to 15):` and a color selection bar are displayed in the Control Area of the screen. Enter the number corresponding to the color desired for the highlighted block and press **F10** or **Enter**. ANGOSS then prompts `Enter foreground color (0 to 15):` and again displays the color selection bar. Enter the number desired for the text appearing in the highlighted block and press **F10** or **Enter**. The next time a command is selected that invokes marking, the highlighted block and the text within the block are displayed in the selected colors.

Help Commands

The Help commands invoke ANGOSS' extensive on-line help information. The following options are available:

About-Help. Displays information on how to use ANGOSS' on-line help feature.

Contents. Displays a table of contents for the on-line help.

On-Error. Displays help text for specified error messages.

Index. Displays an index of topics included in the on-line help information.

Tutorial. Invokes the tutorial for the appropriate module.

Help About-Help

Help About-Help displays the information explaining how to use ANGOSS' on-line help feature. On-line help includes context-sensitive help information as well as help for program error messages.

Help Contents

Help Contents displays a table of contents for ANGOSS' on-line help. Initially, only the first level of headings appears. Press **F4** to display the next level of headings and continue to do so until you reach the heading level you want. Select the topic for which you want help information and press **Enter**. The help information related to that topic is displayed. To return to the table of contents, press **F4**. To leave help and return to the keyword menu, press **F10**. To get to the index, press **F3**.

Help Index

Help Index displays an index for ANGOSS' on-line help. Initially, only the first level of the index is displayed. To reach the second level, press **F3**. To return to the first level, press **Esc**.

You may search the index for a particular word or phrase, if necessary, by pressing **F7** and entering the string you want to search for. The string cannot be longer than 40 characters. Press **F9** to repeat the search.

When you have selected a topic, the related help information appears. To return to the index, press **F3**. To leave help and return to the keyword menu, press **F10**. If you want to get to the table of contents, press **F4**.

Help On-Error

Help On-Error displays help text for specific error messages. When prompted, enter the number corresponding to your error message and press **Enter**. The appropriate help information is displayed.

For a listing of error messages and their corresponding numbers, refer to ***Project Processing***.

To leave help and return to the keyword menu, press **F10**.

Help Tutorial

Help Tutorial invokes the tutorial for the current module. You may use the tutorial in a step-by-step process to learn the entire module, or you may use it to learn about one particular aspect of the module.

IMPORTANT: Because ANGOSS Tutorials run within the module they describe, it is important that you unload all active files with the File Unload command before entering the tutorial. When you execute Help Tutorial, you will be prompted to unload all files before continuing.

You are then prompted to enter your name. This is optional, however, if you do, the program will keep track of what lessons you have completed.

The Tutorial menu then appears. If you would like a brief lesson in how tutorials work, select `Using Tutorials`. If you want to select a lesson, use the cursor keys to move the prompter arrow to the lesson you want and press **Enter**. You can go through the lessons sequentially, or pick a lesson that interests you.

After you complete a lesson, you are returned to the Tutorial menu.

Remember Commands

The Remember keywords allow you to create, edit and run project processing files. Project Processing is an automated method of executing a sequence of commands.

Refer to ***Project Processing*** for detailed information on executing the Remember commands.

Quit Commands

The Quit commands allow you to leave ANGOSS Word Processor to enter another ANGOSS module, or to return to the operating system. Options for Quit include the following:

Quit. Returns to the operating system.

Main-Menu. Returns to the Main Menu of ANGOSS Software System.

Communications. Leaves ANGOSS Word Processor and enters ANGOSS Communications.

Database. Leaves ANGOSS Word Processor and enters ANGOSS Database.

Spreadsheet. Leaves ANGOSS Word Processor and enters ANGOSS Spreadsheet.

If you have selected the Quit keyword and decide that you do not want to leave ANGOSS Word Processor, press **Esc**.

Appendix A: ASCII Character Table

HEX Value	ASCII Char.	HEX Value	ASCII Char.	HEX Value	ASCII Char.
20	space	40	@	60	‘
21	!	41	A	61	a
22	"	42	B	62	b
23	#	43	C	63	c
24	$	44	D	64	d
25	%	45	E	65	e
26	&	46	F	66	f
27	’	47	G	67	g
28	(	48	H	68	h
29	)	49	I	69	i
2A	*	4A	J	6A	j
2B	+	4B	K	6B	k
2C	,	4C	L	6C	l
2D	-	4D	M	6D	m
2E	.	4E	N	6E	n
2F	/	4F	O	6F	o
30	0	50	P	70	p

HEX Value	ASCII Char.	HEX Value	ASCII Char.	HEX Value	ASCII Char.
31	1	51	Q	71	q
32	2	52	R	72	r
33	3	53	S	73	s
34	4	54	T	74	t
35	5	55	U	75	u
36	6	56	V	76	v
37	7	57	W	77	w
38	8	58	X	78	x
39	9	59	Y	79	y
3A	:	5A	Z	7A	z
3B	;	5B	[	7B	{
3C	<	5C	\	7C	|
3D	=	5D	]	7D	}
3E	>	5E	^	7E	~
3F	?	5F	_	7F	†127

Index

A

Accessing
    ANGOSS 2 - 1
    ANGOSS Word Processor 2 - 1
    Command Mode 2 - 7
    Help 2 - 4
Alignment 3 - 6, 3 - 10, 9 - 141
Alignments 9 - 108
Anchor position 2 - 14
ANGOSS, running 2 - 1
Antonyms 5 - 15, 9 - 28
ASCII files 8 - 1
Autohelp Line 2 - 8
Automatic file backup 2 - 26, 3 - 19, 9 - 142
Automatic Paragraph Numbering 7 - 15, 9 - 49
Auto-save 3 - 19

B

Background memory 9 - 83
Backspace key 4 - 2
Block-marking 2 - 14–2 - 15, 9 - 2
    in an MCA 2 - 17
Boldface 3 - 5, 9 - 101
    existing text 3 - 6
Borders 9 - 132, 9 - 148
Buffer
    copying text to 4 - 4, 9 - 64
    delete 4 - 3, 9 - 67, 9 - 78
    inserting text from 4 - 5, 9 - 65, 9 - 69
    moving text to 4 - 4, 9 - 69
buffers 4 - 4, 9 - 64
Building commands 2 - 12

C

Calculating sums 9 - 35
Case, changing 4 - 7, 9 - 67
Changing
    file type 9 - 84
    fonts 9 - 99
Character insertion mode 9 - 140
Characters per inch 3 - 6, 3 - 13, 9 - 111
Clipboard 5 - 8
clipboard 4 - 4, 9 - 64
Closing windows 5 - 7, 9 - 147
Coloring parts of a window 9 - 148
Column-marking 2 - 14, 2 - 16, 9 - 2
Columns
    adding 9 - 17
    adding entries 7 - 7, 9 - 18
    boundaries 9 - 19
    cursor movement within 2 - 11
    defining 9 - 12
    deleting 7 - 10, 9 - 19
    edit 7 - 7
    equal width 7 - 3
    linked 7 - 1, 7 - 5, 9 - 12
    marking text within 2 - 19
    quick define 9 - 15
    sorting 7 - 11, 9 - 74
    unlinked 7 - 2, 7 - 6, 9 - 13
    variable width 7 - 5
Command Mode 2 - 7, 2 - 11
Command reference 9 - 1
Commands, building 2 - 12
Communications, sending to 8 - 2, 9 - 54
Control Area 2 - 6
Convert 9 - 137
Copy buffer, displaying text in 2 - 6
Copying
    footnotes 7 - 21, 9 - 38
    index entries 7 - 30, 9 - 44

repeating 4 - 5, 9 - 65, 9 - 69
text 4 - 3, 9 - 64
text containing a hard page break 3 - 17
text to a buffer or clipboard 4 - 4, 9 - 64
Corrections, making 3 - 3
CPI 3 - 6, 3 - 13, 9 - 111
Creating
an index 7 - 26, 9 - 39
document 3 - 1
table of contents 7 - 22, 9 - 50
Current ruler 3 - 7, 9 - 108
Cursor movement
in Multiple Column Area 2 - 11
in text entry mode 2 - 9
Custom dictionary
creating 9 - 21, 9 - 95
erasing 9 - 21
Cut and paste 5 - 7
Cutting text 5 - 7

D

Data Path 9 - 143
Database
merging data from 8 - 8
sending to 8 - 3, 9 - 54
Date style
in footings 6 - 5, 9 - 130
in headings 6 - 5, 9 - 130
Decimal tabs 3 - 12, 9 - 110, 9 - 141
Default paragraph format 2 - 6
Default ruler 3 - 6, 9 - 108
Default settings 9 - 139
Definition menus 2 - 22
Delete buffer 4 - 3, 9 - 67, 9 - 78
displaying text in 2 - 6
Delete key 4 - 2
Deleting
an MCA 7 - 10
footnotes 7 - 22, 9 - 39
index entries 7 - 30, 9 - 46
MCA columns 7 - 10, 9 - 19
MCA entries 7 - 10, 9 - 19
rulers 9 - 114
table of content entries 7 - 25, 9 - 53
text 4 - 2, 9 - 67
Dictionary
custom 9 - 21
preferences 9 - 143
Directory, displaying files in 9 - 82
Display Screen 2 - 5
Displaying
Active Files 9 - 84
special characters 3 - 4, 9 - 141
Document
creating 3 - 1
editing 4 - 1
enclosing with lines 9 - 131
entering formula results 9 - 35
formatting 9 - 107
going to 9 - 33
hyphenating 9 - 22
inserting graphs in 8 - 5
lines to enclose text 6 - 6
locking 5 - 18, 9 - 61
management 5 - 1
parameters 2 - 23
preparing to print 6 - 1
printing 6 - 1, 9 - 117
protecting 5 - 17
saving automatically 9 - 142
sectioning 7 - 13
sending 8 - 2
unlock 9 - 61
Document Commands 9 - 11
Columns 7 - 1, 9 - 12
Dictionary 5 - 9, 9 - 21, 9 - 22
Find 4 - 7, 9 - 30

Goto 9 - 32
Lock 5 - 18, 9 - 61
Math 9 - 35
References 9 - 36
Send 9 - 54
Unlock 9 - 61
Visible 3 - 4, 9 - 56
Document options
current document 9 - 90
new documents 9 - 95
Document window 2 - 5
Documentation, using 1 - 2
Double spacing 3 - 11
Draft Printing 6 - 11, 9 - 117
Duplex printing 6 - 9, 9 - 132

E

Edit Commands
Copy 9 - 64
Delete 4 - 3, 9 - 67
Edit-Case 9 - 67
Move 9 - 68
Replace 4 - 9, 9 - 71
Sort 9 - 73
Undelete 9 - 78
Editing
an MCA 9 - 17
column boundaries 9 - 19
documents 4 - 1
fonts 9 - 100
footnotes 7 - 22, 9 - 38
index entries 7 - 29, 7 - 30, 9 - 44
MCA 7 - 7
MCA boundaries 7 - 9
Multiple Column Area 7 - 7
rulers 3 - 14, 9 - 112
table of contents entries 7 - 25, 9 - 53
text 3 - 3
Encryption driver 9 - 144
End merge character 9 - 121
Enhanced Printing 6 - 11, 9 - 117
Entering
formula results in document 9 - 35
text 3 - 3
Erasing custom dictionary files 9 - 21
Exiting
ANGOSS Word Processor 9 - 153
Word Processor 2 - 27
export to Windows Clipboard 5 - 8
Exporting 8 - 5
files 9 - 85
text 5 - 7
Extensions, file 2 - 25

F

File
automatic backup 2 - 26
exporting 9 - 85
extensions 2 - 25
importing 9 - 86
loading 4 - 1, 9 - 82
names 9 - 83
naming 9 - 84
password protecting 9 - 86
saving 3 - 18, 9 - 83
searching for a particular file 4 - 1
unloading 3 - 18, 3 - 19, 9 - 83
File Commands
Display-Active 9 - 84
Export 5 - 7, 8 - 5, 9 - 85
File-Type 9 - 84
Import 5 - 7, 8 - 5, 9 - 86
Load 9 - 82
Newname 9 - 84
Password 5 - 18, 9 - 86
Save 3 - 18, 9 - 83

Unload 9 - 83
File types 8 - 2
Finding
search options 4 - 8, 9 - 31, 9 - 71
text strings 4 - 7, 9 - 30
Fixed Paragraph Numbering 7 - 15, 9 - 49
Font
attributes 3 - 4–3 - 5
boldfacing 3 - 5, 9 - 101
changing for existing text 9 - 99
editing 9 - 100
in footnotes 7 - 19, 9 - 37
indicator 2 - 8
Prompter 9 - 98
removing definitions 9 - 100
selecting for new text 9 - 98
Selector 2 - 23, 9 - 96
underscore 3 - 5, 9 - 102
Footings 6 - 2, 9 - 127
date style in 6 - 5
dates in 9 - 130
page number style in 6 - 5
page numbers in 9 - 130
print control codes 9 - 128
secondary 9 - 128
Footnote
copying 7 - 21, 9 - 38
deleting 7 - 22, 9 - 39
editing 7 - 22, 9 - 38
font 9 - 100
fonts in 7 - 19, 9 - 37
format settings 9 - 91
inserting 7 - 18, 9 - 37
modifying 7 - 22, 9 - 38
moving 7 - 21, 9 - 38
numbering 7 - 18, 9 - 36
placement 7 - 18, 9 - 36
reference number 9 - 36
using 7 - 18
viewing 7 - 19
window 5 - 1, 9 - 146
windows 5 - 7
Format, default paragraph 9 - 141
Formatting 3 - 8
documents 9 - 107
paragraphs 3 - 6
text 2 - 6
Formula results, entering in document 9 - 35
Formula Variables 6 - 12, 9 - 120

G

Going to 9 - 32
a document 9 - 33
a location 9 - 33
a marker 9 - 33
a window 9 - 32
combination specification 9 - 34
Graph
alignment 8 - 6, 9 - 136
inserting in documents 8 - 5
inserting into document 9 - 135
printing 6 - 19
removing from document 9 - 136
size 8 - 6, 9 - 136
viewing 9 - 137
Graph Commands
Insert 9 - 135
Remove 9 - 136
View 9 - 137
Graph Convert 9 - 137

H

Hard page breaks 9 - 106
copying text containing 3 - 17
inserting in keep Areas 3 - 17

Headings 6 - 2, 9 - 127
date style in 6 - 5
dates in 9 - 130
page number style in 6 - 5
page numbers in 9 - 130
primary 6 - 3
print control codes 9 - 128
secondary 6 - 3, 9 - 128
Help Commands
About-Help 9 - 151
Contents 9 - 151
Index 9 - 152
On-Error 9 - 152
Tutorial 9 - 152
Help, accessing 2 - 4
Hidden text 9 - 56
Hiding
marks 9 - 57
page breaks 9 - 59
paragraph marks 9 - 60
rulers 9 - 60
tabs 9 - 61
text 4 - 11, 9 - 102
Hyphenating, a document 9 - 22

I

import from Windows Clipboard 5 - 8
Importing 8 - 5
files 9 - 86
text 5 - 7
textfiles 8 - 1
Indent tabs 3 - 11
Indents 3 - 6, 9 - 109, 9 - 141
Index
adding entries 7 - 26, 9 - 39
copying entries 7 - 30, 9 - 44
creating 7 - 26, 9 - 39
deleting entries 7 - 30, 9 - 46
editing entries 7 - 29, 9 - 44
generating 7 - 28, 9 - 45
moving entries 7 - 30, 9 - 44
options 9 - 92
Input file 6 - 14
Input file for merge print 9 - 123
Insert mode indicator 2 - 8
Inserting
footnotes 7 - 18, 9 - 37
graphs 9 - 135
keeps 4 - 15
markers 4 - 10
section breaks 9 - 114
text from a buffer 4 - 5, 9 - 65, 9 - 69
Installing ANGOSS 2 - 1
Integration, via ASCII files 8 - 1
Interactive Input 6 - 13
Interactive merge printing 9 - 121

J

Justification 3 - 10, 9 - 108

K

Keep areas
creating 9 - 104
definition 3 - 17
inserting hard page breaks 3 - 17
removing 9 - 105
Keeps, inserting 4 - 15

L

Landscape 6 - 9, 9 - 131
Layout Commands 9 - 89
Document-Options 9 - 90
Font 9 - 95

Hidden-Text 4 - 11, 9 - 102
Keep 4 - 15, 9 - 104
Newpage 9 - 105
Ruler 9 - 107
Section 7 - 13, 9 - 114
Line spacing 3 - 6, 3 - 11, 9 - 109, 9 - 141
Line-marking 2 - 18, 9 - 3
Lines
per inch 6 - 6, 9 - 131
to enclose document 6 - 6, 9 - 131
Linked columns 7 - 1, 7 - 5, 9 - 12
Linked MCA, marking in 2 - 19
Loading
files 4 - 1, 9 - 82
multiple documents 5 - 6
multiple files 9 - 83
Locking documents 5 - 18, 9 - 61
Lower case 4 - 7, 9 - 67

M

Macro, automatic loading 9 - 144
Main Menu 2 - 1
Main ruler 2 - 6
Manual pagination 3 - 16, 9 - 106
Margins 3 - 6, 3 - 11, 9 - 109, 9 - 141
Marker
adding 9 - 46
going to 9 - 33
inserting 4 - 10
naming 9 - 46
removing 9 - 47
viewing 9 - 47
Marking
anchor position 2 - 14
blocks 2 - 14–2 - 15
columns 2 - 16
in Linked MCA 2 - 19
in Multiple Column Areas 2 - 19
keys 2 - 17
line-marking 2 - 18
standard text 2 - 13, 9 - 1
Marks, hidden 9 - 57
Math 9 - 35
MCA 7 - 1
adding columns 7 - 7, 9 - 17
adding entries 7 - 7, 9 - 18
block-marking in 2 - 17
defining 9 - 12
deleting 7 - 10
deleting columns 7 - 10, 9 - 19
deleting entries 7 - 10, 9 - 19
editing 7 - 7, 9 - 17
editing boundaries 7 - 9
linked 9 - 12
marking in 2 - 19
moving columns 7 - 8, 9 - 20
moving cursor in 2 - 11
moving entries 7 - 8, 9 - 20
quick define 9 - 15
removing 9 - 17
sorting in 7 - 11
unlinked 9 - 13
Memory, background 9 - 83
Merge
database data 8 - 8
printing 6 - 11
automatic 6 - 16, 9 - 123
from a file 6 - 16
from data base 9 - 125
from screen 6 - 13, 9 - 121
input file 6 - 14, 9 - 123
interactive input 6 - 13, 9 - 121
template file 6 - 13
variables 6 - 13
template files 9 - 121
variables 6 - 12, 9 - 120

formula 6 - 12, 9 - 120
replacement 6 - 12, 9 - 120
Merge Printing 9 - 120
database information 6 - 17
Metafiles 9 - 135
Modifying footnotes 7 - 22, 9 - 38
Moving
a document section 7 - 13
between windows 5 - 5
cursor to a new location 9 - 32
footnotes 7 - 21, 9 - 38
repeating 4 - 5, 9 - 69
sections 9 - 115
Text 4 - 3
text 9 - 68
text to a buffer 4 - 4, 9 - 69
Multiple
documents, loading 5 - 6
windows 5 - 1
Multiple Column Area 7 - 1
adding columns 7 - 7, 9 - 17
adding entries 7 - 7, 9 - 18
block-marking in 2 - 17
defining 9 - 12
deleting 7 - 10
deleting columns 7 - 10, 9 - 19
deleting entries 7 - 10, 9 - 19
editing 7 - 7, 9 - 17
editing boundaries 7 - 9
linked 9 - 12
marking in 2 - 19
moving columns 7 - 8, 9 - 20
moving cursor in 2 - 11
moving entries 7 - 8, 9 - 20
quick define 9 - 15
removing 9 - 17
sorting in 7 - 11
unlinked 9 - 13

N

Name Format 9 - 111
Named rulers 3 - 8, 9 - 108
Naming
a marker 9 - 46
files 9 - 83–9 - 84
Numbering
footnotes 7 - 18, 9 - 36
paragraphs 7 - 13, 9 - 47, 9 - 91
automatic 7 - 15, 9 - 49
fixed 7 - 15, 9 - 49

O

Operating modes
Command Mode 2 - 8, 2 - 11
Text Entry 2 - 8
Operating system 2 - 25
Orphans 3 - 16
Outdent tabs 3 - 11
Outdents 9 - 109
Outlining 7 - 13, 9 - 47

P

Page Borders 6 - 10, 9 - 132
Page breaks
hard 3 - 17
hiding 9 - 59
removing 9 - 107
soft 3 - 15
Page length 6 - 10
Page margins 9 - 132
Page Number Style
in footings 6 - 5, 9 - 130
in headings 6 - 5, 9 - 130
Page number, specifying 6 - 3

Page size 6 - 6, 9 - 131
Pagination 6 - 10, 9 - 140
automatic 3 - 16, 9 - 105
changing 3 - 16, 9 - 107
manual 3 - 16, 9 - 106
removing page breaks 9 - 107
Paging, file path 2 - 22
Painting windows 9 - 148
Paper path 6 - 6, 9 - 131
Paper profile default 6 - 6, 9 - 131
Paragraph
default format 2 - 6
formatting 3 - 6
numbering 7 - 13, 9 - 47, 9 - 91
automatic 7 - 15, 9 - 49
fixed 7 - 15, 9 - 49
removing 9 - 50
Parameters for a document, setting 2 - 23
Password
assigning 5 - 18
attaching 9 - 86
removing 5 - 18, 9 - 87
Pasting text 5 - 7
Portrait 6 - 9, 9 - 131
Practice Sessions
Chapter 2, 2 - 27
Chapter 3, 3 - 20
Chapter 4, 4 - 16
Chapter 5, 5 - 19
Chapter 7, 7 - 30
using 1 - 3
Preferences
Global 2 - 22
word processor 2 - 23
Presetting Print Options 9 - 133
Previewer 9 - 118
Print Commands
Document 9 - 117
Merge 9 - 120
Options 9 - 127
Preset 9 - 133
Print control codes 6 - 3, 9 - 128
Print options 2 - 25, 6 - 1, 9 - 127
changing at section 6 - 10, 9 - 132
Print Preset 6 - 2
Print Preview 9 - 118
Print View 9 - 118
Printing
before printing 6 - 1
documents 6 - 1, 6 - 11, 9 - 117
draft 6 - 11, 9 - 117
duplex 6 - 9, 9 - 132
enhanced 6 - 11, 9 - 117
graphs 6 - 19
landscape 6 - 9, 9 - 131
merge 6 - 11, 9 - 120
on both sides of paper 6 - 9, 9 - 132
portrait 6 - 9, 9 - 131
print options 9 - 127
special characters 6 - 20
to a disk file 6 - 11, 9 - 118
to printer 6 - 11, 9 - 118
to the screen 9 - 118
Project files 9 - 144
Proper case 4 - 7, 9 - 67
Protecting documents 5 - 17

Q

Quick define columns 9 - 15
Quick Keys, viewing 2 - 6
Quit Commands 9 - 153

R

References 9 - 36
Reformatting

rulers 3 - 14, 9 - 113
text 3 - 14, 9 - 113
Removing
a marker 9 - 47
an MCA 9 - 17
font definitions 9 - 100
graphs from document 9 - 136
page breaks 9 - 107
paragraph numbers 9 - 50
section breaks 9 - 115
Replacement variables 6 - 12, 9 - 120
Replacing text 4 - 7, 9 - 71
Ruler
current 3 - 7, 9 - 108
default 3 - 6
deleting 9 - 114
division 9 - 141
editing 3 - 14, 9 - 112
hiding 9 - 60
inserting 9 - 112
main 2 - 6
named 3 - 8, 9 - 108
options 9 - 108
reformat a single paragraph 9 - 112
reformatting 3 - 14, 9 - 113

S

Saving
documents automatically 3 - 19
files 3 - 18, 9 - 83
Search options 4 - 8, 9 - 31, 9 - 71
Searching
for a particular file 4 - 1, 9 - 82
text 9 - 30
Section
creating 7 - 13
inserting breaks 9 - 114
Layout Commands 9 - 114
moving 7 - 13, 9 - 115
removing 7 - 13
removing breaks 9 - 115
Selecting fonts for new text 9 - 98
Sending
documents or textfiles 8 - 2
to Communications 8 - 2, 9 - 54
to Database 8 - 3, 9 - 54
to Spreadsheet 8 - 4, 9 - 55
Soft page breaks 3 - 15, 9 - 105
Sorting
columns 7 - 11, 9 - 74
text 9 - 73, 9 - 76
Special characters 3 - 4
printing 6 - 20
Spell check
interactive 5 - 10, 9 - 23
options 9 - 94
results to file 5 - 9, 9 - 22
Splitting windows 5 - 1, 9 - 145
Spreadsheet, sending to 8 - 4, 9 - 55
Start Merge Character 9 - 121
Status Line 2 - 7
Subdividing Documents 9 - 114
Summing numbers 9 - 35
Synonyms 5 - 15, 9 - 28

T

Table 9 - 12
creating 7 - 1
Table of contents
creating 7 - 22, 9 - 50
deleting entries 7 - 25, 9 - 53
editing entries 7 - 25, 9 - 53
entries 7 - 23, 9 - 50
generating 7 - 24, 9 - 52
options 9 - 93
Tabs 3 - 6, 3 - 11, 3 - 12

decimal 9 - 110, 9 - 141
hiding 9 - 61
Template file, for merge printing 6 - 13, 9 - 121
Text
alignment 3 - 10, 9 - 108
boldfacing 9 - 101
changing case 4 - 7, 9 - 67
copying 4 - 3, 9 - 64
copying to a buffer 4 - 4, 9 - 64
cutting and pasting 5 - 7
deleting 4 - 2, 9 - 67
editing 3 - 3
entering 3 - 3
finding 4 - 7, 9 - 30
formatting 2 - 6
hidden 9 - 56
hiding 4 - 11
inserting from a buffer 4 - 5, 9 - 65, 9 - 69
moving 4 - 3, 9 - 68
moving to a buffer 4 - 4, 9 - 69
reformatting 3 - 14, 9 - 113
replacing 9 - 71
searching 9 - 30
sorting 9 - 73, 9 - 76
undeleting 9 - 78
Text Entry Mode 2 - 9
moving cursor in 2 - 9
Textfiles 9 - 84
importing 8 - 1
sending 8 - 2
Thesaurus 5 - 14, 9 - 27
Tools Preferences Commands 9 - 139
Tutorial, using 2 - 3

U

Undeleting, text 9 - 78
Underscores 9 - 102
existing text 3 - 5
Unlinked columns 7 - 2, 9 - 13
Unloading files 3 - 18, 3 - 19, 9 - 83
Unlocking documents 9 - 61
Upper case 4 - 7, 9 - 67

V

Variables, for merge printing 6 - 12, 9 - 120
Viewing
footnotes 7 - 19
graphs in a document 9 - 137
graphs in a file 9 - 137
markers 9 - 47

W

Widows 3 - 16
Window Commands
Border 9 - 148
Close 9 - 147
Paint 9 - 148
Split 9 - 145
Zoom 9 - 147
Windows
border 9 - 148
closing 5 - 7, 9 - 147
footnote 5 - 1, 5 - 7, 9 - 146
going to 9 - 32
identifier 2 - 5
moving between 5 - 5
multiple 5 - 1
painting 9 - 148
splitting 5 - 1, 9 - 145
horizontal 5 - 3
vertical 5 - 4

zooming 5 - 6, 9 - 147
Windows Clipboard 5 - 8
Word processing
applications 1 - 2
definition 1 - 1
Word processor preferences 9 - 139
Word processor, exiting 9 - 153
Word wrap 3 - 3

Z

Zooming, windows 5 - 6, 9 - 147